

A RESOLUTION ESTABLISHING
BOISE COUNTY SHERIFF POLICIES FOR HOLDING FACILITY

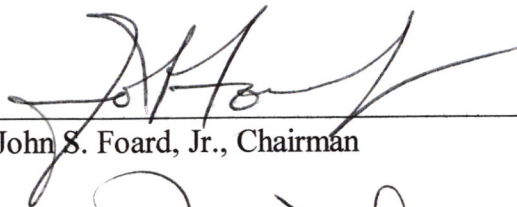
WHEREAS, the Boise County Board of Commissioners has received a version of the Boise County Sheriff Policies For Holding Facility; and

WHEREAS, diligent review and discussion of the new policy has been held by the Board, Sheriff and Prosecuting Attorney.

NOW THEREFORE BE IT RESOLVED, that Resolution # 99-~~8~~, shall be known as the Boise County Sheriff Policies For Holding Facility

That Boise County reserves the right to make any changes deemed necessary.

APPROVED AND ADOPTED by the Boise County Board of Commissioners in open session on the 1st day of December 1998.



John S. Foard, Jr., Chairman

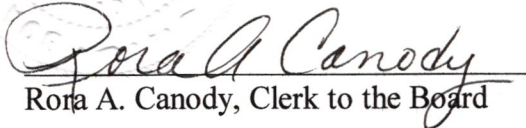


John N. Dyer, Commissioner



Harold E. Raper, Commissioner

Attest:



Rora A. Canody, Clerk to the Board

OBJECTIVE:

The objective of the Boise County Holding Facility is to provide a secure and safe environment to temporarily house and care for inmates arrested in the daily activity of the Boise County Sheriff's Department and other local Law Enforcement Agencies.

This objective will be accomplished by strict enforcement of the policies listed in this manual as well as those set forth in the Department Policy Manual and the Boise County Personnel manual. All policies have been reviewed and approved by the Boise County Sheriff and the Commissioners of Boise County.

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

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I. Administration, Organization and Management

A. Organizational Structure:

The facility 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/her discretion, appoint a second in command to assist in times of his/her absence.

B. Mission Statement

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 Standards Committee, the United States Constitution, The Boise County Sheriff's Department Policy Manual, The Boise County Personnel Manual 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.

C. Chain of Command

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

SHERIFF
I
I
CHIEF DEPUTY
I
I
JAIL COMMANDER
I
I
JAIL DEPUTIES
I
I
INMATES

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.

D. Policies and Procedures:

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.

1. All policies and procedures shall be reviewed annually and shall be revised and additions made if necessary.
2. Written policies and procedures shall be made available to all staff.
3. Written policies and procedures shall form the basis for new facility employee's orientation and training.
4. There shall be a procedure for dissemination of new or revised policies and procedures to facility employees prior to implementation.

II. Fiscal Management

A. Budget

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.

1. 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 County Commissioners.
2. All expenditures, bills, and income shall be audited by Jail Administration and the Sheriff before being paid or deposited.
3. The Sheriff shall conduct an audit of the fiscal process of the jail on a monthly basis.

B. Disbursement

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 the Sheriff and Idaho Jail Standards.

1. All monies collected by the facility shall be secured daily in the secured lock-box. The keys for the box will be in the possession of the on-duty Jail Deputy and Jail Commander.
 - a. All deposits made to the lock-box shall be documented in the activity log on the Jail computer system. The entry to the log shall include the name of the person the funds belong to, the name of the deputy or facility employee making the deposit, the date, and the time of entry.
2. The Jail Commander shall maintain documentation of the number and type of employment 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.

3. The Jail Commander shall maintain current and complete records of all property and equipment. An inventory shall be conducted at least annually in the manner and detail prescribed by the Sheriff's Department and the Boise County Commissioners.

III. Personnel

A. Staffing

Department employees awake and on-duty on a twenty-four hour basis shall staff the facility when inmates are being housed.

1. 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 an/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 part-time positions.
 - a. A female employee shall be available at all times when female inmates are housed. An on-duty female employee of the Sheriff's Department assigned primarily to a non-corrections position, but who is properly trained and available, as needed, to assist with female inmates, may satisfy this requirement.

B. Qualifications:

All applicants for positions involving regular direct contact with inmates shall meet the same standards for employment as those established for detention 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.

C. Personnel Rules:

The facility will provide a Department 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:

1. Description of the facility's Equal Opportunity Program where such programs have been adopted as part of Boise County Policy.
2. Policy for selection, retention, and promotion of all employees on the basis of merit and specified qualification;
3. Rules for entry level or introductory status employees;
4. Compensation and benefit plan;
5. Rules of conduct and disciplinary process for employees; and

6. Employee grievance process.

D. Personnel Records

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

IV. Training and Staff Development

A. Training and Development Plan

The Boise County Sheriff's Office shall have a written training and staff development plan. Training will be based on, and consistent with the facility's written policies and procedures.

1. All new employees shall be provided an orientation program. The program will be handled by the Jail Training Officer, and will follow Idaho Jail Standards and the policies of the Boise County Sheriff. When staffing allows, all jail personnel will be sent to POST Correctional Academy in Meridian.
2. 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; and
 - j. Recognition of the signs and symptoms of mental illness, retardation, substance abuses, physical deficiencies and suicide-prone behavior.
3. The Idaho Peace Officers Standards and Training Council may provide the basic training specified above.

4. New facility employees with prior training received from other sources shall be considered to have met the requirements of the previous section, upon the approval of a waiver by the Idaho Peace Officer Standard and Training Council for equivalent training. Documentation of the waiver shall be maintained in the employee's personnel file.
 - a. All new support staff and part-time employees shall receive orientation appropriate to their job assignments and additional training, as needed.
5. In addition to basic training, all facility employees shall receive a minimum of twenty-four (24) hours of in-service training annually and may receive POST certification if the sheriff so desires.
 - a. All facility employees shall receive training in the execution of the written emergency plans and in the use of emergency equipment.
 - b. All facility employees shall be familiar with the inmate rules and regulations and shall receive training in the enforcement of these rules.
 - c. All facility employees shall receive basic Red Cross First-aid training or its equivalent and training in Cardio-Pulmonary Resuscitation techniques with the first year of employment. Certification in these areas shall be kept current.
 - d. All facility employees authorized to use firearms shall receive training and be qualified in their use on at least a semi-annual basis.
 - e. All facility employees authorized to use chemical agents or other weapons shall receive training in their handling and use.
 - f. 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.
 - g. 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.

V. Facility Information Systems

A. Records and Data Management:

The Boise County Holding Facility 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:

1. Accuracy of information, including procedures for verification;
2. Security of information, including access and protection from unauthorized disclosure;
3. Contents of records;
4. Maintenance of records;
5. Length of retention; and
6. Method of archival or disposal of inactive records.

B. Release of Information:

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.

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

C. Facility Records

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.

1. 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. 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. Notations of problems, disturbances, and
 - h. Notations of any use of emergency or restraint equipment.
2. The facility shall maintain a permanent log for disciplinary detention (Lock-Down). The log may be combine with the log required in the previous section. The following information, at a minimum, shall be recorded:
 - a. All admission and release to segregation, including times 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 and
 - e. Any deprivation or removal of an authorized item, with the reason noted.
3. The facility shall maintain a master file or roster board indicating the current cell assignment and status of all inmates housed in the facility.

4. 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.
5. The facility shall maintain an accurate record of all meals served to inmates, including items served, time and date served.
6. 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; and
 - d. Relationship to inmate

D. Inmate Records:

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

1. Booking and intake records
2. Court Orders/Records
3. Photographs and fingerprints
4. Itemized inventory forms for all clothing, property, money and valuables taken from the inmate
5. Record of deposits/withdrawals from the inmate's account
6. Classification records
7. Record of participation in programs and services
8. Rule infraction reports
9. Records of disciplinary actions
10. Grievances filed and their dispositions

11. Incident reports involving the inmate
12. Release records, and
13. Any other pertinent information

E. Medical Records

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

1. Medical screening forms
2. Any mental health screening forms
3. Any subsequent health appraisal forms
4. Any requests for medical attention
5. All records of medical encounters, including time, date and provider of services.
6. All findings, diagnoses, and treatments
7. Copy of all prescriptions and records of dispensing
8. Any release of medical information forms completed
9. Any consent or refusal of medical services forms completed and other pertinent medical information.

F. File Access

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

G. Information Dissemination

Facility employees shall not communicate information of a critical nature concerning the Department, inmates or the County to any person or agency unless first a complete written report of the condition has been submitted to or approved by the Sheriff.