RESOLUTION #99-8

ORIGINAL

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 polices 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 it's 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.

VI. Fire Safety and Emergency Procedures

A. Prevention Regulations and Practices

The facility shall have written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff.

1. The facility shall maintain documentation by the Idaho State Fire Marshal or other qualified entity that the facility complies with safety and fire prevention standards, on an annual basis.

2. 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.

    a. The Fire Safety Officer shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly.

    b. The Fire Safety Officer shall schedule and coordinate fire drills at least quarterly.

    c. The Fire Safety Officer shall conduct at least weekly fire safety inspections of the facility.

    d. The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection shall be documented.

3. 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.

4. The Jail Commander shall involve the local fire department in fire emergency planning, training and drills as appropriate.

5. 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

VII Security and Control

B. Policies and Procedures

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

1. Inmate supervision and management

2. Inmate and facility searches and contraband control

3. Control of keys, tools and weapons

4. Security inspections and maintenance of security systems, and emergency procedures.

B. Inmate Supervision and Management

Facility employees will conduct themselves in a professional manner when on duty and will not be overly friendly, overly familiar with inmates. Deputies will maintain an attitude of helpfulness while maintaining a professional barrier. A facility employee shall not discuss department business with or in front of an inmate

1. Facility employees shall not make derogatory remarks or gossip about Co-workers with or in the presence of an inmate.

2. 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.

C. Work Programs

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.

D. Female Inmates

Policies governing supervision of female inmates by male employees and male inmates by female employees shall be based on equal employment opportunity and inmate privacy need. 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.

E. Physical Counts

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.

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

2. The system shall also provide strict accountability of inmates on work release, education release, or other temporary leave status who may be absent from the facility for certain periods of the day.

    a. 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 ore emergency situations.

    b. Where staff posts are not located in or adjacent to inmate housing areas, an audio electronic surveillance and communication system shall be available.

    c. Visual electronic surveillance equipment, where available, shall be used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas.

F. Physical Force

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.

1. Physical force shall not be used as punishment

2. Facility employees shall prepare a written report following any use of force to be made available for review by the Jail Commander.

G. Restraint equipment

Restraint equipment shall be used only as a precaution against escape during transfer, or as a prevention against inmate self injury, injury to others or damage to property.

1. Restraint equipment shall be applied only for the amount of time absolutely necessary.

2. 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.

H. Security

1. The facility shall have a security perimeter to prevent access to the facility by unauthorized personnel.

2. 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.

3. 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, times, and results of these inspections shall be recorded on a checklist or log. The Jail Commander shall promptly correct any identified problems.

I. Searches and Contraband

1. 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 this list of designated contraband.

2. The facility shall have a facility search plan for the control of contraband which provides for unannounced and irregularly timed searches of cells, dayrooms, and activity, work or other areas accessible to inmates.

3. Contraband control procedures shall provide for the inspection of all materials and supplies coming into the facility.

4. 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. Pat-Search of inmates upon re-entering the security perimeter

    b. Search of new inmates in accordance with chapter XV

    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.

5. 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 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 when such is the case, shall be present during strip or body cavity searches.

6. 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 within the facility, all evidence shall be maintained and made available to the proper authorities.

J. Key Control

1. 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 emergency.

2. 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.

K. Tool Control

The facility shall have a tool control system, which includes, at a minimum, The following;

1. All facility owned tools and other potentially dangerous equipment should be securely stored in a locked area or outside the security perimeter.

2. There shall be an accounting system to record the issuance and return of all facility owned tools and equipment.

3. 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.

4. Tools and equipment shall be used by inmates within the security perimeter only under the direct supervision of facility employees.

5. The loss or replacement of tools or equipment shall be promptly reported to the Jail Commander.

L. Control of firearms, chemical agents, stun guns, and other weapons

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.

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

2. 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.

3. 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.

M. Emergency Procedures

The facility shall have procedures for the handling of emergency Situations including, at a minimum, the following;

1. Escape

2. Hostage taking

3. Riots or major disturbances

4. Suicide

5. Natural disasters; and

6. Mass arrests

VIII Special Management Inmates

A. Special Management Inmates

The Facility shall have written procedures to govern the management of inmates housed in administrative segregation, protective custody and disciplinary detention.

1. 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 Chief Deputy, Sheriff, or other appropriate authority having jurisdiction over the type of segregation ordered to render a decision regarding transport to a more secure facility.

2. Inmates may be placed in disciplinary detention for a rule violation only after a full hearing before the Jail Commander, Chief Deputy or Committee.

3. 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 for his/her own protection.

   d. The facility physician orders segregation for a medical reason.

   e. The inmate's behavior while confined in disciplinary detention indicates the need for further segregation from the general population upon release from disciplinary detention.

4. The status of inmates in administrative segregation or protective custody shall be reviewed by the Jail Commander every 24 hours.

5. Inmates in administrative segregation or protective custody shall be released only after a review by the Jail Commander.

6. 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.

7. Segregated inmates shall be able to maintain acceptable levels of personal hygiene.

8. 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.

9. 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.

10. Inmates in administrative segregation or protective custody shall not be deprived of an authorized item or activity, except when necessary to ensure the inmate's 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.

IX Food Services

A. Menu planning and dietary requirements

1. The facility shall have written procedures to govern the facility food services operation.

2. The facility's food service operation shall be supervised by the Jail Commander.

3. The preparation of menus should provide for a nutritionally balanced diet. Menus shall provide a minimum of 2500 calories daily.

4. 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 retained for at least one year after use.

6. Special diets prescribed by a physician shall be followed according to the Physician's written instructions or the written instructions of a local Dietitian.

7. Provisions shall be made for special diets when an inmate's religious Beliefs 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 in such cases, the inmate will be considered for transfer to another facility.

8. The facility shall maintain an accurate record of all meals served to inmates, including special diets. The dates, times, and items served shall be recorded.

9. Menus and records of meals served shall be reviewed at least annually by a dietician 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.

B. Menu preparation and serving

1. 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.

2. 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.

3. Food shall not be withheld from inmates, nor the menu varied either as a disciplinary sanction or as a reward.

4. All meals shall be served under the direct supervision of facility employees to prevent favoritism, careless serving, or waste.

5. The facility shall have a control system for the issuance and return of food preparation and eating utensils.

6. 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.

7. Facility employees shall not consume inmate food.

C. Sanitation

Food service and related sanitation practices shall provide the following:

1. 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.

2. A daily inspection of all food service areas and equipment shall be conducted by the Jail Commander, food service personnel, or other facility employees who are familiar with food service sanitation requirements and practices.

3. If inmate food is obtained through a contract for the food service from an outside source, the food service provider shall meet all local health, sanitation, and licensing requirements.

4. 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.

5. All persons assigned to food service work shall be required to maintain adequate personal hygiene and cleanliness.

6. All persons assigned to food service work shall be familiar with appropriate food service sanitation practices and requirements.

7. All 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.

8. A daily cleaning schedule shall be established and followed to ensure the entire food service area is kept clean and sanitary.

9. 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.

10. All garbage shall be stored in water tight containers with plastic trash liners and tight fitting covers. Garbage shall be removed daily.

D. Food service storage

1. 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 protected from flies, rodents, vermin, overhead leakage, and away from extensive heat. all perishable food, meat and dairy products, fresh fruit and fresh vegetables shall be refrigerated at proper temperatures to maintain them in their best condition until used.

2. All items stored for future use shall be rotated on a first in, first out basis.

3. Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poison materials shall be kept in a separate, locked storage area.

E. Food service facilities

1. Kitchen floors shall be constructed of smooth, durable material to provide an easily cleanable surface.

2. All kitchen walls, shelves, ceilings, and cabinets shall be finished with smooth, washable, light colored finishes to provide easily cleanable surfaces.

3. At least 20 foot candles of artificial lighting shall be provided in the kitchen.

4. 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 temperatures required.

5. Adequate ventilation shall be available to dispel excessive heat, steam, condensation, obnoxious odors, vapors, smoke, and fumes from the kitchen area.

6. All vent openings to outside air shall be screened to prevent entrance of dirt, dust, and other contaminates.

7. Toilet and lavatory facilities shall be available to food service workers in the vicinity of the kitchen.

X. Sanitation and Hygiene

A. Facility Sanitation and Maintenance

1. The jail shall maintain documentation by the 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.

2. The Jail Commander or his/her designees shall conduct at least weekly sanitation and maintenance inspections of all areas of the facility.

3. The facility shall have a plan for the control of vermin and pests which included monthly inspections. If fumigation become necessary, they must be done by a licensed pest control company.

4. The facility shall have a written house keeping 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 as 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 facilities 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 shall be kept free of accumulations of food or unnecessary items 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 all other articles.

B. Inmate Personal Hygiene

1. 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.

2. Provisions shall be made for inmates to shave daily if they choose. Razors issued for inmate use shall not be shared.

3. 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

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

5. 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 (1) clean towel.

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

   a. Inmate clothing shall be laundered or exchanged every twenty-four (24) hours.

   b. Linen shall be changed and laundered or exchanged at least every seventy-two (72) hours or more often, as necessary.

   c. Blankets in use shall be laundered before being reissued to another inmate.

   d. Towels shall be laundered or exchanged on an as needed basis and before being reissued to another inmate.

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

XI Health Care Services

A. Health Care Provider

The facility will have an agreement with a physician or other Health authority such as a hospital or clinic to provide health care services. If the health authority is other than a physician, final medical judgement shall rest with a physician, licensed in the state.

1. The medical services for the holding facility shall be provided by the Idaho City Physician's Assistant and/or the Garden Valley P.A.

2. 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.

3. The Jail Commander shall meet, at least quarterly, with the Sheriff to evaluate and review the health care service.

4. 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 requirements

   e. Any addictions (drugs, alcohol, and 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.

5. Non-emergency health care will be at the discretion of the Jail Commander.

6. Emergency medical care will be dealt with immediately. The Jail Commander and the Sheriff will be notified of any emergencies.

7. The Jail Deputies will be trained in first aid within the first year of their employment. If Jail Deputies 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 P.A. on call will also be notified. Idaho City EMS can also be utilized in this situation.

8. Any facility administering first aid or emergency care will utilize available protection equipment, i.e., gloves, CPR masks, splash goggles, etc.. This equipment will be available in the booking area.

9. No one facility employee will make the decision wither or not an inmate needs medical attention. If it is requested by an inmate, EMS or other such attention will be used and the Jail Commander will be notified.

B. Screening, referral, and Care of Mentally ill, Suicide Prone, Retarded, and Disabled Inmates.

1. After initial screening of inmates, any inmate with a history of suicide attempts, serious or contagious illness, alcohol addition, or mental illness will be monitored on a fifteen (15) minute time frame. This will include both visual and verbal contact with the inmate. A determination will be made by the Jail Commander, and the Sheriff on whether or not to continue housing the inmate or to transfer the inmate to another, more suitable, facility.

    a. No inmate requiring elaborate medical care will be housed in the facility. These Inmates will be transferred to a facility with a medical care unit.

2. Inmates with a history of retardation will be housed alone if their safety is in question Among general population, and will be monitored the as above mentioned high risk inmate.

3. 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 Jail Commander and the Sheriff. 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 alternatives.

4. Arrangements for providing chronic or convalescent care will be made by the Jail Commander or the Sheriff. Inmates that require this type of care will not be housed at the facility.

C. Delousing Procedures

1. 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 a cell.

2. No outside clothing will be allowed in the housing unit. The only exceptions 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 or if the inmate is going to bond within one (1) hour. If this situation occurs, the cell in which the inmate was housed will be cleaned, including all bedding, toilet and sink areas, mattress, and floor at that time in which the inmate is either moved, released or is no longer considered a security risk and be dressed in facility issued clothing.

3. Any inmate that has a high alcohol content, i.e., .30BAC 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 as 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 medical personnel will accompany said inmate to the facility.

4. 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.

5. Upon induction, a next of kin will be taken from every inmate admitted to the facility. The name of the next of kin will be entered on the medical screening form, along with their current address and phone number.

6. 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.

7. In the event of an inmate's death, the Coroner shall be notified immediately.

8. The Jail Physician shall have access to the inmate confinement records.

9. Facility employees shall be apprised of inmates' medical conditions when they have a need to know in order to ensure the safety of the inmate and other.

XII Inmate Rights

A. Policies and Procedures

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

1. Inmate's right to have access to attorneys and their authorized representatives, The courts, and to legal material.

2. Inmate's right to basic medical and dental care.

3. Inmate's right to practice their religion, subject to the limitations necessary to maintain facility security and order.

4. Inmate's right to receive visits and to communicate and correspond with persons, representatives of the media, or organizations, subject to the limitations necessary to maintain facility security and order.

5. Inmate's right to be free from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

B. Inmate Grievances

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

1. Any inmate shall have the right to report and file a grievance.

2. 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.

3. Inmates reporting a grievance shall not be subject to reprisal.

4. Inmates shall be provided at least one level of appeal.

XIII Inmate Rules and Discipline

A. *Idaho Jail Standards for Inmate Discipline*

The Boise County Sheriff's Office shall utilize the standards set forth 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 of the law every time they occur.

1. 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.

2. Abuse to inmates by other inmates or staff is strictly prohibited. All cases will be investigated and fully prosecuted.

3. Lights out will occur every week night (Sunday through Thursday) at 22:00 hours. On weekends lights out will be extended to 23:00 hours. Lights on will occur every day at 06:00 hours.

4. A physical head count will occur every day at 06:00 hours and at 22:00 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.

5. All appeals of violations will be heard and dealt with according to Idaho Jail Standards.

6. The 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 the covering, and if not done in an immediate fashion, will be found in violation.

7. All violations, once proven to be true, will be documented and forwarded to the Prosecutor.

XIV Inmate Communication

A. The facility shall have a written procedure to govern inmate access to telephone services.

B. Inmates will be provided a phone at time of induction into the facility, and shall be given phone access for attorneys of record and bondsman.

C. Telephone calls other than attorneys will be subject to facility needs, i.e. staff availability, phone use by other inmates and security concerns of inmate requesting phone use.

D. Telephone calls to attorneys shall not be monitored or revoked as a disciplinary measure. If other calls are monitored, the inmate shall be notified.

E. Inmates shall be provided reasonable opportunities to visit with their attorneys and members of the clergy.

1. Attorneys and clergy shall be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours.

2. 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.

3. Visits with attorneys or clergy shall be of the contact type, unless otherwise indicated by the inmate or visitor, or if the Jail Commander determines there is a substantial security justification to restrict the visit to a non-contact type. When contact visits are not allowed, the reasons for the restriction will be documented.

4. Attorneys and clergy may be subject to search prior to contact visits.

F. Inmates visits with persons other than their attorneys or members of the clergy shall be provided as authorized by the Jail Commander and be at least twenty (20) minutes in duration.

G. A secure and suitable area shall be provided for inmates and visitors to converse at normal voice levels.

XV Admission and Release

A. The admitting officer shall 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 paperwork to assure proper documentation.

B. The admitting officer, to the best of his/her ability, shall ascertain the identity and age of the detainee.

C. 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.

D. If the inmate's injuries are such to require in patient treatment, the admitting officer shall contact the Jail Commander or the Sheriff before admission to the facility is allowed.

E. The admitting officer shall conduct a complete and thorough search of the inmate being admitted. All searches will satisfy at least the following requirements:

1. All searches shall be of the least intrusive type possible to satisfy the safety and security of the needs of the facility.

2. The pat search shall be considered the initial method of searching inmates upon admission.

3. Strip searches upon admission are authorized only upon individual determination, set forth by the Idaho Jail Standards.

F. The admitting officer shall obtain and document, at a minimum, the following information for every new inmate:

1. Date and time of admission

2. Inmate's name, alias', and nicknames

3. Official charge(s)

4. Agency/authority ordering arrest or commitment

5. Signature and title of arresting officer and admitting officer

6. Inmate's date of birth and age

7. Inmate's race

8. Inmate's sex

9. Inmate's physical description

10. Inmate's current or last known address and telephone number

11. Inmate's martial status

12. Inmate's educational level

13. Emergency contact

14. Inmate's Social Security number

15. Inmate's driver's license number and state

G. 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 will be sent to the State, and the last set will be sent to the Federal Bureau of Investigation.

H. Inmates shall be screened and observed by the admitting officer as prescribed in Chapter XI of this manual.

I. Each inmate detained shall be allowed to communicate with his/her family, bail bondsman, and attorney by completing at least three (3) unmonitored telephone calls upon completion of the admission process.

J. 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 the booking room. Personal clothing and other property will be placed in the inmates storage locker in the booking room.

K. After the booking process is complete, all inmates will be deloused, showered and put in county issue uniforms before being placed in the housing unit.

L. Inmates who are new to the facility shall be given a list of rules pertinent to them as far as their conduct, hygiene and behavior are concerned.

M. When a female inmate is brought to the facility, a female employee, if not already present, shall be summoned to the facility to conduct the search and showering of said inmate.

N. Female dispatchers can be utilized to fulfill the above requirement.

O. No persons under the age of eighteen (18) years of age will be admitted to the facility, for any reason (in accordance with Idaho Jail Standards).

P. If an inmate's physical condition, mental condition, or behavior prevents the completion of the booking process, the process may be temporarily delayed until the inmate is capable of continuing in a safe and orderly manner.

Q. Newly admitted inmates shall receive a thorough orientation to the facility and it's operation. Each inmate shall be provided written information about the facility's regulations governing inmate treatment and conduct, methods of seeking information or assistance, procedures for making complaints, emergency procedures, and any other information necessary to enable the inmate to adapt to the routine of the facility.

1. The written information shall include a copy of inmate rules, including a listing of prohibited acts, the range of possible sanctions for various violations, and the disciplinary procedures to be followed.

R. All valuable property shall be put into the lock box and shall be documented with description of the property, date and time placed in the lock box, the officer or facility employee who placed the property in the lock box, and the amount of items placed in the lock box.

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

T. Written documentation shall be kept of all of the inmate's property, at the time of admission.

U. Upon release, any property not legally confiscated or retained shall be compared against the inventory of the property taken and returned to the inmate. The inmate and the releasing officer shall sign a receipt for all returned property.

V. Prior to releasing an inmate, the releasing officer shall positively identify the inmate to be released, verify the authority for the release, and verify that no detainer, holds, or warrants are pending which might prevent the release. When the inmate is released to another authority, the identity of the receiving officer shall also be verified.

W. The releasing officer shall record the date, time, authority for release, and the receiving authority, if any, on the facility's release screen.

X. ***The facility shall have a procedure for the handling of inmate complaints concerning property returned.***

Y. ***All bonding procedures will be handled in accordance with the Idaho Jail Standards and the requirements of the Boise County Court System.***

Z. ***Inmates will not be held in the Boise County Holding Facility for more than seventy-two (72) hours. All inmates sentenced to more than 72 hours will serve their sentences in another county or in 72 hour increments with twenty-four (24) hours elapsing between 72 hour periods. Work release inmates and special circumstance inmates being held for more than 72 hours will be at the discretion of the Boise County Commissioners and the Prosecuting Attorney.***

XVI Classification

A. The facility shall have written procedures to govern inmate classification. The classification system shall address the safety and security of all inmates and the security of the facility as provided by I.C. 20-602(revised 6/98).

B. All inmates shall be subject to an objective classification process which shall serve, at a minimum, the following purposes:

1. Identifying the appropriate level of custody required.

2. Identifying the appropriate housing facility.

3. Identifying the inmate's interest and eligibility to participate in available programs.

C. The classification process shall involve collecting and verifying information on each inmate and based on an assessment of risk factors and the inmate's specific needs, placement in an appropriate housing facility and at appropriate custody levels.

1. The classification process shall be initiated as soon as possible after admission and each inmate's classification status shall be reviewed periodically thereafter only by the Jail Commander. Inmates shall be permitted to request a review and change of their classification status.

2. Inmates shall be provided the opportunity to appeal classification decisions.

3. The basis for any classification decisions made shall be in writing.

D. Inmates shall not be subjected to discrimination in classification decisions based on race, creed, color, national origin, sex (except required housing separation), or economic status.

E. The inmate classification system shall provide for separate housing of the following categories of inmates:

1. Male inmates shall be housed in separate cells from female inmates.

XVII Work Programs

A. The facility shall have an inmate work assignment plan for the facility housekeeping and maintenance.

1. Written policies and procedures shall prohibit discrimination in work assignments based on sex, race, religion, or national origin.

B. In addition to facility housekeeping and maintenance, the facility may require sentenced inmates to work in public works related projects.

C. Pre-trial and pre-sentenced inmates shall not be required to work, except to do personal housekeeping, unless approved by the Jail Commander or Chief Deputy.

ORIGINAL

Boise County Sheriff
Policies
For Holding Facility

Prepared By: Sandra Cain Date: 12-1-98
Lt. Sandra D. Cain, Jail Commander

Approved By: Gary L. Brown Date: 2-2-99
Gary L. Brown, Boise County Sheriff

Date: 3/2/99
John S. Foard, Chairman Boise
County Board of Commissioners

John N. Dyer Date: 3/2/99
John N. Dyer, County Commissioner

Dale Hanson Date: 3/2/99
Dale Hanson, County Commissioner

ORIGINAL