



Agenda Item Number: 9-5-13.7

**SANDOVAL COUNTY
BOARD OF COUNTY COMMISSIONERS**

Date of Commission

Meeting: September 5, 2013

Division / Elected

Office: Detention Center

Staff Contact: Al Casamento, Director

Title of Item: Sandoval County Detention Center Policies and Procedures

Action Requested: Discussion and Approval of New and Updated Sandoval County Detention Center Policies and Procedures

Summary: Detention Center Policy requires an annual update of the Policies and Procedures and approval by the County Commission. Updates and additional policies comply with Federal Detention Standards and the New Mexico Association of Counties Adult Detention Standards.

Attachments: Summary of Policies and Procedures

FISCAL IMPACT

None

STAFF ANALYSIS SUMMARY

County Manager: Recommend Board of County Commission approval. PPR 08/28/2013

**Initiating Elected Official /
Division Director:** SCDC Policy requires annual updates and approval by the County Commission. Recommend approval. AGC 08-26-2013

Legal: Approved as to form. PFT 8/26/2013

Finance: N/A

MEMORANDUM

To: Phil Rios, County Manager
From: Al Casamento, Detention Director
Subj.: Standard Operating Policy and Procedures
Date: August 26, 2013

Below is a summation of the additions and updates to the Sandoval County Detention Center Standard Operating Policy and Procedures Manual.

Page 3 Part I/A101A "Inspections"

Policy was added on internal and/or local operational inspections and/or reviews.

Page 5 Part I/A103 "Standard Operating Policies and Procedures"

In addition to the Standard Operating Policies and Procedures the facility has separate post orders for every security post, Medical and preventative maintenance protocol schedules, and emergency plans. Removed that directives are only valid for 90 days.

Page 6 Part I/A104 "Revision of Standard Operating Policies and Procedures"

The Standard Operating Policies and Procedures will be distributed to staff and detainees were appropriate.

Page 12 Part I/B102 "Records Management"

All records will be maintained. Federal detainee files are private, and confidential. All files released or transferred will be documented.

Page 16 Part I/C101 "Sexual Misconduct"

Policy was added on Sexual Misconduct.

Page 20 Part I/C102 "Mandatory Overtime"

Policy was added on Mandatory Overtime.

Page 26 Part I/C108 "Employment Process/Background Investigations"

New hires are subject to drug screening.

Page 36 Part I/C113 “Code of Ethics”

Any employee refusing to comply with alcohol or drug testing will face disciplinary action.

Page 42 Part I/D100 “Staff Orientation”

Staff orientation will include security practices relating to; keys, tools, Culinary and Medical equipment, supplies, security inspections and vehicles.

Page 43 Part I/D101 “Training”

Diversity training, PREA, detainee discrimination, fire safety, security practices, and suicide prevention were added to the required annual training.

Page 46 Part I/D103 “Use of Force”

Detainees will be accessed by qualified medical personnel following the use of force, and that Medical staff will record their observations and treatment decisions and make these records available to the staff assigned to investigate the use of force. Any violation of the facility’s Use of Force policies will be documented. Pre-planned and calculated use of force incidents will be videotaped and require a supervisor to be present. All staff participants in and witnesses to a use of force incident will file a report, and that these reports will include; The type and amount of force used, The justification for the force used, and Any violation of the facility’s use of force policies. Force may only be used when necessary, only for as long as necessary and only to the extent necessary. The facility investigator will review all use of force reports to ensure adherence to the facility’s use of force policy to provide oversight and review for the facility director. Mechanical restraints and equipment will be checked and evaluated frequently, and that security staff will receive instructions for the use of all restraint equipment used at the facility.

Page 52 Part I/D105 “Firearms”

Firearms policy was added

Page 59 Part II/A100 “Security”

Policy changed to Security Inspections.

Policy changed to provide for inspections, security patrols, and or reviews of all security features and areas to be conducted regularly to detect security concerns in order to identify needed maintenance, security breaches, or other discrepancies.

Page 61 Part II/A101 “Security – General Procedures”

Policy adapted to include previous policies covered in Part II/A100 Security. That are more suited under General Procedures.

Page 63 Part II/A103 “Weapons Control”

Weapons certified staff will maintain control of assigned weapons and ensure they are checked monthly for function, cleanliness, and maintenance. Only qualified and trained staff will be issued firearms and ammunitions. Inventories are reconciled at the end of the workday, and lost or stolen weapons will be immediately reported to NCIC.

Page 65 Part II/A104 “Key Control”

The procedure for inventory of keys in control rooms, running inventories of all keys, and requirements of emergency keys was added.

Page 70 Part II/A106 “Tool Control”

Culinary equipment, medical equipment, supplies, and vehicles were added to the Tool Control policy. Inventory requirements and proper handling of such items is identified.

Page 72 Part II/A108 “Post Orders”

Each individual post order was removed. Due to the volume of this section this is a separate book. The policy still defines the scope of orders for all post orders and the proper utilization of these orders.

Page 92 Part II/A110 “Security Doors”

It was added that all doors are to be opened and closed in a safe controlled fashion not to induce injury or strain, and by keeping body parts clear of moving parts at all times to insure safety. The use of padlocks and/or chains are prohibited on cell doors or areas of detainee assembly.

Page 98 Part II/A113 “Supervision of Inmates/Staff Interaction”

Detainees will be afforded the opportunity to present oral and written communication forms regarding requests or concerns to staff; That will be addressed in a timely manner. All department heads will conduct periodic rounds of the facility to obtain information about inmates concerns. New information, policy changes directly affecting detainees, or general procedures for detainees will be communicated orally in pod meetings or posted in the pods. The use of a translator or other intermediary will be used to facilitate

communication with detainees whose language limitations may require this assistance. Detainees are encouraged to make confidential reports concerning fear of harm. Staff will make efforts to gain and use information about potential threats to staff or detainees, as well as other security breaches in order to provide a safe secure environment. Detainees in danger of victimization will have access to protective custody pending an investigation of any threat of harm, as well as access to long-term protection if the investigation provides support that the detainee is in danger of victimization. Detainees who threaten the safety of others will be segregated from potential victims. Detainees will not be discriminated against based on gender, race, religion, national origin, or disabilities.

Page 105 Part II/A115 “Count Principles and Procedures”

Removed 0700 hours count time to better serve the detainees medical needs. The procedure for the use of the bed book count cards is defined.

Page 107 Part II/A116 “Volunteer Selection”

Inmates in Federal custody will not be authorized volunteer work duty outside of their assigned housing area, or be permitted to work assignments that involve unsupervised use of items constituting weapons or escape paraphernalia. No inmates working as a volunteer will be permitted to supervise or have authority over any other detainees. Volunteers must follow duty descriptions and sign a waiver.

Page 117 Part II/B101 “General Emergency Plans and Procedures”

Changed to Contingency/Emergency Plans and Procedures

All facility personnel will receive annual training on the emergency plans. Emergency plans will be reviewed annually and updated as needed. The Director will ensure there are written and signed agreements in place that provide for necessary assistance in the event of an emergency. Officers will receive yearly training on emergency procedures. Emergency checklist plans are kept secure in a separate book. The emergency checklist plans cover the following; Emergency contact list, Active Shooter Checklist, Aircraft Impact Checklist, Bomb Threat Checklist, Chemical Leak Checklist, Demonstrations Checklist, Disturbance Checklist, Emergency Unlocking Of Detainees, Epidemic/Poisoning Checklist, Escape- Facility Checklist, Escape- Transport Checklist, Evacuation Checklist, Fire Checklist, Hostage Checklist, Hunger Strike Checklist, Incident Assessment Checklist, Inmate Death Checklist, Mass Casualties Checklist, Missing Equipment Checklist, Missing Weapon Checklist, Natural Disaster Checklist, Nuclear Accident Checklist, Pandemic Checklist, Search Checklist, Terrorism Checklist, Utility Outages Checklist, Work Stoppage Checklist, Utility/Electrical Shut Off Valves and Phone Disconnects.

Page 126 Part II/B103 “Fire Prevention Plans”

Polyurethane cushioned furniture is not allowed in housing areas.

Page 131 Part II/B105 “Fire Emergency Plans and Evacuation”

Quarterly fire drills are conducted within all areas of the facility and for each shift in detainee housing areas. Fire drills are documented and evaluated; any deficiencies will receive corrective action as directed by the Deputy Director of Operations. Detainees who are physically, visually or hearing impaired will be evacuated at a minimum of one on one to ensure they are safely evacuated. Staff is required to report problems that violate this fire plan to the shift commander or by work order. Steps to the proper use of a fire extinguisher and the primary evacuation areas for each inmate housing area.

Page 135 Part II/B107 “Control of Hazardous Materials”

All flammable materials and substances will be stored in the locked flammable cabinet or discarded appropriately, incompatible substances will be stored separately.

Page 147 Part II/B113 “Suicidal Behavior / Attempted Suicide”

Information added about Critical incident debriefings and that they will be conducted in the event of suicides and attempted suicides for staff and affected detainees. Staff are encouraged to contact the Employee Assistance Program (1-866-327-2400) for additional assistance.

Page 157 Part II/C100 “Inmate Rules and Regulations Handbook”

Policy changed to Inmate Orientation Handbook.

The handbook will be available to the inmates in English and Spanish or accommodations will be made to assist with interpretation, and that it will be updated or reviewed yearly.

Page 159 Part II/C101 “Disciplinary Procedures”

All disciplinary hearings will be logged and maintained as record. The disciplinary hearings will be conducted by impartial staff, and ensure that disciplinary convictions and penalties relate to institutional rules as outlined in the orientation handbook. Detainees who are illiterate or do not speak English receive the assistance of a counsel substitute or interpreter, who may be a staff member.

Page 171 Part II/D103 “Library Services”

Law Library Services are available by submitting an Inmate Communication to the Operation Captain requesting access to the law library or New Mexico State Statutes Manual and Federal Sentencing Guidelines for federal inmates.

Page 172 Part II/D104 “Recreation”

All detainees taken to recreation will be logged in the designated control center log book and if segregated on the appropriate segregation sheet. If at any time recreation is denied either to a individual or group of individuals the minimum recreation period, documentation exist that verifies that the denial is based on good cause in relation to individual misconduct or facility security needs.

Page 176 Part II/D106 “Legal Visits/Court Contact”

Inmates will be allowed reasonable access to sufficient legal research materials, copying services, copies of unique forms, writing materials, writing implements, postage, and a reasonable opportunity in order to prepare and send legal documents to agencies and courts. Inmates will have access to notary services to obtain notarization of documents for which there is a legal requirement of notarization.

Page 177 Part II/D108 “Inmate Mail”

Policy changed to Inmate Mail and Telephone Services.

All inmates have access to telephones in each pod. The telephones are for outgoing collect or calling card calls only. Telephone pin numbers will be assigned to each inmate and should be kept confidential. At no time are inmates allowed to give another inmate their pin number, or use another individual’s telephone pin number. Telephones can be used from 0700-2230 Sunday-Thursday and 0700-0030 Friday and Saturday. All non-legal telephone calls and conversations are subject to monitoring and recording.

Page 202 Part III/A112 “Inmate Orientation”

The orientation handbook will discuss the following information: the inmate discipline system; general and legal mail; access to health and mental health services; our commitment to equal access to programs or services without regard to race, gender, or nationality; instructions for how detainees can informally report discrimination, problems, questions, and complaints of victimization from staff and other inmates; the use of the formal grievance system; how to access the law library; pertinent rules and regulations; allowed property; telephone and visiting privileges; sick call procedures; plan and program for prevention, intervention and remediation of sexual misconduct; what constitutes sexual misconduct/sexual harassment and the consequences of participating in such activities; how to confidentially report staff and detainee misconduct and if appropriate which DOJ component to notify; rules of appropriate interaction with staff; and religious programming.

Page 205 Part III/B100 “Classification”

It was added that the following will be considered when classifying any detainee: prior offenses; known or reported history for violence in confinement; known or reported existence of victimization factors; known cultural or gang affiliated violence potential; and current behavior and unusual incidents of conduct.

Page 208 Part III/B102 “Special Management Inmates”

Inmates housed in segregation shall be visually assessed by medical staff daily to determine his or her health status.

Page 213 Part III/C100 “Food Services”

The food service manager will inspect the food service area daily with weekly follow-up to ensure that sanitary practices are maintained. These inspections include: the use of a food inspection worksheet; documentation that detainees working in the kitchen are

trained in the safe use of equipment and safety procedures; verification of staff and detainee workers practicing safety/sanitation procedures (hair restraints, beard guards, cleanliness, proper hand and food washing, safety shoes, eye protection, machine guarding, and use of equipment; verification that volunteer duty descriptions list the duties and responsibilities of detainees assigned to food service; written verification that the outside provider complies with state and local food service regulations, and guidelines as listed in the federal standards.

Page 218 Part III/C106 “Food Preparation”

Refrigerator and Freezer temperatures will be maintained at the established industry standards (Refrigerator between 36-40F Freezer 0f or below). Temperatures are maintained for hot and cold foods during holding and serving periods.(Hot 140F and above, Cold 41F and below). Potentially hazardous foods are thawed under refrigeration in order to maintain food temperature at 41F or below. Proper cooking times and temperatures are met. Proper cooling times and temperatures are maintained for potentially hazardous foods. Proper date marking and disposition is followed. Kitchen staff will perform and record the calibration of thermometers were necessary. Temperatures logs will be filed and maintained. Foods will be protected from contamination. Toxic substances will be properly identified, stored and used.

Page 223 Part III/C110 “Kitchen Sanitation”

Kitchen staff will inspect to see that food service equipment (meat slicers, mixers, cutting boards, work tables, steam pots, ovens, griddles, serving lines, beverage containers, serving utensils, cups, ladles, tongs, dippers, spoons and trays) used in preparation and/or service of food including any hot carts used for commissary sales are cleaned and sanitized after each use. Storage racks for pots, pans, and dishes will be cleaned at least weekly. Cleaning schedules will be available and followed. The kitchen staff will inspect to ensure that insects, rodents, and animals are not present. The mechanical dish washer will be set to an adequate temperature to allow the surface temperature of dishes, pots, pans, and serving utensils to reach a temperature of 180F for sterilization. Temperature logs will be filed and maintained. Manual wash sinks will be labeled properly with wash, rinse, and sanitizing. The sanitization sink will use a sanitizing solution containing a sanitizing chemical to be used at manufactures recommended strength and will be tested with test strips to verify proper sanitization.

Page 227 Part III/D100 “Facility Sanitation”

Hazardous waste, medical waste, and disposable sharps are locked, secured and labeled. Tracking documents are maintained.

Page 231 Part III/D101 “Housekeeping Plans”

Officers will ensure walking and climbing surfaces in the jail are of good condition and clear of slip or trip hazards. Work orders are submitted when needed.

Page 238 Part III/D106 “Laundry Services”

To avoid cross contamination separate labeled receptacles will be used for clean and unclean laundry.

Page 242 Part III/E100 “Medical Services”

Medical staff will only perform within the scope of their license. The Deputy Director of Administration will ensure the accuracy of all medical licenses and maintain current copies. Physician’s files will include an explanation of any malpractice litigation. No inmate shall be denied access to health care due to inability to pay copayment, nor shall indigent and chronic detainees be charged co-pays. Medical or security information will be shared between medical and security staff when appropriate.

Page 246 Part III/E101 “Emergency Medical Procedures ”

The emergency kit in medical will be inventoried at least daily to ensure supplies necessary for medical emergencies are readily available. The medical department will be used to treat detainees injured in the event of a crisis situation, officers will provide direct supervision.

Page 251 Part III/E103A “Medical, Dental, and Mental Health Appraisals”

Dental appraisals include: Review of screenings and prior dental records, documentation of refusals.

Page 258 Part III/E104A “Suicide Prevention”

Detainees that require direct visual supervision will be housed in Two West pod 4 cells 1, 2, and 3, Observation, Isolation, Medical Isolation or other housing assignments as needed as long as constant visual supervision can be maintained.

Page 265 Part III/E107 “Special Needs Detainees”

Staff will received training to respond to the special needs of disabled detainees.

Page 277 Part III/F101 “Deduction of Time for Good Behavior”

Battery, smoking, abetting, unexcused absence from place of assignment, hoarding medication were added to list of forfeiture guidelines.