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INTRODUCTION

The following materials have been designed to assist Jail Administrators in their efforts to develop standard operation manuals. These sample policies and procedures merely provide an example of one of several ways a Jail Administrator may write policies and procedures which will comply with the Minimum Standards for Jails in Ohio. The samples may be completely rewritten, modified, or where applicable, adopted verbatim to meet the facility's needs.

The Bureau of Adult Detention has identified the absence of written policies and procedures as one of the most common deficiencies in most jail operations, yet one of the least expensive to rectify. Establishing set practices for jail personnel is important for several reasons.

1. Providing a basis for training new staff:
2. Providing direction and guidance for existing staff:
3. Promoting consistency and professionalism among staff:
4. Complying with the state standards which require policies and procedures (approximately 22 percent);
5. Providing documentation of the organization's philosophy, goals, and practices; and,
6. Serving as a defense against personal liability in court actions.

Jail Administrators are encouraged to use this document as a guide to begin the step-by-step process of developing their own written policies and procedures.

Sincerely,


George F. Denton
Director

OUTLINE - 72 HOUR JAIL

- I. Administration
 - A. Goals and Objectives
 - B. Personnel
 - C. Communication and Coordination
 - D. Staff Training

- II. Admission of Prisoners
 - A. Identity of Escorting Officer
 - B. Documentation for Legality of Custody
 - C. Condition of Prisoner
 - D. Frisk Search and Confiscation of Prisoner Personal Property
 - E. Telephone Calls
 - F. Identification
 - G. Determination of Bail Status and Probable Length of Stay
 - H. Shower/Delouse and Issuance of Bedding, Clothing, Hygiene Items
 - I. Strip Search
 - J. Prisoner Handbook
 - K. Preliminary Health Screening
 - L. Juveniles
 - M. Cell Assignment and Classification

- III. Transfer and Release
 - A. General Release Procedures
 - B. Authority for Transfer/Release

- IV. Security
 - A. Surveillance of Prisoner Quarters
 - B. Prisoner Counts
 - C. Shakedowns/Security Inspections
 - K. Key Control
 - E. Contraband Control
 - F. Weapons
 - G. Use of Force
 - H. Use of Restraining Devices

- V. Prisoner Management and Services
 - A. Use of Telephone
 - B. Mail
 - C. Visitation
 - D. Medical Services
 - 1. Emergency Care
 - 2. Non-Emergency Care
 - 3. Medications and Medical Records
 - 4. Miscellaneous Services

- E. Food Services
- F. Prisoner Hygiene
- G. Leisure Activities
- H. Other Prisoner Services
 - 1. Reading Materials
 - 2. Legal References
 - 3. Religious Practices
 - 4. Miscellaneous Services
- I. Prisoner Grievance Mechanism
- J. Prisoner Discipline

VI. Emergencies

- A. Fire
- B. Escape
- C. Death of Prisoner in Confinement
- D. Hostage Taking

APPENDICES

- A. Frisk Search
- B. Strip Search
- c. Cell Search
- D. Prisoner Services Sources
- E. Permitted Items
- F. Censorship Guidelines
- G. Medical Emergency Care Plan
- H. Symptoms of Mental Illness or Anxiety
- I. First Aid Equipment
- J. Forms
 - 1. Admissions Forms
 - a. Booking Card
 - b. Preliminary Health Evaluation
 - c. Property Envelope (face) and tag
 - 2. Medical Forms
 - a. Medication Log Sheet
 - b. Request Slip for Medical Care
 - 3. Miscellaneous Forms
 - a. Jail Log
 - b. Telephone Log
 - c. Prisoner Count Sheet
 - d. Meal Order Blank
- K. Floor Plan
 - 1. Key: Security Posts and Fire Routes/Equipment
 - 2. Diagram of Building

A. OPERATIONAL AREA

Administration - Goals and Objectives

B. STATE STANDARDS

None directly applicable.

C. MODEL POLICY AND PROCEDURE (Outline Only)

I.A. Policy:

The Police Chief, Municipal Court Judge, and the City Solicitor shall review applicable case law annually to establish the legal basis for operating the jail.

A planning committee shall be established to monitor and make recommendations regarding the jail programming, alternative community programming, and the condition of the physical plant.

Procedure:

1. Authorizing or relevant statutory law.
2. Goals and Objectives:
 - a. as related to the total criminal justice system:
 - b. the jail as a separate entity.
3. Facility's history.

A. OPERATIONAL AREA

Administration - Personnel

B. STATE STANDARDS

5120:1-10-17

- (A) Each jail shall develop written policies and procedures governing jail personnel requirements.
- (B) The official charged with responsibility for operating a jail shall function as the jail manager or, if not qualified to do so, shall designate a jail manager who is qualified by training and/or experience to supervise and control prisoners.
- (D) Prior to employment, all employees of a confinement facility shall be subject to a thorough background investigation such as criminal, medical, and psychiatric history.
- (E) A written standardized individual performance evaluation shall be conducted at least annually.
- (F) Jail personnel shall receive salaries equal to other employees with comparable qualifications and seniority within the agency.
- (G) All jails shall have staff available to fulfill the responsibilities included in but not limited to those found in Rules 5120:1-10-03(B) and (V) (1) ; 5120:1-10-07(D); 5120:-1 -10-10(A){1}; 5120:1-10-11(A); and 5120:1-10-17(B) of the Administration Code.
 - (2) A second staff person shall provide back-up when multiple occupancy cells or dorms are entered by staff.
 - (3) When applicable, the jail shall provide sufficient staff to conduct prisoner transportation and court escort without disrupting routine jail operations.
- (H) Each jail shall establish a sufficient number of security posts based on prisoner security classifications, facility design, and prisoner services (e.g., visitation, programming).

- (I) Each jail shall employ a sufficient number of female jail staff to be available to perform all sensitive reception and release procedures for female prisoners (e.g., searches, showers).

C. MODEL POLICY AND PROCEDURE (Outline Only)

I.B. Policy:

The Police Chief, City Manager, and City Council shall review personnel policies on an annual basis. It is the desire of this department to hire the most qualified applicants. It is the city's policy not to discriminate against anyone.

Procedure:

1. Employment Criteria
 - a. age
 - b. education
 - c. other
2. Recruitment Methods
 - a. minority recruitment
 - b. civil service list
 - c. Ohio Bureau of Employment Services
 - d. colleges and technical schools
3. Employment Screening
 - a. testing
 - b. background investigation
 - c. interview
4. Hiring
 - a. appropriate approval
 - b. payroll procedures

5. Terms and Conditions of Employment
 - a. salary
 - b. fringe benefits
 - c. vacation leave
 - d. sick leave
 - e. retirement
 - f. probationary period
 - g. promotional opportunities
 - h. resignations
6. Compensatory Time
7. Overtime
8. Scheduling and Posting of Duty Assignments
 - a. administrative responsibility
 - b. handling of requests and preferences
 - c. procedures for exchanging duty assignments
9. Job Descriptions - Jail Personnel
 - a. Police Chief: jail related duties
 - b. Shift Commander
 - c. Jail Officer
 - d. Dispatcher
 - e. Organizational Chart
10. Code of Ethics
11. Dress Code
12. Personnel Infractions
 - a. minor infractions (tardiness, dress code violations, etc.)

from duty, failure to follow orders, etc.)

- c. supervisor's responsibilities
- d. employee's responsibilities and rights
- e. hearing and appeal procedures

13. Employee Performance Reviews

- a. supervisor's responsibility
- b. employee's role
- c. appeal of unfavorable reviews

14. Employee Grievances

15. Staffing Levels

- a. security
- b. services
- c. programming

A. OPERATIONAL AREA

Administration - Communication and Coordination

B. STATE STANDARDS

None directly applicable.

C. MODEL POLICY AND PROCEDURE (Outline Only)

I.C. Policy:

Since the jail serves a public function, it is imperative that the administration and employees maintain open lines of communication with the city residents and news agencies. It is the desire of this administration to encourage public interest in the jail. The Police Chief shall be responsible for initiating and maintaining coordination with other jails, law enforcement and criminal justice agencies. The Chief and the city solicitor shall evaluate all written contracts with such agencies.

Procedure:

1. Communication with News Agencies
 - a. newspaper
 - b. radio and television
 - c. other
2. Communication with General Public
3. Communication and Coordination with Other Jails
4. Communication and Coordination with Other Law Enforcement Agencies

5. Communication and Coordination
with Other Criminal Justice
Agencies

A. OPERATIONAL AREA

Administration - Staff Training

B. STATE STANDARDS

5120:1-10-18

- (A) Each jail shall develop written policies and procedures for the training of personnel assigned to jail duty.
- (B) All staff assigned to jail duty shall receive training which shall be completed within the prescribed time period commencing with date of employment, including:
 - (1) Reading and understanding all rules, regulations policies, and procedures governing the operation of the facility (one week).
 - (2) Familiarization with the minimum standards for jails as established by the Bureau of Adult Detention Facilities and Services and the rules, regulations, and other directives of the governing authority (one month).
 - (3) Legal aspects of corrections (one month).
 - (5) Appropriate training in self-defense and restraining techniques (three months).

C. MODEL POLICY AND PROCEDURE (Outline Only)

I.D. Policy:

Training of all personnel in jail operations shall be an ongoing process. Detailed training objectives will be established based on specific job tasks and applicable jail standards. Performance standards will be established to measure the effectiveness of training and to indicate areas where further training is needed.

Outside agencies will be utilized to supplement inhouse resources. All officers will be required to complete 40 hours of pre-service training since it is unlikely they are qualified to perform their assignment duties effectively upon employment. Thereafter, officers will receive 40 hours training annually to maintain and improve skills.

Procedure:

1. First Day Orientation for New Officers
 - a. processing required agency personnel forms
 - b. introduction of staff
 - c. uniform issue
 - d. physical exam
2. Pre-Service Training/One Week
 - a. physical plant
 - b. policies and procedures manual
 - c. minimum standards for jails in Ohio
3. On-the-Job Training
 - a. responsibility of supervisor
 - b. responsibility of training officer
 - c. implementation of policies and procedures.
 - d. report writing
4. In-Service Training
 - a. mandatory
 - (1) self defense and restraining techniques

(2) basic Red Cross
training

(3) legal aspects of
corrections

NOTE: The National Sheriff's
Association's Training Manual
will be used.

b. Suggested

(1) Ohio Peace Officer's
Training Academy courses

(2) college and technical
school courses

(3) advanced Red Cross

5. Probationary Period Examination
6. Pre-promotion Training and Examination
7. Supervisor Annual In-Service Training
8. Attendance at Seminars, Workshops, and Conferences
 - a. in state
 - b. out of state
9. Memberships in Professional Organizations
10. Exceptions or Waivers from Mandatory Training

A. OPERATIONAL AREA

Admission of Prisoners - Identity of Escorting Officer

B. STATE STANDARDS

5120:1-10-01

- (A) Each jail shall develop policies and procedures governing the reception, orientation, and release of prisoners.
- (C) The arresting or committing officer shall be positively identified and duly authorized to make the commitment.

C. MODEL POLICY AND PROCEDUREII.A. Policy:

Whenever a person is brought to the Buckeye City Jail for holding, the officer who accompanies the person, if not a Buckeye City police officer, will be properly identified by the dispatcher before custody can be accepted.

Procedure:

1. Request: If the escorting officer is not a Buckeye City police officer, the dispatcher will request to see identification.
2. Proper I.D.: The dispatcher may consider the following as proper identification:
 - a. badge and photo I.D. from a neighboring suburban police department who has a contract with the Buckeye City Jail.

- b. photo I.D. from the Ohio Adult Parole Authority. The U.S. Bureau of Prisons, county and municipal probation officers, or the County Sheriff's Department.
 - c. badge and photo I.D. from the Ohio State Highway Patrol.
 - d. badge and photo I.D. from the Federal Bureau of Investigation or Bureau of Alcohol, Tobacco and Firearms or U.S. Border Patrol of the Immigration and Naturalization Service.
3. Refusal: If the escorting officer refuses to show any identification, the dispatcher will refuse to accept the prisoner and direct the escorting officer to take the prisoner to the Ohio County Jail. If the escorting officer refuses to leave the premises, the dispatcher will contact the Shift Supervisor by radio and request the supervisor to come to the Police Department to resolve the difficulty.
4. Recording: If a person refuses to produce identification, the dispatcher will make a full report of the incident on a standard report form and transmit one copy of that report to the Chief.

A. OPERATIONAL AREA

Admission of Prisoners Documentation for Legality of Custody

B. STATE STANDARDS

5120:1-10-01

- (B) Reception of all commitments by proper authority requires documentation as prescribed by law.

C. MODEL POLICY AND PROCEDUREII.B. Policy:

No person shall be admitted into the custody of the Buckeye City Jail unless the reasons for processing or detention are clearly and legally documented.

Procedure:

1. On-Sight Arrests: If a person is arrested on-sight during the commission of a crime by Buckeye City Police Officers, the dispatcher shall request a warrant signed by the arresting officer.
2. Arrest Warrants: If a person is brought to the jail by City Police Officers, County Sheriff's Deputies, or others after having been arrested on a warrant, the Dispatcher will request to see the warrant and will record the warrant number, the issuing court, and the reason in the Jail Log. (For example, "warrant #0717869, U.S. District Court, espionage.) The time in and the name of the arrestee (if known) will also be recorded.

3. Commitment Papers: Persons may be sentenced to the City Jail for up to three days by the Municipal Court. In such cases, a commitment order signed by the judge will be the only documentation acceptable. (NOTE: for prisoners serving sentences intermittently on weekends, the commitment order will be filed in the "weekender" file when the prisoner first appears. On subsequent weekends the prisoner's name will suffice and the officer will simply check the "weekender" file to verify the commitment.)
4. Other Documents: On occasion, such agencies as the Adult Parole & Authority, the Ohio County Probation Department, and others may wish to use the City Jail to temporarily detain a suspect in transit or during investigation. In such cases, the dispatcher or the jail officer shall review all documents pertaining to the detention. In the event of questionable documentation, the shift commander will be notified and will decide whether or not to accept the prisoner.
5. Refusal: If the escorting officer is unable to produce valid commitment documents, the admitting jailer will refuse to accept custody of the prisoner.
6. Filing: When a prisoner has been accepted into custody, the documents will be filed in that month's "Received" file by date in chronological order.
7. Recording: Each new admission will be recorded in the Admissions Book, noting name, date, time, committing or arresting authority, and reason for detention.

A. OPERATIONAL AREA

Admission of Prisoners - Condition of Prisoner

B. STATE STANDARDS

5120:1-10-01

(D)(16) Booking records shall include apparent mental and physical condition.

(G) No prisoner shall be admitted in a state of unconsciousness without documented approval from a licensed physician.

C. MODEL POLICY AND PROCEDUREII.C. Policy:

It is the policy of the Buckeye City Jail that no person will be admitted to the jail in an unconscious state and that any evidence of illness or injury will be given prompt attention by medical personnel prior to the acceptance of custody.

Procedure:

1. Observation: The jail officer will carefully observe the physical - condition and behavior of the prisoner being admitted.
2. Serious Injury: If the injury, illness, or emotional state of the prisoner appears serious, the jail officer will:
 - a. Refuse acceptance of custody and direct the arresting officer to seek medical attention for the prisoner:

- b. Not accept custody until the arresting officer provides documentation of prisoner's medical treatment.
3. Intoxicated: If the prisoner's behavior appears to be affected by the use of drugs or alcohol, the admitting jailer shall follow the steps in Procedure
4. Minor Injury: If the prisoner's injury appears minor in nature:
 - a. The jail officer will notify the shift commander prior to accepting the prisoner.
 - b. The shift commander will carefully observe the prisoner's injury(s) and determine the need to call the Fire Department Emergency Medical Squad.
5. Approval: Until the Emergency Medical Squad examines the prisoner for acceptance, the jail officer will not accept custody of the prisoner and will direct the escorting officer to remain with the prisoner in the booking area.
6. Refusal: If after examination, the Emergency Medical Squad determines that the prisoner should not be admitted into custody, the jail officer will refuse acceptance and return the commitment document(s) to the escorting officer.
7. Recording: Any incident which results in the refusal of admission will be noted by the jail officer in the Jail Log.
8. Medical Records: Any medical records received by the jail officer will be placed in the prisoner's medical file.

A. OPERATIONAL AREA

Admission of Prisoners - Frisk Search and Confiscation of Prisoner Personal Property

B. STATE STANDARDS

5120:1-10-01

- (H) During admission, every prisoner shall be properly frisk-searched, and all unauthorized items will be properly confiscated, recorded, and secured.
- (R) No prisoner shall be permitted to possess any form of money while in confinement.
- (S) An item-by-item inventory of all personal property with a detailed objective description of each item shall be listed on each property folder.
 - (1) Money taken from the prisoner shall be counted in his/her presence.
 - (2) The prisoner's signature shall be affixed to the completed inventory.
 - (3) All property not returned to the prisoner shall be carefully secured.

C. MODEL POLICY AND PROCEDUREII.D. Policy:

In an effort to prevent the introduction of contraband into the jail, yet respecting the persons and their property, all arrestees and new prisoners will be subject to a frisk search before being placed in a holding cell, even where the escorting officer may have searched the person before coming to the jail.

Procedure:1. Frisk Search:

- a. Position: The jail officer conducting the booking process will instruct the prisoner to take the standing wall position, unless the officer has strong reason to believe that the prisoner is likely to attack or draw a weapon, in which case he will instruct the prisoner to kneel and place hands on top of head, lacing fingers. The jail officer will stand behind the prisoner and grasp the prisoner's fingers and hair with one hand, conducting a pat search with the other.

NOTE: The female dispatcher shall conduct the search of female prisoners.

- b. Search: The step-by-step search procedure specified in Appendix A of this Manual will be used.

2. Confiscation of Personal Property

- a. Removal: During the search, the jail officer will confiscate all personal property which the prisoner may have been carrying, e.g., money, all contents of prisoner's pockets, outerwear (coats, hats, jackets) and other items not part of prisoner's personal clothing (purses, jewelry, etc.)

- b. Inventory: Each item will be described on the face of the property envelope along with the date, time, prisoner's name and jail officer's initials.
- c. Money: Money will be counted in the prisoner's presence and the total amount noted on the envelope.
- d. Signature: The prisoner will be asked to sign and date the envelope. If the prisoner refuses to sign, the jail officer will so note on the envelope and secure another staff member (dispatcher or other officer) to witness this fact. The other staff member will sign his name, record the date and time on the envelope next to the notation "prisoner refused to sign."
- e. Envelope: The items will **be placed** in a property envelope or, if too large for the envelope, tagged.
- f. Storage: The jail officer will secure the prisoner's property envelope and larger tagged items in the grey cabinet in the property room.

NOTE: A prisoner whose stay is likely to be short (see Procedure I.F.) may keep his cigarettes and matches and may smoke in the holding cell unless the jail officer has reason to believe the prisoner may use these to harm himself, other persons or jail property.

3. Contraband: If, during the frisk search, the jail officer discovers contraband, the procedures set forth in IV.E. of this Manual will be followed with regard to confiscation, recording and preservation of the contraband.

A. OPERATIONAL AREA

Admission of Prisoners - Telephone Calls

B. STATE STANDARDS

5120:1-10-01

(E) Upon their reception and request, all persons to be confined in a local jail shall be permitted to complete telephone calls to:

- (1) Retain an attorney.
- (2) Contact a person of their choice.

2. MODEL POLICY AND PROCEDUREII.E. Policy:

All persons admitted to the Buckeye City Jail will be given every reasonable opportunity to contact persons who may assist in securing bail or legal counsel and who may need to be informed of the prisoner's detention.

Procedure:

1. Number and Frequency of Calls: Newly admitted prisoners shall be allowed to use the booking room telephone after being frisk searched (Procedure II.D.). The jail officer may use his or her discretion in deciding how many and how often the new prisoner may use the telephone, except that every prisoner must be allowed at least two completed calls.

2. Access: The telephone in the booking room is to be used or, if the booking room phone is unavailable, the phone in the interview room.
3. Monitoring: The jail officer may listen to the prisoner but may not monitor the call from an extension.
4. Long Distance: If the prisoner wishes to make a long distance call, the officer will first explain that the charges on such a call must be reversed. If the prisoner consents, the jail officer will dial the call for the prisoner and instruct the operator to reverse the charges.
5. No Contact:
 - a. If after several attempts the prisoner fails to reach either of the called parties, the jail officer will continue with the booking process and will allow the prisoner to make additional attempts periodically during the rest of the booking sequence.
 - b. If after the booking process is complete, the prisoner has been unable to complete any telephone calls, the jail officer will record this fact in the log for the attention of the following shift or the attention of the officer who transports to the County Jail.

- c. Prisoners remaining at the Buckeye City Jail will be allowed to place additional calls as soon as practical after being assigned to a regular cell.

A. OPERATIONAL AREA'

Admission of Prisoners - Identification

B. STATE STANDARDS

5120:1-10-01

(D) A booking and identification record shall be made of every commitment. Such records/I.D. shall include the following information:

- (1) Time and date of commitment.
- (2) Name and alias.
- (3) Official charge or charges.
- (4) Authority ordering commitment.
- (5) Date of birth.
- (6) Race.
- (7) Sex.
- (8) Weight and height.
- (9) Home address and phone number.
- (10) Marital status.
- (11) Spouse/next of kin.
- (12) The person to notify in case of an emergency.
- (13) Employer, place of employment, and phone number.
- (14) Social security number.
- (15) Personal physician and any special medical needs
- (16) Apparent mental and physical condition.
- (17) Other identifying characteristics (e.g., scars and marks).
- (18) Prisoner identification by photograph and/or I.D. bracelet to be issued during reception.
 - (a) Photographs and/or I.D. bracelets are not required for prisoners detained four (4) hours or less.

MODEL POLICY AND PROCEDURECI.F. Policy:

Each person taken into custody will be identified by a photograph. Persons charged with felonies shall also be fingerprinted.

Procedure:

1. Photographs: The jail officer shall take one photograph of each prisoner being admitted. The jail officer shall:
 - a. Prepare the I.D. card with the date and time of admission and the prisoner's name.
(NOTE: The cards have been numbered sequentially in advance. The prisoner's number is taken from this card. Care must be used in filling out the card so that the sequence is not broken.)
 - b. Instruct the prisoner to stand on the taped line behind the card and face forward.
 - c. Check the camera to be sure there is film, a fresh flash cube, and that the lens cap is removed.
 - d. Take one full face photograph of the prisoner.
 - e. Remove the Polaroid film, allow it to dry for 30 seconds, and tape the developed picture onto the booking card.

2. Fingerprints: The jail officer will take three complete sets of fingerprints for all felony prisoners.
 - a. The first set will be attached to the Booking Card and subsequently placed in the prisoner's file.
 - b. The second set will be on the FBI Uniform Crime Reporting Card and placed in the outgoing mail slot after the admissions process is complete.
 - c. The third set will be forwarded to the detective section via inter-office mail to be subsequently sent to BCI.
3. Booking Form: The standard booking form used in the Buckeye City Jail is reproduced in Appendix J.1.a of this Manual. After the prisoner has been photographed and, in some cases, fingerprinted, the officer will use the documents collected in II-B. and interview the prisoner in order to complete the booking form.

A. OPERATIONAL AREA

Admission of Prisoners - Determination of Bail Status and Probable Length of Stay

B. STATE STANDARDS,

Generally see standards relating to reception.

C. MODEL POLICY AND PROCEDURE

II.G. Policy:

The Buckeye City Jail is a temporary holding facility. It is our policy to release every misdemeanor prisoner who is likely to appear for their court hearing and felony prisoners who meet the court's release requirements. Those who are unable to be released on their own recognizance and cannot post bail will be transferred to the Ohio County Jail as soon as possible if their stay is likely to exceed 72 hours.

Procedure:

1. Bail/Bond Status:

- a. Felony prisoners:
Persons charged with at least one felony offense must have a bond set by the appropriate court. The jail officer shall initiate release procedures III.A. only if the arrestee is able to meet the release requirements established by the court.

b. Misdemeanant prisoners:

- (1) Recognizance - Persons charged with misdemeanor offenses may be released on their own recognizance if the jail officer determines they meet the criteria in Appendix
- (2) Cash bail - If a person is not eligible for release as noted in (1) above, the jail officer will compare the charge(s) to the bail schedule posted on the booking room door. The schedule specifies the amount of bail to be imposed on particular misdemeanor offenses:
 - (a) Charge is not listed on bail schedule; proceed with #2 of this procedure.
 - (b) Charge is listed; determine if arrestee has necessary cash on his person. If so, proceed to III.A., if not, proceed to (3) of this procedure.
- (3) Third party bail - Third party bail takes two forms; cash brought to the jail on behalf of the arrestee or surety bond posted by a licensed bonding agent. If the arrestee does not possess the necessary amount of cash, the officer will determine

whether there are persons contacted by the arrestee who will come to the jail to post cash or surety for the arrestee.

- (a) If it is reasonably clear that someone will post bail for the arrestee within 24 hours, proceed to II.M. for temporary cell assignment.
- (b) If it is unlikely that the arrestee will be able to secure assistance in posting bail within 24 hours, proceed with Step #2 of this procedure.

2. Probable Length of Stay:
In order to determine the probable length of stay for a new admission not able to be released within 24 hours of booking, the following factors will be taken into account:

- a. The charge.
- b. The day of the week admitted to the jail.
- c. If a convicted misdemeanor, the length of the sentence.

If it is doubtful or unlikely that the prisoner will be released within 4 hours, the jail officer will proceed with II.H. If the prisoner's stay will exceed 72 hours, the jail officer will initiate Procedure III.B.

3. Transfer: If it later becomes clear that a prisoner's stay will exceed 72 hours, the shift supervisor on duty will initiate Procedure III.B. and transfer the prisoner to the Ohio County Jail.

NOTE: The dispatcher on the third shift shall review all active booking cards daily and leave a list for the first shift supervisor noting any prisoner(s) who will be exceeding the 72 hour limit within the next 24 hours.

A. OPERATIONAL AREA

Admission of Prisoners - Shower/Delouse and Issuance of Bedding/Clothing/Hygiene Items

B. STATE STANDARDS

5120:1-10-01

- (J) Immediately after admission, every prisoner who is in need, shall be bathed, showered and deloused in a manner approved by a physician.
- (K) Each prisoner's clothing needs shall be evaluated at reception (e.g., heavily soiled, vermin infested) and clean clothing provided, if necessary.
- (L) A bed, mattress, blanket, towels, and soap shall be provided to all prisoners confined overnight.
- (M) Any prisoner not having articles for maintaining personal hygiene (e.g., toothpaste, toothbrush, deodorant, feminine hygiene items) shall have them provided to him/her by the confining authority.

C. MODEL POLICY AND PROCEDUREII.H. Policy:

To protect the health of the prisoners and staff and to preserve the cleanliness of the jail, all persons whose stay in the city jail will exceed 4 hours will be required, if necessary, to shower and/or change into clean clothes provided by the city jail.

Procedure:1. Determination:

- a. If the prisoner and his clothing are reasonably clean and odor free, the jail officer will proceed with #6 in this procedure.

- b. If the prisoner has a noticeably disagreeable odor about his person, the jail officer will initiate shower procedures in Step #2.
 - c. If the prisoner's clothes are soiled, wet, or of questionable condition, the jail officer will provide clothes as outlined in Steps #4 and #5 of this procedure.
2. Instruction: The jail officer will give the prisoner delousing soap, shampoo, and a towel and instruct the prisoner to enter the shower room, disrobe, shower, dry and redress. If a prisoner must be strip searched, refer to Procedure II.I. before prisoner dresses.
3. Surveillance: While the prisoner is disrobing, showering and dressing, the jail officer will remain outside the shower room unless he has reason to believe that the prisoner may attempt to harm himself or hide contraband in or on his person. In such cases, the jail officer will visually observe the prisoner disrobing and search the prisoner's clothes while the prisoner showers. (NOTE: If the jail officer is not of the same sex as the prisoner, the officer will either seek a temporary replacement for the shower procedure or dispense with the shower procedure if a staff member of the same sex as the prisoner will be on duty in the jail in the next 24 hours.)

4. Clean Clothing: After the prisoner has showered, the prisoner will redress in his own clothes unless:
 - a. The clothes are so soiled as to negate the purpose of the shower; or
 - b. The clothes are necessary as evidence in the investigation and prosecution of prisoner (applicable only to those prisoners being admitted following arrest); or
 - c. The clothes are torn or otherwise damaged severely; or
 - d. The clothes are soaking wet.

If any of the above conditions exist, the jail officer will give the prisoner clean, dry pants and shirt from among those kept on the shelves in the property room adjacent to the shower.

5. Prisoner Clothing: If the prisoner's clothing is removed, it will be tagged and stored as specified in II.D. (If the clothes are removed for investigative purposes, they will be tagged and stored in accordance with Procedure 16-A of the Police Department Investigative Manual.)
6. Bedding and Linens: The jail officer will obtain and give the following to all prisoners who will be confined overnight:
 - a. One Towel
 - b. One Washcloth

- c. One Blanket
- d. One Mattress

(NOTE: The bedding must have been cleaned prior to its reissue.)

- 7. Personal Hygiene Items:, The jail officer will obtain a personal hygiene kit and be sure it contains the following items before giving it to the prisoner:
 - a. Toothbrush
 - b. Toothpaste
 - c. Soap
 - d. Feminine hygiene items (as appropriate)
 - e. comb
 - f. Deodorant

A. OPERATIONAL AREA

Admission of Prisoners - Strip Search

B. STATE STANDARDS

5120:1-10-01

- (I) Prisoners whose present or prior behavior indicates that they are likely to be concealing contraband or a weapon, shall be strip-searched prior to being placed in the confinement area. Any prisoner not strip-searched shall be housed in an area separate from those who have been.
- (1) A strip-search shall be conducted in a manner that preserves the dignity of the prisoner.
 - (2) A strip-search shall be conducted by designated personnel of the same sex.
 - (3) A strip-search shall be conducted in a designated non-public area.
 - (4) A detailed record shall be made of all unusual findings (e.g., cuts, bruises, body vermin, needle scars, and other injuries).

C. MODEL POLICY AND PROCEDUREII.I. Policy:

Strip searches are a necessary procedure for the maintenance of security. The strip search will be done with the greatest degree of dignity possible for the prisoner and by a jail officer/dispatcher of the same sex. No personal remarks will ever be made regarding the prisoner's person or physical characteristics.

Procedure:

1. Determination: The jail officer will review the prisoner's record to determine if a strip search is warranted. Prisoners whose present or past charges include drug related or weapons charges, or who appear to be under the influence of drugs, shall be showered and strip searched.
2. Instruction: When the prisoner has completed showering, the jail officer will instruct the prisoner to step into the strip search room.
3. Explanation: The strip search procedure will be explained to the prisoner so that the prisoner is apprised in advance of the necessity for the search and how it will proceed.
4. Conduct: The jail officer will conduct the strip search according to the exact procedures as set forth in Appendix B.
5. Refusal: If the prisoner refuses to submit to a strip search, the jail officer will attempt to verbally persuade the prisoner and, failing that, the officer will;
 - a. issue the jail clothing;
 - b. lock the prisoner in Cell 3, 4, 5, or 6.
 - c. note the incident in the Jail Log;

and arrange for increased surveillance of the prisoner; and,

- e. prepare an incident report.

(NOTE: The Chief of Police will review the incident report within 24 hours and determine whether to transfer the prisoner to the hospital for the purpose of a body cavity search in accordance with Procedure V.D.)

6. Contraband: If during the strip search, the jail officer discovers contraband on the prisoner's person, he will:
 - a. remove the contraband and place it on the bench in the room;
 - b. issue the jail clothing (see Procedure II.H.);
 - c. lock the prisoner in Cell 3, 4, 5, or 6;
 - d. process the contraband in the manner prescribed in IV.E.
7. Continuation: If the prisoner consents to the strip search and if no contraband is found, the jail officer will continue with the admissions process as outlined in II.H.#4.

A. OPERATIONAL AREA

Admission of Prisoners - Prisoner Handbook

B. STATE STANDARDS

5120:1-10-01

- (0) During admission, every prisoner shall be given a copy of the jail rules and regulations governing prisoner conduct or have the rules explained to him/her by staff.
- (1) The rules and regulations shall be given to or explained to prisoners who are intoxicated when they become reasonably coherent.
- (P) The prisoner shall sign to verify that he/she understands the rules and regulations.

C. MODEL POLICY AND PROCEDURE

II.J. Policy:

In order that all prisoners confined in the Buckeye City Jail are informed of their responsibilities and rights and of the expectations on their behavior, each prisoner whose stay is likely to exceed 4 hours will be given a copy of the "Buckeye City Jail Prisoner Handbook."

Procedure:

1. Handbook: The jail officer will give a copy of the Prisoner Handbook to the newly admitted prisoner, pointing out to the prisoner the sections on rules and privileges.

2. Receipt Form: The jail officer will obtain the signature of the prisoner on the "Receipt of Handbook" Form, verifying that the prisoner has received the handbook and can understand the rules.
3. Non-Readers: The jail officer must determine whether the prisoner is able to read by questioning the prisoner. If the jail officer suspects that the prisoner cannot read, he will request the prisoner to read the cover of the Prisoner Handbook. If it is then clear that the prisoner cannot read, the jail officer will read aloud the section of the Handbook on rules and penalties to the prisoner. The jail officer will note on the "Receipt of Handbook" form that the reading took place, then obtain the prisoner's signature as specified in Step 2., above.
4. Under the Influence: If a prisoner has been admitted who is temporarily intoxicated or under the influence of alcohol or drugs (see also procedure, "Condition of Prisoner Being Admitted"), the jail officer will note in the Jail Log, for the attention of the staff on the next shift, that the prisoner's condition prevented the execution of the "Receipt of Handbook" Form. It will then be the responsibility of the jail officer on the next shift to seek the proper execution of the Form.

A. OPERATIONAL AREA

Admission of Prisoners - Preliminary Health Screening I

B. STATE STANDARDS

5120:1-10-01

- (F) A preliminary health evaluation record shall be completed on all prisoners upon admission and prior to being placed in the general population to determine if the prisoner is experiencing any serious physical or mental disorder; and, in the event such a condition appears to exist, appropriate treatment will be provided prior to confinement in accordance with the medical and health care plan found in Rules 5120:1-8-09(B) and (C) of the Administrative Code.

5120:1-10-09

- (C) The receiving officer shall complete a preliminary health evaluation record for all new admissions including but not limited to:
- (1) Current illnesses and health problems including those specific to women.
 - (2) Medications taken and special health requirements.
 - (3) Screening or other health problems designated by the responsible physician.
 - (4) Behavioral observation, including state of consciousness and mental status.
 - (5) Notation of body deformities, trauma markings, bruises, lesions, ease of movement, jaundice.
 - (6) Condition of skin including rashes and infestations.
 - (7) Disposition, if applicable.
 - (8) Document referral of prisoners to qualified medical personnel for emergency treatment.

MODEL POLICY AND PROCEDUREII.K. Policy:

Those prisoners whose length of stay in the Buckeye City Jail will exceed four hours will be screened for physical and emotional problems in order to identify those prisoners whose condition may represent a threat to the health of the jail staff and prisoners and to the health of new prisoners.

Procedure:

1. Observations: The jail officer will obtain a Preliminary Health Screening Form (see Appendix J.1.b.) and will observe the prisoner answer questions 1-11 on the form.
2. Interview: The jail officer will then question the prisoner, using the form as a guide.
 - a. If the prisoner does not know the answer to a question or have the necessary information, the officer will simply write a question mark next to that item on the form.
 - b. If the prisoner refuses to answer any particular question or refuses to give information for the entire screening, the officer will:

- (1) fill out those portions of the form which can be filled out without the prisoner's cooperation (e.g., name, date, weight, etc.) and;
- (2) note on the form "Refused to answer" and initial the form.

3. Further Examination:

- a. Condition: If the jail officer who conducts the preliminary health screening suspects that the prisoner may have:
 - (1) a communicable disease,
 - (2) epilepsy, a heart condition, or another condition for which continued medication is necessary, or
 - (3) an emotional condition which may make further examination advisable, the jail officer will place that person in an unoccupied cell, preferably Cell 1 or 2, notify the shift commander on duty, and describe the prisoner's condition to him.
- b. Commander: The shift commander may order that the prisoner be transported to the hospital, that the local emergency squad be summoned to the jail immediately, or that the Fire Department's paramedic on duty be asked to check the prisoner within the next 24 hours.

C. Surveillance: When any of the above conditions exist, the surveillance schedule noted in Procedure IV.A. will be increased to 20 minute intervals.

A. OPERATIONAL AREA

Admission of Prisoners - Juveniles

B. STATE STANDARDS

5120:1-10-01

(Q) During admission, no juvenile shall be placed or allowed to remain in the same cell or room with adult prisoners.....

5120:1-10-04

(A) Juvenile female and male prisoners shall be housed completely separate by sight, sound, and touch from adult prisoners at all times unless otherwise specified by court order.

C. MODEL POLICY AND PROCEDURE

II.L. Policy:

It is the policy of the juvenile court to detain juveniles in the County Juvenile Detention Center except when the juvenile must be detained by law enforcement agencies for investigation, or the juvenile is being released into the custody of his parents.

Procedure:

1. Definition of a Juvenile:

Any person under eighteen (18) years of age.

2. Temporary Jail Detention:

a. A juvenile may be temporarily detained until he/she can be released into the custody of his/her

parents/legal guardian of the detention and inform them that the juvenile may be released into their custody.

- b. If a juvenile is arrested, either on a warrant or on-sight by a Buckeye City Police Officer, the juvenile will be brought to the City Jail for booking only. Those steps specified in II.A. through II.D. and II.F. will be performed so that the Police Department will have a record of the arrest, clearance, and arrestee.
3. Housing: Juveniles held temporarily will be housed in Cells la or b.
4. Transfer: As soon as practical after the booking identification (II.F.) process is complete, juvenile arrestees will be transferred to the County Juvenile Detention Center (see also III.B.).

A. OPERATIONAL AREA

Admission of Prisoners - Cell Assignment and Classification

B. STATE STANDARDS

5120:1-10-02

- (A) Each jail shall develop an appropriate classification system.
 - (1) The criteria to be used in the classification system shall be assigned priority as follows:
 - (a) Sex.
 - (b) Age.
 - (c) Propensity for violent behavior.
 - (d) Mental/physical handicaps.
 - (e) Sentenced or unsentenced status.
 - (2) The criteria shall be implemented to the maximum extent, consistent with the design and capacity of the jail.
- (C) Prisoners shall not be confined with other prisoners possessing characteristics markedly dissimilar to their own provided that no discrimination exists in housing assignments based on race, color, creed, national origin, or political belief.

5120:1-10-04

- (A) Adult female, juvenile female, adult male, and juvenile male prisoners shall be housed completely separate by sight, sound, and touch at all times unless otherwise specified by court order.

C. MODEL POLICY AND PROCEDURE

II.M. Policy:

At all times, female prisoners will be separated from male, adults from juveniles, violent

prisoners from non-violent prisoners, and whenever possible, pre-trial prisoners will be separated from sentenced.

Procedure:

1. Juveniles: Juveniles who cannot be immediately transported to the County Juvenile Detention Center or released will be housed in Cell 1 and, if necessary to separate sexes, Cell 2.
2. Females: All females serving sentences shall be transported to the Ohio County Jail. Pre-trial females will be housed in Cell 2.
3. Violent Prisoners: Any prisoner whose past or present charge(s) or behavior indicate that he/she is likely to "act out " in a violent manner shall be housed by himself/herself in a cell.
4. Adult Males:
 - a. Pre-trial: Those adults who cannot be released or transferred to the County Jail will be housed in Cells 3, 4, 5, and 6.
 - b. Sentenced: Males serving sentences will, whenever possible, be housed in Cells 1 and 2, if available, or Cells 5 and 6.
5. Special Prisoners: Prisoners with medical and/or mental health problems shall be placed in the interview room under constant observation pending examination and/or transportation to another facility.

6. Recording: The cell assignment will be recorded on the prisoner's booking card.
7. Filing: The booking card will be checked for completeness and accuracy and be filed in the Dispatcher's Office in the "In Custody" file.

A. OPERATIONAL AREA

Transfer and Release - General Release Procedures

I

B. STATE STANDARDS

5120:1-10-01

- (U) When a prisoner is released to the custody of another jurisdiction, the identity of the escorting officer shall be verified.
- (VI) The escorting officer shall sign a release authorization for the prisoner.
- W) A true record shall be made of the time and date of release from confinement, the authority by which released, and into whose custody the prisoner is released.
- (X) All prisoners being released or removed from confinement shall be positively identified by a photograph or I.D. bracelet.
- (Y) All prisoners shall sign a receipt for property, valuables, and cash returned to them at the time of release.
- (Z) Any complaint regarding property returned must be made in writing, with specific details of the complaint.

5120:1-10-05

- (I) Consistent with Rule 5120:1-8-01(L) of the Administrative Code, bedding, towels, and mattresses shall be cleaned in a manner which is approved by local or state health officials prior to being reissued to new admissions.

C. MODEL POLICY AND PROCEDUREIII.A. Policy:

No prisoner of the Buckeye City Jail will be released or transferred unless the legality of the action is clearly established and the

identity of the prisoner is certain. The procedures specified for release will be followed in the prescribed sequence.

Procedure: General procedures applicable to all non-emergency transfers and releases:

1. Examination or Release Documents: Before any jail officer begins the formal release processing, the officer must verify the legality of the action. The determination may be made in ways specified for each type of release or transfer as outlined in Procedure III.B. If the jail officer has reason to question the validity of the documents presented for transfer or release, the Shift Commander will be called or, in his absence, the Chief of Police.
2. Booking Card: The jail officer will remove the booking card, noting on it the date and time of the scheduled release or transfer.
3. Detainer Check: The jail officer or dispatcher will then make certain that no detainers, holders or warrants are pending which might prevent the release or transfer by:
 - a. checking the prisoner's booking card
 - b. checking the prisoner's file
 - c. checking N.C.I.C.

If on a transfer, additional detainers, holders or warrants are discovered (other than those on which the instant transfer is being made) and, if there is no indication of the priority of those detainers, holders or warrants, the Shift Commander will be called (or, in his absence, the Chief of Police) to resolve the conflict.

If any release detainers, holders or warrants are discovered, the jail officer will notify by the most rapid means possible (teletype, telephone, telegram) the agency from which the detainer, holder, or warrant was issued. If the agency wishes to take custody, the prisoner will be returned to his or her cell for 24 hours to await pickup. (NOTE: If any prisoner has been incarcerated for three days, transfer to County Jail with hold order.)

4. Prisoner Notification: If, all records are in order, the jail officer will notify the prisoner of the scheduled date and time of release or transfer.
5. Processing: An hour before the prisoner's scheduled release or transfer time, the jail officer will inform the prisoner to prepare for release or transfer. (If no specific release time is noted on the authorizing document, the prisoner shall be released at 7:30 a.m.)
6. Verification of Prisoner's Identity: The jail officer will compare the prisoner with the picture on his booking card and review other identifying information on the card to confirm proper identity.

7. Cell Belongings: The prisoner will be told to gather his or her personal belongings from the cell (e.g., books, letters) and the issued bedding and towels.
8. Escort: The jail officer will escort the prisoner to the booking area.
9. Laundry: The jail officer will:
 - a. Check the prisoner's bedding and towels. If any are missing or damaged, the release process shall stop and the prisoner placed in a holding cell. The jail officer will notify the Shift Commander who will determine the next course of action.
 - b. Place accounted for bedding, towels and issued clothing in the appropriate bins for laundry pick-up.
10. Prisoner Property: All prisoners being released shall be issued their personal property in the following manner:
 - a. The jail officer will secure the prisoner's property envelope and tagged property from the prisoner's locker in the property room and inventory the items. (Money will be counted in the prisoner's presence.)
 - b. The prisoner will sign the property envelopes to acknowledge receipt of all property and money.

EXCEPTIONS:

- C. If the prisoner is being transferred to the custody of another agency, Steps (a) and (b) shall be followed, however, the prisoner shall not take actual possession of his property. The escorting officer shall also sign the inventory acknowledging receipt of the property.
11. Refusal to Sign: In the event a prisoner refuses to sign to verify receipt of his property/money, the jail officer will summon the dispatcher or another officer present to sign and date the form(s) witnessing the return of the listed items.
12. Prisoner Complaints: If the prisoner wishes to complain in any way about allegedly missing or damaged property/money, he shall be informed that the complaint must be made in writing within 48 hours and addressed to the Chief of Police. He shall be provided paper, pencil, and an envelope and requested to write the complaint immediately.
13. Identity of Escorting Officer or Agent: In transfer of custody, the identity of the person into whose custody the prisoner is being transferred must be verified by the jail officer.

14. Escort Release Authorization: When a prisoner is being transferred to another agency, the escorting officer must sign a statement accepting custody of the prisoner.
15. Records Update:
 - a. Count sheet: The jail officer will note the action on the count sheet and subtract the released prisoner from the count and note the action (e.g., "temporary hospital" or "court hearing out of county-temporary") in the Jail Log.
 - b. Files: All empty property envelopes, tags, receipts, and other records will be placed in the prisoner's file. The file will be removed from the "in custody" drawer to the "closed" files.
16. Cell and Mattresses Cleaning: The jail officer shall arrange for the prisoner's cell and the mattress to be cleaned and stored for reissuance by the custodian.
17. Notification of Court: When a prisoner is transferred (even temporarily) or released, the appropriate court will be notified of the action by the jail officer or dispatcher telephoning the Clerk of that Court at the earliest possible time, informing the clerk of the date, time and nature of the action.

A. OPERATIONAL AREA

Transfer and Release - Authority for Transfer/Release

B. STATE STANDARDS

5120:1-10-01

(T) Proper and written legal authorization shall be required prior to the release or removal of any prisoner from confinement.

C. MODEL POLICY AND PROCEDUREIII.B. Policy:

The proper authority for release or transfer of a prisoner is critical to the protection of the public and the maintenance of security. No prisoner will be released without such authority.

Procedure:

1. Pre-trial Release:
 - a. Bail bond (via bondsmen, cash, property or other surety): All bail bonds will have been posted with the Clerk of Courts and the prisoner or his representative will present to the dispatcher or jail officer a signed bail bond notarized by the Clerk.
 - b. Bond release by court (on recognizance, conditional release): The court will have made an order and the clerk will have prepared a bond,

which will be signed, notarized, and presented to the dispatcher or jail officer.

- c. Dismissal of charges:
The prosecutor will have notified the court of the dismissal and the court will have entered the dismissal onto the docket. A copy of the docket entry will be accepted by the dispatcher or jail officer as proof of the dismissal.

2. Post-Trial Release:

- a. Acquittal: The court will have entered the finding of not guilty on the docket and the dispatcher or jail officer will accept a copy of the docket entry as authorization for release. (In circumstances where the prisoner is returned to the jail by a Buckeye City Police Officer who reports a finding of not guilty, the finding shall be verified by the dispatcher by calling the Clerk of Courts or the Prosecutor's Office. The release process may begin on such verbal confirmation, but actual release must await a true copy of the docket entry.)
- b. Placed on probation: The same authorization as that described above will be required to release those prisoners placed on probation after conviction.

- c. Payment of fine: Where the prisoner has paid a fine as specified by the Court upon conviction, the Clerk will have made an entry on the court docket and will have issued a receipt. The docket entry or the receipt will be accepted as authority for release.
- d. Completed sentence: Each day₁ the dispatcher on the third shift will review booking cards for all sentenced prisoners and will list all those to be released on the following day. The list will be used as authorization for release. (If any questions by officer, attorneys, or prisoners arise as to the proper date of release, confirmation will be sought from the Clerk of the Court from which the prisoner was sentenced.)

3. Transfer:

- a. To another county or state (as witness, defendant or suspect): A detainer, holder or warrant will have been lodged and the detainer, holder or warrant (if not expired) will be used as the authority for transfer.
- b. To the Ohio Department of Rehabilitation and Correction (to serve sentence or return after testifying): The court which sentenced the prisoner will have entered the sentence on the docket and will have prepared orders to convey the prisoner. If an officer, Sheriff's Deputy, or attorney known to the dispatcher or jail officer

returns with the prisoner from court after sentencing and verbally confirms the state sentence,--the dispatcher may verify the sentence with the Clerk of the Court and the jail officer may begin the transfer process, but a docket entry or orders to convey will be necessary for final transfer.

- C. To Lima State Hospital (for competency evaluation or after finding of incompetency or after finding of insanity):
The court will have prepared orders to convey or the probate judge will have issued orders to commit and the documents will be used by the jail officer as authority for the transfer.
- d. To Military authorities:
The military authorities will have issued a "DD-363" form specifying the dates and reasons for transfer and this form will be used as authority for transfer.

NOTE: In all above instances, the jail officer will retain a copy of the appropriate document and will place that copy in the prisoner's file.

A. OPERATIONAL AREA

Security - Surveillance of Prisoner Quarters

B. STATE STANDARDS

5120:1-10-03

- (B) Direct, in-person surveillance of each prisoner shall be conducted on an irregular schedule, no less than every sixty minutes. Hourly checks must be logged.
- (c) Certain classifications and physical arrangements require increased documented surveillance at intervals to include but not be limited to every 15 to 20 minutes. Examples of classifications and physical arrangements requiring increased surveillance are: suicidal, assaultive, escape risk, mentally/emotionally disturbed prisoners, dormitory settings, and bullpen areas.
- (F) Prisoners must be able to verbally contact jail staff at all times. An audio communication system shall be used when a staff person is not within normal hearing distance of the prisoner.

C. MODEL POLICY AND PROCEDURE

IV.A. Policy:

No person confined in the Buckeye City Jail will be left unattended for more than one hour. Persons whose condition or behavior warrant increased surveillance will be identified and given increased surveillance in order to protect the security of the jail and the safety of its staff and prisoners.

Procedure:

1. Responsibility: The surveillance of the prisoner living areas is to be conducted by persons assigned as follows:
 - a. 7:00 a.m. to 3:00 p.m.
shift: the designated jail officer,
 - b. 3:00 p.m. to 11:00 p.m.
shift: the designated jail officer,
 - c. 11:00 p.m. to 7:00 a.m.
shift: the designated road officer.
2. Conduct: When conducting a tour of the living areas, the officer will visually check the occupant of each cell to confirm the presence of each prisoner and to be sure no unusual events have occurred (e.g., injury, illness, death, escape attempt, damage to property).
3. Recording: Each surveillance tour will be noted in the Jail Log by the person who conducts it.
4. Special Surveillance: Prisoners who fall into any of the categories listed below will be subject to visual surveillance every 20 minutes.
 - a. suicidal
 - b. emotionally unstable (e.g., hallucinatory, disoriented, exceedingly fearful, rapidly changing moods, extremely depressed)
 - c. intoxicated
 - d. thought to be escape risks

e. physically ill awaiting transportation to the hospital or awaiting a visit from the Fire Department's paramedic.

5. Audio Communication: The dispatcher shall monitor the-cell areas for unusual sounds or requests for emergency assistance.

A. OPERATIONAL AREA**Security - Prisoner Counts**B. STATE STANDARDS

5120:1-10-03

- (E) There shall be at least three official counts every twenty-four hours (once per shift) during which each prisoner's physical presence, movement, or speech shall be observed to verify his/her presence. A record shall be made of such counts and signed by the jail staff member who observes the prisoner's presence.

C. MODEL POLICY AND PROCEDURBIV.B. Policy:

The constant influx and release of prisoners, the short length of stay, and the mixture of sentenced and unsentenced prisoners requires that an accurate and timely count of persons in custody be maintained.

Procedure:

1. Countsheets: A count-sheet will be kept on a clipboard hung inside the door to the booking room.
2. Movement: All prisoners (admissions and releases and transfers) will be recorded on the count-sheet (Appendix J.3.c.). A new countsheet will be started on each day at the beginning of the 7:00 a.m. to 3:00 p.m. shift.

3. Shift Change: At each change, the jail officer being relieved and the relieving officer will both conduct a tour of the cell areas to verify the count.

A. OPERATIONAL AREA

Security - Shakedowns/Security Inspections

B. STATE STANDARDS

5120:1-10-03

- (G) All Jail Administrators shall establish a routine procedure for thoroughly inspecting all facility areas accessible to prisoners for contraband and physical security on at least a weekly basis.

Also see IV.E.

C. MODEL POLICY AND PROCEDURE

IV.C. Policy:

For the protection of the prisoners and staff, contraband must be identified and removed from all confinement areas.

Procedure:

1. Conduct: A facility shakedown will be conducted as outlined in Appendix C.
2. Routine: Every seven days, the Chief of Police will select three (3) officers to conduct a shakedown of the facility, to include all areas in which prisoners have had access during the prior week.
3. Special:
 - a. Partial: When a jail officer suspects that contraband may have been introduced into the jail, by a

particular prisoner, that officer may conduct a partial shakedown in order to discover the contraband. Such shakedowns will cover only that cell or cells the suspect prisoner has occupied. Any partial shakedown will be conducted by two officers, one who will supervise the prisoner standing just outside the cell and the other to conduct the shakedown. (NOTE: While prisoners do not have the right to be present during a search of their living quarters, it is the policy of this Department that the prisoners shall be afforded this privilege unless the granting of the privilege may pose some danger to the officers involved.)

b. Total: If a jail officer(s) suspects that contraband may be present in the jail but does not have sufficient information to narrow the suspicion to the particular prisoner, the Chief of Police will be notified and may order a total shakedown. A special shakedown of the entire confinement area will proceed as follows:

- (1) three officers will be assigned,
- (2) all prisoners will be removed from the confinement area, frisk searched and taken to the conference room,
- (3) one officer will supervise the prisoners in the conference room,
- (4) two officers will conduct a cell-by-cell shakedown.

4. Reporting: Any contraband found during a special or routine search will be handled in the manner prescribed in IV.E. of this Manual.

A. OPERATIONAL AREA

Security - Key Control

B. STATE STANDARDS

5120:1-10-03

- (M) All jails shall have a key control system. This system shall include but not be limited to the following elements:
- (1) A key control center which is secure and inaccessible to unauthorized persons at all times.
 - (2) An accounting procedure for issuing and returning keys.
 - (3) A procedure for immediate reporting, and repairing of any broken or malfunctioning key or lock.
 - (4) A set of duplicate keys to be maintained in a separate, secure place.
 - (5) A third set of keys shall be kept at a location outside the jail.
- (N) In addition, the key control system shall include but not be limited to the following provisions:
- (1) No prisoner shall ever handle keys used to operate jail security locks.
 - (2) Keys operating locks to outside doors and/or gates will never be in the confinement area.
 - (3) Emergency keys and keys to critical security areas (e.g., arsenal) will only be issued in accordance with written procedures established by the Jail Administrator.
 - (4) Precautions similar to those outlined above shall be taken to ensure the security of all non-key-operated locking devices (e.g., electrical switches, levers).

C. MODEL POLICY AND PROCEDUREIV.D. Policy:

Keys are critical to the security of the jail and, when the electronic locking systems fail, critical to the safety of prisoners and personnel. Therefore, no keys to the confinement or booking area will ever leave the facility except those stored elsewhere for emergency purposes.

Procedure:1. Key Inventory:

- a. The following keys will constitute an inside set and will be kept on one key ring: door to the booking room; doors to cellblock areas; doors to all cells; and, door to the visiting room.
- b. The following keys will constitute an outside set and will be kept on one key ring: electronic door to the lobby; electronic door to garage; and, emergency exits.

2. Location of Sets: The following set(s) of keys will be kept in each of the following locations for the designated uses:

- a. Dispatcher's office - one inside set for use by the person performing duties as the assigned jail officer (see procedures below for issuance and return).

safe: one inside and one outside set by the Chief in case of emergencies or in normal performance of Chief's duties.

c. Office of the Buckeye Fire Chief: one inside and one outside set for emergency use only.

3. Issuance: The dispatcher will issue keys to the jail officer when the officer reports for duty at 7:00 a.m. The officer assigned to the jail and each subsequent officer so assigned will turn in the set of keys to the dispatcher at the end of the shift. Only in emergency situations will assigned jail officers transfer keys directly from one to another.
4. Control: If the officer to whom the jail-keys have been issued must, for whatever reason, leave the jail during his or her shift, the keys will be turned in to the dispatcher.

A. OPERATIONAL AREA

Security - Contraband Control

B. STATE STANDARDS

5120:1-10-03

(G)(2) Items considered as contraband or items permitted in the jail shall be clearly defined in the jail rules.

(3) There shall be a written procedure for reporting security irregularities.

C. MODEL POLICY AND 'PROCEDURE

IV.E. Policy:

The health, safety, and security of the jail, its staff and prisoners, depend upon the control of contraband. It is the Department's policy to use all legal means available for controlling contraband and to prosecute those who violate state laws prohibiting the possession or introduction of contraband into the confinement facility.

Procedure:

1. Control Methods: Frisk searches and Jail shake-downs are the primary methods to control contraband, along with informing prisoners of the rules and penalties pertaining to contraband.
2. Confiscation and Recording: When contraband is found on a prisoner or in the jail, the jail officer who first discovers the item(s) will:

- a. remove the contraband from the prisoner or location,
 - b. place the prisoner (if known) on restriction (i.e., not to leave cell),
 - c. place a tag on the contraband showing the date, the time, the name of the prisoner from whom taken and/or the location where found and the initials of the jail officer,
 - d. place the contraband in a plastic bag (obtained from the evidence storage room),
 - e. deliver the contraband to the Chief within 24 hours of the incident,
 - f. complete a standard incident report form.
3. Prosecution: The Chief shall determine whether or not prosecution is warranted, and, if so, consult with the appropriate prosecuting attorney.
 4. Storage/Destruction: If charges are to be filed, the contraband will be stored in the manner prescribed in Procedure 13.b. of the Detective Manual. Contraband will be destroyed only after disciplinary action and/or the disposition of criminal charges.

A. OPERATIONAL AREA

Security - Weapons

B. STATE STANDARDS

5120:1-10-03

- (H) No weapon, ammunition, chemical agent, related security equipment, or any object which presents the potential of being used as a weapon shall ever be permitted in the confinement area unless authorized by the Chief, or other officials specifically designated as having administrative responsibility for the confinement facility.
- (I) All unissued firearms, weapons, and/or chemical agents assigned to the jail shall be stored in an arsenal, vault, or other secure room under double lock.
 - (1) This area shall be inaccessible to all unauthorized persons.
 - (2) There shall be a written procedure for issuing and accounting for all weapons.
- (J) All jails shall have a storage area (e.g., pistol locker, weapons cabinet) for the temporary securing of weapons when persons enter the security perimeter.

C. MODEL POLICY AND PROCEDURE

IV.F. Policy:

To ensure the safety and security of jail staff and prisoners, no firearm, chemical agent, or weapon shall be allowed in the confinement area except in emergency situations and then only at the specific direction of the Chief or his designee.

Procedure:

1. Checking: All persons entering the confinement area (through the security entrance or the entrance adjacent to the dispatcher's office) will be required to check their sidearm, other weapons, and chemical agents.

2. Locations: There is a weapons locker located adjacent to the security entrance in the garage.
(NOTE: Officers escorting prisoners must not remove the prisoner from the automobile until the garage door is closed and the weapon securely stored.) If entrance is sought through the door adjacent to the dispatcher's office, the weapon will be given to the dispatcher, who will store it in the gun cabinet in the dispatcher's office.

A. OPERATIONAL AREA

Security - Use of Force

B. STATE STANDARDS

5120:1-10-03

- (W) Physical force shall only be employed when reasonably necessary for the following:
 - (1) Self-defense of staff.
 - (2) Protection of another person from a prisoner attack.
 - (3) Prevention of riot or escape; and
 - (4) Enforcement of institutional rules and regulations.
- (Y) Only the amount of force reasonable necessary to control a given situation shall be used.
- (Z) All use of physical force shall be thoroughly documented with a detailed account including but not limited to:
 - (1) Who was involved.
 - (2) The force that was used.
 - (3) Justification for its use.
- (AA) An examination and/or treatment by in-house medical personnel or outside emergency medical services shall be provided to prisoner(s) and/or staff involved in any use of force incidents.
 - (1) The examination and/or treatment shall be thoroughly documented.

C. MODEL POLICY AND PROCEDURE

IV.G. Policy:

Only the amount of force necessary to gain control of a prisoner will be used by jail officers. Force may be used

only when an attack by a prisoner(s) on another person is actually occurring or imminent; or when lesser means have failed to achieve a legitimate and necessary objective.

Procedure: The following procedural guidelines are designed to illustrate that officers have a number of choices in handling violent or potentially violent situations. Officers should, whenever possible, move through these procedures in sequence so that prisoners are given every opportunity to cease their disruptive or assaultive activity and cooperate with the officer(s).

1. Uncooperative Prisoner:
The officer who encounters an uncooperative prisoner (e.g., refuses to enter cell, refuses frisk search, refuses to be removed from cell) will take the following actions:
 - a. Verbal persuasion:
attempt to verbally convince the prisoner to cooperate;
 - b. Verbal warnings: if verbal persuasion fails, warn the prisoner of the consequences of non-cooperation (use of force, disciplinary sanctions);
 - c. Show of force: if time allows and if warnings are not effective, call for back-up personnel in an attempt to intimidate the prisoner through a show of force;

- d. Control holds: if a show of force is insufficient (or impossible) the jail officer(s) shall attempt to use the physical holds designed to gain control of the prisoner (no blows will be struck by the officer unless the resisting prisoner becomes an attacker).
2. Attacking Prisoner: If at any point in the above process a prisoner attempts to physically attack a staff member, visitor, other prisoner or any other person, the following steps shall be taken:
 - a. Back-up: call for back-up personnel (if not already present).
 - b. Blocks: block the blows or kicks of the prisoner, giving the prisoner opportunity to reconsider and clearly establishing that the prisoner is in fact the aggressor:
 - c. Take-downs: if, after the prisoner's initial blows or kicks have been blocked, the prisoner persists, the jail officer(s) will attempt to take the prisoner down by using take-down techniques (specified in the jail training course) designed to gain control over the prisoner;
 - d. Blows and kicks: if the prisoner's strength and agility are such that the take-down techniques are not effective (or if the physical setting renders their use ineffective), only then may the jail officer(s) resort to kicks

or blows. The following blows are to be avoided categorically unless an officer's life or the life of another person is clearly in danger:

- (1) knuckle blows to the temple,
- (2) base of hand blows to the nose,
- (3) cupped-hand blows to the ears,
- (4) kicks to the groin or head areas,
- (5) blows or gouges to the eye.

When an officer resorts to blows or kicks, only the type and number sufficient to bring the prisoner under control shall be used. Such tactics may not be used to inflict unnecessary or permanent injury (thus the prohibition of (1) through (5) above) but only to temporarily disable and only after other means have failed.

- e. Retreat: officers may, if all else has failed, if an escape route is open to the officers and if no other persons are or would be open to attack from the prisoner, retreat from the scene and obtain a baton and chemical irritant spray (from the dispatcher's cabinet).
- f. Use of baton: the baton is for defensive purposes and the same procedures apply to the baton as apply to hands and feet. First, use the baton to

block the prisoner's blows or kicks, giving the prisoner the opportunity to desist and surrender. Second, use the baton to strike the prisoner below the neck and in a manner designed only to temporarily disable and gain control, not to cause permanent injury. (See Training Manual.)

- g. Use of chemical irritants: if chemical irritant spray is used, it shall be used only in that amount necessary to gain control and to cause the prisoner to desist. It should never be sprayed directly into the face at close range.

3. Medical Examination: Persons involved in a use of force incident who complain of or receive injuries, will receive medical assistance as follows:
- a. The Fire Department emergency squad will be notified and will examine and provide treatment if necessary.
 - b. All staff persons will be required to receive immediate medical attention and provide documentation of treatment.
 - c. All other persons will be requested to seek immediate medical attention.
4. Increased Surveillance: Following the use of force incident, the assigned jail officer will observe the prisoner at least every 15 minutes for the next 24 hours to detect any noticeable change in the prisoner's behavior or physical condition. Each check will be noted in the Jail Log.

- . Investigation: The Chief of Police will initiate an investigation of the incident (apart from any investigation for criminal charges against the prisoner(s) if:
 - a. the prisoner alleges an excessive use of force; or
 - b. the Chief determines from the report(s) that an investigation is warranted.

- 6. Reporting: After every incident in which an officer has used physical force, the officer involved will immediately file a full report of the incident, citing the reasons for the degree of force used and the results of its use. The report will be transmitted to the Police Chief.

A. OPERATIONAL AREA

Security - Use of Restraining Devices

I

B. STATE STANDARDS

5120:1-10-03

(X) Restraining devices shall only be employed during transportation or pending the approval of the Jail Administrator or his designee for the following:

(1) To prevent the prisoner from harming himself.

(2) Protection of another person from a prisoner attack; and

(3) Self defense of staff.

(V) Each Jail Administrator shall develop written policies and procedures governing the use of physical restraints.

(1) No prisoner placed in physical restraints shall be left unattended.

See also IV.G.

C. MODEL POLICY AND PROCEDUREIV.H. Policy:

Restraining devices such as handcuffs, leg chains, belly chains, I-way or 2-way restraints will never be used to inflict punishment. Such devices may only be used when, in the judgment of the officer on duty, they are necessary to protect the prisoner from injuring himself, prevent an escape, or prevent the prisoner from injuring others or destroying jail property.

Procedure:

1. Protection from Self-Harm:
 - a. Isolation: When a prisoner's behavior indicates a potential for an actual attempt at injury to him or herself, the prisoner will be isolated in his or her cell.
 - b. Restraints: After isolation, if the prisoner's behavior is still directed toward or indicative of self-harm, the prisoner will be placed in physical restraints. When restraints are used in such a manner, they will be used to restrict the movement of the prisoner only to the degree necessary and will be affixed in such a way as to cause minimal discomfort and avoid their injuring the prisoner.
 - c. Surveillance: Prisoners placed in restraints will be under constant observation by the jail officer.
 - d. Physician: No prisoner will remain in restraints for more than eight hours without an examination by a physician.
 - e. Reporting: The placement of a prisoner in restraints for self-protection will be reported immediately to the Shift Commander. A written report will be filed with the Chief of Police within 24 hours of the incident.
2. Prevention of Escape or Assault: When a prisoner is being transferred into the custody of another law enforcement agency or correctional agency, the dispatcher will inform the escorting officer(s) of the prisoner's history and behavior

and any indication of risk posed by the prisoner. The use of restraints will be at the discretion of the escorting officer(s).

A. OPERATIONAL AREA

Prisoner Management and Services - Use of Telephone

B. STATE STANDARDS

5120:1-10-08

- (A) Each Jail Administrator shall develop written policies and procedures governing prisoner telephone communications.
- (B) Each jail shall have provisions for making telephone calls in addition to calls permitted consistent with Rule 5120:1-10-01(E)(1) and (2) of the Administrative Code.

Also see II.E.

C. MODEL POLICY AND PROCEDURE

V.A. Policy:

It is the policy of the Buckeye City Jail to grant each prisoner the opportunity to make telephone calls as frequently as possible within the limits of available staff.

Procedures:

1. Schedule: On Mondays, Wednesdays,, and Fridays between 1:00 and 2:45 p.m. prisoners will be offered access to the telephone in the booking room.
2. Request: The jail officer will solicit requests from the prisoners for use of the telephone during the service of the noon meal.

3. List: The jail officer will make a list of those wishing to use the telephone and inform the prisoners of the order in which the calls will be made.
4. Escort: Those prisoners who have requested calls will be escorted one at a time to the booking room.
5. Supervision: The jail officer will remain in the booking room during each conversation.
6. Duration: No telephone call will last more than 15 minutes.
7. Denial: Telephone privileges (except calls to attorneys) denied for documented disciplinary reasons to prisoners who abuse the privilege.

A. OPERATIONAL AREA

Prisoner Management and Services - Mail

B. STATE STANDARDS

5120:1-10-06

- (A) Each Jail Administrator shall develop written policies and procedures governing prisoner mail.
- (B) There shall be no limitation on the amount of incoming or outgoing first-class correspondence.
- (C) Incoming correspondence shall not be censored, except as provided in Rule 5120:1-8-06(H) of the Administrative Code.
 - (1) Incoming correspondence shall be inspected for contraband items prior to delivery.
 - (2) Incoming correspondence from the courts, an attorney of record, or public officials shall be opened in the presence of the prisoner.
- (D) Outgoing mail shall be forwarded sealed without inspection except as provided in Rule 5120:1-8-06 (H)(1) and (2) of the Administrative Code.
- (E) Each jail shall provide the necessary writing materials, envelopes, and postage for a minimum of one letter for indigent prisoners.
- (G) Packages arriving through the mail for a prisoner shall be thoroughly examined for contraband.
- (H) Each jail shall develop a written policy governing the censoring of mail. Any regulation for censorship shall meet the following criteria:
 - (1) 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).
 - (2) The limitation must be no greater than is necessary to the protection of the particular governmental interest involved.

C. MODEL POLICY AND PROCEDURE

V.B. Policy:

It is the policy of the Buckeye City Jail to impose no restrictions, formal or informal, on the ability of a prisoner to communicate with persons outside the jail, except where such restrictions are clearly necessary to the maintenance of the order and security of the jail.

Procedure:

1. Outgoing Mail: Any prisoner may correspond with anyone outside the jail so long as each letter or parcel bears the proper postage.
 - a. Indigent prisoners:
If a prisoner who is without funds wishes to send mail, the jail officer who receives a request for postage and writing materials from the prisoner will supply the prisoner with an envelope, five sheets of paper, a postage stamp, and a pencil from the storage cabinet in the booking room.
 - b. Collection: Prisoners will seal their envelopes and hand them to the jail officer when he collects the mail at 4:30 p.m. The jail officer will deliver the sealed letters to the dispatcher who will post it for the next earliest U.S. Postal Service collection.

2. Incoming Mail:

- a. Letters: Letters addressed to prisoners except those from attorneys, the courts or other public officials, will be opened by the officer on duty.
 - (1) Letters from attorneys, the court, or other public officials will be opened and inspected for contraband in the prisoner's presence during the routine mail delivery.
 - (2) Letters will not be read by jail officers or any other staff.
- b. Parcels: Parcels will be opened in the presence of the prisoner by the jail officer and inspected for contraband.
- c. Books, magazines and newspapers: Books, magazines and newspapers will be inspected for contraband and subject to censorship by the dispatcher. (For guidelines on censorship, see Appendix F.).
- d. Delivery: Incoming mail will be distributed by the jail officer to the prisoners preceding the evening meal. (NOTE : If incoming mail is hand-delivered (e.g., from the courts) it will be delivered to the prisoner within one hour of its receipt.)
- e. Contraband: If a letter, parcel, or other incoming mail is discovered to contain contraband, the procedures set forth in IV.E. will be followed and the prisoner will be verbally informed that items of contraband were found.

- f. Money: If money is found in the envelope, the prisoner will be given a receipt and the amount of the deposit recorded on the prisoner's property envelope.

- g. Undeliverable: If any incoming mail is undeliverable (e.g., the prisoner to whom addressed is no longer in custody), the jail officer on duty will attach an explanatory note to the mail and return it to the sender.

A. OPERATIONAL AREA

Prisoner Management and Services - Visitation

B. STATE STANDARDS

5120:1-10-07

- (A) Each Jail Administrator shall develop written policies and procedures governing prisoner visitation.
- (B) Each jail shall provide a secure visiting area free from obstructions or obstacles to normal conversation or viewing.
 - (1) Contact visits shall be permitted at the discretion of the Jail Administrator.
- (C) Each jail shall maintain a visitors' journal. All visitors shall be required to show proper identification.
- (D) Visiting hours shall be scheduled at the discretion of the Jail Administrator.
- (E) Each prisoner shall be permitted a minimum of one visiting period unless circumstances dictate temporary suspension.
- (F) Visitors shall be subjected to security controls established by the Jail Administrator to prevent contraband and weapons from being brought into the jail.
- (G) Prisoners shall not be restricted in regards to who they may visit unless the facility administrator determines that a visitor should be excluded due to the existence of one or more of the conditions listed in Rule 5120:1-8-07(J) of the Administrative Code.
- (H) The jail staff shall not listen to visitors' conversations but may observe the visitation.
- (I) Any attorney of record shall be allowed to visit his client at all reasonable times, both daytime and evenings.
- (J) Visitation can be denied by the Jail Administrator under the following conditions:

- (1) The visitor represents a clear and present danger to security.
 - (2) The visitor has a past history of disruptive conduct at the jail.
 - (3) The visitor is under the influence of alcohol or drugs.
 - (4) The visitor refuses to submit to search or show proper identification.
 - (5) The prisoner refuses the visit.
- (K) A member of the clergy shall be allowed to visit a prisoner at all reasonable times, both daytime and evenings.
- (L) Written procedures shall be developed to regulate special visits.

C. MODEL POLICY AND PROCEDURE

V.C. Policy:

It is the policy of the Buckeye City Jail to allow visitation in order to reduce the anxiety associated with being incarcerated (especially for the first time), facilitate arrangements for release, and seek assistance from family, friends, and attorneys in preparing a defense.

Procedure:

1. Regular Visits:

- a. Schedule: Visiting hours are on Mondays and Thursdays from 7:00 p.m. to 8:00 p.m. and Saturdays from 2:00 p.m. to 3:00 p.m.

- b. Limitations: Only two prisoners will be permitted in the visiting room at one time, and only one visitor will be permitted per prisoner.
- c. Sign-In: Visitors will sign the visiting log at the dispatcher's station and must note the date, time, their name and prisoner being visited.
- d. Order: Visits will take place in the order in which visitors have signed the log. Male and female prisoners shall not be placed in the visiting room at the same time.
- e. Duration: No visit will exceed 30 minutes.
- f. Escort: At visiting time, the jail officer on duty will check the visiting log and begin to escort each prisoner to the visiting booth.
- g. Supervision: The jail will remain in the hallway behind the visiting booth during each visit, will time the visit, and will escort each prisoner back to the cell area.
- h. Denial of Visits: The dispatcher or jail officer on duty may deny a visit if:
 - (1) the visitor is disruptive or dangerous;
 - (2) the visitor has a recent history of disruptive behavior at the jail;

- (3) the visitor is under the influence of alcohol or drugs:
- (4) the visitor refuses to show identification when requested; or
- (5) the prisoner refuses the visit. Any such denial will be documented by the officer with the filing of an Incident Report and a notation in the Jail Log.

2. Visits by Attorneys, Clergy, Probation Officers, Parole Officers or other Officials:

Upon presentation of valid identification, judges of courts within the county, probation officers, members of the Grand Jury, the Prosecuting Attorney or his staff, staff of the Ohio Department of Rehabilitation and Corrections, the Ohio Parole Board and its representatives, peace officers from Ohio law enforcement agencies, clergy, and the attorney of record will be allowed to visit with a prisoner at any reasonable time during daytime and evening hours. Such visits may be delayed by the dispatcher if staff are busy preparing prisoners for court or serving meals. If the official or attorney requests, the dispatcher will arrange for the visit to take place in the interview room, rather than in the secure visitation area.

3. Visits or Interviews by Representatives of News Media: News media representatives may be permitted to interview prisoners during daytime hours, provided that:

- a. A request from the reporter, writer, editor, or correspondent for the interview is made in writing to and is approved by the Chief of Police;
 - b. Written approval is secured from the prisoner's attorney (for pre-trial prisoners); and
 - c. The prisoner consents to the interview.
4. Special Visits: Family, relatives, and friends of prisoners may be allowed to visit at times other than regular visiting hours if procedures set forth below are observed.
- a. Circumstances: The following circumstances will be taken into account by the jail officer on duty or dispatcher in deciding whether to grant a visit at times other than the regularly scheduled visiting times:
 - (1) The prisoner will be transported to the Department of Rehabilitation and Corrections, the Federal Bureau of Prisons or some other place of confinement prior to the next regular visiting time;
 - (2) The visitors have traveled more than 100 miles and were unaware of or legitimately unable to comply with the regular visiting schedule; or

- (3) An event of personal significance has occurred for the prisoner (e.g., death of a spouse, sibling, or parent) and the visit may help to reduce the ill-effects of the event on the prisoner.
- b. Conditions: Special visits will take place in the secure visiting area and will be limited to 30 minutes duration.
- c. Supervision: If a special visit occurs on a shift (11:00 p.m. to 7:00 a.m.) when only one person (the dispatcher) is on duty, the dispatcher will call in one patrol officer to supervise the visit.

A. OPERATIONAL AREA

Medical Services - Emergency Care

B. STATE STANDARDS

5120:1-10-09

- (B) A physician shall develop a written medical and health care plan outlining policies and procedures regulating all aspects of medical treatment and services for prisoners.
- (E) Every jail shall have emergency medical treatment available either through an in-house or outside medical service arrangement on a twenty-four (24) hour basis for all prisoners.
- (P) No prisoner shall be denied medical attention for disciplinary reasons or on the basis of his classification status.
- (R) All prisoners shall be provided professional dental treatment of an emergency nature, as required.
- (S) All prisoners evidencing signs of serious mental disorder shall be referred to a physician who shall arrange appropriate psychiatric services or other courses of treatment as he may deem necessary.
- (T) Emergency medical equipment and supplies shall be readily available at all times.

C. MODEL POLICY AND PROCEDURE:V.D.1 Policy:

Emergency medical services are available 24 hours a day to prisoners of the Buckeye City Jail to ensure prompt attention of their medical needs. All jail staff are trained to respond to medical emergencies since the prisoner's life may depend on quick action.

Procedure:

1. Support Agencies and Staff Training.
 - a. Emergency treatment is available through the Buckeye City Fire Department's Emergency Squad or the Buckeye Memorial Hospital Emergency Room.
 - b. Before being assigned to a jail rotation, all jail officers will be trained in emergency first aid, cardiopulmonary resuscitation and the administration of oral medication with updated training every three (3) years. They will also receive an orientation to jail medical procedures by an experienced officer. It shall be the responsibility of the Chief of Police to review the training and orientation of officers assigned to the jail and assure that the Department training officer is notified of their training needs.
2. Emergency Definition: The following occurrences define an emergency and their presence will initiate the medical Emergency Care Plan (Appendix G).
 - a. Massive bleeding: from which, unlike a minor cut, there-is rapid and observable loss of blood before or during first aid attempts;
 - b. Unconsciousness: even where the cause is known, an unconscious prisoner or staff is a prima-facie medical emergency.

- c. Inability to breathe or severe difficulty breathing.
- d. Head injury.
- e. Severe burns.
- f. Any injury, apparent injury, or illness which does not respond to the jail officer's first aid attempts or which is unrecognizable to the officer on duty.

3. Response to Medical Emergency:
Any jail officer who discovers or is made aware of a medical emergency will:

- a. notify the dispatcher (either verbally or through the sound monitoring system in the cells), relay the emergency information, and request that the Emergency Squad be called;
- b. render first aid to the victim (first aid kits are available in the booking room, the dispatcher's office and in all squad cars);
- c. not move the prisoner unless absolutely necessary;
- d. remove other prisoners from the area by ordering them to their cells;
- e. cooperate with and assist the Emergency Squad upon its arrival; and

The dispatcher will:

- f. call the Emergency Squad to the scene;
- g. notify the Shift Commander of the situation; and
- h. contact the prisoner's next of kin (see booking card).

4. Emergency Medical Squad:
When the emergency medical squad arrives, its Captain is to be considered in charge of the medical situation. If the squad captain orders the prisoner removed to the hospital emergency room, the jail officer assigned to the jail will accompany the prisoner and the Shift Commander will remain at the jail. Prior to the next shift, the Shift Commander will make further arrangements for jail coverage and supervision of the prisoner at the hospital.
5. Records: All personnel who are involved in any way with a medical emergency will, following the emergency, complete an incident report and forward it to the Police Chief.
6. Emergency Dental Care:
Dental Care is available for those prisoners experiencing acute dental problems, i.e., severe pain, infection, bleeding gums, or broken dental prosthesis necessary for eating. Prisoners requiring emergency care will be transported within 24 hours to the dentist. At this time, the following local dentists are available to provide dental services to prisoners on an emergency basis:
 - a. Dr. Red Carnation
(237-2853)
240 S. Parsons Ave.
 - b. Dr. B. Grey
(237-8083)
260 Stygler Road

The Shift Commander on duty shall be contacted and requested to make the necessary arrangements.

7. Mental Health Emergencies:
If a jail officer observes a prisoner exhibiting signs of emotional instability or psychological distress (see Appendix H), the prisoner will be placed under increased surveillance (every 15 minutes) and the dispatcher will immediately call the Ohio County Mental Health Center's 24-hour crisis line and arrange to either transport the prisoner to the Center or have a member of the Center's staff come to the jail.

8. Suicidal Precautions: Any prisoner who is under increased surveillance due to suicidal tendencies shall have the following items removed from his cell:
 - a. items with which he could hang himself, i.e., belts, shoe laces;

 - b. matches and flammable materials (prisoner may smoke out of the cell under supervision);

 - c. all sharp objects; (i.e., pens, pencils) as well as any glass items such as glasses, mirrors, etc.

A. OPERATIONAL AREA.

Medical Services - Non-Emergency Care

B. STATE STANDARDS

5120:1-10-09

(F) Each jail shall provide a daily procedure whereby each prisoner may have an equal opportunity to report medical complaints.

(1) All such complaints shall be recorded.

(J) Complete and accurate records documenting all patient perceived medical problems.....shall be maintained.

See also II.K.

C. MODEL POLICY AND PROCEDURE

V.D.2 Policy:

Ohio County Jail prisoners are able to express medical complaints daily to ensure appropriate medical attention and to enable early detection of illnesses that may appear minor but, are serious in nature.

Procedure:

1. Preliminary Health Screening:

The admitting jail officer will conduct the initial health screening at book-in (see Procedure II.K.).

2. Notification: At the time of admission, the jail officer informs prisoners both verbally and in writing (Prisoner Handbook) of the procedures for obtaining medical care.

3. Medical Care Requests:
Prisoners of the City Jail may inform the staff verbally of perceived medical problems at any time. Staff who receive such complaints will take the following action:
- a. Talk to the prisoner to get a complete and accurate description of the symptoms and their duration and record them on the Medical Request Slip (Appendix J.2.b.);
 - b. Review the standing orders established by Dr. Vasquez (see #4 below) for complaints covered by standing orders;
 - c. If the complaint is not covered by the standing orders, the Shift Commander will be notified;
 - d. The Shift Commander will arrange for a cruiser to transport the prisoner to the Emergency Room at the Buckeye Memorial Hospital.
4. Standing Orders for Non-Prescription Medication: A physician has established the following standing orders for the most common minor complaints. In every case where standing orders are implemented, their use will not exceed 24 hours and, if the symptoms persist, the Shift Commander will be notified.
- a. Simple headache - two tablets of aspirin or tylenol every-three to four hours may be given to patient at the discretion of the jail officer for minor pains. Use tylenol if any history of allergy to aspirin or previous ulcers or bleeding tendencies. (NOT TO EXCEED 8 PER 24 HOUR PERIOD.)

- b. Cold symptoms - give two teaspoons non-prescriptive cold/cough medicine every 4 hours (NOT TO EXCEED 6 DOSES PER A 24 HOUR PERIOD). Give throat lozenges at discretion of the jail officer.
- c. Minor stomach upset - Give Maalox tablets, two before/after meals, as needed. If pain persists, notify the Shift Commander. (NOT TO EXCEED 24 HOUR PERIOD.)

Documentation of the administration of non-prescription medications will be completed in the same manner as for prescription medications.

NOTE: Always check for allergies by asking the prisoner before giving any medication.

- 5. Non-Emergency Transportation to Hospital: If the Shift Commander orders that a prisoner be transported to the hospital for examination or treatment of a non-emergency nature, he will:
 - a. make arrangements with patrol division to transport the prisoner at the designated time;
 - b. arrange for an officer to accompany the prisoner;
 - c. arrange for other officers to provide relief at the hospital;
 - d. notify the Dispatcher to log the order, update the prisoner countsheet, inform the jail officer on duty, and notify the Chief of Police.

6. Notification:

- a. If a pre-trial prisoner's stay in the hospital exceeds 12 hours, the Chief of Police will notify the Clerk of the Court in which the case is pending (or, where applicable, the jurisdiction for whom the prisoner is being held);
- b. For sentenced prisoners whose stay in the hospital exceeds 24 hours (or whose stay in the hospital may overlap with the prisoner's release time), Chief will notify the sentencing court.
- c. The Shift Commander will notify the prisoner's family (as noted on the Booking Form) or, if family does not exist or cannot be reached, the prisoner's attorney, within 2 hours of transporting the prisoner to the hospital.

7. Restraints: Physical restraints will not be used in transporting a prisoner to the hospital unless the prisoner has a history of escapes or jail officials have a sound basis for believing that the prisoner presents an escape risk. Once at the hospital and during the prisoner's stay, the attending physician is responsible for final decisions regarding use of physical restraints with the advice of the supervising officer.

8. Records: The Shift Commander will record all examinations, treatments, etc. in the prisoner's medical file. The jail officer will note the prisoner's sick call visit on the Jail Log.

9. Orders: Any order(s) given by the physician for a prisoner will be attached to the Jail Log with an accompanying notation made on the log. Upon completion of the physician's order(s) or the prisoner's release from custody, the orders will be returned to the dispatcher for placement in the prisoner's medical file.

A. OPERATIONAL AREA

Medical Services - Medications and Medical Records

B. STATE STANDARDS

5120:1-10-09

- (J) Complete and accurate records documenting all patient perceived medical problems, examinations, diagnosis, and treatment shall be maintained.
 - (1) All medical records shall be considered strictly confidential.
 - (2) The physician-patient privilege shall be protected at all times.
- (K) The prescribing and administration of medications and medical supplies shall be regulated by the written medical and health care plan and in accordance with Chapters 3715, 3719, 4715, 4729, 4730, and 4731 of the revised code.
- (L) A complete and accurate record of all prisoners receiving medications and supplies shall include but not be limited to:
 - (1) The kind and amount of medication and/or medical supplies administered.
 - (2) The time and by whom such medications and supplies are administered.
- (M) Medications shall only be administered in the dosage, form, and at the time prescribed by the written order of the attending physician.
- (N) Control of dangerous drugs, in accordance with Rule 4729-9-11 of the Administrative Code promulgated by the State Board of Pharmacy, shall be carried out in a manner which will prevent the abuse of such substances.
 - (1) Hypodermic needles, syringes, and other supplies subject to abuse shall be made secure and destroyed after use.

(0) Medications, medical supplies, and records shall be stored in secure locked cabinets and/or storage rooms .

(1) Such medications, supplies, and records shall be inaccessible to unauthorized persons at all times.

C. MODEL POLICY AND PROCEDURE

V.D.3 Policy:

Medications and medical supplies shall be administered and stored so as to comply with the regulations of the Ohio Board of Pharmacy and the Federal Control Substances Act and to minimize the possibility of their misuse or abuse.

Procedure:

1. Storage of Medication:
Medication used in standing orders or prescribed by a physician for particular prisoners will be stored in the locked cabinet in the dispatcher's office. If narcotic drugs are to be stored here, they will be stored only in the quantities and for the duration specified by written orders, in a locked box within the cabinet. The keys to the medication cabinet and the box will be kept at all times in the dispatcher's office and may only be issued to the jail officer on duty.
2. Schedule: Normal medication times are 6:00 a.m., 11:00 a.m., 4:00 p.m. and 10:00 p.m. A time allowance of 45 minutes before/after scheduled time(s) of dose(s) is permitted. Any longer period of alteration of scheduled dose(s) must be noted on the Jail Log and on the medication log sheet.

Any medication which must be given at exactly the time(s) indicated will be tagged with red tape and noted on the composite medication list.

3. Setting Up Medication: At the beginning of the 7:00 a.m. to 3:00 p.m. shift, the jail officer on duty will:
 - a. Review the composite list of prisoners requiring medication and the preliminary health screening forms of prisoners admitted on the previous shift who might have a prescription at admissions. All prisoners currently taking medication have log sheets in the active medication file.
 - b. Make certain that if a prisoner was admitted with medication on his person, that the prescription has been verified with the original physician before it is administered.
 - c. Pull the medication log sheets (Appendix J.2.a.) from the active medication file for prisoners due to receive medication that shift and prepare log sheets needed for any newly admitted prisoners.
 - d. Obtain the appropriate medication from the cabinet in the dispatcher's office and place each dose in individual envelopes with the prisoner's name, date, time(s) to administer, and quantity(s) noted on the outside.
4. Administering: At the scheduled medication times, the jail officer on duty will:

- a. Take the necessary envelopes and medication log sheets to each prisoner on the list;
- b. Have the prisoner take the medication in his presence. If taken by mouth, the jail officer is to observe swallowing, check mouth, have prisoner talk immediately after swallowing and watch for several minutes to assure ingestion of the medication.
- c. Have the prisoner initial the medication log sheet and initial it himself.
- d. Return all medication log sheets to the active medication file or, to the prisoner's medical file upon completion of the prescription and/or the prisoner's release from confinement.

NOTE: A county health nurse will be called to administer injections.

5. Refusal: If a prisoner refuses medication, the jail officer on duty will note this fact on the medications log sheet, initial it, and have the dispatcher witness it. (The jail officer will also note the refusal in the Jail Log.)
6. Confidentiality of Medical Records: Medical records are in a locked file cabinet in the dispatcher's office, Only the Shift Commanders and dispatchers have been authorized to have access to these files. All records

pertaining to medical screening, examination, and treatment occurring during the prisoner's stay in the City Jail will be kept in this cabinet. Medical records are confidential and no person not presently authorized, including the Emergency Squad, will be permitted access unless the prisoner has signed a release form.

A. OPERATIONAL AREA

Medical Services - Miscellaneous Services

B. STATE STANDARDS

5120:1-10-09

- (H) Prisoners shall be permitted to be treated by their personal physicians in the jail at their own expense provided the identity of the physician is verified.

5120:1-10-01

- (I)(S) Lower body cavity searches are to be conducted only by medical personnel and when reasonable cause exists to believe that a weapon or contraband is being concealed.

C. MODEL POLICY AND PROCEDURE

V.D.4 Policy:

A prisoner retains his right to dignity when incarcerated. At times the medical problems and security concerns involving a prisoner must be addressed simultaneously to ensure the prisoner's health and dignity and the security of the jail. Areas requiring this close coordination include: treatment by personal physicians, use of prosthetic devices, body cavity searches, and handling of detoxification.

Procedure:

1. Personal Physician: The jail officer who receives a request from a prisoner for a visit by the prisoner's personal physician will:

- a. Obtain from the prisoner the name of the physician, the address and phone number, and the reason the prisoner wishes to see his or her physician;
 - b. Telephone the prisoner's personal physician and make the necessary arrangements;
 - c. Inform the dispatcher of the arrangements made for the personal physician's visit and note the arrangements in the Jail Log. If the physician is coming to the jail to see the prisoner, the visit will take place in the interview room.
 - d. Have the prisoner sign a release if the personal physician wishes to review the prisoner's medical file.
2. Prosthetic Devices: Prisoners who are admitted wearing prosthetic devices (e.g., artificial limbs) will be transferred to the Ohio County Jail for housing.
3. Body Cavity Searches: Searches of prisoners' lower body cavities will only be performed by qualified medical personnel and only when there is reasonable cause to believe that a prisoner has concealed contraband in a lower body cavity. If at any time (e.g., during admission; on return from court or hospital; following a contact visit or interview) a jail officer suspects that a prisoner may have concealed contraband in a lower body cavity, he will:

- a. Strip search: escort the prisoner to the strip search room in the booking area and conduct or arrange for a visual strip search (see Appendix B).
 - b. Request: If the jail officer's suspicions remain, the officer will order that the prisoner remove the hidden substance. Should the prisoner refuse, he will:
 - (1) place the prisoner in a single cell under constant observation,
 - (2) notify the Shift Commander on duty.
 - c. Transport: If the Shift Commander confirms the need to conduct a body cavity search, he will order the prisoner transferred to the hospital (see Procedure V.D.2).
 - d. Report: The jail officer initially requesting the body cavity search and the Shift Commander (if involved) will file incident reports within 24 hours of the examination.
4. Detoxification: Any prisoner who is drunk or has alcohol on his breath at the time of booking should be considered as a possible alcoholic. The jail officer shall get a drinking history and then check six to eight hours after the last drink for physical signs of withdrawal. Certain symptoms signify need for immediate medical attention, because untreated withdrawal can cause numerous medical emergencies.

- a. Get receiving screening information as in regular booking. Note time of last drink (if possible), and description of condition, e.g., "shakes, DT's, or nervous."
- b. If possible, also ask how often he drinks and how often he gets drunk when he drinks. Record answers on the preliminary health screening form.
- c. If in doubt of a referral to detoxification, take the person's pulse. If it is over 100, call the Emergency Squad - this is the most consistent symptom other than the breathalyzer itself.
- d. Do not accept people into the jail without performing the above and noting the results on the preliminary health screening form.
- e. If you do book someone into the jail under "border-line" conditions', assure that someone checks the above symptoms six to eight hours after booking.

NOTE: Be careful not to mistake a diabetic for an alcoholic. The diabetic often has a sweet smell on their breath.

- f. Alcoholism Terms:

Blackout - memory loss, from few minutes to more than one day, early symptom.

Alcoholic - depends on alcohol in some way, varying degrees of loss of control over amount consumed, gradually progresses into having withdrawal symptoms when drinking stops.

"Chronic" alcoholic - long standing, with heavy daily or binge drinking, poor eating habits, withdrawal symptoms, may have history of seizures, DT's, liver disease, nerve damage.

"Cycle" drinking - end-product of above, body can't tolerate alcohol anymore, gets drunk on small amount, passes out, wakes up, keeps repeating cycle, doesn't eat.

Withdrawal - nervous system reaction to absence of alcohol, with elevated vital signs and exaggerated nervous behavior, begins six to twelve hours after drinking stops, lasts one to five days or more, takes one to fifteen years to develop.

"Shakes" - withdrawal symptom, trembling of hands; can involve all the body.

Hallucinations - brain disorder complication of withdrawal, seeing, hearing, smelling things that aren't there, can progress into DT's.

DT's - three to fifteen days after drinking stops extreme fright from hallucinations, tries to "escape" from them, totally confused and out of contact with world.

Alcoholic Cirrhosis -
long-standing liver disease
with gradual decrease in
function; if badly distended
abdomen, swollen hands and
feet, or jaundice (yellow
whites or eyes, skin).

Alcoholic Hepatitis -
inflammation of liver, happens
after long, hard drinking
bout; symptoms include
elevated temperature,
jaundice, nausea/vomiting,
or pain.

"Nerve Damage" - long-
standing vitamin deficiency,
starts in arms, legs, goes
to trunk, brain; numbness,
poor grip, difficulty walking,
poor control over bowels/
bladder, poor memory, judgment,
unreasonable anger, paranoid
behavior or confusion.

Treatment: Place prisoner in
Cell 3 and check at 20 minute
intervals.

- (1) Allow no coffee or tea,
give juice, milk or
Sanka.
- (2) High-protein, low
starch food.
- (3) Take pulse and blood
pressure.
- (4) Watch for increased
nervousness.
- (5) Watch for staying in
bed all the time, or
withdrawing from others.
CALL EMERGENCY SQUAD.

A. OPERATIONAL AREA

Prisoner Management and Services - Food Services

I

B. STATE STANDARDS

5120:1-10-10

- (A) Each facility shall develop written policies and procedures governing the food service operation including but not limited to:
- (1) All prisoners, including those in disciplinary confinement, shall be served a minimum of three meals a day at regularly scheduled intervals, no span to exceed fourteen (14) hours between meals.
 - (2) Menus shall be evaluated and approved by the local Board of Health or a qualified dietitian.
 - (4) Permanent records of meals served shall be maintained on file.
 - (5) Modified diets shall be prepared for prisoners when requested by a physician's order; and all reasonable efforts shall be made to accommodate dietary needs of a religion.
 - (6) Food shall be served at optimum temperatures--hot foods hot--cold foods cold--fresh and in reasonable variety.
 - (7) Each jail shall provide adequate tables and seats and necessary eating utensils to accommodate the feeding of prisoners.
 - (8) All food preparation, serving areas, and methods shall meet sanitary standards--Sections 307.61 and 3709.26 of the revised code.

C. MODEL POLICY AND PROCEDURE

V.E. Policy:

Food served to prisoners of the Buckeye City Jail will be fresh, nutritious, and served

at optimum temperature.
Food will never be withheld
as punishment and all pri-
soners will receive three
meals per day.

Procedure:

1. Schedule:

- a. Meals will be ordered
by the jail officer
on the following
schedule:

breakfast: between
7:30 a.m. and 7:45 a.m.

lunch: between 11:30 a.m.
and 11:45 a.m.

dinner: between 5:30 p.m.
and 5:45 p.m.

- b. Meals will be served to
prisoners on the following
schedule:

breakfast: between
8:00 a.m. and 8:30 a.m.

lunch: between 12:30 p.m.
and 1:00 p.m.

dinner: between 6:00 p.m.
and 6:30 p.m.

2. Orders: The City Jail has an
ordering and billing agreement
with the Suburban Cafeteria,
which has provided the jail
with mimeographed order
blanks (see Appendix J.3.d.).
The jail officer on duty at
the above times (see 1 above)
will distribute one order
blank to each prisoner and,
if necessary, assist them
in filling out the blanks.

NOTE: Prisoners with court
appearances that day shall
complete order blanks before
being escorted to court.

3. Refusal: A prisoner may refuse a meal and this fact will be noted on the Jail Log.
4. Call-In: When all blanks have been filled out and collected, the orders will be called in by either the dispatcher or jail officer on duty. Orders are generally ready for pick-up within 20 minutes of placing the order.
5. Pick-Up: The officer on duty will pick up the orders by driving or walking to the Suburban Cafeteria at 7th and Race. The orders are boxed separately and the officer shall check to make sure they are complete before signing for them at the restaurant. (If the dispatcher and jail officer on duty in the jail are especially busy, the dispatcher may request that a patrol deputy or other personnel make the food pick-up.)
6. Distribution: The food will be distributed to the prisoners as soon as it arrives at the jail.
7. Clean-Up: After the prisoners have finished eating, the jail officer on duty will walk through the cell and day areas and have prisoners place all unconsumed food, plastic utensils, paper and other debris from the meal in a plastic garbage bag.

NOTE: No prisoner will be allowed to keep food in his or her cell.

8. Records: The order blanks will be kept on file and each quarter (March 31, June 30, September 30 and December 31) a report will be prepared by the Chief of Police showing the number of meals served per day and month.
9. Special Diets:
 - a. Medical request: If a prisoner requests a special diet for medical reasons, the jail officer who receives such a request will call Dr. Vasquez as soon as possible (but in no case to exceed 12 hours) and note the request in the Jail Log and in the prisoner's file. The doctor will review the prisoner's medical records and file, and, if necessary, examine the prisoner. If the physician finds that a modified diet is appropriate, he will notify the Chief of Police and prepare a written order.
 - b. Response: The Chief of Police will first attempt to secure early transfer of the prisoner to the County Jail where facilities exist for the provision of special diets. (NOTE: In addition to normal transfer procedures, the court will be notified of such a transfer for medical reasons.) If transfer is impossible, the Chief of Police will work with the doctor and the City Health Department dietitian to arrange (through the hospital or some other source) the preparation, delivery and payment for special or modified meals for the particular prisoner.

I

c. Religious: Requests for special diets for religious reasons shall be forwarded to the Chief of Police.

10. Approval: Every six months or prior to any changes, the Chief of Police will submit a menu card to the County Board of Health Dietitian for written approval of its nutritional adequacy.

A. OPERATIONAL AREA

Prisoner Management and Services - Prisoner Hygiene

B. STATE STANDARDS

5120:1-10-01

(N) Suitable shaving equipment shall be made available.

5120:1-10-04

(H) Each prisoner shall be provided access to a shower in the housing area on a daily basis.

5120:1-10-05

(K) Prisoners shall be required to keep their persons and quarters clean and in proper order.

(L) Garbage and trash receptacles shall be emptied and cleaned daily.

(M) Toilets, urinals, sinks, and bathing facilities shall be cleaned daily.

C. MODEL POLICY AND PROCEDURE

V.F. Policy:

All prisoners of the Buckeye City Jail will be encouraged to maintain their personal hygiene and will be provided all necessary opportunities and supplies to do so.

Procedure:

1. Shower Schedule: The shower stall will be available for prisoner use daily from 8:30 a.m. to 11:00 a.m. and from 7:00 p.m. until 9:00 p.m. The jail officer will accept requests for showers each morning and evening.

He will escort each prisoner individually to and from the cell area to the shower, remaining in the area to supervise the prisoner during the shower.

2. Shaving: Shaving equipment is stored in a locked cabinet in the property room and will be issued after breakfast on a daily basis by the jail officer for prisoner use. Fifteen (15) minutes after issue, the jail officer will collect, recount, and store the shaving equipment.
3. Cleaning Cells: All prisoners are expected to keep their own quarters in clean and sanitary order. Each day, the jail officer:
 - a. Provides prisoners with the necessary equipment and supplies to clean their cells at 7:00 a.m.
 - b. Visually inspects the prisoner living areas at 7:30 a.m. to be sure that:
 - (1) floors have been swept;
 - (2) books and magazines are stored on the shelves provided;
 - (3) the cell fronts are clear of paper, blankets, or other materials;
 - (4) the plumbing fixtures are clean;
 - (5) personal articles (games, writing materials, hygiene items) are properly stored); and
 - (4) bedding is properly placed on the bunks.

4. Non-Compliance: The jail officer will first issue a specific verbal request to correct any problems and note in the Jail Log. If after the verbal warning(s), the occupant(s) of the cell has not rectified the deficiency, the jail officer will inform the prisoners that privileges for that day may be suspended if the problems are not corrected.
(See Procedure V.J., "Discipline")

A. OPERATIONAL AREA'

Prisoner Management and Services - Leisure Activities

B. STATE STANDARDS

5120:1-10-11

(A) Each jail shall develop written policies and procedures for the development and implementation of correctional services and recreation programs including but not limited to:

(3) A program for leisure time activities shall be developed to include table games (e.g., cards, checkers).

C. MODEL POLICY AND PROCEDURE

V.G. Policy:

Although the length of stay of most prisoners is extremely short, the proper use of leisure time is important for security and mental health. Leisure activities will be made available to the prisoners and their use will be encouraged..

Procedure:

1. Jail Leisure Supplies:

Three decks of cards, three chess sets, three checker sets, one cribbage board, and one scrabble game will be stored in a cabinet in the property room and will be replaced when worn or damaged. Prisoners may have issued leisure supplies, such as cards, games, or puzzles, in their cells.

2. Issuance: From 9:30 a.m. to 8:30 p.m., prisoners may request the use of the jail's leisure supplies. The jail officer on duty will distribute those supplies requested and caution prisoners that the deliberate misuse or destruction may lead to loss of privileges or a charge for replacement cost by the city.
3. Pick-Up: Before the evening lock-up, the jail officer on duty will collect all jail leisure supplies and return them to the storage cabinet.

A. OPERATIONAL AREA

Other Prisoner Services - Reading Materials

B. STATE STANDARDS

5120:1-10-11

- (A) All jails shall provide prisoners access to a variety of reading materials to include: legal references, when prisoners are not represented by counsel; and other printed materials approved by the facility administrator.

C. MODEL POLICY AND PROCEDURE

V.H.1 Policy:

Reading materials available to prisoners will be limited in quantity to be consistent with the need for safety and order in the jail. Reading materials brought to the jail by or for a prisoner will be subject to inspection for contraband.

Procedure:

1. Limitations: No prisoner will be allowed to have more than two books, two magazines, and one newspaper in his or her cell at one time.
(EXCLUSIVE OF LEGAL REFERENCES)
2. Inspection: When a book or magazine enters the jail with or for a prisoner, the jail officer on duty will inspect it for contraband. If contraband is found, procedures set forth in V.E. of this Manual will be followed.

3. Newspaper: Three copies of the daily Buckeye Herald Times are delivered to the jail each morning. Two of these copies will be put in the cell areas for the prisoners' use and, at the same time, the previous day's issue will be removed.

A. OPERATIONAL AREA

Other Prisoner Services - Legal References

B. STATE STANDARDS

Same as V.H.1.

C. MODEL POLICY AND PROCEDURE

V.H.2 Policy:

The right of access to the courts is a fundamental right of all United States citizens. The Buckeye City Jail will take no action which interferes right or discourages any prisoner from exercising this right, except such limitations as are necessary for legitimate security and operational considerations.

Procedure:

Prisoners Represented by Counsel:

1. Requests: The jail has mail, telephone and visiting procedures designed to provide ample access to attorneys who represent prisoners. Thus, any prisoner who is represented by counsel will make requests, verbal or written, for any legal reference material directly to his attorney.
2. Delivery: If an attorney brings or mails to the jail any legal reference material, the dispatcher will be responsible for inspecting such materials for contraband within six hours of its receipt and having it delivered to the prisoner.

3. Denial: No officer or other staff member of the jail will be allowed to refuse the delivery of legal reference material from counsel to a prisoner. If a jail officer notices that the legal references in a prisoner's cell have accumulated to an unsafe level or are making cell inspections difficult, the officer will notify the Chief of Police in writing via a standard memorandum.
4. Consultation: The Chief of Police will then contact the attorney and consult with the attorney to determine the most equitable solution. Should the situation become unmanageable for the jail, the Chief will consult with the City Solicitor and attempt to resolve the matter.

Prisoners Not Represented by Counsel:

5. Requests: Prisoners not represented by counsel may make written requests (on a plain sheet of paper) to any jail officer on duty for legal reference material. The request should include:
 - a. the prisoner's name,
 - b. the date of the request, and
 - c. a description of the requested materials, as specific as possible.

NOTE: Officers may, but are under no obligation to, assist prisoners in preparing a request.

6. Response: The officer who receives the request for legal reference materials will:

- a. date and initial the request; and
- b. transmit the request to the Chief of Police.

A. OPERATIONAL AREA

Other Prisoner Services - Religious Practices

B. STATE STANDARDS

5120:1-10-11

- (B) All jails shall develop written policies and procedures to permit prisoners to practice their religion, subject only to the limitations necessary to maintain security and order.

C. MODEL POLICY AND PROCEDUREV.H.3 Policy:

Representatives of the prisoner's church will be allowed to provide individual pastoral counseling upon request by the prisoner. The County Council of Churches also will provide pastoral counseling of non-sectarian prayer service upon request. No employee of the Buckeye City Jail will arbitrarily deny a request for religious services or in any way capriciously impede the free practice of legitimate religion by prisoners.

Procedure:

1. Personal Clergy: Prisoners may arrange (through visitors or telephone) visits by clergy and those procedures outlined in V.C. of this Manual will apply.

2. Council of Churches:
Prisoners may express a desire for pastoral counseling but are unable to contact their personal clergy. In such cases, the jail officer on duty at the time of the request will contact the Council of Churches (see Appendix D.) and relay the request to them. Whatever arrangements are made will be transmitted to the prisoner and the dispatcher and noted in the Jail Log.
(The officer must establish a specific time and know the name and affiliation of the representative of the Council who is to visit the prisoner.)

A. OPERATIONAL AREA

Other Prisoner Services - Miscellaneous Services

B. STATE STANDARDS

5120:1-10-11

- (A)(5) All jails shall arrange for professional intervention when appropriate, in the areas of: alcoholism, drug abuse, psychological/social services, and other community services.

C. MODEL POLICY AND PROCEDUREV.H.4 Policy:

No prisoner will be denied access to community services because of the mere fact of incarceration. Legitimate and compelling needs of prisoners will not be ignored by jail employees, but will be handled on a case-by-case basis.

Procedure:

1. Services Available:
Those services available in the community and frequently requested by a prisoner are as follows:
 - a. Alcoholism and drug abuse counseling,
 - b. Mental health services.
2. Requests: The jail officer who receives a request for one of these services will:
 - a. Note the request in writing in the Jail Log.

- b. Contact the relevant service provider (listed in Appendix D.) within 12 hours of the request.
 - c. Arrange for a special visit, note those arrangements in the Jail Log, and notify the dispatcher, who will also note in the dispatcher's log.
 - d. Notify the prisoner.
3. Supervision: When the service agency representative arrives, he or she will be required to produce identification and can remain with the prisoner no longer than one and one-half hours. Unless circumstances require privacy, the representative will meet with the prisoner in the cell area (dayroom or cell) but may, at the jail officer's discretion, be allowed to use the interview room. If the interview room is used, the door will remain open.

A. OPERATIONAL AREA

Prisoner Management and Services - Prisoner Grievance Mechanism

B. STATE STANDARDS

5120:1-10-16

- (A) Each facility shall establish a procedure whereby a prisoner may express his grievance to the facility administrator. All prisoners shall be notified in writing of this procedure.

C. MODEL POLICY AND PROCEDURE:

V.I. Policy:

Any prisoner shall be allowed to file a grievance at such time as the prisoner believes he or she has been subjected to abuse, harassment, abridgment of civil rights, or denial of privileges as specified in the Prisoner Handbook. (Grievances must be restricted to incidents which occur while the prisoner is in custody of the Buckeye City Police Department.)

Procedure:

1. Transmittal: A grievance shall be made in the form of a written statement by the prisoner promptly following the incident, sealed in an unstamped envelope and addressed to the Police Chief. Such a letter will be transmitted promptly and without interference to the Chief by any officer to whom the grievance is given.

2. Contents: The grievance shall state fully the time, date, names of those officers or staff members involved, and pertinent details of the incident, including the names of any witnesses.
3. Review: Upon receipt of a grievance by the Chief of Police, he shall review the grievance, and determine:
 - a. if the grievance constitutes a proscribed act by an officer;
 - b. appears to be a violation of the prisoner's civil rights;
 - c. a criminal act; or
 - d. an abridgment of prisoner privilege as cited in the Prisoner Handbook.
4. Investigation: If the grievance constitutes an abridgment of the prisoner's privileges as specified in the Prisoner Handbook, the Police Chief may appoint an impartial member of the Police Department staff to investigate the grievance and report his findings and recommendation(s) to the Chief.

NOTE: Any officer of staff member who subjects a prisoner to harassment, curtailment of privileges or any type of punishment because of a grievance, or attempts to prevent or interfere with the reporting of a grievance, shall be subject to immediate dismissal from employment.

5. Response: Any prisoner who submits a grievance to the Police Chief shall promptly receive a response from the Chief following investigation of the grievance, to include findings and actions to be taken by the Department.

6. Appeal: If not satisfied with the disposition of the grievance, the prisoner shall be furnished paper, pencil, and an envelope in order to set forth his grievance in writing and his objection to the disposition of the grievance. The Police Chief shall immediately deliver the sealed envelope to the Court of Common Pleas for consideration.

7. Records: The Police Chief shall maintain a file of all grievances and their disposition, and ensure that all orders of the court are followed should the judge's decision overturn that of the Department.

A. OPERATIONAL AREA

Prisoner Management and Services - Prisoner Discipline

B. STATE STANDARDS

5120:1-10-12

- (A) Each facility shall develop written policies and procedures governing all disciplinary and administrative actions.
- (B) Jail rules governing prisoner conduct shall clearly define violations.
 - (1) The rules shall also list penalties which may be imposed on prisoners found guilty of a rule violation(s).
 - (2) The rules shall be posted in a conspicuous place within the confinement area if not issued to prisoners in printed form.
- (C) Maximum levels for disciplinary isolation or loss of privileges and certain rights shall be for a specified number of hours or days.
- (D) Corporal punishment shall be prohibited.
- (E) Under no circumstances shall discipline be administered by prisoners through the use of proceedings or enforcers commonly referred to as "kangaroo court," "tank judge," "barn boss," "sanitation committee," or other such devices.
- (F) Criminal misconduct by a prisoner(s) shall be referred to the appropriate prosecuting authority.

5120:1-10-13

- (B) (2) Privileges which may be suspended:
 - (a) Entertainment (i.e., radio, movies, games).
 - (c) Visits by friends.
 - (d) Phone calls to friends and family.
 - (d) Desserts, snacks.

- (3) Qualified rights which may be suspended:
- (c) Clothing, bed, bedding, use of toilet, lavatory, and shower. (Review daily for reinstatement.)
 - (d) The qualified rights provided in Rules 5120:1-8-13(2), and (3) of the Administrative Code may be suspended only (a) when the practice in a particular case poses a serious threat to security or (b) when the jail or jail property issued is seriously abused.
 - (e) The incident(s) leading to the qualified rights of a prisoner being suspended shall be thoroughly documented.
 - (f) The decision by the facility administrator or his designee to deny a prisoner of a provision(s) provided in Rule 5120:1-8-13 (2), and (3) of the Administrative Code shall be reviewed for the purpose of reinstating the provision(s) at the earliest possible time.
- (4) Fundamental rights which cannot be suspended:
- (a) Visits by attorneys.
 - (b) Visits by clergy as approved by Probate Court.
 - (c) Phone calls to attorneys or clergy.
 - (d) Adequate food (nutritional diet).
 - (e) Adequate light, ventilation, temperature control, and sanitation.
 - (f) Medical care.
- (6) The facility administrator or his designee must approve the penalty.

C. MODEL POLICY AND PROCEDURE

V.J. Policy:

Every prisoner of the Buckeye City 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 prisoner, may plead ignorance of the rules or bias in the procedure. Hasty, arbitrary and/or corporal punishment will not be allowed.

Procedure:

1. Rules: A prisoner shall only be subject to discipline for those violations described in the Prisoner Handbook, or those which have been, or may be proscribed by state law. If the offense committed constitutes a crime, the Police Chief shall refer the case to the appropriate prosecuting attorney for possible charges. Whether or not the offense constitutes a crime, the prisoner shall be subject to disciplinary action.
2. Violations: The following infractions shall be considered violations of the jail rules:
 - a. Minor offenses:
 - (1) Failure to comply with any officer's orders.
 - (2) Profanity, derogatory remarks or gestures to any member of the staff, visitors, or fellow prisoners.
 - (3) Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows.

- (4) Loud talking or unnecessary noise after lights out.
- (5) Talking through windows to person(s) on the exterior of the jail.
- (6) Failure to perform routine duties such as cleaning housing areas and making beds during prescribed hours.
- (7) "Horseplaying," teasing or verbally harassing another prisoner.
- (8) Lying to an officer.
- (9) Fighting.
- (10) Abusing visiting, telephone and/or leisure privileges.
- (11) Abusing food services.
- (12) Disrupting religious, medical or food services, or any other jail activity or program.
- (13) Smoking in bed, or any other prohibited area.
- (14) Retention of any medication issued at this facility or from any other source.
- (15) Writing on the walls.

b. Major Offenses:

- (1) Assault on another prisoner or staff member.

- (2) Escape, attempted escape, or aiding another in escape.
 - (3) Possession of alcoholic beverages or unauthorized drugs.
 - (4) Theft.
 - (5) Interfering with security operations of the jail.
 - (6) Arson.
 - (7) Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon.
 - (8) Creating or inciting to riot.
 - (9) Malicious destruction, alteration or misuse of property.
 - (10) Possession of anything not on the list of "Permitted Items" or authorized by the jail staff.
 - (11) Damage of jail property.
3. Observation of Infraction:
When a jail officer witnesses a violation of rules by a prisoner, or when a violation of rules is reported by another prisoner or staff member, the officer who sees the violation or receives the report shall initiate procedures as follows:

- a. Violent prisoner: If the prisoner offender is violent, or there is immediate and reasonable cause to believe the prisoner offender will continue to inflict injury on another person, himself, or to facility property, then the prisoner offender shall be promptly confined in a single cell. When such action may be necessary, the jail officer on duty shall be notified immediately.
- b. Minor violations: If the violation appears minor in nature, the officer shall either:
- (1) Verbally reprimand the prisoner offender and inform him that continued violation of the rules may result in loss of privileges, or
 - (2) Inform the prisoner of his wrong doings and tell him that his behavior is being reported to the Chief of Police and note the incident in the Jail Log.
 - (3) Suspend one or more of the prisoner's privileges as outlined in Procedure V.J.5. and note the action in the Jail Log.
- c. Major violations: If the violation appears major in nature, the officer shall promptly prepare an incident report and submit it to the Chief of Police.
- d. Violation review: Upon receipt of a verbal or written report of a major violation, the Chief of Police or ranking officer shall review the facts and determine the appropriate action:

- (1) Confinement to cell and loss of privileges;
 - (2) Transfer to Ohio County Jail;
 - (3) Referral to Prosecuting Attorney.
4. Informing the Prisoner: The Chief of Police will inform the prisoner of the action imposed, record it in the Jail Log, and notify the dispatcher of the prisoner's status.
5. Penalties:
- a. Privileges which may be denied:
 - (1) Entertainment (radio, TV, games, etc.).
 - (2) Visits by friends.
 - (3) Phone calls to friends and family.
 - (4) Desserts, snacks, etc.
 - b. Rights which MAY NOT be denied:
 - (1) Visits by attorneys.
 - (2) Visits by clergy.
 - (3) Phone calls to attorneys and clergy.
 - (4) Adequate food (nutritional diet).
 - (5) Adequate light, ventilation, temperature control, and sanitation.
 - (6) Medical care.
 - (7) Proper clothing, bed and bedding, use of toilets, lavatory and showers, unless the practice is abused and thoroughly documented.

A. OPERATIONAL AREA

Emergencies - Fire

B. STATE STANDARDS

5120:1-10-05

- (T) The Jail Administrator shall request in writing that the jail be inspected by a local or state fire safety inspector at least annually.
- (U) There shall be a fire evacuation plan which shall include provisions for adequate firefighting equipment.

Also see VI.B.

C. MODEL POLICY AND PROCEDURE

VI.A. Policy:

All personnel shall make every effort to prevent the occurrence of fires in the jail through proper supervision of prisoners and control of flammable materials in all cell areas of the jail, particularly prisoner-occupied sections. In the event of fire, the primary objective shall be the protection of lives of prisoners, staff, and visitors. No rule or set of rules can completely cover procedures to be utilized in the event of fire, but the following basic steps should be taken.

Procedure:

1. Prevention: The officers on duty in the jail shall be responsible for enforcing the following rules:

- a. There will be no smoking in bed.
- b. Trash will be disposed of on at least a daily basis.
- c. There will be no hoarding or storing of paper products or other flammable materials (i.e., toilet paper, magazines).

The Chief of Police shall be responsible for:

- a. ensuring that the jail is inspected by the Buckeye City Fire Department on an annual basis:
- b. Seeing that all fire fighting, detection, and alarm equipment is inspected and tested on a weekly basis.
- c. Seeing that a floor plan (Appendix K.) outlining evacuation routes and location of fire fighting equipment is kept current and posted in the booking room and dispatcher's office.

2. Discovery:

- a. When a jail employee discovers a fire, he shall inform the dispatcher via the intercom immediately, giving the exact location, and the nature of the fire.
- b. When a jail employee is informed by a prisoner or visitor that there is a fire, he shall alert the dispatcher via intercom that he is investigating the possibility of a fire and then follow the preceding Step 2.a. if a fire is discovered.

- c. When the smoke alarm(s) activates, the dispatcher shall notify the officer of which area(s) is noted by the alarm. He shall request the officer to investigate the fire(s) and report back the exact location and nature of the fire.

NOTE: On the 11:00 p.m. to 7:00 a.m. shift when no officer assigned to the jail is on duty, the dispatcher will notify the patrol officer of the discovery, report an alarm and will then investigate or take actions further specified below.

3. Notification: Upon being informed of a fire, the dispatcher shall:
 - a. Call the City Fire Department at 441-1674, and request that they bring the emergency keys to the jail.
 - b. Notify all road patrol units to respond to the jail.
 - c. Notify the Shift Commander and the Chief of Police.
 - d. Request back-up assistance from the County's Road Patrol Units.
4. Response:
 - a. The jail officer shall remove all prisoners located within the affected areas to the appropriate evacuation area(s). (See Floor Plan, Appendix K.)

- b. The officer or dispatcher shall secure prisoners in their cells in unaffected areas, escort visitors out of the building, and then proceed to the fire to provide assistance.
 - c. The officer (or first to arrive on the scene other than the dispatcher) shall obtain a self-contained breathing apparatus from the dispatcher's office, proceed to the affected fire zone, and assist in evacuating the prisoners.
 - d. The Chief of Police, or in his absence, the Shift Commander, will be responsible for directing and coordinating the efforts of the police and fire fighters at the scene.
 - e. When patrol units arrive, they shall be responsible for securing the perimeter of the jail, and supervising the prisoners.
 - f. The Shift Commander shall assign one (1) road patrol unit to pick up the city/county emergency evacuation bus from the city school bus lot at 717 Race Street and proceed to the jail.
5. Defend in Place:
- a. The Shift Commander, after all prisoners are secured, shall determine if staff shall attempt to extinguish the fire prior to the arrival of the Fire Department.
 - b. If staff attempt to extinguish the fire, they shall utilize the breathing apparatus and appropriate firefighting equipment.

c. If at any time the Shift Commander determines the smoke may affect those prisoners who have not been evacuated, or that staff are not capable of controlling the fire, he shall order the immediate evacuation of all prisoners and staff.

6. Fire Department Arrival:

a. When the fire department arrives, they shall be escorted to the fire zone (s) by the dispatcher.

b. The ranking firefighter shall assume authority at this time. He may order further evacuation of prisoners and shall direct all personnel in assisting in firefighting and evacuation efforts.

7. Prisoner Evacuation: The primary evacuation areas are the lobby and garage. If the fire chief determines further evacuation is needed, prisoners shall be loaded onto the evacuation bus and transported to the National Guard Armory at 213 State St.

8. Investigation: The Police Chief shall order an investigation of the incident in cooperation with the City Fire Department and the State Fire Marshall. All staff involved in the initial discovery of the fire shall complete an incident report.

A. OPERATIONAL AREA

Emergencies - Escape

B. STATE STANDARDS

5120:1-10-03

(BB) All jails shall have available written procedures for emergency situations including but not limited to:

- (1) Escapes.
- (2) Taking of hostages.
- (3) Fires.
- (6) Civil disturbances in the community.
- (7) Natural disasters.
- (8) Suicides,
- (9) Other deaths and disorder.

C. MODEL POLICY AND PROCEDURE

VI.B. Policy:

Since the custody of the prisoners is the primary mission of the jail, whenever such custody is breached, the officers and personnel shall give the highest priority to the apprehension of the escapee.

Procedure:

1. Discovery: The jail officer who first discovers an escape or apparent escape will:

- a. Immediately advise the dispatcher,
- b. secure the area from which the escape was made;
- c. lock up all prisoners;
- d. place a freeze on all prisoner movement and conduct a count,
- e. relay the following information (if known) to the dispatcher:
 - (1) the name(s) of the escapee(s)
 - (2) the mode of transportation of the escapee(s)
 - (3) the time of the escape.

NOTE: If the name of the escapee is not known, identify the escapee by matching physical characteristics of present prisoners to the Booking Cards.

2. Notification: The dispatcher, immediately upon being notified of an escape will:
 - a. broadcast the description and other pertinent information from prisoner's Booking Card to all patrol units, the Sheriff's Department, State Highway Patrol, and enter the description into LEEDS:
 - b. notify by radio (if not already notified above or if not present) the Shift Commander and Chief of Police

3. Investigation: The Chief of Police will order an investigation by the Detective Bureau and will be given copies of all incident reports (to be filed by all personnel involved in the discovery of the escape).

A. OPERATIONAL AREA

Emergencies - Death of a Prisoner in Confinement

B. STATE STANDARDS

Same as VI.B.

C. MODEL POLICY AND PROCEDUREVI.C. Policy:

In the event of the death of any prisoner, the officers and personnel shall take all actions necessary to provide necessary medical services, to preserve the scene, and cooperate with all medical and investigative authorities.

Procedure:

1. Discovery: The officer who initially discovers a prisoner who appears dead, will first use the emergency medical procedures as specified in V.D.1. If the prisoner cannot be revived, the following steps will be taken:
 - a. Seal off the scene of the death in order to preserve it (this will require that any prisoners present be removed from the scene).
 - b. Summon the Shift Commander on duty.
2. Identification and Investigation:
 - a. The Shift Commander will summon the Chief of Police and county coroner.

- b. Upon verification of death by the county coroner, the Chief of Police will:
 - (1) notify the Detective Bureau and request that an investigation be commenced;
 - (2) arrange for a qualified officer to proceed to the scene to lift fingerprints from the corpse (such prints will be used to positively identify the deceased, and a set of these prints will be attached to the prisoner's file to ensure that the file is subsequently removed from the active jail records);
 - (3) determine the custody status of the deceased (city, county, federal, military or other prisoner).
- 3. Follow-Up: The Chief of Police will assign staff to complete the following tasks:
 - a. If the deceased is a federal, immigration or military prisoner, notify the appropriate agency immediately to advise them of the death;
 - b. If the deceased is being held on a warrant from another jurisdiction, notify that jurisdiction;
 - c. Obtain the name, address, and telephone number of the relative(s) shown in the prisoner's file (if a relative is not shown on any form in the file, check the visitors' book to determine names of appropriate persons to notify);

- d. Notify the appropriate relative or other person (mentioning that prisoner property may have to be held until investigation is complete);
- e. Notify the court(s) to which the prisoner's case(s) is assigned;
- f. Implement general release procedures in order to complete jail records;
- g. Collect all property of the deceased and notify relatives that the property may be released (unless otherwise instructed by the Coroner or Detective Bureau.

A. OPERATIONAL AREA

Emergencies - Hostage Taking

B. STATE STANDARDS

Same as VI.B.

C. MODEL 'POLICY 'AND PROCEDURES

VI.C. Policy:

The first priority in a hostage situation is to preserve the life of the hostage(s). The personnel who may be involved will never attempt to interfere in the negotiation process.

Procedure: The following steps shall be taken in the event that a prisoner(s) takes and holds a hostage(s) within the jail:

1. Discovery: The staff member who first becomes aware of the situation will:
 - a. Notify the dispatcher; and
 - b. See that the area in which the hostage(s) has been placed is sealed;
 - c. Place a freeze on all prisoner movement outside the hostage area.
2. The dispatcher will:
 - a. Call the Shift Commander to the jail:

- b. Alert the City Police patrol officers and Sheriff's patrol but request that they remain clear of the scene until directed otherwise by the Shift Commander;
 - c. Alert the Buckeye City emergency medical squad to stand by.
 3. The Shift Commander Will:
 - a. Notify the Department's pre-designated hostage negotiator;
 - b. Determine, to the degree possible, the identity of the hostage taker(s) and gather all pertinent facts which may aid in the negotiation;
 - c. Notify the Chief of Police.
 4. Negotiations: The Chief of Police will direct the procedure and will make all final-decisions concerning negotiations (if the Chief is absent or is the hostage, this authority transfers to the Shift Commander). The following general procedures apply to hostage negotiations:
 - a. At no time will any prisoner(s) be permitted release from the jail;
 - b. The pre-designated negotiator will not be empowered to make final decisions on negotiable items, but will check with the Chief of Police or his designee before making any promises or concessions to the hostage-taker(s);

- c. Any orders or commands given by the hostage, even if the hostage may be a ranking official, will not be honored to allow the hostage-taker(s) to effect an escape:
 - d. No person except the negotiator shall be in contact with the hostage-taker(s) unless specifically directed by the Chief of Police or his designee.
4. Investigation: At the conclusion of any hostage-taking event, a full investigation will be conducted by the Detective Bureau and all employees will cooperate fully in that investigation.

SUPPLEMENTAL WORKSHEETA. OPERATIONAL AREA

All Areas - Frisk Search

B. MODEL POLICY AND PROCEDUREAppendix A. Frisk Search

Before conducting a frisk search, the officer shall instruct the prisoner to empty all pockets in his clothing, place the items on the floor, and move out of reach of the items.

When groups of prisoners are to be frisk searched, all such prisoners shall be lined up, spaced apart, and faced with their palms extended at arms length against a wall.

Under no circumstances shall an officer frisk search a prisoner of the opposite sex.

1. Instruct the prisoner to stand erect, feet apart, with arms extended outwards.
2. Move behind the prisoner, then:
 - a. Carefully examine the shirt collar.
 - b. Run hands over the prisoner's shoulders, down the outside of his arms to the shirt cuffs, and carefully examine the shirt cuffs.
 - c. Move hands up the insides of the arms to the armpits.
 - d. Run hands down the prisoner's shirt front, carefully checking the pockets.
 - e. Move fingers around the inside of the waistband, feeling for any objects which may be concealed there or behind the belt.
 - f. From the waistline, move hands down the prisoner's buttocks.
 - g. Put both hands on one leg at a time, and run them carefully down each leg, being certain to check each trouser cuff.

- h. Move hands over the prisoner's lower abdomen and crotch carefully, to inspect for contraband that may be hidden or taped to those areas.
 - i. Instruct the prisoner to extend one foot at a time, backward, then inspect each sock and shoe for concealed articles.
3. When the frisk is completed, instruct the prisoner to face the wall with palms extended at arms length against the wall, then carefully check each item that the prisoner removed from his pockets.
 4. Items that a prisoner is allowed to have in his possession shall then be returned to him.

A. OPERATIONAL AREA

Security-Strip Search

B. MODEL POLICY AND PROCEDUREAppendix B. Strip Search

Under no circumstances is an officer permitted to conduct or witness a strip search of a prisoner of the opposite sex.

The following actions shall be observed:

1. Instruct the prisoner to remove his clothing, place clothing on the floor, and move out of reach of the clothing.
2. Instruct the prisoner to stand erect, feet apart, with arms extended outward, then visually inspect for contraband in his:
 - a. hair,
 - b. ears, mouth and nose,
 - c. arms, armpits, and hands,
 - d. groin,
 - e. soles and toes of feet,
 - f. rectum (instruct the prisoner to turn around, bend over, and spread his buttocks), and
 - g. remove any bandages, inspect, and replace with new ones.
3. If the prisoner has an artificial device (such as false teeth and artificial limbs), notify the Shift Commander immediately before proceeding.
4. If the prisoner may be wearing a plaster cast, and the officer may believe contraband is concealed in the cast, the cast may only be removed and inspected by medical personnel.

5. When the body search is completed, instruct the prisoner to stand erect, feet apart, hands on top of head, and move out of his reach to inspect his clothing.
6. Check for presence of contraband in clothing. Extreme caution should be exercised by the officer, to avoid being cut by concealed sharp instruments, when inspecting:
 - a. pockets,
 - b. linings,
 - c. fly, waistband, cuffs, seams, collars, hatband,
 - d. inside of all garments,
 - e. soles, heels, and insides of shoes,
 - f. socks (inside and outside).

A. OPERATIONAL AREA

Security/Emergencies

B. MODEL POLICY AND PROCEDUREAppendix C. Cell Search

Before initiating a cell search, the prisoner(s) shall first be removed from the cell. The jail officer who inspects the cell shall leave it as neat as it was before the search.

The following actions shall be observed:

1. Remove all blankets and covers from the bed and inspect them carefully. After inspection, fold such items and place them aside.
2. Closely and carefully examine:
 - a. mattress,
 - b. all furniture which may be in the cell,
 - c. lavatory and toilet (including the bottom of those fixtures,
 - d. floor drain,
 - e. ventilation grill,
 - f. faucets, drains and any openings in cell door tracks,
 - g. light sockets,
 - h. books,*
 - i. personal letters and papers (letters and papers may be removed from envelopes and inspected, but not read by the officer.)*
 - j. all containers,*
 - k. small articles

*These items shall be returned to their same place and condition as prior to inspection.

3. Examine each bar in the cell to determine if it has been cut or loosened.
4. Examine all locking lugs to determine if they have been jammed.
5. Examine any panels and protective screens to determine if they have been loosened in preparation for removal.
6. Following the cell search, no cell shall be left unlocked by the jail officer.

3. Other Services:

Ohio County' Council of Churches
7876 N. Platte Avenue
Buckeye, OH 43433
Phone: 848-7763
Contact Person: Mary Forsythe

Services: Sunday services, pastoral counseling,
emergency financial assistance to
families, referral to various other
programs.

PERMITTED ITEMS

A. BEDDING AND TOWELS

- 1 towel
- 1 washcloth
- 1 blanket
- 1 mattress

B. PERSONAL HYGIENE ITEMS

- 1 toothbrush
- 1 tube toothpaste
- 1 bar soap
- 1 comb
- feminine hygiene items as issued
- shaving equipment while under issue by jailer
- 1 stick deodorant

C. CLOTHING

- 2 changes of underclothing
- 1 jail uniform/or street clothes
- 1 pair tennis shoes

D. PAPER, BOOKS, MAGAZINES

- legal papers
- personal letters
- Prisoner Handbook
- 1 jail library book
- 1 other book (from publisher or family)
- 2 magazines (approved by Chief of Police)

E. ISSUED LEISURE TIME GAMES AND EQUIPMENT

CENSORSHIP GUIDELINES'

1. Photographs or explicit drawings of nude persons whose sexual organs are fully exposed;
2. Illustrations and/or text which show or describe the manufacture or fabrication of weapons such as guns, bombs, incendiary devices; and
3. Other items which can categorically be expected to encourage violent or disruptive behavior by the particular prisoner or among the prisoners generally.

NOTE: A review committee consisting of the Chief of Police, Probate Judge, a clergy and a lawyer (as appointed by the Probate Judge) shall approve/disapprove all questionable materials.

MEDICAL EMERGENCY CARE PLAN

1. BE AWARE THAT AN EMERGENCY CAN OCCUR AT ANY TIME.
2. BE READY TO OBSERVE OR BE NOTIFIED OF THE EMERGENCY.
3. FIRST AID MUST BE GIVEN IMMEDIATELY.
4. TELEPHONE THE BUCKEYE FIRE DEPARTMENT'S EMERGENCY MEDICAL SQUAD.
5. CALL FOR ASSISTANCE FROM OTHER OFFICERS.

Emergency Room 333-7777
Buckeye Memorial Hospital

Emergency Squad 333-8888

SYMPTOMS OF MENTAL ILLNESS OR ANXIETY

Any prisoner suspected of being mentally ill or of being a potential suicide victim must be isolated and observed closely by the jail staff. It may become necessary to remove certain items from the cell, such as toothbrush, matches, or any other item with a potential for self-inflicted harm, or any item capable of being used as a weapon.

Any prisoner who exhibits any of the following symptoms must be referred to a physician as soon as possible.

- A. Hallucinations - e.g., hearing voices, seeing visions, perceiving something that is not there.
- B. Illusions - misperceiving something that is there - e.g., thinking he is someone else, seeing an object as something it is not.
- C. Delusions - strange beliefs or ideas, often overly religious or grandiose. May believe people are out to get him, or that thoughts can control others.
- D. Extreme Hyperactivity - constant moving, talking, inability to sleep for long periods of time.
- E. Withdrawal - very little activity, refusal to eat, speak or get out of bed.
- F. Obsessions - persistent thoughts that the person feels he cannot get out of his mind, e.g., thoughts of suicide, harming someone, etc.
- G. Compulsions - repeated actions (persons feel forced to act in a certain way), e.g., washing hands over and over,
- H. Phobias - severe, unrealistic fears - person may have increased pulse rate, hyperventilation, sweating, etc. in the face of a situation not normally frightening.
- I. Catatonia - unusual rigid posturing; e.g., person stands with arms and legs in a particular position for hours at a time.
- J. Flight of ideas - strange speech, stringing together unrelated topics and thoughts without apparent order.

In any of this type, explore the recent and past history of drug and alcohol use and abuse. Alcohol, drugs and withdrawal from either can cause many of the same symptoms.

Prisoners known to be mentally ill shall be kept isolated for their own protection from the other prisoners.

FIRST AID EQUIPMENT

1. Adhesive tape rolls
2. 2" x 3" sterile dressings
3. 8" x 7.5" surgipads, sterile
4. Box of cling or gauze bandages
5. Sling
6. Sanitized receptacle for ice
7. Blanket
8. Resuscitation aid
9. Antiseptic liquid
10. Local dental anesthetics
11. Gauze for dental hemmorrhages
12. Elastic bandage

BOOKING CARD

(FRONT)

BUCKEYE CITY JAIL

Comp. # _____ Photo # _____

Name _____ SSN _____

Address _____ Phone # _____

DOB _____ Place of Birth _____

Race _____ Sex _____ Hgt. _____ Wgt. _____ Comp. # _____ Nat'l

Hair _____ Eyes _____ Mental/Phys. Eval. _____

Marks/Scars _____ Spec. Med. Problems _____

Physician _____ Marital Status _____ Spouse _____

Emergency Notification _____ Phone # _____

Occupation _____ Employer _____ Phone # _____

Charge _____ Arresting Officer _____

Date of Crime _____ Date of Arrest _____ Cell # _____

FBI _____ BCI _____ Alias _____

Associates _____

Veh. _____ Year _____ Body Style _____ Lit. # _____

Oper. Lit. # _____ Exp. Date _____ State _____

Disposition _____

(BACK)

BOOKING CARD

Property _____

I have received a copy of the Jail Rules and understand them. The above is a complete list of my property taken by the Buckeye City Jail.

Name : _____ Date _____

Time Entered _____ Date _____ Jail Officer _____

I acknowledge the receipt of my property from the Buckeye City Jail.

Name : _____ Date _____

Time Released _____ Date: _____ Jail Officer _____

Remarks _____

TOT/DEPARTMENT _____ Jail Officer _____

BUCKEYE CITY JAIL

PRELIMINARY HEALTH EVALUATION
RECEIVING SCREENING FORM

DATE _____

NAME: _____ JAIL OFFICER _____

JAIL OFFICER'S VISUAL OPINION

1. Is the prisoner conscious? YES NO
2. Does the new prisoner have obvious pain or bleeding or other symptoms suggesting need for Emergency Service? YES NO
3. Are there visible signs of trauma or illness requiring immediate Emergency or Doctor's care? YES NO
4. Is there obvious fever, swollen lymph nodes, jaundice or other evidence of infection which might spread through the jail? YES NO
5. Is the skin in good condition and free of vermin? YES NO
6. Does the prisoner appear to be under the influence of alcohol? YES NO
7. Does the prisoner appear to be under the influence of barbituates, heroin or any other drug? YES NO
8. Are there any visible signs of Alcohol/Drug withdrawal symptoms? YES NO
9. Does the prisoner's behavior suggest the risk of suicide? YES NO
10. Does the prisoner's behavior suggest the risk of assault to staff or other prisoners? YES NO
11. Is the prisoner carrying medication or does the prisoner report being on medication which should be continuously administered or available? YES NO

OFFICER-PRISONER QUESTIONNAIRE

12. Are you presently taking medication for diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure, or psychiatric disorder? YES NO
Circle condition.
13. Do you have a special diet prescribed by a physician? YES NO
Type _____
14. Do you have history of venereal disease or abnormal discharge? YES NO

- | | | | |
|-----|---|-----|----|
| 15. | Have you recently been hospitalized or recently seen a medical or psychiatric doctor for any illness? | YES | NO |
| 16. | Are you allergic to any medication? | YES | NO |
| 17. | Have you fainted recently or had a recent head injury? | YES | NO |
| 18. | Do you have epilepsy? | YES | NO |
| 19. | Do you have a history of tuberculosis? | YES | NO |
| 20. | Do you have diabetes? | YES | NO |
| 21. | Do you have hepatitis? | YES | NO |
| 22. | If female, are you pregnant? | YES | NO |
| 23. | Are you currently on birth control pills? | YES | NO |
| 24. | Have you recently delivered? | YES | NO |
| 25. | Do you have a painful dental condition? | YES | NO |
| 26. | Do you have any other medical problem we should know about? | YES | NO |

REMARKS:

1. _____
2. _____
3. _____
4. _____

(A copy of this form is included in the prisoner's medical record)

BUCKEYE CITY JAIL
PROPERTY ENVELOPE

Prisoner Name _____

Date of Admission _____

Jail Officer _____

DESCRIPTION OF ITEMS	Tagged: ()

I certify that the above is a correct list of items, removed from my possession at the time I was placed in jail.

Signature of Prisoner _____ Date _____

Release: I certify that the items listed above were returned to me on _____ in the condition and quantity specified above.
(date of release)

Signature of Prisoner _____ Date _____

PROPERTY TAG (FACSIMILE)

BUCKEYE CITY
JAIL

Prisoner Name _____
Admit Date _____
Jail Initials _____

Prisoner Signature _____
Release Date _____
Releasee Signature _____

BUCKEYE CITY JAIL
REQUEST SLIP FOR MEDICAL CARE

Date _____ Time _____

Name _____

Cell _____

For how long _____

TO BE FILLED OUT BY JAIL OFFICER

Disposition and Instructions:

Date _____ Time _____ Initials _____

Jail Log (typical page)

NOTE: The jail officer will keep a daily log on the first and second shifts. The dispatcher will keep the third shift log. The relief jail officer will review that log upon assuming duties on his or her shift. The following activities shall be routinely noted in the log:

Security Inspections

Prisoner Counts

Prisoner Movement (e.g., Court, Release, Recreation)

Medical Treatment/Visits

Feeding

Disciplinary Actions

Use of Force

Surveillance Checks

Unusual Incidents

Cellblock Activities (i.e., use of telephone)

BUCKEYE CITY JAIL

TELEPHONE LOG

Prisoner Name:	Date	Number Called	Relationship	Remarks	Officer's Initials
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SUPPLEMENTAL WORKSHEET

A. OPERATIONAL AREA

Security - Prisoner Counts

B. MODEL POLICY AND PROCEDURE

Prisoner Count Sheet

BUCKEYE CITY JAIL

DATE: _____

Cell #	Count				Count				Count			
	7:00 a.m.	Sig	IN	OUT	3:00 p.m.	Sig	IN	OUT	11:00 p.m.	Sig	IN	OUT
1 ab												
2 ab												
3												
4												

MEAL ORDER BLANK

PRISONER NAME _____ DATE _____

BREAKFAST

Check One:

Two eggs, Toast and Jelly or English Muffin, Jelly
 or Three Pancakes, Syrup and Butter

Check One:

Side of Ham Bacon or Home Fries

Check One:

Milk or Orange Juice or Tomato Juice

L U N C H

Check One:

Hamburger (circle: cheese/onion/ketchup/mustard/pickle)

or Egg Salad Club Sandwich or Grilled Ham and Cheese
 Sandwich

Check One:

Coca-Cola Milk Orange Juice

Check One:

Chocolate Ice Cream Vanilla Ice Cream

DINNER

Check One:

Hamburger or Fried Chicken or Barbeque Beef or

Chef's Salad

Check One:



Tossed Salad Green Beans Potato Salad

Check One:

Apple Pie Cherry Pie Ice Cream

FLOOR PLAN KEY
SECURITY POSTS

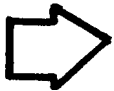
KEY:

-  Staffed at all times on all shifts
-  Staffed on the 7:00 a.m. to 3:00 p.m. and on the 3:00 p.m. to 11:00 p.m. shift everyday.

NOTE: The dispatcher office will be staffed by female personnel who are responsible for admitting and supervising female prisoners. The jail officer will perform dispatching functions in the absence of the dispatcher.

FIRE EVACUATION ROUTES,
EXTINGUISHER AND HOSE LOCATIONS

KEY:



= Extinguisher



= Hose



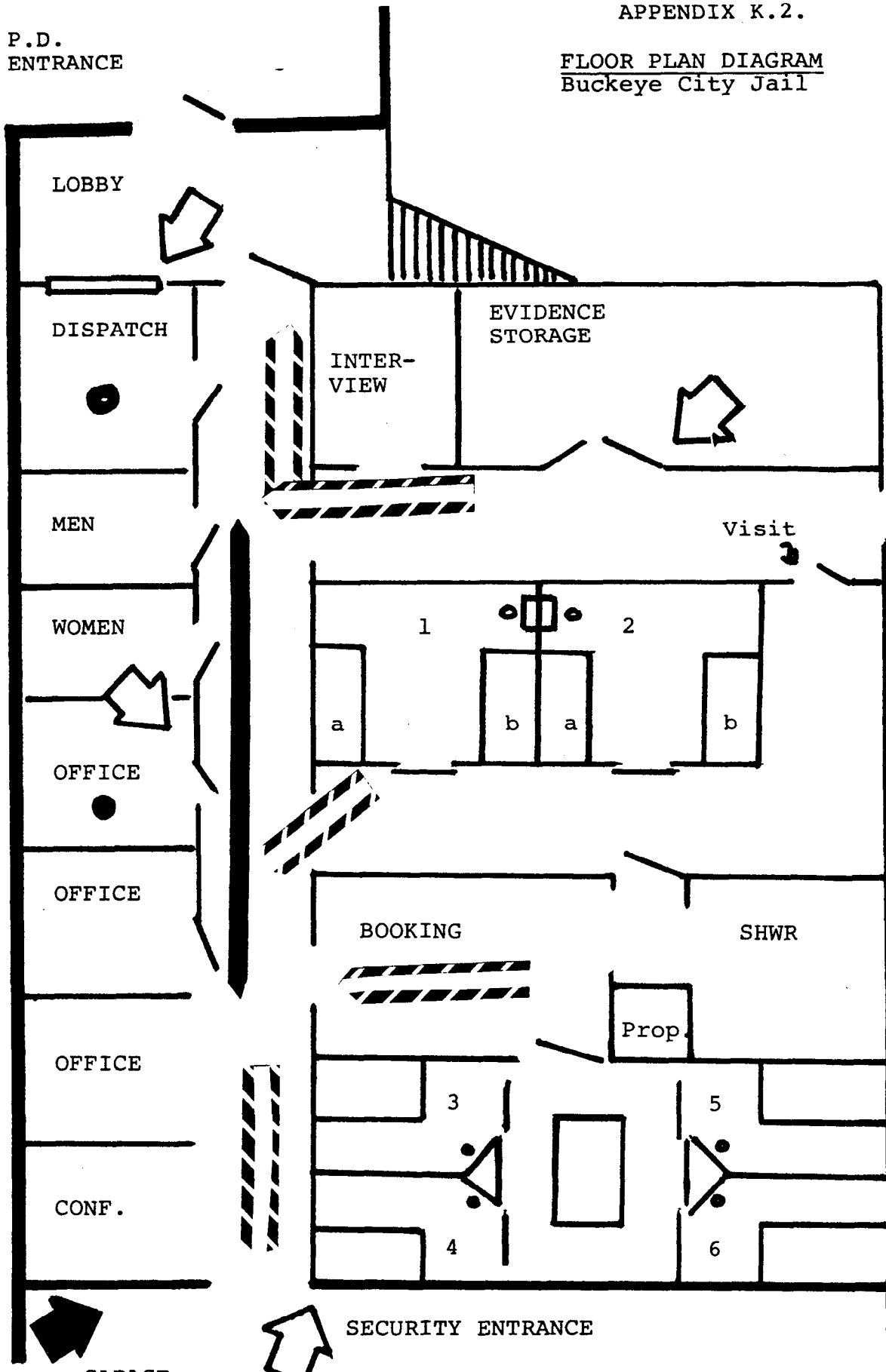
= First Floor Primary Route



= Secondary Routes

FLOOR PLAN DIAGRAM
Buckeye City Jail

P.D.
ENTRANCE



SECURITY ENTRANCE