

MARSHALL COUNTY JAIL

ROGER FORD
Jailer

Policy and Procedures Manual

As required by Kentucky Jail Standards. Reference KRS 441.005 and 501 KAR through 3:160.

Addendum for the Restricted Custody Facility incorporates 501 KAR 7:010

STATEMENT OF PURPOSE

This sample Policy and Procedures Manual is only intended as a guide to county governments in the development and maintenance of operational procedures in the county jails of Kentucky. Each county government shall adapt such procedures in compliance with Kentucky Jail Standards for use in their respective jails.

Please review all relevant sections of the Kentucky Jail Standards to ensure full compliance.

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ADDENDUM

RESTRICTED CUSTODY BUILDING FORMS:

- A. Daily Activity Log
 - Daily Log
 - Activity Log
 - Shift Log
- B. Admission and Release Form
- C. Incident Report Form
- D. Release of Information Consent Form
- E. Denial of Admission Form
- F. Medical Screening Form
 - Health Screening Form
- G. Property Description Form
- H. Prisoner Receipt Form
- I. Trusty Request Form
- J. Prisoner Log Book
- K. Telephone Log
- L. Visitors Log – General
- M. Medical Log
- N. Medical Care Request Slip
- O. Medication Record – General
- P. Medication Log Sheet – Individual
- Q. Record of Meals Served
- R. Record of Special Meals Served
- S. Disciplinary Hearings – Prisoners’ Rights

STANDARD: 501 KAR 3:020 Section (1)

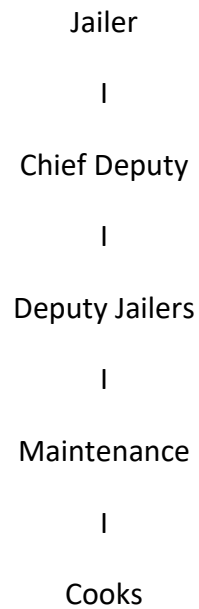
ADMINISTRATION AND MANAGEMENT: THERE SHALL BE A WRITTEN, UPDATED OPERATIONS MANUAL FOR THE JAIL FACILITY.

POLICY:

The Marshall County Jail will develop and maintain an organizational chart and operations manual of policy and procedure which had been adopted by the governing authority and filed with the Department of Corrections.

PROCEDURE:

1. The following is an organization chart of the Marshall County Detention Center operation.



2. The written policy and procedures manual shall be made available to all employees. Copies shall be located in the following locations: Jailer's office, Chief Deputy's office, Control Room, Booking Desk, Medical Room, Restricted Custody Center office, and Kitchen office.
3. The operations manual shall include but not be limited to the following aspects of the Jail's operation
 - A. Administration
 - B. Fiscal Management
 - C. Personnel
 - D. Security and Control
 - E. Sanitation and Management
 - F. Medical Services
 - G. Food Services
 - H. Emergency and Safety Procedures
 - I. Classification
 - J. Prisoner Programs
 - K. Prisoner Services
 - L. Admissions and Release
 - M. Prisoner Grievance Procedures
4. The operations manual shall be reviewed, updated, and approved by the governing Authority at least annually. All revisions shall be marked with the effective date and filed With the Department of Corrections.

STANDARD: 501 KAR 3:020 Section (2)

THE COUNTY ATTORNEY SHALL PROVIDE LEGAL ASSISTANCE.

POLICY:

The Jailer shall be represented and advised by the county attorney as provided in KRS 69.210.

PROCEDURE:

1. The Jailer will request legal assistance from the County Attorney concerning Jail procedures and legal actions concerning the Jail operations.
2. The County Attorney shall advise the governing authority, in writing, when legal representation or legal advisement to the Jailer by that office is inappropriate or creates a conflict of interest. The governing authority shall provide funds for adequate legal representation for the Jailer when the Jailer has acted within his official capacity and is involved in civil or criminal litigation as a result. The governing authority shall be encouraged to carry liability insurance for the jail staff and other county officials.

PUBLIC INFORMATION

POLICY:

The Jailer shall develop and implement a procedure for the dissemination of information about the Jail to the public, to government agencies, and to the media. The public and prisoners shall have access to the procedures.

PROCEDURE:

1. With the consent of the prisoner, news media shall be permitted to interview any prisoner as set forth in the Jail's policy and procedure manual except when the safety and security of the Jail are affected.
2. All official statements to the news media, relating to Jail administration policy, shall be made by the Jailer or his designee.
3. Written policy and procedure shall set forth the time and length allowable for prisoner interviews.
4. Release of prisoner information shall be accomplished as follows:
 - a. All requests for information shall be addressed to the Jailer.
 - b. Governmental agencies shall be provided with information pertinent only to their specific function.
 - c. Private Citizens shall only be provided with information that is or may be made available to the media.
5. Information shall not be released that is detrimental to another prisoner.
6. The interview between the news media and prisoners will be for a period of 60 minutes between the hours of 1PM and 2PM on the following days: Monday, Wednesday, and Thursday

STANDARD: 501 KAR 3:020 Sections (4 and 5)

INFORMATION SYSTEM AND PRISONER RECORDS

POLICY:

The Marshall County Jail will establish and maintain an information system which shall comply with the requirements of this section.

PROCEDURE:

1. Jail information and prisoner records shall be retained in written form or within computer records.
2. Jail information and prisoner records shall be stored in a secured manner so that they are protected from theft, loss, tampering, and destruction. Prisoner records shall be maintained 5 years after a prisoner is released from custody. The archives will be located at: The Marshall County Detention Center
3. A written report shall be made of all extraordinary or unusual occurrences within 48 hours of the occurrence. This report shall be placed in the jail record. A telephonic report to the Department of Corrections shall be made of all extraordinary or unusual occurrences within 24 hours of the occurrence, and a final written report within 48 hours. This report shall be placed in the jail records. Extraordinary or unusual occurrences shall include, but not be limited to:
 - a. Death of a prisoner
 - b. Attempted suicide that constitutes a serious health situation or suicide
 - c. Serious injury, whether accidental or self-inflicted
 - d. Attempted escape or escape from confinement
 - e. Fire
 - f. Riot
 - g. Battery, whether by a staff member or prisoner
 - h. Sexual misconduct
 - i. Occurrence of contagious or infectious disease or illness within the facility
 - j. Violent acts or behavior by either mental inquest detainees held under KRC Chapter 202A or prisoners known to be or suspected to be mentally ill or mentally retarded
 - k. Any serious event that threatens the safety or security of the facility or staff
4. The Jailer shall keep a log of daily activity within the jail. The activity log is described in VI 900.
5. Each Jail shall maintain records on the types and hours of training completed by each employee. A current and accurate personnel record shall be maintained on each employee. Each employee shall have access to his individual record.
6. The information required by Jail Standards 501 KAR 3:120 and 3:130 for

Admission and release shall be retained in each prisoner's jail record shall

Include but not be limited to:

- A. Court orders
 - B. Personal property receipts
 - C. Infraction reports
 - D. Reports of disciplinary actions
 - E. Work record and program involvement
 - F. Unusual occurrences and, in the event of the death of a prisoner, disposition of the prisoner's property and remains
7. Medical records shall be maintained as required by 501 KAR 3:090.
8. The Jailer shall require the prisoners to sign a "Release of Information Consent Form" prior to the release of information to individuals other than law Enforcement or court officials. A copy of the signed consent form shall be Maintained in the prisoner's record. This form shall include but not be limited to:
- A. Name of person, agency, or organization requesting information
 - B. Name of facility releasing information
 - C. Specific information to be disclosed
 - D. Purpose of the information
 - E. Date consent form is signed
 - F. Signature of prisoner
 - G. Signature of employee witnessing the prisoner's signature
9. All jail records maintained on mental inquest detainees held under KRS Chapter 202-A shall be kept separate from any other jail records. Mental inquest records Are confidential and shall be made available for examination only as provided in KRS 202-A.091. Upon order of expungement pursuant to KRS 202-A.091 (2), the Jailer shall seal the records and the mental inquest detainee's stay at the jail shall Be deemed never to have occurred.

STANDARD: 501 KAR 3:030 Sections (1, 2, 4, 5, 6)

FISCAL MANAGEMENT PROCEDURES WILL BE ESTABLISHED BY THE JAILER

POLICY:

The Jailer shall prepare and present a line item budget request to the governing authority using the format and forms prepared by the state and local finance office.

PROCEDURE:

1. The dates of preparing and presenting the annual budget are as follows:
The Jailer with the County Judge Executive and the County Treasurer will prepare and present a line item budget request to the governing authority in accordance with KRS 441.215.
2. The Jailer shall use the format for budget development on forms prepared by the Governor's Office for Local Development.
3. The State and Local Finance Office shall submit budget forms to the Jailer by March 1st of each year.
4. The Jailer shall inventory all equipment each year in accordance with procedures approved by the governing authority.
5. The county Jail budget shall be audited in accordance with the requirements of KRS 43.070.
6. Jail employees shall be paid on the same dates as county employees.
7. Jail employees shall follow payroll procedure adopted by the Marshall County Fiscal Court on August 3, 2021.
8. The Jail will enter Purchase Orders (PO's) prior to ordering goods and services by the Jail. The bill will then be attached to the PO to the County Treasures office thru the VIP billing system.

STANDARD: 501 KAR 3:030 Section (3)

AS PROVIDED IN KRS 441.132, EACH JAILER MAY ESTABLISH A CANTEEN TO PROVIDE PRISONERS WITH APPROVED ITEMS NOT SUPPLIED BY THE JAIL.

POLICY:

A canteen for prisoners may be established and a strict accounting of funds will be maintained.

PROCEDURE:

1. The following items will be included in the Canteen:
Drinks, snacks, writing material, and hygiene products
2. Canteen items will be for sale daily kiosk on the wall in the cells. Items may be purchased anytime, orders are delivered on Tuesdays and Fridays.
3. A report will be submitted to the Jailer and maintained in Jail records, which includes:
 - a. Cost of goods sold
 - b. Sale amount of goods sold
 - c. Profit on goods sold
 - d. Exact items sold

Financial reports: The Jail shall keep financial reports of canteen and send an annual report to the County Treasurer. The records of income, expenses, and disbursements of the canteen shall be audited annually. The cost of this audit may be paid by the county's general fund, the Jailer's fund, or the Jail's canteen fund.

STANDARD: 501 KAR 3:040 Sections (1, 2, 3, 5, 9, 10)

WRITTEN POLICY AND PROCEDURES PERTAINING TO THE STAFFING OF JAILS, BACKGROUND INVESTIGATIONS OF EMPLOYEES, AGE REQUIREMENTS, COMPENSATION, AND EQUAL OPPORTUNITY IN EMPLOYMENT. WRITTEN PERSONNEL PLAN SHALL GOVERN SELECTION, TRAINING, PROMOTION, AND RETENTION OF JAIL PERSONNEL.

POLICY:

It shall be the policy of the Marshall County Jail to recruit, select, and retain employees without regard to race, sex, religious belief, national origin, political affiliation, color, or age. The Jailer shall provide a written personnel plan to ensure that the Marshall County Jail's goals and objectives are being realized. The Personnel Plan is included.

PROCEDURE:

1. Staffing: The Marshall County Jail shall provide a minimum of 3 staff members and 24 hour awake supervision for all prisoners excluding communication staff. If requested by the Jailer or governing authority, the Department of Corrections may conduct a staffing analysis.
2. Background Investigation: All employees of the Marshall County Jail shall be subject to a thorough investigation of his/her background to include:
 - a. Criminal / arrest record
 - b. Medical history
 - c. Employment history
3. Age Requirement: All security employees of the Marshall County Jail shall be at least 21 years of age.
4. Management of Female Prisoners: When female prisoners are lodged in the Marshall County Jail, the Jail shall provide female staff to perform 24 hour awake supervision. The female deputy shall perform the following procedures including, but not limited to, with each female prisoner:
 - a. Searches
 - b. Transporting
 - c. Medical Needs
5. Compensation: All employees of the Marshall County Jail shall receive a wage at least equal to the state minimum wage except where federal minimum wage law must be applied.

6. Equal Opportunity: The Jailer shall review personnel policies and the personnel plan to ensure that equal opportunities for employment exist for all positions.
7. Personnel Plan: The Jailer shall develop a written personnel plan governing the selection, training, promotion, and retention of jail personnel. The personnel plan shall provide information on the following subjects:
 - a. Description of organizational structure
 - b. Equal employment opportunity provisions
 - c. Position specifications (including qualifications, descriptions, responsibilities, and duties)

A copy of the Personnel Plan is appended to this manual.

Standard: KAR 501 3:040 E

Policy:

Personnel Plan

Procedure Description:

Employees of the Marshall County Detention Center will be expected to keep daily records such as:

- a. Time and results of inmate population counts
- b. Full information on admitting and releasing inmates
- c. Unusual incidents, problems, disturbances, etc.
- d. Time meals served
- e. Accurate medical logs and any other records that are to be kept
- f. Check logs at change of shift and be early enough to be instructed by last shift workers of anything unusual that needs to be discussed
- g. Any employee is expected to perform any duty necessary during their shift

STANDARD: 501 KAR 3:040 Sections (4, 6)

ESTABLISHES MINIMUM TRAINING REQUIREMENTS FOR JAILERS AND JAIL STAFF. DIRECTS JAILERS TO ENSURE PHYSICAL FITNESS OF EMPLOYEES

POLICY:

It shall be the policy of the Marshall County Jail that staff training is an ongoing process. The Jailer shall establish and monitor each employee's training and fitness to help ensure satisfactory performance. Assistance in this effort shall be obtained from the Department of Corrections, Office of Corrections Training.

PROCEDURE:

1. Curriculum: The Department of Corrections shall be advised by the Curriculum Advisory Committee on topics for the training curriculum.
2. Local Training: The Jailer shall receive certification from the Department of Corrections for all local training efforts.
3. Jailer Training: In order to qualify for the training expense allowance under KRS 441.115, the Jailer shall receive a minimum of 40 hours annual in-service training certified by the Department of Corrections. Jailer training shall be delivered on a regional basis by the Department of Corrections.
4. Jail Staff Training: The staff of the Marshall County Jail shall receive a minimum of 16 hours of annual in-service training delivered by the Department of Corrections on a regional or local basis. "Jail Staff" means deputy jailers and food service personnel involved in the supervision, custody, care or treatment of prisoners in the jail. Jail staff who are assigned to a direct supervision area shall receive 40 hours of pre-service training as approved by the Department of Corrections.
5. Orientation: The Jailer may require that all detention officers complete a 16-hour course of training which may include:
 - a. Security procedures
 - b. Supervision of prisoners
 - c. Report writing
 - d. Significant legal issues
 - e. Prisoner rules and regulations

- f. Grievance and disciplinary procedures
 - g. Rights and responsibilities
 - h. Fire and other emergency procedures
 - i. First aid and cardiopulmonary resuscitation
 - j. Communication skills
 - k. Decision making
 - l. Crisis intervention
 - m. Special needs of minorities, women, juveniles, and ex-offenders
 - n. Self defense
 - o. Firearms and chemical agents
 - p. Interpersonal relations
 - q. Receiving health screening
 - r. Needs of special prisoner classifications
6. Physical Fitness: The Jailer shall ensure that all employees maintain a level of physical fitness that will allow the employees to perform their duties satisfactorily.
 7. The jail shall maintain records on the types and hours of training completed by each employee. Each employee shall have access to his individual record.
 8. No jail staff member will be issued a firearm/chemical agent without receiving training and passing a qualification test in firearms use.

Marshall County Detention Center - Transport Training

All employees must have 40 hours on the job training before being allowed to transport inmates.

STANDARD: 501 KAR 3:040 Sections (7, 8)

REQUIRES THAT THE JAILER MAKE AVAILABLE TO ALL EMPLOYEES A WRITTEN CODE OF ETHICS AND TO ENSURE THAT JAIL EMPLOYEES HAVE ACCESS TO A GRIEVANCE PROCEDURE.

POLICY:

It shall be the policy of the Marshall County Jail that all employees conduct their personal and professional lives in a manner that preserves the security and rights of the prisoners and staff of the jail. Employees shall also have access to the grievance procedure of the Marshall County Jail.

PROCEDURE:

1. Code of Ethics: The Jailer shall make available to all employees a written code of ethics requiring that employees not;
 - a. Exchange personal gifts or favors with prisoners, their family or friends
 - b. Accept any form of bribe or unlawful indictment
 - c. Perform duties under the influence of intoxicants or consume intoxicants while on duty
 - d. Violate or disobey established rules, regulations, or lawful orders from a superior
 - e. Discriminate against any prisoner on the basis of race, religion, creed, gender, national origin, or other individual characteristics
 - f. Employ corporal punishment or unnecessary physical force
 - g. Subject prisoners to any form of unwarranted physical or mental abuse
 - h. Intentionally demean or humiliate prisoners
 - i. Bring any type of weapon or item declared as contraband into the jail without proper authorization
 - j. Engage in critical discussion with staff members or prisoners in the presence of another prisoner
 - k. Divulge confidential information without proper authorization
 - l. Withhold information which, in so doing, threatens the security of the jail, it's staff, visitors, or the community
 - m. Through negligence or intentionally, endanger the well-being of self or others
 - n. Engage in any form of business or profitable enterprise with prisoners
 - o. Inquire about, disclose, or discuss details of a prisoner's crime other than as may be absolutely necessary in performing official duties
 - p. Enter into any relationship with a former prisoner of the jail until at least 6 months since the prisoner's release

All Jail employees shall:

1. Comply with established rules, regulations and lawful orders from superiors
2. Treat all prisoners in a fair, impartial manner
3. Report all violations of the code of ethics to the Jailer

2. Violations: All employee violations of the code of ethics shall be documented by the jailer and made part of the employee's permanent personnel file.

STANDARD: 501 KAR 3:120 Section 2 (1)

WRITTEN POLICY AND PROCEDURE GOVERNING ADMISSION OF A PRISONER WHO APPEARS TO BE INJURED OR ILL

POLICY:

No person shall be admitted to the Marshall County Jail in an unconscious state or with any evidence of serious illness or injury.

PROCEDURE:

1. Observation: The detention officer shall carefully observe the physical condition and behavior of the prisoner being admitted
2. Serious Injury: If the injury, illness, or emotional state of the prisoner appears to be serious the detention officer shall;
 - a. Refuse acceptance of custody and recommend that the arresting officer seek medical attention for the prisoner
 - b. Not accept custody until the arresting officer provides documentation of the prisoner's medical treatment by a licensed physician
3. Denial of Admission: A denial of admission form shall be completed which lists the reasons for the denial and shall be signed by the arresting officer and the Jail staff member on duty
4. Minor Injury: If the prisoner's injury appears minor in nature, the detention officer will make note of the injury on the Preliminary Health Screening form and take a photo of the prisoner
5. B.A. Results of .30 or higher will be handled as #2 above.

STANDARD: 501 KAR 3:120 Section 2 (2)

POLICY AND PROCEDURE FOR JAILERS TO ENSURE THAT EACH PRISONER IS COMMITTED UNDER PROPER LEGAL AUTHORITY BY A DULY AUTHORIZED OFFICER

POLICY:

No person shall be accepted into the custody of the Marshall County Jail without clear and documented legal authority. No person shall be admitted into the custody of the facility unless the officer escorting the person is positively identified.

PROCEDURE:

1. Legal Authority: The detention officer shall review the documents obtained from the escorting officer for proper execution. Such documents shall include at least one of the following;
 - a. Uniform Citation
 - b. Arrest Warrant
 - c. Court Orders (verbal only if the Judge's voice is recognized)
 - d. Post Office Warrant
 - e. Parole Violation Detainer
2. Identification: The detention officer shall follow the following procedure;
 - a. Request: If the escorting officer is not personally known to the detention officer, he/she shall require the escorting officer to produce the following identification
 - (1) A badge and photo ID for law enforcement officers, showing a unit number and signature of agency head
 - (2) Such other identification as the detention officer deems necessary to establish positive identification.
 - b. Refusal: If the escorting officer cannot or does not produce proper identification, or if the identification produced does not conform to the officer's person, the detention officer shall refuse to accept custody.
 - c. Reporting: If custody is refused the facts and circumstances surrounding the refusal will be noted by the detention officers in the Daily Log, and a denial of admission form is completed.

STANDARD: 501 KAR 3:120 Section 2 (3)

REQUIRES JAILERS TO COMPLETE AN INTAKE FORM ON EVERY NEW PRISONER ADMITTED AND DELINEATES MINIMUM STANDARDS OF INFORMATION TO BE INCLUDED

POLICY:

Accurate and complete manual or automated records shall be made and maintained for all newly admitted prisoners.

PROCEDURE:

1. Intake Form: An Intake Form shall be completed on every new prisoner admission and shall include, but not be limited to, the following ;
 - a. Time and date of commitment
 - b. Name, alias, nickname, and maiden name, if applicable
 - c. Official charge – cite 6 digit KRS number
 - d. Authority ordering commitment
 - e. Unit of government to be billed
 - f. Signature and title of arresting or committing officer
 - g. Date of birth
 - h. Race
 - i. Sex
 - j. Height and weight
 - k. Current or last known address
 - l. Telephone number
 - m. Marital status
 - n. Spouse or next of kin
 - o. Emergency contact (name, relation, address, telephone number)
 - p. Employer, place of employment, telephone
 - q. Social Security number
 - r. Health status (including current medications, known allergies, diets, or other special medical needs)

- s. The name of any known person in the jail who might be a threat to the arrestee
- t. Mental health history (including past hospitalizations, comprehensive care treatment, current treatment, and medication)

2. Record: The Intake Form shall become a permanent part of the various prisoner records maintained by the jail.

NOTE: If a Medical Information Form is used, do not duplicate medical information on the Intake Form

STANDARD: 501 KAR 3:120 Section 2 (4)

REQUIRES JAIL STAFF TO CONDUCT A SEARCH OF PRISONERS AND THEIR POSSESSIONS UPON ADMISSION. MANDATES THAT STRIP SEARCHES BE CONDUCTED BY JAIL STAFF OF THE SAME SEX AS PRISONER. DESCRIBES ENVIRONMENT OF SEARCH AREA AND REQUIRES VISUAL CHECK OF PRISONER FOR MEDICAL PURPOSES AT TIME OF STRIP SEARCH. OUTLINES RESTRICTIONS ON BODY CAVITY SEARCHES.

PROCEDURE:

1. Determination: The admitting officer will review the prisoner's record to determine if a strip search is warranted.
 - a. Prisoners whose present or past charges include drug-related, weapons, or escape charges or who appear to be under the influence of drugs shall be showered and strip-searched.
 - b. When a prisoner is ordered to be strip-searched the detention officer will note his decision on the Daily Log. The log shall include:
 1. Basis for reasonable suspicion to conduct strip search
 2. Date and time of search
 3. Name of prisoner
 4. Name of person conducting search
 5. Type of search
 6. Result of search
2. Instructions: When the prisoner has completed showering, the detention officer will instruct the prisoner to step into the search and shower room.
3. Explanation: The strip search procedure will be explained to the prisoner so that the prisoner is apprised in advance of the necessity for search and how it will proceed.
4. Conduct: The detention officer will conduct the strip search according to the procedure set forth in Strip Search Instructions.
5. Visual Check: In addition to checking for contraband, when strip search of a prisoner is conducted, it shall include a thorough visual check for birthmarks, wounds, sores, cuts, bruises, scars and injuries, "health tags" and body vermin. A less complete search shall include the same checks to the extent determined reasonably necessary.

6. Cavity Probe: The probing of body cavities shall not be done except where there is reasonable suspicion to believe that the prisoner is carrying contraband there and such search shall only be conducted by medically trained persons (physician, registered nurse) in a private location and under sanitary conditions.

STRIP SEARCH INSTRUCTIONS

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

The following shall be observed:

1. Instruct the prisoner to remove his/her clothing, place clothing on table/counter and move out of reach of the clothing.
2. Instruct the prisoner to stand erect, feet apart, with arms extended outward, then visually inspect for contraband in his/her;
 - a. Hair
 - b. Ears, mouth, and nose
 - c. Arms, armpits and hands
 - d. Groin
 - e. Soles and toes of feet
 - f. Rectum (instruct the prisoner to turn around, bend over, and spread his/her buttocks)
 - g. Remove any bandages, inspect, and replace with new ones
3. Instruct the prisoner to remove any artificial devices (such as false teeth and artificial limbs) and visually inspect for contraband.
4. If the prisoner is wearing a plaster cast, and the officer believes that contraband is concealed in the cast, the cast may only be removed and inspected by medical personnel.
5. When the body search is completed, instruct the prisoner to stand erect, feet apart, hands on top of head, and move out of his/her reach to inspect the clothing.
6. Check for presence of contraband in clothing. Extreme caution should be exercised by the officer to avoid being cut by concealed sharp instruments when inspecting:
 - a. Pockets
 - b. Linings
 - c. Fly, waistbands, cuffs, seams, collars, hat bands
 - d. Inside of all garments

- e. Soles, heels, and insides of shoes
 - f. Socks (inside and out)
-
- 7. If contraband is suspected on prisoner or prisoners in a living area, strip search ALL Persons assigned to that living area.

 - 8. ALL persons assigned to a living area are required to shower. At this point – in Search and shower area - you may do a health and hygiene observations of Prisoner while prisoner is in the nude: but DO NOT strip search.

STANDARD: 501 KAR 3:120 Section 2 (5)

WRITTEN POLICY AND PROCEDURE SPECIFYING WHICH PROPERTY PRISONERS MAY KEEP IN THEIR POSSESSION, RECORD KEEPING OF CONFISCATED PRISONER PROPERTY, STORAGE OF PRISONER PROPERTY, PROPERTY OF MENTALLY IMPAIRED PRISONERS, AND RELEASE OF PRISONER PROPERTY TO THIRD PARTY.

POLICY:

The personal property of prisoners shall be respected by all detention staff and shall be handled with care to prevent loss or damage.

PROCEDURE:

1. Confiscation: The detention officer shall, during the initial search, confiscate all personal property of the newly admitted prisoner(s) including:
 - a. Belts, ties, hats, jackets, coats, and shoes
 - b. All contents of prisoner's pockets
 - c. Other items not part of the prisoner's clothing (e.g. purses, backpacks, key chains, watches, jewelry, checkbooks)
 - d. Watch may be kept by prisoner not under influence if the prisoner assumes responsibility
 - e. Money
2. Description: Any cash or personal property taken from a prisoner upon admission shall be listed and completely described on a receipt form or the computer. The receipt shall be signed by the receiving officer and the prisoner. If the prisoner is in an inebriated state, or mentally ill, or mentally retarded, there shall be at least one witness to verify this transaction. As soon as the prisoner is able to understand and account for their actions, the prisoner shall sign the receipt.
3. Containers: All items shall be placed in the property container, with a list of the prisoner's property with the name showing. If any item is too large to be placed in the property container, it shall be listed and described on the property list, and a property tag shall be attached to the item. The prisoner's name shall be noted on the property tag.

4. Storage: All prisoner property in the custody of the Marshall County Jail shall be stored in a property container, which shall be secure and inaccessible to all but authorized personnel.
5. Third Party: Personal property released to a third party must have the prisoner's signature of approval and the signature receipt of the third party.
6. Permitted Items: The Marshall County Jailer shall require the confiscation of all personal property of prisoners with the exception of items listed on the Jail rules as "permitted items". This list includes the following:

This list is not all-inclusive and may change without notice.

- 5 short sleeve cotton tee shirts(white or gray only, no words or pictures on clothing)
- 7 pairs of socks (white or gray only)
- 7 pairs of underwear (white or gray only)
- 2 handkerchiefs (white or gray only)
- 2 sets of long john (thermal type) tops and bottoms (white or gray only)
- 2 bras, no underwire (white or gray only, female inmates)
- 2 pair of cotton, gym type shorts (white or gray only)
- No drawstrings, buttons, zippers, or blue jean shorts, no sweat shirts or sweat pants or pajama pants

Attention: All items must be brought in at visit times ONLY. All items must be NEW IN PACKAGE. Clothing must be brought in within 5 to 7 working days after incarceration.

STANDARD: 501 KAR 3:120 Section 3 (1-2)

ORAL AND WRITTEN ORIENTATION FOR EACH PRISONER AS SOON AS POSSIBLE AFTER ADMISSION. THIS ORIENTATION SHALL INCLUDE JAIL SCHEDULED, PRIVILEGES, COMMUNICATION, COMMISSARY, ACCESS TO MEDICAL CARE, RULES OF PRISONER CONDUCT, DISCIPLINARY PROCEDURES, PROGRAMS AND COMPLAINTS

POLICY:

Prisoners of the Marshall County Jail have the right to be informed in writing of the rules, regulations, schedules, and disciplinary procedures used in the facility.

PROCEDURE:

1. Notification: The detention officer shall advise each newly admitted prisoner of the facility's rules, regulations, schedules, and programs available and shall point out where they are posted. This notification shall include but not be limited to:
 - a. Hours of rising and retirement
 - b. Meal schedules
 - c. Mail, phone, and visitation schedules
 - d. Commissary rules
 - e. Work assignments
 - f. Medical access procedures
 - g. Rules of prisoner conduct
 - h. Disciplinary procedures
 - i. Work, vocational, counseling, and social program information
 - j. Procedures to register grievances with the Jail staff or the Department of Corrections. Prisoners must follow grievance procedure and attach a copy of all grievance forms when requesting review by the Department of Corrections.
 - k. Religious Services
 - l. Outside Recreation
2. Assistance: Special assistance shall be given to illiterate and non-English speaking prisoners.
3. Verification: The detention officer shall obtain the signature of the prisoner on the admission and release form notifying the prisoner of various information pertaining to rules and regulations to verify that the prisoner was notified of rules.

STANDARD: 501 KAR 3:120 Section 4

WRITTEN POLICY AND PROCEDURES PERTAINING TO TRANSFER AND RELEASE OF PRISONERS. REQUIRES WRITTEN LEGAL AUTHORIZATION, RECORD AND DOCUMENTATION OF PURPOSE FOR RELEASE; REQUIRES CONSULTATION WITH PROSECUTOR FOR RELEASE FOR EXTRADITION. PROCEDURES FOR RELEASE OF PRISONER PROPERTY.

POLICY:

No prisoner of the Marshall County Jail will be released or transferred unless the legality of the action is clearly established and the identity of the prisoner certain. The procedure specified for release will be followed.

PROCEDURE:

General procedure applicable to all non-emergency transfers and releases:

1. Authority to Release: All documents providing for the release of a prisoner shall be forwarded immediately to receiving authority, the recipient officer, or staff member.
2. Examination of Document: Before the detention officer begins the formal release processing, the officer must verify the legality of the action. If the detention officer processing the release forms has reason to question the validity of the documents presented for transfer or release, the Jailer will be called in or, in the Jailer's absence, the Releasing Judge, Circuit or District Court office or Pretrial Release Officer.
3. Detainer Check: The detention officer will then make certain that no detainers, holds, or warrants are pending which might prevent the release or transfer by:
 - a. Checking the prisoner's file
 - b. Checking with prosecutor

If on a transfer, additional detainers, holds, or warrants are discovered (other than those on which the initial transfer is being made) and, if there is no indication of the priority of those detainers, holds, or warrants, the Jailer will be called or, in the Jailer's absence, the Prosecuting Attorney in order to resolve the conflict. The prisoner will be temporarily placed in a holding cell. If any release detainers, holds, or warrants are discovered, the detention officer will notify, by the most rapid means possible (telephone, fax, or e-mail) the agency from which the detainer, hold, or warrant was issued.

4. Notification of Release: If all records are in order, the detention officer shall inform the prisoner of the exact time of his/her release.
5. Verification of Prisoner's Identity: The detention officer shall request the prisoner to step forward to the front of the cell. The officer will positively identify the prisoner and review other identifying information on the card to confirm proper identity.
6. Written Record: The name of prisoner, time, date, and purpose of release or transfer, and the authority to which the prisoner is released shall be recorded in the Daily Log and Prisoner Intake Form.
7. Receiving Authority: The receiving authority shall be identified and required to sign an authorized receipt form.
8. Extradition: Before the Jailer released a prisoner to an out of state jurisdiction, he shall consult with the appropriate prosecutorial office in the county.
9. Cell Belongings: The prisoner will be told to gather his/her personal belongings from the cell (e.g. books, letters, and commissary items) and his/her issued bedding and linens.
10. Escort: The detention officer will escort the prisoner to the release area.
11. Clothing/Laundry: The detention officer will begin the release process. The officer will:
 - a. Observe the prisoner changing into street clothes in order to detect contraband, physical injury, illness, or any other abnormality which may have occurred during confinement. If anything unusual is observed, the officer shall summon the Jailer or shift commander immediately.
 - b. Check the prisoner's bedding and linen. Any damaged or lost item shall be paid for by the prisoner or the prisoner shall be placed in a holding cell and the Jailer or shift commander will be notified to determine the next course of action.
 - c. Place accounted for bedding, linens and issued clothing in the laundry room.
12. Prisoner Property: All prisoners being released shall be issued their personal property in the following manner:
 - a. The detention officer will secure the prisoner's property envelope and tagged property from the property room and shall inventory the items.
 - b. The prisoner will sign the property envelope to acknowledge receipt of all property.
 - c. The detention officer will secure the prisoner's money, count the money in the prisoner's presence, and compare the total with the account sheet.
 - d. The prisoner will sign to verify that he/she has received his/her money.
Exception: If the prisoner is being transferred to another agency and will be returned to the facility within 24 hours, he/she will be dressed out, but shall not

be given his/her personal property. His/her cell will be held open until his/her return.

13. Refusal to Sign: In the event a prisoner refuses to sign to verify receipt of his/her property/money, the detention officer will summon another officer to sign and date the form (s) witnessing the return or the listed items.
14. Prisoner Complaints: If the prisoner wishes to complain in any way about allegedly missing or damaged property/money, he/she shall be informed that the complaint must be made in writing within 24 hours and addressed to the Jailer. He/she shall be provided paper, pencil, and an envelope and requested to write the complaint immediately.

STANDARD: 501 KAR 3:110 Section 1 (1, 3, 4, 5)

REQUIRES WRITTEN POLICY AND PROCEDURE FOR AN APPROPRIATE, NON-DISCRIMINATORY CLASSIFICATION SYSTEM PROVIDING FOR THE SEPARATION OF VARIOUS CATEGORIES OR PRISONERS

POLICY:

For the preservation of the security and order of the detention facility, its staff and prisoners, every prisoner will be classified upon admission to the facility, and shall be assigned housing according to the classification. There will be no discrimination by race, color, creed, or national origin.

PROCEDURE:

1. Review of Records: The detention officer shall review the admissions records and any existing facility records concerning the prisoner for the following information:
 - a. Sex
 - b. State witness
 - c. Work release
 - d. Community service/trustee
 - e. History or violent or disruptive behavior
 - f. Evidence of homosexuality or vulnerability to attack
 - g. Evidence of mental or physical handicap
 - h. Evidence of communicable disease
 - i. Evidence of suicidal tendency
 - j. Evidence of disciplinary problems
2. Classification: The only prisoners in the Marshall County Jail who are subject to formal classification are Class D prisoners. These prisoners are classified by Roederer Classification Center, LaGrange KY.
 - (1) Prisoners who meet minimum custody standards may request, in writing, to the Jailer to be designated as having trusty status.
 - (2) All prisoners receiving trusty status shall be selected by the Jailer or his designee based upon criteria including, but not limited to:
 - a. The nature of the prisoner's offense and sentence
 - b. Previous escape attempts
 - c. The prisoner's day to day behavior

STANDARD: KAR 3:110 Section 1 (2)

PROVIDES FOR HOUSING ASSIGNMENTS TO AFFORD SEPARATION OF MALE AND FEMALE PRISONERS, MENTAL INQUEST DETAINEES AND OTHER PRISONERS, MENTALLY ILL OR MENTALLY RETARDED AND OTHER PRISONERS

POLICY:

Housing of prisoners in the Marshall County Jail shall conform to the established classification system for reasons of consistency, fairness, security, and safety.

PROCEDURE:

1. Separation: The prisoner classification system shall provide for the separation of the following categories of prisoners:
 - a. Male and female prisoners
 - b. Mental inquest detainees and other prisoners
 - c. Mentally ill/mentally retarded prisoners and other prisoners
 - d. Chemically incapacitated prisoners and other prisoners
 - e. Prisoners with a tendency to harm others, be harmed by others, administrative segregation prisoners and other prisoners
 - f. Prisoners with communicable disease and other prisoners
2. Juveniles: Juveniles are not housed in the Marshall County Jail
3. Roster Board: Prior to assigning a cell to the new prisoner, the detention officer shall check the block roster board to determine which cells or bunks are currently available.
4. Review: The Jailer or his designee shall daily review housing assignments to ensure that classification categories and housing comply with Kentucky Jail Standards.

STANDARD: 501 KAR 3:110 e 1 (3) (a)

CRITERIA FOR CLASSIFICATION AND SEPARATION OF PRISONERS REQUIRING ADMINISTRATIVE SEGREGATION

POLICY:

Administrative segregation shall be used to separate those prisoners who need to be isolated from the general facility population. Prisoners placed in administrative segregation shall receive all privileges granted to prisoners in the general population (with the exception that certain materials or activities which may constitute a threat to the prisoner's own safety or the safety of the others may be withheld). Depending on the reason for separation, prisoners in administrative segregation may require increased surveillance.

PROCEDURE:

1. Criteria: Administrative segregation shall be employed to separate from the general population prisoners who:
 - a. Cannot adjust to the general population
 - b. Pose a serious threat to themselves, others, or the security of the detention facility
 - c. Present a valid need for protection from other prisoners as determined by the Jailer (e.g., former enforcement personnel)
 - d. Have a communicable disease
 - e. Are persons charged with infamous crimes
 - f. Are witnesses
2. Decisions: The decision to place a prisoner in administrative segregation shall be made by the Jailer or designee on the basis of the following:
 - a. A request for segregation by the prisoner. Such a request shall be made in writing, signed, and dated by the prisoner.
 - b. Observations or reports from officers of persistently disruptive or potentially disruptive behavior, or abnormal behavior which requires removal of the prisoner from the general prisoner population.
 - c. A report from the facility population
 - d. Apparent need for protection
 - e. Recommendation of Judges, District Attorney, or arresting agency
 - f. Report from Sheriff's Office
 - g. Report from community health agency
3. Increased Surveillance: All surveillance recorded in the Daily Log Checks shall be conducted every 20 minutes.

4. Change of Mind: If a prisoner, who is in administrative segregation by his/her own request, decides that he/she no longer wants to be segregated the Jailer shall reassign him/her to a regular housing unit upon receipt of a written request. The request must be signed and dated by the prisoner.
5. Records: Upon removal of the prisoner from administrative segregation and reassignment to a regular housing unit, the Jailer shall record the action in the Daily Log.
6. Review of Prisoners Assigned to Segregation: When a prisoner is assigned to administrative segregation, his/her status shall be reviewed at least every day for the first week and at least every day thereafter to determine if return to normal detention is possible.
The Jailer shall consider the following factors in the review:
 - a. Whether or not the conditions or circumstances which led to the segregation still exist
 - b. The officer's observations of the prisoner's behavior, attitude, and physical condition during segregation
 - c. Any change in the risk presented to the prisoner by placement in the general population
 - d. The presence or absence of continued risk to the general population if the prisoner is removed from segregation
7. Documentation: Each time a review is conducted, the process and the results of that review shall be written on the Incident Report Form and placed in the prisoner's file. It will also be noted on the Daily Log.
8. Confinement Areas: Administrative Segregation prisoners shall only be housed in areas designated as: Cell 61 or Cell 62. In the case of special circumstances Administrative Segregation prisoners may be housed in maximum areas at the discretion of the Jailer.

STANDARD: 501 KAR 3:060 Section 2 (1, 2, 3, 4)

PRISONER SUPERVISION, JAIL STAFF ARE REQUIRED TO DIRECTLY SUPERVISE PRISONERS ON A CONTINUOUS BASIS THROUGHOUT EACH DAY

POLICY:

It is the affirmative duty of every detention officer to maintain regular surveillance of the prisoners and their activities to ensure the safety and security of the facility, staff, and the prisoners.

PROCEDURE:

1. Regular Surveillance: The detention officer on duty will conduct a visual inspection of each cell area (or other areas where prisoners are present) checking each prisoner at least once every hour on an irregular schedule. A female deputy will be scheduled for each shift and shall supervise the female prisoners
2. Special Surveillance: Jail personnel shall conduct and document direct in-person surveillance a minimum or every 20 minutes on the following classes of prisoners:
 - a. Suicidal
 - b. Mentally or emotionally disturbed if housed in a single cell
 - c. Prisoners in detoxification areas
 - d. Juveniles if housed in the jail
 - e. Mental inquest detainees
3. Observation: During a surveillance tour, the detention officer shall observe prisoner's behavior and appearance for unusual or questionable situations and events (e.g., bruises or cuts on a prisoner's face or arms, a prisoner expressing hostility, showing signs or depression, not eating, not talking to other prisoners, or a prisoner not in his/her proper cell; if inappropriate for that individual.)
4. Records: The detention officer shall note in the Daily Log any and all significant or unusual events occurring during the shift. The times when each surveillance tour is conducted and the area(s) checked shall be noted in the Daily Log.
5. Change of Shift: When the relief detention officer reports for duty, the officer being relieved shall direct the attention of the relief officer to any significant entries in the Log during the shift change briefing.
6. Closed Circuit Television: When available, closed-circuit television shall be used to monitor areas of circulation, sally ports, perimeter security, points or egress, and common areas.

Note: Kentucky Jail Standards require 24-hour awake supervision of prisoners by a person who can respond in the event of an emergency.

STANDARD: 501 KAR 3:060 Section 2 (4)

PRISONER COUNTS, THERE SHALL BE AT LEAST THREE (3) DOCUMENTED PRISONER COUNTS EVERY TWENTY-FOUR (24) HOURS DURING WHICH EACH PRISONER'S PHYSICAL PRESENCE, MOVEMENT AND/OR SPEECH SHALL BE OBSERVED

POLICY:

To prevent escapes and to ensure that prisoners are accounted for at all times, the Detention Officer(s) on duty must make frequent and accurate counts.

PROCEDURE:

1. Prisoner Count: Before a prisoner can be regarded as present, the officer conducting the count must observe physical presence, show of skin, speech, or movement.
2. Schedule: At shift change, the detention officer(s) shall verify the number of prisoners present in each housing unit. Counts shall also be verified during the service of meals by the detention officer (s) on duty.
3. Recording: The count shall be recorded on the Daily Log or the prisoner count form and signed by the detention officer (s)
4. Recount: If the count does not agree with the previous shift's count, including any subsequent recorded movement of prisoners, the detention officer on duty shall recount all housing areas and cells. If not satisfied, secure the entire perimeter of the Marshall County Jail.
5. Upkeep of Records: All admissions to and removals from each housing area will be documented in writing on the Daily Log and/or documented in the following manner:
 - a. Added or removed from prisoner location board
 - b. Transactions in the computer
 - c. Prisoner count sheet
 - d. Isolation log if applicable
6. Frequency: There shall be at least three (3) documented prisoner counts every twenty-four (24) hours during which each prisoner's physical presence, show of skin, or movement shall be observed, at least one count per shift.

STANDARD: 501 KAR 3:060 Section 3

SECURITY PROCEDURES, HAZARDS, SEARCHES, THERE SHALL BE SPECIFIC PROCEDURES CONCERNING SAFETY AND SECURITY ISSUES SUCH AS SEARCHES, CONTRABAND, AND HAZARDOUS MATERIALS

POLICY:

All officers assigned to the detention facility shall be constantly alert to the need for safety and security, and shall use all necessary means for maintaining safety and security.

PROCEDURE:

1. Cell Searches (shakedowns):
 - a. Special: Any detention officer shall conduct a cell search whenever he/she has reason to believe that contraband may have been introduced into the facility (e.g., via informants, personal observation of prisoners, unaccounted for utensils, tools, or other supplies). (See Cell Search Procedure; end of this section.)
 - b. Routine: At varied times, but not less frequently than once per week, the Jailer shall order a systematic inspection for contraband and physical security. The Jailer shall also order daily isolated spot checks to include the following areas:
 - (1) Showers
 - (2) Outside recreation
 - (3) Booking areas
 - (4) Multi-purpose room
 - (5) Conference room
 - (6) Adult entrance
 - (7) Front lobby
 - c. Removal: Prisoners shall be removed from the search area during special and routine searches
 - d. Contraband: If contraband is found during special or routine cell searches, the Jailer will be notified and an incident report will be completed. Items considered contraband and items permitted in the jail shall be clearly defined in the jail rules. NOTE: Contraband items are listed at the end of this section.

2. Inspections: The Jailer shall inspect or assign officers to inspect monthly the security and safety equipment. That inspection may include but not be limited to:
 - a. All locks
 - b. All doors to the cells, cell areas, and the security perimeter
 - c. All video and audio monitoring devices
 - d. First aid kits
 - e. Fire extinguishers and hoses

- f. Smoke detectors and fire alarms
 - g. Window casings and bars
 - h. Emergency breathing apparatus (air pacs) if used
 - i. Emergency electrical/generator system (s)
 - j. Emergency communication equipment
 - k. Toilet fixtures and showers
 - l. Exterior walls and roof
 - m. Security fence
 - n. Keys
 - o. Lights and fixtures
3. Storage: All hazardous or potentially dangerous materials, substances, tools, supplies, and paint shall be stored in a locked area which is secure and located outside of the security perimeter of the confinement area.
 4. Usage: All hazardous or potentially dangerous materials, substances, tools, supplies, and paint shall be used by prisoners only under the direct supervision and authorization of jail personnel.
 5. Searches: All prisoners shall be thoroughly searched whenever entering or leaving the security perimeter.
 6. Restrictions: Prisoners shall never be permitted to perform or assist in any security duties nor shall any prisoner be assigned to a position of authority over any other prisoner. No prisoner shall be given the responsibility of providing prisoner services.
 7. Reporting: If, during cell searches, surveillance tours or weekly or monthly security inspections, any irregularities in safety or security are discovered (such as inoperable lock, damaged equipment, evidence of tampering), each such irregularity shall be noted in the Daily Log and reported as soon as possible to the Jailer. An incident report of the irregularity shall be made. Dates and times of cell searches and weekly and monthly inspections shall be recorded in the Daily Log by the officer in charge of the search.

CELL SEARCH PROCEDURE

Before initiating a cell search, the prisoner shall first be removed from the cell. The officer who inspects the cell shall leave it as neat as it was before the search. The following actions shall be observed:

1. Remove all blankets, sheets, and covers from the bed and inspect them carefully. After inspection, fold such items and place them aside.
2. Closely and carefully examine:
 - a. Mattress
 - b. All furniture that may be in the cell
 - c. Lavatory and toilet (including the bottom of those fixtures)
 - d. Floor drain
 - e. Ventilation grill
 - f. Faucets, drains, and any openings in cell door tracks
 - g. Light sockets
 - h. Books
 - i. Personal letters and papers (letters and papers may be removed from envelopes and inspected, but not read, by the officer*)
 - j. All containers
 - k. Small articles (such as spools of thread, etc.*)
3. Examine each bar in the cell to determine if it has been cut or loosened
4. Examine all locking lugs to determine if they have been jammed
5. Examine all panels and protective screens to determine if they have been loosened in preparation for removal.
6. Following the cell search, no cell shall be left unlocked by the officer.

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

CONTRABAND LIST

STANDARD: 501 KAR 3:060 Section 3 (2) (3)

WEAPONS, CHEMICAL AGENTS, SECURITY EQUIPMENT;
USE OF FIREARMS, CHEMICAL AGENTS, OR OTHER WEAPONS WILL BE STRICTLY CONTROLLED
THROUGH POLICIES AND PROCEDURES

POLICY:

To ensure the safety and security of detention staff and prisoners, no weapons, chemical agent, related security equipment, or any object which represents the potential to be used as a weapon, shall be permitted in the security area unless authorized by the Jailer.

PROCEDURE:

1. Entry: Staff members supervising entry into the confinement area may require those wishing to enter to remove and deposit firearms, weapons, and chemical agents in the firearms lock box or leave them in their cruiser.
2. Storage: All weapons, firearms, and chemical agents assigned to or in the custody of the jail shall be stored in an arsenal, vault, or in an area that is inaccessible to all unauthorized persons. Only deputies who are certified in the use of pepper spray will be allowed to use it. Only jail issued spray is to be used. Use of pepper spray is to be reported to the Jailer immediately and a written incident report placed in the prisoner's file.
3. Accounting: All weapons assigned to the jail shall be inventoried each week and any irregularities shall be reported to the Jailer as soon as possible. Inventory and issuance of weapons shall be maintained in writing on the Armory Log.

TRANSPORT OF PRISONERS OUTSIDE OF THE FACILITY

POLICY:

When the staff of the Marshall County Jail must transport a prisoner outside of the facility, safety and security will be the principal concern.

PROCEDURE:

1. Restraints: The detention officer (s) who escort prisoner (s) will ensure that the prisoner is properly restrained. At a minimum, restraints will include leg chains and handcuffs. If prisoner is a known escape risk, full restraints will be used (this includes body chains, handcuffs, and leg irons).
2. Vehicles: Vehicles used to transport prisoners will be inspected by the escorting officer(s).
3. Paperwork: When a prisoner is transported by court order or writ, the detention officer in charge of the transport will insure that the applicable legal forms are valid and complied with. When detention officers of the Marshall County Jail make a transport to another custodial facility, they must require that the receiving institution sign a verification of delivery form. All transports, including medical, shall be documented on the Daily Log.
4. Search: All prisoners transported outside of the Marshall County Jail will diligently searched before leaving the jail. This may include a strip search, if necessary.
5. Court Transport: When a prisoner is escorted to court by detention personnel, the officer(s) shall comply with all rules imposed by the sentencing judge and shall be responsible for the movement, monitoring, safety, and security of the prisoner.

GOVERNS USE OF RESTRAINTS AND PROHIBITS LEAVING PRISONER IN RESTRAINTS
UNATTENDED

POLICY:

Restraining devices (handcuffs, leg irons, or belly chains) will never be used for purposes of punishment but only for the prevention of escape, the protection of the prisoner from self-injury, or the prevention of a prisoner from injuring others. In no case shall a prisoner placed in physical restraints be left unattended.

PROCEDURE:

1. Restraints: When restraints are applied to a prisoner, they will be used to restrict the movement of the prisoner only to the degree necessary and will be affixed in such a way as to cause minimal discomfort and to avoid injuring the prisoner.
2. Surveillance: Prisoners placed in restraints will not be left unattended at any time while incarcerated in the Marshall County Jail.
3. Medical: No prisoner will remain in restraints for more than 4 hours without an examination by the medical personnel with whom the Marshall County Jail has contracted.
4. Reporting: Whenever a prisoner is placed in restraints for self-protection or prevention of assault upon another, the detention officer will note the facts surrounding such restraint on the Daily Log and notify the Jailer as soon as possible.

Marshall County Detention Center – Restraint Chair – Policy and Procedures

POLICY:

Restraining devices shall never be used for purposes of punishment and only for the preventing of escape, the protection of the inmate from self-injury, or the prevention of an inmate from injuring others or property.

PROCEDURE:

1. **RESTRAINTS:** When restraints are applied to an inmate, they shall be used to restrict the movement of the inmate only to the degree necessary and shall be affixed in such a way as to cause minimal discomfort and to avoid injuring the inmate.
 - a. **Restraint Chair:** An inmate that is placed in the restraint chair should not be left in the chair more than two (2) hours unless he appears to continue to be a danger to self, others, or property. Any period or confinement in the chair exceeding two (2) hours shall be documented in writing by the shift supervisor or designee as to why the restraint time was extended. In all cases, staff shall check the restraints to be sure proper breathing and blood circulation is not unduly restricted. An incident report shall be prepared any time any time the restraint chair is used and a fifteen (15) minute log shall be maintained.
2. **Surveillance:** Inmates placed in restraints shall be observed and shall not be left unattended.
3. **Reporting:** Before an inmate is placed in restraints for self-protection or prevention of assault or to prevent property damage, the deputy jailer shall note the facts surrounding such restraint in the Daily Log, notify the shift supervisor, and notify the Jailer.

KEY CONTROL PROCEDURES INCLUDING STORAGE, ACCOUNTABILITY, ISSUANCE, AND RESTRICTIONS

POLICY:

The control and accounting of keys is crucial the maintenance of the Marshall County Jail's security. At no time shall any prisoner be allowed to possess any keys. The detention officer has the responsibility for supervising the issuance and return of keys.

PROCEDURE:

1. Key Control Center: All keys for locks within the security perimeter when not in use shall be kept in the Key Control Center, which is secure and inaccessible to unauthorized persons.
2. Return: All keys must be returned to the Key Control Center, or passed to a deputy when changing shifts.
3. Exchange: Each time an officer needs to use a key, they shall sign the key "out" in the Key Tracking Log.
4. Duplicate Keys
 - a. Locations: One complete set of keys to the confinement area shall be maintained in the Marshall County Sheriff's Office for use in emergencies. This location will be secure and staffed 24 hours per day. Any emergency use of duplicate keys will be communicated to the Jailer as soon as possible.
 - b. Lost or Damaged Keys or Locks: The loss or damage of a key or lock shall be reported in writing to the Jailer immediately. If the loss appears to have occurred within the security perimeter, the Jailer shall order a lock-down and conduct a search for the missing key(s).
5. Outside Locks: All locks on doors or gates to outside exits shall be keyed differently from interior locks. At no time shall these keys be permitted in the confinement area.
6. Non-Key Operated Locking Devices: Whenever practical, all procedures applicable to keys shall be utilized to ensure the security of electronic locking devices, switches, and keys.
7. Key Tracking Log: A Key Tracking Log shall be maintained. This log shall indicate who is in possession of each key. All keys must be signed in and out.

CONTROL PROCEDURES FOR WORK RELEASE, COMMUNITY SERVICE, AND TRUSTY PRISONERS

POLICY:

The Marshall County Jail will maintain practices to ensure the safe, secure, and controlled management of special prisoners including work release, community service, trusty, and weekenders.

PROCEDURE:

1. Searches: All work release or community service prisoners shall be thoroughly searched upon entering the confinement area. This may include a body search for contraband if indicated. Whenever possible, work release and community service prisoners should be housed separately from the general prisoner population. Trustees, especially new ones, should be searched on a random basis.
2. Tracking: Any prisoner who is permitted outside of the confinement area, with or without direct supervision, shall be logged out and in on the Daily Log.
3. Trusties: No trusty shall have access or control of weapons. At no time shall and unsupervised trusty be permitted in an area occupied by prisoners of the opposite sex.

STANDARD: 501 KAR 3:060 Section 4

MANDATES THE GENERATION OF WRITTEN RECORDS AND DAILY JAIL LOG; ENUMERATES OCCURRENCES AND ACTIVITIES TO BE DOCUMENTED

POLICY:

To ensure consistency of daily operations and to document in writing those activities concerning prisoner security, rights, duties, and safety, the Jailer shall require and maintain specific reports and logs.

PROCEDURE:

1. Special Reports: As soon as possible, the detention officer(s) involved in or witness(es) to the following occurrences shall provide a written report to the Jailer (see Incident Report Form)
 - a. Use of force
 - b. Disciplinary actions
 - c. Medical or mental health treatment
 - d. Feeding schedule and menus
 - e. Extraordinary occurrences
 - (1) Fires
 - (2) Assaults
 - (3) Suicide or suicide attempt
 - (4) Escape or attempted escape
 - f. Prisoner vandalism
2. Daily Log: The Jailer will ensure that a daily written log is maintained which documents in detail the activities within the facility. Relief detention officers will review and initial the log upon assuming duties at the start of shift. The following activities shall be routinely noted in the log:
 - a. Security and safety inspections
 - b. Prisoner counts
 - c. Movement of prisoners inside and outside of jail
 - d. Medical treatment
 - e. Mental health treatment
 - f. Meal schedule and number of meals served
 - g. Special notices
 - h. Staff roster for each shift

3. Telephone Log: The detention officer shall record the date; time, party called and number called each time a prisoner used the telephone, except where in-cell telephone service is provided. An individual log will be maintained for each prisoner.
4. Visitors Log: Before admission, each visitor shall register with their names and relationship of visitor to prisoner. This information shall be kept on file.
5. Fire Drills: All fire drills shall be documented in writing in the Daily Log. Any unusual occurrences during fire drills will be documented in an Incident Report to the Jailer.

WRITTEN POLICY AND PROCEDURE SPECIFYING FIRE PREVENTION REGULATIONS,
EMERGENCY DRILLS, INSPECTION, AND EVACUATION PLAN

POLICY:

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

PROCEDURE:

1. Prevention: The Jailer shall be responsible for:
 - a. Ensuring that the facility is inspected by the Corrections Department on a semi-annual basis
 - b. Ensuring that all firefighting, detection, and alarm equipment is tested on an annual basis and inspected usually on a monthly basis and documented in the Daily Log
 - c. Ensuring that a floor plan outlining evacuation routes and location of firefighting equipment is kept current and posted
 - d. Ensuring that the detention officer(s) enforce the following rules:
 - (1) There will be no use of tobacco in the Marshall County Jail
 - (2) Trash will be disposed of on at least a daily basis
 - (3) There will be no hoarding or storing of paper products or other flammable materials (i.e., toilet paper, magazines, etc.)
2. Fire Plan: The Jailer shall work with local fire officials to develop a written evacuation plan which shall be posted. The plan shall include fire training or review for staff at least quarterly. The fire training shall be documented in writing in the Daily Log. The evacuation plan should be approved by the Department of Corrections and appended to this manual
3. Fire Zones: For ease in locating a fire and simplifying evacuation, the facility should be divided into fire zones with the assistance of local fire officials.
4. Discovery: When a detention employee discovers or is notified of a fire, he/she shall inform the Jailer immediately, stating the zone the fire is in, it's exact location, and the

nature of the fire. If awareness is a result of notification by a second party other than detention personnel, the officer will first investigate the notice for accuracy.

5. Notification: Upon being informed of a fire, the detention officer shall also:
 - a. Notify all detention personnel that there is a fire and state the fire zone
 - b. Call the Benton Fire Department or 911 Center and request that local police agencies provide backup assistance.
 - c. Notify all patrol units to respond to the facility
 - d. Notify the Jailer
6. Response:
 - a. The detention officer shall remove all prisoners located within the affected fire zone to the appropriate evacuation area(s).
 - b. All other officers shall secure the prisoners in their cells in unaffected areas, escort visitors out of the building, and then proceed to the affected fire zone to provide assistance.
 - c. The ranking officer shall be responsible for directing and coordinating the efforts of the patrol officers, city police, and fire fighters until the Jailer arrives at the scene. The ranking officer shall work with the fire chief in all aspects of the evacuation and extinguishing of the fire.

The Fire Evacuation Plan shall be appended here.

FIRE PROCEDURES:

Removal Procedures:

From Zone 1 – to Zone 2 to Zone 6

From Zone 2 – to Zone 6

From Zone 3 – to Zone 2 to Zone 6

From Zone 4 – to direct to sally port or Zone 5 to Zone 6

From Zone 5 - thru trustee section to sally port or to Zone 6 / cells 041. 049, and 050 thru Zone 4 to sally port or into Zone 5 to Zone 6

From Zone 6 – Zone 5 to Sally Port or Zone 2 to Zone 7 to outside

From Zone 7 – outside front entrance

From Sally Port or Front Entrance – into school buses, Sheriff or Police (city and state) cruisers, or security van for holding

FIRE ZONES:

Zone 1 – Control Room

Zone 2 – Cells 097, 099, and 112, Inmate Visitation Area, hallway around Control Room, Inside Recreation Area

Zone 3 – Cells 061, 062, 066, 076, 081, 083, and 091

Zone 4 – Property Room, Laundry Room, Kitchen, Work Release Cell (039) BA Room, and hallway to Sally Port

Zone 6 – Outside Recreation Area

Zone 7 – Front Office and bathrooms, visitor side of visitation area, front hallway (Zone 7 is outside the secure section of the Marshall County Detention Center)

EVACUATION PROCEDURE:

In the event of a major national disaster, inmates and personnel will be evacuated out of the closest exit not sustaining damage.

IE: Zones 1, 2, and 3 thru Zone 7 to outside

Cells 041, 049, and 050 thru Zone 4 and into Sally Port to outside

Zone 4 into Sally Port and outside

122 out Trustee Entrance to Sally Port and outside or to Sheriff's Office

Zone 6 (outdoor recreation) will not be used in a major damage situation; inmates will be transported to the nearest facilities for holding

WRITTEN POLICY AND PROCEDURE FOR ESCAPE SITUATIONS

POLICY:

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

PROCEDURE:

1. Discovery: The officer who first discovers an escape of apparent escape will:
 - a. Immediately advise the ranking officer on duty, and give the following information;
 - (1) The name(s) of the escapee(s)
 - (2) The mode of transportation of the escapee(s)
 - (3) The time of the escape
 - b. Secure the area from which the escape was made
 - c. Lock up all prisoners in the vicinity of the escape area
 - d. Place a freeze on all prisoner movement and conduct a prisoner count
NOTE: If the name(s) of the escapee(s) is not known, identify the escapee(s) by matching physical characteristics of present prisoners to the Admission Forms.
2. Notification: The ranking officer, immediately upon being notified of an escape, will:
 - a. Provide the description and other pertinent information from the prisoner's Admission Form to law enforcement agencies.
 - b. Notify the Jailer
3. Investigation: The Jailer will initiate an immediate investigation and order that all personnel involved file written reports as soon as possible.
4. VINE Notification: The Jailer shall initiate prompt notification to the VINE system of the prisoner's status.
5. Call Jail Inspector immediately, activate EOL through emergency number.

WRITTEN POLICY AND PROCEDURE FOR HOSTAGE SITUATIONS

POLICY:

When a prisoner, visitor, or staff member is taken hostage in the Marshall County Jail, protection of the hostage, prevention of escape by the abductor, and prevention of the use of deadly force shall become the primary objectives.

PROCEDURE:

1. Isolation of Area: The detention officer(s) on duty shall immediately isolate the area within which the hostage is being held to prevent other prisoners from joining the abductor and to prevent the abductor from leaving the area.
2. Notification: All detention staff on duty will be notified of the hostage situation and location. The Jailer shall be notified immediately. Local and state authorities
3. Negotiator: The Jailer or ranking detention officer shall appoint a negotiator. The negotiator shall:
 - a. Attempt to convince the abductor to release the hostage
 - b. Be provided with all files, records, background, and history on the abductor
 - c. If possible, contact a close relative
 - d. Have relative negotiate with abductor, if willing
4. Perimeter Security: The Marshall County Sheriff, Benton City Police Department and the Kentucky State Police shall be called and asked to assist in the maintenance of perimeter security.
5. Use of Deadly Force: Only the amount of force necessary to prevent the abductor from escaping or causing serious bodily injury or death to the hostage shall be used.
6. Weapons: No firearms shall be introduced into the facility unless authorized by the Jailer.
7. Reports: All detention personnel on duty and involved in the hostage situation shall submit written reports to the jailer.

Marshall County Detention Center
Taser X26
Policy and Procedures

The Taser X26 is a non-lethal weapon used to control a dangerous or violent person (s). When the person, through word or actions, communicates he/she is resisting, opposing, or attempting to flee from a deputy. The Taser X26 may be used when physical force is necessary and justified to prevent the possibility of injury to the deputy or another person in accordance with the Taser X26 training guidelines.

The Taser X26 shall not be aimed at a person's groin, head, or neck. In cases where a person is struck with a probe in the face or groin, trained medical personnel shall provide medical treatment. Only deputies certified to use the Taser are authorized to remove the Taser probes from the person, unless there is a risk of causing additional serious injuries to the person removing the probes. If medical staff requests probe removal, only a licensed medical physician may remove the probes. Since the Taser probes are a biohazard, latex gloves shall be used during probe removal. After being tased the person shall be kept under observation by jail staff.

After the probes have been removed from the person(s), the probes shall be packaged as evidence along with the AFID tags and a copy of an incident report.

No Taser X26 may be carried by the jail staff unless it has first been reviewed, inspected, and approved by the Training Officer. All staff members that carry the Taser X26 must complete a training course and demonstrate proficiency prior to carrying the Taser X26. Civilian employees are not authorized to carry the Taser X26.

The Taser X26 will not be used:

Near flammable gases or liquids

1. In case of passive resistance unless:
 - a. The use is reasonable and justified under the circumstances.
 - b. A lesser means of control/force has been attempted and failed.
2. To threaten or attempt to gain information from a person.
3. Against a person already in custody unless physical resistance has to be overcome.
4. As a “prod”
5. In any manner which would conflict with or violate the Marshall County Detention Center’s Code of Ethics.

No deputy shall playfully, maliciously, or intentionally misuse the Taser X26 in a display of power or against an individual except to gain control of the situation. Violations of this policy will result in disciplinary action.

WRITTEN POLICY AND PROCEDURE FOR RIOT SITUATION

POLICY:

When a riot situation, an uncontrolled violent disturbance by the prisoners, develops at the Marshall County Jail, procedures will be put into operation to bring rioting prisoners and the area they control under staff control with the minimum injury to visitors, staff, and prisoners and the minimum amount of damage to property.

PROCEDURE:

1. Isolation of Area: Detention staff shall immediately isolate the area of rioters and lock up prisoners not involved in the riot in a confinement area outside of the isolation perimeter.
2. Hostages: If hostages are involved, procedure for dealing with hostage situations shall be followed.
3. Notification: As soon as possible, detention officers will notify the Jailer, Benton City Police, Marshall County Sheriff's Department, and Kentucky State Police. The Jailer shall determine the manpower necessary to quell the riot and request assistance, if needed, from KSP C.E.R.T. team.
4. Equipment: The Jailer or his designee shall determine what equipment will be used by the detention staff in the attempt to diffuse the riot.
5. Security: All doors which can be locked; shall be locked after all non-involved prisoners, staff, and visitors have been extricated from the riot area.
6. Appropriate Action against Rioters: The Jailer, if available, shall make the decision to take appropriate action against the rioters. If the situation warrants immediate action, the detention officer(s) on duty will have full authority to take appropriate action. Only reasonable and necessary force shall be used.
7. Riot Subdued: After the riot has been subdued, the Jailer shall ensure that:
 - a. Injuries to detention officers and prisoners be treated
 - b. Rioters are identified and isolated from general population
 - c. Damage be assessed and appropriate maintenance be provided
 - d. Lock down of non-rioting prisoners be ended and normal routine resumed
 - e. Written reports be filed by all witnesses and that the prosecutor's office be notified to decide if criminal charges are to be filed against rioters.

WRITTEN POLICY AND PROCEDURE FOR FOOD POISONING SITUATIONS

POLICY:

In the event of mass illness among the prisoners caused by food poisoning, the Jailer shall ensure that all prisoners are examined and treated medically and that every effort be made to discover the source of the food poisoning and that measures be taken to prevent food poisoning.

PROCEDURE:

1. Medical: All stricken prisoners shall be examined and treated by Jail Nurse and or medical personnel with whom the Marshall County Jail has contracted.
2. Contamination: All contaminated food and suspect food shall be preserved for analysis by the Marshall County Health Department.
3. Notification: The Jailer shall ensure that the office of the Marshall County Health Department is notified of the incident and be supplies with all information pertinent to the outbreak of food poisoning.
4. Health Regulations: All local and state health and sanitation regulations will be complied with.
5. Remediation: The Jailer will ensure that any conditions or procedures which would contribute to avoiding future occurrences, or are ordered by health officials, are complied with.

STANDARD: 501 KAR 3:070 Section 1 (2e)

WRITTEN POLICY AND PROCEDURE FOR SITUATIONS INVOLVING MAJOR CIVIL DISTURBANCES
IN THE COMMUNITY RESULTING IN MASS ARRESTS

POLICY:

When the number of persons requiring detention as the result of major civil disturbance resulting in mass arrests exceeds the maximum capacity of the Marshall County Jail, safe and secure housing of prisoners shall be the primary objective.

PROCEDURE:

1. Additional Housing Facility: The Jailer shall, upon notification of a civil disturbance resulting in the arrest of such a number of persons that would cause the capacity of the Marshall County Jail to be exceeded, provide for additional housing from the Crittenden County Jail, the Graves County Jail, the Calloway County Jail, and the McCracken County.
2. Additional Personnel: The Jailer shall obtain additional personnel which he considers necessary to provide:
 - a. Security for the increased number of prisoners housed at the above named jails.
 - b. Additional staff if necessary for admission, bailing, and release processing
 - c. Support services
3. Equipment and Supplies: The Jailer shall determine what additional equipment and supplies will be necessary to adequately accommodate the increased number of prisoners. This will include but not be limited to:
 - a. Beds and bedding
 - b. Personal hygiene items
 - c. Food supplies

WRITTEN POLICY AND PROCEDURES TO ADDRESS EVACUATION IN THE EVENT OF NATURAL DISASTERS

POLICY:

The Jailer shall implement procedures which will affect an orderly and secure evacuation of visitors, prisoners, and staff and to protect and safeguard lives in the event of natural disaster such as flood, earthquake, and tornado.

PROCEDURE:

1. Decision: The decision to evacuate the Marshall County Jail shall be made by the Jailer. In the event of inability to contact the Jailer, or senior staff, and imminent danger to the facility, any detention officer can decide to evacuate all persons from the facility.
2. Evacuation: As soon as the decision is made to evacuate, the detention officer(s) will notify all visitors and prisoners that an emergency evacuation is in progress.
3. Staging: Prisoners and visitors shall first be directed to the exit doors and from this point, visitors will leave through the public entrance. Prisoners will be counted at this point and count checked with last head count.
4. Evacuation Point: All prisoners shall be assembled in the Outside Recreation area and escorted safely outside of the area threatened by the natural disaster.
5. Security: At the time that all prisoners have been assembled in the Outside Recreation area and there is no longer any threat to their health or life, security requirements such as additional manpower will be assessed, and the Jailer shall make necessary arrangements.
6. Property and Records: At that point when all prisoners have been evacuated and secured, the detention staff, if not exposed to hazards or danger, shall remove jail records, weapons, valuable prisoner property, and medical supplies from the facility.
7. Damage Assessment and Repair: The Jailer shall inspect the facility following a natural disaster and shall obtain professional consultation in an effort to return the facility to habitable condition.
8. Alternative Confinement Location: The Jailer shall determine in advance, as a part of the natural disaster plan, which facility(ies) shall be utilized for confinement of prisoners, should the Marshall County Jail be uninhabitable for more than 24 hours.

WRITTEN POLICY AND PROCEDURES FOR ATTEMPTED SUICIDE, SUICIDE, OR DEATH OF A PRISONER IN CONFINEMENT

POLICY:

In the event of the attempted suicide, or the death of a prisoner, the officers and personnel of the facility shall take all actions necessary to provide necessary medical assistance and to preserve the scene, and they shall cooperate with all medical and investigative authorities.

PROCEDURE:

1. Discovery: The officer who first witnesses, or otherwise discovers, a prisoner who appears dead or has made a physical attempt at suicide, will:
 - a. First, use emergency medical procedures
 - b. Officers shall not enter housing areas until the other prisoners have been secured and/or back-up assistance arrives
 - c. While awaiting backup, the officer may request the assistance of prisoners (i.e., if the victim is hanging, the officer may instruct the prisoners to elevate the victim to remove pressure from his throat, or, in some cases untie the noose and place the victim on the floor)
 - d. Prisoners who have attempted suicide will be referred to a local mental health agency
2. Identification and Investigation:
 - a. Seal off the scene in order to preserve it; this will require removing any prisoners present from the area.
 - b. Notify the Jailer
 - c. Upon verification of death by the Emergency Medical Technicians:
 - (1) Notify appropriate police agencies and the Department of Corrections that a death has occurred, and request that a coroner proceed to the scene.
 - (2) Notify the Kentucky State Police and request that an investigation be commenced.
 - (3) Order that a post-mortem examination in accordance with KRS 72.025 and Kentucky Jail Standards be conducted on the prisoner.
 - (4) Determine the status of the deceased (county, state, military, or other prisoner)
3. Follow-Up: The Jailer will assign staff to complete the following tasks:
 - a. If the deceased was a federal, immigration, or military prisoner, notify the appropriate agency immediately to advise it of the death.
 - b. If the deceased was being held of a warrant from another jurisdiction, notify that jurisdiction.
 - c. Obtain the name, address, and telephone number of the relative(s) shown in the prisoner's file (if a relative is not shown on any form in the file, check the visitor's book to determine names of appropriate persons to notify).

- d. Notify the appropriate relative or other person and tell them whether or not the prisoner's property may be released (as instructed by the coroner).
 - e. Notify the court(s) to which the prisoner's case(s) is assigned.
 - f. Implement routine "book-out" procedures order to complete facility records.
 - g. Collect all property of the deceased.
4. Reports: All detention personnel involved file incident reports.

STANDARD: 501 KAR 3:090 Section 1 (1 through 21)

ESTABLISHES MINIMUM STANDARDS AND PROCEDURES TO PROVIDE MEDICAL PROCEDURES IN JAIL; THIS INCLUDES MEDICAL AND DENTAL SERVICES, MENTAL HEALTH SERVICES, STAFF, REPORTS, MEDICAL SCREENING, DOCUMENTATION AND TRAINING

POLICY:

All Marshall County Jail prisoners shall be entitled to health care comparable to that available to citizens in the surrounding community. Medical care at the facility shall be delivered under the direction of a licensed physician that through the use of trained health care personnel. No officer or other employee shall ever summarily or arbitrarily deny a prisoner's request for medical services.

PROCEDURE:

1. Staff:
 - a. West Kentucky Correctional Healthcare is responsible for medical services at the Marshall County Jail. This authority is supported by a written agreement between the County and West Kentucky Correctional Healthcare, who is hereafter referred to as the "Facility Physician". The Facility Physician is on call to the facility at all times, and his/her telephone number is posted in the Control Room.
 - b. The medical staff shall deliver services as ordered by the attending physician and shall not be restricted by the Jailer in the performance of their duties except to adhere to the security requirements
 - c. Emergency treatment is available through Marshall County Hospital
 - d. In some cases, detention staff can perform health related duties as described in their job descriptions
 - e. Any qualified health personnel shall provide the Jailer with copies of current state licenses and/or certifications which shall be a part of the current employee's personnel file.
 - f. Prisoners shall not perform any medical functions within the jail.
 - g. All medical procedures shall be performed according to written and standing orders issued by the responsible medical authority.
 - h. Medical research shall not be permitted on any prisoner in the jail.

2. Training: All security staff shall be trained and certified in cardiopulmonary resuscitation (CPR). All jail staff who administers medications to prisoners shall be trained by the medical authority. No staff may administer medication without such training. A written record shall be maintained documenting such training. All jail security staff shall be trained in basic first aid as defined by the American Red Cross American Heart Association or equivalent nationally recognized organization. New employees shall receive training for first aid and CPR within the first year of employment.
3. Reports: The Jailer shall prepare a quarterly report and an annual summary report addressing the jail's medical and mental health services.
4. A daily medical log shall be maintained documenting specific medical treatment in the jail. This log shall be kept current to the proceeding hour.

STANDARD: 501 KAR 3:090 Section 1. (8)

REQUIRES MEDICAL SCREENING UPON ADMISSION OF PRISONER TO THE JAIL, FINDINGS ARE TO BE RECORDED UPON PRINTED FORM

POLICY:

Health appraisal data and medical screening for each prisoner shall be collected in order to properly classify prisoners, promote awareness of and respond to their medical conditions and maintain adequate records of the prisoner's health status.

PROCEDURE:

1. Preliminary Health Screening: The detention officer shall conduct the initial health screening at book-in. This screening shall occur before prisoner is placed in living area.
2. Form: The medical screening shall be recorded on a printed medical screening form, approved by the medical authority, and shall include but not be limited to:
 - a. Current illnesses and health problems
 - b. Medications taken and special health requirements
 - c. Screening of other health problems designated by the medical authority
 - d. Behavioral observation, state of consciousness, and mental status
 - e. Notation of body deformities, markings, bruises, lesions, jaundice, ease of movement, and other distinguishing characteristics
 - f. Condition of skin and body orifices, including rashes and infestations
 - g. Disposition and referral of prisoners to qualified medical personnel on an emergency basis
 - h. Needle marks
 - i. Painful dental condition
 - j. Signs of vermin

NON-EMERGENCY AND DAILY MEDICAL COMPLAINTS AND THE ACCESS AVAILABLE BY PRISONERS TO MEDICAL, DENTAL, AND PSYCHIATRIC CARE; SICK CALL FREQUENCY IN VARIOUS-SIZE JAILS; MEDICAL RECORDS, INFORMED CONSENT, AND DELOUSING PROCEDURES

POLICY:

The Marshall County Jail prisoners can make medical complaints daily for review by qualified medical personnel to ensure appropriate medical attention. Medical records access shall be controlled by the Jailer.

PROCEDURE:

1. Notification of Access: At the time of admission, the detention officer shall inform prisoners, both verbally and in writing, of the procedure for obtaining medical care. This information may be included in the medical screening form, which is signed by prisoner upon admission.
2. Sick Call: The facility physician or qualified designee shall visit the facility to examine those prisoners who require his/her attention. The detention officer on duty shall prepare the list of prisoners requiring medical attention. Sick call conducted by the medical authority shall be available to each prisoner as follows:
 - a. Once per week, if the jail's population is less than one hundred prisoners
 - b. Twice per week, if the jail's population is one hundred to two hundred prisoners
 - c. Three days per week, if the jail's populations is two hundred to three hundred prisoners
 - d. Four times per week, if the jail's population is over three hundred prisoners
3. Requests: Prisoner requests for medical care shall be documented on a Request Slip. The slips shall be provided by the detention officer upon request and shall be collected the day before.
4. Notification of Complaint: The detention officer shall immediately forward these slips to the ranking officer on duty. All requests for medical care shall be relayed to the facility physician via telephone. The facility physician's instructions shall be followed, and cases shall be referred according to the facility physician's instructions:
 - a. To the facility physician's office for treatment
 - b. To the appropriate emergency room
 - c. To the regularly scheduled sick call visit by the facility physician
5. Records: The facility physician shall record all examinations, treatments, etc. in the prisoner's medical file. The detention officer shall file all medical complaint slips and shall note the prisoner's sick call visit on the Daily Log.

6. Orders: Any order(s) given by the facility physician for a prisoner shall be attached to the prisoner's file with an accompanying notation made on the log. A detention officer on each shift shall be responsible for checking the log and following all physicians' orders noted.
7. Access: Access to the prisoner's medical file shall be controlled by the medical authority and the Jailer. The physician-patient privilege shall apply to the medical record. The medical record is separate from custody and other admin and the Jailer. The physician-patient privilege shall apply to the medical record. The medical record is separate from custody and other administrative records of the jail.
8. Informed Consent: All examinations, treatments, and procedures affected by informed consent standards in the community shall be observed for prisoner care.
9. Delousing: Upon admission and on a frequent basis following admission, the personal cleanliness of the prisoner should be monitored and prisoners exhibiting signs of lice shall be required to shower and use delousing solutions approved by the medical authority.
10. Alternative Source of Treatment: A prisoner who has been prescribed treatment by a recognized medical authority and cannot receive that treatment in jail shall be moved to another confinement facility which can provide the treatment or may be moved to a hospital.
11. The jail will provide foot fungus treatment
12. Upon booking of a prisoner into the Marshall County Jail and it is determined that the person has an infectious disease; the jail staff will use the advice of the jail doctor or Emergency Room doctor pertaining to that individual. If it is determined at a later date in that person's incarceration that there is an infectious disease present, the jail doctor will be contacted and advised of that person's condition and the doctor's instructions followed accordingly by the jail staff.

Jail's policy on testing for infectious diseases in compliance with KRS 71.130 shall be Appended to this manual.

The jail's fee or co-payment policy on medical treatments in compliance with KRS 441.045 (12) shall be appended to this manual.

Infectious Diseases

1. Influenza: chills, temperature of 101 – 104, headache, malaise, myalgia, productive cough, runny nose and hoarseness.
2. Common Cold: watery eyes, headache, nasal congestion and coughing
3. TB: asymptomatic, fatigue, weakness, weight loss, night sweats, low-grade fever, occasional hemoptysis and chest pain
4. Pneumonia: coughing, shaking, chills, fever, sputum production, pleuritic chest pains and fine rales
5. Tonsillitis: sore throat, fever, swelling or tenderness of lymph glands in the neck, muscle joint pain, chills, malaise, headache. Chronic tonsillitis produces purulent.
6. URI: coughing and chills

An inmate with any of the above symptoms will be placed on the nurse's list. If symptoms do not improve, further medical assistance will be necessary.

Medical Billing/Handling Fee

All handling fees for medical will be as follows:

Nurse - \$20.00

Doctor - \$25.00

Prescription Medicines - \$15.00 handling fee

\$5.00 handling fee on a 5-day supply of Tylenol, ibuprofen or Benadryl

All outside medical treatment (example: doctor, ER, etc.) will cost \$100.00

Dentist visit will cost \$75.00

X-Rays will cost \$50.00

Blood Draws \$15.00

Roger Ford, Jailer

STANDARD: 501 KAR 3:090 Section 1 (12)

ESTABLISHES THE LEVEL OF EMERGENCY MEDICAL, DENTAL, AND PSYCHIATRIC CARE FOR PRISONERS; MANDATES AVAILABILITY OF FIRST-AID KITS

POLICY:

Emergency medical services are available 24 hours a day to prisoners of the Marshall County Jail to ensure prompt emergency medical attention. All officers are trained to respond to medical emergencies since a prisoner's life may depend on appropriate first aid; emergency medical, dental, and psychiatric care shall be available to all prisoners commensurate with the level of such care available to the community.

PROCEDURE:

1. Emergency Definition: Any of the following occurrences shall constitute an emergency, and their presence will initiate the Medical Emergency Care Plan;
 - a. Severe bleeding
 - b. Unconsciousness or seizure
 - c. Serious breathing difficulties
 - d. Head injury
 - e. Severe burns
 - f. Severe pain
 - g. Suicide attempt
 - h. Sudden onset of bizarre behavior
 - i. Health or life threatening situations
 - j. Drug or alcohol withdrawal
2. Notification: The officer confronted with a medical emergency will:
 - a. Immediately administer first aid
 - b. Call the facility physician in accordance with the Medical Emergency Care Plan (next page) and relay the emergency information. All numbers for the facility physician and other medical emergency personnel are posted in the booking area.
 - c. Contact EMS
 - d. Notify the Jailer

3. Isolation: When necessary and/or possible, detention officers shall move the prisoner to a holding cell or remove other prisoners from the scene, either by locking them in their cells or returning them to their cells.
4. First Aid Equipment: The first aid box is located in the Medical Exam Room, and at the booking counter.
5. Emergency Instructions: The detention officer shall comply with the facility physician's instructions to:
 - a. Contact ambulance
 - b. Transport to Marshall County Hospital
6. Transport: If the prisoner is transported to a hospital, or the facility physician's office, transport will be provided by a deputy jailer, or ambulance.
7. Records: The detention officer shall contact the Jailer, and advise him/her of the problem. The detention officer shall file an incident report as soon as possible after the incident has ended and note incident in the daily shift log.

Medical Emergency Care Plan

1. Be aware that an emergency can occur at any time
2. Be ready to observe or be notified of the emergency
3. First aid must be given immediately
4. Telephone the facility physician immediately
5. Call for assistance from other detention officers if needed

Medical Emergency Phone Numbers:

Marshall County Hospital – 270-527-4800

Regional Medical Center – 270-527-8601

Emergency Services – 911

STANDARD: 501 KAR 3:090 Section 1 (18)

ALL JAIL STAFF WHO ADMINISTER MEDICATIONS SHALL BE TRAINED BY THE MEDICAL AUTHORITY; PROCEDURES TO MINIMIZE ERROR IN ADMINISTRATION OF MEDICATIONS

POLICY:

To ensure that prisoners receive the proper medications prescribed by the medical authority and that the medications be stored and administered in accordance with medical standards.

PROCEDURE:

1. Storage: All medications (both prescription and non-prescription) and all needles/syringes are to be stored in Control Room. All narcotics shall be double locked in a box inside the Control Room. The key to the cabinet shall only be issued to the nurse and the Jailer.
2. Schedule: Medication times are as ordered by the medical authority and coordinated by the jail staff.
3. Setting Up Medication:
 - a. The nurse on duty shall set up medications in accordance with orders of the physician. The ranking officer shall review the composite list of prisoners receiving medication and the complete health screening forms of prisoners admitted on the previous shift that might have a prescription at admission. All prisoners currently taking medication have log sheets in the active medication file.
 - b. Make certain that, if a prisoner was admitted with medication on his person, the prescription has been verified with the original physician and approved by the facility physical before it is administered.
 - c. Pull the medication log sheets from the active medication file for prisoners due to receive medication that shift and prepare log sheets needed for newly admitted prisoners.
 - d. All medications should be segregated individually and designated by the prisoner's name.
 - e. All medication shall then be locked in the cabinet again until time of distribution.
4. Refusal: If a prisoner refuses medication, the detention officer on duty will note this fact on the medication log sheet and initial it.
5. Reporting: The jail shall process all approved medical costs to the Kentucky Department of Corrections.

Note: All prescription medication, which is not used by the prisoner for whom it was prescribed, shall be disposed of by the medical providers or by contracted arrangement with I.H.S. Inc.

Nurses/Doctors

Heather Caraway 270-252-5765

Christie Wortham 270-705-4556

Wilson Medical 24/7 Answering Service 270-441-2099

STANDARD: 501 KAR 3:090 E 1 (12)

PSYCHOLOGICAL AND PSYCHIATRIC CARE OF PRISONERS

POLICY:

Many persons committed to a facility bring with them serious mental problems while others begin to experience such problems after being confined in a facility. This necessitates close observation and appropriate referral and treatment.

PROCEDURE:

1. Referrals: If an officer observes a prisoner exhibiting signs of emotional instability or psychological distress, the prisoner shall be placed in administrative segregation and the medical authority or mental triage service shall be notified by telephone immediately.
2. Orders: The medical authority shall determine the appropriate medical action(s) to be taken, and the Jailer shall determine what security precautions must be followed.
3. Suicide Prevention: Any prisoner who is under observation due to suicidal tendencies shall have the following items removed from his cell:
 - a. Items with which he/she could hang himself/herself (i.e., belts, shoe laces, sheets, towels, etc.)
 - b. Flammable materials
 - c. All sharp objects (i.e., pens, pencils) as well as any glass items such as glasses, mirrors, etc. (no razor is to be issued for shaving).
4. Officers shall routinely observe all prisoners, especially those newly admitted or just sentenced, for abnormal behavior indicative of potential suicide, such as:
 - a. Depression
 - b. Sleeping difficulties

- c. Withdrawal from others
- d. Apathy, despondency
- e. Slow walking
- f. Slumped sitting
- g. Frequent crying
- h. Easily fatigued
- i. Weight loss, loss of appetite
- j. Talks of suicide
- k. Sudden mood changes
- l. Agitation
- m. Overt psychosis

Officers shall inform the Jailer and his/her relief officer at the change of shift of any such observations. If it is decided that a prisoner may be suicidal, the prisoner shall be placed in an area where he/she can be constantly observed and communication encouraged.

STANDARD: 501 KAR 3:100

WRITTEN POLICY AND PROCEDURES TO REGULATE THE DELIVERY OF PROPER FOOD SERVICE, COMPLIANCE WITH KENTUCKY STATUTES, FOOD SERVICE CODE, MINIMUM CALORIC VALUE, MEAL SCHEDULES, SPECIAL DIETS , RECORDS, AND INSPECTIONS

POLICY:

To maintain the health of the prisoners, foods served in the facility shall be of the highest quality and greatest variety possible within budgetary constraints. Food shall not be withheld as punishment.

PROCEDURE:

1. Nutrition: The Jailer shall provide adult prisoners with a nutritionally adequate diet containing at least 2400 calories per day. Meals should be palatable and should be served as soon as possible after preparation and at the appropriate temperature. Food flavor, texture, and appearance should also be considered during meal preparation and service.
2. Schedule: Prisoners shall receive three meals per day, one of which shall be hot. Not more than fourteen hours shall elapse between any two meals. In the Marshall County Jail; prisoners, including those in disciplinary isolation and administrative segregation, shall be served meals at:
Breakfast – 5:00 to 6:00 AM
Lunch – 11:00 to 12:00 PM
Dinner – 4:00 to 5:00 PM
3. Religious Diets: Special diets shall be provided where reasonably possible when prisoner's religious beliefs require adherence to dietary laws. Provisions shall be made for such special diets as approved after consultation with the approved dietician or other religious authority. Prisoner's religion must be noted on Medical Questions Form and signed by the prisoner at the time of booking.

4. Medical Diets: Special diets for health purposes for prisoners shall be made available upon medical authorization. Such diets shall be prescribed only by a physician or registered dietitian and shall be in writing, directed to the food service manager or Jailer. Special diets shall conform as closely as possible to the food served to other Prisoners.
5. Records: The Jailer shall maintain accurate records of all meals served. Such records should set forth the menu, the number of meals served, and the number and menu of special diets or other “non-menu” meals served.
6. Discipline: Food shall not be used for disciplinary or reward purposes.
7. Diet Specialists: The Jailer shall seek the assistance of a local diet specialist in preparing menus or utilize sample menus prepared by the Corrections Department.
8. Staff Supervisor: A staff member shall directly supervise all food prepared within the jail. All food shall be served under direct supervision of a staff member.
9. Hygiene: All employees and prisoners assigned to food service may receive a V.D.R.L. and TB skin test prior to assignment. The Jailer shall make sure that all persons assigned to food service are carefully screened to ensure that they are in good health and free from communicable disease or open wounds.
10. Food Storage Facilities: The facility shall have sanitary, temperature controlled storage facilities for the storage of all food. Special attention should be given to the control of vermin in these areas. Food shall not be prepared or stored in prisoner living areas.
11. Inspection: The Jailer or his designee shall inspect the food service area daily.
12. Prisoner Refusal: Prisoners may accept or decline any food offered to them. The detention officer shall record in the Daily Log and may document in the prisoner’s file that a prisoner refused a meal.
13. Security: When a meal has been completed, the detention officer shall check to be sure that all trays and utensils are accounted for.
14. Contract Food Service: It may be more cost efficient to contract with an outside food service organization to provide meals for the prisoners. This may only be done when the food supplier meets the following requirements:
 - a. A contract is signed establishing price, quality, quantity and delivery times of meals.
 - b. The food service company has a current health certificate.
 - c. The menus are approved for nutritive content and standard meal planning practices by a dietitian.

STANDARD: 501 KAR 3:080 Section 1 (1, 2, 3, 4, 8, 9)

PROCEDURES FOR CONTROL OF VERMIN, SOLID AND LIQUID WASTE DISPOSAL, PREVENTIVE MAINTENANCE AND INSPECTIONS, REFUSE REMOVAL, AIR CIRCULATION

POLICY:

It shall be the policy of the Marshall County Jail to provide a clean and healthy environment for prisoners and staff. The Jailer shall ensure that the physical plant be equipped and maintained in a sanitary and hygienic manner.

PROCEDURE:

1. Vermin and Pests: The Jailer shall provide for the control of vermin and pests. Upon notification that any area of the physical plant is infested with rodents, insects, lice, or crabs the Jailer or his designee shall take action to eradicate such infestation.
2. Waste Disposal: The Jailer shall ensure that sanitary measures to dispose of liquid and solid waste are available and utilized.
3. Mechanical Equipment: The Jailer shall develop a written plan to periodically clean and inspect mechanical equipment within the facility, including but not limited to:
 - a. Commodes
 - b. Showers
4. Cleaning Schedule: To ensure systematic sanitation of the Marshall County Jail, the Jailer shall create a schedule indicating areas within the facility to be cleaned and the frequency of cleaning the areas. At a minimum, the shower areas shall be cleaned daily. All floors, toilets, bathtubs, and sinks in the jail shall be washed daily or more often as necessary.
5. Refuse Removal: Trash and garbage will be removed from the Marshall County Jail each day as needed.
6. Ventilation: The jail shall have fresh and purified air circulation within prisoner living and activity areas at least equivalent to ten cubic feet per prisoner per minute.

7. Inspection: As required in KRS 441.055, the jail shall be inspected by the Corrections Cabinet semi-annually.
8. The written clean and inspection plan for mechanical equipment shall be attached to this manual.

Cleaning Schedule

Each cell shall have their own cleaning supplies, including:

1. Dust mop
2. Broom
3. Dust pan
4. Wet mop
5. Mop bucket
6. Cleaning bucket
7. Scrub brush with cleaning chemical

Each cell is required to clean six days a week, Monday through Saturday and on Sunday if they request.

Kitchen and hallways are cleaned daily.

Maintenance Schedule

DAILY

Check mechanical rooms for leaks and malfunctions

Check tempered water temperatures, set at 105 to 110 degrees

Check reported temperatures on HVAV computer

Initiate resolutions to reported problems

WEEKLY

Check fire alarm and smoke evacuation systems

Check backup date on computer in control room

Check emergency standby generator

BI MONTHLY

Check for loose drive belts on air handling equipment

Replace air filters in air handling equipment

Reset all valves and check for leaks around valve systems

MONTHLY

Check security systems, cameras, and monitors

Check sewer manholes for blockages

QUARTERLY

Check and trip ground fault circuit breakers

Check oil level in mechanical room pumps

YEARLY

Check all roof fans for loose belts and blockages

Oil door hinges

EVERY SECOND YEAR

Clean condenser coils on room air-conditioning units

STANDARD: 501 KAR 3:080 Section 1 (5, 6, 7, 10, 11, 12, 13)

TO PROVIDE PROPER SANITATION AND HYGIENE IN JAILS, PRISONERS SHALL BE PROVIDED WITH CLEAN JAIL SUPPLIED LINENS, BEDDING, AND PERSONAL HYGIENE ITEMS WHICH SHALL BE CLEANED, REPLACED ON A REGULAR BASIS; HOT AND COLD WATER FOR BATHING; HAIR-CUTTING/SHAVING

POLICY:

All prisoners of the Marshall County Jail shall be encouraged to maintain their personal hygiene and shall be provided all necessary opportunities and supplies to do so.

PROCEDURE:

1. Bedding: Except in detox cells, the jail shall furnish clean, sanitized bedding to each prisoner including, but not limited to:
 - a. One mattress
 - b. Two sheets
 - c. One blanket, when conditions require
 - d. One pillow or pillow ramp inside mattress
 - e. One pillowcase if applicable

Prisoner bedding shall be cleaned on a regular basis according to the following schedule:

- a. Sheets, pillowcases, and mattress cover shall be cleaned at least once per week
- b. Blankets shall be cleaned upon reissue or quarterly, whichever is sooner
- c. Mattresses and pillows shall be cleaned quarterly and upon reissue

2. Uniforms and Towels: Each prisoner shall be issued a clean uniform and towel upon admission to a prisoner living area. Jail uniforms and towels shall be laundered twice weekly or upon reissue. Prisoners shall not be without a clean uniform or towel when the laundry is being processed.
3. Bathing: All prisoners shall be provided shower and bathing facilities within 24 hours of admission. Prisoners shall be permitted to bathe or shower daily. All prisoners in the jail shall be provided hot and cold running water for bathing. Showers located in living areas shall be available to prisoners 24 hours a day.
4. Shaving/Hair Cutting: All prisoners shall be permitted to shave a minimum of two times per week. Communal razors shall not be used. Razors are removed after each use. No prisoner shall be forced to shave except for medical purposes and under the specific orders of the medical authority. Hair cutting services or sanitized hair cutting equipment shall be available to all prisoners. Prisoners shall not be forced to cut their hair except for medical purposes and under the specific orders of the medical authority.
5. Personal Supplies: All prisoners assigned to prisoner living areas shall be issued or permitted to obtain the following hygienic items:
 - a. Soap
 - b. Toothbrush
 - c. Toothpaste
 - d. Female sanitary supplies (where applicable)

Indigent prisoners shall be furnished these items by the jail.

6. Razors: One razor will be issued per prisoner a minimum of two times per week.

STANDARD: 501 KAR 3:130

PROVIDES THAT PRISONER PROGRAMS AND SERVICES SHALL BE AVAILABLE; SPECIFICALLY IDENTIFIES SOCIAL SERVICES, RELIGIOUS SERVICES, RECREATIONAL AND LEISURE TIME ACTIVITIES, AND LIBRARY SERVICES

POLICY:

The Marshall County Jail shall include among its obligations to its community the provision of programs to meet the individual physical, social, educational, religious, and recreational needs of each prisoner.

PROCEDURE:

1. Review: The Jailer shall review, at least annually, prisoner programs and services to ensure compliance with Kentucky Jail Standards.
2. Coordination: The Jailer shall coordinate with community resources when possible to provide prisoner programs.
3. Access to Programs: The Jailer shall ensure equal access to programs and services for all prisoners provided the security and order of the jail is not jeopardized. (See KAR 3:140)
4. Schedule: The Jailer shall ensure that prisoners are informed of program availability and the times and days on which they are scheduled.
5. Specific Programs: The Jailer shall ensure that programs and services include, but not be limited to:
 - a. Social services
 - b. Religious services

- c. Recreational and leisure time activities
- d. Library services
- 6. Educational Programs: The Jailer shall encourage the implementation of educational programs in the jail. The utilization of community resources in these efforts shall also be encouraged to offset the costs of such programs. Education programs may be made available in accordance with KRS 439.179.
- 7. Library Services: Prisoners shall be encouraged to use reading materials. Where resources are available in the community, library services may be made available to all prisoners.

STANDARD: 501 KAR 3:130 Section 1 (1, 2, 3)

WRITTEN POLICY AND PROCEDURES FOR WORK PROGRAMS, INCLUDING SENTENCE REDUCTIONS AS REWARD AND RESTRICTIONS AGAINST REQUIRING UNSENTENCED PRISONERS TO WORK

POLICY:

In order to reduce idleness, vandalism, and to encourage individual responsibility, prisoners in the Marshall County Jail shall be provided every opportunity to engage in meaningful work.

PROCEDURE:

1. Inspection: All prisoners are expected to keep their own quarters in clean and sanitary order. Each day, the detention officer shall visually inspect the prisoner living areas to be sure that:
 - a. Floors have been swept
 - b. Books and magazines are stored on the shelves provided
 - c. The cell fronts are clear of blankets, paper, or other materials
 - d. The plumbing fixtures are clean
 - e. Personal articles (games, writing materials, hygiene items) are properly stored
 - f. Bedding (sheets, blankets, pillows) are properly placed on the bunks
2. Non-Compliance: the detention officer shall first issue a specific verbal request to correct any problems and note the same in the Daily Log. If, after the verbal warning(s), the occupant(s) of a cell has not rectified a deficiency, the detention officer shall make an incident report and submit it to the Jailer.

3. Rewards: Sentenced prisoners who perform community service work as authorized by KRS 441.127 may receive rewards in accordance with judicial orders. State prisoners who have been classified with Levels of 1, 2, 3, or 2A may be paid by the state in accordance with existing Department of Corrections guidelines.
4. Un-Sentenced Prisoners: Un-Sentenced prisoners shall not be required to work except to do personal housekeeping. State Prisoners: State prisoners shall be provided the opportunity to attend adult basic education programs and pursue a GED.
 - a. Programs for state prisoners
 1. OJT work programs. State prisoners shall be provided the opportunity to participate in OJT work programs in accordance with KRS 441.125. State prisoners who have an approved custody level may be allowed to work on community service projects outside the jail when authorized by the Jailer.
 2. Substance abuse programs. State prisoners shall be provided the opportunity to participate in substance abuse programs including AA or NA. State prisoners who have been determined to have substance abuse problems shall be referred to outpatient treatment, which is available in the community. State prisoners, who are in need of extensive substance abuse treatment and have been referred by the Division of Mental Health, shall be allowed to participate in the Substance Abuse Program (SAP) when space is available.

STANDARD: 501 KAR 3:130 Section 4

WRITTEN POLICY AND PROCEDURES TO ENSURE THE RIGHT OF PRISONERS TO VOLUNTARILY PRACTICE THEIR OWN RELIGIOUS ACTIVITIES, LIMITED ONLY TO SECURITY OF THE FACILITY

POLICY:

Every reasonable attempt shall be made by the Marshall County Jail to facilitate the free exercise of religious beliefs by prisoners. The exercise of religious beliefs shall be limited only by legitimate security and operational considerations.

PROCEDURE:

1. Regular Services:
 - a. Schedule: Arrangements shall be made with local clergy to conduct regular ecumenical services each week
 - b. Announcement: When the representative of the clergy has been escorted to the designated area, a detention officer shall go to each housing unit and announce that the service will be held. In the Marshall County Jail, services will be held in the multi-purpose area.
 - c. Return: At the completion of the service, the detention officer will return the prisoners to the housing units.
2. Individual Services: if a prisoner wishes to meet with his or her own pastor or with a representative of a religion for purposes of confession, pastoral counseling or worship, the prisoner shall make such a request directly to the Jailer or designee.

3. Prisoner Choice: Prisoners shall not be required to attend or participate in religious services of discussions.

STANDARD: 501 KAR 3:130 Section 5 (1, 2)

WRITTEN POLICY AND PROCEDURE PROVIDING PRISONERS WITH PHYSICAL EXERCISE, OUTDOOR EXERCISE, LEISURE TIME, AND RECREATION PROGRAMS

POLICY:

Because idleness produces stress and unrest among prisoners and since physical exercise is essential to maintenance of health, the Marshall County Jail shall provide every opportunity for prisoners to engage in recreational activities to the extent that its facilities and personnel will allow.

PROCEDURE:

1. Physical exercise: All prisoners will have the opportunity to participate in an average or one hour of physical exercise per day with at least three exercise periods per week outside of cell. Where the security and safety of the jail and the weather permits, there shall be outdoor exercise.
2. Recreation: Leisure time and recreation programs shall be scheduled to permit prisoners to participate in but not be limited to:
 - a. Board games
 - b. Television and radio
 - c. Leisure reading
 - d. Arts and crafts
 - e. Newspapers

Outside Recreation Supervision

1. Supervision: During the recreation periods, video surveillance shall be used to monitor their activities.
2. Females are to be taken to outside recreation at separate times from the male prisoners.

STANDARD: 501 KAR 3:140 Section 1(a-k)

TO ENSURE THAT THE CONSTITUTIONAL AND STATUTORY RIGHTS OF PRISONERS ARE PRESERVED BY DETENTION AUTHORITIES AND THAT PRISONERS ARE NOTIFIED OF THEIR RIGHTS WHILE INCARCERATED

POLICY:

Federal and state courts have yielded numerous decisions affirming the constitutional rights of prisoners. These decisions have consistently held that detention facilities are civilly liable for practices which deny or contradict the constitutional rights of prisoners in their custody. The Jailer shall be responsible for familiarity with pertinent court decisions and for communication them to the staff of the Marshall County Jail.

PROCEDURE:

1. Review: The Jailer shall regularly review recent court cases and detention standards to ensure that the facility and its practices comply with current requirements.
2. Written Statement: Each jail shall have a written statement of prisoner rights which shall include but not be limited to:
 - a. Access to courts
 - b. Access to attorney
 - c. Mail
 - d. Telephone
 - e. Grievances

- f. Search and seizure
- g. Disciplinary procedure
- h. Racial segregation
- i. Medical care
- j. Mental health (if possible)
- k. Religion

The statement of prisoner rights shall be made available to all prisoners being assigned to general housing units. The prisoner rights may be posted in a conspicuous place, provided in a hard copy format, or provided through closed circuit television.

STANDARD: KAR 501 3:104 E

INMATE RIGHTS

POLICY:

Inmate rights of Marshall County Jail will be:

- (A) Courts – Anytime inmate is on court docket
- (B) Attorney – Anytime by phone in jail, visitation by attorney, any reasonable time
- (C) Mail – Daily on days when mail is delivered
- (D) Telephone – Phone in jail cells
- (E) Search – A search may be conducted at any time when felt necessary
- (F) Disciplinary procedure may result with misbehavior in ways such as:
 - 1. TV, canteen, etc. may be taken away depending on the offense
- (G) There will be no racial segregation
- (H) Medical care will be available when necessary
- (I) Mental health care will be made available (if possible)
- (J) Religious services available in jail weekly
- (K) Written grievances may be made to the Jailer

NOTICE: The following is a list of contraband that is NOT allowed in the jail:

Knives

Guns

Any type of weapon

No tobacco products

No drugs

No drug paraphernalia

Cash

Other item deemed contraband by jailer

Marshall County Detention Center

Limited English Proficiency Policy and Procedures

Policy Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S. C2000 et seq states: "No person in the United States shall, on the grounds of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity receiving Federal financial assistance."

Agency Responsibilities

In August 2000 President Clinton signed Executive Order 13166, requiring all Federal Funding recipients to provide language access to people with Limited English Proficiency. Because the Marshall County Detention Center has applied for federal funding we do not, based on national origin, deny services or other benefits, or provide different services.

Overview of Marshall County Detention Center

The Marshall County Detention Center is located in rural Western Kentucky. The Facility has very few bookings that need the LEP plan. The Facility has only had to use an interpreter at the most, 5 times in the past 10 years. The situations being with Hispanic people that have an LEP.

Agency Responsibilities

To ensure that services are delivered to clients identified as having LEP, the Marshall County Detention Center shall be required to:

1. Use Language Identification Cards at first contact with the person with LEP to identify their primary language.

2. Call the local interpreter for the Marshall County Detention Center, which provides services of the AOC at the Marshall County Judicial System, or call the Marshall County Sheriff's Office for a list of their interpreters.
3. Try diligently to ensure that no unreasonable delay in services occur during this process.
4. Monitor compliance in the office to ensure that proper procedures are followed.

Employee Responsibility

Some people, who may speak and appear to understand some English, may not necessarily have the skills to understand their rights and responsibilities and services offered. Staff must identify customers who need language assistance and identify the person's language. Staff must follow the procedures below to ensure that people with LEP receive adequate services.

1. Staff must identify the client's primary language at first contact so language services can be provided to the person at no cost and without unreasonable delay.
2. Inform people with LEP of their right to an interpreter (verbal) at no cost to them and without unreasonable delay

Note: Staff is not to use family members, friends of the inmate, or other inmates to translate. Employees must call for the local interpreter.

STANDARD: 501 KAR 3:140 Section 1 (2, 3)

THE JAILERS SHALL NOT PROHIBIT A PRISONER'S RIGHT OF ACCESS TO THE JUDICIAL PROCESS

POLICY:

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

PROCEDURE:

Prisoners represented by Counsel:

1. Requests: The Marshall County Jail has established procedures designed to provide prisoners ample access, through visitation and mail, to attorneys. Any prisoner who is represented by counsel shall make requests, verbal or written, for any legal reference material directly to his/her attorney.
2. Delivery: In an attorney brings or mails to the facility any legal reference material, the detention officer shall be responsible for inspecting such material for contraband in the presence of the prisoner within 24 hours of its receipt and having it delivered to the prisoner.
3. Denial: No officer or other staff member of the facility shall be allowed to refuse the delivery of legal reference material from counsel to a prisoner. If a detention officer reports that the legal references in a prisoner's cell are accumulating to an unsafe level or making cell inspections difficult, the detention officer shall notify the Jailer.

4. Consultation: The Jailer shall then consult with the prisoner's attorney to determine the most equitable solution. Should the situation become unmanageable for the facility the jailer will consult with the Judge of the appropriate court and attempt to resolve the matter?

Prisoners not represented by Counsel:

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

Note: Officers may assist prisoners in preparing request, but they are under no obligation to do so.

6. Response: The officer who receives the request for legal reference materials shall:
 - a. Date and initial the request
 - b. Transmit the request to the Jailer
 - c. The Jailer shall transmit the request to the County Attorney, or the Office of Public Advocacy
 - d. Return the request to seek clarification from the prisoner. If this occurs, the Jailer shall discuss, or designate someone to discuss, with the prisoner the nature of the request. If it is evident that the prisoner is unwilling or unable to be more specific, the Jailer or his designee shall advise the prisoner that the facility cannot act as a legal researcher and that the prisoner may express a grievance if the prisoner desires.
 - e. Use discretion in interpreting the request
 - f. Fill the request as stated or as interpreted by making photocopies of the appropriate materials and transmitting them to the facility.
7. Limitations: Prisoners not represented by counsel shall be permitted to make no more than one request per week for legal reference material.
8. Courts: The Jailer shall ensure that communication between the court and a prisoner be permitted. Regular telephone privileges shall be allowed for prisoner/court communication.
9. Documentation: All telephone calls from the prisoner to the court shall be recorded in the telephone log except where there is continuous in-cell phone service available. All personal appearances in court by the prisoner shall be recorded in the Daily Log.
10. Confidentiality: The Jailer shall ensure the right of prisoners to confidential access to their attorney and their authorized representative.
11. Clothing Policy: All prisoners are to wear jail issued clothes when going to court. Prisoners going to court for a jury trial only may wear street clothes. At all other court proceedings they are to wear jail issued clothing. All prisoners appearing before the parole board are to wear jail issued clothing.

STANDARD: 501 KAR 3:140 Section 1 (5, 6, 7, 8)

WRITTEN POLICY AND PROCEDURE DEFINING JAIL'S VISITATION RULES INCLUDING VISITING HOURS, SPECIAL VISITS, REGISTRATION, RESTRICTIONS, CONFIDENTIALITY

POLICY:

It is the policy of the Marshall County Jail to enable and encourage prisoners to maintain contact with family and friends through regular visits.

PROCEDURE:

1. Times: Families, friends, and relatives of prisoners may visit on indicated days and times of visitation. There shall be no less than two visiting days each week, one of which must be during the weekend.
2. Frequency: At least one visit per week per prisoner shall be allowed except when a prisoner has been assessed a disciplinary penalty for an infraction of rules governing visitation.
3. Duration: Visits shall not be less than fifteen minutes.
4. Number of Visitors: Two or more visitors permitted to visit a prisoner at the same time shall count as a single visit.
5. Children: Children, when accompanied by an adult, shall be permitted to visit prisoners.
6. Special Visits: Attorneys, clergy, and medical personnel shall be permitted to visit prisoners at reasonable hours other than during regularly scheduled visiting hours and shall not count as an allotted visit.
7. Registration: Visitors shall register before admission and may be denied admission for refusal to register, for refusal to consent to search, or for any violation.

8. Restrictions: Prisoners shall not be restricted in regard to whom they may have as a visitor unless the Jailer determines that a visitor should be excluded due to the existence of one or more of the following conditions:
 - a. The visitor represents a clear and present danger to security
 - b. The visitor has a past history of disruptive conduct at the jail
 - c. The visitor is under the influence of alcohol or drugs
 - d. The visitor refuses to submit to search or show proper identification
 - e. The prisoner refuses the visit
 - f. The prisoner has a court order for no contact with the visitor
9. Observation: The jail staff may monitor and record visitor and prisoner conversation. Notification shall be posted in a conspicuous location in the visiting areas for security reasons.
10. Exceptions: Prisoners may be allowed visits at times other than regular visiting hours when approved by the Jailer

11. Scheduled Visitation Times:

Tuesday – males 7:30 to 10:30 AM; females 12:30 to 1:30 PM

Wednesday – males 7:30 to 10:30 AM; females 12:30 to 1:30 PM

Thursday – males 7:30 to 10:30 AM; females 12:30 to 1:30 PM

Friday – males 7:30 to 10:30 AM; females 12:30 to 1:30 PM

Saturday – males 7:30 to 10:30 AM; females 12:30 to 1:30 PM

STANDARD: KAR 3:140 Section 2 (1, 2, 3)

WRITTEN POLICY AND PROCEDURE FOR RECEIVING AND SENDING MAIL THAT PROTECTS PRISONER'S RIGHTS AND PROVIDES FOR SECURITY PRACTICES

POLICY:

It is the policy of the Marshall County Jail to ensure the ability of a prisoner to communicate with persons outside the facility, except where such restrictions are clearly necessary to the maintenance of the order and security of the facility.

PROCEDURE:

Outgoing and Internet Mail: Any prisoner may correspond with anyone as long as such correspondence does not violate any state or federal law except that caution shall be taken to protect the prisoner's rights in accordance with court decisions regarding correspondence.

1. Indigent Prisoners: If a prisoner without funds wishes to send mail, the Canteen Supervisor or Canteen Officer who receives the request for postage and writing materials from the prisoner will:
 - a. Supply the prisoner with up to four envelopes, ten sheets of paper, four postage stamps, and a pencil, which may be replenished no more than once per week per prisoner.
2. Letters: Letters addressed to prisoners, except those from attorneys, the courts, or other public officials, may be opened and inspected by a detention officer for contraband and materials or information that threatens the security of the facility.

- a. Letters from attorneys, the court, or other public officials may be opened by the detention officer in the prisoner's presence during the routine mail delivery.
3. Letters from attorneys, courts, or other public officials shall not be read by detention officers.
4. Parcels: Parcels shall be opened by the detention officer and inspected for contraband.
5. Books, Magazines, and Newspapers: Books, magazines, and newspapers shall be inspected for contraband and subject to censorship by the detention officer. (See form on following pages)
6. Contraband: If a letter, parcel, or other incoming mail is discovered to contain contraband, the prisoner will be verbally informed that items of contraband were found.
7. Money: If money is found in an envelope or parcel, the prisoner will be responsible for the money or given a receipt, and the amount of the deposit will be recorded on the prisoner's account sheet.
8. Undeliverable: If any incoming mail is undeliverable (e.g. the prisoner to who addressed is no longer in custody), the central control officer will attach an explanatory note to the mail and return it to the sender.
9. Court Decisions: The Jailer shall ensure that prisoners' rights in accordance with court decisions regarding correspondence be protected.

Censorship Guidelines

The following shall not be allowed in the prisoner's possession or in the living quarters and shall be confiscated as censored materials.

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

Note: A review committee consisting of the Jailer, a member of the clergy, and a lawyer shall approve/disapprove all questionable materials.

STANDARD: 501 KAR 3:140 Sections 3 (1, 2, 3, 4, 5, 6)

WRITTEN POLICY AND PROCEDURE GOVERNING PRISONER USE OF THE TELEPHONE;
PROVIDES FOR ACCESS, DOCUMENTATION, FREQUENCY, EXPENSE, DURATION, MONITORING,
AND SUPERVISION OF TELEPHONE PRIVILEGES

POLICY:

Each prisoner shall have equal and adequate access to a telephone to maintain community ties and contacts with attorneys. Telephone calls will be permitted.

PROCEDURE:

1. Requests: All prisoners have access to a telephone in each cell from 6 AM to 10:30 PM.
2. Special Request: Request to call attorneys or probation/parole officers shall be approved by the Jailer. All long distance calls must be collect calls. Newly admitted prisoners shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of their choice, or to a family member, as soon as practical, generally within one hour after arrival, until one call has been completed.
3. Expense: Any expense incurred for calls shall be borne by the prisoner or the party called.
4. Monitoring: If calls are monitored, the prisoner shall be notified.

5. Documentation: The Jailer or his designee shall maintain a log of all telephone calls made by a prisoner during the admission period, unless those calls are made from a prisoner housing area. After the call has been completed, the time, number, and the party called shall be noted by the detention officer on the telephone log. This applies to all calls, even if the party is not reached or the party refused to accept the reversed charges for a toll call. The officer need not keep a log in the case of continuous telephone service.
6. Suspension of Privileges: Telephone privileges may be suspended for a designated period of time if telephone rules are violated.

STANDARD: 501 KAR 3:140 Section 6

WRITTEN PRISONER GRIEVANCE PROCEDURE THAT IS AVAILABLE TO ALL PRISONERS

POLICY:

Any prisoner shall be allowed to file a grievance at such time as the prisoner believed he or she has been subject to abuse, harassment, abridgement of civil rights, or denied privileges specified in the prisoner rules. (Grievance must be restricted to incidents which occur while the prisoner is in custody or the facility.) No prisoner shall fear against reprisal for initiating grievance procedure in an attempt to resolve legitimate complaints.

PROCEDURE:

1. Transmittal: A grievance shall be made in the form of a written statement by the prisoner promptly following the incident. Such statement shall be transmitted promptly and without interference, to the chief deputy by a detention officer or staff member to whom the grievance is given.
2. Contents: The grievance shall state fully the time, date, and names of those detention officers and/or staff members involved, and pertinent details of the incident including the names of any witnesses.
3. Review: Upon receipt of a grievance by the Jailer, the chief deputy shall review the grievance and determine if it constitutes:
 - a. A prohibited act by a detention officer or staff member
 - b. A violation of the prisoner's civil rights
 - c. A criminal act

- d. An abridgment of prisoner privilege as cited in the posted rules
4. Investigation: If the grievance constitutes a prohibited act by a detention officer or staff member, a criminal act, or a violation of the prisoner's civil rights, the chief deputy shall order a prompt investigation. If the grievance constitutes an abridgment of the prisoner's privileges, the Jailer may appoint an impartial member or the staff to investigate the grievance and make a report of findings and recommendations.

Note: Any officer or staff member who subjects a prisoner to harassment, curtailment or privileges or any type of punishment because of a grievance, or attempts or prevent or interfere with the reporting of a grievance, shall be subject to disciplinary action.

5. Response: Any prisoner who submits a grievance to the chief deputy will receive a response within ten days following the investigation of the grievance, to include findings and actions taken by the Jailer. If no response is received by the prisoner after the ten day limit the grievance is presumed to be denied.
6. Appeal: If not satisfied with the disposition of the grievance by the chief deputy, the prisoner may set forth his grievance in writing and his objection to the disposition of the grievance. The prisoner's appeal will then be forwarded to the Jailer. If no answer is forwarded within 10 days then the grievance can be presumed to be denied.

STANDARD: 501 KAR 3:140 E 8

EACH JAIL SHALL HAVE A WRITTEN POLICY AND PROCEDURE FOR MAINTAINING DISCIPLINE; DEFINITIONS AND OFFENSES

POLICY:

Every prisoner of the Marshall County Jail has the right to know what behavior is expected and the penalties for misbehavior. The disciplinary process must be fair and systematic so that no person, staff or prisoner, may plead ignorance of the rules or bias in the procedure. Hasty, arbitrary, and/or corporal punishment shall not be allowed.

PROCEDURE:

Definitions and Classes or Disciplinary Offenses:

1. Violations: A prisoner shall only be subject to discipline for those violations described in the posted rules, or those which have been, or may be, prescribed by state law. If the offense committed constitutes a crime, the Jailer shall refer the case to the appropriate prosecuting attorney for possible charges. Whether or not the offense constitutes a crime, the prisoner shall be subject to disciplinary action.
2. Violation Classification: Violations shall be classified as Minor, Major, or Serious according to the following descriptions:

- a. Minor: Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, prisoners, visitors, or the prisoner who committed the violation. Such violations may include, for example;
 - (1) Failure to comply with any officer's lawful orders
 - (2) Profanity, derogatory remarks or gestures to any member of the staff, visitors, or fellow prisoners
 - (3) Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows
 - (4) Loud talking or unnecessary noise after lights out
 - (5) Talking through windows to person(s) on the exterior of the jail
 - (6) Failure to perform routine duties such as cleaning housing areas
 - (7) "horseplay", teasing, or verbally harassing other prisoners
 - (8) Destroying jail property or property of other prisoners
 - (9) Obstructing view of living area or cell door windows
 - (10) Unnecessary tampering with TV or radios
 - (11) Tampering with electrical outlets
- b. Major: Major offenses shall include persistent minor rule infractions, cases where a determination is made that the remedy for a minor violation serves no deterrent effect, and rule violations, which cannot be considered minor but do not constitute a present and immediate threat to the security or the facility, its staff, prisoners, visitors, or the prisoner committing the offense. Such violations may include, for example:
 - (1) Repeated minor violations
 - (2) Disobeying an officer
 - (3) Lying to an officer
 - (4) Fighting, molesting
 - (5) Minor damage of facility property (less than \$50)
 - (6) Abusing commissary, visiting, telephone privileges
 - (7) Abusing food services
 - (8) Attempting to control the behavior of other prisoners through coercion, force, or threat. Assigning work to other prisoners.
 - (9) Disrupting religious, medical or food services or any other facility activity or program
 - (10) Smoking
 - (11) Stoppage or placement of foreign matters into toilet or sinks
 - (12) Retention of any medication issued at this facility or from any other source
 - (13) Writing on the walls or furniture
 - (14) Possession of anything not on the list of Permitted Items or authorized by the facility staff
 - (15) Possession of tattooing equipment
 - (16) Attempting to produce "home brew" (alcoholic beverages)
- c. Serious: Serious violations shall include acts which constitute violations of statutory law and/or present an immediate threat to the security of the facility, its staff, prisoners, visitors, or the prisoner committing the violation. Such acts include, for example:

- (1) Repeated major violations
- (2) Assault on another prisoner or staff member
- (3) Escape, attempted escape, or aiding another in escape
- (4) Possession of alcoholic beverages (home brew) or unauthorized drugs
- (5) Theft
- (6) Damage of facility property (in excess of \$50)
- (7) Interfering with security operations of the facility
- (8) Arson
- (9) Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon
- (10) Creating or inciting a riot
- (11) Malicious destruction, alteration, or misuse of property
- (12) Possession of any tool that may aid in an attempt to escape (soap gun, hacksaw blades, wrench, key)
- (13) Photographic equipment

STATEMENT OF PRISONER RIGHTS

ACCESS TO COURTS

Any prisoner who is represented by counsel shall make requests, verbal or written, for any legal reference material directly to his/her attorney.

Legally related mail will be inspected by a detention officer for contraband in the presence of the receiving prisoner within 24 hours of its receipt in the jail.

Denial of delivery of legal reference materials from counsel to a prisoner is not allowed.

Prisoners not represented by counsel may make written requests for legal reference material to any officer by listing on plain paper:

1. Name of prisoner
2. Date of request
3. Specific description of requested material

ACCESS TO ATTORNEY

The prisoner has a right to confidential access to his or her attorney or the attorney's authorized representative.

Letters from attorneys, courts, or other public officials will not be read by jail officers.

Telephone calls to attorneys will be allowed at any time as the officer's schedule allows.

Any prisoner may correspond with anyone outside the detention facility as long as each letter or parcel bears the proper postage.

A prisoner without funds will be provided with two envelopes, ten sheets of paper, two postage stamps, and a pencil once per week.

TELEPHONE

Newly admitted prisoners shall be permitted a reasonable number of local or collect long distance calls to an attorney or to a family member within one hour of booking until one call has been completed.

Each prisoner shall be permitted to complete at least one telephone call each week.

GRIEVANCES

Prisoners are allowed to submit grievances if the grievance is made in the form of a written statement promptly following the incident, sealed in an unstamped envelope and addressed to the Jailer.

An appeal of the decision is allowed.

SEARCHES

Each search of a prisoner shall be done in a private area, protecting the prisoner's dignity.

A staff member of the same sex as the prisoner shall perform all strip searches.

RACIAL SEGREGATION

The prisoner classification system does not allow discrimination or segregation based on race, color, creed, or national origin.

MEDICAL AND MENTAL HEALTH CARE

Prisoners are entitled to health care comparable to that available in the community. A licensed physician selected by the Jailer will deliver medical care.

Sick call will be available at least three times per week. Prisoners will request medical care by completing the Medical Request Card Form.

A prisoner who has been prescribed treatment by a recognized medical authority and cannot receive that treatment in jail will be moved to a proper medical facility. Emergency medical, dental, and psychiatric care shall be available to prisoners commensurate with the level of care available in the community.

RELIGION

Prisoners are allowed to practice their religion within limits necessary to maintain institutional order and security.

Prisoners shall have the opportunity to participate in religious services and to receive religious counseling within the jail.

Prisoners are not required to attend or participate in religious services or discussions.

APPEAL OF CLASSIFICATION

Procedure: Upon receiving classification, an inmate has the right to appeal his/her classification by sending an appeal to the Department of Corrections Classification Board. An inmate is eligible for reclassification every ninety days.

MEDICAL SERVICE

Procedure: Drug testing is done at random times. The jail nurse or jail personnel may conduct the tests. A random number of inmates are tested; the number is determined by the Jailer. Anytime an inmate is suspected of drug or alcohol use, that inmate may be tested. The screening is done by in-house testing or, at the discretion of the Jailer; the tests may be sent out for laboratory screening. Results will be given to the inmate at the time the results are completed.

ADMISSION AND RELEASE

Procedure: An inmate may be released from the Class D Program and be transferred back to the jail for committing any major violation of rules set forth by the Marshall County Detention Center and/or the Department of Corrections. An inmate may also be reviewed after committing three minor violations. At such time that an inmate is transferred, there will be an incident report filled out specifying the reason for the transfer. The inmate's records and personal property will be sent also.

Restricted Custody Rules

1. No visiting dorm to dorm at any time, no gathering in hallways.
2. Doors between dorms are for emergency evacuation only.
3. Blues will be worn at all times outside dorm area.
4. Lights out will not be after 10:30 PM.
5. TV's will be turned off at 11:00 PM; back on at 05:00 AM.
6. Inmates are restricted to dorm areas except for meal times and posted recreational times.
7. Meal times will be as follows (give or take 30 minutes)
 - A. Dorm 1 and 2 will be 05:30 AM, 11:00 AM and 05:00 PM
 - B. Dorm 3 and 4 will be 06:00 AM, 11:30 AM and 05:00 PM
8. Visitation times are:
 - a. Dorm 1 and 2, 8 to 9 AM on Saturday
 - b. Dorm 3 and 4, 9:30 AM to 10:30 AM on Saturday
 - c. On Thursday, all dorms visit 8 to 9 AM
9. No food or drinks allowed during visitation.
10. Inmates are to keep their living areas clean and neat. Beds are to be made before leaving for work.
Dining areas are to be kept neat and clean. Inmates are to keep everything off the floor.
11. Random drug testing will be done at the discretion of the Jailer.
12. Escape charges will be filed if outside doors are opened without permission of staff.
13. Time in quiet room will be allowed at the discretion of the Jailer.

14. Chairs will be allowed in the dorms in the evening, whoever carries a chair in the dorm is responsible for carrying it out before bedtime, but not later than 10:30 PM.
15. Inmates are to use assigned beds and lockers.
16. Packages sent to inmates by any means shall not exceed 12x12x18.
17. Number of packages received per month may be lowered if a package problem persists.
18. All inmates' personal property must be kept in dorm locker or change room locker, not on the floor at any time.
19. Inmates are allowed to lock lockers but they must be opened if asked by deputies or Jailer.
20. Nothing is to be brought from job sites.
21. Empty beds are to be kept free of litter and inmate belongings. Beds may be used by laundry personnel for the sorting of clothing.
22. There is to be no cans brought out of quiet room to dorm or hallways.
23. There will be no gambling or illegal activities at any time.
24. There is to be nothing stuck on walls, windows, or lockers.
25. Inmates will be allowed a picture, cup, and book only on top of locker.
26. There will be no glass or cans allowed in dorms.
27. There will be no selling or food items to anyone (for profit)
28. Razors will be changed one time a week (normally on Sunday)
29. Medicine will be given at 6AM, 12 Noon, 5PM, and 10PM
30. There is to be nothing worn on any inmate's head at any time the inmate is outside of the dorm area.

Resident Program Service

Procedure: Guidelines for resident's transportation to and from work.

The class D Community Service inmates will be transported to and from work by the supervisors for whom they are working. The person picking up the inmates is required to sign a body receipt.

Verification and Monitoring of Resident's Employee Status

Procedure: At the time a Class D inmate is released for work the supervisor for which the inmate works signs a body receipt. Then the inmate is signed out on a daily log by date, time of departure, and time of arrival. The inmate is also signed out on an inmate man-hour log. This log determines destination and number of days for which the inmate has worked.

Job Sites inspections are conducted randomly. Phone numbers and addresses are available for places at which the inmates are employed.

Reimbursement

Procedure: Work release, housing fee, or any other fee obtained while an inmate is incarcerated will be ordered by the court and will be collected by the Jail staff and turned in to the County Treasurer's Office.

Recreation

Procedure: Inmate recreation is allowed in the multi-purpose room. The Class D inmates are allowed recreation between 5:30 and 10:30 PM, Monday-Friday and open all day on the weekends. They are allowed outdoor recreation on Saturdays and Sundays. These inmates are allowed to work outside the facility at least five days per week.

Volunteers

Procedures: The volunteers are interviewed and chosen by a brief evaluation by the Jailer. The evaluation is done based on past experience, references, and availability. The Marshall County Detention Center has a volunteer Chaplain. The Chaplain monitors any other chaplains or religious volunteers who work inside the jail. The facility also has a contract with 4-Rivers Behavioral Health for the substance abuse program and inmate counseling. The Marshall County Adult Learning Center has a GED program. The programs are available to those inmates who have been approved to attend.

Classification

Procedure: Admission into the Community Service Program is approved by the inmate's classification. The classification is done through the Department of Corrections Classification.

Classification is as follows:

1. Community
2. Minimum
- 2a. Minimum – close

Any classification above a 2a remains in the jail.