

RESOLUTION #99-27

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

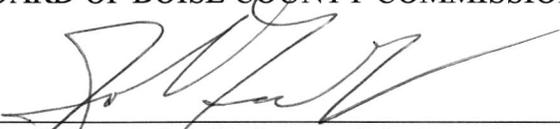
WHEREAS, The Boise County Board of Commissioners has received a version of the Boise County Sheriff Policies and Procedures for Holding Facility; and

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

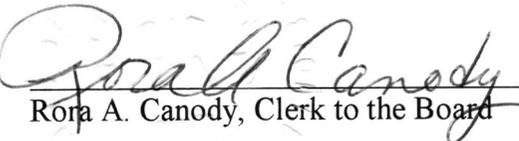


John N. Dyer, Commissioner



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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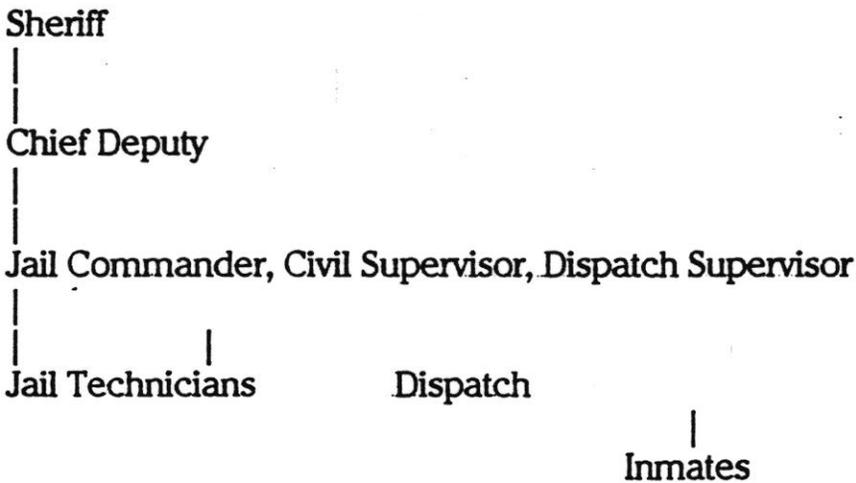
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ORGANIZATIONAL STRUCTURE:

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.

SECURITY AND CONTROL

07.01 The Boise County Holding Facility shall have a written policy and procedure to govern all aspects of facility security and control. These written policies and procedures shall address, at a minimum, the following:

- a: Inmate supervision and management
- b: Inmate and facility searches and contraband control
- c: Control of keys, tools and weapons
- d: Security inspections and maintenance of security systems and emergency procedures.

INMATE SUPERVISION AND MANAGEMENT.

07.02 Facility employees shall observe all inmates at least every thirty (30) minutes on an irregular schedule and the time of all such checks shall be logged. More frequent checks should be made of persons who are violent, suicidal, mentally ill, intoxicated, or who have other special problems or needs warranting closer observation.

07.03 Inmates participating in work programs, except those on temporary release status, shall have supervision provided in keeping with their custody classification while outside the security perimeter of the facility. Minimum security custody inmates shall be periodically checked to assure appropriate accountability and security.

07.04 Policies governing supervision of female inmates by male employees and male inmates by female employees shall be based on equal employment opportunity and in inmate privacy needs. Except in emergencies, facility employees shall not observe inmates of the opposite sex in toilet and shower areas. Female employees shall be available, as needed to conduct or assist in the admission process of female inmates. (At this time, Boise County shall use female dispatch employees if no other female is available to complete the induction process.) Searches of female inmates shall be conducted by female employees, and perform other sensitive procedures involving female inmates.

07.05 The facility shall have a system to physically count inmates. At least three (3) documented inmate counts during which the inmates physical presence is confirmed, shall be conducted every twenty-four (24) hours.

07.05.01 At least one of the counts shall be conducted each shift.

- 07.05.02 The system shall also provide strict accountability of inmates on work release, educational release or other temporary leave status who may be absent from the facility for certain periods of the day.
- 07.06 The facility should have staff posts located in or adjacent to inmate housing areas to permit facility employees to hear and respond promptly to problems or emergency situations.
- 07.07 Where staff posts are not located in or adjacent to inmate housing areas, an audio electronic surveillance and communication system shall be available.
- 07.08 Visual electronic surveillance equipment, where available, shall be used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas. If inmate living areas are visually monitored with electronic equipment, provisions shall be made to shield shower and toilet areas to protect inmate privacy.
- 07.09 The use of physical force by facility employees shall be restricted to instances of justifiable self-protection, the protection of others or property, the prevention of escapes, or the suppression of disorder and then only to the degree necessary to restore order.
- 07.09.01 Physical force shall not be used as punishment.
- 07.09.02 Facility employees shall prepare a written report following any use of force to be made available for review by the jail commander.
- 07.10 Restraint equipment shall be used only as a precaution against escape during transfer, for medical reasons, under the direction of the facility physician, or as a prevention against inmate self-injury, injury to others, or damage to property.
- 07.10.01 Restraint equipment shall be applied only for the amount of time absolutely necessary.
- 07.10.02 The use of restraint equipment, other than for routine use during transfer, shall be approved by the senior employee on duty and documented in a report prepared for review by the Jail Commander.

SECURITY

- 07.11 The facility shall have a security perimeter to prevent access to the facility by

unauthorized personnel.

- 07.12 All security perimeter entrances, cell block doors, and doors opening into a corridor within the security perimeter shall be kept locked except when in use. Doors to vacant units, unoccupied cells, and storage units shall be secured.
- 07.13 The Jail Commander or his/her designee shall conduct at least weekly inspections of all locks, bars, windows, floors, walls, ventilator covers, access plates, glass panels, protection screens, doors, and other security equipment. The date, time and results of these inspections shall be recorded on a checklist or log. The Jail Commander shall promptly correct any identified problems.

SEARCHES AND CONTRABAND

- 07.14 The Jail Commander shall maintain a list of items designated as contraband and shall describe contraband in inmate rules and regulations, and in visiting rules. Facility employees shall be familiar with what items are included on the list of designated contraband.
- 07.15 The facility shall have a facility search plan for the control of contraband which provides for unannounced and irregularly timed searches of cells, day-rooms, and activity, work or other areas accessible to inmates.
- 07.16 Contraband control procedures shall provide for the inspection of all materials and supplies coming into the facility.
- 07.17 The facility shall have a plan for the searching of inmates for the control of contraband which includes, at a minimum, the following provisions:
- a: Search of inmates upon re-entering the security perimeter
 - b: Search of new inmates in accordance with Chapter 15.05
 - c: Unannounced and irregularly timed searches of inmates
 - d: Frequent searches and close supervision of trustees and a provision for strip searches at such times when there exists reasonable suspicion that the inmate is in the possession of contraband.
- 07.18 All strip and body cavity searches shall be conducted in private and in a manner which preserves the dignity of the inmate to the greatest extent possible and under sanitary conditions. All strip searches shall be conducted by facility employees of the same sex as the inmate or by the facility physician

or by medical personnel. Body cavity searches shall be conducted only by the facility physician or by medical personnel. No persons of the opposite sex of the inmate, other than the facility physician or medical personnel which such is the case, shall be present during strip or body cavity searches.

- 07.19 All contraband items found during facility or inmate searches shall be seized. The seizure and disposition of the contraband shall be documented. When a crime is suspected to have been committed with the facility, all evidence shall be maintained and made available to the proper authorities.

KEY CONTROL

- 07.20 All facility employees shall be familiar with the locking system of the jail and shall be able to release inmates immediately in the event of a fire or other emergency.

- 07.21 The facility shall have a key control which includes, at a minimum, the following:

- a: All keys not issued to employees shall be stored in a secure depository which is inaccessible to unauthorized persons at all times
- b: There shall be an accounting procedure for the issuance and return of keys
- c: There shall be a procedure for reporting and repair of any broken key or lock
- d: A duplicate set of keys shall be stored in a separate, secure place
- e: Inmates shall be prohibited from handling keys which operate security locks
- f: Emergency keys shall be readily accessible for issuance in accordance with emergency procedures
- g: A key inventory shall be maintained in which each lock is identified with its location, number of keys available and key labels recorded.
- h: Precautions shall be made to ensure the security of non-key operated locks such as electrical switches or mechanical levers.

TOOL CONTROL

07.22 The facility shall have a tool control system which includes, at a minimum, the following provisions:

- a: All facility owned tools and other potentially dangerous equipment shall be securely stored in a locked area or outside the security perimeter
- b: There shall be an accounting system to record the issuance and return of all facility-owned tools and equipment
- c: Facility employees shall carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure that none are left unattended, or lost or forgotten
- d: Tools and equipment shall be used by inmates within the security perimeter only under the direct supervision of facility employees
- e: The loss or misplacement of tools or equipment shall be promptly reported to the Jail Commander.

CONTROL OF FIREARMS, CHEMICAL AGENTS, STUN GUNS, AND OTHER WEAPONS

07.23 All firearms, chemical agents, stun guns and other weapons assigned to the facility shall be stored in an arsenal, vault, or other secure area under lock.

07.24.01 Facility employees shall use only those firearms or other weapons security equipment, issued through, or approved by the Jail Commander and only when authorized by the Jail Commander.

07.24.02 The facility shall provide a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the facility.

07.25 Facility employees discharging firearms, using chemical agents or any other weapons, or otherwise using force to control inmates, shall document the incident in a written report to the Jail Commander.

EMERGENCY PROCEDURES

07.26 The facility shall have written policy and procedure for the handling of emergency situations including, at a minimum, the following:

- a: Escape
- b: Hostage taking
- c: Riots or major disturbances
- d: Suicide
- e: Natural disasters
- f: Mass arrest

SPECIAL MANAGEMENT INMATES

- 08.01 The facility shall have written policy and procedure to govern the management of inmates housed in administrative segregation, protective custody, and disciplinary detention.
- 08.02 The Jail Commander or the senior officer on duty may order immediate segregation when necessary to protect the inmate or others. The segregation shall be reviewed within three (3) days, excluding weekends and holidays, by the classification officer, disciplinary officer or other appropriate authority having jurisdiction over the type of segregation ordered.
- 08.03 Inmates may be placed in disciplinary detention for a rule violation only after a full hearing before disciplinary officer or committee as provided in Chapter 13. Except in the most serious cases, an inmate shall not be kept in disciplinary detention for more than fifteen (15) days for one offense, but in no case shall the period of detention exceed thirty (30) days for one incident without the specific written approval of the Jail Commander.
- 08.04 The classification officer or the Jail Commander may place an inmate in administrative segregation or protective custody when the inmates presence in the general population poses a serious threat to life, property, or self, staff, or other inmates. Administrative segregation may be warranted when:
- a: The inmate is segregated pending investigation or trial for a criminal act allegedly committed while in custody
 - b: The inmate is segregated pending transfer
 - c: The inmate requests or requires segregation from the general population upon release from disciplinary detention
- 08.05 The status of inmates in administrative segregation or protective custody shall be reviewed by the classification officer after seven (7) days and then every thirty (30) days thereafter.
- 08.06 Inmates in administrative segregation or protective custody shall be released only after a review by the classification officer or Jail Commander.
- 08.07 Any cell used for segregation shall provide living conditions which are approximately equivalent to the conditions in general population. An inmate may be placed in an unequipped cell only if it is necessary to prevent suicide or other self-destructive acts or to prevent damage to the cell or equipment.

- 08.08 Segregated inmates shall be able to maintain acceptable levels of personnel hygiene.
- 08.08.01 Segregated inmates shall have the opportunity to shave and shower or bathe at least three times per week.
- 08.08.02 Segregated inmates shall be provided with the same issue and exchange of clothing, bedding, linen, towels, and personal hygiene items as provided to the general population.
- 08.08.03 Segregated inmates shall have access to laundry, barbering, and hair care services on the same basis as the general population.
- 08.09 Segregated inmates shall be provided the same meals as those provided to the general population.
- 08.10 Segregated inmates shall have similar access to health care services as is available to other inmates in the facility.
- 08.11 Segregated inmates shall be given opportunities for exercise at least one hour per day, five days per week outside their cells in areas designated for that purpose, unless security and safety considerations dictate otherwise.
- 08.12 Segregated inmates shall have access to mail services, legal materials and reading materials, and on the same basis as the general population.
- 08.13 Segregated inmates shall be provided similar opportunities for visitation as other inmates in the facility, unless there are substantial reasons for withholding such privileges. Segregated inmates access to his/her legal counsel shall not be withheld.
- 08.14 The access of inmates in disciplinary detention to telephone services may be restricted to contact with legal counsel. Inmates in administrative segregation or protective custody shall have access to telephone services to include contact with legal counsel and as otherwise authorized by the Jail Commander.
- 08.15 Inmates in administrative segregation or protective custody shall have access to programs and services to the same extent as the general population, except where such participation threatens the safety and security of the facility or community.

08.16 Inmates in administrative segregation or protective custody shall not be deprived of an authorized item or activity, except when necessary to ensure the inmates safety or the well being of staff and other inmates. When an item or activity is withheld, a written report shall be made of the action to the Jail Commander.

FOOD SERVICES

09.01 The facility shall have written policy and procedure to govern the facility food services operation.

MENU PLANNING DIETARY REQUIREMENTS

09.02 The facility's food service operation shall be supervised by a designated employee who is qualified by experience and/or training.

09.03 The current edition of the publication recommended dietary allowance of the National Academy of Sciences should guide the preparation of menus to ensure a nutritionally balanced diet. Menus shall provide a minimum of 2500 calories daily.

09.04 All menus shall be planned, dated, and available for review at least one week in advance. Notations shall be made of any changes in the menu. The menu shall be kept at least one year after use.

09.05 Special diets prescribed by a physician shall be followed according to the physician's written instruction or the written instructions of a local dietitian.

09.06 Provisions shall be made for special diets when an inmate's religious belief require adherence to particular dietary practices. The Jail Commander shall contact appropriate clergy to secure diet specifications, as necessary. In the provision of religious diets, the facility administrator shall exclude such items as those containing alcohol or controlled substances which may threaten the safety and order of the facility or other food items which may create unreasonable burden to the facility to make available to the requesting inmate.

09.07 The facility shall maintain an accurate record of all meals served to inmates including special diets. The items served, the time and date served shall be recorded.

09.08 Menus and records of meals served shall be reviewed at least annually by a dietitian or nutritionist to verify nutritional adequacy. The facility shall maintain documentation of the dietitian's or nutritionist's review and verification. Subsequent menus shall be promptly revised to eliminate deficiencies noted.

MENU PREPARATION AND SERVING.

- 09.09 Three meals, two of which are hot, shall be served daily. No more than fourteen (14) hours shall elapse between the evening meal and breakfast. Meals shall be served at approximately the same time every day.
- 09.10 Food flavor, texture, temperature, appearance and palatability shall be considered in food preparation. Food shall be served promptly after preparation. Procedures shall ensure hot food is served hot and cold food is served cold.
- 09.11 Food shall not be withheld from inmates, nor the menu varied either as a disciplinary sanction or as a reward.
- 09.12 All meals shall be served under the direct supervision of facility employees to prevent favoritism, careless serving or waste.
- 09.13 The facility shall have a control system for the issuance and return of food preparation and eating utensils.
- 09.14 The facility shall have a system to account for all food and supplies in order to prevent pilferage. Yeast, vanilla extract and similar substances that are often pilfered shall be accessible only to facility employees.

SANITATION

- 09.15 Food service and related sanitation practices shall comply with the requirements set forth in the current publication of the Food Service Sanitation Manual, by the United States Food and Drug Administration. Manuals from other such agencies can be utilized.
- 09.15.01 The Jail Commander shall solicit at least semi-annual sanitation inspections by a qualified health officer. The results of the inspection shall be documented and the facility administrator shall take prompt action to correct any identified problems.
- 09.15.02 A daily inspection of all food service areas and equipment shall be conducted by the Jail Commander, food service personnel, or other facility employee who is familiar with food service sanitation requirements and practices .

- 09.15.03 If inmate food is obtained through a contract for food service from another outside source, the food service provider shall meet all local health, sanitation, and licensing requirements.
- 09.16 All persons assigned to food service work, including inmates, shall be carefully screened and determined to be in good health and free from any communicable or infectious diseases, vermin, or open, infected wounds.
- 09.17 All persons assigned to food service work shall be required to maintain adequate personal hygiene and cleanliness.
- 09.18 All persons assigned to food service work shall be familiar with appropriate food service sanitation practices and requirements.
- 09.19 All dishes, utensils, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food shall be washed and rinsed promptly after every meal. Disposable utensils shall not be reused.
- 09.20 A daily cleaning schedule shall be established and followed to ensure the entire food service area is kept clean and sanitary.
- 09.21 All storage and pantry areas shall be maintained in clean and sanitary condition at all times, and left free from contamination from any source at all times.
- 09.22 All garbage shall be stored in water tight containers with plastic trash liners and tight fitting covers. Garbage shall be removed daily.

FOOD SERVICE STORAGE

- 09.23 All food or food products, prepared or in bulk, shall be stored in clean, seamless containers after opening of the original container. Non-perishable food shall be stored off the floor on washable shelving and shall be protected from flies, rodents, vermin, overhead leakage, and away from excessive heat. All perishable food, meat and dairy products, fresh fruit and fresh vegetables shall be refrigerated at the proper temperature to maintain them in their best condition until used.
- 09.24 All items stored for future use shall be rotated on a first in, first out basis.
- 09.25 Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poison materials shall be kept in a separate, locked storage area.

FOOD SERVICE FACILITIES

- 09.26 Kitchen floors shall be constructed of smooth, durable material to provide an easily cleanable surface.
- 09.27 All kitchen walls, shelves, ceilings, and cabinets shall be finished with smooth, washable, light colored finishes to provide easily cleanable surfaces,
- 09.28 At least 20 foot-candles of artificial lighting shall be provided in the kitchen.
- 09.29 Adequate ventilation shall be available to dispel excessive heat, steam, condensation, obnoxious odors, vapors, smoke and fumes from the kitchen area.
- 09.30 All vent openings to outside air shall be screened to prevent entrance of dirt, dust, and other contaminants.
- 09.31 Adequate supplies of hot and cold water shall be available in the kitchen. Water required for washing and rinsing shall be available in sufficient quantities at the temperature required by the Food Service Sanitation Manual.
- 09.32 Toilet and lavatory facilities shall be available to food service workers in the vicinity of the kitchen.

SANITATION AND HYGIENE

FACILITY SANITATION AND MAINTENANCE

- 10.01 The jail shall maintain documentation by State and/or local health officials or other qualified persons that the facility complies with State and local sanitation and health codes based on at least an annual inspection of the facility.
- 10.02 The Jail Commander or his designees shall conduct at least weekly sanitation and maintenance inspections of all areas of the facility.
- 10.03 The facility shall have a plan of the control of vermin and pests which includes monthly inspections. If fumigation is necessary, it must be done by a licensed pest control.
- 10.04 The facility shall have a written housekeeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to inmates and staff. The plan shall include the following provisions:
- a: All work shall be assigned and supervised by a facility employee. No inmate shall be allowed to assign work to other inmates.
 - b: Bars, screens, ledges, and other exposed surfaces shall be dusted and/or washed at least weekly or when soiled, dirty or otherwise necessary.
 - c: Floors shall be swept daily and scrubbed and rinsed at least weekly. Floors shall be kept free from hazardous objects at all times.
 - d: Walls and ceilings shall be washed as needed and inmates shall be prohibited from placing pictures, pin-ups, or other objects on walls or ceilings which might be used to conceal contraband or offer a breeding place for vermin.
 - e: Toilets, showers, lavatories, sinks and other sanitary equipment shall be cleaned with hot, sudsy water daily.
 - f: Shower facility shall be cleaned thoroughly with hot water, soap and scouring powder daily.
 - g: Each inmate shall be responsible for keeping his/her own cell area clean at all times. Cells and dormitories shall be kept free of accumulations of food or unnecessary articles which might attract vermin.

- h: Durable, fire retardant trash receptacles shall be provided throughout the facility and shall be emptied and cleaned daily.
- i: Adequate cleaning tools and supplies shall be provided to the inmates to be used under the supervision of the facility employees. Supplies shall not be stored in inmate cells or rooms. Mops and other cleaning tools shall be thoroughly cleaned after each use and stored in a well ventilated place. Inmate access to cleaning equipment, tools, and supplies shall be controlled.
- j: Mop sinks and janitor's closets shall be cleaned thoroughly after each use.
- k: To the extent possible, cleaning and janitorial supplies shall be non-toxic to humans. All poisonous and caustic compounds used for cleaning shall be clearly labeled and kept in a locked storage area apart from all other articles.

10.05 Painted surfaces shall not be scaled or deteriorated. When repainting, a light, soft toned, fire-retardant and washable paint shall be used.

10.06 All plumbing, lighting, ventilation equipment, furnishings, and security hardware in inmate living areas shall be kept in good order. Any broken fixture, equipment, furnishings or hardware shall be promptly repaired or replaced.

10.07 Where the facility's water supply is obtained from a private source, the course shall be properly located, constructed, and operated to protect it from contamination and pollution. The water shall meet all current standards set by the applicable state and/or local authority as to bacteriological, chemical and physical tests for purity.

INMATE PERSONAL HYGIENE..

10.08 Sufficient shower facilities with adequate supplies of hot and cold water shall be available in inmate living areas to permit inmates to shower or bathe daily. Inmates shall be encouraged to shower or bathe at least three times per week.

10.09 Provisions shall be made for inmates to receive a hair cut at least monthly and to shave daily if they choose. Razors issued for inmate use shall not be shared.

10.10 The facility shall provide without charge the following articles necessary for maintaining proper personal hygiene:

- a: Soap
- b: Toothbrush
- c: Toothpaste or powder
- d: Comb
- e: Products for female hygiene needs

10.11 Toilet paper shall be available at all times in inmate toilet areas.

10.12 The facility shall provide for the issue of clean clothing, bedding, linens, and towels to new inmates held overnight. At a minimum, the following shall be provided:

- a: A set of standard facility clothing or uniform
- b: Fire retardant mattress
- c: Pillow and pillow cases
- d: Two (2) sheets or one (1) sheet and one (1) mattress cover
- e: Sufficient blankets to provide comfort under existing temperature conditions, and one clean towel.

10.13 Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for inmates.

10.13.01 Inmate clothing shall be laundered or exchanged twice a week.

10.13.02 Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary.

10.13.03 Blankets in use shall be laundered or exchanged at least monthly, or before reissue to another inmate.

10.13.04 Towels shall be laundered or exchanged at least twice (2) weekly.

10.14 The facility inventory of clothing, bedding, linen, and towels shall exceed the maximum inmate population to ensure that a reserve is always available.

HEALTHCARE SERVICES

- 11.01 Boise County Sheriff's Office will abide by the minimum standards set fourth by the Idaho Jail Standards.
- 11.02 The medical service for the holding facility shall be provided by the Idaho City physician's assistant and/or the Garden Valley P.A.
- 11.03 Except for regulations necessary to ensure the safety and order of the facility, all matters of medical, mental health and dental judgement shall be the sole province of the responsible clinicians.
- 11.04 The Jail Commander shall meet at least quarterly with the facility physician to evaluate and review the health care service.
- 11.05 All inmates and arrests processed into the holding facility shall have a screening form filled out with pertinent information concerning the medical, and mental health history of the inmate. The information shall include:
- a: Medical insurance information.
 - b: Any past contagious diseases (sexual or otherwise)
 - c: Any existing medical or mental health problems
 - d: Any special medication needs
 - e: Any addictions (drugs, alcohol, inhalants)
 - f: Disabilities, physical or mental
 - g: The last time drugs or alcohol were ingested
 - h: Behavior, including state of consciousness, mental status, appearance, conduct, tremor, or sweating and body deformities, trauma markings, bruises, jaundice, rashes, evidence of body vermin, ease of movement, etc.
- 11.05.01 Non-emergency health care will be the discretion of the facility P.A. and the Sheriff, and the Jail Commander.
- 11.06 Emergency medical care will be dealt with immediately, the Jail Commander and the Sheriff will be notified of any emergency.
- 11.07 The jail technicians will be trained as first responders within the first year of their employment. If jail technicians are not on duty, the on duty patrol officer will be notified and the employee present in the facility (dispatcher) will administer first aid until the on duty officer arrives. The physician's assistant

on call will also be notified. Idaho City EMS can also be utilized in this situation.

- 11.08 Any facility administering first aid or emergency care will utilize available protection equipment, ie gloves, CPR mask, splash goggles. This equipment will be available in the day room, dispatch center and booking area.
- 11.09 No one facility employee will make the decision if an inmate needs medical attention. If it is requested by an inmate, EMS or other, such attention will be used and the Jail Commander notified.

SCREENING, REFERRAL, AND CARE OF MENTALLY ILL, SUICIDE PRONE, RETARDED, AND DISABLED INMATES

- 11.10 After initial screening of inmates, any with history of suicide attempts, alcohol addiction, or a history of mental illness will be monitored on a fifteen (15) minute time frame. This will include a visual and verbal contact with the inmate housed in the unit. A determination will be made by the Jail Commander, and the Sheriff on whether or not to remain housing the inmate or to transfer inmate to another more suited facility.
- 11.11 Inmates with a history of retardation will be housed alone if their safety is a question among general population, and will be monitored the same as the able mentioned high risk inmate.
- 11.12 Disabled inmates will be allowed to have devices, prostheses or other equipment required for their disability as long as it does not interfere with the day to day security of the facility. A determination of the inmate will be made by the Sheriff and the Jail Commander. If the inmate can not be properly cared for in our facility, he/she may be moved to another institution or the court contacted for other possibilities.
- 11.13 Arrangements for providing chronic or convalescent care will be made by the Sheriff or the Jail Commander. Inmates that require this care will not be housed at the facility.

DELOUSING PROCEDURES

- 11.14 All new inmates will be deloused prior to entering the housing unit. This will be accomplished during the booking process. All inmates will be treated with a delousing spray and showered. The inmate will then be dressed in facility issued clothing and placed in the housing unit.
- 11.15 No outside clothing will be allowed in the housing unit. The only exception to this policy will be if the inmate is too large of a security risk at the time of induction to carry out this procedure. If this occurs, the housing unit in which the inmate was housed will be cleaned to include all bedding, toilet and sink areas and mattress and floor at the time in which the inmate is either moved or is no longer a security risk.
- 11.16 Any inmate that has a high alcohol content, i.e. .30 BAC or above will be checked by medical personnel. All inmates that are intoxicated at the time of induction shall be housed alone until such time the inmate can function in a safe manner for himself and the facility. All intoxicated inmates that have been involved in motor vehicle accidents will receive medical attention before admission, or a refusal form from a medical facility or personnel will accompany said inmate to the facility.
- 11.17 Pharmaceuticals will only be dispensed by properly trained employees of the facility or the P.A. on call. No medication will be dispensed unless first approved by the on call P.A. or physician. Diabetics or other special needs inmates will be the only exception, and the Jail Commander and the Sheriff will be contacted as soon as this need arises.
- 11.18 Upon induction, a next of kin will be taken from every inmate admitted to the facility. Next of kin will be written on the medical screening form. Current address, phone number and the name of next of kin will be taken.
- 11.19 The facility shall have a procedure for the notification of those individuals so designated by the inmate in the case of serious illness, injury, or death. All notifications of this kind will be made by the Jail Commander or the Sheriff.
- 11.20 In the event of an inmate's death, the coroner shall be notified immediately.
- 11.21 The jail physician shall have access to the inmate confinement records.
- 11.22 Facility employees shall be appraised of inmates' medical condition when they have a need to know to ensure the safety of the inmate and others.

INMATE RIGHTS.

12.01 The Boise County Sheriff's Department shall safeguard the basic rights of inmates through the employment of written policies and procedures that are consistent with fundamental legal principles, sound correctional practice, and humane treatment. The facility's written policies and procedures shall ensure the following:

- a: Inmates' right to have access to attorneys and their authorized representatives, and courts, and to legal materials**
- b: Inmates' right to basic medical and dental care**
- c: Inmate's right to practice their religion, subject to the limitations necessary to maintain facility security and order**
- d: Inmates' rights to receive visits and to communicate and correspond with persons, representative of the media, or organizations, subject to the limitations necessary to maintain facility security and order**
- e: Inmates right to be free from personal abuse, corporal punishment, personal injury, disease, property damage and harassment**

12.02 The Boise County Holding Facility shall have a written grievance procedure which includes the following provisions:

- a: Any inmate shall have the right to report and file a grievance**
- b: The Jail Commander or his/her designee shall promptly investigate and respond to all grievances, providing reasons for the decisions; responses to grievances shall be within a prescribed, reasonable time period, with special provisions for responding to emergencies**
- c: Inmates reporting a grievance shall not be subject to reprisal**
- d: Inmates shall be provided at least one level of appeal.**

INMATE RULES AND DISCIPLINE.

- 13.01 The Boise County Sheriff's Office shall utilize the standards set fourth in the Idaho Jail Standards for inmate discipline, the specific rules of inmate conduct are listed below. All violations of a criminal nature, i.e. property destruction, assaults or battery on staff or other inmates etc, will be prosecuted to the full extent every time they occur.
- 13.02 Inmates are required to follow the instructions of all facility employees. Direct interaction with inmates by facility employees will be performed by deputies or jail technicians. These employees will be in uniform any time interaction occurs, so as to avoid confusion for inmates.
- 13.03 Abuse to inmates by other inmates or staff is strictly prohibited. All cases will be investigated fully and prosecuted.
- 13.04 Lights out will occur every week night (Sunday through Thursday) at 2200 hours. On weekends lights out will be extended to 2300 hours. Lights on will occur every day at 0600 hours.
- 13.05 A physical head count will occur every day at 0600 hours and at 2200 hours. All inmates at this time will be required to stand at the cell door. Any inmate refusing to do so will be placed in disciplinary lock down for security reasons of the facility.
- 13.06 All appeals of violations will be heard and delt with according to Idaho Jail Standards.
- 13.07 Covering of windows, lights or ventilation in cells is a violation of the facility fire code. Any inmate found doing so will be told to remove covering and if not in an immediate fashion, will be found in violation.
- 13.08 All violations, once proven to be true, will be written and forwarded to the prosecutor.

INMATE.COMMUNICATION

- 14.01 The facility shall have a written policy and procedure to govern inmate access to telephone services.
- 14.02 Inmates will be provided a phone at the time of induction to the facility, and shall be given phone access for attorneys of record, and bondsmen.
- 14.03 Telephone calls other than attorneys will be subject available to facility needs, i.e. staff availability, phone use by other inmates and security concerns of inmate requesting phone use.
- 14.04 Telephone calls to attorneys shall not be monitored or revoked as a disciplinary measure. If other calls are monitored, the inmate shall be notified.
- 14.05 Inmates shall be provided reasonable opportunities to visit with their attorneys and with members of the clergy.
- 14.05.01 Attorneys and clergy shall be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours.
- 14.05.02 Visits with attorneys and clergy shall not be monitored. Except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security.
- 14.05.03 Visits with attorneys or clergy shall be of the contact type unless otherwise indicated by the inmate or visitor, or the Jail Commander determines there is a substantial security justification to restrict the visit to a non-contact type.
- 14.05.04 Attorneys and clergy may be subject to search prior to contact visit.
- 14.06 Inmate visits with persons other than their attorneys or members of the clergy shall be provided as authorized by the Jail Commander.
- 14.07 A secure and suitable area shall be provided for inmates and visitors to converse at normal voice levels.

ADMISSION AND RELEASE

- 15.01 The admitting officer shall positively identify the arresting or committing officer, verify the arresting or committing officer's authority to make the commitment and verify that he/she has the appropriate commitment papers to assure proper documentation.
- 15.02 The admitting officer, to the best of his or her ability, shall ascertain the identity and age of the detainee.
- 15.03 If any inmate shows signs of any illness or injury, or is incoherent, the inmate shall not be admitted to the facility until the arresting officer or committing officer has secured written documentation from medical personnel of examination, treatment and fitness for confinement.
- 15.04 If the inmate's injuries are such to require in-patient treatment, the jail employee shall contact the Sheriff or the Jail Commander before admission to the facility is allowed.
- 15.05 The admitting officer shall conduct a complete and thorough search of the inmate being admitted. All searches will satisfy at least these requirements:
- 15.05.01 All searches shall be of the least intrusive type necessary to satisfy the safety and security of the needs of the facility.
- 15.05.02 The pat search shall be considered the initial method of searching inmates upon admission.
- 15.05.03 Strip searches upon admission are authorized only upon individual determination set forth by the Idaho Jail Standards.
- 15.06 The jail tech shall complete an intake form on every new inmate which shall include, at a minimum, the following:
- a: Time and date of admission
 - b: Name and alias, nicknames
 - c: Official charge (s)
 - d: Agency/authority ordering arrest or commitment
 - e: Signature and title of arresting officer and admitting officer
 - f: Date of birth and age
 - g: Race

- h: Sex**
- l: Physical description**
- j: Current or last known address and telephone number**
- k: Marital status**
- l: Educational level**
- m: Emergency contact**
- n: Social Security number**
- o: Driver's license number and state**

- 15.07 Inmates shall be photographed and finger printed with at least three (3) cards of prints. One set will be retained by the county, one set sent to the state, and the last sent to the Federal Bureau of Investigation**
- 15.08 Inmates shall be screened and observed by the admitting officer as prescribed in Chapter 11.10 of this manual.**
- 15.09 All monies, valuables, and other personal property will be taken from the inmate at this time. Valuables and monies shall be placed in the lock box in dispatch. Personal clothing and other property will be placed in the inmate's storage locker in the booking room.**
- 15.10 After booking process is complete, all inmates will be deloused, showered and put in county issue uniforms before being placed in housing unit.**
- 15.11 Inmates new to the facility shall be given a list of rules appealing to them as far as their conduct, hygiene and behavior are concerned.**
- 15.12 When a female inmate is brought to the facility, a female employee if not already present, shall be summoned to the facility to conduct search and showering of said inmate.**
- 15.13 Female dispatch can be utilized to fulfill above requirement.**
- 15.14 No persons under the age of 18 will be admitted to the facility for any reason (in accordance with Idaho Jail Standards).**
- 15.16 Release of inmates shall be in accordance with Idaho Jail Standards.**
- 15.17 All valuable property put into the lock box in dispatch shall be documented as such; date and time placed in the box, Officer or Tech who placed it in the box, amount and / or description of items and Dispatcher on duty at the time**

15.18 All money shall be counted by at least two employees of the facility.

15.19 A written documentation shall be kept of all the property of the inmate at the time of admission.

15.20 At the time of release the inmate will sign for the receipt of his / her property before the release can occur.

BONDING RELEASE OF PRISONERS

15.21 All bonding procedures will be handled in accordance with the Idaho Jail Standards and the requirements of the Boise County Court system. Policy and procedure for this will be obtained from the court and added to the manual before opening.

Classification, inmate services and programs, physical plant and work release chapters shall be in accordance with the Idaho Jail Standards. At this time Boise County does not have a jail facility, only a holding facility, therefore, these programs are not required or are not available at this time.