

Daviess/DeKalb County Regional Jail

Policy and Procedure Manual

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Daviess/DeKalb County Regional Jail

Procedural Instructions	Effective Date: 06-23-06	Chapter 1.1
Subject: General Management/ Admin: Facility Routine & Philosophy of Operation		
Reference: RSMO Chapters 57 and 221; ACA Related Standards 1A-01, 02-19		

PURPOSE.

To describe the management philosophy the Jail Administrator will employ in operating the Daviess/ DeKalb County Regional Jail.

POLICY.

The authority of the Jail Administrator to operate, maintain and establish policies for detainees and staff of the detention facility have been established by Missouri Statutes (RSMO), Chapters 57 and 221. The detention facility shall strive to provide a safe and orderly living environment for both detainees and staff, based on American Corrections Association (ACA) standards and Missouri statutes. The Jail Administrator will provide written policy that governs the operation of the Detention Facility. The staff is expected to conform to policy.

Procedures:

1. Administration and Management.

A. Successful management of the Detention Facility depends upon interaction between the administration, the staff, and the detainees.

1. Communication

- a. Detention Officers are encouraged to communicate with detainees and assist detainees in resolving problems informally, when possible.
- b. It is the responsibility of each detainee to give notice of any and all requests for action, utilizing the request/grievance procedures and/or the sick call procedures.
- c. It is the responsibility of the staff to respond to each and every written sick call or request/grievance and to document that response in writing.

2. **Administration.** The Detention Facility Administrator is responsible to the Regional Jail District for the overall operation of the Detention Facility. The duties of the Detention Facility Administrator includes but not limited to:
 [The following information is a general description of duties only. Each department will have a written job description for each position.]

- a. Policy development, audit procedures and compliance systems.
- b. Budget development
- c. Staffing pattern
- d. Staff training
- e. Staff Supervision
- f. Procuring supplies and equipment

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Subject: General Management/ Admin: Facility Routine & Philosophy of Operation		
Reference: RSMO Chapters 57 and 221; ACA Related Standards 1A-01, 02-19		

3. **Detention Facility Staff.** The Detention Officers are responsible to the Administrator for the daily operation of the Detention Facility. the responsibilities of the Detention Officers include but not Limited to:
- a. Maintaining an orderly routine
 - b. Ensuring the security of the Detention Facility, including the safety of detainees.
 - c. Ensuring compliance with written directives
 - d. Providing necessary services to detainees
 - e. Providing supervision for detainees
 - f. Providing supervision for subordinate staff
 - g. Participating in policy development and revision

4. **Detainees**

- a. Detainees are required to govern themselves in accordance with written Detention Facility policy and the oral instructions of the Daviess/ DeKalb County Regional Jail staff.
- b. Detainees are responsible for informing the Daviess/ DeKalb County Regional Jail Staff of their needs and of problems they are experiencing, utilizing the written sick call, grievance procedures or requests forms if necessary.

B. **Objective.** The primary objective of the Daviess/ DeKalb County Regional Jail is not inflict punishment, but to protect persons and ensure the appearance of detainees for trial.

1. The Detention Officer balances the rights of the detainee with the “maintain order” and “ensure security” responsibilities of the State/County. A detainee’s freedom to exercise his/her rights is limited by the responsibilities of the Detention Officer.
 - a. The Daviess/ DeKalb County Regional Jail officer has the responsibility to maintain order and security. Decisions which have an adverse affect on a detainee must be rationally related to the effectuation of order and security within the Detention Facility.
 - b. The method of redress of detainee grievances is the detainee grievance procedure.
 - c. Written policy provides for the consistent and orderly operation of the Detention Facility. Normal practice should not deviate from written policy.
 - d. The Detention Facility staff has the responsibility of safeguarding the rights of Detainees.

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- e. The staff may take reasonable administrative action to protect a detainee. The amount of force necessary may also be used to remove a detainee from the general population of there is an immediate danger of the destruction of property, life, or limb.
- f. Administrative Segregation is a classification used in separating detainees whose behavior may adversely affect the security or good order of the Detention Facility, or whose safety would be at risk within the general population. The need for extended segregation should be determined/reviewed by the Jail Administrator or a designee, although a detainee may be segregated prior to this determination in emergency situations. [Ideally the review officer should be a staff member who has had no or limited involvement with the inmate.]

II. COMPLIANCE

Violations of this policy, or any portions of the policy, may result in disciplinary action.

III. OFFICERS ASSIGNED TO OTHER AGENCIES

Officers assigned to the Daviess/ DeKalb County Regional Jail or assisting other law Enforcement agencies will be guided by this policy.

IV. TRAINING

All employees will receive annual training on issues pertaining to this policy and will sign the departmental form in acknowledgement of the training received.

V. APPLICATION

This order constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Procedural Instructions	Effective Date: 06-23-06	Chapter 2.1
Subject: General Administration- Offender & Staff Communications		
Reference: ACA Related Standards 1A-16-18		

PURPOSE

To describe the procedures used to ensure that adequate communications are maintained between offenders and staff in the jail.

POLICY

It is the policy of the Daviess/ DeKalb County Regional Jail to maintain systems of communication that maximize the ability of managers to communicate with their employees, to enable staff at all levels to effectively convey to offenders the rules, regulations, and procedures of the facility, and to allow offenders to convey to staff their personal and institutional concerns.

PROCEDURAL GUIDELINES

It is vital to establish and maintain lines of communication between offenders and staff and between managers and line employees. These lines of communication will include the use of regular meetings, written communication, and other techniques designed to reduce reliance on grievance mechanisms.

Policy Changes

Changes to policies, procedures, and post orders will be communicated in writing to affected employees before the effective date of the change. Additionally, this information will be posted in an area easily accessible to staff for their review and reference. (Control Center (Main and Annex), Jail Administrator’s office, Break room F-Hall, Lieutenant’s office).

It is the responsibility of affected staff to read and understand the information provided. In the case of major policy changes, employees may be required to provide signatures indicating their awareness of the new information; those signatures will be kept on file.

New or transferred employees and employees returning from leave will be informed of any new information pertaining to their assigned duties, either in the post orders or in some other format determined by the Jail Administrator.

Every employee will be provided an individual copy of the department manual and will be responsible for its upkeep. As changes are made to the manual, by staff, each employee will be expected to update their individual manuals with the policy changes. Signed acknowledgements of receipt will be maintained in each employee’s personnel file.

Staff Visibility

A high priority at the Jail will be the visibility of top staff in the facility, ensuring that they are available to all offenders, line staff, and midlevel managers for communication. The Jail Administrator will regularly visit and tour the Jail to maintain familiarity with jail operations, conditions of confinement, and staff performance.

Meetings

To further enhance communication, periodically the department will conduct staff meetings. In these meetings, the Jail Administrator will discuss policy and procedure changes of general interest to the group.

Procedural Instructions	Effective Date: 06-23-06	Chapter 3.1
Subject: General Management/Administration-Contact with Offenders and Ex-Offenders		
Reference: ACA Related Standards 1C-23		

PURPOSE

To describe the type of contact Jail staff is permitted with offenders and ex-offenders.

POLICY

It is the policy of the Jail to ensure that all employee contacts with offenders and ex-offenders are conducted in a professional manner.

DEFINITION

For the purpose of this policy, the term “offenders” refers to offenders and former offenders of the Jail or other correctional or detention facilities.

PROCEDURAL GUIDELINES

Employees will interact with offenders in a respectful and personable manner, treating them humanely and protecting against violations of their rights. No profane, demeaning, indecent, ethnic, or other discriminatory language or references will be directed toward any offender. Abuse, any form of corporal punishment, or the use of exercise as punishment is prohibited.

Employees failing to abide by these conditions or who violate the restrictions of this policy may be subject to disciplinary action.

Other Restrictions

Personnel shall avoid regular or continuous association with those individuals who through their actions bring the department into disrepute, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the employee.

Staff will not engage in any of the following activities related to offenders or their family members and close associates:

- Display favoritism or preferential treatment toward one offender or group of offenders over another
- Give gifts, favors, or services beyond those required by the Jail
- Accept for themselves or any family member any personal reward, tangible or non-tangible, or any other consideration.
- Engage in any business relationship

Procedural Instructions	Effective Date: 06-23-06	Chapter 4.1
Subject: General Management/ Administration-Harassment		
Reference: Daviess/ DeKalb County Regional Jail's Employee Handbook		

I. PURPOSE

This department is committed to investigating and correcting any form of harassment taking place within the Daviess/ DeKalb County Regional Jail. We are committed to addressing these issues within our organization, and we believe we can effectively address such matters internally when employees advise of a problem in this area. Accordingly, we need your cooperation in immediately reporting conduct that you feel may be a form of harassment.

II. POLICY

The law does not permit, nor will the Daviess/ DeKalb County Regional Jail tolerate harassment of employees by other employees. Likewise, the Daviess/ DeKalb County Regional Jail will not tolerate harassment by a citizen or member of the general public. Staff shall not participate in behavior that is demeaning or harassing towards a detainee.

This includes harassment because of race, sex, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation. This may include words, actions, gestures, conduct, or behaviors that could reasonably be construed or perceived by another as hostile, offensive or intimidating.

Such conduct by an employee could result in corrective action up to, and including termination of employment. Employees should also be aware that they might be held personally liable for monetary damages if they are found guilty of harassment.

III. HARASSMENT DEFINED

While it is not easy to define precisely what harassment is, it includes any physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment which interferes with work performance. Such conduct constitutes harassment when:

- A. Submission to the conduct is made either an implicit or an explicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision;
- Or,
- C. The harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

IV. Specific Examples

- A. The following are some examples of conduct that may be considered harassment. This list is provided as a sample of inappropriate workplace conduct, but is by no means all-inclusive.
 - 1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
 - 2. Visual conduct such as derogatory and/or racially/sexually-orientated cartoons, clothing, drawings, posters, photographs or gestures.
 - 3. Transmitting sexually suggestive, derogatory or offensive materials via computers (e-mails), including accessing such information on the Internet while at work, or other electronic means (Mobil Data Terminals, radios, or cellular phones). This is not meant to prohibit activity in the performance of a duty or and ongoing or active investigation.

Procedural Instructions	Effective Date: 06-23-06	Chapter 4.2
Subject: General Management/ Administration-Harassment		
Reference: Daviess/ DeKalb County Regional Jail's Employee Handbook		

[Staff members of the Daviess/ DeKalb County Regional Jail are encouraged to require that any employee wanting to access sexually explicit web sites for investigative purposes not related to an ongoing investigation to do so only after receiving the Jail Administrator's approval. This should be done in an area, which cannot be viewed by other employees and should be handled in a business like and professional manner, for reasons strictly related to job performance]

4. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
5. Threats and demands to submit to sexual requests as a condition of continued employment or receipt of products/services in return for sexual favors; and
6. Retaliation for having reported or threatened to report harassment.

B. Such behavior is unacceptable in the workplace itself and in other work-related setting such as business trips and social events with co-workers (whether or not the social event is sponsored by the Daviess/ DeKalb County Regional Jail). Such conduct by vendors or visitors to our Department also will not be tolerated.

V. REPORTING HARASSMENT

- A. If you feel that you are a victim of harassment, or observe harassment of another employee, immediately tell the person displaying offensive behavior to stop (he or she may not be aware that his or her conduct is unwelcome or offensive); however, this is not required.
- B. Promptly report any incident of harassment to any supervisor or commander, AND the Jail Administrator even if you have discussed it directly with the individual(s) involved. In cases involving the Jail Administrator, employees may report any incident to the Regional Jail District.
- C. Provide the following information when reporting harassment:
 1. Date(s), time(s), and location(s) when the incident(s) that took place;
 2. Description of each incident: e.g., was any physical contact made?, what was said or done, etc.
 3. Name(s) of anyone present during the incident; and
 4. Anyone with whom you've discussed the incident(s)
 This information shall be in writing by either the complaining or receiving party.

VI. INVESTIGATION OF REPORTS OF HARASSMENT

- A. All complaints of harassment will be investigated and the results of the investigation will be reported to the complaining party. Investigation of a harassment complaint may include, but is not limited to, interviewing the complaining and accused parties as well as other employees and/or persons necessary to obtain sufficient information upon which to make an assessment of the situation.
- B. The Jail Administrator will make every effort to be sensitive to privacy issues, in the course of an investigation and will discuss relevant information with appropriate parties on a need-to-know basis.
- C. The investigation will be conducted consistent with the Internal Investigation policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 4.3
Subject: General Management/ Administration-Harassment		
Reference: Daviess/ DeKalb County Regional Jail's Employee Handbook		

VII. RETALIATION

Retaliation and/or discrimination against an employee who complains of harassment are strictly prohibited and will not be tolerated.

VIII. COMPLIANCE

Violations of this policy, or portions of it, may result in disciplinary action.

IX. OFFICERS ASSIGNED OT OTHER AGENCIES

Officers assigned to the Daviess/ DeKalb County Regional Jail or assisting other law enforcement agencies will be guided by this policy.

X. TRAINING

All employees will receive annual training on issues pertaining to this policy and will sign the departmental form in acknowledgement of the training received.

XI. APPLICATION

This order constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Procedural Instructions	Effective Date: 06-23-06	Chapter 5.1
Subject: Fiscal Management- Internal Financial Controls		
Reference: RSMO CH.57; ACA Related Standards 1B-06-09		

PURPOSE

To establish a system of internal financial controls that ensures the integrity of all accounting and monetary systems.

POLICY

It is the policy of the Daviess/ DeKalb County Regional Jail to have in place a system of internal controls that ensures the integrity of all financial transactions and accounting systems.

PROCEDURAL GUIDELINES

This policy is intended to ensure the safekeeping and proper management of all institutional funds and to require a system of ongoing fiscal monitoring through internal control of staff bonding, signature control for checks, and monitoring and reporting to the Jail District of the Jail’s fiscal activities, including accounting and inventory reports and audits of fiscal activities by an independent, outside source.

Control Systems

The Jail Administrator is responsible for administering policy related to collecting, maintaining, and monitoring the use of institutional funds. In carrying out these duties, the Jail Administrator will maintain security of cash and negotiable funds and require that all funds are stored in safe boxes and bank accounts. In addition, the Jail Administrator will safeguard the transfer of all cash, negotiable funds, and accounts through the following measures:

- Issuing receipts for all funds received
- Requiring receipts and documentation for all institutional funds passed from one employee to another
- When procedure requires, physically transferring funds to the bank
- Making the proper journal entries to reflect the transfer of funds between institutional accounts
- Jail Administrator or designee will transport bond cash and inmate funds to bank

The Jail Administrator’s office and Records office will maintain all other record-keeping systems required to fully document all financial activity in the jail.

Signature Authority

The Jail Administrator and the Office Support Assistant are the only persons authorized to sign checks on the inmate bond account. The Jail Administrator and one member of the Regional Jail District are the only persons able to sign checks out of all other accounts. All checks require two (2) signatures or they will be considered void.

Bonding

Blanket coverage is maintained for employees for the following amounts, per covered occurrence.

Jail Administrator	[\$100,000]
Staff	[\$100,000]

Reports

Monthly reports will list receipts, disbursements, and balances for each budget account and will include an explanation of any problem areas.

Audits

An annual audit of fiscal activity will be conducted by auditors from the state of Missouri, consistent with county and state law. In addition, the Jail Administrator will separately audit the jail commissary account and the books of the commissary itself.

Procedural Instructions	Effective Date: 06-23-06	Chapter 6.1
Subject: Fiscal Management – Procurement Controls		
Reference: ACA Related Standards 1B-11-13		

PURPOSE

To ensure adequate controls over the purchase of supplies, materials, and services for the Jail.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to have in place controls to ensure procurement activity is properly approved and related to specific goals and objectives of the Jail.

PROCEDURAL GUIDELINES

The procurement system will encourage the participation of qualified competitive bidders who are able to supply institutional requirements for supplies, equipment, or services.

For the purposes of this policy, the Jail Administrator will have overall responsibility for all procurement actions.

The Jail Administrator is responsible for the Jail procurement program. The Jail Administrator is authorized to procure goods and services with the framework of the Jail District and county rules and regulations for purchases under [\$1500.00]. Purchases over [\$1500.00] will be pre-approved by the Jail District.

The Jail Administrator is responsible for planning and initiating procurement activity related to that function.

Major Procurement Actions

Procurement of durable and commodity items over [\$500.00] will be by competitive bidding under county procurement regulations. All such purchases will be a part of the institution’s approved budget, although the Jail Administrator may authorize non-budgeted items in an emergency.

When competitive bidding is used, the Jail Administrator’s office will be responsible for posting notices inviting bids in a conspicuous place and providing prospective bidders with copies of applicable plans and specification; (this notification requirement ordinarily will be satisfied by newspaper publication in the county seat.)

To facilitate competitive bidding among responsible bidders, the Jail Administrator may require a refundable deposit from prospective bidders when they receive plans and specifications or require them to file a refundable certified check or bid bond with each bid filed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 6.2
Subject: Fiscal Management- Procurement Controls		
Reference: ACA Related Standards 1B-11-13		

Minor Procurement Actions

When purchasing durable and commodity items with anticipated costs of less than [\$500.00], the Jail Administrator will secure the best products at the lowest cost. Where practical, competitive bidding will be used, requiring staff to obtain proposed prices from more than one vendor. In any case, the Jail Administrator will retain in the contract file the comparative cost data used to determine that the awardee was the best competitor for that contract award.

If there is an immediate need for items or commodities, the Jail Administrator is authorized to purchase them without securing comparative prices. Equipment will ordinarily not be purchased on an emergency basis. When an “immediate need” purchase is made, the Administrator will complete a special purchase order to document that action and serve as an authorization record and forward it along with any receipt or receiving information to the Jail District for review.

The Jail Administrator may authorize a specific department head (e.g. Foodservice Manager) to make spot purchases of produce, etc., if such procurement activity is in the best interest of the Jail and the purchases do not exceed [\$100.00] per month.

Delivery of Supplies, Equipment, and Services

The Jail Administrator will be responsible for determining that the Jail receives full value of the supplies, equipment, and services purchased and will issue any forms, invoices, or other documents needed to ensure that all items purchased are in fact received.

Purchase of Services

Purchase of services in the community is at times necessary to supplement institutional resources. Subject to the same [\$500.00] limit, the Jail Administrator may award such contracts without formal bidding but will retain in the contract file the comparative cost data used to determine that the awardee was the best competitor for that contract award.

Bids for service contracts in which invitations to bid were publicly posted will be processed in accord with the above provisions for bids on durables and commodities. After bids have been opened, successful and unsuccessful bidders will have the right to examine all bids.

All service contracts awarded after public posting will be awarded to the lowest responsible and eligible bidder. The Jail Administrator may waive this requirement only upon filing with the Jail District a written statement indicating the reasons for varying from this requirement.

Purchase Authorization

A purchase authorization form will be prepared for all purchases except utility bills, employee travel expenses reported on an expense report, legal fees, and purchases to be paid out of the Regional Jail’s operating fund. These forms will be processed in accordance with departmental procedures.

Unauthorized Procurements

No employee may initiate a procurement action outside these guidelines. Any unauthorized procurement action will require a written explanation to the Jail Administrator and may be cause for reimbursement to the county by the employee or disciplinary action.

Procedural Instructions	Effective Date: 06-23-06	Chapter 7.1
Subject: Fiscal Management- Inventory Control		
Reference: ACA Related Standards 1B-10		

PURPOSE

To describe the system of inventory control that will be used in the jail.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to maintain an inventory control system that avoids waste, excess or short inventories, and improper storage conditions, thus providing a smooth, cost-effective flow of necessary materials to all parts of the jail.

DEFINITION

The term “major equipment” refers to all equipment securely and permanently fastened to a building or any equipment with an initial cost of [\$500.00] or more.

The term “minor equipment” refers to all equipment and furnishings with an initial cost of more than [\$100.00] but less than [\$500.00].

PROCEDURAL GUIDELINES

Accountability for all institutional property will be maintained through accurate property records and conducting annual inventories.

Inventory categories

All institutional property will be divided into appropriate categories and inventoried by the responsible department head or designee.

Warehouse- stock will be inventoried on [the last day of each calendar month]. Typical warehouse stock items include food supplies, stationery, cleaning supplies, and clothing.

Unless otherwise specified by the Jail District, minor equipment and furnishings will be inventoried at least once every two years.

Equipment record cards listing the location of such property will be maintained in the Jail Administrator’s office. These property record cards will include the descriptions and locations of the property as well as the responsible supervisor (department head), purchase date, and acquisition price.

Major fixed equipment and property will be inventoried at least annually. Records of this property will be maintained in the Jail Administrator’s office on cards containing the same information as those for minor equipment. Major fixed equipment items and property will include air conditioner compressors, generators, lathes, commercial ovens, dining room serving tables, etc.

Major property will include buildings, plant facilities, and land. Records and descriptions of this property will be maintained in the office of the Business Manager.

Donations

The Jail may accept donated property when the item in question is needed by the Jail and would not personally benefit an individual employee. In such cases, a receiving report and itemized receipt will be prepared, and an inventory record will be initiated as with any other item of institutional property.

Procedural Instructions	Effective Date: 06-23-06	Chapter 7.2
Subject: Fiscal Management- Inventory Control		
Reference: ACA Related Standards 1B-10		

Surplus Property

Subject to procedures established by the Jail District, the Jail Administrator may declare surplus or unserviceable items of inventoried property when the item in questions no longer needed by the Jail or is no longer economically repairable. In such cases, a surplus property report and itemized record of disposition will be prepared, and the inventory record will be annotated as with any other item of institutional property.

No weapons, weapons components, or ammunition may be disposed to civilians. These items may be donated to another law enforcement agency or destroyed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 8.1
Subject: Fiscal Management- Offender Funds		
Reference: ACA Related Standards 1B-16-20		

PURPOSE

To describe the procedures that will be used to receive, account for, and disburse offender funds.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to maintain offender funds in staff control at all times through a highly controlled, fully accountable financial management system that permits offender support of family members and allows purchase of assorted minor foodstuffs and goods at a Jail Commissary.

PROCEDURAL GUIDELINES

All offender funds and fund accounts held by the Jail will be controlled and monitored by the department- approved system that incorporates generally accepted accounting principles under county laws and regulations. The Business Manager of designee will credit cash, money orders, and certified checks for deposit into the Jail’s offender fund account; no personal checks will be accepted for deposit in a commissary account. All offender fund transactions will be recorded in a fashion so as to enable total reconstruction of the handling of each offender’s funds at all times.

Indigent Offenders

An offender with an account balance of \$ 0.00 or less for seven (7) days or more will be considered indigent for the purposes of payment of postage by the institution and any other determination regarding personal solvency while in confinement. However, if staff can verify the existence of significant financial resources in the community, indigent status may be denied, notwithstanding a low account balance.

Intake

Offenders will not be permitted to carry cash on their persons. On admission, each offender’s cash or other negotiable funds will be surrendered to the intake officer and placed with a copy of the receipt in a sealed envelope with the staff member’s signature on the envelope flap.

Visiting Room

A copy of the receipt for funds received in the visiting room will be provided to the offender. When money is received from visitors, the control center officer will complete a two-part receipt, indication the name of the offender for whom the money is being received, the date, the amount of funds, and the person providing the funds.

The officer will sign the receipt and accept custody of the funds, returning the original receipt to the visitor and maintaining the duplicate in the receipt book. The cash or money order will be placed in the locked cash box and appropriate entries will be made per department policy on the inmates account.

Procedural Instructions	Effective Date: 06-23-06	Chapter 8.2
Subject: Fiscal Management- Offender Funds		
Reference: ACA Related Standards 1B-16-20		

Mail Funds

Cash or money orders received in the mail for the offender's benefit are handled as outlined in the above section, except that the receipt will be forwarded to the offender.

Commissary

Four times a week an offender may purchase items such as smoking materials, candy, soda, soap products, feminine hygiene supplies, etc., from the Jail commissary. All commissary charges are deducted from the offender's account.

At the present time there aren't any spending limits put on offender's account. A list will be posted in each housing unit of all items on sale in the commissary, their price, and the commissary delivery schedule.

A specific pricing system will be established to ensure offenders do not pay more than nominal community prices for commissary items; any differential attributable to Jail overhead (staff salary, stocking charges, etc.) will be fully documented.

There will be no substitutions for out-of-stock items. The offender will sign a receipt in the housing unit for the delivered goods before being given the purchased items. The receipts will be taken back to the commissary office area, where a debit entry will be made on the offender's account.

Sales will be made against money actually recorded on offender account balances; no credit or advance of funds will be permitted.

Locked unit offenders may complete an order form, for goods allowable by policy, and packaged orders will be delivered to their cells.

Transactions with Commissary Vendors

Each week the commissary officer will check inventory stocks and determine order quantities for items in low supply.

The commissary officer will complete order forms supplied by vendors, listing items, quantities, unit prices, total prices, and discounts. When deliveries are made the packing list or invoice will be signed by the receiving officer, who will check the goods against the packing list.

Deliveries from vendors will be placed in the commissary and separated from other items already on the inventory. The commissary officer will again verify the order against the packing list before the goods are added to inventory. Shortages will be reported to the vendor for corrective action.

Each month, the Jail Administrator will match the receiving lists against each vendor's billing statement. Checks will be issued for each vendor from the Jail operating fund.

No staff member, staff member's relative, or close associate of the Jail District or Jail staff member may benefit directly or indirectly from any commissary-related business transaction.

Outside Purchases

An offender may forward a written request to the Jail Administrator to authorize any payment to a person or place outside the Jail. Those payments will ordinarily be limited to legitimate family support and payment of legal fees, court costs, and similar expenses. Funds may also be used for purposes consistent with the offender's program plan, such as tuition or books.

Procedural Instructions	Effective Date: 06-23-06	Chapter 8.3
Subject: Fiscal Management- Offender Funds		
Reference: ACA Related Standards 1B-16-20		

All such requests will be processed as follows:

1. The inmate shall provide a written request per departmental policy
2. The staff will record the payment on the offender's account, initial the order form, list the check number, and then return the receipt to the commissary office. Adequate funds must be available cover the transaction.
3. If the request is disapproved, the Jail Administrator will notify the offender of the reason for the action within five (5) days.
4. Transfer of funds between offender accounts is generally prohibited and may be authorized only for unusual reasons and when specifically approved by the Jail Administrator.

Release Processing

At discharge, the staff will freeze all activity in the account, cancel the offender's active commissary orders and produce a check from the commissary staff member in the amount of the balance.

If the offender is provided cash, the designated staff member records this debit in the cash ledger book indicating date, offender name, and amount. The offender will sign a receipt for all funds received at the time of release.

If a released offender fails to pick up funds after release, the check will be sent to the last address given for the individual after fifteen days. Monies unclaimed after ninety days will be deemed abandoned and deposited in the Jail's operating account.

Audits and Inventories

The commissary warehouse and shelved goods will be inventoried in accordance with departmental procedures.

Other

Commissary privileges may be suspended as a result of a disciplinary action.

No commissary privileges will be provided to offenders serving intermittent sentences, such as weekends.

Work and study release offenders may order from the commissary.

Procedural Instructions	Effective Date: 06-23-06	Chapter 9.1
Subject: Personnel- Employee Responsibilities		
Reference: RSMO 221.060, 544.170, 475.355 and 632.305		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to adhere to all established Detention Facility regulations and guidelines established by this policy manual, requiring all employees to carry out their assigned tasks and duties.

PROCEDURE

- A. The Jail Administrator of the Detention Facility. RSMO 221.020 states that the Sheriff of each county in The state shall have the custody, rule and charge of the jail within his/her county and all prisoners committed in the county, and she/he may appoint jailers for whose conduct she/he shall be responsible.
- B. The Daviess/DeKalb County Regional Jail is a separate self sustaining entity that is headed by a committee That is made up of a Presiding County Commissioner and a Sheriff from one county (Daviess County, Missouri) and a Presiding County Commissioner and a Sheriff from another county (DeKalb County, Missouri). This Board committee is called the Jail District who has appointed a Jail Administrator to oversee the entire operation of the Jail looking after the Jail District's best interest to run the facility.
- C. The Jail Administrator is the keeper of the detention facility and is responsible for its maintenance And condition. Use of the county detention facility shall be as follows:
- For the detention of persons charged with crime and waiting trial;
 - For the confinement of persons sentenced to imprisonment therein upon conviction of crime;
 - For confinement of persons committed for contempt, or upon civil process, or by other authority of law;
 - For temporary confinement and protection of persons with mental disorders as allowed by RSMO 475.355.
- For additional information on this policy see "special inmates"**
- For detention of persons committed in order to secure their attendance as witnesses in criminal cases.
- D. **Job Responsibilities**
1. The position of Detention Officer (Jailer) encompasses many varied job assignments. Under the general Title of Detention Officer, the member will be required to know the responsibilities and duties of the Detention Officer positions.
 2. Duties and Responsibilities.
 - Takes charge of and keep the facility and the detainees therein.
 - Receive and safely keep all persons duly committed to the detention facility.
 - File and preserve all commitments by which persons are committed.
 - Keep a record of each detainee as established by department policy.
 - Maintain financial record of detainee funds
 - Detain persons enumerated in the state laws.
 - Deliver judicial papers directed to a detainee.
 - Compute release dates from commitments and orders of the courts.
 - Segregate detainees according to departmental policy
 - Transport upon demand in a responsible and professional manner
 - Fingerprint detainees according to departmental policy
 - Fulfill all lawful orders and commands from supervisory personnel
 - Record in writing any incident in the detention facility during tour of duty

Procedural Instructions	Effective Date: 06-23-06	Chapter 9.2
Subject: Personnel- Employee Responsibilities		
Reference: RSMO 221.060, 544.170, 475.355 and 632.305		

- Learn and follow the Policies and Procedures of the detention facility and this agency
- Report for duty as assigned
- Operate electric/mechanical doors on cells
- Operate components of the security system
- Control resistive and combative inmates when necessary
- Conduct regular and professional visitations
- Conduct regular Counts of inmates
- Other duties assigned by the Jail Administrator.

E. **Supervisors**

1. In addition to the above job requirements of Detention Officer, the supervisor will also have the following duties:

2. **Supervision**

A signed receipt will be recorded by the detention facility Supervisor for each copy of the Policy and Procedure manual, issued to all detention facility personnel. Supervision of the conduct of all personnel and their comprehension of all training programs shall be the responsibility of the detention facility Supervisor. Any unusual incidents that may occur during the course of an employee's tour of duty must be forwarded to the Jail Administrator in writing.

During the ninety (90) day probationary period, each employee will be evaluated every twelve (12) months to determine their performance and to note any deficiencies, (e.g. failure to follow orders, breach of security, etc.) officer recommendations for improvement, and list the abilities to practically apply those concepts developed in training (e.g. to communicate openly and effectively with inmates, to manage confrontation intelligently, acquire a basic tolerance and sensitivity level needed to provide a positive relationship with offenders.)

Regular or non-probationary employees will be evaluated periodically by their supervisor based on departmental and county policies.

Procedural Instructions	Effective Date: 06-23-06	Chapter 10.1
Subject: Personnel- Drug- Free workplace program		
Reference: ACA Related Standards 1C-15		

PURPOSE

To describe the procedures that will be used to establish and enforce a drug-free workplace program in the Jail.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to maintain a work force that is free from drug and other substance abuse, in order to safely and efficiently carry out its public safety and law enforcement mission.

PROCEDURAL GUIDELINES

The Daviess/DeKalb County Regional Jail operates a drug-free workplace, and employees are expected to remain free from the influence of illegal drugs and excessive alcohol intake. Abstinence from illegal drug use or excessive use of alcohol is a critical requirement of employment in the jail.

As a matter of law, employees are prohibited from using or distributing drugs, alcohol, or other controlled substances while on Jail property unless they are being performed while in the performance of their official duties with the approval of the Jail Administrator or his designee.

Drugs may be handled in the course of official duties relating to the search of offenders, visitors, and the Jail and will be controlled and disposed of in accordance with established contraband procedures.

Medications

Employees taking prescribed medication that could interfere with proper performance of their duties will notify their supervisor. The Daviess/DeKalb County Regional Jail reserves the right to require a written physician’s statement verifying the effect of the medication on the employee’s ability to perform assigned duties. Medications that belong to staff and have been approved for use on Jail premises will not be stored in any area accessible to offenders.

Testing and Treatment

As a result of probable cause or behavioral observations, employees maybe required submitting to drug or alcohol testing as part of this drug-free workplace policy. Employees found to be substance-dependent through this and other non-voluntary means may be terminated.

Employees, who identify themselves to supervisory staff as substance-dependent, based on department policy, may be placed on leave without pay.

Notification

Employees will be notified of the provisions of the policy on employment with the jail and will sign a receipt indicating they have been provided with a written explanation of the expectations the Jail has in this regard.

Procedural Instructions	Effective Date: 06-23-06	Chapter 11.1
Subject: Personnel- Personnel records		
Reference: ACA Related Standards 1C-01, 21, 22		

PURPOSE

To describe general procedures for establishing official personnel files for all Daviess/DeKalb County Regional Jail employees.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to ensure that appropriate confidential records are maintained in employee personnel files in a manner that protects each employee's privacy rights.

PROCEDURAL GUIDELINES

Current and accurate personnel records will be maintained on all employees. Personnel files will contain only such information as is needed to conduct operations or is required by federal, state, or county law.

Employee personnel file information will be properly safeguarded for confidentiality and stored in the Office Support Assistant's office accessible only to authorized personnel.

Contents

Personnel records will be maintained by the Office Support Assistant at the Daviess/DeKalb County Regional Jail and will include the following information:

- Necessary payroll information
- Reference checks
- Performance appraisals and commendations
- Change of status form (personal information)
- COBRA Continuation Coverage form
- Criminal record check data
- Insurance information
- Disciplinary and adverse action notices
 - (not to include Internal Affairs Information)
- Termination form
- Attendance and leave information

The following information may be maintained by personnel or other staff designated by the Administrator separate from the general personnel records:

- Medical records
- Active or inactive equal employment
- Opportunity file
- Internal Affairs file
- worker's compensation information
- training and education file (Training Officer)

Accuracy of Contents

Personnel files may be reviewed to ensure the files contain only information relevant to the individual's employment. Each record in the file may be examined for accuracy, timeliness, and completeness.

Retirement of Records

Personnel files of former employees will be retired ninety days after severance and will be stored in a designated secure area.

Procedural Instructions	Effective Date: 06-23-06	Chapter 11.2
Subject: Personnel- Personnel Records		
Reference: ACA Related Standards 1C-01,21, 22		

File Access

Only authorized personnel who have a legitimate need may inspect personnel records. The Jail Administrator and the Office Support Assistant will have the only access and authority to review and inspect personnel records.

Employees may review their personnel files at any time by making a request for such review to the Jail Administrator.

All letters of reference and other reference information, all evaluation material used during the hiring process, management records, and other files separate from the official personnel file are considered confidential and will not be made available for employee review.

Records must be reviewed in the presence of a designated staff member. No marks may be made on any document. After review, the employee will sign a form acknowledging the review. The observer must also date and sign the form and place it in the employee’s personnel file.

All requests from sources outside the Daviess/DeKalb County Regional Jail for personnel information concerning current and former employees will be directed to the Jail Administrator.

Confidential personnel information will be released to non-jail requestors only in response to written requests and only with the written consent of the individual who is the subject of the inquiry. The following information is considered non-confidential and may be released by the Administrator or the Office Support Assistant without employee clearance:

- | | |
|---------------------------------|---|
| • Employment Dates | Position(s) held |
| • Duty stations verification of | Wage and salary verification (only Amounts provided by requestor) |

If additional information is requested, the employee must give written consent, which will be retained in the employee’s or former employee’s personnel file.

Challenges to File Contents

Follow such a review, an employee may challenge any information in the file by filing a written objection and request for removal or correction with the Jail Administrator. The Jail Administrator will respond to the request within seven (7) working days.

An employee denied a requested record change of this type may appeal in writing to the Jail District.

Procedural Instructions	Effective Date: 06-23-06	Chapter 12.1
Subject: Personnel- Performance Appraisal		
Reference: RSMO 57; ACA Related Standards 1C-16		

PURPOSE

To describe the performance appraisal system that will be used in the jail.

POLICY

It is the policy of the jail to use a systematic performance appraisal process in all facilities that is consistent with county regulations to measure performance and provide a means for supervisors to assist employees in improving job performance.

PROCEDURAL GUIDELINES

Employee evaluations will be based on defined criteria relating to job performance and will reflect a direct relationship to the skills, knowledge, and abilities defined for the job in the position description. Supervisors will utilize the department approved evaluation form when evaluating subordinate performance.

An outstanding performance evaluation does not automatically bring about a raise or promotion.

Information derived from the performance appraisal will be used to identify training needs and to help determine the employee's eligibility for merit salary increases, promotions, and transfers.

Employees' job performance will be formally evaluated under the following time frame:

After [90] days of employment and every [180] days thereafter until the conclusion of the first year of employment
Each year thereafter

The employee's performance will also be evaluated if he or she applies for a promotion and the current evaluation is more than six months old. If employees are transferred or promoted, their performance evaluation date changes to the effective date of their new position assignment.

Records

Supervisors will maintain written records of significant events concerning their employees' job performance. This allows superior performance to be recognized as it takes place, puts poorly performing staff on notice to improve, and provides backup documentation for performance appraisals. If a memorandum is sent to the employee, a copy will be maintained in the supervisor's file.

Non-probationary/Regular Employees

Each supervisor will assess employees using the department approved evaluation form. The next-level supervisor will review and initial the evaluation before it is presented to the employee.

The supervisor and employee will meet to discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee will be given an opportunity to review the written evaluation and make comments, verbal or written, about any aspect of it. Those written comments become a part of the personnel file.

The supervisor may make changes as a result of this meeting. The employee and supervisor will then sign and date the evaluation and, after review and any notation by the next-level supervisor, forward a copy to the Office Support Assistant for inclusion in the employee's personnel file.

Procedural Instructions	Effective Date: 06-23-06	Chapter 12.2
Subject: Personnel- Performance Appraisal		
Reference: RSMO 57; ACA Related Standards 1C-16		

An employee whose performance has been deemed unsatisfactory will be so advised through this process and given a list of specific areas in which improvement is expected within ninety days. The supervisor will meet with the employee every thirty days during this period to discuss observed performance levels.

Probationary Employees

Probationary employees will be evaluated every thirty days for the first ninety days of employment and every ninety days thereafter for the first year.

Newly Appointed/Probationary Status for Promoted Employees

Employees promoted to a position of higher pay will serve a ninety-day probationary period in that assignment at the higher pay grade. If at the end of the period the supervisor deems the individual's performance unsatisfactory under the Jail's personnel regulations, the incumbent may be removed from that position and returned to a position equal in pay and responsibility to his other former position. Such return assignments may require the employee to perform some interim assignments with differing schedules and responsibilities until a job with former status becomes available.

Other

Nothing contained in this policy will be construed as prohibiting or discouraging supervisors from discussing an employee's job performance with the employee on an informal basis whenever the need arises.

Appeals

An employee may appeal a performance evaluation to the next higher level of supervision (ex. the reviewer's supervisor), in writing, within [7] days of receiving the evaluation.

In the case of non-custody employees and custody employees (such as Lieutenants), the Jail Administrator's evaluation is final.

Procedural Instructions	Effective Date: 06-23-06	Chapter 13.1
Subject: Personnel- Disciplinary Process		
Reference: CLEA Chapter 26.1, RSMo 57.275 Dismissal of Deputies, Procedure, Section 85.11 Procedure Upon Dismissal, Demotion, Suspension, Certain Officers; RSMo 85.541 Merit System Police Department, Adoption-Requirements of Ordinance (3 rd Class Cities); RSMo 590.500 Certain Law Enforcement Officers' Right of Appeal from Disciplinary Actions, Procedure.		

PURPOSE

The purpose of this policy is to establish a defined process for the administration of discipline for the Department. It is important that each member of the Department understand the consequences of not performing his/her duties within established practices and procedures, standards of behavior or the law. By outlining the discipline process each member is aware of requirements and expectations when involved in the disciplinary process.

This policy also establishes safeguards adequate to ensure just treatment of all employees without impairing the authority of the Jail Administrator to maintain discipline and fulfill his responsibility for efficient and effective services in the jail.

POLICY

It is the policy of this Department to enforce the rules of conduct, policy and procedure, orders and municipal, state and federal laws as they apply to employee behavior and responsibilities. Alleged violation, when substantiated, will be referred for disciplinary action. Disciplinary action may include any one, or a combination of, the following: counseling, remedial training, probationary period, reprimand, restitution or fees, reassignment, suspension without pay demotion, or termination.

Elements of the disciplinary system may include training, rewarding, counseling, and punitive actions in the interest of discipline. Effective discipline is a positive process when its perceived purpose is to train or to develop by instruction. Among the programs having an impact on discipline in a law enforcement agency are selection, training, direction, supervision, and accountability.

AUTHORITY TO DISCIPLINE

The final authority to discipline any employee lies with the Jail Administrator.

INITIATION OF DISCIPLINARY PROCESS

- A. The disciplinary process is initiated upon the receipt of an investigatory report or other determination that outlines specific behavior or occurrence that allegedly violates the rules or procedures of the department or the law.
- B. The Jail Administrator shall review the report and supporting documentation to determine if the material constitutes a violation of the rules or procedures of the department or the law.
- C. After review of the report the Jail Administrator may make a determination as to the status of the allegations using one of the following classifications:
 - 1. Sustained: Evidence exists to support the allegation and further action is to be taken.
 - 2. Not sustained: Insufficient evidence exists to either support or disprove the allegation. May be returned for further investigation.
 - 3. Exonerate the employee: No violation occurred or actions were justified.
 - 4. Unfounded: The allegation did not occur.
- D. After review of the incident and as soon as possible and practical of a disposition, the accused employee will be notified of the finding by written correspondence.

Procedural Instructions	Effective Date: 06-23-06	Chapter 13.2
Subject: Personnel- Disciplinary Process		
Reference: CLEA Chapter 26.1, RSMo 57.275 Dismissal of Deputies, Procedure, Section 85.11 Procedure Upon Dismissal, Demotion, Suspension, Certain Officers; RSMo 85.541 Merit System Police Department, Adoption-Requirements of Ordinance (3 rd Class Cities); RSMo 590.500 Certain Law Enforcement Officers' Right of Appeal from Disciplinary Actions, Procedure.		

DISCIPLINARY PROCEDURE

If an allegation is sustained and disciplinary action may be taken, the Jail Administrator or designee shall cause the employee to be notified of potential disciplinary action.

The notification will contain the following information:

1. The particular rule (s) and procedure or law, which have been violated.
2. The documented circumstances surrounding the acts, omissions or admissions, which occurred.
3. That disciplinary action may be taken if determination of responsibility is found.

RENDERING DISCIPLINARY ACTION

- A. If it is determined the employee is responsible for a rule, policy or procedure or law violation and that Disciplinary action is appropriate; the Jail Administrator may impose disciplinary action consisting of, But not limited to, the following:
1. Counseling
 2. Remedial Training
 3. Reprimand
 4. Probationary Period
 5. Restitution or Fees
 6. Reassignment
 7. Suspension Without Pay
 8. Demotion, and/or
 9. Termination
- B. In order to determine fitness for duty or improve fitness for duty, an employee may be directed to complete psychological testing, medical examination, drug testing, counseling, alcohol treatment, or other conditions. The Jail Administrator may make a request for these additional tests only on probable cause or as allowed by drug testing policy or some other departmental procedure. Failure to comply with such requirements may be cause for additional disciplinary action, up to and including termination of the employee.

[Departments are encouraged to follow normal and acceptable investigation techniques when determining fitness for duty status and the requesting of medical or psychological testing, the probable cause determination should be articulable, documented and reviewed by the county's legal advisor prior to requiring this type of test of the employees. These forms of tests should not be used to intimidate officers nor should they be used as form of discipline.]

[This information shall be kept in a separate medical file and only accessible to the Jail Administrator and the Office Support Assistant.

Procedural Instructions	Effective Date: 06-23-06	Chapter 13.3
Subject: Personnel- Disciplinary Process		
Reference: CLEA Chapter 26.1, RSMo 57.275 Dismissal of Deputies, Procedure, Section 85.11 Procedure Upon Dismissal, Demotion, Suspension, Certain Officers; RSMo 85.541 Merit System Police Department, Adoption-Requirements of Ordinance (3 rd Class Cities); RSMo 590.500 Certain Law Enforcement Officers' Right of Appeal from Disciplinary Actions, Procedure.		

DOCUMENTATION OF DISCIPLINE

1. Upon completion of the discipline process, a memo outlining the specific violations levied against the employee and the discipline imposed will be placed in the employee's personnel file. A copy of the memo will be provided to the affected employee.
2. The affected employee shall sign the document acknowledging its receipt. This signed copy will be forwarded to the employees personnel file.

DISMISSAL NOTICE

1. If an employee's misconduct results in dismissal, the employee shall receive written notice which will include the following information:
 - a. Reason for dismissal
 - b. Effective date of dismissal
 - c. Status of fringe and retirement benefits after dismissal; and
 - d. Content of the employee's personnel files relating to the dismissal.
2. This section may not apply to probationary employees.

APPEAL PROCESS

An employee subject to disciplinary action may appeal the discipline through a process established by the Regional Jail District. When applicable, other remedies may be sought as established by law or procedure.

*It should be duly noted that the "write-up" process for disciplinary action at the Daviess/DeKalb County Regional Jail should follow a chain of command instilled by the Jail Administrator. A "write-up" should only be written by Employee's immediate supervisor (i.e. a sergeant cannot "write up" another sergeant). The Jail Administrator Reserves the right to have the final authority on the "write-up" process.

Procedural Instructions	Effective Date: 06-23-06	Chapter 14.1
Subject: Staff Development – Employee Training		
Reference: RSMO 590; ACA Related Standard SJ 072-034		

POLICY

In order to ensure the professionalism of all Daviess/DeKalb County Regional Jail employees and to promote the safety and security of the facility, detainees, staff, and public, this agency will provide training for detention officers in those designated by the Jail Administrator.

PROCEDURES

- A. The Jail Administrator will be responsible for the development of an employee-training plan to ensure that the training needs of both experienced and newly appointed detention officers are met. All training described in the training plan will comply with minimum requirements established at the discretion of the Jail Administrator. Employees are encouraged to participate in the planning phase of training by providing suggestions and recommendations to the Jail Administrator.
- B. The Jail Administrator will coordinate the delivery of all training provided to Detention Facility personnel. At a minimum, the Jail Administrator will develop an orientation training plan for newly appointed Jail personnel and an in-service training plan for all Jail personnel.
- C. Orientation Training for Newly Appointed Detention Facility Personnel:
1. All newly appointed Detention Facility personnel will be required to participate in at least [two (2) weeks of on-the-job] orientation training at the Detention Facility.
 2. On-the-job orientation training will consist of the placement of the new officer with an experienced detention officer and/or the Jail Administrator. At a minimum, the training will cover the following topics:
 - a. A thorough review of the Jail's physical structure.
 - b. A thorough review of the Daviess/DeKalb County Regional Jail's Policy and Procedure Manual, to include inmate health care policies and fire and emergency policies.
 - c. A review of all forms and reports required to be completed by detention facility personnel.
 - d. Training related to the operation of the control panel and all doors throughout the facility.
 - e. A thorough review of the detainee admissions process (booking procedures)
 - f. Handling and processing of detainee medical complaints.
 - g. Inmate rights.
 - h. Use of Force Policy.
 - i. Harassment.
 - j. Personnel rules and regulations (employee handbook)
 3. The completion of orientation training will be documented by the Jail Administrator or by the officer Designated to train the new employee. All training documentation will be submitted to the Jail Administrator who will be responsible for filing this information in each employee's personnel file.

Procedural Instructions	Effective Date: 06-23-06	Chapter 14.2
Subject: Staff Development – Employee Training		
Reference: RSMO 590; ACA Related Standard SJ 072-034		

D. In-Service Training Requirements:

1. The Jail Administrator will be responsible for ensuring that appropriate in-service training is Scheduled and provided to all detention facility personnel.

2. The Jail Administrator will schedule at least (40) hours of in-service training classes per year. At A minimum, these classes will provide instruction on the following topics:

- a. First aid training and CPR
- b. Fire safety drills
- c. Use of Force
- d. Emergency procedures
- e. Suicide prevention and detection
- f. Policies and procedures; and
- g. Medical procedures
- h. Necessary weapons training
- i. Inmate Rights

3. Other in-service training may be provided as deemed appropriate by the Jail Administrator, or as Required by changes made to existing laws or regulations that affect the operation of the Daviess/DeKalb County Regional Jail.

4. The Jail Administrator will document each employee's in-service training participation (i.e. Attendance and results) and maintain this documentation in the employee's training file.

Procedural Instructions	Effective Date: 06-23-06	Chapter 15.1
Subject: Security & Control: Key Control		
Policy Development- Larry Hadley, Daviess/DeKalb County Regional Jail Administrator		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to maintain a key control system that is secure and yet efficient in operation. A system that will require daily checks of all keys and locks within the Detention Facility, and one that is simple and efficient to operate. The Jail Administrator has full control and responsibility for all Detention Facility keys and will ensure that all employees are fully familiar with instructions contained in this key control policy.

PROCEDURES

Key Storage

1. All master Detention Facility keys will be kept in a safe box in the Jail Administrator’s office.
2. Duplicate keys will be stored in a safe box on the unsecured side of the facility by the Administration Offices.
3. Any change of lock or key location must be authorized by the Jail Administrator.

Key Inventory

A current inventory of all keys will be maintained at all times. The Jail Administrator will maintain the inventory of keys issued to all his employees.

Key Rings

1. All employees of the Detention Facility will be assigned a complete or required set of Detention Facility Keys. The Bay Keys will be used by on duty personnel and be on their person when in the secure area of the Jail. At all other times the cell door keys will be kept in the key control Cabinet and will be kept secure at all times when not in use.
2. The officer in charge of each shift will be required to check and sign for the keys when reporting for duty. If any key is not accounted for, or is misplaced, the officer in charge will hold all Relieved duty officers, taking all necessary action to retrieve and account for the missing keys. A written report will be submitted to the Jail Administrator.
3. In the event an employee inadvertently carries a key or keys home that are not assigned to him, that employee will be contacted immediately to return the key or keys to the Detention Facility.

Lost or Misplaced Keys and/or Key Rings

In the event that a key, or set of issued keys or master cell door key ring is misplaced, a verbal report will be made to the officer in charge of the shift immediately, stating when loss or misplacement was discovered, and circumstances involved and identification of key(s). A written report will be submitted as soon as possible to the Jail Administrator giving the above information.

An employee losing keys will be required to pay for replacement key(s) and is subject to disciplinary action.

Procedural Instructions	Effective Date: 06-23-06	Chapter 15.2
Subject: Security & Control: Key Control		
Policy Development- Larry Hadley, Daviess/DeKalb County Regional Jail Administrator		

Handling of Keys

1. The following will be observed by all employees when in possession of keys:
 - a. Keys will be carried and used as inconspicuous as possible
 - b. Employees will avoid reference to key numbers and any other identifying information in the presence of detainees
 - c. Keys will never be thrown from one officer to another nor will they be skidded along the floor. Keys will be exchanged from hand to hand.
 - d. Force will not be used to penetrate locks. If a lock does not function easily, it will be reported to the shift commander and maintenance to be repaired. A written report will be submitted to the Jail Administrator.
 - e. Only an authorized maintenance man, locksmith, or other qualified employee should attempt to repair locks.
 - f. Under no circumstances will a detainee be permitted to handle keys of any kind.
 - g. Keys will always be under lock and key or under the control of an officer.

Broken Keys

When a key is broken it shall be reported to the shift commander immediately and a written report shall be forwarded to the Jail Administrator. No Part of the broken key will be left in the lock. All parts must be turned in to the shift commander and forwarded to the Jail Administrator as soon as possible. In the event the key that is broken must be replaced immediately, the shift commander will replace the key on the ring with a duplicate. The shift commander will forward a report of this action to the Jail Administrator.

Unauthorized Altering, Marking, Duplicating, Manufacturing, or Making impressions of Keys is Prohibited.

The unauthorized possession or making of any Detention Facility key(s) or any keying device by an employee or any other person is prohibited and these persons will be subject to dismissal or prosecution, whichever is applicable. Employees are specifically prohibited from duplicating any Departmental issued keys.

Procedural Instructions	Effective Date: 06-23-06	Chapter 16.1
Subject: Offender Management – Offenders Rights		
Reference: RSMo 221.120 and 221.122-213; ACA Related Standards 3E-004, 07-10		

PURPOSE

To generally describe the rights that offenders will have while confined in the jail.

POLICY

It is the policy of the Jail to ensure that confined offenders are afforded all established rights consistent with their status.

PROCEDURAL GUIDELINES

Offenders have certain rights relative to their conditions of confinement. These rights include access to the following:

- Supervision in all aspects of institutional life by staff, not by other offenders
- Cell housing or closely supervised dormitories
- Offender’s classification and the types of housing available in the institution
- Clean and orderly surroundings
- Adequate toilet, bathing, and laundry facilities
- Adequate lighting, heating, and ventilation
- Living conditions that are in compliance with state, federal, and local fire and safety laws and regulations
- A wholesome, properly prepared, nutritionally adequate diet
- Clean, fitted, and seasonable clothing
- A dignified conversational form of address, by name rather than by number
- Participation in the classification process
- Personal grooming choices regarding appearance, limited only by institutional requirements for safety, security, identification, or hygiene
- Protection of legitimate property and financial interests through a power of attorney; no offender will be permitted to conduct a business of any type while in confinement

Other Programs and Services

Other programs and services that will be made available to offenders will include the following:

- Recreational opportunities and equipment, limited to available resources
- Clergymen, spiritual advisors, publications, and related services that allow offenders voluntarily to adhere to their legitimate religious practices
- Visitation with family members and friends in an area that is limited only by institutional requirements necessary to maintain order and security. Private visiting will be available for confidential meetings between offenders and attorneys, except where substantial justification for restriction is provided.
- Communication and/or correspondence between offenders and their families, friends, public officials, Attorneys, officers of the court, and other persons and organizations; this activity will be limited only as necessary to maintain order and security.

Procedural Instructions	Effective Date: 06-23-06	Chapter 16.2
Subject: Offender Management- Offender Rights		
Reference: RSMo 221.120 and 221.122-213; ACA Related Standards 3E-004, 07-10		

- Freedom from unreasonable searches of person or property

Health Care

Inmates will be liable for the cost of any and all medical and dental treatment as provided by RSMO 221.120 and 221.122.

Health care services will be available comparable in quality to those available to the general citizen populace of the county, including the following:

- An assessment of health needs and the general condition of the offender at admission
- Availability of emergency medical and dental treatment on a twenty-four hour basis
- Access to a licensed medical facility, as well as dental and mental health services

Personal Treatment

No offender will be subjected by staff to corporal punishment, personal abuse, deliberate or unnecessary personal injury or disease, deliberate or unnecessary property damage, harassment, or the uses of unnecessary force.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.1
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

PURPOSE

To describe the agency's and staff responsibilities during intake, custody and release of detainees.

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to insure that the legal provisions of detainee intake, classification, separation, care, and custody are complied with in a consistent and regulatory manner whenever possible.

All arrestees shall be accepted by the Detention Facility any time the arresting officer should present them for booking, provided: 1) the arrestee does not present an emergency medical situation; and 2) the Booking officer is provided with proper commitment documents and the arrestee is properly identified.

Definitions

A. Emergency Medical Situation: Any observed injury, complaint of injury or perceived physical or mental health condition of the detainee, which may jeopardize his safety or well being.

B. Arrestee: Any person arrested, but not yet booked into the Detention Facility

PROCEDURE

A. General. The Detainee File Folder will be initiated by the booking officer during the intake process. All documentation pertaining to detention of the detainee will be maintained in the file folder.

B. The Detainee File Folder will be [manila] in color for ease of identification and the detainee's last name, first name, middle initial.

C. A Detainee File Folder will contain, as a minimum:

- Admission Form (Booking face sheet)
- Grievance/Request Forms and Responses
- Preliminary Health questionnaire
- Property Form- Jail issued property and personal property
- Active warrants (if applicable)
- Inmate entry/release form
- Photograph (mug shot)
- Visitor information forms
- Judgment and commitment papers
- Property receipts
- Commissary receipts
- Department of Corrections intake sheets
- Medical waiver- release form
- Acceptance form- receiving of rules and regulations-agreement to be placed in smoking bay
- Chronological event log
- Housing reassignment sheets

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.2
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

A 9"x12" manila envelope containing all health care documentation, such as:

- Medical Services Request
- Dr. Orders (medical lay-ins, special diets, extra mattresses, etc.)
- Receipts- sick call charges and charges for in-house medications
- Medication administration record
- Notes of Observation (Dr. Ordered)
- Results and orders for urinalysis, pregnancy, and DNA tests
- Past medical history- from previous incarcerations, D.O.C., and pre-lockup.
- Medical Release Forms
- Intake Medical Questionnaire

***NOTE: All medical files will be kept in a locking file cabinet in the Nurses Office.**

D. The Detainee File Folder will be filed in alphabetical order by detainee's last name in a file cabinet located in the Office Support Assistant's office.

E. If a detainee has been previously incarcerated in the Daviess/DeKalb County Regional Jail, the Detainee File Folder will be renewed with a completely different and current File. After the end of the month all the new files on the inmate will be combined into a Master File and filed alphabetically in the Office Support Assistant's office.

F. Classification Standards. A system of classification and separation shall be established based on the following standards:

- Detainees will not be separated based on race or religion.
- Detainees will be separated by sex, male from female. Male and female detainees shall be placed in bays that are situated to provide for the separation by sight and to the greatest extent possible, by sound.
- Witnesses and civil detainees should be placed in cells that are situated to provide for the separation by sight and to the greatest extent possible, by sound, from other detainees.
- Detainees that pose a serious threat to the staff, themselves, other detainees or the security of the detention facility shall be segregated or staff may make arrangements to house in another facility.
- Whenever possible pre-trial detainees shall be physically separated from convicted detainees.
- When facility space permits detainees charged with or convicted of misdemeanors should be physically separated from those detainees charged or convicted as felons.
- Special needs detainees may require additional considerations to include but not necessarily limited to physical separation, placement in another more secure facility and/or medical institution. When deciding how best to facilitate a special needs inmate the staff shall be guided by department policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.3
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

Intake Procedures

1. The detainee will be searched immediately upon entering the booking room.
2. The Detention Officer shall observe the detainee visually for obvious signs of injury or illness. They shall also inquire of the detainee if they have any illness or injury. If, in their opinion, the detainee is in need of immediate medical attention, depending on the seriousness of the injury or illness, they will accelerate admission of the detainee so the detainee can be examined by a physician and given medical clearance to be safely incarcerated.

Medical clearance means that the detainee has been examined and evaluated by a staff nurse, medical doctor, or other medical professional who, on the basis of the evaluation, has determined that the detainee is medically fit to remain in the detention facility. The doctor may issue certain orders or suggestions relating to the care of the detainee.

The medical clearance should be in writing. [At the very least, the arresting or transporting officer should obtain a copy of the emergency room slip indicating that the detainee has been examined and is capable of being placed in detention.] Staff will document, per departmental policy, the circumstances involving the need for medical examination.

Depending on the particular situation, the Detention Officer will have to accept the detainee after the arresting officer finishes their arresting process. It is the absolute responsibility of the Jail's staff to book the detainee in to the Facility.

The person or officer presenting the detainee for incarceration shall be positively identified. If necessary he must produce a badge and identification credentials. The same procedure shall be followed upon release of a detainee to an outside agency. The Control Center will make a copy of the arresting officer's driver's license and/or commission card.

The Detention Officer will then thoroughly research and strip search the detainee and places the detainee's property in a property bag.

The Detention Officer will then go through the booking procedure with the offender. The intake process should be as follows:

A Complete step by step process on the Booking Computer using the existing program (Filemaker Pro).

- First log into the computer
- Log into Filemaker Pro
- Go into inmate management
- Go into new inmate
- Enter the inmate's social security number
- Then click enter and that opens up the inmate's file
- The Detention Officer should fill in all mandatory fields
- The Detention Officer should fill out medical questionnaire, inmate entry/release form, and chronological event log.
- The Detention Officer should then give the inmate his Jail property and escort him to his housing assignment.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.4
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

Review of commitment Documents

1. Prior to the beginning of the booking process, the Booking Officer reviews all warrants, court orders, arrest reports and other records to ensure the arrestee is properly identified and the Detention Facility has the proper legal authority to detain the arrestee.
2. The Booking Officer will not place the detainee in general population until the arrestee is properly identified and the proper commitment documents are present by the arresting officer.

The State of Missouri in RSMO 544.170; allows for a suspect to be detained, whose arrest was otherwise lawful, while determining whether there is sufficient evidence of a crime to take to a judge or prosecutor. The suspect maybe held without warrant for a maximum of 20 hours.

- In the event, a suspect is presented to the detention facility for booking under this rule the detention officer will book the detainee as per department policy.
- The detention officer shall require from the presenting officer written documentation per department policy, as to the circumstances surrounding the arrest of the suspect.
- The detention officer shall mark on the booking sheet that the detainee is being held under this rule. The booking officer shall advise their supervisor as soon as possible.
- In the event that the arrestee is approaching the maximum time limit (20) hours under this statute, the detention officer will contact the agency of the arresting officer to inform them of the pending release of the detainee. Prior to releasing the detainee, the detention officer will contact the Jail Administrator

Condition of Arrestee's Health

- During the booking process, but prior to releasing the arresting officer, the Booking Officer interviews the arrestee to determine the condition of the arrestee's health, to include both physical and mental well being.
- The Booking Officer temporarily halts the booking process, per department policy.
- The Booking Officer is rejected for medical reasons; the arresting officer is notified immediately. If the arrestee is treated and returned to booking, the Booking Officer may accept the arrestee.

Detention Facility Capacity

- The Booking Officer may accept a detainee (temporarily) even if the facility is at capacity. Whether a detainee is accepted under these conditions shall be guided by departmental policy with approval of the Jail Administrator.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.5
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

Booking Procedures

1. Booking Forms
 - Booking Face Sheet. Fill out completely as possible
 - Medical Screening Sheet. To be filled out on every detainee
 - Property Receipt. To be use to inventory everything the detainee comes in with, including their clothing.
2. The Booking officer shall advise the detainee of the amount and conditions for bonding if known.
3. If the detainee is not allowed to bond out, he shall be advised why not, such as hold for another jurisdiction, bond not set, his being intoxicated, etc. If the detainee qualifies for bond, the booking officer will make every effort to expedite the bonding procedure.
4. The detainee will be allowed to a telephone per department policy.
5. The booking officer shall ask the detainee if he has ever been arrested or incarcerated in the detention facility prior to this date. The Filemaker Pro program should pull up previous Booking File under the Find/Search option if the detainee was arrested and booked in under the same name as previous arrests. If not, you can utilize the Find/Search option on Social Security Number.
6. Complete the booking process with a photo saved to the server of the booking program. This will allow the Jail Administrator’s office to pull up and print mug/booking photos.
7. Upon completion of the booking process, the detainee shall, when applicable, be allowed to make bond. If they are unable or cannot make bond, they shall be placed in a bay or cell base on the departments classification procedures.
8. Detainees who are to be placed in general population will not be routinely striped searched. Prior to being placed in their cell, they will be given a copy of the jail rules and regulations.
9. Detainees will be striped searched only if they fit within the requirements of RSMO 544.193.

Strip Searches and Body-Cavity Searches

Missouri law closely controls the use of strip and body cavity searches by law enforcement officials. Statutory provisions governing strip and body cavity searches are found at RSMO 544.193.

Definitions

1. “Strip search” means the removal or rearrangement of some or all of the clothing of a person so as to permit an inspection of the genitals, buttocks, anus, breasts or undergarments of such person, including but not limited to inspections conducted visually, manually or by means of any physical instrument.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.6
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

2. “Body cavity search” means the inspection of a person’s anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument.

Strip Searches

- a. Anyone being housed in general population and fits within the requirements of RSMO 544.193, shall be strip-searched following departmental procedures prior to placement in general population.
- b. Any detainee who has been committed to the detention facility by a court order shall be strip-searched prior to placement in general population.
- c. Documentation of this search will be made on the department booking sheet as well as the name of the officer conducting the search and any witnessing officers.
- d. All such searches will be conducted by same sex staff member as the detainee.
- e. Strip searches will be conducted in such a manner and place to provide for privacy of the detainee from uninvolved staff and other detainees.
- f. Strip searches of detainees on a routine basis is forbidden, strip searches shall only be conducted pursuant to state statutes and departmental procedures.
- g. In the event, a detainee is being strip-searched pursuant to departmental procedure, **for probable cause**, the following stipulations shall apply:

No person arrested or detained for a traffic offense or an offense which does not constitute a felony may be subject to a strip search or a body cavity search by any law enforcement officer or employee unless:

- There is probable cause to believe that such person is concealing a weapon, evidence of the commission of a crime or contraband; or
- The person arrested is being lodged into a detention facility by order of a court.
- The officer shall obtain written authorization from the person in command prior to conducting the strip search.

Strip search: Conditions

- A strip search, which is conducted under this policy, shall be performed by a person of the same sex as the person being searched.
- A strip search which is conducted under this policy shall be performed in a place which prevents the search from being observed by any person other than those physically conducting or necessary to assist with the search. Except that nothing herein shall prohibit a readily available person from being present at the request and consent of the person being searched.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.7
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

- A law enforcement officer or their designate who assists in the strip search shall be of the same sex as the person being searched.
- It is highly recommended the officer conducting the strip search should have a witness who shall be of the same sex as the person being searched.
- If, during the course of a strip search, an officer discovers a weapon, evidence of the commission of a crime or contraband, each such item or items shall be specifically identified and treated as evidence in accordance with the department's general practice.

Strip Search: Reporting Requirements

If a strip search is conducted under this policy, the booking officer shall prepare a report of the strip search. The report shall include the following information:

- The name, address, social security number and sex of the person subjected to the strip search.
- The name and sex of the person conducting the strip-search.
- The name and sex of any person who assists in conducting the strip-search or serves as a witness to the strip search.
- The time, date, and place of the strip search.
- The justification for conducting a strip search.
- A list of all items recovered from the person who was strip-searched. If the item recovered should be evidence of a crime, weapon or contraband the officer shall describe the location in which it was found.
- The name of the person in command authorizing the search and a copy of the written authorization required under this policy.

A copy of the report required by this policy shall be given without cost to the person who has been searched.

Body Cavity Searches

1. A body cavity search of any person detained or arrested for a traffic offense or an offense which does not constitute a felony may only be conducted pursuant to a duly executed search warrant, under sanitary conditions and by a physician, registered nurse or practical nurse, licensed to practice in this state.
2. Body cavity searches by a law enforcement officer, other than those by visual means only, shall no be conducted without a valid search warrant.
3. Visual body cavity searches authorized under this policy require written authorization from the person in command prior to conducting the body cavity search.
4. Body Cavity searches of a person conducted by members of this department shall be by visual means only and shall be guided by the following requirements:
 - a. **Body Cavity Search Conditions**
 - i. A body cavity search, which is conducted under this policy, shall be performed by a person of the same sex s the person being searched.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.8
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

- ii. A body cavity search which is conducted under this policy shall be performed in a place which prevents the search from being observed by any person other than those physically conducting or necessary to assist with the search. Except that nothing herein shall prohibit a readily available person from being present at the request and consent of the person being searched.
- iii. A law enforcement officer or their designate who assists in the body cavity search shall be of the same sex as the person being searched.
- iv. It is highly recommended the officer conducting the body cavity search should have a witness who shall be of the same sex as the person being searched.

If, during the course of a body cavity search, an officer discovers a weapon, evidence of the commission of a crime or contraband, each such item or items shall be specifically identified and treated as evidence in accordance with the department's general practice.

Body Cavity Search: Reporting Requirements

If a body cavity search is conducted under this policy, the booking officer shall prepare a report of the body cavity search. The report shall include the following information:

- I. The name, address, social security number and sex of the person subjected to the body cavity search.
- II. The name and sex of the person conducting the body cavity search.
- III. The name and sex of any person who assists in conducting the body cavity search or serves as a witness to the body cavity search.
- IV. The time, date, and place of the body cavity search.
- V. The justification for conducting a body cavity search.
- VI. A list of all items recovered from the person who was body cavity searched. If the item recovered should be evidence of a crime, weapon or contraband the officer shall describe the location in which it was found.
- VII. The name of the person in command authorizing the search and a copy of the written authorization required under this policy.
- VIII. A copy of the report required by this policy shall be given without cost to the person who has been searched.

Supervisor Duties

The supervisor will provide a report, which provides the following information when either a strip or a body cavity search of a subject is requested by a member of the Daviess/DeKalb County Regional Jail.

- I. Review the articulable probable cause or reasonable suspicion for reasonableness and independently confirm the officer's findings.
- II. Provide the officer with a written authorization for the strip or body cavity search if the supervisors review of the findings are consistent with the officer(s) and the supervisor believes a strip or body cavity search should be performed and is authorized by Missouri statutes.
- III. Ensure that the search is conducted according to both statutory requirements and department policy.
- IV. Provide a written report in which the supervisor provides a review of the probable cause or reasonable suspicion authorizing the search.

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.9
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

Persons Booked Directly From Court

Persons being booked directly from court will go through the same booking procedure as any detainee brought into the detention facility.

RELEASE PROCEDURE:

Releasing on Bond

I. Surety Bond

- Bondsman fills out the bond and the power of attorney.
- Officer checks that the bondsman has filled out the correct court date and time. Check that the correct amount of bond is listed.
- Forward one copy of completed surety bond and attachments to circuit or municipal court clerk and files one copy in detainee’s personnel file

Cash Bond (including body attachments)

- Fill out cash bond form
- Take money from person posting bond
- Select proper receipt book (municipal court account, circuit court account, or fee account)
- Issue a pre-numbered receipt to the subject, indicating on the receipt whether payment is by cash or check (and check number if by check); give the subject the original **copy** of receipt.
- Forward white copy of completed cash bond form to circuit or municipal court clerk, the yellow copy goes to the person being bonded and the pink copy goes in detainees personnel file. (A copy of the original white copy also goes into detainee’s file)

Property Bond

- The person posting the bond must present clear title for the property to be used to secure the bond. After presentation of the title, the person posting the bond will be given a completed property bond form and take it to the Assessor’s Office for a determination of property value.
- If value of property equals amount of bond, obtain signature of person posting the bond, the detainee and the approving official. The approving official will be either the judge of the court where the detainee is charged or the Sheriff.
- Forward the original copy of the completed property bond and title to property to the circuit or municipal court clerk and file one copy in detainee’s personnel file.

Release of Intoxicated Detainees. In the event the detainee has been arrested and is intoxicated; jail staff shall be guided by the following departmental procedure and RSMO 67.315, which allows for protective custody of intoxicated persons.

- Persons incarcerated while intoxicated may be held in protective custody up to 12 hours, at the discretion of the arresting officer or jail staff. The intoxicated detainee should not be released (unless being transferred to another agency) for a minimum of 4 hours unless the detainee can be released into the care of a responsible adult. The person accepting custody of the detainee will be required to complete the departments release form. [This needs to be approved by a supervisor if one is on duty]

Procedural Instructions	Effective Date: 06-23-06	Chapter 17.10
Subject: Offender Management – Inmate Intake, Custody and Release		
Reference: RSMO 544.193,544.170,67.315,221.230 & 221.044; ACA Related SJ 186-198		

- If the arresting officer or booking officer requests such a hold, the booking officer will note the reasons on the booking sheet and notify their supervisor. If a supervisor is not on duty, a written report should be forwarded to the Jail Administrator as soon as possible.
- In the case of another agency arrest, where the detention facility is providing custody facilities for that department, the arresting agency may request this protective hold however final authority to place detainee in protective custody shall rest with this department.

Prior to releasing of any detainee, jail staff shall conduct a records check to determine if any current wants or warrants exist.

Compliance

Violations of this policy, or portions thereof, may result in disciplinary action.

- Staff shall receive annual training on issues surrounding this policy
- Annual Review. This policy is reviewed at least annually by the Jail Administrator and updated as needed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 18.1
Subject: Offender Management – Report: Incident		
Reference: RSMO; ACA Related Standard 1A-18		

POLICY

Having written reports and written documentation concerning the Daviess/DeKalb County Regional Jail's activities is essential in meeting the management, operational, and informational needs of the facility. All Detention Facility employees must be aware of when an Incident Report is required and properly complete the report as prescribed.

PROCEDURES

- A. **Reporting.** An Incident Report will be written for any occurrence in the Daviess/DeKalb County Regional Jail that:
- Disrupts an orderly routine.
 - Threatens the security of the Daviess/DeKalb County Regional Jail, including the safety of the staff or detainees
 - Is not in compliance with written directives or procedures.
 - Disrupts necessary services to detainees.
 - Is usual in nature.
- B. All Incident Reports will be completed by the Daviess/DeKalb County Regional Jail staff before the end of their shift and placed in the Jail Administrator's office.
- C. Incident Reports will be filed in the Jail Administrator's office.

Procedural Instructions	Effective Date: 06-23-06	Chapter 19.1
Subject: Offender Management – Inmate Searches		
Reference: RSMO; ACA Related Standards 1A-18		

PURPOSE

To describe procedures to be used by the Daviess/DeKalb County Regional Jail’s staff when conducting searches of inmates, their property or bunk/cell areas.

POLICY

Searches of inmates, inmates’ bunk areas or cells, or inmates’ property may be conducted when the purpose for the search is rationally related to a legitimate, non-punitive Detention Facility objective, to the extent reasonably necessary to affect or maintain Detention Facility order or security. It is the policy of this facility that searches of inmates, inmate bunk area and other areas are conducted conscientiously, efficiently, and as often as deemed necessary to ensure safety and security, to detect and prevent the introduction and accumulation of contraband, and to prevent escapes and other disturbances.

PROCEDURES:

A. **General**

- An inventory search of an arrestee is legitimate if the detention officer reasonably believes that an arrestee will be subject to imminent detention.
- Staff shall be guided by department policy, reference Chapters 17.5, 17.6, when determining when and how to conduct strip and body cavity searches.
- During cell searches, staff will attempt to leave the cell or bunk area in as close to its original condition as possible.
- When possible, pat down searches of an inmate’s person shall be by a detention officer of the same gender.
- Staff will conduct themselves in a professional manor while conducting cell searches.
- An inmate is not to be subjected to maliciously motivated searches of his person or property, or to deliberate harassment.

B. **Purpose of Searches**

- To prevent the introduction of weapons or other dangerous contraband into the facility.
- To discover and suppress “trafficking” between employees and/or inmates.
- To detect the manufacture of weapons, escape devices, etc., within the facility.
- To enforce rules designed to eliminate the usual causes of dissensions and strife between inmates; gambling, theft, alcoholic beverages, narcotics, etc.
- To discourage theft and “trafficking” in facility property.
- To discover any hazards to health or safety that go unnoticed during a more routine inspection.

C. **Purpose of Cell Search**

No matter how thoroughly incoming inmates are searched, some weapons and other contraband may find their way into the facility. Other problems will occur such as cutting bars, manufacture of weapons out of spoons, toothbrushes and mops, making alcohol, etc. It is therefore necessary to conduct frequent searches of the inmate’s bunk areas and other areas in the Detention Facility where inmates live, work, play congregate, or are temporarily held, to discover and eliminate these problems.

Cell shakedowns should be frequent, but irregularly scheduled to prevent inmates from guessing when a shakedown is coming. The search should be systematic and nothing overlooked.

Procedural Instructions	Effective Date: 06-23-06	Chapter 19.2
Subject: Offender Management – Inmate Searches		
Reference: RSMO; ACA Related Standards 1A-18		

D. **Search Objectives**

Before starting a search, a staff briefing should be conducted as to the objectives, primary and secondary.

- To discover contraband items.
- To discover escape attempts or devices
- To check for destruction of the Daviess/DeKalb County Regional Jail’s property
- To discover violations of Detention Facility regulations and extra clothing
- To discover safety or health hazards
- To discourage violations of Detention Facility rules

E. **Cell Search Procedure**

Inmates

- The inmates should be locked into their individual cells or removed entirely from the area.
- If inmates are kept in cells, each inmate should be strip searched just prior to the search of his cell and then moved far enough away from his cell to prevent him from observing the search of his cell.
- After being searched, the inmate shall be kept away from the other inmates to prevent the transfer of contraband.
- After the cell search is completed, the inmate should be locked up again until the entire search has been completed.

F. **Recording the Search**

- A Detention Facility shakedown report will be completed listing all weapons, contraband, extra clothing, violations of rules and regulations, etc., found. One detention officer will be solely assigned to record the information while others conduct the actual search.
- The Jail Administrator will observe the report to see if any action should be taken.
- If available, staff should videotape cell searches.

G. **Condition of Cell Upon Leaving**

- Leave the cell or bay area as nearly as possible in the same condition as you found it. Leaving the cell upside down after a shakedown can only cause unneeded resentment and inmate morale problems.
- The purpose of shakedown is to find or discourage use of contraband and detect violations of detention facility rules and regulations. It is not for the harassment of inmates.

H. **Search of Other Areas**

The shower, dayroom, holding cells, visiting room, booking office, holding tanks, dressing and shower rooms, kitchen, laundry, and storage areas all should be searched as frequently as possible.

I. **Disciplinary Action**

If shakedowns and inspections result in finding violations that require discipline of the inmate, staff should refer to departmental policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 20.1
Subject: Offender Management – Use of Force and Restraints		
Reference: RSMO 563.046 (1986); ACA Related Standards 3Aa-17, 25, 28,29, 31, 32		

PURPOSE

To provide the Daviess/DeKalb County Regional Jail’s staff with guidance regarding the use of force and restraints.

POLICY

It shall be the Policy of the Daviess/DeKalb County Regional Jail to employ the amount of force, reasonably necessary, to overcome the resistance offered, subdue an individual offender or restore order to a disruptive group, and/or accomplish the lawful performance of duty while protecting the officer and the public. It shall also be the policy of the Jail to provide its employees with training and guidance on the permissible use of force.

DEFINITIONS

- **Minimum Amount of Force** is that amount of force that is reasonably necessary to overcome the resistance offered and to affect the lawful performance of duty.
- **Reasonableness** means within reason, moderate action suitable to the situation, consistent with department approved training and policies. The final decision as to the reasonableness of a police action will be determined on a case by case basis by those members of the department called upon to review the appropriateness of those tactics or actions, based on what a “reasonable” officer would have done under similar circumstances.
- **Last Resort** situations are those wherein immediate and drastic measures must be undertaken by an officer in order to protect human life. Force used in these situations may involve the use of techniques or weapons not covered by this order or department policy; however, they remain subject to *reasonable* and *necessary* use of force standards.

PROCEDURAL GUIDELINES

The use of force is sometimes necessary in the detention environment for justifiable self-defense, protection of others, protection of property, and prevention of escapes.

Whenever doing so does not jeopardize staff safety, an offender will be warned in advance before staff use of force as described in this policy.

Whenever practical, staff of the same gender will be involved in forced cell moves and other applications of force.

Only approved, Jail-issued equipment will be used. Use of personal weapons and ammunition is prohibited in the Jail. No slappers, blackjacks, or lead-filled gloves will be purchased, issued, or used in the Jail. Except in extreme emergencies, firearms are not permitted inside the Jail, and only then with the Jail Administrator’s authorization.

Direct Contact Force

Physical handling is justified to subdue unruly offenders; to separate participants in a fight; in self-defense; and in defending staff, offenders, or other persons. It may also be used to move offenders who fail to comply with lawful orders. As with any type of force, the amount of force used in direct contact will be that amount of force reasonably necessary to bring the offender into compliance with staff orders.

Procedural Instructions	Effective Date: 06-23-06	Chapter 20.2
Subject: Offender Management – Use of Force and Restraints		
Reference: RSMO 563.046 (1986); ACA Related Standards 3Aa-17, 25, 28,29, 31, 32		

Batons

Ordinarily, staff will not carry batons during the course of the duties. A supply of batons will be maintained in the CERT room for issue on the authorization of the Jail Administrator. Staff will be trained in the use of batons, shields, and other protective equipment.

Restraints

The use of restraint equipment is intended to prevent escape, assault, or the commission of some other offense by violent or disruptive offenders; to protect staff and offenders; and under circumstances approved by the Jail Administrator. Staff members are cautioned not to utilize restraints as a punitive measure.

Offenders in locked housing will be in restraints when moved out of their cells for any purpose; staffing those units may carry handcuffs, with appropriate controls on the handling of the cuff keys.

Use of restraints for offenders under escort outside the Jail is discussed in departmental policy on escorted trips.

An offender may be restrained to a bed, with the Jail Administrator’s approval, when his or her behavior is so violent and dangerous to others when unrestrained as to constitute a serious risk to the institution’s security and good order. In such cases, specific procedures will ensure that the restraints will be checked every fifteen minutes by a staff member to determine when the offender has regained self-control and can safely be released. After four (4) hours the offender must be unrestrained from the bunk if no break for meals or toilet have been asked for by the inmate.

An offender so restrained will be given the opportunity to be released from the restraints in order to eat and use the toilet.

All incidents of this type will be immediately reported to the Jail Administrator and in no case will extend beyond four hours without his or her approval.

Staff shall be guided by department policy with the use of restraints and non-lethal equipment, including the use of handcuffs, leg irons, belly chains, black box security devices for handcuffs, and soft restraints.

Training will be provided in techniques for each of the devices employed, including techniques for use of hard and soft restraints, restraining offenders to beds and other fixed objects, use of restraints for normal escort activity and for movement in locked units, and reporting requirements for other uses of restraints.

Chemical Agents

The Jail Administrator of the Daviess/DeKalb County Regional Jail authorizes the use of chemical agents to control an offender or group of offenders who otherwise cannot be controlled. Staff is prohibited from using chemical agents for retaliation or punishment.

Procedural Instructions	Effective Date: 06-23-06	Chapter 20.3
Subject: Offender Management – Use of Force and Restraints		
Reference: RSMO 563.046 (1986); ACA Related Standards 3Aa-17, 25, 28,29, 31, 32		

Non-deadly Ammunition

Non-deadly ammunition, such as rubber or wooden projectiles, or “beanbags,” is an additional option for controlling violent situations with the Jail Administrator’s approval. Although this ammunition does not expose offenders involved to as great a risk of death or serious injury, it will not be used at close range or directed at the head, unless exigent circumstances exist.

Deadly Force

The use of lethal force is considered a measure of last resort as defined in the definitions section and is limited to the following situations:

- To protect the officer or another from what is reasonably believed to be an immediate threat of death or serious physical injury;
- To prevent the escape of a subject who is fleeing from an inherently violent crime, AND the officer has probable cause to believe that the subject poses a significant threat of death or serious physical injury to the officer or others.

Whenever any one of the two conditions described above is present, where feasible, officers shall identify themselves and provide a warning before the force is applied.

Use of Lethal Force Prohibited

Lethal force may not be used in the following situation, except as a last resort, as defined in the definitions section of this policy:

- When it appears likely that an innocent person may be injured
- To shoot at or from a moving vehicle. This tactic seldom, if ever proves effective and poses a significant risk to innocents
- Solely because a subject fails to stop for a blockade or roadblock, or fails to obey a command to stop;
- To fire warning shots.
- Tennessee v Garner, 471 U.S. 1, 85 L.Ed.2d 1, 105 S.Ct. 1694 (1985). Where the suspect poses no immediate threat to the officer and no threat to others, the harm resulting from failing to apprehend him does not justify the use of deadly force to do so.

ESCALATION AND DE-ESCALATION OF FORCE:

Escalation of force may be justified when the officer reasonably believes that the level of force being used is insufficient to stop or control the resistance.

Officers may escalate to the level of force that is reasonable and necessary to control the situation, based on the level of resistance encountered. As the subject begins to de-escalate or lessen the resistance offered, the officer must de-escalate in a reasonable manner.

Officers shall allow the subject a reasonable time period to comply too all verbal commands or directions or applications of force. This is not meant to imply the officer must cease all control. Control must be maintained, by the level of force used to maintain control must de-escalate to a level commensurate to the level of resistance currently offered by the subject.

There are variables which affect the officer’s decision to escalate and de-escalate the level of control. These variables include, but are not limited to:

Procedural Instructions	Effective Date: 06-23-06	Chapter 20.4
Subject: Offender Management – Use of Force and Restraints		
Reference: RSMO 563.046 (1986); ACA Related Standards 3Aa-17, 25, 28,29, 31, 32		

- Officer/suspect size and physical abilities,
- Environmental conditions,
- Nature of contact of officers and suspects,
- Availability of back-up.

MEDICAL CONSIDERATIONS

Officers using any degree of force on a subject shall make medical treatment available to that subject when:

- The subject requests medical treatment;
- The subject complains of injury or continued pain or shows signs of unusual distress.
- Any officer observes or suspects injury to the subject;
- Directed by a supervisor or acting supervisor.

Officers that obtain medical treatment for a subject shall document name, along with the nature of the injury or complaint of injury, in the incident report and the Use of Force Report Form.

Treatment may be obtained from a licensed medical care provider, the subject shall not be removed from this care without approval from the medical care provider.

Officers that obtain medical treatment for a subject shall notify the on-duty supervisor or acting supervisor.

Reporting Requirements

The Jail Administrator will be immediately notified when any type of force is used, per department policy. A written report prepared by the officer involved will be completed no later than the conclusion of that shift and filed with the Jail Administrator. The report will include the following:

- An account of the events leading to the use of force
- An accurate description of the incident and reasons for using force
- A description of the weapon or device used, if any, and the manner in which it was used
- A description of the injuries suffered, if any, and the treatment given or received; reports of all injuries will be filed in the offender's central file and the employee's personnel file.
- A list of all participants and witnesses to the incident
- A copy of all incident reports compiled as a result of the incident

Training

All staff members will receive at minimum annual in-service training on this policy, defensive tactics and other issues relating to the use of force.

This policy shall be reviewed annually by staff during in-service use of force training.

Procedural Instructions	Effective Date: 06-23-06	Chapter 20.5
Subject: Offender Management – Use of Force and Restraints		
Reference: RSMO 563.046 (1986); ACA Related Standards 3Aa-17, 25, 28,29, 31, 32		

The Jail Administrator will investigate all allegations of improper use of force. Incases involving possible criminal acts, the appropriate law enforcement agency will be notified.

Safeguards against unwarranted accusations of this type include videotaping, when possible, all use-of-force incidents.

The Jail Administrator will ensure that safeguards for employee rights are observed in the face of such allegations, including an assurance that Miranda rights are not abridged in the case of a possible criminal charge.

Procedural Instructions	Effective Date: 06-23-06	Chapter 21.1
Subject: Offender Management – Inmate Personal Property		
Reference: RSMO; ACA Related Standards SJ 164-173		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to permit certain personal items to be kept in a person’s possession when admitted to the Detention Facility. All other items will be properly receipted for when the inmate is admitted to and released from the Detention Facility.

PROCEDURES

Admittance to the Daviess/DeKalb County Regional Jail.

Upon admittance of a person into the Detention Facility, all property and personal effects will be listed on the Property Receipt Form. (Sample copy at Appendix A). Personal property will be stored in the designated property storage area. Certain items may be retained by the person being admitted.

Items That May Be Retained By Inmates

- Slips of paper with addresses and telephone numbers, in a reasonable amount.
- Eyeglasses and/or hearing aids
- Legal materials, including those legal papers in the inmate’s possession when arrested and those subsequently served on him.
- Socks and underwear
- Other articles as authorized by the Jail Administrator.

Receipting for Property

When a person is admitted to the Daviess/DeKalb County Regional Jail all personal property not allowed to be retained, including clothing and money, shall be inventoried and listed on the Property Receipt Form. These Inventories shall be completely filled out, dated, and signed by the booking officer and the inmate. The inmate will receive a copy of the Property Receipt Form. If the inmate refuses to sign the form, the booking officer will have another officer to sign the form as a witness.

In some cases it may be necessary for staff to limit the amount of property of an inmate. In such cases staff shall be guided by department policy.

Return of Property

All personal property will be returned to the inmate upon his release or transfer. Upon release or transfer, an inventory of all personal property will be taken and the releasing officer and the inmate shall sign the receipt form. Any shortages or discrepancies will be noted and forwarded to the Jail Administrator.

Inmates may possess and wear religious artifacts that do not contain or are made of metal, glass, wire or any other material that can be sharpened or fashioned into a weapon of any kind.

Religious Materials

Letters and periodicals of a religious nature shall be allowed in the cell area provided it is addressed to an individual and made available to all inmates in the same cell area.

Procedural Instructions	Effective Date: 06-23-06	Chapter 22.1
Subject: Offender Management – Detention Facility Contraband		
Reference: RSMO; ACA Related Standards SJ079-107, 164-173		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to prevent the introduction of contraband into the Detention Facility and prevent it from leaving the Detention Facility by readily observable or clandestine means. Searches, inspections, investigations, and prosecution will be used to accomplish these goals. Contraband will be disposed of by the Detention Facility, by submissions to a court of law, returning it to sender, or by regulations adopted by the Jail Administrator.

DEFINITION

Contraband is defined as any item(s) or article(s) in the possession of a detainee within the Detention Facility that has not been officially issued, or authorized by law, or by the Jail Administrator’s rules, regulations or orders. Authorized items may be considered contraband when found in excessive quantities or if altered from their original condition, or in a place in which they are not authorized. In addition, items belonging to a detainee and found in the possession of another detainee may be considered contraband.

PROCEDURES

Introduction into the Detention Facility. Detainees, employees, or any person shall not bring, or cause to be brought into or upon the property of the Detention Facility an item or thing that meets the definition of contraband, or which has not been inspected and approved by the Jail Administrator. Persons who intentionally or unintentionally bring contraband into the Detention Facility, or give contraband to a detainee may be prosecuted to the full extent of the law, as determined by the Jail Administrator.

Articles leaving the Detention Facility. Detainees, employees, or any other person shall not take any article or item from the Detention Facility, except personal property, or items that can be verified as personal property without specific approval of the Jail Administrator.

Classes of Contraband

Class “A” contraband is defined as an item or article which is criminal in nature, or poses a threat to the safety and security of the Detention Facility, its’ detainees, or employees:

- Guns and firearms of any type.
- Ammunition or explosives.
- Knives, weapons and unauthorized tools.
- Hazardous and poisonous chemicals and gases
- Narcotics and drugs (except those authorized by the Medical services personnel).
- Intoxicants (liquor, alcoholic beverages, glue, etc.)

Class “B” contraband is defined as that which is not classified as Class “A” and which meets the general definition given in DEFINITION paragraph:

- Unauthorized food.
- Unauthorized goods or personal property.
- Currency

Procedural Instructions	Effective Date: 06-23-06	Chapter 22.2
Subject: Offender Management – Detention Facility Contraband		
Reference: RSMO; ACA Related Standards SJ079-107, 164-173		

Disposition of Contraband

If found, an item of Class “A” contraband will be promptly confiscated and forwarded immediately to the Jail Administrator, along with a written report detailing the discovery and confiscated. If the identity of the detainee possessing the item can be ascertained a disciplinary report will be written and filed with the Jail Administrator. In each confiscation of Class “A” contraband an investigation will be conducted for prosecution as provided by law.

When Class “B” contraband is found and where it can be ascertained that it belongs to a particular detainee, the contraband shall be placed in the detainees personal property container (if not perishable, in which case it will be destroyed). Money confiscated during visiting periods, during searches, etc., where the detainee for whom the money is intended cannot be ascertained or refuses to claim such money, shall be deposited in the detainee welfare fund.

Daviness/DeKalb County Regional Jail

Procedural Instructions	Effective Date: 06-23-06	Chapter 23.1
Subject: Offender Management – Special Inmate		
Reference: RSMO 475.355, 632.300; ACA Related SJ 108-123		

POLICY

It is the policy of this agency to provide special care and attention to inmates who, because of mental, emotional or physical illness or deficiencies, require special handling.

PROCEDURE

Inmates covered by this Policy

- Suicide risks
- Mentally ill
- Mentally deficient
- Acute alcohol problems (possible delirium tremens)
- Acute drug problems (withdrawal symptoms)
- Physically injured
- Serious health problems (heart disease, diabetes, etc.)
- Handicapped
- Protection cases (protective custody)

Suicide risks. The following persons shall be considered suicide risks:

- Inmates who threaten or have threatened to commit suicide.
- Inmates who attempt or have attempted to commit suicide.
- Inmates with a known history of suicide attempts.
- Inmates who have scars or other indications of possible previous suicide attempts
- Inmates who, in the opinion of the intake officer, are sufficiently depressed to justify concern that suicide is possible

Categories of Suicide Risks

ACUTE SUICIDE RISK: High probability. Inmate is experiencing immediate severe emotional stress, depression, or other factors that would indicate a suicide attempt is probable and imminent.

CHRONIC SUICIDE: Moderate probability. Inmate has a history of suicide attempts or gestures though no present crisis is evident. This type of suicide risk, though not acute, may as a result of being confined or other personal reasons, become a substantial suicide risk. Precautions must be taken to ensure the safety of such inmates until medical personnel can evaluate them.

SYMPATHETIC TYPE SUICIDE: Low probability. Inmate is involved in suicide gestures for sympathy, attention, or for manipulative purposes. The possibility of a suicide attempt being successful is minimal. The sympathetic type, while being a low probability for actually committing suicide cannot be taken for granted. Such persons may miscalculate and accidentally kill or injure themselves. The sympathetic gestures may also hide a real intent that might manifest itself while being confined. Precautions must be taken and the matter referred to the Jail Administrator for a determination of type medical or psychological assistance required.

POSSIBLE SUICIDE RISKS: Unknown probability. The inmates' actions, scars, or other factors may alert Detention officers to the possibility that the inmate may be suicidal. This inmate may have no inclinations toward suicide, but would be temporarily classified as a suicide risk until examined by mental health personnel as a precautionary measure.

Procedural Instructions	Effective Date: 06-23-06	Chapter 23.2
Subject: Offender Management – Special Inmate		
Reference: RSMO 475.355, 632.300; ACA Related SJ 108-123		

Employee Response

When a Detention Officer has reason to believe that an inmate is suicidal, he shall immediately report the matter orally and in writing to the detention facility supervisor and a notation will be made on the booking card and entry made on the detention facility log. The detention facility Supervisor will evaluate the inmate's situation and determine placement need based on department policy. **[RSMO 475.355 allows for a subject to be placed under protective custody arrest if they present a danger to themselves or others. RSMO 632.305 outlines the procedures for a 96-hour evaluation by a mental health facility. Each agency is strongly urged to establish procedures, which allow them to take an individual classified as an ACUTE SUICIDE RISK immediately to a mental health facility for evaluation.]** While the detainee is in the custody of this facility they will be placed on suicide watch and housed in single unit where they will be under constant surveillance by staff.

Changes in inmates' classification shall be documented per department policy.

Mentally ill. The detention facility is not intended for long term housing of mentally ill inmates. They may be held in the detention facility only by court order or until a court hearing can be held when behavior poses a serious threat to the safety of the inmate or others.

Handling the Mentally Ill

Observe the subject to determine what symptoms are displayed. If it appears the inmate is mentally ill or there is substantial question about his emotional stability, they should be referred to medical personnel per department policy.

Physical Health Problems

Acute Alcohol Problems. An inmate with an acute alcohol problem (DT's) should be placed in a cell alone. Close observation is necessary. In addition, the detention officer will contact medical personnel to request medical attention or referral for placement in a more appropriate facility. The detention officer will document actions taken on behalf of the inmate every thirty (30) minutes.

Acute Drug Problem. An inmate with an acute drug withdrawal problem should be placed in a cell alone. Close observation is necessary. In addition, the detention officer will contact medical personnel to request medical attention or referral for placement in a more appropriate facility. The detention officer will document action taken on behalf of the inmate every thirty (30) minutes.

Physically injured

Refer to policy [17.3] on Book-in Procedures.

If an inmate is returned from the hospital and has to recover from a physical injury, he will be placed in a cell alone if space permits and monitored closely (usually every 30 minutes). The medical instructions or release forms shall be documented by staff per department policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 23.3
Subject: Offender Management – Special Inmate		
Reference: RSMO 475.355, 632.300; ACA Related SJ 108-123		

Serious Health Problems.

If an inmate has a serious health problem (cardiac, respiratory, etc.), he shall be placed in a cell alone if space permits and monitored closely. Staff shall notify medical personnel per department policy and document these actions.

Handicapped.

If an inmate is physically handicapped, staff shall make placement based on availability and department policy.

Protection Cases.

If an inmate is being held only in protective custody, the inmate shall be placed according to facility availability and department policy. Staff will refer to Protective Custody Policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 24.1
Subject: Offender Management – Suicide Prevention		
Reference: RSMO 632.300 and 632.305; ACA Related SJ 1919-198		

POLICY

The admission of a suicidal detainee presents a unique challenge to the detention facility staff. The special relationship that exists between the detention facility, as caretaker, and the detainee, as charge, places upon the facility a legal burden to protect both the safety and health of the detainee. Heightened security measures are necessary to attempt to prevent the detainee's suicidal efforts from being executed.

PROCEDURES

Training

All detention officers shall receive suicide prevention training as part of their initial training upon employment. Annual training in suicide recognition and prevention will follow this.

Identification/Screening

Intake screening for suicide risk should take place immediately upon booking and prior to cell assignment.

This screening must include inquiry regarding:

- Past suicide thoughts and/or attempts;
- Current thoughts, threat or plan;
- Prior mental health treatment/hospitalization;
- Recent significant loss (job, relationship, death of a family member/ close friend, etc.);
- History of suicidal behavior by family member/close friend;
- Suicide risk during prior confinement; and
- Arresting/transporting officer(s) belief that detainee is currently at risk

Refer detainees determined to be a suicide risk to appropriate mental health or medical personnel.

Communication

Suicide risk concerns and observations must be communicated immediately between:

- The arresting/transporting officer(s) and detention facility staff;
- Among detention facility staff;
- Detention facility staff and the suicidal detainee.

This communication will be in both written format, based on department policy, as well as verbal.

Housing

Isolation of suicidal detainees should be avoided unless appropriate facilities are available.

If detainee is not viewed as an immediate/acute threat (as defined in "Special Inmate" policy), whenever possible, house in general population, located in close proximity to staff. Staff shall conduct irregular cell checks every fifteen minutes and these checks will be documented in the jail log.

When placing suicidal detainees in single cells, if possible, they should be housed in suicide-resistant, protrusion-free cells.

Removal of a detainee's clothing (excluding belts and shoelaces), as well as use of physical restraints (e.g. handcuffs, straitjackets, leather straps, etc.) should be avoided whenever possible, unless the detention

officer feels that the detainee may engage in behavior which is physically self-destructive or may injure a third party.

Procedural Instructions	Effective Date: 06-23-06	Chapter 24.2
Subject: Offender Management – Suicide Prevention		
Reference: RSMO 632.300 and 632.305; ACA Related SJ 1919-198		

Levels of Supervision

Close Observation is reserved for the detainee who is not actively suicidal, but expresses suicidal thoughts and/or has a recent prior history of self-destructive behavior. This detainee should be observed by detention officers at staggered intervals not to exceed every 15 minutes.

Constant Observation is reserved for the detainee who is actively suicidal, either by threatening or engaging in the act of suicide. This detainee should be observed by a staff member on a continuous, uninterrupted basis.

Other supervision aids, (e.g. closed circuit television, detainee companions/watchers, etc.) can be utilized as a supplement to, but never as a substitute for, the above observation levels.

Intervention

This detention facility policy regarding intervention is threefold:

All staff members who come into contact with detainees shall be trained in standard first and cardiopulmonary resuscitation (CPR);

Any staff member who discovers a detainee attempting suicide shall immediately respond, survey the scene to ensure the emergency is genuine, alert other staff to call for medical personnel, and begin standard first aid and/or CPR if it can be done without jeopardizing the safety of the detention officer; and

Staff should never presume that the detainee is dead, but rather initiate and continue appropriate life-saving measures until relieved by arriving medical personnel.

In addition, a first aid kit, pocket mask or mouth shield, and rescue tool (to quickly cut through fibrous material) will be contained in the control center and nurses office.

Reporting

In the event of a suicide attempt or suicide, the Jail Administrator will be notified immediately.

Following the incident, the victim's family shall be notified by the Sheriff or the Jail Administrator.

All staff members who came into contact with the victim prior to the incident will submit a statement as to their full knowledge of the detainee and incident.

Follow-up/Administrative Review

The Jail Administrator will conduct an administrative review for every completed suicide as well as serious attempt (i.e. requiring hospitalization), to include:

Critical review of the circumstances surrounding the incident;

Critical review of detention facility procedures relevant to the incident;

Procedural Instructions	Effective Date: 06-23-06	Chapter 24.3
Subject: Offender Management – Suicide Prevention		
Reference: RSMO 632.300 and 632.305; ACA Related SJ 1919-198		

Synopsis of all relevant training received by the involved staff;

Pertinent medical and mental health services/reports involving the victims; and

Recommendations, if any, for changes in policy, training, physical plant, medical or mental health services, and operational procedures.

All staff members involved in the incident shall participate in the administrative review.

All staff members involved in the incident will be offered critical incident debriefing and counseling.

Procedural Instructions	Effective Date: 06-23-06	Chapter 25.1
Subject: Offender Management – Inmate Visitation		
Reference: ACA 3D-17		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail that inmates be allowed visitation from outsiders consistent with the safety and security of the facility, its personnel and other inmates. Attorneys and their representatives are to be allowed private access to their clients limited only by the safety and security concerns mentioned above.

PROCEDURES:

A. Visitation Days and Hours

- Days and Hours allowed for visits be determined by the Jail Administrator, posted in the public areas of the facility and made known to detainees upon admission and to the general public inquiry.
- Essential visits outside of normal hours by legal counsel, clergy, family members or other persons may be approved by the Jail Administrator on a case by case basis.
- In the event of emergency conditions, including, but not limited to, riot, disorder, escape attempt, severe weather, fire, or other events impacting on the safety or security of the facility and any persons therein, the Administrator or the shift commander, may cancel scheduled visitors and close the Facility to outsiders until such conditions are resolved.
- Visitation is a privilege that may be revoked by the Administrator at any time he or she believes visitation by any individual or groups threatens the safety, security or well-being of the facility, staff or inmates.

B. Visitors Log

- All visitors must be entered in a Visitors Log, containing at a minimum the visitors name, identification presented, nature of business, inmate or staff member visited and the date and time of the visit.
- The form of the Visitors Log shall be determined by the Administrator. He/she shall also ensure that original copies of the Visitors Log be maintained in a secure place indefinitely or for such a length of time as required by state law.
- Refusal by a visitor to provide accurate information for the Visitors Log may constitute grounds for denial of the visit.

C. Visitor Identification

- All visitors, unless known personally by Facility staff, must provide proof of identity before obtaining entry to Facility secure areas.

D. Visitor Rules

- The Administrator may establish rules for visitors to ensure the safety and security of the Detention Facility. Such rules will be posted in the public areas of the facility.

E. Search of Visitors Persons, Packages, and other Articles

- The Administrator may formulate rules regarding the search of visitors, their packages or other articles carried by, or upon their persons, so as to ensure that no contraband, weapons, potential weapons, or inappropriate materials are introduced into the secure areas of the Facility. Inmates and areas visited by outsiders may also be searched for the items mentioned.

Procedural Instructions	Effective Date: 06-23-06	Chapter 25.2
Subject: Offender Management – Inmate Visitation		
Reference: ACA 3D-17		

- Visitors may be given a voluntary opportunity to declare and show the contents of any item upon their person, or carried by them, to admitting staff. Items not allowed into secure areas of the Facility may be held by staff during the visit and returned upon leaving.
- Contraband or other illegal items found will be confiscated and local sworn Officers will be notified for investigation and possible arrest of the subject. Contraband and illegal items confiscated will be turned over to investigating Officers as evidence. In no case will Facility staff keep such items.
- The rules governing searches shall be posted in the public areas of the Facility. Prior to a search, visitors should be informed of the rule regarding searches. Visitors may refuse a search by staff, and in such case, the visitor will not be allowed access to the Facility.

F. **Clergy Requirement**

- Clergy of all recognized religious faiths shall be permitted to visit their church members after being approved by the Jail Administrator. Visitation will be allowed during times set by the times set by the Jail Administrator. Normal clergy visitation will be at other than regular visiting times, meal times or at any other time detainees are not locked down.

G. **Clergy Visits**

- As time permits, clergy may visit detainees if the detainee does not object. Clergy visits may be in private professional visiting booths if with a specific detainee.

H. **Religious Services**

- Religious groups, as approved by the Jail Administrator, may, on a rotating basis, conduct religious services for detainees on a schedule as provided for by department policy. Ordinarily, these services will be conducted in a designated area for those detainees wishing such services.

Procedural Instructions	Effective Date: 06-23-06	Chapter 26.1
Subject: Offender Management – Inmate Correspondence		
Reference: RSMO; ACA Related Standard SJ174-185		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to encourage the exchange of correspondence between the detainee and his family and others for the purpose of maintaining family ties, solving the myriad number of problems brought about by his confinement, helping to maintain contact with friends, and to facilitate the ever present legal problems.

PROCEDURES

Censorship of Detainee Mail. There shall be no censorship of incoming or outgoing detainee mail; however, mail will be inspected for contraband. Items of contraband found in correspondence will be dealt with in accordance with Policies and Procedures of the Detention Facility.

Limiting of Mail. There shall not be a limit on the number of letters a detainee may send, providing he can pay for the pencils, stamps, and envelopes. There shall be restrictions on which the detainee may correspond with, except as outlined in the following criteria.

Restriction of Correspondence

Detainee correspondence may not be restricted unless the restriction is authorized by this Policy and Procedure manual. However, with written sanction of the court, the Jail Administrator may refuse to send or permit a detainee to receive correspondence that would violate the wishes of persons receiving the correspondence, or pose a threat to the order or security of the Detention Facility and/or Court. The following are examples of detainee correspondence that could be disapproved for sending or receiving if information or complaints were received of its existence:

- If parents or guardians of minor children advise that they do not want the detainee corresponding with their minor child.
- The correspondence contains threats of serious physical harm or otherwise intimidates members of the detainee's jury, judge, Court officer, employee, witness or any other person.
- The correspondence contains threats or elements of blackmail or extortion.
- The correspondence is, or may be, grossly obscene and offensive to the recipient of the letter.
- The correspondence contains plans for escape or riot.
- The correspondence contains information which, if communicated, would create a clear, present and immediate danger of violence and/or serious physical harm to a human being, or plans, advocates or suggests such violence or harm, or is in violation of the law.
- In all cases where mail restrictions are imposed, the Jail Administrator will document in writing the reason for the restriction and place a copy in the detainee's file. The detainee will be advised in writing of the restriction.

Indigent Detainees. If the detainee cannot buy writing materials and postage stamps, the detainee will be provided writing materials and postage stamps for not more than two letters a week.

Legal Mail. Mail from or to a detainee's attorney, news media, public officials, and judges marked **PRIVILEGED** shall be delivered to the detainee without delay. This mail shall be sealed or opened and inspected for contraband in the presence of the detainee. This mail will not be read, censored or copied. Notation will be made on the detainee's booking face sheet that the letter was opened or closed in the detainee's presence.

Procedural Instructions	Effective Date: 06-23-06	Chapter 26.2
Subject: Offender Management – Inmate Correspondence		
Reference: RSMO; ACA Related Standard SJ174-185		

Packages. Shipments and packages for detainees will not be accepted through the mail or by delivery to the Detention Facility. Detention Facility staff shall refuse and will not accept or sign for any package or shipment that may arrive addressed to a detainee.

Forwarding of Detainee Mail. Incoming mail for detainees who are no longer at the Detention Facility shall be returned to the post office marked “NO longer at this address”.

Photographs. Each detainee may be allowed ten (10) original photographs (not Polaroid’s) in his possession. Maximum size of each will be 8”x 10”. Nude or obscene photographs will not be accepted or allowed in the Detention Facility. Nude or obscene photographs received through the mail will be placed in the detainee’s personal property.

Incoming Mail Procedures. The mail will be delivered to the Detention Facility by the Post Office. A Detention Facility officer will assure the addressee is in custody, then open and inspect the mail for contraband. The mail will be hand delivered to the detainee to whom it is addressed.

Contraband and Foreign Substances

Letters containing powders, tobacco shreds, seeds, or any foreign substances will be rejected or emptied before being delivered. Watermarks should be torn or cut from the letter or envelope. (LSD and other drugs are used to treat a spot on a letter).

Items, which are unlawful, will be placed in the evidence locker in the Administration Office Hallway after being tagged per department procedure. The Jail Administrator will ensure that an offense report is prepared and forwarded to the Sheriff to determine if charges should be filed.

Outgoing Mail. A Detention Facility Officer will pick up the letters from the cell areas and take them to the outgoing mail basket. The night shift will seal all letters, check for sufficient postage, and return them to the outgoing mail basket. The day shift officer will take the mail to administration for delivery to the postal system.

Correspondence Between Detainees

Notes and other written correspondence between detainees within the Detention Facility will be prohibited. Exceptions may be:

- Between husband and wife
- Between parents and their children
- Between brother and sister
- Other instances approved in writing by the Jail Administrator

The two detainees corresponding must agree to the conditions under which approval is given. All letters will be routed through the Jail Administrator for inspection. They will not be allowed to discuss cases in which they are involved. There will be nothing in the letters, which could compromise security. Writing privileges may be terminated for violations of the agreement.

Correspondence From Detainees to the Detention Facility Command. All correspondence from detainees to the Sheriff or Jail Administrator will be delivered promptly and unopened. Detention Facility Staff will not interfere with or delay such correspondence.

Procedural Instructions	Effective Date: 06-23-06	Chapter 26.3
Subject: Offender Management – Inmate Correspondence		
Reference: RSMO; ACA Related Standard SJ174-185		

General Mail Regulations

Outgoing letters will be written in lead pencil.

Letters will not contain any type of contraband.

Recording Detainee Mail

All detainee mail activity shall be recorded on a Detainee Mail Record Form. Records should be made of both incoming and outgoing mail including names and addresses of the persons the detainee is corresponding with as well as the date of the correspondence.

The Detention Facility Officer recording the correspondence activity shall sign his last name in full on the Detainee Mail Record Form.

The front and backsides of envelopes will contain only the address, return address and stamp. No extra drawing or pictures are allowed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 27.1
Subject: Offender Management – Housing & Sanitation		
Reference: RSMO 221.310; ACA Related Standard SJ134-138		

POLICY

It is the Policy of the Daviess/DeKalb County Regional Jail to provide a clean and healthful environment for both the detainees and staff.

PROCEDURES:

Detention Facility Sanitation

The Detention Facility shall be kept in the highest degree of cleanliness possible. The cells and day rooms shall be maintained in a sanitary and orderly condition at all times by daily sweeping and mopping. Walls and other exposed surfaces shall be washed as often as necessary to be maintained clean and vermin free. Painting shall be performed whenever needed.

- Floors shall be swept and mopped daily or more often if necessary. Disinfectants, germicides and deodorants will be used in proper quantities.
- Toilets, urinals, sinks and showers shall be cleaned daily. Plumbing shall be maintained in good working condition.
- Windows and windowsills shall be kept clean, free of clutter and in good repair.
- Garbage and trash receptacles shall be emptied and cleaned at least once each day. Litter shall not be permitted to accumulate on floors, in corridors, in rooms, or anywhere in the Detention Facility. Detainees will not store perishable goods in quarters, work areas or recreational areas.
- Soaps, disinfectants, brooms, mops and all necessary appliances for upkeep and maintenance shall be purchased upon request to the Jail Administrator.
- An effective insect and rodent control procedure shall be implemented and maintained. If necessary, inmates shall be removed from an area if spraying or fogging is necessary. All areas of the Detention Facility shall be treated for insects and pests by a professional exterminator at least monthly. The exterminator will be called at anytime pests are found to be present. During inspections, inspectors shall observe the living areas of the Detention Facility for evidence of vermin and other pests.

Detainee Cleanliness

- Detainees will be required to keep their persons and quarters clean and in proper order. Detainees shall have the opportunity to shower daily, except those detainees in isolation cells, who will shower three times weekly.
- Haircut services will be provided on a regular basis at detainee expense.
- Shaving cream, disposable razors, suitable towels, soap, toothbrush, toothpaste and other items for personal hygiene will be furnished at county expense. Disposable razors will be accounted for after each issue for use.

Detainee Assignments

- Detainees serving sentences may be classified as trustees and given work assignments to maintain sanitary conditions throughout the Detention Facility. Volunteer detainees may also be utilized for this purpose. All detainees are expected to participate in cleaning their own cell area.

Procedural Instructions	Effective Date: 06-23-06	Chapter 27.2
Subject: Offender Management – Housing & Sanitation		
Reference: RSMO 221.310; ACA Related Standard SJ134-138		

Heating, Lighting and Ventilation

- The Detention Facility will be kept at a reasonable and comfortable temperature commensurate with the time of year. The Detention Facility will be properly ventilated at all times.
- Sufficient lighting to insure the safety of all persons shall be provided at all times along with normal lighting for reading, working, writing, recreation and similar activities.
- The Jail Administrator will set reasonable hours during which normal lighting will be provided.

Staff Responsibility

- Visual inspection of the Detention Facility shall be made several times on each shift.
- Appropriate corrective measures shall be taken immediately to insure a clean, orderly and odor-free Detention Facility.
- Brief written reports as to the sanitation of each area shall be documented on the inspecting officer's report.
- Weekly inspections by the staff will be made and documented.

Procedural Instructions	Effective Date: 06-23-06	Chapter 28.1
Subject: Offender Management – Food Service		
Reference: RSMO 221.310; ACA Related Standard SJ124-133		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to insure that the food served in the facility is fresh, nutritional and of sufficient caloric value and that the management of the food service is efficient and in the line with established procedures.

PROCEDURES

Meals and Menus

- All detainees, including those in disciplinary confinement, shall be offered three (3) meals at regular intervals each day. This food shall be served at the proper temperature, provided in sufficient quantities to provide an adequately balanced diet.
- Menus for meals served will be reviewed once or more annually by a Registered or Certified Dietician for adequacy.
- Meals shall be served at specific planned times by the staff member designated. Food shall be served promptly after it is prepared to insure that hot food is served hot and cold food is served cold. Coffee, tea or milk (or a suitable substitute) as well as the appropriate condiments will be served with each meal.

Inspections

- All food service areas shall be inspected visually on a daily basis by Detention Facility staff and appropriate corrective measures shall be taken immediately when discrepancies are found.
- A formal inspection of all food service areas shall be made by the Jail Administrator at least once annually. The Administrator will maintain a copy of the health department report, per department policy.
- The Jail Administrator will request, through the county health office, a food service inspection at least once annually. The Administrator will maintain a copy of the health department report, per department policy.

Food Service

- The serving area and serving methods, the kitchen, kitchen equipment and food storage facilities shall conform to standard health rules and regulations.
- Food handlers, including staff, will maintain standard rules of health to the best of their ability.
- Food may be fed to detainees in their cells, day room, corridors, or in a dining room, but wherever served, the area shall be cleaned immediately afterwards and trash removed to an outside dumpster or garbage collection area.
- Special (religious or personal diets) or therapeutic diets are a housing issue not a medical issue. If the information is passed on by a Doctor or Pastor of a religious organization, diets will be granted to the detainee by the staff members of the Daviess/DeKalb County Regional Jail.

Procedural Instructions	Effective Date: 06-23-06	Chapter 28.2
Subject: Offender Management – Food Service		
Reference: RSMO 221.310; ACA Related Standard SJ124-133		

Records

- Records of food actually served in the Detention Facility will be kept for twelve months and shall be checked by a Registered or Certified Dietician once or more annually to insure that the food served provides the required calories and nutrients to detainees.
- Records of food service related inspections by any agency should be kept for two years.

Outside Food

No food will be brought into the Daviess/DeKalb County Regional Jail except that which is furnished by the facility.

Security Utensils

Procedures shall be established to keep an accurate accounting of all utensils, dishware, and trays used in the service of food. Butcher knives, vegetable preparation knives, meat blades, cleavers and similar items shall be security controlled in a locked storage area and a current inventory of such items will be accurately maintained.

Procedural Instructions	Effective Date: 06-23-06	Chapter 29.1
Subject: Offender Management – Detainee Discipline		
Reference: RSMO; ACA Related Standard SJ164-173		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail that detainees shall be subjected to disciplinary action in accordance with the basic requirements and essential principles listed in this section. It is recognized that disciplinary sanction is but one factor in the correctional treatment and control to be applied within the framework of these principles.

As a general guiding principal staff will attempt to utilize the concept of progressive discipline when determining or administering discipline against a detainee. These actions shall not be punitive or corporal in nature. Disciplinary actions will be documented and may be subject to review by supervisory staff per department policy.

PROCEDURES

Disciplinary Action

1. Disciplinary action shall be taken at such times and in such measures and degree as is necessary to regulate a detainee’s behavior, within acceptable limits.
2. Detainee behavior will be controlled in a completely impersonal, impartial and consistent manner.
3. Disciplinary action shall not be in the nature of retaliation or revenge.
4. The determination of disciplinary measures against any detainee is the responsibility of the Jail Administrator. In no event shall punishment curtail a detainee’s privileges, or cause him to remain in isolation status for more than fifteen (15) days without review by the Jail Administrator.
5. Disciplinary action shall be taken as soon after the occurrence of misconduct as circumstances permit.
6. Individual detainee records shall reflect misconducts, dispositions, interpretive and evaluative statements regarding the detainee.
7. Primary responsibility for the disciplinary program rests with the Jail Administrator.
8. The disciplinary process will be oriented toward the goals of helping the detainee learn to, and become willing to, incorporate controls over his own behavior, preventing behavior which is self-destructive and/or interferes with the orderly operations of the Detention Facility. All disciplinary action will be individualized in structure/availability, motivation and attitude.
9. Whenever detainee misconduct violates the Missouri Statutes or Federal Law, the act or incident may be referred to the Prosecutor’s Office for appropriate criminal procedures.
10. The Jail Administrator will retain continuing responsibility for consistency in the administration of discipline and for evaluating the results achieved.
11. Each detainee will be advised at the time of arrival at the Detention Facility of their rights and responsibilities, acts prohibited in the Detention Facility, and types of disciplinary action, which may be taken. This information shall be posted or otherwise made available within twenty-four (24) hours after incarceration.

Procedural Instructions	Effective Date: 06-23-06	Chapter 29.2
Subject: Offender Management – Detainee Discipline		
Reference: RSMO; ACA Related Standard SJ164-173		

Minor Infractions

1. Minor infractions do not have serious offender and institutional management implications and may be resolved through an informal process that includes providing the offender with a written statement of the rule violated and a decision by a party not involved in the incident within seven working days.
2. Minor infractions do not ordinarily require an offender to be placed in disciplinary detention.
3. Minor infractions generally will consist of infractions of rules of the facility as established by department policy.
4. Any Staff member observing or becoming aware of an infraction by a detainee will document it on the jail log and incident report as per department policy.

Major Infractions

1. A major infraction is any rule violation that, in the investigation staff member’s judgment, has serious offender and institutional management implications.
2. Major infractions will be handled through the formal disciplinary process as per department policy, referral for prosecution or both.
3. Major infractions may result in disciplinary detention of the offender.
4. Any staff member observing or becoming aware of a major infraction by a detainee will make a written report, which shall be forwarded, to the Jail Administrator per department policy.

DISCIPLINARY PROCESS-

The punishment of a detainee or group of detainees for any offense deemed a major infraction shall be determined by the Disciplinary Hearing Officer or their designee.

Summary Punishment- Ordered by a Detention Facility supervisor without the detainee appearing at a hearing. Summary punishment shall not curtail the privileges of a detainee or group of detainees for more than seventy-two (72) hours.

Disciplinary Hearing Officer

The **Jail Administrator or designee** (Lieutenant or Shift Commander) shall be the Disciplinary Hearing Officer. In the event of the absence of the **Jail Administrator** or if the **Designee** is personally involved in the incident or offense, the **Next in Command** will assume the responsibilities of the Disciplinary Hearing Officer.

Hearings will be initiated by the filing of a disciplinary report by a detention officer or any staff member and upon receipt will be reviewed by the Disciplinary Hearing Officer.

Procedural Instructions	Effective Date: 06-23-06	Chapter 29.3
Subject: Offender Management – Detainee Discipline		
Reference: RSMO; ACA Related Standard SJ164-173		

Disciplinary Report

The employee who observes or has the most personal knowledge of the incident or offense will write the report within 24 hours of discovery or knowledge of the alleged incident, excepting weekends or holidays. The following is a listing of the areas to be completed by the reporting employee:

- Name of the facility
- Date report written
- Detainee’s complete name
- Detainee’s bunk assignment or bay assignment
- Charges or nature of offense, to include identification of role or criminal offense
- Date of offense
- Time of offense
- Statement of facts concerning the offense.
- The disposition of any physical evidence (weapons, property, etc.) which the employee may have handled or confiscated.
- Signature and title of the reporting officer(s)

The disciplinary report will be immediately forwarded to the Jail Administrator for his review after being completed. A copy of the charges will be delivered to the detainee. The delivering employee will complete the section of the disciplinary report that documents delivery to the detainee, then furnish the detainee with a copy of the report. The original and one copy of the report will then be forwarded to the Jail Administrator for investigation.

Investigation of the Offense

- An investigation of the offense will be conducted and a completed as soon after the offense as possible.
- The Jail Administrator will investigate the offense and provide a written report of their conclusions of the investigations

The Hearing

- The Hearing Officer shall be disqualified from serving as the Hearing Officer if he is the person who initiated the disciplinary report or if he will serve as a witness at the hearing.
- The hearing shall be conducted informally and the detainee must be present during the hearing. He has the right to respond in person to any charge made against him. The detainee may have the benefit of the assistance of a staff member or a detainee of his choosing if that detainee is not in isolation.
- The charged detainee may waive in writing his right to a hearing.
- The detainee who is charged shall have the opportunity to testify. He shall be permitted to call witnesses in their behalf if to do so will not be unduly hazardous to the safe, orderly administration of the detention facility. If it would be hazardous to call witnesses, the detainee may document evidence in their behalf. If a limitation is placed on the detainee’s right to present evidence the reasons for the limitation shall be noted in writing by the Hearing Officer.

Procedural Instructions	Effective Date: 06-23-06	Chapter 29.4
Subject: Offender Management – Detainee Discipline		
Reference: RSMO; ACA Related Standard SJ164-173		

- The Hearing Officer will have access to a broad range of dispositional recommendations:
 1. Reprimand
 2. Restriction of various kinds of privileges
 3. Administrative detention or disciplinary isolation
 4. Recommending program changes and assignments
- The recommendations of the Hearing Officer will be in writing.
- Within twenty-four (24) hours after the hearing the detainee shall be advised in writing of the findings of the Hearing Officer. Punishment recommendations by the Hearing Officer shall not include corporal punishment, denial of regularly provided food or clothing, denial of the right to communicate by telephone or in person with an attorney or recognized clergy or loss of legal mail or written correspondence privileges.
- A detainee may appeal the disciplinary decision of a hearing authority to the Jail Administrator. The appeal may challenge the findings of guilt or the type and degree of disciplinary action. Any appeal shall be initiated within ten (ten) days of the disciplinary decision.

Filing Copies of the Disciplinary Report

1. The original of the disciplinary report will be filed with the Jail Administrator.
2. The Jail Administrator is charged with keeping a record of all summary and disciplinary hearing punishments, detailing charges and punishments.
3. A copy of any disciplinary report may be sent to other detention facilities upon the detainee’s transfer to another facility.

Procedural Instructions	Effective Date: 06-23-06	Chapter 30.1
Subject: Offender Management – Administrative Segregation		
Reference: RSMO 221.060 & 221.310; ACA Related Standard SJ 108-123 and 164-173		

POLICY

A detainee may be administratively segregated from the general population of the Detention Facility only, and to the extent necessary, to maintain order and ensure security. Absent a separate privilege deprivation decision, an administratively segregated detainee is entitled to the same privileges as detainees within the general population of the Detention Facility. Privilege deprivation must be rationally related to the objectives of maintaining order and ensuring security.

Definitions

Administrative Segregation. The physical separation of a detainee from the general population of the Detention Facility due to: 1) need for protective custody, 2) communicable disease, 3) severe mental defect, 4) behavior which threatens the order or security of the Detention Facility.

Factual Basis. The rationale, or fact-based reason for administratively segregating a detainee.

PROCEDURES

A staff member based on availability and according to departmental procedures and subject to the following provisions may administratively segregate detainees.

Procedure

Pre-Segregation Hearing. Except for emergencies, the detainees “side of the story” is heard by the Jail Administrator before deciding to segregate the detainee.

Post-Segregation Hearing. If administrative segregation is an emergency, the detainee’s “side of the story” is heard after deciding to segregate the detainee.

Factual Basis

- Any decision to administratively segregate a detainee must be reasonably related to the objectives of maintaining order or ensuring security.
- The detainee shall be informed of the factual basis for administrative segregation following the hearing.

Reviews

1. An administrative segregation decision is reviewed by the Jail Administrator at reasonable intervals.
2. Segregation is continued if there continues to be a factual basis for administrative segregation.

Procedural Instructions	Effective Date: 06-23-06	Chapter 30.2
Subject: Offender Management – Administrative Segregation		
Reference: RSMO 221.060 & 221.310; ACA Related Standard SJ 108-123 and 164-173		

Privilege Deprivation. An administratively segregated detainee may be deprived of normal privileges provided:

- The behavior of the detainee has adversely affected the order or security of the Detention Facility.
- The deprivation is reasonably related to controlling the behavior that resulted in deprivation.
- The privilege is restored when the desired change in behavior is effected.

Documentation

The factual basis for administrative segregation is documented by a written incident report placed in the detainees Detention Facility File in the Jail Administrator’s office.

Privilege deprivations and continuations of administrative segregation, including the factual basis, are documented in the Detention Facility log and the detainees file.

Confidentiality. The factual basis for administrative segregation is considered confidential and is not discussed in the presence of other detainees.

Release from Segregation. A detainees release from administrative segregation is documented in the detainees Detention Facility File.

Indefinite Administrative Segregation

1. If a detainee has a chronic medical or mental health condition that threatens institutional order, the detainee may be placed on indefinite administrative segregation by the Jail Administrator.
2. Indefinite administrative segregation is subject to the same due process provisions as any other administrative segregation decision.
3. Indefinite administrative segregation must also:
 - Have the endorsement of the Detention Facility Doctor or a licensed mental health professional.
 - Be reviewed and renewed weekly.
 - Be continued only as long as the condition exists

Detainees on indefinite administrative segregation are subject to the same privilege deprivation guidelines as other administratively segregated detainees.

All documentation concerning indefinite segregation is placed in the detainees Detention Facility File.

Annual Review. This policy is reviewed by the Jail Administrator and designated staff at least annually, and revised as needed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 31.1
Subject: Offender Management – Grievance Procedure		
Reference: RSMO; ACA Related Standard SJ 164-173		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail that detainees shall have the opportunity to present written grievances without punishment. Written detainee grievances shall be investigated, answered in writing, and if legitimate, resolved at the discretion of the Jail Administrator.

DEFINITIONS

Grievance. Any written notice of a complaint, request or problem signed by a detainee and delivered to a jailer.

Grievant. A Detainee who has written a grievance.

PROCEDURES

Request Form

- Any paper may be used; no specific form is required.
- Any staff member will provide, upon request from any detainee, a grievance form and a pencil.

Substance of Request or Grievance

- The detainee must describe all facts and all requests.
- If the grievance is placed in an envelope, the word GRIEVANCE must be written on the outside of the envelope.

Delivery

- The grievance may be given to any staff member for delivery to the Jail Administrator or their designee without reading, altering or undue delay.

Review

- Grievances are reviewed immediately upon receipt to determine urgency.

Resolution

Absent an emergency, the grievance is investigated and, if valid, resolved within a reasonable time. Valid emergencies receive immediate attention.

Response

1. Whether with or without merit, the grievant is informed of the disposition of the grievance, in writing, within a reasonable time frame, based on department policy.
2. Emergency grievances receive a response within 48 hours of the time the grievance is received.
3. The factual basis for the disposition is stated in the response.

Appeals

- The grievant may appeal any response or lack of response to the Jail Administrator, who shall respond in writing. Appeals to the Jail Administrator may be delivered in the same manner as above or may be mailed to the Jail Administrator or to a third party for delivery to the Jail Administrator.

Procedural Instructions	Effective Date: 06-23-06	Chapter 31.2
Subject: Offender Management – Grievance Procedure		
Reference: RSMO; ACA Related Standard SJ 164-173		

- If for any reason a detainee fears use of the grievance procedure, the detainee’s grievance may be presented to the Jail Administrator as an appeal.

Records

All grievances and responses, dated and signed, are placed in the grievants’ jail file.

Retaliation

Employees are forbidden from punishing a detainee for writing a grievance. Any perceived punishment shall be reported to the Jail Administrator without delay. Substantiated reports of retaliation may subject the employee to disciplinary action.

Class-Action Complaints

- A detainee must write a grievance in their own behalf. Group petitions and class action grievances will be returned without response.
- A detainee may assist another detainee who for any reason is unable to write his/her own grievance.

Staff Responsibilities

- Members of the staff shall attempt to prevent grievances by complying with jail policy, resolving informal complaints, and reporting perceived problems to their supervisors
- When needed, the staff shall assist the detainee in utilizing the grievance procedure.

Annual Review

This Policy is reviewed at least annually by the Jail Administrator and designated staff, and updated as needed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 32.1
Subject: Offender Management – Escorted Trips		
Reference: RSMO; ACA Related Standard 2G-02,03: 3A-18,30, 4A-02; 5D-15		

PURPOSE

To describe the procedures used by Jail staff to provide supervision for offenders who are moved to local medical facilities or who may otherwise require escorted trips in the community.

POLICY

It is the policy of the Jail to provide the necessary level of supervision and control for offenders who must be taken for treatment to local medical facilities or who otherwise must be escorted in the community.

PROCEDURAL GUIDELINES

Offenders being escorted outside the Jail will be transported in a safe and humane manner under the supervision of department employees. The primary responsibility of escorting staff is public safety. Court movements and other transfers will be handled by an outside law enforcement agency personnel will not be subject to this policy.

Referral and Review

- Any offender requiring an escorted trip into the community for medical treatment or who is being removed for other purposes will have their case reviewed by Shift Commander prior to transfer.
- The Supervisor authorizing transfer will have the discretion to determine the best available means of transfer. They will also determine staff needs based on individual circumstances, available resources and department procedures.
- Staff will document each inmate transferred, in both the inmates file and on daily jail logs.

Number of Escorts

- In most cases, two escorting staff members will be provided, at least one of whom will be weapons-qualified.
- The approving supervisor may, based on their discretion, approve one staff member to escort an offender who presents a minimal escape or management risk.

Escort Instructions

- Escorting staff shall be provided with any special instructions or needs of the inmate. For maximum-security cases, the officer in charge will periodically call in to the control center, either by radio or telephone.

Searches

- Offenders should have nothing in their pockets nor be in possession of any personal property before being presented to the escorting officer for search and placement in restraints. The Jail Administrator will decide what articles the offender is permitted to have in their possession during the trip.
- The officers escorting the offender will pat search the offender before placing them in restraints.

Restraints

- Restraints (handcuffs, leg irons, and belly chains) must be used humanely. The decision regarding when to handcuff and restrain offenders will be guided by procedure and individual circumstances.
- All offenders under escort ordinarily will be in hard restraints, consisting of handcuffs and a waist chain.

Procedural Instructions	Effective Date: 06-23-06	Chapter 32.2
Subject: Offender Management – Escorted Trips		
Reference: RSMO; ACA Related Standard 2G-02,03: 3A-18,30, 4A-02; 5D-15		

The following factors may also be considered:

- The offender’s security classification; a minimum security offender being transported alone may be in lesser or no restraints.
- Anticipated public contact
- The offender’s physical and mental health
- The offender’s demonstrated behavior
- Purpose and destination of trip
- Mode of travel

The Jail Administrator may authorize additional restraints for cases that present potentially greater escape or management risks.

The escorting officer is authorized to use their discretion in removing any restraints in order to facilitate medical treatment. However the Jail must be notified shortly thereafter.

Restraining equipment must never be used as punishment, in a way that causes undue physical pain, or so as to restrict an offender’s blood circulation or breathing. No restraints of any type will be used that would obstruct an airway or breathing.

Weapons Issues During Transportation

When armed supervision is necessary to transport offenders outside the Jail, Officers who are armed must be securely separated from the offenders (i.e. in secure cubicles in buses, in vehicles preceding or following the offenders’ transport, or by a law-enforcement-grade barrier in the vehicle).

Armed officers should disembark from the vehicles before offenders; officers will then station themselves at a safe distance but in a position that ensures clear observation of disembarking offenders.

Vehicles

Escorted trips will be conducted using vehicles equipped with a law-enforcement-type barrier between the front and rear seats and in which the window and door lock mechanisms have been deactivated in the rear of the vehicle. In exceptional cases, a second vehicle with additional staff may accompany the vehicle transporting the offender.

Public Contact

While in the community with an offender, the escorting staff will make every attempt to maintain a low profile and avoid public contact.

Offenders will not be permitted to make phone calls or otherwise contact family members or others while under escort. Unless specifically authorized, hospitalized offenders will not be permitted visitors.

Procedural Instructions	Effective Date: 06-23-06	Chapter 33.1
Subject: Offender Management – Inmate Escape		
Reference: RSMO; ACA Related Standard 3B-15		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail to immediately respond to inmate escapes with maximum available resources.

PROCEDURES

Escape Inside Security Perimeter

If the inmate attempts escape but does not or has not yet left the interior of the Detention Facility or court building:

1. The officer detecting the attempt will immediately notify the senior officer on shift and the Communications Center.
2. The Communications Center will immediately lock and secure all outside doors under their control and shall request additional assistance from all on duty personnel for building search.
3. When located, the inmate will be searched based on department policy and placed in Administrative Segregation.
4. The senior officer on shift will immediately submit an incident report to the Jail Administrator.

Escape Outside Security Perimeter

The officer detecting the escape will immediately notify the senior officer on shift and the Communications Center, giving general physical and clothing description, place of escape, and suspected direction of travel.

The senior officer on shift will be responsible for:

1. Contacting the Jail Administrator.
2. The Communications Center will advise the Sheriff and all on duty personnel and area police agencies by a general dispatch, giving physical and clothing description and direction of travel.
3. The senior officer on shift will then be responsible for determining positive identification of the escapee (description, home address, next of kin, etc.).
4. The senior officer on shift will then notify the Communications Center of the escapee's description, clothing, direction of travel and the time of escape. Dispatcher will dispatch specific information.
5. The senior officer on shift will obtain a photograph of the escapee, arranging for copies to be made and distributed.
6. If the inmate is not of local origin, or if held for another agency, the Communication Center will notify the inmate's hometown law enforcement agencies, the agency having a hold on the inmate and all local law enforcement agencies.
7. If the escapee is a Federal prisoner, the Jail Administrator will notify the U.S. Marshal's Office and the FBI.

8. All officers having information pertaining to the escape or apprehension will submit a written supplementary report to the Jail Administrator.

Procedural Instructions	Effective Date: 06-23-06	Chapter 33.2
Subject: Offender Management – Inmate Escape		
Reference: RSMO; ACA Related Standard 3B-15		

Escape while being transported

In the event an offender escapes while under escort or supervision in a medical facility, the escorting officer will contact the control center as soon as possible to report the escape. In addition, contact will be made with the nearest law enforcement agency to request assistance.

Use of Force

Under policy (Deadly Force) qualified staff is authorized to use firearms as a last resort to prevent escape, protect jail property in order to prevent injury or loss of life. When possible, verbal warnings should be given prior to the use of deadly force.

Apprehension

Upon apprehension, dispatch will be notified immediately. A general dispatch will be made concerning the apprehension

Procedural Instructions	Effective Date: 06-23-06	Chapter 34.1
Subject: Offender Management – Inmate Trusties		
Reference:		

POLICY

It is the Policy of the Daviess/DeKalb County Regional Jail to place selected inmates who meet established criteria into trusty status for maintenance and other duties within the detention facility.

PROCEDURE

Qualifications for Trusty Status

Recommendation for trusty status will be made by mutual consent of the Detention Officers to the detention facility Supervisor for approval. An inmate may also request trusty status by volunteering in writing for the assignment and must meet the following requirements:

- Is not awaiting transfer to the Missouri Department of Corrections.
- Must not have a detainer on file or record of notice of being wanted by another jurisdiction.
- Must be of pre-trial status or sentenced to the detention facility.
- Must not have disciplinary reports as a pre-trial or sentenced inmate.
- Must be charged of a misdemeanor or non-violent, non-weapons felony crime. Must not be charged as a habitual criminal.
- No record of a previous escape or attempted escape.
- Must not have a history of severe drug use or abuse.
- No prior record of violent or serious felony conviction.
- No more than two (2) past convictions for a felony.
- Resident of this county or adjacent Missouri county.
- The amount of bond will be considered when weighing the comparative eligibility of trusty status.
- Should be willing to adhere to the rules set by the Jail Administrator and the authorizing county.
- Individuals selected will be reminded that being a trusty is a privilege that is afforded once, and if rules are violated will be revoked and not reinstated.
- Those selected for trusty status will be required to:
 1. Understand detention facility rules for inmate trustees.
 2. Understand trusty status agreement.

Other counties housing inmates in the Daviess/DeKalb County Regional Jail may be selected for on site trusty status. However, they must meet the same requirements as other local trusty workers.

Trusty Guidelines

1. An inmate assigned to trusty status will be required to read all department rules and regulations concerning trustees and sign the Trusty Agreement Form that the codes have been read to him or that he has read these codes and understands and agrees not to violate these codes.
2. An inmate entering into trusty status must also agree to frequent frisk and strip searches and trusty living area searches.

Procedural Instructions	Effective Date: 06-23-06	Chapter 34.2
Subject: Offender Management – Inmate Trusties		
Reference:		

Violation of Trusty Status

- A trusty will be returned to regular security checks for the following reasons:
- Failing to work as instructed by a Detention Officer, Sheriff’s Office employee, or employee of the court.
- Violation of any detention facility rule and/or regulation.
- Unauthorized answering of any telephone.

Trusty Assignments

Trusties may be assigned to food service or as maintenance and sanitation orderlies, or other duties as approved by the Jail Administrator or Judge. Trusties shall not be assigned to duties where they might handle other inmates mail, canteen items, personal property, or perform any function that might infringe upon the security operation of the detention facility. Trusties will not be permitted duties that would entail supervision or control over other inmates. All trusties will be fully clothed and wear footwear while on assigned duties.

Living Quarters

- Trusty quarters will be maintained in a clean and orderly fashion
- Trusties will follow the same rules and regulations pertaining to the living quarters assigned to them as the regular inmates unless they have been given permission for certain items to be kept in their quarters by the Jail Administrator.

Unauthorized use of Trusties

1. Trusties are to be used for work details inside and around the detention facility, or any other detail designated by the Jail Administrator.
2. Trusties will not be used for any duty, work or task that will personally benefit an employee or other person.
3. Trusties assigned to “on grounds” work around the facility will not be permitted to work outside of the fence perimeter.

Procedural Instructions	Effective Date: 06-23-06	Chapter 35.1
Subject: General Health- Communicable & Infectious Diseases		
Reference: RSMO Ch. 191, 191.658 and 191.674; ACA Related Standards 4E-35,36		

POLICY

It is the Policy of the Daviess/DeKalb County Regional Jail that precautions are taken to identify and prevent the spread of contagious disease. Due to the constant occupancy and traffic in the Detention Facility, it is extremely important to both detainees and department personnel to make themselves aware of and follow at least some minimum guidelines suggested to prevent the spread of contagious disease.

PROCEDURES

The following is a brief summary of the most common communicable diseases, with symptoms briefly listed in order to provide personnel who must deal with detainees on a daily basis with a basic knowledge of possible illnesses that might be encountered. This is a guide only, and it should be emphasized that if a detainee is suspected of carrying a communicable disease, or is symptomatic, prompt medical attention should be obtained.

TUBERCULOSIS (TB)—respiratory disease. Chronic cough, occasionally accompanied by coughing up of blood tinged sputum. Laboratory test is required for confirmation. Contagious only if active.

SEXUALLY TRANSMITTED DISEASES—transmitted **ONLY** by intimate sexual contact, with the exception of AIDS:

1. Gonorrhea (“clap”)
2. Non-Specific Urethritis (NSU)
3. Syphilis
4. Genital Herpes

INFLUENZA (“flu”)

CHICKENPOX (varicella)

MUMPS (Parotitis)

MEASLES

INFECTIOUS MONONUCLEOSIS (“mono”)

PUBIC LICE (“crabs”)

INFECTUOUS HEPATITIS – TYPES A and B (viral infection of the liver)

HIV (AIDS) INFECTIOUS CONTROL

Objectives

- To minimize the risk of HIV Infection or transmission while performing duties.
- To comply with federal and state requirements

Guidelines

- Education – All employees will be provided HIV education. Documentation of employee education will be maintained by the Jail Administrator.
- Infection and Control Supplies
- Supplies and equipment must be readily accessible by being;
 - Clearly identified for intended use,
 - Placed in areas of potential use,
 - Placed in locations within easy reach of personnel, and
 - Stored in containers that are easily opened.

Procedural Instructions	Effective Date: 06-23-06	Chapter 35.2
Subject: General Health- Communicable & Infectious Diseases		
Reference: RSMO Ch. 191, 191.658 and 191.674; ACA Related Standards 4E-35,36		

First Aid Kits will contain:

1. Blood/body substance barriers,
2. Disposable latex or vinyl gloves,
3. Packaged alcohol or germicide wipes,
4. CPR barrier equipment (for use by CPR trained personnel)
5. Goggles,
6. Paper towels (15-20)
 - 1- page instruction sheet explaining use of contents of kit

Clean up Kit will contain:

- 2- Pairs of disposable or reusable vinyl gloves,
 1. Appropriate disposal containers, including one disposable bag (1 mil) and one red disposable bag (1.5 mil) marked “contaminated”,
 2. Liquid “hospital disinfectant” which is tuberculocidal,
 3. Paper towels (15-20)
 4. 1 page instruction sheet explaining use of contents of kit

A minimum of one of each above listed kits will be maintained in all law enforcement vehicles and at the Detention Facility booking desk.

Infection Control Procedures

Infection control procedures should apply to the following body fluids: Blood, Semen, Vaginal Secretions, Amniotic Fluid, Cerebrospinal (Brain and Backbone) Fluid, Synovial (Joint) Fluid, Pleural (Chest) Fluid, Peritoneal (Abdomen) Fluid, and Pericardial (Heart) Fluid. Other body fluids and substances (face, nasal secretions, saliva, sputum, sweat, tears, urine, and vomit) are much less likely to be possible transmitters of HIV unless released due to injury, when they may be mixed with blood. When dealing with any body fluids (especially the former group) the following procedures should be followed, if at all possible:

- Wear latex or vinyl gloves when handling blood or body fluids or items soiled with blood or body fluids.
- Immediately and thoroughly wash your hands and other skin surfaces after contact with blood or other body fluids and after removing gloves (if soap and water are not readily available, alcohol wipes, wet towelettes, waterless foam or soap, water alone, or any clean cloth a paper towel or napkin can be used to wipe hands and other skin surfaces until a more thorough washing is possible)
- Be careful to prevent needle stick injuries or cuts when handling needles or other sharp instruments.
- Be very careful when disposing of used needles. To prevent needle stick injuries:
 1. Used needles should not be recapped by hand
 2. Do not remove used needles from disposable syringes by hand
 3. Do not bend or break used needles

Procedural Instructions	Effective Date: 06-23-06	Chapter 35.3
Subject: General Health- Communicable & Infectious Diseases		
Reference: RSMO Ch. 191, 191.658 and 191.674; ACA Related Standards 4E-35,36		

- When possible, wear protective substance barriers when there is a chance of being splashed by blood or other body fluids. In some situations, goggles should be worn to prevent splashes of fluid into the eyes.
- Although HIV has rarely been detected in saliva, resuscitation masks with one way valves or resuscitation bags should be used if available. Disposable masks from this equipment should be discarded and not reused.

Mandatory testing of persons suspected of exposing certain other persons to reportable diseases, including HIV Infection.

Employees of this agency may request the Department or local health authority to order the testing of another person or the release of medical information of another person who may have exposed the employee to HIV Infection. Such requests must be made in accordance with State and Missouri Department of Health regulations.

Reporting Requirements

- As soon as is practical (after an incident of exposure), an employee claiming occupational exposure to a reportable disease must:
 1. Provide the immediate supervisor a statement of the date and circumstances of the exposure.
 2. Upon notification by an employee of a potential occupational exposure, the supervisor shall notify the Jail Administrator.
 3. Employee Testing and Counseling
 4. When claiming occupational exposure to a reportable disease, including HIV, the employee may request testing and counseling. Counseling may be obtained through the resources of the County/ City Health Department and the Employee Assistance Program.

GENERAL PRECAUTIONS

Department Personnel

- i. ALL personnel having any contact with detainees, detention facility, trustees, etc., are encouraged to keep immunizations up-to-date, including Tetanus shots.
- ii. ALL personnel should make hand washing a routine practice, especially after handling detainee's clothing, food items, and in processing, search, etc., of detainees.
- iii. Disposable vinyl gloves should be worn by personnel at any time a detainee is treated (first aid, etc.) or examined and contact with blood, open wounds, body fluids, or fecal material is possible.

Procedural Instructions	Effective Date: 06-23-06	Chapter 35.4
Subject: General Health- Communicable & Infectious Diseases		
Reference: RSMO Ch. 191, 191.658 and 191.674; ACA Related Standards 4E-35,36		

Detainees and Trustees

- ALL detainees are to maintain cleanliness of their particular cells, as well as their physical person. Daily hygiene should be practiced (shower, wash hair, change of clothes, change of bandages, etc.)
- If a detainee is brought in ill, arresting/booking officer will immediately notify supervisor. It may be necessary to isolate the detainee until medical attention can be obtained.
- If a detainee is diagnosed as having a seriously contagious or infectious disease, release from custody or hospitalization should be arranged if possible. A contagious detainee should not be held in the detention facility unless it is absolutely necessary.
- If the detainee is to be housed at the Facility, the detainee should be housed separately from ALL other inmates. Items the inmate should have on a daily basis are the following:
 1. A shower
 2. A change of bandages and dressings
 3. A complete change of clothes
 4. Paper, foam, or plastic eating utensils
 5. Cleaning supplies to clean and disinfect their cells.
- ALL fixtures (and floor), including sink, commode, urinals, bunks, and mattresses, will be thoroughly disinfected IMMEDIATELY upon the release or transfer of a detainee having a contagious/infectious disease. NOTE: routine cleaning of cells is not a substitute for proper disinfecting. Use of an APPROVED medical disinfectant is extremely important in order to prevent further contamination of other personnel/detainees. Close Observation cells should be disinfected frequently, especially if the prisoner has vomited or urinated on the floor, etc.
- Blankets will not be reused until cleaned, under any circumstances.
- Properly dispose of items such as used and soiled Kleenex, sanitary pads, tampons, and soiled bandages. These items should be sealed inside wax-lined paper bags, if available, BEFORE being placed in the regular garbage can.
- Arrangements should be made as soon as possible for discarded or soiled clothing to be picked up by family members, or properly disposed. Bloody or badly soiled clothing will not be stored, or kept with other detainee clothing.

Procedural Instructions	Effective Date: 06-23-06	Chapter 36.1
Subject: General Health- Emergency Health Care		
Reference: RSMO 221.310; ACA Related Standards SJ 139-157		

POLICY

All perceived emergency medical situations should receive immediate attention. Emergency medical situations will have priority over routine Detention Facility operations until the emergency is resolved.

DEFINITION

Emergency Medical Situation: Any perceived life or health threatening condition, including but not limited to; severe bleeding, unconsciousness, serious breathing difficulties, head injury, severe pain, suicide attempt, onset of unusual behavior, or severe burns.

PROCEDURES

Initial Response

1. A complete first aid kit is kept at the medical room. All staff members will receive training in first aid, CPR, and emergency procedures.
2. Upon discovering a detainee or staff member in need of emergency medical attention, employee shall notify the Control Center and request any necessary assistance.
3. When a staff member discovers a detainee or another staff member who is in need of emergency medical attention, first aid will be rendered after ensuring the security of the person(s) involved.

Security. If the patient is a detainee, the supervisor (or if none) then the senior officer on duty at the agency shall assign a staff member to stay with the patient for the duration of the emergency.

Records.

- The Detention Facility employee discovering the emergency will complete an incident report as soon as practical.
 1. If the patient is a detainee, the incident report is placed in the detainee’s jail file and a copy forwarded to the Jail Administrator who will forward a copy to the Sheriff.
 2. If the patient is an employee, the incident report is forwarded to the Jail Administrator.
- The Control Center Officer records the emergency and the action taken in the daily logs.
- The officer escorting a detainee to the emergency room shall obtain from the attending physician written instructions for any follow-up health care if the detainee is released and to be returned to the detention facility.
- The escorting officer shall return all prescriptions and follow-up instructions to the detention facility per department policy.
- All detainee emergency care records are placed in the detainee’s medical file.

Aftercare. If the patient is a detainee, the Detention Facility staff complies strictly with the orders of the attending physician when the detainee is returned to the Detention Facility.

Annual Review. This policy is reviewed at least annually by the Jail Administrator and designated staff members, and revised as needed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 37.1
Subject: General Health- Inmate Sick Call		
Reference: RSMO 221.120 and 221.122; ACA Related Standards SJ 139-157		

POLICY

Detainees shall be provided access to necessary health care through a routine sick call procedure. No employee or official of the county shall interfere with a detainee's access to sick call.

PROCEDURES

Upon intake all inmates will undergo a medical screening/questionnaire to determine health status at the time of booking the inmate into the Facility. If the offender reports any medical problems, situations, or is on medications, the intake screening form will go directly to the nurse (medical station). The nurse will see (examine) that inmate on an immediate sick call order.

Schedule

Sick call is conducted Monday through Friday according to a schedule established by the Jail Administrator.

Requests

- Detainee sick call requests must be written. The Detention Facility staff will provide a medical services request form and a pencil upon request of the detainee.
- Sick call requests should clearly state the nature of the problem. Requests must give the detainee's name and should be signed and dated.
- Sick call requests may be given to any staff member, who then delivers the requests to the Detention Facility Supervisor without undue delay.
- The Detention Facility Supervisor reviews all requests to determine urgency.
 1. Requests that appear to be urgent are referred to the Detention Facility Nurse without delay.
 2. All non-emergency requests forwarded to the Jail Administrator per department policy.

Screening

The Detention Facility Nurse collects all sick call requests from the request box Monday through Friday prior to sick call.

The Detention Facility Nurse sees each detainee personally to determine the detainee's health care needs. Examinations are conducted in a private area away from other detainees.

The Detention Facility Nurse may:

1. Authorize non-prescription medications and treat detainees for minor problems not requiring a doctor's care.
2. Refer more serious conditions to the Jail contracted Doctor.
3. Recommend referrals to other doctors, dentists, and outside health care professionals.

Staff Responsibilities

Transportation

- The Jail Administrator reviews the appointment calendar daily and arranges transportation to appointments.
- Appointments may be cancelled by the Jail Administrator only in the event of emergency.
- The Doctor's office is informed of the reason for any cancellations of appointments.
- Escorting officers secure all prescriptions, examination results and the dates of future appointments and return them to the Jail Administrator.

Procedural Instructions	Effective Date: 06-23-06	Chapter 37.2
Subject: General Health- Inmate Sick Call		
Reference: RSMO 221.120 and 221.122; ACA Related Standards SJ 139-157		

Security

- The Detention Facility staff is responsible for ensuring security during sick call and health care appointments
- Security planning for transportation may vary depending on needs and available resources. Staff should be guided by department policy.

Dispensing Medications

- i. Medications are kept in a locked cabinet and inventoried per department policy.
- ii. Only staff members may provide prescribed medication to detainees in accordance with prescription instructions.
- iii. Detainees are required to sign for all medications administered.

Staff referrals. Any staff member may obtain health care for a detainee if in their opinion medical attention is needed.

Records. All sick call requests, the results of all appointments and examinations, prescribed medications, receipts for medications administered, or any other information pertaining to health care are placed in the detainees medical record.

Specific Prohibitions. Employees are prohibited from restricting a detainees' access to sick call.

Medical expenses incurred by the inmate will be charged to the inmate as per department policy and state statutes.

ANNUAL REVIEW

This policy is reviewed by the Jail Administrator and designated staff members at least annually, and revised as needed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 38.1
Subject: Emergency Procedures- Natural Disaster Plan		
Reference: ACA Related Standards 3B-14		

PURPOSE

To describe procedures to be used by staff to secure the Daviess/DeKalb County Regional Jail and its offenders in the event of a natural disaster.

POLICY

It is the policy of the Jail to ensure that public safety, staff safety, and institutional security are maintained in the event of a major natural disaster that adversely affects the Jail.

PROCEDURAL GUIDELINES

The Jail may be subject to an array of natural events over time, some of which may be categorized because of their severity as natural disasters. These might include floods, tornadoes or high wind, or an earthquake. The natural disaster plan will contain most elements of the evacuation plan (i.e. Notification, Evacuation, and Reliance on Outside Authorities).

Supervisory Notification

In the event of an impending natural disaster, the control center will notify staff of the existence of the situation, in accord with the following listing:

Jail Administrator
Lieutenant (main)
Lieutenant (main)

Lieutenant (main)
Lieutenant (annex)

Notification of Other Authorities

An up-to-date list of other persons and organizations that may be of assistance in such an emergency and their current telephone numbers will be maintained in the control center. Per department procedure the control center will notify these agencies that the Jail is beginning to implement major operational changes as a result of the impending natural disaster.

Daviess County Sheriff
DeKalb County Sheriff
Highway Patrol

Volunteer fire Department
Emergency Response Team

Internal Precautions

DEVELOP WHEN COMPLETE

Staff Call-up

Necessary staff may be called back based on need and availability. On duty staff will not leave their assigned post until properly relieved.

Cleanup

Cleanup issues will be determined by the nature and extent of the damage. The Jail Administrator will identify staff responsible for documenting damage for insurance purposes and for direct repair work required to restore the Jail to operating status.

Evacuation

In the event the Jail Administrator orders evacuation of any part or all of the Jail, staff shall be guided by department policy.

Procedural Instructions	Effective Date: 06-23-06	Chapter 39.1
Subject: Emergency Procedures – Fire & Emergency Plan		
Reference: RSMO; ACA Related Standards SJ 072-078		

POLICY

It is the policy of this agency to provide safety to the detainees housed at the Detention Facility and to all personnel within the facility. This fire and emergency action plan is established to set guidelines for safety practices and plans to follow if an emergency exists.

PROCEDURES

Fire Safety Rules and Regulations

The following fire safety rules and regulations have been established to provide SAFETY to all concerned. They are NOT all inclusive, as others may be added or become necessary during fire emergencies. One must remember that safety comes first. All employees are expected to follow these procedures.

General Safety Rules

- No electrical cords of any type may be maintained or used in the bay or cell areas
- No electrical or kerosene heaters or any other type of space heaters or air flow units shall be used or maintained in the bay or cell areas.
- DO NOT overload circuits
- Gasoline, benzene, etc. shall not be used inside (fumes will ignite from any spark)
- Paints, thinners, and any other flammable liquids shall not be stored in the Detention Facility
- Chemicals, cleansers, etc. shall be stored as instructed on the container
- All storage rooms shall be kept clean at all times and only items permitted in storage rooms shall be stored. Storage rooms will be properly ventilated.
- Do not allow accumulation of trash, paper, boxes, clothes, etc.
- Do not use open flame devices during or after a disaster until an all clear has been given
- Never strike a match in closed areas such as closets, etc.
- Do not position television sets where they cannot receive proper ventilation, i.e. bookshelves
- Crawl spaces should not be used as storage areas
- Use proper equipment for job assignment, do not use defective equipment.
- Keep filters on heating systems, dryers, etc., free of lint
- Make sure heating/cooling system is inspected by authorized persons before using such equipment.
- Make sure all hot water heaters, etc. have automatic pressure relief valves.
- Do not run in smoke filled areas; keep low when going through smoke
- Make sure fire extinguishers are in designated locations and that proper fire extinguisher is available.
- Make sure fire extinguishers are pressurized at all times
- Use fire extinguishers only on types of fire the label designates
- Never store items close to a sprinkler head or heat/smoke detector
- Be alert for hazardous conditions
- Report all hazardous conditions and safety violations

Procedural Instructions	Effective Date: 06-23-06	Chapter 39.2
Subject: Emergency Procedures – Fire & Emergency Plan		
Reference: RSMO; ACA Related Standards SJ 072-078		

Fire Extinguishers

- Our Detention Facility is equipped with portable fire extinguishers and they are located in various areas of the facility.
- Fire extinguishers shall be inspected monthly by an employee designated by the Jail Administrator and replaced, refilled, or recharged by authorized personnel when an inspection reveals such action is necessary.
- The Fire Department shall conduct a yearly inspection of all fire extinguishers, the results of their findings shall be recorded, and a copy shall be provided to the Jail Administrator for filing.
- Fire extinguishers shall not be removed from their respective locations except during training or when in actual use.
- Fire extinguishers being recharged, refilled, or replaced shall have back-up extinguishers provided of the same size and type so that locations will be provided with an extinguisher at all times
- Fire extinguishers shall be installed on walls to exceed five (5) feet from the floor to the top of the extinguisher
- Any person discovering a fire extinguisher missing from its assigned location shall immediately report such to the senior officer on duty. The senior officer on duty shall inform the Detention Facility Supervisor of the situation and request that a replacement extinguisher is provided immediately.
- Any fire extinguisher that has been used, for example during training, shall not be restored to its location until it has been recharged or refilled, no matter how little substance was used.
- Fire extinguishers will be inspected two (2) times an eight hour shift by detention officers.

Flame Retardant Materials

- All mattresses, blankets, and furnishings used by this facility are either flame retardant or fire resistant materials.
- Periodic inspections shall be conducted by employees for worn furnishings, torn, cut or unauthorized material, etc., and such furnishings shall be replaced, repaired or removed as quickly as possible.

Storage Areas

- All storage areas shall be kept free for accumulation of trash, rubbish, oily rags, paper, etc., at all times
- Flammable liquids, combustible gases, etc. shall not be stored in areas where intense heat or open flame devices could ignite such matter.

Testing of Fire Alarm System

- A periodic test, at least semi-annual, shall be conducted of our fire alarm systems to assure that it remains operable at all times.
- The Jail Administrator or his designee shall be responsible for the testing of the fire alarm system and shall be responsible for notifying the Control Center when the test is being conducted, the time it will be conducted, and when the test has been completed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 39.3
Subject: Emergency Procedures – Fire & Emergency Plan		
Reference: RSMO; ACA Related Standards SJ 072-078		

- Testing of devices and locations shall vary from test to test to assure that all systems are operable throughout the facility. Devices shall be tested with small amounts of heat and smoke.
- The annual certification of the fire alarm system shall be conducted by the Fire Department to assure that all components of the system are operable and in good working order.
- Records shall be maintained of all tests as well as the annual certification and a copy of such records shall be filed with the Jail Administrator.

Bomb Threats

- In the event detention staff is notified of a bomb threat that has been phoned in, the staff member shall immediately notify their supervisor, who shall evaluate the department’s response based on current factors and available resources.
- In the event a suspicious package is found, under no circumstances should the employee touch or attempt to move the package.
- Staff shall secure the area and evacuate those areas, which may be endangered.
- The Jail Administrator or his designee will contact and request assistance from a certified bomb technician.

Emergencies Evacuations in the Detention Facility

Emergency evacuation plans will be posted at designated locations within the detention facility and will be reviewed annually by the Jail Administrator.

Training

All staff will receive annual training on emergency preparedness, emergency evacuations and fire suppression.

Review

Staff will annually review the emergency evacuation plans of the detention facility

Procedural Instructions	Effective Date: 06-23-06	Chapter 40.1
Subject: Emergency Procedures – Riot Plan		
Reference: ACA Related Standards 3B-14		

PURPOSE

To describe general response procedures and provide a guideline for staff response to a riot or major disturbances in the jail.

POLICY

It is the policy of the Jail to have in place a riot control plan that emphasizes prevention and detection of early signs of impending disturbances while also providing staff with contingency information that can be employed should such a disturbance occur, so as to protect the public, staff, and offenders.

PROCEDURAL GUIDELINES

The first strategy in the riot control plan is prevention of conditions that can lead to widespread offender disorder. The following management strategies will be followed by staff.

- Open communication between management staff and line employees regarding institutional operations
- Open communication between staff and offenders concerning plans, programs, and procedures
- Accessibility and visibility on the part of the Jail Administrator and other department heads in all parts of the jail.
- Reporting systems that keep supervisors informed of unrest in the Jail.
- Constructive activities and recreation for offenders.
- A classification system upon intake with re-classification as needed.
- Fair and impartial treatment of offenders.

Warning Signs

Even with the above conditions in place, tensions in a Jail can rise as events both inside and outside the Jail change. For that reason, staff must be constantly of signs of tension, unrest, and significant dissatisfaction that can provide the seeds of larger disturbances.

Detection and reporting of a negative climate within the Jail may allow timely changes and avoidance of incidents that lead to riots. Indicators might include changes in general offender behavior, perhaps shifting to sullen, restless, or easily excitable behavior; offender avoidance of contact with employees; a large increase in the number of offender complaints; an increase in disciplinary reports or in the number of offenders requesting protective custody; an increase in the number of offender on sick call; and an increase in commissary spending or in the amount of personal property or pictures being sent home.

Other Contributing Factors

In addition to the above signs of unrest or tension, the following underlying issues can contribute to the ferment that can create a disturbance:

- | | |
|---|--|
| Racial issues | Food Service |
| Medical treatment | Recreation |
| Visitation | Correspondence |
| Misinformation | Reduction of privileges |
| Dissatisfaction with certain employees' | Inadequate information about new policies and programs |
| Sex pressure | |

Staff must be continually aware of offender expressions of discontent in these areas, correcting justifiable problems and openly explaining the reasons for provisions of policies and procedures that cannot or will not be changed.

Procedural Instructions	Effective Date: 06-23-06	Chapter 40.2
Subject: Emergency Procedures – Riot Plan		
Reference: ACA Related Standards 3B-14		

Types of Disturbances

If prevention and early detection strategies are not successful, several types of disturbances may arise, including disturbances between two or more offender factions, disturbance of a general nature to seek correction of some real or fancied grievance, and disturbances contrived as a camouflage for an escape attempt.

Response Priorities

The following priorities will dictate staff response in the event of riot, in order of importance:

1. Safety on institutional personnel
2. Public protection
3. Safety & welfare of any hostages
4. Property protection
5. Offender welfare

Notification

The control center is the designated point of notification for any disturbance.

Once a disturbance has begun, or if conditions indicate an imminent disturbance the following steps shall be implemented:

- Attempt to isolate problem areas;
- Reduce offender access to other areas;
- Cut off any avenues of escape;
- Notify staff in other areas to secure their portion of the Jail and the offenders in that area;
- Call for assistance and notify the on duty or on call supervisor.

Supervisory personnel to be notified will include the following:

1. Jail Administrator
2. Lieutenant (2nd shift)
3. Lieutenant (2nd shift)
4. Lieutenant (3rd shift)
5. Lieutenant (annex)

Ordinarily, outside law enforcement agencies will not be notified unless so indicated by the Jail Administrator. In an extreme emergency during which the Jail Administrator cannot be immediately contacted and in which public safety may be implicated, the Shift Commander may instruct the control center officer to alert local agencies.

Staff Call-up

Necessary staff based on need and department policy will be subject to callback

Command Post and Alternate Command Post

In the event a command post needs to be located outside of the Jail area, the Jail Administrator or his designee shall direct staff based on current needs and availability

A record-keeping system will be in place for all command post activities and decisions, including a log of all major actions taken and information received.

Access to the command post will be limited only to specific Jail and Sheriff’s Office staff and outside agency representatives directly involved in the riot management process.

Procedural Instructions	Effective Date: 06-23-06	Chapter 40.3
Subject: Emergency Procedures – Riot Plan		
Reference: ACA Related Standards 3B-14		

Medical Services

Medical personnel will be put on immediate alert.

Removing Non-participants

Offenders not wishing to participate in the riot will be given an opportunity to withdraw from the disturbed area. These offenders should be provided safe conduct to a non-affected, secure area.

While awaiting the final disposition of the riot, these offenders will be treated humanely and given food and other necessities to the degree possible under the circumstances.

Tactical Planning

The Jail Administrator shall have the final authority in determining the plan of action that shall be taken in the event force is needed to overcome the disturbance. In the event the Jail Administrator is a hostage, his authority shall be considered non-existent and any order issued by him will be under duress and not honored.

Hostage Issues

Hostage issues and initiation of negotiations will be conducted in accord with departmental procedure.

Tactical Execution

Tactical execution may be necessary to bring an end to the riot. The Jail Administrator shall have final authority in the event it becomes necessary to force an end to the riot.

Use of Force Issues

When the decision has been made to use force to control the disturbance, the type and amount of force used will be dictated by the situation and available resources.

When possible without undue risk to the personnel involved, all use-of-force episodes will be videotaped.

Staff members shall not subject inmates to unnecessary force as a result of their participation in the riot.

Pre-assault Briefing

Squad members shall be briefed on the following areas prior to the assault;

- Permissible use of force;
- The identities and probable locations of hostages;
- The location of other tactical forces (if available), and any other pertinent factors.

These briefings should be held as close to the time of the assault as practical so the information provided is current.

If available, pictures of the hostages should be circulated among squad members to assist in identification on the event offenders have forced the hostages to put on offender clothing.

Procedural Instructions	Effective Date: 06-23-06	Chapter 40.4
Subject: Emergency Procedures – Riot Plan		
Reference: ACA Related Standards 3B-14		

Post-disturbance Actions

To ensure that no one has escaped and the Jail is secured. Staff shall follow the following steps:

1. Participants in the riot will be confined and sufficient staff will be assigned to maintain control.
2. A count will be taken.
3. Extra staff may be assigned as needed.
4. Known ringleaders and agitators may be removed to another facility or placed in lock-down status.
5. Medical staff will attend to all injured persons.
6. Activities will be curtailed until order can be ensured.
7. Supervisors will pay special attention to preventing brutality and retaliatory action.

Investigation and Reporting

An investigation will be made into the circumstances surrounding the riot. The written report shall be made available to the Jail Administrator as soon as possible.

Procedural Instructions	Effective Date: 06-23-06	Chapter 41.1
Subject: Emergency Procedures – Hostage Situations		
Reference: RSMO; ACA Related Standards 3B-14		

POLICY

It is the policy of the Daviess/DeKalb County Regional Jail that any member of the Department, Detention Facility personnel or any other person held hostage by detainees or any other person within the Detention Facility has no rank or authority while under hostage duress.

PROCEDURES

Negotiations.

Only the Jail Administrator has the authority to authorize any negotiations or to appoint a negotiator in any hostage situation involving any person or property under his command. The Jail Administrator will be immediately notified of a hostage situation, and will report to the area and take charge.

Negotiator.

Officers or employees will not attempt to negotiate if possible, without the full approval and knowledge of the Jail Administrator. However, if there is an immediate life threatening situation, before the notification and/or arrival of the Jail Administrator, the senior officer at the scene or his designee may negotiate to reduce a volatile situation or to keep channels open until proper negotiations are established. The life of the hostage is of the utmost importance.

Under no circumstances will an inmate be released resulting from a threat of violence to a person taken hostage.