

MOHAVE COUNTY SHERIFF'S OFFICE

SUBJECT: TABLE OF CONTENTS

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 5

REVISED: 09-05-08 (04-23-09) (07-22-10)

SECTION: 1.0 - ADMINISTRATION

- 1.1 CHAIN OF COMMAND (revised 06-04-02)
- 1.2 GOALS AND OBJECTIVES (revised 06-04-02)
- 1.3 UNIFORM ATTIRE AND GROOMING STANDARDS (revised 05-22-07)
- 1.5 BUILDING MAINTENANCE (revised 06-04-02)
- 1.6 STAFF SEXUAL MISCONDUCT WITH INMATES
- 1.7 PRE-TRIAL INVESTIGATIONS AND SUPERVISION SERVICES

SECTION: 2.0 - ADMISSIONS

- 2.1 WEAPONS (revised 04-30-02)
- 2.2 IDENTITY OF ARRESTING OFFICER (revised 06-04-02)
- 2.3 REQUIRED COMMITMENT DOCUMENTS (revised 06-06-02)
- 2.4 CONDITION OF PRISONERS BEING ACCEPTED (revised 06-04-02) (revised 02-05-08)
- 2.5 INMATE PROPERTY (revised 06-18-02)
- 2.6 CLOTHED / UNCLOTHED SEARCHES (revised 06-04-02)
- 2.7 COMPLETION OF BOOKING PROCEDURES (revised 06-04-02)
- 2.8 JUVENILE PRISONERS (revised 04-30-02)
- 2.9 COURTESY HOLDS FOR OUTSIDE AGENCIES (revised 06-04-02)

SECTION: 3.0 – INMATE RELEASES

- 3.1 INMATE RELEASES (revised 04-29-02)

SECTION: 4.0 – UNIT MANAGEMENT

- 4.1 CONTROL ROOM I (revised 04-29-02)
- 4.2 CONTROL ROOM II (revised 04-29-02)
- 4.3 CONTROL ROOM III (revised 04-29-02)
- 4.4 POD MANAGEMENT

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: TABLE OF CONTENTS

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 5

REVISED: 09-05-08 (04-23-09)(07-22-10)

- 4.5 A-POD DISCIPLINARY SEGREGATION
- 4.6 B-POD ADMINISTRATION SEGREGATION (revised 04-30-02)
- 4.7 SECURITY INSPECTIONS (revised 04-30-02)
- 4.8 CONTRABAND / CRIME SCENE / CRIMINAL EVIDENCE (revised 05-13-03)
- 4.9 INMATE MOVEMENT (revised 04-30-02)
- 4.10 LOG BOOKS (revised 06-04-02)
- 4.11 CLOTHING AND LINEN EXCHANGE (revised 04-30-02)
- 4.12 RAZOR CONTROL (revised 05-14-02)
- 4.13 OUTDOOR RECREATION (revised 01-09-08)
- 4.14 SUICIDE PREVENTION / SPECIAL WATCHES REVISED (05-14-02)
- 4.15 USE OF ELECTRONIC IMMOBILIZATION DEVICE (revised 04-30-02)
- 4.16 USE OF PHYSICAL RESTRAINTS (revised 06-03-02)
- 4.17 USE OF CHEMICAL AGENTS (revised 06-22-10)
- 4.18 USE OF FORCE (revised 06-18-02)
- 4.19 JAIL ISSUED INMATE PROPERTY CHECKLIST (revised 04-30-02)
- 4.20 JAYCOR PEPPERBALL SYSTEM
- 4.21 INMATE SANITARY PROGRAM (revised 06-18-02)

SECTION: 5.0 - CLASSIFICATIONS

- 5.1 CLASSIFICATION OF INMATES (revised 06-03-02)
- 5.2 HOUSING ASSIGNMENTS (revised 05-15-02)
- 5.3 SEGREGATION – ADMINISTRATION AND DISCIPLINARY (revised 05-15-02)
- 5.4 SEGREGATION – EMERGENCY / IMMEDIATELY (revised 05-15-02)
- 5.5 RECLASSIFICATION OF INMATES (revised 05-16-02)
- 5.6 INMATE IDENTIFICATION BANDS (revised 09-18-07)

MOHAVE COUNTY SHERIFF'S OFFICE

SUBJECT: TABLE OF CONTENTS

DETENTION DIVISION
POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 3 OF 5
REVISED: 09-05-08 (04-23-09)

SECTION: 6.0 – DISCIPLINARY

- 6.1 DISCIPLINARY PROCEDURES (revised 06-05-02)
- 6.2 INMATE GRIEVANCE PROCEDURES (revised 07-16-02)
- 6.3 DISCIPLINARY DIET

SECTION: 7.0 – MEDICAL (revised 06-19-00)

- 7.1 HEALTH CARE SERVICES (revised 01-07-03)
- 7.2 MEDICAL EMERGENCY / UNSCHEDULED MEDICAL TRANSPORT (revised 06-05-02)
- 7.3 MEDICATION ADMINISTRATION AND DISPENSING (revised 06-05-02)
- 7.4 INMATE DEATH (revised 01-31-03)
- 7.5 EXPOSURE CONTROL PLAN (revised 06-05-02)
- 7.6 INMATE CO-PAYMENT FOR MEDICAL COSTS (revised 01-13-03)

SECTION: 8.0 – INMATE COMMUNICATIONS (revised 10-11-00)

- 8.1 MAIL (revised 02-18-04)
- 8.2 TELEPHONE (revised 06-18-02)
- 8.3 VISITATION (revised 06-05-02)

SECTION: 9.0 – INMATE PROGRAMS

- 9.1 INMATE LIBRARY SERVICES (revised 06-05-02)
- 9.2 INMATE LAW LIBRARY (revised 06-0-02)
- 9.3 INMATE COMMISSARY (revised 06-19-02)
- 9.4 RELEASE OF PROPERTY OR FUNDS TO A THIRD PERSON (revised 05-24-02)(revised 03-20-09)
- 9.5 INMATE MARRIAGES (revised 06-06-02)
- 9.7 VOLUNTARY PROGRAMS (revised 06-05-02)

SECTION: 11.0 – EMERGENCY PROCEDURES

- 11.1 FIRE EMERGENCY (revised 05-31-02)

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

SUBJECT: TABLE OF CONTENTS

- 11.2 FIRE SAFETY (revised 01-09-07)
- 11.3 HOSTAGE, RIOT, GROUP DEMONSTRATION (revised 05-23-02)
- 11.4 ESCAPE (revised 06-06-02)
- 11.5 BOMB THREAT (revised 06-06-02)
- 11.6 CAMCORDER (revised 05-31-01)
- 11.7 INMATE EVACUATION FROM COURTS & PUBLIC BUILDINGS (revised 06-06-02)
- 11.8 SELF CONTAINED BREATHING APPARATUS (S.C.B.A.) (revised 08-08-02)
- 11.9 INMATE SUPERVISION AT OUTSIDE MEDICAL FACILITIES (revised 05-31-02)
- 11.10 DETENTION RESPONSE TEAM (D.R.T.)
- 11.11 SEXUAL ASSAULT PREVENTION (new policy)

SECTION: 13.0 – MISCELLANEOUS (revised 08-24-00)

- 13.1 INTOXILYZER (revised 07-16-02)
- 13.2 DATA TERMINALS (revised 06-03-02)
- 13.3 SHIFT BRIEFING / STAFF MEETING (revised 06-06-02)
- 13.4 TOURS (revised 06-06-02)
- 13.5 COMMUNICATIONS SYSTEMS (revised 06-03-02)
- 13.6 HEADCOUNT (revised 06-03-02)
- 13.7 FOOD SERVICES (revised 06-03-02)
- 13.8 VICTIM RIGHTS (revised 02-04-03)
- 13.9 HAZARD COMMUNICATION PROGRAM
- 13.10 BIO-HAZARD CLEANUP
- 13.11 BASIC INMATE SUPERVISION FOR WORKING INMATES
- 13.12 BODY ORIFICE SCANNING SYSTEM (B.O.S.S.) (revised 12-03-02)
- 13.13 DETENTION DIVISION POLICE SERVICE DOG TEAM (K-9)

MOHAVE COUNTY SHERIFF'S OFFICE

SUBJECT: TABLE OF CONTENTS

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

SECTION: 14.0 – FUGITIVE AND WARRANTS TRANSPORTS

14.1 INMATE TRANSPORT

SECTION: 15.0 – MCDF JAIL ANNEX FACILITY (revised 01-09-08)

15.1 MCDF JAIL ANNEX FACILITY (revised 01-09-08)

- I. OPERATIONS
- II. INTAKE
- III. RELEASE
- IV. CONTROL ROOM MANAGEMENT
- V. FLOOR OFFICERS MANAGEMENT
- VI. HEADCOUNT
- VII. MEDICAL SERVICES
- VIII. MEALS

SECTION: 16.0 – MCDF JAIL DISTRICT II AND III SUBSTATIONS (revised 01-31-08)

16.1 MCDF JAIL DISTRICT II AND III SUBSTATIONS (revised 01-31-08)

- I. OPERATIONS
- II. INTAKE
- III. RELEASE
- IV. FACILITY MANAGEMENT
- V. DUTY OFFICER MANAGEMENT
- VI. HEADCOUNT
- VII. MEDICAL SERVICES
- VIII. MEALS

POLICY

The chain of command has been established to provide for the orderly flow of information up and down the chain.

PROCEDURE

All information, problems or requests that persons in the chain of command would logically be interested in, will be passed to the next step in the chain (up or down) as necessary.

- A. A step in the chain of command can be bypassed in certain circumstances, as follows:
 - 1. During an emergency if the next person in the chain of command is not readily available.
 - 2. Reporting misconduct of a person in the chain of command to the next step up the chain.
- B. When a problem cannot be addressed satisfactorily by the next step up the chain of command, the problem can be taken up the chain of command.
 - 1. At each step up the chain of command, that person will have the opportunity to resolve the problem.
 - 2. Each step in the chain of command will be advised that a problem or request is being taken to the next higher step.
 - 3. In most matters the sheriff is the final authority.
- C. Failure to follow the chain of command by intentionally bypassing a step(s) can result in disciplinary action being taken.

Date

Thomas M. Sheahan, Sheriff

POLICY

The Mission Statement of the M.C.S.O. Detention Facility will be to safeguard the principles of the United States Constitution and protect the inherent right of an individual to presumptive innocence and strive to preserve human dignity by providing a secure and safe environment to all who are within the facility.

This will be accomplished by:

1. Timely and expedient processing of all persons entering or leaving confinement of this facility.
2. Thorough evaluation and classification of all individuals remanded to the custody of the jail.
3. Ongoing observation and management of detainee housing and activity areas.
4. Control of contraband through effective and continuous searches.
5. The ability of the staff to recognize and respond to individual needs.
6. Encouraging an interactive process between all facets of the Facility.
7. Promoting effective communications between all levels of departmental staff.
8. Ensuring continued excellence in the Detention Facility by providing an environment conducive to personal satisfaction and professional development.
9. Enhancing the public's knowledge and perceptions of the Detention Facility in a positive manner.
10. Providing input in the planning for future needs of the Detention Facility.

Date

Thomas M. Sheahan, Sheriff

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 1.3

**SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 1 OF 7

REVISED: 05-22-07

POLICY:

To insure each Detention Officer, Office Assistant/Detention Assistant maintains a thoroughly professional image and appearance while engaged as an employee of the Mohave County Sheriff's Office and Corrections Division. This policy shall become effective February 15, 2001 and supercede all previous policy-and procedures. This policy is intended to coincide with the provisions of Mohave County Sheriff's Office General Order 1.10 and applicable Mohave County Merit Rule.

PROCEDURE:

- A. Upon initial hire, each Detention Officer will receive and sign for three (3) long sleeve shirts, three (3) short sleeve shirts, three (3) uniform trousers, one (1) uniform jacket, one (1) uniform tie with silver tie bar, one (1) Detention Officer badge with ID card, one (1) nylon duty belt with handcuff case and glove pouch. Name tags will be ordered by the Department and issued upon receipt. Name tags shall indicate first initial and last name only. Uniform sizes not available will be ordered by the Department and issued upon receipt.
- B. Upon retirement, resignation or termination of any employee, all Department issued materials will be turned in to the Sheriff's Office procurement manager. All uniform shirts, trousers, jackets and tie shall be professionally laundered, on hangers with plastic covers. Any uniform item which the employee had altered after receipt shall be replaced as to original size, shape, etc., at the expense of the employee. Each uniform, item shall be inspected at the time they are turned in. Shirts, trousers and jackets shall have sizes indicated on each item.

ATTIRE:

A. STANDARD DETENTION OFFICER UNIFORM:

- 1. Long sleeve shirt (Class A); manufactured by "Code-3"; men's style # 3106; ladies' style #L3106. Short sleeve shirt (Class B); manufactured by "Code-3"; men's style # 3206, ladies style # L3206.
 - a. All shirts shall be clean; free of spots, tears or wear and tear stress blemishes. Sleeves shall have a sharply defined crease as to present a professional appearance at all times.
 - b. The long sleeve, Class A shirts, shall be worn with a tie for official or ceremonial functions, court appearances or any function specifically designated by the Sheriffs administration. The Class A shirt may be worn as a cold weather uniform during the period October 1st through April 30th . As a cold weather uniform, it may be worn with

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 1.3

**SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 7

REVISED: 05-22-07

a black or white tee-shirt, or a black dickie / turtleneck designed garment. As previously stated, a tie shall be worn for official appearances.

ATTIRE: (continued)

- c. Length of service "hash marks" may be applied and worn on the left sleeve of the Class A uniform shirt. Each stripe shall indicate completed service of four (4) years. The first stripe shall be affixed not more than two (2) inches from the top seam of the shirt cuff and centered on the crease. Stripes shall be silver thread with black background. Employees are reminded that replacement shirts may be necessary for turn-in, if, service or supervisory stripes cannot be removed to allow for reissue of the Class A shirt.
2. The Class B shirt may be worn as a year round uniform item. The Class B shirt may be worn with a dickie/turtleneck; black or white.
3. Trousers – men's and ladies', manufactures by “Code-3”, style Super 2020, color – black.
 - a. Trousers shall be worn in a clean and pressed condition so as to present a professional image at all times.
 - b. Trousers shall be worn so that the back of trouser length hangs no lower than or shorter than one (1) inch from the heel of approved footwear.
 - c. Trouser side pockets (cargo pockets) shall not contain personal items while on duty. These pockets are designed to carry and hold appropriate emergency equipment; i.e., flex cuffs, additional handcuffs, etc., during announced security overrides or riot conditions.
4. Socks:
 - a. Black colored socks shall be worn as a standard matter of uniform appearance. Should a medical condition exist, due to dye color, employees may wear white or gray colored socks which cannot be visible from the top of footwear or hem of uniform trousers.
 - b. Multicolored ankle or crew socks shall not be worn as a uniform accessory.
5. Footwear:
 - a. Black with plain round toe, smooth leather. Military style low quarter or comparable black military style boot may also be worn. All footwear highly shined while on duty.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

NUMBER: 1.3
SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS
DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 3 OF 7
REVISED: 05-22-07

- b. Footwear shall have the capability to be highly shined. Black colored tennis shoes or running shoes shall not be considered appropriate footwear. The Administration reserves the right to make exceptions on a case-by-case basis for medical necessities.
6. Belt; black basketweave leather or black nylon. Leather belts shall have an appropriate silver colored buckle. Nylon belts shall have either subdued fastening device or velcro fastener. Belts shall be one and one-half (1 1/2") inches wide. Nylon duty belts shall be worn over the trouser belts, secured with provided belt "keepers." Duty belt accessories shall be black nylon design; no mixture of leather products.
7. Tie-black clip-on or velcro "quick release" neck fastener. The tie shall be worn with Department issued silver tie bar; worn even with the bottom of the breast pocket flap.
8. Shoulder patches shall be worn on issued long and short-sleeved shirts and duty jackets. Patches shall be sewn not more than one-half inch (1/2") below the shoulder-sleeve seam; centered upon the sleeve crease. Corporal and Sergeant stripes (silver thread on black background) shall be sewn centered upon the sleeve crease not more than six (6") inches from the shoulder-sleeve seam. Mohave County Sheriffs Office will provide appropriate sets of stripes upon promotion.
9. Uniform devices:
 - a. Name plates-silver with black lettering; 3/8 or 1/2 inch wide x 2 inches long. Employees may wear silver name plates which indicate "SERVING SINCE (YEAR)" at the expense of the employee.
 - b. Name plates shall be worn on both Class A and B shirts at the top edge of the right breast pocket and centered.
 - c. Academic, service or physical fitness ribbons shall be worn as an approved uniform addition. Ribbons shall be worn over the name plate and centered. No more than three (3) ribbons in each row, in order of precedence. Ribbons shall have no more than 1/8" space between top of name plate or rows of ribbons.
 - d. Service or special recognition pins shall be worn over the name plate or ribbons with no more than 1/8" space between and centered.
 - e. The USA uniform flag shall not be worn, displayed or sewn on Detention Officer uniforms.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION
POLICY AND PROCEDURES

NUMBER: 1.3
SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 4 OF 7
REVISED: 05-22-07

10. Jacket:

- a. Wear of the uniform jacket, style / brand # 5304, Sentinel; shall be optional unless specifically directed for wear at an official or special function.
- b. Approved dark blue or black windbreakers may be purchased and worn at the expense of the employee. Commercial advertisements or brand names will not be visible when worn with the uniform.

11. Ball caps:

- a. Ball caps are not authorized for wear except for members of D.E.R.T. Exceptions for wearing of ball caps shall be approved by the Chief Deputy or Sheriff only.

12. Jury Duty:

- a. Employees notified by official mail of jury duty interview or selection, shall wear appropriate civilian attire. Employees shall not appear for interview or jury duty in official department uniform.

13. Identification Cards:

- a. Employees are reminded, changes in appearance which would alter your County and/or Department issued identification cards shall require an updated identification.

B. OPTIONAL SEASONAL SHIRTS AND SPECIAL DETENTION OFFICER UNIFORMS:

1. Approved black or gray polo-style with embroidered badge and name only. Corporals, Sergeants, and FTO's shall wear appropriate collar rank insignia. Purchase of the shirts shall be at the employee's expense.
 - a. **ONLY** those employees within the Fugitive & warrants transport section and members of the Detention Emergency Response Team (D.E.R.T.) shall be authorized to wear the **black** polo style optional seasonal uniform shirt. All other employees shall be authorized to wear the gray polo style optional seasonal uniform shirt. This amendment shall take effect August 1, 2007.
2. Shirts shall be cleaned and pressed; sleeves shall have a defined crease and maintained in a serviceable condition at all times.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

NUMBER: 1.3
SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 5 OF 7
REVISED: 05-22-07

3. Detention Officer personnel may wear the seasonal shirts from May 1st through September 30th.
4. Office Assistants, Detention Assistants and other selected staff positions may wear the seasonal shirt at the discretion of Administration.
5. Detention Assistants may wear the seasonal shirt with appropriate slacks during their tour of duty within Control rooms or visiting sign up areas.
6. Office assistant employees may wear the seasonal shirt with appropriate slacks one day per week as determined by the Administration. Office Assistants who interact with the general public and dignitaries shall wear appropriate business attire, i.e. Shirt, shirt and tie, slacks, slack suits or dresses during the remainder of the normal business week. Office Assistants who work overtime on weekends or holidays at the visiting sign up area may wear the seasonal shirt with slacks.
7. Detention Officer personnel assigned to the Shock Boot Camp facility shall wear the regular duty uniform if assigned duties are not associated with Drill Instructor status. Drill Instructors shall wear a uniform and headgear approved by the Sheriff or his designee.

C. GENERAL GROOMING AND APPEARANCE STANDARDS:

1. Hair styles - male Detention Officer employees:
 - a. Length of hair shall not extend over the top of the shirt collar in the back. Hair shall not extend over the top of the ears, nor shall it extend below the eyebrows. Unsightly or multicolored hair styles shall not be permitted.
 - b. Afro hair styles are permitted for male Detention Officer employees, however, it must conform to the standards specified in paragraph a., above. Afro style hair shall not exceed a combed out length of one and one-half (1 ½") inches from the scalp.
 - c. Sideburns may be worn if neatly trimmed and shall not extend below the bottom of the ear.
 - d. Beards, goatees or other designs of facial hair shall not be permitted. Mustaches may be worn if neatly trimmed. Mustaches shall not exceed more than one quarter (1/4") inch beyond the corners of the mouth nor shall the hair extend below the upper lip.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 1.3

**SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 6 OF 7

REVISED: 05-22-07

2. Hair styles – female Detention Officer employees:
 - a. Hair shall not extend below the bottom edge of the collar when in uniform. Hair may be placed into a bun style and secured at the back of the head. Ponytails, braids, dreadlocks, etc., shall not be permitted while on duty as they provide a handhold for inmates to inflict serious injury. Hairstyle shall not allow hair to extend below the eyebrows.
 - b. Hairpieces may be worn, however, they must conform to the standards specified in paragraph a, above.
 - c. Afro hair styles are permitted for female employees, however, the style shall conform to the standards listed in paragraph a., above.
3. Hair styles – male / female / Office / Detention assistant employees:
 - a. The Sheriff's Office shall not regulate a specific hair style for male or female Office Assistant or Detention Assistant employees, unless such employees are required to have inmate contact through their duty performance. If required, the styles shall conform to the standards expressed for male and female Detention Officer employees. The Sheriff's Administration shall retain and exercise discretionary approval on a case-by-case basis.
 - b. Office and Detention Assistant employees shall be required to maintain hair styles consistent with the professional image being portrayed within the law enforcement community.
4. Fingernails:
 - a. Length of fingernails shall not be more than 1/4" inch from the fingertip for male or female employees while on duty.
 - b. Fingernail polish shall be permitted, however, color shall be either clear acrylic or flesh tone.
5. Jewelry:
 - a. While on duty, watches, rings or religious symbols may be worn as long as safety and security concerns are addressed to each employee by their supervisor. Employees should be discouraged from wearing religious symbols on neck chain devices while on duty.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY & PROCEDURES

NUMBER: 1.3

**SUBJECT: UNIFORM, ATTIRE AND
GROOMING STANDARDS**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 7 OF 7

REVISED: 05-22-07

- b. While on duty, female employees shall be permitted to wear one (1) stud design earring in each ear. Earrings shall not be considered gaudy as to take away from the professional image of employment within law enforcement. Male employees shall not be permitted to wear earrings while on duty.
- c. At no time, while on duty or dressed in a Department official uniform, shall an employee wear or display body piercing appliances or tongue bars, other than the provision for female stud earrings indicated in paragraph 5.b., above. Representatives of our law enforcement agency shall present a professional appearance at all times.

D. INSPECTIONS AND STANDARDS:

1. First line supervisors shall conduct uniform and grooming inspections prior to the start of each shift or official function. Employees shall take immediate steps to correct any deficiencies.
2. Employees who abuse any portion of this Policy & Procedure or Department General Order 1.10, shall receive a Personnel Performance Entry and/or disciplinary action for continued violations.
3. Employees shall be required to provide written confirmation, to the Administration, should any uniform item be damaged in the line of duty. Employees are reimbursed through provisions of quarterly uniform allowance for damaged articles.
4. Any variations or exceptions to this policy shall be at the discretion of the Sheriff or specific designee.
5. Throughout this Policy and Procedure the word "shall" indicates a directive for compliance. The word "may" indicates expressed latitude given the employee by the Sheriff's Administration.

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 1

REVISED: 06-04-02

POLICY

The Mohave County Sheriff's Office Detention Facility will be kept in good repair to promote the safety of staff and inmates, and to insure security is not compromised through lack of repair or care to the physical plant.

PROCEDURE

- A. Facility employees will complete a 'Maintenance Request Form' on any repairs necessary in their work areas. Shift Supervisors are required to review and initial each maintenance request form.
- B. Maintenance Request Forms are forwarded to Control Room I, and then picked up by the maintenance division for scheduling of repairs.
- C. The Maintenance Request Forms may be supplemented with a phone or radio call to maintenance in case of emergency.
- D. The maintenance section shall notify either jail/assistant jail administrator of any requests to repair locks, locking devices, electrical fixtures or fire safety devices.
- E. The maintenance section shall submit bid paperwork to repair or replace items over two hundred forty-nine (\$249.00) dollars to the jail administrator for administration of approval.

Date

Thomas M. Sheahan, Sheriff

POLICY

The mission statement of the Mohave County Sheriff's Office Detention Division will be to safeguard the principles of the United States Constitution and protect the civil rights of all individuals and strive to preserve human dignity by providing a secure and safe environment to all who are within Mohave County facilities.

PROCEDURE

To enforce a zero tolerance policy for staff sexual misconduct with inmates and a mandatory reporting and investigation for any and all incidents of said misconduct, to provide yearly sexual misconduct with inmates training as outlined in this policy.

Once training has been provided, all who have received the training will sign a statement indicating they understand the administrative and or legal ramifications to violations of Arizona state laws, civil rights violations and Mohave County Sheriff's Office Detention Division policy.

The Mohave County Sheriff's Office will act to prevent and eliminate such behavior. Individuals who engage in such behavior will be subject to not only administrative sanctions (if employees), up to and including termination, but also criminal prosecution.

DEFINITION

* **SEXUAL MISCONDUCT:** Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, visitor, contract worker or agency representative who have access to any Mohave County Facilities and/or who supervise inmates. This includes acts or attempts to commit such acts including but not limited to sexual assault, sexual abuse, sexual harassment, sexual contact, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy. Sexual misconduct also includes but is not limited to conversations or correspondence, which suggests a romantic or sexual relationship between an inmate, and any party mentioned above.

Any sexual contact including, but not limited to, touching, either directly or through clothing, of the genitalia, anus, groin, breasts, inner thighs or buttocks of any person with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of that person is **prohibited**.

Any sexual abuse, including, but not limited to, subjecting another person to sexual contact by persuasion, inducement, enticement or forcible compulsion; subjecting to sexual contact another person who is incapable of giving consent by reason of their custodial status; subjecting another person to sexual contact who is incapable of consenting by reason of being physically helpless, physically restrained, or mentally incapacitated; and raping, molesting, prostituting, or otherwise

DEFINITION (Continued)

sexually exploiting another person; and

Sexual harassment, including, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature, including exposure of genitalia, anus, groin, breasts, inner thighs or buttocks and name calling by inmates or staff is **PROHIBITED**.

CONSENSUAL SEXUAL ACTIVITY BETWEEN STAFF AND INMATES:

In the custodial setting the power and authority held by staff, visitors, volunteers, contract workers or an agency representative over inmates precludes (prevents) consent. There is **NO SUCH THING AS 'CONSENSUAL' SEXUAL RELATIONSHIPS BETWEEN STAFF AND INMATES.** In fact nearly every state, demonstrating the element of consent is irrelevant and does not mitigate (lessen) the criminal implications of sexual relationship. **IN ARIZONA, IT IS UNLAWFUL.**

CROSS GENDER SUPERVISION:

1. Guidelines regarding visual surveillance, pat and strip searches of inmates by staff of the opposite gender **not related directly to safety and security interests.**
 - A. All security staff of the opposite gender shall identify themselves prior to entry into any area which has direct access to toilets or shower facilities.
 - B. Whenever an inmate is searched in a manner that requires them to partially or totally disrobe, the search will be conducted in a location that affords privacy for the inmate and assures no intrusion by persons of the opposite gender.
 - C. As outlined in policy and procedure #2.6 under general instruction section “a” cross gender searches will **not** be done unless given specific permission by the on duty supervisor or above, in critical circumstances during which no personnel of the same gender are available within an appropriate time frame.
 - D. Detention officers will not conduct or be present during a strip of body cavity search of an inmate of the opposite gender unless critical circumstances warrant and it appears necessary for the maintenance of control and order, or the safety of the detention officer(s) on the scene. Any time cross-gender personnel are utilized in a search the reasons/actions and authorized by for that use will be noted on a incident report following reporting procedures.

CROSS GENDER SUPERVISION: (Continued)

- E. Detention officers of the opposite gender while performing cross gender supervision, such as cleaning details, etc., shall make every conscious effort to remain in constant view of monitoring equipment, surveillance monitors and/or staff members.
- F. Security staff assigned to monitor and/or provide surveillance for the above mentioned details, will do so with the understanding of opportunities that can result from failing to provide adequate monitoring and reporting in regards to staff sexual misconduct.

REPORTING OF ANY STAFF SEXUAL MISCONDUCT INCIDENT:

- A. As outlined in **ARS 13-2505** – Section, B. Any person who has reasonable grounds to believe there has been a violation or attempted violation of this section **shall immediately report** such violation or attempted violation to the official in charge of the facility or to a peace officer.

RETALIATION:

- A. No staff member will retaliate in any manor against any inmate or other person(s) reporting misconduct or otherwise raises issues by way of verbal or written grievance of any violation outlined in this policy.
 - 1. No inmate will receive actions negatively impacting their institutional life unless false reporting has been proven.
 - 2. No staff member which includes employee, volunteer, visitor, contract worker or agency representative will receive actions negatively impacting their status if false reporting has been proven.

CONFIDENTIALITY

- A. Each staff member which includes employee, volunteer, visitor, contract worker or agency representative knowing of allegations/incidents reported will provide complete confidentiality unless communicating with administrative or investigative personnel. Incidents **will not** be discussed among any person unless directly involved in the investigation.

MEDICAL TREATMENT AND COUNSELING

- A. Any person, which includes inmate, employee, volunteer, visitor, contract worker or agency representative making allegations of sexual misconduct to their person will have access to immediate medical treatment.

MEDICAL TREATMENT AND COUNSELING: (Continued)

- B.** All requests for medical attention will be forwarded to the medical department. No request for medical treatment will be denied by unqualified personnel.

NOTICE OF OFFICIAL INVESTIGATION MEMORANDUM

- A.** If an official investigation is initiated, you will receive notification of policy violation and be instructed not to discuss with any person other than the assigned investigator(s) or your attorney, or representative from your labor or fraternal organization as necessary to facilitate legal representation. Failure to comply with order could result in disciplinary action.

INVESTIGATION

- A.** All suspicions of inappropriate actions between inmates and staff which include, employee, volunteer, visitor, contract worker or agency representative and/or allegations of such will be promptly investigated by:
 - 1.** An in-house investigator assigned by the administration or;
 - 2.** An out of house investigator which could include, but limited to, the Mohave County Sheriff's Office, Mohave County Attorney's Office or other outside agency.

DEPARTMENTAL VIOLATIONS AS RELATED TO SEXUAL MISCONDUCT AND/OR SEXUAL HARASSMENT:

- A.** Merit System Rule Article 5, RULE 505 – conditions of employment, harassment prohibited.
- B.** General Orders #1.10 Conduct, Specific Rules for Employment and #1.11 Fraternalization with Inmates.

CIVIL RIGHTS VIOLATIONS AS RELATED TO SEXUAL HARASSMENT

TITLE VII (CIVIL RIGHTS ACT OF 1964)

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

CIVIL RIGHTS VIOLATIONS AS RELATED TO SEXUAL HARASSMENT: (Continued)

- * The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- * The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee.
- * The victim does not have to be the person harassed but could be affected by the offensive conduct.
- * Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- * The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available. When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis. Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

CONSTITUTIONAL RIGHTS VIOLATION ISSUES:

Staff sexual misconduct has an added dimension – Inmates constitutional rights. These rights include the right to privacy, the right to reasonable protection from harm and the freedom from **cruel and unusual punishment (8th amendment)**.

CRIMINAL CODE VIOLATIONS

ARS 13-1419

UNLAWFUL SEXUAL CONDUCT; DETENTION EMPLOYEES; PERSONS IN CUSTODY; CLASSIFICATION

A. A person who is employed by the State Department of Corrections, the Department of Juvenile Corrections, a private prison facility or a city or county jail or who contracts to provide services with the State Department of Corrections, the Department of Juvenile Corrections, a private prison facility or a city or county jail commits unlawful sexual conduct by engaging in oral sexual contact, sexual contact or sexual intercourse with a person who is in the custody of the Department of Corrections, a private prison facility or a city or county jail or with an offender **who is under the supervision** of the department or a city or county.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 1.6

**SUBJECT: STAFF SEXUAL MISCONDUCT
WITH INMATES**

DISTRIBUTION: ALL STAFF

CONSTITUTIONAL RIGHTS VIOLATION ISSUES: (Continued)

B. A **prisoner** who is in the custody of the State Department of Corrections, a private prison facility or a city or county jail or an offender who is on release status and who is under the supervision of the State Department of Corrections or a city or county **commits unlawful sexual conduct** by engaging in oral sexual contact, sexual contact or sexual intercourse **with a person who is employed** by the State Department of Corrections, a private prison facility or a city or county jail or who contracts to provide services with the State Department of Corrections, a private prison facility or a city or county jail.

C. THIS SECTION DOES NOT APPLY TO:

1. A person who is employed by the State Department of Corrections, a private prison facility or a city or county jail or who contracts to provide services with the State Department of Corrections, a private prison facility or a city or county jail or an offender who is on release status if the

person

was lawfully married to the prisoner or offender on release status before the prisoner or offender was sentenced to the State Department of Corrections or incarcerated in a city or county jail.

2. An offender who is on release status and who was lawfully married to a person who is employed by the State Department of Corrections, a private prison facility or a city or county jail or who contracts to provide services with the State Department of Corrections, a private prison facility or a city or county jail if the marriage occurred prior to the offender being sentenced to the State Department of Corrections or incarcerated in a city or county jail.

C. Unlawful sexual conduct with a person under the age of fifteen (15) is a class 2 felony. Unlawful sexual conduct with a person between the ages of fifteen (15) and seventeen (17) is a class 3 felony. All other unlawful sexual conduct is a class 5 felony.

ARS 31-128**UNAUTHORIZED COMMUNICATION WITH PRISONER; CLASSIFICATION**

A person not authorized by law who, without permission of the officer in charge of a jail, communicates with a person imprisoned or detained therein, or who takes any letter, writing literature or reading matter to or from a person imprisoned or detained therein, is guilty of a class 2 misdemeanor.

ARS 13-129**TAKING PROHIBITED ARTICLES INTO JAIL; CLASSIFICATION**

A person not authorized by law who takes into a jail or the grounds belonging or adjacent thereto, any

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 1.6

DETENTION DIVISION

SUBJECT: STAFF SEXUAL MISCONDUCT
WITH INMATES

TAKING PROHIBITED ARTICLES INTO JAIL; CLASSIFICATION (Continued)

opium, morphine, cocaine or other narcotic, or intoxicating liquor of any kind, or firearms, weapons or explosives of any kind, is guilty of a class 5 felony.

ARS 13-2505

PROMOTING PRISON CONTRABAND; CLASSIFICATIONS; EXCEPTIONS; X-RADIATION

- A.** A person, not otherwise authorized by law, commits promoting prison contraband:
1. By knowingly taking contraband into a correctional facility or the grounds of such facility; or
 2. By knowingly conveying contraband to any person confined in a correctional facility; or
 3. By knowingly making, obtaining or possessing contraband while being confined in a correctional facility or while being lawfully transported or moved incident to a correctional facility confinement.
- B.** Any person who has reasonable grounds to believe there has been a violation or attempted violation of this section shall immediately report such violation or attempted violation to the official in charge of the facility or to a peace officer.
- C.** Promoting prison contraband if the contraband is a deadly weapon, dangerous instrument or explosive is a class 2 felony. Promoting prison contraband if the contraband is a dangerous drug, narcotic drug or marijuana is a class 2 felony.
- In all other cases promoting prison contraband is a class 5 felony. Failure to report a violation or attempted violation of this section is a class 5 felony.
- D.** Notwithstanding any law to the contrary, any person convicted of a violation of this section shall be prohibited from employment by this state or any of its agencies or political subdivisions until the person's civil rights have been restored pursuant to chapter 9 of this title.
- E.** This section does not apply to any of the following:
1. A prisoner who possesses or carries any tool, instrument or implement used by him at the direction or with the permission of prison officials.
 2. Contraband located at the place where a person is on home arrest.
- F.** The State Department of Corrections may request a licensed practitioner to order that x-radiation be performed on any inmate if there is reason to believe the inmate is in possession of any contraband as defined in section 13-2501.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 1.6

**SUBJECT: STAFF SEXUAL MISCONDUCT
WITH INMATES**

DISTRIBUTION: ALL STAFF

ARS 13-2501**DEFINITIONS:**

IN THIS CHAPTER, UNLESS THE CONTEXT OTHERWISE REQUIRES:

1. “Contraband” means any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or other article whose use or possession would endanger the safety, security or preservation of order in a correctional facility or a juvenile secure care facility as defined by section 41-2901, or of any person within a correctional or juvenile secure care facility.
2. “Correctional facility” means any place used for the confinement or control of a person:
 - (A) Charged with or convicted of an offense; or
 - (B) Held for extradition; or
 - (C) Pursuant to an order of court for law enforcement purposes.

Lawful transportation or movement incident to correctional facility confinement pursuant to this paragraph is within the control of a correctional facility. However, for purposes of this chapter, being within the control of a correctional facility does not include release on parole, on community supervision, on probation or by other lawful authority upon the condition of subsequent personal appearance at a designated place and time.

3. “Custody” means the imposition of actual or constructive restraint pursuant to an on-site arrest or court order but does not include detention in a correctional facility, juvenile detention center or state hospital.
4. “Escape” means departure from custody or from a juvenile secure care facility as described in section 41-2816, a juvenile detention facility or adult correctional facility in which a person is held or detained with knowledge that such departure is un-permitted or failure to return to custody or detention following a temporary leave granted for a specific purpose or for a limited period.

Date

Thomas M. Sheahan, Sheriff

POLICY

It is the policy of the Mohave County Sheriff's Office Adult Detention Division to establish and operate a program designed to effectively and appropriately reduce pre-trial inmate population in cooperation with local courts of jurisdiction. This policy shall maintain as its stated goals and objectives:

- The overall reduction of incarceration days spent by pre-trial detainees at Mohave County Adult Detention Facilities.
- The fair and impartial screening of pre-trial detainees for eligibility to participate in the pre-trial supervision program.
- Dedication and emphasis to only supervising pre-trial detainees who pose minimal or no threat to the community, including protections against the intimidation of witnesses and/or the safety of the victim or any other person in the community.
- Provide appropriate levels of community supervision so as to maintain established contact guidelines and reasonably assure appearance at all scheduled court hearings by program participants.
- Operate within established budgetary and legal constraints, making necessary programming and eligibility decisions accordingly.

(see ARS 13-115 Presumption of Innocence; ARS 13-3967 Release on Bailable Offenses Before Trial)

PROCEDURE

A. Eligibility

1. All persons booked into Mohave County Adult Detention facilities on local charges are eligible to be screened for Pre-Trial Supervision, provided the court has ordered that they are eligible for Pre-Trial Supervision and the detainee meets all other established criteria.
2. Inmates must provide requested personal and background information for pre trial investigation and evaluation prior to being accepted into the Pre-Trial Supervision program.
3. Inmates must satisfy all screening requirements and score within acceptable limits, utilizing screening criteria, including but not limited to; background checks, previous conviction record, residence and employment verification, risk assessment screening matrix and/or victim input.
4. Inmates must demonstrate a willingness and ability to pay associated program costs and fees.
5. Inmates must voluntarily and willingly sign a waiver of extradition.

A. **Eligibility** (continued)

6. Inmates who are charged with the following offenses are not eligible for pre-trial supervision. (see ARS 13-3961 Non Bailable Offenses)
 - a) Any capital offense
 - b) Sexual Assault
 - c) Sexual Conduct with a minor who is under 15 years of age
 - d) Molestation of a child who is under 15 years of age
 - e) If there is probable cause to believe the inmate has entered or remained in the United States illegally.
 - f) Non Mohave County charges or holds.
7. Any other risk factors determined to exist by the Pre-Trial Officer that are contrary to the stated goals of this policy shall be grounds for disqualification of participation in pre-trial supervision.

B. **Screening**

1. Upon Receiving an order from the local court of jurisdiction, requesting the Mohave County Adult Detention Facility conduct a screening and investigation to determine eligibility for Pre-Trial Supervision, a Pre-Trial Application questionnaire and Advisement is given to the inmate. Instructions will be provided to the inmate to complete the questionnaire and return it to the Classification Unit.
 - a) Upon receipt of the completed questionnaire, Classifications personnel will prepare a Pre-Trial Investigation packet for pick up by the Pre-Trial Officer.
 - 1) The Pre-Trial Investigation packet will include:
 - i. Completed Pre-Trial Application Questionnaire
 - ii. Copy of computerized criminal history and warrant check
 - iii. Copy of booking documents
 - iv. Copy of available court paperwork including order for pre trial screening and investigation.
 - b. The Pre-Trial officer should regularly check with Classifications Unit and pick up any completed pre trial investigations packets.
 - c. Upon receipt of a completed Pre-Trial Investigations packet, the Pre-Trial officer will review the contents and initiate the primary screening process which should include, but not be limited to, the following steps:
 - 1) Review for disqualifying charges, holds or illegal alien status.
 - 2) Complete Pre-Trial Investigation matrix and worksheet.
 - 3) If inmate remains eligible after above steps, the Pre-Trial officer should conduct a personal interview with the inmate to confirm and verify gathered information, and

B. Screening (continued)

review the program requirements with the inmate. Investigators should focus on information allowing verification of residence, employment and community risk factors during this interview. Officers will not solicit information from the inmate that may be reasonably considered as a confession or incriminating as to the pending charges. This interview may occur telephonically.

- 4) If after the personal interview, the Pre Trial officer is satisfied the inmate remains qualified for Pre-Trial Supervision, follow up investigation will ensue. The follow up investigation will include but not be limited to:
- i. Verification of reported residence
 - ii. Verification of reported employment
 - iii. Prior and/or current incarceration behavior
 - iv. Victim input, if applicable
 - v. Any other follow up information deemed necessary by the Pre-Trial officer to reasonably assure the safety of the community and the appearance of the inmate at scheduled court hearings.
 - vi. For the purposes of this section, "verification" is defined as any independent confirmation of reported information. Confirmation may be made utilizing, but not limited to: third party statements, utility company documentation, officer personal knowledge, police or other government reports including booking information and/or retail billing statements.
- 5) After the follow up investigation, the Pre-Trial officer should submit a report to the Court of jurisdiction, making a recommendation for or against the inmate's participation in Pre-Trial Supervision.
- 6) The Court of jurisdiction may issue an order releasing the inmate onto Pre-Trial Supervision in lieu of bond or other release conditions, or it may affirm the prior release conditions or it may establish new release conditions.
- 7) If the Court of jurisdiction enters an order releasing the inmate onto Pre-Trial Supervision, the Pre-Trial Officer should prior to release:
- i. Direct the inmate for an initial face to face appointment with the pre-trial officer for no later than 72 hours after release from the adult detention facility.
 - ii. Obtain the inmate's signed waiver of extradition.
 - iii. Obtain the inmate's signed acknowledgement of the terms and conditions of pre-trial supervision.
 - iv. Create a packet of information and provide same to detention staff for processing and release to supervision of the inmate.

B. Screening (continued)

Included in the packet will be:

- a copy of the signed acknowledgement of terms and conditions of supervision
 - a copy of the signed waiver of extradition
 - a copy of the court order authorizing the inmate's participation on Pre-Trial Supervision
- 8) Detention staff will process the inmate for release to pre trial supervision, ensuring all victims have been notified pursuant to ARS 13-4412 and 13-4407 .
- 9) The pre trial officer will confirm payment of required fees by the inmate.
- 10) The Pre-Trial Officer shall notify the court of jurisdiction, and the prosecutor of the inmate's release to pre trial supervision and the conditions thereof.

C. Supervision

1. Pre-Trial Supervision participants will be monitored by the pre trial officer(s) in a fashion that shall support this policy's stated goals and objectives. Emphasis is placed on measures that will reasonably assure participants timely appearance for all scheduled court hearings, and enforcement of terms and conditions of pre trial supervision. Electronic reporting and/or monitoring may be used to assist in the management and overall achievement of supervision goals and objectives.
2. Standardized terms and conditions of supervision (see attached pre-trial release conditions) will be implemented for every person released on Pre-Trial Supervision.
 - a) The standard terms and conditions of supervision will be reviewed again with the participant at the first out of custody appointment with the Pre-Trial officer.
 - b) Special conditions as ordered by the court or implemented by the Pre-Trial officer shall be indicated in writing on the standard terms and conditions forms or attached thereto, with copies provided to the participant.
3. Pre-Trial Supervision participants shall meet with a Pre-Trial officer in person as directed within 72 hours of release from custody. There shall be graduated levels of supervision that may be implemented based on the assessed risk of the offender. These supervision levels may be adjusted up or down by the Pre-Trial officer. Supervision levels shall be at minimum;
Level 1 Weekly phone report; bi-weekly office visits; Bi-weekly home visits; employer/school/treatment monthly visit; random drug/alcohol testing; cannot leave county without permission; curfew; as directed. Mandatory Electronic Monitoring.

Level Change: After 60 days on Level 1 defendant may be moved to Level 2, at the discretion of the Pre-trial Services Officer.

C. Supervision (continued)

Level 2 Weekly phone report; once a month home visit; once a month office visit; curfew; seek employment/treatment; random drug/alcohol testing; or as directed.

Level Change: After 30 days on Level 2 defendant may be moved to Level 3, at the discretion of the Pre-trial Services Officer.

Level 3 Bi-weekly phone contacts; monthly home or office visits; as directed.

Level 4 **Override for out of state and out of county defendants**
Weekly phone contact; office visits on Court dates; as directed.

4. Violations of supervision compliance should be documented by the Pre-Trial officer and handled on a case by case basis. The Pre-Trial officer shall have discretion as to possible action addressing violations of supervision. Possible actions taken may include but are not limited to:
 - a) Verbal reprimand
 - b) Increased supervision
 - c) Written notice to the Court
 - d) Revocation of supervision (re-incarceration) w/written notice to the Court
5. Upon determination by the Pre-Trial officer that any participant has absconded from supervision, written notification shall be made to the court of jurisdiction and the prosecutor, and a request for warrant of arrest shall be made. Furthermore, any applicable victims shall be notified pursuant to ARS 13-4412.
6. Mohave County Adult Detention Facility's Pre-Trial officers and all peace officers shall have authority to detain, arrest and/or incarcerate any pre-trial participant provided reasonable cause exists to believe the participant is in violation of any condition of release, and/or poses a flight risk.
7. A general supervision file containing copies of relevant documents will be created and maintained by the supervising officer. The file should contain, but not be limited to the following:
 - a) All court documents received by Pre-Trial officers, including relevant Court orders.
 - b) Application questionnaire
 - c) Background Investigation documents
 - d) Criminal history documentation
 - e) Victim's Rights documentation
 - f) Terms and Conditions of release
 - g) Documentation of participant contact compliance and notification of case management information, such as court dates, counseling appointments and drug testing.
 - h) Any other documentation deemed relevant by the Pre-Trial officer to support compliance or non-compliance with terms and conditions of pre trial supervision.

D. Terminations

1. Participants may be terminated from Pre-Trial Supervision for the following reasons.
 - a) Successful
 - i. Criminal case discharged through completion (conviction or acquittal)
 - ii. All relevant criminal charges dismissed
 - iii. Specific Court Order
 - iv. Self termination
 - b) Unsuccessful
 - i. Absconder
 - ii. Any violation of terms and conditions of supervision.
 - iii. Specific Court Order
 - iv. Failure to pay outstanding Pre-Trial Supervision fees
 - v. Discretion of the Mohave County Sheriff's Adult Detention Facility administration and/or the Pre-Trial Officer.

E. Administration

1. Statistical data related to the number of pre-trial investigations, participants and other related information, shall be compiled on a consistent basis, with compilation reports made available to Mohave County Adult Detention Facility administration.
2. Upon determination by the Sheriff or his designee, that the population of pre-trial participants has reached program capacity, supervision of additional inmates shall be suspended, and a waiting list established by the Pre-Trial officer. As additional placements become available, the Pre-Trial officer shall utilize the established waiting list to process eligible inmates for supervision.
3. Private services for supervision, monitoring and/or financial assessment and collection may be utilized at the discretion of the Mohave County Adult Detention Facility and in accordance with Mohave County procurement policy and procedure.
4. Costs of service may be recovered from participants through assessments, administrative fees and/or other administrative means.
 - a) All monies collected from participants shall be processed in accordance with established minimum accounting standards and is completely non refundable.
 - b) Fees and/or costs may be collected by contract agencies on behalf of the Mohave County Adult Detention Facility.
 - i. Participants will be invoiced by the contract agency for the approved cost of service plus any approved administrative fees required by the contract agency and/or the Mohave County Adult Detention Facility.
 - ii. The contract agency will invoice the Mohave County Adult Detention Facility monthly for contract expenses that are not recovered via participant payment.

E. Administration (continued)

- Said invoice to be paid from a Mohave County Adult Detention Facility account, established with Mohave County Finance Department approval.
5. All participants shall pay a non-refundable administrative fee, not to exceed \$100.00 directly to the Mohave County Adult Detention Facility, prior to release to pre trial supervision.
- a) Said fee to be paid in cash, money order or cashier's check at the Mohave County Adult Detention Facility or sub stations during regular business hours.
 - b) Said fee to be appropriately documented and credited to the participants Pre-Trial Account, and deposited by Mohave County Adult Detention Facility personnel into the designated department account.
 - c) Said fees to be utilized to offset Pre-Trial Release contract expenses incurred by the Mohave County Adult Detention Facility, and/or any other purpose, at the discretion of the Mohave County Adult Detention Facility.

F. Disclaimer

If any section, subsection, item, clause or phrase contained in this policy and procedure is found to be unlawful or otherwise incorrect, such finding shall not affect the validity of the remaining portions of the policy and procedure.

The Mohave County Sheriff's Office reserves the right to modify, edit or change this policy and procedure at any time without benefit of notice to any effected persons or entities.

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 1

REVISED: 04-30-02

POLICY

To assure the safety and security of the facility, staff and prisoners, no firearms or side handled batons shall be worn or carried in the confinement area (of any jail facility) unless under emergency conditions, and then only upon the authorization of the sheriff or his designee.

PROCEDURES

A. ENTRY:

Staff members supervising entry into the confinement area shall require those wishing to enter to remove and deposit firearms in a gun locker (located at the prisoner entrance to the booking area sally port) or their vehicle. Side handled batons shall also be left in secured vehicles.

B. REFUSAL:

1. The shift supervisor on duty shall be summoned immediately if any person refuses to comply with such security precautions.
2. The shift supervisor shall report in writing any resistance to security procedures to the facility administrator for appropriate follow-up-action (contact with the person's employing agency).
3. Persons refusing to secure weapons in the gun lockers shall be denied entry and asked to leave the premises immediately.

Date

Thomas M. Sheahan, Sheriff

POLICY

No person shall be admitted into the custody of the Mohave County Detention Facility unless the officer escorting the person is positively identified. Control I shall not permit unidentified person(s) access to any area other than garage enclosure prior to positive identification by booking officer or shift supervisor. All other facilities shall have procedures in force to prevent unauthorized entry.

PROCEDURES

A. REQUEST:

The booking Officer shall request to see documentary identification of the escorting officer. Such identification shall include:

1. A badge and photo I.D. for law enforcement officer, showing the signature of the agency head.
2. An official photo I.D. for Arizona officers, of the Department of Corrections and for County and Municipal Probation Officers.
3. Other such identification as the booking officer deems necessary to establish positive identification.

B. REFUSAL:

If the escorting officer cannot or will not produce proper identification, or if the identification produced does not conform to the officer's person, the booking officer shall refuse to accept custody and/or allow entry into the facility(s).

C. REPORTING:

1. M.C.S.O. Dispatch shall be notified immediately to dispatch a deputy to investigate.
2. If the custody is refused, the shift supervisor will immediately forward a written report to the facility administration concerning the facts and circumstances surrounding the refusal.

Date

Thomas M. Sheahan, Sheriff

POLICY

No person shall be accepted into the custody of the Mohave County Corrections Facility without clear and documentary legal authority.

PROCEDURE

A. REQUEST:

Immediately following the review of the arresting Officer's identification, the the booking Officer shall obtain from the arresting Officer, the legal documents authorizing custody.

B. REVIEW:

The booking Officer shall review the documents for proper execution. Such documents may include the following:

1. Booking Sheet.
2. Release Questionnaire Part "A".
3. Court order / order of commitment.
4. Arrest warrants from federal, superior, justice or municipal courts.
5. Transfer papers or hold orders from the Federal Bureau of Prisons, or the Arizona Department of Corrections (including Probation and Parole).
6. Bond forfeiture papers.
7. Medical release form (in case of injured arrestee).
8. Medical Questionnaire.
9. Victim(s) notification (if applicable).

C. REFUSAL:

If the arresting Officer is unable to produce valid legal documents, the admitting Detention Officer shall refuse to accept custody of the prisoner.

D. REPORTING:

If the admission of a prisoner is refused due to lack of proper documentation, the facts and circumstances of the refusal shall be noted and a memorandum via chain of command shall be sent to the jail commander.

CORRECTIONS DIVISION
POLICY AND PROCEDURES

SUBJECT: REQUIRED COMMITMENT
DOCUMENTS
DISTRIBUTION: ALL EMPLOYEES
PAGE (S) 1 OF 2

POLICY

It is the Policy of the Mohave County Adult Detention Division that no person shall be admitted to the facilities in an unconscious state, and that any evidence of illness, injury or intoxication whether induced by alcohol or other substance, shall be given prompt attention by the facility medical staff, EMT or paramedic summoned prior to acceptance into custody.

PROCEDURES

A. OBSERVATION AND MEDICAL EXAMINATION:

The Booking Officer shall carefully observe the physical condition and behavior of the prisoner being admitted and shall immediately notify the appropriate facility medical staff, EMT or paramedic to come to the booking area to determine whether the prisoner requires further medical evaluation due to any illness, injury or level of intoxication.

B. SERIOUS INJURY:

If the injury, illness, or emotional state of the prisoner appears serious (severe bleeding, unconsciousness, serious breathing difficulties, head injury, or severe burns, etc.) then:

1. Immediately notify the facility medical staff to come to the booking area to determine the seriousness of the injury, prior to acceptance or denial of the prisoner into the facility.
2. Do not accept custody until the arresting Officer provides documentation of the prisoner's medical treatment.
 - a. The prisoner retains the right to refuse medical treatment; however, the arresting officer must provide documentation. Documentation will be in the form of a medical refusal slip signed by an EMT, paramedic (if summoned to the scene at the time of arrest) or signed by a licensed physician from a medical facility.
 - b. The Booking Officer must verbally confirm the prisoner's medical refusal with the prisoner prior to acceptance. Upon verbal communication, should the prisoner demand medical attention at that time, the provisions of paragraphs E and F of the policy will be initiated.

C. MINOR INJURY:

If the prisoner's injury appears minor in nature:

1. The Booking Officer shall notify the medical staff prior to accepting the prisoner.
2. The facility medical staff shall carefully observe the prisoner's injury(s) and determine admissibility of the prisoner into the facility.

D. MEDICAL CLEARANCE:

Intoxicated prisoners or prisoners that appear to be under the influence of any substance will not be accepted into the facility without clearance of the facility medical staff.

E. APPROVAL:

The booking staff will direct the arresting officer to remain with the prisoner in the booking area until the prisoner is examined by appropriate medical staff.

F. REFUSAL:

The appropriate facility medical staff at the Main Jail Facility shall examine the prisoner and make immediate contact with the Unit Healthcare Director or Jail Medical Director (physician); provide diagnosis and vital sign information, **PRIOR** to determination of whether the prisoner requires additional medical clearance for acceptance into custody.

In the event that the facility medical staff determines that the prisoner should not be admitted into custody, the Booking Officer shall refuse acceptance and return commitment documents to the arresting officer who shall notify his/her immediate supervisor to arrange for further medical clearance for the prisoner.

G. RECORDING:

Any incident which results in the refusal to admission or the transfer of custody shall be noted on the shift pass down.

H. MEDICAL RECORDS:

Any medical records received by the Booking Officer shall be forwarded to the facility medical staff to be placed in the prisoner's medical file.

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 2

REVISED: 06-18-02

POLICY

The personal property and clothing of inmates held pending transfer, release or adjuration will be securely stored away from inmate housing areas, and accessible only to authorized persons. All stored items will be kept in clean and appropriate containers that will be clearly marked with an inmate identifier. Inmates will be permitted to have limited amounts of property in their possession while in the custody of this facility, and to purchase and keep in their possession certain items that are sold through inmate commissary.

PROCEDURES

A. CONFISCATION: The booking Officer, during the frisk search with the arresting Officer present, shall confiscate all personal property of the newly admitted inmate(s) including:

1. Money
2. Belts, Ties, Hats, Jackets, Coats and dangerous footwear.
3. All contents of prisoner's pockets.
4. Other items not part of the prisoner's clothing (i.e., purse, key-chain, watch, glasses, etc.).
5. All jewelry that is removable.

B. DESCRIPTION: On the property sheet, the booking Officer shall list and describe all items confiscated along with clothing.

1. The name or brand, as well as the condition of all property must be noted on the property sheet.
2. Jewelry will be described as type of item and color of metal and / or stone, (i.e., ring, yellow metal with blue stone).

C. PROPERTY ENVELOPE: All items except money shall be placed in the plastic property envelope. Items placed in the envelope must be noted on the property sheet. After all property is secured in the envelope, the envelope is then sealed and placed in the assigned property bag.

D. MONEY: The booking Officer shall count the inmate's money in their presence and place the money in the small manila envelope used for this purpose. Place the inmate's first and last name, date, cash amount and Officer's initials and radio call number (J#) on the envelope. The booking Officer will then turn the cash envelope into the Control One (1) operator.

E. INMATE SIGNATURE: The booking Officer shall then obtain the inmate's signature on the hand written property sheet in the designated area. The booking Officer shall then sign their name with their 'J' number in the designated area. The white copy goes in the inmates file. The yellow copy goes to the inmate and the pink copy goes in the clear pouch of the assigned property bag with the inmates name and property bag number visible.

F. BULKY ITEMS: Large or bulky items, including luggage, backpacks, boxes, bed rolls and musical instruments in the possession of arrestee will not be stored in the property room unless the arrestee is arrested by the Mohave County Sheriff's Office. At the time of booking, the bulky / large items will be left in the custody of the arresting Officer for storage in that agency's property storage room. Notation will be made on the property inventory sheet of the location of items not stored at this facility. No guns, explosives, knives with a blade length of four (4) inches or more, other weapons, food or alcoholic beverages will be accepted for storage in the property room. All such items will remain with the arresting Officer.

G. JEWELRY: All jewelry in possession of incoming inmates will be noted and described on the property inventory sheet. That property that can be removed without injury to the inmate or damage to the jewelry should be removed and placed and sealed in the clear property envelope and placed in the assigned property bag.

1. Upon an inmate's initial move from holding to permanent housing, any jewelry that has not been removed must now be removed and placed in their property.
2. Jewelry that cannot be removed without possible physical injury (body piercings that are close to the skin, tongue posts, etc.) shall remain with the person and that person will have the option of signing a waiver of risk related to the issue or they shall be placed in administrative segregation.

H. STORAGE: When the above steps have been completed, the booking Officer shall place the property bag on the holding rack in the in the property room, until such time the inmate has been showered. After the shower, the inmates clothing will be searched and placed into the assigned property bag and then placed in one of the secured property rooms in numerical order.

CORRECTIONS DIVISION
POLICY AND PROCEDURES

SUBJECT: INMATE PROPERTY

DISTRIBUTION: ALL EMPLOYEES
PAGE (S) 2 OF 3

DETENTION DIVISION

POLICY AND PROCEDURES

POLICY:

Frequent searches of inmates will be conducted to prevent the introduction and presence of drugs, weapons, or other dangerous, prohibited contraband items and to minimize physical danger to staff and the inmate population. Due to the many judicial interpretations of an inmates reasonable expectation of privacy while incarcerated, Corrections staff will conduct searches in a way that is minimally intrusive, designed to avoid unnecessary force, embarrassment and indignity to the inmate, while considering the integrity of the institution. Searches conducted for harassment or punitive purposes are prohibited. Staff will observe universal body fluid precautions when conducting any kind of search that may include bloodborne pathogen exposure requiring protective equipment. Searches will be conducted in a way that is consistent with techniques and standards provided through the Corrections academy, and subsequent in-service training.

DEFINITIONS:

PAT SEARCH:

Is a search of an inmate's person and clothing by pat search. This type of search may involve partial disrobing of the subject: The subject will not be required to remove any clothing except outer shirt, coats, jackets, boots, shoes, socks.

STRIP SEARCHES:

Involve removal of all the inmate's clothing and a visual inspection of the body by an Officer of the same gender as the inmate. It does not involve physical contact with the inmate. The inmate is instructed to lift or spread necessary parts of the body, including the bottom of the feet. The inmate is directed to run their fingers through their hair and open visual inspection. They are instructed to raise their arms and turn slowly to allow visual inspection of the body.

BODY CAVITY SEARCH:

Is a search of the body cavities that occurs under search warrant and is done by a physician. Cavity searches are done under special circumstances and the belief that a person is concealing contraband as described by Arizona Revised Statute 13-2501.

GENERAL INSTRUCTION

A. CROSS GENDER SEARCHES, Will not be done unless given specific permission by the on duty supervisor or above, in critical circumstances during which no personnel of the same gender are available within an appropriate time frame.

CROSS GENDER SEARCHES: (continued)

Corrections Officers will not conduct or be present during a strip or body cavity search of an inmate of the opposite gender unless critical circumstances and it appears necessary for the maintenance of control and order, or the safety of Corrections Officer(s) on the scene. Any time cross-gender personnel are utilized in a search the reasons/actions for that use will be noted on an incident report.

PROCEDURE

A. DISCOVERY DURING SEARCH:

Any injury, signs of illness or contraband discovered during a search requires completion of an incident report by the finder. The incident report will be given to the staff members immediate supervisor for appropriate forwarding.

B. INTAKE PROPERTY SEARCHES:

All items in possession of the inmate at the time of intake will be searched. Part of the intake procedure entails emptying pockets, purses and other compartments. Booking Officers will inventory and list all items, which are returned to the inmate at his / her release, or released to another party with the inmate's written authorization. Any illegal item will be seized and may be may be used in a court of law should criminal charges result. The arresting agency will be promptly contacted by the booking Officer to file appropriate charges.

C. SEARCHES OF PERSONS:

1. **PAT SEARCHES,** Will be done on all in-coming civil warrants, misdemeanor and traffic arrest, unless special circumstances become known which require a more exhaustive search. At minimum, a pat search is done on every inmate moving from one area of the facility to another.

2. **STRIP SEARCHES,** Officers will strip search each arrestee who is charged with a narcotics violation, violent crime, or upon special request of the charging Officer, when the Officer believes the arrestee may be in possession of fruits of the crime or evidence. Officers will also strip search inmates that have been out of visual contact and in contact with non-staff members or outside the facility, (i.e., work release, clergy visits, attorney visits, etc., or whenever staff has probable causes to believe an inmate has hidden contraband on their person.
NOTE: All inmates will be pat searched prior to being strip searched.

PROCEDURE: (continued)

3. **BODY CAVITY SEARCH:** A body cavity search requires all of the following:

- * Reason to suspect the person is concealing contraband, as described in ARS 13-2501, in a body cavity.
- *Approval of an on duty sergeant, administration sergeant or facility commander.
- *A search warrant issued by a court having jurisdiction.
- *A licensed physician to accomplish the search.

GENERAL INSTRUCTIONS AND PROCEDURES DETAILED WILL BE FOLLOWED WITHOUT VARIATION OR EXCEPTION.

D. STRIP SEARCH: Weekenders , court commits, work releases and inmate workers.

1. Sentenced inmates returning from work release or other activities taking them out of their assigned housing area will be routinely strip searched before re-entering their housing area.
2. Inmate sentenced to serve weekends and court commits will be routinely strip searched, showered and dressed into jail clothing when entering custody (except 24 and 48 hour court commits will not be showered).
3. Inmate workers assigned to kitchen, or other in-facility detail, are to be strip searched before returning to their pod.
4. Non-routine strip searches will require authorization of the on-duty shift supervisor.

PRIVACY:

- E.** Whenever an inmate is searched in a manner that requires them to partially or totally disrobe, the search will be conducted in a location that affords privacy for the inmate and assures no intrusion by persons of the opposite gender.
- F.** Prior to changing an inmate into jail clothing, inmates will be routinely strip searched and showered.

POLICY

It is the policy of the Mohave County Corrections Facility to process the entrance of persons to be incarcerated and to provide the technical and photographic information needed for management of criminal history date.

PROCEDURE

All arrestees coming into the Mohave County Corrections Facility will be processed through established booking procedures.

A. After accepting the arrestee / inmate and confiscating all property, place the inmate in:

1. Cooperative inmates shall be placed in:

H-2: Male misdemeanors

H-3: Female

H-4: Male felonies

2. Cooperative inmates shall be afforded access to a telephone upon completion of booking procedures.

3. Uncooperative or combative inmates will proceed directly to H-1 or H-5.

4. Note uncooperative inmate's actions on the shift pass down log.

B. Acceptance of an individual for booking includes verification of court commitment papers or other legal documentation of detention. The booking post orders will be followed to guarantee that each booking is done effectively.

C. The Control I operator will assemble the booking file consisting of:

1. File folder with inmate's name

2. Booking sheet

a. This sheet must be completed by the arresting Officer.

b. Note special diets and religious preference.

D. Fingerprints and photographs will be done on all incoming arrestees.

E. Medical questionnaire will be completed.

POLICY

Juveniles shall be held in the Mohave County Corrections Facility only under court order. Every effort shall be made to assure that juveniles are kept sight and sound separate from adult prisoners.

PROCEDURE

- A. When a juvenile is ordered by the court to be held in the Mohave County Correctional facility, the Officer shall;
1. Search juvenile as per policy 2.6
 2. Advise the juvenile that he / she will be in administrative segregation due to age.
 3. Place the juvenile in segregated situation, such as holding one (1) or holding five (5), prior to processing.
 4. Make sure that upon completion of the booking process the juvenile is classified into a segregation unit (i.e., J-POD).
 5. In-house movement of juvenile; The area of movement must be clear of all adult inmates prior to movement of a juvenile.

POLICY

It is the policy of the Mohave County Correctional Facility to honor holds for other governmental agencies only.

PROCEDURE

A. When an Officer from another agency wishes a courtesy hold, the following criteria must be met:

1. The Officer must first show proper I.D.
2. The requesting Officer must fill out a booking sheet with specifics on:
 - a. Physical description
 - b. Charges
 - c. Diet or medical watch, (i.e., diabetes)
 - d. Escape risk
 - e. Suicide risk
3. Strip search inmate and place in separate holding cell.
 - a. Courtesy holds do not get access to a telephone.
4. All property for a courtesy hold should be left with the Officer.
5. Thumb print on booking sheet and one picture will be taken for identification purposes and kept with the booking sheet.
6. Criminal history bookings on all courtesy holds will be completed in the computer.

B. The Officer requesting the courtesy hold must notify the jail when he/she establishes residence for the night.

1. The control I Officer will note the location and phone number and place this with the inmates booking sheet.
2. Should a medical problem with the courtesy hold develop, notify the agency Officer that he/she needs to transport the inmate to the hospital.
3. Once the transporting Officer picks up the inmate, the courtesy hold file is forwarded to the front office.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: COURTESY HOLDS FOR
OUTSIDE AGENCIES**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 2

C. Illegal aliens held for Border Patrol:

1. Illegal aliens will be pat searched, all property will be bagged and placed at the end of W-71 hallway by the downstairs yard door.
2. Illegal aliens will be kept in the downstairs yard (weather permitting), pending transfer to Border Patrol.
3. Juvenile aliens need to be housed at the Juvenile Detention Center.
4. Verify with Blythe Border Patrol their departure time and when they anticipate arrival time here.

POLICY

It is the policy of the Mohave County Corrections Facility that inmates will not be released from custody or transferred to another facility or individual without the necessary release documents and / or by appropriate authority.

PROCEDURE

A. The following are methods by which an inmate release / transfer may occur:

1. Bail or Bond
 - a. Bail or bond may only be accepted in the form of cash, money order, travelers checks, certified check, cashiers check, or paper bond from a bonding company.
 - b. Bonding, companies must be on the approved "Bonding company" list in Control I prior to the acceptance of a paper bond from the company.
2. Own Recognizance (OR)
 - a. Once formal charges have been filed in a court, individuals may be released upon their own recognizance only upon written order signed by the Judge of the appropriate court.
3. Dismissal of charge
 - a. Once formal charges have been filed in a court, the dismissal of a charge (s) may only be accomplished through formal court action and upon written order signed by the appropriate Judge.
4. Acquittal
 - a. Any inmate acquitted of charges will be released upon written order of the appropriate court.
5. Time Served
 - a. Any inmate who has completed sentence on all charges will be released as "Time Served".

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: INMATE RELEASES

DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 5

6. Third Party Release

- a. An inmate who the court deems necessary to have a supervised release will be released to a "Third Party".
- b. The courts will specify who the third party will be. This is noted on the court paper work.
- c. The Officer will be responsible to receive proper identification from the third party. The third party will then sign for and accept custody of the inmate on a hold harmless form.

7. Department of Correction Transfers

- a. An inmate who has been sentenced to the Department of Corrections will be transferred by this facility.
- b. These transfers will occur only after all local charges have been satisfied.

8. Extradition's

- a. An inmate who is wanted out of another state will be extradited. This transfer can be made by either:
 1. Our department.
 2. The extraditing department.
 3. A private extradition company.

B. Release documents

1. All documents pertaining to the release or transfer of an inmate shall be immediately forwarded to the front office during regular office business hours, to Control I when the front office is closed.

2. Prior to the release or transfer of any inmate, the control I Officer is required to compare each charge on which an inmate has been held, against court documents received. This is to insure that each charge has been discharged or satisfied prior to releasing the inmate.

3. Any question as to the propriety of a release or transfer will be brought to the attention of a Detention supervisor.

C. Detainers

1. The Control I Officer will insure that there are no detainers, holds or warrants which would preclude the release or transfer of the inmate.

2. The Control I Officer will insure that a computerized warrant check is completed on any inmate scheduled for release or transfer. (Excluding inmates being transferred to the Department of Corrections).

3. Should it be determined that there are additional holds or warrants, the Control I Officer will notify a Detention supervisor.

a. A peace Officer will be summoned to arrest the inmate.

b. The inmate will be re-booked into the facility.

c. The Control I Officer will place the re-book file and the warrant information in the Fugitive and Warrants box for further confirmation.

D. Inmate Release

1. When an inmate is approved for release, or transfer to another facility, the appropriate floor Officer(s) will be notified by the Control I Officer.

2. The floor Officer will notify the inmate to prepare for release, and to gather his/her personal and issued items.

a. The floor Officer will account for county property (e.g. bedding, linens, razor, etc.) and notify a Detention supervisor if there has been damage to, or loss of jail property.

1. An inmate responsible for damage to County property may be subject to prosecution.

b. The floor Officer will insure that the towels and linens left by an exiting inmate are placed in the appropriate bins for laundry pick-up.

3. Clothing and Laundry

The booking Officer shall have custody of the inmate from the floor Officer to begin the release process. The booking Officer shall observe the inmate 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 booking Officer shall summon a shift supervisor immediately.

4. Inmate Property

All inmates being released shall be issued their personal property in the following manner:

- a. The booking Officer shall obtain the inmates plastic property envelope, property bag, and inventory the items in presence of the inmate.
- b. Upon receipt of his/her property, the inmate shall sign the property sheet acknowledging receipt of all property.
- c. If \$5.00 (five dollars) or less is due to be returned to an inmate, it will be returned to the inmate in the form of cash / currency. If the inmate has more than \$5.00 (five dollars) in his/her cash account, he/she will receive the balance in the form of a check.
- d. The inmate will be required to sign the cash receipt in order to verify receipt of funds.
- e. If any property listed on the property sheet does not get returned, a lost property form shall be filled out and forwarded to the Corporal of support services for investigation.

Ensure all information (i.e. name, address, and phone number for contact) is legible.

5. Refusal to Sign

In the event that an inmate refuses to sign for receipt of property, the booking Officer shall summon a Detention supervisor to sign and date the form(s) as a witness to the return of the listed property.

6. Inmate Complaints of lost Property/Money

If an inmate wishes to complain in any way regarding missing or damaged property/money, the releasing Officer will fill out an "Inmate Missing Property Report". This report shall be signed by the releasing Officer. The report will then be reviewed and signed off by the shift supervisor who will attempt to locate the missing property. The results and report will then be forwarded to the front office.

E. Transfer of Custody

1. If an inmate is being released to the custody of an Officer or agent of another agency, the identity of the person receiving the inmate must be verified.

a. Verification of identity must occur prior to the receiving agent entering the secured area of the facility.

1. See Policy 2.2

b. A Detention supervisor will be summoned if identity is questionable.

c. The agent whom custody is transferred shall sign the inmate's property sheet acknowledging receipt of the inmate's property and funds.

F. Records Update

1. The Control I Officer shall note on the inmate's computer file any actions of release or transfer to another agency.

2. All inmate court documents shall be placed in the inmate's file and forwarded to the administrative office.

3. The shift supervisor will confirm and initial booking sheet prior to any release.

POLICY

It is the policy of the Mohave County Corrections Facility that the Control Room I operator will control all automatic entry doors into the facility and monitor emergency and other alarm systems, and acts as a centralized area of operational communications.

PROCEDURE

A. CONTROL ROOM ACCESS : Officers assigned to control rooms will ensure control room doors always remain locked. No persons are permitted entrance without authorization of the shift supervisor or above. Unless assigned relief duty, Off duty Officers or Officers assigned to other work areas are considered unauthorized personnel. During an emergency or critical situation, visitors and non-essential staff may be denied access, or may be required to exit the control room. The shift supervisor may assign additional personnel to control rooms as necessary for training and to handle emergencies. Doors leading into Control Room I will not be opened if group inmate movement is occurring within the area. Inmates will not be allowed access to control rooms for any reason.

B. DISTURBANCE: Control Room I will be the first station notified. The control room Officer will immediately notify the shift supervisor. Control Room I becomes the center of communications, and may be the used for action planning during an emergency.

C. EQUIPMENT: Control Room I Officers are responsible for checking equipment as part of the shift change briefing process.

D. GENERAL RESPONSIBILITIES:

1. Operation of electronic doors and gates.
2. Control passage to and from secure areas.
3. Maintain and monitor all communications within the facility by use of the telephone and radio systems.
4. Monitor and control all booking area inmate movement.
5. Monitor the fire and smoke alarm systems.

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: CONTROL ROOM ONE

DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 3

6. Maintain activity log book, 'green book', restraint log, shift activity sheet, pass-down log and cash account sheet.
7. Operate telephone equipment, routing calls during the hours administration is closed.
8. Conduct operational checks of all communication surveillance and emergency equipment.
9. Ensure all persons entering the building display acceptable identification.
10. Control Room I operator is responsible for date entry into the computer.
11. Control Room I operator is responsible for compiling the facility breakfast count. Control Room I operator will also call juvenile detention for their breakfast count.
12. Control Room I operator is responsible for cleaning control room prior to end of the shift.

E. JAIL DOOR AND GATE CONTROL:

1. Vehicle sally port gate.
 - A. The vehicle gate will remain closed when not in use.
 - B. The control room operator will open the vehicle gates only after verifying that those awaiting entry are law enforcement vehicles. If necessary, an Officer may be requested to report to the gate area to determine or confirm the identity of the person requesting entry.
 - C. The vehicle gate will remain closed during loading and unloading of inmates.
 - D. The gate should be opened only after Officer has retrieved his weapon and is ready to depart.
2. Inner and outer sally port doors, and employee entrance doors are operated from Control Room I (15/16, 41/44, and 2). Voice identification must be confirmed prior to opening the door.

F. FIRE CONTROL PANEL: The fire control panel will show a red light when either a smoke detector, a fire pull box, or sprinkler has been activated.

1. Each light is marked with the location directly under it.

2. The fire alarm will activate along with the light.

A. Locate the source of the alarm on the fire panel.

B. Activate the SILENCE switch.

C. Notify the shift supervisor of the location.

D. Call and verify the affected area.

G. KEY CONTROL: It is the responsibility of each Officer to make sure that **ALL** keys are accounted for. If a key is missing, it must be reported to the supervisor immediately. Keys will not be called by key number but by key name (i.e. Water chase key).

POLICY

It is the policy of the Mohave County Corrections facility that the Control Room II operator will maintain security by close observation of doors, pods, inmates and keeping an accurately logged account of all movement and activities in the Control Room II area. Control Room II operators will insure that the first floor housing areas are maintained in a safe and secure manner.

PROCEDURE

A. CONTROL ROOM ACCESS: Officers assigned to Control Room II will ensure control room doors always remain locked. No persons are permitted entrance without authorization of the shift supervisor or above. Unless assigned relief duty, off duty Officers or Officers assigned to other work areas are considered unauthorized personnel. During an emergency or critical situation, visitors and non-essential staff may be denied access, or may be required to exit the control

room.

The shift supervisor may assign additional personnel to control rooms as necessary for training and to handle emergencies. Inmates will not be allowed access to control rooms for any reason.

B. GENERAL RESPONSIBILITIES:

1. The off-going Officer will brief the on-coming Officer.

2. Check the head count, bunk assignment sheet and I.D. cards.

3. Operation of Electronic Doors.

A. During inmate movement, only the hallway, sallyport or pod door will be open at a time.

B. Inmate will not be allowed in the J-pod hallway unsupervised.

4. Key control.

A. It is the responsibility of each Officer, coming on and going off shifts to make sure that **ALL** keys kept in Control II are accounted for. If at any time there is a key missing, it must be reported **immediately** to the shift supervisor.

B. Officers will not request keys by key numbers, keys will be requested by door / area name.

5. Document yard usage:

- A. Pods are scheduled for a minimum of two ninety (90) minute yard times per week. All inmates, except those who have disciplinary or medical restrictions, are allowed access to the exercise yard.
- B. Record the scheduled yard time, date, inmate who went to and refused the yard.
- C. Record the date, time, and reason for yard cancellations.

6. Inmate movement: The Control Room II operator will keep all inmate movement logged.

- A. A running headcount will be kept in the activity log.
- B. During inmate movement, only one hallway, sallyport or pod door will be open at one

time.

7. Documentation: The Control Room II operator is responsible for accurate documentation in the following logs:

- A. Activity log.
- B. Passdown log.
- C. Yard log.
- D. Bunk roster

8. Keep up to date on restriction summary and work-release schedule.

9. The Officer assigned to Control Room II is responsible for cleaning of the control room

C. FIRE CONTROL PANEL: The fire control panel will show a red light when a smoke detector, pull box, or sprinkler head has been activated in a Control Room II area.

- 1. Each light is marked with the location directly under it.
- 2. Locate the source of the alarm on the fire panel.
- 3. Notify the shift supervisor and control I of the area.
- 4. Have a booking Officer verify the affected location.

POLICY

To maintain the safety and security of the inmates and Officers, the Control Room III operator must control all doors at the proper request of authorized personnel. The Control Room III operator will keep an open line of communication with all post positions and administration when applicable.

PROCEDURE

General Responsibilities of Control Room III.

A. Operation of Electronic Doors.

1. When limited to one Control Room III operator no more than one pod door may be opened at one time.
2. With two Control Room III operators and three (3) or more roving Officers, no more than two pod doors may be opened at one time.

B. Control passage to and from secured area.

C. Maintain and monitor all communications with roving Officers, booking floor, Control room I, Control Room II and the front office.

D. Monitor and control all inmate movement.

E. Document yard usage.

1. Pods are scheduled for a minimum of two (2) ninety (90) minute yard times per week.
2. Record the schedule yard time, date, inmates who went to and refused yard time.
3. Record the date, time, and reason for yard cancellations.

F. Conduct key counts, meal counts, and appropriate headcounts.

G. Advise shift supervisor of any alarm or trouble signal from any monitoring system.

H. Control Room iii operators are responsible for keeping up to date on the following logs and records:

1. Pass down log.
2. Yard log.
3. Restriction summary.
4. Alpha roster.
5. Bunk roster.
6. Activity sheets.

I. Telephone Systems:

1. Tan phone: This phone will be used for official business only.
2. Inmate phones: These are controlled by switches located on the north side of the control room. Inmate phones are switched on at 0800 hours and off at final lockdown.

A. Individual pod phones will also be switched off when notified of an extradition coming out of that pod. The phone should remain off for approximately one (1) hour from departure.

J. Security camera systems:

1. Cameras are located in each pod, the yard, and kitchen.
2. Four (4) video screens are located in Control Room III. One (1) screen scans the pod and yard cameras, one (1) is continually fixed to a chosen camera, normally A-pod. Two screens scan the kitchen area.
3. The Camera on the fixed video screen can be changed by pushing the black button once (1) for desired camera. The red light will indicate fixed camera.

K. Intercom system:

1. Guide for location of call is located on the top of the intercom.
2. When an individual calls in, tone will sound and a red light will indicate switch number. Flipswitch up, press yellow button next to “press and listen” and yellow button marked “press to speak”. Release button when call is completed.

L. Self contained breathing apparatus (S.C.B.A.):

There are two (2) S.C.B.A.'s kept in control Room III for emergency smoke conditions. Each S.C.B.A. will allow you approximately fifteen (15) to thirty (30) minutes of air in fire or smoke conditions. S.C.B.A. air pack will be checked daily upon arriving to post.

M. Fire control panel / fire extinguisher:

The fire control panel is located on the north side of the control room. It will show a red light when a smoke detector or sprinkle is activated in the Control Room III area.

1. Locate the source of the alarm.
2. Notify Control One (1) and the shift supervisor of the location.
3. Have roving Officers verify the affected area.

N. Light switches:

1. Cell night lights and day room lights will be turned on and off as prescribed in post orders.
2. Hallway lights will be turned on or off as requested by staff.
3. Yard lights will be turned on at dusk and off at dawn.
4. Control room lights may be adjusted as needed by the control room operator.

- O. First-aid kit: A first-aid kit is available in Control Room III. This is for staff use only. All inmates' injuries must be referred to the medical department. Shift supervisors will be notified when supplies in the first-aid kit are diminished.
- P. Control room access: Officers assigned to control rooms will ensure control room doors always remain locked. No persons are permitted entrance without authorization of the shift supervisor or above. Unless assigned relief duty, off duty Officers or Officers assigned to other work areas are considered unauthorized personnel. During an emergency or critical situation, visitors and non-essential staff may be denied access, or may be required to exit the control room. The shift supervisor may assign additional personnel to control rooms as necessary for training and to handle emergencies. Inmates will not be allowed access to control rooms for any reason.
- Q. Key control:
 - A. It is the responsibility of each Officer, coming on and going off shifts to make sure that **ALL** keys kept in Control III are accounted for. If at any time there is a key missing, it must be reported **IMMEDIATELY** to the shift supervisor.
 - B. Officers will not request keys by key number, keys will be requested by door / area name.

POLICY

The primary functions of the roving Officers is to maintain the security of the facility, the inmates, staff and public. These functions can be obtained by using proper techniques of inmate management.

PROCEDURE

Roving Officers will be responsible for observation of all doors, pod activities and inmate movement. Security must be maintained by the rover Officer at all times.

- A. When limited to one (1) Control Room III operator, no more than one (1) pod door may be open at one time. With two (2) Control Room III operators and three (3) or more Roving Officers no more than two (2) pod doors may be opened at one (1) time.
- B. Officers involvement in a pod will be brief and to the point of business only. An Officer will not enter any pod without backup.
- C. Facility Keys: The only keys allowed in the pods are:
 - 1. Food service slot key
 - 2. Plumbing chase key
 - 3. Individual cell keys, when a control panel fails to unlock the individual cell doors.
- D. All inmates will be pat searched upon exiting and entering pods.
- E. All logs and records will be kept up to date with the Officers initials and J-Number. Roving Officers are responsible for the following:
 - 1. Daily activity log
 - 2. Pass down log
 - 3. "A" pod log book
 - 4. Restriction summary
 - 5. Bunk roster

6. Alpha roster
 7. Inmate worker / restriction summary
 8. Activity sheet
- F. Lock down:
1. Lock down will be accomplished by the following prescribed post order / post procedures.
- G. Inmate meal services: When meals are served, head count will be taken by counting the inmates served and accounting for inmates not in the pod at time of meal. The count will be given to the Control III operator who will forward it to Control Room I.
- H. Pod cleaning supplies: Supplies will be placed in pods sixty (60) to ninety (90) minutes beginning at 0800 hours daily. Supplies will be inventoried prior to placing in pod and upon retrieving from pod.
- I. Telephone and television will be turned on at 0800 hours.
- J. Safety equipment: Equipment located on the roving floor are three (3) fire extinguishers, two (2) self contained breathing apparatus (S.C.B.A.'s), and one (1) fire hose located on the wall directly across from B-pod.
1. All Officers will be trained in the use of S.C.B.A. units.

POLICY

Inmates in A-pod are separated for administrative segregation. This status includes pre-disciplinary segregation, disciplinary segregation and administrative segregation-isolation. These inmates require separation from general population due to inability to live amicably in general population or placed in disciplinary confinement for rule infractions.

PROCEDURE

- A. Prior to starting inmate day room time, the two (2) assigned cells (see post orders, A-pod), must be cleaned. Direct Officer supervision is required while inmates clean cells.
- B. Inmates will be allowed out of cell for one (1) hour per day to allow access to shower, phone and day room recreation. Refer to the restriction summary for specific inmate handling requirements.
 1. Inmate time out will follow the A-pod cleaning schedule. On Sundays A-15 will be the first cell out and then rotate in order.
 2. Inmates will not be allowed access to the telephone until they have either showered or refused a shower and the shower is locked. For cells that house more than one (1) inmate, the phone will be turned on to allow one (1) inmate phone access while the inmate showers.
- C. Inmates will not have contact with other inmates while on their time out. Inmates will not approach another cell, cross the yellow line except to return to their cell or speak to an Officer. Bottom tier inmates will not be allowed on upper tier or stairway, or collect or pass items.
- D. Inmates are required to lock down during the following situations:
 1. Meal passing and pick-up.
 2. Medical rounds.
 3. During any inmate movement.
- E. Chaplain services are limited to personal visits with chaplain of the day, group programs are not permitted.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 4.5

**SUBJECT: A-POD DISCIPLINARY
SEGREGATION**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 2

- F. Commissary privileges are suspended with the exception of personal hygiene and writing materials.
 - 1. All personal hygiene supplies other than toothpaste, toothbrush, comb and two (2) small bars of soap, will be kept in Control Room II.
- G. Visitation privileges are according to the posted schedule.
- H. All inmate activities will be logged in the A-pod log book, time out, time in, shower, phone, razor, (see razor policy), supplies in and out, comments, Officers J# and initials.

POLICY

Inmates classified to Administrative Segregation I, II, and III, shall be housed in B-pod. These inmates require special custodial management and separation from general population.

PROCEDURE

A. ADMINISTRATIVE SEGREGATION I:

1. A.S.I inmates are allowed out from 0745 hours to 1145 hours, must stay within the yellow line boundaries and are limited to the downstairs shower.
2. A.S.I inmates have access to scheduled recreation yard privileges, inmate incentive program and television.
3. Access to religious services are limited to individual counseling with the chaplain of the day.

B. ADMINISTRATIVE SEGREGATION II:

1. A.S.II inmates are allowed out from 1300 hours to 1700 hours and must stay within the yellow line boundaries.
2. A.S.II inmates have access to scheduled recreation yard privileges. Inmate incentive program and television.
3. Access to religious services are limited to individual counseling with the chaplain of the day.

C. ADMINISTRATIVE SEGREGATION III:

1. A.S.III inmates are allowed out from 1800 hours to 2200 hours and must stay within the yellow line boundaries.
2. A.S.III inmates have access to scheduled recreation yard privileges, inmate incentive program and television.
3. Access to religious services are limited to individual counseling with the chaplain of the day.

NOTE: If inmates are required to be locked down during their daily timeout periods due to normal pod Operations, no additional time will be extended. The timeout schedules will be maintained unless overridden for documented reasons of safety and security of the facility.

Groups will be rotated on the first (1st) day of each month so each group has the opportunity to use phone and television privileges at different intervals.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: B-POD ADMINISTRATIVE
SEGREGATION**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 2

- D. A completely stocked and inventoried cleaning cart will be issued to each segregation unit for the first hour of their time out. Each segregation unit is responsible for leaving the day room clean after use.
- E. Each segregation unit will be required to lock down during the following situations:
 - 1. New inmates being moved into a segregation unit other than the unit currently out.
 - 2. When an inmate from a locked down segregation unit enters or exits the pod.
 - 3. When meds are being passed, or any time the nurse has to enter the pod.
- F. Meals will be passed with all inmates locked down. Food service slots will be open only long enough to serve the meal and drink.
- G. Officers walk throughs will be done on a regular basis to insure inmate safety and needs are met.
- H. Head counts will be done with four (4) Officers, two (2) to each tier. During head count, cell doors will not be opened without the presence of four (4) Officers.

POLICY

All Officers assigned to the Mohave County Corrections Facility shall be constantly aware of the need for safety and security and use all necessary means for accomplishing this.

PROCEDURE

A. Pod Searches (shakedowns)

1. Routine: All Officers shall conduct a bunk or cell search whenever he/she has reason to believe that contraband may have been introduced into the housing area.
2. Special: At various times, but not less frequently than every seven (7) to ten (10) days, the search team supervisor shall order a systematic cell and pod search and assign Corrections Officers accordingly.
3. Removal: Inmates shall be removed from the area during routine and special searches.
4. Contraband: If contraband is found during special or routine cell and pod searches, the procedures set for in the contraband control policy number 4.8 shall be followed.

B. Inspections: The facility administrator shall assign staff to weekly inspect the security and safety equipment. The inspection shall include:

1. All locks
2. All doors to the individual cells, pods and the security perimeters.
3. All video and audio monitoring devices
4. First aid kits
5. Fire extinguishers
6. Smoke detectors and fire alarms

7. Window castings
 8. Emergency breathing apparatus (S.C.B.A.'s)
- C. Reporting: If during these searches, surveillance's, tours or inspections, any irregularities in safety or security are discovered (such as inoperable locks, damaged equipment, or evidence of tampering) each such irregularity shall be noted in the pass down log and reported to the maintenance supervisor as soon as possible.

POLICY

Detention Facility Employees shall document discovery of any type of evidence. All evidence shall be handled according to specific procedures designed to ensure it's preservation in order to facilitate any related and subsequent investigations, including preservation of an inmate's rights under the fourth (4th) amendment.

DEFINITIONS

EVIDENCE is categorized as either contraband evidence or criminal evidence.

CONTRABAND EVIDENCE is any item that is to be used in an in-house disciplinary hearing only, not a criminal prosecution.

CRIMINAL EVIDENCE is any item that may be used in criminal prosecution and in an in-house disciplinary hearing.

A CRIME SCENE is a physical location where a crime or possible crime has occurred. Evidence of the crime may be the condition of the location, physical evidence present and it's placement at the location.

Crime scenes within any Mohave County Sheriff's Office Detention Facility will be preserved in discovery condition until released by the investigator(s). Items at the scene will not be touched, moved or removed. Items will remain undisturbed, and the area free of staff and inmate traffic until released by investigator(s).

PROCEDURE

A. Criminal evidence chain of custody:

Criminal evidence discovered within the Mohave County Sheriff's Office Detention Facility should be photographed in place by a Mohave County Sheriff's Department Evidence Technician, and prompt investigation should occur. If the on-duty shift supervisor concludes that the nature of the crime, the evidence, or the location found makes this impractical, items are handled as follows:

1. Physical criminal evidence will be placed in an evidence envelope or container suitable to preserve it in it's condition at discovery.
2. The container will be marked or tagged with the name of the inmate, date, person who discovered or secured the item, location found, and an inventory.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: CONTRABAND/CRIME SCENE /
CRIMINAL EVIDENCE**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 2
REVISED: 05-13-03

3. The items will not be handled more than necessary.
4. All evidence that cannot be contained, will be photographed as soon as possible after discovery.
5. Any are where an injury occurs, be that crime scene or accidental injury, shall be photographed prior to physical movement (when possible), cleanup and/or decontamination.
6. Any are where an accident occurs without injury, shall be photographed prior to physical movement, cleanup and/or decontamination.
7. Incident and supplemental reports shall be completed and forwarded to jail Administration by all staff involved in, or witness to, any unusual incident where injury or accident occurs. Reports shall be completed on a timely basis prior to leaving the facility and shall include the fact that pictures were taken and attached.
8. If reporting crime scene (assault, suicide, etc.) the incident report shall include when and how the jail assigned investigator was notified, as well as time of arrival and departure.
9. Photographs/digital disks (pictures) shall be forwarded along with reports to jail Administration.

B. Disposition of contraband:

All contraband evidence will be secured in a suitable container, tagged, marked and placed in the designated evidence / contraband receptacle in control one (1). The items will be held until the in-house hearing is concluded, and appeal limitations have expired with the following exceptions:

1. Items confiscated as jail property will be returned to the unit of origin, including linens, towels, uniforms, and shoes.
2. Work release inmates possessing items of **non-dangerous** contraband, including excess clothing and other personal items in excess of the allowed limit, may be directed to remove the item from the facility immediately.
3. Food stuffs or liquids such as home made intoxicants, will be disposed of by the discovering shift with authorization from the shift supervisor. Disposal will be noted on the incident report.

The objectives of this added information is to better equip staff with the basic understanding of the following procedures and protocols:

1. Identifying a crime scene
2. Securing a crime scene
3. Restricting entrance into a crime scene
4. Making notifications and to whom
5. Surveying a crime scene
6. Establishing an action plan
7. Documentation of a crime scene
8. Sketching the crime scene
9. Photographing a crime scene

BASIC PROTOCOL AT ALL CRIME SCENES

1. SCENE IS SECURED – LOG **ALL** PERSONS IN OR OUT.
2. GET BRIEFED AS TO THE INCIDENT.
3. SURVEY THE SCENE (DO NOT CONTAMINATE THE SCENE).
4. ESTABLISH AN ACTION PLAN.
5. DOCUMENT THE SCENE PHOTOGRAPHICALLY (BOTH STILL AND VIDEO):
 - A. ONLY TAKE PHOTOGRAPHS NEEDED
 - B. START EACH DISK OR FILM ROLL WITH PHOTO OF IDENTIFICATION SLIP OF SCENE, INCLUDE:
 1. NAME OF PERSON TAKING PHOTOS
 2. RADIO CALL NUMBER
 3. TITLE OF PERSON TAKING PHOTO
 4. LOCATION
 5. DATE
 - C. ALWAYS USE FLASH
 - D. INCLUDE THE FOLLOWING PHOTOS:
 1. LONG RANGE PHOTOS OF ALL FOUR (4) SIDES.
 2. MID RANGE PHOTOS (MOVE CLOSER TO SCENE, ALL FOUR (4) SIDES)
 3. 90 DEGREE ANGLE CLOSE-UPS (OVERHEAD)
 4. TAKE PHOTOS WITH SCALE OR RULER FOR ENLARGEMENT PURPOSES
 - E. LOG NAMES OF ALL PERSONS IN PHOTOS (ALL PHOTOS ARE EVIDENCE)
 - F. ONLY PHOTOS PERTAINING TO THE INCIDENT SHALL BE ON DISK OR FILM ROLL
 - G. IF PICTURES DO NOT COME OUT, DOCUMENT FRAME NUMBER AND STATE REASON WHY
 - H. USE PHOTOGRAPH LOG TO DOCUMENT (IDENTIFY) FRAMES OR PICTURES TAKEN
 - I. SHOW DIRECTION (NORTH, EAST, WEST AND SOUTH) OF PICTURES TAKEN
 - J. LABEL EACH DISK OR FILM ROLL WITH YOUR NAME, RADIO CALL NUMBER, DATE AND PERSON(S) INVOLVED
6. SKETCH THE SCENE TO SHOW LOCATION OF **ALL ITEMS OF INTEREST**.
 - A. SHOW DIRECTION (NORTH, EAST, WEST AND SOUTH) OF DIAGRAM TAKEN
7. SUPERVISE THE COLLECTION (OR COLLECT AS APPROPRIATE) OF THE EVIDENCE AND DOCUMENT USING THE EVIDENCE RECOVERY LOG FORM.
8. REVIEW THE SCENE AND THE EVIDENCE COLLECTED AND THE PACKAGING AND NUMBER IN CHRONOLOGICAL ORDER.
9. DOCUMENT BODILY INJURIES USING BOTH INCIDENT REPORTS AND DIAGRAMS.
10. DOCUMENT DATES AND TIMES OF ALL PARTIES CONTACTED.
11. DOCUMENT DATES AND TIMES OF ARRIVALS AND DEPARTURES OF ALL PARTIES INVOLVED.
12. REVIEW THE DOCUMENTATION MAKING SURE ALL PERTINENT INFORMATION HAS BEEN INCLUDED ON ALL FORMS.
13. RELEASE THE SCENE ONLY AFTER AUTHORIZATION HAS BEEN GIVEN.

DEFINITION OF CRIME SCENE

THE CRIME SCENE IS DEFINED AS AN AREA WHERE A CRIMINAL ACT HAS TAKEN PLACE. HOWEVER, IN REALITY THE CRIME SCENE IS NOT LIMITED TO ONE PHYSICAL LOCATION, AND MAY COMPRISE SEVERAL SITES. AN EXAMPLE OF THE LATTER IS FOUND IN AN ABDUCTION RAPE-HOMICIDE CASE: A CLASSMATE ABDUCTED A TEEN-AGE GIRL AS SHE LEFT SCHOOL FOR HOME. SUBSEQUENTLY, SHE WAS RAPED AND MURDERED BY THE SUSPECT IN HIS CAR. THE VICTIM'S BODY WAS THEN TRANSPORTED TO A WOODED AREA TWENTY MILES AWAY FROM HER HOME. A FIRE WAS SET TO BURN HER BODY AND DESTROY THE PHYSICAL EVIDENCE. EACH OF THOSE LOCATIONS, THE SITE OF ABDUCTION, THE PERPETRATOR'S VEHICLE AND THE SITE WHERE THE BODY WAS FOUND SHOULD ALL BE CONSIDERED AS CRIME SCENES. IN GENERAL, WHERE THE ORIGINAL CRIME TAKES PLACE IS REFERRED TO AS A **PRIMARY SCENE AND ANY SUBSEQUENT SCENE IS REFERRED TO AS A **SECONDARY** SCENE.**

BY: DR. HENRY LEE

OBJECTIVE: THIS COURSE OF INSTRUCTION IS DESIGNED TO GIVE THE OFFICER A BRIEF, YET DETAILED SUMMARY OF WHAT **MUST BE DONE** AT A CRIME SCENE AND HOW TO PROTECT A CRIME SCENE PROPERLY. THE OFFICER WILL BE FAMILIAR WITH THE PROPER WAY OF CONDUCTING AN INITIAL SURVEY OF ANY CRIME SCENE WHEN HE OR SHE IS ONE OF THE FIRST TO ARRIVE AT THE SCENE. THE OFFICER MUST HAVE AN UNDERSTANDING OF WHAT STEPS ARE TAKEN BY LAW ENFORCEMENT PERSONNEL DURING AN INVESTIGATION BEFORE THEY CAN ASSIST INVESTIGATING OFFICERS. THE COURSE IS DESIGNED TO GIVE THE OFFICER AN UNDERSTANDING OF THE PROCEDURES THAT MUST BE FOLLOWED TO COMPLETE A THOROUGH AND COMPREHENSIVE INVESTIGATION OF ALL CRIMES BY FOLLOWING THE GUIDELINES PROVIDED HEREIN, THE OFFICER WILL BE A GREAT ASSET TO THE OFFICERS AND INVESTIGATORS OF THIS DEPARTMENT.

I. INITIAL SURVEY OF SCENE

A. TYPE OF AREA OR STRUCTURE

1. OPEN OR OUTDOOR AREA
 2. RESIDENTIAL, BUSINESS OR VEHICULAR
- B. ANY INJURIES OR DEATH
1. OBTAIN MEDICAL HELP FOR INJURED VICTIM(S) AND SUSPECT, HOWEVER USE CAUTION WHEN DEALING WITH SUSPECT(S).
 2. VERIFY THAT THERE IS A DECEASED VICTIM(S) AND/OR SUSPECT(S).
- C. IDENTIFICATION OF PERSONS INVOLVED, AT TIME OF ARRIVAL
1. VICTIM(S)
 2. SUSPECT(S)
 3. WITNESSES
 4. MEDICAL PERSONNEL INVOLVED, IF ANY
 - a. FIRE DEPARTMENT PERSONNEL
 - b. AMBULANCE PERSONNEL
 5. MEDIA PERSONNEL
- D. SKETCH OF SCENE
1. MAKE A **QUICK SKETCH** OF THE SCENE
 - a. LOCATE VICTIMS AND/OR SUSPECTS, SHOW WHERE POSSIBLE WITNESSES WERE.
 - b. LOCATE ANY AND ALL EVIDENCE ITEMS, WHICH ARE IN VIEW, I.E. WEAPONS OF ANY TYPE, BLOODSTAINS, CLOTHING, ETC.
 - c. LOCATE ANY ENTRY OR EXIT ROUTES IF APPLICABLE. INDICATE THE ROUTE THAT YOU USED GAIN ACCESS TO THE SCENE.
 - d. INDICATE WHETHER OR NOT THERE WERE ANY OPEN DOORS OR WINDOWS, IF SO, WHICH ONES AND WERE THEY FULLY CLOSED OR FULLY OR PARTIALLY OPEN. WERE THEY LOCKED OR UNLOCKED.

NOTES:

E. EVIDENCE

1. NEVER **TOUCH** ANY EVIDENCE OR OTHER ITEMS
2. NEVER **MOVE** ANY EVIDENCE OR OTHER ITEMS
 - a. UNLESS SAFETY DEEMS IT NECESSARY
 - b. UNLESS IT IS NECESSARY TO HELP OR MOVE INJURED
 - c. UNLESS IT IS NECESSARY TO GAIN ACCESS TO SCENE
3. PROTECT EVIDENCE, WHEN DIRECTED TO, BY OFFICER OR INVESTIGATORS
 - a. IF NECESSARY, COVER EVIDENCE TO:
 1. PREVENT CONTAMINATION FROM, WEATHER, DIRT, WATER, CHEMICALS AND BEING STEPPED ON OR KICKED.
 2. PREVENT MOVEMENT
 3. PREVENT LOSS
 4. PROTECT PERSONNEL
 5. NEVER MARK EVIDENCE OR ITS LOCATION PRIOR TO BEING COLLECTED.

F. WEATHER CONDITIONS

1. DOCUMENT THE TYPE OF WEATHER CONDITIONS THAT WERE PRESENT UPON YOUR ARRIVAL. IE. CLEAR, CLOUDY, RAIN, SNOW AND WIND CONDITIONS. THIS COULD BE VERY IMPORTANT INFORMATION.

NOTES:

II. SECURING THE CRIME SCENE

- A. USE SOME TYPE OF PHYSICAL BARRIER TO SECURE SCENE
 1. CRIME SCENE TAPE
 2. BARRICADES

- 3. LOCK DOORS
- 4. VEHICLES
- 5. PERSONNEL

B. ALWAYS SECURE **ALL SIDES OF SCENE** IF POSSIBLE

C. AUTHORIZED PERSONNEL WHO MAY ENTER SCENE

- 1. AFTER THE SCENE IS SECURED, ONLY THE FOLLOWING MAY ENTER
 - a. CASE OFFICER
 - b. ASSISTING OFFICERS
 - c. EVIDENCE TECH.
 - d. OR OTHERS AS DETERMINED BY CASE OFFICER OR INCIDENT COMMANDER

REMEMBER: THE WORST CASE SCENARIO IS THE ARRIVAL OF THE CRIME SCENE ERADICATION TEAM I.E. FELLOW OFFICERS

D. ENTRY LOG

- 1. WHEN SCENE IS SECURE, BEGIN AN **ENTRY LOG**.
 - a. LOG **EVERYONE WHO ENTERS OR LEAVES** THE SCENE
 - b. LOG THE TIMES FOR IN AND OUT OF SCENE
 - c. LOG THEIR PURPOSE FOR ENTERING THE SCENE

E. BY – STANDERS OR ON LOOKERS

- 1. KEEP UNAUTHORIZED PERSONNEL AWAY FROM SCENE AS FAR AS POSSIBLE
- 2. REFER ANY NEWS MEDIA PERSONNEL TO THE INCIDENT COMMANDER, CASE OFFICER OR THE DEPARTMENT PUBLIC INFORMATION OFFICER IF HE OR SHE IS PRESENT OR TO THE SHERIFF OR CHIEF DEPUTY.

NOTES:

F. CLEARING THE SCENE

- 1. YOU WILL BE RELEASE ONLY BY THE INCIDENT COMMANDER OR THE CASE OFFICER
- 2. BE PREPARED TO PROVIDE A VERBAL OR WRITTEN REPORT OF YOUR INITIAL SURVEY OF THE SCENE AND ANY AND ALL ACTIVITIES THAT YOU DID WHILE AT AND IN THE CRIME SCENE.

NOTES:

MOHAVE COUNTY SHERIFF'S OFFICE
CRIME SCENE INVESTIGATION
WORKSHEET

M.C.S.O. DR #: _____ DATE AND TIME ARRIVED: _____
(OBTAIN FROM OFFICER RESPONDING)

LOCATION: _____
(FACILITY POD, CELL OR AREA)

PERSON(S) AT SCENE UPON ARRIVAL: _____

PERSON IN CHARGE OF SCENE UPON ARRIVAL: _____

CONDITION OF SCENE (SECURED OR UNSECURED): _____

LIGHTING CONDITIONS: _____ WEATHER: _____

BRIEFED BY: UPON ARRIVAL: _____

PRELIMINARY EVALUATION (GENERAL DESCRIPTION): _____

SPECIAL SITUATIONS OR CONDITIONS: _____

CRIME SCENE RELEASED TO (NAME, DATE, RADIO CALL NUMBER & TIME): _____

OTHER INFORMATION: _____

IDENTIFICATION SLIP OF PHOTOS TAKEN
FILL OUT AND PHOTOGRAPH AT THE START (FIRST FRAME) FOR EACH DISK OR FILM ROLL TAKEN
(PRINT LARGELY USING BLACK MARKER)

NAME OF PERSON TAKING PHOTOGRAPHS:

TITLE OF PERSON TAKING PHOTOGRAPHS:

RADIO CALL NUMBER: _____

LOCATION: _____

(FACILITY, POD, CELL OR AREA)

DATE: _____

POLICY

Inmate movement in this facility shall be governed by the custody level, restrictions assigned to the inmate and inmate's housing unit.

PROCEDURE

- A. **SECURITY:** Prior to inmate movement, all stairways and emergency exits will be secured by the Corrections Officer. While inmate movement is in progress, no two (2) sally-port doors will be opened at the same time for any reason. Under no circumstances will the roving floor be left unattended. Inmates can carry only legal paperwork during in-house movements.
- B. **SEARCHES:** All inmates will receive at least a pat search when leaving their housing unit and upon returning.
- C. **MOVEMENT:** Inmates will be moved within the facility according to their assigned housing unit. The inmate restriction summary must be referred to prior to any inmate movement.
 - 1. A-pod: Inmates housed in A-pod will be escorted with one (1) Officer per inmate.
 - 2. B-pod and C-pod: Inmates housed in either B or C pods will be escorted with one (1) Officer per three (3) inmates.
 - 3. D-pod and E-pod: Inmates housed in either D or E pods will be escorted with one (1) Officer per four (4) inmates.
 - 4. F-pod and G-pod: Inmates housed in either F or G pods will be escorted with one (1) Officer per six (6) inmates.
 - 5. W/R, W/71, and J-pod: Inmates housed in either W/R, W/71, or J-pod will be escorted with one (1) Officer per six (6) inmates.
 - 6. Medical Unit: Officer must review inmate restriction summary prior to moving any inmates housed in medical.
 - 7. Juveniles: The area of movement must be clear of all adult inmates prior to movement of a juvenile.

8. Inmates in large groups: Inmates may be moved in large groups during recreation periods, inmate visitation, transportation of inmates to court, or any other planned or unplanned activity. When this occurs, advance preparation by Corrections staff will be required. The shift supervisor will be notified prior to movement.

POLICY

In order to maintain a permanent legal record of pertinent events, various types of log books are to be maintained at each post in Corrections Division Facilities. All staff members shall be aware of the types of log books to be maintained at their assigned post and shall make neat and accurate entries as events occur. Inmate movement logs will at all times, have the current inmate head count for that post.

PROCEDURE

A. Control Rooms and Roving Activity Log Books:

1. Officers assigned to control rooms or roving will record all inmate movement in and out of their assigned areas.

A. On arrival at assigned post, Officers will write their name, radio call number, date and time in log book.

B. All inmate movement will be recorded showing time moved, inmates name, inmates destination, current inmate head count in assigned area and number of inmates out of assigned area.

C. Special incidents will be recorded such as power failures, floods, fires, medical emergencies, arrival or departure of outside medical personnel, pod inspections, pod walk throughs etc. The time and names (if applicable) and nature of occurrence will be recorded.

B. Pass down logs.

1. Pass down logs are to be used to record any unusual event that personnel, not immediately available, would logically be interested in.

2. Pass down logs are located at each post. Information on unusual events that occurred in the area related to that post will be recorded in the post pass down logs.

DETENTION DIVISION

POLICY AND PROCEDURES

3. Shift pass down logs, located in the training room, will be used to record any unusual event that other personnel, not immediately available, would logically be interested in, even if the event was already recorded in a post pass down log.
4. Changes in policy, special instruction, anticipated events, special alerts will also be recorded in the shift pass down log.

C. Special logs: Are log books maintained at a particular post and used to record all events that occur at that post, or used to record a particular event.

1. A-pod log is used to record inmate activities in A-pod. This includes time out of cell, phone use, shower use, etc.
2. Medical log is used to record all inmate activities in the medical housing unit. This includes time out of cell, phone use, shower use, etc.
3. Restraint log is to record when inmates are physically restrained, times restraints are checked, times medical staff checked, time inmate is released from restraints and other information as needed on restrained inmates.
4. Suicide watch logs are forms posted on suicidal inmates cell door. Officers will record the times the inmate was observed, condition of inmate, and Officers initials and radio call number. Completed forms are retained in inmates file.
5. Administrative segregation / isolation for holding one (1) and holding five (5). These log sheets are to be used whenever an inmate is classified to holding one (1) or holding five (5) for forty-eight (48) hours or more. All mandated rights must be given and recorded with signature and radio call number below the entry.
6. Other special logs may be used at posts for special occasions or as deemed necessary by the Facility Commander.

D. Supervisors responsibilities:

1. Supervisors will review all log books that are used by their staff daily. Supervisors will make certain that all activities or events are properly recorded in the proper log books.
 - a. After reviewing, supervisors will add any necessary comments to entries, date, time of review and signature will be recorded indicating that the log book was reviewed.

POLICY

Inmates are provided clothing that is properly fitted, climatically suitable, appropriate for Detention Facility activities and meets sanitation and safety requirements. Inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions during the duration of their confinement.

GENERAL INSTRUCTIONS:

1. Special protective clothing will be issued to inmate workers assigned to special work details, which can include hair covering, appropriate footwear and reflective vests.
2. Clothing and bedding supplies issued to inmates will be that inmates responsibility, he/she will be held accountable for use of the item and condition of the item upon return.
3. A supply of clothing, linen and bedding will be maintained at an adequate level to supply the facilities maximum inmate population.
4. Clothing for exchange will be available to inmates twice weekly and on a daily basis for inmate workers assigned to work crews.
5. The facility will provide for the thorough cleaning, disinfecting and storage of issued clothing and linen supplies.

PROCEDURE

A. Issue of inmate clothing

All unsentenced inmates will be issued and required to wear facility supplied clothing. Clothing issued will be correctly sized, clean, durable, easily laundered, repaired when necessary and presentable.

B. Inmate responsibility - damaged clothing:

1. All items being turned in or issued at weekly clothing / linen exchange will be checked for damage by the supply Officer before the clean items are issued.
2. Inmates will be responsible for immediately reporting and damaged clothing they receive to the supply Officers.

3. If the inmates turn in a damaged item, an incident report will be written that describes the damage, and the inmate will be charged for destruction of county property.
4. Inmate possessing facility issued clothing in amounts that are in excess of standard issue will be subject to disciplinary action.

C. Linen and clothing exchange

1. The facility will provide all inmates an issue of clothing, mattress cover, pillow case, towel and exchange on a one (1) for one (1) basis.
2. Inmate workers will be issued clean clothes after each work detail.
3. Blankets will be exchanged monthly on a one (1) for one (1) basis.
4. Mattresses will be issued to each inmate upon being moved into a regular housing unit. Each inmate will be responsible for the cleaning/disinfecting of his/hers mattress on a regular basis.

DETENTION DIVISION

POLICY AND PROCEDURES

POLICY

The Corrections Facility will regulate the disposal and handling of inmate razors in compliance with the federal mandates regulating the handling of items that may be contaminated with blood borne pathogens.

PROCEDURE

A. Razor disposal - General population.

1. A plastic five gallon pail, "Sharps Container", with a ten percent (10%) bleach solution will be used for collection of used razors.
2. The container will be marked "Sharps Container" with permanent black marker by the supply department.
3. The container will be stored in the supply department when not exchanging razors.
4. Inmates are required to show the Officers that the blade is still in the razor head. Once a razor is dropped into the "Sharps Container", it is not to be removed for any reason.
5. No razor is to be disposed of in any manner other than a "Sharps Container". A full Sharps Container will be taken by a supply Officer to the **HAZARDOUS WASTE** holding area for final disposal.

B. Missing razor / blade:

1. If a razor or blade is unaccounted for, the shift supervisor will be advised immediately and may direct a search of the inmate and / or a total area search.
2. A replacement razor will not be issued until the original has been found, or in-house charges have been resolved.

C. General population - razor issue

Razors will be initially issued to general population inmates during their initial classification move.

DETENTION DIVISION

POLICY AND PROCEDURES

D. Razor - A-Pod

1. Inmates housed in A-pod will be issued a razor on request between 2200 hours and 2300 hours and must use the razor under direct and continual visual observation of a Corrections Officer. The inmate must return the razor to the Officer when he is finished shaving.
2. Officers supervising A-pod inmates will inspect the returned razor for the blade.
3. The "Sharps Container" will be marked with permanent black marker "A-pod Razors".
4. Once the container is full, the control room three (3) operator will contact and advise supply. Supply staff will pick up the container and exchange for a new one.

E. Razors - Medical and special watches

1. Inmates housed in medical or on special watches will be issued a razor on request while out for their day room time. Razor used will be under the direct and continued observation of Detention Officer. The inmate must return the razor when he/she is finished shaving.
2. Inmates are required to show the Officer that the blade is still in the razor head.
3. The supervising officer will obtain the "Sharps Container" marked "Medical Razors", from Control Room II and deposit all used razors into the container.
4. Once the container is full, the Control Room II operator will contact supply. Supply staff pick up the container and exchange for a new one.

F. Recording razor use

1. A-pod razor use will be logged in the A-pod log book.
2. Medical razor use will be logged in the medical log book.
3. Special watch inmates will be logged on the "Segregation-Isolation, Holding One (1) and Holding five (5)" log sheet.

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 2

REVISED: 01-09-08

POLICY

All

This facility will provide supervised outdoor recreation for regularly scheduled use by inmates.

inmates (except initial intake, disciplinary segregation and administrative segregation-isolation) are eligible for a minimum of two (2) ninety (90) minute periods each week.

Outdoor recreation (yard) may be shortened or canceled due to bad weather, security overrides or other operational needs. When a scheduled yard period is shortened or cancelled notation will be made on the yard pod rosters. The officers making the notation shall print and sign his or her name along with their John number at the bottom of the page. The swing shift supervisor shall retrieve all yard pod rosters prior to the end of the shift and deliver the yard pod rosters to the Support Services Division for computer entry.

PROCEDURE

- A. Each inmate shall have their name highlighted on the yard pod roster indicating the usage of the outdoor recreation. Those names not highlighted will indicate their refusal of outdoor recreation. The officer shall then place the time out and time returning from outdoor recreation with the officer's name and John number at the top of the roster.
- B. Disciplinary segregation and administrative segregation-isolation will be given indoor exercise only, as specified in the unit management policy. Inmates in intake (holding) cells are not eligible for outdoor recreation. Those inmates in custody, eligible and participating in work release, are exempt from the outdoor exercise requirement.
- C. Inmates housed in medical for medical reasons have access to the yard on a basis determined by the medical staff or medical director. This information shall be noted in the inmate restriction summary. Those housed in the medical area for other than medical reasons are eligible for outdoor recreation.
- D. Utilization of the upstairs and downstairs recreation areas will be at the discretion of the Jail Administration.

PROCEDURE (continued)

- E. Yards will be checked for contraband, broken or missing equipment, weather damage, debris and any object or situation that may cause a breach of security or danger to inmates using the yard, on a daily basis and prior to each group of inmates entering the yard area.
- F. Inmates will be required to be fully clothed (uniform shirt, pants and shoes). prior to going and returning from the yard.
- G. Inmates are not allowed to take anything with them to the yard (no cups, books, writing utensils, food, etc.).
- H. Inmates will be pat searched prior to going and returning from the yard.
- I. No activities will be allowed that would appear to be unsafe so as to result in injury to the inmate population in the recreation yard.
- J. All inmates going to the yard must have in their possession their issued identification band. Inmates not in possession of their identification band will be prohibited from using the yard and documented on the yard pod roster.

Date

M.C.S.O. Tom Sheahan, Sheriff

POLICY

The Detention Facility will maintain a suicide prevention system that will provide training to assist them in recognizing inmates that may present a suicide risk and steps to be taken in preventing a suicide attempt.

PROCEDURE

A. Staff training

1. Detention Officers form the front line of defense in suicide prevention. Because suicides usually are attempted in inmate housing units (often during late evening hours), they are generally outside the purview of program staff and must be thwarted by Detention Officers who have been trained in suicide prevention and are able to demonstrate an intuitive sense regarding the inmates under their care.
2. Suicide prevention training will be given to all staff who come into contact with inmates. Initial training will be at least six (6) hours in length with at least two (2) hours of annual training after the initial. Emphasis will be placed on the following:
 - A. Why jail environments are conducive to suicidal behavior.
 - B. Potential predisposing factors conducive to suicide.
 - C. High risk suicide periods,
 - D. Warning signs and symptoms.
 - E. Officers will be trained regarding their own self-awareness, attitudes and biases towards suicidal inmates.

B. Intake screening:

Intake screening is crucial to this facility's suicide prevention efforts. The following characteristics need to be watched for, regarding possible suicidal behavior:

- A. Intoxication.
 - B. Emotional state.
 - C. Family history of suicide.
 - D. Recent significant loss.
 - E. No prior incarceration.
 - F. Previous history of suicidal behavior.
- C. Communication:
- 1. Level One (1) - Communication between arresting / transporting officer and jail staff. Suicide prevention begins at the point of arrest. What an individual says and how he/she behaves during arrest, transportation to the facility and booking are crucial to detecting suicidal behavior. Any pertinent information regarding the arrestee's well being must be communicated by the arresting / transporting officer to the booking officer and noted in the shift pass down log.
 - 2. Level Two (2) - Communication between jail staff and the suicidal inmate. Facility staff will use acquired communication skills including active listening, staying with the inmate (if he/she is in imminent danger) and maintaining contact through conversation, eye contact and body language.
- D. To every extent possible, suicidal inmates should be housed with general population. Close staff supervision is required in this situation. The use of isolation and physical restraints should be used as a last resort to keep the inmate from acting out or physically engaging in self-destructive behavior.
- E. Facility policy requires special watch inmates be supervised at intervals not to exceed 30 minutes. Suicidal inmates should be observed at more frequent intervals. Two (2) levels of supervision are recommended for suicidal inmates:
- 1. **CLOSE SUPERVISION** Should be provided for inmates who are not actively suicidal, but have expressed suicidal thoughts and/or have a prior history of self destructive behavior. Such inmates should be observed at staggered intervals of ten (10), fifteen (15), or thirty (30) minutes depending on inmate behavior.

2. **CONSTANT WATCH** Is reserved for inmates who are actively suicidal and are either threatening or engaging in an act of suicide. These inmates will be observed on a continuous, uninterrupted basis. Closed-circuit monitoring may be used to supplement this level of supervision, but will not be used as a substitute for supervision.

F. Intervention:

1. All staff who have contact with inmates will be trained in standard first aid and C.P.R.
2. At discovery of an inmate attempting suicide the following actions will be taken:
 - a. Contact medical unit, advise of situation and request assistance.
 - b. Contact shift supervisor "Officer needs assistance, medical emergency".

Upon arriving at the scene, staff is not to assume an inmate is dead, but should initiate appropriate first aid as soon as it safe to do so. In any area where only one Officer is present, that Officer will not take emergency first aid action that would divert his / her attention from activity in the area if other inmates are present.

G. Reporting:

All appropriate facility officials will be notified through the normal chain of command. All staff who had contact with the inmate prior to the attempted or completed suicide is required to submit a report as to their full knowledge of the inmate and incident.

- H. The facility will maintain a system of initiating a monitoring system to prevent inmate suicides. Any staff member suspecting an inmate may be contemplating suicide will immediately notify their supervisor and submit an incident report.

The shift supervisor, after evaluating the severity of the situation, will start a special watch log sheet, and initiate any necessary moves to allow for additional supervision. The classification and medical department will be notified.

I. Suicide watch evaluation:

All inmates placed on a special watch by other than medical staff will have a documented evaluation by the Medical Administrator as soon as possible after initiation of the watch. Evaluations are to be placed in the inmate's medical file.

J. Discontinuing / reducing intensity of the watch:

No staff member other than licensed medical personnel have the authority to discontinue or reduce the intensity of a special and/or a suicide watch.

K. Special watch evaluations:

Special watches are evaluated by medical and classification staff for revisions or deletions. The evaluating member will be responsible for providing the documentation showing the review. Staff will be advised on a shift to shift basis of any changes in special watches via the shift briefing log.

POLICY

On those occasions when an inmate, or inmates, become violent, combative and/or refuse to comply with instruction, staff will **use the amount of force necessary** to bring the inmate(s) under control. It is the policy of the Mohave County Sheriff's Office to maintain control using only **necessary force**. In order to provide protection to staff and humanely control violent inmates the Mohave County Sheriff's office maintains electronic immobilization devices at their Detention facilities.

DEFINITIONS

A. Electronic Immobilization Device (E.I.D): Any electronic device specifically designed to temporarily incapacitate a person using an electronic charge.

1. The only EID's approved for use by staff are the Ultron II hand held EID, the Nova Electronic Riot Shield and the R.E.A.C.T. belt system.

B. Properly trained personnel: Those staff members that have participated in a training program approved by the Mohave County Sheriff's office in the operation and use of EID's.

1. Training for program #T-1, basic certification for the Ultron II (hand held) and the ice power shield shall consist of an eight (8) hour certification course with A MINIMUM OF THREE (3) PROTOCOL APPLICATIONS OF A LIVE STUN DEVICE ARE REQUIRED FOR CERTIFICATION.

2. Training for program #T-3, Primary R-E-A-C-T belt and band-it system certification is a continuation of the #T-1 program and consist of approximately six (6) additional training hours and REQUIRES AN APPROXIMATE EIGHT (8) SECOND APPLICATION of either the belt (around the midriff area slightly above the waist) or the band-it sleeve or transporter system (around the arm, with the contacts on the inside of the forearm, around the calf with the contacts on the back of the calf, on the thigh with the contacts on the outside (sciatic nerve) or on the inside of the thigh).

3. Certification for either the T-1 or T-3 systems shall be on a volunteer basis with the activation of both systems required (mandatory) for certification as defined above.

PROCEDURES

A. Staff members will be familiar with Mohave County Sheriff's Officer General Order 2.70.

B. When informed of a potentially violent situation, properly trained staff will respond to the area with EID's. In many circumstances the presence or display of EID's will defuse the situation.

C. If the potentially violent situation involves more than one (1) inmate the on-duty supervisor will assess the situation and determine if control can be attained with available staff, or if additional staff are necessary.

D. When the use of an EID becomes necessary, the use of the EID will cease when the inmate ends resistance.

E. As soon as the EID incapacitates an inmate, restraints will be applied.

F. After application of EID and restraints, the inmate will be examined by medical staff, as soon as possible for injury.

G. Upon the conclusion of an incident involving the use of an EID, incident reports will be prepared by staff involved, indicating events leading up to the use of the EID, duration of application of EID, number of times EID used, results of medical examination and any injuries sustained. Pictures should be taken of the area of application and submitted with the incident report. A separate report to the Division Commander is required by General Order 2.70.

H. When the R.E.A.C.T. belt is utilized, whether it is activated or not, the Officer using the belt must insure that the belt implementation form is filled out and turned into the training staff.

A. R.E.A.C.T. BELT SECURITY LEVELS ARE AS FOLLOWS:

1. LEVEL I - (Minimal) Courtroom activities court belt is placed under the subjects clothes and no other restraints are required.
2. LEVEL II - (Primary) Transport belt is used and left and right restraint cuffs are in place on each wrist.
3. LEVEL III - (Intermediate) Transport belt is used, wrist cuffs (left and right) in place and the additional use of handcuffs through the center "D" ring.
4. LEVEL IV - (Maximum) Transport belt is used, wrist cuffs in place, additional handcuffs through the center "D" ring and extended chain to leg shackles.

THIS FORM IS TO BE COMPLETED, IN IT'S ENTIRETY, EACH AND EVERY TIME AN ELECTRONIC **R-E-A-C-T SYSTEM** IS APPLIED TO A SUBJECT.

A. AGENCY: _____ DATE: _____

DIVISION: _____

B. ASSIGNMENT

COURT TRANSPORT CUSTODY WORK OTHER

METHOD OF TRANSPORTATION

VEHICLE AIRCRAFT BOAT WALKING OTHER

C. SUBJECT NAME: _____

CHARGE/STATUS: _____

CUSTODIAL OFFICER: _____ CONTROL#: _____

D. RECEIVER/STUN PACK # _____ TRANSMITTER# _____

UNIT TEST (Prior to application) 25 FEET

E. SECURITY LEVEL – LEVEL I II III IV

MINIMAL SECURITY BELT APPLICATION YES NO

F. AMOUNT OF FORCE NECESSARY TO PLACE SYSTEM ON SUBJECT

NONE UNWILLING

VISIBLE DISPLAY PRIOR TO APPLICATION

PHYSICAL RESTRAINT ASSISTANCE REQUIRED

G. TIME OUT: _____ TIME IN: _____

1

H. DATE OF LAST BATTERY CHARGE ON RECEIVER/STUN PACKAGE:

_____ BY: _____

I. USE OF R-E-A-C-T SYSTEM

ACTIVATION NOT REQUIRED

ACTIVATION REQUIRED

NUMBER OF APPLICATIONS: _____

LENGTH OF CONTACT: _____ seconds

IF UNIT ACTIVATION WAS NECESSARY, THE NEXT FOUR (4) SECTIONS MUST BE FILLED OUT.

J. **REASON FOR ACTIVATING UNIT**

K. **EFFECTS**

L. **COMPLAINTS FROM SUBJECT**

M. **USER REMARKS**

DATE

TIME

SIGNATURE

YOU ARE HEREBY ADVISED THAT YOU ARE BEING REQUIRED TO WEAR AN ELECTRONIC IMMOBILIZATION SYSTEM

This system contains 50,000 volts of electricity. By means of a remote transmitter, an attending officer has the ability to activate the stun package attached to you, thereby causing the following results to take place:

1. Immobilization causing you to fall to the ground
2. Possibility of self-defecation
3. Possibility of self-urination

FAILURE TO COMPLY WITH OFFICER DIRECTION COULD

LEAD TO ANY OF THE ABOVE!

The System could be activated under the following actions on your behalf and notification is hereby made:

- A. Any outburst or quick movement
- B. Any hostile movement
- C. Any tampering with the System
- D. Any attempt to escape custody
- E. Any loss of vision of your hands by the custodial officer
- F. Any overt act against any person within a fifty (50) foot vicinity

I UNDERSTAND THE ABOVE INFORMATION AND ACKNOWLEDGE BEING ADVISED OF SAME.

SUBJECT NAME – PRINT

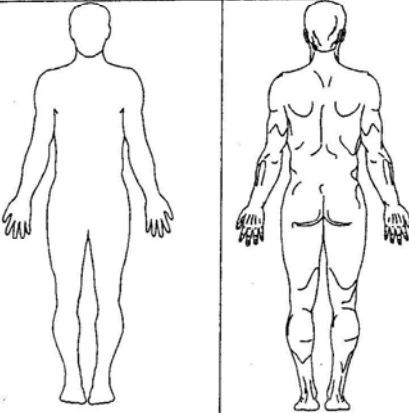
CONTROL OFFICER

SUBJECT'S SIGNATURE

DATE

Mohave County Sheriff's Office

Use of Force Report

Officer:		DR:	Date/Time:
Location of Incident:			
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Jail <input type="checkbox"/> Hospital <input type="checkbox"/> Other:			
Type of Incident/Charges:			
Suspect Name: last, first, mi:			
MCSO Name #		M / F	Age: Under the Influence: Y / N
<u>Type of Force Used</u>	<u>Describe Why Force Was Used:</u>	<u>If Force Used Included Use of Baton, Complete this Section:</u>	
<input type="checkbox"/> Baton <input type="checkbox"/> OC Spray <input type="checkbox"/> Defensive Tactics <input type="checkbox"/> TASER <input type="checkbox"/> Other: _____	<input type="checkbox"/> To effect arrest <input type="checkbox"/> To handcuff/restrain suspect <input type="checkbox"/> To defend self <input type="checkbox"/> To defend another <input type="checkbox"/> To restrain for subject's safety <input type="checkbox"/> To prevent escape from custody <input type="checkbox"/> To prevent violent felony <input type="checkbox"/> Accidental/unintentional <input type="checkbox"/> Other (explain in narrative)	Baton Used: <input type="checkbox"/> Expandable <input type="checkbox"/> PR 24 Baton Moves Used: _____ _____ _____ Was Baton Effective? Y / N Was Subject Visibly Injured? Y / N	
<u>If Force Use Included O.C. Spray, Complete this section:</u>			
Total # of Times Subject was Sprayed: _____			
1) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
2) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
3) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
Did O.C. have the desired incapacitating effect: Yes / No			
How long did resistance continue after use? Approximately _____ minutes			
Duration of effects: (effects such as eyes closed, Difficulty breathing, burning sensation)			
<input type="checkbox"/> 5-15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> 30-60 minutes <input type="checkbox"/> 60+ minutes			
Were there any undesired affects, problems or complications with O.C. use: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, explain in narrative)			
Was subject permitted to wash? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused <input type="checkbox"/> Subject to combative			
If yes, the elapsed time between O.C. use and when subject was allowed to wash was approximately _____ minutes			
<u>If Force Used Included Use of a TASER, Complete this section:</u>			
TASER Serial Number: _____ Displayed Only: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, complete remainder of section Air Cartridge Type: <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____ <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____ <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____ Number of Cycles applied: _____ TASER Use: <input type="checkbox"/> Success <input type="checkbox"/> Failure Wearing Heavy Clothes: <input type="checkbox"/> Yes <input type="checkbox"/> No Usage: <input type="checkbox"/> Arc Display Only <input type="checkbox"/> Laser Display Only <input type="checkbox"/> TASER Application Is this a Dart Probe Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a Drive Stun contact: <input type="checkbox"/> Yes <input type="checkbox"/> No Approximate target distance at time of dart launch: <input type="checkbox"/> 0-5 ft <input type="checkbox"/> 5-10 ft <input type="checkbox"/> 10-15 ft <input type="checkbox"/> 15-21 ft <input type="checkbox"/> 21-25 ft (XP) Did dart penetrate the skin: <input type="checkbox"/> Yes <input type="checkbox"/> No Probes removed on Scene: <input type="checkbox"/> Yes <input type="checkbox"/> No Place "X's" where probes hit suspect AND "O's" where drive stunned			
Was the subject visibly injured? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Medical treatment provided: <input type="checkbox"/> Deputy on scene <input type="checkbox"/> Ambulance on scene <input type="checkbox"/> Transported to ER <input type="checkbox"/> Admitted in hospital			
Were any deputies injured?: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Were photographs taken? (Officers injuries, suspects injuries or scene): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photographs of:		Taken by:	

Comments: _____

Copy of Report Must be Attached

Reporting Deputy: _____ Date: _____

Supervisor Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Supervisor: _____ Date: _____

District Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

District Commander: _____ Date: _____

Division Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Division Commander: _____ Date: _____

Chief Deputy Comments: _____

Chief Deputy: _____ Date: _____

Copy of completed form to be forwarded to DT Instructors for Training Review

**THIS FORM IS FOR ADMINISTRATIVE USE ONLY
AND IS NOT TO ACCOMPANY OR BE FILED WITH DEPARTMENT REPORT**

Comments: _____

Copy of Report Must be Attached

Reporting Deputy: _____ Date: _____

Supervisor Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Supervisor: _____ Date: _____

District Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

District Commander: _____ Date: _____

Division Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Division Commander: _____ Date: _____

Chief Deputy Comments: _____

Chief Deputy: _____ Date: _____

Copy of completed form to be forwarded to DT Instructors for Training Review

**THIS FORM IS FOR ADMINISTRATIVE USE ONLY
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POLICY

Mechanical security restraints placed on an inmate will remain in place only as long as the high risk of escape, personal violence or property damage remains, or until the inmate can be placed in a secure area, if that will serve to cease the danger posed by the inmate's behavior. Under medical advice, certain types of restraints are to be used to prevent an inmate from attempting suicide or inflicting serious self-injury.

DEFINITION

Mechanical restraints include, but may not be limited to, handcuffs, flexcuffs, shackles, restraint chairs and protective helmets. Mechanical restraints can also include leather or synthetic fabric wrist, ankle and torso restraints, normally used as medical restraints, but used as security restraints when restraints are necessary for extended periods.

Soft restraints include, but may not be limited to, leather or synthetic wrist, ankle and torso restraints, torso wraps, protective helmet and restraint chair.

Point restraint indicates how many restraints are used. For instance, one (1) point restraint would describe an inmate handcuffed to a fixed object by one handcuff. Four (4) point restraint would describe restraint of inmate using enough restraint devices to fix four body points to a fixed object, such as a sleeping bunk. The four (4) body points would be shackles that fix both ankles to the fixed object and handcuffs that fix both hands to a fixed object, a total of four (4) body points restraints. Restraint techniques and nomenclature will be an essential part of basic training for Detention Officer recruits.

GENERAL INSTRUCTIONS

If extended restraint is necessary, with "extended" defined as more than two hours, the on-duty shift supervisor may elect to have an inmate transferred from mechanical (hard) security restraints to (soft) restraints.

Routine use of handcuffs, shackles or flex cuffs to move or transport inmates will be carried out according to established practices and based on the security classification of the inmates. No specific supervisory authority is required for this purpose. Should soft restraint be necessary to prevent self-mutilation, self-injury or suicide. Medical staff will immediately be notified by the on-duty shift supervisor or designee of the action needed or already taken as an emergency

measure.

Restraints will not be used in a punitive manner. Medical examination of a restrained inmate will not be required for routine inmate movement or transport.

PROCEDURE

A. Application of Mechanical Restraints

Mechanical restraints will be used in a manner conforming to the following:

1. Do not cause physical discomfort or physical pain, or restrict blood circulation or breathing of the inmate.
2. Are not used above the head and/or neck of the inmate, excepting helmets designed for head protection.
3. Are used no longer than deemed necessary.
4. Do not place the inmate in an unnatural or traumatic position, or past the point of compliance.

B. In Transports

When transporting an inmate, selection of restraint equipment will depend on the security classification of the inmate, anticipated contact with the public, physical and mental health and displayed behavior of the inmate, and purpose and destination of transport. Pretrial inmates being moved from a secure area to be transported out of the facility for court appearances and pretrial inmates being transported to medical care outside the facilities will have restraints applied when they arrive in the booking area, and before exiting the facility.

1. Sentenced inmates housed in maximum custody areas will not be placed in restraints when transported unless determined to be a security risk.
2. Adult male and female inmates are not cuffed together. Juveniles are not moved with adults.
3. Inmate worker details in transit to and from work details do not require restraints.
4. Inmates on work release and inmate worker status do not require restraints when going to or returning from outside the facility destinations.
5. Sentenced inmate residents brought to the main jail, from District II or District III, for custody level increase will be placed in restraints for movement to the main jail facility.

PROCEDURE (continued)

6. If transporting sentenced and pretrial inmates together, all inmates will be restrained.

7. Inmates whose sentencing minute entry requires participation in an inmate worker or work release program are not placed in restraints when moved from the main jail facility to the assigned sub-station facility.

C. Non-transport security use

When the history, present behavior, or apparent emotional state of the inmate creates the likelihood of bodily injury to self or another, property damage or escape of the inmate, restraints will be employed.

D. Degree of security restraint

The least severe option that will neutralize the existing danger should be used. Degrees of mechanical security restraints in ascending order of severity:

1. Handcuffs / flex cuffs.
2. Handcuffs / flex cuffs and shackles / flex cuffs.
3. Handcuffs to a fixed object (one or two point restraint).
4. Handcuffs and shackles, one of which is attached to a fixed object (two or three point restraint).
5. Four point restraint, with or without protective helmet.
6. Six point restraint, with or without protective helmet.
7. Restraint chair.

E. Duration of restraint period

Restraints will remain on the inmate only for so long as the on-duty shift supervisor determines that the inmate cannot be controlled in any other manner. Any time an inmate is in restraints for a one hour continuous period and the need for continued restraint exists, the on-duty shift supervisor will review the inmate's present behavior and danger presented. The shift commander will either have the restraints removed, or specifically authorize continued use. The shift supervisor may elect to transfer the inmate to soft restraints.

The shift commander will document complete and specific details of the facts that initially made restraint necessary. The continued need for restraint will be reviewed and justified, in writing, every hour.

F. Medical examination of restrain

Inmates placed in restraints for other than routine transport or movement purposes will be checked by medical staff as soon as feasible, but no longer than ten (10) minutes after application, to assure and document that restraints are not causing injury. Restraints will be medically rechecked at sixty minute intervals after that for mechanical (hard) restraints, and once per shift thereafter medical (soft) restraints. The examiner will ensure restraint devices cause no restriction of blood circulation or respiration, and cause no injury. The supervisor will document initial and periodic examination in the inmate restraint log.

POLICY

It is the policy of the Mohave County Sheriff's Office to use **only** that force which is reasonable and necessary, and to provide clear guidelines for the distribution and use of chemical agents. All use will not only be governed by this policy, but also General Order 2.75.

PROCEDURE

- A. The use of chemical agents by on duty personnel shall be limited to those Officers that have completed a department approved training program in the use of chemical agents.
- B. Chemical agents, as used in this procedure, will mean **HAND HELD TYPE** chemical agents, MK-3, manufactured by Fox Labs International. No other product will be used by Detention Staff.
- C. Oleoresin Capsicum (O.C.) will be carried by those Officers who have completed a department approved training program in the use of chemical agents.
 1. Initial training and re-certification classes will be eight (8) hours in length.
 2. Annual re-certification will be done to maintain certification and to carry approved aerosols.
 3. Oleoresin Capsicum (O.C.) will be supplied to staff by this agency. Staff will not purchase or use any other brand of (O.C.) spray.
- D. Use:
 1. O.C. may be used to gain control of an inmate who is actively resisting or is potentially combative. Verbal commands will be given throughout the use of force process.
 2. Chemical agents used by Officers should be directed to the facial area not closer than thirty six (36) inches for approximately one (1) second. If necessary, a second application may be used.
 - A. **ASK, ADVISE, AND ORDER**
 - B. **SPRAY** THE SUBJECT
 - C. **COMMAND** THEM TO GET ON THE GROUND
 - D. **EVALUATE** THEIR RESPONSE (REPEAT STEPS A-C IF REQUIRED)
 - E. **CONTROL** THEM
 - F. **MEDICALLY** CHECK THE SUBJECT
(START YOUR DECONTAMINATION PROCESS)

3. First aid following the application of chemical agents shall be administered as soon as practicable. The subject subdued (contaminated) with chemical agents should be removed from the area, the eyes of the subject should be flushed with cool water. This will reduce the effects of the chemical agent and shorten the recovery time.
4. Medical staff will be notified of the use, so that after the subject has been restrained, an O.C. Administrative warning can be given and the Medical staff will evaluate the subject to ensure proper flushing (decontamination) has occurred.

E. Reporting:

1. In instances where chemical agents are used by personnel in the performance of their official duties, an incident report **will** be filed along with a disciplinary citation by the primary Officer (Officer administering the agent) and supplemental reports will be filled by **ALL** involved staff.

In addition to the basic data contained in the incident report, the incident report shall include:

- A. The attendant circumstances which justified the use of the chemical agent.
 - B. Indicate the fact that the chemical agent was used.
 - C. The time the chemical agent was used.
 - D. The time decontamination was started and incidents on delays (if any).
 - E. The time the Medical staff was contacted and arrival time.
2. For administrative and evaluation purposes as to the effectiveness and use of chemical agents, personnel using chemical agents, shall submit, in addition to an incident report, a separate report in memorandum form to their Division Commander. This memorandum shall contain the following information, as well as, any other attendant information.

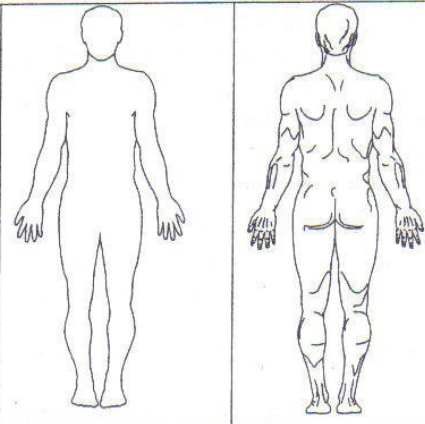
- A. The number of times the chemical agent was used.
 - B. The approximate duration of each application.
 - C. The location of the application on the offenders body.
 - D. The affects each application had on the individual.
 - E. The type of aid given and by whom.
 - F. Synopsis of medical evaluation.
3. Each incident involving Oleoresin Capsicum (O.C.) is subject to a review by an administrative review board. Remember, "**THIS IS A USE OF FORCE**".

Date

M.C.S.O. Tom Sheahan, Sheriff

Mohave County Sheriff's Office

Use of Force Report

Officer:		DR:	Date/Time:
Location of Incident:			
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Jail <input type="checkbox"/> Hospital <input type="checkbox"/> Other:			
Type of Incident/Charges:			
Suspect Name: last, first, mi:			
MCSO Name #	M / F	Race:	Age: Under the Influence: Y / N
Type of Force Used	Describe Why Force Was Used:		If Force Used Included Use of Baton, Complete this Section:
<input type="checkbox"/> Baton <input type="checkbox"/> OC Spray <input type="checkbox"/> Defensive Tactics <input type="checkbox"/> TASER <input type="checkbox"/> Other: _____	<input type="checkbox"/> To effect arrest <input type="checkbox"/> To handcuff/restrain suspect <input type="checkbox"/> To defend self <input type="checkbox"/> To defend another <input type="checkbox"/> To restrain for subject's safety <input type="checkbox"/> To prevent escape from custody <input type="checkbox"/> To prevent violent felony <input type="checkbox"/> Accidental/unintentional <input type="checkbox"/> Other (explain in narrative)		Baton Used: <input type="checkbox"/> Expandable <input type="checkbox"/> PR 24 Baton Moves Used: _____ _____ _____ Was Baton Effective? Y / N Was Subject Visibly Injured? Y / N
If Force Use Included O.C. Spray, Complete this section:			
Total # of Times Subject was Sprayed: _____			
1) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
2) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
3) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
Did O.C. have the desired incapacitating effect: Yes / No			
How long did resistance continue after use? Approximately _____ minutes			
Duration of effects: (effects such as eyes closed, Difficulty breathing, burning sensation)			
<input type="checkbox"/> 5-15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> 30-60 minutes <input type="checkbox"/> 60+ minutes			
Were there any undesired affects, problems or complications with O.C. use: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, explain in narrative)			
Was subject permitted to wash? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused <input type="checkbox"/> Subject to combative			
If yes, the elapsed time between O.C. use and when subject was allowed to wash was approximately _____ minutes			
If Force Used Included Use of a TASER, Complete this section:			
TASER Serial Number: _____			
Displayed Only: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, complete remainder of section			
Air Cartridge Type: <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____ <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____ <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____			
Number of Cycles applied: _____			
TASER Use: <input type="checkbox"/> Success <input type="checkbox"/> Failure		Wearing Heavy Clothes: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Usage: <input type="checkbox"/> Arc Display Only <input type="checkbox"/> Laser Display Only <input type="checkbox"/> TASER Application			
Is this a Dart Probe Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Drive Stun contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approximate target distance at time of dart launch:			
<input type="checkbox"/> 0-5 ft <input type="checkbox"/> 5-10 ft <input type="checkbox"/> 10-15 ft <input type="checkbox"/> 15-21 ft <input type="checkbox"/> 21-25 ft (XP)			
Did dart penetrate the skin: <input type="checkbox"/> Yes <input type="checkbox"/> No Probes removed on Scene: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Place "X's" where probes hit suspect AND "O's" where drive stunned			
Was the subject visibly injured? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Medical treatment provided: <input type="checkbox"/> Deputy on scene <input type="checkbox"/> Ambulance on scene <input type="checkbox"/> Transported to ER <input type="checkbox"/> Admitted in hospital			
Were any deputies injured?: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Were photographs taken? (Officers injuries, suspects injuries or scene): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photographs of:		Taken by:	

Comments: _____

Copy of Report Must be Attached

Reporting Deputy: _____ Date: _____

Supervisor Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Supervisor: _____ Date: _____

District Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

District Commander: _____ Date: _____

Division Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Division Commander: _____ Date: _____

Chief Deputy Comments: _____

Chief Deputy: _____ Date: _____

Copy of completed form to be forwarded to DT Instructors for Training Review

**THIS FORM IS FOR ADMINISTRATIVE USE ONLY
AND IS NOT TO ACCOMPANY OR BE FILED WITH DEPARTMENT REPORT**

DETENTION DIVISION

POLICY AND PROCEDURES

POLICY

In the interest of maintaining order within the facility and for the protection of staff, visitors and inmates, the use of physical force and / or restraints is restricted to instances of justifiable self-defense, protection of others, protection of property, prevention of escapes, and / or if the individual presents a clear danger to themselves. Use of force is only to be used as a last resort and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. A written report will be prepared following all physical uses of force and is submitted to administration. It is the policy of this facility that all Officers shall only use that force which appears reasonably necessary to effectively bring an incident under control.

Due to the potential consequences of the use of force, strict compliance with departmental policy and state law must be maintained to minimize this agency's exposure to civil liability while ensuring that a safe and secure environment is preserved.

Detention personnel will not utilize any force or use any weapon for which they have not been trained and certified by the department approved instructors.

PROCEDURE

APPLICATION OF THE USE OF FORCE

- A. Officers and confronted with many different and varying situations on a daily basis. The selection of a particular technique or level of force cannot be dictated in the abstract, but be based upon the need, appearing to the Officer, to effectively bring the incident under control.
- B. Correction's Officers shall use the amount of force reasonably necessary in light of the circumstances confronting them. The application of force must be based only upon the facts known to the Officer at the time of the incident.
- C. Officers shall not use excessive force. Force shall not be used as a punishment or to inflict unnecessary pain or injury upon an inmate.
- D. Types of force:
 - 1. Level I, Presence
The Officer's presence can be sufficient for a compliant or obedient inmate to comply with the rules and follow directions/orders.

2. Level II, Dialogue

Dialogue consists of persuasion, advice warnings and commands. Verbal commands may be given in a manor to control behavior of a complaining inmate or request obedience.

- A. **ASKING** in a normal tone of voice which indicates calm control of the situation.
- B. Verbal statements indicating **ADVISE** and/or direction in order to accomplish an objective.
- C. Verbal **ORDER** and/or commands will be utilized where clear and concise instruction is necessary to control behavior.

3. Level III, Empty Hand Control

A. **Soft empty hand control** – Consists of using empty hands to apply escort holds, compliance holds and pressure points in order to take physical control of an aggressive or actively resistant inmate. These techniques have a minimal chance of injury.

B. **Hard empty hand control** - Consists of using fist, palm heel, elbow, kicks and knee strikes directed at major motor nerve areas in order to take physical control of an actively resistant inmate. These techniques have a high probability of injury.

4. Level IV, Intermediate Weapons

A. **Soft Intermediate Weapons** – Consists of equipment specially designed to assist officers in gaining control of actively resistant inmates or who are potentially combative. This will include Oleoresin Capsicum (O.C.) and Electronic Immobilization Devices, (Stun Tech, Ultron II and Nova stun shield). Refer to policy 4.17 (Use of Oleoresin Capsicum) and to policy 4.15 (Use of Electronic Immobilization Devices). Only those personnel department trained and certified specifically in the use of O.C. And E.I.D will be approved to carry and use this equipment.

B. **Hard intermediate weapons** – Consists of equipment specifically designed to assist officers in gaining control of actively aggressive and combative inmates or where considerable force is necessary and justified. This will include the use of the Jaycor Pepperball system. Refer to policy 4.20 (Use of Jaycor Pepperball System). Only those personall department trained and certified specifically in the use of the Jaycor Pepperball system will be approved to operate this equipment.

5. Level V, Lethal Force

Is usually employed as a last resort when other measures are not possible under the circumstances existing.

E. Assessing situations/First response

1. Any officer who encounters a situation, which in their judgement may require some degree of force to maintain order, will utilize the following steps:
2. Upon observation of an incident, the officer will first assess the situation.
3. If required, assistance will be summoned by the most expedient means available.
 - a. In all incidents involving more than one (1) inmate, or where a degree of force greater than presence and dialogue may be required to neutralize the incident, assistance will be summoned.
4. If the situation escalates beyond the capabilities of presence and dialogue, supervisory assistance will be summoned.
5. If verbal commands are not obeyed, the officer(s) may initiate physical contact, with the offending inmate(s) utilizing the minimum amount of force reasonably necessary in light of the circumstances confronting the officer(s).

F. Providing first aid

1. Any time a use of force incident occurs, all personnel involved are responsible to ensure that appropriate first aid is given and followed by further medical treatment when necessary.
2. The inmate(s) will be kept under continuous observation prior to the examination by medical staff in every instance where:
 - a. Force has been used and an apparent injury that requires medical attention occurs.
 - b. A complaint of injury is made or alleged.

- c. An O.C. Application of E.I.D. Is applied.
- d. As otherwise needed or indicated.

G. Documentation

Use of force incidents shall be investigated, documented and reported. The supervisor in charge of the use of force incident will assign an officer to complete the incident report and citation.

1. All officers involved in or who witness a use of force incident shall complete supplemental reports.
2. Any time O.C. Is used an additional report will be completed as per Mohave County Sheriff's Office General Order 2.75 and Policy and Procedure 4.17.
3. All documents, reports and paperwork regarding a use of force incident shall be completed prior to the end of shift.

H. Incident review

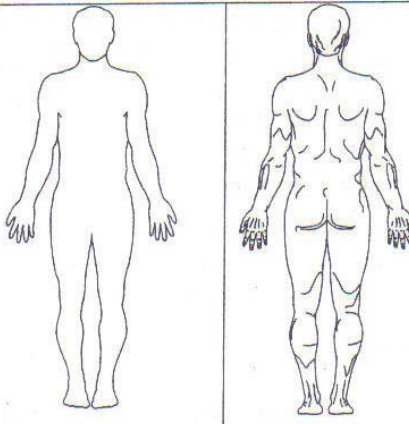
1. All incidents requiring necessary use of force will be reviewed by the Jail Administrator the next duty day. The Jail administration or Sheriff's administration may convene a review board consisting of either the Jail Administrator, Assistant Jail Administrator, recorder and two (2) additional uninvolved first line supervisors.

Date

Thomas M. Sheahan, Sheriff

Mohave County Sheriff's Office

Use of Force Report

Officer:		DR:	Date/Time:
Location of Incident:			
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Jail <input type="checkbox"/> Hospital <input type="checkbox"/> Other:			
Type of Incident/Charges:			
Suspect Name: last, first, mi:			
MCSO Name #	M / F	Race:	Age: Under the Influence: Y / N
<u>Type of Force Used</u>	<u>Describe Why Force Was Used:</u>		<u>If Force Used Included Use of Baton, Complete this Section:</u>
<input type="checkbox"/> Baton <input type="checkbox"/> OC Spray <input type="checkbox"/> Defensive Tactics <input type="checkbox"/> TASER <input type="checkbox"/> Other: _____	<input type="checkbox"/> To effect arrest <input type="checkbox"/> To handcuff/restrain suspect <input type="checkbox"/> To defend self <input type="checkbox"/> To defend another <input type="checkbox"/> To restrain for subject's safety <input type="checkbox"/> To prevent escape from custody <input type="checkbox"/> To prevent violent felony <input type="checkbox"/> Accidental/unintentional <input type="checkbox"/> Other (explain in narrative)		Baton Used: <input type="checkbox"/> Expandable <input type="checkbox"/> PR 24 Baton Moves Used: _____ _____ _____ Was Baton Effective? Y / N Was Subject Visibly Injured? Y / N
<u>If Force Use Included O.C. Spray, Complete this section:</u>			
Total # of Times Subject was Sprayed: _____			
1) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
2) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
3) Duration of Burst(s): _____ sec. Distance: <input type="checkbox"/> 1-3 ft. <input type="checkbox"/> 4-6 ft. <input type="checkbox"/> 6+ ft.			
Did O.C. have the desired incapacitating effect: Yes / No			
How long did resistance continue after use? Approximately _____ minutes			
Duration of effects: (effects such as eyes closed, Difficulty breathing, burning sensation)			
<input type="checkbox"/> 5-15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> 30-60 minutes <input type="checkbox"/> 60+ minutes			
Were there any undesired affects, problems or complications with O.C. use: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, explain in narrative)			
Was subject permitted to wash? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused <input type="checkbox"/> Subject to combative			
If yes, the elapsed time between O.C. use and when subject was allowed to wash was approximately _____ minutes			
<u>If Force Used Included Use of a TASER, Complete this section:</u>			
TASER Serial Number: _____			
Displayed Only: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, complete remainder of section			
Air Cartridge Type: <input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____			
<input type="checkbox"/> 21 ft <input type="checkbox"/> 21 ft XP Serial #: _____			
Number of Cycles applied: _____			
TASER Use: <input type="checkbox"/> Success <input type="checkbox"/> Failure		Wearing Heavy Clothes: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Usage: <input type="checkbox"/> Arc Display Only <input type="checkbox"/> Laser Display Only <input type="checkbox"/> TASER Application			
Is this a Dart Probe Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Drive Stun contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approximate target distance at time of dart launch:			
<input type="checkbox"/> 0-5 ft <input type="checkbox"/> 5-10 ft <input type="checkbox"/> 10-15 ft <input type="checkbox"/> 15-21 ft <input type="checkbox"/> 21-25 ft (XP)			
Did dart penetrate the skin: <input type="checkbox"/> Yes <input type="checkbox"/> No Probes removed on Scene: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Place "X's" where probes hit suspect AND "O's" where drive stunned			
Was the subject visibly injured? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Medical treatment provided: <input type="checkbox"/> Deputy on scene <input type="checkbox"/> Ambulance on scene <input type="checkbox"/> Transported to ER <input type="checkbox"/> Admitted in hospital			
Were any deputies injured?: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)			
Were photographs taken? (Officers injuries, suspects injuries or scene): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photographs of:		Taken by:	

Comments: _____

Copy of Report Must be Attached

Reporting Deputy: _____ Date: _____

Supervisor Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Supervisor: _____ Date: _____

District Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

District Commander: _____ Date: _____

Division Commander Comments: _____

- In compliance with department policy/procedures
- Not in compliance with department policy/procedures

Division Commander: _____ Date: _____

Chief Deputy Comments: _____

Chief Deputy: _____ Date: _____

Copy of completed form to be forwarded to DT Instructors for Training Review

**THIS FORM IS FOR ADMINISTRATIVE USE ONLY
AND IS NOT TO ACCOMPANY OR BE FILED WITH DEPARTMENT REPORT**

POLICY

It will be the policy of the Mohave County Sheriff's Office Administration to effectively manage and control issued inmate property through the use of an inmate property check list. This policy shall apply to all facilities under the control of the Mohave County Sheriff's Office Detention Division.

This
Office

PROCEDURE

- A. After an inmate is classified, the Booking Officer shall issue the inmate a property box. The property box shall contain bedding, toiletries, clothes, towel, federal mandate and inmate manual, etc. These items will be inventoried and signed by both the issuing Officer and inmate.
 - 1. Exceptions: Inmates who are classified into A-pod or medical will receive initial issue except for a razor.
- B. Once the property check list is completed, it must be submitted to either the Control II (2), Control III (3) Operator, or appropriate control room (depending on facility).
 - 2. Control Rooms II (2) and III (3) will have a file box located in each room. Each Pod will have their own file. The Control II (2) and Control III (3) Operators will then place the completed check list in the inmates file.
 - 3. Inmates who are subsequently moved from one Pod to another will have their property checked and accounted for, before the move is accomplished. The check list will then be transferred to inmates new Pod. If any item is found to be damaged or missing, an Incident Report and Disciplinary Citation will need to be completed so that the inmate can be charged for the item to be replaced.
 - 4. When an inmate is released from custody, all issued property will be accounted for. Again, Again, if any item is missing or damaged, an Incident Report and Disciplinary Citation will need to be completed. The completed property check list will then be attached to the inmate's release paperwork.
- C. As previously stated, this Policy and Procedure shall apply to operations at all the Mohave County Sheriff's Office Jail Facilities. Those facilities which do not have control room areas shall store the checklist in a secured area under staff control.

Encl. 1: Mohave County Jail Property Checklist

MOHAVE COUNTY JAIL
PROPERTY CHECKLIST

- | | | |
|--|--------------------------|------------------------|
| ___ PILLOW | ___ PANTS | ___ ID BRACELET |
| ___ PILLOW CASE | ___ SHIRT | ___ INMATE MANUAL |
| ___ MATTRESS COVER | ___ OTHER _____ | ___ I/M SUPPLEMENT |
| ___ BLANKET | ___ BOXERS | ___ FEDERAL MANDATE |
| ___ RAZOR
(EXCEPT A-POD OR MEDICAL) | ___ SHOES / SHOWER SHOES | ___ PROPERTY BOX / LID |
| ___ TOOTHBRUSH | ___ SOCKS | ___ CUP |
| | | ___ TOWEL |

I _____ HAVE RECEIVED ISSUED ITEMS MARKED ABOVE, AND DO UNDERSTAND THAT ALL ITEMS SHALL BE RETURNED UPON MY RELEASE. ANY ALTERATIONS OR DESTRUCTION OF LISTED ITEMS WILL RESULT IN A CHARGE OF DESTRUCTION OF MOHAVE COUNTY PROPERTY AND / OR THE AMOUNT SHALL BE DEDUCTED FROM MY ACCOUNT.

OFFICER SIGNATURE AND J #

INMATE SIGNATURE

RELEASE:

ALL ISSUED ITEMS ARE ACCOUNTED FOR AND ARE NOT ALTERED OR DAMAGED.

OFFICER SIGNATURE AND J #

INMATE SIGNATURE

ITEMS THAT ARE ALTERED OR DAMAGED ARE:

OFFICER SIGNATURE AND J #

INMATE SIGNATURE

COMMENTS:

I. POLICY

This policy addresses the training and use of the Pepperball System and projectile(s) which is a less lethal weapon. The Mohave County Sheriff's Office recognizes that combative, non-compliant, armed and/or violent inmate(s), cause handling and control problems that require special training and equipment. This, the Sheriff's Office has adopted the less lethal force philosophy to assist with the de-escalation of these potentially violent confrontation. In order to provide protection to staff and humanely control violent inmates the Mohave County Sheriff's Office maintains the Pepperball System at its facility.

II. DEFINITIONS

- A. Less-Lethal Force Philosophy: A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than firearms.
- B. Pepperball System: A less lethal weapon specifically designed to launch spherical projectiles, which, upon impact releases kinetic energy and/or a chemical agent.
- C. Pepperball Projectiles: A frangible plastic sphere containing a chemical agent, scented powder, water and/or indelible dye, which are intended to incapacitate a subject with minimal potential for causing death or serious physical injury, when compared to kinetic energy impact projectiles and firearm projectiles. The white projectile is not to be deployed on a subject, unless the use of deadly force is justified, necessary and appropriate. Pepperball Projectiles, weigh approximately two (2) grams and leaves the muzzle of the launcher at approximately 350-380 feet per second and delivers approximately 8-10 kinetic foot pounds of energy. **All pepperball projectiles may be deployed on a subject with the exception of the white round.**
1. Red: Contains an oleoresin capsicum powder.
 2. Purple: Contains an inert scented powder.
 3. Clear: Contains an inert liquid.
 4. White: Is a solid sphere used for shattering the glass of most automobile side windows.
 5. Green: Contains an indelible dye, marking clothes and/or skin for two days.

III. PROCEDURE

A. USE

1. The Sheriff, Chief Deputy, Jail Commander, Assistant Jail Commander, shall authorize use of the Pepperball system.
2. Pepperball projectiles may be used to gain control of an inmate(s) who is (are) actively resisting or is potentially combative.
3. As with any use of force, personnel are directed to use the **ASK, ADVISE, and ORDER** concept.

IV. AUTHORIZED USERS

The use of the pepperball system and projectile(s) by on duty personnel shall be limited to those personnel that have completed a department approved training program in the use of the pepperball system and projectile(s).

V. DEPLOYMENT TECHNIQUES

A. The approved launcher for the pepperball projectile(s) will be the launcher purchased from the Jaycor Tactical Systems, Inc.

B. Personally owned launchers will not be used in conjunction with pepperball projectile(s).

C. Transition:

1. Before transition to a less lethal weapon, personnel shall consider:
 - a. The level of force being confronted
 - b. The proximity/access of the inmate to department personnel
2. Department personnel shall ensure that appropriate back up personnel is/are on scene, for cover, prior to deployment of less lethal weapons.

VI. DEPLOYMENT AREAS

- A. Pepperball projectile(s) shall be delivered to suspect target areas based on the circumstance and the level of force required.
- B. The following is the recognized department model for determining contact areas for pepperball projectile(s), based on potential for injury.
 - 1. Green areas: These areas will be considered when incapacitation is necessary and a minimal potential for injury is the appropriate response. Target areas include the hands, arms, upper torso, mid torso, pelvic area, upper legs, lower legs and feet.
 - 2. Red areas: Intentional impact(s) to these areas will be avoided unless the use of deadly force is justified, necessary and appropriate. The areas to be avoided include the throat, face, eyes, spine and base of the neck.
- C. The pepperball system may be deployed in the area of an inmate or inmates (ie: crowd disbursement, riots), using a solid impact point (ie: wall, ground, automobile) to deploy the chemical agent.

VII. HANDLING OF INJURED INMATES

- A. First aid/decontamination shall be administered as soon as practical. The subject(s) should be moved to an area of fresh air and the area(s), of the inmate(s), affected should be flushed with cool water. Personnel need to be cognizant of any unusual reaction to the chemical agent.
- B. Inmate(s) who are struck by pepperball projectile(s) will need to be examined by medical staff, as soon as safe to do so, and if necessary may be transported to a medical facility for emergency medical treatment.

VIII. REPORTING PROCEDURES

- A. In instances where personnel, in performance of their official duties, deploy pepperball projectile(s), an INCIDENT REPORT shall be filed.

B. In addition to the basic data contained in an incident report, the incident report shall:

1. Identify the attendant circumstances which justified the use of the pepperball projectile(s), and
2. Indicate the fact that pepperball projectile(s) were used.
3. Medical staff was contacted.

C. For administrative and evaluative purposes as to the effectiveness and use of pepperball projectile(s), personnel using pepperball projectile(s) pursuant to this policy, shall submit, in addition to the incident report, a separate report in memorandum form to their Division Commander. Said administrative report shall contain specific data as to:

1. Synopsis of circumstances leading up to the use of pepperball projectile(s).
2. the number of rounds used.
3. Point of aim and point of impact of each round fired.
4. Distance from suspect for each round fired.
5. Effectiveness of each round fired.
6. Extent of injury to the suspect and medical treatment received.
7. A photograph of all impact points will be taken.

IX. INVESTIGATION

- A. An investigation will be conducted into any situation involving the firing of the pepperball projectile(s) at at suspect.
- B. The depth of the investigation will be decided by the Division Commander and will be based on the extent of the suspects injuries.

X. TRAINING

- A. Training in the use of the pepperball system and projectile(s) shall consist of the approved department training course.

Date

Thomas M. Sheahan, Sheriff

POLICY

Documented daily sanitation inspections of all inmate housing areas by the appointed sanitation inspector will occur under the direction of the appropriate supervisor.

PROCEDURE

- A. Facility sanitation inspections will include inspection for evidence of vermin, pests, contraband, safety and security issues. The detention facility will maintain vermin and pest control services through a contracted extermination service.
- B. Housing area inspections
 - 1. The inspection Officer will inspect all inmate-housing areas. Any cleanliness problems will be noted on the inspection sheet and explained to the inmates in the Pod for correction as soon as feasible. Any maintenance problems will be noted on a maintenance request form and forwarded to control room one (1).

C. General sanitation standards

A clean, safe and sanitary working and living environment requires certain general sanitation standards be maintained. During inspections, particular attention will be given to the following:

- 1. Pod floors will be kept clean and dry.
- 2. Sinks and toilets will be kept clean, stain and odor free.
- 3. Tables will be clean and dust free.
- 4. Windows and mirrors will be kept clean.
- 5. Windowsills, ledges, door frames and tracks will be kept clean and free of dust and debris.
- 6. Trash will be removed promptly and placed in the designated receptacle.
- 7. Doors and walls will be clean and free of any inmate posted items, drawings or writing.

Note: During Pod inspections, contraband and security issues shall also be addressed.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURE

NUMBER: 5.1

**SUBJECT: CLASSIFICATION OF
INMATES**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 1 OF 6

REVISED: 06-03-02

POLICY

All inmates will be evaluated as part of the Detention Department inmate classification process. Classification includes evaluation of personal, criminal, and social history information to decide appropriate custody level assignment.

PROCEDURE

A. Classification Process.

An inmate classification system is used to place inmates at an appropriate custody level. Inmates needing immediate emergency placement in a specific location due-to their behavior, status in another location, medical condition, documented security risk, or apparent psychiatric state will be classified and appropriately housed upon completion of the booking and I.D. process by one of the following, depending on availability:

1. Classification specialist.
2. Disciplinary specialist.
3. Classification supervisor.
4. Medical staff (if medical / psychiatric issue is involved).
5. Shift supervisor.
6. Assistant Detention Administrator.

B. Classification interviews.

The method used to initially evaluate an inmate for the purpose of classification will be a personal interview and completion of the Mohave County Jail Initial Classification Packet. The interview is conducted by a classification specialist in an area affording privacy from other inmates. The initial classification packet addresses the following:

1. Medical problems that affect housing requirements.
2. Emotional / psychiatric problems.

PROCEDURE (continued)

3. Sexuality.
 4. Security concerns.
 5. Criminal and incarceration history.
 6. Behavior and personality characteristics.
 7. Facility needs.
 8. Severity of charges.
- C. Separate housing – different categories of inmates.
1. Separate housing and management is provided for the following categories of inmates:
 - a. Female inmates.
 - b. Male inmates.
 - c. Male/female juvenile inmates remanded as adults.
 - d. Male/female juvenile inmates requiring disciplinary and/or administrative segregation.
 - e. Administrative segregation.
 - f. Community custody inmates – work release, weekenders, and inmate workers.
 - g. Inmates with psychiatric disorders.
 - h. Physically disabled inmates.
 - i. Inmates with communicable diseases
 - j. Inmates requiring disciplinary segregation.
 - k. Inmates requiring administrative segregation.

PROCEDURE (continued)

2. Inmates sentenced to serve time at the County level will primarily be housed in a unit dedicated to that classification, depending on behavior, medical condition and specific sentencing conditions.
3. Inmates with special problems
 - a. Persons diagnosed within the facility as requiring treatment/special housing/segregation from general population due to a mental disorder will be housed in the medical unit.
 - b. Physically disabled inmates will be housed in a location where their physical limitations can be accommodated.
 - c. Inmates with physical illnesses will be evaluated by the medical department before being assigned to a housing unit. Inmates requiring medical observation will be housed in the medical unit.
 - d. Incoming inmates that appear intoxicated will be evaluated in the booking area by medical staff, and may be rejected for booking, upon determining that hospital examination is appropriate.
 - e. Incoming inmates appearing or suspected to be under the influence of drugs are to be evaluated by medical staff in the booking area. They may be refused for booking depending on the medical evaluation.
4. Inmates that violate rules while in general population may be placed in disciplinary segregation. Specific guidelines for placement in disciplinary segregation and length of stay shall be set forth by the disciplinary department.
5. Inmates determined to require administrative segregation will be housed in an area separated from general population. The status of each inmate will be regularly reviewed to ensure the need for continued separation from general population, as detailed in the Detention Division Policy and Procedure 5.3, Inmate Segregation Administrative and Disciplinary.

PROCEDURE (continued)

D. Classification of Juvenile Inmates.

The Mohave County Detention Facility provides separate housing for Juvenile inmates remanded through Mohave County Superior Court to be tried as adults. Juvenile inmates booked into the Mohave County Detention Facility will be kept separated by sight and sound from adult inmates. Juvenile inmates will attend court separate from adult inmates.

E. Adult Detention Custody Levels.

Inmates will not be classified or segregated on the basis of race, color, creed or national origin. Due to over crowding, or the need to separated certain inmates, there may be instances where individuals will not be sent to the policy described custody level. Whenever exceptions (custody level overrides) occur, the rationale will be documented in the inmate's classification file to justify alternate placement. The classification system uses three (3) general custody levels. Minimum (low), Medium (close), Maximum (high). Inmates classified to alternate custody levels shall require the signature of the Jail Commander/Assistant Jail Commander.

1. Description of custody levels.

Minimum custody: These persons may be sentenced to the least restrictive custody level within the facility. This custody level includes inmate workers, weekenders and inmates on work release. These inmates will be housed separately from pretrial detainees and other inmates with the consideration for facility needs.

Medium custody: Host inmates in the correctional facilities will be at this custody level. As a rule, inmates at this level display satisfactory institutional adjustment, are not felt to be dangerous, violent, emotionally unstable or present an extraordinary escape risk. They show a moderate to high level of criminal sophistication, but pose no extraordinary threats to the security of the facility. Medium custody inmates are not assigned work details.

Maximum custody: Assignment to maximum custody is based on the degree of risk the inmate presents, or the level of protection needed. The following factors are considered:

PROCEDURE (continued)

- a. A history of escapes or attempted escape; evaluation of past criminal or institutional
- b. Need for protection from other inmates due to history or charges.
- c. Court ordered segregation.
- d. A documented/demonstrated inability to live harmoniously in general population.
- e. Other documented behavior while incarcerated that posed a threat to facility security.
- f. Psychiatric disorders.

Control and movement outside of the inmate's cell is dictated by the specific security status of the inmate, as noted in the restriction summary. This status will be reviewed weekly by the classification committee and the Assistant Detention Administrator.

F. All classification file information must be legible and written so that the information is legible to all potential users of the file. Classification files will contain medical information only when such information is relevant to classification. All files on released inmates will be filed in alphabetical order, and separated from active file. Inactive files will be held for a minimum of six (6) months from the date of inmate release and then transferred to secure storage.

1. The classification unit supervisor is responsible for creation, maintenance, accuracy and control of classification records. Classification records may contain the following:
 - a. Classification and reclassification decisions.
 - b. Reports of disciplinary actions, incidents and crimes involving the inmate while in custody.
 - c. Initial interview notes
 - d. Classification/custody level initial evaluations.
 - e. Applicable security or other alerts.
 - f. Any memos/incident reports referring to the inmate.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: CLASSIFICATION OF
INMATES**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 6 OF 6
REVISED: 06-03-02

PROCEDURE (continued)

- g. Any relevant court or program information.
2. It is required that any incident report mentioning the name of an inmate will be placed in the inmate's classification file. It is required that a copy be made, and forwarded by operations to the classification section for placement in the inmate's classification file for future reference.
3. Active classification files will be stored in alphabetical order in filing cabinets in an area designated for storage of these files. A separate file will be maintained for each inmate. These files are created during the inmate's initial classification processing by classification staff. These files are confidential and are to be stored in a locked cabinet.
4. To protect confidentiality, direct access to inmate classification files is limited to those persons with a legitimate need to know and within the guidelines of department policy.
5. No inmate will have direct access to written information in his/her file, nor that of any other classification specialist. The verbal information will not include information regarding a co-defendant, juvenile records, or any informant identity. Any question in the file will be referred to the classification unit supervisor or Assistant Detention Administrator/Jail
6. All inmates' classification will be reviewed every 30 days. Inmates security level may be lowered, raised, or remain the same depending on the results of review.

G. Classification appeals.

Inmates may appeal their custody level status using an inmate grievance form. The appeal is forwarded to the Assistant Detention Administrator for review, consideration of their request, and written response. The appeal will be responded to within five (5) business days of receipt, excluding weekends and holidays.

Date

Thomas M. Sheahan, Sheriff

POLICY

Housing of inmates in the Mohave County Detention Facility shall conform to the established classification system for reasons of consistency, fairness, security and safety.

PROCEDURE

- A. Inmates will receive medical screening within first six (6) hours of incarceration and prior to a move order being generated.
- B. Inmates will have their initial classification within their first twenty-four (24) hours of incarceration.
 - 1. Inmates are required to shower and shampoo their hair before entering general jail population. A medical check of body hair shall be conducted if lice or other infestations were detected at the time of medical screening.
 - 2. Due to overcrowding or special needs of an inmate, it is conceivable that an inmate may be housed in holding for over twenty-four (24). Whenever these exceptions occur, the reason will be documented in the inmates classification file. The inmate shall also receive the following mandated services in holding:
 - a. A shower and head cleaning (shampooed).
 - b. Clean outer and under clothing
 - c. Suitable toiletries necessary to maintain personal hygiene.
 - d. A clean facility blanket
- C. After initial classification, inmates will be provided with their personal property organizer,(see Mohave County Correctional Facility Inmate Manual), and escorted to their assigned cell.
- D. Reclassification order.

Inmates being moved from one Pod to another due to disruptive behavior, medical problems, etc., must be pre-approved by the duty supervisor, classification officer or Jail Administrator.

- 1. A Mohave County Detention Facility Institutional Classification Action Form, Internal Classification Assignment, must be executed at the completion of the move with all sections filled in.
 - a. The reason-request-recommendation section must be specific and state the name of the supervisor approving the move.

POLICY

Separate housing areas are provided for inmates requiring special custodial management. Administrative and disciplinary segregation status will be used to provide housing for inmates requiring separation from general population or placed in disciplinary confinement for rule infractions. Daily Pod population by name, room and status assignment will be maintained by the classification department on the daily restriction summary log.

DEFINITION

Administrative and Disciplinary segregation

Highly structured, controlled environments with close staff supervision.

PROCEDURE

A. Placement into segregation.

The classification department or in an emergency, The shift supervisor may place in disciplinary or lock down segregation any inmate whose continued presence in the general population poses a serious threat to life, property, self, staff, other inmates, or to the security and orderly operation of the facility.

B. Protective custody.

Inmates will be admitted into protective custody when protection is warranted and no other reasonable alternatives are available. Protective custody is ideally used only for short periods of time, unless an inmate needs long term protection and the facts are well documented.

The inmate may, at any time, request reassignment to general population. The classification supervisor will review the request, along with the Assistant Detention Commander, to decide whether return to general population is appropriate. Inmates placed in protective custody will have their status reviewed by the classification supervisor every thirty (30) days, to decide the need for continued protection.

C. Segregation placement authority and criteria.

An inmate may be temporarily placed in administrative segregation by authority of the Detention Commander, Assistant Detention Commander, sergeant, corporal, classification supervisor or classification/disciplinary specialist. An inmate may be placed in administrative or disciplinary segregation under the following conditions:

1. An inmate has been found, by staff member as designated above, to present a danger to other inmates by behavior, threats or incarceration history.
2. An inmate has requested admission to administrative segregation for his/her own protection.
3. An inmate has been found to need protection from other inmates.
4. An inmate has committed an act while in custody that is a criminal and/or major in house offense that is of a dangerous nature, including (but not limited to) arson, assault, fighting, major property damage or destruction, escape, attempted escape, or otherwise posing a threat to Pod or facility security.

D. Administrative segregation categories.

All inmates placed in administrative segregation will be assigned a category/status level.

1. Administrative Segregation I - Incompatible with general population.

A.S.I. Designates-Inmates who have requested separate housing and/or shown the inability or refusal to live amicably in general population. This category also includes inmates with a documented escape or escape attempt history or who are found through documentation and investigation, to be a threat to the safety of staff, other inmates, or the security of the facility. **NOTE** In some instances, A.S.I inmates pose such a threat or have displayed an extensive history of disruption that they must be housed in A-Pod under administrative segregation. In even more extreme cases of administrative segregation, Holding one (1) and Holding five (5) can be used.

- a. Administrative segregation - A-Pod. Inmates in this classification are eligible for library privileges.
- b. Administrative segregation - Holding one (1) and Holding five (5). All mandated rights must be met and logged on the A.S. Holding one (1) and Holding five (5) log sheet.

The restriction summary will state A.S.I, isolation and their assigned location.

2. Administrative Segregation II - High profile inmates.

A.S.II Designates-Inmates whose charges are of such a nature that general population would pose a threat to them. These inmates may be reclassified once media coverage of their case subsides.

3. Administrative Segregation III - Protective custody.

A.S.III - General population would pose a threat to these inmates and expose them to probable bodily harm. **NOTE** In some instances the need for protection may include exposure to other A.S.III inmates as a risk. In this instance, the inmate will be shown on the restriction summary and keep separate list as "isolation". A classification/security alert will state A.S.III isolation. These inmates will have optimum protection from possible harm from others.

4. Administrative Segregation I, II, and III B-Pod.

All inmates classification to B-Pod will be allowed a maximum of four (4) hours day room access, recreation yard privileges and will have access to a television, telephone and the inmate incentive program. Access to religious services is limited to individual counseling with the chaplain of the day.

E. Pre-disciplinary and disciplinary Segregation.

These inmates are housed in a housing area separated from administrative segregation, this status includes:

1. Pre-disciplinary segregation.

Inmates removed from general population or administrative segregation due to an action that is a rule infraction, interpreted as a threat to the security to the Pod of origin, facility, staff, or to other inmates. These inmates are pending a disciplinary hearing. Until the hearing, the inmate has one (1) hour of day room recreation time each day. Personal visits with approved chaplains are allowed, but inmates are not allowed to participate in any group programs. Commissary privileges will be suspended with the exception of personal hygiene and writing materials. All luxury commissary items are removed from the inmate's possession and placed in property with a receipt given to the inmate. Personal visits will be given according to the post schedule.

2. Disciplinary Segregation.

Inmates are placed in this category after a finding of guilty at an in-house disciplinary hearing and imposition of a separate confinement sanction for a specific period, which may not exceed fifteen (15) days for each incident. The inmate has one (1) hour of day room recreation time each day. Personal visits with approved chaplains are allowed, but inmates are not permitted to attend any group programs. Commissary privileges will be suspended with the exception of personal hygiene and writing materials. All luxury items are removed from the inmate's possession and placed in property with a receipt given to the inmate. Visitation privileges are according to the posted schedule. If the infraction involved inmate visitation, personal visitation may be restricted.

F. Suicide watch override.

1. Suicide watch will always override any other housing restriction. Inmates placed on a suicide watch will be housed in holding segregation, or an area subject to continual staff supervision.

G. Removal/Denial of authorized items/activities when an inmate in segregation is deprived of a usually authorized item or activity, a report of the action is written and forwarded to the Assistant Detention Commander. The report will detail the item or activity denied and the reason. If circumstances warrant removal of all items in the inmate's possession, approval to remove the items must be obtained from the on-duty shift supervisor, or be removed at the request of the facility nurse or classification specialist due to the danger of self harm. No item/activity will be withheld longer than necessary ensuring the inmate's safety or the safety of staff or other inmates.

H. Meals and hygiene.

Inmates in segregation are restricted to their assigned cells during meal times. Inmates in segregation will have daily access to a shower, unless their behavior/threatened behavior is such that the on-duty shift supervisor decides that allowing the inmate out of his/her housing cell would pose an extreme threat to the facility security. All such decisions will be thoroughly documented on an incident report and noted on the shift pass down log. In any circumstance the inmate will be given a shower every forty-eight (48) hours.

1. Inmates housed in A.S.I. will be required to shower in the downstairs B-Pod shower.
2. Inmates housed in A.S. Holding one (1) or Holding five (5) will be required to shower in the Medical shower.

I. Review/release from segregation .

1. Administration segregation review.

Any inmate in administrative segregation will be reviewed by the classification committee weekly. Any committee decision regarding release of an inmate from administrative segregation must include concurrence from the classification supervisor and Assistant Detention Commander.

An inmate may be released from administrative segregation by the classification review process, or by the Assistant Detention Commander, when separation from the general population is no longer felt to be justified. The committee will, if they decide by consensus that the reason for classification no longer exists, recommend reclassification of the inmate to the classification supervisor.

Each inmate in administrative segregation is afforded a review hearing every thirty days by the classification supervisor, Jail Commander or Assistant Detention Commander.

The purpose of the review hearing is to decide if there is a valid and subsisting justification to continue the inmate in that status. All available information relating to the inmate's adjustment and behavior while in the unit.

All administrative segregation meeting minutes will be reviewed and signed by the Division Commander or Assistant Commander.

2. Disciplinary segregation release.

An inmate is released from disciplinary segregation when time is served for the particular rule violation. Inmates will be eligible for release from that status and eligible for reclassification at 1000 hours of their last inclusive day of disciplinary detention. The classification specialist will review the inmate's classification and all pertinent information, and decide if the inmate's behavior warrants return to general population and is to be effective at the sanction expiration.

POLICY

Inmates that pose a threat to themselves, other inmates, staff, or the security of the facility, will be immediately segregated. Emergency segregation will also be available for those inmates that request protective custody due to threats from other inmates or tangible information has been obtained to support the administrative decision to segregate.

PROCEDURE

A. Reasonable steps will be taken to protect any inmate who request protective custody, in writing, or verbally. An investigation will be conducted by the classification officer, shift supervisor or designee to verify the inmates allegation of fear of harm.

B. Information that suggests an inmate is, or may be, in danger, or presents a threat to facility security, will be promptly investigated by the classification officer, shift supervisor or designee. Appropriate precautionary measures may be taken prior to investigation to insure safety and welfare. The staff member learning of the situation will verbally notify their immediate supervisor. An incident report containing the details will follow. The classification supervisor or classification specialist, in the supervisors absence, will evaluate the risk for the on duty shift supervisor to ensure the inmate is appropriately housed and classified. Documentation will be placed in the inmates classification file detailing the facts on which the decision was made.

C. Classification will send the inmate a notice that he/she will have an administrative segregation hearing. The hearing will occur within three (3) business days of the inmates placement in segregation, with the inmate having at least twenty-four (24) hours notice before the hearing. The purpose of the hearing is to formally advise the inmate why they have been reclassified, and to allow the inmate to enter on record any objections to the reclassification. The hearing may be taped at the discretion of the hearing holder. The inmate may present any facts he/she feels suggest the reclassification was or was not necessary.

The classification supervisor or designee will decide if the status is to be continued, if the inmate disagrees with the decision, he/she may file an appeal within three (3) business days of written advisement of the result of the administrative segregation hearing. An inmate grievance form is the appropriate form for filing an appeal. At receipt of the appeal, administrative personnel will evaluate all available facts and determine if the inmate's status will be modified. The inmate will receive a written decision within five (5) business days from the day the appeal was received by the classification unit. The Jail Commander or designee will make the final decision based on the information gathered. No further avenues are available.

POLICY

The classifications of inmates commences at point of receipt and continues throughout booking and incarceration.

PROCEDURE

All inmates shall be re-evaluated within ninety (90) days of their initial classification.

- A. Any unusual inmate activity will be documented in the form of an incident report; following the chain of command, forwarded to the classification section.
- B. During the re-evaluation, the classification Officer will note any odd or unusual behavior from the inmate as well as the inmate's ability to adapt to the classification level he/she has been initially assigned to.
- C. Inmates may make application for an appeal from any classification by submitting an inmate request form or letter to the classification Officer, shift supervisor or support services supervisor. Such communications may be confidential.
- D. Any change in classification subject to security override shall be approved by the Jail Commander or Assistant Jail Commander.

Date

Thomas M. Sheahan, Sheriff

POLICY

It shall be the policy of the MCSO Detention Division Administration to effectively manage and control the inmate population through the use of inmate identification bands, issued at the time of initial Classification. This policy shall apply to all facilities under the control of the Mohave County Sheriff's Office Detention Division.

PROCEDURE

- A. In accordance with Policy and Procedures 5.1, each inmate shall be issued an ID band at the time of initial classification interview.
- B. Identification bands will appear green or red laminate in color. These bands shall be the responsibility of each inmate to have on their person in order to receive support services and inmate privileges afforded them by our Detention Facilities.
- C. Each inmate shall be required to have their ID band on their wrist in order to receive any and all services provided. Inmates shall be required to show the ID band at meal times, medical rounds, clothing and toiletry exchanges, recreation periods, visitation, commissary and mail retrieval, to and from IN-HOUSE work details (JANEX to Main Jail and return), to and from all Support Services Programs offered, court eligible WORK RELEASE persons and upon the request of Detention Division staff at any time.
- D. It shall be imperative that inmates receive an updated ID band photo should their appearance be altered or unrecognizable from the initial classification photo. Any inmate that alters his/her appearance without prior permission from staff will be subject to disciplinary action being taken and responsible for the cost of a new ID band (\$15.00 first offense and increments of \$15.00 for each additional ID band).
- E. Misused, altered or defaced ID bands shall result in disciplinary action being taken in accordance with Major Rule Violation Number five (5), of the Inmate Manual. Inmates shall be levied a \$15.00 fee to replace damaged or altered ID bands for the first offense and increasing in increments of \$15.00 for each additional offense thereafter.
- F. In accordance with Policy and Procedure 5.1, section E.1., all inmates issued a red color laminated ID band will be considered "Maximum" custody classification. Identity as a "Red Band Holder" shall not necessitate immediate segregation from general population, however, the red ID band shall be an indicator the Detention Division staff that a caution or security risk has been classified to that inmate.

- G. Upon adjudication and sentencing to County time, "Red ID band Holders" shall not automatically revert to "Green band status". Appropriate caution indicators which placed the individual in "Red Band" category upon initial classification shall prevail. The Administration shall reserve discretionary authority to a complete review of the initial classification before recommending a downgrade or removal of the "red Band status". At all levels, safety and security of the population, staff and facility shall be maintained.
- H. After review of "Red ID Band status" for those sentenced to County time, if it is determined that the classification shall remain, those inmates will not be allowed to be utilized for outside work details. At no time shall a medically diagnosed "label" be attached to those inmates wearing a Red ID Band, unless it is an indicator of a mentally disturbed / impaired inmate as defined in Policy and Procedure 5.1, section E.1.f., and verified by the medical staff as an appropriate caution indicator.

HEADCOUNT AND HOUSING ASSIGNMENT PROCEDURE

- A. Headcount times (formal and informal) shall remain as published in facility Post Orders. The use of hand-written bunk rosters shall be replaced by the computer generated Pod Housing Rosters, with bunk assignment indicated and total number of inmates in that Housing unit. JANX and SHOCK rosters will also be available for those facilities.
1. Housing rosters shall be utilized for inmate feeding, clothing and toiletry exchanges and verification of bed assignments.
 2. Housing rosters shall be turned in to Control One (1) or the Classification Section for updating as indicated in paragraph B below.
- B. Classification shall insure that **all moves generated by the section** are immediately updated in the Computer screen. Supervisors / O.I.C's (Officer in charge) will insure that all rehousing moves which occur during their shift, (i.e. Pre-disciplinary moves to A-POD, etc.) are documented and turned in to Control One (1) or Classification prior to 0630 hours, 1430 hours and 2230 hours each duty day.
- C. The Control One (1) Operator or the Classification section, depending upon workload at the time of roster update, shall generate an updated roster for the oncoming shift not later than 15 minutes prior to each shift assuming their post.

- D. Temporary moves, or those moves which will be considered a permanent rehousing for the inmate affected, shall not be annotated on the computer roster and headcount of that inmate shall be conducted **where they are physically located** (i.e: holding cells for cool down period or combative inmates from population).

Date

Thomas M. Sheahan, Sheriff

POLICY

The Mohave County Detention Division is structured to require inmate involvement in meeting their critical needs through acceptable behavior. In keeping with this Policy, the Mohave County Detention Division will maintain, publish and issue to each inmate a clear, comprehensive set of rules specifying prohibited behavior. These rules will explain the required standards of conduct, define behavior that violates these rules, and show the penalty for proven violations. Each inmate charged with a rule violation is assured due process, freedom from excessive punishment, treatment that preserves their individual dignity, and hearing an impartial person. The inmate will be given the opportunity to appeal findings on major violations, if found not guilty the file will clearly show the not guilty finding.

A system for handling rule violations will be maintained and reviewed at least annually according to current legal mandates. The rules and revisions will be issued to each inmate by a classification specialist during the initial interview.

Inmate disciplinary hearings will be held by an impartial disciplinary specialist, who has been appointed by the Detention Division Administrator or designee. Inmates will not be subjected to any system or arrangement of discipline by other inmates.

THE PURPOSE OF THIS POLICY IS:

1. Maintain security and control.
2. Ensure fair and consistent disciplinary practices.
3. Promote positive behavior.
4. Ensure inmates due process

In any instance that the sanctions imposed on an inmate as a result of two or more hearings result in cumulative total of thirty (30) days lock down and/or sixty (60) days or more of privilege loss, the Division Administrator will be advised in writing. The Division Administrator or designee will review the incidents and sanctions, either approving or reducing the sanctions.

PROCEDURE

A. Staff training

All staff having inmate contact will be trained in the purpose, philosophy and application of the disciplinary process.

B. Handbook issue

Each inmate will be issued an inmate handbook (manual), which contains the rules, possible sanctions, expected behavioral standards, and an explanation of the hearing and disciplinary procedure.

C. Review

The rules will be reviewed annually for necessary revisions or updating to meet the changing needs of the facility and comply with legal mandates.

D. Bilingual publication

Inmate rules will be published in English and Spanish. Illiterate inmates will be read the rules by the classification specialist during initial classification. The classification specialist will also explain the disciplinary process, expected behavior standards, and appeal process to that inmate.

E. Issue of handbooks

Inmate handbooks will be issued to inmates by classification specialist during the initial classification process. The inmate will sign an "Acknowledgment of Receipt" for the the inmate handbook in the presence of the interviewing classification specialist, who will witness the signature by also signing the form. After being signed, the form will be placed in the inmate's classification file.

F. Disciplinary hearing specialist

The purposes of assigning a disciplinary specialist are:

1. Maintain consistency in handling and disposition of rule violations.
2. Assure impartiality of the disciplinary hearing specialist.
3. Ensure all related Policies and Procedures are followed during the disciplinary process.
4. Ensure due process to the inmate population.

The disciplinary specialist will:

1. Ensure all appropriate Policies and Procedures are adhered to regarding the disciplinary hearing process.
2. Receive all incident reports and citation forms involving rule violations.
3. Maintain the disciplinary hearings log book, recording each formal charge and disposition.
4. Review each citation form and incident report upon receipt to ensure reports clearly show a rule violation.
5. Forward a written notice to the charged inmate, showing the time, date, and place of the scheduled disciplinary hearing at least twenty-four (24) hours prior to the hearing.
6. Initiate an investigation that may be required to prove or refute the charges.
7. Conduct a disciplinary hearing within seventy-two (72) hours of the delivery of written notice of rule violation to the inmate, excluding weekends and holidays. Hearings may be postponed for a reasonable length of time, if necessary. Full credit will be given for the time spent in segregation during continuance.
8. When criminal charges regarding the incident are pending or possible, the disciplinary specialist will advise the inmate, prior to commencing the hearing, of the right to seek legal council prior to giving any statement about the incident.
9. Tape record each disciplinary hearing and retain the tape during the time an appeal may be filed or processed.
10. At the inception of the hearing, explain due process rights and the inmate's right to assistance of a staff member.
11. If a guilty finding is made, the disciplinary specialist will ensure the recommended is sanction carried out.
12. If the inmate is not found guilty, or charges are dismissed, the disciplinary specialist will ensure the file clearly shows that the inmate was found not guilty of the alleged infraction.

13. The disciplinary specialist will inform the inmate of their right to appeal the decision of the disciplinary specialist to the classification supervisor within twenty-four (24) hours of the notification of the finding, on an inmate grievance form.
14. Advise the inmate of their option to request witnesses and present documentary evidence as long as allowing the inmate to do so is not unduly hazardous to institutional safety.
15. If an anonymous witness is used during a disciplinary hearing, the disciplinary specialist will maintain a confidential record in the disciplinary file. That portion of the file will detail confidential information presented, the extent of the disciplinary specialist's familiarity with the reliability of the information, and the identity of the inmate. This file shall remain confidential and will only be available to the facility commander, administrative sergeant, or classification / disciplinary specialist.
16. Whenever the disciplinary specialist refuses to call a specific witness, the reason for the denial will be stated in writing on the hearings findings form and become part of the official written record of the hearing.
17. The hearing Officer will read to the inmate all incident reports filed relating to the charge at the inception of the hearing.

G. Responsibilities of the disciplinary hearing specialist.

1. Conduct a fair and impartial hearing.
2. Ensure due process rights of the inmate.
3. Ensure complete and accurate documentation of the hearing conducted.
4. Make a finding based upon substantiated evidence and testimony presented.
5. Recommend a disciplinary action in a finding of guilty that is proportionate to the offense committed.
6. Hear testimony and review evidence from the accused inmate with a written copy of findings, basis for the findings and recommended sanctions.
7. Provide the accused inmate with a written copy of findings, basis for findings and recommend sanctions.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 6.1

**SUBJECT: DISCIPLINARY
PROCEDURE**

DISTRIBUTION: ALL EMPLOYEES

8. Sign the hearing finding form.
9. The disciplinary specialist, any time during the hearing, may request a continuance of the hearing to further investigate the incident, but not more than eight (8) calendar days. Should the accused inmate be in pre-disciplinary segregation status, disciplinary specialist will advise the classification specialist of the need for a continuance. The inmate may request return to general population, on an inmate request form, to the attention of the classification supervisor or Assistant Detention Administrator. Detention is made based on the behavior of the inmate and need for continued separation from general population. The decision will be made with input from both the disciplinary and classification specialist. This decision is final and not subject to appeal.
10. If the disciplinary specialist thinks a particular rule violation allegedly committed by an inmate may constitute a criminal offense, the disciplinary specialist will advise the inmate. The specialist will tape record this advisement and the inmate's verbal acknowledgment. The specialist will not penalize the inmate for invoking the option to remain silent, and it will not be interpreted as an indication of guilt. The disciplinary specialist will notify the Mohave County Sheriff's Office, Detective Division, of the incident and rule violation.
11. If an inmate is non-English speaking, an interpreter will be provided to the inmate by disciplinary specialist to translate during the hearing process.
12. If an inmate feels he/she cannot effectively collect and present evidence, the inmate may request assistance of a staff member, who will be designated by the disciplinary specialist.

No disciplinary specialist will sit on a hearing involving an incident they witnessed or in which they were involved. Any disciplinary specialist or designated staff member may decline if they feel that they are unable to un-biased or objective, and provide competent assistance to the inmate. Any specialist who cannot be un-biased and objective must withdraw from the hearing and request the classification supervisor select a substitute to conduct the hearing.
13. The disciplinary specialist will keep updated on current inmate disciplinary requirements by reviewing current legal mandates and detention standards to assure continuing compliance with legal mandates.
14. In no instance will the disciplinary specialist recommend a sanction that exceeds the guidelines shown in the inmate manual.

15. The disciplinary specialist will ensure that every inmate formally charged has the opportunity to appear in person at their hearing unless the inmate waves attendance in writing, refuses to attend, or displays behavior which is assaultive, threatening, or otherwise makes their presence unfeasible due to the threat they post to other inmates, staff, or the security an order of the facility. The inmate's absence will be documented, and become part of the hearing file.
16. If an inmate refuses to attend the hearing, the hearing will be held as scheduled, and findings based on the evidence available to the disciplinary specialist.
17. The disciplinary specialist will ensure that during the disciplinary process, and any subsequent sanction imposed, no inmate is subjected to cruel and unusual punishment.
18. When an impending disciplinary hearing involves an inmate housed in the medical department, the disciplinary specialist will contact the medical staff prior to conducting the hearing for input in regard to the care plans designed for that inmate.

Date

Thomas M. Sheahan, Sheriff

POLICY

The Mohave County Detention Division Inmate Grievance system provides an avenue for inmates to make known general or personal complaints relating to their incarceration, and to receive a written response. The grievance system will also function as the proper inmate appeal method for disciplinary and classification actions.

PROCEDURE

A. Inmate notification

The inmate grievance system will be explained in writing to inmates in the inmate manual, and will include notification of the option to grieve administrative and disciplinary actions.

Inmates may also obtain information on the grievance system from officers working in their area. Inmates shall not be given a grievance for rules clearly established and documented within the inmate manual.

B. Informal resolution

Informal resolution of grievance issues by staff is strongly encouraged to provide immediate response to the inmate and to avoid overburdening of the inmate grievance system. If the officer and the inmate are unable to reach a resolution, the inmate can request to speak to the shift supervisor. The shift supervisor will attempt to resolve the grievance. In the event the inmate feels the matter is still unresolved, a grievance form will be provided to the inmate. Grievance forms are available in Control Rooms I, II, III and control IV at the jail annex.

C. Inmate grievance follow-up

Section 2 on the front side (white) page will be completed by the grievance coordinator or disciplinary specialist who will conduct the investigation. This section shows what attempts were made to resolve the problem to avoid duplication of efforts and speed processing of the response to the inmate.

If a situation cannot be resolved at the Officer level, it is obligatory for shift supervisory personnel to review the situation and ensure that no resolution is available at their level before forwarding the grievance to the classification department for resolution. Comments such as "concur" or "forward to" written by supervisory staff are unacceptable as evidence that resolution has been attempted.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: INMATE GRIEVANCE
PROCEDURE**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 3
REVISED: 07-16-02

D. Filing of grievances / time limitation

Each inmate requesting a grievance form will be provided one by the shift supervisor after determination has been made that the problem can not be resolved by the floor officer of the shift supervisor and the inmate has justifiable cause for the submission of a grievance. The grievance will be given to the inmate and returned before the conclusion of the shift on which he/she requested it, if possible. A log of grievances filed will be maintained in the classification/disciplinary department.

If a grievance cannot be resolved within the seven (7) business day limitation because of need for further investigation, the inmate will be advised in writing that additional time is necessary. Response to the grievance will occur and a resolution accomplished.

E. Inmate copy

Each inmate filing a grievance form will be given the third (pink) copy of the form after it is signed and dated by the accepting staff member, as a receipt for the filed grievance.

F. If an inmate is dissatisfied with the response to his/her grievance, the response may be appealed to the Detention Administrator. The appeal will be responded to, in writing, within seven (7) business days of submission.

G. Administrative review

All completed grievances will be reviewed and signed off within a thirty (30) day period by the Assistant Detention Administrator or his/her designee. Each inmate grievance reviewed will be dated and initialed in the grievance log.

H. Emergency / sensitive nature

When a complaint is of an emergency nature and indicates a threat to the health or welfare of an inmate, the grievance will be addressed as promptly as possible. If a staff member receives a complaint that is of an emergency nature he/she will advise the available shift supervisor. The supervisor will act to protect the welfare of the inmates, and document their actions on an incident report. The specific content of a grievance will never be discussed with another inmate.

I. Freedoms afforded inmate, regarding grievance system

Each inmate confined in the Mohave County Detention Division Facility will have the following freedoms afforded him/her concerning the inmate grievance system:

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 6.2
SUBJECT: INMATE GRIEVANCE

1. To grieve all administrative procedure of formal disciplinary action.
2. To receive a written response to a filed grievance, including rational for the decision.
3. To submit a grievance and seek formal redress without fear or reprisal or punitive segregation.
4. To receive immediate response to grievances concerning valid emergencies, including but not limited to Medical treatment or lack thereof.
5. To have grievance decisions reviewed by facility administration.
6. To receive grievance responses within seven (7) business days of submission, excluding documented exceptions.
7. To privacy regarding the nature of the content of a grievance.

Note: Prior to any grievance being handed out, the shift supervisor shall review all requests for inmate grievances and determine the validity.

J. Storage of completed grievances

After each inmate grievance has been investigated, appropriate responses sent to the inmate, and reviewed by the Assistant Detention Administrator, the original copy will be stored in the classification unit.

Date

Thomas M. Sheahan, Sheriff

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 6.3

SUBJECT: DISCIPLINARY DIET

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 1 OF 1

POLICY

In the interest of maintaining effective control of inmate behavior, this facility is instituting the use of the disciplinary diet/nutra loaf into the disciplinary program. The nutra loaf is a blended variety of foods baked into a solid loaf exceeding the minimum daily requirements for calories, proteins and vitamins.

PROCEDURE

- A. The disciplinary diet can be used as a sanction on food related infractions **ONLY**.
- B. The maximum time that the disciplinary diet can be sanctioned is five (5) days.
- C. It is recommended that inmates placed on the disciplinary diet be in a lock down status.
- D. Inmates on the disciplinary diet are served at 0500 hours and 1700 hours each day and the diet shall be served in secure and sanitary fashion.
- E. No eating utensils are needed when serving the disciplinary diet.
- F. Since this diet is complete within itself, no other food will be served with it. Water is the only other diet requirement and each inmate has access to water from his or her cell.

NOTE: As with all disciplinary sanctions, due process **MUST** be followed.

POLICY

Medical, mental health and dental services will be available to inmates in the custody of Mohave County Detention Division, which is clinically directed by a physician fully licensed in the state of Arizona, and administered by a licensed registered nurse from a contracted Medical provider, under contract with Mohave County.

All security regulations that apply to facility personnel will apply equally to the Medical Staff, including full time, part time, agency and contract personnel.

PROCEDURE

A. The Medical unit will maintain written guidelines, standing orders and protocols for health care, which be reviewed annually to ensure compliance with applicable laws and regulations. These documents for health care will be kept in the Medical unit, readily accessible to health care staff. Review and compliance will be ensured by the Medical administrator.

B. Emergency care.

Medical staff will respond to all requests for emergency care within the facility as quickly as possible. Any staff member reporting a Medical emergency to the Medical department will advise them of the inmate's condition and apparent problem, this will allow responding Medical staff to bring the items necessary for initial emergency treatment.

C. Training

All Medical staff will participate in security orientation and training appropriate to their health care delivery activities. Training curriculum will be done with the support of the facility training Officers and the Medical administrator and will include initial orientation and ongoing in-service training. All training will be documented.

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: HEALTH CARE SERVICES

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 4

REVISED: 01-07-03

D. Health screening guidelines.

Screening will be recorded on a pre-printed form, as approved by the Detention Facility Commander and the Medical Administrator, and will be done by licensed Medical staff within the first six (6) hours of incarceration (Ref. Policy and Procedure 5.2 Housing Assignments. The original written screening information will be retained in the inmate's Medical file. Detention Officers will be present while Medical staff is doing Medical screens.

1. Screening information.

Screening inquiry includes, but is not limited to:

- a. Current illness and / or health problems.
- b. Medications taken and special health problems.
- c. Use of alcohol or drugs.
- d. Other health problems.
- e. Any indication of trauma markings, bruises, infestations, needle marks (tracks) or other signs of drug use.

E. Rejection of an arrestee.

Rejection of an arrestee may be made for any of the following reasons:

1. Obvious new fractures.
2. Serious lacerations.
3. Serious burns.
4. Breathalyzer (Intoxication) level of .280 or higher (see policy #2.4 and 13.1)
5. Life threatening conditions including but not limited to:
 - a. Cardio uncontrolled hypertension.
 - b. Unknown causes of hypertension.

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 7.1

SUBJECT: HEALTH CARE SERVICES

DETENTION DIVISION

- c. Any complaints of abdominal pain due to trauma to the abdomen.
 - d. Loss of consciousness.
 - e. Questionable behavior after head trauma.
 - f. Other Medical condition of significant issue to cause concern for life or limb.
- 4. Any inmate refused admission for Medical reasons will be thoroughly documented both in the shift pass down log sheet and incident report.
 - 5. Once the individual has been cleared by the hospital, with a physician signed release for incarceration, he or she can be Medically accepted for booking.
 - 6. If the individual refuses treatment at the Hospital, they must be accepted for booking when returned to the jail with hospital documentation stating refusal of treatment.
 - 7. Some individuals reporting to serve County time may be Medically refused due to serious Medical conditions, such as chest pains, high blood pressure, possible tuberculosis etc. The shift supervisor rejecting the individual will instruct him/her to contact and advise their probation Officer, if applicable, or their sentencing court and will make certain the individual has the means to leave the facility safely. Any sentenced individual refused for Medical reasons will be thoroughly documented both in the shift pass down log sheet and incident report.

F. Monitoring hospitalized inmates.

The Medical department will maintain daily contact with the hospital that is housing in-custody inmates to check condition and anticipated date / time of discharge.

G. Inmate dental card.

Procedures will be maintained for requesting card, screening, examinations and treatment. Dental care consists of dental treatment, not limited to extractions, when the health of the inmate would be adversely affected if treatment were not given.

H. Medical complaints.

Every inmate classified into facility custody, is given an inmate handbook. The handbook specifies the method by which an inmate may request health care and/or treatment.

Medical request slips are made available to inmates in population and given upon request.

I. Chemical dependence.

Any inmate identified as possibly chemically dependent at initial intake will be immediately referred to the Medical department for evaluation.

The Medical staff member responding to the intake area will assess the inmate's condition, extent of addiction, implement treatment per standing orders, if appropriate, and document all assessment and treatment given.

J. Administering medications.

All medications administered within the facility to inmates will be done only by those persons whose State of Arizona licensing authorize them to do so.

1. The Officer supervising the passing of medications will check the inmate's mouth to make certain that medications were properly consumed.
2. No more than one (1) inmate is allowed at the Pod doorway at a time during med rounds.
3. No other activity is to be conducted at the Pod during administering of medications.

K. Tuberculosis screening.

The Mohave County Detention Facility Medical Unit will offer tuberculosis screening by PPD skin test to all inmates held, following Arizona Department of Health Services guidelines and OSHA regulations. Inmates who remain after fourteen (14) days will be offered TB skin testing by Medical staff. Annual retesting will be provided to inmates held in custody over one (1) year. At the time of skin testing, the nurse doing the skin testing will complete the TB screening questionnaire form for the State of Arizona. All positive readings will be reviewed by the Medical Director. All forms with negative readings will be filed in the inmate's Medical file.

POLICY

The Detention Facility will maintain specific procedures relating to response to Medical emergencies and medically required inmate transports.

PROCEDURE

A. Transport codes:

Priority One - Life threatening or potentially life threatening situation. Inmate requires immediate transport by ambulance.

Priority Two - Not life threatening, but requires transport to the hospital, not necessarily by ambulance.

Priority Three - Requires transport as soon as possible (within one (1) to three (3) hours) by car or ambulance. Evaluation or treatment is required but not an emergency.

Priority Four - Requires transport within the next twenty-four (24) hour period. Condition required medical evaluation, but cannot wait until clinic appointment can be scheduled.

- B. When an apparent Medical emergency occurs, i.e., inmate appears injured, ill, or inmate inflicting self harm, the officer will **NEVER UNDER ANY CIRCUMSTANCES**, open the cell door without a second officer present. The action by the inmate may be a ruse to overtake the officer. Immediately call the control room, via radio, and request assistance.
- C. Any inmate with an acute illness or serious injury, will be immediately transported to a medical facility if it is determined that the care needed is beyond this facilities Medical department.
- D. In a non-emergency situation, transport of an inmate to other facilities for additional Medical care or diagnosis will be ordered or approved by the Medical administrator or authorized licensed Medical staff member in the absence of the Medical administrator. In an emergency, transport may be ordered by the on-duty supervisor.
- E. If appropriate, a transfer order stating reasons or presumptive diagnosis as well as other available related Medical information (prior treatment, prescribed medications, x-rays, etc.) will be approved by Medical staff to the transporting or escorting officer(s) for delivery to the emergency or referral Medical care provider.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: MEDICAL EMERGENCY /
UNSCHEDULED MEDICAL TRANSPORT
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 3
REVISED: 06-05-02**

- F. Normal security precautions will be followed when transferring an inmate, unless such procedures are detrimental to the physical well being of the inmate. Determination will be made by medical staff in collaboration with the on-duty shift supervisor.
- G. In case of a potentially life threatening emergency, when outside assistance or ambulance service is needed, Medical staff will contact Control room one (1) and advise them of the assistance needed. Control room one (1) will make the telephone contact requesting the specified assistance and notify the shift supervisor.
- H. Before an inmate is transported, the Medical staff member referring the inmate will notify the destination health facility. Verbal acceptance by the receiving health facility is necessary.
- I. Request for Medical assistance:

All radio medical assistance calls will be directed to the medical staff. Medical assistance will be summoned any time where there is injury involving bleeding, any situation where the person appears not to be breathing/has no pulse, a seizure situation or unconsciousness. Universal precautions will be used by officers before entering the situation.

- J. Movement during Medical emergency:

During a Medical emergency, Control room one (1) will stop all non-emergency related movement until Medical assistance has reached the scene of the emergency. The paramedics will always be escorted by a uniformed Detention Officer while in the facility.

- K. Transport and hospital security:

- 1. **Transport of felons**

Any inmate charged with or convicted of a felony will be transported by a weapons qualified, armed Detention Officer if available. Any felon transported by ambulance on a medical emergency basis will be accompanied in the ambulance by one (1) weapons qualified armed Detention Officer, if available. The inmate will be handcuffed and shackled, unless injury prevents their use. The inmate will be continuously guarded by a uniformed Detention Officer while out of the facility. The shift supervisor will inform the transporting Officer of any necessary information regarding the inmate's charges, escape risk, suicide watch, etc. The availability of a weapons certified officer will not deter movement to a medical facility.

2. **Transport of misdemeanant.**

Any inmate held on or convicted of one (1) or more misdemeanors only, with no **HOLDS** from another agency, may be escorted by an unarmed officer. If admitted into the hospital, the escorting officer will notify the charge nurse that the individual has a jail hold, is only to be released into jail custody and given the facility telephone number.

3. **Transport of work release**

Inmates on any form of release status may be given emergency hours of release for injuries that occur outside the Detention facility. They will be transported by Detention staff for any illness or injury that occurs within the facility. Pending long term hospitalization should be reported to the probation Officer or sentencing court by administrative personal, for possible modification of sentence. No jail hold is placed on the person while hospitalized, and no Detention Officer is assigned to guard the individual.

NOTE: Any inmate admitted to a medical facility will be secured to the bed by hard restraints (handcuffs or shackles) attached to a wrist (arm) or an ankle (leg) or soft restraints applied in a manor (two, three or four point) that prevents the inmate from freeing him or herself. Any inmate restrained with either hard or soft restraints (as defined in policy and procedure 4.16, use of physical restraints) will be medically checked no longer than ten (10) minutes after application and rechecked at sixty (60) minute intervals thereafter for hard restraints and eight (8) hours thereafter for soft restraints to ensure restraint devices cause no restriction of blood circulation or respiration, and cause no injury. Each time the restraints are checked, it will be documented on the hospital duty pass down sheet (as defined in policy and procedure 11.9, Inmate Supervision at Outside Medical Facilities).

POLICY

Specific procedures will be followed to ensure medication is carefully controlled, administered to the correct inmate, and that precautions are followed to prevent inmate misuse of medications.

PROCEDURE

A. Medication Refusal.

Whenever an inmate in a housing unit refuses his/her prescribed medication, refusal will be noted by the nurse in the inmate's Medical file.

B. Pod medication line.

Male inmates will be instructed by the supervising officer, to put on no less than their uniform pants. Female inmates will be instructed to put on uniform shirts and pants. All inmates will be instructed to bring their identification cards and line up single file in the Pod to receive prescribed medications. Inmates who will be taking medication by mouth will be instructed to have their jail issued cup with water (only water, unless otherwise instructed by the medical staff) before getting in line. On the roving floor, overhead lights will be turned on before opening Pod doors to pass medications. Only one inmate will be permitted to cross the yellow line at the door at any one time.

- C. Medication is given to one (1) inmate at a time by a licensed nursing professional. If not sure of the inmate's identity, his/her Detention identification card will be checked against their appearance, to ensure the inmate will be getting the correct medication.

D. Mouth check.

The Pod Officer will check each inmate's mouth after they are given their medication, to ensure that the medication was swallowed. The water cup and the inmates hands will also be checked.

E. Medication cups.

Inmates will not be permitted to keep medication cups unless the nurse has dispensed medication that makes retention appropriate. Inmates who receive medication cups or other medication dispensers will have periodic property box inspections to help prevent nuisance contraband.

F. If an inmate becomes abusive with the nurse during the passing of medications, the officer will first tell the inmate that he/she must stop their rebellious attitude, if the inmate continues the unacceptable behavior, medical rounds to that Pod will be discontinued until the inmate can be locked down or removed.

G. Administration of injectable medication.

Injectable medications will be given by an authorized, licensed, nursing professional. Certain physical identification will be made before the injection is given. Storage and disposal of syringes will meet OSHA guidelines for Sharp's Disposal. The administering nurse will ensure that the medication cart has a "Sharp's Disposal Container" and that all used sharps are disposed of in that container. At no time shall inmates handle any syringes.

H. While work release inmates are in-house they will receive their medications during regular medication times. When out of the facility the work release inmate will be issued a pre-poured, self administered medication packet.

I. Medication cart and staff

During medication rounds, the medication cart and medical staff will be placed in a position to allow the Pod doors to be freely closed with both the cart and staff outside the Pod door. At no time shall inmates be permitted to touch the medication cart.

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 4

REVISED: 01-31-03

POLICY

Staff encountering an inmate that appears lifeless will immediately follow prescribed procedures to ensure appropriate measures are taken to learn the inmate's Medical status. Life will be preserved if possible, and the scene protected to ensure a thorough investigation can occur.

PROCEDURE

A. Discovery:

At discovery of an inmate that appears to have expired, the following action will be taken immediately.

1. Contact shift supervisor, request "Officer needs assistance, Medical emergency" and location.
2. Contact medical staff by any means available, advise of situation, request Medical assistance, give location.
3. Once backup arrives, check for pulse or respiration.

If resuscitation is needed, use appropriate infectious disease control precautions, and begin application when assistance arrives in Pod (or appropriate area) and lock down of inmates is being initiated by responding staff. **In any area where only one (1) Officer is present, that Officer will not take any emergency first aid action that would divert his / her attention from activity in the area if other inmates are present.**

DO NOT DISTURB THE AREA OR MOVE THE INMATE UNLESS NECESSARY FOR LIFE SAVING MEASURES.

B. Shift supervisor responsibility:

1. Ensure the scene is preserved for investigators. No items are to be moved within or removed from the area before the arrival of an investigating deputy or detective. Supervisor shall take digital pictures of the surrounding area for possible crime scene preservation.
2. Request confirmation of clinical death by physician or Sheriff's Deputy.

3. The shift supervisor will notify patrol communications (dispatch), to request that a deputy be dispatched to the Detention facility. The deputy will make the pronouncement, complete a case report, and contact department investigators if necessary.

C. Legal requirements:

1. Per Mohave County Sheriff's Office General Order number 1.15, subject unattended death investigations. Officers responding to unattended death calls as defined in the above stated General Order, area IV, item E, shall contact the Medical Examiner's Office and obtain permission for removal of the victim.

A.R.S. 11-593. Reporting of certain deaths; autopsies; failure to report; classification.

- A. Any person having knowledge of the death of a human being including a fetal death shall promptly notify the nearest peace officer of all information in the person's possession regarding the death and the circumstances surrounding it under any of the following circumstances:

1. Death when not under the current care of a physician for a potentially fatal illness or when an attending physician is unavailable to sign the death certificate.
2. Death resulting from violence.
3. Death occurring suddenly when in apparent good health.
4. **Death occurring in a prison.**
5. **Death of a prisoner.**
6. Death occurring in a suspicious, unusual or unnatural manner.
7. Death from disease or accident believed to be related to the deceased's occupation or employment.
8. Death believed to present a public health hazard.
9. Death occurring during anesthetic or surgical procedures.

- B. The **peace officer** shall promptly notify the county medical examiner and, except in deaths occurring during surgical or anesthetic procedures from natural diseases, shall promptly make or cause to be made an investigation of the facts and circumstances surrounding the death and report the results to the medical examiner. If there is no county medical examiner appointed and serving within the county, the county sheriff shall be notified by the peace officer and the sheriff shall in turn notify and secure a licensed physician to perform the medical examination or autopsy.

2. A.R.S. 36-336 Notification to relatives of deceased persons by institutional authorities

- A. When a patient, border or lodger in a hospital, sanitarium or other institution within the state dies, the management shall make a diligent effort to give immediate notice to the family, or a relative or friend of the deceased or a person known by the management to be interested in the deceased.

- B. The management of a hospital or sanitarium or other institution shall not remove or allow the removal of a dead body until a person specified in subsection A has been notified of the death and names the funeral director, or person acting as such, to whom the body is to be delivered. This subsection shall not apply where a diligent but unsuccessful effort has been made to notify the designated person(s).
- C. Per the above state law, the Sheriff's Office will notify the nearest relative of any inmate who dies while in custody. This will be the responsibility of the Detention Administrator or designee. Notification will be made as soon as possible to avoid transmittal of the information by unauthorized means.
- D. Reports.
- All staff members involved in the discovery, confirmation, or other subsequent actions resulting from an inmate death, are required to complete an incident report or memorandum, as appropriate. The report will be submitted to their direct supervisor prior to the conclusion of their tour of duty.
- E. Property and funds:
1. No release of property or funds will be made without lawful written order for release. Inmate property or cash releases authorized by the inmate before death, but not yet picked up, will be voided. No releases will occur without lawful written order.
 2. All inmate property in the inmate's cell, will be left intact and in place until the scene is officially released by the investigating deputy or detective. Upon release of the area, the items will be packed in a suitable container and placed in the property room pending lawful written order for release to another party.
- F. Release of information:
1. Information will not be given to any person outside the department or office of the Medical Examiner, regarding an inmates death without specific authorization of the Detention Administrator, Chief Deputy or Sheriff.
 2. Any information given to the media will be specified and authorized by the Detention Administrator or media spokesperson. Release of information to the media for public knowledge shall occur after the initial investigation is completed.

3. If a suicide note is found, the original will be given to the Investigating Officer or Detective after copies have been made and retained by the department.
- G. The Detention Officer assigned to guard the hospitalized inmate will immediately contact the Shift Supervisor of the death of the inmate. To comply with Arizona revised statutes, the death of an inmate, even if hospitalized will be reported to the office of the Medical Examiner. Reporting will be the responsibility of the Detention Administrator. The on-duty Officer will complete an incident report, which will be submitted to the Shift Supervisor before conclusion of the tour of duty, or as soon afterwards as practical. The Officer will not leave the hospital until authorized to do so by the Shift Supervisor. With authorization of the Shift Supervisor the personal belongings of the inmate will be bagged and placed in the facilities property room, with an inventory slip signed by the Officer returning them to the facility.

Date

Thomas M. Sheahan, Sheriff

POLICY

It is the policy of the Mohave County Sheriff's Office that all staff shall be aware of general methods of prevention required for control of infectious diseases. All infectious diseases are communicable and are spread through specific human contact. All staff are directed to follow the guidelines for the identification, prevention and spread of infectious and communicable diseases.

DEFINITIONS

1. Bloodborne Pathogens means microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
2. Contaminated Sharps means any contaminated object that can penetrate the skin or including but not limited to, needles, scalpels, broken glass, razors, etc.
3. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral (piercing) contact with blood or other potentially infectious materials that results from the performance of a departmental member's duties.
4. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of a member's duties.
5. Other Potentially Infectious Materials means:
 - a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures and body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
 - b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead): and
 - c. HIV-containing cell or tissue cultures, organ cultures and HIV and HBV containing culture medium or other solutions and blood, organs or other tissues from experimental animals infected with HIV or HBV.

6. Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shorts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

PROCEDURE

All Detention staff, Nursing staff, related support services, volunteers or salaried employees shall be aware of general methods of prevention required for the control of infectious diseases.

- A. It has been determined that all job classifications within the Mohave County Sheriff's Department may risk occupational exposure to blood borne pathogens.
- B. The Department recognizes that the concept of Universal Precautions is the best approach to infection control. All human blood and body fluids are, therefore, to be treated as if known to be infectious for HIV, HBV and other blood borne pathogens.
- C. Employees are not excused from carrying out their duties when unusual personal risks are existent.
- D. The Occupational Safety and Health Administration (OSHA) requires that:
1. All employees utilize personal protective equipment when the potential exists for contacting blood or other potentially infectious material.
 2. All employees wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious material.
 3. When hand washing facilities are not immediately available, the employee shall utilize an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasibly possible.
 4. All employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
 5. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.

6. All equipment which may become contaminated shall be decontaminated as necessary.
 7. Appropriate containers shall be used for the disposal, storage and transporting of blood or other potentially infectious materials, contaminated personal protective equipment, any contaminated needles or sharp objects and any other contaminated waste.
 8. There will be no eating, drinking, smoking or applying cosmetics or lip balm and handling contact lenses in work areas where there is a reasonable likelihood of occupational exposure.
 9. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or countertops or benchtops where blood or other potentially infectious materials are present.
 10. There will be no mouth pipetting/suctioning or blood or other potentially infectious materials.
- E. The Jail Division recognizes that some job classifications/assignments may require more extensive workplace controls. Shift supervisors are required to evaluate such classification/assignments and insure additional workplace controls are implemented, as necessary. Employees shall follow all operational procedures, including those established by their shift supervisor, regarding exposure to blood and other potentially hazardous materials. In the event an employee identifies an occupational exposure not previously recognized by the Department, it shall be the employee's responsibility to immediately report the occupational exposure to the employee's supervisor.
- F. Personal Protective Equipment
1. The Supply Department will make available the appropriate personal protective equipment.
 2. Employees shall utilize the appropriate personal protective equipment when the potential for exposure to blood or other infectious material exists.
- G. All contaminated waste, contaminated protective equipment and laundry will be properly containerized, labeled and stored in accordance with all federal, state and local laws.
1. All contaminated wastes will be placed in leak-proof, sealed containers labeled with an appropriate biohazard warning label.

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURE

PAGE(S): 4 OF 6

REVISED: 06-05-02

2. All contaminated laundry will be appropriately containerized and not sorted or rinsed at location of use. Laundry shall be transported in containers that are marked with appropriate biohazard labels.
 3. The Department will ensure the disposal of all regulated waste is in accordance with all federal, state and local laws.
- H. Any clothing or equipment which becomes contaminated shall be decontaminated as necessary, unless it can be demonstrated that decontamination is not feasible. Such decontamination shall be accomplished using appropriate personal safeguards.
1. Personal clothing or uniform items which have become contaminated with blood or other body fluids should be removed immediately. Such clothing should be disinfected by washing in a one percent (1%) solution of bleach and water.
 2. Shoes and leather gear may be scrubbed with a brush in soap and hot water to remove contamination. All other non-disposable equipment items (such as flashlights, batons handcuffs, etc.) which may be contaminated should be disinfected with a ten percent (10%) bleach solution.
 3. Vehicle seats or other areas exposed to blood, body fluids or contaminated clothing should be scrubbed with a ten percent (10%) bleach solution.
- I. An employee who has received an exposure will immediately report such exposure incident to the employee's supervisor. The supervisor will ensure that all circumstances of the exposure are fully documented and are forwarded along with the Supervisor's Industrial Injury Report, Report of Significant Exposure to Bodily Fluids and officers Incident Report to administration within 24 hours. It is in the employees best interest to report all occupational exposures to protect any future industrial claims which may arise from such exposure.
1. An employee who has received an exposure should seek immediate medical treatment from the nearest hospital emergency facility. All post-exposure evaluations and follow-ups will be conducted by the prescribed occupational health carrier in conjunction with Mohave County Risk Management and is available to any employee who has received an exposure.
 - a. The employee shall take with him/her to the medical facility the following forms:
 - (1). Industrial Injury Report (blue copy).

(2). Significant Exposure to Bodily Fluids report (yellow copy).

(3). One copy of "Federal Register Vol. 56, No. 235" pertaining to blood borne pathogens.

2. The exposed member shall have blood drawn within ten (10) calendar days after exposure. A baseline blood test will be offered with a subsequent test offered up to 18 months post exposure.
3. If a member declines testing, but agrees to a baseline blood collection, the sample will be kept for 90 days in case the member decides to accept the testing. If a member refuses testing, the refusal shall be documented and signed by the employee.
4. The health care professional will provide a written opinion evaluating the exposure incident. Such medical information, including the findings and diagnosis of any exposure incident, will remain confidential.

J. Communication of Hazards

1. Warning labels will be affixed to all containers of regulated waste, refrigerators/ freezers containing potentially infectious materials and all containers used to store and transport potentially infectious materials.

K. The Mohave County Sheriff's Department will provide training in blood borne pathogens to all employees.

1. This training shall be conducted at the time of initial assignment and at least annually thereafter.
2. The Training Department will maintain training records on all employees with the exception of volunteers. These training records will contain at least the following information:
 - a. Date of all training sessions.
 - b. Contents/summary of the training session.
 - c. Names and qualifications of the instructors.
 - d. Names and job titles of employees attending the training session.
 - e. A copy of all training records will be forwarded to Risk Management.

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURE

PAGE(S): 6 OF 6

REVISED: 06-05-02

3. All training records will be maintained in accordance with state and federal law, as well as departmental records retention policy.

L. Record keeping

1. Mohave County Risk Management in conjunction with the approved occupational health carrier will establish an appropriate record for each employee with occupational exposure.
2. These records will be confidential.
3. Each employee's record will be made available to that employee or to that employee's representative.
4. These records will be maintained for the duration of employment plus 30 years.

- M. All employees need to refer to the Administrative Procedure. Mohave County, Exposure Control Plan, Blood borne Pathogens which are included in the Mohave County Merit Rules.

Date

Thomas M. Sheahan, Sheriff

POLICY

Pursuant to Arizona Revised Statute 31-161, inmate initiated requests for medical service or prescription drugs dispensed by the Mohave County Detention Facility (MCDF) medical section will change a co-payment fee for: **Inmate initiated Medical care.** This policy will conform to applicable State of Arizona statues and will be administered in strict compliance with the procedures below. Questions arising from validity or exempt status of co-payment fees will be addressed through the Medical Staff director to the Jail Administration. Detention Medical Services, a contracted Medical entity to Mohave County, will be responsible for applicable record keeping of all services rendered to the inmate population of the MCDF. **At no time will an inmate under terms of custody within this facility, be denied Medical care solely because of the lack of funds.** All previous M.C.S.O. Policy and Procedures regarding health care will be adhered to by Medical and Detention Division staff.

PROCEDURE

The provisions of Detention Division Policy and Procedures 7.1, subsection d., will be the initial Medical process for determining the specific or ongoing Medical requirement of each inmate remanded to our custody. The initial Medical screening will not be a service requiring a co-payment fee. Medical services requiring a co-payment fee are: Sick call, Doctor visit, Dental visit, Prescription handling fee and selected laboratory fees. Medical services which do not fall into co-payment category are as follows:

- ** Medical Emergencies
 - Admitting dental screening
 - Mental health screening, Mental health medications and treatment associated with Mental health disorders
 - Pre-natal screening and care
 - VDRL (Syphilis), Tuberculosis (TB) testing
 - Sexually transmitted diseases and medication
 - HIV care, medication and laboratory testing
 - Psychotropic and anti-parkinsonian medication, treatment
 - Communicable diseases and infestations, including lice and scabies
 - Follow-up visits or tests ordered by the Jail Medical staff
 - Follow-up visits ordered by the doctor for a continuing condition
 - Inmates restrained by the Use of Force, restraint checked and injuries not self-inflicted

** If an inmate continually or frequently claims an emergency, and after Medical examination it is determined not to be an emergency, a co-payment fee will be assessed. Those inmates who are involved in confrontations, who are **proven** not to be the aggressor, will not be assessed a fee.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: INMATE CO-PAYMENT
FOR MEDICAL COSTS**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 3
REVISED: 01-13-03

A. During the evening medication rounds, inmates requesting to be seen on sick call will be issued a Medical Request Slip by the charge nurse. The nurse will schedule the inmate to be examined at sick call; any referral to be examined by the doctor will be determined by the charge nurse **after** the inmate is examined on sick call. The medical staff will determine requested medical care falls into the co-payment category, or if the medical care is in the exempt category.

B. When the inmate has been examined at the sick call hours, he/she will be informed that a co-payment fee will be assessed against their inmate account. The inmates signature will appear at the bottom of the Medical Request Slip after medical care has been rendered. If the inmate refuses to sign the slip, the attending nurse/doctor will sign the slip and acquire a witness signature from Detention staff present.

C. Medical director will forward the Administrative copy of the Medical Request Slip, signed by the inmate, to the Jail Administration front office on a daily basis. Determination will be made on the status of funds in the inmate's account. A receipt will be generated and distributed as indicated in "E" below.

D. As stated in Arizona Revised Statute 31-161, inmate health care costs, each county sheriff for the purposes of collecting fees or co-payments from inmate under the sheriff's jurisdiction may charge a fee authorized under subsection A of this section except the sheriff shall not charge an inmate a health services fee or co-payment, if the inmate maintains a balance in the inmate's personal account of less than three dollars (\$3.00) for thirty (30) consecutive days.

E. If the inmate account shows a substantial balance over the three (\$3.00) limit, the co-payment fee will be deducted from the account. A receipt will be initiated, one (1) copy to the inmate booking file, one (1) copy to the inmate and one (1) copy to the Medical file.

F. The Medical Director will forward to the Jail Administrative Office any doctor's orders for prescription medication. That document must clearly state the inmate's name and booking number. The Jail Administrative staff will deduct a prescription handling fee from the inmate account.

G. Over-the-counter (OTC) medications will be available through the inmate commissary system. Those inmates who do not have adequate funds on their commissary accounts will continue to be administered appropriate medications described as over-the-counter.

H. Inmates released from custody with a balance owing will be advised that the Mohave County Sheriff's Office will consider the account collectible under the provisions of Arizona Statues and may proceed with collection efforts if the balance is not satisfied. Costs incurred in any attempt to collect this debt will become the responsibility of the inmate being released.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 7.6
**SUBJECT: INMATE CO-PAYMENT
FOR MEDICAL COSTS**

I. During the booking process, any detainee previously remanded to our custody who was released with a negative co-payment balance, will be advised that any or all monies in their possession at the time of booking will be applied to the balance owed. The control I operator will check the detainees previous account table, verify a debt owed, and forward notice to the Jail Administrative Office for appropriate action.

a

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE(S): 1 OF 5

REVISED: 06-18-02

POLICY

Each inmate in facility custody will have access to services provided by the United States Postal Service to send and receive legal mail, general correspondence, preapproved packages and publications. There will be no limitation to the volume of lawful mail that an inmate may send or receive or the length, language, content or the source of the mail, except where there is evidence that facility order and security or public safety is at risk. Information on Detention Division Policy governing inmate mail is provided to inmates in the inmate handbook.

DEFINITION

Inmate mail is any item that has been or will be processed through the services of the United States Postal Service.

Legal mail is from any of the following, in an envelope showing a department or agency name and/or return address and delivered or deliverable through the inter-county or in-facilities mail system and addressed to or from an inmate:

Courts	Public Defender
Legal Defender	County Attorney
Probation / Parole Authority	Attorney
Legal Aid Organization	Law Enforcement Agency
Tribal Council or Court	Corrections or Sheriff's Office official

GENERAL INSTRUCTIONS

Incoming inmates will be issued an inmate handbook that contains the mailing address they will use to receive mail while incarcerated. Additional questions regarding incoming and outgoing inmate mail can be answered by Detention staff.

PROCEDURES

A. Inmate mail will be handled as one or more of the following categories:

Legal mail	General Correspondence
Publications	Package / Parcels
Certified registered mail	Indigent general mail
Indigent general mail	

B. Package / Parcels

Inmates are required to obtain prior authorization at least five (5) days in advance, to receive a package or parcel. The mail Officer must be advised what the contents will be.

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: INMATE MAIL

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 5

REVISED: 06-18-02

Any items also available through the facility commissary will be refused. Authorization to receive a package is requested by contacting the mail Officers with an inmate request form.

Packages delivered without prior authorization will be refused.

C. A uniformed Detention Officer will be assigned as "mail Officer" to collect distribute, and inspect when authorized incoming inmate mail.

D. Contraband / Prohibited materials

1. Incoming mail for inmates that is not categorized as "legal mail" will be opened and searched for contraband by the mail Officer before delivery to the inmate. Cash, checks, and money orders will be intercepted and credited to the inmate's account or returned to sender, if not within guidelines established in the inmate account policy. If deposited in the inmate's facility cash account, a receipt evidencing the deposit will be forwarded to the inmate by the Mail Officer.

2. Illegal contraband items removed from incoming inmate mail will be documented on an incident report by the mail Officer, and the report will be forwarded to the support services supervisor and will include:

- * Inmates addressee's name, booking number and housing assignment
- * Description of items
- * Name and address of sender
- * Action taken, reason for action taken
- * Disposition of item
- * Signature of mail Officer

3. Illegal contraband will be handled per facility contraband Policies, and may, instead of being forwarded to disciplinary, be delivered to the Administrative sergeant. The Administrative sergeant will contact the Sheriff's Office Detective Division for further disposition and filing of appropriate criminal charges.

4. Mail containing prohibited contraband, not otherwise illegal, will be returned to the sender.

E. Outgoing inmate mail will not be opened, censored or otherwise restricted except for valid and documented security concerns and with authorization of the Administrative sergeant. Inmates will be advised in writing, when outgoing mail is rejected.

F. Reading of mail

Inmate incoming and outgoing non-legal mail will not be read unless there is good cause to believe that the correspondence may contain the following:

1. Plans for sending contraband into the facility.
2. Plans for criminal activity to occur within the facility.
3. Instructions for manufacture of weapons, drug paraphernalia, drugs or intoxicants.
4. Threats of blackmail or extortion.
5. Plans for escape from or unauthorized entry into the facility.
6. Plans for activity violating facility inmate behavioral rules.
7. Information that, if communicated, would create serious danger of violence and/or physical harm to any person.
8. Other information, which if communicated, would create a serious danger to maintenance of facility security.

G. Rejection notification

Mail containing contraband that is rejected will be returned to the sender, stamped **“REFUSED”**. Notice of rejection will not be provided to the inmate. Inmates are responsible for advising friends and family not to send mail containing prohibited matter.

H. Intra-facility correspondence

Inmates in facility custody can correspond with each other through in-house letter forwarding. This style of correspondence is limited to situations where family members are incarcerated in this facility. Proof of relationship will be required prior to approval for intra-facility correspondence. Letters sent in this manner will be forwarded to the mail Officer in an unstamped, unsealed envelope, addressed to the intended recipient. Items sent in this manner will not be afforded the same degree of privacy as mail processed through the United States Postal Service, and are subject to inspection for contraband and reading. All **sealed** in-house correspondence between inmates will be discarded.

I. Legal mail

The facility will not hinder the correspondence of any inmate mail with the courts, attorneys or government officials acting in their official capacities. Legal mail is correspondence between an inmate and the attorney of record, a bona fide legal aid service, other agencies providing legal services to an inmate or para-professionals having a bona fide association with such agencies, attorneys, judges, clerks of Federal, State or local courts or public officials. Legal mail is not to be exempt from standard incoming inmate mail inspection procedures and is opened by the Officer and inspected in front of the inmate it is addressed to. Legal mail will be handled as such only if the name and official title of the official or agency appears on the outside of the envelope as part of the return address, or the item is **stamped** legal mail.

J. Indigent mail

Indigency, for the Detention facility purpose of receiving certain items, requires the inmate to have been in Detention facility custody for seven (7) days or more, with an inmate cash account balance of two (\$2.00) dollars or less.

The Detention facility will provide the indigent inmate with two (2) stamped envelopes, ten (10) sheets of writing paper and one (1) pencil. U.S. postage provided will be first class only and not included registered, certified, insured or express mail.

K. Authorized publications

The Detention facility will not restrict the type of publications an inmate may receive in the mail, excepting those publications having contents that may threaten facility order and security. Publications will be inspected and searched for contraband.

1. Newspapers are accepted for delivery to the inmate only if sent directly from the publisher.
2. Periodicals and soft cover books only, may be received by mail directly from the publisher.
3. Publications may be prohibited for the following:
 - A. Depicting or encouraging sexual behavior.
 - B. Advocating violence within the facility.
 - C. Containing instruction for the manufacture of explosives, drugs, weapons, or other dangerous substances or items prohibited within the facility.

D. Containing material of a type that has caused violence or other serious disruption of facility security at this or other institutions.

E. Containing material advocating racial, religious or ethnic hatred in a way that creates a serious danger of violence within the inmate population.

L. The mail Officer will not censor inmate mail. Any decision regarding appropriateness of material to be processed through the Corrections department will be deferred to the support services supervisor.

M. Certified / Registered mail

Incoming certified or registered mail will be processed with other mail and delivered to the inmate addressee. The mail Officer and any authorized substitute will have the authority to sign U.S. Postal Service forms to accept certified and registered mail addressed to inmates in facility custody.

N. Mail for inmates released or transferred from custody will be returned to the U.S. Post Office for return to sender.

POLICY

Inmates in facility custody will have access to telephone services to maintain contact with the courts, their legal representative, their families and their friends.

PROCEDURES

A. Each inmate housing area, excluding holding cell one (1) and holding cell five (5), will have at least one (1) outgoing / collect calls only telephone. Phones may be used from 0800 hours to 2200 hours except during mandatory lock-down periods, security overrides, and prior to transport out of the facility. Inmates pending imminent movement out of the facility, for any reason, will not be permitted to make phone calls. Inmate phone services will be temporarily shut off during the period inmates are taken from their pods for transport. Phones are to remain off for a minimum of one hour afterward. Inmates in-transit will not be given telephone access (i.e. medical transports, extradition's, local transports).

B. Emergency phone calls:

1. Emergency phone calls may be made on a pod "collect call only" phone. Requests for use of any outside line for an inmate to complete an emergency phone call must be made to the shift supervisor. Notation of the request should be made on the shift pass down log, including reason and whether the call was given, and by whom, to discourage privilege abuse. Verification of the emergency before allowing the call, is done by the shift sergeant prior to helping the inmate with the call.
2. An emergency will include death or serious injury of the inmate's immediate family.

C. Incoming calls and messages:

Housing pod telephones provided for inmate use will be capable of outgoing calls only. Incoming phone calls for inmates will not be excepted. Only emergency messages will be accepted / relayed. The messages will be given to a shift supervisor for screening and / or verification before being conveyed to the inmate.

D. Abuse of telephone access:

Any inmate using a telephone to violate the law or in-house rules will be charged accordingly. The incident report will state involvement of telephone abuse. Inmates who have been found guilty of abuse of telephone access are subject to temporary personal phone call restriction under the inmate disciplinary system.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: INMATE TELEPHONE
ACCESS**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 2 OF 2
REVISED: 06-18-02

E. Security phone shut off

Facility inmates phone systems will have computer assisted capability to detail every phone number called by date and time, block specific phone numbers from being called, disconnect any call that uses third party switching, limit the length of phone calls, and automatically announce collect calls.

F. Direct access calls

Each phone can be used for direct access to public defenders, legal defenders, adult probation Officers, etc. in the visiting area, legal representatives will make their requests to the front office, who will forward the request to the affected control room, who will notify the inmate.

G. Phone number blocking

If a facility employee receives a request for blocking of an outside phone number (prohibiting that number from being called from within the facility), the name of the requester, phone number, date and time of request, and reason for the request, are to be written in memo form and submitted via chain of command to the Facility Administration.

H. Inmates will be advised by Detention staff on the use of the Inmate Phone System. Once an inmate is moved to their housing assignment the officer will advise the inmate of the

following

criteria for the use of the phone system.

1. Inmate will need to enter their name number (six digits), zeros will be used in front of the name number if it is less than six numbers long.
2. Dial zero, the area code and then the number.
3. When prompted, state full name. The inmate will need to speak loud and clear into the handset.

I. If the inmate experiences telephone access problems, the inmate will be given a MOHAVE COUNTY DETENTION FACILITY T-NETIX PHONE REQUEST FORM. The officer or control operator receiving the request form **WILL** ensure the form is filled out completely and legibly. Forms will be forwarded to the T-NETIX Technician for appropriate action.

Date

Thomas M. Sheahan, Sheriff

POLICY

It is the Policy of the Mohave County Sheriff's Office to allow inmates to receive visits from family, attorney, clergy, etc. Visitation is a humane consideration, allowing inmates to maintain contacts with people from outside the facilities. The visitation of inmates by attorneys is protected by law, allowing inmates to assist with their defense and receive information on their case.

PROCEDURES

A. Legal visitation: Attorneys and investigators employed by attorneys are allowed to visit with clients as often and as long as they feel necessary. Some reasonable restrictions are placed on legal visits.

1. Attorney visitation will take place in the attorney's booths or visiting booth., unless prior arrangements have been made with Administration for other facilities.
2. No legal visitation will be allowed during meal times, head-counts or emergency lock-downs.
3. Attorney visitation will be canceled during emergency lock-downs.
4. Attorneys may visit after regular business hours and weekends, with the shift supervisors approval, providing they have identification showing they are an attorney or investigator, or are known to the shift supervisor.

they B. Probation Officers: as Officers of the court, Probation Officers can visit as often and long as they feel necessary.

1. Probation Officers can visit with inmates in the visiting or attorney's booth.
2. Probation Officers can visit with inmates inside the facility on request, with the approval of Administration or shift supervisor.

A. Identity of Probation Officers will be determined in accordance with Policy and Procedure 2.2.

3. Probation Officers visits can be restricted during meal times, headcounts or emergency lock-downs.

DETENTION DIVISION
POLICY AND PROCEDURES

SUBJECT: INMATE VISITATION

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 2 OF 4

REVISED: 06-05-02

C. Law Enforcement Officers: Law Enforcement Officers can visit or interview inmates on request.

1. Law Enforcement Officer visits may be restricted during meal times, head counts and emergency lock-downs.
2. Interviews by Law Enforcement personnel must be accompanied by defense Attorney; if one has been appointed by the court, and the charges which placed the inmate in custody are being discussed. The County Attorney's office will also be notified.

D. Clergy: Priests, ministers and rabbis can visit inmates in the visiting booth. Clergy that have security clearance and possess their Mohave County Sheriff's office Jail Chaplain identification card can visit with inmates inside the facility.

1. Chaplains and church services are scheduled by support services and are conducted inside the facility by approved clergy.
2. Clergy visits and scheduled religious activities can be restricted during meal times, head counts and emergency lock-downs.
3. Clergy requesting to visit in the visiting booth, with inmates after regular visiting hours must provide identification showing they are clergy or known to the shift supervisor as clergy.
4. Clergy approved to enter the facility may visit with inmates after regular business hours on request to shift supervisor. Corrections Division photo identification cards for approved clergy are maintained in the Administration file cabinet (located in Control I after regular business hours).
5. Clergy may visit with inmates on weekends or after regular visiting hours.

E. Public visitation: Family and friends can visit inmates during regularly scheduled visiting times for such visits.

1. Visitors must provide a photo identification card thirty (30) minutes prior to visiting. Staff member conducting visiting will record visitors name, address, identification type and number, and the name of the inmate visited in the visitors log.

A. Acceptable photo identification includes any valid drivers license, temporary Arizona drivers license, D.E.S. / Food Stamp I.D., State of Arizona identification card or Military I.D. or passport with photograph.

DETENTION DIVISION
POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 3 OF 4
REVISED: 06-05-02

2. Only two (2) visitors are allowed to visit during a scheduled visiting time. The first two (2) persons arriving for visitation with an inmate will be the only visitors signed up for a scheduled visiting time.
3. Visitors must sign in prior to the scheduled visiting time for the inmate they wish to see.
4. Visitors must be eighteen (18) years of age unless accompanied by a parent or legal guardian.
5. Visitors can leave paperback books and pre-approved medical items.
6. Visitors can leave money for inmate accounts during the above scheduled hours and scheduled visitation days.
7. Visits will be denied or terminated for any of the following reasons:
 1. Attempting to bring in or pass contraband.
 2. Inciting violence or causing damage to the facility.
 3. Suggestive or lewd behavior.
 4. Temporary restriction of inmate's visitation privileges.
 5. Court order.
 6. Security override.
 7. Visitor under obvious influence of alcohol or other intoxicant or depressant substance.
 8. By request of inmate.
 9. Unacceptable visitor identification.
 10. Inability or refusal to control children that are creating a noise or behavioral disturbance that is interfering with the visit of others.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

NUMBER: 8.3
SUBJECT: INMATE VISITATION

11. Unacceptable attire, including no shoes (does not apply to carried infants), no shirt; clothing that incorporates lewd / obscene logos or images. The Administration or shift supervisor will determine the acceptability of visitors apparel.
 12. Creating a noise or behavioral disturbance.
 13. Visitation will not happen if not signed in thirty (30) minutes prior to scheduled visit time.
- F. Special Visits: Special visitation is allowed in certain circumstances, usually for people that reside out of the state and cannot visit during regularly scheduled visiting times.
1. All special visits require the approval of the facility Commander or Deputy Commander. Shift supervisors will contact one of the above for approval.
 2. Arrangements for special visits must be made at least twenty four (24) hours in advance.
- G. Substation visiting: The substation have their own policy for visiting due to the uniqueness of these facilities.

POLICY

To provide educational, recreational, references, and legal material to the inmates incarcerated in the Mohave County Jail. Library services are available to all inmates including those in special management classifications unless restricted for the safety and security of staff and inmates.

PROCEDURES

A. Staffing:

1. Library services are provided by the programs Officer, under the supervision of the support services supervisor.

B. Selection:

1. The library will maintain a variety of fiction, non-fiction and reference materials to serve a diverse group of literacy levels, ethnic backgrounds and foreign language readers.
2. The major source of books and magazines for the library will include, but not limited to:
 - A. Donations, both solicited and unsolicited.
 - B. Publishers and vendors.
 - C. Wholesale book and periodical publishers.
3. Purchasing new books and periodicals will be budgeted from the inmate welfare fund and or the programs budget.

C. Selection process:

1. With approval of the support services supervisor, the Programs Officer will be responsible for selection of materials for the library.
2. In order to maintain the safety, security and good order of the facility, certain materials will not be allowed in the facility. These will include but are not limited to:
 - A. Material that advocates racial violence.
 - B. Material that advocates unlawful behavior.
 - C. Material that is sexually explicit.

D. Distribution:

The Programs Officer will deliver the library cart to each pod one (1) time per week. The cart will contain a variety of periodicals, fiction and non-fiction paperback books.

E. Restrictions:

1. Each inmate will be allowed to have in his/her possession a maximum of three (3) books and/or magazines (including religious materials) at any one time.
2. Books or magazines will not be allowed in unauthorized areas. Any books or magazines placed in areas other than the inmates own assigned bunk area or assigned property box will be confiscated. If left in the pod day room (common area) they will be returned to the book/magazine cart.
3. Any books or magazines that have been altered in any way will become contraband and confiscated.
4. No books or magazines of any kind will be transported from facility to facility in the possession of an inmate. (Exceptions will include bibles and documented basic education material). All excepted items are subject to search and seizure.

POLICY

To provide a collection of legal reference materials for use by inmates in general population and specified means of access to legal materials for inmates in segregation. The purpose of the on-premises Law Library is to provide legal reference information for inmates and assure access to the court system.

PROCEDURES

A. Law Library access for inmates in general population is provided on a space available basis, as requested by inmates on an inmate request form and permitted by the Corrections facility.

B. Priority will be given to those inmates who are identified by the courts as pro-per.

C. Inmates with questions about legal topics may seek assistance from the Mohave County Superior Court Law Librarian by writing an inmate request form.

D. Exceptional services:

When requests are received from inmates who claim a need for any legal access services not routinely provided, or when requests are received from inmates in administration or disciplinary segregation, those requests will be forwarded to the administrative sergeant who will conduct a decision making review which will include:

1. Contacting appropriate personnel including Law Library staff, courts, or county attorney to obtain information.
2. The current legal needs of the inmate.
3. The existence of any legal deadlines imposed on the inmate.

E. Disciplinary segregation - access to Law Library

1. Inmates are provided written notices advising that Law Library materials are not provided in disciplinary segregation. The notice states that if the inmate feels they need legal materials prior to their reclassification, an inmate request form must be made out to the Assistant Detention Administrator.

2. Inmates in disciplinary segregation will be provided access to legal reference materials only if they can show a genuine need that cannot be postponed until the disciplinary period has expired.

3. The Assistant Detention Administrator will consider the factors listed in section D of this Policy in determining whether the inmate's legal access needs can be delayed until disciplinary sanctions are completed.

POLICY

The inmate commissary will operate within specific guidelines, as described in Arizona Revised Statutes 31-121 and this policy. These Procedures include limited signature authority, compliance with local, county and state laws, profits allocation according to state law, and standardized method of determining appropriate profit margins comparable to local community vendors.

PROCEDURES

A. Inmate commissary ordering and delivery to inmates.

1. Inmates may place a commissary order once a week, subject to maximum dollar limit, which is reviewed periodically.
2. Inmates may place an order up to fifty (\$50.00) dollars a week as long as they have funds on deposit in their inmate account, and are not restricted due to a disciplinary infraction. Inmates are to order only what can be consumed (used) in a week's time.

B. Commissary ordering while on loss of commissary restriction, certain commissary items, not considered personal hygiene items, will be considered "luxury items", and as such are not available to inmates while on commissary restriction. Inmates classified to A-pod as a result of the classification point process or administrative protective custody status are afforded commissary privileges. Non-restricted personal hygiene items include:

- | | | | | |
|----------------|-------------------|-----------------|-------------|---------------|
| Toothpaste | Shampoo | Deodorant | Soap | Shaving cream |
| Conditioner | Hair grease | Writing tablets | Golf pencil | Toothbrush |
| Pencil erasers | Stamped envelopes | | | |

C. Commissary ordering:

Blank commissary forms will be delivered to the housing units by commissary personnel or floor officers on Monday mornings. Order forms must be filled out and turned in by 0830 hours Fridays. If an inmate does not receive an order form, he/she can request one from a floor officer or commissary personnel.

If the order totals more than the amount of money in the inmate's account, the order will be processed from the top down until the funds are exhausted.

Each separate inmate order is entered into the computer system, which prints out the order, and generates subsequent inmate account activity in payment for order.

D. Rules for commissary orders:

1. No new inmate orders. New inmates are those inmates who have not yet been through the initial classification process.
2. Inmates sentenced to Department of Corrections will not be allowed to order commissary. If an inmate is sentenced to A.D.O.C. and has additional Municipal, Justice or other Superior Court appearances pending, that inmate may order commissary until all other charges are adjudicated.
3. No late or make-up orders will be accepted. If an inmate fails to order or misses the order deadline, he/she must wait until the following week (cycle).
4. No additions or subtractions. Once an order is handed in, no alterations of the order will be accepted.
5. No back orders.
6. If the order form is not correctly completed (i.e. name, name number and signature), the order will not be processed.
7. When the commissary cart arrives in the pod, inmates must (stay clear) and be kept away from the cart until their name is called. Once the inmates name is called, identity of the inmate must be verified the inmates identification card (picture) prior to the inmate receiving his/her commissary order.
8. Exchanges will be made only if there was an error by the commissary department.
9. Commissary limits - see authorized inmate possessions in the inmate handbook (manual).

E. Delivery

Commissary will be delivered to the inmate by the commissary officer or the floor officer in cases of sub-stations or jail annex facilities. The original order form will go to the inmate and the signature copy will be returned to the commissary department. The order will be inventoried by the inmate upon receipt, to verify items charged are included in the delivered order. The inmate will sign the printout as verification acknowledging receipt of the complete order. The delivery staff will ensure all delivered items are accounted and signed for prior to the inmate leaving the immediate (visual) area. If the item is missing, it will be verified by the Deliverer. The item cost will be credited back to the inmates account if the item can not be delivered or a suitable substitution made and signed for.

F. Inventory control (if applicable)

Inventory and ordering procedures are dictated by the computer commissary system. A physical inventory will be done weekly and compared to the computer listed inventory. Discrepancies will be reported, with explanation for the difference, to administrative personnel.

G. Inmate welfare fund (indigent, less than two dollars (\$2.00) on their inmate account)

Note: Medical indigent status is three dollars (\$3.00) or less.

A special fund for inmates will be maintained that will benefit or provide for the welfare of indigent inmates. This fund will be generated from the profits remaining after commissary operating expenses are paid. Indigent inmates are provided the following through indigent status.

Ten (10) sheets of writing paper	Two (2) stamped envelopes
One (1) golf pencil	One (1) bar of soap
One (1) stick of deodorant	Shampoo
One (1) toothbrush	One (1) tube of toothpaste
One (1) comb	

NOTE:

Razor exchange for indigent and non-indigent status inmates will be offered on a weekly basis **provided the inmate is under no razor restrictions.**

POLICY

It shall be the policy of the Mohave County Sheriff's Office to allow an inmate to release funds and/or property to family, friends, attorneys, clergy or other authorized individuals. To maintain proper records and prevent abuse of this Policy, reasonable conditions and restrictions are necessary.

PROCEDURES

A. Release of funds:

Inmates that have funds in their inmate accounts may release funds to a third (3rd) party, by requesting release of funds on an inmate request form (kite) The on-duty supervisor will personally verify the requesting inmate did in fact author the release of funds kite.

1. Release of funds to a third (3rd) party will only be done during regular business hours (Monday through Friday) between the hours of 0900 hours and 1500 hours (excluding holidays). Only administrative staff will release funds.
2. Only one (1) release of funds will be permitted each calendar month.
3. A check will be made out to the name indicated on the inmate request form, for the amount requested, provided the inmate has those funds available in the inmate account system. The check will be given to the third (3rd) party. The person receiving the check is required to provide positive identification before receiving the check. The identifying information will be entered on the original copy of the inmate request form and the receiving party will sign the inmate request form indicating receipt of the check.
4. An inmate is not permitted to release or transfer funds to another inmate or family member of another inmate under any circumstances.

B. Release of personal property:

Inmate(s) may release personal property to a third (3rd) party, by requesting a release of property on an inmate request form (kite). An inmate may not release personal clothing (unless they are being sentenced to the AZ Department of Corrections).

1. Release of property to a third (3rd) party will only be done during regular business hours (Monday through Friday 0900 hours to 1500 hours excluding holidays). The release of inmate property to the third (3rd) party will be done by administrative staff holding a rank of Corporal or above only.

NOTE: Substation and Jail Annex facility supervisors/OIC will comply with these procedures.

2. All of an inmate's personal property that is in the sealed plastic property bag must be released at one time. The sealed plastic property bag will not be opened prior to being returned to the third (3rd) party without first gaining permission from jail administration.

C. Ownership and inventory verification:

1. On receipt of the inmate request form (kite), the property officer will forward the (kite) to the shift supervisor on duty.
2. The shift supervisor will have the inmate making the request brought to an appropriate location and verify the legitimacy of the request; and the inmate requesting release actually completed the kite.
3. On establishing that the request is legitimate, the shift supervisor will retrieve the property from the storage area and verify the contents with the inmate.

4. The white and yellow copies of the property inventory will be corrected by the shift supervisor indicating the removal of the specific items from the property bag. This will be done by the shift supervisor placing his/her initials and John number next to each item removed. The shift supervisor and the inmate will sign and date both copies of the

inventory.

5. On the completion of item four (4) above, the inmate will be returned to his/her housing

unit.

A copy of the adjusted property inventory will be given to control one with instructions to update the summit system under the name number of the inmate personal property.

6. The control one operator will print a copy of the adjusted property inventory and place the copy in the inmate booking file.

7. Prior to releasing property to the third (3rd) party, the person receiving the property will supply approved identification and sign/date the original inmate request form as receiving

the

property. A copy of the original form will be forwarded to the inmate releasing the

property.

The original kite will be placed in the inmate booking file for future record.

8. Once released, the property will not be accepted back into the facility.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 9.4

SUBJECT: RELEASE OF PROPERTY OR
FUNDS TO A THIRD PERSON

DISTRIBUTION: ALL EMPLOYEES

PAGE(S) 3 OF 3

REVISED: (05-24-02) (03-20-09)

D. Release of Personal Property for inmate(s) sentenced to the Arizona Department of Corrections:

1. The following list is the only property that inmates entering the Alhambra Reception Center and Treatment Center are allowed to take, per Arizona Department of Corrections Policy IMP.301.17:

Medical Devices (medically approved only)

All legal materials taken at the time of inventory only

E. Arizona Department of Corrections Property Restriction Notification form:

1. Inmates sentenced to the Arizona Department of Corrections will be given the notification form following their sentencing in Superior Court. The officer issuing the form will have the inmate read and sign the form; indicating the disposition of all inmate property prior to transfer to AZDOC. The original copy goes to the jail administration; a copy of the form will be sent to the inmate as well.

F. Hardship cases:

1. On occasion, situations will arise when a sentenced inmate is not able to have someone pick-up their property due to distance or other issues which prevent the pick-up of property. In these situations the property will be boxed, sealed and shipped C.O.D. to a person designated by the inmate.

Attachments: AZDOC Restriction Form

THOMAS M. SHEAHAN
Sheriff

Date

**ARIZONA DEPARTMENT OF CORRECTIONS
RESTRICTION NOTIFICATION**

DATE: _____

NAME: _____

BOOKING #: _____

You have been sentenced to the Arizona Department of Corrections. Because of property restrictions in their facilities, you have seventy-two (72) hours from today to release all your property housed here that does not meet the Department of Corrections outline. You may release your property to an outside contact Monday through Friday during normal business hours 0900 hours (a.m.) To 1500 hours (3.00 p.m.) Excluding holidays.

IF YOUR PROPERTY IS NOT RETRIEVED WITHIN SEVENTY-TWO (72) HOURS, CLOTHING WILL BE DONATED WITHIN THE COMMUNITY; ITEMS VALUED OVER \$25.00 WILL BE INVENTORIED AND DISPENSED OF BY THE APPROPRIATE COURT. ITEMS UNDER \$25.00 WILL BE INVENTORIED AND PLACED INTO TRASH RECEPTACLES.

Below is a list of **PERSONAL PROPERTY** that inmates entering the Alhambra reception and treatment center are allowed to either keep on their persons or have placed in their property (depending on items), per Arizona Department of Corrections Policy IMP. 301.17.

Medical devices (medically approved only)

All legal materials taken at the time of inventory only

Inmate signature

Witnessing Officers Name/Badge (J) Number

POLICY

Mohave County Correctional Facility acknowledges that inmates have a constitutional right to marry. The right to marry, like many other rights, is subject to substantial restrictions as a result of incarceration. All restrictions must be related to legitimate penological issues.

PROCEDURE

A. Marriages must take place either at one of the local courtrooms or at the Jail Annex Facility.

B. The following information must be submitted to the Administrative Detention Administrator ten (10) working days prior to the ceremony:

1. Full name, date of birth and social security number of the individual being married that is **not** in custody.
2. Full name, date of birth, social security number and qualifying credentials of the individual who is solemnizing the ceremony if not a member of the local judiciary or in-house clergy.

C. All necessary paperwork will be arranged by parties outside the facility and submitted to the Assistant Detention Administrator five (5) working days prior to the ceremony.

D. Marriages will be allowed up to thirty (30) days prior to sentencing and notice of the marriage will be forwarded to the county attorney, public defender and the probation department as affected.

E. No marriage will be allowed when both parties are current inmates at this facility.

F. The proper forms from the Clerk of the Court, Superior Court of Arizona, Mohave County, must be filled out and notarized and returned to the Clerk's office before a marriage license can be issued. The party outside of the facility will be responsible for getting the needed forms for the inmate and the return of the forms to the Clerk's office (copy of forms included).

G. The Assistant Detention Administrator will forward the necessary paperwork to the Supervisor of Fugitive and Warrants, who will arrange the needed transports for the ceremony. The Supervisor or his/her designee will:

1. Arrange for the ceremony
2. Coordinate time and place with all principals, making sure that all outside individuals are at the decided location at least thirty (30) minutes prior to the ceremony.

H. The following restrictions apply to any approved ceremony regardless of the location:

1. Individuals under the age of eighteen (18) will **not** be allowed to attend the ceremony.
2. Cameras or recording devices will be allowed at the ceremony after inspection by Detention Facility staff.
3. The married couple may exchange a casual embrace and kiss, however no other physical contact will be permitted.

H. The following restrictions apply to any approved ceremony regardless of the location (continued):

4. If wedding rings are exchanged at the ceremony, the inmate's ring will be returned to the spouse to be taken out of the facility.
5. No gifts will be exchanged at the ceremony.
6. Ceremony witnesses will be limited to Jail Facility staff only, regardless of ceremony location.

**CLERK OF THE COURT
SUPERIOR COURT OF ARIZONA
MOHAVE COUNTY**

**IN THE MATTER OF THE APPLICATION OF
AND
FOR A LICENSE TO MARRY**

License No. _____

AFFIDAVIT FOR MARRIAGE LICENSE

MALE

STATE OF ARIZONA
COUNTY OF MOHAVE

I, _____, being first duly sworn upon my oath, do depose and declare that:

_____ is my true name; that my age is _____ years; that

my date of birth is _____; my social security number is _____;

that I reside at _____;

that I am not related to the female listed below; and that I understand that information on sexually transmitted diseases is available from the County Health Department on request and that these diseases may be transmitted to my unborn child.

Male's signature: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public: _____

My commission expires: _____

FEMALE

STATE OF ARIZONA
COUNTY OF MOHAVE

I, _____, being first duly sworn upon my oath, do depose and declare that:

_____ is my true name; that my age is _____ years; that

my date of birth is _____; my social security number is _____;

that I reside at _____;

that I am not related to the male listed above; and that I understand that information on sexually transmitted diseases is available from the County Health Department on request and that these diseases may be transmitted to my unborn child.

Female's signature: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public: _____

My commission expires: _____

**CLERK OF THE COURT
SUPERIOR COURT OF ARIZONA
MOHAVE COUNTY
POST OFFICE BOX 7000
KINGMAN, ARIZONA 86402**

**Virlynn Tinnell
Clerk**

**Phone (520) 753-0713
Fax (520) 753-0781**

MARRIAGE LICENSE: APPLY BY MAIL

INSTRUCTIONS FOR COMPLETING AFFIDAVIT

Enclosed you will find a completed form titled **AFFIDAVIT FOR MARRIAGE LICENSE..** Please inspect the information carefully to ensure that it is correct. Particular attention should be paid to the applicants' names. Please be sure that these are truly your legal names and that they are spelled correctly. If an error has been made please note the correct information and return the form to this office immediately. We will issue a new document.

You must take this affidavit to a notary public. **DO NOT SIGN THIS FORM UNTIL THE NOTARY PUBLIC IS PRESENT TO WITNESS YOUR SIGNATURE(S)**. The prospective bride and groom can sign the form at separate times. Just be sure each signs before a notary public and that the notary also signs and applies their notary seal for each of the separate signatures.

The completed affidavit, along with your cash or money order (payable to the clerk of superior Court) in the amount of fifty dollars (\$50) should be addressed to:

Clerk of Superior Court
Attn: Marriage License Department
Post Office Box 7000
Kingman, Arizona 86402

If you want us to send you a certified abstract of marriage (proof that your marriage has been officially recorded by this office) after the wedding ceremony, please include an additional eighteen dollars (\$18) for a total of sixty eight dollars (\$68) cash or money order. We will automatically send this to you after recording.

Please ensure that the female's address noted on the affidavit is correct as this is where we will Mail your marriage license unless requested other wise in writing. Your license will be mailed Within five (5) business days from receipt of your receipt of your affidavit and fee.

POLICY

The Detention Facility encourages participation of community groups and organizations in provision of recreational, educational and counseling programs for the inmate population. A favorable living environment and reduction of violence can best be achieved by offering inmates structured programs, positive social interaction, skills and education and increased self-esteem that will benefit them when they return to the community.

PROCEDURES

A. Program activities

Program activities provided to the general inmate population can include general alcohol abuse counseling, substance abuse counseling, educational programs, recreational reading materials access, recreational activities, religious programs and other general therapeutic, educational and informational programs.

B. Substance abuse programs

Substance abuse counseling is made available inmates through outside agencies that provide jail site activities on a scheduled basis. Those services are voluntary group sessions in nature and do not consist of one-on-one counseling.

C. Literacy skills and G.E.D. preparation are available on a continuing basis. A G.E.D. exam is given quarterly, or as otherwise scheduled.

D. Recreation programs

General population inmates have access to the recreation yard on a regularly scheduled basis. Board games, television viewing and playing cards are available in the inmate housing areas. Recreational yard activities are limited to individual calisthenics and fresh air walking.

E. Religious programs

The religious advisory council of chaplains provide individual religious counseling, religious services, access to religious literature and bibles to the inmate population.

F. Inmate right to refuse to participate

All inmates have the right to refuse to participate in voluntary programs and activities. Such refusals do not prejudice an inmate for future participation in programs or program activities.

G. Procedures for inmate program participation

All inmates will be advised of the activities available to them during the initial classification interview. The Program Officer will provide a schedule of daily religious and program activities to the inmate housing units. Records of attendance are maintained for all programs. It is the responsibility of the inmate to submit an inmate request form (kite) to inform an Officer he/she wishes to participate in a specific scheduled program. It is also the responsibility of the inmate to be prepared and properly dressed for the program activity at the designated time.

H. Searches

Corrections Officers will pat search all inmates going to and returning from all programs. All containers, boxes, packages or any other items which may be brought into the facility by an outside agency or program personnel will be searched.

I. Procedures for volunteer authorization

A criminal history check is done by the Sheriff's Department personnel department supervisor or other authorized personnel, of any prospective volunteer and instructor who will require access to the facility. Prospective volunteers are oriented to facility procedures during the volunteer orientation training session. During this session, each volunteer will be provided with information about security procedures and other information relevant to inmate contact and Programs. Volunteers offering professional services must present credentials and/or certificate status in their initial application process.

J. Disturbances by inmates participating in program activities

Activities in program groups is monitored by Corrections Officers. Inmates causing a disturbance or disruption will be removed from the area, and may be charged in-house with a disciplinary infraction. Program instructors, counselors and volunteers are instructed how to summon assistance if a disturbance occurs.

K. Contraband Policy for program participants

If a program volunteer, counselor, or program instructor is found to be introducing contraband into the facility, the shift supervisor (or designee) will be notified immediately. If the contraband is minor in nature and inadvertent, the shift supervisor will take the necessary corrective action and promptly notify the Lieutenant. The Lieutenant will notify the organization or group the individual represents and the Jail Commander of the incident. A serious violation can include notification of the appropriate law enforcement authority, and prosecution under Arizona Revised Statutes for introduction of contraband into a correctional facility. Those violations considered serious in nature and / or violate established law, will subject the volunteer, counselor or instructor to immediate suspension of security access. The Chief Deputy or Sheriff will be notified by the Jail Commander or deputy immediately.

POLICY

The Corrections Division will maintain written evacuation plans for fire and other major emergencies. The evacuation plans include facility floor plans, use of clearly visible exit signs, and directional flow arrows and color coded evacuation plans posted in staff work areas.

The plan also provides for evacuation drills at least quarterly. Drills will include participation of staff and inmates. Evacuation drills may not necessarily include participation of extremely dangerous inmates.

DEFINITIONS

LEVEL I

A fire which is confined to a small area, poses no immediate hazard to area occupants; is easily extinguished by use of fire fighting equipment available to staff on the scene.

NOTE: Kingman Fire Department will still be dispatched to the facility to ensure the fire is no-longer a fire or safety risk.

LEVEL II

The fire has imminent potential to cause harm to area occupants through smoke of fire; evacuation of the area occupants to an adjacent area is necessary; assistance of Kingman Fire Department may or may not be necessary to contain the fire but they will be dispatched to the facility to ensure the fire is no-longer a fire or safety risk.

LEVEL III

A fire that cannot be suppressed by on scene fire fighting equipment, outside assistance by Kingman Fire Department is necessary to extinguish the fire. The fire or resulting smoke is of magnitude that building occupants must be evacuated.

CODE FOUR

The announcement of code four (4) means the emergency is under control and no further assistance is necessary.

PRIMARY ENTRY

The door that is the entry point for building access by emergency personnel, such as Kingman Fire Department, and ambulance service. Primary entry doors are 41 and 44. If the primary entry is blocked, doors 42 and 49 will be used as an alternative.

SELF CONTAINED BREATHING APPARATUS (S.C.B.A.)

An air tank and mask system which provides breathable air to the wearer.

GENERAL INSTRUCTION

A. Radio use during emergency

Actual or training fire situations will be referred to in code as shown in the above definitions. Radio traffic will be limited to emergency related communication.

B. Implementation of security override

Any area not immediately involved in a code 904 BLUE or RED, will immediately go into a security override lock down and will remain in that status until directed otherwise by a shift supervisor or incident commander. Front office staff will evacuate all persons from visiting and attorneys booths and lock the facility entrance until further notice. Inmates in visitation will be locked down in those areas until an Officer is authorized to move the inmates. All non-essential staff and all volunteers will be cleared from the facility.

C. Evacuation process

All employees will follow posted evacuation procedures, unless otherwise directed by supervisory staff. All employees are required to be familiar with evacuation procedures, to ensure prompt evacuation in case of emergency.

D. Fire fighters in facility

Whenever possible, fire fighters will not come into contact with inmates. Efforts will be made to ensure that all areas are cleared of inmates before arrival of Kingman Fire Department.

E. Classification of inmates / special security status

If time permits, inmates on a cuff and shackle restriction will be placed in restraints before exiting the pod / building.

F. Fire scene preservation

Fire scenes, whether a result of a major or minor fire will not be altered or cleaned until reported to and / or inspected by the Kingman Fire Department and released by the incident commander or shift supervisor.

PROCEDURES

A. Floor Officer responsibilities:

LEVEL I

1. Notify Control room one.
2. Lock down inmates.
3. Extinguish the fire using the area extinguisher.
4. If injuries occur, request medical response.
5. Secure the fire scene for inspection.

LEVEL II: EVACUATE / POD TO ADJACENT POD

1. Notify the control room one with the following information. POD (location, State type of emergency, request assistance, request inmate movement and adjacent POD lock down.
2. Advise inmates of impending evacuation.
3. Direct inmates to stand double file, facing the POD door.
4. The evacuating floor Officers conduct an immediate headcount and verify count with card count and control room count.
5. In a Level II, POD to POD evacuation, Officers will insure all inmates in the receiving POD have gone to their assigned cells and doors are secured. Incoming inmates will be kept in the center of the day room area.
6. Whether incoming inmates are moved to the recreation yard or another POD, another headcount will be completed.

LEVEL III

1. Notify Control room one with the following information: Pod location Level III STATE TYPE OF EMERGENCY, then repeat the TRANSMISSION.

2. Advise inmates of evacuation. Direct inmates to stand in double file, conduct and confirm headcount.

B. Control Room Responsibility

LEVEL I

1. Announce, TYPE OF EMERGENCY, the location and request for assistance and response of shift supervisor.
2. Notify facility medical department to go to standby response status.
3. With authorization from responding shift supervisor announce vis radio TYPE OF EMERGENCY IS NOW CODE FOUR.

LEVEL II/III

1. Alert all areas, OF TYPE OF EMERGENCY, WITH LOCATION.
ANNOUNCE "RADIO TRAFFIC LIMITED TO EMERGENCY RELATED TRAFFIC ONLY".
2. Notify facility medical department to go to standby response status.
3. Notify Kingman Fire Department and Sheriff's Office communications (Sheriff's Office communications will notify the Sheriff, Chief Deputy and Detention Administrator).

C. Shift supervisor's responsibilities

1. LEVEL I

The shift supervisor will respond immediately to the fire area. Enough Officers will be assigned to the situation to secure the hazard. Once the situation is Code Four, conduct headcount of area, submit necessary reports and resume original responsibilities.

2. LEVEL II/III

- a. At notification of a possible LEVEL II/III FIRE, put on SCBA before responding to the fire area.
- b. Ensure responding officers have put on SCBA'S.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 11.1

SUBJECT: FIRE EMERGENCY

DISTRIBUTION: ALL EMPLOYEES

- c. Assign one Officer to guide the Fire Department to the fire area.
- d. Direct Control one to Notify Kingman Fire Department, Kingman Police Department, and the Sheriff's office communications for outside perimeter security and inside assistance.
- e. If electrical door systems are not functioning, Officers will be directed to unlock cell doors manually. If doors are jammed, a pry bar will be used to open the doors.
- f. The supervisor will assess the situation and ensure the area being evacuated to is secured and staff are prepared for arrival of inmates.
- g. Notify affected Control Room to open doors leading to the evacuation area.
- h. Direct and help the Officers evacuating the inmates.
- i. When the emergency is over, and before allowing normal operations for that area to resume, ensure photographs have been taken, evidence has been identified and secured and necessary repairs have been completed. The Sheriff's Office Arson Detail will conduct all necessary investigations. After code four headcount, the security override may be lifted on all unaffected areas. Submit all reports to the Detention Administrator, detailing any actions taken during the emergency, and any injuries that may have occurred

D. Reports

1. All Detention personnel who have witnessed or otherwise took an active role in the fire emergency, shall write a report and submit it to the incident commander.

The report shall contain the following:

- a. Incident that occurred.

- b. Date, time, place of incident.
 - c. Persons involved.
 - d. Interviews of persons involved.
 - e. Evidence or evidence chain form.
 - f. Actions taken.
 - g. Injuries/damages.
2. All reports are due prior to staff involved leaving the facility.

DETENTION DIVISION

POLICY AND PROCEDURES

POLICY

The Mohave County Detention Division will comply with established National Fire Prevention Association (NFPA) standards as applied to secure jail facilities, under control of the Mohave County Sheriff. Compliance will be strictly enforced within established safety codes and variances issued by the State of Arizona Fire Safety Office. All areas of fire safety, procedures and emergency measures will be thoroughly trained to Detention Division staff annually. Record of training, evacuation procedures and practice alerts will be recorded for “permanent retention” within the Jail Administration and Sheriff's Office Fire Inspection Files.

The Detention Division Administration will insure adequate fire protection systems are maintained and operable. All deficiencies will be reported to the Sheriff, Mohave County and the Public Works Director for immediate repair/replacement. At no time, should any fire sprinkler/suppression system be inoperable for more than twenty-four (24) hours. Any such occurrence must be reported to the Sheriff and Public Works Director for appropriate notification to fire authorities.

PROCEDURES

A. Training and Required Documentation:

Facility Training Officers (FTOSs) will conduct fire safety training annually. All training will be documented and placed within each individual employee training file. Assistance for training may be coordinated through the local fire department officials. Training will include location of posted exit routes, emergency evacuation plans, location of fire fighting equipment, location and proper use of self contained breathing apparatus (SCBA).

The Training Office will maintain schematics indicating escape and evacuation routes for staff and inmates, floor plans for each secure jail facility and record of drills conducted. Training Officers will maintain the location of all fire extinguishers, SCBA locations and necessary keys.

Training Officers will maintain all written plans and procedures for prompt release of inmates placed into “lock down” areas. All Detention staff will be trained in the types of fire suppression, such as:

Class "A": Fire in combustible materials such as wood, cloth and paper.

Class "B": Fires in flammable liquids such as gasoline, oil, alcohol or grease.

Class "C": Fires in electrical equipment or wiring.

B. Inspection Requirements

Facility Training Officers (FTOs) will coordinate with Division Facility Maintenance staff for monthly fire inspections of all secure jail facilities. Documentation of completion, deficiencies and corrective action taken will be maintained in the Main Jail Administrative Office "permanent retention" files. The Detention Division maintenance staff will conduct quarterly inspections of all smoke detectors, fire alarms and fire control panel located in each facility.

Fire sprinkler shut-off valves, located within the locked water chase closets on the first and second floors of the main jail facility, **WILL BE INSPECTED WEEKLY**, by the Graveyard shift Supervisor. Completed inspection forms (attached) will be forwarded to the Division Commander for review and "permanent retention" files. Sprinkler valves will remain open at all times. Closure of the valve(s) will only occur when an inmate has tampered with the cell fire sprinkler head thereby activating the system or when maintenance is being accomplished to repair a cell sprinkler head. All closures will be thoroughly documented by the on-duty supervisor and/or the maintenance staff.

C. Fire Alarm Activation(s):

Fire alarm activations within all secure jail facilities will be documented as to the type of activation, i.e., smoke, sprinkler head or water flow alarms. Alarm systems may be silenced by authorized supervisor or maintenance staff while investigating the cause of alert.

Control panels **WILL NOT BE PERMANENTLY DISABLED** by any staff member without direct contact with the local fire authority. Systems will be reported immediately for troubleshooting or repair. The Sheriff, Division Commander and the Public Works Director will be notified of any control panel or system malfunctions.

All secure jail facility fire extinguishers will be inspected annually by the contract vendor supplied by Mohave County Public Works. Extinguishers utilized by staff for a fire emergency will be documented and turned into Division maintenance staff for replacement or refilling. All fire extinguisher areas will be marked as to location with inspection tag affixed.

DATE

THOMAS M. SHEAHAN, Sheriff

MOHAVE COUNTY DETENTION CENTER
SPRINKLER VALVE LOCATION

DATE _____

SUPERVISOR -J# _____

"Inspection to be completed every Friday prior to the 0700 hour headcount by the supervisory staff on the 2300 to 0700 hour shift. Shut off valves are located within the water chase closets marked with orange paint."

			ON	OFF
A-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
B-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
C-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
D-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
E-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
F-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
G-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
K-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
J-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
W-71-POD	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL	WATER CHASE CLOSET	#1	<input type="checkbox"/>	<input type="checkbox"/>
		#2	<input type="checkbox"/>	<input type="checkbox"/>
		#3	<input type="checkbox"/>	<input type="checkbox"/>

POLICY

The Detention facility will respond to hostage situations, riots and group demonstrations by inmates in a way that is intended to avoid injury, prevent escalation of the adverse activity, minimize property damage, prevent inmate escape, and provide necessary support and resources to responding outside units.

PROCEDURES

A. Facility employees will respond as trained and ordered in every emergency. The nature of the response will depend on the type of the emergency, location, assignment at the time of alarm and supervisory orders. Depending on the nature of the emergency, the person giving orders to staff may be someone other than their assigned supervisor. Memorandums, shift pass-down log sheets and carefully kept pass-down log books will be used to transmit information that may be of significance in monitoring the inmate population.

B. Emergency alert:

The staff member discovering the situation will immediately notify staff outside the area. An alarm will be given by the quickest means that presents the least danger - telephone, radio, hand signal etc., and the following reported as factually as possible:

* Name and location of reporting staff member.

* Location and nature of incident.

* Number and type of weapons.

* Number and name of participants.

* Any known injuries.

When coming in contact with a hostage, riot, or group demonstration situation, staff must be prepared to respond, listen to leader(s) or spokesperson(s) and keep the dialogue going.

C. Code:

If the person sending the call for assistance is being held hostage and sending a request for assistance may jeopardize their safety, they will use a zero (0) designator in front of their call number (J, N, etc.) When making any radio or telephone contact, instead of specifying they are in a hostage situation. Example: (zero) 0J222.

Staff reporting a hostage situation via radio, when there is a possibility the transmission will be overheard by inmates or persons not employees of the facility, will use a zero designator and their "J" number to indicate a hostage situation has been discovered, i.e.: This is zero John one-fifty.

D. Containment:

The disturbance will be confined to the smallest portion of the facility possible. An internal perimeter will be established to control movement out of / into the area of disturbance. This internal perimeter may consist of a lock-down / security override controlling all movement into or out of the immediate area and / or physical presence or correctional staff surrounding the area. An external perimeter may be established by order of command staff or the incident commander. If carried out, this may be by armed law enforcement Officers surrounding the facility to prevent unauthorized movement into or out of, and / or near the facility.

E. Priorities, goals and options

1. Priorities in a hostage or riot situation are:
 - a. Preserve lives and avoid injuries.
 - b. Apprehension and successful prosecution of hostage taker(s) or rioter(s).
2. Goals in a hostage or riot situation are:
 - a. Passage of time lower bio-behavioral response levels.
 - b. If appropriate, permit rapport to be established between parties involved.
3. Options in a hostage or riot situation:
 - a. Contain and gather information for negotiation team.
 - b. Contain and demand surrender.
 - c. Select use of chemical agents to force surrender.
 - d. T.O.U. / D.R.T. assault.

F. Phase one-initial response:

1. The Officer on the scene will call for assistance using the above mentioned code.
2. The effected control room will begin video monitoring as soon as possible.
3. The shift supervisor will respond to the scene, without entering the disturbance area, to verify the situation.
4. Staff will not enter the disturbance area without authorization of the on-duty supervisor. The shift supervisor will not authorize staff entry unless total containment and control of inmates without additional jeopardy to hostage(s) / staff involved can be assured.
5. In a situation where one or more hostages are obviously being held, mass entry assault will not be attempted by Detention staff. If hostages are not being harmed, a “wait and negotiate” method, pending arrival of Sheriff’s Department T.O.U. and negotiators can be used.

G. Control room one:

When notified of a hostage, riot or disturbance situation the control room one operator will:

- by
1. Immediately notify shift supervisor of the incident location, by phone if possible, or in code radio if necessary.
 2. At shift supervisor's orders, announce security overrides.
 3. At shift supervisor's orders, advise the front office to clear the area of civilians.
 4. Shut off all in-house inmate access telephones.

H. Phase two-response by outside resources:

Control room one may be directed by shift supervisor to prepare for response to a phase two incident and arrival and assistance of outside resources when:

1. An incident has escalated to the degree that initially responding staff cannot immediately move onto the scene and control the situation.

2. Entry by the Corrections response team has been unsuccessful or using the D.R.T. has been deemed inappropriate.

A Hostage / Disturbance Profile Sheet will be prepared for outside response teams, which includes:

- a. Who and where are hostage taker(s) / rioter(s).
- b. Who and where are hostage(s).
- c. Physical condition of hostage(s).
- d. Whether hostage take(s) / rioter(s) have weapons.
- e. Demands and threats made by hostage taker(s) / rioter(s).
- f. If the identify of the hostage taker(s) / rioter(s) is known, file information will be gathered.

When authorized by the shift supervisor or above, the control one operator will:

- a. Contact Sheriff's Department communications, advise them of the situation / location and request T.O.U. respond.
- b. provide prompt access for specialized resource teams.
- c. Notify Sheriff's Department to advise local agencies that new arrestees should be held at their own facilities until further notice due to a security emergency at the jail facility.
- d. Communications needs to also notify the:

Sheriff
Chief Deputy
Division Commander

I. Non affected areas

When a disturbance goes beyond level one response, a complete facility security override will go into effect.

1. Ensure all inmates in the pods are locked down and all cell doors secure.
2. Conduct headcount. Headcount must be done immediately after inmates are locked down to resolve or avoid any headcount discrepancies.
3. Turn off all inmate access telephones.
4. Turn off pod televisions.
5. Continue documented security rounds.

J. Duties of shift supervisor

1. Ensure control room announces priority lock down and headcount - all areas, limit radio and telephone traffic, security override. Ensure the control room has begun video taping incident.
2. Ensure the incident perimeter is provided with sufficient Officers to prevent escape.
3. Assign clerical staff to evacuate front office area, secure the main entrance and assist the control one operator.
4. Ensure no inmates exit any housing areas until further notice. Inmate movement will be limited to medical emergencies and will require specific authorization of the shift or incident supervisor.
5. Courts will be advised by the transport Division that inmate transports are suspended until further notice.
6. All inmates at large within the facility will be locked down in the nearest secured area.
7. Food services will lock all kitchen access doors. Any inmates in the kitchen will either be kept in the kitchen area or be escorted to their own housing areas at the discretion of the supervisor.
8. Alert the medical unit and request they remain on standby to respond to any medical emergency that may occur.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

NUMBER: 11.3
SUBJECT: HOSTAGE, RIOT, GROUP
DEMONSTRATION
DISTRIBUTION: ALL EMPLOYEES

9. Assign one Corrections Officer to maintain video surveillance of the area. This Officer will maintain an accurate and detailed written emergency log (sequence of events) for duration of the emergency.
10. Front office staff or a control one operator assistant will be assigned to begin gathering information on each inmate involved to provide to the specialty response teams.
 - a. Booking sheet with photo and name of person to contact in case of emergency.
 - b. Medical and medication information.
 - c. Visitation records.
 - d. Pod phone print out for past seven (7) days.
 - e. Cash accounts receipts.
11. Through Sheriff's Department communications, request response by nearest law enforcement vehicles to seal all roadways leading to the building, allowing only emergency response personnel and vehicles to enter.
12. Ensure appropriate protective gear and security equipment is issued to Corrections personnel, if necessary.
13. Once the specialty emergency response teams have arrived, assessed the situation, and reviewed available information, command of the hostage/disturbance scene and adjoining areas will be transferred to the incident commander.
14. Once the responding outside assistance has assembled and been briefed, the responsibility of the on-duty shift supervisor will be the on-going welfare of uninvolved staff and inmates, providing whatever supportive actions are required by specialty response teams and ensuring that the remainder of the building remains secured. Although a crisis may be occurring in a portion of the facility, to prevent disruption from spreading, essential services must continue, including inmate bagged meals and attending to serious medical emergency care. The shift supervisor will keep Officers advised of the status of the situation by making rounds to the uninvolved areas of the facility. If relief of Officers is impractical, the shift supervisor will ensure that meals are brought to the duty posts.
15. Alert facility maintenance to remain on standby status for any immediate repairs that may be required.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 11.3

SUBJECT: HOSTAGE, RIOT, GROUP
DEMONSTRATION

DISTRIBUTION: ALL EMPLOYEES

PAGE (S) 7 OF 8

K. Deactivation

1. Deactivation follows resolution of the emergency. All outside resource personnel will be debriefed by their scene supervisor, and will complete and submit any necessary reports to their supervisor.

Command of the Corrections facility will revert to the normal chain of command and when the hostage taker(s) / Rioter(s) have been removed from control and secured, injured staff and inmates have been attended to, and the incident is under control of Corrections facility staff.

2. When the deactivation stage is reached, the shift supervisor will ensure that:
 - a. Injured staff and inmates are examined and treated.
 - b. Equipment is returned to its storage area.
 - c. Emergency keys are counted and returned.
 - d. Employees are returned to their original assignment or are released from duty.
 - e. Detention staff submit written reports prior to them leaving the facility.
 - f. The incident video tape and emergency log are treated as criminal evidence and go directly to the Division commander.
 - g. Involved inmates are separated from others and are charged criminally if appropriate.
 - h. Physical damage affecting security is checked, and arrangements are made for prompt repair before the area is released for use.
 - i. The emergency logs are completed and brought to the command de-briefing held immediately after the incident resolution.

L. Debriefing

The purpose of a debriefing will be for all involved units to compile the sequence of events that occurred into a single, chronologically accurate report. The report and all related video tapes will be made available to department investigators, for use as evidence in the prosecution of involved inmates. Copies of the tapes may be used as training vehicles for future responses to jail incidents. The debriefing is attended by the following:

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION
POLICY AND PROCEDURES

NUMBER: 11.3
SUBJECT: HOSTAGE, RIOT, GROUP
DEMONSTRATION
DISTRIBUTION: ALL EMPLOYEES
PAGE (S) 8 OF 8
REVISED: 05-23-02

-
1. Command staff on scene.
 2. Tactical Team(s) command staff.
 3. The Officer monitoring the incident on video and keeping the emergency log.
 4. Any person(s) used as a negotiator during the incident.
 5. Assigned Sheriff's Department Investigators.
 6. Staff hostages (if available) that had been taken.
 7. Sheriff's Department media liaison.

Note: Detention staff will direct all questions or inquiries from outside sources to the Department media spokesperson or designee. At no time will detention staff make statements or comments to any outside source.

POLICY

Detention facility employees will not knowingly take any action that facilitates escape of an inmate, and will immediately report the escape of any inmate from facility custody, to speed apprehension and protect the public.

PROCEDURE

A. The on duty shift supervisor will ensure that the following priorities are addressed in any escape incident.

1. Prevent additional escapes.
2. Impose security override.
3. Provide accurate and timely information to Sheriff's department communications for broadcast.

Request notification of:

- a. Sheriff.
- b. Chief Deputy.
- c. Division Commander.
- d. Detective Division for investigation of escape route and photos.

4. Conduct facility headcount.
5. Secure the scene for investigators.
6. Provide investigators with inmate's property from the property room, visitation logs and seven day print out of inmates housing unit telephone log.
7. Ensure all escape related injuries and property are promptly addressed.

B. Escape route damage

When escape involves property damage to the facility, a careful photographic record will be made of the damage by the Detective Division. All evidence will be made available to the Detective Division.

C. Apprehension - Use of force in the field

Detention Officers are authorized to use physical force to regain control of the inmate with general order guidelines (also see policy and procedure 4.18 Use of Force). The Officer(s) will write a detailed incident report of their actions and submit the report to the shift supervisor before the end of shift.

D. Personal vehicles

Under no circumstances will a personal vehicle be used to pursue an escapee or to transport inmates.

E. Control room one responsibilities

1. Prepare an escape packet with:

- a. Time of escape.
- b. Direction of travel.
- c. Armed or unarmed.
- d. Copy of booking sheet with photo.

F. Capture/return of the inmate

When apprehension has been confirmed by the apprehending agency, the Corrections Division will be promptly notified. When the escapee is returned to the Corrections facility, the on duty shift supervisor will ensure that:

1. The inmate receives necessary medical attention.
2. The inmate will be placed in disciplinary lockdown, pending a formal hearing.
3. The security override is ended, if not previously ended, and the facility restored to normal operation. If the escapee is not immediately apprehended, the security override may be lifted when the route / site of escape is repaired or secured and law enforcement investigators have released the scene.

G. Work release / weekend / lower court misdemeanor no shows / AWOL / jail walk aways.

Persons failing to report to serve the prescribed number of days ordered by lower court (J.P. or Magistrate) and persons convicted of a misdemeanor who are on work release or weekender status, who fail to return to custody within two hours after their scheduled return time, are considered a "Jail walk away". "Jail walk away" cases are reported to the sentencing court by the office administration. No Sheriff's office D.R. number is obtained or necessary. The on duty shift supervisor will be notified by the control room two operator (main jail facility) or appropriate control room operator or floor staff at jail substations or jail annex, and the shift supervisor will notify the office administrator and the Division Commander. The discovering Detention Officer will prepare an incident report that documents the walk away, noting on the report the sentencing court, sentencing judge, and the docket number.

H. Inmate worker

Sentenced inmates out on a work crew who leave the work site without permission are considered an escapee not a "jail walk away", and will be reported and charged as an escapee. If an escape occurs, the jail crew supervisor will ensure prompt contact with the jail to provide all available information (inmates name, time of escape, direction of travel and any vehicles or persons thought to be involved in the escape) and will return the remaining inmate work crew to the Detention facility as soon as possible. After returning the inmates to the facility, the work crew supervisor will be interviewed by the on duty shift supervisor or investigating deputy for completion of all reports.

I. Escape during transport or while hospitalized

The on-post Officer will contact the Sheriff's Department communications via the vehicle or assigned department radio and advise of the escape, giving the name, physical description and any other known, pertinent information to speed apprehension. The on-duty supervisor will be contacted and advised immediately after communications has been notified.

POLICY

Corrections Division employees receiving a telephoned bomb threat will follow prescribed procedures to facilitate handling and investigation of the threat to public safety.

PROCEDURE

A. Pertinent information

The following information will be written down immediately:

Time and date call received.

Sex of caller.

Discernable accent.

Audible background noises.

Exact words used, including type of devise, location of alleged devise and time of detonation of alleged devise.

B. Location / time of detonation

The person receiving the call will attempt to ascertain the location and time of detonation of the alleged devise, if the caller does not volunteer the information.

C. The shift supervisor will be notified immediately.

D. Security override will be initiated at the discretion of the shift supervisor, and all visitors and non-essential personnel will be evacuated.

E. Sheriff's department communications will be contacted and requested to summon appropriate assistance and the Corrections Division Commander.

F. Corrections facility radio traffic will be ceased immediately. All telephone lines will be kept clear except those being used for relevant communication.

G. Each area will begin a search of their work area in an attempt to locate anything that appears out of place or not normally present in that work area.

H. If an out of place or unfamiliar item is found, it is not to be touched or disturbed in any way. The shift supervisor is to be notified immediately.

- I. Areas evacuated and the route of evacuation will be at the discretion of the on-duty shift supervisor or highest ranking Officer on-scene.
- J. Incident reports will be completed promptly and turned in to the shift supervisor.

POLICY

Unusual events involving inmates will be recorded whenever possible as documentation for purposes of criminal and civil liability.

DEFINITION

Unusual events include, but are not limited to, hostile and / or aggressive behavior, destruction of Mohave County property, refusal to obey a direct order and action taken to prevent an inmate from inflicting self harm.

GENERAL INSTRUCTIONS

The camcorder is stored in control room one. The camcorder will only be used when time and staffing will allow, personnel are not to jeopardize safety and security to record and event. Use of the camcorder will be noted in all written reports.

PROCEDURE

- A. Persons using the camcorder will familiarize themselves with instructions in the operating manual before use.
- B. the shift supervisor will be notified before any use of the camcorder.
- C. Immediately before and after recording an event, the operator will speak clearly into the "Built in mic" located at the front of the camcorder, giving the following information:
 - Name and "J" number (radio call number)
 - Full date and time (i.e. June 09, 1999, 1400 hours)
 - Name of inmate(s) being recorded
- D. Video tapes recording jail events are evidence. Personnel will not intentionally erase any recorded event. After taping, the video will be delivered to the shift supervisor accompanied by all related reports. All video tapes will have a chain of custody maintained by date, time and signature. Video tapes being used as evidence to substantiate a criminal charge will be turned over to the responding investigator.
- E. Battery packs are to be removed and placed in the charger.
- F. Apparent damage or malfunction of the camcorder will immediately be reported to the shift supervisor.

POLICY

In the event of a fire evacuation, civil disturbance or unusual event within the Mohave County court house or other public access buildings, all inmates in the custody of the Fugitive & Warrants or Detention Transport Officers will be evacuated to the nearest secure facility. Secure facility will, for the purposes of this policy be the Main Jail Facility within Kingman area; the District II substation for the Bullhead area; District III substation for Lake Havasu City area.

GENERAL INSTRUCTIONS

All transporting Officers will first ascertain the nature of emergency declared. If competent authority; i.e. Fire Department, City Police Agencies, Sheriff's Office, determine evacuation is necessary, transporting Officers will remove all inmates to the nearest secure facility as stated above. The court clerk or presiding judge will be notified that all inmates are being moved, returning only after the area has been given the all clear. Inmates will be returning to such activities as directed by the judge or authority convening inmate presence.

PROCEDURE

- A. Remove inmates to a secure area. In the event of distance involved, inmates will be removed to transport vehicles. Immediate contact by radio or telephone will be made to the fugitive & Warrants Supervisor who will inform Jail Administration.
- B. Additional transport personnel may be requested if the situation involves inmate movement through crowds of other evacuees or court / public access personnel.
- C. Transporting Officers will ensure minimal contact with civilian personnel during the evacuation with the exception of emergency personnel assisting in the evacuation.
- D. All efforts must be utilized to make contact with Sheriff's / Jail Administration when inmate evacuation has been completed. Dispatch will be instructed to notify appropriate command personnel should the Fugitive & Warrants office not be contacted.

POLICY

The Mohave County Sheriff's Office Corrections Facility shall maintain the good working order of the S.C.B.A.'S to ensure that in the event of an emergency situation they will function properly. All employees shall check the condition of S.C.B.A. at the beginning of each shift by performing a **VISUAL INSPECTION ONLY.**

PROCEDURE

A. Visual checks:

1. To insure that at least 1500 PSI is maintained in each unit at all times.
2. Check shoulder straps, and waist belt so that they are adjusted properly and ready for immediate use.
3. Check that straps and hoses are free from cracks.

B. Monthly checks:

1. Monthly checks shall be performed by persons certified in field maintenance of the 2.2 Scott Air Packs.
2. A monthly check sheet will be filled out and sent to the training department to be kept on file.

C. Items to be checked:

1. Face mask, (lens and face seal).
2. Regulator (purge valve, demand valve, seal and vibra alert).
3. Low pressure hose assembly.
4. Reducer block.
5. High pressure hose / and line gauge.
6. Bottle / valve assembly.
7. Harness / straps.

D. Reporting:

All employees shall immediately report any malfunctions to the training department by both phone and in writing (memorandum).

- E. Visual and monthly checks **will** be recorded in the appropriate pass down logs. The pass down entries should include the time, date, amount of air left, (1300 psi, 1500 psi & 2200 psi); the persons name and John number.

POLICY

It will be the policy of the Mohave County Sheriff's Office Detention Division to maintain care, custody, and control of those inmates being treated or admitted for medical procedures while at all outside medical facilities. All attempts shall be made to comply with rules or procedures in effect by those outside medical facilities without specifically disregarding the intent of this policy and procedure. If any portion of the Detention Division Policy conflicts with such rules of those medical facilities, the Detention Officer will immediately contact the Sheriff's Administration for clarification.

PROCEDURE

A. Notification:

1. It will be the responsibility of the Control I Operator to make telephonic notification to the outside medical facility that an inmate is en route for a medical procedure. This will be accomplished whether or not jail contracted medical services make their notification.
2. Control I or Shift Supervisor / O.I.C. will immediately contact the Jail Commander or assistant Commander to advise of the inmates need for outside medical treatment.

B. Detention Officer Qualifications:

1. Every attempt will be made to employ a weapons certified Detention Officer. In the event a weapons certified Officer is not available or will create an unsatisfactory delay in providing necessary medical treatment, the following Detention Officer qualification's shall apply:
 - a. A Detention Officer who has completed a Basic Detention Academy.
 - b. Completed all essential training programs.
 - c. Certified by the training staff in the employment and use of O.C. Spray.
 - d. Certified by the training staff in the employment and use of an Electronic Immobilization Device (Prior coordination on the use of the E.I.D. will be accomplished with the attending physician and medical staff to alleviate any possible negative side effect to medical treatment.
2. Detention Officers selected to perform inmate supervision at a medical facility where the inmate has been admitted for an indeterminate time, will not be scheduled for duty longer than eight (8) to ten (10) hours.

C. Actions upon arrival at a medical facility.

1. Immediately contact the medical facility security office after the inmate has been secured in the area of medical treatment. The security Officer on duty will be provided the Detention Officers name and John # along with the inmates identity, to include a photo copy of the inmate booking photo.
2. In the event the inmate is to be admitted for observation or medical treatment the Detention Officer will inquire as to the availability of a communication device with security staff.
3. A copy of the form provided as an example to this policy will be completed and signed by the Detention Officer and security staff member. This form will ensure that a complete and thorough briefing has been accomplished.
4. The Detention Officer shall comply with any instructions delivered by security/medical staff as to the physical location that the inmate will be housed.
5. The Detention Officer shall be required to coordinate with the security staff the availability of their staff members to provide relief breaks and provision of meals.

D. Actions while housed in a specific area/room:

1. The Detention Officer needs to be responsive to the attending physician(s) and medical staff. In accordance with the procedures established by the medical treatment facility.
2. The policy in effect at each medical treatment facility with regard to standards of individualized handling of patient's will not be violated by the supervising Detention Officer. In other words, no preferential treatment will be demanded by Detention Staff over any other patient at that medical facility.
3. The Detention Officer will comply with all instructions necessary for medical treatment of the inmate directed by the attending physician / medical staff.
4. The inmate will not be allowed any visitors or telephonic communication unless previously approved by the Sheriff's Administration.
5. At no time will the inmate be left unattended unless the Detention Officer is directed by the attending physician to remain outside the treatment room. The attending physician/medical staff will become responsible for inmate security while the Officer's outside the treatment room.

6. Those female inmate's who are admitted to the maternity ward will be supervised by a female Detention Officer. The Detention Officer will be physically located inside the delivery room unless specifically directed by the attending physician/medical staff.
7. The inmate **will** remain restrained with the appropriate restraint device (HARD OR SOFT RESTRAINTS) as directed by the attending physician dependent upon the location of injury or medical treatment.

E. Actions upon release from custody:

1. Upon notification by the Jail Administration that the inmate will be released from County custody, the appropriate release documents and inmate property will be delivered to the supervising Officer for signature of release documents.
2. A copy of the Court Ordered Release document or Memorandum from the Jail Administration directing such release, will be delivered by the Detention Officer to the medical facility Administration staff prior to the Officer departing the medical facility.
3. The Detention Officer will report to the security office prior to departure to return any communications equipment and notify the security staff that the inmate is either released from custody or departing the facility.

NOTE: Any inmate admitted to a medical facility will be secured to the bed by hard restraints (handcuffs or shackles) attached to a wrist (arm) or an ankle (leg) or soft restraints applied in a manor (two, three or four point) that prevents the inmate from freeing him or herself. Any inmate restrained with either hard or soft restraints (as defined in policy and procedure 4.16, use of physical restraints) will be medically checked no longer than ten (10) minutes after application and rechecked at sixty (60) minute intervals thereafter for hard restraints and eight (8) hours thereafter for soft restraints to ensure restraint devices cause no restriction of blood circulation or respiration, and cause no injury. Each time the restraints are checked, it will be documented on the hospital duty pass down sheet.

Date

Thomas M. Sheahan, Sheriff

**HOSPITAL DUTY
PASSDOWN**

DATE: _____

TIME: _____

OFFICERS NAME: _____ JOHN #: _____

INMATE NAME: _____ BOOKING #: _____ ROOM #: _____

SECURITY OFFICER: _____ EQUIPMENT: (IF BELONGS TO HOSPITAL)

RADIO: _____

RESTRAINTS: _____

SPECIAL INSTRUCTIONS: _____

SCHEDULED BREAK TIMES: _____

SCHEDULED MEAL TIMES: _____

COMMENTS: _____

TYPE OF RESTRAINT USED: _____ TIME APPLIED: _____

DATE APPLIED: _____

TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

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TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

TIME RESTRAINTS CHECKED: _____ NAME OF MEDICAL STAFF CHECKING: _____

(USE BACKSIDE OF PAPER IF NEEDED)

HOSPITAL BRIEFING HAS BEEN COMPLETED.

OFFICER NAME & JOHN # DATE

SECURITY OFFICER DATE

POLICY

In order to provide protection to the facility, staff, and the inmates, the MOHAVE COUNTY SHERIFF'S OFFICE has established the Detention Response Team (D.R.T.). This policy establishes criteria for the activation, responsibilities, training requirements, documentation, equipment, deactivation and debriefing of personnel involved.

DEFINITIONS

Detention Response Team, Consist of, at a minimum, six team members. The TEAM leader, D.R.T. 1, D.R.T. 2, D.R.T. 3, D.R.T. 4 and the Video Equipment Member. The TEAM will move simultaneously with each other with the exception of the TEAM leader and the Video Equipment Member.

Detention Response Team Leader, Will determine if the D.R.T. TEAM could safely enter the scene. Will be responsible for giving orders under stress and making decisions under stress. The TEAM leader will exercise Interpersonal Communication Skills and De-Escalation Techniques during the entire activation.

Detention Response Team Member #1, The first member of the TEAM to enter a situation. This TEAM member will be equipped with protective equipment. Protective equipment includes but is not limited to (slash proof vest, gloves, kneepads, shin guards, elbow pads, riot helmet, etc.). The TEAM member will have the responsibility of, upon initial contact with the subject, controlling the subject.

Detention Response Team Member #2, The TEAM member will be equally equipped with protective equipment as TEAM member #1. Protective equipment will include but is not limited to (slash proof vest, gloves, kneepads, shin guards, elbow pads, riot helmet, etc.). The TEAM member will have the responsibility of, upon initial contact with the subject, controlling the subject.

Detention Response Team Member #3, The TEAM member will be equipped with protective equipment. Protective equipment will include, but not be limited to, (slash proof vest, gloves, kneepads, elbow pads, riot helmet, etc.). The TEAM member will have the responsibility of, upon initial contact with the subject, controlling the subject.

Detention Response Team Member #4, The TEAM member will be equipped with protective equipment. Protective equipment will include, but not be limited to, (slash proof vest, gloves, kneepads, elbow pads, riot helmet, etc.). The TEAM member will have the responsibility of, upon initial contact with the subject, controlling the subject.

Video Equipment Member (V.E.M.), The TEAM member will capture the entire D.R.T. response on video tape. The TEAM member will maintain themselves during stressful situations and if needed, provide back-up to the rest of the TEAM. This TEAM member will also be responsible for carrying any extra equipment that might be needed by the rest of the TEAM.

SITUATIONS DEFINED

Forced Cell Moves

Disturbances

High Risk Transports

Any Situation That Does Not Need To Be Quelled Immediately

OTHER CONCERNS:

Number Of Inmates Involved

History Of Inmate(s)

Level Of Resistance

Response To Interpersonal Communication Skills

PROCEDURE

1. The Detention Division shall maintain TEAM(s) of specially trained Detention Officers, who shall have the responsibility of responding to and regaining control of situations involving violent or potentially dangerous inmate(s).
2. The D.R.T. Supervisor will coordinate and administer all D.R.T. activities.
3. All D.R.T. members will be selected by the Jail Commander, Assistant Jail Commander and the D.R.T. Supervisor.
4. All TEAM members must successfully complete a D.R.T. Training Course and all specialized Training Courses.
 - a. The D.R.T. Supervisor shall coordinate all D.R.T. training.
 - b. Members of the D.R.T. shall train in all TEAM positions.
 - c. To maintain certification, each TEAM member shall complete proficiency training every six (6) months. The training will be conducted by the D.R.T. Supervisor or by a D.R.T. training officer.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION
POLICY AND PROCEDURES

NUMBER: 11.10
SUBJECT: DETENTION RESPONSE
TEAM (D.R.T.)
DISTRIBUTION: ALL EMPLOYEES
PAGES: 3 OF 5

d. Practices in TEAM operations will be conducted monthly or more often if necessary, at the direction of the D.R.T. Supervisor. The D.R.T. Training officer, after all training exercises, will complete written documentation. A copy of this documentation will be forwarded to the Training Department and to the Jail Commander.

5. When not involved in D.R.T. operations or training, TEAM members shall perform regularly assigned duties

6. Each TEAM will consist of, at a minimum, six (6) members. All TEAM members will wear designated protective equipment. One TEAM member will be the TEAM leader and one TEAM member will be the V.E.M. and carry extra equipment.

7. Equipment used by the D.R.T. will be stored at the Jail Annex in the locked, D.R.T. equipment area. Equipment shall include but not limited to the following items:

- a. Riot helmets with protective face shields
- b. Protective vest with groin protectors
- c. Shin guards
- d. Knee pads
- e. Elbow pads
- f. Emergency Response Belts™
- g. BDU uniforms
- h. Black lace up boots
- i. Video Camcorder

1. The camcorder case will store the camcorder, spare videotape and spare battery pack.
2. A designated TEAM member will be responsible for ensuring the video equipment and batteries are functional at all times.

- j. Less-lethal weapons, munitions and restraint devices

8. The Jail Commander, Assistant Jail Commander, D.R.T. Supervisor, a D.R.T. TEAM Leader or someone having higher-ranking authority will only activate the D.R.T. TEAM. Activation will occur in situations where an inmate(s) has or may cause serious bodily harm to themselves, others, to the facility, or where an inmate(s) refuses to move. Activation will not occur until a complete briefing of the situation between the Shift Supervisor and the D.R.T. Supervisor or a TEAM Leader. The Shift Supervisor shall brief the D.R.T. Supervisor or a TEAM Leader concerning any problems and any previous action taken. The Shift Supervisor will complete a Detention Response TEAM Briefing Sheet prior to the arrival of the D.R.T. TEAM.

- a. A formal briefing will immediately follow the D.R.T. activation and arrival of all TEAM members. Briefing will be conducted in a secure area of a facility. The D.R.T. Supervisor or TEAM Leader, prior to the D.R.T. briefing, will contact command staff, if possible. The briefing will include, but not limited to:

DETENTION DIVISION

SUBJECT: DETENTION RESPONSE
TEAM (D.R.T.)

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGES: 4 OF 5

1. Name(s) of inmate(s) involved
2. Inmate(s) behavior
3. Incident location
4. Circumstances of incident
5. Possible weapon involvement
6. TEAM position assignments
7. V.E.M. assignment
8. Equipment check and issue
9. Tactical plan
10. Predetermined final housing area

9. D.R.T. TEAM members shall use only that amount of force necessary and reasonable to control the situation. D.R.T. TEAM members will be familiar with the following General Orders and Policy and Procedures.

a. General Orders

1. 2.70, Electronic Restraint Devices
2. 2.75, The Use of Chemical Agents
3. 2.80, Deadly Physical Force, Use of
4. 4.52, Use of Force

b. Policy and Procedure

1. 4.15, Use of Electronic Restraint Devices
2. 4.16, Use of Physical Restraints
3. 4.17, Use of Chemical Agents
4. 4.18, Use of Force

10. The D.R.T. Supervisor or TEAM Leader will be responsible for maintaining an accurate chronological account of all events and actions that take place during an incident.

11. All other personnel, including officers assigned to the affected area, will continue to perform their regularly assigned duties. They will not participate in the TEAM activities unless requested to do so by the D.R.T. Supervisor or TEAM Leader. Entry into the affected area(s) will be suspended to all personnel and inmates until the situation is resolved.

12. If possible, all inmates in the area and not participating in the situation, will be secured in their cells, prior to the arrival of the D.R.T. TEAM. This is to include the area to where the inmate(s) will be moved.

13. The V.E.M. responsibilities include, but are not limited to the following:

- a. Recording the V.E.M.'s name, John number, date, time, location of the incident and the name(s) of the inmate(s) involved.
- b. Recording each TEAM member as they state their name, John number, position, and assigned duties.
- c. Recording the briefing of the TEAM members.

d. Panning the front of the affected area, day room and cell; to record the exact location of the incident.

e. Focusing the camera on the inmate(s) and recording their actions, threats or use of weapons.

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 11.10

DETENTION DIVISION

SUBJECT: DETENTION RESPONSE
TEAM (D.R.T.)

POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES

PAGES: 5 OF 5

c. Recording the briefing of the TEAM members.

d. Panning the front of the affected area, day room and cell; to record the exact location of the incident.

e. Focusing the camera on the inmate(s) and recording their actions, threats or use of weapons.

f. Recording all events in chronological order, from D.R.T. briefing to deactivation, including relocating the inmate(s) to another housing unit, if applicable. No actions by the D.R.T. shall go unrecorded.

14. When the D.R.T. is activated and deployed, authority to command the operation will be with the D.R.T. Supervisor or a D.R.T. TEAM Leader. The Shift Supervisor will be relieved of their duties concerning the affected area, but will receive a briefing on the tactical operation. The Shift Supervisor will remain in command of their respective shift(s) as to maintain the safety and security of the rest of the facility.

15. Upon completion of the incident, the V.E.M. will announce and record their name, John number, date, time and the location where the incident ended. The V.E.M. will record all TEAM members as to their actions and if any member of the TEAM incurred any type of injuries during the deployment. The V.E.M. will also record a debriefing conducted by the D.R.T. Supervisor or a TEAM Leader. The camcorder will be returned to the D.R.T. equipment area and the V.E.M. will remove and label the video tape and it's container. The label will include the time, date, location of the incident, inmate(s) name and the names of the D.R.T. members and their John numbers.

16. Following the incident, the TEAM will review the videotape and discuss their actions. The videotape will be turned over to the Jail Commander at the completion of reviewing of the tape, who will advise the Sheriff of the incident and provide the videotape for review.

17. At the completion of the incident, debriefing and reviewing of the tape the D.R.T. Supervisor or TEAM Leader will complete and submit an incident report. Each TEAM member will complete and submit a supplemental incident report.

SPECIAL GUIDELINES

1. TEAM members will be on an on-call basis for a two week period.

2. During on-call basis, TEAM members will refrain from consuming alcoholic beverages, this also includes any scheduled training of the TEAM.

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

POLICY AND PROCEDURES

POLICY

It shall be the policy of the MCSO Detention Division Administration to maintain a zero tolerance on sexual assault. We shall actively identify and monitor any inmate who exhibits characteristics of a victim or predator. All staff shall follow established procedures for sexual assault and intervention.

AUTHORITY AND REFERENCES

1. Public Law 108-79, 42 USC chapter 147, Prison Rape Elimination Act of 2003
2. Arizona Revised Statutes, 13-1406 & 13-1419
3. American Correctional Association, Performance based standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-4D-22, 4-ALDF-4D-22-1 through 4-ALDF-4D-22-8 and 4-ALDF-7B-10.
4. National Commission on Correctional Health Care, Prison Health Standards, 2003, Standard P – G – 09
5. MCSO Detention Facility Policy and Procedures 1.6, 4.8, 7.1, 7.2.
MCSO General Order 1.11

DEFINITIONS

1. Abusive Sexual Contact. The intentional touching, either directly or through the clothing, of the genitalia, anus, breasts, inner thigh or buttocks of another person without his or her consent, or of a person who is unable to consent or refuse. **NOTE:** Any sexual contact between staff and inmate shall be considered abusive and non-consensual.
2. Nonconsensual Sexual Act. The intentional contact between the penis and vagina or the penis and the anus including penetration, however slight; or contact between the mouth and penis, vagina, or anus; or penetration of the anal or vaginal opening of another person by a hand, finger or another object without his or her consent or of a person who is unable to consent or refuse. **NOTE:** Any sexual act between staff and inmate shall be considered non-consensual.
3. Separation Profile. A classification record specifying the need and reason for keeping two (2) or more individuals apart from each other.
4. Sexual Assault. For the purposes of this policy, sexual assault shall be a collective term encompassing the definitions of Abusive Sexual Contact, Non-consensual Sexual Act, Staff Sexual Harassment and/or Staff Sexual Misconduct.
5. Staff Sexual Harassment. Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, official visitor, or other agency representative, to include sexual relationships of a romantic nature between staff and inmates.
6. Staff Sexual Misconduct. Behavior that includes repeated verbal statements, comments or gestures of a sexual nature to an inmate by any staff, volunteer, official visitor, or other agency representative.

PROCEDURE

STAFF TRAINING

Each direct contact employee shall receive training in sexual assault prevention and related topics.

1. Pre-Service Orientation Training. Newly hired staff with direct inmate contact shall receive training on sexual assault prevention during their 40 hour New Employee Orientation. Staff shall be trained to:
 - a. understand the Prison Rape Elimination Act (PREA)
 - b. identify sexual assault as it occurs in detention facilities
 - c. identify the traits and characteristics of the potential victim
 - d. identify the traits and characteristics of the potential predator
 - e. know staff intervention practices
 - f. discuss crime scene preservation protocol for sexual assault
2. In-service Training. Staff with direct inmate contact shall receive refresher training on sexual assault prevention annually.

VICTIM PROFILE

The following represents characteristics or traits that may subject an inmate to sexual assault:

1. Vulnerable
2. Non-violent inmate
3. Young, late teens or early 20's
4. Small physical stature
5. First time inmate who is not familiar with the environment
6. Effeminate (e.g., beardless, smooth skinned, more feminine in appearance, etc.)
7. Inmate lacking "street smarts"
8. Inmates with mental illness or intellectual disability/default
9. Inmates convicted of sex crimes

PREDATOR PROFILE

The predator in a male on male or female on female sexual assault does not necessarily perceive himself/herself as being a homosexual. Often, the perpetrator is hyper-masculine and utilizes aggression to gain a sense of importance. The sexual predator will watch and wait until the right type of inmate is accessible and create the opportunity to begin the "grooming" of the targeted inmate. The typical predator may demonstrate one or more of these character traits:

1. Violent history – street smart and an experienced fighter
2. History of rape or sexual abuses
3. Large physical stature
4. Possesses power and authority – feared by other inmates
5. Recidivist – experienced in prison culture
6. Has an antisocial personality
7. Engages in other criminal activities while incarcerated
8. Manipulative

STAFF AWARENESS

Staff awareness is an important component for curtailing sexual assault. Staff shall focus on identifying potential signs of victimization and intervene before the incident occurs. Staff shall treat any observation of sexual activity as a potential sexual assault. Staff may gain awareness through:

1. The discovery of a sexual assault in progress or the observation of an incident, which includes sexual threats or pressure.
2. A victim's report of an incident that has occurred
3. Information provided by a third party inmate
4. The discovery of medical evidence of a sexual assault during an examination
5. Overhearing inmates discussing an incident involving sexual assault
6. Unlikely friendships that develop that raise curiosity such as an older, more experienced inmate befriending a younger, less experienced inmate
7. An inmate displaying some of the characteristics of Rape Trauma Syndrome:
 - a. Sleep difficulties
 - b. Disturbed eating habits
 - c. Symptoms specific to the attack
 - d. Startled reactions
 - e. Withdrawn
 - f. Emotional expressions such as crying, shaking, etc.
 - g. Isolates from others
 - h. Extremely over alert

STAFF MONITORING AND INTERVENTION

All staff shall report any instance of suspected or actual sexual assault/victimization to a shift supervisor immediately and document in accordance with incident report procedures.

1. If a staff member suspects that an inmate may have suffered a sexual assault or victimization, the following actions shall be implemented:
 - a. Separate and secure inmates, if necessary
 - b. Notify a shift supervisor immediately
 - c. Document any sign of sexual assault or victimization and forward to shift supervisor
2. Supervisor Action, after confirming assault has occurred.
 - a. Contact dispatch and have a deputy respond and file on the incident
 - b. Notify medical to request mental health counseling.
 - c. Explain to the victim that there is help available to cope with the situation
 - d. Follow up as appropriate and ensure that the victim is receiving appropriate treatment
 - e. Offer or make arrangements for the victim to speak with the facility chaplain.
3. All employees
 - a. Avoid labeling the victim by using slang or inappropriate statements
 - b. Treat a sexual assault incident as a confidential matter
 - c. Recognize that sexual assault survivors may engage in sexual acts, which present an appearance of being consensual out of desire for protection from violent assaults

STAFF MONITORING AND INTERVENTION (continued)

- d. Treat known or suspected homosexuals and bisexuals, as well as heterosexual survivors and targets of sexual assault fairly and without discrimination
- e. Be familiar with your area of responsibility and identify vulnerable sites for potential sexual activity

EVIDENCE PROTOCOL/SECURING THE AREA

The area of any attempted or actual sexual assault shall be treated as a possible crime scene in accordance facility policies. Once the inmate is removed from the area, care shall be taken not to disturb the suspected crime scene. Items shall not be cleansed or removed. Photos shall be taken of the suspected crime scene and any suspected physical evidence. Sketches and notes should be made of the cell and location of items removed. Only authorized personnel shall be allowed to enter the area. The collection of physical evidence shall be conducted by the investigating deputy or at the direction of administration, facility supervisory staff shall collect, secure and store physical evidence.

1. Staff initial action
 - a. Identify and separate the victim and predator(s)
 - b. Identify the crime scene and maintain the integrity of the scene for evidence gathering
 - c. Notify a shift supervisor of the incident immediately
 - d. Do not allow any parties involved to shower, wash, drink, eat, or change underwear until examined
 - e. Document incident and forward to a shift supervisor
2. Evidence collection protocol
 - a. Latex or rubber gloves shall be used
 - b. Each specific item of evidence shall be placed in a separate paper bag, envelope or container so as to avoid disturbing or compromising the integrity of the evidence
 - c. The container shall be tagged as to contents and chain of custody
 - d. Once the investigating officer clears the scene, the supervisor may issue the orders for the cell or area to be cleaned

CLASSIFICATION

Victims and potential victims of sexual assault shall be identified and tracked through appropriate classification means. Victims of sexual assault shall be kept separate from their aggressors by means of the Restriction Summary and possible protective custody status.

Inmates who are identified as sexual predators shall be appropriately housed for the purposes of separation from other potentially vulnerable inmates.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: SEXUAL ASSAULT
PREVENTION**
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 5 OF 5
REVISED: new policy

VICTIM SUPPORT/TREATMENT PLAN

An individual treatment plan shall be developed and initiated for each victim of sexual assault to address post traumatic stress resulting from the sexual abuse. The treatment plan shall include, at minimum, mental health counseling, medical follow-up, appropriate facility housing and referral for community treatment following release.

EXCEPTIONS

Any exceptions to the above procedures in this policy shall require prior approval from the facility director or his/her designee.

Date

Thomas M. Sheahan, Sheriff

POLICY

It is the policy of the Mohave County Sheriff's Office to coordinate training of officers in the use of the Intoxilyzer equipment. This policy provides Officers with specific guidelines governing the use and documentation of the Intoxilyzer and insuring the proper and legitimate use of Intoxilyzer equipment.

PROCEDURE

A. Use of Intoxilyzer

Only those of Officers which have attended a certification class for the Intoxilyzer may operate the device. The user must possess a valid certification card issued by the Department of Health services. The Intoxilyzer instruments are to be used as an investigative tool and will be operated in accordance with all current Department of Health Services regulations.

B. Intended uses of the Intoxilyzer

The Intoxilyzer may be used for D.U.I. or other alcohol or drug related investigations. Use will also be authorized for any suspected violations by any sentenced inmate.

C. Observation

The Officer conducting the test shall complete a twenty (20) minute observation of the subject, prior to the test, as per the Department of Health Services. This observation is to assure that no foreign objects are placed in the mouth, as well as to allow the dissipation of any mouth alcohol that may be present.

D. Documentation

Any time the Intoxilyzer is used, the Department of Public Safety Intoxilyzer log shall be completed. Any form that requires a department report number (DR) should be submitted with a court docket number when applicable.

E. Reporting Procedures

Use of the Intoxilyzer shall be documented through the use of an informational report. This report should be approved by a supervisor and then forwarded to the appropriate court or as a supplement to an arresting Officer. For violations of facility policies, the report should be forwarded to the disciplinary Officer.

POLICY

Access to and use of the information facility computer system and ACJIS terminals will be regulated to ensure compliance with applicable privacy laws, and controlling facility regulations.

A. Terminal locations are placed strategically throughout the facility at locations determined by administration.

Data terminals with Arizona Computerized Justice Information System (ACJIS) capability will be located in areas out of public and/or inmate view. Doors to areas where ACJIS computers are located will be locked when the area is not in use, and the terminal screen will be cleared.

B. Terminal repair

Inoperable terminals will be reported to the Lieutenant so repairs can be scheduled.

C. Terminal use

Spillman Criminal Data Systems will be used for Departmental purposes only. Any person using a Spillman computer must be certified through the Detention training department. Staff using an ACJIS terminal must have a current terminal operator certification through the Mohave County Sheriff's Office and Arizona Department of Public Safety.

POLICY

At all Mohave County Jail Facilities, safety, security and general information briefings shall be conducted prior to the start of each particular shift. Each shift employee is required to be prepared for work, at the start of each shift, as provided in the Mohave County Merit Rule 504, Article 5., D.1. Administration staff meetings with the first line supervisors shall be conducted at the discretion of the Jail Administrator or Assistant. Frequency of staff meetings shall be determined by safety, security and general information necessity.

PROCEDURE

At a minimum, a first line supervisor or appointed officer-in-charge (OIC) shall receive a briefing from the off-going supervisor or OIC. Information shall be required to be documented on the pass-down sheets and forwarded to the Administration for review and filing.

A. Inspection

The first line supervisor or appointed OIC shall be required to inspect Detention Officer uniforms and work place at the start of each shift. Deficiencies shall be recorded via appropriate employee performance entries or pass-down logs on work area deficiencies.

B. Information Dissemination

First line supervisors or appointed OIC shall be required to brief each employee on safety and security information at their assigned post if they were not required to be at a scheduled briefing. Compensation for mandatory attendance shall be permitted for first line supervisors only, unless directed otherwise by the Jail Administrator.

Date

Thomas M. Sheahan, Sheriff

POLICY

The Detention facility provides escorted tours to individuals and groups as approved by the Sheriff, Chief Deputy or Jail Commander.

PROCEDURE

A. Passes and positive identification

All visitors will be required to provide positive identification before being given access to any secured area of the facility. Visitors will be required to continually display a facility visitor pass or other authorized pass / I.D., readily visible at waist level or above on their person. All persons, excepting law enforcement personnel, will be required to sign a waiver of liability before entering the secured area of the facility.

B. Tour refusal

The Detention facility reserves the right to refuse a tour to any person or group. Any refusal will be noted on a memorandum to the Jail Commander with the reason for the refusal.

C. Groups of five or more

Groups of five or more may be issued special passes to avoid depleting standard passes. Large tour groups will be divided into six (6) people or less, if possible.

D. Persons under the age of eighteen years of age.

Minors are not afforded a tour, or any access into the secure area of any Mohave County Jail facility, unless approved by the Sheriff or Chief Deputy. Minors entering the secure area of any jail facility will be kept out of areas where there may be direct physical contact with inmates.

E. Cameras and recording equipment

Persons touring will not be permitted to carry or use cameras and recording equipment unless prior approval has been granted by Command Staff, and privacy guidelines are followed.

F. Attire

Persons taking a tour are required to be properly dressed to gain admission. Standard requirements for visitation attire will apply if a persons attire is questionable, determining acceptability may be made by administration or shift supervisor.

G. Carried items

All purses and other hand carried items (except note taking materials) are prohibited and must be left at the visitor's vehicle or the front desk.

H. Security restrictions

Touring persons will not be permitted to enter any area that may pose extreme security or safety problems or violate Mohave County Sheriff's Office or Detention Division policy. Tours shall not be permitted access to inmate housing areas.

I. Staff interaction

Facility employees encountering touring persons will be courteous and will respond honestly and accurately to questions. In all instances that the response will not compromise the security of the facility or infringe upon privacy restrictions.

J. Advance notification

The affected shift supervisor or designee will be notified at least twenty-four (24) hours before an official tour, whenever practicable, or as soon as possible. The notice will include the agency or group participating and the number in the tour.

K. Informal tours

Informal tours are those given to a parent, spouse, other relative or friend of an employee, and can be approved by the Facility Commander, or shift sergeant. All passes and policy requirements will apply

L. Emergency evacuation

In the event of a security breach/override, riot, insurrection or combative inmate response call, tour groups shall be evacuated to the nearest facility exit or safe area until code-four has been given.

Date

Thomas M. Sheahan, Sheriff

POLICY

The Corrections Division maintains communication systems between control rooms, inmates living and activity areas, and other staff duty posts, separate from other Sheriff's Office systems of communications.

GENERAL INSTRUCTIONS

Corrections facility hand held radios operate on one or more radio frequencies authorized by the Mohave County Sheriff's Office. Employees are not to use Sheriff's Office radio frequencies or equipment for unauthorized purposes.

PROCEDURE

- A. Units are to be used for work related communication only.
- B. While two (2) units are transmitting, other units will wait for frequency clearance unless attempting to advise of an emergency.
- C. Emergencies are preferably referred to in code.
- D. When hearing an emergency transmission, all units will allow for the emergency traffic to take priority.
- E. All radios and batteries not in use should be charged and ready for use in control Room (2) two.
- F. Out of service radios and batteries will be tagged for repair by the last user and delivered to the shift supervisor for forwarding to the Assistant Detention Administrator or assigned staff radio repair coordinator.
- G. Uniformed staff will carry radios on their belts, in the authorized radio holder. Radios will not be carried in a pocket. Other staff authorized to carry a radio while on duty will wear it clipped to their belt or clothing waistband. Radios will not be carried, picked up or handled by the antenna.
- H. Control rooms, booking area, roving floor and other duty posts can communicate via telephone.
- I. Control rooms are equipped with an intercom system linked to the inmate housing units and various access doors within the facility. This system can be used to communicate with inmates within pods, gain access into and out of various areas within the facility and to enter or exit the facility.

J. Telephone

Push button phones are to be used for routine communications. There is a 911 direct line to the emergency operator for medical, fire or police emergencies.

K. Failure of radio or telephone systems

When a radio or telephone system is not functioning, appropriate repair personnel will be contacted immediately. Mohave County Sheriff's Office communications will be notified that a jail communication system is temporarily out of order.

L. Hospital post communication

Hospital post communication is by hospital provided telephone at the duty post. If an inmate escapes from custody at the hospital, the assigned officer will use the duty radio to contact Mohave County Sheriff's Office communications. The Officer will advise communications of the escape before telephoning the Detention facility and notifying the shift supervisor.

Date

Thomas M. Sheahan, Sheriff

POLICY

The facility will use a system to physically count all inmates; that includes accountability for inmates assigned to outside work details, work release and other approved temporary absences.

DEFINITIONS

Formal head counts are organized, written counts conducted daily at specific times. These counts are done with the facility under complete lock down.

Informal head counts are made when meals are distributed to the inmate. All inmates need to be accounted for, both in-house and out-of-house.

Meal counts are conducted to allow the food service personnel to provide the correct number of meals to the pod.

GENERAL INSTRUCTIONS

When conducting a headcount, the Officer will compare the inmates identification cards to that of the bunk roster, while insuring that the card the inmate presents to the Officer is correct by comparing the photograph to the inmate. At the noon count, the inmates will be directed to their cells and standing in front of their bunk to present the Officer their I.D. card. Once this is accomplished the Officer's will verify that the inmates in that housing unit are in the correct cell and bunk according to the roster generated by classification. When conducting night counts, a flashlight may be used at the Officer's discretion. Enough light should be used to insure all inmates are present and breathing. The results of each headcount is then logged in the post activity log and called into control room one (1) for a total count code-four and recorded in the control room activity log. Log book entries will include the date, time of count, number of inmates in and out of the facility or housing unit and the Officer initials and "J" number.

PROCEDURE

A. Formal Head counts:

Formal head counts are scheduled to occur at: (times are approximate)

0200 Hours 0700 Hours 1230 Hours 2200 Hours

Inmate movement is restricted during formal headcount

B. Informal Head counts:

Informal head counts are scheduled at each meal service. Officers will account for the inmates under their supervision. The headcount will be logged in each post and each control room activity log book.

C. Incorrect Head counts:

If the count is not correct, inmates may be directed to return to their cells for another count. If the headcount is not reconciled, all Officers may be required to remain on duty until the count is cleared.

D. All head counts will be forwarded to control room one (1). If a physical headcount of the inmates does not match the recorded headcount, the shift supervisor will assign one person to review all releases and bookings from the last headcount that did match. If the error can not be found, the facility will be locked down and a formal headcount will be completed. If the count still does not coincide, an adjustment may be made from that point, based on the physical count of the inmates. A memo detailing the adjustment will be forwarded by the shift supervisor to the Corrections Division Commander.

Date

Thomas M. Sheahan, Sheriff

POLICY

The Detention facility will maintain a food service program to provide meals to inmates. Menus will be portion controlled, well balanced and will comply with nationally accepted standards in caloric content and nutritional value. Meals will be served in a manner that minimizes regimentation, and under the supervision of the assigned food serviceperson.

PROCEDURE**A. Unit management**

The food services unit will be managed and supervised by a designated employee or outside food service vendor experienced in food services management. The food service manager will be provided the resources and delegated the authority to provide complete food services for the Detention facility.

The food services manager ensures that the following actions are taken:

1. Food services employees and assigned inmate workers comply with applicable health and safety standards.
2. Equipment and areas within food services meet applicable safety and sanitation standards.
3. Staff and inmates working in food services areas are provided written and hands on instructions in good safety practices, operation and appropriate use of food services equipment, and hygiene requirements appropriate to food handling and service.
4. Necessary substitutions in menus, due to non-delivery, equipment breakdown, or other anticipated circumstances are nutritionally comparable to the planned menu item.
5. Appropriate clothing, hair coverings, footwear, disposable gloves and other protective equipment are worn by inmate workers assigned to food services.

B. Meal content, service and content

Inmates are served three (3) meals daily. Deviation from menu maybe necessary in case of equipment breakdown, or emergency. Three will be no more than fourteen (14) hours between meals. Menus take into consideration food flavor, texture, temperature, appearance and palatability. Officers serving inmate meals are required to thoroughly wash hands, prior to directly or indirectly handling inmate food.

1. All inmates are served the same meal, unless authorized a special diet for medical, therapeutic or religious reason.

2. Meal deprivation, deviation, or substitution will not be used as punishment. If an inmate uses meal items in an assaultive or destructive manner (see Policy and Procedure #6.3, Disciplinary Diet), permission to temporarily serve a variation of the standard meal on Styrofoam trays may be obtained from the shift supervisor. This temporary action requires review by the Jail Commander/Assistant Jail Commander.

C. Religious diets

Inmates requesting a religious diet will be referred to a classifications specialist. Approval will depend on whether affiliation with claimed religion can be verified. The classification specialist will document approved requests and forwarded to the food service department within twenty-four (24) hours of approval.

D. Medical and therapeutic diets

Special diets for medical or therapeutic reasons are approved by the medical administrator. Written orders are forwarded from medical to food services immediately after approval. Food services will initiate the diet request prior to serving the next meal. Prescriptions for special diets will have a completion date noting when the special diet is to be discontinued.

E. Assignment and supervision of inmate workers.

Only County sentenced inmates will be used as inmate workers in the food service department.

Assignment of specific inmate workers to food service duty is by the classification specialist. No more than eight (8) inmate workers are to be assigned to food service duty at one time.

Inmate workers that are assigned to work in food service:

1. Are pat searched going to and strip searched returning from food service and laundry room duty.
2. Are scheduled to work no more than six (6) days per week.
3. Are issued clean work clothing before each shift.
4. Are to wear appropriate footwear while on food service duty.

5. Are closely monitored and supervised by food service workers.
6. Mustaches are permitted for inmate workers assigned to food service. Beards are prohibited.
7. Laundry inmate workers are not allowed in the kitchen except for restroom access, nor are kitchen inmate workers allowed in the laundry area.
8. All yellow line rules will be adhered to.
9. If an inmate worker engages in any prohibited behavior while on duty, the behavior will be reported to the on duty shift supervisor. The inmate will be removed from the area by a Detention Officer and returned to his/her housing unit or lock down cell as decided by the shift supervisor. Food services staff will document the incident on an incident report.

F. Work release meal service:

Work release meals will be held over thirty (30) minutes after established meal service hours. Meals not consumed during the thirty (30) minute time frame will be destroyed.

G. In-pod meal service

In custody inmates are served all meals in the pod. Inmates not confined to their cells will eat their meals in the day room area. Inmates are allowed thirty (30) minutes per meal period. All meal items must be consumed within forty-five minutes of meal service. No meal items are to be stored in the inmate's cell (this includes day room and property boxes).

H. Area security

At no time is door number 204 to be opened or unlocked when door number 206 or roll gate is opened. The area between door number 204 and door number 206 is a sally port and will be operated as such.

1. All eating utensils (spoons, sporks etc.) will be collected and accounted for.
2. All food trays (reusable or disposable) will be collected and accounted for.

3. All milk cartons and Styrofoam cups will be collected and disposed of.
4. If juice jugs are placed in pods, they will be collected and accounted for.

Note: Each Mohave County Jail facility has its own policy and procedure for food service.

Date

Thomas M. Sheahan, Sheriff

DETENTION DIVISION

DISTRIBUTION: ALL EMPLOYEES

POLICY AND PROCEDURES

PAGE (S) 1 OF 1

REVISED: 02-04-03

POLICY

To assure that the Constitutional Rights of victims are protected and the Arizona Revised Statutes **13-4405 – Information provided to victim by Law Enforcement agencies** and amending section **8-286** regarding Victims Rights are complied with (refer to General Order #4.00).

PROCEDURE

A. Admission:

When a subject is booked for a crime in which there is a victim, the arresting Officer will complete a Victim Information Form for each victim. This form will be attached to the front of the suspects booking sheet and retained in the subject's file. A copy of this form will be faxed to the Victim/Witness program at the Mohave County Attorney Office, the next morning.

B. Release:

When an inmate is released and there are Victim Information Form(s) attached to the booking sheet, the shift supervisor will attempt or assign an Officer to attempt to contact the victim using the telephone number(s) listed on the Victim Information Form.

1. Victim will be advised of time of suspects release.
2. Victim will be advised of the conditions of suspects release (bond, or time served, etc.).
3. Supervisor/Officer contacting victim will indicate the time and date of contact and initial in the appropriate areas of the victim Information Form.
4. If it is noted on the Victim Information Form that the victim is a minor, the parent or guardian listed shall be the person contacted.

C. Conditions of release form:

When a subject is released and there are Victim Information Form(s) attached to the booking sheet, a copy of the release Conditions (court paperwork stating release conditions) will be prepared and mailed to the victim as soon as possible, using the address listed on the Victim Information Form. The officer mailing the form will complete the appropriate boxes on the Victim Information Form after mailing.

D. Record keeping:

When suspect is released, the Victim Information Form will be sent to ID and records with the rest of the suspects file.

Date

Thomas M. Sheahan, Sheriff

Date

Thomas M. Sheahan, Sheriff

POLICY

Mohave County is committed to the protection of employee rights in matters of occupational health and safety involving potentially hazardous and toxic substances.

Mohave County shall have an effective management system for identifying and classifying hazardous materials, maintaining current chemical inventories and Material Safety Data Sheets (MSDS's) on all applicable chemicals; As well as training and educational programs.

PROCEDURE

The development, implementation and maintenance of the Hazard Communication Program is a responsibility shared by all departments. The primary responsibilities are as follows:

1. Risk Management
 - A. Development and approval of all policies and procedures relating to this program.
 - B. Monitoring of departments compliance with all aspects of the program.
 - C. Coordination of general education regarding hazard communication.
2. Safety Officer (Maintenance Department for Jail Facilities).
 - A. Monitoring of changes in the Hazard Communication legislation and implementing policy changes as required.
 - B. Assist with the development of departments initial chemical inventory.
 - C. Maintain central file of inventories and Material Safety Data Sheets (MSDS).
 - D. Consultation to departments for department specific education.
 - E. Coordination of a program to periodically monitor compliance with the program.
3. Ordering Department
 - A. Distribution of Material Safety Data Sheets to the Safety Department upon receipt.
 - B. Establishment of a procedure for monitoring the labeling of substances entering inventory.

4. Department Management

- A. Development and maintenance of a chemical inventory or hazardous materials within their area.
 - 1. Revision of department's chemical inventory as products are added / deleted.
 - 2. Forward an updated inventory to the Safety Officer within five (5) working days of the change.
 - 3. Review of the departmental chemical inventory at least annually.
- B. Maintenance of a current departmental Material Safety Data Sheet file (Attachment I).
 - 1. Review of all MSDS's to determine hazards of the substance.
- C. Provision of mandatory, department specific, hazard communication orientation and annual refresher education, including retention of all attendance records (Attachment II).
 - 1. Orientation of new employee must occur prior to their handling of each hazardous item.
 - 2. Refresher classes must be held annually for all employees.
 - 3. Education on new products introduced into the work area.
- D. Monitoring labeling of hazardous substances entering, or being distributed from, the department (Attachment III).
- E. Ensure appropriate labeling of all portable containers of hazardous materials in their work area. Labels to include:
 - 1. Name of product.
 - 2. Major chemical component(s)
 - 3. Appropriate hazard warning(s), (e.g., flammable, health hazards, reactive).
- F. Establishment and communication of policies / procedures outlining the proper handling of department's hazardous substances.

5. Employees
 - A. Attend mandatory orientation / annual in-service education on the Hazard Communication Program (Attachment II).
 - B. Forward questions / concerns / hazardous materials incidents to Department Director / Manager or the safety Officer.
 - C. Follow appropriate safety precautions, including utilization of appropriate personal protective equipment (PPE), when handling outlined materials.
6. Occupational Health.
 - A. Provision of baseline health monitoring for employees assigned to work with designated chemicals.
 - B. Provision of follow-up care to employees exposed to any hazardous substance while on the job.
 - C. Maintenance of follow-up records.
7. Contractor Notification.
 - A. Establishment of a mechanism by which contractors and/or vendors are notified of hazardous substances in use in the area. To include location of additional information (MSDS's).
 - B. Establishment of a mechanism to ensure that all hazardous substances being used by contractors are made known to appropriate areas.

**ATTACHMENT I
MATERIAL SAFETY DATA SHEETS**

1. Upon receipt of Material Safety Data Sheet from the departments, the Safety Program Coordinator will confirm that required information is included on the document, including:
 - A. Product name.
 - B. Chemical name and synonym(s).
 - C. Name, address, and telephone number of manufacture / supplier.
 - D. Physical data such as boiling point, appearance, order.
 - E. Fire explosion hazard information data.
 - F. Reactivity data.
 - G. Health hazard information.
 - H. Primary route of entry.
 - I. First aid information.
 - J. Spill or leak procedures.
 - K. Personal protective equipment (PPE) to be used.
 - L. Storage and handling information.
 - M. Date of preparation.
2. All employees must have ready access to MSDS's during all hours of the department's operation.
3. It is the responsibility of the issuing department to supply an MSDS for a specific department to another requesting user.
4. Departments will forward a copy of the MSDS to the safety Officer upon receipt.

**ATTACHMENT II
EMPLOYEE EDUCATION**

1. All employees will receive initial orientation and annual refresher education regarding the hazard communication program and the hazardous substances in their work environment.
 - A. The orientation process will occur prior to the employee's handling of each hazardous items.
2. Employees will also receive education when new hazardous products are introduced into their work area.
3. Employees will sign the attendance record for each program.
4. Educational programs will include the following information:
 - A. Overview of the Hazard Communication Regulation.
 - B. Location and availability of departments and central chemical inventories and Material Safety Data Sheets.
 - C. Operations in the work area which require the use of these chemicals.
 - D. Physical and health hazards of chemicals in the work area.
 - E. Detection methods in place, if applicable (i.e., air level / personal monitoring).
 - F. Protective measures to be used when working with the chemical.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 13.9

SUBJECT: HAZARD COMMUNICATION
PROGRAM

DISTRIBUTION: ALL EMPLOYEES

PAGE (S) 6 OF 6

**ATTACHMENT III
LABELING**

1. In-coming containers.
 - A. In-coming containers of hazardous / potentially hazardous chemicals must be labeled by the manufacturer.
 - B. Materials management and the departments are responsible for monitoring this labeling for completeness.
2. “Portable” or “Secondary” containers.

All portable or secondary containers of hazardous chemicals shall be labeled with the following:

 - A. Name of product
 - B. Major chemical component(s)
 - C. Appropriate hazard warning(s), (i.e., flammable, health hazard, reactive).
3. Labels will not be defaced in any manner. Any label, either on an original or portable container, which becomes difficult to read will be replaced immediately.

POLICY

It is the Policy of the Mohave County Sheriff's Detention Facilities that proper decontamination of blood borne or other infectious / hazardous pathogens shall be completed according to the Occupational Safety and Health Administration (OSHA) standards.

PROCEDURE

Mohave County Sheriff's Office Detention Division Employees are required to follow established guidelines and use proper Personal Protective Equipment (PPE) provided to them by Mohave County. This equipment consists of, but not limited to:

1. Mop
2. Mop Bucket
3. Dust Pan
4. Long Handled Brush
5. Five (5) Gallon Bucket
6. Spray Bottle with nozzle
7. Personal Protective Equipment (PPE)

This Equipment will be tagged with a Biohazard label and shall **ONLY** be used for the decontamination of bloodborne or other infectious / hazardous pathogens. Using this equipment for any other cleanup would violate the Occupational Safety and Health Administration Standards (OSHA) governing infectious waste decontamination.

PREPARATION FOR INFECTIOUS / HAZARDOUS WASTE DECONTAMINATION

1. Prepare spray bottle(s) and / or mop bucket solution with an Environmental Protection Agency approved disinfectant (one (1) part bleach to ten (10) parts water).
2. Issue proper Personal Protective Equipment (PPE) for the type of cleanup (shoe protection, glasses, etc.).

NOTE: Always wear protective gloves.

3. All Blood borne or other infectious / hazardous pathogen cleanup by working inmates shall be supervised by Detention Facility Staff to ensure proper cleanup and disposal procedures are followed (after proper PPE is issued).

DECONTAMINATION OF BIO-HAZARD EQUIPMENT

Decontamination shall be completed in the following manner:

1. Dispose of contaminated one (1) part bleach, ten (10) parts water solution.
2. Rinse all equipment with hot water, refill five (5) gallon bucket with fresh water bleach solution.
3. Dip long handled brush into the bleach / water solution. Hang on storage hook and allow to air dry.
4. Dip dust pan into the bleach / water solution. Hang on storage hook and allow to air dry.
5. Dip Mop into the bleach / water solution, Ring out mop and hang on storage hook and allow to air dry.
6. Spray Mop handle with bleach / water solution.
7. Dispose of contaminated one (1) part bleach, ten (10) parts water solution, rinse with hot water, wipe down with paper towels and spray lightly with bleach / water solution and allow to dry.
8. Clean outside of spray bottle(s) with bleach / water solution, empty bottle, rinse with hot water and allow to dry.

DISPOSAL OF CONTAMINATED ITEMS

1. All used paper towels and PPE's are to be placed in a red bio-hazard bag, properly sealed and placed in the Bio-Hazard bin located at the main Jail in the parking garage.
2. Wash your (or inmate) hands and arms with soap and hot water. Rinse with hot water and repeat.
3. Working inmates are to be showered and given clean inner and outer clothing after Bio-Hazard cleanup is complete.
4. All contaminated clothing / linen will be placed in a water soluble bag(s), labeled with type of contamination and taken directly to the laundry room to be washed immediately.

NOTE: IF ITEMS PLACED IN THE WATER SOLUBLE BAG ARE WET, PLACE BAG IN ADDITIONAL BAG. DUMP CONTAINS (WATER SOLUBLE BAG) INTO WASHING MACHINE AND PLACE THE ADDITIONAL BAG IN THE BIO-HAZARD CONTAINER. ALWAYS CARRY BAG(S) FROM THE TOP WITHOUT PLACING HAND(S) UNDER OF THE BAG.

Date

Thomas M. Sheahan, Sheriff

BLOODBORNE OR OTHER

INFECTIOUS / HAZARDOUS PATHOGEN CLEANUP CHECKLIST

MOP
 MOP BUCKET
 LONG HANDLED BRUSH
 SPRAY BOTTLE(S)
(FRESH BLEACH / WATER SOLUTION
NEEDS TO BE MIXED FOR EACH USE,
ONE PART BLEACH TO TEN PARTS WATER)

DUST PAN
 BLEACH
 PAPER TOWELS
 GLOVES (CIRCLE SIZE)
(SMALL, MEDIUM, LARGE,, EXTRA LARGE)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

GOWN
 SHOE COVERS
 MASK

EYE/FACE SHIELD

ANY UNUSED / UNCONTAMINATED EQUIPMENT MUST BE RETURNED

THIS EQUIPMENT IS TO BE USED FOR BLOODBORNE / INFECTIOUS / HAZARDOUS PATHOGEN CLEANUP **ONLY!** IF OTHER THAN DESIGNATED EQUIPMENT IS USED FOR BIO-HAZARD CLEANUP OR IF THIS EQUIPMENT IS USED FOR STANDARD CLEANUP, IT IS A VIOLATION OF MOHAVE COUNTY POLICY AND PROCEDURES AND OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION STANDARDS.

DISCIPLINARY ACTION WILL BE TAKEN IF THIS IS NOT FOLLOWED!

ALL ITEMS USED HAVE BEEN PROPERLY DECONTAMINATED AND OR PROPERLY DISPOSED OF IN THE BIO-HAZARD DISPOSAL BIN.

OFFICER SIGNATURE J#

DATE

POLICY

It is the policy of the Mohave County Sheriff's Office to supply inmates who have been sentenced to serve county time to various county departments to provide various work duties as requested. Inmates will not be assigned to any job function that is considered to be hazardous, harmful, unsafe, humiliating, or considered unreasonable by nature of duty.

Inmates will not be assigned job duties you yourself (the employee assigning the job) would not be willing to perform.

Any County Department personnel requesting working inmates must complete a three (3) to four (4) hour training course provided by a qualified staff member of the Mohave County Sheriff's Office Detention Division. Training will be completed annually and will be comprised of a pre-test (prior to training) and a final test (after training) which must be passed with an one hundred percent (100%) accuracy to be eligible to request working inmates.

PROCEDURE

If a County Employee is to be assigned a working inmate and/or inmates, the guidelines are as follows:

1). **Care** - Once you have taken the inmate outside the facility, they are **your** responsibility. You **must** protect the inmate just as you would if they were an **actual employee**. Inmates must have access to water, shade (if working outside in the heat), restroom facilities and must take periodic breaks.

a). **Personal Protective Equipment** (P.P.E.) **Will** be provided if the inmate is to be working with any tools or chemicals and **will** be properly trained in the use of the P.P.E.

b). Inmates **will not** be assigned job responsibilities or equipment for which they have not been properly trained

c). **Medical Emergencies:**

1). Life threatening injuries – **Call 911** first, then call the Jail Administration and advise them of the situation.

2). Non life threatening injuries – **Call** the Jail Administration to advise them of the situation. Return the inmate to the jail so they can be seen by the Medical Department and/or determination can be made if further action is required.

DETENTION DIVISION
POLICY AND PROCEDURES

**SUBJECT: BASIC INMATE SUPERVISION
FOR WORKING INMATES**
DISTRIBUTION: ALL STAFF
PAGE (S): 2 OF 5

2). **Custody** – **You will** account for, and keep the inmate under your custody at **all** times. As defined by Arizona Revised Statutes 11-441. The Sheriff is responsible for keeping people in Jail.

- a). You are **not** to take the inmate **anywhere** other than the County assigned work destination (no places of residencies, or places of business).
- b). You **will not** pick up or transport inmates in a personally owned vehicle. Inmate(s) will **only** be released to personnel driving Federal, State, City or County vehicles.
- c). Inmates **will not** be loaded or unloaded in any County vehicles while the motor is running.
- d). You **must** go to the door and identify yourself when picking up and dropping off inmates and wait until the inmate or inmates are back inside the jail facility before leaving.
- e). Inmates will not handle any type of keys (vehicle, building, etc.).
- f). If an inmate should walk away from the work detail, you must notify the Jail Administration **immediately**.
- g). If you should be late in returning the inmate(s) at the appropriate time, you will call the Jail **immediately** and inform them of an approximate time for the inmates return.
- h). **Do not** allow the inmate(s) to roam around freely, you have them to perform a job function for you, **ensure** they are doing the job.

3). **Control** – You must tell and show the inmate exactly what you want them to do. Do not leave questions in their minds about the job or tasks to be completed. It is your responsibility to ensure the inmate understands what is expected of them. You must possess the capability to effectively supervise the inmate(s).

- a). If the inmate(s) **refuse(s)** to do the **(reasonable)** work assignment or gives you a hard time about anything, you can return the inmate(s) to the jail immediately. If you return the inmate to the jail, inform the Jail Administration of the problem(s) you encountered with the inmate(s). Written statements **must** be turned in to the Jail Administration regarding the incident(s) that required the inmate(s) return or any problems you were having with the inmate(s).

Rules for Working Inmates

The rules outlined for working inmates **must** be followed and enforced:

- 1). Inmates **will not** be allowed to smoke.
- 2). Inmates **will not** be allowed to have visitors at any work location or taken to any location to visit anyone.
- 3). Inmates **will** be issued a sack lunch from the jail, therefore there will not be necessity to provide them meals.
- 4). No calls will be make or will they have access to any county or pay phones, unless otherwise directed and supervised by you and it directly deals with the job they have been assigned to do.
- 5). The inmate(s) must stay in the area you have assigned them and not permitted to walk or wander around the area.
- 6). All inmates assigned to work details **will** wear county issued clothing and **not** be permitted to go shirtless or roll their pant legs up.
- 7). There will be no horseplay with the inmate(s) or by the inmate(s).
- 8). No gifts will be given to, nor accepted from any inmate(s), this includes but is not limited to drawings, pictures, cards, papers, gum, candy, cigarettes, etc. Inmates are not permitted to bring anything not issued to them by the jail back into any jail facility.
- 9). Inmates will be addressed by **last name only**, example: Mr. or Mrs. Jones.
- 10). Inmates will address you by **last name only**, as in example above.
- 11). You will **not** discuss, nor will you permit any inmate to discuss any personal issues (family, legal issues, etc.).
- 12). **No** favors will be accepted or given to any inmates.
- 13). Alcoholic beverages or intoicants **will not** be given to any inmate.

Legal Liabilities

Vicarious liability is created when:

- a). Someone else knew or should have known what was occurring or about to occur, but:
 - 1). Did nothing to correct the situation, and
 - 2). That lack of action was the proximate cause (as opposed ot the direct cause) of subsequent harm, injury or death.

Vicarious liability can result from such circumstanes as:

- 1). **Failure to Train**
- 2). **Negligent Supervsion**
- 3). **Negligent Employment or Retention**

ARS 13-2505

Promoting prison contraband; classification;exceptions; x-radiation

- a). A person, not otherwise authorizd by law, commits promoting prison contraband:
 1. By knowingly taking contraband into a detention facility or the grounds of such facility; or
 2. By knowingly conveying contraband to any person confined in a detention facility; or
 3. By knowingly making, obtaining or possessing contraband while being confined in a detention facility or while being lawfully transported or moved incident to detention facility confinement.

- b). Any person who has reasonable grounds to believe there has been a violation of this section shall immediately report such violation a violation or attempted or attempted violation to the official in charge of the facility or to a peace officer.

- c). Promoting prison contraband if the contraband is a deadly weapon, dangerous instrument or explosive is a class 2 felony. Promoting prison contraband if the contraband is a dangerous drug, narcotic drug or marijuana is a class 2 felony.

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION

NUMBER: 13.11
SUBJECT: BASIC INMATE SUPERVISION
FOR WORKING INMATES
DISTRIBUTION: ALL STAFF

Promoting prison contraband; classification; exceptions; x-radiation (continued)

In all other cases promoting prison contraband is a class 5 felony. Failure to report a violation or attempted violation of this section is a class 5 felony.

d). Notwithstanding any law to the contrary, any person convicted of a violation of this section shall be prohibited from employment by this state or any of its agencies or political subdivisions until the person's civil rights have been restored pursuant to chapter 9 of this title.

Dated

Thomas M. Sheahan, Sheriff

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURE

NUMBER: 13.11

SUBJECT: BASIC INMATE SUPERVISION
FOR WORKING INMATES

DISTRIBUTION: ALL STAFF

PAGE(S): 1 OF 1 (ACKNOWLEDGEMENT)

Acknowledgement

I _____ acknowledge reading Policy and
(Print your full name and your radio call number)

Procedure number **13.11 titled Basic Inmate Supervision for Working Inmates** on

this the _____ day of _____, 20_____.
(Day of month) (Month) (Year)

I fully understand all that I have read and/or had explained to me and furthermore understand the seriousness of inmate supervision and the ramifications (consequences) of negligent supervision, failure to train, and/or negligent employment or retention.

Signature

Witness

Title/Position

Training

I _____ acknowledge receiving training on
(Print you full name and your radio call number)

Basic Inmate Supervision for Working Inmates on this the _____ day
(Day of the Month)

of _____, 20_____.
(Month) (Year)

I fully understand all that was covered and explained to me during my training and furthermore understand the seriousness of inmate supervision and the ramifications (consequences) of negligent supervision, failure to train, and/or negligent employment or retention.

Signature

Witness

Title/Position

POLICY

It is the policy of the Mohave County Sheriff's Detention Facilities Staff to ensure that all incoming arrests shall be processed through the B.O.S.S. (Body Orifice Scanning System) as part of the booking process.

PROCEDURE

A. The duty shift supervisor will ensure that the staff are properly trained in the use of the B.O.S.S. Chair prior to the usage.

B. When metal is detected, visual and audible alarms are activated.

Visual: a. Green led (light emitting diode) is ready
 b. Red led flashing indicates metal object

Audible: a. The different zones have different tones

C. Set up test:

1. Check each sensor with a metal object

Oral sensor – by moving the object towards its upper sensor.

Foot sensor – by moving object in the center of the black rubber strip.

Seat sensor – by moving the object to the center of the seat.

2. Leave the object on the sensors to ensure that both the visual and audible alarm stays on until the object is removed.

D. At least once a shift or when the unit is turned on, the operator should use a test object to check that each sensor detects it.

SCREENING

1. Foot sensor:
 1. The inmate must take shoes off.
 2. Foot **must** be firmly placed on the rubber strip.
 3. The toes **must** be positioned a the backstop.
 4. Foot is to slid back down the strip in a backward direction.

2. Oral sensor:
 1. Have inmate place chin on or near oral sensor.

3. Seat sensor:
 1. The inmate **must** sit with the base of their back against the backrest.

PERSONS TO BE SCREENED

1. All inmates coming into the facility.
2. Inmates that being transported for out of house medical.
3. Inmates being transported to the Department of Corrections (DOC).
4. Any inmate the is transported from facility to facility.

SPECIAL INSTRUCTION

1. Before placing the inmate in the B.O.S.S. Chair, they **must** be pat searched.
2. Have inmate take any belt off and take all objects out of their pockets.
3. If the inmate is drunk, you must ensure that he/she does not fall onto the oral sensor, fall over when performing the foot sensor or out of the chair.

CLEANING THE UNIT

1. Do not saturate (soak) any part of the unit (keep the unit out of water).
2. Use only dampened cloth with soap and water or foam cleaner.
3. Wipe dry immediately.

OBJECT DETECTION

1. If objects are detected, ask for the object(s). If object(s) are not given up, follow Policy and Procedure #2.6 Clothed and Unclothed Body Searches.

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER:

DETENTION DIVISION

SUBJECT:

POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES

PAGE (S)

DETENTION DIVISION

SUBJECT: DETENTION DIVISION

POLICE SERVICE DOG TEAM (K-9)

POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 1 OF 7

CREATED: 05-09-03

POLICY

This Policy establishes written guidelines relating to the operation, deployment and utilization of the Mohave County Sheriff's Office Detention Division Police Service Dog Team (K-9). Only personnel certified and approved by the Mohave County Sheriff's Office, as handlers, shall work police service dogs in the performance of any departmental function.

PROCEDURES

A. CHAIN OF COMMAND:

- a. The Detention Division Police Service dog team will be assigned duty responsibilities by the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant).
- b. In daily operations, the Police Service dog handler will report directly at the Administration level of The Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant).
- c. The team's shift may vary as needed to meet the requirements of the department or division.
- d. The Detention Division Police Service dog team shall be subject to call out with the approval of the Jail Administrator (Captain), Assistant Jail Administrator (Lieutenant), Sheriff or Chief Deputy.
- e. The ultimate responsibility for the Detention Division Police Service Dog to be deployed will be made by the handler, relative to the training he/she has received.

B. ADMINISTRATIVE:

- a. The Detention Division Police Service dog handler shall be responsible for accurately maintaining all pertinent records and information for the Detention Division Police Service dog team. These records shall include but are not limited to the following:
 1. Training records
 2. Performance records
 3. Medical records
 4. Other pertinent information

C. BITE REPORTING PROCEDURES:

1. Dog bite is defined as any injury caused by the dog's teeth or mouth. Complete details on the circumstances of the bite shall be given in the incident report, including witnesses.
 - a. The Detention Division Police Service Dog is not intended to be used as a crowd control, cell extraction or attack dog.
 - b. In the event of a dog bite, on or off duty, the handler shall immediately arrange for medical treatment for the victim.
 - c. The handler shall notify The Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) as soon as practical after the bite.
 - d. If the injured party refuses treatment for the bite, the refusal, witnesses (if available) to the refusal and the reason for the refusal shall be documented in an incident report and submitted to the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) as soon as practical after the bite.
 - e. All Detention Division Police Service Dog bites and other injuries or alleged injuries shall be photographed, in color, using either a photographic or disk image.
 - f. The Mohave County Animal Control Department shall be notified of the bite.
 - g. A Mohave County Sheriff's Office Canine Unit Activity and Bite Injury Report shall be filled out and submitted along with the incident report.
 - h. A copy of the incident report and Mohave County Sheriff's Office Canine Unit Activity and Bite Injury Report shall be submitted through the chain of command to the Chief Deputy.

D. OWNERSHIP OF ANIMALS:

- a. Detention Division Police Service Dogs are the sole property of the Mohave County Sheriff's Office.
- b. The Detention Division Police Service Dog shall not be used for any breeding purposes.
- c. If the handler leaves the Detention Division Police Service Dog Unit, the dog assigned to him/her will remain the property of the Mohave County Sheriff's Office.
- d. The service ability of a Detention Division Police Service Dog will ultimately be the decision

Administrator

to

of

DETENTION DIVISION
POLICY AND PROCEDURES

NUMBER: 13.13
SUBJECT: DETENTION DIVISION
POLICE SERVICE DOG TEAM (K-9)
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 3 OF 7
CREATED: 05-09-03

E. CARE AND HEALTH OF THE DETENTION DIVISION POLICE SERVICE DOG AND EQUIPMENT:

1. It shall be the responsibility of the dog handler to maintain his/her dog in optimum condition to enable the animal to perform those duties expected of a Detention Division Police Service Dog.
 - a. In the event that a Detention Division Police Service Dog becomes ill or injured or is otherwise unable to perform it's duties, the handler shall notify the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) immediately.
 - b. In the event that a Detention Division Police Service Dog becomes ill or injured to the extent that professional veterinary attention is required, it shall be the responsibility of the handler to transport the Detention Division Police Service Dog to a department approved veterinarian. The handler shall notify the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) immediately.
 - c. Each Detention Division Police Service Dog shall receive a veterinary examination every six months at which time it's general physical condition and health will be determined, to include dental, and it's vaccination against disease will be brought up to date.
 - d. The handler shall feed the Detention Division Police Service Dog at a time which would allow maximum time possible before the next tour of duty.
 - e. The handler shall feed the Detention Division Police Service Dog only food which has been approved by the department.

Administrator

F. GROOMING:

- a. The Detention Division Police Service Dog shall be thoroughly groomed each working day. The Dog shall also be thoroughly examined by the handler. These tasks will be completed during the normal tour of duty.

G. KENNELS:

- a. Detention Division Police Service Dog shall be kept at the homes of their handlers in kennels/ runs furnished by the department.
- b. Handlers are responsible for the upkeep and sanitation of the kennels.
- c. Kennels, whether at the handler's residence or Sheriff's Office, shall be kept locked when in use by Detention Division Police Service Dog.

d. At any given time the administration can determine where the K-9 is to be housed, as best fits the needs of the Sheriff's Office.

H. HANDLER EQUIPMENT:

- a. Any equipment issued shall be maintained in serviceable condition. If any loss or damage occurs or the equipment becomes unserviceable due to wear, it shall be reported to the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) and immediately replaced.
- b. All treatment, food and necessary equipment costs shall be determined and bore by the Mohave County Sheriff's Office.

I. SAFETY:

- a. Under no circumstance shall any department employee, other than the Detention Division Police Service Dog handler, approach or agitate the dog in any manner without the handler's permission.
- b. Petting or touching of the Detention Division Police Service Dog is permitted only in the presence and with the permission of the Detention Division Police Service Dog handler.
- c. Detention Division Police Service Dogs in assigned vehicles or kennels shall not be intentionally disturbed.
- d. No County employee or volunteer shall in any way agitate a Detention Division Police Service Dog.
- e. Detention Division Police Service Dogs in any Sheriff's Office building or Facility shall be kept under control and not left unattended.
- f. When leaving Detention Division Police Service Dogs unattended in assigned vehicle, windows shall be left open to allow fresh air circulation in the vehicle.

J. POLICE SERVICE DOG HANDLER DOWN:

- a. In the event that a Detention Division Police Service Dog handler is ill or injured and unable to control his/her dog, the dog will probably stand guard over the handler and prevent anyone from approaching to render aid.
 - 1. Do not rush in on the handler or the Detention Division Police Service Dog.

2. Ask the handler to call the dog off if he/she is able.
3. Members of the handler's family may respond and be able to control the dog.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 13.13

**SUBJECT: DETENTION DIVISION
POLICE SERVICE DOG TEAM (K-9)**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 5 OF 7

CREATED: 05-09-03

capture

4. In critical situations, in which time is of the essence, a catch-pole or the bite sleeve in the back/trunk of the assigned Detention Division Police Service Dog vehicle can be used to
or restrain the dog. This is usually not advisable unless attempted by a person trained in dog handling or by an animal control officer.
5. Deadly force on the Detention Division Police Service Dog may be necessary in extreme circumstances.

K. IN SERVICE TRAINING:

- a. The Detention Division Police Service Dog handler shall be responsible for ensuring the Detention Division Police Service Dog team attends or receives a minimum of 16 hours a month of in-service training.
- b. The results and observations of the training shall be recorded and maintained in the Detention Division Police Service Dog file.

L. UTILIZATION OF DETENTION DIVISION POLICE SERVICE DOG:

not

- a. It shall be the responsibility of the handler to know the capabilities of, and to understand changes in his/her dog's demeanor. Therefore, the handler alone shall have final decision on whether or
to commit his/her dog.
 1. Any time a dog handler declines to apply his/her dog when requested to do so by another officer or supervisor, a memorandum explaining the reason(s) shall be forwarded to the Jail Administrator (Captain) and or the Assistant Jail Administrator (Lieutenant) for review.
 2. The dog handler shall not apply the dog in any situation that will require the dog or handler to perform an act that he/she had not been specifically trained.
- b. Mohave County Sheriff's Office General Order 4.52 and Policy and Procedure 4.18 concerning "Use of Force" issues apply to the use of the Detention Division Police Service Dog. The Detention Division Police Service Dog, if trained as a bite control dog is considered a "non-lethal weapon, specialized equipment or tactic" in the progression of force continuum.

M. BUILDING / AREA / BODY SEARCHES:

- a. Prior to entering a Jail Housing area to conduct a search, the handler will give a loud verbal warning such as, "Sheriff's Office K-9 announce your presence as I'm bringing in my dog." The warning need not be given when doing so would be tactically undesirable or would result in increased risk to the safety of the handler, officers or Jail inmates.
- b. The handler shall allow a reasonable time to elapse for anyone inside the building or area to respond.
- c. Other officers should guard the area to ensure illegal contraband is not passed from one area to another.
- d. If the dog raises suspicion of illegal contraband being on an inmate's person, the inmate shall be strip searched according to the procedures outlined in Policy and Procedure 2.6, Clothed/Un clothed Searches. The search shall be conducted by another officer, not by the dog handler.

N. NARCOTICS DETECTION:

- a. Detention Division Police Service Dog handlers working with a specially trained detection dog are responsible for maintaining the maximum efficiency of the dog through continued training.
- b. When called to scene/facility to conduct a search, the handler shall contact the officer/supervisor in charge and:
 1. Evaluate the search area for potential hazards such as sharp objects, caustic or hazardous materials, booby traps, trip wires, etc.
 2. Evaluate the type of legality of the requested search and advise the officer/supervisor in charge if the search can be conducted.
 3. Brief officers at the scene/facility as to their role and behavior during the search.
 4. Illegal (drug) contraband shall be handled in a manner which keeps both the dog handler and dog as safe as possible and placed in proper handling containers.

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 13.13

**SUBJECT: DETENTION DIVISION
POLICE SERVICE DOG TEAM (K-9)**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 7 OF 7

CREATED: 05-09-03

O. ADDITIONAL DETENTION DIVISION POLICE SERVICE DOG TEAM:

1. The Detention Division Police Service Dog team may be used in, but not limited to the following situations:
 - a. Searches for Illegal (drug) contraband on persons and or premises.
 - b. Searches for suspects as directed and supervised by the in charge agency.
 - c. Searches for missing or lost persons.
 - d. Searches for evidence or other lost articles.
 - e. Public relations demonstrations.
 - f. Other duties assigned by the Sheriff or his/her designee.

POLICY

It is the policy of the Mohave County Sheriff's Office that All inmates being transported by M.C.S.O. ground transport vehicles will be secured within the vehicle by supplied seat belt restraints. Inmates do not have any option over this procedure.

PROCEDURES

1. GROUND TRANSPORTATION:

A. Those inmates physically restrained with handcuff and leg shackles will be further restrained with seat belts provided.

B. All county sentenced working inmates (i.e. maintenance crews, kitchen crews, work details, etc.), who are normally transported without cuffs and shackles will be secured with seat belts. The only current exception to this policy will be the Shock facility forty (40) passenger bus which is not equipped with seat belt restraints. Length of transport will not have any effect upon compliance with this policy.

2. AIR TRANSPORTATION:

A. Officers who are detailed by Fugitives and Warrants to fly with the Department pilot to transport prisoners, will have handcuff and leg shackle restraints applied to the prisoners while inside the aircraft. Handcuff restraints will further require "belly chains" to be applied. Center chain from handcuff to leg shackle is at Officers discretion based upon classification. Officers will secure leg shackles to the rear aircraft seat in compliance with pilot's instructions. This procedure will eliminate the opportunity for prisoners to lift their legs and kick at the pilot or aircraft control surfaces.

3. COURTS:

- A. If a vehicle is used for inmate transport to court, prior to leaving, a thorough check of the vehicle will occur by the Officer(s). The vehicle will be checked inside, outside and under the hood. If problems with the vehicle are found that would create an unsafe transport you will be assigned another vehicle or instructed to have repairs made prior to leaving on the transport

NOTE: The above applies to any vehicle transport.

- B. When an inmate or detainee is to be transported to court, the transporting officer(s) will search the inmate or detainee to his or her satisfaction (a pat down being the minimum requirement). The inmate must be placed in cuffs and shackles with either a chain (between the cuffs and shackles) or belly chain applied. Cuffs and shackles will remain on during arraignment and preliminary hearings where a jury will not be present or influenced. During the described judicial proceedings, handcuffs will be removed only by direct order from the presiding Judge. Upon returning to the facility, restraints shall be reapplied. Under special circumstances other Security restraints may be used (stun-tech restraint belt, etc.).

4. MEDICAL:

- A. If an inmate or detainee requires hospitalization, he / she will be searched by the transporting Officer(s) prior to leaving the facility. With consideration to the nature of the illness or injury, the inmate will be secured in an appropriate manner. (See policy and procedure #11.9 inmate supervision at outside medical facility).

5. TRANSFER TO OTHER INSTITUTIONS:

- A. The transfer of prisoners to another jurisdiction, such as the Arizona Department of Corrections requires special precautions. Inmates **shall** be strip searched prior to transporting. Transport chains, handcuffs, and shackles will be used.

NOTE: At no time will the inmate(s) be allowed to make a phone call prior to/or during the transport!!

6. SPECIAL ESCORTS:

- A. It may at times, be necessary to allow an inmate to visit a hospital or attend a funeral or other out of the ordinary location. If such a visit is authorized, it will be done under the supervision of an Officer. The inmate will be secured so as to prevent escape. A belly chain with handcuffs through the coat pocket would be such a manner which would not prove unsightly or alarm the family members.

handcuffs
unsightly or alarm

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 14.1

SUBJECT: INMATE TRANSPORTS

7. DURING THE TRANSPORT: (General procedures to be followed in all transports).

A. When transporting, an Officer shall go to and from his/her destination by the most direct route. Transports from Mohave County to the A.D.O.C. Alhambra reception facility will be non-stop, unless transporting officers declare a verifiable emergency. Immediate notice to M.C.S.O. dispatch, Jail Command staff or mutual aid network will be accomplished.

B. The transporting Officer(s) shall prohibit conversation or contact with the general public.

C. The transporting Officer(s) shall not leave the prisoner / inmate(s) unattended.

D. The transporting Officer(s) shall operate the transport vehicle within all legal designated speed requirements - WITH NO EXCEPTIONS - other than when a prisoner is ill, or is a life and death situation. Then, and only then, may a deviation from this procedure be acceptable. The transport Officer(s) will, at all times, be responsible for all elements of the prisoner(s)/ inmate(s) transport. Transports requiring driving time; to the facility and return of more than ten (10) hours, shall be assigned two (2) officers for safety standards. Each officer shall not drive more than eight (8) hours in any one day with inmates in custody.

E. The transporting Officer(s) shall:

1. Have all necessary and required documents in his/her possession prior to leaving on an transport.
2. Shall search each prisoner(s) / inmates(s) when taken into his / her custody.
3. Shall if found that the inmate is in need of medical attention, cause such inmate to be examined by in-house medical staff.
4. Shall use restraint devices on all inmates while transporting, unless special circumstances and approval from Jail Commander or designee.
5. Shall have the responsibility, prior to embarking on any transport, to personally inspect and search the transport vehicles to assure it contains no contraband or weapons.
6. As stated above, all inmates will be secured within the vehicles using supplied seat belt restraints.

I. OPERATIONS MCDF JAIL ANNEX

POLICY

No person will be admitted into MCDF Jail Annex until they have been properly identified.

PROCEDURE

Staff member supervising entry shall ensure no weapons are carried into the confinement area by any officer. All inmates coming into the facility will be processed through established admission procedures.

- A. Upon initial intake, inmates requiring a locker will have one assigned. Inmates will not have access to another inmate's locker.
- B. No smoking materials shall be allowed into the facility by inmates housed at the MCDF Jail Annex.
- C. All inmates will be strip searched upon entering the facility and prior to being allowed access into confinement area.
- D. Inmates will only store authorized items in their assigned lockers (ie: Clothing, car keys, etc.). ONLY work release or authorized inmates will be assigned locker access.
- E. No books, magazines, newspapers, etc. shall be brought into the facility unless approved by facility commander. (ie: items required for school or other studies)
- F. The floor officer and control four (4) operator will log the inmate's entry into the facility.

II. INTAKE INTO MCDF JAIL ANNEX

POLICY

All inmates housed at the MCDF Jail Annex shall have been processed through Classification at the Main Jail facility, prior to assignment to the MCDF Jail Annex.

(continued)

PROCEDURE

All inmates assigned to the MCDF Jail Annex will have been assigned after being processed by Classification according to Policy and Procedure 5.1.

- A. Upon arrival at the MCDF Jail Annex inmates will:
 - 1) Be logged in all necessary log books and rosters.
 - a) Activity log, release log and bunk roster.
 - 2) Be strip searched and all property searched prior to access into the dormitory.
 - 3) Be assigned a locker (if required).
 - 4) Must have their MCDF Identification Wrist band on them.
 - 5) Be issued necessary items (property box, linen, towel, razor, toothbrush and paste, etc.) and will sign the property check sheet for all property received.
 - 6) Be assigned a bunk and mattress and escorted to that bunk.
- B. Inmate's personal property that is not required for work will be placed in a locked property storage room (inmates will **NOT** have access to this area).
- C. Control four (4) operator will keep a file on all inmates consistent with that at the main jail facility.
- D. All new inmates will be briefed on facility rules and regulations that are particular to the MCDF Jail Annex.

III. RELEASE FROM MCDF JAIL ANNEX

POLICY

It is the policy of the MCDF Jail Annex to ensure the timely release of inmates scheduled for release and all property taken in accounted for upon release.

(continued)

PROCEDURE

Officers assigned to the MCDF Jail Annex will keep a running log of inmates release dates. The log will be checked daily. The procedures listed below will be followed for inmate releases.

A. WORK RELEASE INMATES:

- 1) Twenty four (24) hours prior to the inmates release date, officers will notify the main jail facility that the inmate is due to be released.
- 2) The inmates paperwork will be processed and sent to the MCDF Jail Annex
- 3) Upon release date, time and all legal requirements pertaining to release procedures having been fulfilled, the inmate will be released.
- 4) The inmate will be released from the MCDF Jail Annex when he leaves for work that last day (if the release time is during the out of facility work time). The exception to this is if the person is serving time for DUI.

B. ALL OTHER INMATES

- 1) Inmates that are not on work release will be released from the MCDF Jail Annex at scheduled release time (as in item number three (3) above).

C. RELEASES

- 1) **Check log book and notify main jail facility of any releases.**
- 2) **Release packet is to be transported to MCDF Jail Annex.**
- 3) **Ensure all paperwork is signed by officer and inmate.**
- 4) **Ensure all personal property is released.**
- 5) **Ensure all MCDF Jail Annex property is returned undamaged.**
- 6) **Release inmate off all necessary log books.**
- 7) **All paperwork is to be returned to the main jail facility.**

NOTE: AS WITH ALL RELEASES, VERIFY THE CORRECT INMATE IS BEING RELEASED AND FOLLOW POLICY AND PROCEDURE 3.1“INMATE RELEASES”.

IV. CONTROL ROOM MANAGEMENT MCDF JAIL ANNEX

POLICY

It is the Policy of the MCDF Jail Annex that the control four (4) operator will monitor movement of persons within the facility and control all automatic doors. The control four (4) operator also controls all video observation systems, monitors emergency and alarm systems and acts as a centralized area of operational communication.

PROCEDURE

A. CONTROL TOWER ACCESS:

Control four (4) operators shall ensure that the control tower door remains locked at all times. No unauthorized persons shall be given access to the control tower. Inmates shall not be allowed access to control four (4) for any reason. When control four (4) door is to be opened, the staff will be aware of inmates in the immediate area, and act appropriately.

B. DISTURBANCES:

Control four (4) operator will be responsible for notifying the appropriate chain of command in the event of a disturbance. These may include the MCDF Jail Annex Supervisor, the Mohave County Jail on duty Supervisor (Sgt./Cpl.), Dispatch, the Jail Director, Deputy Director, Assistant Deputy Director, etc.

C. GENERAL RESPONSIBILITIES:

- 1) Operation of electronic doors and intercom system between control four (4) and the two (2) door.
- 2) Control passage to and from secure areas.
- 3) Maintain and monitor all communications within the facility and between the Jail Annex and the Main Jail facility.
- 4) Monitor all smoke and fire alarm systems.
- 5) Monitor all video surveillance systems.
- 6) Maintain pass down log, activity sheet, yard log book, release log, medical log book and pass down sheet.
- 7) Operate telephone equipment.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

NUMBER: 15.1

SUBJECT: MCDF JAIL ANNEX FACILITY

DISTRIBUTION: ALL EMPLOYEES

C. GENERAL RESPONSIBILITIES: (continued)

- 8) Conduct operational checks of all communications, surveillance, emergency systems and S.C.B.A.'s.
- 9) Account for all special equipment (nail clippers, radios, fire extinguishers, etc.)
- 10) Ensure the proper identification of persons entering and exiting the facility.
- 11) Calculate head count and notify main jail facility.
- 12) Keep the control tower clean.

D. KEY CONTROL:

It is the responsibility of the control four (4) operator to make sure that all keys are accounted for. If a key is missing it must be reported to the MCDF Jail Annex Supervisor immediately. Keys will be called by name no number (all keys **WILL** be accounted for prior to the off duty shift leaving the facility).

E. FIRE CONTROL PANEL:

It is the responsibility of the control four (4) operator to monitor the fire control panel. Panel shall be checked for proper operation prior to the beginning of each shift, by the relieving officer(s).

F. NEW INMATES:

- 1) Make a file for the inmate: include a property checklist, copy of booking sheet, in-house property checkoff sheet, MPI sheet and Inmate Time Computation Sheet (if applicable).
- 2) Log new inmates into necessary log books and assign bunk.

G. RELEASE OF INMATES:

- 1) Pull inmate file, staple all paper work together, write release date and time in box on lower left corner of the booking sheet.
- 2) Release inmate from necessary log books and bunk rosters, add inmates name to released area of activity roster.
- 3) Place file contents in the "Inactive file".

MOHAVE COUNTY SHERIFF'S OFFICE**DETENTION DIVISION****POLICY AND PROCEDURES****NUMBER: 15.1****SUBJECT: MCDF JAIL ANNEX FACILITY****DISTRIBUTION: ALL EMPLOYEES****PAGE(S): 6 OF 9**

V. FLOOR OFFICERS MANAGEMENT MCDF JAIL ANNEX

POLICY

The primary function of the floor officer is to maintain the security of the facility and the safety of the staff, inmates and public. Proper inmate management techniques will be used.

PROCEDURE

The floor officer will be responsible for the observation of all doors and the direct supervision of all inmate movement and activities.

- A. Officers involvement with the inmates will be professional and to the point of business only.
- B. The floor officer must maintain constant communication with the control four (4) operator.
- C. GENERAL RESPONSIBILITIES:
 - 1) Monitor activity in all areas of the facility (ie: dormitory, day room, dining areas, laundry, and latrine) on both the sentenced and un-sentenced (pretrial) sides.
 - 2) Supervise all activities (ie: church, visiting, meals, day room use, recreation yard, etc.)
 - 3) Ensure inmates do not enter restricted areas.
 - 4) Conduct searches of all inmates entering the facility.
 - 5) Keep an activity sheet of all inmates entering and departing the facility.
 - 6) Conduct head counts.
 - 7) Sign in all visitors.
 - 8) Perform and document all walk through and security checks.
 - a) Document any problems with equipment, doors, windows, plumbing, etc.
 - b) Confiscate contraband
 - 9) Ensure that cleaning materials are available.
 - 10) Enforce all facility rules.
 - 11) Perform all clothing, linen and razor exchanges as scheduled.
 - 12) Follow all established policy and procedures.
 - 13) Ensure, on pre-trial side, only three (3) inmates out to latrine during non-lock down hours and only one (1) during lock down hours.
 - 14) Outdoor recreation shall be scheduled and provided in accordance with Jail Policy

&

Procedure 4.13.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 15.1

DETENTION DIVISION

SUBJECT: MCDF JAIL ANNEX FACILITY

POLICY AND PROCEDURES

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 7 OF 9

PROCEDURE (continued)

- D. The floor officer must be present at any door when the control four (4) operator opens the door. This is to ensure that only authorized personnel enter or leave as required.

VI. HEADCOUNT MCDF JAIL ANNEX

POLICY

To ensure an accurate and consistent system of accounting for all inmates housed in the MCDF Jail Annex.

PROCEDURE

The floor officer will be responsible for the physical count of all inmates housed at the MCDF Jail Annex. Both the control four (4) operator and the floor officer will keep an activity sheet accounting for the inmates out of house.

- A. Inmate head counts will be conducted at 0700, 1100, 1645, 2200, 0200 hours. Times are all approximate.
- B. Head counts at meal time will be conducted as follows:
 - 1) The floor officer will position him or herself at the end of the chow line (by the bathroom/laundry room door).
 - 2) As each inmate passes he will state his name and bunk assignment to the floor officer. The floor officer will then verify the inmate's identity with his inmate ID wrist band and mark him off on the bunk roster.
- C. Head counts will be called in to the Main Jail. The officer calling will give the head count and his/her "J" number to the Control one (I) operator. The officer will also log the time the head count was called in and the "J" or "N" number of the person receiving the call.
- D. Emergency head counts will be conducted following lock down of the facility during any type of emergency situation dealing with safety and security issues (power outage, natural disaster, etc.).

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURES

NUMBER: 15.1

SUBJECT: MCDF JAIL ANNEX FACILITY

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 8 OF 9

REVISED: 01-09-08

VII. MEDICAL SERVICES MCDF JAIL ANNEX

POLICY

To provide all persons incarcerated at the MCDF Jail Annex with proper medical care.

PROCEDURE

- A. Inmates requiring constant medical care for severe medical conditions will not be housed at the MCDF Jail Annex (unless authorized by the Jail Director, Deputy Director or Assistant Deputy Director, etc.).
- B. Inmates requiring medical care will complete a medical request form outlining their medical problem and upon approval the inmate will be transported to the Main Jail Facility to be seen.
- C. If an inmate states he can not wait or if the officer feels the inmate's condition warrants immediate action from the medical staff and the medical request form process is not practical, the officer will contact the medical staff and explain the situation.
- D. Inmates receiving medications will be called to control four (4) and asked to bring a cup of water (NOT PUNCH OR MILK) to take the needed medications. The officer will then check the inmate to ensure the medications were in fact taken.
- E. Medical emergencies will be handled according to policy and procedure 7.2
“MEDICAL EMERGENCY/UNSCHEDULED MEDICAL TRANSPORTS”.

VIII. MEALS MCDF JAIL ANNEX

PROCEDURE

- A. Control four (4) operator will announce the beginning of all meals.
- B. Inmates will:
 - 1) Have shirt, pants, and I.D. wrist band on prior to lining up for the meal.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE
DETENTION DIVISION
POLICY AND PROCEDURES

NUMBER: 15.1
SUBJECT: MCDF JAIL ANNEX FACILITY
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 9 OF 9
REVISED: 01-09-08

PROCEDURE: (continued)

2) Line up in an orderly fashion at the north end of the kitchen window.

3) Proceed to the end of the line.

4) Tell the officer their name and bunk assignment prior to picking up the food tray and being seated.

C. Inmates that refuse the meal will come to the meal line and state their name, bunk assignment and that they are refusing the meal. The refusal to eat will be documented in the pass down log (names, date and time will be annotated).

D. As each inmate finishes his meal he will return his tray and spork to the kitchen window, dump his trash (in the trash can provided) and stack his tray neatly at the window.

E. Sporks will be placed on the trays by the cook prior to the tray being handed to the inmate so as to insure the proper count.

F. At the end of each meal, inmates will deposit sporks in an assigned container and will once again be counted by the cook to insure all sporks are accounted for.

G. Food trays will not be held for inmates returning from work release after 1800 hours. These inmates will not be counted in the kitchen meal count.

Date

M.C.S.O. Tom Sheahan, Sheriff

I. OPERATIONS MCDF SUBSTATIONS II AND III

POLICY

No person will be admitted into the MCDF DISTRICT substations until they have been properly identified. Strict adherence to Policy & Procedure 2.4, Condition of Prisoner Being Accepted, will be mandatory.

PROCEDURE

Staff member supervising entry shall ensure no weapons are carried into the confinement area by any officer. All inmates coming into the facility will be processed through established admission procedures.

- A. Upon initial intake, inmates requiring a locker will have one assigned. Inmates will not have access to another inmates locker.
- B. No smoking materials shall be allowed into the facility by inmates housed at the MCDF Substations.
- C. All inmates will be strip searched upon entering the facility and prior to being allowed access into confinement area.
- D. Inmates will only store authorized items in their assigned lockers (i.e. clothing, car keys, etc.). ONLY work release or inmates authorized will be assigned locker access.
- E. No books, magazines, newspapers etc. shall be brought into the facility unless approved by facility commander. (i.e. items required for school or other studies).
- F. The duty officer will log the inmates entry into the facility. Staff will insure identification wristbands are worn at all times, in and out of the facility, while incarcerated.
- G. A vehicle registration form will be completed and kept on file with the inmate booking packet. Driver's license, vehicle registration number, vehicle identification number (VIN), insurance card that identifies policy name, number and expiration date will be recorded. Staff will insure driver's license is current and not in any suspended or restricted status for non-operation.

II. INTAKE INTO MCDF SUBSTATIONS II AND III

POLICY

All inmates housed at the MCDF DISTRICTS II AND III substations shall have been processed through Classifications at the main jail facility, prior to permanent assignment to the MCDF Substations. No pre-trial inmate will remain at the MCDF substations longer than 12 hours from the time of the initial appearance. No inmate shall be housed at the MCDF substations that require daily psychotropic medications or medications for life threatening health conditions. Sub-stations may accept up to forty-eight hour court commits with no medical conditions or medications. Female inmates may be housed, if space is available, until initial appearance **only**. After initial appearance, female inmates will be transported to the Main Jail Facility.

PROCEDURE

All inmates assigned to the MCDF substations will have been assigned after being processed by Classifications according to Policy and Procedure 5.1.

A. Upon arrival at the MCFE substations inmates will:

- 1). Be logged in all necessary log books and rosters:
 - a). Activity log, Release log, and bunk roster.
- 2). Be strip searched and all property searched prior to access into the dormitory.
- 3). Be assigned a locker (if required).
- 4). Be in possession of ID wrist band, issued by the Main Jail for those inmates residing longer than 48 hours.
- 5). Be issued necessary items (property box, linen, towel, razor, toothbrush, and toothpaste etc.) and will sign the property check sheet for all property received.
- 6). Be assigned a bunk and mattress and escorted to that bunk.

(continued)

DETENTION DIVISION
POLICY AND PROCEDURE

SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS
DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 3 OF 10
REVISED: 01-31-08

PROCEDURE (continued)

- B. Inmates personal property that is not required for work will be placed in a locked property storage room (inmates will **NOT** have access to this area).
- C. The DISTRICT substations will keep a file on all inmates consistent with that at the main jail facility.
- D. All new inmates will be briefed on facility rules and regulations that are particular to the MCDF DISTRICT substations and requested to sign an acknowledgement stating they understand the rules and regulations explained to them. Copies of division work release rules will be maintained in their booking file.

III. RELEASE FROM MCDF SUBSTATIONS II AND III

POLICY

It shall be the Policy of the MCDF DISTRICT Substations to ensure the timely release of inmates scheduled for release and all property taken accounted for upon release.

PROCEDURE

Officers assigned to the MCDF DISTRICT substations will keep a running log of inmates release dates. The log will be checked daily. The procedures listed below will be followed for inmate releases. No early release of inmates will occur without specific approval of the Jail Director or Deputy Director.

A. WORK RELEASE INMATES:

- 1. The inmates paperwork will be processed at the MCDF DISTRICT substations.
- 2. Upon release date, time and all legal requirements pertaining to release procedures have been fulfilled, the inmate will be released.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 16.1

SUBJECT: MCDF DISTRICTS II AND III

PROCEDURE (continued)

3. The inmate will be released from the MCDF DISTRICT substations when he leaves for work on the last day (if the release time is during the out of facility work time). The exception to this is if the person is serving time for DUI.

B. ALL OTHER INMATES:

1. Inmates that are not on work release will be released from the MCCF DISTRICT substations at scheduled release time (as in item number three (3) above).

C. RELEASES:

- 1) Ensure all paperwork is signed by officer and inmate.
- 2) Ensure all personal property is released including trust fund accounts.
- 3) Ensure all MCDF DISTRICT substations property is returned and undamaged.
- 4) Release inmate off all necessary log books.
- 5) All paperwork is to be returned to the main facility.

NOTE: AS WITH ALL RELEASES, VERIFY THE CORRECT INMATE IS BEING RELEASED AND FOLLOW POLICY AND PROCEDURE 3.1 "INMATE RELEASES"

IV. FACILITY MANAGEMENT MCDF SUBSTATIONS II AND III

POLICY

It shall be the Policy of the MCDF DISTRICT substations that the duty officer shall monitor movement of persons within the facility and control all doors. The duty officer also controls all video observation systems, monitors emergency and alarm systems and act as a centralized area of operational communication.

PROCEDURE

A. FACILITY ACCESS:

The duty officer shall ensure that all doors remain locked at all times. No unauthorized persons shall be given access to the facility. Inmates shall not be allowed access to any unauthorized area for any reason.

B. DISTURBANCES:

The duty officer shall be responsible for notifying the appropriate chain of command in the event of a disturbance. These will include the MCDF DISTRICT Facility Supervisor, the Mohave County Jail on duty Supervisor (Sgt./Cpl.), Dispatch, the Jail Director, Deputy Director, Assistant Director of Operations, etc.

C. GENERAL RESPONSIBILITIES:

- 1) Opening and closing of all doors.
- 2) Control passage to and from secure areas.
- 3) Maintain and monitor all communications within the facility and between DISTRICT substations and the Main Jail facility.
- 4) Monitor all smoke and fire alarm systems.
- 5) Monitor all video surveillance systems.
- 6) Maintain pass down log, activity sheet, yard log book, release log, assignment log and pass down sheet.
- 7) Operate telephone equipment.
- 8) Conduct operational checks of all communications, surveillance, emergency systems and S.C.B.A.
- 9) Ensure the proper identification of persons entering or leaving the facility.
- 10) Calculate head count and notify Main Jail facility.
- 11) Keep the work area clean.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 16.1

DETENTION DIVISION

**SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS
DISTRIBUTION: ALL EMPLOYEES**

PROCEDURE (continued)

D. KEY CONTROL:

It is the responsibility of the duty officer to make sure that all keys are accounted for. If a key is missing it must be reported to the MCDF DISTRICT substations Supervisor and or chain of command immediately. Keys shall be called by name not number.

E. FIRE CONTROL PANEL:

It is the responsibility of the duty officer to monitor the fire control panel. The fire control panel shall be checked for proper operation prior to the beginning of each shift, by the relieving officer.

F. NEW INMATES:

- 1) Make a file for each inmate: Copy of booking sheet and Inmate Computation Sheet (if applicable).
- 2) Log new inmates into Release Date Log, Assignment Log, and assign bunk.
- 3) Make sure they have an I.D. wrist band with the exception of 24/48 hour court commits.

G. RELEASE OF INMATES:

- 1) Create proper computer generated release paper work.
- 2) Pull inmates file, staple, and write "RLSD date & time" in top left corner of booking sheet.
- 3) Release inmate from Assignment Log, Release date log and bunk roster.
- 4) Place the inmate file in the Released inmate file.
- 5) Confiscation of Identification wristband, if issued.

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 16.1

DETENTION DIVISION

**SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS**

POLICY AND PROCEDURE

**DISTRIBUTION: ALL EMPLOYEES
PAGE(S): 7 OF 10**

V. OFFICER MANAGEMENT MCDF SUBSTATIONS II AND III

POLICY

The primary function of the duty officer is to maintain the security of the facility and the safety of the staff, inmates and public. Proper inmate management techniques will be used.

PROCEDURE

The duty officer will be responsible for the observation of all doors and the direct supervision of all inmate movement and activities.

A. Officers involvement with the inmates will be professional and to the point of business only.

B. GENERAL RESPONSIBILITIES:

- 1) Monitor activity in all areas of the facility (i.e. dormitory, laundry, latrine and yard).
- 2) Supervise all activities (ie. church, visiting, meals, etc.)
- 3) Ensure inmates do not enter restricted areas.
- 4) Conduct searches of all inmates entering the facility.
- 5) Keep an activity sheet of all inmates entering and departing the facility.
- 6) Conduct head counts.
- 7) Sign in all visitors.
- 8) Perform and document all walk through and security checks.
 - a) Document any problems with equipment, doors, windows, plumbing, etc.
 - b) Confiscate contraband
- 9) Ensure that cleaning materials are available.
- 10) Enforce all facility rules.
- 11) Perform all clothing, linen, and razor exchanges as scheduled.
- 12) Follow all established policy and procedures.

D. The duty officer must be present at any door while the door is opened. This is to ensure that only authorized personnel enter or leave as required.

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 16.1

DETENTION DIVISION

**SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS**

POLICY AND PROCEDURE

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 8 OF 10

REVISED: 01-31-08

VI. HEADCOUNT MCDF SUBSTATIONS II AND III

POLICY

To ensure an accurate and consistent system of accounting for all inmates housed at the MCDF DISTRICT substations.

PROCEDURE

The on duty officer will be responsible for the physical count of all inmates housed at the MCDF DISTRICT substations, and will keep the log book and activity sheet updated, accounting for all inmates out of house (the log book will also account for in-house inmate count).

- A. Inmate head counts will be conducted at 0700, 1100, 1645, 2200, 0200 hours. Times are all approximate.
- B. Head counts at meal time will be conducted as follows:
 - 1) The on duty officer will position him or herself in a position at the chow line that will provide for the best possible view of all inmates in line and establish a vantage point to maintain officer/facility safety and security.
 - 2) As each inmate passes by the officer, he will state his name. The on duty officer will then verify the inmates identity with his inmate ID wrist band and mark him off on the bunk roster.
- C. Head counts will be called into the Main Jail. The officer calling will give the headcount and his/her "J" number to the Control one (1) operator. The officer will also log the time the headcount was called in and the "J" or "N" number of the person receiving the call.
- D. Emergency head counts will be conducted following lock down of the facility during any type of emergency situation dealing with safety and security issues (power outage, natural disaster, medical emergencies, etc.).

MOHAVE COUNTY SHERIFF'S OFFICE

DETENTION DIVISION

POLICY AND PROCEDURE

NUMBER: 16.1

**SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS**

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 9 OF 10

REVISED: 01-31-08

VII. MEDICAL SERVICES MCDF SUBSTATIONS I AND II

POLICY

To provide all persons incarcerated at the MCDF DISTRICT substations with proper medical care.

PROCEDURE

- A. Inmates requiring constant medical care for severe medical conditions will not be housed at the district substations.
- B. Inmates requiring medical care will complete a medical request form outlining their medical condition that will be sent to the Main Jail Facility to be reviewed by the medical staff and upon approval the inmate will be transported to the Main Jail Facility to be seen.
- C. If an inmate states he can not wait or if the officer feels the inmates condition warrants immediate action from the medical staff and the medical request form process is not practical, the officer will contact the medical staff and explain the situation.
- D. Medical emergencies will be handled according to policy and procedure 7.2 "MEDICAL EMERGENCY / UNSCHEDULED MEDICAL TRANSPORTS".

VIII. MEALS MCDF SUBSTATIONS I AND II

POLICY

To conduct meal times in an orderly and controlled fashion at the MCDF DISTRICT substations.

PROCEDURE

- A. The on duty officer will announce the beginning of all meals.

(continued)

MOHAVE COUNTY SHERIFF'S OFFICE

NUMBER: 16.1

DETENTION DIVISION

**SUBJECT: MCDF DISTRICTS II AND III
SUBSTATIONS**

POLICY AND PROCEDURE

DISTRIBUTION: ALL EMPLOYEES

PAGE(S): 10 OF 10

REVISED: 01-31-08

PROCEDURE (continued)

B. Inmates will:

- 1) Have shirt, pants, and I.D. wrist band on prior to lining up for the meal.
- 2) Line up in an orderly fashion at the area designed by staff.
- 3) Tell the officer their name and show I.D. prior to picking up the food tray and being seated.

C. Inmates that refuse the meal will come to the meal line and state their name and that they are refusing the meal. The refusal to eat will be documented in the pass down log (names, date and time will be annotated).

D. As each inmate finishes his meal he will return his tray and spoon, dump his trash (in the trash can provided).

E. Food trays will not be held for inmates returning from work release after 1700 hours. These inmates will not be counted in the kitchen meal count.

F. Substation supervisors will insure all frozen meals are rotated by preparation date.

G. All necessary repairs or replacements of kitchen appliances will be immediately reported to the Jail Director.

H. Officers may assign kitchen duties to a working inmate (trustee) ONLY after thorough training on all appliances, kitchen devices and health/safety measures. A current TB test must be on file at the Main Jail Facility.

Date

Tom Sheahan Sheriff