



Polk County Sheriff's Department  
Policy and Procedures  
Sheriff Byron Lyons

**PREA Policy and Procedure**

**Receipt for PREA Policy and Procedure**

I, \_\_\_\_\_, hereby receipt for one (1) copy of the Polk County Sheriff's Office/Jail Division PREA Policy and Procedure.

It is understood that this policy and procedure is entrusted to me for safekeeping, study, and compliance. I will use my best effort to study, learn, and comply with the instructions contained.

I will maintain this policy and procedure in my possession for safekeeping.

I affirm my commitment to honor this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Signature of Witness

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## POLK COUNTY JAIL

Date: \_\_\_\_\_

To: All Jail Officers and Employees

Re: Policy & Procedures Manual

Dear Ladies and Gentlemen:

The publication of these *policies and procedures* marks an important milestone in our continued development as a local leader in jail administration. For those of you who participated in creating this document, please accept my hardest thanks for a *job well done!* If you did not have an opportunity to provide input, we now ask for your assistance.

Over the next few days and weeks, everyone will be learning the details of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn, then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation. With warmest personal regards to each of you, I remain

Sincerely,

BYRON LYONS, SHERIFF  
POLK COUNTY SHERIFF'S OFFICE

**POLK COUNTY JAIL**

**RECEIPT FOR POLICY & PROCEDURES MANUAL**

I, \_\_\_\_\_, hereby receipt for one (1) copy of the POLK COUNTY JAIL Policy & Procedures Manual.

It is understood that this manual is entrusted to me for safekeeping, study, and compliance. I will use my best effort to study, learn, and comply with the instructions contained. The updating, maintenance, and safe storage of this manual are my responsibility.

I understand this manual contains restricted law enforcement data, and that the release of its contents to anyone not having an official need to know may place the operation of this facility in jeopardy, and could adversely affect those who work and are incarcerated here as well.

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner. Further, I will immediately report to the Jail Administrator any attempt made by those outside of the facility to borrow, acquire a copy, view, or use this manual.

I affirm my commitment to honor this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Witness' Signature

## **POLK COUNTY JAIL**

### **HOW TO USE THIS MANUAL**

Contained in this manual are policies and procedures of the Polk County Sheriff's Office/Jail Division. This manual deals with the specifics of operating this detention facility, both administratively and operationally, and it addresses issues relating to how we manage, supervise, and communicate with one another.

The Texas Legislature created the Commission on Jail Standards in 1975 to promulgate reasonable written rules and procedures establishing minimum standards, inspection procedures, enforcement policies, and technical assistance for:

1. The construction, equipment, maintenance, and operation of jail facilities under its jurisdiction;
2. The custody, care, and treatment of inmates; and
3. Programs of rehabilitation, education, and recreation for inmates confined in county and municipal jail facilities under its jurisdiction.

Aspects of these standards are incorporated into this policy and procedures set. Additionally, the Texas Commissions on Law Enforcement Officer Standards & Training regulates the training required of all law enforcement officers in the state, including jailers.

Operational policies Section 5-9 address issues important to your safety and areas of operation that frequently result in complaints against officers and the detention facility. These operational policies are periodically updated. You will be notified when changes are made at roll call meetings or during training sessions. It is your responsibility to understand these policies and follow the procedures set forth in this manual.

Our policies and procedures are written to provide a foundation for the day-to-day operations of the facility. Their purpose is to standardize the facilities approach and response to recurrent and predictable situations. Policies and procedures are intended to provide you with guidance regarding the performance of your responsibilities as a detention officer. They contribute to the overall achievement of the mission by defining performance expectations, ensuring conformity to legal standards, institutionalizing detention's "best practices," and establishing a basis for accountability.

It is an important requirement that each of us be familiar with the details of this manual, and readily apply its guidelines in every aspect of what we do in this facility. How well you study and use what you learn directly affects the safety of our operation.

Begin your education process by paging through the manual. Familiarize yourself with the format; review how subjects are categorized and numbered; and look for specific topics. Then read the operational policies of the manual. Read each policy and when you come to something you don't understand, find confusing, or simply question, write it down and talk with your supervisor to seek the answers. Keep going through this process until you have completed a review of each policy, then move on to the next



group. Repeat the process until you are confident you know each policy well enough to apply it in spirit as well as in practice.

During your reading of the manual, if you find something incorrectly stated, or you have a better idea, we want to know. This is a living document. It was put together with change in mind – the kind of change that brings improvement. Your assistance is needed to make it work, and keep it working as a quality guide.

Use the following suggestion form to make written suggestions. You may use the original in the book to make copies, then put your suggestions on a copy of the form, and turn it in to your supervisor. No recommendation is too small or unimportant, so please share your ideas.

**Polk County Sheriff's Office  
Jail**

**MISSION STATEMENT**

The mission of the Polk County Jail is to maintain social order and provide professional jail services within prescribed ethical and constitutional limits. The Polk County Jail will enforce the law in a fair and impartial manner, recognizing both statutory and judicial limitations relating to the confinement and constitutional rights of all persons. The Polk County Jail recognizes that no facility can operate at its maximum potential without supportive input from the citizens it serves. The Polk County Jail actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime and to facilitate the maximum use of its resources.

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Printed Name

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Byron Lyons, SHERIFF  
POLK COUNTY SHERIFF'S OFFICE

## POLK COUNTY JAIL

### OBJECTIVE STATEMENTS

The following objectives have been established to accomplish the mission, within the budgetary and manpower constraints imposed on the facility:

1. **Protection of Life and Property:** To provide reasonable and cost effective service that contributes to the preservation of life, the protection of property, and the safety of the community.
2. **Maintenance of Public Order:** To maintain peace and public order in the context of a secure and well regulated detention environment. To assist during times of natural or manmade disasters.
3. **Deterrence, Detection, and Investigation of Criminal Activity:** To reasonably deter crime through aggressive supervision of inmates, and the establishment and maintenance of procedures, timetables, and guidelines. To vigorously and effectively investigate crime in the facility, and take corrective action that discourages recurrences of unacceptable behavior.
4. **Compliance with Ethical Standards and Professionalism:** To encourage and support integrity and adherence to the professional standards of the facility by investigating complaints against staff personnel. To provide for the training needs of all employees and promote a high rate of proficiency in detention officers of the facility.

## **ORDERS AND INSTRUCTIONS**

Within this jail, orders will be issued in several forms. As a detention officer or employee of this facility, you are responsible for knowing, understanding, and complying with all lawful orders. Immediate and consistent compliance with orders is essential to accomplishing our mission and protecting human life. Orders will be given in the following forms:

### **1. General Orders**

General orders are sometimes referred to as the *Ten Commandments of a detention facility*. There may not be exactly, ten, and these rules are not religious in nature, but adherence to these rules is vital to successful accomplishment of our objectives. *General orders* are published in writing. You are expected to know these rules and follow them both in letter and spirit. No deviations should occur without the expressed personal authority of the Jail Administrator. General Orders will be provided and discussed in your training and widely disseminated. You should immediately ask your supervisor if you have any questions about compliance. You also have the duty to immediately report General Order violations.

### **2. Special Orders**

Special orders are always written. They are authorized and signed by the Sheriff, Chief Deputy and Jail Administrator. Special orders provide short-term instructions in matters of critical concern to the Jail administrator. Special orders are numbered, each bearing an effective date, expiration date, and the signature of the Jail Administrator. Special Orders are provided and discussed in training, announced at roll call, and published as the need arises. It is your responsibility before starting your tour of duty each day to know what Special Orders are in effect and to comply with the requirements. Any questions about compliance or known violations of a Special Order should be referred to your supervisor as soon as practical.

### **3. Policies & Procedures**

The senior official of a jail is charged with the responsibility of setting policy and determining the procedures that will be followed to accomplish the mission of the facility and maintain effective control. Usually, the jail policies are written and enforced by the Jail Administrator. Policies and procedures often vary from jail to jail depending on the management style of the policy maker, the needs and desires of the community, and available resources.

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The Sheriff and Jail Administrator provide this *Policies & Procedures* manual as a detailed guide to performance expectations. Each policy is published separately with a statement of the policy and detailed procedures regarding how to carry out the policy. *Policies* are *orders*, and *procedures* are the *instructions for carrying out those orders*. Additionally, there is a *statement of penological interest*, which explains why this policy and the accompanying procedures are necessary requirements in this particular detention facility. Often, what is permissible or allowable in a free society is not allowable or acceptable in a close quartered jail environment.

Not every situation is foreseeable. It is important for jailers and other employees to know and understand the policies and procedures that apply in particular situations. When faced with a dilemma, ask and answer . . . **what would the Jail Administrator want me to do in this case?** Confidence as a detention officer is built on experience, training, and careful review and practiced compliance with the policies and procedures and other requirements in this manual.

#### **4. Post Orders**

Post Orders, sometimes referred to as *job descriptions*, are written and published for each job or duty station in the jail. Each job has a published set of post orders, which detail the responsibilities and the job. When assuming a post, duty position, or assignment for the first time, each detention officer and employee will read, understand, and sign the post orders located at that position, station, or facility vehicle. The employee reporting for duty will not assume the duties of the position until post orders are read, and fully understood.

During subsequent assignments to the same post, the detention officer or employee will review the *post orders* and *any special orders* immediately upon arrival at the place of assignment to determine if there have been changes in the duty instructions. In those cases where another employee or detention officer is being relieved of the duties at that post, the arriving officer or employee will review the post orders before the other officer is allowed to be relieved or depart the general area. Detention officers will discuss the activity at this particular post verbally before the relieved officer is free to depart. Detention officers being relieved will never leave a post until instructed by the *relief officer*, and after insuring that the newly arrived officer is fully apprised of prior events, any threats, or other conditions of interest.

If there are any questions about the performance of work required at this duty assignment, the detention officer or employee will notify the supervisor on duty for immediate help, instruction, or assistance. Employees will not assume or work a duty position without fully understanding the requirements of the position, and satisfying themselves that they are mentally and physically capable of carrying out

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the responsibilities of the assignment except in declared *emergencies*. If an employee is incapable of carrying out the responsibilities of a particular post, the employee will ask their supervisor to be immediately relieved of duty.

## 5. Direct or Verbal Orders

Direct orders are most often issued through the spoken word. These orders may be given at roll call, but most often are issued verbally during the course of the shift. Personnel working or operating are to respond to verbal orders given by supervisors, the Jail Administrator, Chief Deputy and the Sheriff, without hesitation. In those cases where someone who is not your supervisor gives you a direct or verbal order or command it is the responsibility of the detention officer receiving the order or instruction to verify the order through their post orders or supervisor, **before complying with the order or instruction**. For example, it is inappropriate for a law enforcement officer of another department to issue orders to a detention officer of this facility without prior written approval from the Shift supervisor or Jail administrator. This includes federal and State officers or agents.

Compliance with direct or verbal orders is only required or appropriate when the order given is *lawful*. To be a lawful order, the instruction must be in harmony or compliance with the *law, special orders, general orders* and *policies* established by the Sheriff and Jail Administrator. For example, management and supervisory personnel are not authorized to order detention officers to physically abuse inmates or employ excessive or unreasonable force.

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# Polk County Jail

## GENERAL ORDERS

- I. Perform all duties professionally, while keeping on the alert for threats to human life and general community safety.
- II. Do not abandon, or leave assigned areas until properly relieved.
- III. Obey all lawful orders of supervisors and command staff **and only lawful orders.**
- IV. Report all violations to orders and established policies of this facility.
- V. Reasonably protect all inmates within the Polk County Jail, especially those that are weak, physically or mentally impaired.
- VI. Do not allow, encourage, or ignore detention officers that abuse, threaten, or terrorize any inmate. As a jailer in the Polk County Jail you have a duty to intervene and stop any jailer or officer inside the Polk County Jail while they are in the act of abuse, threatening, or terrorizing an inmate.**
- VII. Do not violate the constitutional civil rights of inmate confined to this facility.
- VIII. Do not have any personal relationships with inmates placed in your charge beyond that which is necessary and appropriate in carrying out official duties.
- IX. Do not accept money or any other gratuity from any inmate confined to Polk County Jail.
- X. Be faithful to the trust and responsibility the public has placed in this profession and you.
- XI. Do not lie, cheat, or steal, or tolerate anyone who does.

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## POLK COUNTY JAIL

### CODE OF ETHICS FOR JAIL OFFICERS AND EMPLOYEES

As an employee in a detention or correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, state, and nation at all times. I will abstain from all questionable behavior, which might bring disrepute to the agency for which I work my family, my community, and my associates. My lifestyle will be above and beyond reproach and I will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and community and policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job I promise to:

1. **KEEP**... The institution secure so as to safeguard my community and the lives of the staff, inmates and visitors on the premises.
2. **WORK**... With each individual firmly and fairly without regard to rank, status, or condition.
3. **MAINTAIN**... A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.
4. **REPORT**... Either in writing or by word of mouth to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government.
5. **MANAGE**... And supervise the inmates in an evenhanded and courteous manner.
6. **REFRAIN**... At all times from becoming involved in the lives of the inmates and their families.
7. **TREAT**... All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations.
8. **TAKE**... Advantage of all education and training opportunities designed to assist me to become a more competent officer.
9. **COMMUNICATE**... With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency.
10. **CONTRIBUTE**... To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character.

11. **SUPPORT**... All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails.
12. **Do My Best** ... Through work and deed to present an image to the public at large of a jail professional, committed to progress for an improved and enlightened criminal justice system.

**POLK COUNTY JAIL**

**OATH OF OFFICE**

All facility employees will, before exercising any type of jail officer powers, be required to take the following oath of office:

*I do solemnly swear / affirm that I, \_\_\_\_\_  
will support the Constitution of the United States of America and of the  
State of Texas; that I will in all respects observe the provisions of the  
policies & procedures and directives of the Polk County Jail; I will well and  
truly perform the duties of the office of Jail Officer, and will to the utmost of  
my skill and ability, endeavor to promote the interest of this facility, while  
protecting the lives and welfare of the inmates entrusted to my care  
without fear, favor or affection. So help me God.*

**Polk County Jail**

**REQUEST FOR REVIEW OR COMMENT**

Please review this *policies & procedures* set. If we do not hear from you by \_\_\_\_\_, it will be assumed that you concur with its contents and the policy may be implemented without further opportunity for you to provide input. If necessary, please submit a request letter for additional time to complete your review of the policy & procedure set.

Please forward your comments or suggestions to:

Jail Administrator



**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Policy and Procedure Management System	<b>Policy Number:</b> 2.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Polk County Jail provides all employees with guidance regarding policy and procedures and operations issues through written directives.

**PENOLOGICAL INTEREST:**

It is in the penological interest of the Polk County Jail to maintain a high degree of efficiency, and management control in this facility.

**DEFINITIONS:**

*Policy:* A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures, rules, and regulations.

*Procedure:* A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should,” or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

**PROCEDURES:**

**Responsibility:**

The Sheriff or Jail Administrator will review, sign, and distribute a uniform body of *policies and procedures* to all employees of the jail, which convey institutional philosophy, goals, and operational principles. The Sheriff will identify an agency employee responsible for overseeing the maintenance of these *policies and procedures*. The responsible individual will maintain:

1. A complete set of all *policies and procedures*;
2. A record of policies deferred for further action;

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3. A record of review of each policy to assure compliance with applicable statutes; &
4. Documentation of annual reviews.

The Jail Administrator may form, at his or her discretion, a committee of personnel to serve in a policy formulation role. Whether done by committee or by an individual, the following functions are performed at least once a year:

1. Review and evaluation of each policy;
2. Consideration of proposals from facility employee for modification of existing policy, or for additional policies; &
3. Preparation of recommended new policies and procedures, to be forwarded to the Sheriff or his designee for review and adoption.

**Organization:**

*Policies and procedures* are divided into topical sections [See Table of Contents]. These *policies and procedures* will be in a three-ring binder(s) to allow ease in updating and modification.

**Distribution and Local Implementation:**

The Polk County Jail's *policy and procedures* manuals will be available for review by staff at the time of employment and at any time thereafter. All employees will receive and maintain a set of *policies and procedures*. Any new policy will be distributed in advance of its effective date to ensure all employees are able to implement the instructions in an orderly manner.

**Policy Compliance and Maintenance:**

The Jail Administrator is responsible for establishing a system to monitor compliance with *policies and procedures* through regular reviews and inspections. This includes dissemination of new or revised policies and procedures to staff or others concerned with operations. Master copies of these procedures will be maintained in the Sheriff's, Chief deputy and Jail Administrator's offices, available for review by facility employees and authorized representatives of other agencies having legitimate penological interests in operations.

**Departmental Review:**

Members of the Polk County Jail may review those procedures that are not already available to them in other forms upon request. Subject to any other provisions of law, members of the public may not review *security related policies* and procedures as identified by the Sheriff. The Sheriff will make final determinations regarding any request for policies and procedures release that is not of a strict penological interest, and could possibly compromise the safety and security of facility employees and the residents of Polk County.

**Policy Formulation and Revision:**

The Jail Administrator with the aid of the Quality Assurance Officer, will develop a *policy & procedure* review process. This process will observe the distinction between *evaluation of*

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*the policy and evaluation of compliance* with the policy. Such review will become a method of learning whether certain elements of the *policy or procedure* are dysfunctional or no longer needed. This evaluation process will be performed at least annually. Nothing in this provision should be construed as requiring a delay in initiating necessary and immediate change to a policy.

Each new and revised *policy or procedure* will bear the signature of the Sheriff and the date approved. The review schedules for various policies will be staggered to provide for an orderly review process throughout the year. The Jail Administrator may incorporate any significant audit findings that have accrued throughout the past year into the revision process.

All employees should participate actively in *policy and procedure* development through suggestions to the Quality Assurance Officer. The Jail Administrator will be the final point of collection for these suggestions, and may develop a process to include input from other concerned persons.

During the annual policy review process, policy proposal suggestion forms may be distributed for comment. If this process is used, the Quality Assurance Officer will evaluate comments and concerns and forward the proposed changes to the Jail Administrator for authorization.

**Distribution List for Policies:**

1. Jail Administrator
2. Jail Lieutenant
3. Shift Sergeant
4. Quality Assurance Officer

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# **POLK COUNTY JAIL**

## **TEXAS COMMISSION ON JAIL STANDARDS STAFFING ANALYSIS**

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Management Philosophy and Goals	<b>Policy Number:</b> 2.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the Polk County Jail to provide reasonable detention services in a safe, secure, and humane environment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and a humane environment to all inmates while confined to this facility.

**Philosophy:**

The Polk County Jail is established in accordance with applicable statutes and regulations. This detention operation is charged with the goal of aiding public safety through the provision of professionally managed detention services.

The Polk County Jail, within the constraints of available resources, offers a practical range of detention options, including institutionalization, community work programs, and other similar sanctions, that reasonably serve the needs of society as well as the individual inmate. Where reasonably possible the Polk County Jail enhances the offender's ability to return to the community and live in a law-abiding manner. The Polk County Jail administers its programs in an equitable, least restrictive environment consistent with public safety and good order.

The Polk County Jail operates under the principle that all administrative and management decisions either directly or indirectly affect security, safety, and treatment goals of the facility. In that connection, facility staffs often serve as important and productive role models for inmates, conveying mainstream societal values to the inmate population. Throughout the course of a day, opportunities for controlled interaction between staff and inmates provide a means to influence and reinforce appropriate inmate behavior. Employees are expected to interact, where reasonably possible, with inmates in a manner consistent with the objectives of this facility.

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**Mission Statement:**

The mission of the Polk County Jail is to maintain social order and provide professional detention services within prescribed ethical and constitutional limits. The Polk County Jail will enforce the law in a fair and impartial manner, given statutory, budget, and judicial constraints. The Polk County Jail recognizes that no detention facility can operate at its maximum potential without supportive input from the citizens it serves. The Polk County Jail actively solicits and encourages the cooperation of citizens to reduce the opportunities for crime, while maximizing use of existing resources.

**Polk County Jail Goals:**

The Polk County Jail has as its prime goal the operation of a safe, humane, and cost effective facility that provides a place of confinement and an opportunity for reflective thought and positive change.

Specifically, within budget constraints, the Polk County Jail will operate an integrated system of detention services that reasonably:

1. Protect society by preventing escape from custody through the use of physical, procedural, and managerial safeguards;
2. Maintain an inmate classification plan for housing, work, and other facility assignments;
3. Provide clean, safe, and healthy living conditions for inmates;
4. Provide basic medical, dental, and psychiatric needs of inmates;
5. Provide opportunities for reflective thought, that can lead to positive personal change;
6. Provide work programs for qualified inmates;
7. Provide safeguards that protects inmates from physical and psychological victimization;
8. Provide necessary due process and other legal safeguards; and
9. Provide appropriate opportunities for religious practices

**Public Access:**

At the election of the Sheriff, this policy may be made available at the request of the public.

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**Polk County Jail**  
**Policies and Procedures**

<b>Subject:</b> Delegation of Authority	<b>Policy Number:</b> 2.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature: Sheriff Byron Lyons</b>	

**POLICY:**

It is the intention of the Sheriff to recruit, train, and appoint qualified jail administrators within budget constraints. The Sheriff has the sole authority to appoint a Jail Administrator who will have full responsibility for management and operational control of the jail, its resources, and the inmates housed within.

**PENOLOGICAL INTEREST:**

This facility is managed by a Jail Administrator who has absolute control over, and is directly responsible for, the safety, security, health, welfare, work, and rehabilitation of inmates confined in the facility.

**PROCEDURE:**

**Appointments & Delegation of Authority:**

The Sheriff has appointed the Jail Administrator for the Polk County Jail who has authority to manage the daily affairs of the facility according to the lines of authority delineated in the Polk County Jail organization chart. He/she may delegate such authority as necessary to operate and manage the department's jail operations.

Except as otherwise provided by statute and regulation. The Jail Administrator or his designee, establishes the qualifications, authority, and responsibility of these administrators.

The Jail Administrator is appointed to whom staff, inmates, volunteers, contract employees, and others serving the facility are accountable and responsible. The Jail Administrator oversees all activities and programs except as otherwise provided in the Polk County Jail policy. The Jail Administrator has broad authority and responsibility in accordance with applicable state and federal laws, the Polk County Jail policy, and judicial decisions to manage, plan, and direct operations of the facility.

Selection of the Jail Administrator involves balanced consideration of formal education and

experience in the law enforcement and detention fields.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Reporting of Incidents	<b>Policy Number:</b> 2.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of PCSO Jail to prepare written reports in order to better manage the department, document events, and support the criminal justice process through effective communications.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide complete written reports and written documentation concerning facility activities to meet the management and operational needs of the facility, as well as security and safety issues.

**PROCEDURE:**

All significant incidents taking place within scope of detention operations, including but not limited to acts of violence, escape or attempted escape, hostage-taking, death or serious injury, or major institutional disruptions, will be reported to the Sheriff, through the Chief Deputy, by the Jail Administrator or designated staff member.

**Reporting Requirements:**

For reporting purposes, incidents are organized into levels of seriousness. These levels are defined below.

**Priority I Incidents** are reported at once to the Sheriff or his designee, and include, but are not limited to, the following:

1. Death of inmate, employee, volunteer, or visitor;
2. Extensive property damage resulting from fire, man-made or natural disaster, or inmate actions;
3. Actual, suspected, or attempted hostage taking;
4. Sexual assault;
5. Assaults where a weapon is involved;
6. Riot or use of riot control equipment;

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7. Escape or attempted escape;
8. Actual or suspected sabotage resulting in major property damage or prolonged disruption of operations, such as arson, and cut power or telephone lines;
9. Inoperative heating/cooling/ventilation plant;
10. Occurrences shift supervisor believes may result in an unusual level of public attention;
11. Power outage in excess of one hour, or any time during non-daylight hours;
12. Alleged violent criminal act committed by a person visiting or working in the facility, including acts committed by staff that may result in felony criminal charges;
13. Attempted or actual suicide;
14. Discharge of a firearm by an employee other than in training, department qualification, or sporting event; or
15. Injuries requiring major emergency medical attention.

The Jail Administrator will formalize criteria for reporting such incidents to the Sheriff through the Chief Deputy.

Reports of all injuries are filed in the inmate's central file and the employee's personnel record. If the Incident Report names a detainee, a copy of the report will be placed in the detainee file folder of the detainee.

#### **Reporting Requirements for Employing Deadly Force:**

Each officer who witnessed the incident or responded to the scene will complete a written report. These witness reports will be completed no later than the conclusion of the shift in which the incident occurred and filed with the Jail Administrator.

The officer(s) who used or employed the deadly force will refrain from completing any reports or statements for at least twelve [12] hours. Investigators will debrief the officer and will be transported home. Upon return to duty the next day, the officer(s) involved in the deadly force incident will complete his report and make all required statements. The officer(s) will provide all required information as if a witness to the incident, first hand *perception of events* at the time, and the *corresponding force options used*. Special attention will be given to any deviation from this policy.

All reports completed by the officers using force, other officers or witnesses will include the following:

1. A description of the events leading to the use of force or deadly force;
2. Original incident that precipitated the actions of the officer;
3. Accurate description of the incident and reasons for employing force;
4. Description of the weapon or device used and the manner in which it was used;
5. Description of any injuries suffered, and the treatment given or received;
6. List of all participants and witnesses to the incident; and
7. Copy of all incident reports compiled as a result of the incident.

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**Priority II Incidents** are reported by phone or in writing within 24 hours and include, but are not limited to, the following:

1. Suspected or reported inmate abuse;
2. Use of restraints or physical force by detention staff in the performance of their duties, other than *inmate movements*;
3. Self-mutilation, including inmate applied tattoos;
4. Possession or suspected possession by inmates of serious contraband;
5. Physical confrontation between staff or inmates resulting in physical injury;
6. Substance abuse, possession of illegal substances, or unauthorized possession by inmates of substances that could cause serious bodily harm;
7. Reported or suspected illness from highly contagious diseases; and
8. Injuries that do not require emergency room care or hospitalization.

**Priority III incidents** include other acts or situations not covered by Priority I and II. Such incidents are reported through established command channels at the discretion of the shift supervisor or Jail Administrator.

If an employee is in doubt concerning whether or not an occurrence should be reported, *err on the side of caution* and report the incident.

### **Report Preparation:**

Reports prepared by employees of PCSO Jail:

1. Will answer the following questions:
  - a. **Who** was involved?  
All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain names and aliases if one is used.
  - b. **What** happened?  
Exactly what type of offense was committed, and what types of items, weapons, tools, or equipment was apparently used. What was the actor's *modus operandi*? Did the actor use direct attack, or were his tactics more indirect or crafty.
  - c. **When** did it occur?  
Record the crime discovery time, and the time the crime is likely have occurred. For example, when discovering a body, and there is fresh blood nearby, use a term such as *recent*, and look for other clues to time of death. Also indicate the time witnesses and victims are contacted, and arrests made.
  - d. **Where** did it happen?  
Location is to be as exact as possible. Look for evidence that the crime could have started somewhere else, and ended up at the *reported location*.
  - e. **Why** did this incident occur?  
Was the apparent motive or purpose of the crime *revenge, gang related,*

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*personal gain, thrill, drug-related, accidental, etc.*

f. **How** did it happen?

Based on reasonable observations at the scene, and information provided by witnesses, explain *how the suspect chose and approached the victim*.

g. **Follow-up** Was any action taken to correct the situation? Were any detainees or employees disciplined? Was medical attention provided?

2. Never use radio codes or numerical designations;
3. Print or write legibly, except for officer's signature;
4. Be objective and unbiased, recording information whether positive or negative;
5. Place events in chronological order; and
6. Keep a copy of the report for future reference.

### Report Style:

Good reports, even technical reports contain a lot of facts, but should be easy to read and understand. Remember, the reports you write today may be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the *way you talk* in a normal conversation.
2. Write in the past tense.
3. Use a dictionary and a thesaurus if necessary.
4. Use everyday words and avoid unfamiliar wording.
5. Avoid using jail jargon.
6. Lastly, read over your report when you are finished.

A good report also will always be:

**Concise** Reports should not be lengthy or wordy. Officer should report the facts in a clear and concise fashion as you saw them and not what someone else claimed to have happened or told you.

**Accurate** Spelling and punctuation should be correct.

**Factual** Reports should only contain factual information. The writer should be fair and objective. Opinions should never be stated in reports.

**Exact** Reports should always be proofread to ensure that they describe the facts accurately in the right order and sequence.

### Confidentiality of Records:

Records contain critical and potentially life threatening information. Such mundane information as addresses and phone numbers, if released into the wrong hands can cost an officer or resident their life. Records and files are collected and disseminated on a need-to-know basis. Just because an officer or employee is an employee of the facility does not mean that he or she needs or should know vital information, therefore information

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will not be released until after verification of a *need-to-know* is established. See record keeping policies 3.2 and 4.1.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Communications	<b>Policy Number:</b> 2.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of PCSO Jail to maintain systems of communication that: maximize the ability of supervisors to communicate with employees; aid staff in effectively conveying rules, regulations, and procedures to inmates; and allow inmates to convey their individual concerns regarding legitimate issues.

**PENOLOGICAL INTEREST:**

This policy has been developed to provide reasonable and necessary administration, control, security, and safety within the detention facility aided by appropriate communications between staff and inmates, and supervisors and employees.

**PROCEDURE:**

Lines of communication between inmates and staff, and supervisors and employees are vital to the efficient operation of this detention operation. These lines of communication include the use of meetings, written communication, and other techniques. Such communication reduces reliance on established grievance mechanisms.

**Policy Changes:**

Changes to these *policies & procedures* will be communicated in writing to employees prior to the effective date of the change. It is the responsibility of each staff member to read and understand the information provided. In instances where an employee does not understand, or has questions about a new or revised policy, the employee should seek out answers from their supervisor immediately. In the case of major policy changes, employees may be required to provide signatures indicating their understanding of the new information.

New or transferred employees, and employees returning from leave, will be informed of changes pertaining to their assigned duties in written *policies & procedures*, or some other format as determined by the Jail Administrator.

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**Staff Visibility:**

PCSO JAIL places a high priority on the visibility of key staff. Accordingly, key staff leaders will be available to communicate with inmates, line staff, and mid-level managers. The Sheriff, Chief Deputy, and top staff of the facility, are available to inmates on an informal periodic basis. In addition to these informal contacts, the Sheriff, and Chief Deputy, make formal rounds of the facility.

The shift leader will tour the entire facility at least twice each shift. The shift supervisor maintains a written report or logbook of these tours. This log reflects any deficiencies observed and corrective action taken.

**Meetings:**

To further enhance the communication process, the Jail Administrator conducts periodic staff meetings with employees. In these meetings, the Jail Administrator discusses topics of general interest to the group. Each participant has the opportunity to present a brief verbal report on their area of responsibility and describe any accomplishments or problems occurring since the last meeting. These meetings are conducted as needed.

**Verbal Exchanges With Inmates:**

Although verbal and written communications is encouraged between officers and inmates, officers are cautioned to always keep communications professional, and non-personal. The following applies to all inmate contacts:

1. Do not provide inmates with any personal information such as addresses, names of family, or off-duty activities;
2. Do not accept, exchange, or give inmates items of value or gifts;
3. Do not handle inmate funds other than as a part of your assigned duties;
4. Do not touch an inmate or allow an inmate to touch you;
5. Do not carry or give inmates written or verbal communications from other inmates or those outside of the facility, other than official mail;
6. Refer to inmates by their proper name, such as *Mr. Jones, Ms. Smith, etc.*
7. Require inmates to refer to you and other officers as *Officer Smith, Corporal Jones etc.*;
8. Do not favor one inmate over another;
9. Do not listen to gossip or petty complaints about other officers;
10. Report serious and legitimate complaints;
11. Do not use inmate *slang, cuss words, or gutter talk*; and
12. Maintain a professional demeanor, always.

**Other:**

To further aid communication with inmates, facility staff may use bulletin boards, memos, and other typical communication methods. These additional methods may include:

1. Scheduling staff tours during inmates' non-working hours;
2. Visiting work locations where inmates can talk with officers;

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3. Allowing inmates to request to speak to a supervisor or shift leader, as needed; &
4. Making a form available for inmates to request information from staff.

In addition to these informal tours and meetings, if an inmate wishes to contact the Sheriff, Chief Deputy, or other staff member, a sealed, written note may also be sent directly to the official concerned.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Financial Records	<b>Policy Number:</b> 2.07
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

PCSO Jail will control and manage fiscal resources by ensuring that appropriate financial records are kept which document the total cost of operating the facility, and any inmate funds entrusted to the facility. The record keeping system will be in accordance with and based upon accepted accounting principles.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates confined to this facility while maintaining fiscal responsibility.

**PROCEDURES:**

**Content:**

PCSO Jail will develop, store, and maintain:

1. An itemized breakdown of the total operating expenses of the jail to include:
  - a. Wages & salaries of employees;
  - b. Food service expenses;
  - c. Medical support and needs;
  - d. Facility supplies, including inmate issued items;
  - e. Facility maintenance and repair cost;
  - f. Facility programs
  
2. Inmate accounts, if authorized by the Sheriff or Jail Administrator.

**Accuracy Of Contents:**

Jail financial records will be reviewed periodically to insure accuracy and required content. Each record will be examined for accuracy, timeliness, and completeness.

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Inmate accounts, if authorized and maintained by the Jail Administrator, will be inspected at least quarterly to insure reasonable safekeeping of inmate funds. This inspection will be conducted by an individual not normally entrusted with maintenance of inmate funds and records. The Texas Commission on Jail Standards will be provided an inspection report regarding the annual financial operations of the jail no later than ten [10] days after completing the inspection.

**Retention Of Records:**

Financial records will be maintained for at least three-years of operation. This three-year period may include the forecast or upcoming budget year as one of the required three-year periods.

**File Access:**

Only authorized personnel, who have a legitimate need, may inspect or have access to financial records of the jail or department. Financial records are confidential and will be stored in locked, fire resistant equipment in a secured area.

Inmates may review, by appointment, their individual account information once per month, and upon departure or transfer from the facility.

All requests from sources outside PCSO Jail for financial information will be directed to the Sheriff. Confidential information will be released to non-facility requesters only in response to written requests and after written consent of the Sheriff.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Civil Litigation	<b>Policy Number:</b> 2.08
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

PCSO Jail takes proactive measures to limit the causes and impact of civil litigation filed against its officers, supervisors, and administration.

**PENOLOGICAL INTEREST:**

In efforts to minimize the distractions caused by civil litigation, it is the penological interest of this facility to maintain strict adherence to the policies and procedures of PCSO Jail.

**DEFINITIONS:**

*Civil Law:* The law of civil or private rights. Sometimes called a *tort law*. In the case of civil lawsuits brought against officers or administrators, plaintiffs may ask the court to:

1. Award money damages to be paid by the officer, administrators, or County; or
2. Force the facility to make changes in the way it operates by granting an injunction or entering into a consent decree [agreement to change].

*Discovery:* The judicial process for compelling production of written records or other evidence for use in civil litigation.

*In-camera Inspection:* Judicial inspection of allegedly privileged information to determine whether the need to present such information, as part of the essential proof of the case, outweighs the interest in maintaining its confidentiality.

*Plaintiff:* A person or persons who brings a civil case. A plaintiff may be an inmate, detainee, citizen, a group of citizens, or another governmental body.

**PROCEDURES:**

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### **High-Risk Incidents:**

The following are some of the operational areas frequently involved in litigation against detention facilities. Employees should be thoroughly familiar with and use particular care to follow facility the policies and procedures guiding these operational areas:

1. Use of force
2. Restraints
3. Inmate transportation
4. Sexual harassment
5. Strip searches
6. Medical treatment
7. Suicide prevention
8. Inmate classification
9. Key control & security
10. Discipline and grievance procedures

### **Response to High-Risk Incidents:**

When responding to the scene of a high-risk incident:

1. Secure the scene and all evidence;
2. Record the names of all witnesses on the scene and inmates involved;
3. Obtain a statement at the scene from a relevant source, while maintaining his anonymity;
4. Note all necessary information regarding the incident;
5. Request a supervisor to the scene:
  - a. To conduct an independent review of all relevant information prior to *release of the scene*; or
  - b. To review a search or detainment which may have been handled improperly.
6. Request an investigator to process crime scenes according to facility procedure;
7. Document critical information such as:
  - a. Whether medical treatment was needed, requested, or received;
  - b. Observations regarding inmate suspects or witnesses general mental and physical health, and presence of any specific health problems requiring special treatment; and
  - c. Photographs of suspect and victims to include any specific injuries.

### **Post-Incident Procedures:**

All employees involved in high-risk incidents will fully document the incident to their supervisor before concluding their shift. Supervisors will review the reports, obtain necessary supplemental information, and forward reports to the Sheriff as soon as practicable. The Sheriff or designee will prepare and submit a confidential memo to the

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facilities legal counsel providing an assessment of the incident. Depending on the need, the Sheriff or his designee will meet with legal counsel.

Employees involved in the case must understand and adhere to the following:

1. An internal investigation does not necessarily imply misconduct; and
2. Employees are not to discuss incidents with reporters or attorneys not associated with the facility without prior approval of the SHERIFF, or court order.

**Responsibilities of the POLK COUNTY SHERIFF'S OFFICE:**

With the aid of PCSO Jail legal counsel, the Sheriff will coordinate all responses to pending or potential litigation against the facility by:

1. Developing litigation files for each case that include:
  - a. Copies of relevant facility policies pertaining to the incident;
  - b. Copies of relevant radio communications, computer, or telephone records or tapes;
  - c. Relevant photographs pertaining to the incident;
  - d. Copies of the disciplinary and training records of all involved personnel; &
  - e. Criminal docket, where applicable, from any criminal case arising from the incident.
2. Establishing a quality assurance process to confirm that:
  - a. Documents are routed to appropriate parties for resolution;
  - b. Documents are processed and completed by due dates; &
  - c. Records are kept detailing information released in each case and purpose for its release.
  - d. Policies & procedures are protected from release in accordance with *stated warnings*.
3. Conducting audits and semi-annual reviews of facility litigation to determine whether need for *policy and procedure* revision or training exists;
4. Disseminating updated *policies & procedures* resulting from new case law statutes, or needs analysis of facility personnel; &
5. Updating employees involved in civil litigation regarding meaningful developments in and status of the cases, especially cases that have been concluded or settled.

**Responsibilities of Employees:**

Employees named as parties to civil actions for acts or omissions allegedly arising out of their *scope of authority or official duties* will:

1. Immediately notify the Sheriff and PCSO Jail legal counsel;

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2. Request representation from facility legal counsel, or secure representation from a private attorney at his own expense, if desired;
3. Maintain accurate and detailed reports; &
4. Avoid making public statements concerning the litigation without prior approval of the Sheriff.

**Response to Subpoenas and Discovery Requests:**

Employees of PCSO Jail will follow these guidelines regarding subpoenas in matters arising out of their official capacity:

1. When receiving a subpoena to testify or provide deposition, employees will immediately notify the Sheriff and the PCSO Jail legal counsel. A copy of the subpoena will be provided with the notice.
2. All discovery requests or subpoenas for facility records, reports, or officer notes will be acted upon as directed by the detention facility legal counsel and state law.
3. The following information may be released to a judge for in-camera inspection with regard to *discovery requests*:
  - a. *Policy & procedure* sections, governing the alleged misconduct
  - b. Personnel records
  - c. Citizen complaints
  - d. Internal investigation files related to the incident
  - e. Responses to requests for past internal investigations into alleged misconduct of officers
  - f. Responses to requests for internal investigations into employee alleged misconduct or misconduct similar to that being litigated
4. The following information may or may not be fully discoverable:
  - a. Minutes and records of official review boards
  - b. Facility policies and procedures
  - c. Training records
  - d. Internal memos or notes that do not fall within *attorney work product privilege*
5. Privileged material generally not subject to discovery includes:
  - a. Names of *confidential informants* or *inmates who wish to remain anonymous*
  - b. Records of ongoing internal investigations that would be jeopardized by disclosure
  - c. Investigative files relating to ongoing criminal investigations
  - d. Communications subject to any legal privilege

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**Response to Media:**

The Sheriff or his designee is the sole individual responsible for authorizing or coordinating all statements pertaining to any incident or litigation involving the facility. The Sheriff will work with legal counsel to present fair and accurate media statements pertaining to testimony, legal issues, or other concerns arising from litigation or any other incident involving PCSO Jail. Employees asked to comment or talk with representatives of the news media will, prior to such a meeting or discussion, secure permission from the Sheriff.

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**POLK COUNTY JAIL**  
**Texas Jail**  
**Policies and Procedures**

<b>Subject:</b> Officer & Employee Corruption Prevention	<b>Policy Number:</b> 2.09
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Sheriff has established proactive procedures to prevent corruption among officers and employees, to investigate complaints or allegations of corruption, and to administer appropriate administrative punishment or criminal prosecution when corrupt acts are confirmed.

**PENOLOGICAL INTEREST:**

This facility has a penological interest in maintaining a detention operation that is free from the influence of corrupt employees and officers. For security, health, and disciplinary reasons, all inmates are to be treated equally under the law, given our fiscal constraints.

**DEFINITIONS:**

**Corruption:** Acts involving the misuse of authority by an officer in a manner designed to produce personal gain for the officer or others.

**Supervisor:** Employees assigned to a position having day-to-day responsibility for management and oversight of subordinates and/or who are responsible for commanding a work element.

**PROCEDURES:**

**Establishment and Maintenance of Professional Standards:**

**Philosophy, Goals, and Values:** Polk County Jail will maintain, periodically review, and update a statement of its goals, values, and general philosophic approach to inmate incarceration. This statement will appear in the policy manual and will be taught to all new employees. Supervisors will periodically review this statement with subordinates.

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**Code of Ethics:** This facility will maintain, periodically review, and update a code of ethics. Each new employee will be required to read and sign a copy of the code of ethics upon employment.

**Rules of Conduct:** The Rules of Conduct will be included in the Polk County Jail policy manual. New employees will be expected to read and adhere to these rules.

**Proactive Prevention Measures:**

In the establishment of proactive prevention measures, Polk County Jail will:

1. Review citizen and internal complaints for indicators of misuse of officer powers for personal gain.
2. Review the findings of internal affairs investigations for patterns that are indicative of corrupt employee behavior.
3. Review duty assignments to ensure that periodic rotations are occurring according to PCSO Jail policy.
4. Investigate any citizen complaint in which corruption is suspected.
5. Where consistent with state law, review overtime pay assignments, employee income and, in special cases, employee federal income tax returns to investigate suspected or reported instances of corruption or determine if patterns emerge indicative of corrupt activities.
6. Review the findings of inspection reports to identify indicators of corruption.
7. Provide effective means for citizens and facility employees to report behavior indicative of corruption.
8. Provide reports to the Commissioner's Court and to the community with regard to the number of corruption cases investigated and the number sustained.

**Responsibilities of Supervisors:**

1. Supervisors play a key role in preventing corruption and therefore, to the degree reasonable and appropriate, will be held accountable for corruption that occurs under their assigned area of supervision or command.
2. Supervisors are responsible for reporting any suspicious behaviors of employees, which may indicate corruption, including on and off duty activities.
3. The associated performance of supervisors and higher-level supervisors will also be reviewed when a subordinate is charged with a corruption violation.
4. Internal Affairs will ensure that a reasonable portion of the inspection is directed towards discovering corruption violations.
5. Internal Affairs is required to immediately notify the Sheriff when serious corruption is suspected.

**Responsibilities of JAIL ADMINISTRATOR:**

The Jail Administrator is responsible for the following:

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1. Being aware of the impression or image he presents to subordinates by either word or deed. Corruption violations by the Jail Administrator will be vigorously prosecuted.
2. Monitoring the activities of their subordinate supervisors and will be especially cautious with regard to supervisors' concern for responsibility and integrity within the facility.
3. Conducting recruitment, selection, and training with an acute awareness that integrity in the workplace correlates with the quality of the employee.
4. Providing an award process to recognize those employees who exemplify the high ideals, integrity, and professionalism of the facility.

**Responsibilities of All Employees:**

1. The Code of Ethics will be regarded as a working and applicable document.
2. Employees are responsible for providing information in a timely manner to their supervisor or the Jail Administrator when corrupt practices are suspected or known to have taken place.
3. Employees will be trained in the areas of corruption prevention, ethics, integrity, and professional standards for all levels of PCSO Jail.

**Response to Corruption Allegations:**

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of corruption, the following procedures will be followed:

1. The SHERIFF will be notified immediately and will be responsible for notifying appropriate city officials.
2. Information will be released to the public as determined by the Sheriff. If a complaint is prosecuted criminally, the Sheriff will authorize release of information appropriate to the public.
3. Any criminal investigation will receive full cooperation of this facility and all employees, to the extent permitted by law.
4. An after-action review will be conducted to determine the cause(s) of corruption and to recommend any system changes or modifications designed to prevent recurrence.

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**POLK COUNTY JAIL  
Texas Jail  
Policies and Procedures**

<b>Subject:</b> Selection & Placement of Personnel	<b>Policy Number:</b> 2.10
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY SHERIFF'S OFFICE places a priority interest in the selection and placement of personnel given the constraints economy of force, applicant qualifications, and budgetary constraints. This department strives to meet and exceed State standards on officer qualifications for employment while maintaining an equal employment opportunity and discrimination-free environment.

**PROCEDURE:**

**Equal Employment Opportunity:**

POLK COUNTY SHERIFF'S OFFICE is an Equal Opportunity Employer who supports the Americans With Disabilities Act, (ADA), and will respond to reasonable requests for job accommodations and will take reasonable action to employment qualified individuals with disabilities. This agency is committed to making reasonable sustained, diligent efforts to identify and consider such individuals for employment and for possible advancement opportunities arising during employment.

POLK COUNTY SHERIFF'S OFFICE prohibits any retaliatory action against an employee for opposing a practice, which he or she believes to be discriminatory. This includes the filing of an internal complaint or the filing of a complaint with a state or federal civil rights enforcement agency.

Maintaining the ideals of Equal Opportunity Employment, no individual inquiring about employment within POLK COUNTY SHERIFF'S OFFICE will be discriminated against based on:

1. Race
2. Color
3. Religion
4. Sex
5. National Origin
6. Disability

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7. Age
8. Veteran status
9. Handicap
10. Marital Status
11. Political affiliation

All employees are expected to abide by the procedures as outlined within this policy. Violation of this policy will subject an employee to disciplinary action, up to and including dismissal.

**Employment Requirements:**

All persons seeking employment with the department as a law enforcement officer must:

1. Be at least Eighteen [18] years of age;
2. Possess a valid Texas Driver's License;
3. Have a high school diploma or GED; or
4. Successfully complete the minimum training required for licensure to include the current Correctional Officer Course;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Never been convicted of any family violence offense;
9. Not be prohibited by state or federal law from operating a motor vehicle;
10. Not be prohibited by state or federal law from possessing firearms or ammunition;
11. Be subject to a thorough background investigation and personal interviews by POLK COUNTY SHERIFF'S OFFICE/JAIL DIVISION personnel;
12. If served in the armed forces of any country, demonstrate stability, reliability, & integrity, by having an Honorable Discharge [*Dishonorable, General, or Medical* discharges are not acceptable];
13. Have never had a commission or peace officer license denied by final order or revoked;
14. Not be currently on suspension, or have a voluntary surrender of license currently in effect;
15. Demonstrate having *good* financial credit rating for the last five [5] years;
16. Demonstrate reading and comprehension skills in the English language to at least the 10<sup>th</sup> grade level through interviews and written testing;
17. Demonstrate honesty and integrity, by successfully completing pre-employment polygraph and drug testing;
18. Demonstrate good general medical health as determined by a medical doctor, who is licensed by the Texas State Board of Medical Examiners, and physical performance testing;
19. Free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;

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20. Be declared in satisfactory psychological and emotional health by the County psychologist, who is licensed by the Texas State Board of Examiners of Psychologists; &
21. Be fingerprinted and subjected a search of local, state, and national records and finger print files.

**Acceptance of Applications:**

Employment applications will be accepted at any time, even if all positions are filled, for future evaluation. The completion of a regular application form will ensure that each candidate be considered for all positions within the department for which he is qualified. Applications will be kept on file for at least twelve months, after which the application will be destroyed. Applications of hired individuals will be maintained in their employee file.

**Disqualification of Applicants:**

Applicants may be disqualified for a number of reasons, including, but not limited to:

1. Not possessing the minimum qualifications for the position;
2. Failing to be punctual in taking prescribed tests or undergoing evaluation;
3. Making fraudulent statements during interview, or on any application; or
4. Failing to properly complete the application in the manner prescribed.

**Guidelines for Filling a Position:**

Whenever a vacant position is to be filled within Polk County Jail, a number of guidelines must be maintained to ensure all applicants are treated equally to include the following:

1. A position vacancy notice will be posted within the department and Human Resources.
2. The Jail Administrator will evaluate applications, including:
  - a. Any applicant nominated by the; Sheriff
  - b. Qualified persons already employed by the County; &
  - c. Any other qualified persons.

**Continued Employment Standards:**

To be eligible for continued employment an employee must, in addition to other conditions and standards, meet the requirements as specified in Employment Requirements, above.

**Will and Pleasure:**

The employment of employees of POLK COUNTY SHERIFF'S OFFICE is for an indefinite term and continues at the pleasure of The County. At any time, POLK COUNTY SHERIFF'S OFFICE may dismiss and discipline employees within the guidelines of departmental policy as determined by The Sheriff or his designee.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Quality Assurance	<b>Policy Number:</b> 2.11
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Sheriff has established this quality assurance system to promote the Polk County Jail mission, maintain standards of ethical behavior, and ensure that critical services provided by the Agency meet community expectations. This plan actively evaluates our daily performance and solicits measurable input from those we serve.

**PENOLOGICAL INTEREST:**

In order to ensure a reasonably safe and secure detention facility, it is the penological interest of Polk County Jail to maintain a quality assurance system.

**DEFINITIONS:**

*Quality Assurance [QA]:* An affirmative process that measures and evaluates the quality of performance. This process defines the measurement criteria for the services provided, including benchmarks for *completeness, compliance, consistency, and documentation.*

*Quality Assurance Officer [QAO]:* The sworn officer responsible for managing, auditing, and reporting the quality of performance within Polk County Jail .

*Quality Assurance Plan [QAP]:* The system developed by the QAO and adopted by the Sheriff which will monitor and evaluate the quality of detention facility services performed by Polk County Jail.

*Sampling:* Scheduled and/or random observance of employees and processes as tasks are performed. Sampling includes pre-service and in-service training, actual employee and supervisory performance, administrative and technical support, documentation, personal interviews and written surveys of members of our community.

**DISCUSSION:**

Quality Assurance [QA] is not a substitute for good management and supervision, but

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rather an important tool for managers and supervisors. QA routinely evaluates the services our facility provides. During each evaluation phase, quality input is gathered through the observance of inmates and employees of Polk County Jail. Evaluation of our detention facility services emphasizes:

1. **Completeness** – services were provided in a timely manner, and at the appropriate level;
2. **Compliance** – services and the manner in which it is provided meets applicable standards, the law, and our policies and procedures;
3. **Consistency** – services are, and have the appearance of being administered in a fair and consistent manner; &
4. **Documentation** – services are detailed in reports, and other processes to aid prosecution, while assisting management in improved control.

The QA Plan [QAP] details the activities to be performed in providing independent verification and validation of our services. The QAP:

1. Includes objective evaluation of processes and services against applicable standards and requirements;
2. Identifies non-compliance;
3. Provides timely quality status feedback to management and affected personnel; &
4. Follows-up to ensure noncompliance issues are addressed.

## **PROCEDURES:**

### **Responsibilities of Quality Assurance Officer:**

The QAO reports to the Sheriff, and works out of the internal affairs office. The QAO assists the Sheriff by:

1. Playing a key role in collecting information, performing analysis, and reporting on the detention facility function;
2. Performing *sampling* of employees performance;
3. Reporting to the Sheriff on a bi-weekly basis regarding the quality of compliance with facility policies & procedures, management and supervision, and recommendations for improvement of the detention facility function.
4. Monitoring and conducting research on new laws and standards that might effect our facility as issued by state and federal legislatures and courts, and reporting this information with appropriate recommendations to the Sheriff;
5. Preparing recommendations on *policies and procedure updates, training curriculum, forms, hours and places of coverage* of Polk County Jail following the discovery of departmental inadequacies, with prior approval of the Sheriff and Jail Administrator.

### **Monthly Performance Evaluation:**

The QAO will regularly and consistently:

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1. *Sample* facility employees in order to produce a monthly quality performance report. This *sample* includes the appraisal of:
  - a. Employee conformity to the policies and procedures of Polk County Jail in their daily activities; &
  - b. Effectiveness of training programs and instructors supporting Polk County Jail operations.
2. Establish a long-term performance evaluation plan based on key performance issues as recommended to, and approved by the Sheriff;
3. Conduct all sampling inspections randomly, and based on a predetermined schedule;
4. Post up-coming sampling criteria, prior to the beginning of each month on the facility bulletin board;
5. Brief employees personally at shift change, on or before the 15th of each month, on sampling inspection results for the previous month, including comments from the Sheriff regarding results and his achievement goals for the up-coming monthly period;
6. Compile reports at month's end noting compliance and non-compliance ratings, for each evaluated issue, and recommendations to improve policy and procedure;
7. Forward reports to the Sheriff and Polk County Jail for review; and after approval, brief all employees on the results;
8. Provide individual feedback to employees in conjunction with supervisors regarding job performance; &
9. Recognize, in conjunction with supervisors, employees who have shown significant improvement or who were outstanding in job performance.

Monthly QAP's will be entered on the computer and maintained within Polk County Jail records indefinitely. Any handwritten notes or observations made by the Quality Assurance Officer during random *sampling* will be reduced to type written form and added to the monthly report in the appropriate section, or discarded.

#### **Establishing the Monthly Sampling:**

The Sheriff, with advice from the Jail Administrator, will determine the performance items to be sampled each month. However, it is the job of the QA Officer to prepare the recommended sampling for the upcoming month and present it for approval.

Certain key performance samplings will occur each month to establish a benchmark, while other optional items will be included from time to time as a means of addressing short-range goals or concerns.

Consistent and recurring sampling items may include issues such as *use of force or restraints on inmates, inmate transportation, harassment of inmates or employees, inmate contraband searches, inmate medical treatment, inmate suicide prevention, inmate classification, key control and security of the facility, employee and inmate disciplinary*

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*procedures, and employee and inmate grievance procedures.*

**Unscheduled Samples:**

The QAO may observe unsatisfactory performance or opportunities for improvement that are not scheduled for random *sample* that month. These observations will be noted and reported to the appropriate supervisor, Jail Administrator, or Sheriff. However, any non-compliant incident will not be reported in the analysis section of the months QAP as this was not a sampled issue. The incident may be reported in a *non-sampled observation section* of the report if disregard of the observed conduct would result in possible criminal or civil liability for the employee or facility.

**Quality Assurance Officer Applicants:**

Preferred qualifications for position of Quality Assurance Officer are:

1. At least a two [2] years of experience with Polk County Jail;
2. Interest in, or experiences as a teacher or public speaker;
3. Good writing skills;
4. Computer and word processor literate;
5. Management, leadership, or instructor experience;
6. Successful coursework in the methods of research;
7. Knowledge and understanding of Polk County Jail *policies and procedures*, and the ability to articulate why individual policies are relevant to employee and facility liability;
8. Knowledge and understanding of Texas Commission on Jail Standards rules and guidelines.
9. Complete personal interviews by Polk County Jail management; and
10. Possess and demonstrate high moral character and the ability to support the high performance standards of the facility.

**Sampling Forms:**

See Annex A, and B of this policy for examples of sampling schedule and audit checklist. Annex B provides the Quality Assurance Officer with a means of rating Polk County Jail on a scale of one [1] through five [5] based on ten [10] questions.

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**Annex A: QA Schedule**

*<This annex includes the project QA schedule>*

Annex A includes the QA Schedule Form to be used for documenting planned QA tasks and actual completion dates.

<b>QA Schedule Form</b>				
<b>Task</b>	<b>Planned Start Date &amp; Time</b>	<b>Actual Start Date &amp; Time</b>	<b>Planned Complete Date</b>	<b>Actual Complete Date</b>

**Annex B: QA Audit Checklist Form**

While performing the official duties of a Quality Assurance Officer, please score your perceptions of your facility based on the following ten questions. Please rate agree or disagree with the following statements by circling one number that most fits your views.

**1=Strongly Disagree, 2=Disagree, 3=Sometimes Agree, 4=Usually Agree, 5=Totally Agree**

<b>QA Audit Checklist</b>		
<b>Service or Process:</b>		
Audit Criteria <i>&lt;Enter detention facility service or process audit criteria&gt;</i>	Rating	Notes <i>&lt;Enter notes/comments&gt;</i>
1. Detainees are interviewed, photographed & fingerprinted during in-processing?	1 2 3 4 5	
2. Detainees are questioned and screened for medical issues?	1 2 3 4 5	
3. Medical needs of arriving inmates are referred to medical staff for follow-up?	1 2 3 4 5	
4. Inmates are in uniform, and were issued a complete set of sundry items upon entry into the facility?	1 2 3 4 5	
5. Inmates on <i>suicide or medical watch</i> are visually checked at least once every 30 minutes, and checks are recorded?	1 2 3 4 5	
6. Inmates under-go headcount at least once per officer duty shift?	1 2 3 4 5	
7. Officer to inmate ratio is =< 1: 48?	1 2 3 4 5	
8. Common areas are neat, clean, & orderly?	1 2 3 4 5	
9. Cells and holding areas are neat, clean, & orderly?	1 2 3 4 5	
10. Drunk tank & holding cells are marked with inmate information on doors?	1 2 3 4 5	

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Policies and Procedures, 2.11 Quality Assurance Program

**Non-conformances:** <Identify non-conformances & opportunities for improvement found>

**Total score out of a possible 50 points:** \_\_\_\_\_

**QA Officer:**

**Date:**

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Workplace Harassment	<b>Policy Number:</b> 3.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of Polk County Jail to provide a reasonably safe and secure working environment, free of harassment for all employees, officers, and visitors. All employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct, and will report to management any harassment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary administrative and operational control over officers, staff, and authorized visitors in an effort to improve *interpersonal communications*, and limit *workplace harassment*.

**PROCEDURE:**

No form of harassment will be tolerated, including harassment because of an individual's *race, national origin, religion, disability, pregnancy, age, military status, gender, sex*. This is a particularly difficult task in a jail environment, given the wide variety of inmates and offenders housed. Officers and employees are to be vigilant in their efforts to reduce harassment in the workplace, regardless of the source.

**Sexual Harassment:**

Although no form of harassment is to be tolerated, sexual harassment is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a term of condition of employment (expressly or implicitly), when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following actions:

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1. Unwelcome sexual flirtations, propositions, offensive touching, commenting on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:
  - a. Repetitive use of offensive words of a sexual nature describing body parts or the sexual act; or
  - b. Telling suggestive ("dirty") stories.
3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject sexual in nature which can be perceived as offensive;
5. Retaliation against employees for complaining about sexually harassing behavior.

Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

**Other Forms of Harassment:**

Forms of harassment other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

**Reporting Requirement:**

Any employee, who believes that he or she has been subjected to unlawful harassment, or has witnessed such conduct in the detention facility, *must* immediately report the incident to his or her supervisor. If the supervisor is the subject of the alleged complaint, or if for any reason the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Jail Administrator. In the event the employee alleges that the Jail Administrator is the subjects of the complaint the report will be made directly to the Chief Deputy. In the case the Chief Deputy is the subject of the complaint, and the employee is not comfortable report the incident to the Sheriff the report will be made to the Texas Ranger.

In the event the alleged offender is an inmate of the facility, the offended officer, employee, or their supervisor will take immediate action to stop the harassment action, and move to have the inmate disciplined, and/or reclassified because of the conduct or infraction. Management of this facility will not tolerate inmate behavior that constitutes harassment, or disrespect to officers, employees, or authorized visitors. The fact that an individual is incarcerated is not a license for inappropriate behavior.

**Investigation of Complaints:**

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All reported incidents of harassment alleged against an officer, employee, or authorized visitor will be immediately investigated by the Jail Administrator or designee. Complaints against fellow employees will be treated *confidentially* to the extent that a thorough investigation reasonably allows. Officers of the department trained and experienced in investigation will conduct investigations. Statements of the complaining party, and key witnesses will be completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness or subject of an investigation will be reminded of the perjury laws of the state. Any individual suspected or accused of an offense will be read their *Miranda Warning*, prior to any interview or interrogation.

Reported incidents of harassment against an inmate will be handled in accordance with other disciplinary and classification policies effective for inmates.

**Disciplinary Action:**

Any violation of this harassment policy is grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer, or probation*. The Jail Administrator may also impose other remedial actions in appropriate circumstances, including but not limited to counseling, training, treatment, placing of conditions on continued employment, and criminal referral.

If it is concluded that a complaint or report of harassment was intentionally false or that information provided in an investigation was intentionally false, the individual(s) providing such false complaint, report, or information will be subject to disciplinary action, and possible criminal charges for *filing a false police report or official document*.

Inmates accused harassment by visitors, staff, or officers are subject to the facilities inmate *Disciplinary and Classification* policies.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Employee & Confidential Records	<b>Policy Number:</b> 3.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the Polk County Jail to maintain and provide *limited access* to employee personnel and other confidential records.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to protect personnel and other confidential records for security and safety reasons.

**PROCEDURE:**

Current, accurate personnel records will be maintained on PCSO JAIL employees. Personnel files will contain information needed to conduct PCSO JAIL operations, or as required by federal, state or local laws. In addition to these records, other confidential files may be maintained in the facility.

**PERSONNEL FILES:**

**Contents:**

The Jail Administrator or designee will maintain the information listed below. This information includes, but is not limited to the following:

1. Initial job application form;
2. High school diploma or GED certificate;
3. DD214, if applicable;
4. New employee information form;
5. Payroll information;
6. Criminal record check data;
7. Reference checks;
8. Insurance information;
9. Performance appraisals and commendations;
10. Disciplinary and adverse action notices and supporting information;

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11. Change of status records;
12. Termination form;
13. Attendance and leave information;
14. Medical records [Medical];
15. Worker's compensation information [Safety];
16. Active or inactive EEO file [EEO Coordinator or counselor]; and
17. Training and education file [Training Officer].

**Accuracy of Contents:**

Personnel files will be periodically reviewed to ensure they contain only information relevant to the individual's employment. Each record in the file will be examined for accuracy, timeliness, and completeness. Upon receiving approval of the Jail Administrator in accordance with regulations, irrelevant, inaccurate, or obsolete material will be purged from the file.

**Retirement of Records:**

Personnel files of former employees will be retired ninety [90] days after severance, and stored in a secure area appropriately designated. Compliance with state regulations for destruction of such records is the responsibility of the custodian of the files assigned by the Jail Administrator.

**File Access:**

Only authorized personnel with a legitimate need may inspect personnel records. Employees may review their personnel files at any time by making a request for such review to the Jail Administrator. Letters of reference and other reference information, evaluation material used during the hiring process, management records, and other files separate from the official personnel files are considered confidential, and will not be made available for employee review. Records must be reviewed in the presence of a designated personnel staff member. No marks may be made on any document. After review, the employee will sign a form acknowledging the review. The observer must also date and sign the form, and place it in the employee's personnel file.

**Challenges to File Contents:**

Following a review of the personnel file, an employee may challenge any information in the file by filing a written objection and request for removal or correction with the Jail Administrator. The Jail Administrator will respond to the request, indicating the decision on that issue within 15 working days. An employee denied a requested record change of this type may appeal in writing, to the Human Resource Officer.

**Confidential Files:**

Confidential records maintained at the direction of the Jail Administrator designee may include such vital information as:

1. Policy & Procedure Master Copy;
2. Force Evaluations;

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3. Confidential Informer Files;
4. Building & Facility Construction Plans; and
5. Risk & Needs Assessments.

These and other confidential files may be maintained in the same office as personnel records, but secured under separate lock and key.

## **SECURITY OF PERSONNEL & CONFIDENTIAL FILES:**

### **General Security of Confidential Records and Files:**

Employee and other confidential files and records are safeguarded under locked storage and fire resistant safes located in an area that assures only authorized personnel may access the room and files.

Anyone authorized to receive or review a confidential file, will sign for the file, and return it in the time specified by the *custodian of records*. Normally, review of these files will take place in the secured area where the files are stored.

Inmates are normally denied access to rooms containing confidential records. Therefore, inmate work or cleaning details will be under *close supervision* by detention officers. Files will be secured in their locked containers when inmates are in rooms containing confidential files.

At the end of each day or work shift, confidential files will be accounted for and returned to the secured container from which they were borrowed.

Requests for personnel or other confidential information from sources outside PCSO Jail will be directed to the Jail Administrator.

### **Security of Personnel Files:**

Upon written approval of the Sheriff, personnel information will be released to non-department persons whose requests are approved and received in writing.

Requests for information for personnel records other than bona fide criminal investigations will be forwarded to the individual whose records are requested for approval. The following information is considered non-confidential and may be released by the Jail Administrator or designee without employee clearance: employment dates; position(s) held; duty stations; and wage and salary verification [only verification of amounts provided by requester]. If additional information is requested in non-criminal cases, the employee will give written consent, which will be retained in the employee's personnel file.

### **Security of Confidential Files:**

The Jail Administrator will use his best efforts to protect this information from release to the public directly or indirectly. The Sheriff has the authority to release confidential records maintained by this facility, with the exception of portions of personnel records as discussed

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above.

Any document discussing or detailing the method of operation, vulnerabilities, standards of performance, response plans, policies and procedures, drills, training methods, and inmate handling procedures is **confidential restricted law enforcement data**, and not intended for release to any outside source without the prior written approval of the Sheriff.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Drug-Free Workplace Program	<b>Policy Number:</b> 3.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of Polk County Jail to maintain a workforce free from the influence of drug and other substance abuse to safely and efficiently carryout the public safety and detention mission.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility for health, safety, and security reasons to strictly control and limit to the greatest extent the flow of drugs, alcohol, and other abused substances.

**PROCEDURE:**

PCSO Jail operates as a *drug-free workplace*, and employees are expected to remain free from the influence of illegal drugs, abusive reliance on non-prescription drugs, and inappropriate alcohol intake. Abstinence from illegal drug use or excessive use of alcohol is an important requirement for continued employment.

The Jail Administrator or his designee is delegated responsibility for the operation of this program, and will be the manager of the drug-free workplace program. Employees are prohibited from using or distributing drugs, alcohol, or other controlled substances while on facility property, or while performing duties on behalf of PCSO Jail. Drugs may be handled in the course of official duties relating to the search of inmates, visitors, and the facility, and will be controlled and disposed of according to established contraband procedures.

**Medications:**

Employees taking prescribed medication that could interfere with proper performance of their duties will notify their supervisor, prior to reporting for duty. PCSO Jail may require a written physician's statement verifying the effect of any medication on the employee's ability to perform assigned duties.

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Medications that are the property of staff and have been approved for use on premises will not be stored in any area accessible to inmates, regardless of their classification.

**Criminal & Other Remedies:**

Delivery of contraband to an inmate, or the possession or delivery of a controlled substance by an officer or employee of a detention facility, is serious and critical. Any officer suspected of possession, or delivery of a controlled substance [or any other medication or mind altering substance] to an inmate or fellow employee will be investigated. If found to be in violation of departmental policies or the law, the individual officer or employee will be disciplined and prosecuted to the full extent of the law.

**Notification:**

Employees will be notified of the provisions of this policy upon employment with PCSO Jail, and may be required to sign an acknowledgement.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Training and Proficiency Testing	<b>Policy Number:</b> 3.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of PCSO Jail to provide training to each staff member as an aid to job performance, professional development, and staff stability.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to train all detention officers and employees in order to provide reasonable and necessary security, supervision, and oversight of inmates while confined to this facility.

**PROCEDURES:**

Personnel employed or appointed as jailers or guards will be licensed as per the requirements of the Texas Commission on Law Enforcement Officer Standards and Education. Properly applied training promotes more effective and efficient operations, and prepares employees for more responsibility. Employee positions and job responsibilities will determine the type and depth of training required.

Employees and supervisors are encouraged to convey training needs to the Jail Administrator. The Jail Administrator his designee is responsible for the conduct and evaluation of all training that supports detention operations.

Key components of the training program to be developed by the Jail Administrator include:

1. Developing training methods for specific needs of the facility;
2. Scheduling training in phases, so that applicable standards, statutes, and policies are met without disruption;
3. Delivering training in professional formats with performance-based testing;
4. Encouraging employees to continue their job related education;
5. Providing reimbursement to employees attending approved professional meetings, seminars, and work-related learning activities;
6. Collaboration with academies, colleges, and private training providers in areas of

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- mutual interest, when such resources are economically available;
7. Insuring that all detention officers attend, and complete State mandatory training;
  8. Maximizing use of the facility *Field Training Officer* [FTO] and *On the Job Training* [OJT] program, when possible;
  9. Developing a *Roll Call Training [RCT] Program*; and
  10. Retaining professional jail training and consulting assistance in the design, and implementation of jail and management curriculum, as needed.

**Objectives:**

General program objectives for training will be as follows:

1. Familiarize new employees with the facility grounds and physical plant;
2. Inform new employees of PCSO Jail mission and institutional goals;
3. Instruct new employees in facility policies, procedures, and programs;
4. Provide all detention officers with any mandated jail specific training;
5. Provide FTO & OJT training to enhance staff understanding and performance;
6. Maintain better educated, more professional personnel;
7. Provide employees with improved skills in their specialties;
8. Develop a motivated and highly trained staff that new employees can access, and follow as mentors;
9. Develop human relations skills to aid productive, meaningful, and professional relationships with inmates or others receiving PCSO Jail services;
10. Develop career opportunities within the facility; and
11. Maintain uniformity of service, response capabilities, and understanding for all detention officers and employees of the facility.

**Responsibility:**

Operational responsibility for training of detention staff is assigned to the Jail Administrator or his designee. In order to achieve this mandate, the Jail Administrator or Sheriff will appoint a Training Officer whose responsibilities will include:

1. Developing an annual training needs analysis based on input from shift supervisors, detention officers, internal affairs and the quality assurance officer. Other sources such as union representatives, citizen groups, and insurance company representatives should also be involved;
2. Developing an annual training budget adequate to execute the training plan;
3. Identifying, locating, or developing training opportunities, programs and instructors necessary to execute the training plan;
4. Implementing and managing the plan;
5. Notifying personnel in writing of required training and *demonstrated proficiency* examinations, and other approved courses;
6. Assuring that training programs are attended by personnel as assigned;
7. Maintaining liaison with educational and training resources;
8. Maintaining accurate and up to date training files on all facility employees;
9. Scheduling and making arrangements for employees to attend training classes;

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10. Filling out forms for employees upon completion of training on a timely basis;
11. Setting dates for proficiency training and tests in conjunction with technical instructors;
12. Initiating disciplinary action against any detention officer or employee who fails to attend mandatory training; and
13. Notifying supervisors of detention officer proficiencies that are about to lapse or have elapsed.

The Jail Administrator will provide a bi-annual report to the Sheriff detailing the status of each officer's training level, and actions being taken to correct any deficiencies. This report will also outline:

1. Assessment of the space and equipment provided for the training program, and any additional needs;
2. Recommendations on funding for detention training; and
3. Planned changes in the training curriculum.

#### **Roll Call Training [RCT] Program:**

*Roll call training* [RCT] is authorized for training of detention officers and staff. RCT programs can be highly productive, especially when demands on staff time are high, and funding for training is minimal.

Under an RCT program, detention officers are trained for ten [10] minutes at the beginning or end of their work shifts. This training usually takes place at an assembly point, roll call room, or control facility near the officer's work station(s). Detention officers receive ten [10] minutes of training, sign certifying their attendance, and are released to go home or commence their tours of duty.

Blocks of instruction are usually broken down so an hour of training is covered in one five-day workweek. RCT training can be used by the detention operations under the following conditions:

1. RCT is approved by Jail Administrator;
2. Detention officers are credited for one hour of training for each fifty [50] minutes of actual classroom attendance and participation;
3. Officers pass a test of at least ten [10] written or verbal questions for each hour [50 minutes] of training;
4. A qualified instructor or supervisor presents the training; and
5. Records are maintained for each course that includes:
  - a. Detention officers names and identification in attendance;
  - b. Detention officers completing the course and their grade [grades may be *pass or fail*, or *letter grade*];
  - c. Sample of tests; and
  - d. Course outline or detailed curriculum presented.

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**Resources:**

The Jail Administrator will provide space for in-house training, along with a budget request for staff training. This budget will be formulated in accordance with PCSO Jail policy. Once the training budget is set for detention operations, the Jail Administrator will use his best effort to maximize the cost effective use of the training dollars allocated.

**Training Requirements:**

Part-time staff and volunteers will receive orientation and training specific to their functions, and, if working full-time schedules, will receive the same training as full-time employees.

Managerial staff may also receive training in areas such as general management and employee relations. Training requirements during subsequent years of employment will be in compliance with applicable State standards and the facility's operational plans.

**Proficiency Ratings:**

No detention officer will carry or use any of the following items without having completed an initial course in it's application, and periodically *demonstrating proficiency* in its application. The initial training for each of these tools will usually occur during a basic detention officer academy course, to include:

1. Use of chemical weapons and decontamination;
2. Use of handcuffs and other restraint devices;
3. Forced cell movement of inmates;
4. Inmate classification, compliance, and discipline.

Only Law Enforcement officers, authorized by the Jail Administrator and Sheriff, will train and carry firearms. All proficiency ratings for firearms must comply with the *Firearms Training and Proficiency Evaluation* policy 3.5 of POLK COUNTY JAIL.

The training officer will set the dates of proficiency training and evaluations, testing requirements, and *pass or fail* standards. Evaluation will be on a pass or fail basis and this data will be recorded in the detention officers training file.

Refresher training will generally be provided just prior to evaluation. Where and to the extent possible, detention officers will be evaluated by realistic practical as apposed to written examination.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Firearms Training and Proficiency Demonstration	<b>Policy Number:</b> 3.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

LAW ENFORCEMENT officers, with the authority to carry firearms, will at least annually [every twelve months] demonstrate proficiency with all firearm types [make, model, & caliber] they carry or have occasion to carry on duty. This includes handguns [pistols, or revolver], long gun [shotgun and/or rifle], and any secondary firearms, used as off-duty, or back-up weapons.

**PENOLOGICAL INTEREST:**

It is in the penological interest of PCSO Jail to maintain specific Law Enforcement officers authorized to carry weapons in their daily activities while maintaining reasonable and necessary security and safe storage of such firearms.

**PROCEDURES:**

**General Provisions of Firearm Training & Use:**

The following standards apply to the carrying and use of firearms in training, on-duty, and off-duty status.

1. No individuals may carry or use a firearm on-duty who is not a current certified Peace Officer, or Certified Law Enforcement Instructor.
2. No officer may carry a firearm type that is not approved by the department, and the officer has not demonstrated proficiency with in the last twelve (12) months.
3. No officer may carry or use ammunition that has not been approved by the department.
4. No officer will carry or use a firearm when the officer anticipates the use of it, or is under the influence of mind-altering chemicals including alcohol, prescription drugs, or like substances. Casual or recreational use of alcohol while armed is not permitted.
5. The exception to 1, 2, 3, & 4 above is action taken during a life-threatening emergency. Exceptions based on an emergency declaration will be documented in writing to the officer's immediate supervisor.

**Firearms & Range Officer Qualifications:**

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Firearms instructors of the facility must meet the following qualifications:

1. Complete an approved *law enforcement firearms instructor course* conducted by certified instructors of a State, the National Rifle Association, or US Military.
2. Demonstrate 90% proficiency with each category of firearm carried by detention officers of the facility.
3. Be proficient in teaching *firearms safety, care and cleaning, safe storage, tactical firearms use, and weapons retention*.

**General Guidelines:**

1. Initial qualification, semi-annual (or quarterly) demonstration of proficiency and live fire training will be conducted at specified times at an approved firing range.
2. Officers will wear the rig and holsters they normally wear on duty.
3. Law Enforcement officers will use and have access to only the number and type of magazines, clips, or speed loads normally carried on the person during normal duty hours.
4. Qualified firearms instructors will conduct all firearms training and proficiency demonstrations.
5. Instructors will schedule off-duty courses and practice sessions prior to proficiency tests that Law Enforcement officers may attend free of cost.
6. Law Enforcement officers who do not qualify will have the option of attending a remedial weapons course to be conducted off duty.
7. Minimum firearms proficiency demonstration score for armed employees of POLK COUNTY JAIL is 75% percent of the required courses of fire. This standard applies to all firearms carried or used by individual detention officers.
8. Law Enforcement officers will also demonstrate proficiency in *tactical loading, reloading, clearing of malfunctions, safe gun handling, and care and cleaning of the firearms*.
9. Law Enforcement officers will be provided with two opportunities to meet proficiency standards.
10. Any Law Enforcement officer who is unable to meet the minimum Firearms Qualification Score established by the facility will not be eligible to perform duties of an armed employee.

**Proficiency Course of Fire & Demonstration:**

The firearms instructor will determine the course of fire and demonstration requirements at least three months prior to the date set for firearms proficiency demonstrations subject to the approval of the Sheriff. The firearms instructor will then publish a description of these standards to all Law Enforcement officers authorized for firearm training. The firearms instructor will vary the requirements from time to time to provide Law Enforcement officers with innovative and realistic training. Physical movement, use of cover and concealment, and verbal command responses may be required. Firearms retention practices may also be included in training scenarios.

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All shooting exercises require employees to clear *malfunctions*, *jams*, and *misfires* in attempts to complete the exercise in the time allotted. Supplemental ammunition reloading is allowed, but employees may not fire more than the required number of rounds.

#### **Qualification Scoring & Award:**

Each course of fire will be as set by the firearms instructor. Law Enforcement officers may be awarded badges and awards that demonstrate the following proficiency levels:

1. MARKSMAN, (75% to 85%)
2. SHARPSHOOTER, (86% to 91%)
3. EXPERT, (92% to 100%)
4. DISTINGUISHED EXPERT, (Scoring in top 10% of Law Enforcement officers in at least three demonstrations of proficiency cycles).

#### **Range Safety Rules and Regulations:**

1. Law Enforcement officers authorized to train and use firearms must fire the actual weapon and the actual type and make of ammunition carried on the job.
2. A record of all approved firearms training will be maintained at the facility level, with a listing of *pass or fail only*. Actual scores will not be recorded on training records.
3. Weapons must be empty except on the firing line.
4. Load your weapon only after you are on the firing line and given the command to *load*.
5. The range officer and Law Enforcement officers receiving the training will maintain strict discipline at all times.
6. When picking up a firearm, open the cylinder or action and check to see that it is loaded. Check the weapon a second time to assure that it is safe.
7. Do not give a firearm to anyone unless the cylinder or action is open and no rounds are in the weapon.
8. Do not anticipate a command on the range.
9. Always check the barrel of a firearm for obstructions before loading.
10. Unload when and as instructed.
11. Keep the barrel of your firearm down range in the target area at all times when in your hands.
12. Do not remove a weapon from its holster with your finger on the trigger.
13. The index finger will be indexed [placed on the frame of the weapon] until the command to *fire* is given.
14. Smoking, chewing, or dipping tobacco products are absolutely prohibited while at the firing line.
15. Full attention will be given to instructions and commands of the Range Officer.

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16. If a firearm is dropped or the muzzle touches the ground, notify the Range Officer immediately. Unload the weapon. Check the barrel for obstructions and follow the commands of Range Officers before resuming a firing exercise.
17. Do not let the hammer down on a live round in the firing chamber without placing your thumb in front of the hammer and releasing the pressure on the trigger.
18. In the event of a misfire, jam, or malfunction, clear the weapon immediately and attempt to complete the firing exercise in the time allowed. Loading additional rounds is permissible to accomplish the proficiency objective [in the time allowed]. Demonstration of proficiency includes prevention and recovery from mal-functions.
19. Do not go in front of the firing line until the Range Officer has given the command to *Cease Fire*, and the line has been cleared and the order to *Go Forward* has been given.
20. Dry firing on the range is prohibited except when under the supervision of the Range Officer.
21. If you are taking any type of medication or have consumed alcoholic beverages within eight (8) hours of firing a weapon, the Range Officer must be notified.
22. Repeated violations of any Safety Rule or Regulation, whether intentional or unintentional, will result in loss of proficiency or removal from the range.
23. Ear and eye protection is required to be worn while firing a weapon during range training. Equipment will be provided, however, employees are also allowed to use personal items. Privately owned equipment is subject to approval by the firearms instructor.
24. Firearms instructors, regardless of rank, are in charge of the firearms training. All Law Enforcement officers receiving firearms training will follow the firearms instructor's commands concerning range operation, and demonstration of proficiency procedures. The firearms instructor will report to the Sheriff or Jail Administrator any problems he/she might encounter as a result of this policy provision.
25. Law Enforcement officers attending firearms training must be attentive and cooperative in class and on the firing range. Misconduct, horseplay, or negligence of any kind will not be tolerated.
26. Any Law Enforcement officer has the right to challenge the scoring of his or her target. The challenge must be made to the Range Officer at the time of the original scoring.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Officer and Employee Discipline and Accountability	<b>Policy Number:</b> 3.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Officers and civilian employees will, to the best of their ability, live up to the ideals expressed in the Mission Statement, Code of Ethics, and Objective Statements. All members of the jail will obey department *policies and procedures*, written and verbal orders, rules, directives, and standards of conduct. Noncompliance with these goals and standards results in disciplinary action to improve individual and group performance.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to require employees to perform their duties in a professional manner, dedicated to the standards established in our policies and procedures and codes.

**PROCEDURES:**

Discipline in a jail operation is essential to officer and employee survival, and is the determining factor in maintaining a safe and secure work environment.

**General Guidelines - Disciplinary Action:**

Noncompliance, violation, conduct that interferes with operations, discredits the department; or, is offensive or dangerous is grounds for disciplinary action, whether or not such behavior is specifically prohibited by written goal, objective, policies and procedures, order, rule or directive.

Employees are expected to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements.

All employees are expected to treat visitors, employees, managers, supervisors, inmates, and others in the jail with courtesy and respect.

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POLK COUNTY JAIL does not discriminate or show favoritism on the basis of *sex, ethnicity, race, religion, color, age, or physical disability*. Disciplinary actions are based on the concepts of *equality and equity*.

The «Jail\_Administrator» has the sole right to determine the disciplinary process applicable in particular circumstances as well as the discipline to be imposed for violations or non-compliance.

Progressive disciplinary measures are generally followed. However, circumstances, officer and employee attitudes and performance, and any extenuating and mitigating factors may be considered when determining the discipline to be imposed.

Progressive discipline may include, but is not limited to, *counseling, warning, and suspension, or any other remedial steps* deemed desirable, such as *demotion, permanent or temporary disqualification, transfer, wage reduction, training* and/or *Imposing conditions on continued employment*.

*Discharge from the department* may be imposed for a first offense and may be imposed at any point in a progressive chain, whether or not any other step(s) of progressive discipline have first been imposed.

Jail Administrator is designated to oversee disciplinary actions in the jail. He may, in his discretion, keep documents and other records of disciplinary action, which may be considered in future personnel decisions.

In cases of serious misconduct such as major breaches of policy, or violations of law, or threats to human life, procedures contained in this policy may be waived. Disciplinary action on the part of the department does not shield the officer or employee from criminal or civil charges that may arise out their deliberate or negligent acts.

#### **General Reasons for Disciplinary Action:**

An officer or civilian employee may be disciplined or terminated for a number of reasons including, but not limited to:

1. Dishonesty, such as falsifying or altering any document, record, or report relating to the department and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request and including providing false or misleading information and/or failing to provide truthful and complete information in connection with any investigation.
2. Conviction of a criminal offense, including a felony or certain misdemeanors, or any other offense involving moral turpitude.
3. Insubordination to the directives of a superior.
4. Violation of the law.

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5. Reporting to work under the influence of alcohol or any drug not prescribed by a licensed physician.
6. Offensive conduct or language toward the public, superior, or other employees.
7. Carelessness or negligence in the use of departmental property.
8. Accepting or encouraging the taking of a bribe.
9. Encouraging other persons to commit illegal acts.
10. Failing to report to work, court or official duty assignments without reasonable cause, or excessive tardiness.
11. Failure to observe starting, quitting, and and/or break times.
12. Horseplay or dangerous acts.
13. Violation of security, health, safety or environmental standard.
14. Careless workmanship or production.
15. Competing with the interests of the department.
16. Allowing or turning a blind eye to an escape, or escape plan.
17. Theft, attempted theft, misappropriation, or willful damage to property.
18. Distribution, transfer, sale, possession or consumption at the work place or on government property of any alcohol, intoxicant, or controlled substance which has not been prescribed for the one in possession, the recipient, or the one consuming.
19. Threatening, intimidating, harassment, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or action.
20. Unauthorized disclosure of any confidential information.
21. Failure to report any accident, misconduct, or rule violation to an immediate supervisor, or the Jail Administrator; or failing to cooperate with and/or failing to provide information requested in connection with any authorized investigation or inquiry.

### **Reporting of Disciplinary Action:**

Whenever disciplinary action is used, the employee will be advised of:

1. Exact offense violated;
2. How the violation affects ability to be an effective, efficient, or safe employer, or adversely effects the department;
3. What the member must do to avoid future disciplinary action;
4. How much time the member has to correct the problem; &
5. What further disciplinary action, including termination, will occur if performance does not improve?

### **Non-Disciplinary Action:**

Not every supervisory interaction or intervention with a member is to be construed as *discipline*. The following are examples of *non-disciplinary* courses of action:

1. **Supervisory Consulting:** Except in cases of culpability, correcting undesirable

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conduct is first handled by the Shift Supervisor in an informal atmosphere. This means taking the member aside and discussing the problem, candidly and openly. These actions may or may not be formally documented on the first occasion, depending on the supervisor's discretion. Repeat violations will be documented by the supervisor.

2. **Counseling:** At times, personal problems may interfere with the member's ability to perform normally. When the results are not serious enough for discipline but call for a more formal type of supervision, counseling is an excellent tool to help the member. Counseling is not a form of discipline but is a tool available to correct problems and refocus on performance priorities.
3. **Administrative Leave:** Administrative leave occurs any time the member must be removed from duty until an investigation or other administrative proceeding is completed. Usually situations of this nature involve cases of suspected misconduct, such as alleged criminal activity, fighting, continued non-compliance, or being mentally or physically unfit for duty. In such cases, leaving the member in position would create an unreasonable liability or safety issue for fellow workers or the department. The Shift Supervisor can order a *relief from duty* and then immediately report the action to the Jail Administrator. The Jail Administrator then initiates an investigation and makes a decision within 24 hours about whether the relief will continue, and for how long.
4. **Administrative Furloughs:** Following a *deadly use of force* or *major injury to the officer*, a furlough may help the member adjust and handle any personal or emotional needs resulting from traumatic events. Administrative furloughs are mandatory, initiated by the Shift Supervisor. Furloughs should continue until the employee involved has received counseling by the Sheriff or from a licensed professional.
5. **Layoffs:** It may be necessary to layoff employees if the department is experiencing a shortage of funds, work, or when a technological advancement eliminates a job. Any decision to layoff employees is the responsibility of, and at the discretion of the Sheriff, with the consent of approval the County Commissioners Court.

#### Steps of Progressive Disciplinary Action:

The following are progressive steps that can be taken in efforts to discipline employees of POLK COUNTY SHERIFF'S OFFICE. It is not necessary to start at step one if the seriousness of the employee's conduct exceeds that form of discipline. At the discretion of the JAIL ADMINISTRATOR the following manners of discipline may be pursued:

1. **Written Warning or Reprimand:** Written warnings or reprimands are a way of recording the employee infraction. Such records will be placed in the employee's file and provided to the employee within 48 hours of the infraction.
2. **Suspension:** An employee may be suspended without pay by the Jail Administrator for no more than five [5] working days. Suspension is the second step in discipline if the act, and/or the result of the act, is serious enough that a

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written warning or reprimand would not be sufficient for disciplinary action. Department members may appeal a suspension, in writing to Chief Deputy

3. **Demotion:** The employee may be demoted to a position of a lower grade or lower responsibility by the Jail Administrator. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension.
4. **Termination:** If all other forms of discipline fail to correct the conduct of the employee, termination will be the last resort.

### **Termination:**

It is the policy of POLK COUNTY SHERIFF'S OFFICE to terminate members when:

1. Economic necessity requires reductions in the workforce;
2. A member fails to demonstrate a willingness or ability to improve his or her conduct, behavior, or performance deficiencies without intense supervision; or
3. Failing to terminate the member creates an unreasonable risk of negligently retaining a member who has failed to display the necessary competencies or quality of performance to remain in his or her position.

### **Types of Termination:**

When an employee of POLK COUNTY SHERIFF'S OFFICE is terminated, one of two types of termination will be noted, including:

1. Termination with fault, for such reasons as:
  - a. Failure to follow department goals, policies & procedures and rules;
  - b. Failure to obey a verbal or written order;
  - c. Insubordination;
  - d. Threatening a supervisor;
  - e. Fighting and assaults or provoking a fight or assault;
  - f. Forbidden harassment;
  - g. Endangering another;
  - h. Drug or alcohol abuse; or
  - i. Theft, and false reporting or witnessing.
2. Termination without fault, for such reasons as:
  - a. Excessive excused and non-excused absences;
  - b. Failure to consistently accomplish expected levels of performance results on assigned tasks;
  - c. Chronic complaining about operations to the extent that supervisors must spend excessive time dealing with problems or issues caused by complaints;

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- d. Substantial impairment of the employee relationship including unreasonable disruption to normal operations of POLK COUNTY SHERIFF'S OFFICE;
- e. Endangering the organization's mission through actions or inaction's that contribute to an unnecessary risk to the public image;
- f. Creating conflicts of interest; or
- g. Any situation where performance is not reasonably expected to improve or where problems are not expected to be resolved in a reasonable time.

**Notice of Termination:**

If an employee's performance requires investigation, the employee may be placed on administrative leave pending outcome of the investigation. The employee may then be terminated. The terminated member will be provided with information that includes:

1. Reasons for the termination;
2. Effective date of the termination;
3. Whom to contact regarding status of fringe and retirement benefits;
4. Statement that the content of the member's record, relating to the termination, will be made available to the member according to state public law; and
5. Statement regarding the employee's right to file an appeal, if any.

**Pre-Termination Hearing:**

The Jail Administrator may provide a pre-termination hearing. At this hearing the Sheriff or hearing officer may examine witnesses or review documents. A pre-termination hearing will not be provided if retention of the employee might result in damage to departmental property or injury to the employee, fellow employees, or the general public. Written notice will be provided to the member to include the date, time, and place of the hearing. The Jail Administrator will notify the member of his decision as soon as reasonably possible.

**Appeals Process:**

The employee may file a written appeal specifying his reasons for objecting to a suspension, demotion, or termination within ten [10] days of receiving disciplinary notice. If determined that disciplinary action was not taken in good faith, the employee may be reinstated, reassigned, or sent for re-training in another job category.

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# POLK COUNTY JAIL

## Policies and Procedures

<b>Subject:</b> Computer Issues	<b>Policy Number:</b> 3.07
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

### POLICY:

Employees of POLK COUNTY JAIL will follow established guidelines governing the use and access of information contained in facility computers. Employees will comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the facility from computer virus infections, and limit Internet use to official business only.

### PENOLOGICAL INTEREST:

For the safety of employees and inmates within POLK COUNTY JAIL, it is the penological interest of this detention facility to maintain secure access to all facility computers.

### PROCEDURES:

#### Authorization and Use:

The POLK COUNTY JAIL computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, will limit their transactions and activities to necessary assigned responsibilities. Security clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the facility computer system is grounds for disciplinary action, and or criminal prosecution. Access to NCIC, State, or other facility files is restricted to authorized *entries, modifications, research, investigations, and inquiries*.

#### Use of information:

Much of the information obtained through law enforcement computer systems is **confidential, restricted** or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from law enforcement systems is accountable for the appropriate and correct use of the information.

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Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a *need to know*. If you have a doubt about your authorization to access certain data, check with your supervisor, before accessing the information. These records normally include *internal affairs, personnel, and intelligence, and undercover operations* files.

**Responsibility:**

Employees who use department computers are accountable for proper operation, and each transaction. The computer system administrator will track entries; recording the time, date, person making the entry, and the file entered. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence.

**Software Guidelines:**

In compliance with software piracy laws, no software from this agency may be removed from the premises or copied for personal use. No software may be brought into this department and installed into agency computers without the express written permission of the COMPUTER SYSTEMS ADMINISTRATOR or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through the office of the Sheriff or designee. If approved, the software will be purchased and registered to the agency. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use of departmental computers in the agency or in homes of employees.

**Internet and E-mail Guidelines:**

Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered agency property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of agency computer systems, software or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter agency e-mail system(s) and review, copy, delete, or disclose any message.
2. Passwords will be used to gain access to the e-mail system, and will be changed frequently.
3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
4. No information protected by copyright laws, including software, will be sent or copied via e-mail.
5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.

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6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing or defamatory nature.

**Laptop Guidelines:**

Laptop computers are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when department laptops are carried outside of the department:

1. Always carry the laptop in its specially padded carrying case.
2. When traveling by air, always carry the laptop on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
3. Always hand-carry the laptop when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
4. Always make sure that there is no disk in the floppy or in the CD ROM drive.
5. If you carry a computer home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances will POLK COUNTY SHERIFF'S OFFICE property be left at your residence while you are at work without express the express permission of SHERIFF.
6. Laptop computers may be assigned individually or signed out at departmental discretion as approved by of Sheriff

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Officer & Employee Conduct	<b>Policy Number:</b> 3.08
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

All facility employees must conduct themselves honestly, efficiently, and with integrity in their official capacity.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility. The professional conduct of officers plays a vital role in maintaining this interest.

**PROCEDURES:**

**General Guidelines of Conduct:**

It is the responsibility of all employees of POLK COUNTY JAIL to:

1. Avoid behaviors and practices that cause inmates to question individual employee or facility integrity.
2. Conduct themselves, while off duty but in uniform, as though they were on duty. Employees will not reveal or make public any order, information, or jail procedure to any person unless the disclosure is authorized, and the intended receiver has a need to know.
3. Govern themselves by ordinary and reasonable rules of good conduct and behavior whether on or off duty. Employees will always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the facility.
4. Employees will always remember that they are sworn to uphold the law, abide by the *policies and procedures* of this facility, and the law, while protecting the rights of all inmates as afforded by the Constitution of the United States of America and the State of «state»

**Code of Ethics for Jail Officers and Employees:**

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As a detention officer or employee of this jail, you must read and fully support the Code of Ethics for Jail Officers and Employees as adopted by this facility. These statements are found in the front of this *policy and procedure* manual.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Abuse of Position	<b>Policy Number:</b> 3.09
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL for officers and employees neither to accept or encourage any special privilege or favoritism for themselves or others, nor to allow inmates to do so.

**PENOLOGICAL INTEREST:**

PCSO JAIL has a penological interest in maintaining a high level of integrity and responsibility among its officers and employees. Honesty and fairness exhibited by officers and staff contributes to a more disciplined and orderly facility when dealing with inmates and the workforce in general.

**DEFINITIONS:**

*Authoritative position:* All officers within POLK COUNTY JAIL.

*Conflict of interest:* An individual involving oneself in a situation for which the individual will have a specific self-interest in the outcome.

**PROCEDURE:**

**Abuse of Position:**

All officials of POLK COUNTY JAIL will refuse any special privileges or exemptions for themselves, or for any:

1. Spouse
2. Child
3. Parent
4. Other family member or relative
5. Friend
6. Acquaintance
7. Non-acquaintance

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8. Inmate
9. Other officer or employee of POLK COUNTY JAIL.

In compliance with facility procedures, all members of POLK COUNTY JAIL will consider the following situations abuses of position:

1. Becoming involved in a situation, which is a *conflict of interest*.
2. Use of authority for the purpose of financial, social, status, or sexual gain.
3. Knowingly allowing an inmate to exercise control or undue influence over other inmates, officers, or employees of the facility.

Officers of POLK COUNTY JAIL will avoid becoming involved in any situation, either on or off duty, for which a conflict of interest is apparent. If an officer responds to a situation for which a conflict of interest presents itself, the officer will control the situation, request a supervisor to respond, and cease any further involvement in the situation after being properly relieved.

**Financial Gain Regarding Abuse of Position:**

Officers of PCSO Jail, while in their official capacity, will **NEVER**:

1. Accept payment, cash, or property for services delivered in their capacity as an officer. Any officer confronted with such a situation will:
  - a. Immediately complete a report to the Jail Administrator and Sheriff.
  - b. If the individual offering the payment, cash, or property for services is an inmate, take immediate action to place the inmate in administrative segregation, pending investigation and disciplinary action. Refer to *disciplinary policy*.
2. Accept any gift or gratuity from a subordinate or inmate, unless approved by the Jail Administrator;
3. During the course of carrying out official duties, attempt to negotiate any payment of cash or property from an inmate or other person. Testimonials and use of names or photographs for commercial advertising are not permitted, unless approved by the Sheriff;
4. Seek personal publicity, either directly or indirectly, in the course of their employment.
5. Solicit subscriptions; or
6. Sell books, papers, tickets, merchandise, or any other items of value within the facility.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Employee Insubordination	<b>Policy Number:</b> 3.10
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is mandatory that employees of this facility understand the rank structure, and carry out their duties and responsibilities as directed by their supervisors. Any form of insubordination, unless otherwise justified, will not be tolerated, and will be subject to disciplinary action, including dismissal.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to maintain the highest level of officer, employee, and inmate discipline possible as an added means of protecting life, and sustaining a healthy living environment.

**DEFINITION:**

*Insubordination* is any act of defiance, disobedience, dissension, or resistance to authority.

**PROCEDURES:**

**General Guidelines:**

The organizational structure of POLK COUNTY JAIL lists the Sheriff as the leading authority within the chain of command. This authority is delegated downward to the next level of authority and continues throughout the entire chain to the lowest level.

In accordance with the structural order of PCSO Jail, employees will:

1. Follow instructions and orders issued by supervisory personnel, unless the order would jeopardize their health and safety, or violate the law or facility procedures;
2. Not use profane or obscene language toward any supervisor or public official;
3. Be immediately relieved of duty and dealt with according to PCSO Jail policy for any physical assault, attempt, or threat of physical assault of a supervisor or public official;

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4. Be dealt with accordingly for any physical assault, attempt, or threat of physical assault of an inmate, unless acting within his scope of authority under the PCSO Jail use of force policy; and
5. Request an opportunity to discuss situations in private, which they believe are in non-compliance with facility policy, or federal, state, county, or municipal law.

**Supervisor Responsibilities:**

Instances of insubordination will be fully documented by the supervisor involved. An incident report will be submitted to the Jail Administrator. The officer cited for insubordination will be advised to contact the Jail Administrator on the following workday with specific instructions to avoid any further disciplinary action.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Employee Grievance Procedures	<b>Policy Number:</b> 3.11
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to provide a procedure for employees to resolve disputes or complaints concerning the terms or conditions of their employment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to foster high employee morale, and provide grievance procedures as a means of fostering superior job performance by staff and officers.

**DEFINITION:**

*Eligible Employee:* Permanent, probationary, or regular part-time employees. Regular part-time employees are those who work twenty 32 hours per week or more on a continuous basis for at least six [6] months.

**PROCEDURES:**

**Conditions and Limitations:**

PCSO JAIL retains the right under applicable laws and regulations to direct employees in the performance of their duties; to use necessary means to achieve the proper end under emergency situations; and to hire, promote, transfer, and assign employees, as well as suspend, demote, discharge, or take disciplinary action against employees when there is just cause.

This grievance procedure is not applicable to matters for which an appeal process is otherwise provided.

Grievance procedures set forth in this policy are applicable only to *eligible employees*. The employee grievance must:

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1. Clearly define the situation in question through a written allegation of the specific wrongful act or situation, the harm done, and the facts upon which it is based;
2. Arise out of an act or failure to act that directly relates to the working conditions of the eligible employee, or to the employee's employment relationship;
3. Define a matter within the control of the facility; and
4. State the relief sought that is within the power of PCSO Jail to grant.

Discrimination or retaliation against an employee who files a grievance is strictly prohibited, and if found to exist, will be subject to disciplinary action.

**Grievance Procedure:**

The grievance procedure established by POLK COUNTY JAIL must be utilized before appeal unless otherwise specified in this policy. The steps include:

1. An employee who believes that elements of his working environment are unsatisfactory and can be made more effective should:
  - a. Discuss the specific problem with the Jail Administrator. A problem that results from a specific event or action must be presented within seven [7] days of that event's occurrence. The decision of the Jail Administrator will be rendered in writing to the employee within seven [7] calendar days following the conference. The employee has the right to the presence of a representative of his choosing during the conference.
  - b. If the problem cannot be resolved through the conference, and/or the employee wishes to document the grievance for further action, he may submit a formal written grievance to the Sheriff.
2. Grievances submitted to the SHERIFF will be in writing on the designated PCSO Jail form. The grievance must:
  - a. Be submitted within seven [7] days following receipt of the Jail Administrator's decision;
  - b. Include a copy of the Jail Administrator's decision and justification; and
  - c. Specify the grievance and the specific remedy requested.

Sheriff must respond to within seven [7] days of receipt.

**Response from Appeal:**

A written response will be provided to the employee within seven [7] days after receipt of the appeal to include:

1. Notation of the time, date, and person who received the grievance;
2. Analysis of the facts or allegation in the grievance;
3. Affirmation or denial of the allegations; and
4. Identification of the remedies or adjustments, if any, to be made.

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**Time Limits, Extensions, and Withdrawal of Grievances:**

An employee must process a grievance within seven [7] days of its occurrence, or the grievance will be considered void, unless the employee has requested a time extension. If PCSO Jail fails to process a grievance, the employee is encouraged to make a reasonable attempt to determine the reason for the delay. Involved parties may request one extension, not to exceed seven [7] days, by providing written notice to the other parties prior to the expiration of the time limit established. At any time during the grievance process, the employee may withdraw the grievance by making written notification of the withdrawal available to each party involved in the grievance process.

**Coordination of grievance procedures:**

Under the direction of the Sheriff, POLK COUNTY JAIL will maintain and control records relating to grievances in a manner ensuring confidentiality, and prepare written reports analyzing grievances filed.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Appearance & Grooming	<b>Policy Number:</b> 3.12
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Employees will consistently maintain a neat, clean, and professional appearance during the performance of their official duties, or at any time they are representing POLK COUNTY JAIL .

**PENOLOGICAL INTEREST:**

It is in the best security, safety, discipline, and health interest of this facility that officers and other staff set the example, and present a neat, well-groomed appearance, especially when coming into visual range of inmates and the public.

**DISCUSSION:**

Employees of PCSO Jail are authority figures within this facility, and when outside are service representatives of Polk County. As such, it is essential that employees present a professional image to inmates and the public.

**PROCEDURES:**

In the performance of duty officers are required to wear uniforms as dictated by PCSO Jail policy, except in special circumstances authorized by a superior. Determination of compliance with this policy is completely at the discretion of the Jail Administrator, or designee.

Employees who fail to meet appearance standards may be sent home, and not permitted to work until their appearance meets facility standards, or they may be disciplined in other forms. Failure to comply on repeat occasions is *insubordination*, and disciplinary action will be taken.

**Male Employees:**

Male officers on duty, and in uniform, will keep their hair trimmed according to the following guidelines:

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1. Neatly tapered, rounded or squared at the back, and may extend down to the top of the collar.
2. Hair in front will not fall lower than one-half inch above the tops of the eyebrows.
3. Hair on the sides will not extend lower than half way down the ear.
4. Side burns will not extend below the lowest part of the ear, nor flare any wider at the bottom than their natural width at the top.
5. Officers may maintain a neatly trimmed moustache not to extend more than  $\frac{1}{4}$  inch below the bottom lip. Officers will shave daily before reporting to work.

Male officers are prohibited from wearing earrings or any body piercing items. Male officers will maintain clean, short, and neatly trimmed fingernails.

**Female Employees:**

While on duty, and in uniform, female officer's hairstyle will be worn according to the following guidelines:

1. Not extend below the bottom of the collar.
2. Styled in a fashion that will allow a cap to be worn over the hair.
3. Conspicuous pins, barrettes, and combs are not authorized.
4. No body piercing items will be worn.
5. Earrings will be small enough so an inmate would find it difficult to tear off of the earlobe.
6. Only one set [one for each ear] will be worn.

**All Employees:**

Both male and female employees will maintain cleanliness by bathing daily, practicing good hygiene, and by wearing clean clothes free from unpleasant odors. In addition, the following guidelines apply:

1. Officers will carry rubber gloves, and alcohol toilettes in a pocket or belt back.
2. All employees are encouraged to wear a minimum amount or no loose jewelry.
3. Do not bring or wear expensive items you are not willing to lose or have stolen.
4. All employees are not to leave articles of clothing loose or in unsecured areas, as these items may be easily stolen, and later used as escape apparel.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Officer Court Appearance	<b>Policy Number:</b> 3.13
<b>Issue Date:</b>	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is essential to good order and justice that all detention personnel appear in court prepared and give true and correct testimony when called by the court. Officers will arrive on time, neat and well groomed, and prepared to testify.

**PENOLOGICAL INTEREST:**

The penological interest for having officers and staff attend court when called is to promote justice and maintain the integrity of this facility.

**PROCEDURES:**

**Court Appearance:**

1. Attendance at a court or quasi-judicial hearing, as required by subpoena, is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. All members are to be punctual in appearance.
2. When appearing in court, the complete, official uniform will be worn.
3. Members will present a neat and clean appearance avoiding any mannerisms, which might imply disrespect to the court.
4. Appearances in Municipal Court on days off can be made in casual dress when approved by the Municipal Court Judge.
5. All employees will have their case files properly prepared, and all evidence suitably arranged for presentation in court.

**Subpoena Precedence:**

If an employee should receive more than one subpoena to appear at any court or quasi-judicial hearing on the same date and the same time, subpoena precedence will be as follows: District Court, County Court, Municipal Court and then civil cases. In the event that this should happen, other courts will be notified of the situation.

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### **Court Absences:**

If a detention officer is scheduled to be in court and cannot be in attendance, he must notify the court clerk of the reasons for non attendance within seventy-two [72] hours or three [3] days prior to the scheduled court date, in writing. In the case of an unforeseen emergency, verification of that emergency must be submitted to the court clerk immediately in writing. If the emergency arises before court and the officer is able to contact the court, the judge will determine if the absence is excused. If the officer is unable to contact the court, the «Jail\_Administrator» will determine if the absence is excused.

### **Penalties for Unexcused Court Absences:**

All unexcused absences will be forwarded to the Jail Administrator his designee for follow-up inquiry and action. Disciplinary action for not appearing in court may include the following:

1. First Offense: Letter of written reprimand to be placed in the officer's personnel file.
2. Second Offense: Officer will receive a two [2] day suspension without pay from duty.
3. Third Offense: Officer will receive a four [4] day suspension without pay.
4. Fourth Offense: Review of employment and possible termination.

### **Respect and Testimony:**

While in court, the detention officer will:

1. Be truthful when testifying, making reports, or conducting any PCSO Jail business;
2. Observe the utmost attention and respect toward magistrates and judges at all times;
3. Speak calmly and explicitly in a clear, distinct, and audible tone so as to be heard by the court and jury when giving testimony.
4. Testify with the strictest accuracy, confining your testimony to the issues before the court, and neither suppress nor overstate the slightest circumstances with a view for favoring or discrediting any person.
5. Answer with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will be served by showing a desire to tell the whole truth, whether it is in favor of or against the defendant during cross examination.

### **Testifying for the Defendant:**

Any employee subpoenaed to testify for the defense in any criminal trial or hearing will notify the office of the prosecuting attorney upon receipt of the subpoena.

### **Civil Action, Court Appearances – Subpoenas:**

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An employee will not volunteer to testify in civil actions and will not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of PCSO Jail employment or if the employee is informed that he is a party to civil action arising out of PCSO Jail employment, he will immediately notify the Jail Administrator of the testimony he is prepared to give, and the governmental attorney of the service of notification.

**Civil Depositions and Affidavits:**

1. Employees will confer with the Jail Administrator before giving a deposition or affidavit on a civil matter.
2. Employees will not institute any civil action arising out of their official duties without first notifying the Jail Administrator.

Employees will not use their position with PCSO Jail as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the facility employee.

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**POLK COUNTY JAIL  
Texas Jail  
Policies and Procedures**

<b>Subject:</b> Employee Uniforms	<b>Policy Number:</b> 3.14
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Employees will present a professional image to the public at all times, and while they are on duty.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to require officers to be neat, well dressed, and equipped for the duties they perform.

**PROCEDURES:**

**Uniformed Detention Officers:**

Officers will be dressed in complete and proper uniform while on duty, or when called upon to represent the department. Detention officers receive a regulation uniform consisting of:

1. Cap;
2. Jacket or Coat;
3. Short-sleeved shirts for summer;
4. Pants;
5. Departmental patches;
6. Any authorized special award or insignia pins.

Additional required items may be

1. Socks
2. Shoes.

**Uniform- Non Licensed Officer:**

Non-uniformed officials, or new employees, may wear appropriate civilian attire as determined by the Jail Administrator.

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**Grooming & Appearance:**

Uniformed officers and civilian clothed personnel will refer to the policy and procedure on *Appearance and Grooming* for additional guidance.

While interacting with the public, or working in the office, civilian-clothed employees will maintain a conservative style of dress as outlined in the Appearance and Grooming policy. Male personnel will wear slacks, a dress shirt, suit or sport jacket, dress shoes. Female personnel will wear conservative type business dresses or slacks and blouses.

**Uniform Requirements:**

1. Uniform clothing items will be clean and pressed.
2. Uniform clothing items will not be torn, frayed, or patched.
3. All leather or web gear items, i.e., *belt, holster, handcuff case*, etc. will be the appropriate color and style as determined by the Sheriff.
4. All silver or brass items will be clean and properly polished.
5. When in uniform, all pieces of the uniform and all uniform equipment will be worn.
6. Shoes or boots will be of the safety type; appropriate in color and styles; and will be shined/polished appropriately on a regular basis.
7. Socks will be appropriately matched in color to the uniform.
8. Personnel will be held accountable for return of all department-issued uniform items.
9. No issued item is to become the property of the individual employee.
10. Items lost or damaged during law enforcement activities will be reported to Jail Administrator, or designee.
11. Replacement of items personally purchased, which are lost or damaged during law enforcement activities, will be decided on a case-by-case basis.

Property lost or damaged as a result of law enforcement activities will be promptly reported, and replacement costs determined, so the officer involved may request to the courts that prosecution of the individual include reimbursement costs to the PCSO Jail.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Fitness for Duty	<b>Policy Number:</b> 3.15
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Employees of POLK COUNTY JAIL must be mentally and physically capable of performing their duties in order to safeguard themselves, others, and members of the general public.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, and supervision of employees of this facility.

**PROCEDURES:**

**Jail Officer Applicants:**

All persons applying for a position within POLK COUNTY JAIL are required to undergo physical and psychological assessments by licensed professionals. If a physician or mental health professional identifies conditions that could limit physical or emotional ability to cope with the stress of law enforcement duties, the applicant will not be eligible for certification as a jail officer with POLK COUNTY JAIL.

**All Employees:**

The following guidelines will be maintained by all sworn and civilian employees of POLK COUNTY JAIL:

1. After employment, the department may reexamine employees at anytime to determine each officer's continued fitness for duty, including:
  - a. For purposes of a criminal or internal investigation; or
  - b. For suspicion of emotional or physical problems due to documented accounts of an employee's psychological behavior, or decline in physical health.

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2. If a qualified physician or mental health professional indicates the presence of a condition that could limit an employee's physical or emotional ability to perform his or her duties, that employee will be placed on leave and not be allowed to return until:
  - a. Released from care of a medical facility; and
  - b. A letter is submitted from a healthcare professional indicating the physical or emotional stability of the employee.

**Responsibility:**

It will be the responsibility of the Sheriff to enforce this policy. However, any employee who is witness to a decline in mental or physical stability should report the behavior to the Sheriff. Any employee refusing to submit to a physical or psychological examination following the request of the Sheriff will be subject to discipline, including the possibility of dismissal.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Media Relations	<b>Policy Number:</b> 3.16
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to cooperate fully and impartially with authorized representatives of news media in their efforts to gather factual public information pertaining to activities of the facility. The news gathering efforts will not unduly interfere with facility operation, infringe on the rights of any individual, or violate the law.

**PENOLOGICAL INTEREST:**

It is in the penological interest of PCSO Jail to provide reasonable and necessary interaction with the news media while maintaining the security and safety standards, control, supervision, and oversight of all inmates confined to this facility.

**PROCEDURES:**

**Duties Of: SHERIFF**

In regards to media relations, it will be the responsibility of the Sheriff or his designee to:

1. Disseminate all information to the news media, and to other employees within PCSO Jail, following the procedures of POLK COUNTY JAIL; and
2. Properly inform the media of any major public event that will require an extended presence of facility personnel.

**Duties Of Facility Personnel:**

Regarding the release of information to the media, it will be the responsibility of all employees of PCSO Jail to:

1. Assist news personnel on an on-call basis in covering routine news stories;
2. Prepare and distribute news releases as authorized;
3. Coordinate and authorize the release of authorized information about victims, witnesses and suspects; and
4. Coordinate the release of authorized information concerning confidential facility investigations and operations.

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**Cooperation With The Media:**

The following guidelines will be maintained by employees of PCSO Jail in cooperating with the media:

1. Authorized news media representatives will have reasonable access to the Sheriff, or Jail Administrator, and operations of this facility as governed by this policy;
2. Public information will be released to the media as promptly as circumstances allow, without partiality, in as objective a manner as possible;
3. Information will be released either by the Sheriff or his designee;
4. Ranking officers at incident scenes within the facility may release information of a factual nature to the media as governed by this policy or if given prior approval by Sheriff.
5. Written press statements will be released only following approval of the Sheriff or designee.

**Release Of Information:**

Information that may be released in connection with an investigation of an event or crime includes:

1. The type or nature of an event or crime;
2. The date and time, injuries sustained, damages, and a general description of how the incident occurred;
3. The identity of a victim, including officers or inmates, unless reprisals or intimidation may be employed or the family of a deceased victim has yet to be notified;
4. Numbers of officers or inmates involved in an event; and
5. The name, address, and age of:
  - a. Any arrested individual; or
  - b. Any juvenile under adult jurisdiction.

**Non-Release Of Information:**

Information that may not be released regarding employees or inmates of PCSO Jail, unless authorized by the Sheriff, includes:

1. The identity of any victim of a sex crime or any related information which, if divulged, could lead to the victim's identity;
2. The identity of any victims or witnesses which may prejudice an investigation or place the victim or witnesses in personal danger;
3. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court;
4. The identity of any critically injured or deceased person prior to notification of next of kin;

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5. The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparison, or ballistics tests;
6. Information that may be of evidentiary value in criminal proceedings;
7. Specific cause of death, unless officially determined by the medical examiner;
8. The home address or telephone number of any facility employee or inmate; and
9. Information under the issuance of a court order that prohibits the release of information or public discussion of a court case or incident.

**Release Of Arrest Information:**

Following arrest and booking of an individual, it is permissible to release:

1. The name, age, residence, occupation, and family status of the accused;
2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, the charges placed against the suspect and a description of contraband seized;
3. The identity of the arresting officers, unless undercover; and
4. The amount of bond, and schedule of court dates of the suspect.

**Non-Release Of Arrest Information:**

Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information will not be released without the express permission of the Sheriff to include:

1. The prior criminal conviction record, character or reputation of a defendant;
2. The existence or contents of any confession, admission or statement of a defendant, or his failure or unwillingness to make a statement;
3. Performance or results of any tests, or a defendant's refusal or failure to submit to tests;
4. The identity, statement or expected testimony of any witness or victim;
5. Any opinion about the guilt or innocence of a defendant or the merits of the case; and
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

**Special Considerations – Criminal Matters:**

Personnel of POLK COUNTY JAIL will extend every reasonable courtesy to news media representatives to include:

1. Closer access to an area or scene of an incident than the general public to the degree that:
  - a. It does not interfere with the incarceration function of PCSO Jail; and
  - b. Evidence is not destroyed or otherwise prejudiced by being published or portrayed.

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2. News media representatives should not be prevented from access to any area of POLK COUNTY JAIL solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger, make a decision on whether or not to enter, and have an employee escort through the area if they decide to enter. This will allow for media coverage without disturbing any of the physical evidence present.

Photographing or videotaping the security features of the facility, and employees or inmates of the facility is prohibited unless with prior approval by the Sheriff.

Inmates will not be posed or arrangements made for photographs, telecasts or interviews, nor will facility personnel pose with any inmate of PCSO Jail.

**Special Considerations – Non-Criminal Matters:**

Daily administrative reports of criminal activity will be made available on a routine basis to media representatives within this jurisdiction, or representatives outside this jurisdiction upon request. All employees of this facility will at all times be courteous and cooperative when dealing with members of the news media as well as with all other individuals or groups requesting information.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Community Relations	<b>Policy Number:</b> 3.17
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL recognizes that no detention facility can operate at its maximum potential without supportive input from the citizens it serves. This facility actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime, and to assist in bringing to justice those that break the law.

**PENOLOGICAL INTEREST:**

It is in the penological interest of PCSO Jail to maintain reasonable and adequate contact with the citizens it serves, in an effort to deter criminal activity and maintain a safer community.

**DISCUSSION:**

This facility is committed to correcting actions, practices, and attitudes, which may contribute to community tensions and grievances. Therefore, POLK COUNTY JAIL will identify and implement policies, procedures, and programs that enhance the quality of life in the community.

**PROCEDURES:**

**Community Relations Objectives:**

1. Create and maintain liaison with community groups and organizations including:
  - a. Exchanging information;
  - b. Identifying detention facility service needs of the community;
  - c. Acquainting each other with mutual problems and encouraging action aimed at solving these problems.
2. Develop community relation's policies for POLK COUNTY JAIL;
3. Publicize facility objectives, problems, achievements and successes;

4. Obtain input from community groups to ensure that facility policies reflect the needs of the community;
5. Identify sources of conflict between the facility and the community and encourage efforts to resolve them;
6. Provide the Sheriff information regarding concerns of the community, potential facility/citizen problems, and recommended actions;
7. Evaluate all PCSO Jail community relations programs on a semi-annual basis; and
8. Conduct an annual survey of citizen attitudes and opinions with respect to:
  - a. Overall facility performance;
  - b. Overall competence of facility employees;
  - c. Concern over safety and security in the facility; and
  - d. Recommendations and suggestions for improvements.

**Public Information Programs:**

These programs seek to publicize facility objectives, problems, achievements and successes through the media, brochures, guest speakers, news releases, press conferences and newsletters.

**Community Relations Programs:**

The focus of these programs will be with meeting civic groups, minority groups, neighborhood councils, and other community individuals to exchange information and convey information back to the facility.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Rules of Conduct	<b>Policy Number:</b> 3.18
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL employees will conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

**PENOLOGICAL INTEREST:**

In order to maintain the trust and confidence of the citizens that we serve, it is the penological interest of this facility to maintain strict adherence to the policies and procedures of POLK COUNTY JAIL.

**PROCEDURES:**

**General Guidelines:**

Employees are expected to follow facility rules of personal conduct in both the spirit and content, and encourage compliance by fellow employees. Command and supervisory level employees should be role models and are expected to demonstrate leadership and set exemplary standards.

**Section One - Obedience to Orders, Rules And Laws:**

1.1 Obedience to Rules of Conduct

All employees will be governed by the following general rules of conduct. Violation of any of these rules will be considered sufficient cause for disciplinary action up to and including dismissal.

1.2 Obedience to Laws

Employees will abide by the laws of the United States, the state of Texas, and the ordinances of Polk County.

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1.3 Adherence to Facility Rules

Employees will abide by properly issued internal directives of the facility.

1.4 Insubordination

Employees will promptly obey all lawful orders and directions given by supervisors. The failure or deliberate refusal of employees to obey such orders will be deemed insubordination and is prohibited. Flouting the authority of a superior by displaying obvious disrespect or by disputing his orders will likewise be deemed insubordination.

1.5 Issuance of Unlawful Orders

No supervisory employee will knowingly or willfully issue an order that violates a federal or state law, a «citycounty» ordinance, or a facility rule or policy.

1.6 Obedience to Unjust or Improper Orders

If an employee receives an order he believes is unjust or contrary to a facility order or rule, he must first obey the order to the best of his ability and then may appeal the order to the Jail Administrator.

1.7 Obedience to Unlawful Orders

No employee is required to obey an order that is contrary to the laws of the United States, the state of Texas, the ordinances of Polk County, or policies established by this facility. If an employee receives an unlawful order, he will report in writing the full facts of the incident and his action to the Jail Administrator thru the chain of command.

1.8 Conflict of Orders

If an employee receives an order that conflicts with one previously given him by a superior employee, the employee receiving the order will respectfully point this out to the superior employee who gave the second order. If the superior employee giving the second order does not change the order in a way that eliminates the conflict, the second order will stand and will be the responsibility of the second superior employee. If the second superior employee so directs, the second order will be obeyed first. Orders will only be countermanded when necessary for the good of the facility, and accomplishment of the mission.

1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and/or comply with laws, rules and regulations, general and special

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orders, policies and procedures of the facility, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive or order that is not clearly understood.

#### 1.10 Issuance of Orders

Orders from supervisors to subordinates will be in professional, clear, understandable English; civil in tone, and manner; and, issued in pursuit of facility business.

#### 1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct includes, but is not limited to:

- a. Fraud in securing employment;
- b. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of *nolo contendere* to either;
- c. Misuse of government funds or property;
- d. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
- e. Reporting to work or working under the influence of alcohol or substances that significantly impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
- f. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference with normal, efficient workflow;
- g. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of Polk County;
- h. Engaging in infamous, notorious, or disgraceful conduct that adversely affects Polk County's legitimate interests;
- i. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials; or
- j. Fighting.

### **Section Two - Attention to Duty:**

#### 2.1 Performance of Duty

Employees will be attentive to their duties at all times, and will perform all duties assigned to them even if such duties are not specifically assigned to them in any facility rules or procedures manual.

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## 2.2 Duty of Supervisors

Supervisors will enforce the rules, regulations and policies of POLK COUNTY JAIL. They will not permit or otherwise fail to prevent, violations of the law, facility rules, policies or procedures. They will report violations of facility rules, policies, or procedures to their immediate superiors without delay. When possible, they will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

## 2.3 Truthfulness

Employees will not knowingly give any false or misleading information concerning the duties, responsibilities or actions of the facility or any member thereof, nor withhold any information that is their duty to report, nor falsify any facility documents.

## 2.4 Conduct and Behavior

Employees whether on-duty or off-duty will follow the ordinary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession. Employees will follow established procedures in carrying out their duties as employees of the facility.

## 2.5 Respecting the Rights of Inmates

Employees will respect the rights of inmates and will not engage in discrimination, oppression or favoritism. Employees will maintain a strictly impartial attitude toward all inmates. Use of profane, demeaning, or insulting language will not be tolerated, nor will disrespect for the political or religious views of inmates be accepted.

## 2.6 Employees Always Subject to Call of Duty

While off-duty, employees will respond to lawful orders of supervisors and are expected to take prompt and proper action when life is endangered within the facility. Employees are subject to call twenty-four (24) hours a day and may be recalled from vacation leave or off day whenever necessity demands.

## 2.7 Reporting for Duty

Employees will promptly report for duty properly prepared at the time and place required by assignments, subpoenas or orders. Employees will remain at their posts or place of assignment until properly relieved by another employee or until officially dismissed by a supervisor. It is the relieving employees' responsibility to locate and meet with the employee he is relieving. The employee who is being

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relieved has the responsibility to pass onto his relief any and all pertinent information. The relieving employee will assist the employee he is relieving in any way possible so as to expedite the relief and complete the employee's shift in a timely way.

2.8 Availability While on Duty

Employees while on duty will not conceal themselves or maintain a hidden or low profile. Employees will keep themselves immediately and readily available at all times while on duty.

2.9 Prompt Response to All Calls

Employees will respond to all calls for assistance within the facility without argument and unnecessary delay. No employee will fail to aid, assist, or protect a fellow employee, citizen or inmate to the fullest extent of his or her professional capabilities.

2.10 Duty to Report All Crimes and Incidents

Employees will promptly report all serious crimes, emergencies, incidents, dangers, hazardous situations and relevant information that come to their attention. Employees will not conceal, ignore or distort the facts of such crimes, emergencies, incidents and information.

2.11 Sleeping on Duty

Employees must be alert throughout their shift. Sleeping while on duty is strictly forbidden.

2.12 Assisting Criminals

Employees will not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable inmates suspected of criminal acts within POLK COUNTY JAIL to escape arrest or punishment. Nor will employees dispose of property or goods seized or taken from a suspect, or destroy evidence of unlawful activity.

2.13 Reading on Duty

Employees will not read newspapers, books, or magazines while on duty unless authorized by a supervisor.

2.14 Studying on Duty

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Employees will not engage in any studying activity during their regularly assigned working hours that are not directly related to their current job assignment.

2.15 Maintaining Communications

Employees will be directly available by normal means of communication while they are on duty or officially on-call, and will promptly respond when notified.

2.16 Keeping Notes on Facility Activities

Employees will maintain written notes on facility matters such as incidents, arrests and other activities to the extent that they may later complete official reports and accurately testify in official proceedings.

2.17 Completing Official Reports

Unless otherwise directed, employees will promptly submit all reports completed prior to going off duty. All reports utilized in this facility will be completed in black ink, computer printed, or typed. Special projects may require deviation from this requirement.

2.18 Reporting Accidents and Injuries

Employees will immediately report the following accidents and injuries:

- a. Personal injuries received in the line of duty
- b. Personal injuries not received in the line of duty but which are likely to interfere with performance of official duties
- c. Injuries to inmates or other employees that resulted from the performance of his official duties.
- d. Any Response to Resistance incident.

2.19 Reporting Address and Telephone Number

Employees will have a working telephone at their residence and will register their correct residence address and telephone number with the jail facility. Any change in address must be reported immediately.

2.20 Testifying in Facility Investigations

Employees will make statements or furnish materials relevant to a facility investigation as required.

2.21 Overtime

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Authorized supervisors must approve overtime requests prior to the actual time work begins.

2.22 Duty to be Prompt and Punctual

Employees will be prompt and punctual when reporting to their official duties.

2.23 Remaining at Duty Station

Employees will remain at their duty post unless and until they are properly relieved. Absence from assigned workstation or duty without permission is prohibited.

2.24 Excessive Absenteeism

Habitual or patterned use of sick leave or leave without pay, not supported by competent medical evidence or other proof of necessity is prohibited.

2.25 Prohibited Association / Frequenting

Associating with people, organizations, or places outside of POLK COUNTY JAIL known to be involved in criminal activity is prohibited.

2.26 Subversive Organizations

Employees will not knowingly be members of, or affiliated with, any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county, or municipal government.

2.27 Duty With Regard to Civil Proceedings

No employee will initiate any civil proceedings arising out of a facility activity without first notifying the Jail Administrator. Private civil actions that have no connection with a member's facility position or official action are not within the scope of this rule.

2.28 Supplies or Services

Employees will not use facility supplies or resources for personal use. The use of the time, space, equipment or supplies of the facility for private gain or advantage is prohibited.

2.29 Bulletin Boards

Employees are responsible for reading notices posted on official bulletin boards.

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2.30 Refrained From Conducting Personal Business While On-Duty

Employees will not conduct personal business while on-duty without prior approval from their supervisor.

2.31 Use of Tobacco Products

Use of tobacco products while in any Polk County building, or at any time while in personal contact with the public is prohibited.

2.32 Confidentiality / Protection From Retaliation

The identity of persons reporting harassment will be protected to the extent allowed by law. Any employee reporting harassment or unwanted conduct will not be retaliated against. Any employee who engages in such retaliation will be discharged.

**Section Three - Cooperation with Fellow Employees and Agencies:**

3.1 Respect for Fellow Employees

Employees will treat other employees with respect, as they would prefer to be treated. They will be courteous, civil, and respectful of their superiors and their associates.

Supervisory personnel will support subordinates in their actions and orders when they can do so reasonably. They will avoid censuring subordinates in the presence of others and will not injure or discredit those under their authority by intentional or abusive conduct. This does not prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining or criticizing must be done positively and constructively in an appropriate setting.

3.2 Supporting Fellow Employees

Employees will cooperate, support, and assist each other at every opportunity. Employees will not maliciously criticize the work or the manner of performance of another. It is the duty of every employee to refrain from originating or circulating any malicious gossip to the intended detriment of the facility or any member thereof.

3.3 Cooperation with Other Agencies

Employees of POLK COUNTY JAIL will cooperate with all governmental agencies by providing whatever aid or information such agencies are legally entitled to receive. Any doubts will be passed to a supervisor for approval, before cooperation

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is rendered.

#### 3.4 Disclosing Information Relating to Facility Operations

Discussion of operations and official business of the facility is prohibited outside of those authorized individuals that have a *need to know*.

#### 3.5 Misconduct Known to Personnel

Failure to report an employee's violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited.

### **Section Four - Restrictions on Behavior:**

#### 4.1 Soliciting and Accepting Gifts and Gratuities

Unless approved in writing by the Sheriff, employees of the facility may not solicit or accept any *reward, gratuity, gift or compensation* for services performed as a result of their relationship with the facility. This *restriction applies regardless of whether the service was performed on-duty or off-duty*.

#### 4.2 Soliciting and Accepting Gifts from Inmates

Employees are strictly prohibited from soliciting or accepting any *gift, gratuity, loan, fee* or other item of value, or from *lending or borrowing*, or from *buying or selling* anything of value from or to any inmate.

#### 4.3 Reporting Bribe Offers

If an employee receives a bribe offer, he will immediately make a written report to the Jail Administrator and submit it to his immediate supervisor.

#### 4.4 Accepting Gifts from Subordinates

Without approval from the Jail Administrator, employees will not receive or accept any gift or gratuity from subordinates.

#### 4.5 Giving Testimonials and Seeking Publicity

As it may pertain to their employment with the facility, employees will not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees will not seek personal publicity either directly or indirectly in the course of their employment.

#### 4.6 Soliciting Business

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Employees will not solicit subscriptions, sell books, papers, tickets, merchandise or other items of value nor collect or receive money or items of value for any purpose while on duty unless specifically authorized in writing by the Jail Administrator.

4.7 Intoxication

Employees will not be under the influence of any intoxicating beverage or substance during their shift or immediately prior to their shift. Nor will employees be intoxicated off duty while in the public view. Employees will not use any intoxicating substance while off duty to such an extent that they become unfit to report for duty.

4.8 Drinking While in Uniform or On –Duty

Employees will not consume alcoholic beverages while in uniform, on duty, on government property, or in an official vehicle of this facility. Employees will not drive or operate motor vehicles within eight hours after consuming alcoholic beverage(s).

4.9 Liquor on Official Premises

Employees will *properly seal and mark*, as evidence, any confiscated intoxicating beverages.

4.10 Entering Bars, Taverns and Liquor Stores

Employees on duty or in uniform will not enter or visit any bar, lounge, parlor, club, store or any other establishment whose primary purpose is the sale and on-premise consumption of alcoholic beverages EXCEPT ON OFFICIAL BUSINESS. Employees on duty or in uniform will not purchase alcoholic beverages.

4.11 Playing Games on Duty

Employees on duty or in uniform will not engage in any game of cards, billiards, pool, chess, dominoes, electronic, or other games.

4.12 Political Activity

Employees will not participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns while on duty or in uniform.

4.13 Seeking Personal Preferment

Employees will not solicit petitions, influence or seek the intervention of any person outside the facility for purposes of personal preferment, advantage, transfer,

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advancement, promotion or change of duty for themselves or any other person.

## **Section Five - Identification and Recognition:**

### **5.1 Giving Name and Other Pertinent Information**

Employees will give their names and other pertinent information to any person requesting such facts unless doing so would jeopardize a successful completion of a facility or police assignment.

### **5.2 Carrying Proper Identification**

Employees will have proper identification available at all times.

### **5.3 Personal Cards**

Business cards showing connection to the facility must be approved by the Jail Administrator.

#### Exchange, Alteration or Transfer of Badge, Patch or Logo

The official badge, patch, or logo of the facility will not be altered, transferred, or exchanged except as authorized by the Jail Administrator.

## **Section Six - Maintenance of Property:**

### **6.1 Use of Polk County Property or Service**

Employees will not use or provide any Polk County equipment or service other than for official Polk County business unless specifically authorized by the Jail Administrator.

### **6.2 Responsibility for Polk County Property**

Each employee is responsible for keeping all facility equipment clean, in good working order, and protect it from loss, damage, or destruction. Employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the facility for the loss or damage.

### **6.3 Reporting Needed Repairs**

Employees will promptly report the need for repair of Polk County-owned property to their supervisor.

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6.4 Responsibility for Private Property

Employees are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction.

6.5 Care of Quarters

Employees will keep facility offices, vehicles, lockers, and desks neat, clean and orderly. Cleaning of inmate sleeping quarters and commonplaces will occur regularly under the supervision of facility employees.

6.6 Property and Evidence

Employees will tag and place all evidence in evidence room. Employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures.

6.7 Alteration or Modification of Police Equipment

Employees will not use any equipment that does not conform to policy or specifications. All equipment will be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions will be made to such equipment unless approved by the Jail Administrator.

6.8 Parking in Unauthorized or Reserved Parking Spaces

Parking in designated *handicap permit spaces, reserved or restricted space, or marked fire lanes*, unless responding to an actual emergency, is prohibited.

**SECTION SEVEN: Relationships with Courts and Attorneys**

7.1 Attendance in Court

Employees will arrive on time for all required court appearances and will be prepared to testify.

7.2 Recommending Attorneys or Bondsmen

Employees will not suggest, recommend, advise or counsel the retention of a specific attorney or bondsman to any inmate or member of the public while performing their official duties.

7.3 Testifying for a Defendant

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Any employee subpoenaed or requested to testify for a criminal defendant or against Polk County or against the interest of the facility in any hearing or trial will immediately notify the Jail Administrator through the chain of command. Likewise, employees subpoenaed to judicial hearings will honor said subpoena and notify their immediate supervisor in a timely manner.

7.4 Interviews with Attorneys

Interviews between an employee and a complainant's [criminal] or Plaintiff's [civil] attorney about a case arising from the employee's employment by the facility will be done only in the presence of or with the knowledge and consent of the Jail Administrator.

7.5 Assisting in Civil Cases

Employees will not volunteer to testify in any civil action arising from facility duties.

7.6 Notice of Lawsuits Against Employees

Employees who have had a suit filed against them because of an act performed in the line of duty will immediately notify the Jail Administrator in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.

7.7 Notice of Investigation, Arrest, or Citation

Employees who become the subject of citations or arrest actions will immediately notify the Jail Administrator in writing. Any employee who has reason to know they are the subject of a criminal or civil action will immediately notify their supervisor, who will in turn notify the Jail Administrator.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Record Keeping	<b>Policy Number:</b> 4.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to maintain separate files for each inmate confined, containing relevant information concerning the inmate. Records will be secured and restricted from access by other inmates or other unauthorized persons.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to secure inmate records and their contents to assure confidentiality where appropriate, and restrict release of information as part of a broader plan to provide reasonable and necessary security and safety, control, supervision, and oversight of inmates confined to this facility.

**PROCEDURE:**

PCSO Jail will maintain a confidential file on each inmate. Documents in the file will be identifiable by source and authenticity. The records office supervisor has the charge and authority to establish and maintain the file system. Files and procedures will be reviewed at least annually.

**Inmate File:**

Files will be initiated during admission and will contain information gathered at each stage of the inmate's institutional history, to include (if available) the following:

1. Information gathered during admission;
2. Booking and release dates;
3. Special commitment instructions and legal documents, including detainers and warrants;
4. Chronological record of all institutional assignments;
5. Original pre-sentence or post sentence investigation, including confidential section;
6. Original criminal arrest record;
7. Classification and review material compiled throughout confinement;
8. Property and cash receipts, including those from other institutions in which the inmate may have been confined during this term;
9. Form authorizing disposition of mail, property transfer, and release orders;

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10. Disciplinary actions, including detailed descriptions of incident resulting in harm to staff, inmates, or others;
11. Grievances, inmate-written communications with staff, and other correspondence regarding the inmate's case;
12. Program activities, counseling, and other institutional programs;
13. Relevant visiting and correspondence approval information not maintained in the visiting room;
14. Visitor and visitation records [maintained separately during the period of confinement];
15. Medical records [maintained separately during the period of confinement];
16. Listing of commissary purchases;
17. Listing of unusual incidents or occurrences;
18. Documentation relating to continued custody; &
19. Receipts and expenditures of inmate accounts.

**Commitment File:**

With the arrival of a new inmate, the admitting staff will compile and maintain a *commitment file* that contains records documenting PCSO Jail continued authority to hold an inmate, including court orders, judgments, commitment orders, and other documents. The commitment file includes the following, if available:

1. Inmate name
2. Booking number
3. Legal residence
4. Date of birth
5. Sex
6. Race
7. National origin
8. Sentencing number
9. Court docket number
10. Judicial district
11. Name of judge
12. Date imprisoned
13. Type of original commitment
14. Offense, both convictions and criminal charges
15. Date of sentence computation [if available]
16. List of previous confinement facilities
17. Photographs
18. Fingerprint cards
19. ATTORNEY

Commitment files and other inmate records will be stored in secured areas or containers. Upon release of an inmate, the commitment records will be placed with the rest of the inmate's records for storage and archiving.

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**Jail Population Reports:**

The Texas Commission on Jail Standards is required by Government code, Chapter 499, § 499.122 [concerning Inmate Counts] to analyze monthly the population of each jail. Therefore, the Sheriff will submit to the Commission reports for each month indicating the number and type of inmates confined in the jail. Reports will be delivered to the Commission not later than five [5] days after the last day of the reporting month. The Sheriff will certify over his signature that the information provided in each report is complete and accurate.

In the event that the Sheriff submits an inaccurate report, the he will immediately notify the Commission. A revised report will be submitted to the Commission within sixty [60] days of the end of the affected reporting period indicating the correct information for all paper ready inmates confined during the reporting period.

The Texas Commission on Jail Standards utilizes Form PR-1, Monthly Paper Ready Inmate Report, Form PR-2, Monthly Paper-Ready Inmate Roster, and Form POP-2, Jail Population Report. Copies of the forms are available at the offices of the Texas Commission on Jail Standards at 300 W. 15th Street, Suite 503, Austin, Texas, 78701. Each SHERIFF will utilize the referenced forms or similar forms for submission of monthly reports.

**Transfer of Felony Backlog:**

If a state or federal court determines that conditions in a PCSO Jail are unconstitutional, and if on or after October 1, 1991, the percentage of inmates in the jail awaiting transfer to the institutional division is 20% or more of the total number of inmates in the jail, the Texas Commission on Jail standards will transfer inmates from the jail to an appropriate jail, detention center, work camp, or correctional facility, but only to the extent necessary to bring PCSO Jail into compliance with court orders or to reduce the percentage of inmates in the jail awaiting transfer to the institutional division to less than 20% of the total number of inmates in the jail.

In records to record keeping, the Sheriff will submit a report to the Commission of transferred inmates on a form prescribed by the Commission. The report will be delivered to the Commission not later than five [5] days after the date of each transfer of inmates.

The Sheriff of the facility receiving transferred inmates will submit a report and billing statement to the Commission representing the costs of maintenance of transferred inmates on a form prescribed by the Commission. The report and billing statement will be submitted not later than five [5] days after the first and fifteenth day of each month.

**Juvenile Justice Reports:**

The Texas Commission on Jail Standards is required by Government Code, Chapter 511, §511.009(a) to collect and review juvenile jail logs from each municipal and county jail and lockup. Therefore, the Sheriff will submit yearly, to the Commission, reports which indicate compliance with the law concerning secure confinement of persons under seventeen [17]

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years of age in PCSO Jail. The reports will include information for July 1 to June 30, and be delivered to the Commission no later than July 15 of each year utilizing the TCJS Jail Log For Juveniles form. Copies of the form are available at the offices of the Texas Commission on Jail Standards at 300 W. 15th Street, Suite 503, Austin, Texas, 78701.

#### **Initiation Of File:**

The admitting staff member is responsible for initiation and development of the inmate file. Inmate files will comply with the following general requirements:

1. Files will be assembled in individual folders.
2. Format and organization of material will be standardized.
3. Files will be assigned identifying numbers, color codes, and other identification devices.
4. Files will be maintained in alphabetical or numerical order for ease of reference.

#### **File Storage And Issue:**

Inmate file material will be maintained in a confidential manner. Files will be issued using a receipt system that defines every file as accountable to a specific staff member, whether in storage or temporary issue status. Records in use will be supervised and controlled by staff members only. No unauthorized person will have access to inmate records.

#### **Investigative Files:**

Confidential investigative files will be maintained separately from central inmate records, and will not be combined with other file information. They will not be accessible by the inmates or others under any *freedom of information* procedure. Open files will be securely maintained by the assigned investigator. Closed investigative files may be stored with other archived inmate records.

#### **Retiring Files:**

Upon release of an inmate, the central file will be retired to a secure storage area. The Jail Administrator will establish a record retirement and destruction system that incorporates privacy and security protections prior to destruction. Copies of each inmate's TDCJ-ID Document Checklist and white warrants will be maintained for a period of one [1] year from the date of transfer or release of the inmate from the jail. Records not otherwise regulated or controlled may be destroyed after five [5] years.

#### **Release Of File Information:**

Release of central and commitment file information, including information compiled in satellite systems such as medical and visiting, will be strictly limited to conform to appropriate federal, state, and local statutes. Records will be available to appropriate federal, state, local, and other authorities demonstrating an *official need to know*. No central file material will be removed from the facility or reproduced for any authority without written application or *court order* and the approval of the Sheriff.

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For purposes of this policy and production of records in court, the records office supervisor is designated as the official custodian of inmate records. An inmate may request access to review non-confidential portions of his or her own central file. All information to be provided to an inmate from his or her file will be carefully evaluated by a designated records office employee, or designee, to ensure that release of information will not endanger either the inmate or others. The inmate and supervising staff member will sign and date the contact sheet to document this review.

Inmates will not be permitted access to the files of other inmates under any circumstances, nor are inmates allowed to authorize viewing of any record by a third person.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Admission	<b>Policy Number:</b> 4.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The admittance and processing of inmates into this facility includes verification to confirm the legality of their confinement, and appropriate classification, while maintaining the security integrity of jail operations.

**PENOLOGICAL INTEREST:**

PCSO Jail has a penological interest in processing new inmates in an efficient and orderly manner, while providing reasonable and necessary security for employees, officers, and other inmates.

**Initial Processing:**

Initial contact with most inmates is in the *receiving area* of the jail. All firearms and ammunition of arresting peace officers will be locked in the officer's vehicle before entering the *secure area* of the jail, or otherwise deposited safely outside the *secure area* in containers designed for this purpose.

The booking officer will verify the identification of the arresting or transporting peace officer before the officer and his prisoner are allowed to enter the *admission area*. If only 1 corrections officer is on duty, the delivering officer should stay until the inmate is locked into the facility.

During in-processing, and until the inmate is *officially received*, transporting or arresting officers will retain control and custody of his or her detainee at all times. The booking officer will:

1. *Pat search* the inmate and inspect his property immediately upon entering the admission area. The search may include any reasonable and lawful means to determine that no weapon or contraband is introduced into the holding area. Thorough searches will be conducted in accordance with PCSO Jail Policy 5.3 *Searches*.
2. The admissions officer observes the inmate visually for obvious signs of injury or

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illness. If the inmate is in need of *immediate emergency medical or mental attention*, **the admissions officer will refuse to accept the inmate**, and refer the arresting or transporting officer and his prisoner to the appropriate facility. Inmates confined in a holding cell or detoxification cell will be observed by facility personnel at intervals not to exceed 30 minutes. The peace officer delivering the inmate must present a *certified court order, judgment commitment order, AND PROBABLE CAUSE AFFIDAVIT INCLUDING CORRECT CJIS REFERENCE NUMBER*, which provides documented authority to commit or detain the inmate.

3. Admissions officer inspects the documents presented to ensure certification, or otherwise verify the documents as legal, valid, and accurate.
4. Admissions officer determines if the inmate is eligible for entry, and can be appropriately housed in the facility.
5. The transporting officer will then relinquish custody of the inmate, and depart the facility.
6. Admission officer will fingerprint and photograph inmates. Copies of the fingerprints should be forwarded to the proper state and federal authorities.

Inmates will not be accepted into the facility, and will remain in the custody of the arresting or transporting officers, under the following conditions:

1. Inaccuracies exist in the prisoner's paperwork;
2. There is a question as to the identity of the prisoner in comparison to the accompanying paperwork;
3. Transporting or arresting officer refuse, or cannot furnish, reasonable background data about the prisoner;
4. Prisoner has made an outcry, or there are serious indications, that the arresting or transporting officer(s) have brutalized him, or violated the prisoner's civil or constitutional rights;
5. Prisoner is in need of medical attention and or medications;
6. Prisoner is in need of psychiatric evaluation or observation; &
7. Prisoner requires *special needs* that the facility cannot reasonably provide.

In the case where an admissions officer suspects or hears an outcry that constitutional rights have been violated, the arresting or transporting officer will be instructed to notify their supervisor to investigate or resolve the complaint. The prisoner will not be admitted into the facility until the situation is resolved, and the inmate has spoken to the arresting or transporting officer's supervisor. If none of these conditions are present, the admissions officer will continue with the booking process.

### **Telephone Access:**

Immediately after booking, but in no case later than four [4] hours after arrival, inmates will be permitted to make at least two [2] completed telephone calls. Toll calls should be made on a prepaid or collect basis. A free telephone will be available for local calls for those inmates who otherwise would be unable to complete the 2 required calls.

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**Commitment Form:**

The admitting officer secures the following prisoner information from the delivering officer, the prisoner, and by observation:

1. Date and time of intake;
2. Date and time of commitment, and authority;
3. Names, title, signature, and authority;
4. Name, nickname, and aliases used;
5. Booking number;
6. Warrant number;
7. Specific charge(s);
8. Court and sentence (if sentenced prisoner);
9. Court date and time;
10. Date of arrest;
11. Gender;
12. Last address;
13. Race;
14. Marital status;
15. Date and place of birth;
16. Age;
17. Education;
18. Occupation;
19. Driver license and Social Security numbers;
20. Last place of employment;
21. Physical and mental information including record of injuries;
22. Disabilities warranting special accessibility consideration; "Health tags" which may identify the inmate as having special medical needs will be noted in the inmate's medical record and brought to the attention of health personnel and/or the supervisor on duty.
23. Name, address, and phone number of person to be contacted in event of emergency;
24. Next of kin, including address and phone number;
25. Photograph (felonies only);
26. Prior offense record;
27. Date of prior confinement and duration, if known;
28. Notation of any phone calls made while in admission status and whom to (specify);
29. Notation of cash and property;
30. Bonding company;
31. Amount of bond;
32. Cell assignment;
33. Name of the delivering officer and the arresting agency;
34. Documents that purport to legally authorize the inmate's commitment; and
35. Any information gathered at the centralized reception facility through which the inmate may have been processed, or classification documents prepared at other

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PCSO Jail locations, in compliance with PCSO Jail policy.

**NCIC, TCIC & Local History Checks:**

National Crime Information Computer [NCIC], TCIC, and local background checks will be made for each new inmate commitment. This process will be completed upon admission of the inmate.

**Initiation of the Central File:**

The inmate central file will be initiated with the gathering of the above information.

**Medical, Dental, and Mental Screening:**

Medical, dental, and mental health processing procedures also begin with admission. The admissions staff will interview the inmate and obtain as many items of information required by the facility's medical intake screening form as possible.

The Jail Administrator or his designee will be notified immediately, if any of the following conditions are noted: *AIDS; HIV infection; heart problems; diabetes; epilepsy; pregnancy; or any chronic, potentially life-threatening illness.*

New inmates suspected of *harboring communicable diseases* will be isolated at once. In such a case, unless a medical staff member documents the determination that adequate facilities are available in the facility, the shift supervisor will arrange for necessary escort to a proper medical or dental facility.

Refer to specific PCSO Jail procedures for processing inmates who are known or claim to be *HIV-positive*, and the medical and non-medical handling of HIV-positive inmates. Inmates who have urgent medical or mental health needs will be placed in designated medical housing at once. Medical or mental health resources used will be called to attend to their needs, and make a decision regarding the need for emergency care outside the facility.

**Property Processing:**

All inmate personal items and clothing will be properly stored in accordance with PCSO Jail Policy 5.9. Cash and personal property will be taken from the prisoner upon admission, listed on a receipt form in duplicate, and either securely stored or handled, pending the prisoner's release. The receipt will be signed by the receiving officer, delivering officer and the prisoner, the duplicate given to the prisoner, and the original kept for record. If the prisoner is inebriated, there will be at least one witness to verify this transaction. As soon as the prisoner is able to understand what he is doing, he will sign and be given the duplicate receipt. In the event an inmate refuses to sign the property receipt, the receiving officer, with a witness present, will note the refusal and sign the receipt.

**Orientation, Rules, and Regulations:**

A list of *inmate rules* will be given to all inmates, including incoming transfer cases. The inmate will sign a form acknowledging receipt of this material. Staff will assist inmates who

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are illiterate in understanding applicable rules, and may ask the assistance of inmates with the same language skills and English, to read or translate the rules.

**Traffic in the Admission Area:**

Movements through the admission section will be handled and controlled using traffic patterns to ensure that proper identification is maintained, and that searched and unsearched inmates, witnesses, and those they testify against do not come into contact with each other.

**Clothing & Other Issue for New Inmates:**

Each incoming inmate will be fitted with clothing suitable for the season, and provided healthcare items. Clothing issued to new arrivals will consist of established quantities of the following items:

1. Footwear
2. Jumper
3. Blanket and sheets
4. Soap
5. Toothbrush and paste

**Housing Assignment:**

Following processing, each inmate will be assigned to a housing area in accordance with the classification system. Prior to housing assignment, inmates should be showered. A corrections officer of the same gender will supervise inmate showers.

Inmates suspected of having a reportable communicable disease will be isolated. In the event that PCSO JAIL is not equipped to safely and effectively segregate and maintain a medically prescribed course of treatment for the inmate, he will be immediately transferred to another facility.

**Associated Forms:**

1. 4.02-1 Initial Custody Assessment Scale
2. 4.02-2 Custody Reassessment Scale

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Classification	<b>Policy Number:</b> 4.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of PCSO Jail to classify inmates confined in its facility, given the physical constraints of the existing jail structure, in a way that furthers public safety, while providing reasonably safe and humane housing for like inmates.

**PENOLOGICAL INTEREST:**

This policy has been developed to provide reasonable and necessary security and safe housing for the inmate population, while also providing for the protection of officers and staff.

**PROCEDURES:**

*Inmate Classification* is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Classification aids facility operations and inmates. Inmates will not be categorized or housed by *race, color, creed, or national origin*, but will be separated by such factors as *gender, legal status, and other correctional management* reasons. This classification plan has as its goal, the objective categorization of all inmates in the system. This plan outlines those goals and provides a method of monitoring progress.

**Initial Designation:**

The PCSO Jail classification system initially assigns inmates based on a preliminary assessment of their security needs. This system operates under the supervision of the Jail Administrator or his designee. Inmates who display *special needs* during the intake booking process will be diverted to special housing when such housing space is available.

Staff will provide direct supervision to inmates during classification processing. The classification system will stratify inmate population according to predetermined classification standards.

Once classified, each inmate will be assigned a housing area, which the inmate will be

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advised is his/her responsibility to clean and maintain. A custody reassessment will be conducted within thirty [30] to ninety [90] days of the Initial Custody. The Jail Administrator will oversee permanent assignments.

**Housing Classification:**

PCSO Jail attempts to maintain a sufficient number of different types of cells and housing areas appropriate for various categories of the shifting inmate population.

When housed together and separately from all other inmates, contracted TDCJ-ID and federal inmates may be classified solely by approved TDCJ-ID and federal classification policies and procedures. Housing units for contracted TDCJ-ID and federal inmates will be approved by TDCJ-ID and federal officials.

Please refer to policy 11.02 Inmate Suicide Watch for procedures on handling those inmates deemed at risk for incidents of suicide.

Housing classification will never be based on the race, ethnicity or religious preference of the inmate.

**Initial Intake Screening Classification:**

Intake screening classification will entail primary security level assignment to maximum, medium, or minimum housing by utilizing the point added system found at the end of this policy. This process is performed in the receiving area according to PCSO Jail admission procedures. A designated staff member in the admissions area will perform the initial intake classification after physical intake processing is complete. As part of the admission procedure, the inmate is interviewed, observed, and researched in an attempt to determine the following:

1. Gender;
2. Age;
3. History of mental illness;
4. Evidence of suicidal tendencies;
5. Known pregnant inmates;
6. Gang membership;
7. Alcohol or drug abuse;
8. Current offense – assaultive felony through misdemeanor;
9. Prior assaultive felony convictions;
10. Escape History;
11. Past/Present institutional behavior problems;
12. Additional pending charges or detainer warrants;
13. Family ties and employment;
14. Any special conditions.

After gathering this information and following the point added system, the officer will confirm or override the tentative housing assignment indicated by the point added system,

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exclusive of medical or special cases, to one of the following:

1. **Maximum**
2. **Medium**
3. **Minimum**
4. **Special Conditions:** May temporarily or permanently override a classification assessment.
  - a. **All Medical Conditions** – inmates with confirmed or potential illnesses, known pregnant inmates, suicide risks, mental defects, handicaps, alcohol or drug related conditions, temporarily or permanent, will be placed in separate housing and observed accordingly until an official has deemed them well or capable of returning to their regular housing unit.
  - b. **Protected Custody** - inmates identified by committing officers as being verified protection cases, or who provide staff with information that leads to a reasonable belief they will be endangered if placed in general population, will be placed in separate housing, ordinarily referred to as *Administrative Segregation*. See policy on *Administrative Segregation*.
  - c. **Juveniles** - Juveniles will NOT BE HOUSED IN THE POLK COUNTY JAIL.
  - d. **Female inmates** – Female inmates will be separated by sight and sound from male inmates. However, males and females may simultaneously participate in work and program activities when under direct, visual supervision.
  - e. **Opposite Gender Cases** - if on intake a commitment is found to be of the opposite gender of the population of the facility, he/she will be housed separately at all times, including when confined in holding cells in the receiving area. An inmate who has partially completed a gender change procedure will be reviewed by the Jail Administrator, and placed in administrative segregation pending completion of the review. Genital status will normally determine the gender by which institution staff will classify such an individual.

If an officer overrides the determination guided by the point added system, the reason for overriding will be written in the space provided on the form.

#### **Records:**

The classification determinations made will be recorded on the upper portion of the point added system under Classification Notice and kept in the inmate's file, with a dated notation as to the assignment made. Inmate files will be maintained with appropriate security safeguards consistent with PCSO Jail policy and practices. Other records of

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inmate classification, all initial and subsequent housing assignments, assignment appeals, etc., will become part of the inmate file.

**Classification Appeal:**

An inmate may appeal a classification decision using the grievance procedure. The Jail Administrator will make the final determination of an inmate's classification.

**Limitations:**

This is a goal-oriented process, and is naturally limited in a major way by the construction of the existing facility. The Sheriff has limited or no means of controlling the number or type of offenders that may be sent to him for incarceration at any given time. However, continual efforts will be made to house inmates consistent with their individual classification. It should be remembered that each inmate entering the facility may have an *unknown prior history*. The art of effective classification is trying to determine what the prior history is and how it might affect the inmate's behavior and safety while in the facility.

**Audit:**

The Sheriff conduct an annual, internal audit on the classification system. Audit records will be maintained for Commission review. The audit will assess the following features of the objective classification system:

1. Inmates are classified prior to placement in inmate housing;
2. Inmates are housed according to their assigned custody levels;
3. The override rate is acceptable; &
4. Classification instruments are completed in an accurate and timely manner.

**Associated Forms:**

1. 4.03 Inmate Classification – Classification Notice
2. 4.03 Inmate Classification – Primary Security Level Assessment
3. 4.03 Inmate Classification – Reclassification Point Added System
4. 4.03 Inmate Classification – Security Level Reassessment
5. 4.03 Inmate Classification – County Mental Disability/Suicide Intake Screening
6. 4.03 Inmate Classification – Classification Audit Worksheet
7. 4.03 Inmate Classification – Classification Audit Report

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Release & Transfer	<b>Policy Number:</b> 4.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to receive and release inmates legally, while ensuring security of the facility and welfare of the inmate..

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to receive and release inmates according to legal and secure procedures in the interest of providing reasonable and necessary security and safety, control, supervision, and oversight of inmates confined to this facility.

**PROCEDURE:**

Inmates are entitled to timely release when they have made bond; been found *not guilty* ; received a court-ordered release; completed a sentence; or when their sentence has been modified by the court. Releases will follow standard procedures to ensure proper documentation of the release, collection of property issued during incarceration, and collection and storage of records related to the inmate's confinement.

General release processing will include the following elements:

1. Authenticate release authorization documents;
2. Verify no outstanding warrants or detainers issued. If such exist, the appropriate authorities will be notified of the release date.
3. Verify release by contacting the authorizing agency;
4. Complete release arrangements, including verification that community supervising authorities have been notified;
5. Authentication of the inmate's identity by photograph and fingerprint sample;
6. Return personal effects or *stored contraband*;
7. Verify no PCSO Jail property leaves the facility;
8. Complete any pending action, such as grievances or claims for damages or lost possessions;

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9. Instruct person that mail received by PCSO Jail will be marked *return to sender*, and,
10. Final search of person and personal effects before release.

### **Release Processing:**

The following specific steps will be taken for releasing inmates by parole, expiration of sentence, mandatory conditional release, or other legally constituted authority after completion of any required release arrangements with the releasing authorities. In the case of good time or expiration release sentences, the booking clerk or clerk responsible for maintaining those records will initiate this process. The shift supervisor, inmate, and various offices of PCSO Jail will be notified of the release time and date. The shift supervisor will review the status of any unresolved claims or grievances, and prepare for either resolution or continued contact with the inmate upon release. The booking officer will hold all release-related correspondence, teletypes, and other documentation in a "release pending" file.

The following files and documents will be collected prior to release:

1. Medical;
2. Dental;
3. Education, if any;
4. Psychological; and,
5. Visiting.

The population accountability records will be adjusted. The shift supervisor will arrange for escort of the inmate to the release area for final processing, and provide the following as applicable:

1. Signed "Body Receipt," if being released to another agency;
2. Signed copy of release papers;
3. Discharge documents or other comparable documents;
4. Resolution of any inmate account issues;
5. Dress-out clothing;
6. Personal property items in storage; and
7. Medication, if prescriptions exist.

The shift supervisor will search and secure the inmate. Traffic patterns in the release area will prevent a searched inmate from coming into contact with unsearched inmates. The inmate will be escorted to the entrance area, where an officer will once again properly identify and search the inmate before opening exterior door. The officer actually releasing the inmate will sign for release and forward any report to the booking officer for inclusion in the central file.

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### **Release to Other Jurisdictions:**

Inmates being released to other jurisdictions on detainers or warrants will be searched before being turned over to the custody of the transporting or receiving officers, whose credentials must be reviewed and determined appropriate prior to the inmate's release. A receipt will be obtained for custody of the inmate, and any necessary medical and security-related information will be provided to the transporting officer.

### **Records:**

A record of release will be filed in the central file of each inmate, including the date, time, and authority by which the release was authorized, along with a copy of the document authorizing the release. All visiting, medical, and other outlying records will be placed in the central file as they arrive from other departments.

### **Personal Property:**

When an inmate is released from custody, all PCSO Jail property will be inventoried, returned, and receipted. In transfer releases, personal property will be inventoried in the presence of the inmate, and packaged with a copy of the inventory sheet inside. The inmate will be given a copy of this form, and the facility will place a copy in the central file.

### **Victim Notification Program:**

If there is a system for providing notification to known or registered victim[s] prior to the inmate's release from confinement, reasonable efforts will be made to notify such parties. These actions should be completed before release. In cases where it is reasonably possible, notice should be completed at least twenty-four [24] hours before release of the inmate. At the direction of the Sheriff, other possible victims or persons at risk may also be notified.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Administrative Segregation	<b>Policy Number:</b> 4.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The POLK COUNTY JAIL provides facilities and programming which enable inmates to be confined in a variety of detention settings based on risk, status, and need for separation from other classes of inmates.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, and separation of inmates based on individual needs.

**PROCEDURE:**

Administrative segregation is a form of separation from the general population administered or determined by classification of inmates. Inmates are placed in administrative segregation, and out of general population when the inmate

1. Poses a serious threat to life, property, self, staff, or other inmates;
2. Creates risk to the integrity of the facility, or the maintenance of good order;
3. Is in protective custody, or requests administrative segregation for protection;
4. Is pending trial on a criminal act committed in the jail;
5. Is pending a disciplinary investigation, hearing, or finding of the disciplinary officer.

**Condition of Confinement in Administrative Segregation:**

Conditions of confinement are basically the same in an administrative segregation unit as that of the general population. Unless there are compelling reasons, inmates in administrative segregation are afforded the same privileges as other inmates.

Those who do not follow inmate rules, and are disruptive, are subject to the same conditions of discipline as other inmates. Discipline for inmates in administrative segregation may include:

1. Loss of administrative segregation status with movement back to the general

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- population or to disciplinary detention status; and/or
2. Movement to a stripped cell, or having the cell stripped of furniture, or other amenities.

Time spent in administrative segregation will be determined by the Jail Administrator or hearing officer, based on the original reason for assigning the inmate to this classification, availability of resources, risk to the facility, risk to the inmate, and needs of other inmates.

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**POLK COUNTY SHERIFF'S OFFICE**  
**Texas Law Enforcement**  
**Policies and Procedures**

<b>Subject:</b> In-Car and Body Worn Cameras	<b>Policy Number:</b> 4.06
<b>Issue Date:</b> 02/01/2016	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**PURPOSE**

The purpose of this order is to establish policy and guidelines for the use of In-Car and Body-Worn Video Cameras by officers of the Polk County Sheriff's Office.

**2 POLICY**

It is the policy of the Polk County Sheriff's Office that patrol vehicles will be equipped with video/audio recording equipment and that officers will have access to body-worn video cameras. The function of this equipment is to accurately document the events, actions, conditions, and statements made during vehicle stops, pedestrian contacts, arrests, and critical incidents so as to enhance officer reports, collection of evidence, and testimony in court. This recording will also enhance the Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, evidence for investigative purposes, as well as for officer evaluation and training.

**3 DEFINITIONS**

- A. *Body-Worn Camera (BWC)* is defined as any device that can be worn on the body and captures digital multimedia evidence.
- B. *In-Car Video Camera Systems* are defined as any device attached to a police vehicle which captures digital multimedia evidence.
- C. *Digital Multimedia Evidence (DME)* consists of all digital recordings, to include but not limited to audio, video, photographs and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
- D. *Private Space* means a location in which a person has reasonable expectation of privacy, including a person's home.

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#### 4 LEGAL ISSUES

- A. In-Car Video Camera System and BWC equipment and all data, images, videos and metadata captured, recorded, or otherwise produced by the equipment is the property of the Polk County Sheriff's Office. The personal use of any information recorded by an In-Car Video Camera System or BWC shall only be pursuant to the prior written approval of the Sheriff or his designee.
- B. Use of In-Car Video Camera Recordings or BWCs for purposes other than in accordance with this policy is prohibited.
- C. All data, images video and metadata captured by In-Car Video Cameras or BWCs are subject to state statutes and County policies regarding retention of records.
- D. The Department's Inventory / Evidence Technician shall annually prepare a report on all known costs associated with BWC equipment purchases and related data storage to forward to the state as required by the Texas Occupations Code, Sec. 1701.653.

#### 5 PROCEDURES

- A. The recording equipment installed in the vehicles, and the portable audio transmitter, are the responsibility of the officer assigned to the vehicle containing the equipment. The equipment shall be operated and maintained according to the manufacturer's instructions and recommendations and by the guidelines set forth in this General Order.
- B. **Officers who are assigned BWC equipment must use the equipment.** Officers may only use BWC equipment issued to them by this department. No personally owned BWC equipment may be used.
- C. In-Car Video Camera Systems, BWCs and equipment should be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be assigned. Officers shall inspect and test the In-Car Video Camera System and BWC prior to each shift to verify proper functioning, and shall notify their supervisor of any problems. Officers shall also ensure that their recorders are equipped with sufficient memory/storage remaining to last through their shift.
- D. The In-Car Video Camera System recording equipment will automatically activate when the vehicle's emergency lights are in operation. The recording equipment may be manually deactivated during non-enforcement activities such as protecting accident scenes from other vehicular traffic.
- E. Officers **WILL** ensure that the recording equipment is turned on, properly positioned, and adjusted to record events during their tour of duty. Officers

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**WILL** carry and activate a wireless microphone upon their person. Officers **WILL** audio/video record the following:

1. All enforcement contacts, such as arrests, detentions, vehicular and pedestrian stops, field interviews of suspicious or other persons.
  2. Non-enforcement contacts should they become confrontational, assaultive, or otherwise enforcement oriented.
  3. Transporting prisoners (in-car video system).
  4. All emergency driving situations including pursuits, emergency runs, responses to priority one calls, or responses to priority two calls even if emergency equipment (lights and siren) are not activated.
  5. Other events when the recording could have value as evidence, to limit liability, or to resolve citizen complaints.
  6. While dealing with any confrontational inmate in the jail, (Officer and inmate, or inmate on inmate) segregation inmate moves (anytime they are taken out of their cell and while in escort, until they are placed back in the cell) While moving and dealing with suicidal inmates.
- F. Officers have the discretion to not record during conversations with crime witnesses and members of the community who wish to report or discuss criminal activity in their neighborhood or any non-confrontational encounter that may be deemed as a law enforcement encounter. If these conversations contain valuable evidence it is advisable to record the incident.
- G. Deactivation of the In-Car Video Camera System or BWC shall occur when:
1. The event has concluded;
  2. Victim and/or witness contact has concluded;
  3. All persons stopped have been released;
- H. BWCs need not be activated when it is unsafe, unrealistic or impractical to do so. In the event an officer fails to activate the In-Car Video Camera System or BWC during a call for service or enforcement action, or when an entire contact is not captured or equipment is manually deactivated, officers shall properly document the reasons for this action. This may be accomplished in the incident report, supplement report if appropriate, or call sheet comments if no report is written. Correctional Officers will always activate their BWCs while dealing with a problem in the jail.
1. The justification for failing to activate the BWC because it is unsafe, unrealistic, or impracticable is based on whether a reasonable officer under the same or similar circumstances would have made the same decision.

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- I. Officers shall not be required to activate the In-Car Video Camera System or BWC when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.). An officer may not be required to keep a BWC activated for the entire duration of his/her shift.
- J. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner In-Car Video Camera System or BWC images and information without the prior written approval of the Sheriff or designee. Copies may only be made for court, training, or other purposes specifically approved by the Sheriff or his designee. Officers should be cognizant that the unauthorized release of a recording created with a body-worn-camera is a criminal offense under the Texas Occupations Code.
- K. Officers shall be allowed to review the recordings from their In-Car Video Camera System or BWC at any time. To help ensure accuracy and consistency, officers are encouraged to review recordings prior to preparing reports. If the officer is giving a formal statement about the use of force or if the officer is the subject of a disciplinary investigation, the officer shall:
  1. Have the option of reviewing the recordings; and
  2. Have the right to review recordings from other recording devices (body-worn cameras, other officers' in-car videos, etc.) which may have captured the officer's image or voice during the underlying incident.
- L. In-Car Video Camera Systems and BWCs shall not be used to record:
  1. Communications with other police personnel.
  2. Encounters with undercover officers or informants.
  3. In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, or break room (BWCs only) **unless this is an enforcement contact then the camera will be activated..** Exceptions would be during a critical incident where the officer feels it is necessary to record.
  4. When an officer would be recording a patient during a medical or psychological evaluation by a clinician or similar professional, or during treatment. When recording in hospitals or other medical facilities, officers shall be careful to avoid recording persons other than the suspect (BWCs only).
  5. Communications made in a psychiatric facility, unless responding to a call involving a suspect who is thought to be present in the facility.

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- M. Officers shall, at the conclusion of any call for service or incident which has been recorded on their In-Car Video Camera System, close out the video using the appropriate designation of the recording or using the case number assigned to that call for service or incident. At the end of their tours of duty, officers will ensure that their In-Car Video System downloads all recordings made since the previous download, and will ensure that all BWC recordings made during their tour of duty are properly downloaded utilizing established protocols.
- N. Videos from each vehicle (in-car) and each officer (BWC) involved in or at the scene of a vehicular pursuit, use of force, officer-involved shooting, in-custody death, or other incident involving an officer that results in bodily injury or death to a person, shall be uploaded as soon as practical to the appropriate server location per established protocol. A hard evidence disk should also be made preserving the evidence in the designated location.

## **6 SUPERVISORY REVIEW**

- A. Supervisors may review any In-Car Video Camera System or BWC videos at any time and may authorize another member to do so for the purposes of investigation, incident reviews, counseling or any other law enforcement purpose. Furthermore, detectives and investigators of the Department may review any In-Car Video Camera System or BWC video as needed to perform their duties within the Department.
- B. On at least a bi-monthly basis, supervisors shall randomly review at least two (2) Digital Multimedia Evidence videos to assist in periodic assessment of officer performance, determine whether audio/video equipment is being fully and properly used and to identify material that may be appropriate for training. Any suspected deficiencies, policy issues, or training issues observed should be noted to the appropriate Division Commander for resolution. Any policy violations or criminal acts should be documented by memorandum and forwarded through the chain of command to the office of the Sheriff.

## **7 HANDLING AND RETENTION OF DIGITAL MULTIMEDIA EVIDENCE**

- A. DME will be stored within a secure CJIS compliant server or online cloud database based on the best method to meet the needs of the Department. For prosecution, training and other law enforcement operations, the DME may be copied from its stored location to a portable storage device (CD, DVD, thumb drive, etc.).
- B. All files from In-Car Video Camera Systems and BWCs shall be securely stored in accordance with state records retention laws and for no longer than useful for purposes of training, or for use in an investigation or prosecution (including appeals), or for use in resolving a claim, pending litigation, or disciplinary investigation. In capital punishment prosecutions, files shall be kept until the alleged offender is no longer under control of a criminal justice agency.

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- C. Personal use or the uploading of recorded data onto public or social media websites without written authorization from the Sheriff or his designee is prohibited. Should the need to release DME to the news media arise, the Public Information Officer will do so at the discretion of the Sheriff.
- D. All stored DME is subject to release in accordance with the state public records retention laws. Public requests through the Freedom of Information Act will be handled according to the State law pertaining to open records. These requests will be handled through the Records Section or person(s) designated to handle open records requests.
- E. DME which was made in a private space will not be released; nor will recordings involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the persons authorized representative.
- F. Recordings from In-Car Video Camera Systems and BWCs may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Chief.
- G. The retention and destruction of DME shall be pursuant to state public records retention schedules. Videos will be stored for a period of not less than ninety (90) days. After that time videos will be deleted from the system unless they have been determined to have evidentiary or other value. Videos of evidentiary value shall be attached to the appropriate case in the Department's Records Management System (RMS) for preservation. Videos of administrative or other value shall be uploaded to the appropriate server folder(s) and held per statutory law or regulation governing the retention of such records.

## **8 TRAINING**

- A. Officers and any other personnel who will come into contact with video and audio data obtained from the use of in-car and BWC recording systems shall receive Department approved training on the proper operation, use and care of the equipment and the Department's policy with respect to the use of such systems. Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment. This training should include but not be limited to:
  - 1. Practices and protocols covered by this policy;
  - 2. Relevant state laws governing consent, evidence, privacy and public disclosure;
  - 3. Procedures for operating the equipment safely and effectively;

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4. Scenario based exercises that replicate situations that officers might encounter in the field;
5. Downloading and tagging recorded data;
6. Accessing and reviewing recorded data;
7. Preparing and presenting digital evidence for court;
8. Documenting and reporting any malfunctioning device or supporting system;
9. Supervisors will receive training relative to accessing subordinates videos for review and distribution according to the expectations outlined herein.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Management of Security Program	<b>Policy Number:</b> 5.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to maintain a secure institutional environment that ensures the safety of the public, provides a safe working climate for employees, and offers humane and safe living conditions for inmates.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

The Jail Administrator is responsible for the security, and integrity of all detention operations of the facility. The only persons that can override a decision of the Jail Administrator are the Chief Deputy and the Sheriff.

To accomplish the management objectives of PCSO Jail, the Jail Administrator will employ an organized system of inter-related sub-objectives, policies, procedures, emergency plans, training, and manpower practices. To assist in carrying out the security and management plan, the Jail Administrator may from time-to-time appoint individuals to assist in accomplishing various tasks.

A key element of the management philosophy requires that no inmate or group of inmates have authority over other inmates, manage institutional program, or have any policy or procedure setting role.

**Documentation:**

The Jail Administrator will develop a security and staff management plan that includes:

1. Security-related policies and procedures;

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2. Management and conservation of human and material resources; and
3. Supervision, testing, drill, and evaluation plans.

Copies of PCSO Jail security post orders derived from policy, and current pertinent information will be readily available for employees assigned to each posts. Emergency plans and other contingencies will be dealt will in the same manner.

**Staff Visibility:**

A high priority at PCSO Jail will be the visibility of the Sheriff, Chief Deputy, and Jail Administrator in the facility, where they may be seen and available to inmates, and employees for communication.

One [1] corrections officer will be provided on each floor of the facility where ten [10] or more inmates are housed, with no less than one [1] corrections officer per forty-eight [48] inmates or increment thereof on each floor for direct inmate supervision. This officer will provide visual, face-to-face observation of inmates at least once every hour. Observation will be performed at least every thirty [30] minutes in areas where inmates known to be assaultive, potentially suicidal, mentally ill, or who have demonstrated bizarre behavior. There will be a two-way voice communication capability between inmates and staff at all times.

The Sheriff and Chief Deputy will visit housing and activity areas at least monthly. Shift supervisors will tour the entire facility at least twice a day during their shift, including weekends and holidays. Secured areas that are unoccupied may be toured once a week. A written report or logbook of all such tours will reflect date and time of tours, any deficiencies observed and corrective actions taken. All other employees will inspect all cells and other living quarters at least once each shift.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Searches	<b>Policy Number:</b> 5.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to use efficient search techniques to deter inmates and detainees from fabricating, introducing, conveying, or concealing contraband; to discover breaches in facility security; and, to identify potentially dangerous health conditions.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility to set and maintain high standards of security, safety, and health. Control, supervision, and oversight of this facility are furthered through the frequent use of a variety of search techniques and procedures.

**COMPLIANCE** THIS CHAPTER CORRESPONDS TO AND COMPLIES WITH CHAPTER 265.2 OF THE TEXAS COMMISSION ON JAIL STANDARDS MINIMUM JAIL STANDARDS.

**DEFINITIONS:**

**Contraband:** Any item possessed by, or in the immediate control of, an inmate or found within the facility, which is not issued, approved by the Jail Administrator, authorized by written facility policy or sold through the commissary. Any item that has been altered or may be used in a fashion other than its original design, purpose or intent is also considered *contraband*. *Contraband* may also be possession or control of excess amounts of items that individually would not be contraband.

**Detainees:** Any individuals held in the facility for a short period, usually for a *minor, non-violent offense*. Detainees can also include material witnesses who are not serving a sentence or individuals in a civil or criminal process, contempt, trial or examination. Short term detainees pending immediate release are not normally housed with the *general population*, and may be held in waiting areas, holding cells, etc.

**CLOTHED SEARCH (PAT OR FRISK SEARCH)-** A thorough search of an individual's

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outer clothing and person to detect any items that may be concealed. An officer performing this search may use his hands to crush, or fold any article of clothing. Officers will check the collar area, sleeves, cuffs, and armpit area of shirts. Officers will check the waistband, pockets, crotch, and leg areas of pants. Officers will also check the socks and shoes. A metal detecting device may also be used.

**UNCLOTHED SEARCH-** A search where reasonable suspicion exists to justify the search. Reasonable suspicion can be based upon the behavior of the individual and also upon the charges on which the arrest is based. An unclothed search shall be conducted after the removal of clothing causing an individual to expose his or her body for inspection with or without underwear. The search includes a visual inspection of areas that cannot be thoroughly inspected using a clothed search. These areas include but are not limited to the breasts, genitals, buttocks, and anus. Unclothed searches shall be conducted by corrections officer(s) of THE SAME GENDER IN A REASONABLE AND DIGNIFIED MANNER AND PLACE.

**BODY CAVITY SEARCH-** A body cavity search is a manual or instrument inspection of the anal or vaginal cavity. All body cavity searches will be performed by medical personnel under the authority of a valid search warrant demonstrating probable cause for the search.

#### **PROCEDURE:**

Overall, searches of all types are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, protect inmates and staff from harm, detect and improve medical conditions, and to suppress escape attempts and other disturbances. Frequent, unannounced searches of inmates, housing units, and other areas of the facility are conducted as often as necessary to further the safety, security, and integrity of the facility. Searches are conducted on *admission; while moving to and from the visiting area; returning from doctors visits, court, work release, returning trustees, upon entrance or release from administrative or disciplinary segregation; when apprehended from an escape or escape attempt; or after participation in any kind of internal disturbance.* Searches may be conducted at random or when there is a *reasonable suspicion.*

Searches are conducted in a manner to avoid unnecessary force, destruction of property, or embarrassment to the inmate or detainee. Officers will use *reasonable care* in conducting personal searches, while according reasonable privacy to the inmate or detainee.

#### **PERSONNEL CONDUCTING SEARCHES**

**CLOTHED SEARCH** – An officer commissioned by the POLK COUNTY SHERIFF’S office or any other peace officer who has lawfully arrested an individual and brought them to the POLK COUNTY JAIL may perform this search. An officer of the same gender will conduct

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this search except in an emergency.

**UNCLOTHED SEARCH** – Officers licensed and commissioned by POLK COUNTY SHERIFF’S OFFICE should perform this search. Sheriff’s Office non-commissioned staff may conduct the search in an emergency. A person of the same gender will perform this search.

**BODY CAVITY SEARCH** – Medical personnel upon issuance of a search warrant may perform a body cavity search.

**SEARCH UPON INITIAL INTAKE**

1. Upon entry into the booking area, all arrestees will be asked to remove all property from their person; this includes but is not limited to the following:

- A. All jewelery
- B. Belts
- C. Hat or cap
- D. Any body piercing
- E. Wallets/purses
- F. Loose items in the pockets of pants or shirts
- G. Tobacco products
- H. Jackets

2. CLOTHED SEARCHES

- A. All subjects brought to the POLK COUNTY SHERIFF’S OFFICE JAIL shall have a clothed search performed to detect any items that may be concealed.
- B. Any items found that are illegal for the individual to possess will be immediately given to the arresting officer for processing.
- C. All other items found will be placed into the property bag of the individual.

3. An unclothed search may be conducted subject to section on the criteria for unclothed searches.

4. The “unclothed search” form shall be completed on every arrestee stating whether or not an unclothed search was performed and documenting the reason for such search.

**PROCESSING PRIOR TO HOUSING ASSIGNMENT**

1. Officers will perform a thorough pat search on individuals prior to allowing them to change into jail uniform. if, during the clothed search at processing, it is determined that the individual has item(s) of contraband, an unclothed search may be performed subject to criteria for unclothed searches.

2. The following steps shall be followed when allowing individuals to shower and change from personal clothing to a county jail uniform.

- A. At no time during this process should an officer observe an individual while he or she is disrobed, unless it has been previously determined that an unclothed search may be performed.
- B. The individual will be instructed to take a shower and to change from his or her

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- clothing into a county jail uniform.
- C. The individual will be instructed to place all of his or her personal clothing into a county property bag for storage.
  - D. After the individual completes his or her shower and is dressed in a county jail uniform, the individual may exit the processing room and give the property bag to the booking officer.
  - E. Prior to taking the individual to his or her housing assignment another thorough pat search shall be performed.
  - F. If, during this second clothed search, contraband is discovered and unclothed search may be performed.

**CRITERIA FOR UNCLOTHED SEARCHES** Individuals that have been arrested but not yet assigned and moved to housing in the facility, may be subject to an unclothed search **only** if the officer conducting the search has a reasonable suspicion that the individual is concealing contraband, evidence, drugs or weapons.

1. Reasonable suspicion can be based upon information available to the searching officer including, but not limited to:
  - A. The individual was arrested for a violent crime such as, but not limited to assault, burglary, robbery, or murder.
  - B. The individual was arrested for a drug related offense.
  - C. The individual's criminal history shows previous arrests for violent crimes such, but not limited to assault, burglary, robbery, or murder.
  - D. The individual's criminal history shows previous arrests for drug offenses.
  - E. A clothed search of an individual produces contraband or weapons.
  - F. Refusal of the individual to participate in a clothed search.
- G. After performing a clothed search, an officer has reasonable suspicion of a conspiracy to introduce contraband exists.
- H. If the arrestee has recently had contact with an inmate in our custody, and a suspicion of a conspiracy to introduce contraband exists.
- I. Any articulable facts that present reasonable suspicion.
2. The written justification for an unclothed search must be maintained in the inmate file.
3. ALL UNCLOTHED SEARCHES SHALL BE CONDUCTED BY CORRECTION OFFICER(S) OF THE SAME GENDER IN A REASONABLE AND DIGNIFIED MANNER AND PLACE.

**SEARCHES OF INMATES HOUSED IN POLK COUNTY JAIL FACILITIES**

1. Detention personnel will perform through periodic searches of individuals incarcerated in the POLK COUNTY JAIL. Detention personnel may perform a clothed search of any individual in the custody of the Sheriff's Office at anytime it is necessary.
2. An unclothed search may be conducted under the following circumstances:
  - A. Any inmate taken from the secure facility is subject to an unclothed search upon return to either facility.
  - B. Any individual is subject to an unclothed search as part of a housing reassignment.
  - C. Any individual on a court ordered work release program is subject to an unclothed search upon returning to the jail facility.

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- D. Any individual is subject to an unclothed search anytime an officer has reasonable suspicion there is a threat or possible contraband being concealed on the inmate's person or hidden inside jail clothing.

**PURPOSE OF Searches:**

Searches are not to be used for punishment or harassment, but, rather, for the following purposes:

1. Prevent the introduction of weapons or contraband into the facility;
2. Detect the manufacture of weapons, escape devices, etc. inside the facility;
3. Discover and suppress *trafficking* between employees, detainees, and inmates;
4. Enforce rules designed to eliminate causes of tension between staff and inmates;
5. Discourage theft and *trafficking* of institutional supplies;
6. Prevent waste or destruction of institutional property;
7. Foil escape, riot, assault, or other disruptive plans or attempts;
8. Detect medical injuries or illnesses, vermin, self-inflicted wounds, and suicide attempts; &
9. Discover hazards to health or safety that may go unnoticed during routine inspections.

**Detainee Searches:**

*Non-violent prone detainees* charged with lesser offenses are generally provided more protection under the 4<sup>th</sup> Amendment of the U.S. Constitution than convicted or felony charged inmates. Normally, when a *detainee* is expected to be held for only a short period, pending bonding out or release, and is not being placed into general population, a *pat search* will suffice during intake. When reasonably possible, detainees will be housed in holding units or cells apart from general population to allow reasonable time for bonding out or release.

Once detainees are transitioned into *general population*, all individuals are treated the same for the purposes of searching their person, possessions, and housing units.

**Inmate Searches:**

Inmate searches require expertise and a professional attitude on the part of the employee.

*Pat searches* may be conducted by an employee of the opposite gender from the inmate or detainee, and may be performed in any area of the facility and during movements. *Pat searches* ordinarily do not require an inmate to remove clothing other than hats, gloves, or coats. These procedures are most often used during the daily routine of the institution.

**Housing Unit Searches:**

Searches of housing units are performed on an unannounced and irregular basis. This type of search is usually conducted to uncover contraband, prevent escapes, maintain sanitary standards, and eliminate fire and safety hazards. A complete search and

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inspection will be conducted in each room or cell before a new inmate occupies it. All cell searches will be entered in the unit log so that staff on succeeding shifts will be able to avoid repetitive searches, or can intentionally re-search a cell that may be considered “safe” by some inmates. Cells should be left as close as possible to the way they were found before the search. Inmate personal property will be treated with dignity and respect, and not willfully be discarded, broken, or misplaced.

**General Area Searches:**

Staff may conduct general searches of any area of the facility, e.g., work areas, corridors, classrooms, elevators and storage areas. This may be done as necessary, preferably with the knowledge and consent of the Jail Administrator or his designee. After such a search, a written report will be filed with the shift leader, describing the scope of the search, the results, and a list of all contraband found. When searching work areas, the work area supervisor should be present.

**Visitors & Visiting Area Searches:**

A *pat search* and/or *mechanical search* utilizing scanning equipment may be conducted on any or all visitors to the secure area of the jail. Visitors, by entering the jail, agree to all reasonable search requests by jail officers. Inmates will not be permitted in the visiting area where direct contact is possible until a *pat search* is completed on the inmate. Likewise, *pat searches* will be completed after any contact visit. When staff is available, a visual search of each visiting area should be conducted immediately before and after each visitor leaves.

**Supplies & Food Stocks:**

All supplies and food stocks delivered to the facility will be searched before inmates have access to them, and must be locked in secure storage areas prior to use.

**Perimeter Searches:**

The perimeter will be searched and inspected as part of the security inspection program. Areas outside the facility will be searched for possible contraband. Perimeter searches will include department vehicles and public parking areas.

**Mechanical Inspection Techniques:**

Mechanical and electronic detection devices may be used for searches in secure locations such as the control center, locked units, entrances, and high traffic posts. The use of hand-held trans-friskers and mirrors are particularly effective in detecting contraband in hard-to-reach places, or hidden in mattresses and other well-concealed locations.

**Contraband Control:**

All contraband located during searches will be confiscated and signed over to the shift supervisor. A report will be written that describes the contraband, and when and where it was found. This report will be turned over to the shift supervisor, who will initial and date the report, and forward it to the Jail Administrator. If the contraband was associated with a specific inmate, an incident report will be filed. When the contraband consists of controlled

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substances, or may be evidence in a criminal matter, the Jail Administrator will establish a chain of custody, and either release it to proper law enforcement authorities for prosecution, or destroy it using a procedure devised in cooperation with, and approved by, local law enforcement agencies. Firearms and explosive materials discovered as contraband will not be stored in the facility, but will be removed at least to the facility armory for further disposal. For further details, see *Contraband Control* policy 5.4.

**Staff Training:**

Staff training in search techniques is important so forbidden items may be found and potential security and life safety breaches uncovered. However, it is equally important that the staff be familiar with proper techniques for their own safety. Specific training will be provided to employees on proper safeguards during searches to reduce the danger of blood borne pathogens, HIV infection, or other hazards.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Contraband Control	<b>Policy Number:</b> 5.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of PCSO Jail to deter, and detect the introduction, fabrication, possession, and conveyance of contraband.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility to aggressively control contraband within POLK COUNTY JAIL in order to maintain a safe, secure, and healthy environment for employees, detention officers, and inmates of this facility.

**PROCEDURE:**

Contraband is any item that was not issued to the inmate, or not given to the inmate by jail staff. Contraband may include items that belong in the facility, but do not belong in the possession or vicinity of an inmate. Contraband may also include excessive amounts of facility property, or items issued to an inmate, or items belonging, issued, or given to another inmate.

Contraband control at the facility perimeter is accomplished through routine inspection of windows, fences, rooftops, and other areas where contraband may be directly introduced. These may include, but are not limited to, inspection of the areas and items described elsewhere in this policy set.

**Controlling Contraband - General Guidelines:**

In order to restrict contraband entering the facility, officers will:

1. Search individuals entering the facility, including search of persons, packages, and other items;
2. Collect and store incoming inmate personal items and clothing in accordance with PCSO Jail Policy 5.9.
3. Provide an inmate uniform suitable for the season, and healthcare items, to all individuals confined in the facility.

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4. Inspect packages and other non-vehicular items entering the facility;
5. Use walk-through or hand-held metal detectors on pedestrian traffic; &
6. Use depository procedures for law enforcement weapons and ammunition in a secure gun locker outside the inmate traffic area of the facility.

Items, used for any other reason than their intended use, may be confiscated [i.e., matches, burning toilet paper, toothpaste as construction material, chemicals].

### **Inmate Searches:**

Procedures for inmate searches will include the following elements:

1. Use of *pat*, and *body* searches by staff;
2. Use of NON-intrusive technologies, approved by the Sheriff or his designee, by qualified medical staff;
3. Searches in housing areas and cells will be carried out in accordance with established procedures; and
4. Searches in other common areas, including all inmate program and work areas such as the kitchen, visiting room, and school, as well as corridors, day rooms, activity areas, and the outside recreation area.

### **Dry Cell Procedures:**

Inmates may be subject to dry cell procedures in rooms where the toilets cannot be flushed to enable staff to isolate contraband ingested or inserted rectally for conveyance into the facility.

### **Intercepting Moving Contraband:**

Methods of intercepting moving weapons and other contraband will include the use of random interception of inmate traffic [i.e., searching inmates coming out of activity areas], and searches of moving materials, food carts, etc.

### **Contraband Fabrication:**

Methods of contraband fabrication are included in staff training, as well as procedures for control of raw materials and access to tools by inmates. Particular attention will be directed to control of shears, grinders, and other similar tools.

### **Staff Contraband Issues:**

Contraband introduction by staff is addressed during employee training, with a description of the investigative system to be used by PCSO Jail to restrict such items. Employees have no expectation of privacy once they have entered the secured area of the facility. Disciplinary action and prosecution referral procedures will be developed in accordance with PCSO Jail policy and in coordination with local law enforcement agencies.

### **Introduction by Mail:**

Mail and package inspection procedures will address issues relating to the location and operation of the mailroom and the physical security of the area.

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**Disposition of Contraband:**

Disposition of contraband is a critical function that starts with logging the discovery of contraband and filing a disciplinary report, when possible. A secure storage area will be identified, and methods will be developed for ensuring that the proper chain of evidence is maintained. All contraband items will be lawfully and safely disposed of according to procedures developed by the Jail Administrator. Records are maintained of all property disposition or destruction. This is particularly important with respect to drugs and other items that are intrinsically illegal. Money and other valuables possessed by an inmate will be maintained in a way that preserves a chain of custody so that the items may be returned to the inmate.

Any contraband used as evidence in a criminal trial will be released to the enforcement agency handling the prosecution.

If a defendant is found to be in possession of contraband in the intake area, the arresting officer will return to PCSO Jail to take possession of the contraband, and the arresting agency may file additional criminal charges.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Escorted Trips	<b>Policy Number:</b> 5.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide the necessary level of supervision and control for inmates who must be taken for treatment to local medical facilities, and/or from one jurisdiction to another, or who otherwise must be escorted in the community.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Inmates being escorted outside the PCSO Jail facility will be transported in a safe and humane manner under the supervision of experienced and trained employees. The primary responsibility of escorting staff is public safety.

**Medical Referral and Review:**

Inmates requiring an escorted trip into the community for medical treatment or removed for other purposes will have their case referred to the Jail Administrator for review. Except for regularly scheduled transfer activity, the Jail Administrator will confer with the referring employee to ascertain the exact nature of the treatment or activity, the expected duration, and the degree of public contact likely in the proposed community setting. A memo documenting this information will be placed in the inmate's central file record and any other relevant materials with a bearing on the type of escort to be provided. The Jail Administrator or designee will annotate the record to indicate approval or disapproval of the trip, the number of escorts, weapons authorized, and the rationale of the decision.

**Number of Escorts:**

In most cases, two escorting staff members will be provided, with at least one officer being weapons qualified. The Jail Administrator or designee may also approve the use of a solo staff member to escort an inmate who presents a minimal escape or management risk.

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**Escort Instructions:**

PCSO Jail employees selected for escort duty will be advised in writing of the responsibilities of their assignment. That advisement will consist of a form that contains, at a minimum, the name of the inmate, a photograph, basic sentence data, the itinerary and expected duration of the trip, any special escort or supervision instructions, and the name of the authorizing official. Escort officers will be provided the opportunity to review the central file of the inmate involved. Staff who will be carrying weapons will be weapons qualified. The Jail Administrator or the shift leader will provide any additional verbal instructions regarding the trip prior to departure.

**Searches:**

The procedure for searching inmates departing under escort will be as follows:

1. Inmates should have nothing in their pockets nor be in possession of any personal property when presented to the escorting officer for search and placement in restraints.
2. Inmates will be searched before being dressed for the trip, and will exchange the clothes being worn for clean clothing that has been thoroughly searched before issue.
3. After being searched and dressed for the trip, inmates will be isolated from all other inmates not yet searched.
4. The officers escorting inmates will pat search them before placing them in restraints.
5. The shift leader will decide what articles inmates are permitted to have in their possession during the trip. These articles should be kept to a minimum, and normally only include *legal papers*.
6. All inmates will either be handcuffed behind their back or have a belly chain and cuffs. They will also wear leg shackles. This requirement does not apply if the inmate is injured and shackles would likely cause further injury or pain.

**Restraints:**

The use of restraints, i.e., handcuffs, leg irons, or restraining chains, must be done humanely and only when necessary. All inmates under escort ordinarily will be in handcuffs. The decision regarding additional restraining devices for inmates under escort is delegated to the Jail Administrator or designee. Factors to be considered include the following:

1. Anticipated contact with the public;
2. Physical and mental health of the inmate;
3. Demonstrated behavior of the inmate;
4. Purpose and destination of trip; and
5. Mode of travel

The Jail Administrator may authorize additional restraints for cases that present potentially greater escape or management risks. The Jail Administrator will review mental health cases recommended by medical staff for soft restraints before authorizing transport. In

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those cases, the escorting staff will take hard restraints with them in the event the inmate begins to destroy or otherwise compromise the soft restraints.

The escorting officers will check the restraints at least once an hour to make sure they are not too loose or tight. The escorting officer will confer with the Jail Administrator before removing any restraints in the course of medical treatment, unless a life-threatening medical emergency is in progress. In those cases, the escorting staff should explore all possible options to permitting the inmate to be completely unrestrained. Restraining equipment must never be used as punishment, in a way that causes undue physical pain, or to restrict the blood circulation or breathing of an inmate.

**Weapons Issues During Transportation:**

When armed supervision is necessary to transport inmates outside PCSO Jail, officers that are armed must be securely separated from the inmates, i.e., in secure cubicles in buses, in vehicles preceding or following the inmates' transport, or by a law enforcement-grade barrier in the vehicle, etc. Armed officers should disembark from the vehicles before inmates; officers will then station themselves at a safe distance, but in positions that ensure clear observation of disembarking inmates.

**Vehicles:**

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

**Contact with the Public:**

While in the community with an inmate, the escorting staff will make every attempt to maintain a low profile and avoid public contact. Inmates will not be permitted to make phone calls or otherwise contact family members or others while under escort. Unless specifically authorized, hospitalized inmates will not be permitted visitors.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Release To Transport Officers	<b>Policy Number:</b> 5.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to ensure that inmates are only released or transferred to the temporary custody of persons or agencies with proper authorization.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to only release or transfer custody of inmates to persons or agencies with proper authorization to promote reasonable and necessary safety and security for facility personnel, confined inmates, the public, employees of other entities, and those in the geographic areas surrounding the facility.

**PROCEDURE:**

Releasing inmates to transporting officers requires compliance with provisions of PCSO Jail policy concerning escorted trips. *Any questions arising from the review of transfer documents will be verified by contacting the issuing agency.* Certain records accompanying a transferring inmate must be presented to and remain in the possession of the escorting officer. Unless otherwise authorized by the PCSO Jail or designee, the following records will be transferred with the inmate:

1. Medical records INCLUDING THE TEXAS UNIFORM HEALTH STATUS FORM, SCREENING FORM FOR SUICIDE AND MEDICAL AND MENTAL IMPAIRMENTS and any necessary medication while in transit;
2. Medical conditions notice detailing any special handling or treatment enroute;
3. Commitment papers or other documents supporting the escorting officer's authority to have custody of the inmate;
4. Identifying information for the inmate, such as name; booking number; and photograph, which is to be updated throughout the inmate's sentence as his or her appearance changes;
5. Charge or sentencing offense;
6. Sentence or potential sentence; and,

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7. History of assault, escape, mental health problems, or other potentially dangerous behavior.

Inmates in transit will not be permitted access to any of their accompanying files. The transporting officer will indicate by signature receipt of the specific file material accompanying the inmate.

**File Assembly:**

Records not transferred with the inmate will be updated, combined, and forwarded to the receiving facility within 72 hours of the inmate's departure. A staff member will be identified as responsible for initiating collection of all dispersed central file information for inclusion into the main file. Records not transported with the inmate will be forwarded by express service, with a return receipt provided. If no return receipt is received within seven [7] working days after mailing, the sending facility is responsible for verifying with the receiving facility that the file has arrived.

**Records:**

PCSO Jail employees will maintain a record of transfers by category to summarize movement in and out of the facility in quarterly reports to the Sheriff.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Movement Control	<b>Policy Number:</b> 5.07
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to maintain the safety and security of all staff and inmates and provide staff with procedures to enforce internal movement controls to ensure that inmates do not avoid staff supervision, plan escapes, or engage in other impermissible activities.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Inmate movement from one location to another in the facility will be controlled and supervised by security staff. This includes individual and group inmate movements. These controls will be affected through the use of a *call-out program*, a *scheduled movement system*, and an *individual pass system*. Movement to activities such as work, sick call, recreation, education or other programs, clothing exchange, and pre-release processing, will be regulated by these systems. This control and supervision effort will be coordinated with other accountability practices of the facility.

**Controlled Movement:**

A controlled movement system will be used to limit the times during the regular business day when inmates may move from area to area, such as to work, court, meals, or recreation. The Jail Administrator will establish the exact times for such movements, ordinarily at 60-minute intervals for ten minutes in length. Movement between, corridor grills, housing unit doors, and other traffic control points in the facility will be closed and locked. This will be the signal for staff to open the doors and grills [crash gates] for the appropriate amount of time. The control officer will similarly signal the end of movement, at which time the grills will be secured again. Regularly authorized group activities and their movement schedules will be published and posted as part of the procedures for this policy.

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**General Staff Observation:**

Every employee in the facility is responsible for observing and monitoring inmate movement and otherwise ensuring that inmates are following the authorized procedures related to individual and group movements. Employees must be especially alert to the movement of inmates or groups of inmates that appear out of context with scheduled activities. Officers should be alert to such indicators as *wrong gender, wrong classification, loitering, going the wrong way, and failure to identify.*

Additionally, employees assigned to corridor, housing unit, and program posts will observe inmate movement to verify proper movement authorization and arrival at the designated time and location.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Accountability	<b>Policy Number:</b> 5.08
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the Jail Administrator to maintain safe and secure institutional operations through 24-hour-a-day inmate accountability procedures that include counts, record keeping, and other supervision efforts.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

PCSO Jail uses an organized system of information storage, retrieval, and review. This information system is an important part of an overall decision-making process.

Inmate accountability procedures are the backbone of good detention management. All inmates are subject to count procedures regardless of when and how the count is called. Inmates will not be permitted to participate in the preparation, documentation, or conduct of any count process. Inmates will neither prepare nor have access to pictures or other identification records.

**Official Counts:**

Official counts are organized and conducted at specific times of the day or night. All inmates are counted consecutively, including those out of the facility on *furlough*, *work detail*, *court appearance*, *writ*, or other categories of *temporary absence*. All inmate movement will cease before a count begins and remain suspended until the total count is completed and verified as correct. Nothing short of a *bona fide emergency* will distract officers from performing and completing a count.

**Count Times:**

Inmate counts will be made in a manner to insure there is at least one count per officer

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shift. Count times will be arranged to provide as little interference as possible with daily work and activity schedules.

**General Count Guidelines:**

Each count must be made as reasonably accurate and prompt as possible. If there is any doubt as to the correctness of a count, a recount will be taken. Inmates must be visually identified on each count.

A report of each count will be given to the controlling officer. All reports will then be checked and coordinated to verify that the total count is correct and all inmates are *present or accounted for*. An inaccurate or confused count from an officer will result in an order for a recount from the officer coordinating the count. After reporting a count, each officer will immediately prepare a count slip and sign it. No erasures or changes are permitted on count slips. The institution count will not be accepted until all inmates are present *or accounted for*. No inmate movement is permitted until the coordinating officer announces the count is *correct and clear*.

**Count Records:**

Count records will be maintained and filed with daily paperwork. Count records will aid in inmate tracking that enables staff to determine the location of all inmates. The officer responsible for maintaining the *master count* will be provided current information regarding all inmate housing moves, work assignments, admissions to hospital, commitments, releases, and any other changes that affect inmate accountability. Count records will be sufficiently detailed so as to enable reconstruction of any count for up to 30 days after the count was taken.

**Housing Unit Procedures:**

Inmates will ordinarily be counted in their housing areas. If an inmate is in the wrong count area, the inmate will be escorted to the correct location before the count continues. In a dormitory, inmates will be at bedside or in a double line, when the count is taken. In single cell units, the inmate will be locked in the cell. Officers must be positive they see a live human body before counting an inmate as *present*. By having the inmates stand during the count, officers are able to also ascertain that the inmate is not seriously injured and is capable of obeying simple instructions.

When making night counts, flashlights should be used judiciously, but enough light should be thrown on the inmate to ensure that a live inmate is being counted. Officers must see *living, breathing flesh*.

**Outcounts:**

*Outcounts* are counts that are not conducted in quarters or normal counting areas, and will be authorized by the shift leader for inmates who must be counted in *work areas, educational release, furloughs*, and other approved locations outside of housing units. A signed count slip will be submitted to support any count called in by telephone or radio.

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### **Count Slips:**

Each employee making and reporting a count [including Outcounts] will prepare and forward count slips to the shift leader. These slips will not be accepted if they are incomplete, have erasures, strikeouts, or alterations. Officers will sign each count slip they fill out.

### **Census Checks:**

Census checks are periodic, informal counts that are normally done each morning and afternoon to determine inmate accountability. An unannounced, census check may be used periodically to determine the location of all inmates in the facility. Any officer, at any time, may conduct a census check of the area and inmates under their supervision. No written record is maintained of census checks, unless an inmate is missing.

### **Emergency or Extra Counts:**

An *emergency or extra count* is an official count taken at other than one of the times specified for an *official count*; when an inmate is suspected of being missing, or other purposes. In such a count, all inmates will be returned to their assigned housing units to be counted.

After a disturbance is under control, an emergency count must be taken to determine that no one has escaped, is in hiding, or has been seriously injured. For that reason, the shift leader will maintain count records that reflect the unit assignments of all inmates.

### **Picture Counts:**

*Picture counts* may be necessary in the event of an escape. In such cases, the staff member taking the count will verify the identity of each inmate through the use of picture cards. Staff will periodically review filed picture cards to assure that they accurately portray the likeness of the inmate. As necessary, inmates may be sent to the receiving area to have new pictures taken.

### **Transportation Counts:**

When escorting a large number of inmates, conduct counts to ensure that assigned inmates remain in custody. Before two or more inmates are confined to seats in a vehicle, they will first, be placed in a line and as their names are called pass by an officer giving *name* and *number* while the officer identifies them. A second count will be taken after all inmates are seated in the vehicle. Numerical counts will be repeated whenever an exit is made and again when the trip resumes.

### **Inmate Identification Systems:**

Records will be maintained that identify each inmate's bed and cell assignment. Referenced or attached to this file will be a picture record of the inmate. These records may also contain quick reference information, such as *offense committed*, *medical flags*, *mental status*, *past behavioral problems*, etc.

Officers taking large groups out of the facility for work or transport will be provided with a

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*crew kit*. This is done to provide officers with a picture and data reference of inmates in the detail. The card may also have background information on the inmate.

Picture card identification procedures will be used for inmates who move regularly outside the facility for work details. An approved picture file will be maintained on these individuals, with the Jail Administrator authorizing all gate passes or cards.

**Direct Supervision:**

Direct staff supervision is critical to facility security, safety, and discipline. Staff members will tour and inspect the housing areas and other critical areas on a 24-hour a day basis. During these tours officers will supervise, observe, and interact with inmates. Employees will be active in patrolling housing units, be alert to unusual incidents, changes in types of inmate interaction, or other signs of unusual activity. During normal operations an officer will be available *within sight or sound* of inmates at least every thirty-minutes.

Other staff, such as medical and maintenance personnel may also provide interaction and indirect supervision of inmates. In addition to providing positive reinforcement, these staff members are important elements of a comprehensive supervision system.

**Locked Unit Supervision:**

Inmates in *locked status* are under staff supervision, and not controlled or supervised by other inmates. Irregular rounds of the *locked units* are made not less than every 30 minutes, with more frequent supervision in special instances.

**Associated Forms:**

1. 5.08-1 Average Daily Population Log
2. 5.08-2 TCJ Standards: Jail Population Report
3. 5.08-3 TCJ Standards: Monthly Paper-Ready Inmate Report
4. 5.08-4 TCJ Standards: Monthly Paper-Ready Inmate Roster

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Personal Property	<b>Policy Number:</b> 5.09
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to thoroughly search inmates and their personal property, permitting only those items necessary for institutional life, which will not endanger the security or safety of staff or other inmates.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Personal searches are critical to ensuring that no contraband enters the facility and detecting otherwise undiscovered medical and physical conditions. Every inmate who is committed to the facility and is moved from the holding area to another portion of the facility will be thoroughly searched. Clothing and property will be searched as well.

Staff assigned to the admission area will be properly trained in searching procedures, including pat searches and strip searches. Metal detection devices will be available to admission staff to assist in these searches. An instrument or other more intrusive body cavity search may be performed in the admission area by trained staff only upon reasonable suspicion that an inmate has contraband secreted in a body cavity and with permission from the shift leader or higher authority. Searched inmates will be kept separate from unsearched inmates.

**Property Searches:**

Clothing worn into the facility and all other personal property items will be carefully inspected for contraband. In searching clothing, particular attention should be paid to areas around the seams and cuffs at the bottom of trouser legs, the zipper area, and all regular pockets. Shirts should be carefully and thoroughly checked along the seams, down the front, across the shoulders, and the collars and pockets. Shoes and socks will be removed

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and searched.

Shoes will be visually checked inside. Heels and soles are to be checked. Coats and jackets will be inspected as outlined above. Other property will be carefully and thoroughly searched. Items will be removed from containers in which they are carried and each item examined to ensure that it does not conceal contraband or other unauthorized items. Care must be taken not to damage or destroy personal property. If this should happen, a report will be completed by the officer involved, and it will be given to the shift supervisor with the damaged or destroyed property.

**Inventory:**

All property and clothing will be inventoried on a standard personal property form. Copies will go to the inmate, to the file, and with the property while it is in storage. This form will identify all property taken from the inmate and will include the following information:

1. Inmate name, number, and date of receipt;
2. Description of the property items in sufficient detail for easy identification;
3. Disposition of the items; and
4. Condition of previously damaged property should be properly documented.

The inventorying officer, arresting officer and inmate will co-sign the form. If the inmate refuses to sign the form, the officer will so note.

Any person authorized by an inmate to pick up personal property will sign a receipt for the item(s); copies of that receipt will be given to the inmate and placed in the inmate's central file.

**Approved Property Items:**

The Sheriff will formulate and annually review a list of approved personal property items, including any provision for retention of wigs, dental appliances, prosthetic devices, limitations for the volume of personal property, etc. Allowable items for retention by inmates in the facility may include any of the following:

1. Legal documents and papers, not to exceed two inches high;
2. Family pictures, not to exceed 5;
3. Prescription glasses;
4. Dentures;
5. Address book or list of addresses; and
6. Other, as approved by the shift leader.

An inmate will be limited to the amount of property that can be stored in a storage box provided by the facility. Inmates are not permitted to give or receive property to or from other inmates.

**Unauthorized Items:**

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Unauthorized items brought into the facility at commitment will be marked with the name of the inmate and returned to the inmate's home at the inmate's expense, donated to the facility, or destroyed, at the inmate's election. Contraband items [illegal weapons, narcotics, alcohol, etc.] will be properly marked and processed according to facility disciplinary policy and turned over to local law enforcement authorities for possible prosecution.

**Disposing of and Shipping Property:**

It is the inmate's responsibility to arrange for pickup or shipping of items not permitted in the facility. Items in this category, if not recovered within 3 days by an approved party will be considered abandoned and destroyed by the facility. Items of nominal value such as rings, watches, credit cards, drivers' licenses, and social security cards may be stored by the facility in anticipation of release.

Inmates will be given the opportunity to dispose of impermissible property, except contraband, by scheduling a pickup, shipping at his/her own expense, donating the item[s] to the facility, or authorizing destruction. If the inmate has not disposed of the property within an established time the Sheriff may explore other alternatives for disposition.

Shipping of property should require return receipt or some form of acknowledgement of receipt. As a final alternative the facility may store properly searched and inventoried property. For property to be shipped directly from the facility or stored pending pickup, an officer will complete a property form, place a completed inventory form in the package, address and seal the package[s] to be shipped. Boxes or cartons will be sealed and stored with clear identification of inmate's name and date stored. All property will remain in a secured area or under direct staff supervision until delivered to the shipper, given to an authorized party in the community, or returned to the inmate upon release. Staff may not appropriate or otherwise take for their personal use property thus deemed abandoned.

**Storage:**

The facility will maintain a secure storage area near the intake area. No inmates will be involved in the search, inventory, or storage process.

**Funds:**

Any money, checks, money orders, or other negotiable items brought by the inmate to the facility will be deposited with the facility's business office and a receipt will be issued to the inmate. The admitting officer will carefully document the valuables or money, enter the detailed description of the funds involved, the officer and the inmate will sign the inventory list and indicate disposition as "safe". During business hours these funds will be deposited directly with a staff member in the business office; during non-business hours the items will be placed in a sealed envelope and placed in a secure depository along with a copy of the inventory signed by the officer and the inmate. A receipt for these funds will be issued from the business office on the first day of business after deposit. If large sums of money or valuables are involved, the facility may open a non-interest bearing account or safe deposit box on the inmate's behalf. Any fees associated with this special arrangement will

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be deducted from or charged to the inmate's account.

**Other Property Limits:**

Inmates housed in high security areas will be subject to additional property limits. Authorization of an item in the admission process does not imply that it may not be limited in some other way while in restricted housing status.

**Packages:**

Subject to prior approval, inmates may be allowed to receive certain articles through the mail. Generally, those articles must be sent directly from the vendor, rather than inmate's families. Visitors may leave no packages other than court clothing and limited amounts of religious materials. Following is a list of generally allowable items:

1. Legal materials [documents and books], not to exceed three inches thick;
2. Medically prescribed articles [dentures, eyeglasses, contacts, etc.];
3. Plain white underclothing [shorts, T-shirts, thermal underwear];
4. Shoes [low cost tennis shoes, and/or medically prescribed footwear, on a case by case basis];
5. Photographs [no frames, no Polaroid pictures with hard backs];
6. Religious materials, not to exceed three inches in thickness;
7. Educational supplies [no notebooks or binders with metal rings or spines];
8. Any article ordered by state or federal court order; and
9. Non-consumable item purchased in the facility commissary.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Key & Lock Control	<b>Policy Number:</b> 5.10
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will maintain a key control program and procedure that provides maximum staff control over locks, keys, and locking devices, and restricts access to sensitive keys while enabling prompt response to emergencies.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

The Jail Administrator will be responsible for overall operation of the key control program, and will designate an employee to manage the key control program.

**Categorization Of Keys:**

The key and lock control program will include a variety of methods for ensuring that only staff control all locking devices, and that the use of keys and locks effectively ensures institutional security. There are two basic categories of keys in the facility, but both are accountable under the procedures in this policy.

1. Security keys are those that if lost or duplicated by inmates would jeopardize the safety or security of the facility, employees, visitors, inmates, or aide an escape.
2. Non-security keys are those that if lost would not require urgent security action and do not control access to security-type doors, sliders, or areas with hazardous or sensitive materials.

**Key Issue:**

A keyboard in the control center will be the prime key issue point and the main repository for all regular, emergency, and restricted keys in use in the facility. A staff member, when issued keys, will immediately count the keys issued and report any discrepancy to the

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issuing officer and shift supervisor. Jail Administrator will approve any keys permanently issued to staff. This number will be kept to a minimum and will not include security keys.

**Key Storage And Issue:**

A keyboard will be located in the control center that is of sufficient size to accommodate all keys and key rings routinely used. All keys in circulation will be on key rings that are soldered or affixed shut to prevent tampering or removal of individual keys.

**Key Accountability:**

A complete accountability system for all keys will include tracking the number of keys on each key ring, staff in possession of facility keys, and key inventory at shift change. The Jail Administrator must authorize changes affecting the inventory in any way. Control center officers are required to check the keyboard at shift change.

Accountability for each key ring will be recorded in the control center logbook. Every key in the facility will be accounted for once a day, through a manual inventory of all keys in the control center, and a call-in system for all keys on posts. Emergency and restricted keys stored on the control center keyboard will be checked and counted in this process. An employee inadvertently carrying keys home will be contacted and required to return them to the facility promptly.

**Lost Or Misplaced Keys:**

An immediate verbal report of any lost or misplaced key or key ring will be made to the shift supervisor, stating when loss or misplacement was discovered, the circumstances surrounding the episode, and the keys involved. Appropriate searches will be conducted immediately in an effort to locate the lost or misplaced keys. A written report will be submitted as soon as possible to the Jail Administrator and the shift supervisor. When security keys are lost or misplaced, proper security precautions must be taken immediately to guard against unauthorized access to sensitive areas, or escape from the institution. If security keys are lost or unaccountable or if inmates may have made impressions of the keys, locks will be changed at once and other institutions that use the same keys will be notified immediately.

**Emergency Keys:**

Emergency key rings will be established that provide access to every area of the facility in case of fire, riot, or other major emergency. These rings will be stored in a separate section of the control center keyboard, which will be color-coded. Each key ring will be color-coded and configured so as to group keys in relation to duty assignments. This system will identify the doors and locks that each key will open.

The keys on the emergency rings themselves will be regularly rotated into use to prevent uneven wear. This will ensure the locks are properly functioning, all key wear is within limits, and staff is familiar with the operation of the system. A record of issue will be forwarded to the Jail Administrator whenever a set of emergency keys is drawn. A duplicate set of emergency key rings will be maintained in a separate, secure location, apart from the

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area containing operational keys, unless the issuing point is outside the perimeter. All staff will be specifically trained in the use of the emergency key system.

**Restricted Keys:**

Some keys stored on the keyboard will be classified as restricted keys, to be issued only to certain designated employees. These keys will be kept in a separate section of the control center keyboard, and color-coded. Examples of restricted keys are those to the food service storeroom, pharmacy, records office, commissary, business office, Jail Administrator office, and warehouses. Restricted keys will only be issued to the person authorized for their use. The shift supervisor must authorize any other issue of these keys in writing, and a copy of the authorization must be sent to the Jail Administrator. The issue of institutional keys for staff personal key rings will be kept to an absolute minimum and must be approved by the Sheriff.

**Duplication Of Keys:**

Unauthorized possession, alteration, marking, duplication, manufacture, or making impressions of keys by staff is prohibited. Staff will be subject to disciplinary action in such instances.

**Staff Training:**

All staff must be trained in the key control system, and particularly the emergency key system, so that in a time of crisis anyone issued any set of keys can use them for the intended effect. As part of this training, employees will be taught the following key control principles:

1. Carry and use keys as inconspicuously as possible;
2. Fasten keys securely to the belt with a hook;
3. Check the count when exchanging keys from one employee to another, confirming the actual key count against that on the tag;
4. Avoid references to key numbers or any identifying information in the presence of inmates;
5. Exchange keys hand-to-hand, do not drop, toss or throw;
6. Do not use force to operate locks. If a lock does not function easily, report the malfunction to the shift supervisor;
7. Do not attempt to repair locks. Lock repairs will be performed only by a locksmith or qualified staff member; and
8. Do not permit an inmate to handle any security keys under any circumstances.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Searching & Detaining Non-Inmates	<b>Policy Number:</b> 5.11
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to prevent the introduction of contraband by visitors and to ensure visitors that may cause a serious disruption to the institutional operation are prohibited from entering the facility.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Staff processing of prospective visitors or others [such as contract employees, trade persons, repair personnel, etc.] must be aware of the possibility that these individuals may be conveying contraband, or could for some other reason, pose a security management problems for the facility.

**Permissible Actions:**

Under applicable state law, the PCSO Jail staff *does not* have the authority to detain a non-inmate against their will. In those instances where a prospective visitor or other person is found to be conveying contraband, or may potentially be disruptive if admitted, entrance personnel are authorized to defer approval for entry and confer with supervisory personnel. The shift supervisor may deny a visit under circumstances described in PCSO Jail's *Inmate Visitation* policy 12.1.

In the event there is an incident, or facts emerge giving rise to a belief that a possible criminal violation may have occurred, entrance personnel are to notify their supervisor at once. If possible, this should be done without alerting the individual involved. The supervisor will make a determination as to whether local law enforcement officials will be called, or if additional inquiry is needed. If the person desires to stay, pending an appeal of the decision denying entry, they may be permitted to stay in the public area of the

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institution under staff supervision. If they desire to leave, they must be permitted to leave. If they stay, and law enforcement personnel arrive, then the PCSO Jail employees will cooperate in describing the events that led to the incident. Since in most cases the individual will have identified themselves during the process, that information may be given to the investigating official.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Armory	<b>Policy Number:</b> 5.12
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL maintains a secure armory for all authorized weapons such as firearms, batons, shields, chemical agents, electronic restraints, and other protective equipment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards for the control, supervision, and oversight of inmates. This interest is furthered through close control, and supervision of weapons and restraints.

**PROCEDURE:**

Security equipment, *such as communications, firearms, ammunitions, chemical agents, batons, riot sticks, water hoses, and protective clothing*, are necessary to ensure preparedness for emergency response in PCSO Jail. The type and quantity of security equipment is based on an analysis of the physical plant, inmate population profile, and risk assessment. The quantity and quality of retained equipment will be approved by the Jail Administrator, based on these and other factors, including budget restrictions. The Jail Administrator will appoint an *armory officer* who is responsible for the supervision and administration of the armory. These responsibilities include itemizing, and distributing armory supplies during emergencies, and maintaining records of those receiving the supplies.

**Armory Officer:**

The armory officer, as appointed by the Jail Administrator, is responsible for:

1. Cleaning and inspecting weapons during the first week of every even numbered month. Insuring staff personnel clean firearms in accordance with proper cleaning procedures;
2. Test firing each firearm at the facility at least twice a year;
3. Certifying the inventory of items in the armory through written documentation,

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- including serial numbers, to the Jail Administrator;
4. Making minor repairs [first echelon maintenance] to weapons as instructed by the Jail Administrator;
  5. Authorizing and supervising the disassembly, modification, or sight adjustment of any weapon by employees of PCSO Jail; and
  6. Reordering or ordering supplies for the armory as approved by the Jail Administrator.

### **Storage of Security Equipment:**

*Firearms, ammunition, chemical agents, riot control equipment [e.g., batons, helmets, gloves, etc.], and restraint equipment*, and any other similar equipment will be stored in a secure armory outside of the facility's inmate housing and activities area. Small amounts of tear gas and a limited amount of batons and restraint equipment [e.g., handcuffs, restraining chains, and leg irons] may be stored in the control center for emergencies. No emergency or security equipment will be stored in other locations in the facility. Temperature and humidity control are particularly important in maximizing the shelf life and effectiveness of chemical agents. The armory will provide climate controlled storage conditions in order to ensure the equipment and supplies are stored in good condition and do not unnecessarily deteriorate.

Detention officers authorized to use firearms will only use those firearms maintained within the POLK COUNTY JAIL armory. At no time are detention officers or employees allowed to store personal weapons in the facility or the armory.

### **Weapons Sign Out:**

The armory officer, under the responsibility of the Jail Administrator, is authorized to establish and maintain a *sign out log*. Weapons signed out from the armory will be logged to include the *date, time, issuing authority, receiving officer, reason, type of item issued, and serial number [if any]*. At the time of return, the date, time, name of the receiving officer, and condition of the issued equipment or weapon will be noted in the log. Before signing a weapon or device out to anyone, the armory officer will verify that the employee is currently authorized to use, and certified to carry and use such a device. An updated listing of employees meeting these requirements will be posted in the armory. Equipment will not be issued to employees whose qualifications to use the device cannot be verified. Weapons and other items to be used for training will be checked out of the armory in the same manner. Instructors taking weapons to be used for training at another facility will secure permission from the armory supervisor, or in his absence, his designated representative. It is the responsibility of the instructor of the training session to check each device in and out, ensuring their safe handling and cleaning after firing.

### **Armory Operations:**

No inmate will be allowed access to the armory, arms storage cabinets, or armory facilities for any reason. Only the armory officer and Shift Supervisor will have access to the armory, although other employees may have access to the armory in an emergency. The key to the armory will be kept in the central control center key box, and *signed in and out*.

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Only the Shift Supervisor, or staff of higher rank, will authorize the key to be signed out. Other than those persons previously specified, anyone needing to conduct official business inside the armory will be escorted in and out of the armory by an authorized staff member.

Each month the Jail Administrator will inspect the fire extinguisher, emergency lights, and the telephone for the armory, and verify to the Chief Deputy that all armory weapons, devices, and ammunition are accounted for and in good working order.

**Ready Room:**

The facility will maintain riot gear for staff that includes *jumpsuits, protective shields, helmets, batons, and megaphones*. These items will be stored in a way that allows for rapid issue to the officer, and ample space for the officer to put on the equipment. These items will be inventoried as indicated above, but will normally not be stored in the armory.

**Rotation of Expendables:**

Expendable items such as ammunition and tear gas lose effectiveness over time. The armory officer will ensure the necessary rotation of stocks so that ammunition and gas munitions do not become outdated. Munitions that are beyond their recommended shelf date will be used for training or donated to local law enforcement agencies for training purposes. No outdated munitions will be issued to staff, except in a life-threatening emergency.

**Law Enforcement Officers and Other Visitors' Arms:**

At no time will law enforcement officers or other official visitors be permitted to retain possession of firearms or ammunition, or any other weapon, including night sticks, inside the facility. An area outside the controlled area of the facility is set aside for loading and unloading of firearms, and safe storage while these individuals are inside the facility. Long term visits or work assignments will require these weapons to be stored in the armory. Visiting law enforcement officials will have the option of securing their weapons in the trunk of vehicles. All non-employees of POLK COUNTY JAIL who store weapons in the armory will receive a receipt.

**Procurement:**

The Jail Administrator with the approval of the Sheriff, is responsible for purchasing new firearms, munitions, or other security equipment for the facility to include:

1. Side arms
2. Rifles
3. Shotguns
4. Gas munitions
5. Batons
6. Handcuffs
7. Leg irons
8. Plastic restraints
9. Electronic restraints

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The Jail Administrator may submit written justification for additional equipment at the time of the facility's annual budget submission, or in the event of an anticipated emergency.

**Weapon Malfunctions:**

A weapon or device that has been tampered with, or has malfunctioned, will be taken out of service and tagged by the armory officer. A replacement weapon will be checked out from the armory, and the Jail Administrator will be notified in writing of these events. A licensed gunsmith will perform all major repairs of firearms. Records of such repairs will be marked on a card noting the weapons history, issue pattern, normal maintenance, and any major repair or rebuild. After return from major repair, the armory officer will test fire the weapon, or verify proper operation of the device to ensure proper function before reintroducing the weapon or device into service.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Disciplinary Detention	<b>Policy Number:</b> 6.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the Jail Administrator to provide secure, safe housing to inmates who require a higher degree of physical control, because they have been found guilty of committing a serious rule violation in the institution.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, discipline, and integrity of operation for this detention facility.

**PROCEDURE:**

Disciplinary detention is a status of confinement that entails separation from the general population of the facility for inmates found guilty of committing serious violations of institutional rules. The due process hearing will be conducted in accordance with facility policy.

Inmates found to have committed acts of misconduct should not be placed in disciplinary detention unless their presence in the general population poses a serious threat to staff, other inmates, to the security of the facility, or it is required to impress upon them the seriousness of the offense. No inmate will be confined in disciplinary detention continuously for more than 30 days without the express direction of the Jail Administrator.

**Review Of Inmates In Disciplinary Detention:**

The Jail Administrator will review the inmates in disciplinary detention on a daily basis, except for weekends and holidays.

**Release:**

An inmate will be released from disciplinary detention when he/she no longer poses a threat to themselves, others, or to institutional security, and when the review determines that continuation in disciplinary detention is no longer necessary to regulate the inmate's behavior within acceptable limits. The release decision is contingent on the amount of time

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assigned in disciplinary detention by the Jail Administrator or Sheriff and the conduct of the inmate while in disciplinary detention status. Incidents of misconduct while in disciplinary detention may result in additional disciplinary detention time imposed by the Sheriff.

**Conditions Of Confinement:**

Basic living conditions and services in the disciplinary detention unit will be consistent with those described in the policy discussing locked unit operations.

As directed by the Jail Administrator, inmates in disciplinary detention may be subject to more stringent personal property and reading material limitations and may be restricted from activities such as television viewing or commissary privileges.

Supervisory staff may remove otherwise permissible items from the cell of an inmate in disciplinary detention status when those items are being used by the inmate to harm himself or others, create a disturbance, or otherwise disrupt the orderly operation of the unit. Such instances will be documented in the master log and on the individual inmate's log sheet.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Discipline	<b>Policy Number:</b> 6.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to maintain a system of strict inmate discipline while incorporating due process and maintaining order in the facility. Through clearly established rules and enforcement procedures, inmates are provided social structure and a safe, healthy housing environment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, discipline, and integrity in all POLK COUNTY JAIL operations.

**PROCEDURE:**

A properly managed inmate discipline program is necessary, and is intended to:

1. Maintain security, control, and safety;
2. Ensure inmates' due process rights;
3. Ensure fair and consistent disciplinary practices;
4. Ensure proper documentation of all rule violations;
5. Provide applicable safeguards to inmates;
6. Provide staff with training in the discipline policy, including familiarity with the rules of the facility, rationale for the rules, and definition of available sanctions.

Inmates are required to conform to the standards of conduct reflected in posted PCSO Jail Inmate Handbook. Any inmate who violates a facility rule or regulation is subject to disciplinary action under the provisions of this policy.

All TDCJ-ID inmates are to adhere to TDCJ-ID disciplinary policies and procedures when they are housed together, and separated from all other inmates. Federal inmates may adhere to federal disciplinary policies and procedures when they are housed together, and separated from all other inmates.

**Officer Duties:**

The shift supervisor and two officers will serve as the Disciplinary Hearing Board while on duty, and be responsible for making:

1. All determinations regarding minor or major infractions,
2. Recommendations for action, subject to the advice and consent of the Jail Administrator.

The Shift Supervisor or his designee will serve as the DHO in formal cases. All decisions are subject to appeal, with the Sheriff ruling on all appeals.

**Minor Infractions:**

Minor infractions, which do not have serious inmate and institutional management implications, may be resolved through an informal process that includes:

1. Counseling;
2. Verbal or written reprimand;
3. Loss of privileges for a period not to exceed fifteen [15] days; and
4. Disciplinary separation for a period not to exceed fifteen [15] days.

**Major Infractions:**

A major infraction is any rule violation, which, in the judgment of the shift supervisor, has more serious inmate and institutional management implications. Major infractions will be handled through the disciplinary process, referral for prosecution, or both. Sanctions include:

1. Loss of good conduct credit;
2. Loss of privileges for a period not to exceed thirty [30] days;
3. Removal from work details or programs; and
4. Disciplinary separation for a period not to exceed thirty [30] days.

**Reporting Infractions:**

As soon as staff becomes aware that any rule violation has occurred, the staff member observing the incident will prepare an incident report. The report will be signed and sent to the shift supervisor, and will contain details of the violation, including the following:

1. Rule violated;
2. Date and time of offense;
3. Location of offense;
4. Inmate[s] involved, and witnesses;
5. Adequate details of the violation and incident to substantiate the charge, including type and disposition of contraband or physical evidence;
6. Description of immediate action taken, including any force used by inmate or staff;
7. Formal statement of the charge;
8. Any unusual behavior;

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9. Any staff witnesses; and
10. Reporting staff member's signature and date and time of the report.

**Investigation:**

According to the Texas Commission on Jail Standards, facilities with a capacity of fifty [50] inmates or less may assign one [1] disciplinary officer. Larger facilities should select a disciplinary board.

Before any investigation commences or staff members question the inmate regarding any aspect of the matter, *the inmate will be advised of his or her Miranda rights.*

Any officer may serve as an investigating officer if he was not involved in the claimed violation or charge. The investigator/disciplinary board will interview the inmate and/or other parties who may have information regarding the incident. The officer/disciplinary board completing the investigation has the option of recommending additional investigation, referring the matter for prosecution, or informally resolving the charge.

**DISCIPLINARY DUE Process:**

If the investigating officer/disciplinary board has a reasonable belief that an infraction has occurred and that *formal disciplinary action* is warranted, a hearing for disciplinary action will be scheduled within seventy-two [72] hours [not including, holidays, weekends, or DHO days absent] for any inmate in *administrative or disciplinary segregation*, and within seven [7] days for all other inmates, if the inmate does not waive the hearing.

The inmate will be notified of the charges at least twenty-four [24] hours in advance. The inmate may sign a waiver of appearance at a hearing and consent in writing to imposition of a pre-established disciplinary action within the sanction limits. The waiver will include the appropriate identification of charges, the allowable sanctions, and the sanctions offered by the waiver. A waiver will not include the loss of good time as a sanction.

When an infraction is alleged, an inmate may be placed in *administrative segregation* during the investigation. The DHO will notify the Jail Administrator of any inmate placed in administrative segregation, pending a hearing. Any time spent in pre-hearing detention will be credited against any subsequent term of disciplinary detention imposed. The DHO may postpone a hearing for good cause, documenting the reason in the inmate's file.

The DHB will hear the facts of the alleged violation, weigh the evidence, and make a ruling as to the disposition of the case. An inmate charged with a rule violation may have the opportunity [but is not required] to be present, make a statement, and present documentary evidence.

The inmate may request witnesses when such witnesses are reasonably available and their presence is not deemed to be disruptive or hazardous to institutional safety. The DHO will state reasons for any limitations placed on testimony or witnesses.

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The accused inmate will be removed from the hearing during the testimony of others whose statements are best given in confidence, and the reasons for any such exclusion will be documented.

An inmate accused of a rule violation may request the services of another inmate or a security staff member during the hearing. The DHO may appoint a representative for an inmate who, in the judgment of supervisory staff, is unable to conduct an independent defense against the charges. The appointment of representation is not a requirement.

**Sanctions:**

The DHB are empowered to impose appropriate sanctions when in their sole judgment a charge is substantiated. After a finding that a prohibited act occurred, the DHB may impose the following dispositions, or a combination thereof:

1. Dismissal of any or all charges and clearing of the record;
2. Reprimand;
3. Referral for filing of formal criminal charges;
4. Assignment of extra work;
5. Placement in *disciplinary detention* for not more than 30 days for a single finding, or 30 days for aggravated offenses arising out of the same episode. Continuous confinement beyond 30 days requires the review and approval of the Jail Administrator;
6. Forfeiture of available good time;
7. Restriction of any privilege. An inmate's non privileged mail, visiting, commissary, telephone access, or other privileges may be withheld, but only when the violation involves rules regulating that activity;
8. Confiscation of property;
9. Restitution for damages; An inmate causing damage to jail property may have the actual cost incurred deducted from his/her commissary account following an institutional due process hearing establishing the inmate's liability and or criminal prosecution.
10. Transfer to another facility; and
11. Suspension of execution of any sanction imposed.

The DHB will not impose any of the following sanctions:

1. Dietary restriction or the use of food or meals as a punishment. However food may be blended, or baked into a cookie or loaf, in cases were inmates have used food as a weapon, or thrown food or trays or utensils;
2. Corporal punishment;
3. Discipline imposed by another inmate;
4. Disciplinary detention in excess of 30 consecutive days, unless there is a finding of fact on a new, subsequent violation of a facility rule or regulation;
5. Deprivation of clothing, bedding, or necessary personal hygiene items; this does not apply to those inmates who engage in the practice of destroying those items. In

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such instances, the Jail Administrator will be notified, and the decision to deprive must be reviewed at intervals not to exceed 24 hours;

6. Use of a "violent cell" or restraints as punishment. Restraints may only be used for otherwise uncontrollable inmates in accord with authorized restraints;
7. Deprivation of correspondence, visitation, or telephone privileges when the offense is unrelated to a violation of facility rules relating to that activity. In no case will special mail privileges be suspended; or
8. Deprivation of physical recreation or physical exercise.

The DHB will impose the sanctions noted above in proportion to the seriousness and repetition of the infractions for the purpose of controlling behavior and punishing the inmate.

### **Record Of Findings:**

A record will be maintained of the hearing, including witnesses heard, evidence considered, and the disposition of the incident. The names of confidential witnesses or informants are not required in this record. This record need not be verbatim or excessive in content. The record will be kept in the inmate's central file and in the files of the DHO. A preprinted form for recording key elements of the process may be used. This record will be completed and will contain:

1. The date and time of the hearing;
2. A list of all witnesses and a summary of their testimony;
3. The disciplinary decision and sanction imposed;
4. A summary of the evidence on which the decision and sanction were based;
5. A statement as to whether the sanction may be stayed during an appeal and the reasons for that decision; and
6. The signature of the DHB MEMBERS.

A copy of the record will be given to the inmate.

### **Confidential Information:**

An individual may be found guilty of a disciplinary infraction based on information from a confidential source. Such information may be presented to the DHB verbally or in writing, subject to the following conditions:

1. Details of any information from a confidential source will be disclosed to the inmate at the hearing, as long as this does not create a substantial risk to the safety of the confidential source.
2. When the DHB considers information from an anonymous source, the name of the source and all details of such information will be given out of the presence of inmates.

In cases in which the DHB considers information from a confidential source, a confidential record will be maintained containing the details of the information and, if possible, the

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identity of the informant and his reliability. Such records will be available only to the Jail Administrator or DHB.

**Deletion of an Offense:**

If an inmate is found not guilty of any infraction, either major or minor, all references to that offense will be removed from his or her file, if reasonably possible. Otherwise, the file will *clearly* indicate that the inmate was not guilty of the alleged infraction.

**Administrative Review:**

The Jail Administrator will review all disciplinary actions, regardless of whether an appeal is taken, and may on his own motion reverse the decision, remand the decision, or modify the sanction imposed, whenever such action is warranted in the record. Under such a review, a sanction imposed by the Disciplinary Hearing Board may not be increased.

**Appeals:**

Inmates may appeal, in writing, a decision of the DHB. This appeal must be made to the Sheriff OR Chief Deputy within typical grievance time guidelines not to exceed 5 days from the date of being advised of the decision. The inmate will be advised of this right to appeal by the DHB at the time the sanction is announced. The Sheriff or Chief Deputy may affirm or reverse the decision outright, return the decision back to the DHB for further proceedings, or modify but not increase the sanction imposed. A decision will be made and the inmate will be advised of the decision.

**Procedures Following Alleged Criminal Misconduct:**

Any inmate who may have violated a state or federal law while in custody will be subject to criminal prosecution. Alleged violations will be reported, investigated, and handled as any regular criminal case.

The Jail Administrator is responsible for coordinating all investigations in the facility, including those arising from disciplinary infractions. The Jail Administrator will also serve as the facility's liaison with local law enforcement agencies with respect to any ongoing investigations or other prosecutorial activity. Upon the determination that an inmate may have committed a criminal offense, the Jail Administrator or his designee will notify the proper law enforcement agency.

**Emergency Procedures:**

In the event of a widespread institutional disruption that requires emergency action, portions of this policy may be temporarily suspended. Any inmate involved in the emergency may be detained without a hearing throughout the course of an officially declared emergency. On rare occasions, an incident may involve almost every employee eligible to serve as DHB MEMBER. Under these circumstances the Jail Administrator may authorize one or more individuals to serve as additional DHBs, provided that no member reviews a case in which they were personally involved in a substantial manner.

**Review Procedures For Inmates In Locked Status:**

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The Jail Administrator will conduct progress reviews for all inmates confined in locked status for over seven [7] days. These reviews will be conducted every seven [7] days for the first thirty-days [30], and every thirty-days [30] thereafter in order:

1. To Consider all of the facts that resulted in the inmate's detention status;
2. To examine the record for compliance with PCSO Jail policy as to conditions of confinement in detention; and
3. To document, in the inmate's central file, any attempts to release the inmate or otherwise modify the inmate's status.

**Associated Forms:**

1. 6.02-1 Discipline Procedure and Notice Form

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Prohibited Acts and Rules	<b>Policy Number:</b> 6.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to determine general categories of prohibited behavior, which is made available to all inmates, employees, and visitors

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, discipline and oversight of inmates while confined to this facility.

**PROCEDURE:**

In order to establish a firm foundation for inmate conduct, safety, and discipline certain acts or omissions are prohibited. Although these acts are primarily designed to regulate inmate behavior, authorized visitors to this facility need to be aware of, support, and comply with these requirements. Staff personnel are responsible for knowing and rigorously prohibiting these acts or omissions.

**Prohibited Acts:** While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited:

1. Abusive, derogatory, demeaning, or inappropriate speech;
2. Being in an unauthorized area;
3. Being in the area of, having control over, or possessing contraband;
4. Being unsanitary or untidy;
5. Blocking a viewing device, i.e., windows, monitors, mirror, doors;
6. Blocking an officer's view with a device or body movement;
7. Blocking or obstructing the pathway of another;
8. Blocking or tampering with a vent duct;
9. Conduct prejudicial to good order and discipline;
10. Counterfeiting, forging, or unauthorized reproduction;
11. Creating a disturbance;

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12. Destroying, altering, or damaging facility property or property of another;
13. Disrespect toward a staff member;
14. Disruptive conduct or interfering with security;
15. Encouraging others to refuse to work;
16. Encouraging, facilitating, or conspiring with others;
17. Extortion or intimidation;
18. Failing to keep person or quarters in high standards;
19. Failing to move aside for an officer, employee, or visitor;
20. Failing to perform work as instructed by a staff member;
21. Failing to report as directed;
22. Failing to stand count or late return;
23. Failure to follow safety or sanitation regulations;
24. Failure to maintain personal hygiene or clean uniform;
25. Failure to maintain regulation haircuts;
26. Fighting, assaulting, or arguing with another;
27. Gambling;
28. Giving or offering staff members a bribe or anything of value;
29. Hording of food, personal supplies, or other items;
30. Interfering with a communication device;
31. Interfering with the taking of a count;
32. Leaving the facility without authorization;
33. Loaning of property or anything of value for profit or increased return;
34. Lying or providing a false statement to a staff member;
35. Making, possessing, or using intoxicants;
36. Malingering or feigning an illness;
37. Misuse of authorized medication;
38. Operating a business in the jail;
39. Participating in an unauthorized meeting or gathering;
40. Possession of contraband;
41. Possession of property belonging to another person or government;
42. Possession of legal papers, documents, or evidence of another;
43. Refusing to promptly obey an order;
44. Starting a fire or burning an object;
45. Stealing [theft];
46. Tampering or obstructing a security device;
47. Tampering with or obstructing a locking device;
48. Threatening behavior;
49. Touching, striking, or interfering with an employee;
50. Unexcused absence from work or any assignment;
51. Using abusive language;
52. Violating a condition of temporary release;
53. Violation of any municipal, county, state, or federal law; and
54. Violation of any facility rule.

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**Contraband:**

Contraband is generally defined as *any item that was not issued, or determined as allowable for inmate use*. Contraband is never to be in the possession of, or in the area of an inmate. Being in the area of, having the control over, or being in the proximity of contraband is a punishable offense. Contraband includes but is not limited to:

1. Alcohol;
2. Chemicals, either commercial, or homemade;
3. Club;
4. Commissary supplies or items in excess;
5. Eating or mess utensils not during meal time(s);
6. Food or consumable items not supplied by the facility;
7. Firearm or ammunition;
8. Glass;
9. Knife, pointed, or sharp edged item;
10. Legal pagers belonging to another inmate;
11. Matches or fire making material;
12. Metal cans;
13. Mind altering substances;
14. Money or financial instrument;
15. Prescription or non-prescription medicines or drugs;
16. Projectile or missile;
17. Property of another;
18. Tobacco or tobacco products;
19. Accumulation of body waste; and
20. Any item or device altered to be used as a weapon.

**Categorization of Offenses:**

Disciplinary officer, depending on the offense and other information, may determine that the offense is a *major* or *minor* breach, and disciplinary action may be taken accordingly. Breaches of policy may result in an inmate being *disciplined, reclassified, being charged with criminal offenses*, or any combination of all three. Visitors or employees aiding or allowing an inmate to violate this policy may be subject to criminal charges and permanent removal from the facility.

**Inmate Advisement:**

A list of these prohibited acts in English will be posted throughout the facility, and will be distributed to each inmate during *in-processing*. Staff will assist illiterate or non-English speaking inmates in understanding the rules when necessary. A written acknowledgment by the inmate that the rules have been explained will be retained. A copy of the Inmate Rules is provided as Attachment I to this section.

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**Visitation Notice:**

A list of prohibitive acts and contraband items will be displayed in the visitor area, and visitors will be asked, before entering the visiting area *Are you in possession of contraband items?* If the answer is to the affirmative, the visitor will be ask to take the items to their vehicle, or out of the facility. Otherwise, the visit will be disallowed. No visitor will be allowed access a secured area or near an inmate in the possession of *contraband*. A copy of the Visitor Notice & Rules is provided as Attachment II.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Substance Abuse Testing	<b>Policy Number:</b> 6.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to operate in a manner that ensures deterrence and detection of inmate use of illicit substances through both traditional search processes and a testing program to which inmates are subject.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates confined to this facility.

**PROCEDURE:**

The overall management of this program is the responsibility of the Jail Administrator. A Shift Supervisor, or other trained employee identified by the Jail Administrator, will be responsible for the operation of this program. A staff member with a reasonable belief that an inmate is under the influence of an illicit or mind-altering substance may institute the procedures detailed in this policy.

**Basis For Testing:**

A staff member may refer an inmate to the Shift supervisor for testing. The following conditions observed or detected by staff will justify obtaining an alcohol breath analysis test or urine sample from an inmate:

1. Behavioral signs of intoxication or being under the influence of an illicit or mind altering substance;
2. Clinical signs of recent substance abuse, such as fresh "tracks" or abnormal pupil response, or other reflexes; or
3. Random sampling of inmates who have been in contact with the community.

**Refusal to Provide a Test:**

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If so ordered, inmates must provide breath or urine samples. Refusal to do so or inability to produce a sample within two [2] hours will result in an incident report being filed under PCSO Jail policy on inmate discipline. As part of the report on this incident, the staff member will document the underlying rationale for ordering the inmate to provide the sample. As a result of this refusal, the inmate will immediately be placed in administrative detention pending an investigation and disciplinary hearing.

**Alcohol Testing:**

The Shift Supervisor will maintain a preliminary breathalyzer testing device (PBT) in a secure location to carry out necessary testing on inmates suspected of alcohol use in the facility, or after return from community contact when alcohol use may have taken place. Tests will be conducted in accordance with the instructions of the test kit manufacturer. Each test will be recorded in a log maintained for that purpose indicating the date and time of test, referring staff member, a brief statement describing the reason for the test, and the test results. If an inmate refuses to provide the sample, that fact will be noted in the log, and the requisite incident report will be filed.

**Drug Testing:**

Inmates providing a urine sample for testing will be under direct staff supervision when they give the sample to avoid the possibility of substitution, dilution, or adulteration of the sample. This supervision will be by a staff member of the same gender. Inmates who refuse to provide a sample, or who claim to be unable to do so, will be given a two [2] hour grace period to produce the sample, during which they will be under direct staff supervision or confined. If no sample is provided within 2 hours, an incident report will be filed.

The technical aspects of the institutional urine-testing program will be conducted in accordance with specific instructions provided by the test kit distributor as to administration, quantity, storage, and shipping. Strict accountability for the samples will be maintained to ensure samples are properly identified with the correct inmate at every stage of the urinalysis process.

The Jail Administrator may institute a random urine-testing program in addition to the program described above. Such a program will entail obtaining samples from an agreed-upon percentage of the inmate population each month.

**Substance Abuse Cases:**

A healthcare professional may be called to assess an inmate at risk of progression to a more serious level of withdrawal.

Inmates experiencing severe, life-threatening intoxication or withdrawal will be transferred to a medical facility.

Staff may notify the on-call physician for individualized orders of observation and care for the acutely intoxicated inmate, or for the acute ingestion of other chemicals. Ongoing assessment will be conducted consistent with case-by-case instructions. Staff will notify

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the Jail Administrator if it appears the inmate requires specialized placement or observation.

Clinical management of chemically dependent inmates may include:

1. Diagnosis of chemical dependency;
2. Determination as to whether pharmacologically supported care is required; and
3. Other treatment prescribed by a medical doctor.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Reporting Criminal Activity	<b>Policy Number:</b> 6.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to refer any actions, incidents, or activities occurring in the facility that may constitute a criminal act, whether allegedly committed by an inmate, visitor, non-inmate service provider, or staff member, to the appropriate law enforcement investigative agency.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control and supervision, in response to criminal violations or possible criminal violations.

**PROCEDURE:**

The Jail Administrator or his designee will forward to the Chief Deputy all reports of potential or possible cases of a criminal nature that are prejudicial to the security or operations of this facility. It is the responsibility of the Chief Deputy to determine the disposition of such cases. Procedures for referral to law enforcement agencies for investigation may be placed into effect in addition to any administrative action taken by the detention staff regarding discipline. Failure by facility staff to report known or suspected criminal activity will be considered dereliction of duty.

**Inmate Infractions:**

The staff member investigating an infraction of institutional rules by an inmate may make a preliminary determination that a potential criminal violation has also been committed. After such a determination, and after conferring with his or her supervisor, a referral to the Jail Administrator, may be made. At any point in the inmate discipline process where information is developed that indicates a violation of criminal law, the proceedings will be suspended and detention staff will advise the inmate of his or her *Miranda rights against self incrimination*. When possible, such advise will be in writing and signed by the inmate. Such warnings will be witnessed by at least one other officer or witness, and proof filed in the disciplinary file.

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Any evidence or property seized in connection with an incident involving violation of criminal is subject to preservation and chain-of-evidence procedures. Specific searches of inmate property for evidence in a criminal matter will be authorized and supervised by the Jail Administrator or his designee. Exception to this rule is in an emergency when a delay to obtain permission would likely lead to the loss of the evidence. In such cases, the Jail Administrator or his designee will be notified as soon as possible that the search was conducted.

**Internal Investigations Of Staff:**

The Jail Administrator will determine what level of cooperation other employees may offer to outside law enforcement to aid in an investigation, including surveillance activities.

When an apparent criminal violation involves officers of the department, the Jail Administrator will advise the Chief Deputy or Sheriff of the investigation, and seek any additional investigative assistance that may be required to complete the investigation.

No retaliatory or other adverse action may be taken against an employee who, in good faith and upon reasonable belief, makes a referral that involves another officer or staff member.

**Associated Forms:**

1. 6.05-1 Offense Report (\*Note – All records of offense reports should be kept in inmates file; see policy 4.01 Inmate Record Keeping)

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Emergency Plans	<b>Policy Number:</b> 7.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to establish and maintain contingency plans which enable properly trained staff to respond effectively to emergencies, and coordinate such activities with local law enforcement and emergency service agencies. Emergency plans are critical to the safe and secure operation of this facility.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards for the control, supervision, and oversight of inmates during emergencies that may require inmate movement.

**PROCEDURE:**

This procedure outlines the general content of emergency plans, and the procedures for maintaining and updating them. Separate policies for each of the most common types of emergencies will outline the critical elements to be included in emergency plans. From these elements, a specific plan will be developed in each area. These plans are contained in PCSO Jail policies and procedures under the heading of Emergency Plans.

The Jail Administrator is responsible for the overall management of the emergency plan program.

**Emergency Plans:**

Emergency plans describe the actions required by PCSO Jail staff to respond effectively to emergency situations. They include information on prevention and detection of possible incidents, initial response to the emergency, notification of officials and other agencies, intelligence gathering and assessment, tactical responses, and follow-up issues. The Jail Administrator is responsible for the formulation of all emergency plans, in accordance with the prototype plans in relevant PCSO Jail policies. Plans covering the following topics will be developed:

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1. Bomb
2. Escape
3. Evacuation
4. Fire
5. Natural Disaster
6. Hazardous Material
7. Hostage
8. Medical Emergency
9. Inmate Work Stoppage
10. Employee Work Stoppage
11. Extreme Weather Conditions

**Contents:**

Each emergency plan will contain the following common elements:

1. Reaction options for staff when they first become aware of the emergency. The control center will be the first post notified, although in the event of a fire, the activation of the fire alarm system should also be involved. Telephone, personal body alarms, and other systems will be activated.
2. A section on supervisory notification in the event of an emergency. This should include, as an appendix, the name; title; home, facility, and pager numbers of the shift supervisor, Jail Administrator, Chief Deputy, Sheriff and other personnel as specified in the individual plan.
3. Chain of command, both for notification and actual command of the facility when supervisory personnel are not on site. The senior staff member on duty will assume command until arrival of the Sheriff or designee, who will be the on-site commander during the crisis. In the event of a prolonged crisis, a relief schedule for command staff will be established.
4. Establishment of a command post and an alternate command post from which administrative staff can direct a response to the emergency. This will be a location outside the secure perimeter of the facility with sufficient radio and telephone access to serve the needs of the command post staff, and sufficient space for all tactical planning needs.
5. Emergency staff call-up procedures will be detailed, so that off-duty personnel, whether long or short-term, both full-time and part-time can be quickly recalled to duty. This may involve the "pyramid" method of successive phone calls, an automated call up system, or other method adapted to the needs of the facility and its staff.
6. Timekeeping procedures will be established early in the crisis to account for staff involved in the emergency response through the use of a specific staff member who is assigned those duties.
7. Procedures for enhanced supervision of inmates not involved in the emergency to the smallest number possible are critical to containment of the crisis, and to assure humane treatment of uninvolved inmates.
8. Depending on the type of emergency, reliance on outside sources of equipment

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may be involved. Special equipment needs and sources will be specified along with names, phone numbers, and information concerning type of equipment, purpose, application, and details necessary to allow sufficient understanding to avoid lost time.

9. Special communication needs, including radio frequencies for local fire department and law enforcement, monitors for civil defense or weather warnings, and other information necessary to assure communications with agencies and personnel likely to be relied upon, or for coordination of activities.
10. A complete set of emergency plans and relevant facility plans should be kept along with a complete set of keys in a secure area outside the inmate access area of the facility.
11. Upon approval of the Sheriff, relevant information may be released to the media concerning a major emergency or other serious occurrence. Location of telephones, rest room facilities, and a briefing area will be specified for use of the media.

Coordination with local officials is critical for all major emergency plans, particularly those that involve fire or escape. Local authorities will have an active role in developing those portions of the emergency plan that implicate their organizations.

Specific written agreements will be developed with local law enforcement agencies covering the degree and type of assistance to be provided in the event of an escape, riot, or other emergency with significant public safety implications. Joint drills, tours of the facility, and other familiarization techniques will be used to maintain optimum response capability on the part of local authorities. Plans of the facility and copies of the relevant emergency plans will be provided to agencies whose need is evident under this policy, and based on their assurance to maintain any information provided in a secure location with controlled access.

In addition, each plan should include procedures ensuring the following:

1. The facility is fully secured in the aftermath of an emergency;
2. Necessary medical care is provided to staff and inmates;
3. Reprisals are not taken against inmates;
4. Evidence is preserved to facilitate prosecution, if indicated, to include possible understanding of Miranda rights during inmate interviews; and
5. A follow-up investigation and report prepared for the Sheriff and Jail Administrator, including an assessment of the effectiveness of the plan and staff response.

### **Training:**

Employees will be sufficiently familiar with each plan to put it into operation promptly, and trained as follows:

1. Initial training at the time of hiring;

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2. Refresher training not less than annually;
3. Specialty training for staff with critical roles; and
4. Joint or cross training with community and other government resources upon which the facility will draw in an emergency.

**Review of Plans:**

Once developed, the plan will be distributed to the following:

1. Sheriff
2. Chief Deputy
3. Jail Administrator
4. Fire Department
5. County Safety Officer
6. Jail Staff
7. Texas Commission on Jail Standards

Employees are required to review emergency plans at least once a year, and are encouraged to do so at any time. In addition to the training provided by the facility, new employees should familiarize themselves with the areas surrounding the facility, so that they can be effectively used, if called upon to assist in the apprehension of escapees, or in other emergency plan implementation that involves extra-institutional activity.

**Revision:**

Review and revision of emergency plans will be on an annual basis, and as circumstances dictate, e.g., new phone numbers or staff changes.

**Associated Forms:**

1. 7.01-1 Generator Test Report

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Riot Response	<b>Policy Number:</b> 7.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to develop a riot control and response plan that emphasizes prevention, detection of early signs of impending disturbances, and planned contingencies in the event a riot or disturbance occurs.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

The final riot control and response plan is highly specific to the design, location, and staffing level of the facility. However, the first strategy in any riot control plan is *prevention* of conditions that can lead to widespread inmate disorder. The following management strategies can serve to reduce the tensions and misunderstandings that can lead to a riot:

1. Sound communication between management and line employees regarding institutional operations;
2. Good communication between staff and inmates concerning routines, standards, and procedures;
3. Accessibility and visibility of high level supervisors, including the Jail Administrator, Chief Deputy and Sheriff, in all parts of the facility;
4. Prompt reporting systems that keep supervisors informed of unrest in the facility;
5. Providing constructive activities and recreation programs for inmates;
6. Operating structured classification system that enables inmates to live in relative safety, and reduces emergence of, and assumption of power by, inmate gangs, or pressure groups; and
7. Ensuring fair and impartial treatment of inmates.

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**Warning Signs:**

Even with effective conditions in place, tensions in a jail can rise as events both inside and outside the facility change. For that reason, staff must be constantly aware of signs of tension, unrest, and significant dissatisfaction that can plant the seeds of larger disturbances. Prompt detection and reporting of a negative "climate" within the facility may allow timely changes and avoidance of incidents that lead to riots.

Indicators might include the following:

1. Changes in general inmate behavior, perhaps shifting to sullen, restless, or easily excitable behavior;
2. Inmate avoidance of contact with employees;
3. Large increase in the number of inmate complaints;
4. Increase in disciplinary reports;
5. Increase in the number of inmates requesting protective custody;
6. Increase in the number of inmates on sick call;
7. Increase in commissary spending;
8. Amount of personal property or pictures being sent home; and
9. Increase in discipline cases involving defiance of officers or violence.

**Other Contributing Factors:**

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

1. Racial issues;
2. Food service and medical treatment;
3. Recreation;
4. Visitation;
5. Correspondence;
6. Sexual pressure;
7. Parole and probation;
8. Misinformation;
9. Reduction of privileges;
10. Dissatisfaction with certain employees;
11. Inadequate information about new policies and programs; and
12. Punishment, which is viewed by inmates as unfair or overly aggressive.

Employees must be continually aware of inmate expressions of discontent in these areas and be prepared to correct justifiable problems through open explanations and reasons for policies and procedures.

**Types Of Disturbances:**

If prevention and early detection strategies are not successful, several types of disturbances may arise, such as disturbances between two or more inmate factions, disturbance of a general nature to seek correction of some real or imagined grievance,

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or disturbances contrived as a subterfuge for an escape attempt.

**Response Priorities:**

Priorities for staff response in a riot in order will be:

1. Prevention of escape
2. Protection of the general public
3. Safety of institutional personnel
4. Safety and welfare of any hostages
5. Inmate welfare and safety
6. Protection of property

**Notification:**

The control center is the designated point of notification for any disturbance. This notification may come by radio, telephone, intercom, personal body alarm, or even by direct observation by the control center officer. The control center officer must be prepared to exercise judgment in the steps that follow.

Depending on the emergency situation, its location, and the method of initial notification, alerting the shift supervisor is usually the first step. Once a disturbance has begun, or if conditions indicate an imminent disturbance, immediate steps must be taken to keep the trouble localized, reduce inmate access to other areas, and cut off any avenues of escape. Therefore, the next step will be to close corridor and housing unit doors, and immediately notify staff in other areas to secure their portions of the facility.

Supervisory personnel to be notified will include the shift supervisor, the Jail Administrator and Chief Deputy. The Chief Deputy will decide who and when to notify others. The local emergency plan will contain an appendix that lists both on-and off-duty phone numbers for these individuals. Outside law enforcement agencies will not be notified unless indicated by the Chief Deputy. In an extreme emergency during which the above personnel cannot be immediately contacted, and in which public safety may be at risk, the shift supervisor may instruct the control center officer to alert local agencies.

**Staff Call Up:**

The riot control plan will specify the method by which off-duty staff will be recalled to the facility, and who will be responsible for making the decision to do so. A list of phone numbers will be maintained in the control center and the Jail Administrator's office.

**Command Post and Alternate Command Post:**

A command post will be established in a location that provides adequate space, power, radio, and telephone access. It will be located outside the secure portion of the facility and will not be accessible to the public or media. If equipment is to be relocated there for the duration of the emergency, the primary location for those items will be specified.

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The placement of an alternate command post may be specified, to be used in the event the prime command post is in jeopardy or otherwise unserviceable. Emergency power will be available in the command post and alternate command post. A record-keeping system will be in place for all command post activities and decisions, including, at a minimum, a log of all major actions taken and information received. Access to the command post will be limited to staff and outside agency representatives who are directly involved in the riot management process.

**Control Of Aircraft:**

The Federal Aviation Administration [FAA] will be notified to declare area around the jail as a *no fly zone*.

**Control Of The News Media:**

Inmates will want to make contact with the media. Outside telephone service from the secured area of the facility should be cut. If possible, the Sheriff shall establish a safety zone around the jail that will prevent communications between inmates and the media by sight or sound. An off-site briefing location for the media will be established, and manned by a management official of THE SHERIFF'S OFFICE. This management official will be the sole representative for the department.

**Assessment:**

Once command staff has arrived an assessment must be made prior to committing a response force to a situation that might result in their being taken hostage. This assessment will entail consideration of the following factors:

1. Areas of the facility under inmate control, number of inmates involved;
2. Availability of power and other utilities;
3. Number of unaccounted staff;
4. Number of staff and inmates injured;
5. Number of staff known to be hostage;
6. Number of staff currently available for tactical response;
7. Fires burning or extinguished, and conditions of buildings and facilities;
8. Whether inmates have staff radios in their possession;
9. What types of weapons the inmates may have; and
10. Whether any demands have emerged.

**Medical Services:**

Medical staff will be placed on immediate alert to handle casualties. If, in the judgment of the Chief Deputy additional medical resources are needed, local ambulance and hospital resources will be contacted. The emergency plan will contain the phone numbers of all such services in the immediate vicinity of the facility.

**Removal of Non-Participants:**

Inmates not wishing to participate in the riot must be given an opportunity to withdraw from the disturbed area. These inmates should be provided safe conduct to an

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unaffected, secure area, if necessary confining them in some secure location other than inmate housing under direct staff supervision. While awaiting the final disposition of the riot, these inmates will be treated humanely and provided food and other necessities to the degree possible under the circumstances.

**Communication With Rioters:**

If the situation warrants, command staff or hostage negotiators may open communications with the rioters to ascertain cause of the disturbance; determine, if possible, which inmates are claiming to be leaders; urge selection of an inmate spokesperson to meet with the Sheriff's designated representative; gather facts regarding any hostages and their condition; and gain additional time to stabilize the situation and muster additional staff response forces.

**Intelligence Gathering:**

Information about the origins, course, and status of the disturbance is critical to its prompt and safe resolution. Establishing monitoring and surveillance posts is an important factor once the initial situation has stabilized. Employees on all posts, however, must closely observe inmate actions during the disturbance to provide evidence later as to agitators and ringleaders involved. Photographs and/or videotapes of the inmates involved should be taken for later identification. Inmate interviews may be of assistance in determining the scope, plan, or leadership structure of the riot. Hostages or trapped employees can provide additional information about internal events after they are released.

**Tactical Planning:**

Tactical planning is critical in the event a peaceful resolution is not possible. Steps to be taken will include the following:

1. Establishing and analyzing intelligence;
2. Studying institutional plans;
3. Conferring with outside law enforcement authorities;
4. Considering the safety of employees and inmates if the use of force becomes necessary; &
5. Considering resources available to the inmate insurgents.

**Hostage Issues:**

Hostage issues and initiation of negotiations will be conducted in accordance with *Hostage Plan* policy 7.6.

**Tactical Deployment:**

The deployment of tactical units may be necessary to bring an end to the riot.

Options to be taken into account when planning any use of tactical force will include the provisions policy, with respect to the following tactics:

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1. Use of water hoses;
2. Use of smoke and gas;
3. Use of snipers;
4. Squad-level strategies;
5. Surprise tactics using smoke, stun grenades, etc.;
6. Utility cutoff strategies to divert inmate attention; and
7. Use of electronic stun devices.

### **Use Of Force Issues:**

When the decision has been made to use force to control the disturbance, the type and amount of force to be used will be dictated by the situation. If necessary, multiple squads will be deployed from different directions and in sufficient numbers to assure that inmates will not overcome the tactical officers. In addition to the prime tactical units, backup squads shall be held in ready reserve to provide an additional measure of assurance that inmates will not repel the initial assault group. Control and limitations on the involvement of outside law enforcement personnel must be agreed upon in advance. Rules of engagement for weapons must be clearly agreed upon in advance and communicated to all armed personnel.

### **Pre-Assault Briefing:**

It is critical to brief squad members on permissible use of force, the identity and probable location of any hostages, the location of other tactical forces, and other factors. These briefings should be held as close as practical to the time of the assault, so that the information provided is current. Each group should know the location and general mission of squads, so they know what assistance to expect. If available, plot plans or charts should be used to describe the actual routes and tactics to be used, and pictures of the hostages should be circulated among the squad members to assist in identification in the event inmates have forced the hostages to put on inmate clothing. The final briefing should emphasize the need to refrain from any retaliatory action or use of force beyond that needed to bring the situation under control.

### **Post Disturbance Actions:**

Steps will be taken as soon as the disturbance is under control to ensure that no one has escaped and the facility is secured. These steps will include the following:

1. Confine riot participants and assign sufficient staff to maintain control.
2. Conduct an inmate count.
3. Assign extra staff to quarters and other security posts.
4. Remove known leaders and agitators to a locked unit.
5. Medical resources will immediately attend to all injured persons.
6. Curtail activities until order can be restored.
7. Supervisors will pay special attention to preventing brutality and retaliatory action.

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**Investigation and Reporting:**

An extensive and thorough investigation will be made that may include the following elements:

1. Staff will be interviewed and debriefed immediately and reports will be submitted by all involved.
2. Statements of inmate witnesses will be taken as soon as possible.
3. The Miranda rights of inmates who may be charged will be observed.
4. Evidence will be preserved, and areas with damage will be photographed, as well as any injuries, if possible. Immediate steps will be taken to repair damage that has security implications.
5. Inmate personal property will be placed in a secure area.
6. Uninvolved inmates will be returned to normal housing and activities as soon as the security of the facility and the safety of staff can be restored.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Escape Plan	<b>Policy Number:</b> 7.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL maintains institutional integrity and safeguards the public through a series of management applications to include the discouragement, and prevention of escapes from custody. We are mindful that by the nature of their acts, escaping inmates are most often irrational, desperate, unpredictable, and create a serious risk to the public in general. Termination of an escape attempt and returning inmates to custody is a *high priority* of this agency.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility to protect the general public by responding quickly and decisively in the event of an escape attempt, or escape from custody.

**DEFINITIONS:**

***Felony Escape:*** An inmate attempt or actual departure from custody by employing force, intimidation, threat, deception; or through the destruction, manipulation, or violation of procedures or systems. In such cases, there is an officer perception that the leaving is intentional, and may involve a risk of danger to the general public.

***Walk-off Escape:*** An inmate(s) leaving from custody by simply walking away from a work detail, property, or assignment; or not returning as required. Walk-off escapes do not usually involve imminent threat to persons or property.

**PROCEDURE:**

All *felony escapes* are critical incidents, and *walk-off escapes* may become so. It is worth repeating that the very nature of an escaping inmate's actions are most often irrational,

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desperate, unpredictable, and create a serious risk to the public in general. Their decision to take flight and the desperate nature of most of these leavings creates a specific danger to officers, other inmates, and the persons that these escapees may encounter in the process. There is no justifiable reason to assume that a previously non-violent inmate will remain non-violent during a flight from custody. **Officers will use extreme caution in handling all escapees.**

There are no guarantees when it comes to preventing inmate escape; however, the staff must be constantly alert to prevent escapes. A comprehensive inmate classification system, thorough system of security inspections, frequent head counts, effective contraband detection systems, and staff alertness are prime prevention measures.

The following elements may indicate an impending escape plan:

1. Changes in inmate behavioral patterns and other new activity;
2. Job changes, unusual housing changes, and shifts in recreation patterns;
3. Missing tools or materials, patterns of minor breaches discovered in security inspections, and other discrepancies;
4. Staff lapses in fully implementing security procedures, or becoming too predictable in application of those procedures;
5. Over reliance on trustees who control critical functions or have access to keys;
6. Lax discipline;
7. Staff over-familiarity with inmates; &
8. Information gained from outgoing correspondence and monitoring telephone calls.

**Immediate Notification:**

Direct observation of an escape or escape attempt, as well as any unauthorized absence from a work detail, living area, or other location, will trigger immediate notification of the control center.

Notification includes facts regarding the location where the inmate was seen in the process of an escape attempt. In the event the inmate is just missing from an assignment, information such as the reason to believe the inmate is missing, possible method of escape, and status [i.e., housing location, in transit under escort, outside hospital, etc.] are reported. Control center personnel immediately sound the escape alarm, using pre-arranged signals. Once notified of a missing inmate or an escape having taken place or in progress, the shift supervisor will lock down the facility and call for a picture count.

If there is reason to believe the escapee has already penetrated the perimeter, the shift supervisor deploys staff to establish an extended perimeter in the area where the escapee is thought to have gone. The size and distance of the extended perimeter is based on the length of time the inmate has been gone and possible means of transportation. This action is accomplished immediately, even before mobilization of other staff and security forces. The supervisor then evaluates the situation, surveys available manpower resources, and deploys any additional resources as are reasonably available.

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A *hot pursuit team* may be used, if there is reason to believe the escapee is still in the immediate area. It may be necessary to initiate a complete search of the interior of the facility to determine if the escapee is hiding until the initial alert and accompanying search efforts subside. Specific internal search assignments are made to search the entire facility. Emergency manpower may be drawn from posts authorized to be vacated during an escape, a list of which is included in the local emergency plan, as previously developed by the Jail Administrator and Chief Deputy.

**Command Staff Notification:**

If the escape occurs during normal working hours, staff is to be notified by the control center in the following order:

1. Shift supervisor
2. Jail Administrator
3. Chief deputy
4. Sheriff
5. Texas Ranger
6. TEXAS COMMISSION on JAIL STANDARDS
7. Notification of persons outside the POLK COUNTY SHERIFF'S OFFICE will be done by the Jail Administrator, Chief Deputy or the sheriff.

In the event of an escape after regular administrative hours, the shift supervisor will notify the above staff in the same order.

**Information-Gathering:**

As soon as the identity of the escapee(s) is known, relevant facts regarding the individual(s) are gathered, including the following:

1. Name
2. Number
3. Charge
4. Type of commitment
5. Sentence length
6. Age
7. Estimated time of escape
8. Location of escape
9. Physical description and type of clothing

The central file should be obtained to learn additional information regarding the escapee, such as residence and any known associates. All personal property of the escapee will be secured and taken to the Jail Administrator's office for inventory, investigation, and safekeeping. The mail and visiting file should be collected for information regarding the inmate's most recent contacts. Names and addresses of relatives and friends should be collected, and law enforcement authorities in these areas notified.

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An interview process will be instituted in which all inmates in the immediate work or housing area are questioned to determine their possible knowledge of the escape, or the escapee's destination. Extra photographs of the escapee are gathered and escape flyers prepared for dissemination to staff and local law enforcement agencies assisting in apprehension activities. Sheriff's office staff prepares and issues the fliers, which include a description of the clothing the inmate was wearing when last seen and a photograph.

**Notification of Outside Authorities:**

Once there is a reasonable belief that an escape is in progress or has occurred, local law enforcement agencies are notified after authorization from the senior official on-site. The local escape plan contains the names and phone numbers of agencies and people to be notified. These include the state police, effected local police departments, and other potentially effected agencies or services.

**Notification of Local Residents:**

It may be necessary to inform local residents living near PCSO Jail property of an escape, if the alarm cannot be heard, or the residences are susceptible to break-in by the escapee. When the escape occurs during school hours, and there is a school in proximity to the facility, the school must be notified. The school phone number is included in the local emergency plan.

**Staff Call-up:**

In addition to the administrators previously listed, the shift supervisor notifies other supervisory staff via approved radio or telephone communications. A list of all employees' addresses and phone numbers are maintained in the shift supervisor's office and the control center. When an escape occurs, one employee should be assigned to contact the required number of off-duty employees, and have them report for duty immediately.

**Additional Response Actions:**

While extra personnel are being notified, all on-duty staff will secure the inmates in the institution. Officers in charge of work crews should place their tools in a convenient, secure location and return inmates to their quarters as soon as the alarm sounds. Other staff, such as those supervising recreation and other programs, must return inmates to their quarters, and report to the designated assembly area. All other personnel, both security and non-security, who are on duty and whose assignments may safely be vacated, report to the designated assembly area. Employees assigned to internal posts should stay on their post until properly relieved or issued the order to vacate.

**Escape Posts:**

During a search for an escapee, facility staff are placed on predetermined escape posts. The posts to be manned depends on the information available as to the time the escape occurred, means of escape, direction of travel, and any other pertinent information. These posts are divided into two groups: *primary* and *secondary*. Primary posts are manned in

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locations where it is believed the fugitive is most likely to be. Secondary posts are those of a more peripheral nature in areas considered secondary to the prime escape effort. For each post, the facility must have an escape kit containing any weapon to be issued, restraints, a map of the surrounding area, a radio or the location of the nearest telephone, a description of the duties of that post, and any other information of value to the officer assigned to the post. These kits are located in the armory, and are handed out when escape posts are assigned. Non-uniformed staff assigned to escape posts in the community are issued a distinctive jacket or insignia, so that they can be clearly identified by law enforcement agencies and the public.

### **Contacts with the Public:**

Officers on escape posts in the community must use tact and good judgment during contacts with the public. In situations of *hot pursuit*, where *reasonable suspicion* exist, or when otherwise authorized by state law, detention employees are authorized to stop vehicles off facility property. Prior to searching private property, an employee must have proper identification, display it to the property owner, and receive permission to search the premises. If permission is not granted, no search will be made. The only exception to this will be when an escapee is hotly pursued onto private property, and even then discretion is used, since nearby residents learning of the escape may be armed, and weary.

### **Vehicle Use:**

Whenever possible, PCSO Jail vehicles are used for transporting officers to assigned posts. The officer in charge of the search assigns these vehicles. Privately owned automobiles may be used with authorization when PCSO Jail vehicles are no longer available. Officers authorized to use privately owned automobiles are reimbursed at a pre-established rate.

### **Hostages:**

**Under no circumstances will an inmate be permitted to escape from the facility using a hostage. If a hostage is used in an attempt to escape, officers have clear instructions that orders given by any person under duress are not valid. Staff personnel will not surrender arms, keys, vehicles or communications equipment to a hostage taker or his victim.**

### **Use of Force:**

Staff members are authorized to use force and deadly force to stop an escape or escape attempt to prevent *felony escape*, protect other human life, and to protect critical security and safety equipment perceived by officers to be essential to the security or operational integrity of the facility,

Force and deadly force are authorized to return *walk-off* escapees to custody, when and to the degree officers perceive the need in effecting the arrest, and returning the inmate to custody. For more information and guidance refer to *Use of Force & Deadly Force (Response to Resistance)*, 8.01.

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Deadly force weapons are only issued to staff that have individually demonstrated proficiency in the use of the weapon issued.

If reasonably possible, and without risk to the officer(s) or others, *verbal warnings* may be given prior to the use of deadly force. Whenever firearms or other deadly force is used, staff will *shoot to stop*. If a hostage taker cuts, shoots, or seriously injures a hostage, or threatens such action, officers are authorized to use force and deadly force to prevent or stop the act, with or without warning. The decision to use such force belongs to the officer faced with the imminent danger.

### **Escapes While Under Escort or Guard:**

In the event an inmate escapes while under escort or supervision in a medical facility, the escorting officer will radio or telephone the control center as soon as possible to report the escape. The officer then may contact the nearest law enforcement agency to request assistance. When notified of an escape, the shift supervisor will activate the escape policy at once. The Jail Administrator may establish escape posts, if the escape occurs near the facility, and it is deemed necessary.

### **Helicopter-Assisted Escape Attempts:**

Except as otherwise noted below, staff may not fire on a helicopter attempting to land at or on the facility to assist an escape attempt. This restriction in the use of force is due to the danger of a damaged rotor or aircraft causing injury or death to uninvolved parties. Staff may use firearms to stop an inmate from approaching a hovering or landed helicopter, provided there is minimal risk of hitting the aircraft.

Staff may return fire to protect themselves or others, if they come under fire from an aircraft. Staff observing an escape attempt of this type will note the description of the craft, its identification numbers, direction of flight, and any other details. The control center officer will immediately report this information to the state police and any other agencies with aviation capability. Assistance should be requested in tracking the aircraft and dispatching ground forces to apprehend the escapee and crew. Detention staff will provide assistance required for the ground portion of a search of this type, but will not participate in flight operations.

### **Post-Apprehension Procedures:**

After the apprehension of the escapee, individuals and agencies alerted at the time of the escape are advised of the termination. The inmate is placed in secure custody after a complete search. Staff contacts with apprehended inmates are done in such a way as to protect the Miranda rights of inmates and other suspects. Staff are recalled from escape posts; and equipment and escape kits are retrieved, accounted for, cleaned, and returned to service or ready status.

### **Investigation:**

When an escape occurs that involves the cutting of bars, window sashes, fences, or other physical damage, the area must be secured from further inmate access. A careful

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photographic and written record must be made of the damage. After this documentation is complete, repairs are performed as soon as possible. Any evidence or information that may be of value in preparing or presenting the case in court should be carefully preserved and turned over to the investigating agency. An internal investigation of the escape must be conducted in a timely manner. The Jail Administrator then reports to the Chief Deputy.

This report includes a comprehensive analysis of the escape, identifying weaknesses found in facility or procedures, specifying staff performance issues, and stating corrective action necessary. The report should be forwarded to the Sheriff as soon as pertinent facts surrounding the escape are sufficiently available.

**Review of Plans:**

Staff is encouraged to review emergency plans at any time, and are required to do so at least once a year. In addition to the training provided, new employees should familiarize themselves with the areas surrounding the facility, so they can be effectively utilized if called on to assist in an escape or other emergency plan involving extra institutional activity.

**Revision:**

Review and revision of plans are on an annual basis, or as circumstances dictate. The Jail Administrator certifies the review of each emergency plan on an annual basis.

**Associated Forms:**

1. 7.03-1 Report of Jail Escape

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Evacuation Plan	<b>Policy Number:</b> 7.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will maintain an evacuation plan that ensures public safety while allowing staff to safely remove inmates from portions of the facility or the entire facility in the event of a life-threatening emergency.

**PENOLOGICAL INTEREST:**

It is in the penological interest of PCSO Jail to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Emergency evacuation may be necessary in the event of a fire, natural or man-made disaster, or in the aftermath of an institutional disturbance. The evacuation plan will be developed in conjunction with the plans for these occurrences.

**Notification:**

In the case of a natural disaster, the facility has cooperative arrangements with local authorities to receive warnings about approaching severe storms and similar conditions. For unforeseeable events, the staff member becoming aware of the event will notify the control center, which will initiate notification procedures. In the case of fire or in the aftermath of a disturbance, Jail Administrator will advise the control center if evacuation is to take place. The control center officer will ordinarily advise detention officers to evacuate inmates on instruction from the shift supervisor

**Criteria For Evacuation:**

The institution's specific plan will identify the conditions under which, and by whose authorization, evacuation will be considered. The shift supervisor may authorize evacuation of inmates to an internal safe area in the event of a life-threatening emergency. In the event of a clearly life-threatening crisis, officers can commence evacuation, but must notify the control center to obtain additional staff coverage.

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Authorization of the Jail Administrator is needed to evacuate the entire facility to a safe area inside a secured perimeter. The shift supervisor may take this measure if no other command staff is available, and a clearly imminent danger is present. Only the Sheriff may authorize the complete evacuation of the facility to a location outside the facility perimeter.

**Identification of Safe Areas:**

Safe areas are those parts of the facility to which inmates can be evacuated to in the event a portion of the facility is uninhabitable. The evacuation plan will identify a specific safe area for the relocation of inmates, such as an open area, vacant building, or parking garage, where they can be quickly moved and kept under secure staff supervision. The plan must also identify alternate sites outside the perimeter for use in the event the entire facility is uninhabitable or under imminent threat of significant danger. It will address specific supervision issues in alternate confinement areas, including perimeter coverage, additional staff on direct inmate contact posts, etc. A prime short-term option in this case is where inmates may be kept under surveillance by staff on the perimeter.

Cooperative agreements with local authorities will be developed to provide additional options in the event of long-term deactivation of major portions of the facility. The local plan will contain the names and phone numbers of authorities managing these alternate resources.

**Staff Call-Up:**

The Jail Administrator will authorize the call-up of additional staff in anticipation of an evacuation, and at the same time will advise the Chief Deputy and Sheriff of the action taken. However, the shift supervisor may do so in the absence of the Jail Administrator, and with the agreement of the Chief Deputy or Sheriff.

**Transportation:**

The Jail Administrator will be responsible for considering and arranging transportation issues, including sources for additional secure transportation, escort patterns, availability of large quantities of restraints, etc. These details will be contained in the evacuation plan. The plan will also cover provision for support services such as food, clothing, social services, and other detention facility responsibilities.

**Other Agency Assistance:**

The nature of assistance available from other facilities and agencies will be addressed in the plan. These arrangements will be supported by specific, written mutual assistance agreements with the agencies involved, to include reimbursement, if any, for services rendered. Notification of these agencies will be at the direction of the Sheriff, Chief Deputy, or Jail Administrator.

**Drills:**

Evacuation drills will be conducted within the following framework:

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1. Evacuation route information will be posted in all areas of the facility, particularly inmate housing areas.
2. Well-established procedures will be available for rapid, safe evacuation of cells, other inmate areas, and other areas of the facility.
3. Procedures will provide for prompt release from all facility areas, and ensure that employees are familiar with both primary and backup locking systems.

The highest priority after life safety is the prevention of escape during evacuation. This possibility will be greatly reduced by posting additional armed staff on the perimeter and in other key locations. Inmates may be advised that these precautions are being taken. Locked inmate areas need not conduct actual drills, but staff will be required to hold mock drills, short of actually releasing inmates from their cells.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Fire Response Plan	<b>Policy Number:</b> 7.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

This institution will implement and practice procedures to ensure the rapid and effective response to fire emergencies within the facility in order to provide a reasonable degree of safety for inmates, visitors, and employees.

**PENOLOGICAL INTEREST:**

This institution provides reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility. A major interest of the facility in support of these objectives is to effectively respond in fire emergencies.

**PROCEDURE:**

The Jail Administrator will appoint or act as the Fire and Safety Officer [FSO]. The FSO will prepare, review annually, and update the *fire response plan*.

**Fire Response Plan:**

Internal fire-fighting issues and capabilities will be addressed in the PCSO Jail *fire response plan*, as determined by the Jail Administrator or Fire Safety Officer, to include:

1. The development of specific guidelines for releasing inmates from cells. In general, staff are to release inmates from cells when the circumstances of the fire [heat, smoke, etc.], or the extent of an adjacent fire, make it evident that allowing inmates to remain in their cells constitutes a life-threatening situation; and
2. The location and review of smoke ejection equipment, fire extinguishers, standpipe hoses, etc.

New employees will receive instruction during orientation to assure familiarity with the fire plan and the procedures to be followed in the event of a fire. The Jail Administrator, in coordination with the local fire department, will make provisions for initial and follow-up training in fire procedures.

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**Alarms:**

Fires may be detected by employees or by automatic alarm systems. Employees will immediately notify the central control center via radio, intercom, or by activating a pull-station alarm. The control center monitors automatic alarm systems.

**Incident Commander:**

The Jail Administrator, Fire and Safety Officer or shift supervisor will serve as Incident Commander (IC) for the emergency response.

**Control Center:**

The control center officer will be responsible for initial evaluation and response to all alarms. The Fire Response Plan provides the control center officer and shift supervisor with decision criteria for notifying local fire authorities in the absence of other command personnel.

The control center will maintain the following guidelines regarding fire notification, including:

1. Dispatching staff to determine the exact nature of the fire;
2. Notifying supervisory staff of all known facts regarding the emergency;
3. Notifying the fire department and EMS. Emergency numbers for fire and EMS will be kept in a prominent location in the control center. The control center officer will provide fire and EMS dispatchers with all available information necessary to enable proper response including the location, nature and scope of the fire, and the number and types of injuries;
4. Notifying staff in other sectors to allow them to secure their areas, return inmates to their quarters or to a safe refuge area, and report for other duties;
5. Alerting staff to prepare for search and escort duty for outside fire-fighting equipment.
6. Making ready all emergency keys for possible use;
7. Notifying the law enforcement division of the facility for possible assistance;
8. Placing maintenance personnel on standby to monitor fire protection systems, locking systems, ventilation systems, and performing possible emergency repair work;
9. Placing EMS on standby alert to treat possible injuries;
10. Notifying other personnel on the emergency notification roster, including the Jail Administrator, Sheriff and Chief Deputy. The roster will contain an appendix with the on and off-duty phone numbers for these individuals.
11. Assigning outside law enforcement officers duties as decided by the Incident Commander. These duties may include evacuation of inmates, assisting fire fighters, attacking the fire, or performing a security function.
12. Maintaining accurate records of notification times pertaining to the emergency.

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**Evacuation:**

Procedures for rapid and safe evacuation of cells, general housing areas, and other areas of the facility will be developed by the Jail Administrator or Fire and Safety Officer.

The Incident Commander will determine when evacuation is necessary. Evacuation will begin if there is any indication that the fire may spread and present a life-threatening situation to staff or inmates. The Incident Commander is authorized to call-up additional staff in anticipation of evacuation.

If faced with life-threatening circumstances, an officer may initiate evacuation on individual initiative. The central control center should be notified immediately if such action is necessary.

Evacuation routes and refuge areas will be posted in each inmate area with instructions in both English and Spanish. Staff must be familiar with areas of refuge where inmates can be moved in the event of emergency situations requiring evacuation.

**Escape Issues:**

The possibility of escape is increased during any emergency. All employees must be aware of procedures for preventing escapes during evacuations.

The Incident Commander will ensure that a sufficient number of security officers will be posted on the perimeter during the emergency, especially when inmates are being evacuated from the housing units. The Incident Commander will activate a roving patrol as soon as possible.

**Count:**

When the involved area is cleared following the fire alarm, a count will be conducted. The count will not be cleared until all inmates and staff assigned to the involved areas are identified and located. When the count is clear, all personnel will return to their regularly assigned areas.

**Fire Containment:**

Prompt notification and life safety are primary concerns and fire fighting is a secondary responsibility, except for small and easily extinguished fires. Only after life safety issues are satisfied may trained staff members initiate fire-fighting responses using hand-held extinguishers, standpipe hoses, and other means available to them.

**Self-Contained Breathing Apparatus:**

Self-contained breathing equipment will be located in the control center, locked housing areas, and other key locations throughout the facility. Staff will be trained in its use and will employ it when ambient air conditions are likely to create a breathing hazard.

**Fire Department Assistance:**

Assistance from outside fire-fighting companies is critical to any fire plan. An outside

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fire department will aide this facility through:

1. Assistance in drafting a fire plan;
2. Regular, on-site familiarization tours of the facility;
3. Regular inspection of the facility for hazardous conditions; and
4. Participation in facility fire drills.

The PCSO Jail Fire Plan will contain specific information on access to the facility by fire-fighting vehicles including expedited searches at the vehicle entrance, and supervision procedures for those vehicles while inside the perimeter or proximity of the facility.

### **Cleanup Issues:**

State, local, and insurance company investigators must be permitted to inspect the fire scene. Evidence preservation issues may be involved if arson is suspected. No substantive cleanup of the fire scene should commence until these authorities have given their approval.

### **Reporting and Inspection Requirements:**

Reporting and inspection requirements will be followed as defined in facility policy and in accordance with federal, State, and local regulations. PCSO Jail supplementary policy will specify the post-fire reporting structure required by the fire marshal's office or Sheriff. In addition, the Jail Administrator will file a complete report on any fire, detailing the cause, surrounding circumstances, injuries, amount of damage to property, nature of the response, adverse finding of outside authorities, and any recommendations for change or improved procedures.

### **Fire Drills:**

Fire drills will be held in accordance with a written plan reviewed by the fire department and other law enforcement and emergency medical care agencies. Drills will be conducted at the direction of the Jail Administrator as follows:

1. Fire drills will occur semi-annually on each shift;
2. Locked housing units need not conduct actual drills, but staff will be required to hold mock drills short of actually releasing inmates from cells.
3. The Jail Administrator will schedule the drills and notify the Chief Deputy and Sheriff of the scheduling.
4. Prior notification of the drill will be limited so as to increase drill effectiveness. The Jail Administrator will monitor drill operations. Drills will begin when the "fire" location is established, and will end when personnel assigned to the location are evacuated, the first facility fire-fighting equipment arrives at the scene, and all staff and inmates are accounted for.

### **Other Issues:**

Medical examination and care will be provided as soon as possible after those involved in a fire have been moved to safety. All staff involved in a fire emergency will file a report on

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the incident before the end of the shift. The Incident Commander will coordinate fire suppression action with other agencies, focusing on streamlined access to the facility and procedures for notifying other law enforcement agencies of evacuation. Staff is required to review emergency plans at least annually. An adequate number of copies of the plan will be available in the Jail Administrator's office and other designated non-inmate contact areas for employee review.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Hostage Plan	<b>Policy Number:</b> 7.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature: Sheriff Byron Lyons</b>	

**POLICY:**

POLK COUNTY JAIL will maintain and comply with a hostage plan in order to maintain the health, safety, and security of all staff and inmates and will provide staff with procedures to respond appropriately to any situation wherein a person is held under duress, i.e., a hostage situation.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURES:**

No person, regardless of rank, has any authority while held as a hostage in PCSO Jail. No inmate will be released while holding, or while confederates hold in the community, any person as a hostage for that purpose under any circumstances.

**Notification:**

In the event of a separate hostage situation, as opposed to one that occurs in the course of a disturbance, the control center will be notified. The control center officer will then promptly notify the following supervisory staff of the existence of a hostage-taking incident:

1. Shift supervisor
2. Sheriff
3. Chief Deputy
4. Jail Administrator
5. Texas Ranger

The local contingency plan will contain an appendix with the on and off-duty phone numbers for these individuals.

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**Notification of Other Authorities:**

An up-to-date list of other persons and organizations and their current telephone numbers will be maintained to allow immediate notification on the direction of the Sheriff or Chief Deputy.

**Control of Aircraft:**

The Federal Aviation Administration [FAA] will be notified to declare the area around the jail as a *no fly zone*.

**Control of the News Media:**

Inmates will want to make contact with the media. Outside telephone service from the secured area of the facility should be cut. Additionally, the Sheriff should establish a safety zone around the jail that will prevent communications between inmates and the media by sight or sound. An off-site briefing location for the media will be established, and manned by a management official of the SHERIFF'S OFFICE. This management official will be the sole representative for the department.

**Hostages as Part of an Escape Plot:**

When an inmate or group of inmates take hostages as part of an escape plot, the shift supervisor will do the following:

1. Mobilize forces quickly to close off all avenues of escape;
2. Localize the incident to discourage other inmate involvement;
3. Await arrival of the Sheriff, Chief Deputy or Jail Administrator if possible;
4. Open communications with the hostage-taker while waiting arrival of command staff; and
5. Make no promises, emphasizing that safety of hostages is in the inmate's best interest.

**Hostages in the Community:**

When a hostage-taking incident in the community involves a demand for release of an inmate, PCSO Jail will defer all negotiations to the Sheriff, and will provide all appropriate assistance and information. No inmate will be released or provided any consideration under such circumstances.

**Hostages in a Riot:**

When an inmate or group of inmates takes hostages as part of a riot, command staff will be in place by the time that fact becomes known. Thus, the issues for the Sheriff, Chief Deputy, and Jail Administrator become how to gain the hostages' release as quickly as possible with as little risk to their safety as possible. There are no concrete rules to follow in such situations. Anecdotal evidence can be provided that argues in favor of either prompt tactical action or patient negotiation in hostage situations. Ultimately, the individual situation, the inmates' actions, available resources, and the staff involved will determine the Sheriff's choice of a course of action. However, there are certain guidelines around which a local contingency plan can be formed, and the following steps can be taken to improve

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the administration's strategic posture:

1. State as strongly as possible that *no one will be released while hostages are being held.*
2. State as strongly as possible *that no inmates will be harmed if hostages are not harmed.*
3. Identify the inmates holding the hostages and obtain information about them as soon as possible.
4. Identify the issues or demands involved.
5. Classify demands to the extent possible [e.g., power vs. resources; short-range vs. long-range; detention facility vs. departmental; group demands vs. individualized complaints].
6. Muster tactical forces to prepare for re-taking the hostages by force, if necessary.
7. Assemble a negotiating team using, if possible, at least one person specially trained in hostage negotiations; keep negotiating teams small enough to be effective, ordinarily just 2-4 individuals, depending on the number of inmates negotiating.
8. Determine in advance, to the extent possible, which demands the negotiators will have the authority to discuss; make it clear that the negotiators have no final authority.
9. Analyze demands from the inmate perspective.
10. Structure and set negotiations to reinforce the staff position, if possible.
11. Do not permit the media or other third parties to negotiate or be in the area while negotiations are taking place.

### **Hostages Protection:**

Under no circumstances will an inmate be permitted to escape from the facility using a hostage. If a hostage is used in an attempt to escape, all officers have clear instructions that orders given by any person under duress are not valid. Staff personnel will not surrender arms, keys, or communications equipment to a hostage taker or his victim.

### **Tactical Considerations:**

Tactical decisions are very difficult to anticipate in a hostage plan. Every hostage situation occurs in a different location with a different set of hostages, and a different inmate or group of inmates. Again, there are certain considerations that should be a part of the plan, including the following:

1. Scope of the surrounding disturbance and progress in re-taking the rest of the facility.
2. Progress of any negotiations with hostage-takers or inmate leaders;
3. Evidence of whether the hostages are safe or are being brutalized or assaulted.
4. Mental health status of the hostage-takers and whether there are signs they may be either losing resolve or becoming more desperate.
5. Health status of the hostages [e.g., heart conditions, medication needs, etc.] and whether those conditions have immediate life-threatening implications.
6. Availability of sufficient numbers of properly equipped response personnel and their

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capability to quickly gain access to and control of the hostage-takers with minimal risk to the hostages.

7. Location of the hostage-takers and whether they are reinforcing their position, including any evidence of weapons in the hands of hostage-takers or of weapon fabrication.
8. Amount of food and water available to the hostage-takers.
9. Any inmate to media communications.

Other guidelines for tactical action to recover hostages are covered in other related policies. In particular refer to policies on escape, and response to resistance.

#### **Use of Force:**

Staff members are authorized to use firearms and other forms of deadly force to prevent escape, prevent injury or loss of life to personnel or inmates not involved, and protect facility property. Weapons will only be issued to staff that are qualified in the use of the weapon issued.

If reasonably possible, and without risk to the officer(s) or others, *verbal warnings* may be given prior to the use of deadly force. Whenever firearms or other deadly force is used, staff will *shoot to stop*. If a hostage taker cuts, shoots, or seriously injures a hostage, or threatens such action, officers are authorized to use force and deadly force to prevent or stop the act. The decision to use such force to protect innocent life is that of the officer faced with the imminent decision.

#### **Understanding Hostages:**

Guidelines for staff conduct while being held hostage will be provided to employees in initial training and reviewed in annual refresher training. These will include information on avoiding, resisting, or antagonizing the hostage-takers, the *Stockholm Syndrome*, and other elements. Upon release, each hostage will be properly identified to ensure that an inmate is not trying to escape, will be given an immediate medical examination and any necessary treatment; and shall document the incident as soon as possible in either a taped interview, written report, or in a manner prescribed by the Sheriff.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Medical Emergencies	<b>Policy Number:</b> 7.07
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide emergency medical services to inmates that is consistent with community standards of health care.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, medical care, and oversight of inmates while confined to this facility.

**PROCEDURE:**

The primary medical emergency resource in PCSO Jail is the local hospital. The Jail Administrator will compile a detailed emergency plan on providing emergency medical services to inmates.

**Notification:**

The plan will specify the internal resources available, how they can be accessed, under what circumstances trained detention staff are notified of an emergency, and telephone numbers for on and off duty contact. The plan will also describe the outside medical resources available, under what circumstances community emergency medical resources will be summoned, and the ambulance services that can be called in a medical emergency.

The plan will list the emergency phone numbers for all local ambulance agencies, hospitals, and other emergency rescue and assistance resources. Ambulance access to the facility will be covered in the plan. The plan will specify procedures for prompt identification of inmates being released for a medical emergency and procedures for authorization for releases in an emergency. Staff supervision issues for inmates who may be removed from the facility as a result of a medical emergency are covered in PCSO Jail policy 5.5 *Escorted Trips*.

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POLK COUNTY SHERIFF'S OFFICE  
POLICY FOR  
INTERNET SITES/ WEB PAGES/ SOCIAL NETWORKING 7.17

Effective Date:

## I. INTRODUCTION

Professionalism, ethics, and integrity are of paramount importance in the Law Enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the department into disrepute, not should conduct be detrimental to its efficient operation.

## II. PURPOSE

The purpose of this directive is to establish departmental policy concerning personal web pages or internet sites when referencing or effecting the Polk County Sheriff's Office (private messages, post, tweets and business messages, post, or tweets), to ensure employees use appropriate discretion in the use of private post or references to the Polk County Sheriff's Office so as not to discredit or disrespect the office, to ensure that the release, either directly or indirectly, of information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the office is not disseminated, and that all employees treat as confidential the official business of the office.

## III. POLICY

That all Polk County Sheriff's Office personal use computers, computer applications, computer programs, internet resources and network/ internet communications in a responsible, professional, ethical, and lawful manner. That conduct of its employees conduct when it relates to their employment or representations of their employment through numerous social networking venues. Employees of the Polk County Sheriff's Office have a right to have personal web pages or networking sites. When reference is made to the Polk County Sheriff's Office, a review of that reference is needed to ensure that such reference does not compromise our integrity and thus, undercut public confidence in this agency or this profession. Therefore, it shall be the policy of the Polk County Sheriff's Office that employees of the office are prohibited from posting, transmitting and or disseminating any photographs, video or audio recordings, likeness or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Polk County Sheriff's Office, on any personal or social networking website or web page, without the express written permission of the Sheriff or Chief Deputy.

No employee of the Polk County Sheriff's Office shall represent themselves, directly or indirectly, in any public forum as a member of the Polk County Sheriff's Office, either by text, photograph, or image depicting the uniform, badge, or patch, in any manner that



reflects a lack of good moral character. No employee will represent themselves in any public forum as an employee of the Polk County Sheriff's Office with other information, opinion, or posture that would bring unfavorable criticism or embarrassment upon the department.

#### IV. POLICY REVIEW

This will be reviewed by the Polk County Sheriff's Office Administration or any person so designated by the Sheriff on an annual basis to ensure that it is legally sound and reasonably enforceable

#### V. POLICY TRAINING

All full-time officers, administrative staff, support personnel, interns and volunteer staff will become familiar with and adhere to the provisions of this policy and receive and receive training and access to this policy.

#### VI. DEFINITION OF SOCIAL NETWORKING

Is defined as social networking sites that use internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connections, views and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Some examples of social media include:

FACEBOOK  
TWITTER  
INSTAGRAM  
YOUTUBE  
REDDIT  
TUMBLR  
SNAP CHAT

These policies address the use of social media in general and not one particular form.

#### VII. PROCEDURES

A. Employees having personal web pages or other types of social media internet postings which can accessed by the public, shall not place or allow photographs or depictions of themselves dressed in uniform and or display any type of identification identifying the Polk County Sheriff's Office without approval as indicted in this directive.

B. Photographs of the inside of the Sheriff's Office as well as any crime or accident scenes shall not be posted.

C. Employees are prohibited from posting, transmitting, and or disseminating any pictures or videos of official department training, activities, or work-related assignments without written consent from the Sheriff or Chief Deputy.

D. Employees who post photos, comments, etc. of other department employees must inform and seek approval from the employee (s) before posting.

E. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of this provision shall notify their supervisor immediately for follow-up action.

F. sites deemed inappropriate, whether an employment association or not, bring discredit to this department or to a department employee, or promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.

G. No employee shall gossip about the affairs of the department with persons outside of the department.

H. If any employee indicates in any public forum any opinion on a police related issue, then that employee shall state that the views and opinions expressed are the employee's personal ones, and not those of the Polk County Sheriff's Office.

## VIII. LIMITATIONS

A. No sexual, violent, racial, ethically derogatory material, comments, pictures, artwork video or other reference may be posted along with any department approved references or private messages and sites that would bring discredit to the Polk County Sheriff's Office.

B. Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Polk County Sheriff's Office.

C. Employees should consider the possible adverse consequences of internet posting, such as current employment, future employment, cross-examination in criminal cases, and public as well as private embarrassment.

D. Employees are reminded to exercise good judgement and demonstrate personal accountability when choosing to participate on social-networking sites.

## XV. DISCIPLINARY

Employees should use common sense in all communications, particularly on website or social networking site accessible to anyone. What you say or post on your site, shared or what is said and posted on your site by others could potentially be grounds for discipline. Employees can be disciplined by company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.



**POLK COUNTY JAIL  
Policies and Procedures**

<b>Subject:</b> Use of Force & Deadly Force (Response to Resistance)	<b>Policy Number:</b> 8.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Human life is sacred. Protecting human life is the most important mission of POLK COUNTY SHERIFF'S OFFICE. Bringing detainees and inmates into immediate compliance is less important than protecting innocent human life, including the protection of the officer's own life.

LAW ENFORCEMENT officers maintain a constant readiness and ability to act in instances where, in *their perception*, the *use of force or deadly force* is appropriate. By maintaining readiness and capacity, officers reduce the likelihood of opposition and of the actual need for a forceful response of any kind. While *officer discretion* is critical, the need for accountability and control of officer activities is necessary to limit abuses of authority. Jailers only use the amount of force reasonably necessary to bring inmates into compliance, protect life, and protect the integrity of the facility.

**PENOLOGICAL INTEREST:**

To provide reasonable and necessary force options when an inmate exhibits resistance, attempts an escape, is non-compliant to lawful instructions, or threatens or uses force.

**DEFINITIONS:**

**Authorized weapon:** A weapon approved by the department for sanctioned use by its officers. No weapon is authorized for carry or use by an officer unless the agency expressly approves it and the officer has demonstrated proficiency with the weapon type in accordance with agency guidelines.

**Auxiliary weapons of availability:** An officer may come separated from their agency issued firearm or secondary impact weapons. Should this occur, the officer might have access to a *weapon of opportunity*, including but not limited to a flash light, citation holder, handcuffs, or any object that could be used as a weapon in the defense of them self or another.

**Baton or expandable baton:** an impact weapon capable of inflicting bodily injury by

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striking with a portion of the weapon. Only batons authorized by the department can be carried or used. Carrying or using *saps*, *billy clubs*, or *slapjacks* is prohibited.

**Chemical weapon:** Weapons capable of temporarily incapacitating a person through the controlled release of some chemical irritant or agent.

**Certification with weapon:** Officer has *demonstrated proficiency* with a particular weapon, or device. The officer is authorized to carry and use this weapon in the performance of his official duties regardless of whether the officer is on-duty or off-duty. Without such certification, the officer may not carry or use this or a similar weapon.

**Deadly force:** An action, with or without the use of a weapon, intended to cause death or serious bodily injury; or, the use of any object in a manner intended to cause death or serious bodily injury.

**Electronic weapon:** Weapons using short bursts of electrical energy to temporarily incapacitate a person without causing death or serious bodily injury. **Only approved for use will be Sheriff's Office issued Taser, no others devices will be brought into the facility. For use see Taser policy.**

**Firearm:** Any device designated, made, or adapted to expel a projectile through a barrel by using energy generated by rapidly expanding gases, or any device readily convertible to that use, including all handguns, rifles, and shotguns.

**Force, non-deadly force, or less-lethal force:** Actions not calculated under the circumstances to cause death or serious bodily injury.

**Knife:** Any edged weapon that is deigned to inflict serious bodily injury or death that stabbing, cutting, slicing, whether legal or illegal, and including swords, daggers, axes, hatchets, etc. **No knives or cutting instruments allowed on staff while in the facility.**

**Lateral Vascular Neck Restraint [LVNR]:** A method or manner of restraining or controlling a person by physically restraining the person's neck from behind. This technique involves the initial restraint of a person through contact and control methods that may ultimately be used to incapacitate the person by rendering the person temporarily unconscious where the person refuses to submit to lesser levels of control. **This force is prohibited unless it is the last result to save life, prevent escape from the facility or to prevent the loss of control over the facility. This will not be a normal method used during a use of force and several extreme factors need to be taking place before this force is used.**

**Less than lethal or intermediate weapons:** Procedures or weapons that are designed to provide *force*, but usually *less than deadly force*. *Less than lethal* is sometimes referred to as *less-lethal, non-deadly force*. Regardless of the name, officers know that any force, especially when applied under dangerous, tense, uncertain, and rapidly evolving situations,

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may cause harm, serious bodily harm or death, despite the best intentions of the officer.

**Physical strength and skill:** Any physical actions by one or more officers (e.g., holding, restraining, pushing, and pulling) which may include special skills (e.g., boxing, karate, and judo) but do not include the use of *deadly force* or any authorized/other weapon.

**Probable cause:** Sufficient reason based upon known facts to believe a crime has been committed or that certain property is connected with a crime. Probable cause must exist for a law enforcement officer to make an arrest without a warrant, search without a warrant, or seize property in the belief the items were evidence of a crime. *Probable cause* is often subjective, but if the officer's belief or even hunch was correct, finding stolen goods, the hidden weapon or drugs may be claimed as self-fulfilling proof of probable cause. Probable cause is not a factor inside a correctional facility when it comes to searches for the safety of the staff, inmates and control of the facility.

**Serious bodily injury:** Harm that creates substantial risk of death, serious permanent disfigurement, or loss or impairment of any body function or organ.

#### **PROCEDURE:**

Officers involved in responding to resistance are trained, tested, demonstrate proficiency, and re-qualify to carry authorized weapons such as firearms, batons, shields, restraints, restraint chairs, water hoses, chemical agents, electronic restraints and other protective equipment [See: 3.4 Training and Proficiency Testing and 3.5 Firearms Training & Proficiency Testing policies]. Only under exigent circumstance may officers that are not *certified* with specific weapons or restraint systems be allowed to employ those systems or weapons. Equipment necessary to respond to resistance is stored and controlled in accordance with the armory operations instructions as detailed in 5.12 Armory policy.

In order to restrict abuse of inmates and unnecessary injuries to both staff and inmates, our procedures regulate response to resistance; describe conditions under which resistance, force, or deadly force may be used; and emphasizes a reasonable officer's assessment of the need for application of a particular level of response. Most often such a thought process require split-second decision making under very trying and stressful conditions. It is therefore necessary for officers to know how to apply this policy in a timely manner.

#### **Prohibited Devices:**

In responding to resistance, only approved equipment is used. No *slappers*, *blackjacks*, or *lead-filled gloves* will be purchased, issued, or used in PCSO Jail. Except in extreme emergencies, firearms are not permitted inside the secured areas of PCSO Jail facilities. The Sheriff specifies the location, creates regulations regarding restrictions on taking firearms into the secure portion of the facility, and is the only authority than can authorize bringing firearms into the Polk County Jail.

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### Response to Resistance:

Response to resistance is controlled by the basic elements of a reasonable jail officer's perception and a reasonable jail officer's response. To better understand and explain *response to resistance* and force issues, officer *perceptions* and officer *force options* the Response to Resistance Ladder or *force continuum* is attached to this policy and procedure. This chart illustrates five levels of *perception* and five corresponding levels of *response*. Officers must be familiar with, and know how to apply and explain this compendium [Refer to Response to Resistance Ladder, at the end of this policy].

Jail officer's general perception and corresponding force options are:

**Level 1 – (Compliant).** The inmate is perceived by the officer to be *compliant*. The appropriate level of response is *cooperative controls*, including *officer presence, hand signals, verbal commands and instructions, light touching or patting*, etc. In other words cooperation at this level is a *two way street*.

**Level 2 – (Passively Resistant).** The inmate is perceived by the officer to be *passively resistant*. The most appropriate level of response is *contact controls*, including *strong or forceful soft hand, hand and arm holds pressured physical movement of the inmate, forced removal from his cell or area*, etc. **If an inmate is taken off of his or her feet to gain compliance they will need to be seen by medical staff, if after hours then EMS will be called to do a medical evaluation and if needed transport to the ER.**

**Level 3 – (Actively Resistant).** The inmate is perceived by the officer to be *actively resistant*. The appropriate response is *compliance techniques*. This is the threshold for any reasonable jail officer to consider this inmate to be a dangerous threat to himself, the officer and other inmates. Compliance techniques may include *all reasonable means to bring the inmate into compliance as soon as reasonably possible*. These techniques may include *use of chemical weapons, use of restraints, forced movement, forcing a inmate's limbs behind his back, forcing a inmate down on the floor or against a wall, or using other forms of rough physical force*, etc. Once inmates are perceived as *actively resistant*, officers should not relax care until the subject is fully secured in an isolated cell. **If an inmate is taken off of his or her feet to gain compliance they will need to be seen by medical staff, if after hours then EMS will be called to do a medical evaluation and if needed transport to the ER.**

**Level 4 – (Assaultive & a Threat to Bodily Harm).** The inmate is perceived by the officer to be *assaultive – and a threat to bodily harm*. The appropriate level of response is immediate *defensive tactics*. The original assaultive behavior may have been directed at a fellow inmate, another victim, or the officer. *Defensive tactics* may include *impact weapons, hard fist, or any other reasonable means available*

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and at hand to stop the aggression, defend against attack, and bring the inmate into compliance. It is contemplated and understood that reasonable officers, while employing defensive tactics, may cause injury, serious injury, and in some isolated instances, death without intending such consequences. If an inmate is taken off of his or her feet to gain compliance they will need to be seen by medical staff, if after hours then EMS will be called to do a medical evaluation and if needed transport to the ER.

**Level 5 – (Assaultive & Threat to Serious Bodily Harm or Death).** The inmate is perceived by the officer to be *assaultive – serious bodily harm or death, or attempting violent based escape*. The appropriate level of response is *deadly force*. Deadly force includes firearms, knives, or any other means immediately available to the officer(s) that a reasonable officer in the same circumstance would consider as potentially causing death or serious bodily injury.

Only when there is a reasonable expectation that altered or damaged property may place others in imminent risk of death or serious bodily injury, or in threat of imminent escape may deadly force be use to protect property. For example, stopping an inmate from setting a fire, breaking glass out of a window to create a knife, or throwing a bomb. Medical evaluation must be completed after this type of use of force, EMS and or transport to the ER

It is important to remember that almost all incidents faced by jailers are not scripted, easy to understand, or predictable as to outcome.

### **Application of Use of Force & Deadly Force:**

Officers use their best effort to determine the threat level and apply the corresponding response. Time permitting, officers must use care in evaluating an inmate's actions and perceived threat level. If there is reasonable doubt and time permits, seek assistance before acting. Justification for the use of force and deadly force must be limited to what is *known or reasonably perceived* by the officer at the time of the incident. Facts unknown at the time force is used should not be considered later to determine whether the force was justified.

Before using any force against an inmate, time permitting, officers must:

1. Secure help in controlling the inmate (calling for backup);
2. State his intentions to use force or deadly force;
3. State the reason for the use of force or deadly force; &
4. Ask the inmate to submit to instructions and require signs of compliance, before using force or deadly force.

The amount and degree of force officers may use to achieve an objective takes into

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consideration the following possible issues, if time and circumstances allow:

1. Nature and seriousness of the original offense being committed by inmate;
2. Nature and seriousness of the risk of injury to the officers or others;
3. Age, physical condition, and behavior of the inmate;
4. Physical conditions (e.g., visibility) at the scene;
5. Feasibility and availability of alternative actions;
6. Opportunity and actual ability of the inmate to injure the officer, himself, or others;
- &
7. Disruptive nature of the inmate's non-compliance and the potential influence it might have on other inmates.
8. If an inmate is taken off of his or her feet to gain compliance they will need to be seen by medical staff, if after hours then EMS will be called to do a medical evaluation and if needed transport to the ER.

Before officers use *force* (but not *deadly force*) for the purpose of protecting an inmate from self-inflicted bodily injury [suicide attempt], or from uncontrollable circumstances, the officer is to consider other available alternatives to protect that inmate from harm.

Officers may use unauthorized objects as weapons, or use weapons in unauthorized manners if emergency circumstances make it necessary to protect human life and prevent serious injury.

Officers may draw and ready any authorized weapons for use only when they reasonably anticipate that they may have to use such weapon(s). This does not require officers to use the weapons. Often, an additional show of force will cause a reasoning inmate to come into compliance with verbal commands.

Jailers have no obligation to *retreat* or *back down* before resorting to *use of force*, including *deadly force*. Officers may consider retreat or withdrawal where delay could make a more peaceable resolution, if such tactics would not increase risk to him, other officers, or cause loss of control over other inmates. In some cases, an increased show of force may reduce the amount of force necessary to accomplish the officer's objective. Jailers make decisions in such matter using the reasonable officer standard. In other words . . . *what would another reasonable officer, under the same or similar circumstances do in this situation?*

### **Batons:**

When it is appropriate to apply force, and direct contact alone is inadequate, additional force may be employed. Batons may be used to separate fighting inmates, or to quell other types of violence. Officers should make reasonable *avoid* the following:

1. Avoid baton blows that are capable of inflicting serious bodily injury;

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2. Avoid raising the baton above the head to strike someone or use the baton as a club or bludgeon;
3. Avoid delivering only short snappy body blows to vulnerable areas in order to temporarily incapacitate subjects; &
4. Avoid deliberately striking the *face, head, neck, collarbone, spine, kidney area, solar plexus, knees, or elbows.*

**Restraints:**

The use of restraint equipment is intended to prevent escape, assault, or the commission of some other offense by violent or disruptive inmates; to protect staff and inmates; and under circumstances approved by the Chief Deputy or his designee. Restraints are never used as a means of punishment. Restraints should restrict movement of an inmate only to the degree necessary to avoid injurious behavior. Soft or padded restraints should be used when feasible. Inmates must not be restrained in a position or manner that would exacerbate any physical infirmities.

When under the control of restraints, the inmate should receive medical care a minimum of every two [2] hours, to include changing position, exercising extremities, offering nourishment and liquids, offering toilet facilities, checking for medication needs. These checks are documented.

Restraints are removed from an inmate at the earliest possible time, usually when the inmate no longer exhibits behavior-necessitating restraint. Only in exigent circumstances may an inmate be kept in restraints longer than twenty-four [24] hours. Once the restraints are removed from an inmate, it may become necessary to reinstall the restraints if the inmate violently acts out. In such cases, medical attention should be called.

Documentation of use of restraints includes, but is not limited to the following:

1. Events leading up to the need for restraints;
2. Time restraints were applied;
3. Justification for their restraint use;
4. Observations of the inmate's behavior and condition;
5. Checks, to every *fifteen [15] minute or checks every ten (10) minute* if restrained to a chair]; &
6. Time restraints are removed.
7. What type of Medical evaluation was done and by whom

On the authorization of the shift supervisor, personnel may carry handcuffs. Inmates in lock down may be in restraints when moved out of their cells for any purpose. For inmates in general population areas, the use of restraints to control behavior is authorized only when other reasonable methods have failed. Use of restraints for inmates under escort outside the facility is also discussed in 5.5 *Escorted Trips Policy*.

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### **Restraints - Security Chair:**

An inmate may be restrained to a chair with the approval of the shift supervisor when that inmate's conduct is violent and dangerous to others when unrestrained, or the inmate poses a serious risk to the security and good order of the facility.

When the security chair is used, the chair is placed in plain view, restraints are checked every *ten [10] minutes* to include an assessment of the security of the restraints and the circulation to the extremities. The start time is written on the assessment and at the end of sixty [60] minutes, the inmate is taken from the chair, given water, and allowed to use the bathroom. If the behavior remains combative, the inmate will be placed back in the chair, and the narrative resumed. No person may be kept in the chair over *two [2] hours* without approval of the Jail Administrator or Chief Deputy .

### **Chemical Agents:**

PCSO Jail may authorize the use of chemical agents to control an inmate or group of inmates who otherwise cannot be controlled [See: 8.2 *Use of Chemical Agents Policy*].

### **Water Hoses:**

The use of water hoses may be authorized when lesser degrees of force have failed to bring an incident under control, or when prompt use is calculated to prevent or discontinue a serious offense involving violence or bodily harm. The decision to employ water is made by the Jail Administrator. If the Jail Administrator cannot be contacted in an urgent situation, the shift supervisor makes the decision.

### **Electronic Restraints or Shields:**

Electronic restraints, tazers, or shields may be used prior to using deadly force. These devices may be used to subdue inmates in situations requiring protection of employees, citizens, or other inmates from imminent harm. This option is usually a safe and effective method of control, and is *less than lethal force*. After an electronic restraint is used on an inmate, or after an officer comes into contact with an electrified restraint, medical resources will then be contacted to check the inmate and officer for injuries. **Tazers will not be directed at the head or other vital areas and shall only be used in the manner as the operator has been trained. Tazers will not be deployed on inmates in restraints, other than the dry stun to help gain compliance of the inmate. An inmate in restraints can still hurt themselves, staff and other inmates. The Tazer deployments are a split second decision, should only be used as a last resort on inmates in restraints, and is the only or last option available in gaining compliance or getting an incident under control. This type of use of force will be on video.**

***Less than lethal or Intermediate Weapons:*** Less lethal ammunition, such as rubber, wooden, or beanbags projectiles are additional options for controlling violent situations, and may be used upon approval of the Jail Administrator or designee. While this ammunition does not normally expose the inmates involved to as great a risk of death or serious injury; it will not be used at close range or directed at the head or other vital areas [See: 8.4 & 8.5 *Special*

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Munitions Policies].

**Deadly Force:**

Application of *deadly force* and *force* are authorized by detention officer only to achieve the following lawful objectives are to:

1. Defend himself, or others against serious threats of serious bodily injury or death;
2. Stop escape from custody;
3. Stop or break up riots; &
4. Prevent roaming at large by obviously mad or vicious animals; to relieve animals so badly injured that it cannot reasonably survive from injuries causing prolonged suffering.

Deadly force may be used to *prevent an escape from the facility, protect the public, or to protect other lives*. The use of deadly force is appropriate to protect property where there is likelihood lives may be jeopardized if property is altered or damaged. In an emergency where it is impossible or impractical to seek authorization, an employee may use appropriate force, and be required to later justify actions taken.

Deadly force will not be used under the following circumstances:

1. As a warning or threat;
2. With the intent to maim or cripple an inmate;
3. On an inmate who has not caused or threatened to cause serious bodily injury or death to another person;
4. At or from a moving vehicle;
5. Merely to prevent the destruction or theft of property; &
6. When the officer has some doubt as to the justification for using deadly force.

Firearms are only used in situations where there is danger of death or grievous bodily harm. However, firearms must not be discharged if less extreme measures will suffice, except in escape situations. An officer may fire under the following circumstances:

1. At an inmate or other person whom the officer has seen kill or seriously injure another person, and who refuses to halt when ordered;
2. At an escaping inmate, if the escape is actually in progress, and cannot be reasonably prevented in a less violent manner;
3. At an inmate or other person carrying a weapon or attempting to obtain a weapon by force, if the officer has reason to believe the individual intends to cause death or serious injury; &
4. To protect property in cases such as arson, when the act is likely to cause serious injury, death, or seriously reduce the security effectiveness of the facility.

Verbal warnings are given prior to the use of firearms, if reasonably possible. Staff

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members who are fired upon by an inmate or non-inmate may return fire immediately. Officers using deadly force employ reasonable caution when in the proximity of civilians, or when a fired shot may carry into an inhabited area. Only staff that are weapons-qualified may draw or be authorized to use firearms in the course of their duties.

**Follow-up:**

In incidents where serious bodily injury or death occurs through the application of deadly force, officers secure the scene as well as possible, call for medical assistance, and notify their direct supervisor, in that order. The supervisor takes charge of the scene along with any investigation concerning the incident and report the incident immediately to the Jail Administrator and Sheriff. All officers assist in every way possible with the investigation of incidents involving the use of deadly force. Reports required by this policy receive executive review in an effort to:

1. Protect the integrity of the facts and the evidence;
2. Ensure that the officer's use of deadly force complied with state and federal laws, and department policy;
3. Determine if the officer's use of deadly force indicates a need for special counseling, training, or disciplinary action; &
4. Determine whether the situation requires further action.

Inmates subjected to response to resistance techniques are checked for injuries and provided indicated treatment after the scene has been secured. If injuries are suffered, immediate medical attention is provided to inmates and staff. If chemical agents have been used the inmate is given the opportunity to shower. An inmate must not be kept in restraints any longer than necessary to control the specific behavior involved.

**Reporting Requirements:**

Each officer who witnessed the incident or responded to the scene completes a written report. Witness reports are completed no later than the conclusion of the shift in which the incident occurred and filed with the Jail Administrator [See: 2.5 *Reporting of Incidents Policy*].

Officer(s) who actually used or employed deadly force are to be relieved of duty. At the time the officers are relieved of duty the weapon(s) used in the incident is collected and tagged as possible evidence. The Jail Administrator or Shift Supervisor at the scene instructs the officer(s) who used deadly force to:

1. Refrain from making any statements to the news media, other officers, or supervisors;
2. Refrain from discussing the matter between officers or witnesses [if more than one officer]; &
3. Refrain from completing any reports or statements for at least twelve [12] hours.

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Texas Jail Policies and Procedures, 8.01 Use of Force & Deadly Force (Response to Resistance)

Investigators debrief the officer and advise the Jail Administrator of their findings. Thereafter the officer(s) is transported home. Upon return to duty the next day, the officer(s) involved in the deadly force incident complete his report and make all required statements. The officer(s) provide all required information first hand *perception of events* at the time, and the *corresponding force options used*. Special attention is given to any deviation from this policy.

All reports completed by the officers using force, other officers or witnesses include the following:

1. A description of the events leading to the use of force or deadly force;
2. Original incident that precipitated the actions of the officer;
3. Accurate description of the incident and reasons for employing force;
4. Description of the weapon or device used and the manner in which it was used;
5. Description of any injuries suffered, and the treatment given or received;
6. List of all participants and witnesses to the incident; &
7. Copy of all incident reports compiled as a result of the incident.

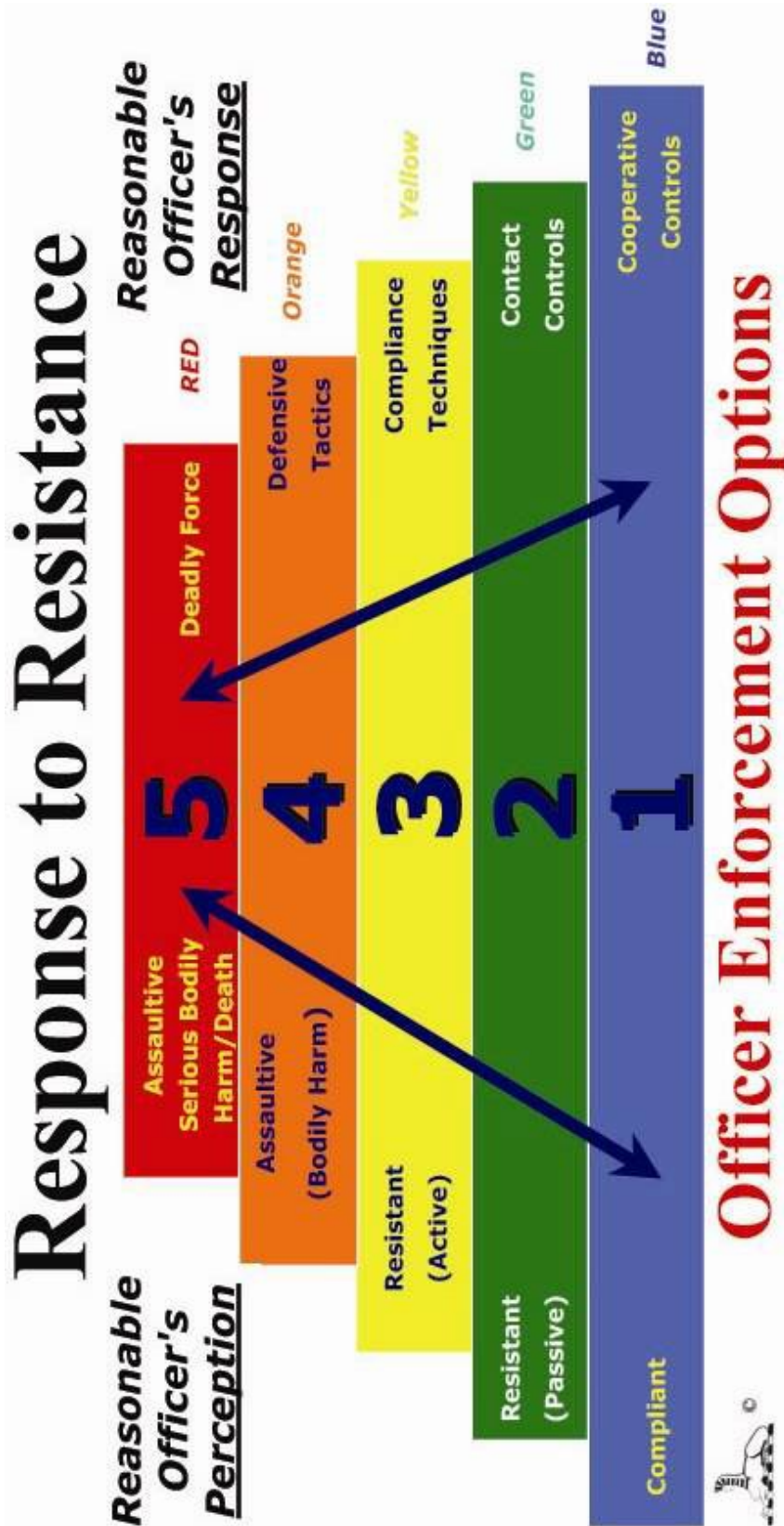
The Jail Administrator formalizes criteria for reporting incidents. Reports of all injuries are filed in the central file and the employee's personnel record.

**Allegations Against Staff:**

The Jail Administrator investigates allegations of improper response to resistance, after notifying the Sheriff. In cases where possible criminal acts are involved, the appropriate law enforcement agency will be notified.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Use of Chemical Agents	<b>Policy Number:</b> 8.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to use the least amount of *force or response* necessary to resolve situations involving confrontational or aggressive inmates. When lesser means are not effective, chemical agents may be employed to enable staff to subdue an individual inmate or to restore order among a disruptive group of inmates.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to maintain order, provide security, and bring inmates into compliance in the least injurious manner reasonably available.

**PROCEDURE:**

Chemical agents may be used to prevent serious injury or loss of life; prevent or suppress riots or disturbances that may escalate in intensity; to prevent willful destruction of property; and to cause inmates to comply with officer instructions.

Chemical agents will be stored and controlled in accordance with the provisions of PCSO Jail Policy 8.1 *Response to Resistance*. If order cannot be restored by application of less forceful methods, chemical agents may be deployed against either individuals or groups of inmates in the form of pepper spray or gas, dispensed by aerosol, canister, or projectile. The Jail Administrator will develop a table of quantities of each type of chemical agent that will be used in each area of the facility, and that information will be included in the riot plan, and post orders of the control center.

**Authorization for Use:**

Normally, the Jail Administrator, or in his absence the Shift Supervisor, will be the person authorizing the use of any chemical agents in the facility to control inmates. In an emergency during which these individuals cannot be contacted quickly, individual officers may authorize the use of individual officer carried spray. The Shift Supervisor will be present at the scene, and will make a final assessment of the situation before authorizing deployment of the chemical agent. Except in emergencies, inmates will be given verbal

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orders before gas is deployed. When time permits, forced air ventilation systems may be shut off to reduce the dispersal of gas to other unaffected portions of the facility.

### **Types of Agents:**

The following categories of chemical agents may be used:

1. Smoke - Smoke compounds are ordinarily employed as a supplement to tactical maneuvers; as such, they will usually be part of an overall riot control plan, rather than isolated action to restrain or subdue a single inmate.
2. Oleoresin Capsicum [OC] - often referred to as *pepper spray*.

The preferred chemical agent for officer carry sprays is oleoresin capsicum [OC]. The Jail Administrator will determine who and under what conditions officer carry spray will be carried in the detention units.

### **Administrative Safeguards of Chemical Defense Devices:**

The following safeguards are necessary to guard against abuse of chemical agents.

1. Any use of chemical agents will be in compliance with policy 8.1 *Response to Resistance*.
2. Individual officers using chemical defensive devices will be trained in their use, and in decontamination procedures.
3. Issue of chemical agents from the armory will be restricted to staff authorized to access this area.
4. Inmates exposed to chemical agents will be allowed to decontaminate as soon as order is restored, and the inmate in brought into compliance or fully restrained.
5. Staff will videotape all incidents involving the use of chemical agents when possible

### **Reporting Requirements:**

A *Use of Force* or *Response to Resistance* report will be filed with the Jail Administrator when chemical agents are used. The report, compiled by the officer using the chemical agent, will include the following:

1. Written accounts from staff involved in the initial episode;
2. Report by the Shift Supervisor indicating his/her evaluation of the situation and action taken prior to the use of chemical agents;
3. Description of the actual circumstances of use, including an estimate of the amount and type of gas used;
4. Copies of incident reports filed against the inmate or inmates involved;
5. Notation regarding referral to local law enforcement authorities for prosecution; and
6. Copies of tapes or photos of the incident, if taken.

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**Decontamination Procedures:**

Inmates who have been subjected to chemical agents may suffer skin, eye, or internal irritation and- therefore will be removed from the gaseous environment as soon as safely possible. Inmates who have been subjected to gas will be allowed to wash off, change clothes and shower once they are fully under staff control, and, in the judgment of supervisory personnel, there is no remaining risk to staff.

**Follow-up Procedures:**

A health care employee will examine individuals exposed to chemical agents as soon as practical, if medical staff is at the facility during the incident. Inmates will be monitored after the incident, and decontamination procedures are complete. If there are any persistent symptoms to exposure, the inmate's condition will be referred to a medical professional.

Cells and other areas exposed to chemical agents may require washing or other decontamination.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Use of Firearms	<b>Policy Number:</b> 8.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL that detention officers required to be armed are properly trained and certified in the use of the firearm assigned.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safe storage, and operation of firearms.

**PROCEDURES:**

The Jail Administrator is the armory supervisor, and will designate another supervisor to serve as the armory officer.

**Armory Operations:**

No inmate will be allowed access to the armory, arms storage cabinets, or armory facilities for any reason. Only those staff members authorized by the Jail Administrator will be allowed access to the armory. The key to the armory will be kept in the central control center key box, and *signed in and out*. Only the shift supervisor, or staff of higher rank, shall authorize the key to be signed out. Other than those persons previously specified, anyone needing to conduct official business inside the armory will be escorted in and out of the armory by an authorized staff member. Each month the Jail Administrator will inspect the fire extinguisher and emergency lights for the armory, and verify to the Chief Deputy that arms and ammunition are accounted for and in good working order.

**Weapons and Ammunition:**

Weapons are to be handled at all times *as if they are loaded*. Anyone taking control of a weapon will be charged with determining its condition by personal inspection. Weapons will not be removed from an assigned post or area, unless first recording the date, time, issuing authority, receiving officer, reason, type of weapon, and serial number. The Jail Administrator will establish, and cause to be maintained, the appropriate sign out log. Firearms and ammunition will be issued for use in the line of duty, and not for personal

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use. Weapons issued for use in situations away from the facility will be returned at the end of the tour of duty.

Personnel trained and designated to perform these duties will only disassemble weapons. Test firing and sight adjustment will be done at the direction of the Jail Administrator, and the Jail Administrator will designate the person who will perform these functions.

If discharged for reasons other than training, a weapon will be replaced with a weapon of the same type. The fired weapon will not be unloaded, cleaned, or tampered with in any way. Spent cartridges and shells will not be removed. The weapon and spent rounds will be treated as evidence, until released by the Jail Administrator.

Firearms will not enter the secured area except under emergency conditions and under the authority of the Jail Administrator. Handguns will be carried in holsters. Long arms will be carried at high port, except during times of precipitation, at which times they will be carried muzzle down.

The Jail Administrator or his designee will make a physical inventory of all weapons and ammunition, and submit this to the Chief Deputy four times per year.

#### **Weapons Sign Out:**

Weapons signed out from the armory will be logged and include the date, time, issuing authority, receiving officer, reason, type of weapon, and serial number. At the time of return, the date, time, and receiving officer's name will be noted in the log. Before signing a weapon out to anyone, the issuing officer will verify that the employee is currently certified with the type of weapon being issued. An updated listing of employees who are certified with firearms will be posted in the armory. Weapons will not be issued to employees whose certification cannot be verified.

PCSO JAIL owned weapons issued to transportation officers will be stored in the armory, and checked out on the log kept in the armory for that purpose.

Officials visiting this facility will have the option of securing their weapons in their vehicles, preferably in the trunk, or may store the weapon in the gun lockers provided.

#### **Ammunition Changes:**

Ammunition will be changed during the first week of the month of January at least every four years. Ammunition more than one year old will be taken out of service and used for training purposes. Ammunition that has been exposed to inclement weather will be replaced. Ammunition that has been tampered with will be removed and replaced immediately, and a written report will be forwarded to the Jail Administrator providing details of the incident.

When new ammunition is received, it will be dated according to its receipt at the facility. New ammunition will be stored inside the armory in containers designed for that purpose

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and marked by caliber or gauge. Old ammunition will be similarly stored and marked in separate containers.

Weapons used for training will be checked out of the armory in accordance with preceding procedures. Instructors taking weapons to be used for training at another facility will secure permission from the armory supervisor, or in his absence, his designated representative. It is the responsibility of the instructor at the training session to check each weapon in and out, ensuring their safe handling and cleaning after firing. Instructors will not disassemble, modify, or make sight adjustments to any weapon without the authorization of the armory supervisor.

Weapons assigned to individuals on a permanent basis are the responsibility of the individual to whom the weapon is assigned. Cleaning and care of permanently assigned weapons is expected of the individuals to whom they are assigned. Weapons will not be cleaned in the presence of inmates, or while staff is engaged in supervision of inmates.

The Jail Administrator may appoint an officer to fulfill the responsibilities of armory officer. All weapons will be cleaned and inspected during the first week of every even numbered month by the armory officer. Personnel cleaning firearms will follow proper cleaning procedures.

Each weapon at the facility will be test fired at least twice per year, and cleaned and inspected by the Jail Administrator afterwards. Written documentation, including serial numbers, will be provided to the Jail Administrator.

At the direction of the Jail Administrator, the armory officer may make minor repairs. A weapon that has been tampered with, or has malfunctioned, will be taken out of service and tagged immediately by the supervisor to whom it is reported. A replacement weapon will be checked out from the armory, and the Jail Administrator will be notified in writing of these events. A gunsmith will perform major repairs. All weapons taken out of service due to tampering or malfunction will be test fired before being reintroduced into service.

#### **Weapons Control & Issue:**

Neither detention officers nor anyone else will carry firearms into the secured area of the jail, except as specifically authorized by the Jail Administrator in a declared emergency. Firearms and ammunition may only be carried by authorized detention officers of PCSO Jail under the following standards:

1. Firearm is registered with the facility.
2. Specific firearm and ammunition *manufacturer, type, and caliber (or mm)* are approved for use by the Sheriff.
3. Firearms have been inspected, fired, and certified safe by the facilities firearms instructor.
4. The detention officer has demonstrated proficiency and been certified in the last twelve [12] months in the use of all weapons and ammunition he carries on-duty.

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5. Detention officer qualifies with the same weapon and type of specific ammunition [caliber, bullet weight, bullet design, and powder load] actually carried on duty.

No employee of POLK COUNTY JAIL may modify or alter an authorized weapon in any material way without specific approval of the Jail Administrator.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Special Munitions – Less Lethal	<b>Policy Number:</b> 8.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of this facility to employ *less lethal special munitions* in those instances where the application of such devices will aid in the accomplishment of the mission and/or is calculated to reduce the risk to human injury and life.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility to use the least amount of force necessary to restore order, save lives, and return to normal detention operations as soon as possible.

**PROCEDURE:**

**Special Munitions Devices:**

This policy addresses the use of munitions usually considered *less-than-lethal*, including hand thrown [grenade] devices, and shoulder fired weapons such as service shotguns, fog generators, or 37mm rounds loaded with *rubber sabots, rubber pellets, beanbags, gas, stains, oleoresin capsicum, or similar* projectiles.

**Precaution:**

All special munitions are employed within the guidelines of the department *Use of Force* section. These munitions may be capable of causing bodily injury, serious bodily injury, or death in some circumstances. Special munition rounds will not be deliberately fired or thrown at the face, neck, or spine of any individual. Special munitions may come with manufacturer recommendations and guidelines. Officers designated to employ these special munitions will be familiar with, and trained in the application of these recommendations and guidelines, before deployment.

**Safety Precaution:**

Special munition devices are not designed to produce shrapnel or expelled particles. However, these munitions are capable of causing bodily injury, serious bodily injury, or death in some circumstances, especially if not employed properly. Manufacturer's recommendations may require larger clearance or safety zones. If so, these

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recommendations replace the following. Flash-bang devices are:

1. Deployed in a manner that will not injure human life.
2. Not to be used within a 20-foot radius of any individual, unless a substantial wall or safety barrier protects all persons.
3. Not to be used in enclosed structures when individuals inside the structure are at risk from shrapnel, expelled particles, fire, or burn caused by the devices.
4. Not to be used in the proximity of flammable materials.

**Deployment:**

The following guidelines will be followed regarding the deployment of special munitions devices:

1. During normal operations, special munitions will be secured in munitions lockers at the facility, or transported in secured containers by supervisory personnel.
2. Special munitions are used consistent with POLK COUNTY SHERIFF'S OFFICE training and manufacturers' instructions.
3. Special munitions are used in emergencies that require deployment of personnel in dangerous situations, or as a considered alternative to the use of more lethal force.
4. Special munition rounds are normally used in assaults that require the temporary disabling of target inmates, facilitate maneuver, or detainment of inmates.
5. Only personnel trained in the use of special munitions, and under direct supervision, will employ these devices.
6. When practical, staff assigned to deliver these rounds should be backed up by other staff armed with conventional weapons to provide protection for human life.
7. When practical, medically trained officers or medical personnel will assist in the deployment of special munitions to provide emergency first aid.
8. Regardless of the level of support available, officers will render first aid and decontaminate those exposed to the effects of gas, chemicals, or OC spray as soon as practical after the situation is stabilized.

**Reporting:**

After employment of special munitions in a tactical incident, a report will be completed that includes:

1. Supervisor authorizing use of special munitions;
2. Supervisor's perception for the need to deploy special munitions;
3. Identification of officers deploying munitions;
4. Number and types of rounds expended;
5. Effects on those targeted and any injuries;
6. Secondary or unintended injury or damage; and
7. Attachment of any associated medical or damage reports.

This data may be described in the incident or investigative report, and does not have to be reported by means of a special document.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Special Munitions – Distraction Devices	<b>Policy Number:</b> 8.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to employ *special munitions distraction devices* when the application of such devices will aid in the accomplishment of the mission without unreasonable risk to human life.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this facility to use the least force necessary to restore order, save lives, and return to normal detention operations as soon as possible. Special munitions aid in the accomplishment of these objectives.

**PROCEDURE:**

**Distraction Devices:**

Distraction devices are usually considered *less-than-lethal*, and are employed to distract or attract attention. Both hand-thrown and shoulder fire weapon delivery systems are applicable within this policy. Shoulder fired weapons include service shotguns, fog generators, and 37mm gun rounds, which produce a sudden loud noise or a flash of light. These devices, whether fired from a weapon or hand thrown may also be referred to as *flash-bang* systems. These tools are generally to be used to provide diversion or to mask law enforcement personnel movement activities.

**Safety Precaution:**

All munitions, including special munitions are employed within the guidelines of the departmental *Use of Force* policy. Such devices are not designed to produce shrapnel or expelled particles. However, these munitions are capable of causing bodily injury, serious bodily injury, or death in some circumstances, especially if not employed properly. Manufacturer's recommendations may require larger clearance or safety zones. If so, these recommendations replace the following. Flash-bang devices are:

1. Deployed in a manner that are calculated to not injure human life.
2. Not to be used within a 20-foot radius of any individual, unless a substantial wall or

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safety barrier protects all persons.

3. Not to be used in enclosed structures when individuals inside the structure are at risk from shrapnel, expelled particles, fire, or burn caused by the devices.
4. Not to be used in the proximity of flammable materials.

**Deployment:**

1. During normal operations distraction devices will be secured in munitions lockers at the department, or transported in a secured container by supervisory personnel with the rank of sergeant or above.
2. Distraction devices are used consistent with departmental training and manufacturers' instructions.
3. Distraction devices may be used in emergencies that require deployment of personnel in dangerous situations, or as an alternative to the use of more lethal force.
4. Distraction devices are normally used in planned assaults, which require the temporary disorienting or confusion of individuals without risk or injury to human life.
5. Only personnel trained in the use of distraction munitions, and under direct supervision, will employ these devices.
6. When practical, staff assigned to deliver distraction devices should be backed up by other staff armed with conventional weapons to provide protection to human life.
7. When practical, medically trained officers or medical personnel will be present during the deployment of distraction devices to provide emergency first aid.
8. Regardless of the level of support available, officers will render first aid to any injured person as soon as practical after the situation is stabilized.

**Reporting:**

After employment of special munitions in a tactical incident a report will be completed that includes:

1. Supervisor authorizing use of special munitions;
2. Supervisor's perception for the need to deploy special munitions;
3. Identification of officers deploying munitions;
4. Number and types of rounds expended;
5. Effects on targeted person(s) and any injuries;
6. Collateral or unintended injury or damage; and
7. Attachment of any associated medical or damage reports.

This data may be described in the incident or investigative report, and does not have to be reported by means of a special document.

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**Polk County Sheriff's Office  
Texas Law Enforcement  
Policies and Procedures**

<b>Subject:</b> TASER	<b>Policy Number:</b> 05.06
<b>Issue Date:</b> September 24, 2012	<b>Revision Date:</b> December 10, 2012
<b>Approval Authority Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

**USE OF ELECTRONIC INCAPACITATION DEVICES**

TASERS, Electronic Incapacitation Devices (EIDs), are considered soft intermediate less lethal weapons and are not likely to result in death or serious physical injury. These "Electro-Muscular Disruption (EMD)" weapons use an 18 to 26 watt electrical signal to temporarily override the body's central nervous system and directly control the skeletal muscles. This EMD effect causes an uncontrollable contraction of the muscle tissue, allowing the TASER to temporarily debilitate a subject regardless of pain tolerance or mental focus.

The M26 ADVANCED TASER, TASER X26 or the TASER X2 systems are deployed as an additional law enforcement tool not intended to replace firearms or self-defense techniques. They may be used to control a dangerous or violent suspect when deadly force does not appear to be justified and/or necessary; or attempts to subdue the suspect by other conventional tactics have been, or will likely be, ineffective in the situation at hand; or there is a reasonable expectation that it will be unsafe for officers to approach within the contact range of the suspect.

**A. Use of Force Policy**

It is the policy of this agency that officers shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively control an incident. Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force.

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**B. Authorized Personnel and Training**

Only commissioned personnel who have successfully completed a Agency approved course of instruction on the deployment of the M26 ADVANCED TASER, TASER X26 or the TASER X2 systems may be authorized by the Sheriff or his designee to carry or use them.

1. Biennial in-service training for all personnel authorized to carry and use less lethal weapons shall be documented and coordinated with the Training Coordinator.
2. Failure to complete required in-service training for less lethal weapons will result in revocation of the employee's authorization to carry the weapon(s) until proper training is completed.

**C. Authorized Electronic Incapacitation Devices**

Only the **M26 ADVANCED TASER, TASER X26 or the TASER X2** as authorized for use by the Polk County Sheriff's Office personnel. The use of personally owned electronic incapacitation devices or cartridges is **prohibited**.

Officers authorized to use an Electronic Incapacitation Device may be issued a TASER as determined by the Sheriff or his designee. TASERS for certain off duty jobs may be authorized as determined by need.

**D. TASER Deployment Procedures**

- a. Use verbal commands and point the laser sight at subject before firing. Before using the TASER, the Officer shall, if practical, verbally warn the subject that the TASER will be deployed if the subject does not cease his/her combative behavior and comply with the officer's commands.
- b. When the TASER is going to be deployed, the user should announce "TASER, TASER." This shall provide other Officers with a warning that the TASER is about to be deployed and give notification to the suspect of imminent discharge. When a tactical situation exists where it is not desirable to have the subject made aware of imminent deployment (i.e., person threatening suicide, or harm to themselves or someone else) then it is sufficient that Officer advise each other of imminent deployment via other forms of communication.
- c. Request backup or arrest assistance (depending on the situation).
- d. Use cover and distance to ensure officer safety.

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- e. Aim at center of mass if possible. (The ideal target area for deployment is the back portion of the body.) Watch for thick and/or loose clothing. If probes hit clothing, the electrical current can penetrate for a maximum of 2 ¼ inches away from the skin. The TASER **should not** be aimed at and/or discharged at the eyes, face or genitals of a subject.
- f. The TASER **should not** be deployed if the subject is coated with or standing in or near flammable liquids. (Some chemical and pepper sprays are alcohol based and are flammable.)
- g. Avoid use at locations that may endanger the subject if the subject falls to the ground as a result of TASER deployment. Examples would include, but not limited to, slanted rooftops, ledges of tall buildings, tall fences, deep water or any materials which would cause serious injury if fallen on. The officer deploying the TASER is responsible for evaluating each situation on an individual basis.
- h. If two or more officers are involved when a TASER is deployed, they shall make every effort to coordinate their actions to avoid miscommunication and/or jeopardizing their tactical situation.
- i. If subject runs, the officer(s) must run also to prevent TASER wires from breaking.
- j. Officers **shall not** use TASERS on subjects who are under physical restraint unless the subject is still violently resisting and lesser means of controlling the subject have failed.
- k. Officers **shall not** use TASERS on subjects who are very young, on the elderly or on pregnant females unless the situation is such that there is no other safe method available to subdue them. Each officer will be expected to justify and articulate his/her reasons for deploying the TASER.
- l. TASERS shall only be used as a “stun gun” in the event that additional air cartridges are needed and are unavailable, in self-defense or a confrontation with a suspect has become physical and normal air cartridge deployment is impractical.

**The TASER will only be deployed as an apprehension tool used in the process of a custodial arrest situation. All persons subjected to a TASER deployment will be taken into custody unless hospitalized as a circumstance of their condition. If hospitalized, they will still be**

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**considered to be “in custody” until released on bond, released pending formal charges or turned over to detention personnel.**

#### **E. POST-DEPLOYMENT PROCEDURES**

Officer(s) using a TASER on a subject will ensure that the Sergeant or, in his absence, the Corporal is notified of the incident as soon as practicable after the deployment. The Sergeant or Corporal will assess the situation and determine whether or not his/her presence is needed on the scene. The Sergeant or Corporal will notify the Chain of Command of all deployments of TASER.

**Persons who have been subjected to a TASER deployment shall be treated as follows:**

1. Officers shall request emergency medical personnel to examine the subject.
2. Medical personnel will be requested to remove the probes and treat the puncture sites.
3. If the probes cannot be removed because of an unusual penetration or a hit to a vital area, the subject will be transported by EMS to an appropriate health care facility. An examination for secondary injuries related to the fall should not be overlooked.
4. If the suspect is transported to a medical facility, he/she will be accompanied by an officer as the subject is considered to be in custody and a proper disposition will be made as to their confinement or release.
5. The probes may have blood on them and should be handled as a biohazard, wearing protective gloves when handled. The wires shall be wound around the cartridge. The used probes shall be placed in the spent cartridge container. The probes, cartridge and a few of the Anti-Felon Identification Tags shall be wrapped in the protective gloves and placed into evidence.
6. Photographs should be taken of the probe penetration sites and any secondary injuries in addition to the general appearance and condition of the subject. The photos will be documented as evidence in the approved manner.
7. When booking the subject into jail, Detention personnel will be advised of the fact that the suspect was subjected to a TASER

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deployment and verification from medical personnel will be submitted.

7. Officers shall complete a “**Use of Force**” form in addition to an **Offense Report, see use of force plan for paperwork.**
8. The Offense Report shall include but not limited to the following elements;
  - a. Event(s) leading up to suspect being subjected to a TASER deployment
  - b. Where was suspect when subjected to deployment (grass, concrete, asphalt, fence est.)
  - c. The TASER serial number percentage of charge and how long charge was deployed for
  - d. Where the darts imbedded on suspect and if wires were broken or not
  - e. What time medical personnel was requested, what time they arrived, their name(s) and contact number(s)

**F. Care and Use of Electronic Incapacitation Devices**

- a. Each officer issued a TASER will ensure the batteries of the TASER systems are properly charged and the probe cartridge removed.
- b. The probe cartridge will only be inserted immediately prior to its being placed in a holster.
- c. Any defective or damaged TASER will not be carried and will be turned in for repair or replacement.
- d. Expired air cartridges will not be carried. Outdated cartridges will only be used for training purposes.
- e. For uniformed personnel TASERS will only be carried in holsters accompanying their purchase and in the cross draw position. This will prevent accidental discharge. Detectives or plain-clothes personnel may carry TASER in an approved side holster.

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- f. Accidental discharges of any TASER system will be investigated by the on duty supervisor and supported by Offense Report and photographs. The appropriate medical assistance will be requested for any person struck by probes. Discharged air cartridges and probes shall be treated as evidence. Injuries of Sheriff's Office personnel will also be supported by "First Report of Injury" report. Results of the investigation shall be forwarded up the Chain of Command.
- g. TASER will be inspected monthly by the appropriate supervisor with an inspection report completed. Any damage to the TASER will be immediately reported to the supervisor.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Hygiene	<b>Policy Number:</b> 9.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Jail Administrator in order to maintain the health and well being of the staff and inmates will implement and enforce standard health practices in the facility.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, health standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Inmates will be required to maintain a high level of personal cleanliness and will be provided the supplies to accomplish these tasks.

**Clothing:**

Each inmate who is detained overnight will be provided with the following standard issue:

1. One (1) clean fire-retardant mattress in good repair;
2. ONE (1) Clean sheet;
3. Sufficient clean blankets to provide comfort under existing temperature conditions;
4. One (1) clean bath size towel.
5. ONE (1) Clean washcloth

Institutional clothing will be issued to newly arriving inmates during initial processing. Items of permissible personal clothing will determined in admission process procedures. Inmates will not be permitted to retain or wear clothing specific to the opposite gender. Personal items that may not be retained by the inmates in the facility will be receipted. Civilian clothing may be supplied, for court appearances only, by relatives, attorneys, or friends.

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**Laundry Services:**

Laundry services will be provided for inmates on an established schedule. Personal clothing items retained may be laundered in accordance with procedures developed for that purpose. Dry cleaning services are not available.

**Personal Hygiene:**

Personal hygiene items will be issued to inmates upon admission or the next day. Hygienic items will be available from staff to replenish individual supplies, as needed. Staff will assure that there are sufficient quantities of such items in the unit for normal use patterns.

**Showers:**

Showers will be available and required on admission. In the housing areas, showers will be open to inmates each day on an established schedule.

**Bedding:**

Bedding and linens will be provided to inmates during the admission process as appropriate to the climate and season.

Exchange of linens and towels will be on a schedule of not less than twice a week. Mattresses and pillows will remain in housing areas and will be sanitized between uses.

**Available Facilities:**

Inmates will be provided daily access to a shower, a working toilet, and a hand-washing sink. Each toilet will be raised off the floor and capable of being flushed from the interior of the cell. Non-cell housing areas will have at least one working toilet and one working hand-washing sink. Toilet fixtures and showers will be of sanitary design, easy to clean, and kept clean and free of objectionable odors.

**Hair Care:**

Hair care services for inmates in both general population and locked units will comply with applicable health requirements.

An individual skilled in hair cutting will provide barbering services. The Jail Administrator will develop a schedule for hair cut services. Supervisory staff may compel an inmate to shower or submit to a haircut if necessary for hygienic reasons. At the direction of the Jail Administrator, hair length and style may be specified for inmates to prevent health problems, and prevent the hiding of contraband in the hair.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Sanitation Procedures	<b>Policy Number:</b> 9.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide staff and inmates with a clean, sanitary living environment consistent with applicable codes, standards, and sound detention practice.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, sanitation, health, and oversight of inmates while confined to this facility.

**PROCEDURE:**

The Jail Administrator or designee is responsible for developing, implementing, and overseeing procedures that ensure the facility sanitation plan is carried out. Ensuring high standards of housekeeping and sanitary practices is, however, the responsibility of each shift supervisor and all staff while supervising inmates.

**Housekeeping Plan:**

A written housekeeping plan will be available for each area of the institution to include the following:

1. Cleaning schedule for the area;
2. Specific jobs for inmates and staff assigned to sanitary duties;
3. Time schedule for duty completion; and
4. Specific instructions for the cleaning and/or maintenance of cells, day rooms and other common areas, floors and doors, storage areas, other departments and program areas, walls and windows, toilet and shower facilities, and equipment.

**Inspection Program:**

There will be daily inspections of sanitation levels in all areas of the facility, in addition to

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security inspections; records of those inspections will be filed with the «Jail\_Administrator». Inmate personal property limits will be enforced during inspections. No curtains, screen, paper, cellophane, cardboard, or other screening material, will be hung in the cell or on cell doors or bars, because of the fire hazard and supervision obstacles that such materials present.

The officer will notify inmates of unsatisfactory cell conditions by immediately recalling them from work or programs; in cases of repeat noncompliance staff will issue an incident report, and recommend disciplinary action.

There will be monthly inspections of the entire sanitation program by the Jail Administrator. To assure compliance with all applicable local laws and regulations, annual inspections will show that past deficiencies have been corrected when reasonably possible. Water and sewage systems will be approved by local departments, and will be operated in continual compliance with local regulations. Under no circumstances will any inmate perform or maintain records of such inspections.

**Maintenance Issues:**

PCSO Jail will have an established system for reporting, responding to, and accounting for materials and labor relating to facility repairs. Maintenance of toilets, washbasins, sinks, and other equipment in the facility may be incorporated into the inmate work programs.

**Unit Sanitation:**

Each day the following items will be issued from unit storage areas by facility staff for inmate use:

1. Mops, buckets, and brooms;
2. Plastic container with commercial cleaner for use in cleaning toilets, showers and cells; and
3. Scrub brushes.

The inmate is responsible for the proper use and care of these articles. Cleaning items will be secured after issue and kept in a janitorial closet for ventilation and drying. Kitchen cleaning equipment will be kept separate from the other cleaning equipment.

**Inmate Sanitation Responsibilities:**

Each inmate is required to maintain sanitary living area conditions and will be responsible for the cleanliness of their cell or living area, including walls, floors, sink, toilet, windows, and other property within the cell, room, or living area. Before departing the living area each day, inmates will sweep and mop the floor of their personal living area and deposit trash in the appropriate trash container.

**Isolation Cell Sanitation:**

Isolation cells will be cleaned daily and as inmates are transferred or released. This

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cleaning will include cleaning the bed and toilet areas and mopping the floor. An assigned inmate under staff supervision will do cleaning of isolation cells. When a cell has been vacated, if not clean, the assigned inmate will clean the room after staff has searched it.

**Common Area Sanitation:**

The Jail Administrator will identify inmates who will be responsible for cleaning corridors and other common areas of the facility. Waxing of corridors and unit floors will be done as needed during the week. Floors will be kept clean, dry, and free of hazardous substances. The shift supervisor will inspect common areas for compliance with all sanitation standards.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Waste Disposal & Pest Control	<b>Policy Number:</b> 9.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide a safe, clean, pest-free environment for its staff and inmates, and have in place procedures that will ensure those conditions are maintained on a continuous basis.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable, secure, safe, and healthy living conditions of inmates.

**PROCEDURE:**

Control of liquid, solid, and toxic waste products generated in the process of normal operations, and of pests and vermin are life safety issues in a detention setting. Liquid, solid, and toxic wastes from institutional operations will be collected, stored, and disposed of in a manner that protects the health and safety of inmates, staff, and visitors, while complying with applicable regulations and statutes. Pests will be controlled through a program of regular inspection and extermination.

**Garbage Disposal:**

Garbage and other waste disposal services are provided. Institutional methods of handling and dispensing of refuse will be in compliance with the requirements of all local and federal agencies. Trash and rubbish will be deposited in containers with lids and will be collected and removed in such a manner as to avoid creating a menace to health, and as often as is necessary to maintain good sanitary conditions. These collections will meet the following schedule:

1. Housing areas will deliver trash refuse and garbage to the designated area on an established schedule.
2. Food service and industrial or shop waste will be delivered to the collection point on established schedules, but not less than once a day.

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3. Refuse collectors will pickup refuse containers on a schedule that reasonably ensures that odors and excess accumulation of trash will be minimized.

**Pests:**

Pests are any destructive insect, animal, or vermin that causes annoyance, discomfort, or disease. Jail Administrator will manage the pest control program. Each facility will have a contract with a licensed pest control firm or individual who will be readily available to provide major vermin and pest control services. Minor pest control action such as spraying will be conducted on a monthly basis throughout the facility as determined necessary by the Jail Administrator. The Jail Administrator or his designee will conduct inspection of the facility under the pest control program monthly. Reports of those inspections will be made and filed. Employees will be required to report any observation of insects, rodents, or vermin throughout the facility. The Jail Administrator will implement corrective action.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Clothing, Bedding, & Linen Supplies	<b>Policy Number:</b> 9.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to provide inmates with clean clothing, bedding, and linens, appropriate for the season, on a regularly scheduled basis, in order to maintain the health, safety, and welfare of inmates.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary health and safe living conditions while enforcing security, discipline, and control of inmates while confined to this facility.

**PROCEDURE:**

Sufficient bedding and linens, which are comfortable, sanitary, and environmentally suitable for confinement, will be provided to the inmate. Access to clean replacements or laundry facilities will be available. The Jail Administrator is responsible for the overall operation of the clothing issue and laundry operations.

Care of all clothing and bedding supplies issued to an inmate will be that inmate's responsibility, and he/she will be held accountable for its use. The facility will not be responsible for any personal clothing inmates are permitted to retain.

A supply of clothing, linen, and bedding will be maintained to exceed the amount needed for the facility. Proper facilities will be available to provide for the storage of inmate personal clothing not permitted in the facility. The Jail Administrator is responsible for directing all other aspects of the exchange program.

**Standard Clothing Issue:**

During the admission process, inmates will be provided institutional clothing that is appropriate to the climate and season, durable, properly fitted, and presentable. Additional clothing may be issued to the inmate for work assignment.

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**Bedding Issue:**

PCSO JAIL provides for the issue of suitable, clean bedding and linens. Mattresses will be swept, aired, and sprayed with a non-toxic disinfectant quarterly. Standard bedding issue for inmates will include at a minimum:

1. One [1] mattress [on bed];
2. One [1] blanket;
3. Two [1] sheets;
4. One [1] towel.
5. ONE (1) Washcloth

**Laundry:**

Clean clothing and linens will be available to inmates at least twice a week. There will be an established location or method for laundering these items that ensures inmates have the means available to obtain clean clothing and linen. Inmates in locked units may be subject to separate procedures. Laundry exchange will be on a one-for-one basis. No exchange will be made without turning in an item. Blankets will be cleaned before they are reissued, and as needed. The responsibility for items issued will rest with each inmate.

Replacements will be made when an item has equaled or exceeded normal life expectancy, or a lost or stolen item is authorized for replacement. The inmate will reimburse the facility for lost or stolen items.

Prior to inmate release or transfer, all items issued will be returned to the laundry exchange area to be inventoried and have their condition verified by an officer. Possession of property of another inmate, or property, which has been improperly altered, is a violation of facility rules, and will be reported in accordance with inmate discipline procedures.

**Protective Clothing:**

Appropriate protective clothing will be issued to inmates according to their work assignment and may be exchanged as often as necessary for the assigned work. Clothing provided will be suitable to the climate and season, and will be durable, properly fitted, and presentable. Protective clothing will be issued when authorized in writing by the supervisor, and approved by the Jail Administrator. In the case of some jobs, issue of certain items will be automatic with assignment to that detail. These special clothing articles may include, but not be limited to, the following:

1. Uniforms for food service;
2. Cloth aprons;
3. Rubber aprons;
4. Safety shoes with steel toes as needed;
5. Parkas or overcoats for inmates assigned outside jobs in inclement weather;
6. Overshoes or boots as required;

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7. Face masks;
8. Hair nets; and or
9. Gloves.

**Other:**

No civilian clothing or staff uniforms will be laundered or stored in a manner that allows inmates to come in contact with those items. Storage of these items will be outside the secure perimeter of the facility. Storage areas for inmate clothing, bedding, and linens will be provided in a secure area that will prevent pilferage.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Food Service Operations	<b>Policy Number:</b> 10.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will provide inmates with nutritious meals served at the intended temperature and under sanitary conditions.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary standards and guidelines for institutional food service operations for inmates while confined to this facility.

**PROCEDURE:**

An employee experienced in food service management and operations will supervise food service aspects. Staff will directly supervise the preparation and service of meals. Inmates will be provided three nutritionally adequate, appealing meals daily, including two hot meals. On weekends and holidays, the Jail Administrator may authorize special brunch meals or other service options to provide variety to the food program. Meals will not be served more than fourteen [14] hours apart, unless a supplementary meal is made available to those affected. Inmates a waiting processing or transfer may be provided a sack lunch or other interim nutritional options.

*Food will never be used as a reward or disciplinary measure.*

**Special Diets:**

Modified diets will be prepared for prisoners when requested by medical staff or by a physician's order, and all reasonable efforts will be made to accommodate dietary requests of a religious nature.

**Locked Units:**

Meal service to locked housing units will involve the same food items as available to the general inmate population. Predetermined portions meeting the necessary dietary standards may be served.

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**Security And Related Issues:**

The Jail Administrator will establish procedures for tool, equipment, and utensil control. Adequate controls will be taken to include daily inventory procedures for yeast and other fermentable items. Raw foodstuffs will be stored in a secure portion of the facility. All delivery traffic and garbage removal services will be conducted in accordance with search procedures approved by the Jail Administrator.

**Records:**

The Jail Administrator or designee is responsible for maintaining records relating to the following:

1. Meal menus;
2. Nutritional analyses of the meal program;
3. Financial records in support of the food program;
4. Daily inspections for vermin infestation, sanitation, water temperature and quality, freezer temperatures, etc.; and
5. Required public health inspections and test;

**Requirements:**

All employees and inmates involved in food preparation will receive a pre-assignment medical examination and periodic re-examinations to ensure freedom from *Aids, HIV, diarrhea, skin infections, and other illnesses transmissible by body fluids, food, or utensils.* All examinations are conducted in accordance with local health requirements.

Food handlers will be trained and monitored daily by staff, and will be required to comply with standard personal hygiene requirements, including:

1. No open or infected wounds;
2. Maintaining clean hands and fingernails by washing hands after using toilet facilities; and,
3. Wearing clean clothing, hairnets, and/or caps.

Inmate food workers will be provided clean clothing changes daily.

When the facility's food services are provided by an outside agency or individual, the facility will maintain written verification that the outside provider complies with state and local regulations regarding food service.

The temperature of potentially hazardous food will be 45 degrees Fahrenheit or below, or 140 degrees Fahrenheit or above, at all times, except as otherwise provided in the current edition of the USPHS Food Service Sanitation Manual.

**Inspections:**

DAILY inspections of all food service facilities, including food preparation areas and equipment, are to be done by administrative, medical, or dietary personnel. Additionally,

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one of these personnel will check refrigerator and hot water temperatures daily. Refrigerators will be clean and contain a thermometer. Stoves will be equipped with operable hooded exhaust systems with clean filters.

**Storage:**

The preparation or storage of food will not be permissible in the housing area. Proper storage of food will assure minimal contamination from any source. All food products will be stored at least six (6) to eight (8) inches off the floor on shelves or in shatter proof containers with tight fitting lids. Insecticide, cleaning agents, and poisonous substances will be stored away from food and plainly labeled.

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POLK COUNTY SHERIFF'S OFFICE

JAIL DIVISION

ACKNOWLEDGEMENT OF RECEIPT OF EAR PIECE FOR HAND HELD RADIO

ON \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_ RECEIVED AN  
EAR PIECE FOR MY COUNTY ISSUED MOTOROLA/KENWOOD HAND HELD RADIO.

I UNDERSTAND THIS PROPERTY IS ALSO COUNTY ISSUED PROPERTY AND I WILL TAKE CARE OF IT AS  
SUCH. I UNDERSTAND IT WILL NEED TO BE RETURNED WITH MY OTHER COUNTY ISSUED PROPERTY  
SHOULD MY EMPLOYMENT AT POLK COUNTY JAIL END FOR ANY REASON.

SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

# POLK COUNTY JAIL

## Policies and Procedures

<b>Subject:</b> Nutritional Standards Program	<b>Policy Number:</b> 10.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

### POLICY:

It is the policy of POLK COUNTY JAIL to provide food service programs, which meet minimum nutritional requirements and provide the basic nutritional needs of inmates.

### PENOLOGICAL INTEREST:

It is in the penological interest of this detention facility to provide reasonable and necessary food service that meets the minimum nutritional needs of the inmates, while providing for the security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

### PROCEDURE:

A standard ration, or daily food allowance, will be established and offered to each inmate. This ration will meet or exceed the minimum nutritional needs as determined for the facility.

The offer of food, appearance and manner of preparation and presentation of food, selection of food items, and the withholding of food will not be performed in a manner calculated to punish, harass, or unduly embarrass inmates.

### Assurance Of Compliance:

PCSO Jail Administrator will meet the dietary allowances as contained in the Recommended Dietary Allowances, National Academy of Sciences. The establishment of preparation allowances will consider waste incident to normal preparation. Ration allowances will be based on standard retail cuts for meats and fresh produce. Canned foods are included as net weights. The daily standard ration amounts will be established by the «Jail\_Administrator», with input from a licensed or register dietitian.

The Jail Administrator will appoint a *food supervisor* to oversee preparation and handling of meals. The food supervisor will ensure these nutritional standards are met through a system that includes a monthly review and documentation by a qualified medical or dietary

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professional of meals served to inmates, to ensure they meet the national recommended allowance for basic nutrition.

**Records:**

The food supervisor will maintain records that control and report the quality and quantity of foodstuffs purchased, consumed, and stored on site. Records of the nutritional values of allowances will be kept to document the following:

1. Nutritional adequacy;
2. Menu planning effectiveness;
3. Meal service procedures;
4. Standard ration compliance;
5. Costs; and
6. Special problems.

**Emergency Preparedness:**

The food supervisor will maintain at least a three-day supply of food on hand to meet the nutritional needs of the facility during natural or manmade interventions. In the event of anticipated storms or other potential outages, this amount of food may be increased at the discretion of the food supervisor, with the consent of the Jail Administrator. During declared emergencies quantity and variety of food may be altered to meet the need of the situation.

**Meals Consumed By Employees:**

For the convenience of the facility, the Jail Administrator may elect to have all or some employees of the facility consume meals while on duty. In such instances, employees will receive the same nutritional allowance and the same portions as consumed by the general population of the facility. The same condition applies to authorized visitors and guests of the facility. This procedure aids in improved inmate supervision while providing direct input to management regarding food quality and volume.

**Security:**

The following safety and security conditions apply to the operation of the kitchen, and the storage and handling of preparation equipment, utensils, and foodstuffs:

1. Employees and inmates will not remove food or meals from the facility, unless on work details or assignments requiring consumption of prepared meals.
2. All sharp, or pointed objects will be inventoried and accounted for after each meal by the officer overseeing the kitchen.
3. To the extent possible all pots, pans, ladles, etc., will be hung on a peg board or wall mounts with painted backgrounds, to allow for quick inventory and location during food preparation cycles.
4. All knives, sharp or pointed objects, will be affixed by steel cable or chains to a rack or table where meals are prepared.

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5. Kitchen, food preparation, and storage areas will be thoroughly cleaned after each food cycle, and prepared for the next cycle.
6. In the storage areas, food (of all types – raw, canned, or boxed) will be kept at least four inches (4 inches) off of the floor.
7. During hours meals are not being prepared, the kitchen, storage, and preparations areas will be secured.
8. Inmates working in the food services areas, handling food, or delivering food will undergo health inspections, and will be free from communicable or infectious diseases.
9. Inmates working in the kitchen or food preparation area will wash-up before and after each food preparation cycle.
10. Inmates involved in food preparation will not use the kitchen or food preparation area as a *day room* or *lounge* between food preparation cycles. No televisions, radios, or other entertainment equipment is allowed in these areas.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Medical Services	<b>Policy Number:</b> 11.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will provide medical evaluation and treatment, and housing for inmates who display or have been diagnosed as having medical problems. In such cases, medical care will be provided on a reasonable and cost-effective basis, consistent with the facilities that are available.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of those inmates with medical or health problems while confined to this facility.

**PROCEDURE:**

PCSO Jail will reasonably provide medical services to inmates as circumstances dictate, and as deemed necessary by the visiting physician. In providing these medical services, the custody and control of the inmate will not be neglected or relaxed.

Inmates have a right to refuse routine medical attention. All refusals will be documented.

Medical services for inmates assigned to the facility may comprise the following:

**Initial Intake Evaluation:**

1. Any inmate brought into the facility will be medically evaluated before being accepted into the facility.
2. Arriving detainees determined to be in need of critical or emergency medical, mental, or dental care, will not be accepted into the facility, and will remain in the custody of the arresting or transporting officer.
3. Arriving detainees that indicate they are in need of prescription medication, and who do not have the prescribed medication will not be accepted into the facility, until the arresting or transporting officer has secured the medication or can show

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- that the prescription is not valid or required. This showing must be from a licensed medical professional.
4. During the initial contact, the jail officer will ask the inmate, *are you ill; are you injured; are you under critical medical care?*
  5. If he or she answers *yes* to any of these questions, or there is good reason to suspect that critical care is indicated, the individual will not be accepted.
  6. Facility staff may recommend that transporting or arresting officers transport their inmate to the nearest medical, mental, or dental facility for treatment.
  7. Detainees showing signs or known to be mentally incompetent will not be accepted.
  8. Before the booking process is completed, personnel will complete a medical screening of the inmate and complete the medical portion of the intake form to include known pregnant inmates.
  9. Inmates who claim to be infected with a communicable disease will be medically isolated from the general population pending medical evaluation and review.
  10. Reasonable efforts will be made to acquire professional assistance in processing individuals with special disabilities. If qualified professionals are available, they will be summoned to assist in the admissions process.
  11. Observation and evaluation of the physical and mental condition of inmates will continue through each phase of intake, including searches, and/or showers.
  12. Medical alert tags worn by the inmate will be noted on the medical and book-in sheets. The inmate will be allowed to wear the medical alert tag.

### **Tuberculosis Screening Plan:**

Facilities having a capacity of one-hundred [100] or more inmates, or housing inmates transferred from a facility with a capacity of at least one-hundred [100] beds or housing inmates from another state, will develop and implement a plan for tuberculosis screening tests of employees, volunteers, and inmates. Inmates confined in the jail for more than seven [7] days will be tested on or before the seventh [7<sup>th</sup>] day after the day of confinement. Inmates may be exempt from the screening test when the test conflicts with the tenets of an organized religion to which the individual belongs or when the test is deemed unnecessary due to previous examination by physician. An inmate is not required to be retested at each rebooking if the inmate is booked into the facility more than once during a 12-month period, unless the inmate shows symptoms of or is known to have been exposed to tuberculosis.

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The tuberculosis screening plan will be developed and implemented in accordance with 25 TAC §§ 97.171 - 97.180 [relating to Communicable Diseases] and the Texas Health and Safety Code, §§ 89.001 - 89.102, and, prior to use, will be approved by the Tuberculosis Elimination Division, Texas Department of Health. The plan will be made available to the Commission upon request. A copy of an inmate's medical records or documentation of screenings or treatment received during confinement will accompany an inmate transferred from one correctional facility to another or to TDCJ - ID and be available for medical review upon arrival of the inmate. Each facility will report to the Texas Department of Health [TDH] the release of an inmate who is receiving treatment for tuberculosis in accordance with TDH Guidelines.

**Sick Call:**

Inmates identified as requiring examination or treatment by a physician will be scheduled for the next sick call. Sick call will be conducted on a schedule as determined by the Jail Administrator. Refer to the *Sick Call* policy 11.2.

**Emergency Health Care And First Aid:**

The facility will maintain at least one fully stocked first aid kit at the facility that is accessible to officers. At least one officer per shift will be trained in emergency first aid by an appropriate authority, and be able to demonstrate skill in the rendering first aid to inmates and fellow officers in the event of a medical emergency. With the advent of a medical emergency, the responding officer that is first aid qualified will:

1. Assist the injured person(s), and instruct other officers to call for professional medical assistance, as needed.
2. Isolate or remove the injured party to a secure and safe area, if the injuries allow movement.
3. Provide basic first aid to the injured party. The level of care will normally include: stop the bleeding, protect the wound, and treat for shock.
4. Make the injured party as comfortable as possible until other medical help arrives.
5. Provide security for the injured party until help arrives.
6. Refer to *Medical Emergency* policy 7.7.

**Medication:**

All medications will be confiscated from the inmate during admission and kept in a secure location in the facility to ensure:

1. All medications will be reviewed by the POLK COUNTY JAIL physician or provider of medical services;
2. Medications will be given only by a physician's orders;
3. Issuance of medication only by a physician's written orders, including controlled drugs and injections;
4. An established receipt system for issuance of medication to the inmate; and

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5. A responsible officer will distribute the medication to the inmates as directed.

**Health Appraisal Evaluation:**

The health appraisal will begin with a review of each inmate's intake form. Significant past or present health problems or health maintenance needs will be reviewed, and referred to a physician in a manner consistent with findings.

1. Significant findings will be annotated and elaborated upon in the medical record, and additional health care services may be initiated as directed by the physician.
2. If abnormal health conditions are disclosed during the health appraisal, the inmate will be referred to medical professionals. Personnel performing the health appraisal should be attentive to the personal, social, and offense circumstances of each inmate.
3. Inmates whose circumstances are generally known to be related to risk of infestation, contagious disease, or generally poor health will be identified and referred to a physician who will determine if laboratory or diagnostic tests for communicable diseases are indicated.
4. The physician will establish and maintain standing orders identifying groups with high risks of communicable disease, which should include specifications on diagnostic tests to be performed, standard treatment regimens, and housing recommendations.
5. In the event a communicable disease is detected, the physician and shift supervisor on duty are to be notified.
6. Inmates with communicable diseases will be assigned in appropriate separation facilities [single cell] of PCSO Jail or a medical facility.

**Classification:**

1. Upon completion of the booking process, inmates will be referred to the classification officer for housing and other facility activities or programs. The same officer may perform the job functions of booking and classification.
2. The classification officer will be notified of any medical condition, ailment, or illness that could seriously effect the classification of the inmate to include known pregnant inmates.
3. Inmates found to be in good physical and mental health will be assigned to housing according to standard classification criteria.
4. Where and when reasonably possible, inmates with physical and mental health conditions will have their conditions considered as a part of the classification process. However, these conditions will not override security considerations.

**Examination:**

Physical examinations will be provided to all inmates at the facility within fourteen [14] day of booking, unless there is documented evidence of a comparable examination within the previous ninety-days [90]. The examination may include the following:

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1. Review of intake screening;
2. Recording of height, weight, pulse, blood pressure, and temperature;
3. Collection of additional data to complete the medical, dental, mental health, and immunization inquiries;
4. Laboratory and/or diagnostic testing or tests to detect communicable diseases, including venereal disease and tuberculosis;
5. Other tests and examinations as appropriate or indicated by medical examination, including review of mental and dental status;
6. Development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation.
7. The examining physician may record his examination findings, diagnosis, and recommended treatment in the inmate's medical record along with any prescription of medicines, including drug name, strength, frequency of administration, and the duration of treatment should be included in the record.
8. After examination and treatment, the inmate will be escorted back to his cell or temporary holding tank.
9. Inmates being examined by medical personnel of the opposite sex will have, if available, an officer of the same gender as the inmate present during the examination.
10. Qualified jail personnel will visit inmates requiring medical attention, daily, to render treatment and dispense medications as prescribed by a physician.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Sick Call	<b>Policy Number:</b> 11.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide each inmate with regular access to health care services from a qualified provider to screen, refer, and provide basic treatment for ongoing or emerging health care problems.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary medical care, security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Sick call is an organized method of treating inmate health problems through a regularly scheduled open house. Sick call provides inmates with the opportunity to report a medical illness or other health problem, and to receive diagnosis or treatment to alleviate the condition, if reasonably possible.

**Scheduling:**

Inmate medical complaints are solicited daily through a request slip or form system, acted on by staff personnel, and followed by appropriate triage and treatment by qualified personnel.

Sick call will be scheduled on a regular basis, and the schedule may change from time to time to meet the penological interests of the facility. Inmates will be advised of the date and times for sick call. A physician, physician's assistant, or nurse will be accessible to general population inmates, and conduct sick call on an established schedule. The person conducting the sick call will, if reasonably possible:

1. Examine the inmate to the extent required to ascertain the nature of the problem;
2. Provide appropriate treatment;
3. Schedule the inmate for further examination or treatment; and

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4. Refer the inmate for transfer to the facility clinic or appropriate hospital when necessary.
5. Arrange for immediate transfer to appropriate facility, clinic, or hospital in medical emergencies.

**Process:**

A member of the facility staff may assist the sick call officer with inmate control and scheduling. The staff member conducting the sick call, or the assisting officer, will maintain sick call records.

**Review of Sick Call:**

A physician will review sick call requests and records on a regular basis. Reviews may include:

1. An examination of records;
2. Referrals made by the sick call personnel;
3. Discussion with the staff member who conducted sick call; and
4. Actual examination of the inmate, if necessary.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Suicide Prevention & Watch	<b>Policy Number:</b> 11.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general housing when practical, and observations of officers.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, and oversight of inmates that are perceived to be at serious risk of suicide or self inflicted injuries.

**DEFINITIONS:**

*Suicide:* the act or an instance of a person taking his or her own life voluntarily and intentionally.

**DISCUSSION:**

For most reasonably thinking individuals, being incarcerated in jail is a traumatic experience. As a consequence, many individuals taken into custody and confined in a jail exhibit some forms of abnormal behavior during in-process, and the early stages of confinement. This questionable behavior is often to be expected, and is not necessarily indicative of, or a predictor of suicide. This behavior makes the job of the jail staff even harder when it comes to watching for, or trying to prevent suicide by inmates.

Psychiatrists and psychologists, do not agree on, or have a demonstrated means of predicting or preventing suicide attempts by their patients. So your job in trying to predict and prevent suicide by inmates will not be an easy task. Often our best tools in deterring suicide attempts is a caring, thoughtful word, positive reinforcement, reports from fellow inmates or officers, and observed behavior.

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Suicide attempts may take many forms, however the goal is ending ones own life. The actual attempt may be long in planning or the result of an impulse that takes on a few minutes or seconds point of decision through execution. The inmate may appear normal in one instance and carrying out his plan of self-destruction the next. Officers are cautioned to be watchful for three basic modes of suicide. This is often referred to as the *suicidal triad*. This triad consists of:

1. **Suicide** – the inmate wishing to take his own life performs the act.
2. **Homicide** – The act is performed by a fellow inmate for a variety of reasons, with the knowledge and assistance of the suicidal inmate.
3. **Suicide by COP** – The suicidal inmate may try to set up a scenario or scheme where officers will be forced or likely to use force, deadly force, or kill the inmate because of some action he [the inmate] instigates.

Jail staff may be alert to possible indicators of potentially suicidal inmates, by such things as:

1. Past history of suicide attempts;
2. Active discussion of suicide plans;
3. Sudden drastic change in eating, sleeping, or other personal habits;
4. Recent crisis in personal events, such as extended or life sentencing; &
5. Loss of interest in activities or relationships the inmate had previously engaged in.
6. Information gained from the screening form for suicide and medical and mental impairments
7. check each inmate upon intake into the jail against the DEPARTMENT OF STATE HEALTH SERVICES CARE SYSTEM to determine if the inmate has previously received state mental healthcare

#### **PROCEDURE:**

An important part of the suicide prevention program is integrated into the inmate admission and classification processes. See the Admission and Classification policies and procedures for more details. Comments and suggestions by arresting officers, observed behavior, and inmate responses to questions may be important elements in aiding the intake officer assessment of the suicide threat level.

When an inmate exhibits behavior that is suicidal or homicidal the Jail Administrator will immediately notify the BURKE CENTER of the observed actions and provide details of observations. The BURKE CENTER will determine if additional support or evaluation is warranted. While awaiting medical assistance, the inmate may be held in medical locked or watch status [if facilities are available] and will be more frequently observed by staff.

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Once a medical or psychiatric evaluation is completed the Jail Administrator will be notified by the BURKE CENTER if changes in the normal watch procedure are required or recommended. The recommendations of the BURKE CENTER will be followed for the period indicated. The Jail Administrator will communicate with the physician(s) regarding any major change in the inmate's behavior or status.

If a potential crisis arises after regular operating hours or on weekends or holidays, and the inmate is likely to require commitment to a mental health treatment facility, the Jail Administrator will be notified and will confer on any such transfer.

**The Watch:**

Inmates determined by competent medical authority to be a suicide risk will be placed in medical locked or watch status, or placed in general population depending on the recommendations of the BURKE CENTER. If suicidal, the inmate will be under watch by at least one officer. This watch can be on a continuous basis or with frequent checks of at least every thirty [30] minutes. During these inspections, the officer will visually observe the inmate.

The inspection or watch can be performed with closed circuit television [CCTV], if the facility is so equipped. If CCTV is used, the officer must be able to see the inmate on the CCTV monitor and hear the sounds in the room through periodic checks THIS DOES NOT TAKE THE PLACE OF DOCUMENTED PHYSICAL OBSERVATION.

OFFICER(s) assigned these duties will record the inspections in a logbook. Any unusual activity or behavior should be recorded in the log, and periodically reported to senior or medical staff as deemed appropriate by the observing officer.

During the watch, potentially harmful items such as razor blades, belts, shoelaces, matches, pens, pencils, mirrors, glasses, and any sharp items should be removed from the inmate and the cell in which he or she is placed. Staff are reminded that removal of such items from the immediate area of an inmate does not provide guarantees that the inmate can not or will not attempt suicide by other means. For example, one of the most common means of suicide by inmates is strangulation or hanging by using bed clothing, or parts of clothing. Likewise, paper jumpsuits or gowns can also be used to commit suicide. Yet, to place an inmate in a room void of blankets, bedding, clothing, or other basic amenities of life for an extended period of time is considered *cruel and unusual punishment*, and is therefore forbidden by the U.S. Constitution. Again, our best tools in deterring suicide attempts is a caring, thoughtful word, positive reinforcement, reports from fellow inmates or officers, and observed behavior.

Written reports of any suicide attempts or perceived threats of suicide will be forwarded to the Jail Administrator as a priority.

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**Training:**

Jail staff are provided training in regards to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal in state approved academies. Supplemental training is provided to those staff members responsible for intake screening, and there is an approved State form for the screening process. This training is often provided during on the job training, but may be through formal presentations.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Mental Health Care	<b>Policy Number:</b> 11.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will provide treatment, services, and housing for inmates who display or have been diagnosed as having mental health problems. In such cases, mental health care will be provided on a reasonable and cost effective basis, consistent with the facilities that are available.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility, including those inmates with mental health problems.

**PROCEDURE:**

Inmates committed to PCSO JAIL are normally screened to include questions and observations intended to identify mentally impaired inmates who may have problems adapting to the detention setting, or who may be imminently dangerous to themselves or others using the approved screening form for suicide and medical and mental impairments. Staff will observe inmates throughout their incarceration in an effort to identify possible mental health problems. In a situation in which the inmate may present an imminent danger to self or others, staff may take appropriate action to ensure the safety of inmates and staff [such as using restraints].

**DEFINITIONS:**

*Mentally ill:* refers to the condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own welfare or the welfare of others.

*Mentally retarded:* refers to the condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.

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*Mentally impaired inmate:* refers to an inmate who is mentally ill or mentally retarded.

**Mental Health Screening:**

On admission, the intake staff will evaluate each inmate with regard to obvious signs of mental illness or retardation. When a staff member suspects an inmate is mentally impaired, they will contact the Jail Administrator or designee, who may in turn contact the BURKE CENTER who will then determine necessary additional measures. Additional diagnostic tests or examinations may be ordered. Pending this review, an inmate demonstrating signs of serious mental illness may be housed in locked status in designated medical housing or transported elsewhere.

Officers should be alert to possible indicators of acute mental illness, including the following:

1. Systematized delusions of persecutions, with the rest of the personality remaining relatively intact;
2. Delusions of grandeur and/or persecution, with hallucinations or a constant attitude of suspicions and hostility;
3. Intense anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;
4. Inappropriate emotional responses, silliness, bizarre delusions, or unpredictable, hollow giggling;
5. Hallucinations such as hearing, seeing, tasting, or smelling something or some one that is not present at the moment;
6. Extreme depression, withdrawal, neglect of hygiene and appearance, refusal to eat or leave the cell for long periods of time, or periods of uncontrollable crying; and,
7. Exaggerated mood swings from elation and over activity to depression and under activity or a combination or alternation of these.

Inmates exhibiting questionable behavior may be placed in the designated medical locked status, if facilities allow. Inmates exhibiting psychotic or dangerous behavior that appear to originate from mental illness will be referred for evaluation.

Following an additional evaluation from THE BURKE CENTER, BURKE CENTER will enter a finding in the inmate's medical file. This report may make recommendations on the monitoring, observation, and handling of an inmate. In no case will these recommendations override security considerations. Any question regarding potential conflicts between these medical recommendations and a possible compromise of security will be resolved by the Jail Administrator, with the advice and consent of the SHERIFF.

**Crisis Intervention:**

When an inmate exhibits behavior that is suicidal, homicidal or otherwise extremely inappropriate, the staff should request medical assistance. As a result of this evaluation

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the inmate may be placed on a suicide watch. Under the condition of a suicide watch, inmates are placed on a program intended to reasonably protect the individual from self-destruction. This process is discussed in an associated policy and procedure.

If a potential mental health crisis arises after regular operating hours or on weekends or holidays and is likely to require commitment to a regular mental health treatment facility, the Jail Administrator or his designee will be notified. While awaiting medical assistance, the inmate may be held in medical locked unit status and/or closely observed by staff.

**Transfers For Mental Health Treatment:**

Prior to a non-emergency transfer of any inmate to a mental health facility, the consulting mental health specialist making the referral will prepare a written report to be transported with the inmate. The Jail Administrator or designee will ordinarily be consulted in advance of the transfer and provided the specific reasons for the transfer.

**Psychotropic Drugs:**

Administration of psychotropic drugs such as anti-psychotics and antidepressants and drugs requiring monitor administration will be under the direction of a physician or person specifically authorized by the physician, and they will be given only in accordance with written instructions recorded in the medical file. In all cases the administering officer will ensure that the intended inmate consumes the drugs.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Dental Services	<b>Policy Number:</b> 11.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

This facility encourages inmates to exercise good dental hygiene by providing toothbrushes and cleaning paste, as well as access to emergency and essential dental services while they are incarcerated.

**PENOLOGICAL INTEREST:**

PCSO Jail has a penological interest in maintaining health and encouraging improved hygiene among inmates. This includes reasonable and necessary emergency dental services.

**PROCEDURE:**

**Initial Screening on Admittance to Facility:** During the health assessment, admission staff will observe the inmate's teeth and gums to identify any gross abnormalities requiring referral to a trained medical diagnostician or dentist. If the reviewing medical professional determines that dental treatment is indicated, the medical physician will write an order for the dental referral and the staff will schedule appointment.

**Daily Maintenance of Teeth & Gums:**

Inmates are encouraged to exercise good dental hygiene while they are incarcerated in this facility. As a part of this support, the facility will provide toothbrushes and tooth paste to inmates who do not otherwise have access to these healthcare items.

Security and medical staff encourage inmates to brush their teeth and rinse their mouths after eating, before bed, and after awakening in the morning.

**Request for Medical Services:**

A medical doctor oversees the dental programs of the PCSO Jail as a part of regular medical services. Inmates may request attendance at *sick call* by completing the required request form. Additionally, officers and other staff members may recommend that an inmate attend sick call when conditions indicate the need for medical attention.

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Dental services include *extractions* and *x-rays*. Dental counseling is available to inmates upon request.

Dental care is provided under the direction of a licensed D.M.D., and referrals may be made to qualified outside dental specialists by the licensed D.M.D. when indicated.

A fee may be charged to inmates for dental services and work.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> AIDS & Blood Borne Pathogens	<b>Policy Number:</b> 11.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

Medical evaluation and care is to be provided to each inmate suspected of having AIDS and ARC, or who is known to be HIV positive. Any suspected inmate must be referred to medical personnel for assessment. Generally, such inmates are housed at the least restricted custody level, unless other variables indicate the need for a higher level to protect officers and fellow inmates. An inmate who is HIV positive and aggressive will be housed in a more secure separation cell.

**PENOLOGICAL INTEREST:**

It is in the penological interest of POLK COUNTY JAIL to provide reasonable treatment for AIDS and HIV infected inmates, while providing reasonable and necessary safeguards from contamination for staff and other inmates of the facility.

**DEFINITIONS:**

The following definitions apply to this section, and are relevant to a basic understanding of the threat of AIDS and HIV in the jail setting:

*AIDS:* a fatal disease characterized by a defect in the body's immune system. Individuals with AIDS are vulnerable to serious infections, which usually would not be a threat to anyone whose immune system was functioning normally. AIDS is caused by the Human Immunodeficiency Virus [HIV], which has been found in very low concentrations in saliva and tears.

*ARC [AIDS Related Complex]:* a clinical syndrome commonly characterized by chronically enlarged lymph nodes and laboratory evidence of antibodies to HIV. Many persons with ARC eventually develop AIDS.

*Body Fluids:* blood, semen, vaginal secretions, saliva, tears, breast milk, cerebrospinal fluid, urine, feces, etc.

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*HIV*: a fragile virus, which is easily killed by heat and certain disinfectants.

*HIV Positive*: a test result that shows a person has been infected with the HIV virus, and has antibodies to the virus in his system. An individual with a confirmed positive test may or may not exhibit symptoms of AIDS or ARC in early stages. However, he or she is capable of transmitting the virus to another person.

*Exposure*: Because we cannot always know when someone is HIV infected, we should treat all exposures to blood or body fluids of others as if HIV infected.

*Mucous Membranes*: *Tissues* that line the body canals or cavities that come in contact with the outside include: eyes, ears, nose, mouth, urethra, vagina, and rectum.

## **PROCEDURES:**

### **Exposure to AIDS & HIV:**

A possible exposure to the HIV virus may include:

1. Getting the blood or body fluid of an HIV infected person inside one's body. This might occur as a result of:
  - a. Being stuck with a needle used for the HIV infected person;
  - b. Handling blood or body fluids of an infected person with hands or other areas that have open skin areas such as *cuts, scrapes, rashes, etc.*; or
  - c. Sharing razors or toothbrushes that have been contaminated with blood or body fluids;
2. Actual mucous membrane contact with the blood or body fluids of an HIV infected person. This might occur as a result of splashing infected blood or body fluids into the eyes, nose, mouth, etc.;
3. Biting; &
4. Deliberate infection attempt or attack through a missile, dart, or throwing of feces, urine, or blood.

The following are not normally considered exposures to the HIV virus:

1. Being in the same room with an HIV infected person;
2. Talking to or touching an HIV infected person with protection; &
3. Sharing bathrooms or eating together in the same room.

### **Basic Precautions:**

Considering the threat of deliberate infection of others by some AIDS and HIV infected inmates, officers of the facility will be appraised of those inmates with AIDS or HIV, and will be especially watchful in monitoring the actions of such inmates. Officers will use care in the handling and treatment of AIDS and HIV infected inmates. The following are basic

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precautions that should be taken when supervising AIDS and HIV infected inmates:

1. Any blood or body fluid spilled on the skin should be immediately and thoroughly washed with soap and running water, or wiped with alcohol swabs [towelettes];
2. Officers should use protective gloves when examining and handling inmates;
3. Officers should use protective gauze masks, gloves, and other protective clothing when handling aggressive inmates that are known or suspected of being infected;
4. Officers should wash thoroughly with disinfectant soap after contacting aggressive known or suspected AIDS & HIV infected inmates; &
5. Secure all aggressive infected inmates in lockdown facilities, and limit inmate access to straws, forks or other items that can be converted to a cutting or projectile type of weapon.

### **HIV Antibody Testing:**

A physician or designee may order a test for the presence of HIV antibodies. Inmates who request testing for the presence of HIV antibodies must do so in writing, and must be able to show documentation as to the reason[s] for the testing. Facility procedures will be followed in the event of inmate or staff exposure to HIV.

### **Procedure:**

When reasonably possible, PCSO Jail personnel will attend AIDS training sessions. Persons hired between training sessions will become familiar with the contents of this policy and procedure. The Jail Administrator designee will ensure that AIDS training continues as part of the in-service curriculum. The Jail Administrator designee will arrange for regular staff updates on all new AIDS information.

### **Staff Exposure to HIV:**

#### **REFER TO JAIL PLAN PROTOCOL/STANDING ORDERS FOR EMPLOYEE NEEDLESTICK OR BLOOD OR BODY FLUID EXPOSURE (SEE ATTACHED)**

In cases of exposure, the person involved will thoroughly and immediately cleanse the affected area with soap and running water, and report the incident to the on call physician. The employee will advise the immediate supervisor regarding the exposure, write an incident report, and follow the procedure for reporting injury on the job.

In the event of an actual exposure, it is recommended that the person who was exposed have a blood test for the HIV antibody as soon as possible, but no later than 2 weeks after the incident. It usually takes between 2 and 12 weeks for the body to produce antibodies after infection with the HIV virus. If a staff member refuses to be tested, it will be documented.

It is recommended that the exposed person follow precautions to prevent transmission of the virus to others by:

1. Avoiding sharing of personal items that could have one's blood on them, such as razors, toothbrushes, etc.;

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2. Avoiding open-mouth kissing;
3. Delaying pregnancy [consult with your physician]; and,
4. Advising family members and co-workers of the need for self-protection and prevention when in social, work, or intimate contact.

### **Inmate Exposure:**

In the event an inmate is exposed to the HIV virus, the shift supervisor will have the inmate escorted to the on call physician for first aid. Further treatment and/or testing will be at the discretion of the physician according to PCSO Jail Policies & Procedures. Inmate exposures or allegations of exposure will be brought to the attention of the Jail Administrator.

Staff and inmates will be expected to protect cuts, abrasions, or other skin lesions with band-aids or dressings while at the work place.

### **Referral of Inmates:**

Inmates with symptoms known to be associated with AIDS will be referred to medical personnel for evaluation. Common symptoms of AIDS/HIV, although similar to many illnesses and infections, may include:

1. Persistent tiredness
2. Fever
3. Weight loss
4. Diarrhea
5. Night sweats
6. Swollen glands

### **Housing of AIDS/HIV Infected Inmates:**

Inmates with confirmed positive HIV antibody test results will generally be housed with the *segregated population* when available. These inmates will participate in normal housing unit activities when reasonably possible without endangering others. Inmates who request HIV antibody test will normally remain with the general population pending receipt of test results.

Inmates waiting for test results, or who are confirmed HIV positive and are violently aggressive, will be housed in single cells, if available. Selected personnel will make reasonable classification decisions regarding inmate housing.

### **Laundry:**

If the clothing or linens of an inmate with confirmed AIDS or ARC have been contaminated with blood or other body fluids, personnel taking protective measures, may place those items in special water-soluble bags for laundering, or dispose of them in accordance with local or state health regulations. Clothing or facility linens, which have not been contaminated, will be laundered according to usual laundry procedures. Inmates assigned to the laundry will wear gloves when handling all unwashed laundry when HIV is known or

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suspected in the facility.

Uniforms that have become contaminated with blood or body fluids will be removed and cleaned as soon as possible. If skin under the uniform has been contaminated, it should be washed thoroughly. Blood and body fluids on clothing and unbroken skin are not normally considered to be an exposure to HIV.

**Spills of Blood or Body Fluids:**

All blood or body fluids will be considered potentially infectious, because one cannot control when someone is infected with the HIV virus. To clean spills of blood or body fluids, staff will:

1. Always put on gloves;
2. Clean up visible materials with soap and water;
3. Apply disinfectant to the area [a fresh solution of 1 part bleach to 9 parts water, or isopropyl alcohol];
4. Rinse with clean water;
5. Remove gloves carefully, turning them inside out as they are removed;
6. Wash hands thoroughly; and,
7. Dispose of the potentially infectious materials properly [See Disposal of Contaminated Material].

**Cell Cleaning:**

If physically able, all inmates will be responsible for routine cleaning of their own cells, according to standard procedure. If the inmate is unable to clean his own cell, the cell will be cleaned by an inmate under the supervision of an officer of PCSO Jail, and according to standard procedures.

When an inmate leaves PCSO Jail, the cell and its furnishings, including both sides of the mattress, will be cleaned according to standard procedures and disinfected with a bleach solution [1 part bleach to 9 parts disinfectant water]. Inmates will wear gloves for these cleaning procedures.

**C.P.R.:**

Special attention should be given to the use of disposable or easily cleaned airway equipment or protective face shields when rendering CPR in the jail environment. Pocket masks will be available in each first aid kit, and after use they will be disinfected by and returned to the first aid kit. Masks are necessary in situations where blood or body fluids could be splashed, spit, thrown, or urinated on others. Personnel will check and restock the contents of first aid kits according to a schedule developed by the Jail Administrator and Medical Staff.

**Disposal of Contaminated Material:**

Contaminated disposable materials will be treated as infectious waste and disposed of in Bio Waste containers.

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# POLK COUNTY JAIL

## Policies and Procedures

<b>Subject:</b> Medical Experimentation Prohibition	<b>Policy Number:</b> 11.07
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

### **POLICY:**

It is the policy of POLK COUNTY JAIL to prohibit medical experimentation on confined inmates or staff.

### **PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility

### **PROCEDURE:**

POLK COUNTY JAIL will not permit any form of medical, dental, mental health, or pharmacological research on inmates or staff. ANY SUCH REQUEST WILL BE DENIED. This does not preclude individual treatment of an inmate based on his/her need for specific medical procedure that is not generally available.

Staff members may participate in medical studies that do not adversely affect job performance.

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## POLK COUNTY JAIL Operational Plans

<b>Subject:</b> Inmate Visitation	<b>Policy Number:</b> 12.01
<b>Issue Date:</b> <a href="#">11/19/2010</a>	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> <del>Sheriff Byron Lyons</del> <u>Sheriff Kenneth Hammack</u>	

### **POLICY:**

It is the policy of POLK COUNTY JAIL inmates to have visits with family, friends, and their attorneys under conditions that are consistent with the security of the facility.

### **PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

### **PROCEDURE:**

The Jail Administrator is responsible for the operation of the visiting program. Visiting regulations will include regular scheduling of visits at times that will assure reasonable access to inmates by family, friends, and others in the community.

The Jail Administrator will establish limits to the number and length of visit appropriate to the size of the visiting area and other relevant factors. Attorney visits may be scheduled separately. Notice will be given to both visitors and inmates of contraband restrictions and visiting regulations, including procedures for obtaining approval for family members, friends, and others to visit. This information will be included in the facility's orientation program.

### **Approval:**

Each inmate will submit a list of possible visitors. Other prospective visitors may be subject to an approval inquiry at the discretion of the Jail Administrator or designee. The shift supervisor may authorize, for good cause, emergency visits beyond or in addition to normal visiting hours. PCSO Jail staff will approve other persons for an inmate's visiting list in accordance with the following guidelines:

1. Persons under the age of 18 may visit only when accompanied by a parent or guardian.
2. Persons on active probation or parole or other forms of conditional release

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[including but not limited to furlough or work release] ordinarily will not be approved; in compelling cases, such as immediate family members, the individual involved must obtain the permission of both the agency supervising such conditional release and the Sheriff or his designee prior to being allowed to visit.

3. Persons with criminal records will not be automatically excluded from visiting but must be approved by Sheriff or the or designee; the nature and extent of an individual's criminal record, supervision status, and history of recent criminal activity, will be weighed against the benefits of visitation in determining eligibility.
4. Persons believed by substantial evidence to have a potentially detrimental effect on the inmate or to constitute a threat to the security of the facility will be excluded from an approved visiting list.

### **Denial or Termination of a Visit:**

A visit may be denied or terminated and visiting privileges suspended under the following circumstances:

1. Visitors under the influence of drugs or alcohol;
2. Insufficient space available;
3. Refusal by a visitor to submit to search procedures;
4. Refusal or failure to produce sufficient identification for purposes of registration, or the falsifying of identifying information by a visitor;
5. Violation of institutional rules by a visitor or inmate;
6. Failure to prevent children from disturbing other persons in the visiting area;
7. Inappropriate display of affection, suggestive activity, or inappropriate dress; and/or
8. Other conduct or conditions deemed by the shift supervisor and or Jail Administrator to be disruptive to visiting operations or to security and good order.

A full report on any such incident will be submitted by the shift supervisor to the Jail Administrator and, if appropriate, an incident report will be filed against the inmate involved.

When an individual is not approved, notice of and reasons for the exclusion will be given to the inmate who submitted the individual's name. The inmate may appeal the decision to the Jail Administrator through the grievance procedure. Special visits of unapproved visitors, extended visits, or visits on non visiting days may be approved by the Jail Administrator for compelling reasons and will be documented in the central file.

### **Searches:**

A sign will be posted at the visitation entrance stating institutional rules and search policy for visitors. Before visiting, visitors must first register and be submitted to a search. Visitors, who refuse registration, consent to search, or any violation of posted institutional rules, may be denied admission. If there is reasonable suspicion that the person is carrying contraband, a further consensual search may be undertaken.

Inmates will be subject to a visual body search before and after all visits. The Jail Administrator or designee may establish limits on the items that may be taken into the

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visiting room

**Visitation Schedule:**

Inmates will be allowed a minimum of two [2] visitation periods per week of at least twenty [20] minutes duration each. At least one [1] visitation period will be allowed during evenings or week ends. Visits for days other than the scheduled days and times will be approved by the Jail Administrator or his designee.

**Visiting Conditions:**

Visiting will be supervised by staff at all times. Visiting will be at such determined times and for as long as not less than 20 minutes that permit equitable distribution of visitation resources. Space in the visiting area will be allocated on a first-come, first-served basis. The shift supervisor may extend visits by reason of distance traveled, past infrequent visits, or other compelling reasons.

**Attorney Visits:**

A visiting area will be available to ensure privileged communications between inmates and their attorneys; however, the area used for these visits should still be subject to general staff supervision. Each attorney requesting to see an inmate must be identified through bar card and picture identification. The inmate may refuse to see any attorney.

**Special Housing Cases:**

Visits for inmates in locked units will be under procedures established by PCSO Jail. If past experience indicates that the inmate is prone to violence or disruptive behavior in the visiting area, then the visit may be disallowed. Visits for inmates in medical status requiring isolation will require the approval of the Jail Administrator.

**Records:**

Visiting area staff will maintain a record of all approved visitors and will document all visits as to date, person visiting, time visited, and any unusual incidents. Limitations may be imposed on the number of visitors who may visit an inmate at one time to prevent crowding in the visiting room or to eliminate difficulties in supervising the visit. The number of visitors an inmate may receive and the length of visits will be limited only by the facility's schedule, space, and personnel requirements.

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**POLK COUNTY JAIL  
Texas Jail  
Policies and Procedures**

<b>Subject:</b> Inmate Employment	<b>Policy Number:</b> 12.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Jail Administrator is committed to provide employment to inmates while confined. Employment will be consistent with each inmate's classification and assignment status. Inmate work programs should be designed to provide positive reinforcement for change, to provide skills relevant to the public job market, and to assist the inmate upon release with re-entry into society.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility and to provide employment opportunities to qualified inmates.

**PROCEDURE:**

The Jail Administrator supervises the work assignment program and may assign other officers to assist in this effort.

**Assignments:**

To the degree jobs are available, qualified inmates will be assigned employment within or outside the facility. Discrimination based on the inmate's *race, religion, national origin, sex, or disability* is prohibited.

Assignments will afford inmates the opportunity to learn job skills that will benefit their occupational needs upon release. Pretrial detainees and inmates awaiting transfer to the Texas Department of Criminal Justice following conviction or revocation of probation, parole, or mandatory supervision may volunteer to participate in any work program operated by the Sheriff. Only inmates classified as minimum custody or those approved by the Sheriff should be assigned to work outside the security perimeter and should be supervised by corrections officers. Inmates who have not been convicted will not be required to participate in a work program.

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Qualified inmates will be assigned to meaningful work assignments consistent with their ability, interest, medical status, and the needs of the facility. The Jail Administrator will identify those work areas to which inmates may be assigned in coordination with businesses and industrial organizations. All able-bodied inmates may be required to work, unless assigned to an approved education or training program. Inmates have the option to refuse to participate in a work rehabilitation or treatment program, with the exception of basic adult education and programs required by statute, or ordered by the sentencing court or paroling authority. Failure to perform certain work may be covered by one or more rules of the facility.

**Medical Issues:**

A medical clearance check will be made and documented in the inmate's central file regarding certain work assignments. Qualified medical personnel may impose additional health status criteria to assure that job assignments are in the best interest of both inmate and the facility. For instance:

1. Inmates may be restricted from heavy lifting due to a physical disability;
2. Inmates with communicable diseases will not be assigned to work in food service areas, or other areas where the inmate will come in contact with certain other categories of inmates; and
3. Inmates with a history of seizure disorder may not be permitted to work with equipment or in high places.
4. Known pregnant inmates are responsible for their cell only and no lifting

**Work Conditions:**

The facility workplace will approximate that of the community as to variety of work, general conditions, and hours. The following conditions generally apply to most inmate job assignments:

1. Job supervisors will impose *quality controls* on all work performed;
2. Inmates will not work more than 48 hours per week, except in emergencies;
3. Inmates will not supervise other inmates, although team leaders may be assigned;
4. Inmates will not be nurses or care providers;
5. Inmates will not be assigned to clerical assignments that place the inmate in a position to work on, or be in contact with staff or inmate, institutional, monetary, or court records. Additionally, inmates will not perform maintenance of locking systems and other security detention devices.
6. Pretrial and unsentenced detainees are not required to work except to do personal housekeeping. However, they may volunteer; and
7. Any inmate may volunteer for work assignments or facility programs.

The JAIL ADMINISTRATOR will approve the outside assignment of properly classified, non-dangerous inmates for specified, supervised work assignments. THE Jail Administrator INMATES CLASSIFICATION will approve the inside assignment of properly classified, non-dangerous inmates for specified, supervised work assignments. An inmate shall not be

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overridden unless approved by the Sheriff.

**Special Housing:**

As a related element of a job, an inmate may be assigned to special or designated housing areas. Inmates participating in work or educational release programs may be separated from inmates in the general population.

**Work-Related Good Time Credits:**

Good time for work may be credited to inmates' sentences, if permitted or required by state law. Each job supervisor will utilize the same system to track performance, attendance, and other factors that may have a bearing on the decision to credit good time for work. Inmates will be advised of any change in good time status relating to a job assignment or work performance. Good time will not be credited when an inmate is out of the institution on writ or other type of custody for more than one week or is in locked housing for more than one week.

**Safety Issues:**

All job assignments will be operated in accordance with applicable federal, state, and local health and safety standards. The Jail Administrator will maintain all required regulatory documentation required for such employment.

**Handicapped Inmate Employment:**

Despite the fact that job opportunities in facilities are limited, work programs will accommodate handicapped inmates to the degree practical. Utilization of handicapped inmates in a work program is desirable when such individuals can be safely employed in specific jobs. Work supervisors will make reasonable efforts to provide a job assignment for inmates whose employment potential is restricted by physical or mental limitations.

**Other:**

No procedure outlined herein is to be construed to infringe on any other provision of law or governing regulation, nor is it intended to imply any right accruing to an inmate to participate in work release, study release, or other community-based programs..

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Privileges	<b>Policy Number:</b> 12.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of the POLK COUNTY JAIL to provide programs, activities, and services to confined inmates under conditions of security and supervision privileges consistent with humane treatment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide programs, activities, and services to confined inmates, which are consistent with reasonable and necessary security and safety standards, operational controls, and supervision of inmates.

**PROCEDURE:**

PCSO JAIL will provide a variety of inmate privileges, including, but not limited to, indoor and outdoor recreational programs, library services, religious activities, telephone access, release programs, educational programs, and rehabilitation programs.

**Responsibility:**

The Jail Administrator will appoint an inmate privileges supervisor who will be a full-time employee. This individual will be responsible for:

1. Surveying the leisure needs and interests of the inmate population annually.
2. Maintaining recreation facilities and equipment in good condition, suitable for planned leisure activities, and in proportion to the inmate population.
3. Providing staff supervision for activities initiated by inmates.
4. Supervision of inmates assigned as recreational program assistants, who will be selected carefully and trained for their role and duties.
5. Overseeing recreation programs in locked housing units, and for special needs inmates.
6. Providing a reasonable amount of telephone access to the inmates.
7. Providing a systematic release program to the inmates.
8. Providing an opportunity to participate in a religious service.

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9. Overseeing recreational library services.
10. Overseeing voluntary programs involving the rehabilitation and/or education of inmates.

**Program Content:**

PCSO Jail will have and implement a written plan, approved by the Texas Commission on Jail standards, for inmate physical exercise and physical recreation. Recreation activities may include, but are not limited to, basketball, table games, dominoes, checkers, cards, and television. Such items will not be considered contraband, and may be supplied by the facility or family members. These activities will be supervised and made available at least one [1] hour each day. Inmates will be granted access to outdoor exercise, weather permitting. Each inmate will be offered one [1] hour of supervised outdoor recreation daily at least three [3] days per week. Outdoor exercise will be supervised.

Equipment items will be issued by staff, with a positive check of all items and their condition upon return. Staff will be responsible for conducting searches of recreation areas before and after use for the purpose of detecting altered or damaged equipment, hidden contraband, and security breeches. Inmates housed in locked units will not exercise with general population inmates. Special precautions will be taken in those units to ensure that inmates needing separation from each other do not exercise together.

Staff supervision of recreation activities will be constant, and each employee will be equipped with a radio to maintain contact with the control center. All inmates moving to recreation activity from locked unit cells will be searched prior to and after the recreation period and escorted by security personnel.

The facility will make available library services to the inmate population. Such services must be approved by the Texas Commission on Jail Standards.

The facility will provide a religious service at least once a week to inmates; attendance at this service is voluntary.

The facility will provide the inmate monitored telephone access. Other limitations of this access, such as the hours of telephone access, will be posted. Calls will be at the expense of the inmate, or the recipient of the call.

The facility will provide an inmate commissary which allows for the purchase of hygiene items and sundries. It will be the responsibility of the Sheriff to:

1. Decide on whether such services will be provided in-house or by vendor;
2. Decide on the frequency of services;
3. Provide procedures for inmates obtaining items;
4. Provide for yearly audits by the County auditor in accordance with the Local Government Code, Section 351.0415. The audits will be submitted to the Commission not later than ten [10] days following completion; and

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5. Provide that all expenditures from commissary proceeds be made in accordance with the Local Government Code, Section 351.0415.

PCSO Jail will have and implement a written plan, approved by the Texas Commission on Jail Standards, for inmate rehabilitation and education. The plan will make maximum use of the resources available in and to the community in which the facility is located. The plan should include programs for voluntary participation by inmates such as:

1. Testing and counseling in connection with:
  - a. Alcohol or other drug abuse problems;
  - b. Vocational rehabilitation;
  - c. Academic and vocational aptitudes and goals;
  - d. Job placement;
  - e. Family problems;
  - f. Personal psychological or psychiatric problems.
2. Participating in an academic, reading, and/or training program where feasible and where community resources are available.

A record-keeping system will be kept to provide standards on inmate release programs, including written operational procedures, an inmate code of conduct, a process for inmate screening and selection, and a system of inmate supervision. These standards are provided to maintain community cooperation and support. An annual evaluation will measure the effectiveness of these programs.

Within the limits imposed by security, safety, and sanitation, inmates will be permitted to engage in independent recreation activities such as board games, properly supervised small group activities, in-cell hobby crafts, and similar time-structuring activities. Inmates may initiate a request to the recreational supervisor for additional activities and programs of an individual and group nature. Approval will be contingent on the availability of staff to supervise the activity, and other resources.

#### **Program Evaluation:**

The inmate privileges supervisor will be responsible for evaluating inmate programs, activities, and services annually to assess their effectiveness. This evaluation report will include an assessment of major accomplishments and problems, and plans and goals for the next year.

#### **Staffing:**

The Jail Administrator will review the staffing pattern for the inmate privileges program at least annually. This evaluation will include review of the following conditions:

1. Number of staff assigned to the department;
2. Number of staff assigned from other sources, including personnel loaned from the

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- correctional service for security supervision;
- 3. Volunteers;
- 4. Others; and,
- 5. Any major program revisions that would affect staffing needs.

**Non-Employee Program Involvement:**

Trained and approved volunteers from the local community may be used in the recreation program, and community sports teams may come into the facility for organized activities. Volunteer programs will be scheduled and will be under direct supervision at all times. The Jail Administrator or designee will conduct a routine background check on all regular volunteers to verify their identity, occupation, and credentials for the type of activity involved. Each volunteer will be provided with a standard orientation to the facility and will sign an acknowledgement of understanding regarding the rules of the facility, particularly those addressing relationships with inmates. Visitors, relatives, and friends of inmates will not be permitted to serve in this capacity. Community sports teams may be admitted for institutional activities with an abbreviated orientation, provided that family members of inmates are not participating.

**Associated Forms:**

- 1. 12.03 –1 Inmate Recreation Log

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Correspondence	<b>Policy Number:</b> 12.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

The Jail Administrator affirms that inmates be permitted to correspond with family, friends, officials, and any other significant contacts with a minimum of interference from those contacts and consistent with maintaining security of the facility.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

No inmate will be assigned to work in the mailroom. The correspondence program in PCSO JAIL is the responsibility of the Jail Administrator. The Jail Administrator will establish a mail system in the facility that provides convenient deposit and distribution of mail without unnecessary delay.

Inmates will be permitted to send as many letters of as many pages as they desire, to whomever they desire. Inmate to inmate correspondence may be prohibited where legitimate penological interest exists. Furthermore, inmates may receive correspondence in any quantity, amount, and number of pages.

**Inspection And Rejection Of Incoming Mail:**

All mail may be opened and inspected for contraband. The mail is read, censored, or rejected on the basis of legitimate facility interests of order and security. Currency, unauthorized enclosures, and other contraband will be confiscated and the inmate advised of that action. The correspondent in such a case may be subject to future correspondence limitations. All contraband will be disposed of in accordance with PCSO Jail Policy on contraband control. Incoming correspondence may be censored or rejected, on a case by case basis, if it contains items including, but not limited to the following:

1. Information regarding manufacture of explosives, weapons, or drugs;
2. Content material that a reasonable person would conclude was intended to encourage or assist in disrupting the orderly operation of the facility, stoppage, or other breach of institutional rules;
3. Material that would encourage deviant sexual behavior;
4. Male or female photographs (nude or half nude); and
5. Cards containing glitter or hard, metal filings.

If the Jail Administrator determines the contents may constitute illegally mailed material, the item will be referred to the postal authorities

**PRIVILEGED CORRESPONDENCE:**

The JAIL ADMINISTRATOR will establish procedures to ensure that correspondence addressed to or received from the following persons or organizations shall be considered privileged correspondence and incoming correspondence from correspondents listed below shall be opened only in the presence of the inmate with inspection limited to locating contraband:

1. Officials of the federal, state and local courts;
2. All federal officials and officers, including THE PRESIDENT OF THE UNITED STATES;
3. State officials and officers, including THE TEXAS COMMISSION on JAIL STANDARDS and THE GOVERNOR
4. Letters to bona fide news media;
5. The inmate's attorney

Incoming legal mail must be clearly marked on the front of the envelope as "Attorney/Client Mail" if it is to be processed as special mail. Incoming correspondence from any of the above parties will be opened in the presence of the inmate and inspected for contraband but not read for content. A warrant may be sought to open and read any such correspondence based upon probable cause. Justification for that action will be the potential use of information contained in correspondence that may be used to plan, facilitate, or effect a serious breach of facility rules, or to violate federal or state law.

**Writing Materials:**

Inmates will be permitted to retain writing material and stamps in reasonable amounts. If requested, indigent inmates will be furnished paper, pencils, envelopes, and stamps to correspond with their attorney(s) and the courts. Additionally, indigent inmates will be furnished paper, pencils, envelopes, and stamps to post at least 2 letters a week for all other correspondence. A negative balance may be maintained on the inmate's commissary account for indigent postage and correspondence supplies.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Inmate Grievance Procedures	<b>Policy Number:</b> 12.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

In support of orderly and safe inmate housing conditions, POLK COUNTY JAIL maintains an inmate grievances system consistent with due process.

**PENOLOGICAL INTEREST:**

This facility provides a grievance procedure for all inmates out of an interest to support inmate rights to due process and in order to operate a reasonable safe, secure, and well disciplined environment, for inmates as well as officers and staff. Acts which constitute grounds for initiation of a grievance include:

1. Violation of civil rights;
2. Criminal acts;
3. Unjust denial or restriction of inmate privileges; and
4. Prohibited acts by facility staff.

**PROCEDURES:**

**Grievance Procedure:**

Grievance procedures established by POLK COUNTY JAIL consists of the following steps or options. These steps include:

1. An inmate may file an *informal grievance* by discussing the specific problem with a staff member. Normally these informal grievances are filed verbally with an officer having contact with the inmate during routine supervision. Where and when possible, the officer receiving the grievance may address the complained of condition directly. Grievances in which delay in handling could result in personal injury or other damages to the inmate, will be handled expeditiously. Officers are encouraged to use their own initiative to resolve issues that are within their authority. If not resolved at the officer level, the grievance will be passed to the SHIFT SUPERVISOR for action or subsequent referral.

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2. According to the Texas Commission on Jail Standards, facilities with a capacity of fifty [50] inmates or less may assign one [1] officer to handle formal grievances. Larger facilities should select a grievance board.
3. If the problem cannot be resolved through informal discussions or the inmate wishes to document the grievance for additional consideration, he may submit a written grievance to the grievance officer/board.
4. Formal grievances are filed in writing, and an inmate may ask for assistance from officers or other inmates in writing out the grievance on the specified form. Grievance forms and writing materials will be made available to inmates upon request. A problem that results from a specific event or action must be presented on the form within seven [7] days of the occurrence. Formal grievances will be accepted in a dated and sealed envelope. On a daily basis, officers conduct rounds throughout the facility giving inmates the opportunity to SUBMIT written grievances in a sealed envelope. The sealed envelope will then be sent directly to the Jail Administrator who will review the filed grievances and forward the same to the grievance officer/board. The grievance must:
  - a. Be in writing;
  - b. Clearly define the situation in question, and the facts upon which it is based;
  - c. Specify the wrongful act or situation, and describe the harm done;
  - d. Arise out of an act or failure to act by POLK COUNTY JAIL;
  - e. Address a matter within the control of the facility;
  - f. Request a remedy that is within the power of the facility to grant;
  - g. Be submitted within seven [7];
  - h. Include a copy of any written supporting documents or pertinent discussion, decision and justification; &
  - i. Specify a requested remedy.
5. The decision of the grievance officer/board will be presented to the inmate no later than five [5] days. The grievance officer/board will provide for meaningful relief of a substantiated grievance [i.e., reinstatement of good time, additional visitation privileges]. In order to prevent reprisals against the inmate in the resolution of a grievance, release of information will be on a confidential, need to know, basis at the discretion of the Sheriff.
6. Appeal of a grievance officer's/boards decision is made to the Sheriff on the same grievance form or format. The Sheriff has five [5] days to respond, and the decision of the Sheriff is final.
7. The facility will maintain records of all grievances filed by an inmate for at least five years after the inmate has left or been released from the facility.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Fire Protection & Life Safety Programs	<b>Policy Number:</b> 13.01
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

POLK COUNTY JAIL will provide a safe and secure detention environment for inmates and staff through compliance with applicable codes and standards for fire prevention, sanitation, health, and other life safety issues.

**PENOLOGICAL INTEREST:**

PCSO Jail has a penological interest in designing, constructing, maintaining, staffing, and operating fire protection and life safety programs which provide reasonable and necessary security for employees, officers, and other inmates. Nothing in this policy is intended to prevent the use of new systems, new methods, new devices, or systems, methods, or devices of equivalent quality, strength, fire resistance effectiveness, durability, and safety to those set forth in this policy, provided technical data is submitted to the Commission demonstrating the equivalency of such systems, methods, or devices.

**PROCEDURES:**

**Responsibilities of the JAIL ADMINISTRATOR:**

The Jail Administrator or his designee will develop, implement, and ensure ongoing operation of the facility based on the following areas:

1. Facility design, operation, and maintenance;
2. Fire prevention, emergency response, and life safety;
3. Fire, safety, and health orientation training for inmates and staff; and
4. Placement, installation, testing and maintenance of fire protection equipment;

**Program Implementation:**

The Jail Administrator will designate a staff member to serve as Fire & Safety Officer [FSO]. This person will be qualified under state and local regulations [as may be required], and will be responsible for fire and life safety programs in all detention operations. The FSO will be responsible for scheduling, completing, or otherwise

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arranging for inspections, tests, and other reviews of fire and life safety programs as required by applicable standards and statutes. The FSO will maintain a record system that demonstrates compliance.

**Housing Unit Standards:**

The FSO will ensure that facilities meet applicable fire and safety codes, statutes, and policies regulating detention facilities. During this process, the FSO will review and incorporate any exemptions or exceptions allowed for the facility by state or other regulatory agencies.

The FSO will thoroughly inspect fire and life safety systems, equipment, and procedures at least twice each year. The FSO will also conduct inspections and reviews during the performance of other routine duties. Inspection results will be forwarded to the Jail Administrator and to the Sheriff. This report will document deficiencies and discuss recommendations for improvement. The FSO may ask for assistance from fire officials, health inspectors, insurance risk control specialists, or other professionals in conducting these inspections and outlining recommendations.

**New Construction or Renovation:**

Any new construction undertaken by PCSO Jail will comply with minimum standards set forth by the State. Critical systems include:

1. *Construction and design features:*

2. Be constructed of fire resistive, noncombustible materials. Single story, minimum security facilities may use wood framing when provided as part of an Underwriters Laboratory fire rated assembly, appropriate for the application, provided exterior walls, interior walls, and ceilings are of fire resistive materials. Roof materials will meet Class C criterion unless superseded by local code requirements;
3. Have dividing fire and smoke partitions between floors, between compartments, and in corridors with self-closing fire doors or normally closed power operated swinging or sliding detention doors;
4. Have Class A interior finish materials on all interior surfaces [flame spread 0-25, smoke developed 0-450 in accordance with NFPA 255, "Method of Test of Surface Burning Characteristics of Building Materials"];
5. Be designed for isolation of fires, riots, or other emergencies;
6. Provide means of egress components consisting of doors, stairs, and smoke proof enclosures [in multistory facilities], horizontal exits, and passageways in accordance with NFPA 101 Life Safety Code Section 14.2, concerning Means of Egress Components.

7. *Occupancy and fire loading:*

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- a. Non-combustible or low-hazard content construction and furnishings content,
- b. No polyurethane padding or other toxic-producing contents used in living areas,
- c. Fire-resistant, non-toxic, antibacterial, and stain resistant mattresses and pillows for bedding.

8. *Ventilation:*

- a. Automatic fire and smoke dampers in air conditioning & ventilation ducts,
- b. Automatic smoke removal systems in required areas with manual overrides,
- c. Supplementary portable smoke removal equipment.

9. *Fire alarm and protection systems:*

- a. Smoke detection and automatic sprinkler systems. Detectors will be so located to meet the smoke detection testing criterion of Section 263.51(f) of the Texas Commission on Jail Standards [relating to Smoke Management].
- b. Alarm systems connected to manual alarm stations, automatic detection stations, and automatic extinguishing systems that report activation to a centrally located alarm enunciator panel. The fire alarm system should provide annunciation at the local fire department.
- c. Automatic fire extinguishing systems will be located in kitchens, utility, power, and laundry rooms, combustible supply storage areas, and soiled linen and trash collection areas.
- d. Standpipes and hoses will meet NFPA Class III standards.
- e. Alarm systems should be tested in accordance with the manufacturer's recommendation, but will be tested at least on calendar quarterly intervals.

10. *Removal of Occupants:* Because doors are locked and windows are secured in jails, provisions will be made for the rapid removal of occupants by such reliable means as the remote control of doors, or by keying all locks to keys readily available to staff who are continually on duty, and have undergone emergency drills.

11. *Separation:* Jails in buildings serving other functions will be completely separated from such other functions or occupancies by construction having a fire resistive rating of at least two [2] hours. This rule applies to existing jails as well as new construction. Minimum security inmate housing not provided with a smoke removal system will be separated from all other inmate occupancy areas by fire resistive partitions of at least two [2] hour rating.

12. *Exits:*

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- a. There will be no less than two [2] exits on each floor of each facility, as remote as practicable from one another, to minimize the possibility that both may be blocked at the same time by fire or other emergency, and to which, upon release in emergency situations, inmates may have access by open, unobstructed, safe, and continuous passageways or corridors leading directly to such exits. Travel distance between any point on the floor of the facility and an exit will not exceed 150'. Travel distance between any point on the floor and an exit may be increased by 50' in fully sprinklered facilities not to exceed 200' of total travel distance. Existing facilities having a capacity of forty-five [45] inmates or less may operate with a single exit with the approval of the Commission. Elevators will not be considered or relied upon as exits.
- b. Exit doors to cells, day rooms, and other rooms where inmates are confined, up to a capacity of forty-eight [48] inmates, will have a minimum clear width of 28". The minimum width of all other exit doors will be calculated at 0.2" of clear width for each inmate utilizing the door for exit access, but in no case will such width be less than 36". Stairs will provide 0.3" of width for each inmate utilizing stairs for exit access, but in no case will such width be less than 44". [Exception: Facilities in operation or initiated prior to March 31, 1991 may utilize exit doors having a minimum clear width of 28".]
- c. All corridors and passages to exits, the exits themselves, discharging stairways, and other means of egress will be continuously illuminated at all points with not less than 1.0 foot-candle measured at the floor, and will be so arranged that the failure of any lighting unit or bulb will not leave any area in darkness.
- d. Access to exits will be marked by readily visible signs at all locations where the exit is not readily visible from outer cell doors. At all times, the access-to-exit and exit signs will be of such size and distinctive and contrasting coloring as to be readily visible, will be continuously illuminated, and will never be covered or obstructed.
- e. Interior stairways serving as emergency exits for new facilities and new additions will be separated by a two [2] hour fire rated enclosure and self-closing fire doors.
- f. All swinging doors to cells, day rooms, and inmate activity areas will be installed to swing in the direction of exit traffic; and all doors will be so situated that, in the process of opening and when fully open, they will be unobstructed.

### 13. *Hazardous Area Protection:*

- a. Areas used for general storage, boiler or furnace rooms, fuel storage, storage for chemicals or cleaning supplies, maintenance shops including woodworking and painting areas, laundries, and kitchens will be separated from other parts of the building with two [2] hour fire resistive construction

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with openings protected with automatic or self-closing one and a half [1½] hour fire rated assemblies. When the hazardous area is protected by automatic sprinkler protection, the separation may be of one [1] hour fire resistive construction with openings protected with automatic or self-closing twenty [20] minute fire rated assemblies.

- b. Cooking facilities producing grease laden vapors will have approved automatic fire extinguishing systems protecting cooking surfaces and hood and duct systems serving the cooking equipment in accordance with NFPA 96.
  - c. Where hazardous processes or storage areas are of such a character as to introduce an explosion potential, explosion venting or an explosion suppression system specifically designed for the hazard will be provided. The use of combustible supplies and permitting of hazardous material and trash to collect will be minimized and avoided where possible.
14. *Duct Dampers*: Air conditioning and ventilation duct work in new facilities and new additions will contain dampers to resist the passage of smoke at each point a duct penetrates a smoke partition or floor level; such ducts will close automatically upon the detection of smoke. [Exception: this rule does not apply for duct work which is part of a smoke detection or smoke management system].
15. *Construction Materials and Furnishings*: Construction materials as well as furnishings and fittings will consist of noncombustible or low hazard content material only. Fire resistant and nontoxic mattresses only [pillows where furnished], to include the core and ticking, will be used. Ticking should be antibacterial, stain resistant, and easily cleaned.
16. *Standpipes and Hoses*: Each facility will be furnished with an approved wet NFPA 14 Class III standpipe and hose system [located to permit quick deployment to all inmate occupied areas] for use by fire department personnel and staff. Partial or complete automatic fire sprinkler systems with appropriate sprinkler heads may be provided. Facilities equipped with complete automatic fire sprinkler systems, in accordance with NFPA 13, may reduce the system to an NFPA Class I system. A 1" noncollapsible hose and reel system may be used in lieu of the 1½" collapsible hose when approved by local fire officials. Existing facilities may request a variance from this requirement.
17. *Portable Fire Extinguishers*. Portable fire extinguishers of the number, size, and type, and in appropriate locations or in accordance with NFPA 101 will be provided.
18. *Equipment*: All life safety equipment will be out of reach of inmates or otherwise secured from unauthorized tampering. At least one [1] self-contained breathing apparatus will be available and maintained in or near each facility control station. All staff will be trained and quarterly drills conducted in the use of this

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equipment. A minimum of one [1] unit will be provided for each building of a multibuilding facility and on each floor of a multistory facility.

19. *Inspections, Maintenance, Testing:* All life safety equipment will be inspected, maintained, and tested by persons qualified to do so [whether under vendor contract, by state or private agency or otherwise] in order that such equipment will be safe, secure, and fully operative at all times.

20. *Testing Emergency Power Equipment:* Emergency power equipment will be tested at least once each week and the electric load transferred to the circuits at least monthly

21. *Emergency Electrical Power:* PCSO Jail will be equipped with an emergency back-up electrical generator designed to operate both manually and automatically upon interruption of the primary electrical power source. The system will be capable of operating uninterrupted for a minimum period of one and a half [1½] hours without refueling. Back-up electrical power will be provided for necessary equipment and life safety systems including, but not limited to:

- a. Emergency illumination systems;
- b. Exit lights;
- c. Smoke management systems;
- d. Fire detection and alarm systems;
- e. Audible communication systems;
- f. Security/control systems;
- g. Normal ventilation systems required for smoke detection; &
- h. Existing facilities will provide emergency illumination and this may be accomplished by utilizing a battery back-up system capable of continuous operation for one and a half [1½] hours.

22. *Smoke Management:*

a. Jails will have a sufficient means of managing smoke from a fire to permit orderly movement of inmates from the area of a fire incident. Smoke management will limit the exposure of staff to untenable conditions when responding to a fire emergency. The means of smoke management will be a combination of compartmentation, control of smoke migration from the affected area, and means of removing smoke to the exterior of the building. The smoke management system will include the consideration of:

- i. Automatic and manual fire detection;
- ii. Automatic and manual fire alarm;
- iii. Automatic and manual smoke control system activation;
- iv. Automatic and manual fire suppression;

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- v. Maintenance of safe means of egress;
  - vi. Movement of inmates from affected area to an area of safety;
  - vii. Containment of smoke to space of fire origin; &
  - viii. Automatic and manual removal of smoke.
- b. Smoke management will be provided throughout all detention and support areas within the security perimeter;
- c. Mechanical smoke control systems and smoke removal systems will be provided for all inmate housing areas, including cells, day rooms, dormitories, and special purpose cells;
- d. For the purpose of smoke control and smoke removal systems, the affected area will be deemed to be the compartment consisting of a cell, day room, dormitory, or special purpose cell, in which the fire incident originates. Where open grating or mesh walls are used, the affected area will be restricted to the cell(s) and the adjacent day room.
- e. Smoke barriers will be provided in accordance with the Life Safety Code, NFPA 101 Section 14.3 concerning Subdivision of Building Spaces.
- f. Control of Smoke Migration:
- i. The fire detection system will promptly detect smoke within the affected area. Upon detection, an alarm system will automatically alert the control station(s) and initiate the automatic smoke control system. The smoke control system will automatically, by pressure differential and/or air flow, contain smoke in the area of fire origin. Smoke control systems will be designed so that smoke is restricted from entering the means of egress during the evacuation of inmates by providing sufficient air flow through exit access doors, when open. A manual override capability will be provided in the event of detection failure and for testing purposes.
- g. Smoke Removal:
- i. PCSO Jail will have the ability to remove smoke from affected areas to the exterior of the building using fixed mechanical equipment. Existing facilities [in operation prior to December 23, 1976] may be exempt from using fixed equipment when portable equipment is provided. During smoke removal, smoke will not migrate from the affected area to other areas of the building;
  - ii. Smoke removal systems will be designed to develop air flow patterns within the affected area which contribute to the dilution and removal of smoke. Air devices for supply and exhaust will be separated by a distance of not less than 75% of the horizontal dimensions of the compartment and so arranged to provide air flow coverage of at least 50% of the vertical dimension of the compartment. Alternate air device configurations which have

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demonstrated effectiveness by field testing or mock-up testing may be approved;

- iii. Capacity of the smoke removal system will be sufficient to comply with subsection (f) of this section (relating to Smoke Testing). Facilities in operation or initiated prior to March 31, 1991, which are not provided with a complete smoke management system (as required by this section) will provide smoke removal capability, being automatically activated by the smoke detection system when utilizing fixed equipment, meeting the smoke testing criteria established by the Commission on September 27, 1989. Designs for smoke removal systems which provide air change rates of less than fifteen [15] air changes per hour will not be utilized. Design consideration will be given to system configuration, friction loss, pressure drops and differentials, air leakage, and other construction characteristics, which may necessitate safety factors being included in design calculations; &
- iv. A manual override capability will be provided in the event of detection failure and for testing purposes.

h. Air Balancing Certification:

- i. Prior to any other testing of new smoke management systems, an air balance report prepared in accordance with nationally recognized practices will be submitted to the County. Such report will bear certification that the smoke control and removal systems meet the engineer of record's design requirements with respect to pressure differentials achieved and air flow rates necessary to meet the intended smoke management operation. A copy of the air balance report will be maintained at the facility and made available to the Commission's inspector during all tests and inspections. An air balance report on an existing system may be required by the Texas Commission on Jail Standards when there is evidence that the smoke management system has been impaired due to modifications to the system or inadequate maintenance;

i. System Operation:

- i. A test of smoke management system's initiating devices and control systems' output will be performed. Such testing will verify that, upon activation of a smoke detector, water flow indicating device, manual fire alarm station, or other smoke management system initiating device, the smoke management system components will automatically commence operation. The engineer of record will provide a "cause and effect" chart to indicate the appropriate smoke management operating mode for all affected

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equipment based on the operation of each initiating device. Acceptance of functional testing will be predicated upon all input and output devices performing as indicated by the "cause and effect" chart.

j. Testing of smoke management system:

- i. Artificial smoke will be introduced into the space to be tested. The rate of introduction of smoke will be two [2] times the volume of the space to be tested. The Commission may establish a minimum amount of smoke to be introduced into a space. The smoke detection system will alarm and initiate the smoke control and removal system(s) within sixty [60] seconds of the beginning of smoke introduction;
- ii. The smoke management system will be deemed to be controlling smoke migration if smoke from the detection test does not migrate from the affected area for a period of 10 minutes from the time of detection and activation of the smoke control system. The inspector may conduct the smoke migration test with the compartment exit door open or closed;
- iii. Utilizing the procedure for testing smoke detection, smoke removal will be completed in the space to be tested within 15 minutes from the time of system activation.
- iv. The smoke management systems will be regularly maintained to assure consistent performance. The smoke management systems will be operationally tested quarterly and may be tested by the Commission's inspector on an annual basis utilizing the smoke testing procedures.

**Exceptions - New Construction or Renovation:**

1. Fully sprinklered, minimum security facilities may be exempt from these requirements if approved by the sheriff, the local fire marshal, and the Commission, however, smoke detection and alarm systems will be provided for all facilities. Approval will be based on review of each facility, the degree of overall protection achieved, and a high degree of freedom of movement afforded the inmates. Such facilities will be inspected by local fire protection authorities monthly;
2. Single story, new construction, minimum security facilities whose exit doors are incapable of being locked from the inside and which provide direct exiting to the exterior of the building from the inmate sleeping area(s) and day room(s) may be constructed without smoke control, smoke removal, or sprinkler systems. However, these facilities will provide proper compartmentation and smoke detection;

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3. Facilities that were in operation or initiated prior to March 31, 1991 and which comply with subsection (e) of this section, (relating to Smoke Removal), may be exempt from other requirements of this section relating to smoke management.

**Submission With Architectural Plans:**

Drawings of adequate detail indicating all life safety and emergency equipment and the proposed function thereof will be submitted with new construction or renovation plans in accordance with 257.4 of this title [relating to Required Submissions].

**Contractor Maintenance Safety:**

The FSO will assure compliance with other life safety requirements regarding renovation and maintenance of potentially hazardous areas, storage and use of hazardous materials, equipment installation and use, and other safety related issues. FSO may issue guidelines assuring that staff avoids the use of combustible supplies, and controls the accumulation of combustible trash and other hazardous materials.

The FSO will strictly control and monitor any contractors on premises that utilize welding or cutting. A fire watch will be implemented in order to detect any sparks or brands. Combustibles will be removed from the area prior to welding or cutting, and the area will be wet-down if possible. The fire watch will remain in place for one hour after welding and cutting operations cease.

**Training:**

Personnel will be trained in fire response, evacuation, and fire management plans related to their duty assignment. Training of staff for emergency situations will be provided immediately upon employment and no less than each calendar quarter for all jail personnel.

Fire prevention and control, and emergency plan execution training will be incorporated in the employee basic training program as well as advanced or refresher training. Advanced and refresher training will include staff and inmate [if used] fire crew drills in the use of fire fighting equipment, standpipes, fire extinguishers, self-contained breathing apparatus, etc.

Life safety training for officers and staff will cover emergencies such as the following:

1. Response to assaults;
2. Reaction to willful setting of fires;
3. Control and use of hazardous materials;
4. Response to suicide attempts;
5. Response to heart attacks;
6. Control of smoking or incendiary materials;
7. Smoke inhalation situations;
8. Avoiding delays in accessing emergency personnel, resuscitation equipment, and in performing CPR; and

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9. Weather and other natural emergencies

**Forms:**

1. 13.01-1 Monthly Life Safety Equipment Inspection Log

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Safety & Health Inspections	<b>Policy Number:</b> 13.02
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide reasonably safe, secure, healthy, and disciplined housing conditions for inmates and conduct periodic safety and health inspections in compliance with applicable regulations, statutes, and standards.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety and health standards, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURE:**

Periodic inspections are separate and distinct from security and fire and life safety inspections discussed elsewhere in these policies and procedures.

**Internal Inspection Program:**

Regular internal inspections for health and safety procedures will be conducted to ensure compliance with applicable state, and local codes or regulations. The Jail Administrator or his designee will serve as coordinator of this inspection program. This program will focus on the following:

1. Cleanliness, and orderliness of housing, work, recreation, and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities; and

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7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

**Records:**

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Jail Administrator or his designee. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports;
2. Food quality and quantity reports;
3. Deviation and corrections reports;
4. Architectural plans; and
5. All required reports by code or regulation.

**Daily Inspections:**

A designated staff member(s) will make visual safety & health inspections at least daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the shift supervisor, who will note discrepancies and correct them if possible. If, the situation cannot be repaired within the shift supervisor's scope of authority, he will make a report to the Jail Administrator. The Jail Administrator will insure that major hazards or safety issues are corrected immediately, and will keep these reports on file for ninety [90] days. Lesser hazards or safety concerns, or those items requiring resources outside of the Jail Administrator scope of authority will be reported to the Chief Deputy in writing, with a request for assistance.

When performing safety inspections of areas such as food preparation area, it is advisable to have the supervisor of that department, or his/her representative, present. This simplifies access to locked areas and assists in determining the appropriateness of the issues being raised. Also, the department head can assist in seeing the immediate corrections are made.

**Weekly Inspections:**

The Jail Administrator or his designee will conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection will be to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Evaluate cleanliness and procedures during food preparation;
3. Check food preparation and storage temperatures;
4. Review solid waste disposal practices;
5. Review vermin and bug control;
6. Review sewage disposal practices;

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7. Review pest control practices;
8. Check work and security practices that utilize tools, cleaning equipment, and chemicals;
9. Review all work assignments and work areas;
10. Document existing deficiencies and provide leadership in making change; and
11. Look for safety and health practices that can be improved upon.

All deficiencies noted will be corrected within two working days of the inspection, if not corrected *on the spot*. The Jail Administrator or his designee will review reports and re-inspect areas that appear to be seriously deficient.

**Annual Review Requirements:**

Annually, the Chief Deputy will conduct and document compliance with applicable laws and regulations related to safety, sanitation, and health. The Chief Deputy may appoint department personnel outside the jail to perform these tasks, or seek outside professional assistance.

Following this inspection and receipt of the report, the Jail Administrator will make every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Jail Administrator will confirm the actions taken in writing, along with any explanations regarding any remaining items.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Fire Prevention	<b>Policy Number:</b> 13.03
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

This institution will take all reasonable efforts to prevent fire in this facility and minimize the risk of fire to inmates, visitors, and employees.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates in order to prevent fire in this facility.

**PROCEDURE:**

The most important aspect of an effective fire protection program is *prevention*. The Jail Administrator and Fire Safety Officer (FSO) are responsible for PCSO Jail fire prevention efforts. Although the Jail Administrator holds the ultimate responsibility for fire prevention and fire fighting, all employees of the facility will be alert for fire hazards and prevention opportunities. Employees must constantly be alert for fire hazards, such as:

1. Altered electrical outlets;
2. Overloaded electrical units;
3. Outdated or frayed extension cords;
4. Any evidence of burning or scorching;
5. Improper trash storage;
6. Contraband such as matches, cigarette lighters, etc
7. Unauthorized or uncontrolled open flames or flammable materials; and
8. Cutting or welding activities.

Employees make fire prevention a basic part of their daily activities by detecting, reporting, and correcting fire hazards. In addition to ignition hazards listed above employees must check fire control and fire fighting equipment including fire extinguishers, stand-pipe hoses, automatic sprinkler systems, smoke detectors, and self-contained breathing apparatus equipment periodically.

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**Fire Prevention Program:**

The Fire Safety Officer (FSO) will develop and train staff in:

1. Procedures for detecting, reporting, suppressing, and extinguishing fires;
2. Avoiding conditions that could lead to explosions;
3. Fire department notification and access procedures, including familiarization tours and inspections;
4. Procedures for protecting human life during fires, riots, and other emergencies; and
5. Conducting fire and emergency drills.

**Emergency Exits:**

The FSO will inspect all exits on a scheduled and random basis to ensure that they meet applicable codes and standards by observing:

1. Marking of all exits in contrasting color;
2. Visibility of exits and exit markings during normal operating conditions and under emergency power;
3. Size, number, and width of exits and emergency doors;
4. Egress illumination during electrical outages;
5. Access to exits open in the direction of traffic, in an unobstructed manner;
6. Procedures for opening cell and other doors during emergencies;
7. Emergency release procedures for exit doors;
8. Travel distances to exits; &
9. Means of securing inmates as they exit the facility during a fire emergency.

**Fire Extinguishers:**

The Jail Administrator or Fire Safety Officer assures that fire detection and fighting equipment is properly tested and maintained. The Jail Administrator or Fire Safety Officer will maintain inspection records supporting this responsibility. Extinguishers are conspicuously located and mounted where they are readily available, and must not be obstructed or obscured from view. In any new construction, extinguishers will be placed in breakable glass front cabinets.

Fire extinguishers are marked as to type and/or category of fires they are made to control. The proper type of extinguisher for each of the three fire classifications is as follows:

1. Class A Fires - Pressurized water, anti-freeze, or foam.
2. Class B Fires - Carbon dioxide, or dry chemical.
3. Class C Fires - Carbon dioxide or dry chemical.

Extinguishers will be formally inspected for charge level and tampering monthly. This is in addition to informal inspections conducted by shift supervisors during normal tours of duty. Inoperable extinguishers will be repaired or replaced immediately. Every extinguisher will

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have a durable tag securely attached, showing last inspection, maintenance, or recharge date, and the initials or signature of person who performed the check or service.

A fire equipment contractor will hydrostatically test all extinguishers at five-year intervals to determine the level of charge retention capability and the balance of the chemical contents

**Emergency Power and Lighting:**

Emergency power backup and smoke detector systems are operated according to applicable standards as determined by the FSO. A staff member determined by the FSO or Jail Administrator will test emergency power generators weekly and emergency lighting & electrical equipment at least monthly. A report of test findings will be forwarded to the Jail Administrator.

**Welding Issues:**

Contractors using cutting or welding within PCSO Jail must obtain a permit from the FSO or shift supervisor. The FSO will be responsible for ensuring that:

1. A fire watch is established in order to detect any sparks or brands;
2. All combustibles are removed from the area prior to welding or cutting;
3. The welding area has been wet-down, if possible; and
4. The fire watch remains in place for one hour after welding and cutting operations cease.

**Fire alarms:**

The FSO will implement testing and maintenance procedures to ensure that fire alarms operate properly and reliably. The fire department will be notified in advance of alarm tests including monthly inspector tests, and yearly manual pull-station test.

**Automatic sprinkler systems:**

The FSO will establish and monitor a program to ensure that automatic sprinkler systems within the facility are maintained properly.

1. A weekly inspection of the automatic sprinkler system will include the following:
  - a. All water supply valves will be visually inspected. All valves should remain in the “open” position;
  - b. Sprinkler heads will be visually inspected to ensure they are not blocked and in good condition. Eighteen [18] inches of clear space must be maintained;
  - c. Fire hydrants and fire department connections will be checked to ensure that they are visible and accessible.
2. A monthly inspection of the automatic sprinkler system will include the following:
  - a. A two-inch drain test will be performed and water pressure readings compared to previous readings for each sprinkler riser; and

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- b. Water flow alarms and fire pumps will be tested. The fire department will be notified in advance of any water flow test.
3. An annual inspection of the automatic sprinkler system will include the following:
  - a. All water supply valves and hydrants will be exercised for one complete cycle and lubricated per manufacturer's specifications;
  - b. Dry-pipe systems will be tripped and anti-freeze loops will be tested. This testing will take place during the fall season, prior to anticipated freeze dates.

**Temporary Sprinkler Outages:**

During sprinkler outages, it will be the responsibility of the FSO to:

1. Notify all shift supervisors and the Jail Administrator of the outage;
2. Ensure that contractors install temporary piping and/or use methods to minimize the duration of the outage;
3. Notify the fire department and the insurance carrier immediately when the system is shut down, and again when it is restored.

No sprinkler system component may be shut-off without his approval.

**Forms:**

1. 13.03-1 Quarterly Fire Prevention Checklist

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Control & Use of Hazardous Materials	<b>Policy Number:</b> 13.04
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

This detention facility controls *flammable*, *toxic*, and *caustic materials* in order to enhance safety within POLK COUNTY JAIL.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary control of hazardous materials in the detention environment consistent with security, safety, and life safety interest.

**PROCEDURE:**

Controls of flammable, toxic, caustic, and poisonous materials are provided through an organized system of procedures and practices that address *acquisition*, *storage*, and *use of such materials*. The Jail Administrator is responsible for the accountability, control, and issue of hazardous substances, and will appoint staff personnel to carry out these responsibilities.

Hazardous materials include the following:

1. *Flammables*: Any product that will ignite when in contact with a flame or spark, at or below 100 degrees Fahrenheit
2. *Toxins*: Very unstable, poisonous substances of metabolic activity when introduced into body tissue;
3. *Caustics*: Materials that are able to burn or corrode persons or objects by chemical reaction; &
4. *Poisonous* materials: Any substance capable of destroying the life or health of humans, animals, or plants.

**Procurement:**

Effective procurement controls are the first major step in the control of hazardous materials. The Jail Administrator or designee will review and approve the procurement of

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any hazardous substance within POLK COUNTY JAIL. Employees involved in the purchase or supervised use of hazardous products will exercise care. The following products are classified and controlled as *hazardous*:

1. Gasoline
2. Insecticides
3. Lye and other poisonous substances
4. Anti-freeze
5. Caustic acids
6. Yeast
7. Explosives
8. Cleaning fluids
9. Pharmaceuticals
10. Paint thinners
11. Flammable materials with a flash point below 100 degrees Fahrenheit

Hazardous substances will be delivered outside the secure portion of the institution, and under direct supervision of staff.

**Storage, Issue & Control:**

Storage facilities for flammable and potentially explosive items will be in accordance with recommendations of the local fire marshal. The following recommendations will be reviewed prior to storage of flammable materials and explosives:

1. Flammable or combustible liquids will be kept in covered containers when not actually in use.
2. The quantity of a flammable or combustible liquid that may be located out of an approved storage room, cabinet, or near an inmate housing unit will not exceed 55 gallons, if all the liquid is in one portable container.
3. Poisonous, caustic, and toxic materials will be stored inside securely constructed, locked rooms accessible only to employees.
4. Inmates including trustees will not have direct access to hazardous materials storage facilities.
5. Hazardous materials will be issued to inmates on an as needed basis, and accounted for when returned to storage at the end of the work period.
6. No inmate will be permitted to use or possess hazardous materials, except under the supervision of a staff member.

**Inspections:**

As part of the inspection system, the Jail Administrator or his designee will inspect all storage areas and inventories of hazardous materials in PCSO Jail.

**Use of Flammable Materials:**

Under no circumstances will gasoline be used for cleaning. Approved solvents, kerosene, or other cleaning liquids with a flash point above 100 degrees Fahrenheit may be used.

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Cleaning of metal parts will not be accomplished in open buckets in confined areas. In areas where flammable liquids with flash points below 100 degrees Fahrenheit are used, ventilation will be provided at a rate of not less than one cubic foot of air per minute for each square foot of solid floor area. In such instances, inmates will not have access to tobacco products, open flame, or fire producing products.

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**POLK COUNTY JAIL**  
**Policies and Procedures**

<b>Subject:</b> Hazardous Material Plan	<b>Policy Number:</b> 13.05
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority</b> <b>Title and Signature:</b> Sheriff Byron Lyons	

**POLICY:**

It is the policy of POLK COUNTY JAIL to provide staff with procedures and materials necessary to respond swiftly and safely to incidents involving uncontrolled release of hazardous materials.

**PENOLOGICAL INTEREST:**

It is in the penological interest of POLK COUNTY JAIL to provide reasonable, rapid response and controls if incidents involving hazardous materials occur in or during detention operations.

**PROCEDURE:**

Incidents involving hazardous material effect the management and control of detention operations. Under such circumstances, total evacuation of the detention facility could be appropriate. Therefore, proximity of transportation routes traveled by vehicles moving hazardous materials, as well as nearby businesses that may have a hazardous material incident is taken into consideration.

**Notification:**

The following staff will be promptly notified of the existence of a hazardous material incident in the order indicated:

1. Shift Supervisor will notify other authorities as indicated below
2. Jail Administrator will notify off-duty support staff required to respond in such operations to report to duty
3. Jail Administrator will notify the Sheriff and Chief Deputy

**Shift Supervisor Notification:**

The shift supervisor will maintain an up-to-date list of organizations and their current telephone numbers to allow for immediate notification, as needed. These will include pre-identified agencies, such as:

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1. Hazardous Material Teams [HAZMAT]
2. Other material handling experts
3. Other law enforcement agencies
4. Fire department
5. Federal Aviation Administration
6. Department of Defense
7. Railway authorities
8. U.S. Department of Transportation
9. Others deemed relevant
10. EMS PROVIDER

**Containment:**

After release of a hazardous substance, immediate containment measures will focus on limiting the spread of the substance and minimizing exposure to staff and inmates. This includes restricting access to the point of origin, if readily accessible. Close off ventilation, water, and drain systems; and reduce spread into the housing units of the facility, where possible. Detention staff will cooperate fully with hazardous material experts, while maintaining control over inmates.

**Evacuation:**

The decision to evacuate in case of a critical hazardous material incident will be made by the Jail Administrator, or senior official on site in consultation with the Sheriff or his designee, and outside hazardous material experts. If the Sheriff, Chief Deputy, or Jail Administrator are unavailable, the Shift Supervisor will take steps to secure additional security personnel to assist with inmate movement.

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**POLK COUNTY JAIL  
Policies and Procedures**

<b>Subject:</b> Facility Structure	<b>Policy Number:</b> 13.06
<b>Issue Date:</b> 11/19/2010	<b>Revision Date:</b>
<b>Approval Authority Title and Signature: Sheriff Byron Lyons</b>	

**POLICY:**

POLK COUNTY JAIL will provide the facility population with adequate housing areas, while maintaining a safe living and working environment.

**PENOLOGICAL INTEREST:**

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, order, control, supervision, and oversight of inmates while confined to this facility.

**PROCEDURES:**

**Facility Standards:**

PCSO JAIL will be required to provide and maintain, at a minimum:

1. Activity area and cells lighting consisting of at least twenty [20] foot candles;
2. **Forced air ventilation** in sleeping and activity areas of the facility;
3. A temperature within **sixty-five [65] and eighty-five [85] degrees Fahrenheit** in sleeping and activity areas, dependent upon time of year;
4. Drinking fountains in all facility cell and activity areas, unless potable water is available in the cell washbasin;
5. Working toilets and washbasins on a ratio of one **[1] to every eight [8] inmates**;
6. Working showers on a ratio of one **[1] to every twelve [12] inmates**; and,
7. Two (2) twenty minute visits in a designated visiting area each week per inmate.

**General Facility Areas:**

PCSO JAIL will comply with the minimum dimensions for the following areas:

1. Single Occupancy Cells. Each single occupancy cell will be forty-five [45] square feet with a ceiling of at least eight [8] feet. A bunk, lavatory, water closet, table and seat will be available in each single cell.
2. Multiple Occupancy Cells. Multiple occupancy cells shall contain 2 to 8 bunks and

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not less than 40 square feet of clear floor space for the first bunk plus 18 square feet of clear floor space for each additional bunk. each multi occupancy cell shall have one toilet and lavatory;

3. Dormitories. Dorms shall contain 9 to 48 bunks. dormitories shall contain not less than 40 square feet of clear floor space for the first bunk plus 18 square feet of clear floor space for each additional bunk. Each dormitory shall have adequate toilets, lavatories, and may include showers;
4. DETOXIFICATION CELLS. One [1] special purpose cell will be available for detaining persons under the influence of drugs or alcohol. The size of the cell shall be determined by the anticipated maximum number of intoxicated inmates to be confined at any one time. Cells shall be constructed to house 1 to 8 inmates and shall contain not less than 40 square feet of floor space for the first inmate and 18 square feet of floor space for each additional inmate. Cells shall be provided with one or more vandal resistive flushing floor drains with outside controls, or detention type toilet and lavatory and vandal resistive floor drains. Drinking fountains of lavatories capable of providing drinking water shall be provided. a stationery bench or benches abutting the walls shall be provided. Benches shall be not higher than 8" above the finished floor, not less than 2'0" wide and shall extend the length of the cell.
5. Medical Area. An area will be provided to a physician for sick call, examination of patients, and routine medical treatments.
6. Control Center. A secure control center, manned around the clock, will provide good visibility to the facility through physical observation or electronic surveillance.
7. Private interview room. A private interview room will be available for use by attorneys and for interrogation of prisoners by law enforcement.

Separate facilities will be available for females and males within PCSO Jail. Separation will be site and sound, if available.

#### **Facility Safety:**

In case of a power failure within the facility, an emergency power source will activate security and evacuation devices, as well as perimeter lighting. All electronic locks will be operated manually. The use of padlocks or chains to secure cell areas is prohibited.

Exit signs will be provided at each exit and illuminated continuously.

The capacity of each cell or housing area will follow the state minimum standards in order to maintain a reasonably safe environment in case of emergency evacuation.

#### **New Facility Construction:**

Any new facility construction or renovation will comply with minimum standards established by state mandate.

#### **Testing Of Emergency Equipment And Procedures:**

The emergency power source will be tested for operation and condition no less than

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quarterly. Electronic locks will be tested for manual operation no less than quarterly. Emergency lighting will be tested for operation and condition no less than monthly. Lighted exit signs will be inspected and tested no less than weekly.

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