

APPENDIX K

Jou

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STATE OF TENNESSEE
 Tennessee Corrections Institute
 208 CAPITOL TOWERS
 510 GAY STREET
 NASHVILLE, TENNESSEE 37219
 (615) 741-3816

COUNTY INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Avenue Memphis 38101 Shelby
 Street City Zip County

County Executive, Mayor, or
 City Manager William Morris Mayor 901-528-3500
 Name Title Phone Number

Facility Administrator Jack Owens Sheriff 901-576-5503
 Name Title Phone Number

Facility Manager Ed Totten Chief 901-675-2414
 Name Title Phone Number

J. Ike Hill
 Signature of Inspector

May 6 / 7, 1987
 Date of Inspection

Date of Reinspection

Certified
 Non-Certified []

*recorded
 reported*

Shelby County Jail
May 6, 7 & 11, 1987
Comment & Recommendations

On the day of inspection, the facility was very clean throughout. The kitchen was extremely clean, well-stocked and it has a very efficient and professional staff. All records and data were available, and accurate.

The staff, under the direction of Chief Totten, is extremely well organized and efficient. However, due to the number of inmates, which shows an increase almost daily, I would strongly suggest that more Deputy Jailers be hired, in order to provide for the security and well being of prisoners. With present staff, although records indicate everything is being done, it has to have its toll on the understaffed facility.

Although, I realize the Medical Department is contracted through the Med. and is not funded through the Sheriff's budget, I feel this Medical Department is grossly understaffed for the population as it now exists and will continue to grow for at least two more years.

The Medical Department is one of the most essential and results in more legal problems than any other department in any facility. Although they seem to be holding on barely, the staff is grossly overworked. This small staff has to provide medical attention to the prisoners twenty-four (24) hours each day. This department according to records available are treating around 15,000 inmates monthly. Soon they will burn out at this rate. This is an item that needs to be attended to soon. The medical contract was negotiated when the facility opened, at that time the population was 850 to 900, now the average daily population is 1554. No way can this staff continue to do all things required by minimum standards under these conditions.

There continues to be a situation with prisoners with mental health problems. On my last inspection I sent a letter to Peggy Edminston, Director of Community Services, explaining my concern with this situation. She promptly responded and explained the situation. Mayor Morris is to be commended for forming the Task Force to look into this matter and further by having a psychiatrist on staff to handle this problem.

In conclusion, the facility was exceptionally clean, however, it is in bad need of painting, paying special attention to the individual cells.

Sheriff Owens is fortunate to have been able to put together such a well organized, efficient and professional staff. He is to be commended for his personal attention to the matter. He also is very fortunate to have an individual with the talent and law enforcement, prison facility knowledge as he has with Chief A. C. Gillis.

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION May 6/7, 1987

TYPE OF FACILITY _____ DATE OF PREVIOUS INSPECTION April 21, 1986

FOLLOWING INFORMATION PROVIDED BY Ed Totten TITLE Chief

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23	8	2
1-a	24	9	3
b	Adm./Manaq.	10	4
c	1	Sanita./Maint.	5
d	2	1	6
2	3	2	7
3	4	3	8
4	5	4	9
5	6	5	10
6	7	Food Services	11
7	8	1	12
8	9	2	13
a	Personnel	3	14
b	1	4	Adm. Records&Rel.
c	2	5	1
d	3	6	2
e	4	7	3
9	5	8	4
a	6	9	5
b	7	10	6
c	Security	11	7
d	1	12	8
e	2	Mail & Visiting	9
f	3	1	10
10	4	2	11
a	5	3	Hygiene
b	6	4	1
c	7	5	2
d	8	6	3
e	9	7	4
11	10	8	5
12	11	Prog.&Activities	6
13	12	1	7
14	13	2	Subv.of Prisoner
15	Discipline	3	1
16	1	4	2
17	2	5	3
18	3	6	4
19	4	7	5
20	5	8	Classification
21	6	Medical Services	1
22	7	1	2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

No Deficiencies

(See attached)

Pam + Junda

Please be sure a
Copy of this inspection,
Comments & Recommendations
goes to Mayor William Morris
Shelby County Mayor



INSPECTIONS INSTITUTE
AS
E 37219
REPORT

Name of facility: Shelby County Jail Type of facility: I

Location: 201 Poplar Ave Memphis 38101 Shelby
Street City Zip County

Governing Authority: William Morris Mayor 901-528-3500
Name Title Phone Number

(County Judge, Mayor, or head of political subdivision)

Facility Administrator: Jack Owens Sheriff 901-576-5503
Name Title Phone Number

Facility Manager: Ed Teten Chief 901-576-2414
Name Title Phone Number

J. Heiler
 Signature of Inspector

6/7 May 1987
 Date of Inspection

 Date of Reinspection

CERTIFIED ()

NON-CERTIFIED ()

MAY 21 1987

V. CALCULATION OF AVERAGE DAILY RATE FOR REPORTED COST PERIOD:

A. Total Number Jail Days:

Past 12 Month Period: 365 Average Daily Population Level: 1554
(From 7/1/87 To 6/30/88)

B. Capacity of Jail: 1050 / 145 / 0 / 1195
Adult Male Adult Female Juvenile TOTAL

C. Number of Days in Cost Period: 365/ Contract Year
___/ This Period

D. Daily Operating Cost Per Prisoner (at Jail Capacity): 30.23

GRAND TOTAL = \$ 13,622,051.00 = \$ 30.23 Average Daily
Capacity x 365 Days Cost Per
436,176 Prisoner

E. Daily Operating Cost Per Prisoner (12 Month Actual Levels)

GRAND TOTAL = \$ 13,622,051.00 = \$ 24.02 Average Daily
Actual x 365 Days Cost Per
567,210 Prisoner

F. Total Jail Operating Cost for Projected Fiscal Year \$ 24.02

CERTIFICATION:

To the best of my knowledge the above represents a true analysis of our operating costs and does not include any unallowables prohibited by 41 CFR 1-15.

SIGNATURE & DATE _____

TITLE _____

AGENCY/FACILITY NAME _____

ADDRESS _____

MAINTENANCE & OPERATIONS

Utilities - L. G. & W			276,000.00
Inmate Transportation			17,860.00
Custodial Supplies	(4218)	75%	82,500.00
Office Supplies	(4005)	50%	30,000.00
Postage	(4010)	15%	4,005.00
Telephone and Telegraph	(5102)	50%	79,668.00
Data Processing Supplies	(4035)	75%	<u>14,825.00</u>
		Total	\$504,658.00

PERSONNEL -- DIRECT COST

	<u>SECTION</u>	<u>SALARY</u>
Jail Administration	6501	184,128.00
Jail Security	6502	3,660,856.00
Jail Process	6503	2,519,125.00
Jail Programs	6504	271,478.00
Jail Food	6505	124,184.00
Jail Transportation	6506	236,805.00
Jail Tunnel	6508	150,480.00
Jail Laundry	6509	67,866.00
Maintenance Administration	6801	90% 43,513.00
Maintenance	6802	90% 321,507.00
Records & Identification	6602	90% <u>1,175,666.00</u>
		8,755,611.00
Fringe		<u>2,539,127.00</u>
Total Personnel Cost		\$11,294,738.00

CARE AND TREATMENT

Food	(4221)	1,066,650.00
Dining Equipment & Supplies	(4226)	7,089.00
Kitchen & Dining Equipment	(6054)	14,000.00
Inmate Apparel	(4227)	34,678.00
Bedding & Linen	(4216)	55,864.00
Indigent Supplies	(4381)	35,000.00
Inmate I.D.	(4382)	12,000.00
Employee Uniforms	(4228)	<u>94,600.00</u>
		\$1,319,881.00

SCHEDULED EXPENSES

Printing	(5304, 5307, 5308, 5309)	50%	45,825.00
Maint. Contracts - Office Machines	(5516)	25%	4,106.00
Maint. Buildings & Grounds	(5520)	80%	25,920.00
Maint. Contracts - Equipment	(5528)	90%	75,573.00
Pest Control Service	(5547)	90%	2,363.00
Computer Rentals	(5608)	25%	125.00
Copy Machine	(5610)		5,700.00
Laundry	(5792)		46,530.00
Office Equipment	(6010)	18%	3,556.00
Production Equipment	(6050)		3,222.00
Photo & Microfilm Supplies	(4030)		88,000.00
Sewing Equipment	(6056)		3,000.00
Garbage Pickup	(6809)		12,000.00
Custodial Equipment	(6053)		4,175.00
Building Improvements & Additions	(6100)		22,650.00
Outside Contracts	(6809)		84,296.00
Handcuffs & Revolvers	(6052)		<u>600.00</u>
		Total	\$502,774.00

FACILITY Shelby County Jail DATE OF INSPECTION 6/7 May 87
 TYPE OF FACILITY _____ DATE OF PREVIOUS INSPECTION 4/21/86
 FOLLOWING INFORMATION PROVIDED BY Ed Peters TITLE Chief

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23	8	2
1-a	24	9	3
b	Adm./Manag.	10	4
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2	3	2	7
3	4	3	8
4	5	4	9
5	6	5	10
6	7	Food Services	11
7	8	1	12
8	9	2	13
a	Personnel	3	14
b	1	4	Adm. Records & Rel.
c	2	5	1
d	3	6	2
e	4	7	3
9	5	8	4
a	6	9	5
b	7	10	6
c	Security	11	7
d	1	12	8
e	2	Mail & Visiting	9
f	3	1	10
10	4	2	11
a	5	3	Hygiene
b	6	4	1
c	7	5	2
d	8	6	3
e	9	7	4
11	10	8	5
12	11	Prog. & Activities	6
13	12	1	7
14	13	2	Supv. of Prisoner
15	Discipline	3	1
16	1	4	2
17	2	5	3
18	3	6	4
19	4	7	5
20	5	8	Classification
21	6	Medical Services	1
22	7	1	2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

No Deficiencies

(See Attached)

Shelby County Jail

May 6 + 7 + 11, 1987

Comments and Recommendations:

On the day of inspection, the facility was very clean throughout. The kitchen was extremely clean, well-stocked and it has a very efficient and professional staff. All records and data were available, and accurate.

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However, due to the number of inmates, which shows an increase almost daily, I would strongly suggest that more Deputy Jailers be hired, in order to provide for the security and well being of prisoners. With present staff, although records indicate everything is being done, it has to have its toll on the under staffed facility.

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The medical department is one of the most ~~essential~~ essential and results in more legal problems than any other department in any facility. Although they seem to be holding on barely, the staff is grossly ~~or~~ overworked. This small staff has to provide medical attention to the prisoners 24 hours each day. This department, according records available are treating around 15,000 inmates monthly. Soon they will burn out at this rate. This is an item that needs to be attended soon. The Med contract was negotiated when the facility opened, at that time the population was 850 to 900, now the Average Daily Population is 1554. No way can this staff continue to do all things required by minimum standards under these conditions.

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STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

May 26, 1987

Mayor William Morris
City Hall of Memphis
Memphis, TN 38101

RE: Shelby County Jail

Dear Mayor Morris:

The Tennessee Corrections Institute has determined that the above named facility meets all applicable minimum standards. This status shall be reported to the Board of Control at its next meeting. You are to be congratulated for attaining this degree of professionalism in your organization.

Sincerely,

Charles Fisher
Director of Inspections

CF:lm



STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

May 26, 1987

Sheriff Jack Owens
Shelby County Jail
201 Poplar Avenue
Memphis, TN 38101

RE: Shelby County Jail

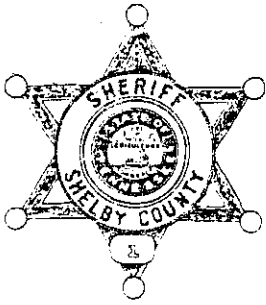
Dear Sheriff Owens:

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Sincerely,

Charles Fisher
Director of Inspections

CF:lm



Shelby County Sheriff's Department

Jack R. Owens, Sheriff

April 4, 1988

R. Doug Morgan
Tennessee Correctional Institute
208 Capital Towers
510 Gay Street
Nashville, Tennessee 37219

Dear Sir,

This is a formal request for a Technical Assistant. The purpose of the Technical Assistant will be to focus on the impact of the on-going problem with overcrowding within the Shelby County Jail Facility. Solutions for specific, potential problems and their relationship to jail overcrowdedness will also need to be analyzed.

The Technical Assistant is needed to aid the facility in preventing any violations of the State Minimum Standards, which would therefore cause de-certification.

Thanks in Advance,

Chief Ed Totten

RECEIVED
MAY 05 1989
Ans'd.....

EJT/jl



STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

MEMORANDUM

TO: Assistant Chief Ed Totten

FROM: Charles Fisher *CF*
Director of Inspections

RE: Technical Assistance Request/Programs Accessment

DATE: May 5, 1988

In response to a request for technical assistance from Ed Totten Chief of the Shelby County Jail, our agency spent May 2 & 3 conducting an analysis of possible problem areas of jail operations. The areas covered were recreation, medical services, inmate classification, supervision of prisoners, laundry services, library services and jail overcrowding.

Without question the jail is operating at well above its designed capacity (exhibit #1). The average daily population for 1987 is almost 55% higher than the average from 1984. The number of disciplinary reports for April 23, 1987 through April 22, 1988 is almost 30% more than for 1985. Disciplinary reports of violent acts (fighting, assault, inciting to riot, possession of weapons, creating a disturbance) increased from 217 in Jan.-March 1985 to 259 in Jan.-March 1988. During the same three month period in 1985, 62 disciplinary cases resulted in punitive segregation averaging 9.6 days per case. For Jan.-March 1988, 121 disciplinary reports resulted in punitive segregation averaging 14 days per case. In other words, a comparison of these two time periods indicates an increase of almost 100% in punitive segregation and a 46% increase in the average "deadlock" time given.

In 1985 there were 52 requests by prisoners for protective custody. In 1986 there were 56 such requests, 149 request in 1987 and 200 requests in the first four months of 1988.

Reported On-The-Job Injuries (OJI's) of employees were 106 in 1985, 133 in 1986, 178 in 1987 and 51 have been reported in the first four months of 1988.

There were 207 inmate-inmate altercations in the first three months of 1988 and 49 inmate-officer altercations during the same period. Staff turnover has become a problem with approximately 100 persons hired in the last twelve months and 62 positions still to be filled. In addition, almost 25% of the jail staff has a year or less experience.

It is against this backdrop of increased inmate population, increased prisoner violence, increased OJI's and decreased staff experience that the issues of prisoner classification, recreation, medical services, etc. are examined.

Inmate Recreation

In any facility which houses prisoners for any length of time recreation can be a useful management tool. This is particularly true in this facility because of the makeup of the population (long timers/gang members) and the potentially dangerous situation that exists. Outside recreation is going on but not at a frequency that would be most desirable. Prisoners are scheduled to get five (5) hours of outdoor recreation every two (2) weeks. Unfortunately, the lack of adequate numbers of staff to move prisoners to and from recreation makes this schedule difficult to achieve. Essentially, everyone is uncertain how often or when outdoor recreation will be available. While state standards do not currently require outdoor recreation for existing (pre-1982) facilities, we believe that its use is critical in this jail to help deter prisoner violence.

Medical Services

Medical services for the jail appear to be in good shape. It appears that all prisoners in need of medical attention are receiving necessary care. There appears to be no indication of deliberate indifference to prisoners' medical needs. In fact, the staff seems to be making an extra effort to insure that situation does not happen.

Supervision of Prisoners

This is definitely a problem area due to the large number of prisoners and the relatively small number of staff and their lack of experience. Requiring some prisoners to sleep in the dayroom tends to worsen matters. Though staff continues to make their required checks, the level of prisoner violence evidenced by disciplinary records and the number of prisoners requesting protective custody indicate that prisoners do not feel adequately protected under current conditions.

Laundry Services

State minimum standards require that prisoner clothing be laundered at least twice weekly. Currently prisoners must use the same clothing for a week. Whether this schedule can be increased to meet state standards is doubtful. The jail provides laundry service not only for the large jail population but also for the County Corrections Center which has also experienced explosive growth.

Library Services

Virtually no formal library services are available. While the jail has an impressive number and variety of books, there are currently no personnel to supervise the lending or return of books and inadequate space on each

floor to house a library. Consequently the jail allows books, magazines etc. to be mailed from the publisher to inmates who can afford them. Prisoners can accumulate up to three publications for personal use. The problem is that indigent prisoners are effectively denied reading material. In theory, the inmates who are able to buy publications can circulate them to indigent prisoners when they are finished with them. A more formal system is needed.

The law library is also inadequate. However, it appears that jail administrators are in the process of updating law library material.

Classification and Jail Crowding

These two items have been combined together because there is no way to separate them. Jail overcrowding makes effective classification difficult if not impossible. Jail documentation of prisoner violence and protective custody request reinforce this conclusion. State minimum standards regarding this issue are (1) that the facility have a classification plan, (2) that the facility have cells to accommodate the plan, and (3) that prisoners are not permitted to exercise authority and control over other prisoners. Data from jail records strongly indicate that the facility does not have adequate cells for meaningful classification and that prisoners do, on a regular basis, coerce other prisoners. Street gang activity has also complicated the problem. It seems clear that the jail's classification system under present condition is inadequate and unsafe for prisoners and staff.

A solution to this problem is obviously difficult. Unless prisoner population is reduced, staff turnover reduced and all available staff slots filled, this problem is likely to remain unsolved.

c.c. A. C. Gillless
Chief Deputy



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 Tennessee Corrections Institute
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 Street City Zip County

County Executive, Mayor, or
 City Manager William N. Morris Mayor 901-528-3500
 Name Title Phone Number

Facility Administrator Jack Owens Sheriff 901-576-5503
 Name Title Phone Number

Facility Manager Ken Rook Chief Jailer 901-576-2414
 Name Title Phone Number

Danny Cunningham/Chuck Fisher
 Signature of Inspector

August 19, 1988
 Date of Inspection

 Date of Reinspection

Certified []
 Non-Certified

9-1-88

Shelby County Jail
August 19, 1988
Comments and Recommendations

The Shelby County Jail is experiencing many of the problems associated with a jail exceeding its designed capacity. Maintenance systems, security, classification, laundry, inmate supervision and medical services are all affected by holding 600-700 more prisoners than the facility was designed for.

Supervision and security seem to be the most apparent problems. With approximately 200 inmates being held in gymnasiums and many more sleeping in dayrooms, maintaining control of prisoner activities and guaranteeing prisoner safety is impossible. The facility has begun a program of designating "pod representatives" to maintain order in the housing areas. These representatives, who are inmates assign clean-up jobs, set pod rules and, presumably, discipline prisoners who break the pod rules. This system, while a violation of minimum standards, has succeeded in better living area cleanliness and sanitation as well as a reduction in reported incidents of violence.

Classification of inmates continues to be a problem. There is pressure to move prisoners from intake to the upstairs floors because of the number of prisoners coming into the jail. Lower level housing can no longer be used as preclassification housing since it is now used for disciplinary and administrative housing. Prisoners are classified as sentenced/non sentenced or sick/ non sick. This doesn't seem to be adequate for protection of prisoners.

The medical services seem to be in pretty good shape. All staff work under physician approved protocols, and handle all health care duties including dispensing medication. Between 16,000 - 18,000 medical contacts are made per month. All required documentation is maintained. Only one or two prisoners complained about their health care.

Food services generally seemed to be adequate. However, more supervision of inmate food service workers is necessary. On the day of the inspection, only one paid staff member was in the kitchen supervising a dozen or more prisoners doing various jobs. This lack of supervision was apparent when the noon meal was found to consist of two slices of bread with little or no egg salad between the slices. The prisoners making the sandwiches must be better supervised. No record was found of menu approved by a dietician although many inspection reports of the kitchen by the local health department were on hand. Roaches are also a problem in the food storage area. The food preparation area was as clean as could be expected in a place preparing approximately 5,000 meals a day. It is recommended that a minimum of two paid staff members be present to supervise prisoners at all times.

Laundry services are another problem area. The jail does laundry for both themselves and the Shelby County Corrections Center. Prisoner clothes are only exchanged once a week. Prisoners were washing underwear, socks and tee-shirts in commodes and lavatories. It is recommended that the Corrections Center begin doing its own laundry services to take some of the load off the jail.

Maintenance seems to be functioning smoothly. The only problem is that commodes, lavatories and showers break down almost before others can be fixed. Obviously, the cronic and severe overcrowding is the major contributor to this sitation.

In order to be certified, the facility must:

PHYSICAL PLANT 1400-1-.04

- #3 Provide at least 25 square feet of clear floor space per prisoner. Mini gym allowed less than 10 square feet per prisoner.
- #6 Provide an inmate toilet/lavatory of at least 1 to 8. Large gym had 3 commodes and lavatories for 150 prisoners. Mini-gym had two commodes and lavatories for 43 prisoners.
- #7 Showers were insufficient for prisoners housed in gyms.

ADMINISTRATION/MANAGEMENT 1400-1-.05

- #8 Capacity of housing areas is exceeded in gymnasium housing.

SECURITY 1400-1-.07

- #9 Fire extinguisher by meat oven in kitchen must be recharged. Kitchen fire suppression system must be checked and tagged.
- #10 Although kitchen knives are kept in supervisor's office, at least two paid staff need to be on duty at all times to supervise prisoners using knives.

SANITATION/MAINTENANCE 1400-1-.09

- #4 The kitchen needs to be sprayed for bugs on a regular basis. Infestations of lice were reported in some of the medical cells.

FOOD SERVICES 1400-1-.10

- #1 Dietician approval of the jail menu and food service guidelines could not be found on the day of the inspection.
- #3 At least two paid staff should be in kitchen at all times to supervise inmate workers.
- #11 Cleaning supplies must be stored away from food and plainly labeled.

PRISONER PROGRAMS & ACTIVITIES 1400-1-.12

- #1 Most prisoners have no access to the jail libraries.

ADMISSION RECORDS & RELEASE 1400-1-.14

- #2 No record was found in intake of a mittimus on incoming prisoners. Prisoners were admitted on arrest and complaint reports.

HYGIENE 1400-1-.15

- #5 The jail needs to purchase new blankets. Many used by prisoners were threadbare.
- #7 Prisoner clothes must be washed twice a week including underwear.

SUPERVISION OF PRISONERS 1400-1-.16

- #5 Prisoners cannot be allowed to supervise each other. Adequate supervision must be provided so that "Pod Representative" system can be altered, curtailed or eliminated.

In conclusion, I found conditions at the jail had improved since I visited the facility about 4 months ago. Jail management seems to be doing everything it can to cope with an extremely difficult situation. Plans are proceeding to add beds on the fifth floor and to possibly construct an addition onto the jail. Unless something is done quickly to add adequate living space or to curtail the flow of prisoners into the jail, the situation will become increasingly volatile.

(01 0048)
 SHELBY COUNTY JAIL
 SQUARE FOOTAGE REPORT
 August 19, 1988

Square feet per prisoner in housing areas (attach additional sheet if necessary)

(a)	Gym	/	25.2
	(area name)		(square foot per prisoner)
(b)	Mini gym	/	9.4
(c)	27-23 men cells	/	49.4 - 33 men in all cells and day room
(d)	10-17 men cells	/	45.0 - 26 men in cells and day room
(e)	4-J	/	22.5
(f)	6-21 men cells	/	45 30 men in each and day room
(g)	6-24 men cells	/	59
(h)	4-12 men cells	/	37.5
(i)	1-19 men cells	/	37.5
(j)	1-6 men cells	/	37.5
(k)	1-7 men cell	/	37.5
(l)	(4-J) 5 cells	/	37.5
(m)		/	
(n)		/	
(o)		/	

(If this information is in Nashville files for a previous year, enter only year of inspection where information can be found).

#1 Person Cells _____
 #2 Person Cells _____
 #3 Person Cells _____
 #4 Person Cells _____
 #5 Person Cells _____

#6 Person Cells _____
 #8 Person Cells _____
 #10 Person Cells _____
 # _____ Person Cells _____
 # Dormitories 2



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 Name Title Phone Number
 Facility Manager Ken Rock Chief Jailor 901-576-2414
 Name Title Phone Number

Danny Cunningham
 Signature of Inspector

8/19/88
 Date of Inspection

~~_____~~
 Date of Reinspection

Certified []
 Non-Certified []

FACILITY Shelby Co Jail DATE OF INSPECTION 8/19/88

TYPE OF FACILITY I DATE OF PREVIOUS INSPECTION NA

FOLLOWING INFORMATION PROVIDED BY Mary Walker TITLE Captain

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23		8		2
1-a	24		9		3
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d	2		1		6
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3	✓ 4		3		8
4	5		4	✓	9
5	6		5		10
6	✓ 7		Food Services		11
7	✓ 8	✓	1	✓	12
8	9		2		13
a	Personnel		3	✓	14
b	1		4		Adm. Records & Rel.
c	2		5		1
d	3		6		2 ✓
e	4		7		3
9	5		8		4
a	6		9		5
b	7		10		6
c	Security		11	✓	7
d	1		12		8
e	2		Mail & Visiting		9
f	3		1		10
10	4		2		11
a	5		3		Hygiene
b	6		4		1
c	7		5		2
d	8		6		3
e	9	✓	7		4
11	10	✓	8		5 ✓
12	11		Prog. & Activities		6
13	12		1	✓	7 ✓
14	13		2		Subv. of Prisoner
15	Discipline		3		1
16	1		4		2
17	2		5		3
18	3		6		4
19	4		7		5 ✓
20	5		8		Classification
21	6		Medical Services		1
22	7		1		2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

SQUARE FOOTAGE REPORT

Square feet per prisoner in housing areas (attach additional sheet if necessary)

(a)	<u>gym</u> (area name)	/	<u>25.2</u> (square foot per prisoner)
(b)	<u>Mini gym</u>	/	<u>9.4</u>
(c)	<u>27-23 men cells</u>	/	<u>49.4 - 33 men in all cells + day room</u>
(d)	<u>10-17 men cells</u>	/	<u>45.0 - 26 men in cells + day room</u>
(e)	<u>4-5</u>	/	<u>22.5</u>
(f)	<u>6-21 men cells</u>	/	<u>45 30 men in each + day room</u>
(g)	<u>6-24 men cells</u>	/	<u>59</u>
(h)	<u>4-12 men cells</u>	/	<u>37.5</u>
(i)	<u>1-19 men cells</u>	/	<u>37.5</u>
(j)	<u>1-6 men cell</u>	/	<u>37.5</u>
(k)	<u>1-7 men cell</u>	/	<u>37.5</u>
(l)	<u>(4-5) 5 cells</u>	/	<u>37.5</u>
(m)		/	
(n)		/	
(o)		/	

(If this information is in Nashville files for a previous year, enter only year of inspection where information can be found).

#1 Person Cells _____
 #2 Person Cells _____
 #3 Person Cells _____
 #4 Person Cells _____
 #5 Person Cells _____

#6 Person Cells _____
 #8 Person Cells _____
 #10 Person Cells _____
 # Person Cells _____
 # Dormitories 2

Comment & Recs. Shelby Co. Jail

The Shelby County Jail is experiencing many of the problems associated with a jail exceeding its designed capacity. Maintenance^{systems}, security, classification, laundry, ~~and~~ inmate supervision and medical services are all affected by ~~the facility~~ ~~of~~ holding 600-700 more prisoners than ~~the~~ the facility was designed for.

Supervision and security seem to be the most apparent problems. With approximately 200 inmates being held in gymnasiums and many more sleeping in dayrooms, maintaining control of prisoner activities ~~and~~ and guaranteeing prisoner safety is impossible. The facility has begun a program of designating "pod representatives" to maintain order in the housing areas. These representatives, who are inmates, assign clean-up jobs, set pod rules and, presumably, ~~discipline~~ discipline prisoners who break the ~~pod~~ pod rules. This system, while a violation of minimum standards, has succeeded in better living area cleanliness and sanitation as well as a reduction in reported incidents of violence.

Classification of inmates continues to be a problem. There is pressure to move prisoners

from intake to the upstairs floors because of the number of prisoners coming into the jail. Lower level housing can no longer be used as preclassification housing since it is now used for disciplinary and administrative housing. Prisoners are classified as sentenced / non sentenced or sick / non sick. This doesn't seem to be adequate for protection of prisoners.

The medical services seem to be in pretty good shape. ~~There~~ All staff work under physician approved protocols, and handle all health care duties including dispensing medication. Between 16,000 - 18,000 medical contacts are made per month. All required documentation is maintained. ~~Very few complaints~~ Only one or two prisoners complained about their health care.

Food services generally seemed to be adequate. However, more supervision of inmate food service workers is necessary. On the day of the inspection, only one paid staff member was in the kitchen supervising a dozen or more prisoners doing various jobs. This lack of supervision was apparent when the ~~last~~ noon meal was found to consist of two slices of bread with little or no egg salad between the slices.

The prisoners making the sandwiches must be better supervised. No record was found of menu approval by a dietician although many inspection reports of the kitchen by the local health department were ~~on~~ on hand. Roaches are also a problem in the food storage area. The food preparation area was as clean as could be expected in a place preparing approximately 5,000 meals a day. It is recommended that a minimum of two paid staff members be present to supervise prisoners at all times.

~~The prisoners remain in the kitchen~~

Laundry services are another problem area. The jail does laundry for both themselves and the Shelby County Corrections Center. Prisoner clothes are only exchanged once a week. Prisoners were washing underwear, socks and tee-shirts in commodes and lavatories. It is recommended that the Corrections Center begin doing its own laundry services to take some of the load off the jail.

Maintenance seems to be functioning smoothly. The only problem is that ~~the~~ commodes, lavatories and showers break down almost before others can be fixed. Obviously, the chronic and severe overcrowding is ^{the} major contributor to this situation.

In order to be certified, the facility must:

PHYSICAL PLANT 1400-1-.04

- #3. Provide at least 25 square feet of clear floor space per prisoner. Mini gym allowed less than 10 square feet per prisoner.
- #6. Provide an inmate toilet/lavatory of at least 1 to 8. Large gym had 3 commodes and lavatories for 150 prisoners. Mini-gym had two commodes and lavatories for 43 prisoners.
- #7. Showers were insufficient for prisoners housed in gyms.

ADMINISTRATION MANAGEMENT 1400-1-.05

- #8. Capacity of housing areas is exceeded in ~~the~~ gymnasium housing.

SECURITY 1400-1-.07

- #9. Fire extinguisher by meat oven in kitchen must be recharged. Kitchen fire suppression system must be checked + tagged.

- #10. Although kitchen knives are kept in supervisor's office, at least two paid staff need to be on duty at all times to supervise prisoners using knives.

SANITATION / MAINTENANCE 1400-1-09

- #4 The kitchen needs to be sprayed for bugs on a regular basis. Infestations of lice were reported in some of the medical cells.

FOOD SERVICES 1400-1-10

- #1. Dietician approval of the jail menu and food service guidelines could not be found on the day of the inspection.
- #3 At least two paid staff should be in kitchen at all times to supervise inmate workers.
- #11. Cleaning supplies must be stored away from food and plainly labeled.

PRISONER PROGRAMS + ACTIVITIES 1400-1-.12

- #1. Most prisoners have no access to the jail libraries.

ADMISSION RECORDS + RELEASE 1400-1-.14

- #2. No record was found in intake of a mittimus on incoming prisoners. Prisoners were admitted on arrest and complaint reports.

HYGIENE 1400-1-.15

- #5 The jail needs to purchase new blankets. Many used by prisoners were threadbare.
- #7 Prisoner clothes must be washed twice a week including underwear.

SUPERVISION OF PRISONERS 1400-1-.16

- #5. Prisoners cannot be allowed to supervise each other. Adequate supervision must be provided so that "Pod Representative" system can be altered, curtailed or eliminated.

In conclusion, I found conditions at the jail ^{had} improved since I visited ~~the~~ the facility about 4 months ago. ~~The~~ Jail management seems to be doing everything it can to cope with an extremely difficult situation. ~~Plans~~ Plans are proceeding to add beds on the fifth floor and to possibly ~~and~~ construct an addition onto the jail. Unless something is done quickly ~~to~~ ~~add~~ to add adequate living space or to curtail the flow of prisoners into the jail, the situation will become increasingly volatile.



STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

August 19, 1988

Sheriff Jack Owens
Shelby County Jail
201 Poplar
Memphis, TN 38103

RE: Shelby County Jail

Dear Sheriff Owens:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for FY 1987-88.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:dsc

attachment



STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

August 19, 1988

Mayor William N. Morris
Shelby County Courthouse
Memphis, TN 38103

RE: Shelby County Jail

Dear Mayor Morris:

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Sincerely,

Charles Fisher
Director of Inspections

CF:dsc

attachment

Shelby County Government

William N. Morris, Jr., Mayor

Brian L. Kuhn, County Attorney

December 12, 1986

Members of Shelby County Task Force
On Prison Overcrowding

Re: Report of National Correctional Institute Study

Dear Members:

As most of you know a couple of members of the National Correctional Institute came to Memphis and Shelby County a few months ago to conduct a series of interviews with a wide variety of officials who are in the Criminal Justice System in Shelby County. Their task was to assimilate a report on the overcrowded conditions in the Shelby County Jail and the Shelby County Correctional Center.

It is now my understanding from communications I have received from Mr. Charles Fisher the Director of Inspections for the Tennessee Corrections Institute that these officials from the National Correctional Institute are ready to come to Memphis and review their report with us.

Chuck Fisher requested that I invite as many of the original Task Force members and any new members that should be concerned about the prison overcrowding problem in our area to a meeting to be held next Tuesday afternoon at 1:30 p.m. in the Mayor's Conference Room. We have reserved the conference room from 1:30 p.m. to 5:00 p.m., however, I have no idea how long this report and evaluation will take. That probably depends on the questions and conversation following the delivery of the report.

Due to the numerous individuals who are to receive a copy of this invitation, I have taken the liberty of simply addressing it to the members of the Task Force, however, you may receive a copy of this even though you are not now or have not been on the Task Force. I would still invite you to come and hear this presentation as I think it may have some impact upon this prison overcrowding problem.

Members of Shelby County Task Force
On Prison Overcrowding
December 12, 1986
Page Two

Several weeks ago General Stanton, the Chairman of the Task Force, asked that I coordinate the communication of this report from the National Institute of Corrections to the Task Force and this is the purpose of this letter. This is not to be construed as an official Task Force meeting.

If you have any questions in this regard, please do not hesitate to contact me.

Regards,


Brian L. Kuhn
County Attorney

BLK/mb

cc: Honorable William N. Morris, Jr.
Honorable Hugh Stanton, District Attorney General
Mr. Charles Fisher

6D/39-40

MINUTES
Tennessee Corrections Institute Board of Control

A meeting of the Tennessee Corrections Institute Board of Control was held on October 18, 1988.

Board Members Present: Dr. Frank Lee
Dr. Bruce Mallard
Sheriff Warren Roberts
Sheriff Fate Thomas
Commissioner Steve Norris
Mr. David Welles

Others Present: Johnny Burns, Metro Sheriff's Dept.
George Brummitt, DOC
R. Douglas Morgan
Charles Fisher
Jim Coleman
Danny Cunningham
Linzie Jones

The meeting was called to order by Dr. Lee. Dr. Morgan spoke to the Board regarding the definition of DOC inmates being housed in local jails and the way these inmates were used in the computation of the 6% rule in the population count.

Commissioner Norris asked George Brummitt to address the Board on how DOC collects data on jail population. He told the Board of how DOC checks the jails every two weeks and checks the population of the facility regarding how many state inmates are being held. TDOC breaks down the inmates by the following categories: TDOC inmates, locally sentenced felons, convicted misdemeanant, other pretrial detainees, (pre-trial misdemeanants), and pre-trial felons). The other category is for people who cannot be categorized into one of these categories or are so new to the facility that their category has not been determined. Revoked parolees are considered pre-trial detainees until they have a parole revocation hearing. Once the Board has revoked their parole, they become a TDOC inmate for accounting purposes. This is also the way it is handled for prisoner reimbursement. TDOC inmates are defined as state sentenced inmates awaiting transport to a TDOC facility.

Commissioner Norris noted that parole violators are not considered TDOC inmates unless convicted of another crime or a revocation hearing has been held and parole revoked.

Sheriff Thomas noted that the TCA states that parole violators should be returned to TDOC when picked up for parole violation. Before the federal cap on the prisons, this was the way this was handled - prisoners were returned immediately to TDOC. Commissioner Norris agreed.

Commissioner Norris noted that the 6% rule was originally implemented because of the federal court order. Facilities should not be penalized because of the prison population cap. For this reason parole violators might very well be used in the count.

Commissioner Norris asked Chuck Fisher if by using the figures of the parole violators in the count, would it decrease or increase a facility's chance for certification. Mr. Fisher responded that even though these numbers are small, he felt that eventually, by not using them in the count, small facilities could very well be adversely affected.

Commissioner Norris stated that as state government, we should not do things to local governments that would adversely affect them when the state directly contributes to the problem.

Motion was made by Commissioner Norris to adopt state parole violators as part of the 6% count. This motion was seconded by Sheriff Roberts and approved unanimously by the Board.

The certification/non-certification lists were then presented to the Board. Lists were presented for inspections for FY 1987-88 and FY 1988-89. Commissioner Norris asked Mr. Fisher to explain why the facilities being decertified were being decertified. The following was noted:

McNairy County Jail: facility is too old and just can no longer function properly.

Shelby County Jail: not enough staff, poor classification and supervision.

White County Jail: inconsistent in paperwork and documentation.

Board Meeting
October 18, 1988
Page Three

Davidson County Workhouse: fire safety.

Shelby County Juvenile: no training.

Williamson County Juvenile: no training.

Motion was made by Sheriff Roberts to accept the 1987-88 certification/non-certification lists as presented. This was seconded by Dr. Mallard and approved unanimously by the Board.

Motion was also made to accept the certification/non-certification lists as presented for FY 1988-89. This motion was made by Dr. Mallard and seconded by Sheriff Roberts and approved unanimously by the Board.

Dr. Morgan then told the Board of the agency's 89-90 budget request, which included two trainers, two inspectors, two research analysts, one secretary and two additional vehicles.

As there was no other business to discuss, the meeting was adjourned.

PT



STATE OF TENNESSEE
Tennessee Corrections Institute
208 CAPITOL TOWERS
616 GAY STREET
NASHVILLE, TENNESSEE 37219
(615) 741-3816

MEMORANDUM

TO: All Board Members
FROM: R. Douglas Morgan, Executive Director *RDW*
RE: Recommendations for Certification/Non-Certification, FY 1988-89:
DATE: October 18, 1988

Listed below are the facilities being recommended for certification for FY 1988-89:

COUNTY FACILITIES RECOMMENDED FOR CERTIFICATION:

Anderson County Jail
Gibson County Jail
Weakley County Jail

CITY JAILS RECOMMENDED FOR CERTIFICATION:

Rockwood Police Department

JUVENILE DETENTION FACILITIES RECOMMENDED FOR CERTIFICATION:

Anderson County THR
Blount County THR

COUNTY FACILITIES RECOMMENDED FOR NON-CERTIFICATION:

Bledsoe County Jail
Clay County Jail
Grainger County Jail
Humphreys County Jail
Lincoln County Jail
Maury County Jail
McNairy County Jail* (effective 8/1/88)
Meigs County Jail
Moore County Jail
Pickett County Jail
Folk County Jail Sub-Station
Sevier County Jail
Shelby County Jail* (effective 9/1/88)
White County Jail* (effective 8/1/88)
Williamson County Jail

WORKHOUSES/PENAL FARMS RECOMMENDED FOR CERTIFICATION:

Hamilton County Penal Farm
Shelby County Corrections Center
Shelby County DUI Annex
Shelby County Corrections Center (Female)
Shelby County Work Release Annex
Shelby County DUI Annex Downtown
Sullivan County Workhouse

WORKHOUSES/PENAL FARMS RECOMMENDED FOR NON-CERTIFICATION:

Davidson County Workhouse* (effective 9/1/88)

CITY JAILS RECOMMENDED FOR CERTIFICATION:

Bartlett Police Department
Collierville Police Department
Cookeville Police Department
Dickson Police Department
Gatlinburg Police Department
Germantown Police Department
Jackson Police Department
Johnson City Police Department
Kingsport Police Department
McKenzie Police Department
Monteagle Police Department* (effective 9/1/88)
Newbern Police Department
Red Bank Police Department
Smithville Police Department
Trimble Police Department

CITY JAILS RECOMMENDED FOR NON-CERTIFICATION:

Ardmore Police Department
Bristol Police Department
Chattanooga Police Department
Dyersburg Police Department
East Ridge Police Department
Millington Police Department
Ridgely Police Department
White House Police Department

JUVENILE DETENTION FACILITIES RECOMMENDED FOR CERTIFICATION:

Bradley County Juvenile
Claiborne County Juvenile
Cumberland County THR
Davidson County Juvenile
Dickson County THR
Hamilton County Juvenile
Hancock County THR* (effective 4/1/88)
Madison County Juvenile
Marion County THR
Maury County THR
Putnam County THR
Shelby County Training Center
Upper East Tennessee Juvenile

JUVENILE DETENTION FACILITIES RECOMMENDED FOR NON-CERTIFICATION:

Shelby County Juvenile* (effective 9/1/88)
Williamson County Juvenile* (effective 10/1/88)

*Status Change
**Certified under Rule 1400-1-.02 (2)(e)

FACILITIES WITH STATUS CHANGE:

Upgraded to Certified: Hancock County Jail
Monteagle Police Department
Hancock County THR

Downgraded to Non-Certified: McNairy County Jail
Shelby County Jail
White County Jail
Davidson County Workhouse
Shelby County Juvenile
Williamson County Juvenile



STATE OF TENNESSEE
Tennessee Corrections Institute
302 CAPITOL TOWERS
510 GAY STREET
NASHVILLE, TENNESSEE 37210
(615) 741-3875

M E M O R A N D U M

TO: All Board Members

FROM: R. Douglas Morgan, Executive Director *RDM*

RE: Board Meeting, October 18, 1988

DATE: September 29, 1988

At the request of Board Chairman, Dr. Frank Lee, a Board Meeting has been scheduled for 1:30 P.M. on October 18, 1988. This meeting will be held in the First Floor Meeting Room of the new Volunteer Plaza Building, 500 James Robertson Parkway. The agenda is as follows:

- (1) Discussion of definition of DOC inmate
- (2) Presentation of jails for certification/non-certification

I look forward to seeing all of you then.

RDM:pat



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
(615) 741-3816

March 10, 1989

REPORT ON THE STATUS OF THE SHELBY COUNTY JAIL

SUMMARY

The conditions at the Shelby County Jail have not improved and, in fact, have probably deteriorated since the last inspection of the facility. There is evidence, based on medical reports, that violence continues to increase. The jail population continues to grow at the rate of approximately 60 inmates per month while other factors such as staff and available space have remained constant. According to both staff and inmates, supervision of housing areas by staff is inadequate. Opportunities to leave the cell for exercise is impossible since the gyms are used for prisoner housing. Meaningful classification of prisoners is nonexistent which only aggravates the problem of violence. Pods are still run by inmates who are known as "pod representatives". Medical services are being strained almost beyond capacity with many prisoners abusing the system just to get out of their pods for a trip to the clinic when they have no medical problem. Whether or not the plumbing system will hold up is another concern. The system was designed to accommodate a population half the size of the current level.

Despite all these negatives, I am convinced that the actions being taken by the mayor, sheriff and other county officials will have a major and positive impact on the effort to recertify the jail. The opening of two state prisons this year, with a third prison next year, should provide some additional relief. Another area of encouragement is the apparent willingness of the county officials to attack the problem rather than take a passive approach.

SHELBY COUNTY JAIL
Status Report

At the request of Mayor William Morris and Sheriff Jack Owens, Dr. R. Douglas Morgan, Executive Director of Tennessee Corrections Institute directed Charles Fisher and Danny Cunningham of the TCI Inspection Division to tour the Shelby County Jail on February 21, 22 and 27. Additionally, staff and inmates were interviewed to determine if conditions at the jail had improved sufficiently to warrant recertification of the jail. We were asked to suggest changes that could lead to recertification if, in fact, conditions had not improved. We were also asked to consider completed or planned changes in the jail's operations and physical plant to determine the possible impact such changes might have on the facility's possible certification. Since conditions have not improved to the point that certification can be recommended, this report will focus on the completed and proposed improvements and their impact on the situation.

1. Installation of triple bunks in housing pod dayrooms.

This step has given each prisoner has own "space" and apparently improved prisoner morale. Inmates now have a place to store their personal possessions and to lie down without being stepped on or disturbed by other prisoners. This move has also made it easier to clean the pods, making living conditions more sanitary. The negative side of this situation is that a pod lockdown is impossible should the necessity arise. This jail has essentially become a facility with mostly dormitories and few cells.

2. Development of an Evaluation Team.

The purpose of the team is to make inspections on each floor to insure that policy and procedures are followed and that state standards are being complied with. This could be one of the more helpful innovations in this whole situation. It could tend to keep the staff more alert to their responsibilities and quickly pinpoint problem areas.

3. More frequent contact between counselors and inmates.

The facility has assigned four deputy jailers to the counseling staff to visit pods and listen to inmate complaints and requests. Although the total of seven counselors have an unmanageable caseload (315 inmates per counselor) they still serve a vital function of helping to defuse potentially dangerous situations just by listening to and talking with inmates. However, unless a considerable number of counselors are added, the inmates will begin to understand that counselors cannot follow through on inmate requests which will cause more frustration in the inmate population.

4. Development of an in-house training division.

This division will be responsible for keeping staff up-to-date on all areas of corrections including department policy and procedure. This should also improve the skills and morale of the line staff. This training should be institution specific and supplement TCI training via the Facility Training Officer method.

6. Addition of more deputy jailers (proposed).

An increase in deputy jailers will allow staff to more closely observe inmate behavior in the pods. This should have an effect on the level of prisoner violence as well as being a morale boost for the current staff. The number of staff that should be added is the key question. I am aware of a report by Norm Cox which indicates a specific number of additional jailers. Without judging the merits of his report I would say that an increase of even one officer on each floor would provide some noticeable improvement in the staff's ability to supervise the housing areas.

7. Addition of more counselors (proposed).

I believe that inmate tension could be decreased considerably with a counseling program that would allow for a caseload of around 100 inmates per counselor. This should allow counselors to not only hear complaints and requests from prisoners, but also to provide some follow-up action on a timely basis.

8. Implementation of an intake classification system and reclassification system (proposed).

Since there is currently no meaningful classification system, the initiation of one would be a definite improvement. Classification should be a joint effort of both security and counseling and should begin when a prisoner is in intake. History of violence, nature of crime, physical characteristics and health of prisoners should be some of the items considered in classification. A reclassification team should also be established for prisoners who request repeated cell changes or whose behavior indicates some dramatic change.

9. Transfer of 325 sentenced state felons to the Corrections Center (proposed).

This obviously will have a positive impact on the jail situation.

10. Transfer of state felons to new prisons (proposed).

When such a transfer will take place is uncertain, but a significant number of sentenced felons in the jail will eventually be transferred this year.

11. Addition of more medical staff (proposed).

While medical services appear to be adequate at the present, there are severe strains on the system. Many prisoners request medical attention just to get out of their cells. Only a small percentage are in need of medical care. However all requests, must be seen by medical personnel to determine the need for treatment. In my opinion, the only flaw in the medical care system is that much time is wasted on bogus requests. I would recommend that some thought be given to a better screening process to determine need for treatment. I found nothing to suggest indifference to any prisoner medical needs. In fact, I found just the opposite to be true.

12. Use of 24 hour magistrate (proposed).

The purpose of this proposal is to try to release as many arrestees as possible on bond or their own redognizance before they enter the system. Depending on the guidelines used to determine eligibility for release, this could provide substantial relief.

13. Emergency release of low-risk inmates who are already in the system (proposed).

This too could have a substantial impact depending on the guidelines and cooperation of the judiciary.

14. Increased use of misdemeanor citations (proposed).

Depends on cooperation of the Memphis Police Department. Could help somewhat, although these types of arrestees would likely be released by the 24 hour magistrate on a low bond or their own recognizance before they enter the system.

15. Remove prisoners from gymnasium area (proposed).

If all goes according to plan, this is a real possibility. Inmates must have some recreational opportunities to blow off steam and reduce tension. If prisoners can be taken to the gym 2 or 3 times a week for exercise, problems in the cells will likely diminish.

CONCLUSIONS

If all these changes are accomplished, the jail will have an excellent chance to recertify. There is no doubt that the county has done and is doing everything possible to address the problems in the jail. Many additional beds have been built or are in the planning stages and all county officials appear to have a genuine concern for solving the problem. I am not aware of any other jurisdiction that has taken as much of a proactive approach to a jail problem as has Shelby County.

Under current rules, certification is not possible because of present jail conditions. However, the facility is moving in the right direction. If things go as planned, this facility should recertify this year.



STATE OF TENNESSEE
 Tennessee Corrections Institute
 500 JAMES ROBERTSON PARKWAY
 VOLUNTEER PLAZA, SUITE 750
 NASHVILLE, TENNESSEE 37219
 (615) 741-3816

COUNTY INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location Poplar 201 Memphis 38103 Shelby
 Street City Zip County

County Executive, Mayor, or
 City Manager William N. Morris Mayor (901) 528-3500
 Name Title Phone Number

Facility Administrator Jack Owens Sheriff (901) 576-5503
 Name Title Phone Number

Facility Manager Clard Baker Chief Jailer (901) 576-2414
 Name Title Phone Number

Danny Cunningham
 Signature of Inspector

June 27-28, 1989 & July 5-6, 1989
 Date of Inspection

First & Final Inspection
 Date of Reinspection

Certified []
 Non-Certified

Sept. 6, 1989

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION 6/27-28/89 & 7/5-6/89

TYPE OF FACILITY I DATE OF PREVIOUS INSPECTION N/A

FOLLOWING INFORMATION PROVIDED BY Clard Baker TITLE Chief Jailer

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23		8		2		
1-a	24		9		3		
b	Adm./Manaq.		10		4		
c	1		Sanita./Maint.		5		
d	2		1	X	6		
2	3		2		7		
3	X 4		3		8		
4	5		4	X	9		
5	6	X	5	X	10		
6	X 7		Food Services		11		
7	X 8	X	1	X	12		
8	9		2		13		
a	Personnel		3		14		
b	1		4		Adm. Records&Rel.		
c	2		5		1		
d	3		6		2		
e	4		7		3		
9	5		8	X	4		
a	6		9		5		
b	7		10		6		
c	Security		11		7		
d	1		12		8		
e	2		Mail & Visitina		9		
f	3		1		10		
10	4		2		11		
a	5		3		Hygiene		
b	6		4		1		
c	7		5		2		
d	8		6		3		
e	9		7		4	X	
11	10		8		5	X	
12	11		Prog.&Activities		6		
13	12		1	X	7	X	
14	13		2		Suov. of Prisoner		
15	Discipline		3		1	X	
16	1		4		2		
17	X 2		5		3		
18	3		6		4	X	
19	4		7		5		
20	5		8		Classification		
21	6		Medical Services		1		
22	X 7		1		2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

MINIMUM STANDARDS
FOR LOCAL CORRECTIONAL FACILITIES

1400-1-.04 PHYSICAL PLANT:

- _____ (1) All housing and activity areas shall provide for, at a minimum:
- _____ (a) Lighting of at least twenty (20) footcandles, to be measured three (3) feet off the floor
 - _____ (b) Forced air ventilation
 - _____ (c) Access to natural light in facilities constructed after November, 1982
 - _____ (d) A temperature of not less than sixty-five (65) degrees Fahrenheit and no more than eighty (80) degrees Fahrenheit
- _____ (2) For new facilities, the minimum size of a single occupancy cell shall have fifty (50) square feet of clear floor space with an elevation of not less than eight (8) feet and no single dimension less than seven (7) feet. Each cell shall contain a bunk, watercloset and lavatory. For existing facilities, the minimum size of a single occupancy cell shall be forty-five (45) square feet with a ceiling height of at least eight (8) feet. Each cell shall contain a bunk, water-closet and lavatory. If a prisoner who occupies a single occupancy cell in an existing facility has regular access to additional living areas outside the cell, this additional area may be added on a pro rata basis to the square footage available to the prisoner.
- X
_____ (3) Multiple occupancy cells in new facilities shall not be designed to accommodate more than sixteen (16) persons. A minimum of forty (40) square feet of clear floor space for each occupant must be provided in the sleeping areas, with a ceiling elevation of not less than eight (8) feet. In existing facilities, multiple-occupancy cells shall allow twenty-five (25) square feet of floor space per occupant, exclusive of the floor area occupied by the bunks, with a ceiling height of not less than eight (8) feet. If a prisoner who occupies a multiple occupancy cell in an existing facility has regular access to additional living areas, the additional area may be added on a pro rata basis to the square footage available to a prisoner.
- _____ (4) In new facilities, dormitories shall not be designed to accommodate more than thirty-two (32) persons. A minimum of fifty (50) square feet of clear floor space for each occupant must be provided in the housing area with a ceiling elevation of not less than eight (8) feet. Dayrooms are not required for this type of housing.

In existing facilities, dormitories shall provide twenty-five (25) square feet of floor space per occupant, exclusive of the area occupied by the bunks, and a ceiling height of not less than eight (8) feet. If a prisoner who occupies a dormitory in an existing facility has regular access to additional living areas, the additional area may be added on a pro rata basis to the square footage available to a prisoner.

- (5) New facilities shall have a dayroom for each cell block or cluster of cells, which has a minimum of thirty-five (35) square feet of floor space per prisoner.
- (6) All facilities shall provide operable toilets and washbasins to prisoners on a ratio of at least one (1) toilet and washbasin to every eight (8) prisoners and one (1) toilet and washbasin accessible to occupants of any single occupancy cell without their having to leave their cell.
- (7) There shall be at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners without their having to leave their cell area.
- (8) New facilities shall be provided with at least one (1) single cell for the separation and control of problem prisoners. The cell shall conform to the single occupancy cell dimensions and shall have, at a minimum, the following features:
 - (a) High security light fixture
 - (b) Unbreakable watercloset and lavatory with control valve located outside the cell
 - (c) Forced air ventilation
 - (d) Concrete bed, sixteen (16) inches from the floor, with rounded edges

The cell shall contain no structural projections or furnishings that would allow the prisoner to harm himself/herself. The cell shall be located to allow continuous monitoring by detention staff.

- (9) All facilities shall have at least one (1) special purpose cell to provide for the temporary detention of persons under the influence of intoxicants. This cell shall conform to multiple cell dimensions and capacity. These cells shall have, at a minimum, the following features:
 - (a) Flushable drain or unbreakable water-closet and lavatory
 - (b) High security light fixture
 - (c) Forced air ventilation
 - (d) No structural projections
 - (e) New facilities shall also provide in this cell a concrete bed, sixteen (16) inches from the floor with rounded edges
 - (f) In new facilities this cell shall be located so as to allow continuous monitoring by detention staff

_____ (10) New facilities shall provide space inside the security perimeter, separate from prisoner living areas and administrative offices for the processing of prisoners as they are received and discharged from the facility. This space shall have the following components:

- _____ (a) Pedestrian sally port
- _____ (b) Telephone facilities for prisoner use
- _____ (c) Temporary holding rooms which have fixed benches to seat prisoners
- _____ (d) A shower, toilet and washbasin

Existing facilities shall be provided with space where prisoners are received, searched, showered, and issued clothing (if provided by the facility) prior to assignment to the living quarters.

_____ (11) Provisions shall be made for a visiting area which shall allow each prisoner at least one (1) hour of visitation each week.

_____ (12) Provisions shall be made for a private interview room for the use of attorneys and for interrogation of prisoners by law enforcement agencies.

_____ (13) Each new facility shall have at least one (1) multi-purpose room for conducting programs and for prisoner exercise.

_____ (14) Each new facility shall provide a secure outdoor recreation area with dimensions of at least thirty (30) feet by thirty (30) feet.

_____ (15) Space shall be provided where a physician may conduct sick call, examine patients in privacy and render routine medical treatment.

_____ (16) Every facility shall be provided with a secure control center, manned around the clock, through which telephone and other communications are channeled. The location of the control center shall provide good visibility or be equipped with a monitoring device. The control center shall monitor the operation of various systems, including fire alarm, smoke and thermal detection, public address, radio and other mechanical and electrical systems as warranted.

 X (17) Drinking fountains, with potable water, shall be located in all housing and activity areas of new facilities. In existing facilities, if the water from washbasins is potable, it will not be necessary to add drinking fountains but drinking cups must be available.

_____ (18) An emergency power source shall be provided to activate at times of power failure with sufficient capacity to operate security and evacuation electrical devices and equipment and to provide minimum lighting within the jail and its perimeter. The power source shall be checked for functional readiness quarterly and the dates logged.

- _____ (19) Each facility shall provide for electric locks to be manually operated.
- _____ (20) Each facility shall have exit signs at each exit which are distinctly marked and continuously illuminated. Exits shall be kept clear and in usable condition.
- _____ (21) Each facility shall have documentation of compliance with applicable sanitation and fire safety standards.
- X (22) All kitchens, dining rooms, multiple toilet areas and corridors shall contain operable floor drains.
- _____ (23) There shall be cells to accommodate the facility's classification plan. Facilities that house both males and females as well as juveniles and adults shall have provisions to separate accordingly. Such provisions shall not allow physical contact or sight and sound communication. Provisions shall also be made to separate minimum, medium and maximum security prisoners.
- _____ (24) Plans for any new facility construction or renovation shall be in compliance with minimum standards recorded herein and be submitted to the Tennessee Corrections Institute and the State Fire Marshal's Office for review.

In planning a new facility it shall be necessary, at the outset, to determine clearly the function and purpose which the facility will serve. In essence, define whether or not its function will be for temporary holding or an institution to which convicted persons are sent. Its primary function may encompass both of these functions.

A plan for operating the jail shall be developed in the initial stages of planning the physical plant so that the jail can be designed around the operating plan, rather than the reverse. This approach will contribute to simplicity of design and effective use of operating controls.

1400-1-.05 ADMINISTRATION/MANAGEMENT:

- _____ (1) Each facility shall maintain fiscal records which will clearly indicate the total cost for operating the facility according to generally accepted accounting principles. Such records shall have an itemized breakdown of the total operating expenses, such as wages and salaries, food, and operating supplies.
- _____ (2) Each jail shall have written policies and procedures governing the facility's operations. They shall be reviewed and updated annually. These policies and procedures shall be made available to all employees.
- _____ (3) There shall be written plans developed in advance for dealing with emergencies such as escape, prisoner disturbances, assaults on employees, hostage taking, and emergency evacuation plans. These shall be incorporated into the facility's manual. Each employee shall be familiar with these plans.

- (4) Written policy and procedure shall provide for each shift at a facility to have fire drills every six (6) months and document dates of said drills.
- (5) The facility administrator shall develop a list of articles and materials that shall be allowed in the cell area. Prisoners shall be informed of this list.
- (6) The facility shall have a written and graphic evacuation plan posted in the living area, as well as any other specified locations.
- (7) Written policy and procedure shall ensure that prisoners shall not be subjected to discrimination based on race, national origin, color, creed, sex, economic status or political belief.
- (8) The capacity of each cell or housing area as determined by the Tennessee Corrections Institute shall not be exceeded.
- (9) The use of padlocks and chains to secure prisoner housing areas is prohibited.

1400-1-.06 PERSONNEL:

- (1) The facility shall develop a personnel policy manual, to be distributed to each employee, which provides information on the following subjects:
 - (a) Description of organizational structure
 - (b) Position specifications
 - (c) Personnel rules and regulations
 - (d) Recruitment procedures
 - (e) Equal employment opportunity provisions
 - (f) Work hours
 - (g) Personnel records
 - (h) Employee evaluation
 - (i) In-Service training
 - (j) Hostage policy
 - (k) Use of force
- (2) Each facility shall be required to offer jail personnel a pre-service (orientation) program designed to familiarize each person with the function and mission of the facility.
- (3) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required during the first year of employment to complete a basic training program consisting of forty (40) hours and provided by the Tennessee Corrections Institute.
- (4) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required to complete an annual in-service program designed to instruct them in specific skill areas of jail operations. This annual in-service shall consist of forty (40) hours with at least sixteen (16) of these hours

provided by the Tennessee Corrections Institute. The remaining twenty-four (24) hours may be provided by the facility if course content is approved and monitored by the Tennessee Corrections Institute.

- _____ (5) A minimum number of hours of training and any additional courses for basic and in-service training shall be complied with as established by the Tennessee Corrections Institute Board of Control.
- _____ (6) All jail personnel who are authorized to use firearms or chemical agents shall receive basic and ongoing in-service training in the use of these weapons. All such training shall be recorded with the dates completed and kept in the officer's personnel file.
- _____ (7) Each facility shall maintain records on the types and hours of training completed by each detention officer.

1400-1-.07 SECURITY:

- _____ (1) Each newly admitted prisoner shall be thoroughly searched for weapons and other contraband immediately upon arrival in the facility, regardless of whether the arresting officer has previously conducted a search.
- _____ (2) A record shall be maintained on a search administered to a newly admitted prisoner.
- _____ (3) The facility's policy and procedures shall require that all prisoners, including trustees, be searched thoroughly by detention personnel whenever the prisoners enter or leave the security area.
- _____ (4) Written policy and procedure shall provide for searches of facilities and prisoners to control contraband.
- _____ (5) Procedure shall differentiate between the searches allowed (orifice, pat or strip) and identify when these shall occur and by whom such searches may be made. All orifice searches shall be done under medical supervision.

Prisoners shall be searched by jail personnel of the same sex, except in emergency situations.
- _____ (6) Key control shall be established and the operator of the control center shall have knowledge of who has the keys in use and the location of duplicate keys. All day-to-day operations shall be centralized and controlled through the control center.
- _____ (7) There shall be one (1) full set of well-identified keys, other than those in use, secured in a place accessible only to jail personnel for use in the event of an emergency. These keys shall be notched for easy identification under adverse conditions.
- _____ (8) Written policy and procedure shall govern the availability, control and use of chemical agents and firearms. A written report shall be submitted to the facility administrator when such weapons are used.

- _____ (9) Written policy and procedure shall require that firearms, chemical agents, and related security and emergency equipment are inventoried and tested at least quarterly to determine their condition and expiration dates. This shall include regular inspection of ABC type fire extinguishers, smoke detectors, and other detection and suppression systems.
- _____ (10) All tools, toxic, corrosive and flammable substances and other potentially dangerous supplies and equipment shall be stored in a locked area which is secure and located outside the security perimeter of the confinement area. Tools, supplies and equipment which are particularly hazardous shall be used by prisoners only under direct supervision.
- _____ (11) Written policy and procedure shall require at least weekly inspection of all security facilities and documentation of said dates.
- _____ (12) Written policy and procedure shall provide for continuous inspection and maintenance of all locks.
- _____ (13) There shall be a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan shall be available to all supervisory personnel who are required to familiarize themselves with it.

1400-1-.08 DISCIPLINE:

- _____ (1) Written facility rules along with the corresponding range of sanctions for rule violations and disciplinary procedures to be followed shall either be posted conspicuously in the facility within security areas or given to each prisoner during the booking process. If rules are given during the booking process, a record shall be maintained of this transaction. Illiterate prisoners shall be assisted by staff members in understanding the rules.
- _____ (2) Disciplinary reports shall be prepared by staff members and must include, but are not limited to, the following information:
 - _____ (a) Names of persons involved
 - _____ (b) Description of the incident
 - _____ (c) Specific rule(s) violated
 - _____ (d) Staff or prisoner witnesses
 - _____ (e) Any immediate action taken, including use of any force
 - _____ (f) Reporting staff member's signature, date and time report is made
- _____ (3) Each facility shall develop written policies and procedures governing disciplinary and administrative actions.

- _____ (4) Written policies shall provide for disciplinary hearings to be held in cases of alleged violations of prisoner conduct rules. These hearings shall include the following administrative due process guarantees:
 - _____ (a) Prisoner receives written notice of charges and time of hearing prior to hearing
 - _____ (b) A brief period of time after the notice, no less than twenty-four (24) hours, shall be allowed for the prisoner to prepare for appearance before an impartial officer or board
 - _____ (c) Prisoner has the right to call and cross examine witnesses and present evidence in his own defense, when permitting him to do so will not be unduly hazardous to institutional safety or correctional goals
 - _____ (d) The reasons for any limitations placed on testimony or witnesses shall be stated in writing by the hearing officer
 - _____ (e) There must be a written statement by the fact finders as to evidence relied on and reasons for the disciplinary action
 - _____ (f) Appeals process is available
- _____ (5) Written policy provides for prisoners to receive a hearing prior to segregation, except in cases where the security of the facility is threatened, as determined by the facility administrator or his/her designee.
- _____ (6) For segregated prisoners, a disciplinary hearing must be held within seventy-two (72) hours of placement in segregation, excluding holidays, weekends and emergencies, and for other prisoners a disciplinary hearing must be held within seven (7) days of the write-up.
- _____ (7) The prisoner receives a copy of the disciplinary decision, and a copy is kept in the prisoner's record.
- _____ (8) Written policy and procedure provide that the disciplinary reports are removed from all files on prisoners found not guilty of an alleged violation.
- _____ (9) Corporal punishment is not to be permitted under any circumstances.
- _____ (10) Force may be used to:
 - _____ (a) Overcome resistance
 - _____ (b) Repel aggression
 - _____ (c) Protect life
 - _____ (d) Retake prisoner or property

Use of physical force shall be thoroughly documented with detailed account of who was involved, the force that was used and justification for its use. This report shall be submitted to the facility administrator.

1400-1-.09 SANITATION/MAINTENANCE:

- X (1) Floors throughout the facility shall be kept clean, dry and free of any hazardous materials or substance.
- (2) A member of the staff shall be assigned to make daily sanitation and safety inspections. Dates of inspections shall be recorded and conditions noted.
- (3) The facility shall provide for regularly scheduled disposal of waste and trash in accordance with local or state health regulations.
- X (4) The institution shall provide for control of vermin and pests and shall remove prisoners from treatment areas if there is a risk of illness.
- X (5) Walls shall be kept clean and free of pictures or other objects which provide hiding places for vermin or create a fire hazard.

1400-1-.10 FOOD SERVICES:

- X (1) Food service guidelines and a menu pattern approved by a dietician shall be used by each facility in the preparation of meals.
- (2) Working prisoners shall receive at least three (3) meals every twenty-four (24) hours with no more than fourteen (14) hours between any two meals. At least two (2) of these meals shall be hot. Non-working prisoners shall receive at least two (2) meals every twenty-four (24) hours with no more than fourteen (14) hours between any two meals.
- (3) All meals shall be prepared (except when catered) and served under the direct supervision of staff.
- (4) Written policy and procedure shall require that accurate records are maintained on the number of meals served per day, the actual food served, and meal schedule.
- (5) Written policy shall require that food shall never be used as a reward or disciplinary measure.
- (6) Modified diets shall be prepared for prisoners when requested by medical staff or by a physician's order, and all reasonable efforts shall be made to accommodate dietary needs of a religion.
- (7) Proper storage of food shall assure that there will be minimal contamination of the food from any source. The temperature of potentially hazardous food shall be 45°F or below or 140°F or above at all times except as otherwise provided in the current edition of the USPHS Food Service Sanitation Manual.
- X (8) The preparation or storage of food shall not be permissible in the housing area.

- _____ (9) Refrigerators shall be clean and contain a thermometer. The temperature shall be 45°F or below.
- _____ (10) All food products shall be stored at least six (6) to eight (8) inches off the floor on shelves or in shatterproof containers with tight fitting lids.
- _____ (11) Insecticide, cleaning agents and poisonous substances shall be stored away from food and plainly labeled.
- _____ (12) Stoves shall be equipped with operable hooded exhaust systems and the filters shall be kept clean.

1400-1-.11 MAIL AND VISITING:

- _____ (1) Written policy shall outline the facility's procedures governing prisoner mail.
- _____ (2) Each jail shall develop written policy governing the censoring of mail. Any regulation for censorship must meet the following criteria:
 - _____ (a) The regulation must further an important and substantial governmental interest unrelated to the suppression of expression (e.g., detecting escape plans which constitute a threat to facility security and/or the well being of staff and/or prisoners); and
 - _____ (b) The limitation must be no greater than is necessary to the protection of the particular governmental interest involved
- _____ (3) Incoming mail shall be inspected for contraband items prior to delivery, unless received from the courts, attorney of record, or public officials, where the mail shall be opened in the presence of the prisoner.
- _____ (4) Outgoing mail shall be collected and incoming mail shall be delivered without unnecessary delay.
- _____ (5) A prisoner shall be notified if a letter is rejected, whether it is written by or addressed to him.
- _____ (6) When a letter is rejected, the author must be given a reasonable opportunity to protest that decision.
- _____ (7) Written policy and procedure shall provide that the facility permits postage for two (2) free personal letters per week for prisoners that have less than \$2.00 in their account. They shall also receive postage for all legal or official mail.
- _____ (8) Written policy shall define the facility's visitation policies which shall include, at a minimum:
 - _____ (a) One (1) hour of visitation each week for each prisoner

- (b) A list of possible visitors submitted by each prisoner
- (c) Children shall be allowed to visit their parents
- (d) Visitors shall register before admission and may be denied admission for refusal to register, for refusal to consent to search, or for any violation of posted institutional rules
- (e) Probable cause shall be established in order to do a strip or body cavity search of a visitor. When probable cause exists, the search shall be documented

1400-1-.12 PRISONER PROGRAMS AND ACTIVITIES:

- (1) Library services shall be made available to all prisoners.
- (2) A written plan shall provide that all prisoners have the opportunity to participate in an average of one (1) hour of physical exercise per day, with at least three (3) exercise periods per week, outside the cell.
- (3) Written policy and procedure requires that the facility shall provide for prisoners to voluntarily participate in religious activity at least once a week.
- (4) Policy and procedure shall provide for the prisoners' reasonable private access to a telephone. Such procedure, including any limitations, shall be in writing and posted so as to be conspicuous to prisoners. The procedure shall include, at a minimum:
 - (a) The hours during which such access shall generally be provided
 - (b) A statement regarding the privacy of telephone communication
 - (c) A statement that limitations will be imposed to ensure that charges for the call are correctly billed
- (5) Release programs shall require:
 - (a) Written operational procedures
 - (b) Careful screening and selection procedures
 - (c) Written rules of prisoner conduct
 - (d) A system of supervision to minimize prisoner abuse of program privileges
 - (e) A complete recordkeeping system
 - (f) A system for evaluating program effectiveness
 - (g) Efforts to obtain community cooperation and support
- (6) Written policy shall provide that prisoners be allowed to have confidential access to attorneys and their authorized representatives at any reasonable hour.

- _____ (7) Every prisoner shall have unrestricted and confidential access to the courts. Prisoners shall have the right to present any issue before a court of law or governmental agency. The facility shall establish reasonable hours during which attorneys may visit.
- _____ (8) Written policy shall provide that pretrial detainees shall not be required to work except to do personal housekeeping.

1400-1-.13 MEDICAL SERVICES:

- _____ (1) The provision of medical services for the facility shall be the responsibility of a designated medical authority such as a hospital, clinic, or physician. There shall be an agreement between the governmental funding agency responsible for the facility and the hospital/clinic/physician responsible for such services. The designated medical authority must be notified in instances where a prisoner may be in need of medical treatment, and the facility shall document this notification.
- _____ (2) Written policy and procedure shall prohibit prisoners from performing patient care services, scheduling health care appointments or having access to medications, health records, or medical supplies and equipment.
- _____ (3) First-aid kits shall be available with a physician approving the number, contents, and location of such kits. Documentation of such approval must be in the facility's permanent records or attached to the kit itself.
- _____ (4) Receiving screening shall be performed on all prisoners upon admission to the facility and before their placement in the general housing area. The findings shall be recorded on a printed screening form. The officer performing this duty shall check for:
 - _____ (a) A serious illness
 - _____ (b) A comatose state
 - _____ (c) Obvious wounds
 - _____ (d) Prescribed medications
- _____ (5) A more complete examination shall be completed on prisoners within fourteen (14) days of their initial confinement date. This examination shall be performed by a physical or a person who has been designated by a physician as capable of performing the examination. If a designee performs the examination, he/she must do so under the supervision of a physician and with a protocol or set of instructions and guidelines from the physician. This examination shall include:
 - _____ (a) Inquiry into current illnesses and health problems, including those specific to women
 - _____ (b) Inquiry into medications taken and special health requirements
 - _____ (c) Screening of other health problems designated by the responsible physician

- (d) Behavioral observation, including state of consciousness and mental status
 - (e) Notification of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
 - (f) Condition of skin and body orifices, including rashes and infestations
 - (g) Disposition/referral of prisoners to qualified medical personnel on an emergency basis
- (6) Sick call, conducted by a physician or other person designated by a physician as capable of performing such duty, shall be available to each prisoner according to written procedures for sick call. The prisoner shall be informed of these procedures upon admission.
- (7) At least one (1) person per shift, assigned to work at the facility, shall be trained in First-Aid, as defined by the American Red Cross. Training shall also cover:
- (a) Awareness of potential emergency situations
 - (b) Transfer to appropriate medical provider
 - (c) Recognition of symptoms of illness most common to the facility
 - (d) Giving of medication to prisoners
- (8) Dental treatments, not limited to extractions, shall be provided when the health of the prisoner would otherwise be adversely affected during confinement, as determined by a physician or dentist.
- (9) All medications in possession of a prisoner at the time of admission to the facility shall be taken from him/her and the identification of and the need for such medication shall be verified by a physician before it is administered.
- (10) There shall be strict control of medications to be issued to prisoners. All medication shall be given only upon a doctor's written orders, and they shall be kept in a secure place within the administrative offices in the facility. An officer shall be responsible to see that the medicine is taken as directed.
- (11) All medications shall be issued by a physician or his designee at the time of use and a medication receipt system established. This shall include controlled drugs and injections.
- (12) Medical records shall be kept, in a separate file from other prisoner records, on the prisoner's physical condition on admission, during confinement, and at discharge. This record shall indicate all medical orders issued by the jail physician and/or any other medical personnel who are responsible for rendering medical services. These records shall be retained for a period of five (5) years after the prisoner's release.
- (13) In case of medical emergencies, there shall be specific information readily accessible to all employees, such as telephone numbers and names of persons to be contacted, so that professional

medical care can be received. There shall also be available the names and telephone numbers of persons to contact in case of death.

- _____ (14) Prisoners suffering from communicable diseases and those who are sick but do not require hospitalization shall be housed separate from other prisoners.

1400-1-.14 ADMISSION, RECORDS AND RELEASE:

- _____ (1) An intake form shall be completed for every person admitted to the facility and shall contain the following information, unless otherwise prohibited by statute:

- _____ (a) Picture (felonies only)
- _____ (b) Booking number
- _____ (c) Date and time of intake
- _____ (d) Name and aliases of person
- _____ (e) Last known address
- _____ (f) Date and time of commitment and authority therefore
- _____ (g) Name, title, signature and authority therefore
- _____ (h) Specific charge(s)
- _____ (i) Sex
- _____ (j) Age
- _____ (k) Date of birth
- _____ (l) Place of birth
- _____ (m) Race
- _____ (n) Occupation
- _____ (o) Last place of employment
- _____ (p) Education
- _____ (q) Name and relationship of next of kin
- _____ (r) Address of next of kin
- _____ (s) Driver's license and social security numbers
- _____ (t) Disposition of vehicle, where applicable
- _____ (u) Court and sentence (if sentenced prisoner)
- _____ (v) Notation of cash and property
- _____ (w) Bonding company
- _____ (x) Amount of bond
- _____ (y) Date of arrest
- _____ (z) Warrant number
- _____ (aa) Court date and time
- _____ (bb) Cell assignment

- _____ (2) The admitting officer shall assure himself/herself that each prisoner received is committed under proper legal authority.

- _____ (3) At the time of booking, a telephone shall be available within the receiving or security area. The detainee shall be allowed to complete at least one (1) telephone call to the person of his or her choice.

- _____ (4) Cash and personal property shall be taken from the prisoner upon admission, listed on a receipt form in duplicate, and securely stored pending the prisoner's release. The receipt shall be signed by the receiving officer and the prisoner, the duplicate given to the prisoner, and the original kept for the record. If the prisoner is in an inebriated state, there shall be at least one witness to verify this transaction. As soon as the prisoner is able to understand what he is doing, he shall sign and be given the duplicate of the receipt.
- _____ (5) Written policy and procedure shall ensure that prisoner records are current and accurate.
- _____ (6) Prisoner records shall be safeguarded from unauthorized and improper disclosure.
- _____ (7) As part of the prisoner accounting system, the facility shall maintain on a daily basis the following information:
 - _____ (a) Admissions
 - _____ (1) Adult - Juvenile
 - _____ (2) Male - Female
 - _____ (3) Race
 - _____ (4) Charge
 - _____ (b) Releases
 - _____ (1) Adult - Juvenile
 - _____ (2) Male - Female
 - _____ (3) Race
 - _____ (4) Charge
 - _____ (c) Prisoner Population
 - _____ (1) Sentenced - Nonsentenced
 - _____ (2) Adult - Juvenile
 - _____ (3) Male - Female
 - _____ (4) Felons - Misdemeanants
 - _____ (5) Race
- _____ (8) Records shall be kept on each prisoner specifying:
 - _____ (a) Date of commitment
 - _____ (b) Length of sentence
 - _____ (c) Reduction of sentences provided by statutes
 - _____ (d) Release date
- _____ (9) The administrator of a jail or a designated member of his staff shall maintain a record which indicates:
 - _____ (a) When a prisoner is to be discharged and under what conditions
 - _____ (b) If any detainers or pending detainers are placed against the prisoner and if such be the case, the appropriate authorities shall be notified of his release date
 - _____ (c) The time when and the authority by which the prisoner was released

- _____ (10) Written policy and procedure shall specify when a prisoner is released into the custody of another officer, appropriate credentials must be reviewed. Positive identification of a prisoner shall be made by the releasing officer before discharge or release.
- _____ (11) All prisoners released from the facility shall sign a receipt for property, valuables and cash returned at the time of release. All items shall be carefully inventoried on the receipt and witnessed by the releasing officer. The receipt shall be kept in the permanent records of the jail.

1400-1-.15 HYGIENE:

- _____ (1) The standard clothing issue for anyone detained longer than forty-eight (48) hours in a facility for both males and females shall include the following:
- _____ (a) Clean socks
 - _____ (b) Clean undergarments
 - _____ (c) Clean outergarments
 - _____ (d) Footwear
 - _____ (e) Clean prisoner's personal clothing (if available) may be substituted for institutional clothing at the discretion of the facility administrator
- _____ (2) Provisions shall be made so that prisoners can regularly obtain the following minimum hygiene items:
- _____ (a) Soap
 - _____ (b) Toothbrush
 - _____ (c) Toothpaste or toothpowder
 - _____ (d) Comb
 - _____ (e) Toilet paper
 - _____ (f) Hygiene materials for women
 - _____ (g) These items or services shall be provided by the facility free of charge to prisoners on a regular basis
- _____ (3) Arrangements for prisoners' haircuts shall be made available, at the prisoner's expense, on a regular basis. If a prisoner cannot afford this service, it shall be provided free of charge.
- X (4) Prisoners shall be permitted to take a hot shower daily.
- X (5) Each prisoner who is detained overnight shall be provided with the following standard issue:
- _____ (a) One (1) clean fire-retardant mattress in good repair
 - _____ (b) One (1) clean mattress cover
 - _____ (c) If pillows are provided, they shall be fire-retardant and a clean pillowcase shall be provided
 - _____ (d) Sufficient clean blankets to provide comfort under existing temperature conditions

- _____ (e) One (1) clean bath-size towel
- _____ (6) An adequate supply of bedding and towels shall be maintained so that the following laundry or cleaning frequencies may be adhered to:
 - _____ (a) Sheets, pillowcases, mattress covers, and towels shall be changed and washed at least once a week
 - _____ (b) Mattresses shall be disinfected quarterly
 - _____ (c) Blankets shall be laundered or otherwise sterilized before re-issue
- X (7) Prisoner clothing, whether personal or institutional, shall be exchanged and cleaned at least twice weekly unless work, climatic conditions or illness necessitate more frequent change.

1400-1-.16 SUPERVISION OF PRISONERS:

- X (1) All prisoners shall be personally observed by a staff member at least once every hour on an irregular schedule. More frequent observation shall be provided for prisoners who are violent, suicidal, mentally ill, intoxicated, and for prisoners with other special problems or needs. The time of all such checks shall be logged, as well as the results.
- _____ (2) The facility shall have a system to physically count prisoners and record the results on a twenty-four (24) hour basis.
- _____ (3) Incidents which involve or endanger the lives or physical welfare of custodial officers or prisoners shall be recorded in a daily log and retained. Incidents shall include, at a minimum:
 - _____ (a) Death
 - _____ (b) Attempted suicide
 - _____ (c) Escape
 - _____ (d) Attempted escape
 - _____ (e) Fire
 - _____ (f) Riot
 - _____ (g) Battery on a staff member or prisoner
 - _____ (h) Sexual assault
 - _____ (i) Serious infectious disease within facility
- _____ (4) Facilities that are utilized for the confinement of females shall have a matron on duty or on call when a female is confined in the facility, to perform the following functions:
 - _____ (a) Searches
 - _____ (b) Health and welfare checks
- X (5) Prisoners shall not be permitted to supervise, control, or assume or exert authority over other prisoners.

1400-1-.17 CLASSIFICATION:

- _____ (1) There shall be a written plan for prisoner classification specifying criteria and procedures for classifying prisoners in terms of level of custody required, housing assignment and participation in correctional programs.

- _____ (2) There shall be sight and sound separation among:
 - _____ (a) Males and females
 - _____ (b) Adults and juveniles

Shelby County Jail
Danny Cunningham

COMMENTS & RECOMMENDATIONS

The Shelby County Jail continues to run at well beyond its rated capacity. Capacity is 1195 while the population is 2471. Even with this situation, the facility and county government have initiated several programs to try to attack the problem.

First, the facility is expanding by more than 400 beds. While this will not solve the problem, it will obviously be a great help.

The jail has also returned lower level housing to its original short-term housing use.

County officials meet every Monday to discuss the jail situation and to formulate solutions.

An inspection team has been formed to identify and solve problems in the housing areas before they become crisis.

Additional personnel has been authorized for the jail. Even though the jail will still be below recommended staffing levels, the increase in staff numbers will help.

The most pressing problem is that of a lack of mattresses for inmates. Although, no actual count was taken, it appeared that 20-25% of prisoners had no mattress and were therefore forced to sleep on the concrete floor or the steel beds. Although, this was the most obvious problem, the overcrowding continues to hamper classification, security, and sanitation. Inmate comments indicate that violence is also a major item.



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
(615) 741-3816

August 25, 1989

Sheriff Jack Owens
Shelby County Jail
201 Poplar
Memphis, TN 38103

RE: Shelby County Jail

Dear Sheriff Owens:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for FY 1988-89.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:pat

attachment



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
(615) 741-3816

August 25, 1989

The Honorable William Morris, Jr.
Mayor
County Courthouse
Memphis, TN 38103

RE: Shelby County Jail

Dear Mayor Morris:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for FY 1988-89.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:pat

attachment

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility _____

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator W. Otis Higgs Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Clard Baker Chief 901-576-2414
Name Title Phone Number

Chuck Fisher/Danny Cunningham
Signature of Inspector

June 11 - 13, 1990
Date of Inspection

Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

Shelby County Jail
Comments & Recommendations

There have been many significant positive changes in the Shelby County Jail since the last annual inspection. Several new male housing areas have opened on the 5th & 6th floors of the jail helping with inmate classification and reducing tension in all jail housing areas. Protective custody has been moved to the new housing areas where supervision is much easier due to pod design.

Female inmates have been moved back to the jail from the skill center which brings more correctional officers back into the jail.

New administrative and punitive segregation units have been created in lower level housing. These units are separated from all other housing and from trustees by a wire gate. This move has significantly improved security for these areas.

A new classification system is in effect which seems to be a vast improvement over the former system of assigning housing to inmates. While not perfect, this system takes tendency for violence into consideration during the process. This system is probably a significant contributing factor to the perception of reduced tension in the housing areas.

Seven new medical staff positions have been established although there seems to be considerable difficulty in attracting qualified people who are willing to work in a jail setting. Several positions remain unfilled.

A refurbished law library has been opened in a much larger area. Scheduling details are being worked out. This new area should be able to accommodate as many inmates as request to use it.

The floors, toilet fixtures and showers in the housing areas were generally cleaner than they were last year.

Additional kitchen staff has been hired, greatly improving supervision of inmate workers and reducing what had been an almost impossible workload for the formerly smaller number of staff.

There are also many areas where there has been no improvement or where conditions have noticeably worsened. They are:

1. Roach and gnat infestations are much worse. This is especially true in the main kitchen area, the food service areas on the floors of the male housing areas, the

dishwashing areas on the floors and in some pod shower areas.

2. The equipment in the main kitchen is in need of repair or replacement. This includes the cooking equipment and the dishwashing equipment.

3. The stainless steel fixtures in the pod food serving areas are corroded and a breeding place for bugs. The steam lines do not work properly, allowing food to become cold. These units need repair or replacement.

4. There are leaking water fixtures and water pipes in the main kitchen and pod food serving areas. This also promotes bug infestations.

5. There is a general need for maintenance on pod plumbing fixtures, day room lights, pod televisions, kitchen fixtures, etc.

6. Security in housing areas is still a major problem. The "Pod Boss" system remains in effect with one inmate or group of inmates setting pod rules and dispensing punishment. According to posted rules, punishment can include such things as loss of telephone time or food.

7. Training of jail staff was suspended a few months ago because of budget difficulties. County liability for non-certified jailers could be a real problem.

8. Many inmates had no mattresses for periods ranging up to a week. They sleep on steel bunks with no padding. This was a particular problem on the 3rd & 4th floors and a lesser problem on the 5th & 6th floors.

9. There is, in my opinion, a desperate need for a 24 hr judicial commissioner, judge or magistrate to be assigned to the jail intake area. This individual could set bond for arrestees, determine the appropriateness of incarceration for those arrested and issue a mittimus for those who warrant locking up. Since it can take anywhere from 45 - 60 minutes to process a new prisoner (along with a comparable amount of time for release) strict screening on the appropriateness of jail for all arrested persons could result in a significant savings of man hours and money to the county.

In order to be certified the facility must:

Physical Plant 1400-1-.04

1.(a) Repair broken lights in dayroom areas.

6. Repair inoperable toilets.

7. Repair inoperable/malfunctioning showers.

Personnel 1400-1-.05

3. Resume basic training for new employees.
4. Resume in-service training for jailers.

Inmate Discipline 1400-1-.08

1. Post inmate rules and possible sanctions for rule violations in housing area.

Sanitation/Maintenance 1400-1-.09

1. Repair leaking pipes in main kitchen and food serving areas and dishwashing areas on floors.
4. Do a more effective job of controlling infestations of gnats and roaches in housing, kitchen and food serving areas. Remove corroded fixtures in food serving areas on floors that serve as breeding places for bugs.

Food Service 1400-1-.10

1. Have inmate menu and food service guidelines approved by a dietician.
7. Repair steam table service areas so that food can be served at the proper temperature.
8. Discontinue practice of storing leftover food in trustee housing areas.

Admission, Records, and Releases 1400-1-.14

2. Issue mittimus to each prisoner as he/she is admitted to jail.

Hygiene 1400-1-.15

4. Insure adequate supply of hot water for showers and repair all malfunctioning or inoperable showers.
5. Issue each inmate a mattress, towel and linens if that prisoner is to be kept overnight.
7. Issue clean clothes to prisoners at least twice a week.

Supervision of prisoners 1400-1-.16

5. Provide adequate supervision so that "Pod Boss" System is eliminated. Provide tighter controls on commissary to inmates so that prisoners will not operate commissary from their cells.

Summary: Although some significant improvement has been made, there is much that remains to be done. It is doubtful that enough can be accomplished this year to recommend certification of this facility. A combination of greater numbers of staff and/or fewer inmates along with a

resumption of staff training and resources for replacement or repair of equipment would go a long way to correcting all deficiencies.

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name		Shelby County Jail	
Date of Inspection (Month, Day, Year)		June 11 - 13, 1990	
Date of Construction (Month, Year)		1982	
Date of Last Renovation (Month, Year)		1989	
Number of Beds		141 Jail East	
Certified Capacity	1611		
Population Day of Inspection	2147 + 141		
Average Daily Population	2100		
Number of Detention Staff: Full Time		514	Part Time
			0
New Positions Created Since Last Inspection		172	
Number of New Hires Since Last Inspection			
Does the Detention Staff also perform as: Dispatcher?		Yes	No <input checked="" type="checkbox"/>
Patrol Officer?		Yes	No <input checked="" type="checkbox"/>
Other? (specify)			
Total Annual Jail Budget	\$		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes	No
If yes, what is planned and when do you expect to complete it?			

**ANATOMY OF A CRISIS:
Jail Overcrowding in Shelby County**

August 15, 1989

THE CRIMINAL JUSTICE CRISIS
IN
SHELBY COUNTY, TENNESSEE

INTRODUCTION

No issue facing Shelby County Government is more perplexing, complex, and ultimately, more frustrating than the overcrowding of its jail facilities. While attempting to deal with the staggering dimensions of the problem, county government has sought answers in a world where the rules of the game have changed...over and over again.

Although overcrowding is fundamentally a state problem caused by the inability of state government to take more state inmates into state prison, Shelby County has not spent its time laying blame or finding fault. Instead, it has moved quickly to seek answers in an organized way to a problem that at times has seemed unsolvable.

Despite the difficulties of easing overcrowding, county government, in only 18 months, has added more new beds for inmates than the entire state system has in the past four years. In addition, Shelby County has established a special task force that is now reviewing the entire justice process with the goal of streamlining procedures and improving efficiency. Already, the work of this group has resulted in a series of innovative, unprecedented actions to deal with this problem. These actions continue even today.

BACKGROUND

There has been continuous discussion and even debate concerning the causes and the answers to the jail overcrowding crisis in Shelby County. But while there may be disagreements about many of the issues, it has become obvious that construction of new facilities alone in Shelby County will not solve the overcrowding crisis facing this community.

For example, Shelby County Government, in response to a request made by Sheriff Jack Owens, moved to create additional space for jail inmates. A contract was entered with Phelps Construction Company to add 425 new beds at the jail, the Administration made available another 325 beds for inmates of the jail at the Shelby County Correction Center, and with assistance from Governor McWherter, the Administration freed up 150 beds for use by the Sheriff at the Shelby County Correction Center's Weekend Facility.

These three actions, all taking place in 1989, will add 900 additional beds for the use of the Sheriff. These 900 beds are roughly equivalent to the construction of a new jail, and yet the Shelby County Jail has every prospect of remaining a crowded facility. The answer to this problem lies not in the number of beds available for jail use, but in the efficiency of the rest of the criminal justice system.

The criminal justice system is not a system at all, but rather a collection of inter-dependent agencies and autonomous elected officials struggling to do their jobs in a rapidly changing environment. The inter-dependence of these components of the justice system is reflected by a ripple effect when changes made in any one of them affects the others. Increased activity of one of the components of the "system" ripples throughout the system, affecting all of those down stream. Conversely, decreased activity downstream in this system acts much like a dam; creating back-ups for those,upstream.

For example, an increase in law enforcement activities by officers on the streets results in increased arrests which affect the jail, the Public Defender, Pretrial Services, the court clerks, the judges, etc. Increased indictments by the attorney general directly affect the public defender and the courts by increasing their caseloads. Increased emphasis on drug enforcement affects a large part of the system, especially the district attorney general, the U. T. Toxicology Laboratory, the grand jury, and the jail. Increased convictions place stress on the prison system.

Conversely, if the Attorney General slows the prosecution of cases, the number of pretrial inmates of the jail starts building until a substantial backlog of cases results. A similar impact can be seen if the downstream end of the justice system fails to respond. If the State Department of Correction cannot accept those sentenced to state prisons, these convicted felons collect in local jails which were not designed to house long-term felons.

The collection of agencies and independently elected officials that come together to form the justice "system" each have their specific tasks in providing fair and responsive criminal justice in our community. They include the Shelby County Sheriff's Department, the Memphis Police Department, the police departments of surrounding municipalities, federal and state law enforcement agencies; the District Attorney General, the Shelby County Grand Jury, the Shelby County Public Defender, private attorneys, private bonding companies, Shelby County Pretrial Services, General Sessions-Criminal Court Clerk, General Sessions-Criminal Courts (12 Divisions), Criminal Court Clerk, Circuit Court Civil Court Clerk, Circuit Court (16 Divisions/Courts), City Courts (3 Divisions/Courts), the Shelby County Administration and Board of County Commissioners, as well as, the courts in the municipalities throughout Shelby County.

The Shelby County Administration, headed by an elected Mayor, and the Board of County Commissioners with eleven elected officials are responsible for answering the financial and facility needs for most of the system. The Memphis Police Department, however, is headed by a Director appointed by the city mayor.

The sheriff, attorney general, each of the Criminal Court, General Sessions-Criminal and City Court judges, the criminal court clerk, the General Sessions Clerk, the City Court Clerk, the Juvenile Court Judge and Juvenile Court Clerk are all independently elected and autonomous officials. Only the public defender, the administrator of the Shelby County Correction Center and the administrator of Pretrial Services are appointed by the County Mayor to their positions.

SIGNIFICANT IMPACTS ON THE JUSTICE SYSTEM

Since 1980, several developments have occurred that have transformed the justice system.

The first was the Court-ordered closings of the old Shelby County Jail and the Memphis City Jail. The closing of the county jail came first and the county embarked on a major construction program for not only a new jail but also a new Justice Center. Shortly afterwards the City of Memphis closed its jail.

These actions resulted in a major restructuring of the justice system and in the County assuming responsibility for all jail facilities. In addition, the City Courts of Memphis were reduced in number to three courts and gave up jurisdiction on state charges, and General Sessions Court was restructured to have six criminal divisions and six civil courts. (The city courts now hear only cases related to City ordinance violations.) The result of this restructuring was to place the dominant responsibility for the justice system with county government.

Another event that had a dramatic impact on the system was the Grubbs v. Norris ruling against the State of Tennessee on November 14, 1985. With this order, a federal judge shifted the burden for state prisoners from state government to local government. It also began an avalanche of costs for local governments.

In this case the Court placed a limit on the number of inmates in the state prison system. The State's response for several years following this ruling was to limit its prison population by regulating the admissions and by using early release programs. Only recently has the State committed itself to a construction program to relieve the problem. During this period, however, state-sentenced, "pen-ready" inmates remained in local jails where they clogged up facilities across the state. Shelby County alone is currently holding 554 of these State inmates.

Compounding the dimensions of the overcrowding was passage of the mandatory sentencing legislation for those convicted of driving under the influence of alcohol. Along with this legislation came aggressive law enforcement which led to alcohol-related arrests now becoming the largest single category of daily arrests. The 48-hour sentences for first-time offenders led to the creation of a weekend D.U.I. facility by the Shelby County Correction Center.

The most recent impact on the system and one that has been difficult for the system to adapt to has been the "war on drugs." The drug issue became a major concern in the community and resulted in increased attention to law enforcement programs to get drug sellers and buyers off the streets. Drug arrests usually result in felony charges being filed and begins a lengthy involvement with the justice system for the defendants. These cases are largely responsible for the backlog of pretrial detainees in the Shelby County Jail.

A STATISTICAL BACKGROUND

A look inside the problems of the Justice System can be graphically demonstrated in the data provided by inmate populations and the court dockets. From the aftermath of the 1985 Grubbs v. Norris ruling until the present, the jail population has climbed as follows:
Inmate Population

<u>Date</u>	<u>Shelby County Jail</u>	<u>Shelby Co. Corr. Center</u>
January 1, 1985	988	571
January 1, 1986	1,098	818
January 1, 1987	1,314	985
January 1, 1988	1,633	1,550
January 1, 1989	2,116	1,667

214% increase *292% increase*

The Shelby County Jail was designed to hold 1,098 inmates and until recently it was certified by the the Tennessee Correction Institute for 1,500 inmates. With the addition of the 425 beds that are under construction and should be available in December, 1989, the certifiable capacity of the jail should be about 1,925 inmates.

Temporary beds at the Correction Center provide another 475 beds (325 at the main facility and 150 at the weekend facility) available for the sheriff for a total of 2,400 beds for defendants awaiting trial. In addition, the county has budgeted \$252,146.00 for jail kitchen renovations, \$2.6 million for an automated fingerprint identification system, \$200,000.00 for Sheriff's Department automation and \$1,883,500.00 for 165 additional jail staff which included 153 deputy jailers, 9 Counselors and 3 Cooks.

SHELBY COUNTY CORRECTION CENTER

The Shelby County Correction Center's inmate population has tripled over the last four years. To keep pace with this influx of inmates, the County Administration began discussions with the State of Tennessee in 1986 and finally reached an agreement with the State in July, 1987, for a \$19 million expansion of facilities at the Correction Center. (The state agreed to provide \$13 million in return for priority for approximately 700 beds for inmates sentenced to terms of one to six years.) Had the County not taken this step, the system would be looking for space for another 1200 inmates sentenced on state charges. *Why*

This expansion program, known as Phase I and II, was completed in early 1989. A new arrangement has been worked out with the State for a Phase III expansion which is now underway. A summary of the available and planned inmate beds for the Correctional Center is as follows:

<u>Time Period</u>	<u>Interim Standards</u>	<u>TCI Permanent Standards</u>
Pre-1987 (Base No.)	1,059	931
Phase I (1988 add. beds)	438*	144
Phase II (1989 add. beds)	680	532
Phase III (1990 add. beds)	<u>1,000</u>	<u>820</u>
Grand Total	3,177	2,427

* 294 beds were temporarily built into the Learning Resources Center and Gymnasiums in Building I-A. These beds will be replaced in Phase III and Building I-A will be converted to its original purposes.

Through these efforts, the Correction Center has been able to accommodate not only the misdemeanor population but those inmates from Shelby County sentenced to terms of 1 to 6 years, a group that has been the State's traditional responsibility and which now includes more than 1,200 state felons. Without this special arrangement with the state, there would have been no increased capacity in the state system and the number of convicted felons backed up in the Shelby County Jail would have reached crisis proportions much earlier. Phase III expansion will give the state time to open new facilities which are now under construction.

NON-CONSTRUCTION ALTERNATIVES

The new sentencing legislation has changed not only the way state felons will be sentenced but also the way the State will reimburse local governments for housing them.

Until this fiscal year, Shelby County had been reimbursed by the State at \$15 a day per inmate in pretrial status and \$25 a day per inmate convicted and sentenced on state charges. Under the new law, the State will no longer reimburse the County for inmates held in pretrial status, but will reimburse for inmates sentenced on State charges on the basis of actual cost. This means that a county with a large number on pretrial detainees is facing substantial revenue losses. The obvious solution to this problem is to take the detainee from arrest to trial in as short a time as possible.

The spin-off benefit to this will be a reduction of the crowding in the Shelby County Jail. It should be remembered that the Shelby County Jail is a pretrial facility, not a prison. It was specifically designed and equipped to serve this purpose and long-term inmates pose problems other than just crowding of the facility.

Both the state and county are building detention facilities designed for the long-term inmates; facilities equipped with counseling, drug and alcohol treatment, vocational training and educational classes. The objective of Shelby County's efforts is to improve the justice system to a point that it can function as it was supposed to. The system must offer an efficient and timely process of criminal justice. To this end, the Shelby County administration has been holding weekly meetings with the major participants in the criminal justice system to identify bottlenecks and areas that require additional resources or restructuring. The cooperation received from this group of autonomous elected officials has been unprecedented. Examples of this process over the last several months are as follows:

- March, 1989 The FY 1990 budget includes funding for additional staff and support resources for the Shelby County Jail, Shelby County Correction Center, Pretrial Services, and Public Defender. These additions were approved because of problems identified through studies of the justice system crises.
- April, 1989 Special arrangements worked out with the State of Tennessee to allow those sentenced on weekends to the Shelby County Correction Center to be housed instead at the National Guard Armory. This allowed the Administration to free up over 150 beds reserved for weekend inmates to be used by the sheriff on a full-time basis.
- May, 1989 Upon the Jail population reaching 2,300 inmates, the Sheriff asked for assistance in finding additional space for the Jail. Because of the recently completed Phase II expansion at the Correction Center, the mayor was able to offer space for 325 State sentenced inmates that were being held in the Jail.
- June, 1989 Continued presentations of data and problems related to the justice system process convinced those participating that the justice system needed a management team to oversee its operation. They began to flow chart the system and identify the time involved with each step of the process. Objectives for each of these are being formulated and will be written into the Shelby County Automated Tracking System (SCATS) used throughout the justice system.

In response to data showing that the pretrial population in the jail was growing and that some inmates had been in the jail for 4 to 5 months awaiting trial, the attorney general announced that he would present indictments on persons accused of drug charges based on field tests rather than waiting for the detailed Laboratory analysis. Because of the large number of drug arrests, it was taking 4 to 6 *why?* months to complete the analysis and return it to the attorney general. Laboratory analysis will be requested only for those case going to trial. This should speed up resolution of the cases and reduce the backlog in the laboratory.

The public defender announced that he would begin to file for dismissals on cases that had been waiting 30 days rather than the customary 45 days. This sped up the process because these cases would then receive priority attention from the attorney general's office.

In response to complaints concerning the SCATS computer system, the Administration reactivated the SCATS users group to help rewrite the SCATS programs for improved efficiency and also to incorporate certain management reports.

Out of concern for a growing backlog of cases the Criminal Courts made special arrangements to keep the courts open during periods when they traditional closed.

After Pretrial Services presented data on the number of releasable detainees that were forced to stay in jail overnight because they had missed the last scheduled bond setting, the administrative judge for General Sessions-Criminal Court developed an approved set of criteria and a bond-setting schedule to be used by pre-trial services on a test basis. The test proved successful and the procedures have become a permanent part of court procedures.

July, 1989

Analysis of SCATS data indicated significant delay between the time of a bond posting and the release of the individual from jail. An experiment was conducted in which the 24-hour clerk and Jail Release assigned non-supervising supervisors to be present and to have authority to cross jurisdictional boundaries to follow-up on problem releases. The experiment was judged successful in reducing the number of problems in this area. The committee recommended that some arrangement be made to provide a full-time release coordinator or trouble shooter.

The Board of County Commissioners approved the \$2.6 million purchase of an Automated Fingerprint Identification System (AFIS). The sheriff has difficulty finding qualified fingerprint technicians and because of the several vacancies in the R & I section of the Jail, it was taking longer than desirable to process newly arrested individuals. This was particular troublesome since the daily arrests averaged between 200 and 300 persons.

General Sessions-Criminal Court Judge Ingram conducted an experiment by setting up an extra, temporary court to handle an excessively large docket. He reported that the regular court and the temporary court processed 719 cases that day.

August, 1989 As a follow up to the experimental release troubleshooter test, the Administration moved to create a permanent release coordinator function under the jurisdiction of the Mayor. All justice system officials agreed with this approach.

*automated AFIS
system mittimus?*

General Sessions Judge William Ingram submitted plans to the Committee for an experiment in alternative sentencing. In his test case, to be implemented in late August, he will sentence first-time offenders who meet specific criteria to a community service project. He has made arrangements with a private engineering firm to supervise the construction of a low-income residence with the labor to be provided by sentenced prisoners.

The administration following up on Judge Ingram's experiment with the extra, temporary court moved to develop a work-sharing arrangement between the Criminal and Civil Courts. The number of cases coming before the General Sessions-Criminal and Circuit Courts are reflected in the data as follows:

THE COURTS

Court docket information over the last several years has shown a trend of increasing backlogs in all courts. The administration has agreed to support legislation for additional courts in the upcoming legislature. However, until that legislation can be passed, there is a commitment on the part of the justice system committee to obtain maximum productivity from the existing courts. Incentives for increasing the numbers of guilty pleas and plea bargaining at the earlier stages of the process, rather than later, are being studied. The size of the problem facing Shelby County and also indicates the area in which the greatest potential for reducing jail overcrowding lies are shown as follows:

Court Docket Data

General Sessions-Criminal Court Data

Felonies:

<u>Status</u>	<u>Jan., 1985</u>	<u>Jan., 1986</u>	<u>Jan., 1987</u>	<u>Jan., 1988</u>	<u>Jan., 1989</u>
Prior Active Def.	1,159	1,097	1,050	1,057	1,509
New Defendants	515	683	636	544	1,065
Def. Disposed of	392	477	451	388	731
Def. Active End of Month	1,060	1,098	1,012	1,019	1,582

Misdemeanors:

Prior Active Def.	16,040	19,656	20,905	22,906	23,173
New Defendants	3,251	2,945	3,463	4,198	4,877
Def. Disposed of	3,182	3,157	3,723	4,094	4,729
Def. Active End of Month	16,107	19,443	20,644	23,012	23,323

Criminal Court Data

Felonies:*

<u>Status</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
Indictments	NA	6,754	6,770	8,301	NA
Felonies Disposed	NA	6,176	5,710	7,070	NA

Misdemeanors:

Misd. Disposed	NA	1,532	1,504	3,053	NA
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*The Criminal Court Statistics are not kept in the same form as those in General Sessions-Criminal Court. The Criminal Court data shown above reflect charges disposed, not the number of defendants as shown in the General Sessions-Criminal Court data. Individuals may have multiple charges against them.

SUMMARY

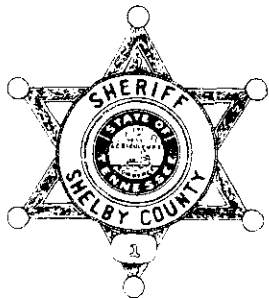
While no issue facing county government is more complex than jail overcrowding, county officials have tackled it with an emphasis on long-range planning and coordination. Although inmates causing the overcrowding were ultimately the responsibility of state government, county government moved expeditiously to deal with the issue. In an unprecedented commitment to cooperation and communication, officials from each part of the justice system have come together to seek innovative programs to ease overcrowding. (After meeting for several months, the special committee has set a strong foundation for addressing the problem.)

Essentially, county government has attacked overcrowding on two fronts--cells and systems. In fact, if long-term solutions are to be found, there must be equal attention to both.

Already, Shelby County Government has dealt with the need for more cells, adding more new beds for inmates in 18 months than the entire state system has in the past four years. By 1990, the county administration, acting with the support of the board of commissioners, will have produced about 2,000 new beds. Meanwhile, county officials began a comprehensive analysis of the criminal justice system with an eye toward improvements. From regular weekly meetings, experimental approaches have been pursued and agreed upon, such as alternative sentencing, 24-hour clerks, and temporary courts.

The unprecedented cooperation continues today and the future promises even more improvements in the future. And in the end, as a result of their recognition of the need for an overall management strategy and oversight team, the system will function as it should, providing timely and efficient criminal justice.

? advisory board



Shelby County Sheriff's Department

Jack R. Owens, Sheriff

RECEIVED

AUG 23 1990

August 23, 1990

Re:d.....

Mr. Charles Fisher
Director of Inspection
Tennessee Correctional Institute
500 James Robinson Parkway
Nashville, TN 37219

Dear Mr. Fisher:

I was unable to locate the letter in questions that I had written for the committee so I'm going to just brief you on what we plan on doing on the next few months here at the Shelby County Jail. As I indicated to you in our meeting that we have been allocated in C.I.P. Funds a million and a half dollars to double bunk the cells throughout this institution. This will bring the internal capacity in this one facility to 2,719 beds. This will also be covered with the installation of showers and restroom facility to insure that maintain the required minimum standards as far as showers and restroom facilities are in a housing unit. This project will also include the painting of interior walls of the Jail facility.

The installation of these double bunks will give us the capability of a total lock down and more direct control over the inmate population which we are housing. We have yet to go so far as to get an architect dealing with this particular item but we hope and had been assured by members of the County Commission that it will be done in an expeditious manner.

We have also had approved in our budget another 172 positions for security throughout the institution. This includes:

22 Clerks
152 Deputy Jailers will be assigned to Security

Out of these positions 46 of them are Lieutenants and Sergeants to improve the overall supervision of the employees which are assigned to various security areas. We hope that the addition of supervisors on the floors will improve the overall operation efficiency of this facility.

In the area of Maintenance and Programs we have asked for additional staff and I'm not sure at this time what the percentage of this staff was approved. I'm in the process of checking with the budget chairman to find out if were in fact allowed the additional program staff and additional maintenance staff in order to maintain this facility.

We have also been allocated \$250,000.00 dollars to do a major renovation project in the dining and kitchen throughout the facility. This includes a purchase of new and larger equipment to keep pace of the expanded population of the facility. We are in hopes that this project will be completed in the next few months and we have assigned an architect on this project and most of the equipment has been approved by the Shelby County Health Department for installation. The exact date and start and completion of the project has not been indicated to us at this time.

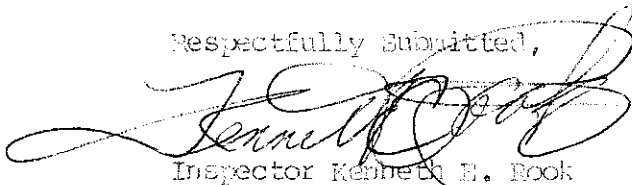
We are continuing to communicate with National Institute of Corrections concerning the state-of-arts classification system for this facility. On this date I am sending another letter to Mr. Jim Parbee who is a Program Specialist for N.I.C. to re-request that they send some personnel into this area to complete this project. We are also in hopes that over the next few months that N.I.C. continue to come in and design the classification system for us, and that we can get some equipment purchases done in order to make sure that this system works for this facility. We are also in hopes working along with the

Correctional facility of Shelby County to make this classification system both work for us and also give us flexibility in the transferring of inmates between the two (2) facilities. This along with other common projects that can be maintain between us and the Shelby County Correctional Center will approve the housing of inmates throughout Shelby County.

These itens are some of the improvements that we hope to make over the next few months and also we hope that these will bring us within compliance with mininum standards for the State of Tennessee. It is our goal that during the course of this budget cycle that we will be re-certified by the State and we can satisfy our man-dates of the current agreement with the Federal Court.

Submitted for your review and consideration.

Respectfully Submitted,



Inspector Kenneth E. Rook
Jail Executive Officer
Shelby County Sheriff's Department
Memphis, Tennessee

Respectfully Submitted,



Chief Clard Baker
Chief Jail Administrator
Shelby County Sheriff's Dpt.
Memphis, Tennessee

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator W. Otis Higgs Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Clard Baker Chief 901-576-2414
Name Title Phone Number

Chuck Fisher
Signature of Inspector

6/13/90
Date of Inspection

6/14/90
Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION none necessary

TYPE OF FACILITY I DATE OF PREVIOUS INSPECTION 6/13/90

FOLLOWING INFORMATION PROVIDED BY Ken Rook TITLE Jail Administrator

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23	8	2
1-a	24	9	3
b	Adm./Manaq.	10	4
c	1	Sanita./Maint.	5
d	2	1	6
2	3	2	7
3	4	3	8
4	5	4	9
5	6	5	10
6	7	Food Services	11
7	8	1	12
8	9	2	13
a	Personnel	3	14
b	1	4	Adm. Records & Rel.
c	2	5	1
d	3	6	2
e	4	7	3
9	5	8	4
a	6	9	5
b	7	10	6
c	Security	11	7
d	1	12	8
e	2	Mail & Visiting	9
f	3	1	10
10	4	2	11
a	5	3	Hygiene
b	6	4	1
c	7	5	2
d	8	6	3
e	9	7	4
11	10	8	5
12	11	Prog. & Activities	6
13	12	1	7
14	13	2	Supv. of Prisoners
15	Discipline	3	1
16	1	4	2
17	2	5	3
18	3	6	4
19	4	7	5
20	5	8	Classification
21	6	Medical Services	1
22	7	1	2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Cannot correct deficiencies - no reinspection necessary.

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TENNESSEE CORRECTIONS INSTITUTE
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby Co. Jail Type of Facility I

Location (see info on previous report)

County Executive, Mayor, or
City Manager

Name Title Phone Number

Facility
Administrator

Name Title Phone Number

Facility
Manager

Name Title Phone Number



Signature of Inspector

6/13/90
Date of Inspection

6/14/90
Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

JAIL INSPECTION RECORD

FACILITY Shelby Co. Jail DATE OF INSPECTION none necessary
 TYPE OF FACILITY I DATE OF PREVIOUS INSPECTION 6/13/90
 FOLLOWING INFORMATION PROVIDED BY Ken Rook TITLE Jail Adm.

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23	8	2
1-a	24	9	3
b	Adm./Manaq.	10	4
c	1	Sanita./Maint.	5
d	2	1	6
2	3	2	7
3	4	3	8
4	5	4	9
5	6	5	10
6	7	Food Services	11
7	8	1	12
8	9	2	13
a	Personnel	3	14
b	1	4	Adm. Records & Rel.
c	2	5	1
d	3	6	2
e	4	7	3
9	5	8	4
a	6	9	5
b	7	10	6
c	Security	11	7
d	1	12	8
e	2	Mail & Visiting	9
f	3	1	10
10	4	2	11
a	5	3	Hygiene
b	6	4	1
c	7	5	2
d	8	6	3
e	9	7	4
11	10	8	5
12	11	Prog. & Activities	6
13	12	1	7
14	13	2	Supv. of Prisoner
15	Discipline	3	1
16	1	4	2
17	2	5	3
18	3	6	4
19	4	7	5
20	5	8	Classification
21	6	Medical Services	1
22	7	1	2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Cannot correct deficiencies - no reinspection
necessary

Aug 19

Shelby Co. Jail. Comments + Recommendations

There have been many significant ^{positive} changes in the Shelby County Jail since the last annual inspection. Several new male housing areas have opened on the 5th + 6th floors of the jail ~~which has helped~~ ^{helping} with inmate classification and ~~seems to have~~ ^{reducing} tension in all jail housing areas. Protective custody has been moved to the new housing areas where supervision is much easier due to pod design.

Female inmates have been moved back to the jail from the Skill Center which brings more correctional officers back into the jail.

New administrative and punitive segregation units have been created in lower level housing. These units are separated from all other housing and from trustees by a wire gate. This move has significantly improved security for these areas.

A new classification ~~and~~ system is in effect which ~~seems~~ ^{which} seems to be a vast improvement over the former system of assigning housing to inmates. While not perfect, this system takes tendency for violence into consideration during the process. This system is probably a significant contributing factor to the perception of reduced tension in the housing areas.

Seven new medical staff positions have been established although there seems to be considerable ~~difficulty in attracting qualified people who are~~

remain unfilled.

A refurbished law library has ^{been} opened in a much larger area. Scheduling details are being worked out. This new area should be able to accommodate as many inmates ~~as~~ as request to use it.

The floors, toilet fixtures and showers in the housing areas were generally cleaner ~~that~~ than they were last year.

Additional kitchen staff has been hired, ~~and~~ ~~the~~ greatly improved ^{ing} supervision of inmate workers and reduced ^{ing} ~~the~~ what had been an almost impossible workload for the formerly smaller ^{number of} staff.

There are also many areas where there has been no improvement or where conditions have noticeably worsened. They are:

1. ~~Roach and~~ ~~grat~~ ~~infestations~~ ~~are~~ ~~noticeably~~ ~~worse.~~ ^{much} worse. This is especially true in the main kitchen area, the food service areas on the floors of the male housing areas, and in some ~~some~~ pod shower areas. ~~The~~

2. The equipment in the main kitchen is in need of ~~repair~~ repair or replacement. This includes the cooking equipment and the dishwashing equipment.

3. The stainless steel tables in the pod food serving areas are ~~in~~ ~~poor~~ ~~condition.~~

In order to be certified The facility must:

PHYSICAL PLANT 1400-1-.04

1. (a) Repair broken lights in dayroom areas.
6. Repair inoperable toilets
7. Repair inoperable/malfunctioning showers

PERSONNEL 1400-1-.05

3. Resume basic training for new employees
4. Resume in-service training for jailers.

INMATE DISCIPLINE 1400-1-.08

1. Post inmate rules and possible sanctions for rule violations in housing area.

SANITATION / MAINTENANCE 1400-1-.09

1. Repair leaking pipes in main kitchen and food serving areas and dishwashing areas on floors
4. Do a more effective job of controlling infestations of gnats and roaches in housing, kitchen and food serving areas. Remove corroded fixtures in ~~the~~ food serving areas on floors that serve as breeding places for bugs.

FOOD SERVICE 1400-1-.10

1. Have inmate menu and food service guidelines approved by a dietician
2. Repair steam table serving areas so that food can be served at the proper temperature.
3. Discontinue practice of storing leftover food in trustee housing areas.

ADMISSION RECORDS and RELEASE 1400-1-.14

2. Issue minimums to each prisoner admitted to jail

The steam lines do not work properly, allowing food to become cold. These ~~units~~^{units} need repair or replacement.

4. There are leaking water fixtures ~~and~~ and water pipes in the main kitchen and pod food serving areas. This also promotes ~~the~~ bug infestations.

5. There is a general need for maintenance on pod plumbing fixtures, day room lights, pod televisions, ~~the~~ kitchen fixtures, etc.

6. Security in housing areas is still a major problem. The "Pod Boss" system remains in effect with one inmate or group of inmates setting pod rules and dispensing punishment. According to posted rules, punishment can include such things as loss of telephone time or food.

7. ~~Training~~ Training of jail staff was suspended a few months ago because of budget difficulties. County liability for non-certified jailers could be a real problem.

8. Many inmates had no mattresses for periods ranging ^{up} to a week. They ~~sleep~~^{sleep} on ~~the~~ steel bunks with no padding. This was a particular problem on the 3rd + 4th ~~floors~~^{floors} and a lesser problem on the 5th + 6th ~~floors~~^{floors}.

9. There is, in my opinion, a desperate need for a 24 hr judicial commissioner, judge or magistrate to be assigned to the jail intake area. This individual could set bond ~~to~~ for arrestees, determine the appropriateness of incarceration for those arrested and issue ^a mittimus for those who warrant locking up. Since it can take anywhere from 45-60 minutes to process a new prisoner (along with a comparable amount of time for release) strict screening on the appropriateness of jail for all arrested persons could result in a significant savings of man hours and money to the county.

HYGIENE 1400-1-.15

4. Insure adequate supply of hot water for showers and repair all malfunctioning or inoperable showers.
5. Issue each inmate a mattress, towel ~~and linen~~ ^{and linen} that prisoner is to be kept overnight.
7. ~~Issue prisoner clothes at least~~ Issue clean clothes to prisoners at least twice a week.

SUPERVISION OF PRISONERS 1400-1-.16

5. Provide adequate supervision so that "Pod Boss" system is eliminated.
Provide tighter controls on commissary to inmates so that prisoners will not ~~operate~~ ^{operate} a commissary ~~from~~ from their cells.

Summary: some significant improvement has been made, although ~~there has been~~ ~~some~~ ~~improvement~~ has been made, there is much that remains to be done. It is doubtful that enough can be accomplished this year to recommend certification of this facility. A combination of greater numbers of staff and/or fewer inmates along with a resumption of staff training and resources for replacement or repair of equipment would go a long way to correcting all deficiencies.

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility _____

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator W. Otis Higgs Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Clard Baker Chief 901-576-2414
Name Title Phone Number

Chuck Fisher/Danny Cunningham
Signature of Inspector

June 11 - 13, 1990
Date of Inspection

Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

Shelby County Jail
Comments & Recommendations

There have been many significant positive changes in the Shelby County Jail since the last annual inspection. Several new male housing areas have opened on the 5th & 6th floors of the jail helping with inmate classification and reducing tension in all jail housing areas. Protective custody has been moved to the new housing areas where supervision is much easier due to pod design.

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A refurbished law library has been opened in a much larger area. Scheduling details are being worked out. This new area should be able to accommodate as many inmates as request to use it.

The floors, toilet fixtures and showers in the housing areas were generally cleaner than they were last year.

Additional kitchen staff has been hired, greatly improving supervision of inmate workers and reducing what had been an almost impossible workload for the formerly smaller number of staff.

There are also many areas where there has been no improvement or where conditions have noticeably worsened. They are:

1. Roach and gnat infestations are much worse. This is especially true in the main kitchen area, the food service areas on the floors of the male housing areas, the

dishwashing areas on the floors and in some pod shower areas.

2. The equipment in the main kitchen is in need of repair or replacement. This includes the cooking equipment and the dishwashing equipment.

3. The stainless steel fixtures in the pod food serving areas are corroded and a breeding place for bugs. The steam lines do not work properly, allowing food to become cold. These units need repair or replacement.

4. There are leaking water fixtures and water pipes in the main kitchen and pod food serving areas. This also promotes bug infestations.

5. There is a general need for maintenance on pod plumbing fixtures, day room lights, pod televisions, kitchen fixtures, etc.

6. Security in housing areas is still a major problem. The "Pod Boss" system remains in effect with one inmate or group of inmates setting pod rules and dispensing punishment. According to posted rules, punishment can include such things as loss of telephone time or food.

7. Training of jail staff was suspended a few months ago because of budget difficulties. County liability for non-certified jailers could be a real problem.

8. Many inmates had no mattresses for periods ranging up to a week. They sleep on steel bunks with no padding. This was a particular problem on the 3rd & 4th floors and a lesser problem on the 5th & 6th floors.

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In order to be certified the facility must:

Physical Plant 1400-1-.04

1.(a) Repair broken lights in dayroom areas.

6. Repair inoperable toilets.

7. Repair inoperable/malfunctioning showers.

Personnel 1400-1-.05

3. Resume basic training for new employees.
4. Resume in-service training for jailers.

Inmate Discipline 1400-1-.08

1. Post inmate rules and possible sanctions for rule violations in housing area.

Sanitation/Maintenance 1400-1-.09

1. Repair leaking pipes in main kitchen and food serving areas and dishwashing areas on floors.
4. Do a more effective job of controlling infestations of gnats and roaches in housing, kitchen and food serving areas. Remove corroded fixtures in food serving areas on floors that serve as breeding places for bugs.

Food Service 1400-1-.10

1. Have inmate menu and food service guidelines approved by a dietician.
7. Repair steam table service areas so that food can be served at the proper temperature.
8. Discontinue practice of storing leftover food in trustee housing areas.

Admission, Records, and Releases 1400-1-.14

2. Issue mittimus to each prisoner as he/she is admitted to jail.

Hygiene 1400-1-.15

4. Insure adequate supply of hot water for showers and repair all malfunctioning or inoperable showers.
5. Issue each inmate a mattress, towel and linens if that prisoner is to be kept overnight.
7. Issue clean clothes to prisoners at least twice a week.

Supervision of prisoners 1400-1-.16

5. Provide adequate supervision so that "Pod Boss" System is eliminated. Provide tighter controls on commissary to inmates so that prisoners will not operate commissary from their cells.

Summary: Although some significant improvement has been made, there is much that remains to be done. It is doubtful that enough can be accomplished this year to recommend certification of this facility. A combination of greater numbers of staff and/or fewer inmates along with a

resumption of staff training and resources for replacement or repair of equipment would go a long way to correcting all deficiencies.

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby County Jail									
Date of Inspection (Month, Day, Year)				June 11 - 13, 1990									
Date of Construction (Month, Year)				1982									
Date of Last Renovation (Month, Year)				1989									
Number of Beds				41 Jail East									
Certified Capacity		1611											
Population Day of Inspection		2147 + 141											
Average Daily Population		2100											
Number of Detention Staff:		Full Time		514		Part Time		0					
New Positions Created Since Last Inspection				172									
Number of New Hires Since Last Inspection													
Does the Detention Staff also perform as:				Dispatcher?		Yes		No		X			
				Patrol Officer?		Yes		No		X			
Other? (specify)													
Total Annual Jail Budget				\$									
<p>(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)</p>													
<p>Are you presently renovating, constructing, or planning a new detention facility?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Yes</td> <td>No</td> </tr> </table>												Yes	No
Yes	No												
<p>If yes, what is planned and when do you expect to complete it?</p>													

STATE OF TENNESSEE
 TENNESSEE CORRECTIONS INSTITUTE
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 VOLUNTEER PLAZA, SUITE 750
 NASHVILLE, TENNESSEE 37219
 615-741-3816

INSPECTION REPORT

Name of Facility Shelby Co. Jail Type of Facility

Location 201 Poplar Memphis 38103 Shelby

County Executive, Mayor, or
 City Manager William N. Morris Mayor 901-588-3500
 Name Title Phone Number

Facility
 Administrator W. Otis Higgs Sheriff 901-576-5503
 Name Title Phone Number

Facility
 Manager Clard Baker Chief 901-576-2414
 Name Title Phone Number

Chuck Fisher Danny Cunningham
 Signature of Inspector

June - 11 - 13 - 90
 Date of Inspection

 Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name <i>Shelby Co Jail</i>				
Date of Inspection (Month, Day, Year) <i>6-11-13-90</i>				
Date of Construction (Month, Year) <i>1982</i>				
Date of Last Renovation (Month, Year) <i>1989</i>				
Number of Beds		<i>+ 141 - Jail East</i>		
Certified Capacity	<i>1611</i>			
Population Day of Inspection	<i>2147</i>			
Average Daily Population	<i>2100</i>			
Number of Detention Staff: Full Time		<i>514</i>	Part Time	<i>0</i>
New Positions Created Since Last Inspection		<i>172</i>		
Number of New Hires Since Last Inspection				
Does the Detention Staff also perform as: Dispatcher?		Yes	No <i>X</i>	
		Patrol Officer?	Yes	No <i>X</i>
		Other? (specify)		
Total Annual Jail Budget	\$			
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)				
Are you presently renovating, constructing, or planning a new detention facility?				
		Yes	No	
If yes, what is planned and when do you expect to complete it?				

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VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Clard Baker Chief 901-576-2414
Name Title Phone Number

Danny Cunningham/Chuck Fisher
Signature of Inspector

10/2-3-4/91
Date of Inspection

11/19/91
Date of Reinspection

- () Capacity Change Enclosed
- () Overcrowded - State Inmates (b)
- () Overcrowded - County Inmates (d)
- () Recommended Status Change

Date 10-2-3-4-91 Inspector Danny Cunningham / Chuck Fisher

Facility Name Shelby Co. Jail Type I

- () Not overcrowded
- () Overcrowded/county prisoners (plan required)
- () Overcrowded/state prisoners (attach ADP calculations)
- () currently operating under TCI approved plan
- () sufficient progress made on approved plan
- () status change recommended
- () capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|--|---------------|--|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <input checked="" type="checkbox"/> | 8. <u> </u> | 9. <input checked="" type="checkbox"/> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u> </u> | 18. <u> </u> | 19. <u> </u> | 20. <u> </u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations _____

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--|--------------|--------------|---------------|
| 1. <u> </u> | 2. <input checked="" type="checkbox"/> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations _____

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--|--|--------------|
| 1. <u> </u> | 2. <u> </u> | 3. <input checked="" type="checkbox"/> | 4. <input checked="" type="checkbox"/> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | | | |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | | | |

Additional Comments/Recommendations _____

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

None

1400-1-.09 Sanitation/Maintenance

- 1. ✓ 2. ___ 3. ___ 4. ✓ 5. ✓

Additional Comments/Recommendations _____

1400-1-.10 Food Services

- 1. ___ 2. ___ 3. ✓ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

None

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
6. ___ 7. ___ 8. ___ 9. ___ 10. ___
11. ___

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

1. ___ 2. ___ 3. ___ 4. ✓ 5. ___ 7. ✓
6. ✓

Additional Comments/Recommendations _____

1400-1-.16 Supervision of Prisoners

1. ___ 2. ___ 3. ___ 4. ___ 5. ___

Additional Comments/Recommendations _____

1400-1-.17 Classification

1. ___ 2. ___

Additional Comments/Recommendations _____

Shelby County Jail
10/2-3-4/91
Danny Cunningham

Comments and Recommendations

Physical Plant

Shower to inmate ratio needs to be improved.
Security lighting need repair.

Administration/Management

Need to develop post orders from Policy & Procedures Manual. P&P manual is long and complex. Emergency procedures must be practiced at least every 6 months.

Personnel

1. Shelby County Jail conducts all their own training. TCI's role is to approve curriculum and monitor classes. Standard change is necessary for this arrangement to be certifiable. Jail conducts 6 weeks of Basic Training. About 120 employees still need in-service training, but this should be completed by mid-December.

Security

Security overall appears to have improved. There are more staff assigned to each floor.

Discipline

No comments

Sanitation/Maintenance

1. There is a need for a coordinated program of institutional cleaning. Throughout the facility. Although housing areas were generally cleaner than in the past, a program should be implemented to thoroughly clean individual housing areas on a periodic basis to supplement inmate cleaning of housing area. Equipment such as a steam cleaner, polisher/waxer etc. should be purchased to assist in this area. Also a painting program should be initiated in which all areas would be painted once a year.

2. Gnats and roaches continue to be a problem in all housing and food service areas. Removal of pictures from cell walls might help reduce the problem as well as unstopping clogged floor and shower drains.

Food Service

1. Food preparation in the kitchen seems to be alright. I believe the complaints from inmates about food quality comes in large part from what happens after the food reaches the floors. I recommend that kitchen food service staff systematically check food serving procedures in the housing areas to insure proper food serving and handling. More food service staff would be required to do this but the pluses (fewer inmate complaints) would outweigh the minuses. Complaints about food was the number one complaint from inmates and is a source of considerable unrest.

Many improvements have been made in the main kitchen with the purchase of new cooking equipment and the addition of staff.

Mail & Visit

No comment.

Programs & Activities

No comment.

Medical Services

Records and documentation indicate that medical services are being provided as required. However, the medical program has been operating with about 1/2 its authorized staff and they apparently are having considerable difficulty filling those positions. It doesn't seem reasonable that medical service can continue to function as it should without filling these positions. Complaints by inmates about medical services were almost as many as those about food service.

Admission/Records/Release

All records were readily available and in good order. That being said, admission and release sections are

sources of considerable delay in moving inmates through the system.

Both areas could use more space and staff. Both areas have common problems that hinder their operations although both appeared to be operating as fast as they possible could.

Comments about release.

1. If all this section did was process releases, they could probably stay on top of that one activity. However, they also have responsibilities for visiting, line ups, answering inquiries from the public, microfilm, plus processing almost 100 releases during a shift. There needs to be more coordination between housing area officers, property room and general sessions court to speed releases.

Releases are apparently hand carried from the general sessions clerk in batches of 20 - 30 at a time. The tube system is not used.

I recommend that there be either a permanently assigned staff for both intake and release or that specific training for these areas be done by the facility to help smooth out the operations.

I also recommend that the facility establish a jail information hotline consisting of at least 4 people with four telephone lines and 4 computer terminals to field and answer all jail questions. This would relieve central control (186), intake and release of this responsibility. In short, the sections need to be rid of all distractions which hamper their speed and efficiency.

Hygiene

Many inmates had no mattress for periods ranging up to a week. They sleep on steel bunks or floor with no padding.

Laundry in most housing areas were only being done 1 time per week. Clothing must be cleaned at least 2 times per week. On the day of inspection 2 out of 5 dryers were broken down and have been waiting on parts for at least 30 days. It is my recommendation that the facility needs to keep on hand spare parts to repair laundry equipment to improve the efficiency of the Laundry Department.

Classification

Inmate classification needs to be more comprehensive. Classification is still based almost solely on medical needs or criminal charge with little reliance on past behavior or criminal history. The classification section is in a small, cramped space with little filing space and not enough personnel to keep up with demand.

I recommend that:

1. Specific training be given to classification staff on job related tasks. (ie. interviewing)
2. That the area be enlarged to enable more inmates to be classified in a shorter period of time.
3. That classification staff be increased for the same reason.
4. That written policy and procedure be developed to guide the classification process.
5. That NCIC information be made available to classification staff.

Summary:

This facility is still very much in a crisis situation even though efforts continue to try to make improvements. In my opinion the chief problem is having so many people in such a relatively small space. Even though double bunking has provided a secure bed for all inmates there are still twice as many prisoners than the building was designed for and inmate tension seems to remain high.

Increases in numbers of staff, improved staff training and better supervision will help maintain order and discipline but until overall numbers are reduced, problems will continue to arise.

Shelby County Jail
10/2-3-4/91
Danny Cunningham & Chuck Fisher

Violations of TCI Standards

1400-1-.04 PHYSICAL PLANT

- (7) Jails shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners without their having to leave their cell area.

Workhouses shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners on a daily basis.

Applies to Types I, II, IV, and V.

Authority: T.C.A. 41-4-140.

- (9) All facilities shall have at least one (1) special purpose cell to provide for the temporary detention of persons under the influence of intoxicants. This cell shall conform to multiple-occupancy cell dimensions and capacity. These cells shall have, at a minimum, the following features:

- (a) Flushable drain or unbreakable watercloset and lavatory.
- ~~(b) High security light fixture~~
- (c) Forced air ventilation
- (d) No structural projections
- (e) New facilities shall also provide in this cell a concrete bed, sixteen (16) inches from the floor with rounded edges
- (f) In new facilities this cell shall be located so as to allow continuous monitoring by detention staff

Applies to Types I, II, III, and IV.

1400-1-.05 ADMINISTRATION/MANAGEMENT

- (2) Each jail shall have written policies and procedures governing the facility's operations.

They shall be reviewed and updated annually. These policies and procedures shall be made available to all employees.

Applies to Types I,II,III,IV, and V.

1400-1-.06 PERSONNEL

- (3) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required during the first year of employment to complete a basic training program consisting of a minimum of forty (40) hours and provided by the Tennessee Corrections Institute.

Applies to Types I,II,III,IV, and V.

- (4) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required to complete an annual in-service program designed to instruct them in specific skill areas of jail operations. This annual in-service shall consist of forty (40) hours with at least sixteen (16) of these hours provided by the Tennessee Corrections Institute. The remaining twenty-four (24) hours may be provided by the facility if course content is approved and monitored by the Tennessee Corrections Institute.

Applies to Types I,II,III,IV, and V.

1400-1-.09 SANITATION/MAINTENANCE

- (1) Floors throughout the facility shall be kept clean, dry, and free of any hazardous materials or substance.

Applies to Types I,II,III,IV, and V.

- (4) The institution shall provide for control of vermin and pests and shall remove prisoners from treatment areas if there is a risk of illness.

Applies to Types I,II,III,IV, and V.

- (5) Walls shall be kept clean and free of pictures or other objects which provide hiding places for vermin or create a fire hazard.

Applies to Types I and IV.

Authority: T.C.A. 41-4-140.

1400-1-.10 FOOD SERVICES

- (3) All meals shall be prepared (except when catered) and served under the direct supervision of staff.

Applies to Types I, II, III, IV, and V.

1400-1-.15 HYGIENE

- (4) Prisoners shall be permitted to take a hot shower daily.

Applies to Types I and IV.

- (5) An adequate supply of bedding and towels shall be maintained so that the following laundry or cleaning frequencies may be adhered to:

- (a) Sheets, pillowcases, mattress covers, and towels shall be changed and washed at least once a week
- (b) Mattresses shall be disinfected quarterly
- (c) Blankets shall be laundered or otherwise sterilized before re-issue

Applies to Types I and IV.

- (7) Prisoner clothing, whether personal or institutional, shall be exchanged and cleaned at least twice weekly unless work, climatic conditions or illness necessitate more frequent change.

Applies to Types I and IV.

Authority: T.C.A. 41-4-140.

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37219
615-741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Terry Leggett Executive Officer 901-576-2420
Name Title Phone Number

Danny Cunningham/Chuck Fisher
Signature of Inspector

October 2,3,4, 1991
Date of Inspection

November 18, 1991
Date of Reinspection

- () Certify
- () Do not certify
- () Reinspect

FACILITY Shelby County Jail DATE OF INSPECTION 11/18/91

TYPE OF FACILITY I DATE OF PREVIOUS INSPECTION 10/1,3,4/91

FOLLOWING INFORMATION PROVIDED BY Earne Benson TITLE Capt.

*CHECK DENOTES NON-COMPLIANCE WITH STANDARD

Physical Plant	23		8		2
1-a	24		9		3
b	Adm./Manag.		10		4
c	1		Sanita./Maint.		5
d	2	X	1	X	6
2	3		2		7
3	4		3		8
4	5		4	X	9
5	6		5	X	10
6	7		Food Services		11
7	X 8		1		12
8	9		2		13
a	Personnel		3	X	14
b	1		4		Adm. Records&Rel.
c	2		5		1
d	3	X	6		2
e	4	X	7		3
9	X 5		8		4
a	6		9		5
b	7		10		6
c	Security		11		7
d	1		12		8
e	2		Mail & Visiting		9
f	3		1		10
10	4		2		11
a	5		3		Hygiene
b	6		4		1
c	7		5		2
d	8		6		3
e	9		7		4 X
11	10		8		5
12	11		Prog.&Activities		6 X
13	12		1		7 X
14	13		2		Supv.of Prisoner
15	Discipline		3		1
16	1		4		2
17	2		5		3
18	3		6		4
19	4		7		5
20	5		8		Classification
21	6		Medical Services		1
22	7		1		2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

No change - the inspection on October 2,3,4, 1991 will stand as is.

Shelby County Jail
11/18/91
Danny Cunningham/Chuck Fisher

Violations of TCI Standards:

1400-1-.04 PHYSICAL PLANT

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Applies to Types I,II,III,IV, and V.

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Authority: T.C.A. 41-4-140.



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

December 2, 1991

Sheriff A. C. Gillless
Shelby County Jail
201 Poplar, Suite 901
Memphis, TN 38103

Re: Shelby County Jail

Dear Sheriff Gillless:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for FY 1990-91.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep

attachment



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

December 2, 1991

William N. Morris
Shelby County Mayor
160 Mid-America Mall, Suite 850
Memphis, TN 38103

Re: Shelby County Jail

Dear Mayor Morris:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for FY 1990-91.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep

attachment



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

June 12, 1992

TO: DOUG MORGAN, EXECUTIVE DIRECTOR
TENNESSEE CORRECTIONS INSTITUTE

FROM: CHUCK FISHER *CAF*
DIRECTOR OF JAIL INSPECTIONS

SUBJECT: INSPECTIONS FOR FY 91-92

This facility was not inspected for Fy 91-92 because of budget reductions resulting in a loss of personnel and travel money necessary to carry out inspections. Additionally, inspection staff had to assume training duties in order to meet the schedule for training local jail staffs.

CF/jdd



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

INSPECTION REPORT

Name of Facility Shelby Co. Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Ernest Benson Chief Inspt. 901-576-2420
Name Title Phone Number

Danny Cunningham
Signature of Inspector

May 4 & 5 & 7, 1993
Date of Inspection

Date of Reinspection

- () Certify
(X) Do not certify
() Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION May 4 & 5 & 7 9
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY Chaundra Williams TITLE _____
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8			2		
1-a			24			9			3		
b			Adm./Manag.			10			4		
c			1			Sanita./Maint.			5		
d			2			1			6		
2			3			2		X	7		
3			4		XX	3			8		
4			5			4		X	9		
5			6			5		X	10		
6		X	7		X	Food Services			11		
7		X	8			1			12		
8			9			2			13		
a			Personnel			3			14		
b			1			4			Adm. Records&Rel.		
c			2			5			1		
d			3			6			2		
e			4			7			3		
9		X	5			8		X	4		
a			6			9			5		
b		X	7			10			6		
c			Security			11			7		
d		X	1			12			8		
e			2			Mail & Visiting			9		
f			3			1			10		
10			4			2			11		
a			5			3			Hygiene		
b			6			4			1		
c			7			5			2		
d			8			6			3		
e			9			7			4		X
11			10			8			5		X
12			11		X	Prog.&Activities			6		
13			12			1			7		X
14			13			2			Supv.of Prisoner		
15			Discipline			3			1		
16			1			4			2		
17		X	2			5			3		
18			3			6			4		
19			4			7			5		X
20			5			8			Classification		
21			6			Medical Services			1		
22			7			1			2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

The 6th floor was very clean and seemed to be well maintained. However, many maintenance problems in the housing areas need attention - such as floor drains, showers and washbasins. It is also my opinion that additional staff is needed in the kitchen area.

Inspection Reporting Form.

Date 5-4-7-93 Inspector Danny Cunningham + Chuck Fisher

Facility Name Shelby Co. Jail Type I

- Not overcrowded
- Overcrowded/county prisoners (plan required)
- Overcrowded/state prisoners (attach ADP calculations)
- currently operating under TCI approved plan
- sufficient progress made on approved plan
- status change recommended
- capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u>X</u> | 18. <u> </u> | 19. <u> </u> | 20. <u> </u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations Showers and washbasins need repair either stopped up or leak

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations Each shift must have Fire drills every six months and record dates.

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|--------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | | | |

Additional Comments/Recommendations

1400-1-.07 Security

- | | | | | |
|--------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |
| 11. <u>X</u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations

1400-1-.08 Discipline

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.09 Sanitation/Maintenance

1. 2. 3. ___ 4. 5.
 Additional Comments/Recommendations _____

1400-1-.10 Food Services

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. 9. ___ 10. ___
 11. ___ 12. ___

Additional Comments/Recommendations _____

remove food from Housing areas

1400-1-.11 Mail and Visiting

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____

1400-1-.14 Admission/Records/Release

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
6. ___ 7. ___ 8. ___ 9. ___ 10. ___
11. ___

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

1. ___ 2. ___ 3. ___ 4. X 5. X
6. ___ 7. X

Additional Comments/Recommendations _____

Covers removed from mats need replacing
Showers need repair.
Prisoners now laundry there under clothes in washbasin.

1400-1-.16 Supervision of Prisoners

1. ___ 2. ___ 3. ___ 4. ___ 5. X

Additional Comments/Recommendations _____

pod passes must be removed

1400-1-.17 Classification

1. ___ 2. ___

Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby Co. Jail					
Date of Inspection (Month, Day, Year)				May 4 & 5 & 7, 1993					
Date of Construction (Month, Year)									
Date of Last Renovation (Month, Year)				1993					
Number of Beds		2845							
Certified Capacity		0							
Population Day of Inspection		1985							
Average Daily Population		2019							
Number of Detention Staff: Full Time		802		Part Time		0			
New Positions Created Since Last Inspection				unknown					
Number of New Hires Since Last Inspection				unknown					
Does the Detention Staff also perform as:				Dispatcher?		Yes		No X	
				Patrol Officer?		Yes		No	
Other? (specify)									
Total Annual Jail Budget		\$ 34,000,000							
<p>(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)</p>									
Are you presently renovating, constructing, or planning a new detention facility?									
		Yes		No		X			
If yes, what is planned and when do you expect to complete it?									

Shelby Co. Jail
May 4 & 5 & 7, 1993
Danny Cunningham

TCI Standards violated:

1400-1-.04 PHYSICAL PLANT

- (6) All facilities shall provide operable toilets and washbasins to prisoners on a ratio of at least one (1) toilet and washbasin to every eight (8) prisoners and one (1) toilet and washbasin accessible to occupants of any single-occupancy cell without their having to leave their cell.

Applies to Types I,II,III,IV, and V.

- (7) Jails shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners without their having to leave their cell area.

Workhouses shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners on a daily basis.

Applies to Types I,II,IV, and V.

Authority: T.C.A. 41-4-140.

- (9) All facilities shall have at least one (1) special purpose cell to provide for the temporary detention of persons under the influence of intoxicants. This cell shall conform to multiple-occupancy cell dimensions and capacity. These cells shall have, at a minimum, the following features:

- (a) Flushable drain or unbreakable watercloset and lavatory.
- (b) High security light fixture
- (c) Forced air ventilation
- (d) No structural projections
- (e) New facilities shall also provide in this cell a concrete bed, sixteen (16) inches from the floor with rounded edges

- (f) In new facilities this cell shall be located so as to allow continuous monitoring by detention staff

Applies to Types I,II,III, and IV.

- (17) Drinking fountains, with potable water, shall be located in all housing and activity areas of new facilities. In existing facilities, if the water from washbasins is potable, it will not be necessary to add drinking fountains but drinking cups must be available.

Applies to Types I,II,III,IV, and V.

1400-1-.05 ADMINISTRATION/MANAGEMENT

- (4) Written policy and procedure shall provide for each shift at a facility to have fire drills every six (6) months and document dates of said drills.

Applies to Types I,II,III,IV, and V.

- (6) The facility shall have a written and graphic evacuation plan posted in the living area, as well as any other specified locations.

Applies to Types I,II,III,IV, and V.

1400-1-.07 SECURITY

- (11) Written policy and procedure shall require at least weekly inspection of all security facilities and documentation of said dates.

Applies to Types I,II, and IV.

1400-1-.09 SANITATION/MAINTENANCE

- (1) Floors throughout the facility shall be kept clean, dry, and free of any hazardous materials or substance.

Applies to Types I,II,III,IV, and V.

- (2) A member of the staff shall be assigned to make daily sanitation and safety inspections. Dates of inspections shall be recorded and conditions noted.

Applies to Types I and IV.

- (4) The institution shall provide for control of vermin and pests and shall remove prisoners from treatment areas if there is a risk of illness.

Applies to Types I,II,III,IV, and V.

- (5) Walls shall be kept clean and free of pictures or other objects which provide hiding places for vermin or create a fire hazard.

Applies to Types I and IV.

Authority: T.C.A. 41-4-140.

1400-1-.10 FOOD SERVICES

- (8) The preparation or storage of food shall not be permissible in the housing area.

Applies to Types I and IV.

1400-1-.15 HYGIENE

- (4) Prisoners shall be permitted to take a hot shower daily.

Applies to Types I and IV.

- (5) Each prisoner who is detained overnight shall be provided with the following standard issue:

- (a) One (1) clean fire-retardant mattress in good repair
- (b) One (1) clean mattress cover
- (c) If pillows are provided, they shall be fire-retardant and a clean pillowcase shall be provided
- (d) Sufficient clean blankets to provide comfort under existing temperature conditions
- (e) One (1) clean bath-size towel

Applies to Types I,II,IV, and V.

- (7) Prisoner clothing, whether personal or institutional, shall be exchanged and cleaned at least twice weekly unless work, climatic



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager William N. Morris Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Ernest Benson Chief Inspt. 901-576-2420
Name Title Phone Number

Danny Cunningham
Signature of Inspector

May 4, 5, 7, 1993
Date of Inspection

June 29, 1993
Date of Reinspection

- () Certify
- (X) Do not certify
- () Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION May 5-7, 1991
 TYPE OF FACILITY I DATE OF RE-INSPECTION June 29, 1992
 FOLLOWING INFORMATION PROVIDED BY Chaundra Williams TITLE _____
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8					2
1-a			24			9					3
b			Adm./Manag.			10					4
c			1			Sanita./Maint.					5
d			2			1		X	X		6
2			3			2		X	X		7
3			4		X	3					8
4			5			4		X	X		9
5			6		X	5		X	X		10
6	X	X	7			Food Services					11
7	X	X	8			1					12
8			9			2					13
a			Personnel			3					14
b			1			4					Adm. Records&Rel.
c			2			5					1
d			3			6					2
e			4			7					3
9	X	X	5			8		X	X		4
a			6			9					5
b	X	X	7			10					6
c			Security			11					7
d	X	X	1			12					8
e			2			Mail & Visiting					9
f			3			1					10
10			4			2					11
a			5			3					Hygiene
b			6			4					1
c			7			5					2
d			8			6					3
e			9			7					4
11			10			8					X
12			11		X	Prog.&Activities					X
13			12			1					X
14			13			2					X
15			Discipline			3					Supv.of Prisoner
16			1			4					1
17	X	X	2			5					2
18			3			6					3
19			4			7					4
20			5			8					5
21			6			Medical Services					Classification
22			7			1					X
						2					X

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

May inspection will stand as is. However (4) additional staff have been added to the kitchen.



STATE OF TENNESSEE
Tennessee Corrections Institute
 500 JAMES ROBERTSON PARKWAY
 VOLUNTEER PLAZA, SUITE 750
 NASHVILLE, TENNESSEE 37243-1420
 (615) 741-3816
 INSPECTION REPORT

RECEIVED
 AUG 05 1993
 Ans'd.....

Name of Facility Shelby Co Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
 Street City Zip County

County Executive, Mayor, or
 City Manager William N Morris Mayor 961-528-3500
 Name Title Phone Number

Facility
 Administrator A.C. Gillless Sheriff 901-576-5503
 Name Title Phone Number

Facility
 Manager Ernest Benson Chief Inspt. 576-2420
 Name Title Phone Number

Danny Cunningham
 Signature of Inspector

May 4-5-7-93
 Date of Inspection

June 29-93
 Date of Reinspection

- Certify
- Do not certify
- Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby Co Jail DATE OF INSPECTION May 5-7-93 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION June 28-93 2
 FOLLOWING INFORMATION PROVIDED BY Chandra Williams TITLE _____
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8					2
1-a			24			9					3
b			Adm./Manag.			10					4
c			1			Sanita./Maint.					5
d			2			1			X	X	6
2			3			2			X	X	7
3			4	X	X	3					8
4			5			4			X	X	9
5			6	X	X	5			X	X	10
6	X	X	7			Food Services					11
7	X	X	8			1					12
8			9			2					13
a			Personnel			3					14
b			1			4					Adm. Records&Rel.
c			2			5					1
d			3			6					2
e			4			7					3
9	X	X	5			8			X	X	4
a			6			9					5
b	X	X	7			10					6
c			Security			11					7
d	X	X	1			12					8
e			2			Mail & Visiting					9
f			3			1					10
10			4			2					11
a			5			3					Hygiene
b			6			4					1
c			7			5					2
d			8			6					3
e			9			7					4
11			10			8					X
12			11	X	X	Prog.&Activities					X
13			12			1					X
14			13			2					X
15			Discipline			3					Supv.of Prisoner
16			1			4					1
17	X	X	2			5					2
18			3			6					3
19			4			7					4
20			5			8					5
21			6			Medical Services					Classification
22			7			1					X
						2					X

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

May inspection will stand as is However (4) additional staff
have been added to the kitchen



STATE OF TENNESSEE
Tennessee Corrections Institute
500 JAMES ROBERTSON PARKWAY
VOLUNTEER PLAZA, SUITE 750
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Avenue Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager Jim Rout County Mayor 901-576-4500
Name Title Phone Number

Facility
Administrator A. C. Gillous Jr. Sheriff 901-576-5500
Name Title Phone Number

Facility
Manager Dennis Dowd Jail Director 901-576-2414
Name Title Phone Number

Danny Cunningham
Signature of Inspector

12/12&13&14/94
Date of Inspection

2/7/95
Date of Reinspection

- () Certify
() Do not certify
(XX) Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION 12/12/94 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY Dennis Dowd TITLE Director of Jail
 *CHECK DENOTES NON-COMPLINCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8					2
1-a			24			9					3
b			Adm./Manag.			10					4
c			1			Sanita./Maint.					5
d			2	X		1					6
2			3			2		X			7
3			4	X		3					8
4			5			4					9
5			6	X		5					10
6	X		7			Food Services					11
7	X		8			1					12
8			9			2		X			13
a			Personnel			3					14
b			1			4					Adm. Records&Rel.
c			2			5					1
d			3			6					2
e			4			7					3
9	X		5			8		X			4
a			6			9					5
b			7			10		X			6
c			Security			11					7
d			1			12					8
e			2			Mail & Visiting					9
f			3			1					10
10			4			2					11
a			5			3					Hygiene
b			6			4					1
c			7			5					2
d			8			6					3
e			9	X		7					4
11			10			8					X
12			11			Prog.&Activities					6
13			12			1		X			7
14			13			2					Supv.of Prisoner
15			Discipline			3					1
16			1	X		4					2
17	X		2			5					3
18			3	X		6					4
19			4			7					5
20			5			8					Classification
21			6			Medical Services					1
22			7			1		X			2

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

The Shelby Co. Jail was much cleaner on the day of inspection than in years past. However, there are many maintenance problems in the housing areas that need attention, such as showers, washbasins, floor drains and, short supply of hot water. In short the jail was designed for 1200 and houses 2400.

Inspection Reporting Form.

Date 12-12-14-94 Inspector Danny Cunningham
Facility Name Shelby Co Jail Type I

- Not overcrowded
- Overcrowded/county prisoners (plan required)
- Overcrowded/state prisoners (attach ADP calculations)
- currently operating under TCI approved plan
- sufficient progress made on approved plan
- status change recommended
- capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u>X</u> | 18. <u> </u> | 19. <u> </u> | 20. <u> </u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations (security light fixtures need repair)

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u>X</u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations Evacuation plan must be posted in living area, Each shift must have fire drills every six months and dates recorded, Jail policy and procedure manual must be up dated.

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|--------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | | | |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations smoke detectors must be repaired or replaced.

1400-1-.08 Discipline

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11. 12.

Additional Comments/Recommendations Facility rules must be posted in Living Area if rules are not given up on admissions, Disciplinary policy need up date.

1400-1-.09 Sanitation/Maintenance

- 1. 2. 3. 4. 5.
- Additional Comments/Recommendations Staff must make daily safety and sanitation inspection and records.

1400-1-.10 Food Services

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11. 12.

Additional Comments/Recommendations Food must be removed from housing areas, Food products must be stored 6" to 8" off floor when food reaches cells it is cold Food is carted all over jail.

1400-1-.11 Mail and Visiting

- 1. 2. 3. 4. 5.
- 6. 7. 8.

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

- 1. 2. 3. 4. 5.
- 6. 7. 8.

Additional Comments/Recommendations Library services must be available to all inmates.

1400-1-.13 Medical Services

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11. 12. 13. 14.

Additional Comments/Recommendations prctical must be up dated for present staff also staff daily intake Exam must be included

1400-1-.14 Admission/Records/Release

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
6. ___ 7. ___ 8. ___ 9. ___ 10. ___
11. ___

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

1. ___ 2. ___ 3. ___ 4. X 5. ___
6. X 7. ___

Additional Comments/Recommendations *inmates must be perm. to*
shower daily (hot water supply is not adequate) mattresses must
be disinfected quarterly and recorded. _____

1400-1-.16 Supervision of Prisoners

1. ___ 2. ___ 3. ___ 4. ___ 5. ___

Additional Comments/Recommendations _____

1400-1-.17 Classification

1. ___ 2. ___

Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby County Jail							
Date of Inspection (Month, Day, Year)				12/12-14/94							
Date of Construction (Month, Year)											
Date of Last Renovation (Month, Year)				1994							
Number of Beds		2756									
Certified Capacity		0									
Population Day of Inspection		2354									
Average Daily Population		2400									
Number of Detention Staff:		Full Time		802		Part Time		0			
New Positions Created Since Last Inspection				None							
Number of New Hires Since Last Inspection				Unknown							
Does the Detention Staff also perform as:						Dispatcher?		Yes		No <input checked="" type="checkbox"/>	
						Patrol Officer?		Yes		No	
						Other? (specify)					
Total Annual Jail Budget				\$ 34,000,000.							
<p>(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)</p>											
<p>Are you presently renovating, constructing, or planning a new detention facility?</p>											
				Yes		No		X			
<p>If yes, what is planned and when do you expect to complete it?</p>											



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

INSPECTION REPORT

Name of Facility Shelby Co. Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager Jim Rout Mayor 901-528-3500
Name Title Phone Number

Facility
Administrator A. C. Gilless 901-576-5503
Name Title Phone Number

Facility
Manager Dennis Dowd Asst. Administrator 901-576-2420
Name Title Phone Number

Danny Cunningham
Signature of Inspector

12/18-19/95
Date of Inspection

No need
Date of Reinspection

- () Certify
(XX) Do not certify
() Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby Co. Jail DATE OF INSPECTION 12/18-19/95 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY Dennis Dowd TITLE Administrator
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8			2		
1-a			24			9			3		
b			Adm./Manag.			10			4		
c			1			Sanita./Maint.			5		
d			2			1			6		X
2	X		3			2		X	7		
3			4	X		3			8		
4			5			4			9		
5			6	X		5			10		
6	X		7			Food Services			11		
7	X		8	X		1			12		
8			9			2			13		
a			Personnel			3			14		
b			1			4			Adm. Records&Rel.		
c			2			5			1		
d			3			6			2		
e			4			7			3		
9	X		5			8		X	4		
a	X		6			9			5		
b	X		7			10		X	6		
c	X		Security			11			7		
d			1			12			8		
e			2			Mail & Visiting			9		
f			3			1			10		
10			4			2			11		
a			5			3			Hygiene		
b			6			4			1		
c			7			5			2		
d			8			6			3		
e			9	X		7			4		X
11			10			8			5		
12			11			Prog.&Activities			6		X
13			12			1			7		X
14			13			2			Supv.of Prisoner		
15			Discipline			3			1		
16			1			4			2		
17			2			5			3		X
18			3			6			4		
19			4			7			5		
20			5			8			Classification		
21			6			Medical Services			1		
22			7			1			2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Many maintenance problems in the housing areas need attention - such as floor drains,
showers, and washbasins. Medical services are falling short, additional staff is needed
due to the number of inmates and building design.

Inspection Reporting Form.

Date 12-18-19-95 Inspector Danny Cunningham

Facility Name Shelby Co. Jail Type I

- Not overcrowded
- Overcrowded/county prisoners (plan required)
- Overcrowded/state prisoners (attach ADP calculations)
- currently operating under TCI approved plan
- sufficient progress made on approved plan
- status change recommended
- capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u>X</u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u> </u> | 18. <u> </u> | 19. <u> </u> | 20. <u> </u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations security lights need repair
~~are replaced Showers wash-basins and drains need repair thoughtout~~
~~facils must have 1 shower for every 16 inmates, must have 1 toilet~~
~~and wash basin for every 8 inmates.~~

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u>X</u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations Capacity of cells exceed standards.
Evacuation plan must be posted in living Area each shift
must have fire drills every 6 months and record dates

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|--------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | | | |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations smoke detectors are
need thoughtout jail.

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.09 Sanitation/Maintenance

- 1. ___ 2. X 3. ___ 4. ___ 5. ___

Additional Comments/Recommendations staff must make daily safety and sanitation inspections

1400-1-.10 Food Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. X 9. ___ 10. X
- 11. ___ 12. ___

Additional Comments/Recommendations Food Services is serving 9800 inmates and was designed for (800) something needs to be done in food service. Food must be removed from housing areas

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. X 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations sick call must be available to all inmates. Medical Services needs help, there is a shortage in staff in medical services ~~the~~ staff is unable to see all inmates that need medical services. I would recommend more staff

1400-1-.14 Admission/Records/Release

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
6. ___ 7. ___ 8. ___ 9. ___ 10. ___
11. ___

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

1. ___ 2. ___ 3. ___ 4. x 5. ___
6. x 7. x

Additional Comments/Recommendations *inmates clothing must be exchanged and cleaned at least twice a week and more often if conditions warrant, sheets, towels and mattress covers must be washed once a week. inmates must be permitted to shower daily.*

1400-1-.16 Supervision of Prisoners

1. ___ 2. ___ 3. x 4. ___ 5. x

Additional Comments/Recommendations *prisoners are not allowed to exert authority or control over other prisoners daily logs must be maintained on each floor and inmate checks must be recorded.*

1400-1-.17 Classification

1. ___ 2. ___

Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby Co. Jail							
Date of Inspection (Month, Day, Year)				12/18-19/95							
Date of Construction (Month, Year)											
Date of Last Renovation (Month, Year)				1994							
Number of Beds		2792									
Certified Capacity		2792									
Population Day of Inspection		2339									
Average Daily Population		2500									
Number of Detention Staff:		Full Time		730		Part Time					
New Positions Created Since Last Inspection											
Number of New Hires Since Last Inspection											
Does the Detention Staff also perform as:				Dispatcher?		Yes	No X				
								Patrol Officer?		Yes	No
								Other? (specify)			
Total Annual Jail Budget		\$ 36,000,000									
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)											
Are you presently renovating, constructing, or planning a new detention facility?											
		Yes		No		X					
If yes, what is planned and when do you expect to complete it?											



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

January 3, 1995

Sheriff A. C. Gillless
Shelby County Jail
201 Poplar, Suite 901
Memphis, TN
38103

Re: Shelby Co. Jail

Dear Sheriff Gillless:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1995.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

January 3, 1995

Hon. Jim Rout
Shelby County Mayor
160 N. Main, Ste 850
Memphis, TN
38103

Re: Shelby Co. Jail

Dear Mayor Rout:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1995.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
 8TH FLOOR, ANDREW JACKSON BUILDING
 500 DEADERICK STREET
 NASHVILLE, TENNESSEE 37249-1420
 (615) 741-3816 FAX: (615) 532-2333

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Memphis 38103 Shelby
 Street City Zip County

County Executive, Mayor, or
 City Manager Jim Rout Co. Mayor 901-576-4500
 Name Title Phone Number

Facility
 Administrator A. C. Gilless Jr. 901-576-5503
 Name Title Phone Number

Facility
 Manager Dennis Dowd Jail Director 901-576-2414
 Name Title Phone Number

Danny Cunningham
 Signature of Inspector

12/9-12/96
 Date of Inspection

 Date of Reinspection

- Certify
- Do not certify
- Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby Co. Jail DATE OF INSPECTION 12/9-12/96 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY Officer Peete TITLE Capt.
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2	1	2	1	2	1	2
Physical Plant		23		8		2		
1-a		24		9		3		
b		Adm./Manag.		10		4		
c		1		Sanita./Maint.		5		
d		2	X	1		6		
2		3		2	X	7		
3		4	X	3		8		
4		5		4	X	9		
5		6	X	5	X	10		
6	X	7		Food Services		11		
7	X	8		1		12		
8		9		2		13		
a		Personnel		3		14		
b		1		4		Adm. Records&Rel.		
c		2		5		1		
d		3		6		2		
e		4		7		3		
9	X	5		8		4		
a		6		9		5		
b		7		10		6		
c		Security		11		7		
d		1		12		8		
e		2		Mail & Visiting		9		
f		3		1		10		
10		4		2		11		
a		5		3		Hygiene		
b		6		4		1		
c		7		5		2		
d		8		6		3		
e		9	X	7		4		
11		10		8		5		
12		11		Prog.&Activities		6		X
13		12		1		7		X
14		13		2		Supv.of Prisoner		
15		Discipline		3		1		
16		1		4		2		
17		2		5		3		
18		3		6		4		
19		4		7		5		
20	X	5		8		Classification		
21		6		Medical Services		1		
22		7		1		2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Shelby County Jail

12/9-12/96

Comments and Recommendations

The Shelby County Jail is experiencing many of the problems associated with a jail exceeding its designed capacity. Maintenance systems, security, laundry, and inmate supervision, are all affected by holding more prisoners than the facility was designed for.

The facility has a program of designating pod representatives, to maintain order, in the housing areas. These representatives, who are inmates, assign clean up jobs, set pod rules and seem to discipline prisoners who break the pod rules. This system, while a violation of minimum standards, has succeeded in better living area cleanliness and sanitation as well as a reduction in reported incidents of violence.

Maintenance seems to be functioning smoothly. The only problem is that commodes, lavatories and showers break down almost before others can be fixed. Obviously additional maintenance staff is needed.

Laundry services are another problem area. Prisoners were washing underwear, socks and tee shirts in commodes and lavatories. This is causing many maintenance problems.

Food services generally seemed to be adequate. However, more supervision of inmate food service workers is necessary. On the day of inspection there were bugs in the food. No record was found of menu approved by a dietician. Roaches are also a problem in the food storage area, as well as in the main kitchen. The light fixtures over food preparation areas were full of roaches. I would recommend a stronger pest control program.

Inspection Reporting Form.

Date 12-9-96 / 12-12-96 Inspector Danny Cunningham

Facility Name Shelby Co. Jail Type I

- Not overcrowded
- Overcrowded/county prisoners (plan required)
- Overcrowded/state prisoners (attach ADP calculations)
- currently operating under TCI approved plan
- sufficient progress made on approved plan
- status change recommended
- capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable)

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u> </u> | 18. <u> </u> | 19. <u> </u> | 20. <u>X</u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations must have at least (1) operable shower for every 16 inmates, repair lavatory + security lighting, showers + toilets washbasins leaks, repair exit lights.

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u>X</u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations post Evacuation Plan in housing areas, up date policy + procedure manual. Each shift must have fire drills every six months with record dates.

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations repair smoke detectors, 5+6 floors.

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.09 Sanitation/Maintenance

- 1. ___ 2. 3. ___ 4. 5.

Additional Comments/Recommendations Bugs or pest must be removed from Housing areas, remove paper from walls. a staff member needs to make daily safety + sanitation inspections and record.

1400-1-.10 Food Services

- 1. 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations must have menu pattern approved by dietitian, Bugs in kitchen + storage areas floors + walls need cleaning

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____

1400-1-.14 Admission/Records/Release

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11.

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

- 1. 2. 3. 4. 5.
- 6. X 7. X

Additional Comments/Recommendations *inmate clothing must be
 exchanged and cleaned at least twice a week, inmate are
 still washing there under clothes in latrines* _____

1400-1-.16 Supervision of Prisoners

- 1. 2. 3. 4. 5.

Additional Comments/Recommendations _____

1400-1-.17 Classification

- 1. 2.

Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby Co. Jail				
Date of Inspection (Month, Day, Year)				12/9/96				
Date of Construction (Month, Year)				1981				
Date of Last Renovation (Month, Year)				1991				
Number of Beds		2797		Funded 750				
Certified Capacity		2797						
Population Day of Inspection		2290						
Average Daily Population		2490						
Number of Detention Staff: Full Time			665		Part Time		0	
New Positions Created Since Last Inspection				4				
Number of New Hires Since Last Inspection				60				
Does the Detention Staff also perform as:					Dispatcher?		Yes	No X
					Patrol Officer?		Yes	No X
Other? (specify)								
Total Annual Jail Budget			\$ 28 million					
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)								
Are you presently renovating, constructing, or planning a new detention facility?								
			Yes X		No			
If yes, what is planned and when do you expect to complete it?								
Add 450-500 beds within next 2 years.								



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Street Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager Jim Rout Co. Mayor 901-576-4500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Marron Hopkins 901-576-2414
Name Title Phone Number

Danny Cunningham
Signature of Inspector

12-18-97
Date of Inspection

Date of Reinspection

- () Certify
() Do not certify
(X) Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION 12-18-97 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY _____ TITLE _____
 *CHECK DENOTES NON-COMPLINCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8			2		
1-a			24			9			3		
b			Adm./Manag.			10			4		
c			1			Sanita./Maint.			5		
d			2		X	1			6		
2			3			2		X	7		
3			4		X	3			8		
4			5			4		X	9		
5			6		X	5		X	10		
6		X	7			Food Services			11		
7		X	8			1		X	12		
8			9			2			13		
a			Personnel			3			14		
b			1			4			Adm. Records&Rel.		
c			2			5			1		
d			3			6			2		
e			4			7			3		
9		X	5			8			4		
a		X	6			9		X	5		
b		X	7			10			6		
c		X	Security			11			7		
d		X	1			12			8		
e		X	2			Mail & Visiting			9		
f			3			1			10		
10			4			2			11		
a			5			3			Hygiene		
b			6			4			1		
c			7			5			2		
d			8			6			3		
e			9		X	7			4		
11			10			8			5		
12			11			Prog.&Activities			6		X
13			12			1			7		X
14			13			2			Supv.of Prisoner		
15			Discipline			3			1		
16			1			4			2		
17			2			5			3		
18			3			6			4		
19			4			7			5		
20		X	5			8			Classification		
21			6			Medical Services			1		
22			7			1			2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Inspection Report

Date 12/18-97 Inspector Danny Cunningham
Facility Name Shelby Co. Jail Type I

- () Not overcrowded
- () Overcrowded/county prisoners (plan required)
- () Overcrowded/state prisoners (attach ADP calculations)
- () currently operating under TCI approved plan
- () sufficient progress made on approved plan
- () status change recommended
- () capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u> </u> | 18. <u> </u> | 19. <u> </u> | 20. <u>X</u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations must have at least 11 one operable shower for every 16 inmates, repair drains + lavatories repair security lighting, showers, toilets and washbasins. leak repair Exit lights.

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u>X</u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations post Evacuation Plan in housing areas, up date policy + procedure manual. Each shift must have fire drills, every 6 months.

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations repair smoke det.

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.09 Sanitation/Maintenance

- 1. ___ 2. X 3. ___ 4. X 5. X

Additional Comments/Recommendations remove bugs from
housing areas, remove paper from walls,
must have daily safety & sanitation inspections and
recorded.

1400-1-.10 Food Services

- 1. y 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. X 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____
must have menu pattern approved by dietitian
walls & floors in food services need cleaning

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____

1400-1-.14 Admission/Records/Release

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
 11. ___

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

1. ___ 2. ___ 3. ___ 4. ___ 5. ___
 6. 7.

Additional Comments/Recommendations *inmate clothing must
 be exchanged and cleaned twice a week, inmates
 are still washing these under clothes in latatories.*

1400-1-.16 Supervision of Prisoners

1. ___ 2. ___ 3. ___ 4. ___ 5. ___

Additional Comments/Recommendations _____

1400-1-.17 Classification

1. ___ 2. ___

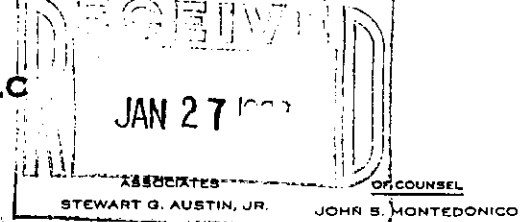
Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name Shelby County Jail			
Date of Inspection (Month, Day, Year) 12-18-97			
Date of Construction (Month, Year) 1981			
Date of Last Renovation (Month, Year) 1991			
Number of Beds	2791		
Certified Capacity	2791		
Population Day of Inspection	2332		
Average Daily Population	2740		
Number of Detention Staff:	Full Time	546	Part Time 0
New Positions Created Since Last Inspection		156	
Number of New Hires Since Last Inspection		200	
Does the Detention Staff also perform as:		Dispatcher?	Yes No X
		Patrol Officer?	Yes No X
		Other? (Specify)	
Total Annual Jail Budget	\$ 28,000,000.00 ??		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes X	No
If yes, what is planned and when do you expect to complete it?			
Add 450 - 500 beds within the next two years.			

GLANKLER BROWN, PLLC
ATTORNEYS AT LAW
ONE COMMERCE SQUARE
SEVENTEENTH FLOOR
MEMPHIS, TENNESSEE 38103-2566
(901) 525-1322
FACSIMILE (901) 525-2389



FRANK J. GLANKLER, JR.
R. GRATTAN BROWN, JR.
LEE J. CHASE III
MICHAEL A. ROBINSON
J. N. RAINES
C. BARRY WARD
LAURENCE D. CONN
JOHN I. HOUSEAL, JR.
KING W. ROGERS
OSCAR C. CARR III
R. HUNTER HUMPHREYS
J. MARK GRIFFEE
GEORGE J. NASSAR, JR.
STEVEN H. McCLESKEY
LYNN BUHLER

RANDALL B. WOMACK
J. WILLIAM PIERCE, JR.
MICHAEL E. HEWGLEY
WILLIAM R. BRADLEY, JR.
LYNN A. GARDNER
DONALD E. SMART
PAUL R. LAWLER
WILLIAM L. HENDRICKS, JR.
PAUL B. BILLINGS, JR.
ROBERT A. UDELSON
DAVID BLAYLOCK
LARRY H. MONTGOMERY
JEFFERY A. JARRATT
WILLIAM L. BOMAR
JOHN W. PIEROTTI

CAROL J. CHUMNEY
LISA ERICKSON CIRCEO
KEVIN C. COX
ELIZABETH C. DICKINSON
CHARLES WESLEY FOWLER
ROBERT L. HUTTON
MILTON E. MAGEE, JR.
VENITA MARIE MARTIN
STEVEN P. McBRIDE
VALERI J. McBRIDE
MELODY W. OLIVER
MARTIN F. SHEA, JR.
JAMES S. STRICKLAND, JR.

OF COUNSEL
JOHN S. MONTEDONICO

EAST OFFICE
6000 POPLAR AVENUE
SUITE 200
MEMPHIS, TENNESSEE 38119-3978
(901) 683-1322
FACSIMILE (901) 781-2454

January 22, 1998

Mr. Doug Morgan
Tennessee Corrections Institute
Andrew Jackson Building, 8th Fl.
500 Deadrick Street
Nashville, TN 37243-1420

Re: Little v. Shelby County

Dear Doug:

Enclosed please find a copy of the order appointing you as Special Master which has been entered on the Court's docket.

Sincerely,

GLANKLER BROWN, PLLC

Robert L. Hutton

RLH/de
Enclosure

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TENNESSEE
WESTERN DIVISION

98 JAN 14 PM 12:08

ROBERT R. DI TROLO
CLERK, U.S. DIST. CT.
WESTERN DISTRICT OF TENNESSEE

DARIUS D. LITTLE,)	
)	
Plaintiff,)	
)	
V.)	NO. 96-2520-TUA
)	
SHELBY COUNTY, TENNESSEE,)	
et al.,)	
)	
Defendants.)	

ORDER APPOINTING DR. RICHARD DOUGLAS MORGAN
AS SPECIAL MASTER IN THIS CASE

On November 12, 1997, this court entered its Findings of Fact and Conclusions of Law in Support of Order Granting Injunctive Relief to Remedy Unconstitutional Conditions in the Shelby County Jail. In that order, the court concluded that a special master is warranted because the injunctive relief granted in this case was sufficiently complex to justify the cost of a special master.

By order entered November 12, 1997, this court entered its Order Granting Injunctive Relief to Remedy Unconstitutional Conditions in the Shelby County Jail. In this order, the court required the parties to submit five proposed names of potential special masters, no later than 60 days from the entry of the order

All the parties involved have agreed, subject to court approval, to the appointment of Dr. Richard Douglas Morgan as special master in this cause. This court finds such appointment

CERTIFIED TRUE COPY
ROBERT R. DI TROLO
CLERK
BY: *[Signature]*
DEPUTY CLERK

acceptable.

IT IS THEREFORE ORDERED:

1. Pursuant to Rule 53 of the Federal Rules of Civil Procedure, and pursuant to 18 U.S.C. § 3626(f), Dr. Richard Douglas Morgan is hereby appointed as special master in this case.

2. As special master, Dr. Richard Douglas Morgan is hereby charged with all the duties as outlined in this court's Order Granting Injunctive Relief to Remedy Unconstitutional Conditions in the Shelby County Jail, and Findings of Fact and Conclusions of Law in Support of Order Granting Injunctive Relief to Remedy Unconstitutional Conditions in the Shelby County Jail, both orders being dated November 12, 1997.

3. In fulfilling its obligations, Dr. Richard Douglas Morgan shall have all the powers of a special master as elaborated by Rule 53 of the Federal Rules of Civil Procedure, and all the powers allowed by 18 U.S.C. § 3626(f).

4. In accordance with 18 U.S.C. § 3626(f)(4), Dr. Richard Douglas Morgan shall be paid a fee of \$65.00 per hour, plus reasonable expenses. Ms. Elrudia Tipton of the District Court Clerk's Office is hereby ordered to assist in assuring Dr. Morgan is paid for his serving as special master.

5. Within 45 days following entry of this order, Dr. Richard Douglas Morgan shall file with the court, and serve copies on counsel for all parties, a detailed report setting forth his plan of action in order to meet the requirements of this court's order dated November 12, 1997. The report shall contain an estimate of

time to be expended on a monthly basis by Dr. Morgan in fulfilling his responsibilities hereunder.

In addition, Dr. Richard Douglas Morgan as special master shall include with the above report and every monthly report thereafter his statement for services rendered pursuant to the order of November 12, 1997, and this order. The statement shall set forth in detail the work performed, the time involved, and the total amount of fees accumulated for the preceding month, as well as all expenses incurred with appropriate vouchers and receipts.

IT IS SO ORDERED this 13th day of January, 1998.



JEROME TURNER
UNITED STATES DISTRICT JUDGE

Case: 2:96-cv-02520

Frank J. Glankler Jr., Esq.
GLANKLER BROWN GILLILAND CHASE ROBINSON & RAINES
One Commerce Square
Suite 1700
Memphis, TN 38103



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Street Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or
City Manager Jim Rout County Mayor 901-576-4500
Name Title Phone Number

Facility
Administrator A. C. Gilless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager Marron Hopkins 901-576-2414
Name Title Phone Number

Danny Cunningham
Signature of Inspector

02-17-1998
Date of Inspection

Date of Reinspection

- () Certify
(X) Do not certify
() Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION 02-17-1998 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY _____ TITLE _____
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

	1	2		1	2		1	2		1	2
Physical Plant			23			8			2		
1-a			24			9			3		
b			Adm./Manag.			10			4		
c			1			Sanita./Maint.			5		
d			2		X	1			6		
2			3			2		X	7		
3			4		X	3			8		
4			5			4		X	9		
5			6		X	5		X	10		
6		X	7			Food Services			11		
7		X	8			1		X	12		
8			9			2			13		
a			Personnel			3			14		
b			1			4			Adm. Records&Rel.		
c			2			5			1		
d			3			6			2		
e			4			7			3		
9		X	5			8			4		
a		X	6			9		X	5		
b		X	7			10			6		
c		X	Security			11			7		
d		X	1			12			8		
e		X	2			Mail & Visiting			9		
f		X	3			1			10		
10			4			2			11		
a			5			3			Hygiene		
b			6			4			1		
c			7			5			2		
d			8			6			3		
e			9		X	7			4		
11			10			8			5		
12			11			Prog.&Activities			6		X
13			12			1			7		X
14			13			2			Supv.of Prisoner		
15			Discipline			3			1		
16			1			4			2		
17			2			5			3		
18			3			6			4		
19			4			7			5		
20		X	5			8			Classification		
21			6			Medical Services			1		
22			7			1			2		

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Inspection Report

Date 12/18-97 Inspector Danny Cunningham

Facility Name Shelby Co. Jail Type I

- () Not overcrowded
- () Overcrowded/county prisoners (plan required)
- () Overcrowded/state prisoners (attach ADP calculations)
- () currently operating under TCI approved plan
- () sufficient progress made on approved plan
- () status change recommended
- () capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u>X</u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | 14. <u> </u> | 15. <u> </u> |
| 16. <u> </u> | 17. <u> </u> | 18. <u> </u> | 19. <u> </u> | 20. <u>X</u> |
| 21. <u> </u> | 22. <u> </u> | 23. <u> </u> | 24. <u> </u> | 25. <u> </u> |

Additional Comments/Recommendations must have at least 11 operable shower for every 16 inmates, repair drains + lavatory's repair security lighting, Showers, toilets and washbasins leak repair Exit lights.

1400-1-.05 Administration/Management

- | | | | | |
|--------------|--------------|--------------|--------------|---------------|
| 1. <u> </u> | 2. <u>X</u> | 3. <u> </u> | 4. <u>X</u> | 5. <u> </u> |
| 6. <u>X</u> | 7. <u> </u> | 8. <u> </u> | 9. <u> </u> | 10. <u> </u> |

Additional Comments/Recommendations post Evacuation Plan in housing areas, up date policy + procedure manuals. Each shift must have fire drills, every 6 months

1400-1-.06 Personnel

- | | | | | |
|--------------|--------------|--------------|--------------|--------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | | | |

Additional Comments/Recommendations _____

1400-1-.07 Security

- | | | | | |
|---------------|---------------|---------------|--------------|---------------|
| 1. <u> </u> | 2. <u> </u> | 3. <u> </u> | 4. <u> </u> | 5. <u> </u> |
| 6. <u> </u> | 7. <u> </u> | 8. <u> </u> | 9. <u>X</u> | 10. <u> </u> |
| 11. <u> </u> | 12. <u> </u> | 13. <u> </u> | | |

Additional Comments/Recommendations repair smoke det.

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.09 Sanitation/Maintenance

- 1. ___ 2. X 3. ___ 4. X 5. X

Additional Comments/Recommendations remove bugs from
housing areas, remove paper from walls,
must have daily safety & sanitation inspections and
recorded.

1400-1-.10 Food Services

- 1. X 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. X 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____
must have menu pattern approved by dietitian
walls & floors in food services need cleaning

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____

1400-1-.14 Admission/Records/Release

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11.

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

- 1. 2. 3. 4. 5.
- 6. X 7. X

Additional Comments/Recommendations *inmate clothing must be exchanged and cleaned twice a week, inmates are still washing these under clothes in lavatories.*

1400-1-.16 Supervision of Prisoners

- 1. 2. 3. 4. 5.

Additional Comments/Recommendations _____

1400-1-.17 Classification

- 1. 2.
- Additional Comments/Recommendations _____

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name				Shelby County Jail					
Date of Inspection (Month, Day, Year)				02-17-1998					
Date of Construction (Month, Year)				1981					
Date of Last Renovation (Month, Year)				1991					
Number of Beds		2791							
Certified Capacity		2791							
Population Day of Inspection		2332							
Average Daily Population		2740							
Number of Detention Staff:		Full Time		546		Part Time		0	
New Positions Created Since Last Inspection				156					
Number of New Hires Since Last Inspection				200					
Does the Detention Staff also perform as:				Dispatcher?		Yes		No X	
				Patrol Officer?		Yes		No X	
				Other? (Specify)					
Total Annual Jail Budget		\$?? 28 million							
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)									
Are your presently renovating, constructing, or planning a new detention facility?									
				Yes X		No			
If yes, what is planned and when do you expect to complete it?									
Add 450 - 500 beds within the next two years									



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(615) 741-3816 FAX: (615) 532-2333

June 22, 1998

Jim Rout, County Mayor
160 North Main Street
Suite 850
Memphis, TN 38103

RE: Shelby County Jail

Dear Mr. Rout:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1998.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep



STATE OF TENNESSEE
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NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

June 22, 1998

Sheriff A. C. Gilless
Shelby County Jail
201 Poplar Street
Memphis, TN 38103

Dear Sheriff Gilless:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1998.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:nep

PLAN OF ACTION
for monitoring the Shelby County Jail
as ordered by the
U.S. DISTRICT COURT, WESTERN DIVISION
CASE NUMBER: 96-2520-TUA

Submitted by
R. Douglas Morgan, Ph.D.
Special Master

Pursuant to the order of the Court, appointing a special master in the case of Darius Little vs. Shelby County, I am submitting this plan of action. After receiving the appointment by Judge Jerome Turner, 13 January, 1998, I went directly to meet the Shelby County jail administrator. Since, we were both already scheduled for the American Corrections Association's Mid-Winter conference in San Antonio, Texas, we agreed to meet there for preliminary discussions. We did discuss at that time our relative experience with jail orders and the problems found in the "Findings of Fact and Conclusions of Law," which plague the Shelby County jail. Further, we discussed the parameters which this "Order Granting Injunctive Relief" permits. We agreed to work together within those parameters, and agreed to meet again the next week in Nashville where we would both be attending the annual Jail Issues Conference hosted by the Tennessee Corrections Institute. We did meet again in Nashville and talked more specifically about the day to day monitoring which is required of such a narrowly drawn and detailed order.

Chief Marron Hopkins had decided to release an officer on his staff to become the compliance monitor. We exchanged work and home phone numbers in order to be sure we would be in contact quickly if necessary.

Progress

Some progress has already been made by the jail in anticipation of the particulars of the "Order Granting Injunctive Relief." They are given in Chief Hopkins letter "Tasks Completed/ Tasks to be Completed," which is enclosed. In brief, they include remodeling of the classification area with immediate access to records of incoming inmates. Having activated the JMS automated

information system, the inmate history is now available to the classification staff and the consequent housing assignment. This remodeling permits confidential interviews.

Regarding housing, the colored dot system is no longer in use except for those charged with public intoxication. Chief Hopkins asserts that "No inmate is assigned to housing, prior to the completion of the classification process." The housing changes should be more easily made by the classification staff as a result of their JMS.

Regarding inmate supervision, the court's policy requirements are being promulgated and in order to reduce the possibility of staff complacency, fear, or potential intimidation, the staff assigned to housing units will rotate on a frequent and regularly scheduled basis.

With the full time assignment of Captain Eddie Dowdy, there now exists an internal compliance officer to both facilitate the implementation of the court ordered remedy and to inspect daily, the specific requirements of each seven (7) elements of the order.

In my weekly meetings with Captain Dowdy, we have developed an internal check sheet for him to use as he inspects daily the particulars required. (Eg. All inmates are classified as per the order, all inmates are assigned by the classification staff, all inmates who feel they are not compatibly assigned will be removed and reassigned by classification staff, etc.). Captain Dowdy will also note where, when, and regarding whom, this is not done.

The foregoing briefly describes progress made before and during the six weeks since the appointment of the Special Master . Now, with the internal compliance monitor in place, and making his daily checks, Captain Dowdy can begin sending the Special Master weekly summaries. It is important that the jail maintain its awareness of these court required elements and to check them daily. This internal compliance officer is absolutely required for the jail staff

and management.

With weekly report summaries sent to me, I can focus upon the two requirements made in element number 8 of the “Order Granting Injunctive Relief”: “regular inspections to verify compliance with [order],” and, “investigate each . . . altercation whether rape or assault . . . ” Without a reliable internal compliance officer checking daily the requirements of the order (element 1-7 of the “Order Granting Injunctive Relief”), the Special Master would have to be in the jail all day every day, and the necessary component of self-awareness/ monitoring of each specific element would not exist.

Plan for the Remaining 17 Months

One piece of work not directly mentioned, but necessary for a complete picture is research of classification and incident reports to track the change in gang-related, predator-prey, or rape altercations. This will probably require 10-15 hours per month including writing the results and displaying them in simple chart form. Further, regular conversations with the jail medical staff are necessary in order to determine if any inmates present with symptoms consistent with violent attacks or rape. It is not uncommon for rape victims to fail to report such attacks to security, but do seek medical help. The intent is not to spotlight the victim, but to trace the circumstances and people surrounding the victim. Attacks discovered in this manner will not show up on the routine incident reports.

The foregoing shows the use of three approaches to remedy the specific jail problems: 1) the jail management itself, focuses upon the 7 elements of this order, 2) the records are checked

via a computer check and the incidents tracked using October 1996 baseline, 3) the Special Master will conduct weekly inspections himself on the data gathered by the compliance monitor's daily inspections and will investigate each altercation as required.

This will require at least 30 hours per week on the part of the Special Master, plus the research time of 10-15 hours estimated by the law clerk, plus another 50 hours per month to read reports and write monthly reports to the court. The estimate of time is then about 155 hours per month. I want to employ one or more local people to help with the regular on-site inspections which would be included within the 155 hour estimate and would reduce the cost of travel and per diem.

$30/\text{wk} \times 52 = 1560 \text{ \textit{hr}}. 12 = 130/\text{mo}$	Master and supplemental staff
$15/\text{mo} \times 12 = 180/\text{mo} = +15$	Researcher
$10/\text{mo} \times 12 = 120/\text{mo} = \underline{10}$	Report preparation
155 hours/ mo	

Addenda

Included here is the specific proposal for the records search by the law clerk. Also, included are the forms to be used by the jail compliance officer on daily checks of the elements of this order. I will use the same form for a weekly inspection of the jail on these same elements of this order.

File



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
 8TH FLOOR, ANDREW JACKSON BUILDING
 500 DEADERICK STREET
 NASHVILLE, TENNESSEE 37243-1420
 (615) 741-3816 FAX: (615) 532-2333

INSPECTION REPORT

Name of Facility: Shelby County Jail Type of Facility: I

Location:	<u>201 Poplar</u>	<u>Memphis</u>	<u>38103</u>	<u>Shelby</u>
	Street	City	Zip	County

County Executive, Mayor or City Manager:	<u>Jim Rout</u>	<u>Mayor</u>	<u>901-528-2500</u>
	Name	Title	Phone Number

Facility Administrator:	<u>A. C. Gilless</u>	<u>Sheriff</u>	<u>901-576-5503</u>
	Name	Title	Phone Number

Facility Manager:	<u>Marron Hopkins</u>	<u>Asst. Chief</u>	<u>901-576-2414</u>
	Name	Title	Phone Number

Bob Bass
Signature of Inspector

April 21, 1999
Date of Inspection

Date of Reinspection

- () Certify
- (X) Do not certify
- () Reinspect

JAIL INSPECTION RECORD

FACILITY Shelby County Jail DATE OF INSPECTION 4/21/99 1
 TYPE OF FACILITY I DATE OF RE-INSPECTION _____ 2
 FOLLOWING INFORMATION PROVIDED BY James Ross TITLE Sgt.
 *CHECK DENOTES NON-COMPLIANCE WITH STANDARD

1	2	1	2	1	2	1	2
Physical Plant		23		8		2	
1-a		24		9		3	
b		Adm./Manag.		10		4	
c		1		Sanita./Maint.		5	
d		2		1	X	6	
2		3		2	X	7	
3	X	4		3		8	
4		5		4	X	9	
5		6	X	5		10	
6		7		Food Services		11	
7		8		1		12	
8		9		2		13	
a		Personnel		3		14	
b		1		4		Adm. Records&Rel.	
c		2		5		1	
d		3		6		2	
e		4		7		3	
9		5		8		4	
a		6		9		5	
b		7		10		6	
c		Security		11		7	
d		1		12		8	
e		2		Mail & Visiting		9	
f		3		1		10	
10		4		2		11	
a		5		3		Hygiene	
b		6		4		1	
c		7	X	5		2	
d		8		6		3	
e		9		7		4	
11		10		8		5	X
12		11		Prog.&Activities		6	
13		12		1		7	
14		13		2		Supv. of Prisoner	
15		Discipline		3		1	
16		1		4		2	
17		2		5		3	
18		3		6		4	
19		4		7		5	
20		5		8		Classification	
21		6		Medical Services		1	
22		7		1		2	

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Due to overcrowding and square footage per inmate, reinspection will not be done.

Inspection Reporting Form.

Date 4/21/99 Inspector Bohr Bass

Facility Name Shelby Co. Jail Type I

- Not overcrowded
- Overcrowded/county prisoners (plan required)
- Overcrowded/state prisoners (attach ADP calculations)
- currently operating under TCI approved plan
- sufficient progress made on approved plan
- status change recommended
- capacity change.

Standards not met:

1400-1-.04 Physical Plant (check where applicable))

- | | | | | |
|------------------------------|------------------------------|--|------------------------------|------------------------------|
| 1. <input type="checkbox"/> | 2. <input type="checkbox"/> | 3. <input checked="" type="checkbox"/> | 4. <input type="checkbox"/> | 5. <input type="checkbox"/> |
| 6. <input type="checkbox"/> | 7. <input type="checkbox"/> | 8. <input type="checkbox"/> | 9. <input type="checkbox"/> | 10. <input type="checkbox"/> |
| 11. <input type="checkbox"/> | 12. <input type="checkbox"/> | 13. <input type="checkbox"/> | 14. <input type="checkbox"/> | 15. <input type="checkbox"/> |
| 16. <input type="checkbox"/> | 17. <input type="checkbox"/> | 18. <input type="checkbox"/> | 19. <input type="checkbox"/> | 20. <input type="checkbox"/> |
| 21. <input type="checkbox"/> | 22. <input type="checkbox"/> | 23. <input type="checkbox"/> | 24. <input type="checkbox"/> | 25. <input type="checkbox"/> |

Additional Comments/Recommendations does not meet standards 2 bunks in cells designed for 1

1400-1-.05 Administration/Management

- | | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| 1. <input type="checkbox"/> | 2. <input type="checkbox"/> | 3. <input type="checkbox"/> | 4. <input type="checkbox"/> | 5. <input type="checkbox"/> |
| 6. <input checked="" type="checkbox"/> | 7. <input type="checkbox"/> | 8. <input type="checkbox"/> | 9. <input type="checkbox"/> | 10. <input type="checkbox"/> |

Additional Comments/Recommendations NO posted plan has painted arrows outside pods, does not meet standard.

1400-1-.06 Personnel

- | | | | | |
|-----------------------------|--|-----------------------------|-----------------------------|-----------------------------|
| 1. <input type="checkbox"/> | 2. <input type="checkbox"/> | 3. <input type="checkbox"/> | 4. <input type="checkbox"/> | 5. <input type="checkbox"/> |
| 6. <input type="checkbox"/> | 7. <input checked="" type="checkbox"/> | | | |

Additional Comments/Recommendations Keys are not matched

1400-1-.07 Security

- | | | | | |
|------------------------------|------------------------------|------------------------------|-----------------------------|------------------------------|
| 1. <input type="checkbox"/> | 2. <input type="checkbox"/> | 3. <input type="checkbox"/> | 4. <input type="checkbox"/> | 5. <input type="checkbox"/> |
| 6. <input type="checkbox"/> | 7. <input type="checkbox"/> | 8. <input type="checkbox"/> | 9. <input type="checkbox"/> | 10. <input type="checkbox"/> |
| 11. <input type="checkbox"/> | 12. <input type="checkbox"/> | 13. <input type="checkbox"/> | | |

Additional Comments/Recommendations _____

1400-1-.08 Discipline

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations Grievance board
performs well and documentation
is well kept

1400-1-.09 Sanitation/Maintenance

- 1. 2. 3. ___ 4. 5. ___

Additional Comments/Recommendations kitchen equipment
need cleaning some dayrooms and
cells floors are dirty and sticky with
FOOD residue
Post Present in kitchens and cells

1400-1-.10 Food Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___

Additional Comments/Recommendations _____

1400-1-.11 Mail and Visiting

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____
Very well organized

1400-1-.12 Programs & Activities

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___

Additional Comments/Recommendations _____
Religious Services very accesable

1400-1-.13 Medical Services

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___
- 6. ___ 7. ___ 8. ___ 9. ___ 10. ___
- 11. ___ 12. ___ 13. ___ 14. ___

Additional Comments/Recommendations _____
medical reorganizing files at inspection date
area clean and well staffed

1400-1-.14 Admission/Records/Release

- 1. 2. 3. 4. 5.
- 6. 7. 8. 9. 10.
- 11.

Additional Comments/Recommendations _____

1400-1-.15 Hygiene

- 1. 2. 3. 4. 5. ✓
- 6. 7.

Additional Comments/Recommendations Several mats
have covers missing, inmates are
sleeping on only a sponge mattress

1400-1-.16 Supervision of Prisoners

- 1. 2. 3. 4. 5.

Additional Comments/Recommendations _____

1400-1-.17 Classification

- 1. 2.

Additional Comments/Recommendations well performed
classification area allows for private
discussion and plans in place are
acceptable.

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name		Shelby County Jail	
Date of Inspection (Month, Day, Year)		April 21, 1999	
Date of Construction (Month, Year)			
Date of Last Renovation (Month, Year)		1994	
Number of Beds	2791		
Certified Capacity	2791		
Population Day of Inspection	3080		
Average Daily Population	2799 (3 months)		
Number of Detention Staff:	Full Time	972	Part Time
New Positions Created Since Last Inspection			
Number of New Hires Since Last Inspection			
Does the Detention Staff also perform as:		Dispatcher?	Yes No X
		Patrol Officer?	Yes No X
		Other? (Specify)	
Total Annual Jail Budget	\$ 41,500,000.00		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes X	No
If yes, what is planned and when do you expect to complete it?			
384 bed facility open mid-year. Female only. 250 bed expansion at 201 Poplar;			
completion unknown at this time.			



STATE OF TENNESSEE
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May 3, 1999

Sheriff A. C. Gilliss
Shelby County Jail
201 Poplar
Memphis, TN 38103

Dear Sheriff Gilliss:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1999.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:jmg



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

May 3, 1999

Mayor Jim Rout
160 N. Main Street
Suite 850
Memphis, TN 38103

RE: Shelby County Jail

Dear Mayor Rout:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 1999.

If you have any questions, please feel free to contact me.

Sincerely,

Charles Fisher
Director of Inspections

CF:jmg



DON SUNDQUIST
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
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(615) 741-3816 FAX: (615) 532-2333

ROY C. NIXON
EXECUTIVE DIRECTOR

INSPECTION REPORT

Name of Facility: Shelby County Jail Type of Facility: _____

Location: 201 Poplar Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor or
City Manager: Jim Rout Mayor 901-528-2500
Name Title Phone Number

Facility
Administrator: A. C. Gillless Sheriff 901-576-5503
Name Title Phone Number

Facility
Manager: Marron Hopkins Asst. Chief 901-576-2440
Name Title Phone Number

Bob Bass
Signature of Inspector

12/27/00
Date of Inspection

Date of Reinspection

- Certify
- Do not certify
- Reinspect

INSPECTION REPORTING FORM

Date 12-27-2000 Inspector Bob Bass & Barry Suttles

FACILITY NAME _____ TYPE _____

- Not overcrowded
- Overcrowded/County prisoners (plan required)
- Overcrowded County State prisoners (attach ADP calculations)
- Currently operating under TCI approved plan
- Sufficient progress made on approved plan
- Status change recommended
- Capacity change

Following information provided by: Patricia Fields Commander
Name Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

1 <u>X</u>	2 <u>X</u>	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 <u>X</u>	23 _____	24 _____	25 _____

Additional Comments/Recommendations 5th Floor very cold temps
does not meet Sg & standards in multi occupancy cells.
Drain in medical housing stopper cell area chains
not working properly

1400-1-.05 Administration/Management

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____

Additional Comments/Recommendations

1400-1-.06 Personnel

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____			

Additional Comments/Recommendations

1400-1-.07 Security

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____		

Additional Comments/Recommendations

1400-1-.08 Discipline

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

Use a good knocking system for inmate/
inmate assaults officer/inmate.

1400-1-.09 Sanitation/Maintenance

1 _____ 2 _____ 3 _____ 4 x 5 x

Additional Comments/Recommendations

Pest Present in kitchen, in office area used by
court room monitor Roach - Fly's
Paper up on walls have blankets Towels hanging

1400-1-.10 Food Services

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 x

Additional Comments/Recommendations

hoods need cleaning kitchen was very
unsanitary will reinspect in 60 DAYS
expect big improvement!

1400-1-.11 Mail and Visiting

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____ 13 _____ 14 _____

Additional Comments/Recommendations

14 Day exam given upon admission
First Aid kits now in place at every
control station, were not in 99. Good improvement.
Nurse adminster medicine

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____

Additional Comments/Recommendations

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

Exit Interview:

A.C. Gillless

Name

Sheriff

Title

Summary:

kitchen very unsanitary,

will be inspect in 60 DAYS or sooner.

Expect to see big improvement.

Inspector Barry Suttles did this portion
of food service and 5th Floor also.

TENNESSEE CORRECTIONS INSTITUTE

ANNUAL JAIL DATA PROFILE

Facility Name		Shelby County Jail, 201 Poplar Mem.	
Date of Inspection (Month, Day, Year)		12/27/00	
Date of Construction (Month, Year)			
Date of Last Renovation (Month, Year)		1994	
Number of Beds	ewmove 60 beds	(2731) 2791	<u>Type and Number of inmates</u> State - 39 Local- Federal - 0 Pretrial-2309 Males - Females -0 Comments:
Certified Capacity		2791	
Population Day of Inspection		2348	
Average Daily Population 3 months			
Number of Detention Staff:		Full Time	967
		Part Time	
New Positions Created Since Last Inspection			
Number of New Hires Since Last Inspection			
Does the Detention Staff also perform as:		Dispatcher?	Yes No X
		Patrol Officer?	Yes No X
		Other? (Specify)	
Total Annual Jail Budget	\$ 47,303,595		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services.)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes X	No
If yes, what is planned and when do you expect to complete it?			
New addition under construction -- add bed space			



DON SUNDQUIST
GOVERNOR

STATE OF TENNESSEE
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(615) 741-3816 FAX: (615) 532-2333

ROY C. NIXON
EXECUTIVE DIRECTOR

INSPECTION REPORT

Name of Facility SHELBY COUNT Y JAIL Type of Facility 1

Location 201 POPLAR MEMPHIS 38103 SHELBY
Street City Zip County

County Executive,
Mayor, or City Manager JIM ROUT MAYOR 901 528 2500
Name Title Phone Number

Facility Administrator A.C. GILLESS SHERIFF 901 576 5503
Name Title Phone Number

Facility Manager MARRON HOPKINS ASSISTANT CHIEF 901 545 2431
Name Title Phone Number

BOB BASS
Signature Of Inspector

Date of Inspection

02/21/2001
Date Of Reinspection

- () CERTIFY
- (X) DO NOT CERTIFY
- () REINSPECT

JAIL INSPECTION RECORD

INSPECTION REPORTING FORM

Date 02 21 2001 INSPECTOR BOB BASS
FACILITY NAME SHELBY COUNTY JAIL TYPE 1

- () Not overcrowded
X Overcrowded/County prisoners (plan required)
() Overcrowded/ State prisoners (attach ADP calculations)
() Currently operating under TCI approved plan
() Sufficient progress made on approved plan
() Status change recommended
() Capacity change

Following information provided by: PATRICA FIELDS COMMANDER
Name Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

- 1 2 3 X 4 5
6 7 8 9 10
11 12 13 14 15
16 17 18 19 20
21 22 23 24 25

Additional Comments/Recommendations DRAIN IN MEDICAL AREA WAS NOT STOPPED UP AT RE INSPECTION DOES NOT MEET SQ FTG REQUIREMENT 5TH FLOOR WAS AT MODERATE TEMP AND ACCEPTABLE LEVEL OF COMFORT

1400-1-.05 Administration/Management

- 1 2 3 4 5
6 7 8 9 10

Additional Comments/Recommendations

1400-1-.06 Personnel

- 1 2 3 4 5
6 7

Additional Comments/Recommendations

1400-1-.07 Security

- 1 2 3 4 5
6 7 8 9 10
11 12 13

Additional Comments/Recommendations

JAIL INSPECTION RECORD

1400-1-.08 Discipline

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

1400-1-.09 Sanitation/Maintenance

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.10 Food Services

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 X _____

Additional Comments/Recommendations

IMPROVEMENT SINCE LAST INSPECTION STILL NEEDS WORK

1400-1-.11 Mail and Visiting

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____ 13 _____ 14 _____

Additional Comments/Recommendations

JAIL INSPECTION RECORD

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____

Additional Comments/Recommendations

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

Exit Interview PATRICA FIELDS
Name

COMMANDER
Title

Summary: IMPROVEMENT IN KITCHEN AREA STILL NEEDS SOME WORK
SOME CELLS ARE STILL NOT CONFORMING TO SQ FT SPACE
THIS JAIL IS CURRENTLY INVOLVED IN FEDERAL COURT. ISSUES OF OVER
CROWDING ARE BEING LOOKED AT. I CAN NOT RECOMMEND CERTIFICATION
AT THIS TIME. BOB BASS

TENNESSEE CORRECTIONS INSTITUTE
ANNUAL JAIL DATA PROFILE

Facility Name: SHELBY COUNTY JAIL			
Date of Inspection: (Month, Day, Year)		02/21/2001	
Date of Construction: (Month, Year)			
Date of Last Renovation: (Month, Year)		1994	
Number of Beds REMOVED 60		Type And Number of Inmates State -36 Local - open Federal - 0 Pretrial- open Males - 2059 Females-- Comments misd/ felons na	
Certified Capacity			
Population Day of Inspection	2059		
Average Daily Population	2200		
Number of Detention Staff	Full Time	967	Part Time
			0
New Positions Created Since Last Inspection		0	
Number of New Hires Since Last Inspection		92	
Does the Detention Staff also perform as: Dispatchers?		Yes	No x
Patrol Officers?		Yes	No x
Other (Specify)			
Total Annual Jail Budget	47,303595.00		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes	No
If yes, what is planned and when do you expect to complete it?			
NEW ADDITION UNDER CONSTRUCTION ADD BED SPACE			



DON SUNDQUIST
GOVERNOR

STATE OF TENNESSEE
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(615) 741-3816 FAX: (615) 532-2333

ROY C. NIXON
EXECUTIVE DIRECTOR

March 7, 2001

Sheriff A.C. Gilles
Shelby County Jail
201 Poplar, Suite 901
Memphis, TN 38103

Dear Sheriff Gilles:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 2001.

If you have any questions, please feel free to contact me.

Sincerely,

Roy C. Nixon
Executive Director

RCN/cmf

Enclosure – Inspection Report

cc: Jim Rout, Mayor
Bob Bass, Detention Facility Specialist



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
 8TH FLOOR, ANDREW JACKSON BUILDING
 500 DEADERICK STREET
 NASHVILLE, TENNESSEE 37243-1420
 (615) 741-3816 FAX: (615) 532-2333

DON SUNDQUIST
 GOVERNOR

ROY C. NIXON
 EXECUTIVE DIRECTOR

INSPECTION REPORT

Name of Facility	<u>SHELBY COUNTY JAIL</u>	Type of Facility	<u>1</u>
------------------	---------------------------	------------------	----------

Location	<u>201 POPLAR AVE</u>	<u>MEMPHIS</u>	<u>38103</u>	<u>SHELBY</u>
	Street	City	Zip	County

County Executive, Mayor, or City Manager	<u>JIM ROUT</u>	<u>MAYOR</u>	<u>901 528 3500</u>
	Name	Title	Phone Number

Facility Administrator	<u>AC GILLESS</u>	<u>SHERIFF</u>	<u>901 576 5503</u>
	Name	Title	Phone Number

Facility Manager	<u>MARRON HOPKINS</u>	<u>ASST CHIEF</u>	<u>901 576 2440</u>
	Name	Title	Phone Number

BOB BASS
 Signature Of Inspector

08 01 2001
 Date of Inspection

 Date Of Reinspection

- () CERTIFY
- (X) DO NOT CERTIFY
- () REINSPECT

TENNESSEE CORRECTIONS INSTITUTE
ANNUAL JAIL DATA PROFILE

Facility Name: SHELBY COUNTY JAIL			
Date of Inspection: (Month, Day, Year) 08/01/2001			
Date of Construction: (Month, Year)			
Date of Last Renovation: (Month, Year) 1994			
Number of Beds	2731	<u>Type And Number of Inmates</u> State - 27 Local - Federal - 1 Pretrial-2083 Males - 2111 Females-- 0 Comments	
Certified Capacity	2731		
Population Day of Inspection	2111		
Average Daily Population 3 MTHS	2100		
Number of Detention Staff	Full Time	1142	Part Time
New Positions Created Since Last Inspection		0	
Number of New Hires Since Last Inspection		0	
Does the Detention Staff also perform as:		Dispatchers?	
		Yes	No X
		Patrol Officers?	
		Yes	No
Other (Specify)			
Total Annual Jail Budget	56,935,037.00		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes X	No
If yes, what is planned and when do you expect to complete it? ADDING NEW COMPLEX WITH 250 ADDITIONAL BEDS UNDERCONSTRUCTION			

JAIL INSPECTION RECORD

INSPECTION REPORTING FORM

Date 08 01 2001

FACILITY NAME SHELBY CO JAIL 201 POPLAR TYPE 1

- (X) Not overcrowded
- () Overcrowded/County prisoners (plan required)
- () Overcrowded/ State prisoners (attach ADP calculations)
- () Currently operating under TCI approved plan
- () Sufficient progress made on approved plan
- () Status change recommended
- (X) Capacity change

Following information provided by: SGT JONES & JIM BLANCHARD, ENVIRONMENTAL

Name Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 X
21 _____	22 _____	23 _____	24 _____	25 _____

Additional Comments/Recommendations

1400-1-.05 Administration/Management

1 _____	2 _____	3 _____	4 X	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____

Additional Comments/Recommendations
FIRE DRILL REPORTS NOT AVAILABLE AT INSPECTION TIME. INSTRUCTED
JIM BLANCHARD TO MAIL COPIES AND I WOULD GIVE THEM CREDIT ON REPORT

1400-1-.06 Personnel

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____			

Additional Comments/Recommendations

1400-1-.07 Security

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____		

Additional Comments/Recommendations

JAIL INSPECTION RECORD

1400-1-.08 Discipline

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

165 INCIDENTS SEEN BY D BOARD FOR THE MONTH OF JULY. AVERAGE 99 INMATES
IN DEAD LOCK AVERAGE PER WEEK IN JULY

1400-1-.09 Sanitation/Maintenance

1 X _____ 2 X _____ 3 _____ 4 X _____ 5 X _____

Additional Comments/Recommendations

FLOORS IN CELLS AND DAY ROOMS AS WELL AS HALLWAYS DIRTY,
FLOORS IN KITCHEN DIRTY PICTURES HANGING UP LIGHTS COVERED
CRAB INFESTATION ON 6TH AND 5TH FLOOR, CLOTHES WERE PRESENT TAGGED

1400-1-.10 Food Services

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

1400-1-.11 Mail and Visiting

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____ 13 _____ 14 _____

Additional Comments/Recommendations

JAIL INSPECTION RECORD

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____

Additional Comments/Recommendations

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 X

Additional Comments/Recommendations

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

JUVENILES ARE NOW HOUSED ON 2ND FLOOR
IN THE PAST THEY DID NOT HAVE GOOD SIGHT AND SOUND SEPARATION ON
LOWER LEVEL AND THIS IS AN IMPROVEMENT OVER LAST INSPECTION

Exit Interview MARRON HOPKINS
Name

ASST. CHIEF
Title

Summary: THIS JAIL IS PRESENTLY IN FEDERAL COURT. SEVERAL CHANGES
HAVE OCCURRED SINCE LAST TCI INSPECTION. JAIL IS PRESENTLY
CHANGING TO DIRECT SUPERVISION. JUVENILES HAVE BEEN MOVED TO 2ND FLOOR.
NEW POSITIONS HAVE BEEN CREATED. FEDERAL COURT MONITORS AND JAIL STAFF
MEET ON REGULAR BASIS. IT APPEARS THAT INCIDENTS IN THE JAIL ARE MANY.
AVERAGE OF 100 INCIDENTS IN THE JAIL FOR MONTH OF JULY. THESE ARE NOT ALL
INCIDENTS WERE INMATES EXERCISE AUTHORITY OVER OTHER INMATES.
THE D BOARD IS ADDRESSING THESE ISSUES AS WELL AS THE JAIL STAFF.
I WILL NOT RECOMMEND CERTIFICATION AT THIS TIME AND THERE WILL BE NO
RE INSPECTION AGREED TO WITH MARRON HOPKINS.

LOCAL JAIL CAPACITY REPORT

AS OF 8-1-01

PAGE 1

TYPE OF JAIL REPORT (3)

(PLEASE CIRCLE):

COUNTY JAIL/WORKHOUSE

CITY JAIL/WORKHOUSE

201 poplar

NAME OF FACILITY	CURRENT TCI CAPACITY (1)	NEW TCI CAPACITY (2)	CERTIFIED Y/N	REASON FOR CHANGE
Shelby Co. Jail	2791	2731	N	Removed 60 Beds
PAGE TOTAL				
GRAND TOTAL				

- (1) CURRENT CAPACITY IS CAPACITY SHOWN ON LAST REPORT
- (2) NEW CAPACITY IS CAPACITY WITH CHANGES SINCE LAST REPORT
- (3) ALL COUNTY JAILS AND WORKHOUSES SHOULD BE ON ONE REPORT, CITY FACILITIES SHOULD BE ON A SEPARATE ONE. METRO/DAVIDSON COUNTY SHOULD BE ON COUNTY REPORT.



DON SUNDQUIST
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

ROY C. NIXON
EXECUTIVE DIRECTOR

August 7, 2001

Sheriff A. C. Gilless
Shelby County Jail
201 Poplar, Suite 901
Memphis, TN 38103

Dear Sheriff Gilless:

Attached you will find a copy of the jail inspection report for the above named facility. This report reflects any deficiencies noted by the inspector on that date.

Based on the results of this inspection, this facility will be recommended for non-certification for 2001.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Roy C. Nixon".

Roy C. Nixon
Executive Director

RCN/cmf

Enclosure – Inspection Report

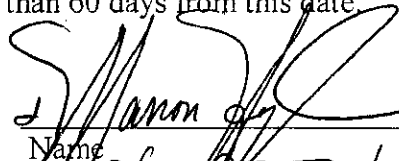
cc: Jim Rout, Mayor
Bob Bass, Detention Facility Specialist


TO: Tennessee Corrections Institute
500 Deaderick Street
8th Floor, Andrew Jackson Building
Nashville, TN 37243

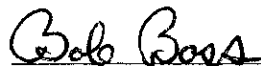
RE: EXIT INTERVIEW

We are providing this letter in connection with your inspection of the
Shelby County Jail on 8-1-01.
We understand that the purpose of your inspection is to assess the adequacy of our
facility and to the extent to which we have complied with prescribed Minimum
Standards for Local Correctional Facilities

We understand the findings of the inspection and if our facility did not
meet the prescribed Minimum Standards for Local Correctional Facilities, the
inspector will reinspect our facility no later than 60 days from this date.


Name


Title

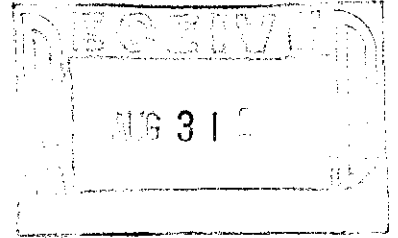

Detention Facility Specialist

- () Final Yearly Inspection
() Must Reinspect



Shelby County Sheriff's Office

*A. C. Gilless, Jr., Sheriff 201 Poplar Av. Memphis, TN 38103
(901) 545-5500*



08/27/2001

Bob Bass
500 Deaderick Street
8th Floor, Andrew Jackson Building
Nashville, Tn 37243-1420

Re: Fire Drills

Dear Bob;

The following pages contains the information concerning our fire drills. These records are also in our JMS files in our computer. The fire drills are conducted every six months. If there is anything else I can help you with please let me know. Looking forward to seeing you again.

Jim Blanchard 
Environmental Health Manager

07/23/01 :: 11:16:19 ::::::: ADD FLOOR NOTES :::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

***** (LATE ENTRY) EMERGENCY DRILLS BEGAIN >>>>> 04-03-01*****
A. ON THE ABOVE DATE LT. J. MILLER DID START AND CONDUCT EMERGENCY DRILLS
IN THE JAIL AT THE FOLLOWING POST'S.
*****06-14:00 SHIFT*****
COMMAND DUTY OFFICER-LT. JOHN CARODINE AND ASST: COMMAND DUTY LT. ESSIE
BRUCE, WERE FAMILIAR WITH ALL PHASES OF THE JAIL EMERGENCY PLAN AND IT'S
RESPONSIBILITY. ALL SECURITY KEYS WERE ACCOUNTED FOR IN THE JAIL VAULT.
***** (1) FIRST FLOOR MALE HOUSING*****
A. EMERGENCY DRILLS WERE CONDUCTED ON THE FIRST FLOOR MALE HOUSING,
SERGEANT M. WILLETT WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL
DRILLS. OFFICERS R. DEBERRY, OFFICER D. ROSS, OFFICER C. HENDERSON WAS
FAMILIAR. (CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

: 07/23/01 :: 11:28:32 ::::: ADD FLOOR NOTES :::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****LOWER LEVEL MALE HOUSING NORTH*****

A. EMERGENCY DRILLS WERE CONDUCTED ON LOWER LEVEL MALE HOUSING NORTH.
SERGEANT M. TONEY WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL
DRILLS. OFCS:L. FORD, S. PRICE, AND S. MILLIGAN WAS FAMILIAR.

*****LOWER LEVEL MALE HOUSING SOUTH*****

B. EMERGENCY DRILLS WERE CONDUCTED ON LOWER LEVEL MALE HOUSING SOUTH.
SERGEANT T. WOODS WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL
DRILLS. OFCS:D. WHERRY;S#4226, L. HARRIS;S#3778, AND W. HUDSON;
S#3617 WAS FAMILIAR.

***** (2)ND FLOOR MALE HOUSING*****

A. EMERGENCY DRILLS WERE CONDUCTED ON SECOND FLOOR MALE HOUSING
(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 11:43:54 ::::::: ADD FLOOR NOTES ::::::::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****CONTINUED SECOND FLOOR MALE HOUSING*****
SERGEANT F. HARRIS WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL DRILLS.
*****SECOND FLOOR MALE P AND Q*****
SERGEANT H. WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL DRILLS.
OFCS: C. JACKSON;S#4661, P. BEARD;S#2971, AND L. DANIELS;S#5052.
*****SECOND FLOOR MEDICAL AND CLINIC*****
MEDIC T. COOPER WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL DRILLS.
*****THIRD FLOOR MALE HOUSING*****
SERGEANT A. MACKLIN ON THE NORTH SIDE AND SERGEANT RILEY ON THE SOUTH-
SIDE WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL DRILLS. OFCS:
W. YOUNG, Y. BROADNAX, AND B. DRAPER WAS FAMILIAR.

(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 11:52:10 ::::::: ADD FLOOR NOTES :::::::JS5400L ::
04
Floor Pod Reported by Deputy:
01 SC 00486 MILLER

Notes:
*****FOURTH FLOOR MALE HOUSING*****
SERGEANT LACKLIN ON THE NORTHSIDE AND SERGEANT G. ASKEW ON THE SOUTH-
SIDE WAS VERY INFORMATIVE ABOUT THE EMERGENCY JAIL DRILLS. ALL KEYS
WERE ACCOUNTED FOR. OFCS: C. ,M. PARSON, D. LEE, K. JAMISON AND
L. CARRUTHERS, AND N. BOYCE WAS FAMILIAR.
*****FIFTH FLOOR MALE HOUSING*****
SERGEANT N. WELLS WAS VERY INGORMATIVE ABOUT THE EMEMRGENCY JAIL DRILLS.
OFCS:K. BURNETT, N. CATRON, AND L. MAGGETT WAS FAMILIAR.
*****SIXTH FLOOR MALE HOUSING*****
(*NOTE)**SERGEANT M. WELLS ALSO WAS RESPONSIBLE FOR THE SIXTH FLOOR.

F1=Enter
ESC=Back F9/Alt-F9=Help F12=Menu Sh-F12=Logoff

07/23/01 :: 12:07:34 ::::::: ADD FLOOR NOTES :::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****CONTINUE EMERGENCY DRILLS*****
(05-23-01)** (JAIL EAST) ***** (05-23-01)*****
ON THE ABOVE DATE EMERGENCY DRILLS WERE HELD AT JAIL EAST. LT. RICHMOND
WAS VERY KNOWLEDGABLE OF THE EMERGENCY SITUATIONS AT THE JAIL, SHE ALSO
WAS VERY INFORMATIVE DURING THE DRILLS WALK THROUGH. THERE WERE ADAQUATE
ESCAPE EXITS POINTED OUT TO ME, CONSISTING OF THE MULTIPURPOSE AREA TO
MAIN EXERCISE YARD ON EACH END OF THE INSTITUTION, ALL SECURITY KEYS WERE
ACCOUNTED FOR.SIGNED BY LT. M. RICHMOND;S#0884.
***** (2-10 SHIFT) *****
FOURTH FLOOR MALE HOUSING
DRILLS WERE HELD ON THE FOURTH FLOOR MALE HOUSING SOUTHSIDE, SERGEANT M.
MILLIGAN (CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 13:05:56 ::::::: ADD FLOOR NOTES ::::::::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****CONTINUE FOURTH FLOOR MALE HOUSING*****
WAS KNOWLEDGABLE OF THE EMERGENCY PROCEDURES ON THE FOURTH FLOOR MALE
HOUSING UNIT.SERGEANT P. GAVIN OF THE NORTHSIDE WAS VERY INFORMATIVE
ABOUT THE EMERGENCY PROCEDURES ON THE FOURTH FLOOR MALE HOUSING UNIT,ALL
KEYS AND RADIOS WERE ACCOUNTED FOR.

*****FIFTH FLOOR MALE HOUSING*****
SERGEANT W. SMITH WAS VERY FAMILIAR AND INFORMATIVE ABOUT THE EMERGENCY
PROCEDURES ON AND AROUND THE FIFTH FLOOR UNIT, ALL KEYS AND RADIOS
ACCOUNTED FOR. SGT. W. SMITH;S#1322.

*****SIXTH FLOOR MALE HOUSING*****
SERGEANT A. OWENS WAS FAMILIAR WITH THE EMERGENCY PROCEDURES PERTAINING TO
(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 13:16:44 ::::::: ADD FLOOR NOTES :::::::::::::::JS5400L ::
04
Floor Pod Reported by Deputy:
01 SC 00486 MILLER

Notes:

*****CONTINUE SIXTH FLOOR MALE HOUSING*****
THE SIXTH FLOOR HOUSING UNIT, ALL SECURITY KEYS AND RADIOS WERE ACCOUNTED FOR.
*****THIRD FLOOR MALE HOUSING*****
SERGEANT A. ADAMS OF THE NORTHSIDE AND SERGEANT O. HILL OF THE SOUTHSIDE WERE VERY INFORMATIVE ABOUT THE EMERGENCY SITUATIONS ON THE FOURTH FLOOR MALE UNIT, ALL SECURITY KEYS AND RADIOS WERE ACCOUNTED FOR.
*****SECOND FLOOR MALE HOUSING*****
SERGEANT J. PRICE WAS VERY INFORMATIVE ABOUT EMERGENCY PROCEDURES ON THE SECOND FLOOR HOUSING AREA, ALL RADIOS WERE ACCOUNTED FOR AT SHIFT CHANGE.
*****SECOND FLOOR P AND Q*****
(CONT'D)

F1=Enter
ESC=Back F9/Alt-F9=Help F12=Menu Sh-F12=Logoff

07/23/01 :: 13:29:41 ::::::: ADD FLOOR NOTES :::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****CONTINUE SECOND FLOOR P AND Q*****
SERGEANT M. HOLMAN WAS VERY INFORMATIVE AND PRECISE ABOUT EMERGENCY PROCE-
DURES ON THE SECOND FLOOR MALE HOUSING.

*****LOWER LEVEL MALE HOUSING*****
SERGEANT W. REDDEN OF THE SOUTHSIDE AND SERGEANT R. PETERSON OF THE NORTH-
SIDE WERE VERY KNOWLEDGEABLE OF EMERGENCY PROCEDURES IN THE LOWER LEVEL
MALE HOUSING AREA. ALL KEYS WERE ACCOUNTED FOR.

***** (1)ST FLOOR MALE PROTECTIVE CUSTODY AND DEAD-LOCK*****
SERGEANT J. PRICE WAS VERY INFORMATIVE OF EMERGENCY PROCEDURES IN THE
FIRST FLOOR PROTECTIVE CUSTODY AND DEAD LOCK UNIT. ALL SECURITY KEYS AND
RADIOS WERE ACCOUNTED FOR.

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 14:00:28 ::::: ADD FLOOR NOTES :::::JS5400L ::

04
Floor Pod Reported by Deputy:
01 SC 00486 MILLER

Notes:

(05-11-01)***10-6 SHIFT *****
EMERGENCY DRILLS

ON THE ABOVE DATE EMERGENCY DRILLS WERE CONDUCTED ON THE LOWER LEVEL MALE HOUSING SOUTHSIDE. SERGEANT L. RHEA AND SERGEANT M. HOLMAN ON THE NORTHSIDE WERE VERY INFORMATIVE AND KNOWLEDGABLE OF THE EMERGENCY SITUATIONS IN LOWER LEVEL MALE HOUSING. ALL SECURITY KEYS WERE ACCOUNTED FOR.

***** (1)ST FLOOR MALE HOUSING*****
SERGEANT E. PIGRIM RESPONDED FAVORABLY WHEN ASKED ABOUT EMERGENCY PROCEDURES FOR FIRST FLOOR MALE HOUSING. SHE WAS VERY KNOWLEDGABLE, ALL KEYS WERE ACCOUNTED FOR.

(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

***** (2)ND FLOOR MALE HOUSING "P AND Q"*****
SERGEANT D. FRANKLIN WAS VERY KNOWLEDGEABLE OF EMERGENCY PROCEDURES ON
SECOND FLOOR P AND Q. ALL SECURITY KEYS WERE ACCOUNTED FOR.
***** (2)ND FLOOR JM MALE HOUSING*****
SERGEANT D. FRANKLIN WAS VERY INFORMATIVE ABOUT THE SPECIAL NEED
AREA. KNOWLEDGEABLE OF THE ESCAPE ROUTES. ALL KEYS WERE ACCOUNTED FOR.
***** (3)RD FLOOR MALE HOUSING*****
SERGEANT R. WILSON OF THIRD FLOOR NORTH-SOUTHSIDES WAS VERY INFORMATIVE
ABOUT THE EMERGENCY SITUATION ON THE THIRD FLOOR MALE HOUSING
NORTH-SOUTHSIDES. ALL SECURITY KEYS WERE ACCOUNTED FOR.

(CONT'D)

F1=Enter
ESC=Back F9/Alt-F9=Help F12=Menu Sh-F12=Logoff

07/23/01 :: 14:27:45 ::::::::::: ADD FLOOR NOTES :::::::::::JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

***** (4)TH FLOOR MALE HOUSING*****
SERGEANT H. JACKSON WAS VERY FAMILIAR WITH THE EMERGENCY PROCEDURES ON THE
FOURTH FLOOR MALE HOUSING NORTHSIDE. ALL SECURITY KEYS WERE ACCOUNTED FOR.

(*NOTE)****SERGEANT H. JACKSON WAS ALSO RESPONSIBLE FOR FOURTH FLOOR MALE
HOUSING SOUTHSIDE.

***** (5)TH FLOOR MALE HOUSING*****
SERGEANT M. MUHAMMAD WAS VERY FAMILIAR WITH THE EMERGENCY PROCEDURES
CONCERNING THE FIFTH FLOOR MALE HOUSING. ALL SECURITY KEYS WERE ACCOUNTED
FOR.

(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 14:49:36 ::::::: ADD FLOOR NOTES :::::::JS5400L ::
04

Floor	Pod	Reported by Deputy:
01	SC	00486 MILLER

Notes:

(*NOTE)****SERGEANT M. MUHAMMAD WAS ALSO RESPONSIBLE FOR THE SIXTH FLOOR.
ALL SECURITY KEYS WERE ACCOUNTED FOR.

*****COMMAND DUTY OFFICER*****
LT. J. KORNEGAY AND LT. D. TENNORT WERE VERY KNOWLEDGEABLE OF WHAT WAS
REQUIRED OF THE COMMAND DUTY OFFICER IN CASE OF AN EMERGENCY SITUATION IN
THE SHELBY COUNTY JAIL. COMMAND POST, RECORDER AND WHO TO NOTIFY. ALL
KEYS WERE ACCOUNTED FOR AND ALL CONDITIONS WERE NORMAL. LT. WALLS WAS
SHIFT COMMANDER.

***** (07-12-01) **JAIL EAST FEMALE HOUSING*****
ON THE ABOVE DATE EMERGENCY EVACUATION DRILLS WERE HELD AT JAIL EAST AT
APPROXIMATELY 10:15, LT. MILLER HAD VERBAL COMMUNICATION WITH THE
(CONT'D)

F1=Enter

ESC=Back

F9/Alt-F9=Help

F12=Menu

Sh-F12=Logoff

07/23/01 :: 13:46:24 ::::: ADD FLOOR NOTES :::::JS5400L ::
04

Floor	Pod	Reported by Deputy:
01	SC	00486 MILLER

Notes:

*****CONTINUE EMERGENCY DRILLS*****
***** (05-30-01) ***** (JAIL EAST) 2-10 SHIFT ***** (05-30-01) *****
ON THE ABOVE DATE EMERGENCY DRILLS WERE HELD AT JAIL EAST. LT. M. RICHMOND WAS VERY KNOWLEDGABEL AND INFORMATIVE ABOUT THE EMERGENCY PROCEDURES AT JAIL EAST. THERE APPEARED TO BE ADEQUATE ESCAPE ROUTES IN THE INSTITUTION UTILIZE MULTIPURPOSE ROOM AND RECREATION YARD FOR INMATE DISPERSEMENT. LT. RICHMOND WAS AWARE OF (CODE RED) EMERGENCIES THAT CANNOT BE HANDLED BY EMPLOYEES CALL SUPPORT SERVICES AND THE ALARM CAN BE RESET.

(CONT'D)

F1=Enter
ESC=Back F9/Alt-F9=Help F12=Menu Sh-F12=Logoff

07/23/01 :: 14:54:19 :: ADD FLOOR NOTES :: JS5400L ::
04

Floor Pod
01 SC

Reported by Deputy:
00486 MILLER

Notes:

*****CONTINUE EMERGENCY DRILLS MIDNIGHT SHIFT*****
MIDNIGHT SHIFT WITH THE FOLLOWING OFFICERS: SERGEANT D. WOODS, SERGEANT A. WILKINS, SERGEANT A. FLOWERS, AND LT. K. HENDERSON. THEY WERE VERY KNOWLEDGEABLE OF THE POLICY AND PROCEDURES CONCERNING THE JAIL EAST EVACUATION PLAN IN CASE OF FIRE, FLOOD, OR LOST OF ELECTRICAL POWER.

END OF NARRATIVE.

F1=Enter
ESC=Back F9/Alt-F9=Help F12=Menu Sh-F12=Logoff

2002

JAIL INSPECTION LIST
AS OF 6/14/2005

3

DATE	DATE	INSPECTOR	DEF	DATE	CERT.	TYPE	CERT	DATE	DATE	
INSPT	REINSPT.			Y/N	CERT	PRIOR	FAC	CAP	CONS	RENOV

MADISON CO JAIL ANNEX			Bass		Yes	I	64	1937	2000
MARION CO. JAIL			Suttles		No	I	118	2001	None
MARSHALL CO. JAIL			Bass		Yes	I	63	1991	None
MAURY CO. JAIL			Bass		Yes	I	186	1999	None
MCMINN CO. JAIL			Suttles		Yes	I	176	1992	None
MENAFRY CO. JAIL			Bass		Yes	I	86	1993	None
MEIGS CO. JAIL			Gregory		Yes	I	32	1963	1991
METRO DET. CTR. (CCA)			Sawyer		Yes	I	892	1992	1994
MILAN P.D.			Ellis		Yes	III	4	2002	None
MILLINGTON P.D.			Ellis		Yes	II	6	1954	1990
MONROE CO. JAIL			Gregory		Yes	I	68	1986	1996
MONTEAGLE P.D.			Sawyer		Yes	III	1	1972	None
MONTGOMERY CO. JAIL			O'Neal		Yes	I	323	1987	1992
MONTGOMERY CO. WKHS.			O'Neal		Yes	I	144	1999	None
MOORE CO. JAIL			Hanna		Yes	I	20	1990	None
MORGAN CO. JAIL			Suttles		Yes	I	27	1930	1970
OBION CO. JAIL			Ellis		Yes	I	149	1999	None
ONEIDA P.D.			Suttles		Yes	II	6	1978	1996
OVERTON CO. JAIL			Suttles		Yes	I	143	2001	None
PERRY CO. JAIL			Bass		No	I	16	1956	1984
PICKETT CO. JAIL			Suttles		No	I	6	1935	1992
POLK CO. JAIL			Gregory		No	I	33	1959	1995
POTNAM CO. JAIL			Hanna		Yes	I	202	1993	None
RHEA CO. JAIL			Suttles		Yes	I	58	1973	2000
ROANE CO. JAIL			Gregory		Yes	I	57	1974	1997
ROANE CO. ANNEX			Gregory		Yes	II	12		1999
ROBERTSON CO. JAIL			Hanna		Yes	I	216	1997	None
RUTHERFORD CO. WKHS.			Hanna		Yes	I	194	1965	1983
RUTHERFORD CO. JAIL			Hanna		Yes	I	796	1998	None
SCOTT CO. JAIL			Suttles		Yes	I	42	1904	1997
SEQUATCHIE CO. JAIL			Sawyer		No	I	30	1966	1994
SEVIER CO. JAIL			Gregory		Yes	I	156	1991	None
SHELBY CO. CORR. CTR.			Bass		Yes	I	3562	1929	1993
SHELBY CO. JAIL			Bass		No	I	2731	1982	1994
SHELBY CO. JAIL ANNEX			Bass				256	2002	None
SHELBY CO. JAIL - EAST			Bass		Yes	I	384	1999	
SMITH CO. JAIL			Hanna		Yes	I	34	1960	1996
STEWART CO. JAIL			Ellis		Yes	I	21	1960	1/2000



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

PHIL BREDESEN
GOVERNOR

ROY C. NIXON
EXECUTIVE DIRECTOR

February 10, 2003

Sheriff Mark H. Luttrell, Jr.
Shelby County Sheriff's Office
201 Poplar Avenue
Memphis, TN 38130

RE: TCI Technical Support

Dear Sheriff Luttrell:

Per your request for technical support, I visited the jail at 201 Poplar Street on January 13 and 14, 2003. One goal was to assess improvements in the jail operations over the last few months and address issues that would help meet TCI standards.

While at the jail, I took square footage measurements on the entire jail inmate housing areas. I found some cells had too many beds located on 5th and 6th floors. The number of inmates allowed in dormitories was exceeded according to standards. The cells on floors 2, 3 and 4 did not meet TCI's standards square footage requirements for double occupancy.

Square footage is determined by TCI and any additional living space that inmates have regular access to can be counted. This problem was created years ago when double bunking was done to reduce overcrowding. In order to meet the square footage requirement, we will have to determine the amount of time inmates have access to additional living space such as day rooms.

I did see improvements in staff involvement with inmates. This, of course, is due to the jail going to direct supervision. I noticed that the sound levels were considerable less than on prior visits. I noticed that cells were cleaner than I had previously seen at prior inspections. The air quality has been improved as a result of improvements made to plumbing problems. I also noticed that an escalator was inoperative between the floors. The comments from your staff indicate that parts have been ordered to make the repairs.

Sheriff Mark Luttrell
February 10, 2003
Page 2

I found that the processing of inmate's time reduced to acceptable time frames considering the size of your jail and the booking process that it involves. In the past, actual inmate from booking process to cell was around 10 hours. This is now closer to two hours or less.

Overall, jail operations were very well organized. I did review some inmate records and found the paper trail somewhat different than most other jails I inspect. However, after discussing this with your staff I have a better understanding of how the files work and the method of inmate record keeping. The completed files appear to go through a process that brings all the required paperwork together when an inmate leaves the jail for final disposition. Your method of record keeping does meet TCI standards.

Sincerely,

Bob Bass
Detention Facility Specialist

BB/cmf



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

CHARLES DAVID HENSLEY
EXECUTIVE DIRECTOR

INSPECTION REPORT

Name of Facility	Shelby County Jail		Type of Facility	1
Location	201 Poplar Ave. Street	Memphis City	38103 Zip	Shelby County
County Executive, Mayor, or City Manager	A. C. Wharton Name	County Mayor Title	901-545-4500 Phone Number	
Facility Administrator	Mark Lutrell Jr. Name	Sheriff Title	901-545-5500 Phone Number	
Facility Manager	Joe Ponte Name	Jail Administrator Title	901-545-2408 Phone Number	

Bob Bass
Signature of Inspector

10-8-2003
Date of Inspection

Date of Reinspection

- CERTIFY
 DO NOT CERTIFY
 REINSPECT

TENNESSEE CORRECTIONS INSTITUTE
ANNUAL JAIL DATA PROFILE

Facility Name: Shelby County Jail			
Date of Inspection : (Month, Day, Year) 10/08-09-10/2003			
Date of Construction: (Month, Year)			
Date of Last Renovation : (Month, Year) 1994			
Number of Beds	2471	Type And Number of Inmates State - 53 Local - 14 Federal - 0 Pretrial- 1746 Males - 1812 Females- Comments:	
Certified Capacity	2471		
Population Day of Inspection	1812		
Average Daily Population 6 months	1701		
Number of Detention Staff	Full Time	910	Part Time
New Positions Created Since Last Inspection		19	
Number of New Hires Since Last Inspection		See attached	
Does the Detention Staff also perform as:		Dispatchers?	Yes No <input checked="" type="checkbox"/>
		Patrol Officers? Other (Specify)	Yes No <input checked="" type="checkbox"/>
Total Annual Jail Budget	\$59,200,000.00		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes	No <input checked="" type="checkbox"/>
If yes, what is planned and when do you expect to complete it?			

LOCAL JAIL CAPACITY REPORT

AS OF: 10/08/2003

PAGE: 1

TYPE OF JAIL
 JAIL/WORKHOUSE
 (Please check)

COUNTY

CITY JAIL/WORKHOUSE

Name of Facility	TCI Current Capacity	New TCI Capacity	Certified Yes/No	Reason for Change
Shelby County Jail 201 Poplar Ave	2731	2471	No	Removed beds at 5 th and 6 th floors to Convert to dormitories. Recommended certification at this inspection. Mailed to office break down of inmate housing. Meets square footage requirements for existing jail. Dormitories meet required square footage as applied to standards for new jails after June 2000.
Page Total				
Grand Total	2731	2471		

- (1) Current capacity is capacity shown on last report.
- (2) New capacity is capacity with changes since last report.
- (3) All county jail and workhouses should be on one report.
- (4) City facilities should be on a separate one.
- (5) Metro/Davidson County should be on a county report.

Revised 12/1999

INSPECTION REPORTING FORM

Date 10/08/2003 INSPECTOR Bob Bass

FACILITY NAME Shelby County Jail TYPE 1

- Not Overcrowded
- Overcrowded/County prisoners (plan required)
- Overcrowded/County/State Prisoners(Attach ADA Calculations)
- Currently operating under TCI approved plan
- Sufficient progress made on approved plan
- Status change recommended
- Capacity change

Following information provided by:

Joe Ponte
Name

Jail Administrator
Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 _____	23 _____	24 _____	25 _____

Additional Comments/Recommendations

.04-3 Cells meet with square footage requirements with day room added as standards allow.

Calculations attached.

1400-1-.05 Administration/Management

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____

Additional Comments/Recommendations

1400-1-.06 Personnel

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____			

Additional Comments/Recommendations

1400-1-.07 Security

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____		

Additional Comments/Recommendations

1400-1-.08 Discipline

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

1400-1-.09 Sanitation/Maintenance

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.10 Food Services

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

Contractual services done by Aramark. Staff includes 31 employees and 9 trustees for total of 40.

1400-1-.11 Mail and Visiting

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____ 13 _____ 14 _____

Additional Comments/Recommendations

13.3 First Aid kits meet T.C.I. Standards however I suggested to staff that they be improved 2 ways.

First suggestion is that ambu bags be placed in kits. Second suggestion was that portable defibrillators be purchased and staff trained in the proper use of defibrillators and they be placed on each floor.

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 x
6 _____ 7 _____

Additional Comments/Recommendations

Found some blankets that had several holes in them and Chief Ponte and the Sheriff assured me that they will be replaced.

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

Exit Interview

Mark Lutrell Jr.
Name

Sheriff
Title

Summary:

Shelby County Jail meets all applicable standards and I recommend certification for 2003.
At debriefing 34 Shelby County Jail employess attended. Staff included officers from
administration to food services. Shelby County Jail should be congratulated for obtaining
this degree of professionalism. I recommend certification, Bob Bass

Square Footage Report

Facility: Shelby County Jail

Date: 10/10/2003

Area Name	Area Measurements	Square Feet (Square Feet Per Inmate)
(A)	Square footage measurements for Shelby county jail placed in different format than found here and placed on file in Nashville Office 10/30/2003 per Bob Bass D.F.S.	
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
(J)		
(K)		
(L)		

NOTE:

If this information is in the Nashville files for a previous year, enter only the year of inspection where information can be found.

# of 1 Person Cells	# of 6 Person Cells
# of 2 Person Cells	# of 8 Person Cells
# of 3 Person Cells	# of 10 Person Cells
# of 4 Person Cells	# of _____ Person Cells
# of 5 Person Cells	# of Dormitories
Total # of Beds	



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

CHARLES DAVID HENSLEY
EXECUTIVE DIRECTOR

October 23, 2003

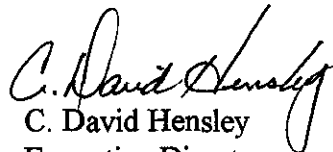
Sheriff Mark Luttrell
Shelby County Jail
201 Poplar Avenue
Memphis, TN 38103

Dear Sheriff Luttrell:

The Tennessee Corrections Institute recently inspected the above named facility. The inspection revealed that this facility meets all applicable minimum standards. This status shall be reported to the Board of Control at its next meeting. After approval from the Board of Control, you will receive a Certificate of Certification.

You are to be congratulated for attaining this degree of professionalism in your organization.

Sincerely,

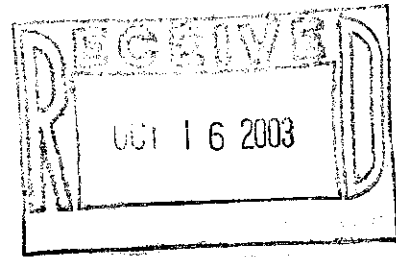

C. David Hensley
Executive Director

CDH/awf

Enclosure – Inspection Report

cc: A. C. Wharton, County Mayor
Bob Bass, Detention Facility Specialist

Exit Interview



Tennessee Corrections Institute
500 Deaderick Street
8th Floor, Andrew Jackson Building
Nashville, TN 37243

We are providing this letter in connection with your inspection of the Shelby County Jail on 10-8-2003.
We understand that the purpose of your inspection is to assess the adequacy of our facility and to the extent to which we have complied with prescribed Minimum Standards for Local Correctional Facilities

We understand the findings of the inspection and if our facility did not meet the prescribed Minimum Standards for Local Correctional Facilities, the inspector will reinspect our facility no later than 60 days from this date.

Mark N. Smith
Name Title

Bob Boss
Detention Facility Specialist

- Final Yearly Inspection
 Must Reinspect

For January 2004 Board Meeting As of January 27, 2004

2003 CERTIFY

Facility	Date Inspected
Bartlett Police Department	10/02/2003
Benton County Jail	12/11/2003
Carroll County Jail	11/13/2003
Carter County Jail	09/12/2003
Chester County Jail	10/09/2003
Davidson County Hill Building 1&2	10/27/2003
Davidson County Criminal Justice Center	10/28/2003
Dyer County Jail	09/02/2003
Germantown Police Department	10/16/2003
Gibson County	11/24/2003
Greene County Workhouse	08/28/2003
Hickman County Jail	10/08/2003
Humboldt Police Department	10/01/2003
Lake County Jail	09/18/2003
Lauderdale County Jail	09/30/2003
Marshall County Jail	10/16/2003
Maury County Jail	09/04/2003
McMinn County Justice Center	10/02/2003
Millington Police Department	10/16/2003
Montgomery County Jail	10/22/2003
Montgomery County Workhouse	10/22/2003
Obion County Jail	09/18/2003
*Shelby County Jail	10/08/2003
Stewart County Jail	10/01/2003
Sullivan County Jail	10/01/2003
Sumner County Jail	10/07/2003
Tipton County	08/14/2003
Trenton Police Department	10/01/2003
White County Justice Center	09/08/2003
Wilson County Criminal Justice Center	09/18/2003

2003 NON-CERTIFY

Facility	Date Inspected
Bledsoe County Jail	10/23/2003
Grundy County Jail	12/11/2003
Hickman County	10/09/2003
*Hamilton County	09/26/2003
Humphreys County Jail	10/15/2003
Sequatchie County Jail	12/08/2003

REQUEST BOARD TO MAKE DECISION

Facility	Date Inspected
CCA-Metro DCDF	10/27/2003
Hamblen County Jail (status continued 9/18/03)	09/05/2003
Jefferson County (voted to decertify 9/18/03)	09/04/2003

* Indicates Status Change



STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

PHIL BREDESEN
GOVERNOR

CHARLES DAVID HENSLEY
EXECUTIVE DIRECTOR

MINUTES
TENNESSEE CORRECTIONS INSTITUTE
BOARD OF CONTROL

A Board Meeting of the Tennessee Corrections Institute Board of Control was held on Thursday, January 29, 2004 at 10:00 a.m.

Board Members Present:

Chairman Howard Cook, Department of Corrections
Commissioner Quenton White, Department of Corrections
Steve Elkins, Deputy Legal Counsel to the Governor
Dr. Deborah Newman, Middle Tennessee State University
Dr. Bruce Mallard, Tennessee State University
Sheriff Daron Hall, Davidson County
Sheriff Melvin Bond, Haywood County

Others Present:

C. David Hensley, Executive Director
Peggy Sawyer, Assistant Director
Bob Bass, Detention Facilities Specialist
Melody Gregory, Detention Facilities Specialist
Wanda Johnson, Administrative Services Assistant
Andrea Fenwick, Administrative Assistant
Claire Drawota, Executive Director, Select Oversight Committee On Corrections
Chief Jim Hart, Hamilton County
Sheriff John Cupp, Hamilton County
Sheriff Otto Purkey, Hamblen County
David Purkey, County Mayor, Hamblen County
Rookie Inman, Facility Administrator, Hamblen County
Sheriff David Davenport, Jefferson County
Sheriff John Henson, Carter County
Wendell Treadway, Carter County
Forrest Sharpe, Carter County
Dale Fair, County Mayor, Carter County

Tennessee Corrections Institute Board of Control
January 29, 2004 Board Meeting

Chief Deputy James Parrish, Carter County
Sheriff Mark Luttrell, Shelby County
Lt. Mike Jewell, Accreditation Manager, Shelby County
Chief Joe Ponte, Facility Administrator, Shelby County
Asst. Chief Robert Moore Shelby County
Asst. Chief James Coleman, Shelby County
Lt. Peggy Bailey, Shelby County
Lt. Wanda Boga, Shelby County
Capt. Cheta Burkes, Shelby County
Sgt. Debra Hammonds, Shelby County

Chairman Howard Cook called the meeting to order.

Executive Director Hensley gave the Board an update on TCI since the last official board meeting.

Executive Director Hensley stated that he was in the process of creating an advisory panel in response to the Comptroller's Report. This advisory panel would consist of detention facility specialist, two (2) sheriffs from each region, east, middle, and west Tennessee, a member from the Board of Control, a Health Department representative, two (2) general assembly members – a member from the Senate and a member from the House of Representatives, and a judicial representative – an Attorney General or a Judge.

Executive Director Hensley stated that he has implemented a monitoring/tracking system for all facility inspections to insure that inspections are not conducted at the same time each year and by the same inspector. He stated that he has and will continue to randomly inspect facilities along with the Detention Facilities Specialists.

Executive Director Hensley informed the Board that he and Assistant Director Peggy Sawyer had met with the Sheriff's Association Corrections Committee on January 15, 2004. This meeting was to discuss the Comptroller's Report to get the Association's input, thoughts, comments, and recommendations. Executive Director Hensley stated that he is awaiting correspondence from Sheriff Mark Luttrell for the Sheriff's Association official response.

Executive Director Hensley also stated that there are now mandatory monthly staff meetings. These meetings would include going over interpretation of Standards.

Assistant Director Sawyer stated that she met with representatives from Communicable and Environmental Disease Services of the Department of Health. This

Department expressed interest to be included in the process of revisions of Standards, educational training, and building of new facilities or renovations of current facilities.

Chairman Cook requested that the Board read and review the minutes from September 18, 2003 and October 30, 2003. Sheriff Melvin Bond made the motion to accept the minutes as written. Dr. Bruce Mallard seconded. MOTION carried.

Discussion of Staff Recommendations and Status of Facilities

Hamilton County Jail

Assistant Director Sawyer stated that, over the years, the Hamilton County Jail facility maintained certification based on different plans that were presented to the Board. The inspector recommended non-certification for 2003. The inspector found several deficiencies, that overcrowding is a serious problem, not enough toilets, sinks, and showers, security concerns, pretrial detainees sleep on floors for up to six (6) days prior to classification.

Sheriff John Cupp and Chief Jim Hart of Hamilton County presented to the Board a plan of action to alleviate the overcrowding issue. Sheriff Cupp stated that neighboring Bradley County is in agreement to take one hundred (100) federal prisoners and Hamilton County CCA-Silverdale opened another unit that will be able to house one hundred twenty-eight (128) inmates. Sheriff Cupp also stated as of this date that the jail population is five hundred twenty-eight (528), previously the population has been upwards of seven hundred (700). The capacity is four hundred eighty-nine (489) beds.

Sheriff Cupp stated that the County Commissioners have appropriated funds for Carter Global to conduct a needs assessment study.

Chief Hart stated that there were three (3) major areas of concern: overcrowding, the first floor of the facility, which is designed as a holding facility, is currently a permanent housing area and inadequate staffing. Chief Hart provided a detailed and thorough plan that would correct and/or alleviate the major areas of concerns. The County Commission has approved based on the findings of the study, to hire a Criminal Justice Coordinator to help monitor the corrections system in Hamilton County. Chief Hart stated that some positions that were held by law enforcement would now be filled with civilian employees.

Assistant Director Sawyer stated that she and Executive Director Hensley recently toured the facility and on that day there were more corrections officers on duty to man the inmates.

Sheriff Daron Hall made a motion to continue Hamilton County's certification. Dr. Mallard seconded the motion with the amendment to re-inspect the facility prior to annual inspection and closely supervise the facility, meaning call the facility to check the numbers related to the issue of overcrowding. Deputy Legal Counsel to the Governor Steve Elkins requested that the TCI get current updates on the facility. Commissioner Quenton White stated that TCI give the facility a checklist and deadlines of issues to be addressed. Sheriff Hall stated that it would be the responsibility of the Sheriff to submit written correspondence that outlined the progress and the rated capacity of the jail for the next board meeting. With no further discussion regarding Hamilton County, MOTION carried.

Corrections Corporation of America-Metro DCDF

Assistant Director Sawyer stated the major problem is overcrowding and has been for years. Executive Director Hensley stated that recently an article ran in the newspaper that stated some of the inmates currently housed in CCA-Metro would be moved to Mason, Tennessee. Sheriff Hall stated, that although there was an article printed, there was nothing concrete. Commissioner White stated that he met with Sheriff Hall, members of the Davidson County Mayor's office, and staff from the Governor's office to find a solution to the CCA-Metro overcrowding. Commissioner White stated that he couldn't confirm that there are definitely beds available in Mason.

Sheriff Hall stated that there is an agreement and commitment between the State and Metro to find a solution to the overcrowding issue. Sheriff Hall stated the beds for locally sentenced male felons are not available.

Assistant Director Sawyer stated that the CCA-Metro facility has been overcrowded for several years. Assistant Director Sawyer stated that she is not sure that construction of additional housing would relieve overcrowding because there are other inmates in other counties awaiting bed space in CCA-Metro facility. Assistant Director Sawyer stated that the rated capacity is 892 beds and the average daily population 1249.

Dr. Mallard stated that based on the numbers from month to month there is no plan, no progress, or trend to alleviate the problem of overcrowding. Dr. Mallard stated that based on the October 30, 2003 minutes that the Board should receive a plan from Metro and if the plan did not meet the Board's approval, the facility would be decertified.

Sheriff Hall stated that the previously requested Davidson County Mayor, Bill Purcell, submit a plan of action. The Mayor responded by stating that the County did submit a plan but the State rejected the plan.

Assistant Director Sawyer stated that a letter had been submitted to the Governor for a response related to the CCA-Metro facility.

Deputy Legal Counsel to the Governor Elkins stated that since the letter had been written, the Governor and the Mayor have met to discuss the issue.

Commissioner White states there are two issues regarding overcrowding – a plan for the temporary relief of overcrowding and a plan of construction to relieve overcrowding across the board.

Dr. Mallard asked the question, why on the February 14, 2003 Inspection Report was there a recommendation to certify the facility if the facility is three hundred (300) over rated capacity? Assistant Director Sawyer stated that recommendation for certification was based on the County having a plan.

Dr. Mallard stated that just to continue certifying the facility based on a plan that has no course of action serves no purpose. Dr. Mallard stated that the facility should be decertified.

Deputy Legal Counsel to the Governor Elkins stated that we are currently awaiting an opinion from the Attorney General's office as to whether TCI has the duty to inspect detention facilities operated by private companies. Dr. Deborah Newman stated that before the Board decides on the status of CCA-Metro, the Board should wait on the opinion from the Attorney General's office.

Sheriff Melvin Bond asked the Board if decertifying the facility is taking a step backwards. Sheriff Hall stated that decertification could be the motivating factor to get all parties involved to take an active role in solving the issue. Dr. Mallard concurred with Sheriff Hall's opinion.

Commissioner White stated that if all possible he would request the Board to table the issue until the next meeting.

Deputy Legal Counsel to the Governor Elkins stated that since all top parties involved, Governor Bredsen's staff, Mayor Bill Purcell's staff, Sheriff Daron Hall and Commissioner Quenton White, are meeting and in agreement that something must be done, he doesn't feel that decertification is the answer after not having decertified the facility over the past years and no real progress has been made.

Assistant Director stated that it is evident by today's agenda that Counties do want to be certified and maintain that certification.

Chairman Cook asked the Board to make a motion on whether to certify, decertify or table the issue regarding CCA-Metro until the next meeting pending the Attorney General's interpretation of TCA 41-4-140 (3) (4) & (5) as to whether TCI has the authority to certify or decertify facilities that are managed by a private contractor.

Dr. Mallard stated that if the issue is tabled the Board must have a written plan if the population stays the same. This must be communicated to all parties involved. Sheriff Bond made a motion to table the issue until the Board receives the opinion from the Attorney General along with a definitive plan to reduce the overcrowding issue. Sheriff Hall asked who should submit the plan to the Board. Dr. Mallard stated that the plan should come from the Mayor of Davidson County. Deputy Legal Counsel to the Governor stated that the correspondence should be definitive in explaining what issues the Board has with the prior plan submitted.

An amendment to the motion was made to have CCA-Metro's overcrowding issue tabled to the next official board meeting. The Board needs the opinion of the Attorney General's office, request correspondence from Davidson County Mayor, Bill Purcell that outlines in detail the County's plan to alleviate overcrowding at CCA-Metro and request that a representative from Metro-Davidson County government appear before the Board to explain the plan, before a decision can be made on whether to continue to certify or to decertify the facility. Sheriff Bond made the motion and Dr. Mallard seconded. MOTION carried. Chairman Cook, Commissioner White and Sheriff Hall abstained from voting on this issue.

Hamblen County Jail*

*At September 2003 board meeting, it was requested that Sheriff Otto Purkey be notified to appear before the Board at its next meeting to discuss the issues of the Hamblen County Jail or to submit a written plan to correct the deficiencies before a decision would be made on whether to certify or decertify the facility.

Executive Director Hensley stated that the Hamblen County Jail is overcrowded. The detention facilities specialist was given an incorrect number of inmates. Executive Director Hensley stated that Hamblen County Jail has a building plan under construction to add more beds to current facility and a future plan to build a new facility. Jail Administrator, Rookie Inman stated that the numbers that were reported to the detention facilities specialist were in error due to a computer glitch.

Hamblen County Mayor, David Purkey, presented the Board with definitive current and future plans at a cost, to the County, of \$2 million dollars. Mayor Purkey stated that the County Commission approved to fund a 5-year capital plan. With this plan, seven items have been included: new roof (\$58,000), new HVAC (\$550,000), new emergency egress for "A" block (\$7,200), new 30-bed addition, new kitchen and medical facility (\$1,000,000) under construction, future preparation of second floor addition (\$184,000), new generator (\$30,000) and a new security access system for the entire Justice Center (\$20,000).

The current capacity of the Hamblen County Jail is 157-beds, the main facility holds 117-beds and the annex holds 40-beds. With the improvements the capacity would be 187-beds.

Dr. Mallard made a motion to grant Hamblen County continued certification for 2003. Sheriff Bond seconded. MOTION carried.

Jefferson County Jail*

*Certification or non-certification of Jefferson County Jail was brought before the Board, at the Board's September 2003 meeting. At this meeting, Executive Director Hensley explained, that since the year 2000, there have been numerous discussion to build a new facility. To date there was not an actual plan in place and no property has been purchased. Based on review and of findings of fact, the Board voted to decertify the facility.

Jefferson County Sheriff, David Davenport, appeared before the Board to appeal the decertification of Jefferson County Jail. Sheriff Davenport stated that since the Board voted to decertify the facility, the County Commission met and agreed to build a new facility. The new facility will cost between \$12-15 million dollars. Sheriff Davenport stated the County has hired an architect, Barge Waggoner, purchased 27 acres of land and will break ground September 2004. If all goes according to plan, the new 140-bed facility opens in December 2005.

Sheriff Davenport stated that currently the facility had one hundred (100) inmates, that included thirty-nine (39) state inmates and six (6) inmates from another county. The rated capacity is fifty-two (52).

Sheriff Davenport stated that the old facility would be used as a 50-60 bed minimum custody facility. This would give the County approximately two hundred (200) beds.

Sheriff Hall stated that great strides have been to correct the overcrowding issue. Sheriff Hall requested that he would like to have a monthly status report of the inmate population.

Sheriff Hall made a motion to grant re-certification to Jefferson County based on the submission of the plans presented to the Board. Dr. Newman seconded. MOTION carried.

Carter County Jail

Assistant Director stated that the inspector recommended certification of the Carter County Jail. Because this facility is currently overcrowded, attorney, Robert L. King of KINGLAW, requested to appear before the Board to oppose certification. Mr. King did not appear and it was noted that he no longer has an interest in Carter County Jail.

Dr. Mallard questioned the recommendation to certify the facility when the average daily population is 215 inmates and the certified capacity is 91. Detention Facilities Specialist Melody Gregory stated that her decision is based on the County's progress and submission of a plan.

Chief Deputy James Parrish stated that the county has contracted Barge, Waggoner, Sumner and Cannon, Inc., to conduct a needs assessment feasibility study. The County has a 10-year plan to have 377- beds and 20-year plan of to have 485 beds.

Sheriff Hall asked what part of the plan has approved funding. County Mayor, Dale Fair, stated that Detention Facilities Specialist Gregory noted deficiencies as follows: security cameras needed, additional staff and a plan. All three deficiencies are funded.

Dr. Mallard stated that if certification were granted, the Board would require progressive updates of the plan. The County has arranged with Johnson County to house additional inmates. The same agreement would be possible with Unicoi County and Greene County. If the new facility were built on the existing property, a portable jail facility would be used to temporarily house inmates or the building of a barrack type facility. Dr. Mallard made a motion to continue Carter County's certification with the condition that progress is demonstrated in the current facility and the development and implementation of a plan for a new facility. The County Mayor must submit monthly updates. Sheriff Bond seconded. MOTION carried.

Shelby County Jail

Assistant Director Sawyer explained that Shelby County Jail is going from non-certification since 1987 to certification for 2003.

Sheriff Mark Luttrell stated the Shelby County Jail is under a current Federal court order and a consent order from the Department of Justice. Sheriff Luttrell stated through strategic planning and goals the facility has made a 360-degree turn around. The facility has recently applied for ACA accreditation.

Sheriff Hall commended Sheriff Luttrell for the progress and accomplishments of the facility. Chairman Cook stated it is definitely worth noting that today marks a tremendous milestone for Shelby County. Sheriff Bond commended Sheriff Luttrell and his staff for their accomplishments. Sheriff Hall made the motion to grant 2003 certification for the facility. Dr. Mallard seconded. MOTION carried.

Certified/Non-Certified List

Assistant Director Sawyer presented the certify and non-certify list. The Board reviewed and approved the current list of certified and non-certified. Dr. Mallard made the motion to approve the list and noted that Hamilton County Jail remains certified, Hamblen County Jail remains certified, Carter County remains certified and Jefferson County Jail is re-certified. Sheriff Hall seconded. MOTION carried.

Forms Revision

Assistant Director Sawyer brought before the Board, two forms that were revised. The *Annual Jail Data Profile* form was revised to include the name, address and phone number of the facility's insurance provider. The *Inspection Report-Face Sheet* was revised to include the address of the County Mayor, City Mayor or the City Manager.

Having no other business to discuss, Sheriff Hall made a motion to adjourn and Dr. Mallard seconded. MOTION carried.

Meeting adjourned by Chairman Cook.

Approved By:

Approved By:

Howard Cook, Chairman

C. David Hensley, Executive Director



DON SURDQUIST
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
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ROY C. NIXON
EXECUTIVE DIRECTOR

INSPECTION REPORT

Name of Facility Shelby County Jail Annex Type of Facility 1

Location 271 Poplar Street Memphis 38103 Shelby
Street City Zip County

County Executive, Mayor, or City Manager A.C. Wharton Mayor 901-545-4500
Name Title Phone Number

Facility Administrator Mark Luttrell Sheriff 901-545-5500
Name Title Phone Number

Facility Manager Joe Ponte Chief Jailer 901-545-2414
Name Title Phone Number

Bob Bass
Signature of Inspector

12-30-2002
Date of Inspection

Date of Reinspection

- (X) CERTIFY
- () DO NOT CERTIFY
- () REINSPECT

TENNESSEE CORRECTIONS INSTITUTE
ANNUAL JAIL DATA PROFILE

Facility Name: Shelby County Jail Annex			
Date of Inspection : (Month, Day, Year) 12-30-2002			
Date of Construction: (Month, Year) June 2002 (started 2000)			
Date of Last Renovation : (Month, Year)			
Number of Beds	256	Total Number of Inmates State - 19 Local - 198 Federal - Pretrial - 198 Males - 208 Females - Comments:	
Certified Capacity	256		
Population Day of Inspection	208		
Average Daily Population	208		
Number of Detention Staff	Full Time	121	Part Time
New Positions Created Since Last Inspection		0	
Number of New Hires Since Last Inspection		0	
Does the Detention Staff also perform as:		Dispatchers?	
		Yes	No X
		Patrol Officers?	
Other (Specify)		Yes	No X
Total Annual Jail Budget	\$9,303,203.00		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services)			
Are you presently renovating, constructing, or planning a new detention facility?		Building project is self contained building.	
		Yes X	No
If yes, what is planned and when do you expect to complete it?			
Presently building new kitchen which will serve the meals for the jail and the annex.			
Should be completed by June 2003.			

INSPECTION REPORTING FORM

Date 12/30/2002 INSPECTOR Bob Bass

FACILITY NAME Shelby county Jail Annex TYPE 1

- Not Overcrowded
- Overcrowded/County prisoners (plan required)
- Overcrowded/County/State Prisoners(Attach ADA Calculations)
- Currently operating under TCI approved plan
- Sufficient progress made on approved plan
- Status change recommended
- Capacity change

Following information provided by:

Mike Jewell
Name

LT.
Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 _____	23 _____	24 _____	25 _____

Additional Comments/Recommendations _____

1400-1-.05 Administration/Management

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____

Additional Comments/Recommendations _____

1400-1-.06 Personnel

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____			

Additional Comments/Recommendations _____

1400-1-.07 Security

1 _____	2 _____	3 <u>X</u> _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____		

Additional Comments/Recommendations

.07-13 Need to update policy for work stoppage.

1400-1-.06 Discipline

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____

Additional Comments/Recommendations

1400-1-.09 Sanitation/Maintenance

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.10 Food Services

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 X

Additional Comments/Recommendations

10-12 Hood exhausts filters need to be cleaned.

1400-1-.11 Mail and Visiting

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____ 12 _____ 13 _____ 14 _____

Additional Comments/Recommendations

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____

Additional Comments/Recommendations

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

Exit Interview

Joe Ponte
Name _____

Chief Jailer
Title _____

Summary:

Lt. Mike Jewell will mail to my office a letter stating that the hoods have been cleaned and the policy has been updated to include work stoppage. I recommend certification. Bob Bass

LOCAL JAIL CAPACITY REPORT

AS OF:

PAGE: 1

TYPE OF JAIL
(Please check)

COUNTY JAIL/WORKHOUSE
 CITY JAIL/WORKHOUSE

Name of Facility	TCI Current Capacity	New TCI Capacity	Certified Yes/No	Reason for Change
Shelby County Jail Annex		256	Yes	New Jail 2002
Page Total				
Grand Total				

- (1) Current capacity is capacity shown on last report.
- (2) New capacity is capacity with changes since last report.
- (3) All county jail and workhouses should be on one report.
- (4) City facilities should be on a separate one.
- (5) Metro/Davidson County should be on a county report.

Revised 12/1999

Square Footage Report

Facility: Shelby County Jail Annex

Date: 12/30/2002

Area Name	Area Measurements	Square Feet	(Square Feet Per Inmate)
(A) On file in Nashville - 2002 File			
(B)			
(C)			
(D)			
(E)			
(F)			
(G)			
(H)			
(I)			
(J)			
(K)			
(L)			

NOTE:

If this information is in the Nashville files for a previous year, enter only the year of inspection where information can be found.

# of 1 Person Cells	# of 6 Person Cells
# of 2 Person Cells	# of 8 Person Cells
# of 3 Person Cells	# of 10 Person Cells
# of 4 Person Cells	# of _____ Person Cells
# of 5 Person Cells	# of Dormitories

Total # Beds



DON SUNDQUIST
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
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NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

ROY C. NIXON
EXECUTIVE DIRECTOR

January 3, 2003

Sheriff Mark Luttrell
Shelby County Jail Annex
201 Poplar Avenue
Memphis, TN 38103

Dear Sheriff Luttrell:

The Tennessee Corrections Institute recently inspected the above named facility. The inspection revealed that this facility meets all applicable minimum standards. This status shall be reported to the Board of Control at its next meeting. After approval from the Board of Control, you will receive a Certificate of Certification.

You are to be congratulated for attaining this degree of professionalism in your organization.

Sincerely,

Roy C. Nixon
Executive Director

RCN/cmf

Enclosure – Inspection Report

cc: Mayor A. C. Wharton
Bob Bass, Detention Facility Specialist

Non-Certified 2004

Carter County Jail *

Non-Certified 2005

Bledsoe County Jail

Campbell County Jail

Grainger County Jail

Hardeman County Jail

Sequatchie County Jail

~~Campbell County Jail~~

need to add Lawrence Co. 4/1/05

*** Status change**

**APRIL 6, 2005 TCI BOARD MEETING
JAILS LIST**

Certified 2004

Bradley County Jail
Coffee County Annex
McMinn County Jail

Certified 2005

Bartlett Police Department
Blount County Jail
Carroll County Jail
Chester County Jail
Fayette County Jail
Gibson County Jail
Hamilton CCA Workhouse-Silverdale
Humboldt Police Department
Lincoln County Jail
Loudon County Jail
Morgan County Jail
Robertson County Jail
*Rutherford County Jail -
Shelby County East Workhouse
Tipton County Jail]
Trenton Police Department
White County Jail



PHIL BREDESEN
GOVERNOR

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INSPECTION REPORT

Name of Facility Shelby County Jail Type of Facility I

Location 201 Poplar Avenue Memphis 38103 Shelby
Street City Zip County

County Mayor, City Mayor or City Manager A.C. Wharton County Mayor 901-545-5000
Name Title Phone Number

Address 160 North Main Memphis 38103
Street City Zip

Facility Administrator Mark Luttrell Jr. Sheriff 901-545-5000
Name Title Phone Number

Facility Manager James Coleman Chief Jailer 901-545-2414
Name Title Phone Number

Bob Bass/ Robert Kane
Signature of Inspector

09/29/04
Date of Inspection

No Need
Date of Reinspection

CERTIFY

DO NOT CERTIFY

REINSPECT

TENNESSEE CORRECTIONS INSTITUTE
ANNUAL JAIL DATA PROFILE

Facility Name: Shelby County Jail			
Date of Inspection : (Month, Day, Year) 09/29/04			
Date of Construction: (Month, Year) 1981			
Date of Last Renovation : (Month, Year)			
Number of Beds	2471	Type and Number of Inmates State - 12 Local -8 Federal - 0 Pretrial -2196 Males -2216 Females -0 Comments:	
Certified Capacity	2471		
Population Day of Inspection	2216		
Average Daily Population (3 months)	2200		
Number of Detention Staff	Full Time	922	Part Time
			0
New Positions Created Since Last Inspection		0	
Number of New Hires Since Last Inspection		0	
Does the Detention Staff also perform as:		Dispatchers?	Yes No <input checked="" type="checkbox"/>
		Patrol Officers? Other (Specify)	Yes No <input checked="" type="checkbox"/>
Total Annual Jail Budget	\$77 million		
(For this item, include janitorial supplies, maintenance and repair, medical and dental care, detention staff salaries, and contractual services)			
Are you presently renovating, constructing, or planning a new detention facility?			
		Yes	No <input checked="" type="checkbox"/>
If yes, what is planned and when do you expect to complete it?			
Insurance Provider: Self Insured			
Address:		Telephone:	

INSPECTION REPORTING FORM

Date 9/29/2004 INSPECTOR Bob Bass Robert Kane

FACILITY NAME Shelby County Jail TYPE _____

- Not Overcrowded
- Overcrowded/County prisoners (plan required)
- Overcrowded/County/State Prisoners(Attach ADA Calculations)
- Currently operating under TCI approved plan
- Sufficient progress made on approved plan
- Status change recommended
- Capacity change

Following information provided by:

<u>Jim Coleman</u>	<u>Chief Jailer</u>
Name	Title

Standards not met:

1400-1-.04 Physical plant (check where applicable)

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 _____	23 _____	24 _____	25 _____

Additional Comments/Recommendations

Cells meet square footage requirements with day rooms factored in as standards allow.

1400-1-.05 Administration/Management

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____

Additional Comments/Recommendations

Policy and Procedure is on the departments intranet for viewing at any time for officers.

Inmates have some food stored in cells as purchased from commissary. Suggested to staff that they monitor amount of unsealed food stored in inmate living quarters.

1400-1-.06 Personnel

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____			

Additional Comments/Recommendations

1400-1-.07 Security

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____		

Additional Comments/Recommendations

1400-1-.08 Discipline

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____			

Additional Comments/Recommendations

1400-1-.09 Sanitation/Maintenance

1 _____	2 _____	3 _____	4 _____	5 _____ X
---------	---------	---------	---------	-----------

Additional Comments/Recommendations

.09-5 Found some pictures on walls ,this was minimal and was removed during inspection.

Cleaning supplies are kept on each pod in one empty cell. At some floors these cell doors were opened allowing inmates unsupervised access. Facility will mail a plan to correct this.

1400-1-.10 Food Services

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____			

Additional Comments/Recommendations

Kitchen was very clean and recently received a grade of 94 per Shelby County health inspectors. Copy on file home office.

1400-1-.11 Mail and Visiting

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____		

Additional Comments/Recommendations

1400-1-.12 Programs and Activities

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____		

Additional Comments/ Recommendations

1400-1-.13 Medical Service

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	

Additional Comments/Recommendations

1400-1-.14 Admission/Records/Release

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____
11 _____

Additional Comments/Recommendations

Records in this facility are in good order and are stored in a part of the jail which was new construction. This area is the annex which was opened a few years ago. State of the art equipment is used and all old files are currently being downloaded and scanned for future reference. Great job here.

1400-1-.15 Hygiene

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
6 _____ 7 _____

Additional Comments/Recommendations

1400-1-.16 Supervision of Prisoners

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Additional Comments/Recommendations

Disciplinary hearings were down over 2003 and reflected decrease of 30.98 %. Data on file in Henderson office. Based on 6 month period, the same as last year. Reports reflect 144 in six months. 51 assaults on staff. 44 assaults on inmate on inmate.

1400-1-.17 Classification

1 _____ 2 _____

Additional Comments/Recommendations

Exit Interview	James Coleman	Chief Jailer
	Mark Lutrell Jr.	Sheriff
	Name	Title

Summary: Shelby County jail will mail to my office per my request a plan to control and secure cleaning supplies housed on the pods. Presently they are kept in empty cells where doors are inoperable. These cells are located adjacent to the desk of the direct supervision officer. Also some shower heads are leaking and repairs are being made. Upon receiving this letter I will recommend certification and would like to congratulate Shelby County on a job well done.

* Shelby county has filed exit plans and a tentative hearing is set for the month of October. All indications by both parties are that the Federal Court will release Shelby County from this 10 year old litigation case.

Square Footage Report

Facility: Shelby County Jail

Date: 09/29/2004

Area Name	Area Measurements	Square Feet	(Square Feet Per Inmate)
(A) On file Nashville office			
(B)			
(C)			
(D)			
(E)			
(F)			
(G)			
(H)			
(I)			
(J)			
(K)			
(L)			

NOTE: If this information is in the Nashville files for a previous year, enter only the year of inspection where information can be found.

# of 1 Person Cells	# of 6 Person Cells
# of 2 Person Cells	# of 8 Person Cells
# of 3 Person Cells	# of 10 Person Cells
# of 4 Person Cells	# of _____ Person Cells
# of 5 Person Cells	# of Dormitories
Total # of Beds	



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE
8TH FLOOR, ANDREW JACKSON BUILDING
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1420
(615) 741-3816 FAX: (615) 532-2333

October 5, 2004

Sheriff Mark Luttrell
Shelby County Jail
201 Poplar Avenue, 9th Floor
Memphis, Tennessee 38103

RE: Shelby County Jail

Dear Sheriff Luttrell:

The Tennessee Corrections Institute recently inspected the above named facility. The inspection revealed that this facility meets all applicable minimum standards. This status shall be reported to the Board of Control at its next meeting. After approval from the Board of Control, you will receive a Certificate of Certification.

You are to be congratulated for attaining this degree of professionalism in your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Abston".

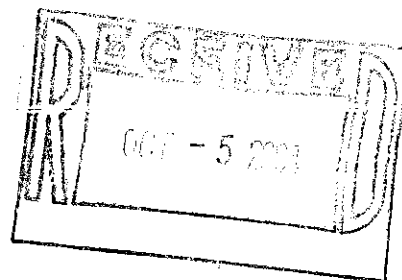
Jerry Abston
Executive Director

Enclosure-Inspection Report

Cc: A.C. Wharton, County Mayor
Bob Bass, Detention Facility Specialist
File

Exit Interview

Tennessee Corrections Institute
500 Deaderick Street
8th Floor, Andrew Jackson Building
Nashville, TN 37243



We are providing this letter in connection with your inspection on the September 29 of Shelby County Jail. We understand that the purpose of your inspection is to assess the adequacy of our facility and to the extent to which we have complied with prescribed Minimum Standards for Local Correctional Facilities.

We understand the findings of the inspection and if our facility did not meet the prescribed Minimum Standards for Local Correctional Facilities, the inspector will reinspect our facility no later than 60 days from this date.

James E. Coleman Chief Jailor
Name Title

Bob [Signature]
Detention Facility Specialist

- () Final Yearly Inspection
() Must Reinspect