

DOOLY COUNTY JAIL
POLICIES AND PROCEDURES
MANUAL

Exhibit A

FILED
JAN 15 1998
CLERK

A. Sanders

5: 98. CV. 4(43)

U.S. v. Dooly County



JC-GA-011-006

THE FOLLOWING ARE THE POLICIES AND PROCEDURES ADOPTED BY THE SHERIFF OF DOOLY COUNTY, GEORGIA, FOR THE OPERATION OF THE DOOLY COUNTY JAIL. ON THE ____ DAY OF _____, 19__, A CONSENT DECREE WAS ENTERED IN THE FEDERAL DISTRICT COURT FOR THE MIDDLE DISTRICT OF GEORGIA. A COPY OF SAID DECREE MAY BE OBTAINED UPON REQUEST. IN THE EVENT ANY PROVISIONS CONTAINED IN THESE POLICIES ARE INCONSISTENT WITH THOSE OF THE CONSENT DECREE, THE CONSENT DECREE SHALL CONTROL AND TAKE PRECEDENCE.

SHERIFF, DOOLY COUNTY, GEORGIA

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **TRAINING**

AUTHORITY : SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

IT IS THE POLICY OF THE DOOLY COUNTY JAIL THAT ALL NEWLY HIRED JAILERS RECEIVE EIGHTY (80) HOURS OF BASIC TRAINING. SUBSEQUENTLY, ALL STAFF WILL RECEIVE FORTY (40) HOURS OF ANNUAL IN-SERVICE TRAINING.

II. DEFINITIONS:

A: BASIC TRAINING: THAT CURRICULUM REQUIRED BY GEORGIA POST AND OCCURRING AT THE GEORGIA PUBLIC SAFETY TRAINING CENTER FOR ALL NEWLY HIRED JAILERS.

B: IN-SERVICE TRAINING: FORTY (40) HOURS OF TRAINING OCCURRING ANNUALLY FOR ALL EXISTING JAILERS.

III. PROCEDURES:

BASIC TRAINING MUST BE COMPLETED WITHIN ONE (1) YEAR OF EMPLOYMENT AT THE DOOLY COUNTY JAIL. BASIC TRAINING WILL AT LEAST INVOLVE THE FOLLOWING AREAS:

1. SECURITY/SEARCH PROCEDURES
2. USE OF FORCE REGULATION/DEFENSIVE TACTICS
3. SUPERVISION OF INMATES
4. REPORT WRITING
5. INMATE STAFF RULES AND REGULATIONS
6. RIGHTS/RESPONSIBILITIES OF INMATES
7. EMERGENCY PROCEDURES
8. INTERPERSONAL RELATIONS
9. SOCIAL/CULTURAL LIFESTYLES OF POPULATION
10. COMMUNICATION SKILLS
11. FIRST AID/CPR
12. USE OF RESTRAINTS

IN-SERVICE TRAINING WILL AT LEAST INVOLVE THE FOLLOWING AREAS:

1. CPR/FIRST AID (REFRESHER)
2. USE OF CHEMICAL AGENTS
3. EMERGENCY PROCEDURES
4. FLAMMABLE, TOXIC, CAUSTIC SUBSTANCES
5. INMATE CENSUS/ACCOUNTABILITY
6. IDENTIFICATION OF ILLEGAL SUBSTANCES

A TRAINING RECORD WILL BE PART OF EACH JAILER'S PERSONNEL FILE. IT WILL BE REVIEWED ANNUALLY BY THE CHIEF JAILER AND/OR SHERIFF TO ENSURE

APPROPRIATE HOURS ARE SCHEDULED/COMPLETED. IN THE EVENT TRAINING DOES NOT OCCUR DUE TO WILLFUL NEGLECT OF THE PART OF A JAILER, DISCIPLINARY ACTION WILL OCCUR.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **SAFETY/SECURITY OF STAFF/INMATES**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE SAFETY OF BOTH STAFF AND INMATES REQUIRES THE MINIMUM OF TWO (2) SECURITY PERSONNEL ON DUTY AT ALL TIMES. THIS INCLUDES THE NIGHT HOURS AND WEEKENDS, (SEVEN DAYS A WEEK/24 HOURS A DAY).

II. PROCEDURE:

TWO (2) JAILERS ARE TO BE ASSIGNED TO DUTY AT ALL TIMES INCLUDING NIGHTS AND WEEKENDS. ONE OF THESE JAILERS SHALL BE A CERTIFIED JAILER. BOTH JAILERS SHALL BE AWAKE AT ALL TIMES WHILE ON DUTY, SLEEPERS SHALL NOT BE UTILIZED FOR THIS PURPOSE. ALL JAILERS MUST BE AT WORK ON TIME. AT NO TIME DURING A JAILER'S SHIFT MAY THEY LEAVE THE JAIL RESULTING IN ONLY ONE JAILER BEING ON DUTY.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **LOG BOOK**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL WILL MAINTAIN A DAILY LOG. IT WILL BE THE RESPONSIBILITY OF THE OFFICERS ASSIGNED TO THE POST TO MAKE ENTRIES IN THE DAILY LOG REGARDING EVENTS THAT OCCUR CONCERNING THE JAIL DURING THE TOUR OF DUTY.

II. PROCEDURE:

THE POST LOG BOOK WILL BE HARD COVER WITH PERMANENTLY BOUND SHEETS. THE JAILER(S) WILL MAKE ENTRIES CONCERNING SIGNIFICANT EVENTS THAT OCCUR INCLUDING BUT NOT LIMITED TO:

1. COUNTS
2. INCIDENTS (INCIDENT REPORTS ARE STILL NEEDED EVEN IF ENTERED INTO LOG)
3. INMATE MOVEMENT
4. OCCURRENCES (YARD CALL, STORE CALL, MAIL PASSED OUT, ETC.)
5. EVENTS THAT ARE OUT OF THE ORDINARY
6. EQUIPMENT FAILURE
7. THE SIGNING IN AND OUT OF THE JAILERS WORKING (EX. DATE, TIME OF SHIFT, NAME OF JAILER WORKING AND THEIR BADGE NUMBER)
8. DUTIES ACCOMPLISHED WHILE WORKING (INVENTORIES, CELL INSPECTIONS, ETC.)

THE CHIEF JAILER WILL MAINTAIN A LOG BOOK. ENTRIES SHALL INCLUDE INMATE STAFF OCCURRENCES, PROBLEMS ENCOUNTERED BY THE CHIEF JAILER, ACTIVITIES CONDUCTED, INCIDENTS, GRIEVANCES, DISCIPLINARY ACTION AGAINST INMATES AND/OR STAFF, ETC.

ALL ENTRIES IN LOG BOOKS WILL BE WRITTEN IN A LEGIBLE MANNER. ENTRIES MUST BE SIGNED AND DATED BY THE JAILER MAKING THE ENTRY. LOG BOOK ENTRIES WILL NEVER BE ERASED OR MARKED OUT MAKING THE ORIGINAL ENTRY UNREADABLE. MISTAKES WILL BE CORRECTED BY STATING THAT A PARTICULAR ENTRY WAS IN ERROR AND BY THEN STATING THE CORRECT INFORMATION.

THE SHERIFF AND/OR CHIEF JAILER WILL REVIEW THE LOG BOOKS WEEKLY. THE REVIEW OF THE LOG BOOK WILL BE DOCUMENTED BY NOTATION OF REVIEW, DATE AND SIGNATURE.

LOG BOOKS WILL BE MAINTAINED FOR TWO (2) YEARS FROM THE DATE OF LAST ENTRY. THE SHERIFF OR CHIEF JAILER MAY RETAIN LONGER IF DEEMED NECESSARY.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **COUNT PROCEDURES**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

IT IS THE POLICY THAT AN ACCURATE SYSTEM OF COUNTS AND CENSUS CHECKS BE MANAGED TO INSURE AROUND THE CLOCK ACCOUNT ABILITY OF ALL INMATES ASSIGNED TO THE JAIL. IT MUST BE ACKNOWLEDGED THAT ACCOUNTABILITY OF ALL INMATES CAN ONLY BE ACCOMPLISHED BY A TOTAL EFFORT INVOLVING EVERY MEMBER OF THE DEPARTMENT.

II. PROCEDURE:

A: THE MASTER COUNT AT THE JAIL WILL BE MAINTAINED IN THE DISPATCHER'S OFFICE, AS WELL AS ON THE INMATE CELL ASSIGNMENT BOARD IN THE JAIL OFFICE. IN ORDER TO KEEP THIS CURRENT AT ALL TIMES. THE DISPATCHER MUST BE PROVIDED WITH UP TO THE MINUTE INFORMATION REGARDING INMATES AT, LEAVING OR COMING INTO THE JAIL. IT IS ALSO IMPORTANT THAT THE JAILER KEEP THE INMATE CELL ASSIGNMENT BOARD UP TO DATE AT ALL TIMES.

B: OFFICIAL COUNTS WILL BE MADE A MINIMUM OF FOUR (4) TIMES DURING EACH TWENTY FOUR (24) HOUR SHIFT. ADDITIONAL COUNTS MAY BE MADE BASED ON JAIL NEEDS. EACH TIME AN OFFICIAL COUNT IS TAKEN, THE SHIFT SUPERVISOR WILL RECEIVE THE COUNT AND INSURE ITS ACCURACY.

C: COUNT TAKING

- 1: WHILE COUNTING. AN OFFICER WILL ALLOW NOTHING SHORT OF AN EMERGENCY TO DISTRACT HIS/HER ATTENTION.
- 2: THE FIRST STEP TO AN OFFICIAL COUNT WILL BE TO RUN A COPY OF THE CURRENT CELL OCCUPANCY LIST OFF OF THE COMPUTER. THIS LIST MUST BE ACCURATE WITH ALL INMATES CURRENTLY IN THE JAIL. AS YOU CONDUCT YOUR COUNT. YOU WILL PLACE A CHECK MARK BESIDE THE INMATE'S NAME AFTER YOU HAVE ACCOUNTED FOR THEM.
- 3: WHEN COUNTING. YOU SHALL BE POSITIVE THAT YOU SEE HUMAN FLESH AND RECOGNIZE THE INMATE BEFORE COUNTING THEM.
- 4: THERE SHALL BE NO MOVEMENT OF INMATES DURING A COUNT UNLESS OTHERWISE DIRECTED BY THE CHIEF JAILER. INMATES THAT ARE INSIDE THE BUILDING, ON THE YARD, ETC., WILL REMAIN THERE UNTIL THE COUNT IS CLEAR.
- 5: THE COUNT WILL NOT BE CLEARED UNTIL ALL INMATES ARE ACCOUNTED FOR.
- 6: WHEN THE OFFICER COMPLETES THE COUNT. HE/SHE WILL SIGN AND DATE THE LIST AS THE PRIMARY COUNT. THE OFFICER WILL THEN TURN THE COUNT OVER TO THE SHIFT SUPERVISOR WHO WILL VERIFY THE COUNT TO BE CORRECT. AFTER THE SHIFT SUPERVISOR HAS VERIFIED THE COUNT TO BE ACCURATE, HE/SHE WILL ALSO SIGN AND DATE THE LIST AS THE FINAL COUNT. THE LIST WILL THEN BE FILED. THE LOG BOOK WILL ALSO REFLECT THAT AN OFFICIAL COUNT HAS TAKEN PLACE AND

THE RESULTS OF THE COUNT.

- 7: IF THE COUNTING OFFICER HAS REASON TO BELIEVE THAT AN INMATE MIGHT BE UNACCOUNTED FOR AT THE END OF THE COUNT, THE SHIFT SUPERVISOR WILL BE NOTIFIED AND ALL INMATES WILL BE IMMEDIATELY ASSEMBLED IN A SPECIFIED AREA OF THE JAIL AND ANOTHER COUNT WILL BE CONDUCTED.
- 8: ALL DISCREPANCIES IN THE COUNT WILL BE REPORTED TO THE CHIEF JAILER AND NOTED IN THE LOG BOOK. NO COUNT SHALL BE CLEARED UNTIL ALL COUNTING ERRORS HAVE BEEN DETERMINED AND CORRECTIVE ACTION TAKEN.
- 9: OFFICERS ON DUTY WILL SHARE IN THE RESPONSIBILITY FOR THE COUNT.
- 10: UPON REPORTING FOR DUTY, THE REPORTING OFFICER WILL TAKE AN OFFICIAL COUNT BEFORE RELIEVING THE PREVIOUS SHIFT OF DUTY.
- 11: ALL TRANSFERRED, RELEASED, NOW ARRIVALS, ETC. WILL BE REPORTED TO THE DISPATCHER AND CHANGED ON THE INMATE CELL ASSIGNMENT BOARD IMMEDIATELY, THIS WILL ALSO BE LOGGED.

D: SPECIAL AND EMERGENCY COUNTS:

THIS IS AN OFFICIAL COUNT TAKEN IN ADDITION TO REGULAR SCHEDULED COUNTS. THE SHIFT SUPERVISOR MAY ORDER A SPECIAL COUNT ANYTIME TO DETERMINE IF AN INMATE IS HIDING, HAS ESCAPED. WHEN THERE IS A POWER FAILURE. A LARGE MOVEMENT OF INMATES, AFTER A FIRE DRILL, ETC. AN EMERGENCY OFFICIAL COUNT SHALL BE MADE AFTER ANY MAJOR DISTURBANCE IS UNDER CONTROL. SPECIAL COUNTS ARE TO BE MADE IN THE SAME MANNER AS OFFICIAL COUNTS.

E: DAILY CENSUS AND ACCOUNTABILITY LOGS:

- 1: THE DISPATCHER WILL MAINTAIN A JAIL LOG, ACCURATE TO THE MINUTE, MAKING IT POSSIBLE TO KNOW EVERYBODY CURRENTLY AT THE JAIL. THE JAILER WILL KEEP THE INMATE CELL ASSIGNMENT BOARD CURRENT AT ALL TIMES. THE JAIL LOG AND THE INMATE CELL ASSIGNMENT BOARD SHOULD REFLECT EACH OTHER.
- 2: CENSUS CHECKS ARE FREQUENT BUT IRREGULAR CHECKS MADE BY AN OFFICER TO VERIFY THAT ALL INMATES IN HIS/HER CHARGE ARE PRESENT. SUCH CHECKS ARE MADE BETWEEN OFFICIAL COUNTS. A REPORT OF THIS COUNT IS MADE ONLY WHEN AN INMATE IS UNACCOUNTED FOR. CENSUS CHECKS WILL BE LOGGED IN THE JAIL LOG WHEN THEY ARE MADE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **CENSUS CHECKS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

- I. POLICY:
JAILERS AT THE DOOLY COUNTY JAIL SHALL MAKE REGULAR CENSUS CHECKS OF THE INMATE LIVING AREAS TO INSURE PROPER SUPERVISION AND ACCOUNTABILITY OF THE INMATE POPULATION.
- II. PROCEDURE:
 - A: THE JAILER SHALL MAKE REGULAR ROUNDS IN THE INMATE HOUSING UNITS OF THE DOOLY COUNTY JAIL. THESE ROUNDS ARE TO BE MADE ON AN IRREGULAR BASIS WITH NO MORE THAN THIRTY (30) MINUTES BETWEEN CHECKS. THESE CHECKS ARE TO BE MADE TWENTY FOUR (24) HOURS A DAY TO INSURE THE ACCOUNTABILITY, SAFETY AND WELFARE OF THE INMATE. HE SHE MUST BE ALERT TO UNUSUAL INCIDENTS, CHANGES IN TYPES OF INMATE INTERACTION, OR OTHER SIGNS OF UNUSUAL ACTIVITY IN THE JAIL.
 - B: THE CHECKS SHALL BE DOCUMENTED IN THE JAIL LOG. THE JAILER SHALL WRITE HIS/HER INITIALS AND THE TIME THAT THE CHECK WAS MADE IN THE JAIL LOG. THE JAILER WILL ALSO LIST ANY PROBLEMS ENCOUNTERED DURING THE CHECK.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: KEY AND LOCK CONTROL

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

EFFECTIVE CONTROL OF KEYS, DOOR LOCKS AND OTHER LOCKING DEVICES IS ONE OF THE MOST CRITICAL ELEMENTS OF A JAIL SECURITY PROGRAM. JAIL STAFF MUST BE IN ABSOLUTE CONTROL OF ALL DEVICES. EFFECTIVE KEY CONTROL WILL PREVENT ESCAPES, HOSTAGE SITUATIONS AND STAFF AND/OR INMATE INJURY.

II. PROCEDURE:

A: ALL CELL KEYS, WHEN NOT IN USE, WILL REMAIN HANGING ON THE KEY HOOKS LOCATED INSIDE THE DISPATCHER'S OFFICE WHERE THEY WILL BE SECURE AT ALL TIMES. BUT WILL ALSO BE EASILY ACCESSIBLE BY THE JAILER. WHEN CELL KEYS ARE IN USE, THEY WILL ONLY BE CONTROLLED BY THE JAILER. AT NO TIME SHALL AN INMATE BE PERMITTED TO HANDLE KEYS. ALL OTHER KEYS, SUCH AS BACK DOOR KEYS, PAD LOCK KEYS, HANDCUFF KEYS, ETC. WILL REMAIN ON A KEY RING IN THE JAILER'S POSSESSION AT ALL TIMES. AT NO TIME SHALL ANY KEY BE LEFT UNATTENDED.

B: CELL KEYS WILL BE SEPARATED ON TWO (2) KEY RINGS DETERMINED BY WHICH CELL BLOCK THEY ARE FOR. ALL KEYS THAT FIT LOCKS LOCATED ON THE "OLD SIDE" WILL BE KEPT ON ONE RING. AND ALL KEYS THAT FIT LOCKS LOCATED ON THE "NEW SIDE" WILL BE KEPT ON ONE RING.

C: AN EMERGENCY SET OF KEYS, WHICH WILL BE COLOR CODED WITH THE LOCKS THEY WORK AND ALSO SEPARATED ACCORDING TO THE CELL BLOCK THEY ARE FOR, WILL BE KEPT IN THE LOCKED GUN BOX LOCATED IN THE DISPATCHER'S OFFICE. THESE KEYS ARE TO ONLY BE USED DURING AN EMERGENCY OR WHEN AUTHORIZED BY THE SHERIFF OR CHIEF JAILER.

D: IF ANY KEY IS EVER LOST OR BROKEN, THE SHERIFF AND CHIEF JAILER WILL BE NOTIFIED IMMEDIATELY. A REPORT WILL ALSO BE WRITTEN AND THE LOCK CHANGED IF THE KEY IS NOT RECOVERED.

E: ALL JAILERS WILL INSURE THAT THE CELL KEYS BACK HANGING ON THE KEY HOOKS IN THE DISPATCHER'S OFFICE BEFORE LEAVING DUTY.

F: UNAUTHORIZED POSSESSIONS, ALTERATION, MARKING, DUPLICATION, MANUFACTURE, IMPRESSION MAKING OR CARELESS HANDLING OF KEYS IS STRICTLY PROHIBITED. ANY SUCH INCIDENT SHALL BE REPORTED IN WRITING. THE SHERIFF SHALL INVESTIGATE ANY SUCH INCIDENT, OR SUSPECTED INCIDENT. SUCH ACTIONS BY STAFF OR INMATES MAY RESULT IN DISCIPLINARY ACTION AND/OR CRIMINAL PROSECUTION.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: SECURITY INSPECTIONS

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

REGULAR INSPECTIONS SHALL BE MADE OF ALL SECURITY DEVICES INCLUDING LOCKS, DOORS, FENCES, GATES, ALARM SYSTEMS, WALLS, WINDOWS, AND OTHER COMPONENTS OF THE FACILITY THAT ARE DESIGNED FOR SECURITY, SUPERVISION, SAFETY AND CONTROL.

II. PROCEDURE:

A: STAFF SHALL BE CONSTANTLY OBSERVANT OF THE FUNCTIONING OF SECURITY COMPONENTS OF THE FACILITY. ANY DISCOVERED MALFUNCTION OR DAMAGE TO LOCKS, DOORS, FENCES, GATES, ALARM SYSTEMS, WALLS, WINDOWS, OR OTHER COMPONENTS OF THE FACILITY WILL BE ADDRESSED IMMEDIATELY. PROBLEMS DISCOVERED AND FOLLOW-UP ACTIONS TAKEN WILL BE DESCRIBED IN THE LOG BOOK. REQUESTS FOR CRITICAL REPAIR WILL BE MADE VERBALLY TO THE SHERIFF AND CHIEF JAILER AND A REPORT WRITTEN EXPLAINING THE REASON FOR REPAIR. CRITICAL REPAIRS SHALL BE MADE THE SAME DAY THE PROBLEM IS DISCOVERED.

B: AT LEAST ONCE PER WEEK, THE JAILER SHALL MAKE A GENERAL INSPECTION OF THE ENTIRE FACILITY. THIS INSPECTION WILL INCLUDE COMPONENTS DISCUSSED IN THIS POLICY AND MAY BE COMBINED WITH THE SANITATION INSPECTION.

C: WEEKLY INSPECTIONS WILL BE DOCUMENTED IN THE LOG BOOK. INCLUDED WILL BE PROBLEMS DISCOVERED AND CORRECTIVE ACTIONS TAKEN AND INITIATED.

D: ALL JAIL STAFF SHALL BE ALERT FOR ANY PROBLEMS WITH COMPONENTS OF THE FACILITY DISCUSSED IN THIS DOCUMENT. IT IS THE RESPONSIBILITY OF EACH STAFF MEMBER TO IMMEDIATELY AND PROPERLY REPORT ANY DAMAGE OR MALFUNCTION OF THE FACILITY OR ANY OF ITS COMPONENTS. REPAIRS WILL BE MADE IMMEDIATELY.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **SEARCHES**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

SEARCHES OF INMATES, INMATE QUARTERS, FACILITY AREAS AND PROPERTY ARE NECESSARY TO MAINTAIN THE SECURITY AND SAFETY OF THE JAIL. ON SOME OCCASIONS, SEARCHES OF NON-INMATE PERSONNEL WHO ENTER THE JAIL OR ITS PROPERTY MAY BE NECESSARY WHEN ORDERED BY THE SHERIFF OR CHIEF JAILER. SEARCHES ARE CONDUCTED TO PREVENT THE INTRODUCTION OF CONTRABAND, TO DISCOVER CONTRABAND, TO LOCATE MISSING OR STOLEN ITEMS, AND TO DISCOVER SAFETY OR OTHER SECURITY PROBLEMS. SEARCHES WILL BE CONDUCTED IN SUCH A MANNER AS TO AVOID INDIGNITY, EMBARRASSMENT OR UNNECESSARY FORCE. WHEN PERSONAL SEARCHES ARE PERFORMED, THE SEARCHER SHOULD BE OF THE SAME SEX AS THE PERSON BEING SEARCHED EXCEPT IN AN EMERGENCY SITUATION. EXCEPT IN EXTREME CIRCUMSTANCES, THE SEARCH OF A PERSON BY AN OPPOSITE SEX STAFF MEMBER MUST BE APPROVED BY THE SHERIFF. WHEN AN OPPOSITE SEX SEARCH IS CONDUCTED, AN INCIDENT REPORT WILL BE WRITTEN THAT DESCRIBES THE SEARCH AND WITNESSES TO THE SEARCH (IF ANY). WHENEVER POSSIBLE, TWO (2) STAFF MEMBERS WILL BE PRESENT WHEN PERSONAL SEARCHES ARE PERFORMED. THE DECISION TO SEARCH RESTS WITH AUTHORIZED STAFF AND IS NOT A MATTER OF CHOICE FOR INMATES OR THOSE ON COUNTY PROPERTY.

II. PROCEDURE:

A: INMATES, THEIR POSSESSIONS AND PROPERTY, AND LIVING AREA MAY BE SEARCHED AT ANY TIME. INMATES SHOULD NOT BE SUBJECTED TO PERSONAL SEARCHES FOR THE PURPOSE OF HARASSMENT OR EMBARRASSMENT.

B: PERSONAL SEARCHES SHOULD BE PERFORMED BY A STAFF MEMBER OF THE SAME SEX UNLESS IN AN EMERGENCY.

C: A STRIP SEARCH OF THE INMATE MAY BE PERFORMED IF THE SHERIFF OR CHIEF JAILER HAS SUBSTANTIAL REASON TO BELIEVE THAT THE INMATE MAY POSSESS A DANGEROUS OR ILLEGAL SUBSTANCE OR ITEM AS A PART OF INTAKE PROCEDURES OR AS A MEANS OF INSURING THE GENERAL SAFETY AND SECURITY OF THE JAIL.

D: ANY CONTRABAND ITEMS DISCOVERED AS A RESULT OF SEARCHES OR OTHER MEANS WILL BE DOCUMENTED IN THE LOG BOOK. ENTRIES IN THE LOG BOOK WILL ALWAYS INCLUDE:

- 1: DESCRIPTION OF CONTRABAND
- 2: WHO IT WAS TAKEN FROM OR WHERE IT WAS FOUND
- 3: NAME OF PERSON WHO FOUND IT
- 4: DATE AND TIME CONTRABAND WAS DISCOVERED
- 5: COMMENTS DESCRIBING DISPOSITION OF CONTRABAND

E: VISITORS SHOULD BE SEARCHED ONLY BY ORDER OF THE SHERIFF OR CHIEF JAILER. SEARCHES SHOULD ONLY BE CONDUCTED IF THERE IS PROBABLE CAUSE TO BELIEVE THAT THE VISITOR IS IN POSSESSION OF AN ITEM THAT IS DANGEROUS, ILLEGAL AND THREATENS THE SAFETY AND/OR SECURITY OF THE FACILITY. VISITORS SHOULD NOT BE STRIP SEARCHED. IF AN ORDER IS GIVEN TO SEARCH A VISITOR, STAFF SHALL INFORM THE VISITOR OF THE NECESSITY OF SUBMITTING TO A SEARCH AS A CONDITION OF ENTRY TO THE JAIL OR JAIL GROUNDS. SHOULD A VISITOR REFUSE TO SUBMIT, HE/SHE WILL BE DENIED ENTRANCE AND ORDERED TO LEAVE.

F: STAFF MEMBERS AND THEIR PROPERTY ARE SUBJECT TO BEING SEARCHED ON COUNTY PROPERTY IF THE SHERIFF OR CHIEF JAILER HAS SUBSTANTIAL REASON TO BELIEVE THAT THE PERSON IS IN POSSESSION OF A DANGEROUS OR ILLEGAL ITEM OR AN ITEM THAT COULD JEOPARDIZE THE SAFETY OF THE FACILITY. ANY STAFF MEMBER REFUSING A SEARCH WILL BE DENIED ACCESS TO THE JAIL AND IS SUBJECT TO DISCIPLINARY ACTION AT THE DISCRETION OF THE SHERIFF.

G: SEARCHES OF VISITORS OR STAFF WILL BE DONE ONLY WHEN ABSOLUTELY NECESSARY AS DETERMINED BY THE SHERIFF OR CHIEF JAILER. SEARCHES WILL BE CONDUCTED IN SUCH A MANNER AS TO AVOID ENDIGNITY OR UNNECESSARY EMBARRASSMENT. UNLESS IT IS AN EMERGENCY, SEARCHES WILL BE PERFORMED BY A PERSON OF THE SAME SEX AS THE PERSON BEING SEARCHED. AT LEAST TWO (2) STAFF MEMBERS SHOULD BE PRESENT DURING SUCH SEARCHES, IF POSSIBLE. SUCH SEARCHES SHOULD NOT BE CONSIDERED ROUTINE. AN INCIDENT REPORT SHOULD BE FILLED OUT ANYTIME A STAFF MEMBER OR VISITOR IS SEARCHED. THE REPORT WILL DESCRIBE WHY THE SEARCH WAS CONDUCTED, BY WHOM, WHO WAS SEARCHED, RESULTS OF THE SEARCH AND ANY ACTIONS TAKEN AS A RESULT OF THE SEARCH. REFUSALS TO ALLOW A SEARCH WILL ALSO BE DOCUMENTED IN THIS MANNER.

H: BOTH OUTGOING AND INCOMING MAIL MAY BE INSPECTED FOR CONTRABAND AND FOR ABUSE OF THE MAIL PRIVILEGE. CONTRABAND IS CONSIDERED TO BE AN ITEM NOT ISSUED TO AN INMATE, AUTHORIZED FOR PURCHASE OR SPECIFICALLY AUTHORIZED BY THE SHERIFF OR CHIEF JAILER. OUTGOING MAIL DISCOVERED TO CONTAIN OR REASONABLY SUSPECTED TO CONTAINING CONTRABAND OR INFORMATION PRESENTING A DIRECT THREAT TO JAIL SECURITY MAY BE OPENED AND INSPECTED; OTHERWISE, MAIL WILL BE DISPATCHED WITHOUT CENSORING AND WITHOUT BEING OPENED. NORMALLY, OUTGOING AND INCOMING MAIL THAT IS INSPECTED SHOULD BE OPENED IN THE PRESENCE OF THE INMATE. HOWEVER, THE SHERIFF OR CHIEF JAILER MAY DIRECT THE STAFF PERFORM THIS FUNCTION WITHOUT THE INMATE'S PRESENCE IF SUCH ACTION WOULD BE IN THE INTEREST OF THE SECURITY OF THE JAIL. ALL INCOMING MAIL EXCEPT PRIVILEGED MAIL FROM THE COURTS, LAWYER, GOVERNOR, PRESIDENT OF THE UNITED STATES, ETC. WILL BE OPENED AND INSPECTED BEFORE BEING RELEASED TO AN INMATE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: CLASSIFICATION

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

TO MAINTAIN FACILITY SAFETY, SECURITY AND ORDER, THE DOOLY COUNTY JAIL FACILITY USES AN INMATE CLASSIFICATION SYSTEM WHICH HOUSES AND SEPARATES INMATES ACCORDING TO THEIR BEHAVIOR, SPECIAL NEEDS, LEVEL OF CUSTODY (LEVEL OF SUPERVISION AND CUSTODIAL MANAGEMENT ISSUES) AND THE LEVEL OF SECURITY (ESCAPE RISK, DANGEROUSNESS AND NATURE OF OFFENSE).

II. PROCEDURES:

A: THE DOOLY COUNTY JAIL CLASSIFICATION SYSTEM IS DIVIDED INTO TWO (2) SUBSYSTEMS: GENERAL HOUSING AND SPECIAL HOUSING.

B: GENERAL HOUSING

1: INMATE LIVING AND SLEEPING AREAS IN GENERAL HOUSING SHALL BE DESIGNED TO PROVIDE ADEQUATE CONFINEMENT, REASONABLE PRIVACY, SIGHT AND SOUND SURVEILLANCE AND PROTECTION FOR INMATES AND STAFF. INMATES WILL BE CLASSIFIED AND ASSIGNED TO HOUSING AREAS ACCORDING TO THE FOLLOWING:

a: MAXIMUM-HIGH RISK

1: BEHAVIOR- AN INMATE WHO POSES A REAL AND CONTINUOUS RISK TO THE SECURITY OF THE FACILITY, SAFETY OF THE STAFF, VISITORS, AND OTHER INMATES. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO : EXTREME ESCAPE RISK, EXTREMELY ASSAULTIVE, HOMICIDE RISK, EVIDENCE OF EMOTIONAL INSTABILITY, OR CONVICTION OF A SERIOUS DISCIPLINARY INFRACTION WITHIN THE FACILITY.

2: HOUSING- SINGLE CELL PREFERRED, MAY USE SMALL MULTIPLE CELLS.

3: STAFF LEVEL- INTENSIVE SUPERVISION

b: CLOSE-HIGH RISK

1: BEHAVIOR- THE INMATE IS CLASSIFIED AS A HIGH RISK BECAUSE OF CURRENT OFFENSES OR CONVICTIONS WITHIN THE PAST FIVE YEARS. SEPARATE HOUSING IS NOT REQUIRED, BUT DUE TO CHRONIC SUPERVISORY PROBLEMS AND OCCASIONAL ASSAULTIVENESS, CONTROLLED ACCESS TO AND FROM OTHER INMATES IS MANDATORY.

2: HOUSING- MULTIPLE CELL OR SMALL PODULAR UNITS WITH CONTROLLED ACCESS.

3: STAFF LEVEL- SUFFICIENTLY CLOSE SUPERVISION/SURVEILLANCE TO PREVENT BREACHES OF SECURITY.

c: MEDIUM- MEDIUM RISK

1: BEHAVIOR- THE INMATE IS TYPICALLY A PRETRIAL DETAINEE. THERE IS NO

KNOWN OR ASSESSED PROPENSITY FOR VIOLENCE OR ESCAPE. THE INMATE MAY BE FEARFUL OF BODILY HARM OR SUBMISSIVE BY NATURE. COMMITS NUISANCE OFFENSES.

2: HOUSING- PHYSICAL SEPARATION REQUIRED, BUT MAY BE PODULAR OR MULTI-CELLED TYPE ENVIRONMENT.

3: STAFF LEVEL- MODERATE STAFF SUPERVISION/SURVEILLANCE, CONTROLLED ENVIRONMENT.

d: MINIMUM- LOW RISK

1: BEHAVIOR- AN INMATE NORMALLY CHARGED WITH MISDEMEANORS OR THOSE DOING JAIL TIME. THEY ARE NOT CONSIDERED A SECURITY RISK. ALL TRUSTEES MUST FALL WITHIN THIS CATEGORY.

2: HOUSING- CAN BE PODULAR OR DORMITORY TYPE ENVIRONMENT.

3: STAFF LEVEL- ALLOWED MOVEMENT WITH MINIMUM SURVEILLANCE.

FEMALE INMATES ARE TO BE CLASSIFIED ACCORDING TO THE SAME CRITERIA AS MALE INMATES. FEMALE INMATES ARE TO BE SEPARATED FROM MALE INMATES. FEMALE INMATES ARE TO BE PROVIDED THE SAME ACCESS TO SERVICES, ACTIVITIES AND PROGRAMS AS MALE INMATES.

INMATES ARE TO BE CLASSIFIED AS TRUSTEES ACCORDING TO POLICY. TRUSTEES MAY BE HOUSED IN A MINIMUM SECURITY AREA APART FROM OTHER INMATES, AND MAY BE ALLOWED CERTAIN PRIVILEGES THAT OTHER INMATES DO NOT RECEIVE.

C: SPECIAL MANAGEMENT INMATES

1: JUVENILES- JUVENILES WHO ARE SUBJECT TO TRIAL AS ADULTS ARE TO BE SEPARATED FROM ADULT INMATES. JUVENILES CHARGED WITH A CRIMINAL OFFENSE WHO ARE NOT SUBJECT TO TRIAL AS ADULTS MAY NOT BE TEMPORARILY HOUSED, ALTHOUGH PROVIDED FOR BY STATE LAW (UP TO 18 HOURS), BUT SHALL BE HOUSED AT THE REGIONAL YOUTH DETENTION CENTER.

2: COMMUNICABLE DISEASES- BASED ON WRITTEN GUIDELINES APPROVED BY THE JAIL PHYSICIAN, ALL INMATES WITH ACTIVE COMMUNICABLE DISEASES ARE TO BE ISOLATED. TO DETERMINE IF SUCH SEGREGATION SHALL BE MADE IN THE ABSENCE OF MEDICALLY TRAINED PERSONNEL AT THE TIME OF BOOKING. PRIOR TO PLACEMENT IN A LIVING AREA, A SCREENING SHALL BE MADE OF THE INMATE IN ACCORDANCE WITH POLICY.

3: MENTALLY DISORDERED INMATES- MENTALLY DISORDERED INMATES SHALL, ON PROPER DOCUMENTATION FROM A PHYSICIAN OR MENTAL HEALTH PROFESSIONAL, BE SEPARATED FROM GENERAL POPULATION. IF SUCH ADVICE INFORMATION IS NOT READILY AVAILABLE, THE INMATE IS TO BE SEGREGATED AND THE NECESSARY DOCUMENTATION SECURED WITHIN TWENTY FOUR (24) HOURS OR AT THE NEXT SCHEDULED SICK CALL, WHICHEVER IS EARLIEST.

4: ADMINISTRATIVE SEPARATION- ANY INMATE WHOSE CONTINUED PRESENCE POSES A THREAT TO LIFE, PROPERTY, FACILITY OPERATIONS OR WHO IS AWAITING INVESTIGATION OF A RULE VIOLATION SHOULD BE CLASSIFIED AND HOUSED IN ADMINISTRATIVE SEPARATION IN ACCORDANCE WITH POLICY.

D: INMATES SHALL NOT BE GIVEN A CLASSIFICATION RATING BECAUSE OF RACE, CREED, RELIGION OR NATIONAL ORIGIN.

E: IN THE EVENT THE JAIL CAN NOT APPROPRIATELY HOUSE AN INMATE BECAUSE OF

HIS CLASSIFICATION RATING, THE SHERIFF WILL BE NOTIFIED AND WILL MAKE
ARRANGEMENTS FOR HOUSING THE INMATE ELSEWHERE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: FIRE SAFETY

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I: POLICY:

THIS ESTABLISHES A JAIL FIRE PROTECTION PLAN, DESCRIBES FIRE PREVENTION AND METHODS, IDENTIFIES THE LOCATION OF FIRE FIGHTING EQUIPMENT AND OUTLINES THE PLAN FOR EVACUATIONS DURING FIRE EMERGENCIES. THE DOOLY COUNTY JAIL WILL BE REQUIRED TO PROTECT THE LIVES OF STAFF, INMATES AND REAL PROPERTY FROM LOSS AND/OR DAMAGE BY FIRE.

II: PROCEDURE:

A: THE SHERIFF WILL UNDERSTAND THE IMPORTANCE OF FIRE PREVENTION AND REVIEW THE WORK OF THE CHIEF JAILER. THE CHIEF JAILER WILL ENSURE ADEQUACY AND IMPLEMENTATION OF THE PLAN. HE/SHE WILL, EACH MONTH, CONDUCT AN INSPECTION OF ALL FIRE FIGHTING EQUIPMENT AND REPORT ANY FAULTY OR DAMAGED EQUIPMENT TO THE SHERIFF. IT IS IMPERATIVE THAT ALL FIRE EXTINGUISHERS BE PROPERLY TAGGED SHOWING A CURRENT INSPECTION OR SERVICING DATE AND INITIALS OF THE PERSON WHO PERFORMED THE SERVICE. THE JAILERS WILL ENSURE IMPLEMENTATION OF THE PLAN AND HAVE A COPY OF THE CURRENT FIRE EVACUATION PLAN AVAILABLE ON POST FOR REFERENCE. THE VIENNA FIRE DEPARTMENT AND FIRE CHIEF WILL PROVIDE TECHNICAL ASSISTANCE AND TRAINING.

B: HOUSEKEEPING REQUIREMENTS

1: MAINTAIN GOOD HOUSEKEEPING, INCLUDING PROPER TRASH DISPOSAL. INMATES MUST KEEP COMBUSTIBLE PERSONAL PROPERTY WITHIN POLICY LIMITS AT ALL TIMES.

2: ALL CLOTHING/RAGS SOILED BY FLAMMABLE PRODUCTS MUST BE DISPOSED OF PROPERLY.

3: ALL FLAMMABLE LIQUIDS MUST BE PROPERLY STORED.

4: FUELING PRACTICES MUST BE SAFE.

5: ALL ELECTRICAL CIRCUITS/FUSES MUST BE IN GOOD CONDITION.

6: ALL COMBUSTIBLE FLAMMABLE PRODUCTS MUST BE REMOVED FROM ANY AREA WHERE WELDING/CUTTING WILL TAKE PLACE. PROPER FIRE EXTINGUISHERS MUST ALSO BE AT SUCH SITES.

7: EXTREME CARE MUST BE TAKEN WHEN STORING, HANDLING OR USING PRESSURIZED GAS CONTAINERS.

8: SMOKING IS TO BE CONFINED TO OUTSIDE. (OPTIONAL)

9: ALL EMERGENCY EXITS AND FIRE DOORS ARE TO BE IN WORKING ORDER AND REMAIN UNBLOCKED AND ACCESSIBLE AT ALL TIMES.

10: ALL FIRE EXTINGUISHERS WILL REMAIN IN THEIR PROPER LOCATION, CLEARLY VISIBLE, READILY ACCESSIBLE AND SERVICED ANNUALLY TO ENSURE THEIR READINESS.

- 11: EACH JAILER WILL BE PROPERLY TRAINED IN THE USE OF FIRE EXTINGUISHERS.
- 12: EACH FIRE EXTINGUISHER WILL BE INSPECTED MONTHLY BY THE CHIEF JAILER.
- 13: EACH FIRE EXTINGUISHER WILL BE CHECKED FREQUENTLY TO DETECT SIGNS OF TAMPERING.
- 14: INMATE MATTRESSES WILL BE FLAME RESISTANT.
- 15: INSIDE STORAGE OF COMBUSTIBLES WILL BE KEPT AT A MINIMUM.
- 16: ALL FIRE EXTINGUISHERS ARE TO BE PLACED TO SUIT THE LAYOUT OF THE JAIL.

C: GREAT CARE WILL BE TAKEN WHILE LAUNDERING. MACHINES WILL NOT BE OVERLOADED. TAKE CARE WHEN STORING FRESHLY DRIED CLOTHES AS THEY SUPPORT SPONTANEOUS COMBUSTION. PROPER VENTILATION WILL BE PROVIDED FOR ALL WASHING MACHINES/DRYERS.

D: FOLLOWING THE INSPECTION AND REPORT BY THE FIRE MARSHALL, EVERY EFFORT SHALL BE MADE TO CORRECT ALL DEFICIENCIES NOTED. THE CHIEF JAILER SHALL BE RESPONSIBLE FOR COMPLETING A CORRECTIVE ACTIONS REPORT AND FORWARDING IT TO THE SHERIFF.

E: FIRE FIGHTING EQUIPMENT WITHIN THE FACILITY CONSIST OF FIRE EXTINGUISHERS IN DESIGNATED AREAS.

F: THE CHIEF JAILER WILL SCHEDULE FIRE DRILLS AND MAINTAIN DOCUMENTATION OF ALL DUTIES. FIRE DRILLS WILL BE CONDUCTED MONTHLY AT THE DIRECTION OF THE CHIEF JAILER.

G: WHEN EXTINGUISHING FIRES:

- 1: AS SOON AS A FIRE IS NOTICED. ACT IMMEDIATELY, BUT REMEMBER TO REMAIN CALM.
- 2: DO NOT DELAY. NOTIFY THE DISPATCHER THAT THERE IS A FIRE, AND ADVISE HIM/HER TO PAGE OUT THE FIRE DEPARTMENT
- 3: TRY TO EXTINGUISH THE FIRE BY USING THE FIRE EXTINGUISHER AVAILABLE TO THAT POST. IF THE FIRE IS BEYOND IMMEDIATE CONTROL. HAVE AS MUCH ASSISTANCE AS POSSIBLE TO EVACUATE THE ENDANGERED AREA TO THE ASSIGNED EVACUATION AREA.
- 4: WHEN THE FIRE IS OUT, HAVE THE DEBRIS CLEANED UP AND PROVIDE AS MUCH VENTILATION AS YOU CAN TO GET RID OF THE SMOKE AND ODOR CAUSED BY THE FIRE.
- 5: IF THE SHERIFF AND CHIEF JAILER ARE NOT AWARE OF THE SITUATION. NOTIFY THEM AS SOON AS THE DANGER HAS CEASED.
- 6: WHEN THE AREA HAS BE CLEARED BY THE FIRE DEPARTMENT TO BE SAFE, MOVE ALL INMATES BACK TO THEIR LOCATION.
- 7: MAKE A CONCISE WRITTEN REPORT TO THE CHIEF JAILER. YOUR REPORT SHOULD INCLUDE THE CAUSE OF THE FIRE. WHERE IT STARTED, WHEN IT STARTED, THE DAMAGE IT CAUSED, WHO STARTED THE FIRE (IF KNOWN). WHAT ACTION YOU TOOK AND ANY RECOMMENDATIONS YOU HAVE THAT MIGHT ELIMINATE FUTURE SIMILAR FIRES.
- 8: A COMPLETE INVESTIGATION WILL BE CONDUCTED.

ANY INFORMATION GIVEN TO THE NEWS MEDIA WILL BE BY THE DIRECTION OF THE SHERIFF ONLY.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **MAINTENANCE**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL SHALL IMPLEMENT PROCEDURES AND METHODS THAT INSURE PROPER MAINTENANCE, CARE, AND WHEN NECESSARY, REPAIR OF THE CENTER AND ITS EQUIPMENT AND MACHINERY.

II. PROCEDURE:

A: STAFF SHALL CONDUCT REGULAR WEEKLY INSPECTIONS. THESE INSPECTIONS SHALL PAY PARTICULAR ATTENTION TO PLUMBING AND ELECTRICAL FIXTURES AND SYSTEMS, HEATING AND AIR HANDLING SYSTEMS, MACHINERY, LOCKS, AND RELATED SECURITY DEVICES. THESE INSPECTIONS CAN BE CONDUCTED DURING ONE OF THE SANITATION INSPECTIONS. ANY DAMAGE, MALFUNCTIONS, OR MAINTENANCE PROBLEMS DISCOVERED WILL BE REPAIRED AS QUICKLY AS POSSIBLE.

B: THE JAIL WILL INSTITUTE A PREVENTIVE MAINTENANCE PROGRAM TO ENSURE PROPER CARE OF ALL EQUIPMENT AND FACILITY COMPONENTS.

C: THE JAIL SHALL INSTITUTE A SYSTEM BY WHICH DISCOVERED MAINTENANCE PROBLEMS CAN BE REPORTED TO THE CHIEF JAILER AND CORRECTED IN A TIMELY MANNER.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **SAFETY/SANITATION INSPECTIONS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

A: EACH STAFF MEMBER SHALL BE RESPONSIBLE FOR AN AGGRESSIVE SAFETY, ENVIRONMENTAL HEALTH, AND FIRE PREVENTION PROGRAM.

B: STAFF SHALL COMPLY WITH MINIMUM FEDERAL, STATE AND LOCAL SAFETY AND SANITATION REGULATIONS AND CODES.

C: STAFF SHALL PROVIDE A SAFE AND HEALTHY ENVIRONMENT AS WELL AS WORKING CONDITIONS FOR BOTH EMPLOYEES AND INMATES.

D: POTENTIAL HEALTH PROBLEMS AND OCCUPATIONAL HEALTH AND SAFETY PROBLEMS SHALL BE COMMUNICATED TO THE CHIEF JAILER.

E: LIFE SAFETY, HEALTH AND OCCUPATIONAL CONCERNS SHALL BE ADDRESSED AND CORRECTED IN A TIMELY MANNER, THE SAME BEING DICTATED BY THE SERIOUSNESS OF THE SITUATION.

F: ANNUAL HEALTH AND SAFETY INSPECTIONS SHALL BE MADE BY FEDERAL, STATE OR LOCAL OFFICIALS.

G: SANITATION INSPECTIONS WILL BE MADE DAILY BY THE JAILERS ON DUTY.

II. ATTACHMENTS:

ATTACHMENT #1: SANITATION INSPECTION REPORT

III. PROCEDURE:

A: DAILY SANITATION INSPECTIONS MADE BY THE JAILERS SHALL BE RECORDED ON SANITATION INSPECTION REPORT FORMS (SEE ATTACHMENT #1). THESE SANITATION INSPECTIONS SHALL BE CONDUCTED BY BOTH JAILERS ON DUTY. THESE INSPECTIONS SHALL BE FORWARDED TO THE CHIEF JAILER FOR THEIR REVIEW.

B: THE CHIEF JAILER SHALL ESTABLISH AND MAKE SCHEDULED, AS WELL AS UNSCHEDULED SAFETY AND SANITATION INSPECTIONS OF ALL AREAS WITHIN THE JAIL TO INSURE SANITATION POLICIES ARE BEING OBSERVED.

C: THE JAILER WILL INSURE THAT:

- 1: ALL AREAS OF THE JAIL ARE CLEAN AND ORDERLY.
- 2: LIGHTING, VENTILATION AND HEATING EQUIPMENT ARE FUNCTIONING PROPERLY.
- 3: NO FIRE, SAFETY OR HEALTH HAZARDS EXIST.
- 4: ALL PLUMBING EQUIPMENT, INCLUDING TOILETS, SINKS, AND SHOWERS ARE

OPERATING PROPERLY.

D: AREAS WITH AN OVERALL UNSATISFACTORY REPORT SHALL BE RE-INSPECTED.

E: THE HOUSEKEEPING PLAN INCLUDES THE FOLLOWING:

1: INMATE CLEANING SCHEDULE- EACH INMATE IS RESPONSIBLE FOR KEEPING HIS/HER CELL AND LIVING AREA CLEAN. THE FOLLOWING IS THE SCHEDULE THE INMATES SHOULD FOLLOW:

- MONDAY- SWEEP, MOP, REMOVE ALL TRASH, CLEAN TOILET AND SHOWERS
- TUESDAY- SWEEP, MOP, REMOVE ALL TRASH, CLEAN CEILING AND WALLS
- WEDNESDAY- SWEEP, MOP, REMOVE ALL TRASH, CLEAN BARS
- THURSDAY- SWEEP, MOP, REMOVE ALL TRASH, CLEAN TOILET AND SHOWERS
- FRIDAY- SWEEP, MOP, REMOVE ALL TRASH, CLEAN CEILING AND WALLS
- SATURDAY- SWEEP, MOP, REMOVE ALL TRASH
- SUNDAY AND HOLIDAYS- REST, IF THE CELL MEETS THE JAILER'S APPROVAL

2: SPECIFIC ASSIGNMENTS FOR TRUSTEES- INMATES WHO ARE DESIGNATED AS TRUSTEES WILL INSURE THAT ALL HALLWAYS IN THE JAIL ARE CLEANED IN THE SAME MANNER AS THE ABOVE SCHEDULE. TRUSTEES WILL ALSO CLEAN ALL SHERIFF DEPARTMENT OFFICES DAILY.

3: TIME SCHEDULE FOR DUTY COMPLETION- ALL INMATES WILL BEGIN CLEANING THEIR CELL AREA IMMEDIATELY FOLLOWING BREAKFAST. THE CELL WILL BE CLEAN AND HAVE PASSED THE SANITATION INSPECTION BEFORE NOON. TRUSTEES WILL ALL AREAS OF THE SHERIFF'S DEPARTMENT CLEAN BY NOON.

4: WASTE DISPOSAL- ALL TRASH WILL BE REMOVED FROM EACH CELL FOLLOWING EACH MEAL. TRUSTEES WILL BE RESPONSIBLE FOR DISPOSING OF TRASH. TRUSTEES WILL EMPTY ALL TRASH CANS IN AND AROUND THE SHERIFF DEPARTMENT AS NEEDED.

F: ALL CLEANING SUPPLIES AND EQUIPMENT WILL BE STORED OUT OF THE JAIL. TRUSTEES WILL BE RESPONSIBLE FOR PASSING OUT ALL CLEANING SUPPLIES TO THE INMATES, AND THE RETURN OF ALL SUPPLIES TO STORAGE AFTER USE.

THIS PLAN SHALL BE DESIGNED TO ASSIST YOU IN YOUR EFFORT TO MAINTAIN A SANITARY AND SAFE ENVIRONMENT IN THE INSTITUTION.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **PEST AND RODENT CONTROL**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

- I. POLICY:
THE DOOLY COUNTY JAIL WILL ENDEAVOR TO REDUCE AND CONTROL RODENT AND INSECT INFESTATION.
- II. PROCEDURE:
PROPER PROCEDURES IN REMOVING GARBAGE AND MAINTAINING A CLEAN FACILITY AND GROUNDS WILL BE FOLLOWED.

A MONTHLY TREATMENT PROGRAM WILL BE PUT IN PLACE WHEN NECESSARY, UTILIZING PROFESSIONAL PEST CONTROL SPECIALISTS.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **INMATE HYGIENE**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

ALL INMATES WILL BE REQUIRED TO MAINTAIN A HIGH STANDARD OF PERSONAL CLEANLINESS. THEY WILL BE RESPONSIBLE FOR THE ORDER AND CLEANLINESS OF THEIR LIVING AREA AND OTHER AREAS AS ASSIGNED BY STAFF.

II. PROCEDURE:

A: INMATES ARE REQUIRED TO BATHE AT LEAST ONCE DAILY.

B: EACH INMATE IS RESPONSIBLE FOR THE ORDER AND CLEANLINESS OF THEIR ASSIGNED AREA.

C: INMATES ARE REQUIRED TO EXCHANGE DIRTY LINENS ON DESIGNATED DAYS.

D: INMATE CLOTHING WILL BE LAUNDERED ON DESIGNATED DAYS.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: INMATE ISSUE

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

ALL INMATES ARE PROVIDED AN ISSUE OF ITEMS IN THE PROPER AMOUNTS WHICH IS FITTED, CLIMATICALLY SUITABLE AND APPROPRIATE TO MEET THE NEEDS OF THE SITUATION INCLUDING SANITATION AND SAFETY REQUIREMENTS.

II. PROCEDURE:

A: CLOTHING ISSUE- INMATES WILL BE ISSUED ONE (1) JAIL JUMPSUIT UPON ADMISSION INTO THE JAIL. INMATES ARE NOT ALLOWED TO WEAR PERSONAL CLOTHING. HOWEVER, THEY MAY RETAIN THEIR UNDERSHORTS, T-SHIRT, SOCKS AND SHOES FOLLOWING A SEARCH FOR CONTRABAND. INMATES ARE ALLOWED TO RECEIVE FROM THEIR FAMILY ADDITION CLOTHING INCLUDING UNDERSHORTS, T-SHIRTS, SOCKS, ONE (1) COAT DURING COLD MONTHS, ONE (1) PAIR OF SHOWER SHOES, A DIFFERENT PAIR OF CIVILIAN SHOES MAY BE ACCEPTED ONLY AFTER RETURNING THEIR ORIGINAL PAIR OF SHOES FOR EXCHANGE. INMATES ARE ALLOWED TO RETAIN BOTH ONE (1) PAIR OF CIVILIAN SHOES AND ONE (1) PAIR OF SHOWER SHOES. INMATES SHOULD NOT HAVE IN THEIR POSSESSION MORE THAN THREE (3) PAIR OF UNDERSHORTS, THREE (3) PAIR OF SOCKS, THREE (3) T-SHIRTS, ONE (1) PAIR OF CIVILIAN SHOES, ONE (1) PAIR OF SHOWER SHOES, ONE (1) COAT AND ONE (1) JUMPSUIT. ANY OUT OF TOWN, OR INDIGENT INMATE WHO DOES NOT HAVE ANY CLOTHING, OR CAN NOT HAVE ANY SENT, WILL BE ISSUED A SET OF CLOTHING.

B: BEDDING ISSUE- INMATES WILL BE ISSUES THE FOLLOWING ITEMS DURING ADMISSION:

- 1: MATTRESS, 1 EACH
- 2: SHEETS, 1 EACH
- 3: MATTRESS COVER SHEET, 1 EACH
- 4: BLANKET, 1 EACH
- 5: PILLOW, 1 EACH
- 6: PILLOW CASE, 1 EACH

AT NO TIME DURING THE INMATE'S STAY IN THIS FACILITY SHALL THEY POSSESS ANY MORE QUANTITY THAN WHAT IS SUPPLIED. INMATE'S ARE NOT ALLOWED TO RECEIVE BEDDING FROM THEIR FAMILIES.

C: BATH- INMATES WILL BE ISSUES THE FOLLOWING ITEMS UPON ADMISSION:

- 1: TOWEL, 1 EACH
- 2: WASHCLOTH, 1 EACH
- 3: SOAP, 1 EACH
- 4: TOOTHBRUSH, 1 EACH
- 5: TOOTHPASTE, 1 EACH

- 6: ROLL OF TOILET TISSUE, 1 EACH
- 7: DEODORANT, 1 EACH
- 8: SHAMPOO, 1 EACH
- 9: COMB, 1 EACH
- 10: DRINKING CUP, 1 EACH

AFTER THE ORIGINAL ISSUE OF SUPPLIES, REPLACEMENT OF SUPPLIES WILL BE PASSED OUT BY TRUSTEES AS FOLLOWS:

- 1: TOILET PAPER WILL BE PASSED OUT ON MONDAY, WEDNESDAY AND FRIDAY.
- 2: SOAP WILL BE PASSED OUT ON MONDAY, WEDNESDAY AND FRIDAY. ONE (1) BAR WILL BE PASSED OUT ON MONDAY AND WEDNESDAY, AND TWO (2) BARS WILL BE PASSED OUT ON FRIDAY.
- 3: SHAMPOO WILL BE PASSED OUT ON MONDAY, WEDNESDAY AND FRIDAY. TWO (2) PACKS ON MONDAY AND WEDNESDAY, AND THREE (3) PACKS ON FRIDAY.
- 4: DEODORANT WILL BE PASSED OUT EVERY OTHER FRIDAY.
- 5: TOOTHBRUSHES WILL BE PASSED OUT ON FRIDAYS.
- 6: TOOTHPASTE WILL BE PASSED OUT ON MONDAY, WEDNESDAY AND FRIDAY.
- 7: RAZORS AND SHAVING CREAM WILL BE PASSED OUT WHEN NEEDED, AND MUST BE COLLECTED BY THE TRUSTEE IMMEDIATELY AFTER USE.

IN ORDER FOR SUPPLIES TO BE REPLACED, THE INMATE MUST TURN IN THE EMPTY OR USED CONTAINER OF THE ITEM TO BE EXCHANGED. INMATES ARE NOT ALLOWED TO RECEIVE BATH ITEMS FROM FAMILY.

D: RESPONSIBILITY FOR ALL ITEMS ISSUED WILL REST WITH EACH INMATE. UPON THE INMATE'S RELEASE OR TRANSFER FROM THE FACILITY, THEY SHOULD REMOVE ALL ISSUED ITEMS FROM THEIR CELL AREA. ALL JAIL PROPERTY WILL BE INVENTORIED AND CHECKED FOR DAMAGE. IF COUNTY PROPERTY IS LOST OR DAMAGED, THE INMATE WILL BE RESPONSIBLE FOR REIMBURSING THE COUNTY BEFORE THEY ARE RELEASED. INMATES WILL BE ALLOWED TO TAKE THEIR HYGIENE ITEMS WITH THEM. ANY PERSONAL PROPERTY LEFT BY AN INMATE WILL BE DISPOSED OF AFTER FOURTEEN (14) DAYS.

E: REPLACEMENT WILL BE MADE BY THE FACILITY WHEN:

- 1: THE ITEM HAS EQUALED OR EXCEEDS NORMAL LIFE EXPECTANCY.
- 2: LOST OR STOLEN ITEMS ARE AUTHORIZED FOR REPLACEMENT BY THE SHERIFF.
- 3: THE INMATE REIMBURSES THE FACILITY FOR THE LOST, STOLEN OR DAMAGED ITEM.

F: ILLEGAL POSSESSION OF THE PROPERTY OF ANOTHER INMATE OR PROPERTY WHICH HAS BEEN ILLEGALLY ALTERED WILL BE CONSIDERED A VIOLATION OF RULES AND WILL BE REPORTED FOR DISCIPLINARY ACTION.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: FOOD SERVICES

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

AT THE DOOLY COUNTY JAIL, IT HAS BEEN DETERMINED THAT THE MOST EFFICIENT FOOD SERVICE OPERATION IS A CONTRACT ARRANGEMENT WITH A LOCAL RESTAURANT. PERIODICALLY, THE TERMS OF THE ARRANGEMENT WILL BE REVIEWED BY THE SHERIFF AND OTHER VENDORS MAY BE GIVEN OPPORTUNITY TO MAKE COMPETITIVE BIDS.

II. PROCEDURE:

A: FOOD TRANSPORTED FROM OUTSIDE THE FACILITY WILL BE KEPT AT SAFE TEMPERATURES IN INSULATED, HEATED OR COOLED TRANSPORT CONTAINERS. PREPARED FOOD SHALL BE DELIVERED PROMPTLY.

B: INMATES WILL BE PROVIDED THREE (3) NUTRITIONALLY ADEQUATE MEALS PER DAY.

C: THE VENDOR WILL TWO (2) WEEKS IN ADVANCE SUBMIT A DATED MENU PLAN. THE MENUS OF ALL MEALS SERVED AT THE JAIL MUST THEN BE APPROVED BY A TRAINED DIETITIAN AS MEETING GENERALLY ACCEPTED NUTRITIONAL GUIDELINES. IF A SUBSTITUTION IS MADE IN THE MENU, IT MUST BE A NUTRITIONALLY ADEQUATE AND EQUIVALENT SUBSTITUTION.

D: A COPY OF THE INSPECTION CERTIFICATE WILL BE FURNISHED BY THE VENDOR UPON REQUEST BY THE SHERIFF OR CHIEF JAILER.

E: SUITABLE, PRACTICAL PROVISIONS WILL BE MADE FOR DETAINEES WHOSE RELIGION DICTATES SPECIAL DIETS.

F: MEDICAL DIETS SHALL BE PROVIDED AS PRESCRIBED BY THE PHYSICIAN.

G: FOOD SHOULD NOT BE WITHHELD NOR PORTIONS MANIPULATED AS A DISCIPLINARY SANCTION OR POSITIVE INCENTIVE.

H: ALL USED UTENSILS, TRASH AND REFUSE FROM FOOD SERVICE SHALL BE REMOVED FROM LIVING AREAS WITHIN ONE (1) HOUR OF DESIGNATED MEAL TIME.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **VISITATION**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

INMATES AT THE DOOLY COUNTY JAIL ARE PROVIDED THE OPPORTUNITY TO VISIT WITH FAMILY AND FRIENDS ONCE A WEEK.

II. PROCEDURE:

A: INMATE VISITATION IS TO OCCUR AT THE JAIL RECREATION YARD. VISITATION IS TO OCCUR ONCE A WEEK. VISITATION WILL BE SCHEDULED FOR SATURDAY BEGINNING AT 1:30 PM AND ENDING AT 3:30 PM. IN THE EVENT THAT WEATHER DOES NOT PERMIT VISITATION TO OCCUR AS SCHEDULED, A MAKE UP DATE WILL BE DETERMINED BY THE CHIEF JAILER. SPECIAL VISITS, INCLUDING HOLIDAY VISITS, MAY BE APPROVED BY THE SHERIFF.

B: IN CASE OF EXTREME HARDSHIP, FAMILY EMERGENCY, OR WHEN FAMILY MEMBERS ARE UNABLE TO MEET DURING REGULARLY SCHEDULED VISITING HOURS. THE SHERIFF MAY ALLOW INMATES TO RECEIVE VISITORS AT TIMES OTHER THAN THOSE ALREADY SCHEDULED, PROVIDED SUCH VISIT IS PRE-APPROVED AND THERE IS ADEQUATE SECURITY AT THE TIME. INMATES WILL BE ALLOWED TO HAVE PRIVILEGED VISITATION WITH LAWYERS, COURT OFFICIALS, OTHER AGENCIES, ETC., ANY TIME DURING NORMAL BUSINESS HOURS AS LONG AS IT DOES NOT COMPLICATE JAIL SECURITY AND/OR SAFETY

C: INMATES WILL BE COUNTED AS THEY ENTER THE VISITATION YARD. THERE WILL BE A CONTINUOUS COUNT OF THE INMATES DURING VISITATION. INMATES WILL BE COUNTED AS THEY RE-ENTER THE JAIL.

D: INMATES AND VISITORS ARE REQUIRED TO ABIDE BY VISITATION RULES AT ALL TIMES. THESE RULES INCLUDE:

1: VISITORS ARE NOT ALLOWED TO BRING MONEY, CIGARETTES OR ANY OTHER ITEM DURING VISITATION.

2: AN INMATE MUST WEAR A COUNTY ISSUE JUMPSUIT TO PARTICIPATE IN VISITATION. ALL INMATES MUST RECEIVE THEIR JUMPSUIT ON FRIDAY.

3: INMATES WILL HAVE TO BRING THEIR DRINKING CUP WITH THEM ON THE VISITATION YARD. NO INMATE WILL BE ALLOWED TO DRINK OUT OF THE WATER JUGS WITHOUT A CUP.

4: VISITORS SHALL WEAR APPROPRIATE CLOTHING DURING VISITATION. VISITORS SHALL NOT WEAR PROVOCATIVE, SUGGESTIVE, REVEALING OR OTHERWISE INAPPROPRIATE DRESS. THIS WILL CAUSE TO DISALLOW VISITATION.

5: ANY VISITOR THAT APPEARS TO BE INTOXICATED WILL NOT BE ALLOWED ON FACILITY PROPERTY.

6: ANY INMATE OR VISITOR THAT BECOMES UNRULY OR INTERFERES IN ANY WAY

WITH OTHERS VISITING, WILL BE ESCORTED AWAY FROM VISITATION.

7: THERE WILL BE NO EXCESSIVE EXPRESSION OF AFFECTION BETWEEN THE INMATE AND THE VISITOR.

8: PERSONS SHOWN BY SUBSTANTIAL EVIDENCE TO CONSTITUTE A THREAT TO THE FACILITY SECURITY AND ORDER ARE TO BE EXCLUDED.

E: INMATES IN DISCIPLINARY SEPARATION MAY HAVE THEIR NON-PRIVILEGED VISITATION WITHHELD FOR PERIODS UP TO FOURTEEN (14) DAYS.

F: WITHOUT APPROVAL OF THE SHERIFF, MEMBERS OF THE PRESS ARE NOT TO BE PROVIDED ANY MORE ACCESS TO INMATES THAN PROVIDED TO THE GENERAL PUBLIC.

G: THE SHERIFF, CHIEF JAILER OR DEPUTY SHERIFF MAY REQUEST THAT A VISITOR BE SEARCHED IF THEY HAVE A REASONABLE SUSPICION THAT THE PERSON IS CONCEALING A WEAPON OR IS IN POSSESSION OF CONTRABAND. A VISITOR'S REFUSAL TO CONSENT TO A SEARCH WILL BE GROUNDS FOR REFUSING THEIR VISIT. IN THE EVENT A VISITOR IS FOUND TO BE CONCEALING CONTRABAND, THE OFFICER LOCATING THE CONTRABAND IS TO HOLD THE PERSON AND NOTIFY THE SHERIFF AND/OR CHIEF JAILER. THE OFFICER LOCATING THE CONTRABAND IS TO SUBMIT AN INCIDENT REPORT TO THE SHERIFF AND CHIEF JAILER.

H: BEFORE ALLOWING VISITORS OR INMATES INTO THE VISITING AREA, THE JAILER IS TO INSPECT THE AREA TO ENSURE IT IS FREE OF CONTRABAND.

I: BEFORE AND AFTER A NON-PRIVILEGED CONTACT VISIT, INMATES ARE TO BE THOROUGHLY SEARCHED BY THE JAILER. INMATES SHALL BE FRISKED PRIOR TO CONTACT VISITS WITH LEGAL REPRESENTATIVES.

J: DURING VISITATION, THERE SHALL BE ADEQUATE PERSONNEL TO ENSURE THE FACILITY SECURITY AND ORDER IS NOT ENDANGERED. PERSONNEL ARE TO BE STATIONED IN A MANNER AS TO MAINTAIN OBSERVATION OF THE VISITORS AND INMATES AT ALL TIMES TO MAINTAIN CONTROL. THE INMATES WILL BE COUNTED EVERY FIFTEEN (15) MINUTES THEY ARE ON THE YARD.

K: THE CHIEF JAILER OR SHERIFF MAY TERMINATE THE VISITATION AT ANY TIME IF:

- 1: A VISITOR OR INMATE VIOLATES FACILITY RULES.
- 2: INMATE OR VISITOR REFUSES TO SUBMIT TO THE NECESSARY SEARCH PROCEDURE.
- 3: INMATE OR VISITOR IS DISCOVERED TO BE POSSESSING CONTRABAND.
- 4: TERMINATION OF THE VISIT IS DEEMED NECESSARY TO MAINTAIN FACILITY SECURITY AND ORDER.
- 5: TERMINATED VISITS WILL BE ADDRESSED WITH AN INCIDENT REPORT.

L: THE JAILER MAY CONDUCT A SEARCH OF ANY INMATE FOLLOWING ANY NON-CONTACT VISITATION IF HE/SHE BELIEVES AN INMATE HAS CONTRABAND IN HIS/HER CUSTODY WHILE RE-ENTERING THE JAIL. AT NO POINT MAY AN OFFICER SEARCH AN INMATE WITH THE PURPOSE OF HARASSING. AN INMATE'S REFUSAL TO SUBMIT TO SUCH SEARCH WILL NOT BE ALLOWED TO ENTER THE JAIL. THE JAILER IS TO KEEP A CONSTANT VISUAL WATCH ON THE INMATE AND HAVE THE SHERIFF OR CHIEF JAILER NOTIFIED.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **MAIL**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

IT IS THE POLICY OF THE DOOLY COUNTY JAIL TO IMPOSE NO RESTRICTIONS, FORMAL OR INFORMAL, ON THE ABILITY OF INMATES TO COMMUNICATE WITH PERSONS OUTSIDE THE JAIL, EXCEPT WHERE SUCH RESTRICTIONS ARE CLEARLY NECESSARY TO THE MAINTENANCE OF THE ORDER AND SECURITY OF THE FACILITY.

II. PROCEDURE:

ANY INMATE MAY CORRESPOND WITH ANYONE OUTSIDE THE DETENTION FACILITY, SO LONG AS EACH LETTER OR PARCEL BEARS THE PROPER POSTAGE, RETURN ADDRESS, AND DOES NOT POSE A THREAT TO THE SECURITY OF THE FACILITY.

A: OUTGOING MAIL WILL BE PICKED UP AND MAILED EVERY DAY EXCEPT HOLIDAYS AND WEEKENDS. OUTGOING MAIL MUST HAVE THE CORRECT POSTAGE AND RETURN ADDRESS TO BE MAILED.

B: ALL NON-PRIVILEGED INCOMING MAIL WILL BE OPENED AND INSPECTED FOR CONTRABAND AND UNAUTHORIZED ITEMS. UNAUTHORIZED ITEMS WILL BE REMOVED AND HELD FOR TEN (10) DAYS. DURING THIS TIME, YOU WILL GIVE THE INMATE A NOTICE OF PROPERTY DISPOSITION FORM. THE INMATE WILL DESIGNATE WHO TO RELEASE THE PROPERTY TO AND WILL NOTIFY THEM. AFTER TEN (10) DAYS, THE PROPERTY WILL BE DISPOSED OF. ILLEGAL CONTRABAND WILL BE HELD AS EVIDENCE.

C: INCOMING MAIL WILL BE DELIVERED EVERY DAY EXCEPT HOLIDAYS.

D: PRIVILEGED CORRESPONDENCE SHALL BE CONSIDERED TO BE MAIL BETWEEN AN INMATE AND THE GOVERNOR, LIEUTENANT GOVERNOR, MEMBERS OF THE GENERAL ASSEMBLY OF GEORGIA, THE PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES, MEMBERS OF THE UNITED STATES CONGRESS, MEMBERS OF THE BOARD OF CORRECTIONS, THE PRESS, THE COURTS, ALL OTHER GOVERNMENTAL AGENCIES AND INMATE'S ATTORNEY. PRIVILEGED CORRESPONDENCE SHALL BE EXEMPT FROM THE STANDARD PROCEDURE OF INSPECTION. MAIL TO AN FROM THE PRIVILEGED CORRESPONDENCE LIST ABOVE MAY BE EXTERNALLY INSPECTED FOR CONTRABAND. IF CONTRABAND IS SUSPECTED TO BE IN PRIVILEGED MAIL, THE MAIL WILL BE OPENED IN FRONT OF THE INMATE AND REMOVED. IF CONTRABAND IS FOUND, IT WILL BE DISPOSED OF IN ACCORDANCE WITH POLICY.

E: IF MONEY IS FOUND IN MAIL, THE INMATE WILL BE GIVEN A RECEIPT AND THE MONEY WILL BE DEPOSITED ON THE INMATE'S ACCOUNT.

F: IF ANY INCOMING MAIL IS UNDELIVERED (THE INMATE TO WHOM ADDRESSED IS NO LONGER IN CUSTODY), THE JAILER WILL WRITE "RETURN TO SENDER" ON THE FRONT OF THE MAIL AND PLACE IT FOR PICK-UP BY POSTAL WORKERS.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: RECREATIONAL PROGRAMS

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

IT IS THE POLICY OF THE DOOLY COUNTY JAIL TO PROVIDE RECREATIONAL PROGRAMS AND ACTIVITIES TO ALL CONFINED INMATES UNDER CONDITIONS OF SECURITY AND SUPERVISION THAT ENSURE, TO THE GREATEST EXTENT POSSIBLE, THEIR SAFETY AND WELFARE.

II. PROCEDURE:

A: RECREATION FOR INMATES IS PROVIDED ON THE RECREATIONAL YARD. INMATES ARE ALLOWED FIVE (5) HOURS PER WEEK, NO LESS THAN THREE (3) DAYS PER WEEK OF EXERCISE. THE RECREATION TIMES ARE:

MALES: TUESDAY 1:30 PM TO 3:30 PM
THURSDAY 1:30 PM TO 3:30 PM
FRIDAY 1:30 PM TO 2:30 PM

FEMALES: MONDAY 1:30 PM TO 3:30 PM
WEDNESDAY 1:30 PM TO 3:30 PM
FRIDAY 2:30 PM TO 3:30 PM

IF WEATHER DOES NOT PERMIT OUTSIDE RECREATION, A MAKE UP TIME WILL BE PROVIDED BY THE CHIEF JAILER.

B: RULES FOR YARD CALL ARE:

1: INMATE MUST HAVE A JUMPSUIT ON.

2: THERE WILL BE NO WRESTLING, ARGUING, FIGHTING OR CURSING.

3: THERE WILL NO IMPROPER USE OF EQUIPMENT.

AN INMATE WHO CAN NOT FOLLOW THE RULES OF RECREATION, WILL BE EXCLUDED FROM RECREATION UNTIL SUCH INMATE CAN COMPLY WITH RULES. INMATES WHO CONTINUOUSLY DISOBEY RULES OF RECREATION WILL ALSO BE SUBJECT TO DISCIPLINARY ACTION.

C: INMATES ARE ALLOWED TO HAVE BOARD GAMES AND CARDS IN THEIR CELLS. THESE GAMES ARE TO BE PROVIDED BY THE INMATE'S FAMILY AND BE APPROVED BY THE SHERIFF OR CHIEF JAILER. GAMBLING IS NOT ALLOWED IN THIS FACILITY.

D: A JAILER IS REQUIRED TO OBSERVE INMATES WHILE ON YARD CALL AT ALL TIMES, BEING AWARE OF INMATE CONDUCT AND COUNT. INMATES ARE NOT ALLOWED TO HAVE VISITORS DURING RECREATION. ANYONE ATTEMPTING TO VISIT AN INMATE WILL BE ASKED TO LEAVE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: INMATE GRIEVANCE PROCEDURES

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

IT IS THE POLICY OF THE DOOLY COUNTY JAIL TO PROVIDE THE CONFINED INMATE AN INTERNAL GRIEVANCE MECHANISM FOR RESOLVING COMPLAINTS ARISING FROM INSTITUTIONAL MATTERS, SO AS TO REDUCE THE NEED FOR LITIGATION AND AFFORD STAFF THE OPPORTUNITY TO IMPROVE JAIL OPERATIONS.

II. PROCEDURE:

THE GRIEVANCE PROCEDURE GIVES INMATES THE OPPORTUNITY TO COMMUNICATE WITH STAFF REGARDING ANY SITUATION THEY BELIEVE THE STAFF SHOULD BE AWARE OF. IT IS DESIGNED TO SUPPLEMENT, BUT NOT REPLACE, THE INFORMAL COMMUNICATION PROCESS.

A: WHAT CAN BE GRIEVED:

EXCEPT AS STIPULATED BELOW, ANY CONDITION, POLICY, PROCEDURE OR ACTION (OR LACK THEREOF) DIRECTED TOWARD INMATES OVER WHICH THE DOOLY COUNTY JAIL HAS CONTROL, MAY BE GRIEVED.

B: WHAT CANNOT BE GRIEVED:

- 1: ANY MATTER OVER WHICH THIS FACILITY HAS NO CONTROL. THESE MATTERS INCLUDE SENTENCES, TORT CLAIMS AGAINST POSTAL DEPARTMENTS FOR LOSS OF MAIL AND THOSE MATTERS ESTABLISHED BY THE LAWS OF THIS STATE.
- 2: DISCIPLINARY ACTIONS CANNOT BE GRIEVED BY OR THROUGH THIS PROCEDURE. ANY INMATE MAY APPEAL A DISCIPLINARY ACTION AS ESTABLISHED THROUGH DISCIPLINARY APPEAL PROCEDURES. THE MATTERS OF DISCIPLINARY ACTION AND THE MATTERS OF GRIEVANCE PROCEDURES ARE TO BE HANDLED INDEPENDENTLY OF EACH OTHER.

C: THE INMATE GRIEVANCE PROCEDURE WILL BE STRICTLY ADHERED TO BY THE INMATE POPULATION AND STAFF. THE FOLLOWING IS AN OUTLINE ON THE PROCEDURE:

- 1: THE INMATE IS TO FILE A WRITTEN GRIEVANCE WITHIN FIVE (5) DAYS OF THE DATE OF THE INCIDENT WHICH HAS GIVEN RISE TO THE COMPLAINT. THE JAILER WILL PROVIDE THE INMATE WITH A GRIEVANCE FORM UPON HIS/HER REQUEST.
- 2: THE GRIEVANCE SHALL STATE FULLY THE TIME, DATE, NAMES OF FACULTY STAFF AND INMATES INVOLVED, WITNESSES, AND A NARRATIVE OF THE INCIDENT.
- 3: IF THE INMATE IS UNABLE TO COMPLETE THE GRIEVANCE BY THEMSELVES, THEY MAY OBTAIN ASSISTANCE FROM ANOTHER INMATE OR JAILER.
- 4: INMATES SHOULD ONLY FILE ONE GRIEVANCE PER FORM.
- 5: AN INAPPROPRIATELY FILED GRIEVANCE OR ONE THAT CONCERNS A NON-GRIEVABLE ISSUE WILL BE RETURNED TO THE INMATE.
- 6: UPON RECEIPT OF THE GRIEVANCE, THE GRIEVANCE WILL BE TURNED OVER TO THE CHIEF JAILER, WHO WILL LOG THE GRIEVANCE IN.

7: THE CHIEF JAILER WILL PROVIDE A WRITTEN RESPONSE TO THE INMATE WITHIN FIFTEEN (15) DAYS OF RECEIVING THE COMPLAINT.

8: UPON RECEIVING FORMAL RESPONSE TO THE GRIEVANCE, THE INMATE HAS THREE (3) DAYS TO ACCEPT THE FINDINGS AND ACTION TAKEN, AND SO ACKNOWLEDGE BY THEIR SIGNATURE, OR APPEAL TO THE SHERIFF. IF THE INMATE REQUESTS AN APPEAL, THEY ARE TO PROVIDE WRITTEN REASONS ON THE GRIEVANCE FORM BEFORE RETURNING IT TO THE JAILER. THE JAILER WILL THEN FORWARD THE GRIEVANCE TO THE SHERIFF.

9: THE SHERIFF WILL REVIEW, INVESTIGATE AND RESPOND TO THE APPEAL WITHIN TEN (10) DAYS. THE SHERIFF MAY:

- CONCUR WITH THE CHIEF JAILER'S RESPONSE
- REQUEST FURTHER INVESTIGATION BY THE CHIEF JAILER OR STAFF
- PROVIDE HIS OWN SOLUTION TO THE PROBLEM

D: THE CHIEF JAILER WILL MAINTAIN A LOG OF GRIEVANCES FILED UNDER THIS PROCEDURE INCLUDING, RELEVANT DATES, THE PERSON FILING, TOPICS AND DISPOSITIONS.

E: ALL WRITTEN GRIEVANCES ARE TO BE CONSIDERED CONFIDENTIAL.

F: AN INMATE MAY WITHDRAW A PREVIOUSLY FILED GRIEVANCE AT ANY TIME.

G: NO STAFF MEMBER MAY RETALIATE AGAINST AN INMATE FILING OR WITHDRAWING A GRIEVANCE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **LEGAL ACCESS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

INMATES IN THE DOOLY COUNTY JAIL ARE PROVIDED ADEQUATE, EFFECTIVE, AND MEANINGFUL ACCESS TO THE COURTS.

II. PROCEDURE:

A: ATTORNEYS ARE PERMITTED TO CONFIDENTIALLY VISIT WITH INMATES AT ANY REASONABLE TIME. ATTORNEY VISITATION MAY ONLY BE LIMITED IF IT WILL CAUSE AN UNNECESSARY DISRUPTION THAT ENDANGERS FACILITY SECURITY AND ORDER. UPON ENTERING THE FACILITY, ATTORNEYS ARE TO REGISTER IN THE LOG BOOK. JAIL STAFF SHALL BE READILY AVAILABLE TO A VISITING ATTORNEY IN CASE OF AN EMERGENCY. ALL LEGAL MAIL TO AN INMATE WILL BE HANDLED AS PRIVILEGED MAIL.

B: INMATES CLAIMING TO BE INDIGENT AND WITHOUT LEGAL COUNSEL ARE TO BE PROVIDED AN APPLICATION FOR APPOINTMENT OF COUNSEL. THE INMATE SHOULD BE INSTRUCTED TO FILL THE FORM OUT, BUT IT MUST BE SIGNED IN YOUR PRESENCE. AFTER RECEIVING THE FORM FROM THE INMATE, IT WILL BE MAILED TO THE SUPERIOR COURT JUDGE.

C: INMATES WILL ALSO HAVE ACCESS TO LEGAL MATERIAL OFFERED BY THE JAIL. THE MATERIAL WILL BE MADE AVAILABLE TO THE INMATE MONDAY-FRIDAY FROM 9:00 AM TO 4:00 PM. INMATES ARE ALLOWED TO CHECK OUT ANY BOOK, NOT ALREADY CHECKED OUT BY ANOTHER INMATE, AND KEEP THE BOOK FOR SEVENTY TWO (72) HOURS TO CONDUCT LEGAL RESEARCH. INMATES ARE ALLOWED A TOTAL TWO (2) BOOKS AT ONE TIME AND ASSUME ALL RESPONSIBILITY FOR THE CARE OF THE BOOK WHILE IN THEIR POSSESSION. IN THE EVENT A REQUESTED BOOK IS CURRENTLY CHECKED OUT, THE INMATE WILL PLACE THEIR NAME ON A WAITING LIST. ANY INMATE WHO LOSES OR DAMAGES ANY BOOK, WILL BE RESPONSIBLE FOR REPLACING THE BOOK AND ALSO FACE POSSIBLE DISCIPLINARY ACTION.

D: IF AN INMATE IS CHARGED WITH A CRIME WHERE A BOND WILL BE NEEDED, THEY WILL BE TAKEN BEFORE THE DOOLY COUNTY MAGISTRATE COURT WHERE A MAGISTRATE JUDGE WILL SET UP A PRELIMINARY HEARING OR SET BOND. IF THE CHARGES ARE TOO SEVERE FOR THE MAGISTRATE JUDGE TO SET BOND, THE DOOLY COUNTY SUPERIOR COURT JUDGE WILL SET BOND AT HIS DISCRETION.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **DISCIPLINARY PROCEDURES**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

EVERY INMATE OF THE DOOLY COUNTY JAIL HAS THE RIGHT TO KNOW WHAT BEHAVIOR IS EXPECTED AND THE PENALTIES FOR MISBEHAVIOR. THE DISCIPLINARY PROCESS MUST BE FAIR AND SYSTEMATIC SO THAT NO PERSON, STAFF OR INMATE, MAY PLEAD IGNORANCE OF THE RULES OR BLAS IN THE PROCEDURE. HASTY, ARBITRARY DECISIONS AND/OR CORPORAL PUNISHMENT SHALL NOT BE ALLOWED.

A: AN INMATE SHALL ONLY BE SUBJECT TO DISCIPLINE FOR THOSE VIOLATIONS DESCRIBED IN THE POSTED RULES, OR THOSE WHICH HAVE BEEN OR MAY BE PRESCRIBED BY STATE OR FEDERAL LAW. IF THE OFFENSE CONSTITUTES A CRIME, THE SHERIFF AND CHIEF JAILER WILL BE NOTIFIED AND SHALL REFER THE CASE TO THE DISTRICT ATTORNEY FOR POSSIBLE CHARGES. WHETHER OR NOT THE OFFENSE CONSTITUTES A CRIME, THE INMATE SHALL BE SUBJECT TO DISCIPLINARY ACTION.

B: VIOLATIONS SHALL BE CLASSIFIED AS MINOR, MAJOR OR SERIOUS ACCORDING TO THE FOLLOWING DESCRIPTIONS:

1: MINOR VIOLATIONS SHALL INCLUDE ACTS WHICH DO NOT CONSTITUTE A PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE FACILITY, ITS STAFF, INMATES, VISITORS, OR THE INMATE WHO COMMITTED THE VIOLATION. SANCTIONS MAY INCLUDE VERBAL OR WRITTEN REPRIMAND, LOSS OF PRIVILEGES AND/OR ONE (1) TO THREE (3) DAYS SEGREGATION. SUCH VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

- FAILURE TO COMPLY WITH ANY OFFICER'S LAWFUL ORDERS
- PROFANITY, DEROGATORY REMARKS OR GESTURES TO ANY MEMBER OF THE STAFF, VISITORS, OR FELLOW INMATES
- UNNECESSARY NOISE SUCH AS ARGUING, SHOUTING, WHISTLING, RATTLING OR POUNDING ON DOORS OR WINDOWS
- LOUD OR UNNECESSARY NOISE AFTER LIGHTS OUT
- THE UNAUTHORIZED TALKING THROUGH FENCES, DOORS OR WINDOWS TO PERSON(S) OUTSIDE
- FAILURE TO PERFORM ROUTINE DUTIES SUCH AS CLEANING
- HORSE PLAYING, TEASING OR VERBALLY HARASSING ANOTHER INMATE

2: MAJOR OFFENSES SHALL INCLUDE PERSISTENT MINOR RULE INFRACTIONS, CASES WHERE A DETERMINATION IS MADE THAT THE REMEDY FOR A MINOR VIOLATION SERVES NO DETERRENT EFFECT, AND RULE VIOLATIONS WHICH CAN NOT BE CONSIDERED MINOR BUT DO NOT CONSTITUTE A PRESENT OR IMMEDIATE THREAT TO THE SECURITY OF THE FACILITY, ITS STAFF, INMATES, VISITORS OR THE

INMATE COMMITTING THE OFFENSE. SANCTIONS MAY INCLUDE LOSS OF PRIVILEGES AND/OR ONE (1) TO FOURTEEN (14) DAYS SEGREGATION AND REIMBURSEMENT TO THE COUNTY FOR ANY DAMAGES TO PROPERTY. SUCH VIOLATIONS SHALL INCLUDE BUT NOT BE LIMITED TO:

- REPEATED MINOR VIOLATIONS
- DISOBEYING AN OFFICER
- LYING TO AN OFFICER
- FIGHTING, MOLESTING
- MINOR DAMAGE OF FACILITY PROPERTY (LESS THAN \$50)
- ABUSING COMMISSARY, VISITING, TELEPHONE AND/OR RECREATION PRIVILEGES
- ABUSING FOOD SERVICES
- ATTEMPTING TO CONTROL THE BEHAVIOR OR OTHER INMATES THROUGH COERCION, FORCE OR THREAT. ASSIGNING WORK TO OTHER INMATES
- DISRUPTING RELIGIOUS, MEDICAL OR FOOD SERVICES
- ABUSE OF SMOKING PRIVILEGES
- STOPPAGE OR PLACEMENT OF FOREIGN MATTERS INTO TOILET OR SINKS
- RETENTION OF ANY MEDICATION ISSUED
- WRITING ON THE WALLS OR FURNITURE
- POSSESSION OF ANYTHING NOT ON THE LIST OF PERMITTED ITEMS OR AUTHORIZED BY THE STAFF

3: SERIOUS VIOLATIONS SHALL INCLUDE ACTS WHICH CONSTITUTE VIOLATIONS OF STATUTORY LAW AND/OR PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE FACILITY, STAFF, INMATES, VISITORS OR THE INMATE COMMITTING THE VIOLATION. SANCTIONS MAY INCLUDE ALL OF THE ABOVE AND PROSECUTION BY THE COURTS. SUCH ACTS INCLUDE BUT NOT LIMITED TO:

- REPEATED MAJOR VIOLATIONS
- ASSAULT AN ANOTHER INMATE OR STAFF
- ESCAPE, ATTEMPTED ESCAPE, OR AIDING ANOTHER IN ESCAPE
- POSSESSION OF ALCOHOLIC BEVERAGES OR UNAUTHORIZED DRUGS
- THEFT
- DAMAGE OF FACILITY PROPERTY IN EXCESS OF \$50
- INTERFERING WITH SECURITY OPERATIONS OF THE FACILITY
- ARSON
- POSSESSION OF A WEAPON OR CHEMICAL AGENT OR ANY OBJECT WHICH HAS BEEN MODIFIED SO THAT IT MAY BE USED AS A WEAPON
- CREATING OR INCITING A RIOT
- MALICIOUS DESTRUCTION, ALTERATION OR MISUSE OF PROPERTY

II. PROCEDURE:

A: WHEN AN OFFICER WITNESSES OR HAS REPORTED A VIOLATION OF RULES. HE IS TO IDENTIFY THE SERIOUSNESS OF THE VIOLATION AND DETERMINE WHETHER IT CAN BE INFORMALLY HANDLED.

B: IF THE OFFENSE CAN BE RESOLVED INFORMALLY, AND THE RESOLUTION IS APPROPRIATE, THE OFFICER DOES NOT HAVE TO FILE A WRITTEN REPORT, JUST LOG THE INCIDENT AND SOLUTION IN THE LOG BOOK.

C: IF THE VIOLATION CANNOT BE RESOLVED INFORMALLY, THE JAILER IS TO COMPLETE A RULE VIOLATION REPORT.

D: IN THE EVENT THE INMATE IS DISPLAYING VIOLENT BEHAVIOR, OR IF THERE IS REASON TO BELIEVE THE INMATE WILL INFLICT INJURY UPON HIMSELF OR OTHERS, HE IS TO BE CONFINED IN AN ISOLATION CELL, AND NOTIFY THE SHERIFF AND CHIEF JAILER.

E: THE RULE VIOLATION REPORT IS TO BE COMPLETED THE DAY THE OFFENSE OCCURS, AND TURNED OVER TO THE CHIEF JAILER. THE CHIEF JAILER IS TO REVIEW THE REPORT AND FORMALLY CLASSIFY THE VIOLATION STATUS.

F: IN THE EVENT THE VIOLATION IS CLASSIFIED AS BEING MINOR, THE JAILER IS TO ASSESS THE APPROPRIATE PENALTY AND INFORM THE CHIEF JAILER OF THE DECISION, AND LOG ACTION IN LOG BOOK.

G: IF VIOLATIONS ARE CLASSIFIED AS MAJOR OR SERIOUS, THE CHIEF JAILER IS TO PROVIDE THE INMATE WITH NOTIFICATION OF THE CHARGES, INFORM THE INMATE OF HIS RIGHTS TO A HEARING, AND REQUIRE THE INMATE TO SIGN A FORM STATING THEY UNDERSTAND THEIR RIGHTS. IF INMATE DOES NOT REQUEST A HEARING, THEY ARE TO SIGN A WAIVER OF HEARING FORM, AND THE CHIEF JAILER WILL DISCIPLINE ACCORDING TO POLICY.

H: INMATES MAY REQUEST ASSISTANCE IN PREPARING FOR THE HEARING AND THE CHIEF JAILER WILL APPOINT AN IMPARTIAL OFFICER TO ASSIST.

I: INMATES MAY HAVE WITNESSES ON THEIR BEHALF. WITNESSES DO NOT HAVE TO BE PRESENT, BUT ENTER A WRITTEN STATEMENT

J: IF THE INMATE IS FOUND GUILTY OF THE DISCIPLINARY INFRACTION, THEY MAY APPEAL TO THE SHERIFF WITHIN THREE (3) WORKING DAYS. THE DISCIPLINARY ACTION WILL BE POSTPONED UNTIL THE SHERIFF MAKES HIS DECISION.

K: THE SHERIFF WILL REVIEW THE APPEAL AND WILL ISSUE HIS DECISION WITHIN FIVE (5) WORKING DAYS. AS PART OF HIS DECISION THE SHERIFF MAY:

- REDUCE THE CHARGES
- REVERSE THE DECISION
- CONCUR WITH THE CHIEF JAILER'S DECISION
- RETURN THE CHARGES TO THE CHIEF JAILER FOR A REHEARING

L: ALL ACTION TAKEN IN A DISCIPLINARY HEARING WILL BE LOGGED BY THE CHIEF JAILER.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **USE OF FORCE**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

JAILERS SHALL USE ONLY THE MINIMUM AMOUNT OF FORCE NECESSARY TO CONTROL INMATES.

II. PROCEDURE:

A: IN THE EVENT AN INMATE BECOMES UNCOOPERATIVE, THE JAILER IS TO DIRECT THE INMATE TO CONDUCT THE DESIRED BEHAVIOR.

B: IF THE INMATE CONTINUES TO BE UNCOOPERATIVE, THE JAILER IS TO SUMMON BACKUP HELP TO PHYSICALLY CONTROL THE INMATE.

C: JAILERS SHALL USE THE MINIMUM FORCE NECESSARY TO PHYSICALLY CONTROL THE INMATE.

D: STAFF MEMBERS SHALL ONLY USE A METHOD OR WEAPON TO CONTROL AN INMATE THAT THEY HAVE BEEN TRAINED TO USE AND THAT HAS BEEN APPROVED BY THE SHERIFF.

E: JAILERS MAY USE THEIR FIST, FOOT, ASP BATON, OR SIMILAR WEAPON ONLY WHEN ONE OR MORE OF THE FOLLOWING CIRCUMSTANCES EXIST, AND THEN ONLY TO THE EXTENT THAT SUCH FORCE IS REASONABLE.

1: WHEN AN INMATE IN CUSTODY ATTEMPTS TO ESCAPE.

2: WHEN TWO OR MORE PERSONS ASSAULT A STAFF MEMBER.

3: WHEN AN INDIVIDUAL OF OBVIOUS PHYSICAL SUPERIORITY OR AGGRESSIVENESS ASSAULTS A STAFF MEMBER.

4: WHEN AN INDIVIDUAL COMMITS OR IS ATTEMPTING TO COMMIT AN ATTACK ON A THIRD PARTY.

F: BEFORE A JAILER USED PHYSICAL FORCE, THE INMATE MUST HAVE DEMONSTRATED

THE ABILITY AND OPPORTUNITY TO HARM THE JAILER OR A THIRD PARTY AND EXPRESS VERBALLY OR THROUGH ACTIONS INTENT TO USE FORCE AGAINST THE JAILER OR A THIRD PARTY.

G: A JAILER MAY USE DEADLY FORCE AGAINST ANOTHER PERSON ONLY IF THE JAILER'S OR THIRD PARTY'S LIFE IS IN IMMEDIATE DANGER.

H: UNDER NO CIRCUMSTANCES MAY STAFF USE EXCESSIVE FORCE TO CONTROL INMATES. ANY STAFF DETERMINED TO HAVE USED EXCESSIVE FORCE, SHALL BE DISCIPLINED APPROPRIATELY WITH A MINIMUM OF THREE (3) DAYS SUSPENSION

AND UP TO TERMINATION AND PROSECUTION.

I: AFTER PHYSICAL FORCE HAS BEEN USED AGAINST A PERSON, AND HE HAS BEEN SUBDUED, STAFF MEMBERS ARE TO PROVIDE THE INMATE WITH THE APPROPRIATE MEDICAL TREATMENT IF NECESSARY. AS SOON AS POSSIBLE, THE INMATE IS TO BE EXAMINED BY MEDICAL PERSONNEL.

J: MEDICAL TREATMENT SHALL BE PROVIDED IF A PERSON HAS OBVIOUSLY SUFFERED PHYSICAL INJURY, COMPLAINS OF INJURY, REQUESTS A MEDICAL EXAMINATION OR MORE THAN SLIGHT PHYSICAL FORCE WAS EMPLOYED.

K: ANYTIME A JAILER USES PHYSICAL FORCE, HE IS TO COMPLETE AN INCIDENT REPORT, DETAILING THE USE OF FORCE THAT INCLUDES:

- 1: A DETAILED DESCRIPTION OF THE INCIDENT.
- 2: TYPE AND AMOUNT OF PHYSICAL FORCE USED.
- 3: JUSTIFICATION FOR SUCH FORCE.
- 4: ANY IMPAIRMENT OR INJURY CAUSED BY THE USE OF FORCE.
- 5: LISTING OF PARTICIPANTS AND WITNESSES.
6. ACTION PURSUANT TO THE INCIDENT, ESPECIALLY MEDICAL TREATMENT.
- 7: PHOTOGRAPHS OF ANY INJURY RECEIVED.
- 8: ANY DISCIPLINARY CHARGES FILED AGAINST THE INMATE.

L: IN THE EVENT A JAILER IS ACCUSED OF USING EXCESSIVE FORCE, THE CHIEF JAILER WILL NOTIFY THE SHERIFF WHO WILL ASSIGN AN UNINVOLVED OFFICER TO INVESTIGATE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **INCIDENT REPORTS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

STAFF SHALL COMPLETE AN INCIDENT REPORT TO DOCUMENT ANY SIGNIFICANT INCIDENT THAT AFFECTS, MAY AFFECT, OR HAS AFFECTED THE SAFETY, SECURITY, CONTROL OR ORDERLY OPERATION OF THE JAIL.

II. PROCEDURE:

A: THE INCIDENT REPORT FORM IS INTENDED FOR REPORTING INCIDENTS INVOLVING USE OF FORCE, USE OF WEAPONS, SERIOUS INJURIES OR AN INCIDENT OF MAJOR SIGNIFICANCE. THE REPORT MUST BE SENT TO THE CHIEF JAILER AND SHERIFF WITHIN TWENTY FOUR (24) HOURS OF THE INCIDENT.

B: INCIDENT REPORTS WILL NORMALLY INCLUDE WRITTEN WITNESS STATEMENTS FROM ALL PERSONS WHO WITNESSED THE INCIDENT IN QUESTION. ALL INCIDENT REPORTS WILL BE COMPLETED AS SOON AS POSSIBLE AND SENT TO THE CHIEF JAILER AND SHERIFF.

C: STATEMENTS WILL BE TAKEN FROM ANY INMATE INVOLVED IN AN INCIDENT AND SHALL BE INCLUDED IN THE REPORT.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **BUILDING STANDARDS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL SHALL MEET OR ENDEAVOR TO MEET APPLICABLE CODES AND STANDARDS REGARDING FIRE SAFETY, WATER AND SEWAGE, AND; OTHER APPLICABLE STATE AND LOCAL CODES.

II. PROCEDURE:

A: THE DOOLY COUNTY JAIL SHALL MAINTAIN AND POST A CERTIFICATE OF OCCUPANCY.

B: THE DOOLY COUNTY JAIL SHALL, UPON REQUEST, RECEIVE A CERTIFICATE FROM THE CITY OF VIENNA, GA. SHOWING THAT THE FACILITY WATER SUPPLY MEETS ALL APPLICABLE LAWS AND REGULATIONS OF THE GOVERNING JURISDICTION.

C: THE FACILITY SHALL PROVIDE BOTH HOT AND COLD RUNNING WATER.

D: THE FACILITY WILL INSURE THAT ALL APPLICABLE STATE AND/OR LOCAL FIRE SAFETY CODES ARE MET.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: CONTROL OF FIRE ARMS, WEAPONS AND SECURITY EQUIPMENT

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

ALL FIREARMS, WEAPONS, AND CHEMICAL AGENTS WILL BE SUBJECT TO STRINGENT CONTROLS. SUCH ITEMS WILL BE UTILIZED AND KEPT IN SUCH A MANNER AS TO PREVENT ACCESS BY INMATES AND UNAUTHORIZED PERSONS. STAFF AND OTHER PERSONS SHALL NOT CARRY FIREARMS IN THE JAIL UNLESS SPECIFICALLY AUTHORIZED BY THE SHERIFF IN CASE OF AN EMERGENCY.

II. PROCEDURE:

A: WITHIN THIS FACILITY, THERE SHALL BE NO FIREARMS CARRIED PAST THE DESIGNATED POINTS LEADING TO INMATE LIVING AND ACTIVITY AREAS UNLESS SPECIFICALLY AUTHORIZED BY THE SHERIFF IN AN EMERGENCY SITUATION. BEFORE ENTERING INTO INMATE AREA, ALL OFFICERS WILL SECURE THEIR FIREARM WITH THE DISPATCHER, WHO WILL PLACE THE WEAPON INTO THE LOCKED GUN BOX.

B: ANY OFFICER WHO HAS BEEN TRAINED IN THE USE OF CHEMICAL AGENTS AND/OR ASP BATONS, WILL BE ALLOWED TO ENTER INMATE AREAS WITH SUCH ITEMS PROVIDED THAT THE ITEMS ARE SECURED TO THE OFFICER'S DUTY BELT AT ALL TIMES. FIREARMS, CHEMICAL AGENTS AND BATONS WILL ONLY BE ISSUED BY THE SHERIFF, AND ONLY BE ISSUED TO OFFICERS TRAINED IN THEIR USE.

C: INMATES WILL NOT BE ALLOWED ACCESS TO ANY FIREARMS, AMMUNITION, WEAPONS, CHEMICAL AGENTS OR RESTRAINT DEVICE.

D: ALL VISITING LAW ENFORCEMENT OFFICERS SHALL FOLLOW THE SAME GUIDELINES OF WEAPON CONTROL SET FORTH BY DOOLY COUNTY SHERIFF'S DEPT.

E: THE DOOLY COUNTY SHERIFF'S DEPT. WILL SECURELY STORE ALL EXCESS FIREARMS, AMMUNITION, CHEMICAL AGENTS AND OTHER WEAPONS AND SECURITY EQUIPMENT TO INSURE ACCOUNTABILITY, SECURITY AND LIMITED ACCESS. THE SHERIFF WILL MAINTAIN ACCOUNTABILITY OF STORED WEAPONS.

F: CERTAIN ITEMS SUCH AS HANDCUFFS, LEG IRONS AND BELLY CHAINS WILL BE KEPT SECURED IN A LOCKED BOX ACCESSIBLE TO THE JAILERS.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **TOOL CONTROL**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

A TOOL CONTROL SYSTEM CONSISTENT WITH RECOGNIZED STANDARDS WILL BE MAINTAINED AT THE DOOLY COUNTY JAIL TO PREVENT THE UNAUTHORIZED USE OF TOOLS.

II. PROCEDURE:

A: THE CHIEF JAILER, WITH APPROVAL OF THE SHERIFF, SHALL SELECT A SECURE LOCATION FOR THE STORAGE OF ALL TOOLS.

B: THE TOOL STORAGE SHALL REMAIN LOCKED AT ALL TIMES, WITH THE JAILERS AND SHERIFF HAVING ACCESS.

C: THE CHIEF JAILER WILL REPORT TO THE SHERIFF THE LOSS OF TOOLS.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: SURVEILLANCE

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

A: JAIL STAFF SHALL NOT RELY SOLELY ON CLOSED CIRCUIT TELEVISION TO SUPERVISE INMATES. DIRECT IN-PERSON SURVEILLANCE IS TO BE MADE OF EVERY INMATE IN THE POPULATION AT STAGGERED INTERVALS. NO LONGER THAN THIRTY (30) MINUTES.

B: INMATES WHO ARE SUICIDAL, ASSAULTIVE, ESCAPE RISKS, MENTALLY OR EMOTIONALLY DISORDERED, OR RECOVERING FROM INTOXICANTS SHALL RECEIVE IN-PERSON SURVEILLANCE IN STAGGERED INTERVALS NOT TO EXCEED FIFTEEN (15) MINUTES.

C: EACH IN-PERSON SURVEILLANCE CHECK IS TO BE DOCUMENTED IN THE DAILY LOG TO INCLUDE THE OFFICER'S INITIAL, DATE, TIME AND ANY OBSERVATIONS MADE DURING THE CHECK.

D: SURVEILLANCE/SUPERVISION OF INMATES

1: JAILERS ARE TO BE ATTENTIVE TO RULE INFRACTIONS, ESCAPE ATTEMPTS OR OTHER POTENTIAL DISTURBANCES. A JAILER SHALL NOT ENTER A HIGH RISK SECURITY AREA WITHOUT BACKUP.

2: WHEN CONDUCTING SURVEILLANCE CHECKS, JAILERS ARE NOT TO FRATERNIZE, GOSSIP OR SHOW FAVORITISM TO INMATES. WHEN INTERACTING WITH INMATES, STAFF MEMBERS ARE TO TREAT EACH INMATE IN A FIRM BUT FAIR MANNER. STAFF SHOULD NOT DOWNGRADE OR INTIMIDATE INMATES.

3: FACILITY STAFF SHALL NOT MAKE LOANS TO OR ACCEPT LOANS FROM INMATES, OR ENTER INTO ANY BUSINESS ARRANGEMENTS, FURNISH ANY OUTSIDE SUPPLIES, OR ACCEPT ANY PAYMENT FROM INMATES.

4: IN THE EVENT AN INMATE ASKS THE ADVICE OF A STAFF MEMBER, THE EMPLOYEE IS TO ENSURE HE FULLY UNDERSTANDS THE INMATE'S SITUATION BEFORE GIVING ADVICE. IF THE EMPLOYEE FEELS HE IS UNABLE TO PROVIDE THE PROPER GUIDANCE, HE SHOULD REFER THE INMATE TO OR NOTIFY THE APPROPRIATE PERSON. STAFF ARE TO RECOGNIZE THEIR LIMITATIONS AND NOT PROMISE SOMETHING THEY DO NOT HAVE AUTHORITY TO PROVIDE. LEGITIMATE REQUESTS SHOULD BE HONORED.

5: IF DURING SURVEILLANCE CHECK, THE JAILER NOTES ANY CIRCUMSTANCES THAT MAY ADVERSELY AFFECT THE SAFETY OF AN INMATE OR STAFF MEMBER, OR THE

SAFETY AND SECURITY OF THE FACILITY, HE IS TO INSTITUTE THE STEPS NECESSARY TO CORRECT THE PROBLEM.

6: THE JAILER IS TO NOTIFY THE CHIEF JAILER OF THE PROBLEM, THE CORRECTIVE ACTION TAKEN, AND THE RESULTS OF HIS ACTION. THIS INFORMATION IS ALSO TO BE RECORDED IN THE DAILY LOG.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: ACCESS TO MEDICAL CARE AND SICK CALL

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL WILL CONDUCT SICK CALL WITH A M.D. A MINIMUM OF ONE (1) DAY PER WEEK, BUT WILL ALLOW INMATES CONTINUOUS ABILITY TO REPORT MEDICAL PROBLEMS. THE JAIL WILL HAVE A CONTRACTUAL AGREEMENT WITH :

1: A PART-TIME PHYSICIAN OR A REGISTERED NURSE UNDER THE SUPERVISION OF A LICENSED PHYSICIAN WHO IS ALSO UNDER WRITTEN CONTRACT WITH THE COUNTY, TO SERVE AS THE RESPONSIBLE HEALTHCARE AUTHORITY (RHA) OVERSEEING ALL ASPECTS OF HEALTH CARE AT THE JAIL, INCLUDING:

- INTIAL SCREENINGS
- ROUTINE HEALTH ASSESSMENTS
- COMMUNICABLE DISEASE SCREENING
- SICK CALL SERVICES WHICH ARE CONDUCTED ON-SITE A MINIMUM OF ONCE A WEEK
- PHYSICIAN ON-CALL MEDICAL COVERAGE
- ADMISSIONS TO LOCAL HOSPITALS WHEN NECESSARY
- ARRANGEMENTS FOR MENTAL HEALTH OR OTHER SPECIALTY CARE WHEN NECESSARY

2: A QUALIFIED MENTAL HEALTH PROFESSIONAL (E.G., LOCAL PSYCHIATRIST, PSYCHOLOGIST, PSYCHIATRIC REGISTERED NURSE, OR MASTERS LEVEL MENTAL HEALTH PROFESSIONAL) TO PROVIDE MENTAL HEALTH SICK CALL SERVICES AS NEEDED IN ADDITION TO OTHER ROUTINE AND EMERGENCY SERVICES.

3: A LOCAL DENTIST TO PROVIDE DENTAL CARE SERVICES TO INMATES. SUCH CARE SHALL NOT BE LIMITED TO EXTRACTION.

THE JAIL SHALL ENSURE THAT INMATES WHO ARE REFERRED TO SUBSPECIALTY MEDICAL PROVIDERS BY A PHYSICIAN OR REGISTERED NURSE SHALL RECEIVE MEDICAL EVALUATION AND MEDICAL CARE FROM SUCH SPECIALISTS. THE RHA SHALL HAVE ADEQUATE SPACE, SUPPLIES AND EQUIPMENT. JAIL OFFICIALS SHALL NOT OVERRULE MEDICAL DECISIONS MADE BY MEDICAL STAFF.

II. PROCEDURE:

A: SICK CALL PROCEDURE WILL INCLUDE, AT A MINIMUM, THE FOLLOWING:

- 1: WRITTEN SICK CALL REQUEST SLIPS
- 2: A COLLECTION METHOD WITH NO INMATE TRUSTEE INVOLVEMENT WHERE THE REQUEST SLIPS GO DIRECTLY TO A QUALIFIED HEALTH PROFESSIONAL, REGISTERED NURSE, PHYSICIAN, OR LICENSED PRACTICAL NURSE (LPN)
- 3: LOGGING PROCEDURES TO RECORD EACH REQUEST FOR SICK CALL SERVICES
- 4: REVIEW OF INMATE REQUESTS BY A REGISTERED NURSE OR PHYSICIAN ON A DAILY

BASIS TO DETERMINE THE URGENCY OF THE NEED TO BE EXAMINED

5: A SICK CALL CLINIC HELD AT LEAST ONCE PER WEEK CONDUCTED BY A LICENSED PHYSICIAN, OR RN OR LPN UNDER THE SUPERVISION OF A LICENSED PHYSICIAN

6: MEDICAL STAFF WILL RECORD THE RESULTS OF SICK CALL IN AN INMATE'S RECORD

B: THE DOOLY COUNTY JAIL SHALL PERMIT ILLITERATE INMATES TO ORALLY ACCESS THE SYSTEM BY REQUESTING ACCESS THROUGH A JAILER WHO MUST FILL OUT A REQUEST SLIP FOR THE INMATE WITHIN A REASONABLE TIME AFTER THE ORAL REQUEST.

C: INMATES REQUIRING EMERGENCY MEDICAL CARE SHALL RECEIVE SUCH CARE IMMEDIATELY. INMATES MUST BE ABLE TO CONTACT A JAILER FOR ASSISTANCE ON A TIMELY BASIS.

D: EVERY INMATE WILL RECEIVE A DENTAL SCREENING WITHIN FOURTEEN (14) DAYS OF ADMISSION BY A DENTAL TRAINED PROFESSIONAL, AND A DENTAL EXAMINATION WITHIN NINETY (90) DAYS BY A DENTIST OR DENTAL HYGIENIST. ALL INMATES WILL HAVE ACCESS TO DENTAL CARE WHEN MEDICALLY NEEDED.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: COMMUNICABLE DISEASE SCREENING

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL SHALL HAVE A COMMUNICABLE DISEASE TESTING, MONITORING, AND TREATMENT PROGRAM.

II. PROCEDURE:

A: ALL INCOMING INMATES SHALL BE QUESTIONED ABOUT THEIR COMMUNICABLE DISEASE STATUS DURING BOOKING.

B: ALL INMATES AT THE JAIL FOR MORE THAN SEVEN (7) DAYS SHALL BE TESTED FOR TUBERCULOSIS (TB) NO LATER THAN FOURTEEN (14) DAYS AFTER ARRIVAL.

C: RESULTS OF THE SCREEN WILL BE MADE PART OF THE INMATE'S MEDICAL RECORD.

D: IN THE EVENT A COMMUNICABLE DISEASE, SUCH AS TB, IS IDENTIFIED BY THE JAIL'S COMMUNICABLE DISEASE SCREENING AND TESTING PROGRAM, THE COUNTY WILL NOTIFY THE RELEVANT PUBLIC HEALTH AUTHORITIES ABOUT THE INCIDENT. ANY INMATE IN NEED OF IMMEDIATE TREATMENT WILL BE TRANSFERRED TO AN APPROPRIATE MEDICAL FACILITY FOR TREATMENT.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **HEALTH ASSESSMENT**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

WITHIN TWO (2) WEEKS OF INTAKE, THE JAIL MUST ALSO GIVE EACH INMATE A HEALTH ASSESSMENT WHICH INCLUDES TAKING AN INITIAL MEDICAL HISTORY AND IDENTIFICATION OF ANY KNOWN ALLERGIES, AND A PHYSICAL EXAMINATION CONSISTING OF BLOOD PRESSURE, PULSE, TEMPERATURE, AND RESPIRATION TESTS.

II. PROCEDURE:

A: A FULL HEALTH ASSESSMENT WILL BE PERFORMED BY THE JAIL RHA WITHIN TWO (2) WEEKS OF AN INMATES ARRIVAL.

B: ANY FOLLOW-UP CARE WILL BE PROVIDED.

C: THE HEALTH ASSESSMENT RESULTS MUST BE RECORDED ON A STANDARDIZED FORM THAT IS PLACED IN THE INMATE'S MEDICAL RECORD ALONG WITH THE INMATE'S INTAKE SCREENING FORM.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **MEDICAL RECORDS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I: POLICY:

THE DOOLY COUNTY JAIL SHALL ENSURE THAT THE RHA HAS ADEQUATE MEDICAL RECORDS AND THAT THE RECORDS ARE KEPT AT THE JAIL, SEPARATE FROM THE INMATE'S RECORD. THE ENSURE CONTINUITY OF CARE. REPORTS AND OTHER RECORDS SHALL BE OBTAINED FROM AND SENT TO OUTSIDE MEDICAL PROVIDERS WHEN INMATES ARE SENT OUT OF THE JAIL FOR MEDICAL CARE.

II. PROCEDURE:

A: ALL MEDICAL RECORDS WILL BE COMPLETED BY THE RHA, WHO WILL KEEP SUCH RECORDS STORED IN A SECURE SETTING SEPARATE FROM THE INMATE CUSTODY RECORDS.

B: ACCESS TO INDIVIDUAL INMATE MEDICAL RECORDS SHALL BE RESTRICTED TO MEDICAL PERSONNEL AND MEDICAL INFORMATION SHALL BE SHARED WITH JAILERS ONLY WHEN THE RHA BELIEVES THIS IS NECESSARY.

C: A COPY OF THE INMATE'S HEALTH RECORD WILL BE FORWARDED WITH THE INMATE UPON TRANSFER TO ANOTHER FACILITY.

D: THE HEALTH RECORD WILL GO WITH AND RETURN WITH THE INMATE WHEN SENT TO AN OUTSIDE PROVIDER OR HOSPITAL.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **MENTAL HEALTH CARE**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

- I. POLICY:
THE DOOLY COUNTY JAIL SHALL PROVIDE ADEQUATE MENTAL HEALTH SERVICES TO THE INMATES. THE DOOLY COUNTY JAIL SHALL ENSURE THAT THE CONTRACTED, QUALIFIED MENTAL HEALTH PROFESSIONAL WILL PROVIDE 24-HOUR ON-CALL CONSULTATION AS WELL AS IN-PERSON INTERVENTION AND EVALUATION.
- II. PROCEDURE:
 - A: MENTALLY ILL INMATES SHALL BE HOUSED IN AN APPROPRIATE ENVIRONMENT THAT FACILITATES STAFF SUPERVISION AND PERSONAL SAFETY.
 - B: INMATES WITH SPECIAL MENTAL HEALTH NEEDS SHALL BE EVALUATED BY A QUALIFIED MENTAL HEALTH PROFESSIONAL WITHIN TWENTY-FOUR (24) HOURS OF INTAKE.
 - C: INMATES REQUIRING PSYCHIATRIC HOSPITALIZATION SHALL BE TRANSFERRED TO ADEQUATE PSYCHIATRIC HOSPITAL FACILITIES.
 - D: RESULTS OF MENTAL HEALTH EVALUATION, AS WELL AS ANY ONGOING MENTAL HEALTH TREATMENT, WILL BE MADE PART OF THE INMATE'S MEDICAL RECORD.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: STAFF MEDICAL TRAINING

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

ALL DOOLY COUNTY JAIL STAFF SHALL BE ADEQUATELY TRAINED TO IDENTIFY INMATES WITH SPECIAL MENTAL HEALTH NEEDS, IDENTIFY MEDICAL EMERGENCIES, GIVE FIRST AID, GIVE CPR, AND ADMINISTER MEDICATION.

II. PROCEDURE:

A: ALL JAIL STAFF WILL RECEIVE TRAINING IN THE FOLLOWING AREAS AT LEAST EVERY TWO (2) YEARS.

1: FIRST AID

2: CPR

3: RECOGNIZING EMERGENCY CARE (HEART ATTACK, SEIZURES, ETC.)

4: SYMPTOMS OF MENTAL ILLNESS

5: PRECAUTIONS AND PROCEDURES REGARDING INFECTIONS AND COMMUNICABLE DISEASES

6: MEDICATION ADMINISTRATION

B: ALL TRAINING WILL CONDUCTED BY QUALIFIED PERSONNEL AND KEPT ON FILE.

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: SUICIDE PREVENTION

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

THE DOOLY COUNTY JAIL SHALL ENSURE THAT SUICIDE PREVENTION MEASURES ARE MET AT THE JAIL. SUCH MEASURES WILL ENSURE THE SAFE HOUSING AND SUPERVISION OF INMATES BASED ON THE ACUTY OF THEIR MENTAL HEALTH NEEDS.

II. PROCEDURE:

A: TWO (2) CELLS WILL BE USED FOR INMATES WITH SPECIAL NEEDS. AND SHALL BE LOCATED CLOSE TO A JAILER'S POST. THESE CELLS SHALL BE SUICIDE-SAFE, SPECIAL OBSERVATION CELLS WHICH ALLOW FOR CONSTANT, DIRECT OBSERVATION BY TRAINED OFFICERS. SPECIAL OBSERVATION CELLS SHALL BE USED FOR HOUSING ACTIVELY SUICIDAL OR SEVERELY, MENTALLY ILL INMATES.

B: THE JAIL SHALL HAVE EQUIPMENT INCLUDING, BUT NOT LIMITED TO:

- 1: A FIRST AID KIT
- 2: A 911 RESCUE TOOL PACK TO BE KEPT ON THE JAILER'S BELT AT ALL TIMES
- 3: DISPOSABLE GLOVES
- 4: CPR MASK

C: THE DOOLY COUNTY JAIL SHALL SCREEN ALL INMATES FOR SUICIDE RISK AND OTHER SPECIAL NEEDS PRIOR TO THEIR ADMISSION TO THE JAIL. SUCH SCREENING SHALL THOROUGHLY ASSESS A POTENTIAL INMATE'S MENTAL HEALTH AND SHALL COMPORT WITH CURRENT MENTAL HEALTH PROFESSIONAL AND CORRECTIONAL STANDARDS.

D: ALL JAIL STAFF MUST RECEIVE TRAINING BY A JAIL SUICIDE PREVENTION EXPERT OR LICENSED MENTAL HEALTH PROFESSIONAL. SUCH TRAINING SHALL INCLUDE, BUT NOT LIMITED TO:

- 1: THE PROPER RESPONSE TO A SUICIDE OR SUICIDE ATTEMPT
- 2: HOW TO CUT DOWN A HANGING VICTIM
- 3: FIRST AID MEASURES
- 4: THE IDENTIFICATION AND SCREENING OF SPECIAL NEEDS INMATES
- 5: TRAINING ABOUT HIGH-RISK GROUPS
- 6: CRITICAL PERIODS FOR SUICIDES AND SUICIDE ATTEMPTS

E: THE DOOLY COUNTY JAIL SHALL ENSURE THAT PHYSICAL RESTRAINTS ARE USED ONLY AS A LAST RESORT FOR PERIODS IN WHICH THE INMATE IS ENGAGED IN SELF-DESTRUCTIVE BEHAVIOR AND THAT A MENTAL HEALTH PROFESSIONAL IS IMMEDIATELY NOTIFIED WHEN A DECISION HAS BEEN MADE TO UTILIZE PHYSICAL

RESTRAINTS.

- F: THE DOOLY COUNTY JAIL SHALL EMPLOY TWO (2) LEVELS OF SUPERVISION FOR SUICIDAL AND/OR SPECIAL NEEDS INMATES, CONSTANT WATCH AND CLOSE WATCH.
- 1: CONSTANT WATCH IS RESERVED FOR AN INMATE WHO IS ACTIVELY SUICIDAL, EITHER BY THREATENING OR ENGAGING IN THE ACT OF SUICIDE. THE INMATE SHALL BE OBSERVED ON A CONTINUOUS UNINTERRUPTED BASIS, ONE-ON-ONE, BY AN OFFICER WHO HAS A CLEAR, UNOBSTRUCTED VIEW OF THE INMATE AT ALL TIMES. THE OFFICER SHALL DOCUMENT THE CONSTANT WATCH CHECK EVERY FIFTEEN (15) MINUTES.
- 2: CLOSE WATCH IS RESERVED FOR AN INMATE WHO HAS EXPRESSED THOUGHTS OF SUICIDE AND/OR HAS A PRIOR HISTORY OF SUICIDAL BEHAVIOR, BUT IS NOT CONSIDERED ACTIVELY SUICIDAL. THE INMATE SHALL BE OBSERVED BY AN OFFICER AT STAGGERED INTERVALS NOT EXCEEDING FIFTEEN (15) MINUTES AND DOCUMENTED AS THE CHECK OCCURS.

A CLOSE OR CONSTANT WATCH CHECK WILL BE DOCUMENTED IN A SPECIAL OBSERVATION LOG BOOK SEPARATE FROM THE DAILY ACTIVITY LOG BOOK. INMATE TRUSTEES MAY SUPPLEMENT, BUT NEVER BE UTILIZED TO SUBSTITUTE FOR THE PHYSICAL OBSERVATION BY THE OFFICER. THE LEVEL OF SUPERVISION PROVIDED TO THE SPECIAL NEEDS INMATE WILL BE DETERMINED BY A RESPONSIBLE MENTAL HEALTH PROFESSIONAL. DURING AN IMMEDIATE CRISIS, THE CHIEF JAILER OR SHERIFF MAY DETERMINE THE INITIAL LEVEL OF SUPERVISION REQUIRED, BUT MUST CONSULT WITH A MENTAL HEALTH PROFESSIONAL AS SOON AS POSSIBLE.

G: THE DOOLY COUNTY JAIL WILL ENSURE GOOD COMMUNICATION OF INFORMATION RELATING TO SPECIAL NEEDS INMATES BETWEEN AND AMONG ALL STAFF MEMBERS, BETWEEN ARRESTING AND TRANSPORTING OFFICERS AND THE JAIL STAFF, BETWEEN JAIL STAFF AND SHERIFF AND CHIEF JAILER, AND BETWEEN JAIL STAFF AND THE SPECIAL NEEDS INMATE.

H: THE DOOLY COUNTY JAIL WILL NOTIFY THE LOCAL OR STATE MENTAL HEALTH AUTHORITIES THAT A SPECIAL NEEDS INMATE (EXCEPT INTOXICATED) HAS BEEN ADMITTED TO THE JAIL. THE DOOLY COUNTY JAIL WILL ALSO NOTIFY THE SPECIAL NEEDS INMATE'S FAMILY (EXCEPT INTOXICATED) THAT HE SHE HAS BEEN ADMITTED TO THE JAIL.

I: THE DOOLY COUNTY JAIL SHALL INCLUDE THE ASSESSMENT OF ALL SPECIAL NEEDS INMATES AS SOON AS POSSIBLE BY A QUALIFIED MENTAL HEALTH PROFESSIONAL TO ASSESS THE INMATE'S LEVEL OF SUICIDE RISK.

J: THE DOOLY COUNTY JAIL WILL MAINTAIN GOOD COMMUNICATION BETWEEN JAIL STAFF AND HEALTH CARE PROVIDERS REGARDING THE STATUS OF POTENTIALLY SUICIDAL INMATES OR INMATES WHO HAVE RECENTLY ATTEMPTED SUICIDE.

K: ALL JAIL STAFF WILL REFER POTENTIALLY SUICIDAL INMATES AND INMATES WHO HAVE RECENTLY ATTEMPTED SUICIDE TO MENTAL HEALTH CARE PROVIDERS OR FACILITIES FOR PLACEMENT.

L: JAIL STAFF WILL DOCUMENT ALL ATTEMPTED AND COMPLETED SUICIDES AND NOTIFY THE SHERIFF AND CHIEF JAILER, OUTSIDE AUTHORITIES AND FAMILY

MEMBERS OF ALL ATTEMPTED AND COMPLETED SUICIDES.

M: THE DOOLY COUNTY JAIL WILL FOLLOW-UP AND REVIEW PROCEDURES FOR ALL ATTEMPTED AND COMPLETED SUICIDES, INCLUDING THE DETERMINATION OF WHAT CHANGES, IF ANY, ARE NEEDED IN THE SUICIDE PREVENTION PROGRAM

VAN PEAVY, SHERIFF

DOOLY COUNTY SHERIFF'S DEPARTMENT

SUBJECT: **INTAKE SCREENINGS**

AUTHORITY: SHERIFF VAN PEAVY

DATE ISSUED:

I. POLICY:

ALL INMATES WILL RECEIVE A HEALTH SCREENING UPON ARRIVAL TO THE JAIL.

II. PROCEDURE:

A: RECEIVING SCREENING SHALL INCLUDE SCREENING FOR ALCOHOL ABUSE, MENTAL HEALTH PROBLEMS, AND COMMUNICABLE DISEASES.

B: THE SCREENING FORM SHALL BE SEPARATE FROM, BUT PART OF, A COMPREHENSIVE SCREENING PROCESS.

C: THE RHA WILL BE CONTACTED IF THERE ARE ANY CONCERNS REGARDING THE INMATE'S IMMEDIATE HEALTH STATUS.

D: THE INITIAL SCREENING FORMS SHALL BE REVIEWED DAILY BY THE RHA.

E: THE SCREENING FORMS WILL BE MADE PART OF THE INMATE'S MEDICAL FILE.

VAN PEAVY, SHERIFF