

INTRODUCTION TO THE MANUAL

This manual is an official publication of the Buckley Police Department's detention division. It is issued by authority of the Chief of Police and Buckley Municipal code, Chapter 2.42.040 and contains the policies, procedures and regulations of the Buckley City Jail. These policies, procedures and regulations are established to direct all personnel in carrying out their duties and responsibilities. Violations of any of the provisions of this Manual may be grounds for disciplinary action.

KNOWLEDGE OF CONTENT

It will be the responsibility of all personnel to have knowledge of all policies, procedures and regulations contained in this Manual

ISSUANCE OF THE MANUAL

Every member of the detention division, and the Police Administrative Sergeant, shall be issued a numbered copy of this Manual. This shall be by paper copy or disc for computer. Upon issuance, the member shall sign a receipt of this Manual on a form provided. Thirty (30) days following issuance of this Manual, the member shall sign an additional form indicating that the Manual has been read and understood.

SECURITY OF THE MANUAL

Personnel will keep their Manual secure. Any information which, if disclosed could hamper the Department's operation, will be kept strictly confidential. Strict confidentiality is especially important with regards to information on emergency responses. Loss of a Manual or any of its parts will be immediately reported to a supervisor. Any person requesting information on the contents of the Manual shall be directed to the Chief of Police. All Manuals, even though issued to a member, shall remain the property of the City of Buckley.

MAINTENANCE OF THE MANUAL

Personnel will keep their Manuals in good condition and repair. They will repair broken covers or torn pages or computer disc when necessary, replacement of these parts will be requested by the employee from the employee's supervisor.

UPDATING THE MANUAL

Personnel will be responsible for maintaining their Manuals in an up-to-date manner by making changes, additions and deletions as directed. Upon being issued Manual updates, personnel will sign a dated form indicating that they have received the updated material. Personnel are responsible for familiarizing themselves with all changes to the Manual.

USE OF THE MANUAL

Personnel will consult this Manual if they have any questions as to their responsibilities or as to proper procedures. If, upon consulting the Manual, the person's question is still not resolved; the Administrative Sergeant should be consulted.

MECHANICS OF THE MANUAL

This manual has been organized by subject matter to assist jail staff in consulting its material easily and quickly. To find a general subject area, consult the table of contents on page #1 of the Manual for the correct section and page number.

OTHER OFFICIAL DEPARTMENT PUBLICATIONS

Besides this Manual, jail personnel are expected to familiarize themselves with other official department publications. These include the Buckley Police Department Policy and Procedures Manual, training bulletins, office memos, directives, manual updates, manual revisions, and temporary or special orders.

SUPPERSESSION

The policies, procedures and regulations contained in the Manual shall supersede any manual or general order published prior to this Manual except the Buckley Policy and Procedures Manual.

DEFINITIONS

"Department" shall mean the Buckley Police Department

"Chief of Police" shall mean the chief law enforcement officer of the department.

"Administrative Sergeant" shall mean a commissioned police department sergeant appointed by the Chief of Police to supervise the Buckley jail operation.

"May" shall be interpreted as being permissive.

"Detention Officer" shall be interpreted as paid and non-paid staff that performs jail duties.

Chief of Police Authorization:

J. B. Arsanto

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MANUAL OF POLICIES AND PROCEDURES
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**BUCKLEY CITY JAIL
PROCEDURES MANUAL**

DATE: April 01, 2010

DETENTION FACILITY

NUMBER: XXVI

26.1 GENERAL ADMINISTRATION

.01 Chief of Police maintains organization chart and manual

The Police Chief shall develop and maintain an organizational chart and an operations manual of policies and procedures.

.02 Jail personnel will review chart and manual

Such chart and manual shall be reviewed by all staff and such review noted by signature prior to any assignment.

.03 Administrative Sergeant will review manual yearly

All jail policies and procedures should be reviewed and revised as appropriate on a continuing basis, but at least yearly.

26.2 STAFF POSITIONS

.01 Chief of Police shall maintain current job description

Current job descriptions for all jail personnel which define the responsibilities and designate the qualifications for each staff position shall be maintained by the Chief of Police.

.02 High school diploma, or equivalent, is required

Qualifications for correctional officers who have direct responsibility over prisoners and who are hired on or after the effective date of these minimum standards shall include, but not be limited to, a high school diploma, or equivalent.

.03 Jail staff shall be appropriately selected and retained

All jail staff shall be selected in accordance with Buckley Civil Service Regulation and/or other applicable legal requirements and shall be retained upon proven ability to perform.

.04 Jail staff shall remain physically fit

Members are required to maintain a level of fitness which will permit them to effectively carry out their duties and responsibilities.

26.3 TRAINING

.01 Pre-service orientation of newly hired staff is required

Pre-service orientation will be provided to each newly hired jail staff member prior to being assigned to duty, regardless of his or her previous training or experience prior to the assignment of any jail duties. Such training may be provided either by existing jail staff or other qualified persons, and must be verified by a written outline, including, but not necessarily limited to, the following:

- Review and understanding of all policies and procedures
- Agency organization
- Admission and release procedures
- Security and safety procedures
- Contraband control, definition of, etc.
- Prisoner discipline
- Medical and mental health procedures
- Use of force
- Confidentiality of jail records

.02 Recruit training shall include Washington law

Recruit training shall include a review of the Washington State criminal justice system and custodial care standards as provided by the Washington State Criminal Justice Training Commission.

.03 Training shall occur regarding contract agencies

Recruit training shall include an understanding of the function and operational requirements of agencies who contract jail services with Buckley.

.04 Firearms/Special Weapons training required if weapon is to be carried

For those staff members who are required to carry a firearm or special weapon in the performance of their duties, training and qualification in the use of weapons will occur before the carrying of such weapon is permitted.

.05 All jail staff members must complete academy

All persons directly responsible for the supervision of prisoners shall successfully complete the Washington State Criminal Justice Training Commission Basic Correctional Academy within the first six months of their employment, as required by WAC 139.36.010, unless such training has already been received. Exception would be a part-time employee with no set schedule or hours.

.06 Health care training is required

Staff training shall include such training as required by Chapter 26.27, Health Care Training.

26.4 RECORDS

.01 Jail records system will be maintained

The Administrative Sergeant will maintain a records system which shall comply with the requirements of law and Department policies.

.02 Jail budget will be monitored by Chief of Police

The Chief of Police shall monitor fiscal records, which track the facility operation and maintenance costs. Such budget records are provided by the City Finance Department.

.03 Jail record confidentiality will be maintained

All jail personnel shall remain aware of, and conform to, the statutory provisions for confidentiality of jail records under RCW 70.48.100(2).

.04 Prisoner record information should be complete

The information required by the booking and release form shall be obtained for each booking and release. Such information will be retained in written form or within computer records. Other information retained in each prisoner's jail records shall include, but not be limited to, reports of disciplinary actions and/or unusual occurrences, and, in of death, disposition of prisoners property and remains.

.05 Medical records shall be separate

Medical and health Care records shall be maintained separately in accordance with Chapter 31 (Health Care Records), to the extent necessary to maintain their confidentiality.

.06 Prisoner has access to individual prisoner records

Each prisoner shall be permitted reasonable access to his jail record, or reasonable access to information contained therein. Provided that such access may be limited only on substantial grounds of institutional security.

.07 Copy of prisoner record should transfer with prisoner

When a prisoner is transferred to another facility, copies or summaries of all health records shall be transferred to the receiving facility, provided that the requirements of Chapter 31 (Health Care Records) regarding confidentiality are followed. Applicable court orders shall be transferred. Summaries or copies of disciplinary records shall be transferred where such information may serve a substantial governmental interest in the safety or security of the receiving institution.

.08 Monthly population report will be maintained

The Administrative Sergeant will assure that monthly population reports are prepared and filed.

26.4 RECORDS, (CONT.)

.09 Population report shall account by prisoner categories

The monthly population report shall maintain an ongoing and a permanent accounting of the population by confinement categories, location or classification within the jail. Such categories, at a minimum, shall differentiate between Buckley prisoners and contract prisoners.

.10 Jail register is required

The jail shall maintain an accurate jail register as required by RCW 70.48.100

.11 Jail log is required

A jail log is required to maintain a written record of all incidents which result in substantial property damage or bodily harm, or serious threat of substantial property damage or bodily harm. In addition, any special problems, observations, etc., should be included in this log.

.12 Department reports are required under certain situations

Official Department reports are required for all serious incidents and emergencies. For purposes of this section, the term "serious incidents and emergencies" includes, but is not limited to any death which occurs within a jail, attempted suicides, epidemics, completed escapes, any completed assault upon staff or prisoners, serious fires, flooding or other natural disasters or riots and other circumstances where official reports are required.

.13 Chief of Police will receive copy of jail related reports

Copies of all department incident reports regarding the jail shall be directed to the Chief of Police. Such reports will be filed by the Administrative Sergeant with the monthly population accounting record.

.14 Briefing log is to be maintained in the jail

A briefing log, for the purpose of passing on important information among jail staff, will be maintained in the jail. All staff member are required to review the log before beginning assigned shift.

.15 Training records will be maintained

Training records of all jail personnel will be maintained by the Administrative Sergeant.

26.4 RECORDS, (CONT)

.16 Employee performance reviews will be conducted

Performance reviews will be conducted according to proper policy guidelines.
Performance review records shall be maintained for each staff member.

26.5 EMERGENCY PROCEDURES

01 Emergency procedures are outlined

Jail personnel will remain constantly prepared to handle emergencies involving the jail. Examples of emergencies to consider are: escape, riot, rebellion, assault, injury, suicide, fire, or major disaster.

The on-duty Police Officers will be apprised of any emergency situation immediately and an appropriate action plan for the situation will be developed and implemented.

In the event of any emergency situation, the safety and security of both prisoners and staff must be of paramount concern. If evacuation of the jail becomes necessary, the individual security level of each, prisoner must be carefully evaluated in comparison to their confinement danger. For example, it may become necessary to release local misdemeanants from custody on order to provide adequate safety and security to the felon population.

.02 Report of emergency situation is required

An official Department report will be completed at the soonest opportunity following an emergency situation in the jail.

26.6 FIRE PREVENTION/SUPPRESSION

.01 Jail staff will be alert to fire danger

Jail staff will be ever alert to fire danger in the jail. All suggested fire dangers will receive immediate attention.

There will be no smoking or any flame production item allowed in the facility.

.02 Fire examination will occur on each shift

Jail staff are required to examine the jail once each shift, being alert to any fire hazards.

.03 Fire Department will inspect the jail

The Fire Department will inspect the jail at least semi-annually.

26.4.16 — 26.6.03

Approved:

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26.6 FIRE PREVENTION/SUPPRESSION (CONT)

04 Fire Department will inspect/test fire suppression equipment

The Fire Department will provide regularly scheduled inspections, testing, and servicing of fire suppression equipment.

.05 Records of fire inspections will be maintained

Results of all fire department inspections shall be kept on file at the jail, together with records of actions taken to comply with recommendations from such reports.

26.7 OVERCROWDING

.01 Jail capacity should not be exceeded

The maximum number of beds in the Buckley Detention Facility is 29. It is recognized that occasionally this may be exceeded due to prisoner populations. However, overcrowding should be viewed as a serious concern and not practiced regularly.

.02 Floor sleeping restrictions established

No prisoner shall be required to sleep directly on the floor for any length of time, or on a mattress on the floor in excess of 72-hours, unless there are reasonable grounds to believe that such provisions are necessary to prevent the prisoner from damaging property, inflicting bodily harm to himself or others or substantially compromising the security of the jail.

.03 At no time will more than 34 prisoners be detained

At no time will more than 34 prisoners be detained in the jail. Should a situation arise requiring the housing of more than 34, arrangements with other facilities must be arranged.

04 Average daily population shall not exceed 29

The 29 bed capacity will not be exceeded to the extent that the average daily population for any calendar month exceeds 29.

.05 Administrative Sergeant will be notified of overcrowding condition

Any condition of overcrowding will be reported to the Administrative Sergeant immediately. If the Administrative Sergeant is unavailable then the Chief of Police will be notified.

06 Early release will be considered if overcrowding occurs

The Chief of Police shall, with the cooperation of the municipal judge, evaluate the necessity for release of prisoners before the end of their term when overcrowding occurs.

26.7 OVERCROWDING (CONT)

.07 Local jurisdictions will be contacted if their prisoners are cause of overcrowding

If overcrowding is caused in part by the existence of local contracted jurisdiction prisoners, the Administrative Sergeant shall contact the agency in an effort to have such prisoners removed.

.08 Federal agencies will be contacted if their prisoners are cause of overcrowding

In the event of overcrowding caused in part by the existence of US Marshal Prisoners, or other federal prisoners, the Administrative Sergeant shall contact the appropriate federal agency in an effort to have such prisoners removed.

26.8 USE OF FORCE

.01 Use of force restrictions apply to jail staff

Jail personnel will abide by the same use-of-force restrictions outlined in under 26.8.02 and 26.8.03

.02 Only lawful and reasonable force will be used

Only lawful and reasonable force to a prisoner shall be used

.03 Deadly force restricted

Deadly force shall not be used on a prisoner unless the person applying the deadly force believes that the prisoner poses an immediate threat of death or grievous physical injury to an officer or employee of the jail or any other person, and that the officer believes that other reasonable and available alternatives would be ineffective.

.04 Written report on the use of force is required

A written report is required whenever the use of force is applies to a prisoner. In the case of deadly force a written report shall be made by each staff member involved or observing the use of such force.

.05 "Carotid sleeper hold" is considered deadly force

The "carotid sleeper hold" means any hold or restraint specifically designed to inhibit blood flow through the carotid arteries of the neck without inhibiting breathing by compression of the airway in the neck and without compression of the larynx or trachea. The carotid sleeper hold shall be considered to be deadly force.

26.7.07 = 26.8.05

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26.8 USE OF FORCE (CONT)

.06 "Choke hold" is considered deadly force

The "choke hold" means any hold or restraint specifically designed to inhibit breathing by compression of the airway in the neck. The "choke hold" shall be considered to be deadly force.

.07 "Carotid sleeper hold" presents less danger

The carotid sleeper hold generally presents less danger of causing serious injury or death than the choke hold and therefore is generally preferred over the choke hold in situations where such holds are permissible.

.08 Neck hold training is required

No neck hold shall be used, except by persons instructed in the dangers of the neck holds, its definition as deadly force, and the proper use and constraints of the carotid sleeper hold, by someone specifically trained in the use and dangers of neck holds.

.09 Medical attention shall be administered as soon as possible

Medical attention shall be administered to the prisoner by a qualified medical professional as soon as possible after the use of the carotid sleeper hold or the choke hold.

26.9 ADMISSIONS

.01 Prisoner confinement requires legal authorization

The receiving officer shall determine that the arrest and confinement of each prisoner is being accomplished by a duly authorized officer, and a copy of all documents that purport to legally authorize the confinement shall become part of the prisoner's jail record.

.02 Delivering Officer must remain until excused

The delivery officer shall remain at the jail facility until the jail staff has accepted the prisoner and excused the officer.

.03 Prisoner allowed to make phone calls

Each prisoner, after completion of booking, shall be advised of his right to, and be allowed to complete, at least one local, on the jail business line, or collect calls, using the inmate phone, to persons of his choice who may be able to come to his assistance. If the prisoner chooses not to place the calls allowed, this information shall be noted on the booking form.

26.9 ADMISSIONS (CONT)

.04 Reasonable communication provisions for non-English prisoners will be sought

Reasonable provisions for communication with non-English speaking, handicapped or illiterate prisoners shall be sought to facilitate the explaining of the booking process, rules or the facility, privileges and other information pertinent to the prisoner's rights and wellbeing while confined.

.05 Booking process will be promptly conducted

The booking process should be completed promptly unless the physical or mental condition of the prisoner necessitates delay.

.06 All prisoners are to be searched

Each prisoner shall be searched for contraband in such a manner consistent with this subchapter, as is necessary to protect the safety of prisoners, staff and institutional security.

.07 Standard admission search (frisk) is described

All prisoners shall be searched for contraband during the admission process. The standard admission search shall consist of a careful inspection of hair, clothing, and shoes. The search also will include the extensive pat-down and use of the electronic metal detector.

.08 Only lawfully held prisoners may be subject to strip search

No strip search shall be conducted except on those prisoners held lawfully and proscribed in this manual.

.09 Strip search restrictions are established

No prisoner, other than a person committed to incarceration by order of a court or a person held for post conviction incarceration for criminal offense, shall be strip searched without a warrant except where reasonable suspicion exists.

A prisoner taken into custody pursuant to an arrest warrant, or other court order issued before the person was arrested or otherwise taken into custody, shall not be considered as committed to incarceration by order of a court for purposes of this section unless the court issuing the warrant has determined that the person shall not be released on personal recognizance, bail, or bond.

No strip search shall be authorized or conducted unless a thorough pat-down search, a thorough electronic metal-detector search, and a thorough clothing search, when appropriate, do not satisfy the safety, security or evidentiary concerns of the jail. Physical examinations by licensed medical professionals solely for public health purposes shall not be considered strip searches.

A prisoner may be strip searched if:

26.9 ADMISSIONS (CONT)

- There is reasonable suspicion to believe that a strip search is necessary to discover weapons, criminal evidence, contraband, or other things concealed on the body of the person to be searched, that constitutes a threat to the security of the facility; or
- There is probable cause to believe that a strip search is necessary to discover other criminal evidence concealed on the body or the person to be searched, but not constituting a threat to facility security; or
- There is reasonable suspicion to believe that a strip search is necessary to requiring immediate medical attention.

The determination of whether reasonable suspicion or probable cause exists to conduct a strip search shall be based on consideration of all information and circumstances known to the officer authorizing the strip search, including but not limited to the following factors:

- The nature of the offense for which the person to be searched was arrested; and
- The prior criminal record of the person to be searched; and
- Physically violent behavior of the person to be searched, during or after arrest.

Reasonable suspicion shall be deemed to be present when the prisoner has been arrested for

- A violent offense defined in RCW 9.9A.030(17) or any successor statute
- An offense involving escape, burglary, or the use of deadly weapon; or
- An offense involving possession of drug or a controlled substance under Chapter 69.41, 69.50, 69.52 RCW or any successor statute.

.10 Strip search records are required

A written record or records of any strip search shall be maintained in the individual file of each person strip searched, which records(s) shall contain the following information:

- The name and personnel number of the officer conducting the strip search and all others present or observing any part of the strip search ; and
- The time, date and place of the strip search; and
- Any weapons, criminal evidence, other contraband, or other thing, or health condition discovered as a result of the strip search.

Where reasonable suspicion is deemed present because of the nature of the arrest offense, the record shall contain the offense(s) for which the person searched was arrested. In other cases where reasonable suspicion or probable cause is found to be present the report shall also contain:

- The name of the supervisor authorizing the strip search; and
- The specific facts constituting reasonable suspicion to believe the strip search was necessary.

26.9 ADMISSIONS (CONT)

.11 Body cavity searches are restricted

No body cavity search shall be conducted except pursuant to a valid search warrant. No search warrant for a body cavity search shall be sought without prior authorization of the Chief of Police.

.12 Searches to be conducted professionally

Strip searches and body cavity searches shall be conducted in a professional manner which protects the prisoner's dignity to the extent possible.

.13 Prisoner privacy is to be maintained

A strip search or body cavity search, as well as pre-search undressing or post-search dressing shall occur at a location made private from the observation of persons not physically conducting the search except that a strip search to search for and seize a weapon may be conducted at other than a private location if there arises a specific threat to institutional security that reasonable requires such a search or if all persons in the facility are being searched for the discovery of weapons or contraband. A strip search or body cavity search shall be performed or observed only by persons of the same sex as the person being searched, except for licensed medical professions or when necessary to assure the safety of the prisoner or any person conducting the search.

.14 Only necessary personnel should be present during search

No person may be present or observe during a strip search or body cavity search unless the person is necessary to conduct the search or to ensure the safety of those persons conducting the search except at the request of the person being searched.

.15 Search should include visual inspection

When a strip search or a body cavity search of a prisoner is conducted, it should include a thorough visual check for birthmarks, wounds, sores, cuts, bruises, scars and injuries; "heath tags;" and body vermin. Less complete searches should include the same checks to the extent possible.

.16 Unreasonable touching is prohibited during search

Persons conducting a strip search or body cavity search shall not touch the person being searched except as reasonably necessary to effectuate the search of the person.

.17 Body cavity searches must be conducted by medical personnel

A body cavity search may be conducted only by a valid search warrant. Any body cavity search shall be performed under sanitary conditions and conducted by a physician, registered nurse, or registered physician's assistant, licensed to practice in this state, who is trained in the proper medical process and the potential health problems associated with a body cavity search.

26.9 ADMISSIONS (CONT)

.18 Same-sex precautions are required for body cavity searches

When a body cavity search is conducted by a licensed medical professional of the opposite sex, an observer of the same sex as the prisoner should be present.

.19 Prisoner is afforded right to a witness during body cavity search

Nothing in this section prohibits a person upon whom a body cavity search is to be performed from having a readily available person of his or her choosing present at the time the search is conducted. However, the person chosen shall not be a person being held in custody.

.20 Written request required for body cavity search

The officer requesting the body cavity search shall prepare and sign a report, which shall include:

A copy of the warrant and any supporting documents required;

The name and sex of all persons conducting or observing the search; The time, date, place, and description of the search; and

A statement of the results of the search and a list of any items removed from the person as a result of the search. The report shall be retained as part of the agency's records.

.21 Physical markings are to be recorded

All physical markings and "health tag" identifications shall be recorded and made available to the appropriate jail employees and the medical professionals responsible for care of the prisoner.

.22 Injuries shall be photographed

Particularly when force has been used during arrest, all visible injuries should be photographed.

.23 "Body Vermin" shall be treated

Any person with body vermin shall be treated appropriately.

.24 Illness or injuries will be checked

Complaints of illness or injury expressed or observed during booking shall be checked promptly. Prisoners arriving intoxicated (drugs or alcohol) will be closely monitored and provided medical assistance as necessary. However, voluntary commitment prisoners will not be accepted if they arrive under the influence of intoxicants.

.25 Communicable diseases requires isolation

A prisoner suspected of having a communicable disease shall be isolated without delay. Arrangements shall be made for his immediate transfer to a facility equipped to handle the suspected disease, unless the admitting facility can safely and effectively segregate and maintain the medically prescribed treatment.

26.9 ADMISSIONS (CONT)

.26 Personal property shall be receipted

The admitting officer shall record and store the prisoner's personal property and complete a witnessed receipt on the booking form.

.27 Prisoner's physical description should be accurate

Each prisoner's height, weight, and other physical descriptions should be measured or otherwise confirmed accurate upon admission. Staff must assure that names are accurately spelled on all documents and that any aliases are noted.

.28 Photographs should be taken

Front and side-view identification photographs of each prisoner should be taken. The finished photographs should indicate "Buckley", the arrest/photograph date and the identification number of the prisoner.

.29 fingerprints will be taken and forwarded to the Records Section

Fingerprint cards will be completed as required by jail Staff or Police Officer and forwarded to the Records Section. The Records Section should also forward copies of fingerprints to WASIC and NCIC.

30 Prisoners will wear Jail coveralls

Prisoners are generally issued jail coveralls. Occasionally, however, prisoners may be allowed to wear their personal outer clothes due to some necessity. If prisoner personal clothing is necessary, the approving Officer will document the need and identify the prisoner and clothing description so that all jail personnel are advised.

.31 Clean bedding and personal care items shall be issued

At a reasonable time after the completion of booking, each prisoner shall be issued clean bedding, as well as such personal care items.

32 Writing material will be provided

Upon prisoner request, a reasonable supply of writing material shall be furnished to indigent prisoners.

26. 10 PRE-CLASSIFICATION

.01 Precautions should be taken prior to classification

Prior to classification, all reasonable precautions shall be taken to insure the safety and welfare of prisoners and the security of the jail.

26.9.26-26.10.01

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26.10 PRE-CLASSIFICATION (CONT)

.02 Prisoners with problems shall be closely observed

Prisoners who, upon screening, appear to have serious and potentially dangerous problems with drugs, including alcohol, or signs of serious mental illness, shall be closely observed. Persons qualified and trained to evaluate such prisoners shall be contacted without delay.

.03 Assaultive prisoners shall be housed separately

Any prisoner suspected of being assaultive shall be housed separately prior to classification except where continual direct observation is maintained.

.04 Prisoner-posing danger to himself shall not be isolated

No prisoner known or suspected to be a danger to him self may be housed alone without continual direct observation.

26.11 ORIENTATION

.01 Prisoner orientation is required

As soon after booking as possible, each prisoner shall receive an oral or written orientation. The orientation shall provide information regarding the prisoner's confinement including, but not limited to, the Rules of Prisoner Conduct; including possible disciplinary sanctions (Prisoner Rules).

.02 Classification procedures will be followed

Procedures and conditions regarding classification and reclassification, as provided in Classification/Segregation, will be followed.

.03 Staff expectations of prisoner responsibilities is explained

Staff expectations of prisoner responsibilities, including if applicable, cleaning of prisoner living areas will be explained.

.04 Prisoner privileges will be explained

All Prisoner rights and privileges will be discussed.

.05 Access to health care will be discussed

The means of access to health care as required by Chapter 26.26 (Access to Health Care), and other services will be discussed. The appropriate medical questionnaire will be completed.

.06 Prisoner questions will be addressed

An opportunity to ask and receive answers to questions shall be provided within a reasonable time.

26.10.02 — 26.11.06

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26.12 CLASSIFICATION/SEGREGATION

.01 Prisoners shall be classified and segregated as justified

Prisoners shall be classified and segregated only by justifiable reasons according to this Chapter.

Classification is defined as the process of assigning a prisoner to a level of security. Segregation is the process of separating prisoners.

The levels and degrees of each may vary considerably due to circumstances. However, prisoners are generally considered to be classified as Maximum, Medium, or Minimum security risks and housed with others of their same classification to the extent possible. Segregation may require separation from an individual, group, or total isolation depending on the justification.

.02 Admitting Officer responsible for prisoner classification

The on-duty Corrections Officer who admits a prisoner has the responsibility for classifying such prisoner. Provided, that certain classification functions, such as initial cell assignment, may be changed during the prisoners stay.

.03 Classification may be changed as necessary

As necessary, Corrections personnel may change the classification of a prisoner for purposes of security and safety. The Administrative Sergeant will be notified of any change in prisoner classification.

.04 Classification elements are described

For each prisoner confined in the jail, those responsible for classification shall determine the degree of security required, housing assignment, program eligibility, and regulations for association within and outside the confinement area.

.05 Each prisoner shall be interviewed to determine proper classification

Each prisoner to be confined shall be interviewed by the admitting Officer to determine the appropriate classification.

.06 Classification should be accomplished as soon as possible

Each prisoner shall be classified as soon as reasonable possible.

.07 Prisoner will be informed of assigned classification

The prisoner shall be promptly informed of any classification housing assignment decision other than "general population," and of his right to have that decision reviewed upon making a request. Such notice shall also be given with regard to any classification action.

26.12.01 — 26.12.07

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26.12 CLASSIFICATION/SEGREGATION (CONT)

.08 Prisoner may request review of classification

A prisoner who is dissatisfied with his housing assignment shall be entitled to a review of the decision by the Administrative Sergeant upon making a written request and shall be promptly informed of this right. Such request shall be reviewed by Administrative Sergeant, or a designated staff member, within 72 hours of its receipt by staff. The prisoner shall receive a written decision of the review of such assignment, including reasons.

.09 Safety and security are primary criteria for classification

The primary criteria for classification shall be the safety of the prisoner and the security of the institution.

.10 No juveniles will be held in the jail

No juvenile shall be held in the Buckley jail.

For purposes of this standard, a juvenile is a person under the chronological age of eighteen, who has not been transferred previously to adult courts.

A juvenile shall not be considered "transferred previously to adult court" unless a juvenile court has held a hearing under RCW 13.40.110 or successor statute and ordered the juvenile transferred for adult criminal prosecution. The exercises of jurisdiction by a limited-jurisdiction court in traffic, fish, boating or game offenses or infraction pursuant to RCW 13.04.030(6)(c) or successor statute does not constitute a "transfer".

No person under the chronological age of eighteen shall be held in the jail for any reason.

.11 Juveniles will be separated from adults

While in custody, juveniles will not be detained in the adult portion of the Buckley City Jail. Juveniles will be kept in constant supervision by an officer in other parts of the building such as the officer's room or interview room which will remain unlocked.

.12 Females may be held in the jail

Female prisoners will be segregated from visual and physical contact with male prisoners, except under continual supervision by a staff member.

.13 Special problem prisoners will be segregated

Special problem prisoners who endanger the health and safety of other prisoners (or themselves) shall be segregated and closely supervised.

26.12.08 — 26.12.13

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26.12 CLASSIFICATION/SEGREGATION (CONT)

.14 Prisoners with regular outside contacts will be segregated

Prisoners on work release or weekend confinement programs and other prisoners who have regular contact outside the jail shall be segregated from other prisoners to the extent possible.

15 Factors are to be considered in Classification decision

Factors to be considered in classification shall include, but are not limited to, age, type of crime, pretrial versus post-trial status, and offender sophistication.

.16 Jail personnel may impose administrative segregation

All jail personnel are authorized to impose administrative segregation on a prisoner provided it is consistent with this Chapter.

17 Administrative segregation restrictions apply

Administrative segregation shall only be used when the presence of the prisoner in general population poses a serious threat of death or injury to himself or others, damage to property, or the security or orderly operation of the facility. Written documentation shall be maintained citing the reasons for each case of a prisoner placed in administrative segregation.

The prisoner shall be permitted an opportunity to appeal the decision to the Administrative Sergeant. A hearing shall be conducted whenever a prisoner appeals placement in administrative segregation and the prisoner shall be afforded the same rights as those required for disciplinary hearings.

Prisoners shall be held in administrative segregation only as long as the reason(s) for their initial placement there remains valid.

26.13 GOOD TIME

01 Fine/sentence equivalents and "good time" are determined

The following information provides for the equivalent to fines and sentences for prisoners confined by order of the Buckley Municipal Court. Prisoners confined by other jurisdictions may have alternative provisions.

Prisoners serving fines — Regular Buckley prisoners receive credit of \$50.00 for each twenty-four hour period served.

Prisoners serving time — Regular Buckley prisoners shall receive one-day credit for each twenty-four hour period served. Except that, regular Buckley prisoners may be credited one-day "good time" for each three days served with good behavior. All prisoners may be credited one day "good time" for each three days served in jail providing court paper work does not exclude good time. Any award of "good time" must be given on a consistent basis, and in accordance with RCW 70.48.210 and 9.92.150

26.14 RELEASE AND TRANSFER

.01 Release authority and positive identity must assured

The releasing officer shall positively determine prisoner identity and ascertain that there is legal authority for the release.

.02 Releasing information is required

The information required by jail automation and/or "Booking/Release form" shall be recorded for each prisoner at the time of release.

.03 Property release receipt shall be signed by prisoner

All prisoners being releases shall sign a witnessed receipt for personal property returned.

.04 Visual body check should be made at time of release

Each prisoner discharged should receive a visual body check to detect changes from his admitting physical record.

.05 If prisoner is transferred, receiving authority must be determined

In addition to the release procedures designated above, the releasing officer shall determine that the receiving unit or person has the authority to accept custody.

26.15 TRANSPORTATION

.01 Prisoner transportation will be accomplished safely

All prisoner transports will be accomplished in a manner which provides safety to both the prisoner and the transporting Officer.

26.16 STAFFING

.01 staff member will be responsible at all times

At all times, at least one Detention Officer, Police Officer, or Communications Officer shall be awake, alert, and directly responsible for sight or sound surveillance.

.02 Opposite sex privacy will be maintained

It is recognized, and not a violation of this policy, that personal observation of prisoners may be by opposite sex staff as long as opposite sex privacy concerns are given appropriate protection.

26.14.01 — 26.16.02

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26.16 STAFFING (CONT)

.03 Continual surveillance will be maintained

There shall be continual sight and/or sound surveillance of all prisoners.

.04 Face-to-face response of three minutes is required

Staff must maintain the ability to respond face-to-face to any prisoner within three minutes. Provided, that special problem prisoners are subject to the more stringent personal observation and supervision requirements of other sections.

.05 Prisoners will be observed at least every hour

In the absence of unusual behavior or other concerns for prisoner security and health, personal observation of prisoners by staff may be reduced to, but shall not be less frequent than, at least once within every sixty-minute period.

.06 Special observations will be recorded

Personal staff observation of prisoners with unusual behavior or security/health concerns should be recorded in writing and retained in the jail records.

.07 Staff will be watchful for signs of prisoner depression

Staff should be alert to prisoner depression, dissension, family rejection, loneliness, resistance to staff programs, and the effects of use of substances prohibited by facility rules or by law. When such symptoms are discovered, such persons should be closely observed.

26.17 SUPERVISION/SURVEILLANCE

.01 Positive identification of prisoners will be maintained

All prisoners booked into the jail will be photographed. This "mug shot" will be posted for identification of the prisoner during his stay and at time of release.

.02 Perimeter security shall be maintained

All personnel shall remain alert to any perimeter security problems around the jail.

.03 All security devices will be properly maintained

All security devices and lighting shall be maintained in proper working condition at all times.

.04 No prisoner will have authority over another

No prisoner shall be permitted to have authority over other prisoners.

.05 Prisoner counts must be recorded

An accounting for, and recording of, all prisoners in the jail will occur at shift changes and at other regular or irregular times. Prisoner counts will be recorded in the Jail Log. Daily population counts are accomplished separately.

26.17 SUPERVISION/SURVEILLANCE (CONT)

.06 Items and persons are subject to search

Any item or person (except outgoing mail) entering, or leaving the jail are subject to search.

.07 Work release prisoners shall be searched

When held, work release prisoners and prisoners who have regular contact with other prisoner classifications or entrance to areas frequented by other prisoner shall be searched for contraband when leaving form or returning to the facility.

.08 Irregularly schedules searches will occur

There shall be irregularly scheduled searches for contraband in the jail and all areas frequented by prisoners.

.09 Visitor warning shall be posted

Conspicuously posted signs shall display the statutory penalty for giving or arranging to give anything to a prisoner without official authorization (RCW 9A.76.010, 9A.76.140, 9A.76.150, 9A.76.160). An attempt should be made to inform non-English speaking visitors of the statutory penalty.

26.18 CRITICAL ARTICLES

.01 Weapons will not be accessible to prisoners

Common weapons, or other implements, which could be used as a weapon, will be excluded from the confinement area at all times.

.02 Weapon lockers will be used for firearms

Weapon lockers shall be located outside of the booking and confinement areas.

.03 Duplicate keys to weapons lockers shall be secured

Any duplicate keys to weapon lockers should be located outside of the booking and confinement areas.

.04 Staff members are issued keys

Each staff member shall have keys issued to them. Any loss will be immediately reported.

.05 Manual jail keys will be secured in an adjacent area

A set of manual jail keys will be secured in the emergency key locker in dispatch.

.06 Emergency manual jail keys will be stored in the Chiefs vehicle

In addition to the manual jail keys, a second (emergency) set of jail manual keys will be stored in the trunk of the Chief's patrol car.

26.17.06 — 26.18.06

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.18 CRITICAL ARTICLES (CONT)

.07 Jail Keys to be inaccessible to prisoners

All keys not in use shall remain in a secure are inaccessible to prisoners.

.08 Emergency keys shall be marked

Emergency keys shall be marked and placed where they may be quickly identified in case of an emergency.

.09 Manual keys will be accounted for at each shift change

Keys shall be accounted for at all times and their location verified at each shift change.

10 Keys are not to be issued to prisoner

Jail facility keys shall never be issued to a prisoner.

.11 Manual key operation should be tested periodically

Manual key and override capabilities should be tested monthly by Corrections Staff. Any system problems will be immediately corrected.

.12 Tear gas will not be stored in the jail

No tear gas or any other chemical suppressing agent shall be kept in the jail.

13 Utensils and substances be clearly marked and accounted for

Kitchen utensils, tools, and toxic substances shall be marked for identification, recorded, and kept in a secure place. Kitchen utensils and tools will not be permitted in the confinement area without staff supervision.

.14 Use of toxic substances will be supervised

Toxic substances shall be kept in locked storage, and use of toxic substances shall be strictly supervised. Such substances, including cleaning supplies, shall be stored in a separate area from food supplies. Staff members will remain knowledgeable in the MSDS precautions for each substance used.

26.19 PRISONER RIGHTS

.01 Prisoner's rights will be maintained

The following prisoner rights will be maintained, and reviewed with the prisoner at the time of orientation:

- access to courts
- confidential access to attorneys and/or courts
- protection from abuse and unjust punishment
- freedom from discrimination
- access to facility rules, regulations and sanctions
- reasonable telephone calls
- access to necessary medical care

26.18.07 — 26.19.01

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.19 PRISONER RIGHTS (CONT)

.02 Uniform prisoner rules are established

Uniform rules and disciplinary sanctions must guide the conduct of all prisoners. These rules designate major and minor infractions as follows:

Major infractions

- damage to jail property or equipment
- damage to property of another prisoner
- assaultive behavior
- escape or attempted escape
- arson or burning material in any manner
- use or possession of any contraband
- any other act constituting a violation of law.

Minor infractions

- use of, or making, any alcoholic beverage
- creating a disturbance
- threatening staff or other prisoners
- lying to a staff member
- using abusing language or gestures toward a staff member
- encouraging other prisoners to break rules
- refusing to follow a legitimate order of a staff member
- not keeping living area clean
- not adhering to personal hygiene requirements when directed by staff
- any other act which tends to cause a disturbance or compromise jail security

03 Prisoner rules shall be provided

Printed rules and possible disciplinary sanctions shall be given to each prisoner and/or posted conspicuously throughout the jail.

26.20 PRISONER RULES OF CONDUCT

.01 Major infractions will be reported in writing

The staff member observing or discovering the act shall report all major infractions of the rules in writing to the Administrative Sergeant, prior to shift change. Such reports shall become a part of the prisoner's jail record.

.02 Minor infractions may be handled by staff members

Minor violations of the rules may be handled informally by any staff member by reprimand, warning, or minor sanction. Such incidents may become part of the prisoner's record only with the approval of the Administrative Sergeant and verbal notification to the prisoner.

26.19.02 — 26.20.02

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.21 DISCIPLINE

.01 Administrative Sergeant issues sanctions

The Administrative Sergeant, or such person's designee, shall decide all charges of major violation of facility rules and issue appropriate sanctions. The Chief of Police may conduct an independent investigation or establish a hearing process at his/her discretion.

.02 Staff member involved in any charge shall not decide on it

Any facility staff member involved in a charge shall not be allowed to decide on the merits of that case.

.03 Disciplinary hearing will be timely

Any charges pending against a prisoner shall be acted on as soon as possible and no later than seventy-two hours (exclusive of Saturdays, Sundays, and holidays) after observation or discovery of the infraction. Action in this context means either a disciplinary hearing, a resolution decision or a ruling not to issue any sanction.

.04 Prisoner will receive written notice of allegation prior to hearing

At least twenty-four hours prior to the Administrative Sergeant establishing any disciplinary hearing, the prisoner shall receive, in writing, an explanation of the alleged infraction.

.05 Prisoner disciplinary right at hearing are established

The prisoner alleged to have committed a major infraction, shall have the following rights if a hearing of the matter is deemed necessary:

- to be present at any such hearings; and
- to be allowed to represent himself; and
- to be assisted by another person; and
- to receive a written decision giving the reasons for disciplinary action, if any; and
- to be permitted to appeal the decision to the Chief of Police, whose decision is final.

.06 Preponderance of evidence necessary for imposing sanctions

There shall be a finding of guilt based on the preponderance of evidence before imposition of any sanction.

26.21.01 — 26.21.06

Approved:

Buckley City Jail Manual of Policies and Procedure

Chapter XXVI

26.21 DISCIPLINE (CONT)

.07 Provisions do not preclude administrative segregation

The above provisions do not preclude imposition of administrative segregation, according to procedures (Classification/Segregation), or other appropriate limitations on freedom of the prisoner involved prior to such disciplinary proceeding. Provided, that each such restriction shall be in accordance with the other provisions in these standards. Provided further, that any such restrictions shall be based on legitimate grounds of institutional security or prisoner safety, and such action shall be noted in the prisoner's records.

.08 Non-punitive corrective action should be considered first

Non-punitive corrective action should be the first consideration in all disciplinary proceedings.

.09 Punitive actions shall be appropriate to the infraction

When punitive measures are imposed, such measures shall be in accordance with law, and recommended sanctions, appropriate to the severity of the infraction, and based on considerations of the individual involved.

.10 Forms of discipline are established

Acceptable forms of discipline shall include the following:

- loss of privileges
- removal from work detail or other assignment
- forfeiture of "good time" credit
- transfer to the maximum security or segregation section

.11 No prisoner has authority over another

No prisoner or group of prisoners shall be given authority to administer punishment to any other prisoner or group of prisoners.

.12 Human deprivation sanctions shall not be imposed

Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.

.13 Correspondence privileges shall not be denied

Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulation. In no case shall the correspondence privilege with any member of the bar, holder of public office, the courts or the department of corrections or chief of law enforcement officers be suspended.

26.21.07 —26.21.13

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.21 DISCIPLINE (CONT)

.14 Visitation privileges shall not be denied as sanction

Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation. Under no circumstances shall attorney client visits be restricted.

.15 Disciplinary segregation shall not exceed 15 days

No prisoner shall be held in disciplinary segregation for more than fifteen days for any one violation and no more than thirty days for all violations arising out of one incident.

.16 Corporal punishment will not be used

Corporal punishment and physical restraint (e.g., handcuffs, leather restraints, and strait jackets) shall not be used as sanctions.

26.22 GRIEVANCE PROCEDURES

01 Prisoner grievances will be received

All grievances by prisoners will be accepted by staff. If the receiving staff member cannot resolve the complaint, the prisoner will be allowed to put the grievance in writing to the Administrative Sergeant.

The Administrative Sergeant will review all written grievances and act on them within five days. The Prisoner will receive a written response to all written grievances.

26.23 RESPONSIBLE PHYSICIAN AND LICENSED STAFF

.01 Jail shall have a health authority designated

The jail will maintain a designated health authority with responsibility for health care services. The health authority may be a physician, health administrator or agency. When this authority is other than a physician, final medical judgments shall rest with a single designated responsible physician licensed in the State of Washington.

02 Medical and dental judgments are made by physician

Matters of medical and dental judgment shall be the sole province of the responsible physician and dentist respectively. Security regulations applicable to facility personnel shall also apply to health personnel.

03 Physician must be certified

State license and/or certification requirements and restrictions shall apply to health care personnel.

26.21.14 — 26.23.03

Approved: Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.24 HEALTH CARE

.01 Levels of health care are established

Various levels of health care services are available to prisoners. However, because of our limited size, other services are not available. Whenever possible, prisoners should be encouraged to seek health care from their regular physician — at their own expense

Jail staff are responsible for providing:

- receiving screening
- first aid
- deciding the emergency nature of illness or injury
- Implementing any special medical or diet program prescribed
- referral and/or supervision of the mentally ill and prisoners under the influence of alcohol or drugs.

Jail physician is responsible for:

- delousing procedures
- necessity for dental referral examination, and treatment
- notification of next of kin or legal guardian in case of serious illness

Medical services generally not provided at our jail:

- providing chronic care
- providing convalescent care
- detoxification procedures
- stocking pharmaceuticals
- Provision of medical and dental prostheses;

26.25 HEALTH SCREENING

01 Health screening will performed on all prisoners

Health screening shall be performed on all prisoners upon admission to the facility before being placed in the general population or housing area, and the findings recorded on an appropriate screening form. The screening shall include, at a minimum, inquiry into:

- current illness and health problems
- medications taken and special health requirements
- behavioral observation, including state of consciousness and mental status
- notation of body deformities, trauma markings, bruises, lesions, ease of movement, jaundice, and other physical characteristics
- condition of skin and body orifices, including rashes and infestations
- disposition/referral of inmates to qualified medical personnel on an emergency basis

26.24.01 — 26.25.01

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.25 HEALTH SCREENING (CONT)

.02 Health appraisal may be postponed if necessary

If the prisoner is unable to answer the health appraisal questions at the time of booking, such questions will be re-asked at the earliest convenience.

26.26 ACCESS TO HEALTH CARE

.01 Adequate medical equipment and supplies will be maintained

Adequate equipment, supplies and materials shall be provided for the performance of primary health care delivery in the jail.

.02 Prisoners are to be advised of procedures for gaining medical services

At the time of admission to the facility, prisoners shall receive a written communication explaining the procedures for gaining access to medical services.

.03 Medical complaints will be collected daily

Prisoner's medical complaints shall be collected daily and acted upon by jail staff. An appropriate priority shall be established and referral to jail physician shall follow, as necessary.

.04 Work release prisoners may use their own physician

Work release prisoners shall be allowed to see their own physicians outside of the jail and to receive consistent care within the jail.

.05 Physician sick call will be weekly

Sick calls shall be conducted by a physician and/or other qualified medical personnel at least once per week, unless no complaints are received.

.06 Physician shall review medical services provided by someone else

When sick call is not conducted by physician, the responsible physician shall arrange for the availability of a physician at least once each week to respond to prisoner complaints regarding services which they did or did not receive from other medical providers; Further, regardless of complaints, the responsible physician shall review the medical services delivered at least once per month.

.07 Necessary prisoner-owned prostheses will not be denied

Prisoner owned medical and dental prostheses shall not be denied when the health of the inmate-patient would otherwise be adversely affected as determined by the responsible physician.

.08 First aid kit will be available

First aid kit(s) shall be conveniently available in the booking area.

26.25.02 — 26.26.08

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.26 ACCESS TO HEALTH CARE (CONT)

.09 Administrative Sergeant will check first aid kit periodically

The Administrative Sergeant will periodically inspect the first aid kits and replenish as necessary.

.10 Emergency care is available 24 hours

Emergency medical and dental care is available on a twenty-four hour basis through Enumclaw Regional Hospital in Enumclaw.

Prisoners requiring emergency care or evaluation may be transported either by Jail Van, police vehicle or ambulance depending on the nature of the emergency. The on duty Detention or Police Officer is responsible for making that determination. Buckley Fire Department personnel may be summoned for emergency evaluation and assessment of the prisoner's condition. The Administrative Sergeant will be notified.

26.27 HEALTH CARE TRAINING

.01 Standard first aid training is required

Jail personnel shall be trained in standard first-aid equivalent to that defined by the American Red Cross and usual emergency care procedures prior to employment or during the probationary period. In addition, training should include:

- awareness of potential medical emergency situation
- determination of what a medical emergency is
- response to call for help
- how to transfer to appropriate medical provider

If not taught in the academy, the Department shall provide such training.

.02 CPR training is required

All jail personnel will also have training in receiving screening and basic life support cardiopulmonary resuscitation (CPR). If not provided in the academy, the Department shall provide such training and maintain valid certification.

.03 Mental illness/retardation training is required

Jail personnel shall be given training regarding the recognition of general symptoms of mental illness and retardation. If not provided in the academy, the Department shall provide such training.

.04 Medication training is required

All persons responsible for the delivery of medications shall have training regarding the medical, security, and legal aspects of such activity. If not provided in the academy, the Department shall provide such training. However, the Buckley City Jail will operate in such a manner as to allow the inmate to self-medicate.

26.26.09 — 26.27.04

Approved: Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.28 MEDICATIONS CONTROL

.01 The jail does not stock prescription medications

Prescription pharmaceuticals are not stocked in the jail. Prescribed medications will be kept under lock and key in booking area.

.02 Prescription medication dispensing restrictions are established

Only medication prescribed by a physician will be dispensed by jail staff to prisoners.

The medication must be in a legible pharmacy container specifically prescribed to the prisoner. Medications shall not be transferred from original container except for the preparation of a dose administration. A Physician Desk Reference (PDR) will be available for jail staff to compare medication brought by prisoners.

Personnel delivering medication will require that the prisoner take the medication in the Officer's presence.

Any unused medication not transferred with or released to the prisoner will be properly disposed of and witnessed.

.03 Staff will account for prisoner medication

Staff will be held strictly accountable for all medication maintained during the prisoner's stay. A medication dispensing form will be completed in all case where dispensing of medication is necessary.

.04 Dispensing personnel will follow prescription accurately

The person delivering medication(s) shall be accountable for following the orders of the physician's prescription.

26.29 HEALTH CARE RECORDS

.01 Medical records will be maintained

The contracted medical service provider is responsible for maintaining prisoner medical records. Such files shall contain the completed receiving screening form, health appraisal data collection forms, all findings, diagnoses, treatments, dispositions, prescriptions and administration of medications, notes concerning patient education, notations of place, date and time of medical encounters and termination of treatment from long term or serious medical or psychiatric treatment.

.02 Medical records are considered confidential to the extent possible

Prisoner medical records are confidential and should be maintained as such to the extent possible.

.03 Necessary medical information will be communicated to other staff members

Information obtained in the course of medical screening and subsequent medical care shall be communicated to other jail staff members when necessary for the protection of the welfare of the prisoner or other prisoners, management of the jail, or maintenance of jail security and order.

26.29 HEALTH CARE RECORDS (CONT)

.04 Medical record will be transferred with prisoner

A prisoner's medical record shall routinely be sent to any jail or correctional institution to which a prisoner is transferred at the time of such transfer. A copy of such information shall also be transmitted upon the written authorization of a prisoner to designated physicians and medical facilities.

.05 Medication delivery times will be recorded

The staff member delivering medications shall record the actual time of the delivery in a manner and on a form approved by the Department.

26.30 SPECIAL MEDICAL ISSUES

.01 Informed consent standards will be observed

All examinations, treatments and procedures affected by professional informed consent standards likewise be observed for prisoner care.

.02 Prisoners will not receive treatment against their will

No prisoner shall be given medical treatment against his will except as necessary to prevent the spread of communicable disease, to relieve imminent danger to the life of the prisoner, or in the case of serious mental disorders, to prevent imminent danger to the life of his or her person or to the lives of others. All procedures required by chapter 71.05 RCW shall be followed in any case of involuntary commitment or involuntary treatment of mentally ill persons from the jail.

.03 Informed consent for juveniles required OPEN (N/A)

04 Physician shall give clear diagnosis to prisoner

In all cases, the jail physician shall give a Gear statement to the prisoner patient of his diagnosis and treatment.

05 Staff shall report symptoms of mental illness

Jail staff shall report any symptoms of prisoner mental illness or retardation to medical personnel for appropriate evaluation and treatment.

06 Special treatment plans shall include staff directions

Any special individual treatment plan established by a physician shall include directions to jail personnel regarding their roles in the care and supervision of these patients.

07 Staff will be watchful for possible suicide risks

Staff will endeavor to prevent the risk of suicide by early identification of depression or other indicators. Close observation of potential at-risk prisoners will occur and prompt referral to the appropriate mental health service will occur.

26.29.04 — 26.30.07

Approved: Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.30 SPECIAL MEDICAL ISSUES (CONT)

.08 Prisoners who are mentally ill or under the influence may be treated in the jail

Appropriate medically supervised treatment may be given in the jail to prisoners determined to be mentally ill or under the influence of alcohol, opiates, barbiturates and similar drugs. Provided, that such care is possible in consideration of facility and security limitations, and that it is supervised by a physician or other community health organization.

.09 Physical restraint for medical reasons should be medically directed

Reasonable physical restraint, when necessary for medical reasons, should be medically directed. Except that, in an emergency, reasonable physical restraint may be used to control a grossly disturbed or violent prisoner. The review and direction of the health care staff or local mental health professionals shall then be promptly obtained.

26.31 ACCESS TO FACILITIES

.01 Regular bathing will be allowed

Regular bathing (shower) shall be permitted at least twice each week.

.02 Access to necessary facilities will not be denied

Each prisoner shall have access to toilet, sink, drinking water, and adequate heat and ventilation.

26.32 FOOD

.01 Regular meals will be served

At least three meals a day shall be served at regular intervals. The morning meal shall be served within fourteen hours of the previous day's evening meal.

.02 Frozen packaged meals are permitted

The jail may arrange for prepared meal service or frozen packaged meals, provided these meals conform to the other requirements of this section.

.03 Menus to be reviewed annually

Jail menus shall be reviewed annually by the local county health department, the county extension service, or other qualified nutrition consultant to insure that diets approximate the dietary allowances specified.

.04 Prescribed diets will be strictly followed

Diets ordered by a physician shall be strictly observed.

26.30.08— 26.32.04

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.33 CLOTHING/BEDDING, PERSONAL ITEMS

.01 Insect-proof clothing storage is provided

Provision shall be made for separate insect proof clothing storage to prevent migration of lice from infested clothing.

.02 Prisoner clothing will be cleaned regularly

Prisoner's outer garments will be laundered and made available to them at Least once a week. Prisoner's undergarments and socks will be laundered and made available to them at least twice a week.

.03 Personal clothing will be sanitized if necessary

Detention and correctional facilities shall, if necessary, clean and sanitize personal clothing prior to storage.

.04 Clean bed linen will be provided

Each prisoner shall be issued clean bed linens for the first night's detention and at least once a week thereafter. Bed linens shall include one detachable cloth mattress cover and one sheet; or two sheets; or one double size sheet.

.05 Mattresses will remain sanitized

Mattresses shall have a washable surface and be sanitized at least semiannually.

.06 Clean blankets will be provided

Blankets shall be issued upon arrival and shall be washed at frequent intervals to maintain a clean condition, but at least once every sixty days, and always before reissue.

.07 Soap and towels will be provided

Personal care items issued to each prisoner shall include soap and towel.

.08 Tooth care items and combs will be available

Toothpaste or powder, toothbrush and comb shall be available for purchase by all prisoners. Provided that prisoner without funds shall have access to these minimum items without cost.

.09 Prisoners are permitted additional personal care items

Each prisoner may be permitted to have a reasonable number of additional personal items, provided the possession of which does not substantially impair jail management or security.

26.33.01 — 26.33.09

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

.01 Jail shall be kept clean

The jail shall be kept clean and sanitary condition, free from any accumulation of dirt, filth, rubbish, garbage, or other matter detrimental to health. No writing, drawing or other defacement will be allowed on the walls, doors or furniture.

.02 Prisoners shall clean living area daily

Jail staff shall insure that each prisoner shall clean his own living area daily. Convicted prisoners may be required, to clean other space within the confinement area and pretrial detainees may be permitted to do so voluntarily.

.03 Insects and rodents will be eliminated

Insects and rodents shall be eliminated by safe and effective means. Prisoners shall be removed from areas in which insecticides and rodent poison are being used.

.04 Pets are not allowed

Pets shall not be allowed in the jail facility.

.05 Adequate laundry service will be provided

The jail shall maintain adequate laundry services either in-house or contracted out.

26.35 SERVICES

.01 Jail commissary is established

The jail shall establish, maintain, and operate a commissary, to provide prisoners with a list of approved items to be purchased, at least once a week, at local stores.

.02 Books, periodicals and newspapers will be available

Commissary items shall include books, periodicals, and newspapers, or the staff shall make arrangements to order any such items requested by a prisoner from publishers and/or local newsstands.

.03 Commissary purchase will be recorded

Payments for commissary purchases shall be made by debit on a cash account maintained for the prisoner. All expenditures from a prisoners account shall be accurately recorded and receipted.

.04 Basic hair care may be provided upon request

Jail staff will make reasonable arrangements to provide basic hair care to prisoners. At prisoner's expense.

26.34.01 — 26.35.04

Approved:

Buckley City Jail Manual of Policies and Procedure Chapter XXVI

26.35 SERVICES (CONT)

.05 Library services are available

The jail shall maintain a library of prisoner books. Arrangements may also be made with the local City Library for additional services.

.06 Law reference material will be provided

When adequate professional legal assistance is not available to prisoners for purposes of preparing and filing legal papers, the jail shall provide access to necessary law books and reference materials.

.07 Prisoner assistance in preparing legal papers will not be denied

Facility rules do not prohibit one prisoner from assisting another in the preparation of legal papers.

.08 Religious services shall be arranged upon request

Upon request from a prisoner, the jail facility shall arrange religious services or confidential religious consultation.

.09 Weekly religious services will be scheduled OPEN (N/A)

.10 Holidays may be observed

Prisoners will be permitted to observe religious holidays and receive sacraments of their faith.

.11 Participation in religious services is voluntary

Attendance at religious services shall be voluntary, and prisoners who do not wish to hear or participate shall not be exposed to such services.

.12 Regular counseling services are provided OPEN (0)

.13 Voluntary counseling services may be utilized

The jail may utilize any volunteer counseling resources available as necessary.

.14 Counseling services will not be forced

Prisoners shall not be required to receive counseling services unless ordered by the appropriate court or the disciplinary review body.

26.36 PROGRAMS

.01 Work programs may be established

With the approval of the Administrative Sergeant, a prisoner work party program may be established. Such program must be in accordance with applicable laws governing work parties.

26.35.05 — 26.36.01

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.36 PROGRAMS

.02 Pretrial prisoners not eligible for outside work party

Participation in prisoner work party programs inside or by pretrial prisoners shall be voluntary.

.03 Sentenced prisoner may volunteer for outside work party Participation in prisoner work party program voluntary

.04 Leisure time activities are provided

The jail provides opportunities for all prisoners to participate in leisure time activities. Such activities may include reading, television, cards, puzzles, checkers and chess.

.05 Alternatives to confinement may be considered

With the concurrence of the Administrative Sergeant or Police Chief, alternatives to confinement may be utilized according to established policy or recommended by the court of jurisdiction.

26.37 TELEPHONE USAGE

.01 Telephone usage time will be provided

Telephone usage hours shall include time during the normal workday and time during the evening, at least once a week per prisoner. Provided, however, that established social telephone usage hours shall not preclude reasonable access to a telephone to contact the prisoner's attorney or legal representative.

.02 Calls shall be collect or at prisoner expense

Calls shall be collect or at the prisoner's expense. Except, that appropriate protection of access to an attorney shall be maintained for prisoners without funds.

.03 Telephone use privacy will be maintained

Location of telephone facilities shall insure reasonable privacy, and telephone conversations shall not be monitored, tape recorded, or spot-checked except by court order.

.04 Reason for calls are private concern

Reasons for calls shall be the personal concern of the prisoner, except in consideration of request for emergency calls beyond normal telephone hours.

26.38 MAIL

.01 Prisoners allowed to subscribe to or receive printed material

Prisoners shall generally be permitted to subscribe to and otherwise receive books, newspapers, periodicals and other printed materials or photographs which may lawfully be delivered through the United States mails. Such materials shall be denied a prisoner only if such denial furthers a substantial governmental interest in jail security or the welfare of prisoners or staff.

26.38 MAIL (CONT)

.02 Written notice is required when subscription request is denied

When such materials are withheld from a prisoner, the prisoner shall receive immediate written notice that the application is being denied, accompanied by an explanation of the reason(s) for the denial. The affected prisoner shall be promptly informed of his right to have such decision reviewed by the Administrative Sergeant upon written request. Also, a written decision of the review of the denial, including reason(s), shall be given to the prisoner requesting review.

.03 Mail will not be withheld from prisoner

Incoming or outgoing mail shall be retained no more than one business day.

Except in the case of prisoners without funds, prisoners shall be permitted to mail any number of letters. Prisoners without funds shall be permitted to mail up to three letters per calendar week at City expense or with postage purchased from the prisoner welfare fund, provided upon proper showing, the number may be increased. Each prisoner shall be permitted to mail out any number of letters to his attorney, and the courts.

No restrictions shall be placed on the number of letters a prisoner may receive or on the persons, with whom he may correspond, except by court order of competent jurisdiction, or as provided under these standards. These rules shall not preclude a prisoner being required to place his name and a return post office address on outgoing mail.

.04 Mail shall not be censored

Incoming mail shall not be censored, but may be opened and inspected for contraband, cash and checks and may be perused for content by jail staff when there is reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law. Whenever mail is not delivered to the jail staff directly to the prisoner to whom it is addressed, it shall be resealed. Except, order of a court of competent jurisdiction, outgoing mail shall not be opened unless the staff member has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law.

.05 Prisoner will be notified of certain mailings are prohibited

When a prisoner is prohibited from sending a letter, the letter and a written and signed notice stating the reason for disapproval, and indicating the portion(s) of the letter causing disapproval, shall be given to the prisoner.

When a prisoner is prohibited from receiving a letter, the letter and a written signed notice stating the reason(s) for denial and indicating the portion(s) for denial and indicating the portion(s) of the letter causing the denial shall be given to the sender. The prisoner shall be given notice in writing that the letter has been prohibited, indicating the reason(s) and the sender's name.

When a prisoner is prohibited from sending or receiving mail, the affected prisoner is entitled to have such decision reviewed by the Administrative Sergeant upon written request and shall be promptly informed of this right. A written decision of the review of such denial shall be promptly delivered to the prisoner.

26.38.02 — 26.38.05

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.38 MAIL (CONT)

06 Mail from attorneys will only be opened in the prisoner's presence

Incoming mail of post-conviction prisoners that is clearly marked as coming from an attorney, court, or elected federal, state, county or city official shall be opened only in the presence of the addressee. Mail to or from attorneys, courts or elected federal, state, county, or city officials shall not be read.

There shall be no additional restrictions on prisoner correspondence for disciplinary or punishment purposes, unless the prisoner has violated rules as to correspondence. Upon proper showing of the alleged violation, the prisoner's mail may be restricted for a limited time, but such restriction shall not apply to attorney-client mail or correspondence with the courts.

07 Restrictions apply to incoming prisoner packages

Packages may be received only if the contents conform to rules adopted by the jail, and a witnessed receipt for permissible items shall be promptly delivered to the prisoner, unless such package is opened in the presence of the prisoner and all items are given directly to him.

.08 Outgoing packages shall be inspected

Outgoing packages of prisoner's personal property shall be inspected to insure ownership and compliance with the United States postal regulations.

.09 Contraband item procedures are established

Items which are not permitted by jail rules may be destroyed upon the prisoner's written request, placed in the prisoner's personal property box, or returned collect to the sender. A receipt for permissible items received in the mail, including money or checks shall be signed by a staff member and a copy thereof promptly delivered to the prisoner. Contraband, as defined in RCW 9A.76.010, shall be turned over to the proper authorities, for handling as evidence, for disciplinary action or possible prosecution under RCW 9A.76.140, 9A.76.150, 9A.76.160, or other applicable statute(s) or policy.

26.39 VISITATION

.01 Contact visits are not permitted

Contact visitation is generally prohibited. However, prisoners demonstrating very special circumstances and who appear to present a minimal degree of risk to the safety and security of the jail may be considered for a contact visit with the express permission of the Administrative Sergeant.

02 Visitation will occur in the provided visitor rooms

A visitation room is provided for prisoner visitation needs.

.03 Visitation rules established by the Administrative Sergeant

The Administrative Sergeant shall establish and post rules governing regular visits and specifying times therefore.

26.38.06 — 26.39.03

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

26.39 VISITATION (CONT)

.04 Minimum visitation times are established

Sentenced prisoners shall be allowed a maximum of 45 minutes total visitation per week.

.05 Unsentenced prisoners not entitled to visitation

Unsentenced prisoners can have visitation from his/her attorney, clergy, or to arraign bail.

.06 Prisoner will determine visitation preference

Preference on who visits will be determined by the prisoner, not staff, provided that other visitation policies are met.

.07 Juvenile visitors under 18 not permitted

Visitor's under eighteen years of age shall not be permitted in jail area.

.08 Special visitation may be arranged

Corrections staff may grant special visitation privileges to visitors who have traveled long distances and for other unusual circumstances.

.09 Confidential visits will be allowed

Each prisoner shall be allowed confidential visits from his attorney or legal assistants and his pastor to the extent possible within facility limitations.

.10 Business/educational visits should be pre-arranged

By prior arrangement with the Administrative Sergeant, a prisoner shall be allowed confidential visits for business or educational reasons.

.11 Law enforcement visits will be at reasonable times

Law enforcement professionals shall be allowed to interview prisoners at reasonable times and with prior notice, unless it appears circumstances do not permit delay.

.12 Visitor signs are required

Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the entrances to the facility and at the entrance to the visiting area.

.13 Visitors may refuse to be searched

Any person may refuse a search but, subsequent to such refusal, may be denied entrance.

26.39.04 = 26.39.13

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

.14 Other visitation denial reasons apply

Other reasons for denying entrance to visitors shall include but not be limited to:

- An attempt, or reasonable suspicion of an attempt to bring contraband into the facility
- Obvious influence or effect of alcohol or controlled substances Request from the prisoner's physician
- Request from the prisoner
- No identification
- Reasonable ground to believe a particular visit would present a substantial danger to jail security or management or the welfare of prisoners, staff, or other visitors.

.15 Prisoner will be notified of visitation denial

Whenever a visitor is refused admittance during regular visiting hours, the prisoner shall receive notice of the refusal stating the reasons therefore. The affected prisoner is entitled to have such decision reviewed by the Administrative Sergeant and the Chief of Police upon written request and shall be promptly informed of this right. A written decision of the review determination, stating the reason(s) therefore, shall be furnished to the prisoner who requested such review.

26.39 MISCELLANEOUS

.01 Furlough periods may be approved

The Administrative Sergeant may approve furlough periods for individuals given extended sentences. Such furloughs may be made with the condition that the prisoner agrees to abide by the conditions set forth and signs an agreement to such. Provided, however, that no furlough will be approved for individuals sentenced with specific directions from the Municipal Court Judge not to allow such furlough. Any violation of the agreement conditions may be reported to the municipal judge and a warrant for the arrest of the prisoner may be requested.

.02 Home detention monitoring is an option to incarceration

The Chief of Police may approve certain alternatives to incarceration, which include, but are not limited to, "home detention monitoring". Such alternatives will be made with the condition that the prisoner agrees to abide by the conditions set forth and signs an agreement to such. Provided, however, that no alternative to incarceration will be approved for individuals sentenced with specific directions from the Municipal Court Judge not to allow such alternative. Any violation of the agreement conditions may be reported to the municipal judge and a warrant for the arrest of the prisoner may be requested.

26.39.14 — 26.40.02

Approved:

Buckley City Jail Manual of Policies and Procedures Chapter XXVI

BUCKLEY POLICE DEPARTMENT

JAIL POLICY & PROCEDURE

Topic: **BUCKLEY JAIL EVACUATION**

Procedure Number: 26.05.01-2

Date issued: December 1, 1995

Date Re-issued: June 1, 2010

Date Effective: June 1, 2010

Chief of Police Authorization:

J.B. Arsanto

POLICY: All police department personnel will remain constantly prepared to handle emergencies involving the jail. Examples of emergencies to consider are: escape, riot, rebellion, assault, injury, fire, hostage or weather related emergencies. In the event of any emergency situation, the safety and security of both prisoner and police department staff must be of paramount concern. The communications center (dispatch) will keep the senior officer on duty apprised of any emergency situation immediately.

EVACUATION PROCEDURES: The senior officer on duty will have the responsibility to determine if a situation exists to warrant evacuation, and to what extent the jail will be evacuated. When the senior officer on duty determines that an evacuation is required the communications officer will request assistance from Bonney Lake and Enumclaw. The communications officer will then call for all available Buckley police officer, to respond and assist with the evacuation.

Prisoners will be evacuated according to the facility diagram located by each exit of the jail.

In the event of evacuation, misdemeanors may be released. Federal and felony inmates will be secured and placed into patrol vehicles.

BUCKLEY POLICE DEPARTMENT

JAIL POLICY & PROCEDURE

Topic: **EVACUATION DRILLS**

Procedure Number: 26.05.01-1

Date issued: December 1, 1995

Date Re-issued: June 1, 2010

Date Effective: June 1, 2010

Chief of Police Authorization:

J.B. Arsanto

POLICY: It is the policy of the Buckley City Jail to have a written evacuation plan to be used in the event of fire or major emergency.

PROCEDURE: The Administrative Sergeant will insure that all jail staff as well as patrol officers, drill at least semi-annually. A review of the jail evacuation plan by all effected employees is sufficient, actual evacuation during drills is not required.

A permanent record of drills will be retained by the Administrative Sergeant with a copy forwarded to the Chief of Police.

BUCKLY POLICE DEPARTMENT

JAIL POLICY & PROCEDURE

Topic: WORK RELEASE PROGRAM

Policy/Procedure Number: 26.1.01-1

Date issued: April 1, 2010

Effective date: April 1, 2010

Chief of Police Authorization _____

James B. Arsanto

POLICY: The Buckley Police Department is established by the act of the City Council for the purpose of enforcing the peace and safety of the Citizens of Buckley. (Chapter 2.42- Buckley Municipal Code)

The Buckley City Jail is established under the authority of the Chief of Police by act of the Mayor and City Council pursuant to RCW 70.48

The Buckley City Jail Work Release Program is established pursuant to RCW 70.48.210, which states:

All cities and counties are authorized to establish and maintain farms, camps, and work release programs and facilities, as well as special detention facilities. The facilities shall meet the requirements of chapter 70.48 RCW and any rules adopted thereunder.

PROCEDURE: The police chief shall be in general charge of the city jail. The police chief shall, subject to the approval of the mayor, promulgate such rules, regulations and fees pertaining to the administration of the city jail as he/she may deem necessary and proper.

A person convicted of a felony and placed in a city or county jail is eligible for the work release program. A person sentenced to a city or county jail is eligible for the work release program. The program may be used as a condition of probation for a criminal offense. Good conduct is a condition of participation in the program.

The court may permit a person who is currently, regularly employed to continue his or her employment. The chief law enforcement officer or department of corrections shall make all necessary arrangements if possible. The court may authorize the person to seek suitable employment and may authorize the chief law enforcement officer or department of corrections to make reasonable efforts to find suitable employment for the person. A person participating in the work release program may not work in an establishment where there is a labor dispute.

The work release prisoner shall be confined in a work release facility or jail unless authorized to be absent from the facility for program-related purposes, unless the court directs otherwise.

Each work release prisoner's earnings may be collected by the chief law enforcement officer or a designee. The chief law enforcement officer or a designee may deduct from the earnings moneys for the payments for the prisoner's board, personal expenses inside and outside the jail, a share of the administrative expenses of this section, court-ordered victim compensation, and court-ordered restitution. Support payments for the prisoner's dependents, if any, shall be made as directed by the court. With the prisoner's consent, the remaining funds may be used to pay the prisoner's preexisting debts. Any remaining balance shall be returned to the prisoner.

The prisoner's sentence may be reduced by earned early release time in accordance with procedures that shall be developed and promulgated by the work release facility. The earned early release time shall be for good behavior and good performance as determined by the facility. The facility shall not credit the offender with earned early release credits in advance of the offender actually earning the credits. In the case of an offender convicted of a serious violent offense or a sex offense that is a class A felony committed on or after July 1, 1990, the aggregate earned early release time may not exceed fifteen percent of the sentence. In no other case may the aggregate earned early release time exceed one-third of the total sentence.

If the work release prisoner violates the conditions of custody or employment, the prisoner shall be returned to the sentencing court. The sentencing court may require the prisoner to spend the remainder of the sentence in actual confinement and may cancel any earned reduction of the sentence.

A special detention facility may be operated by a noncorrectional agency or by noncorrectional personnel by contract with the governing unit. The employees shall meet the standards of training and education established by the criminal justice training commission as authorized by RCW 43.101.080. The special detention facility may use combinations of features including, but not limited to, low-security or honor prisoner status, work farm, work release, community review, prisoner facility maintenance and food preparation, training programs, or alcohol or drug rehabilitation programs. Special detention facilities may establish a reasonable fee schedule to cover the cost of facility housing and programs. The schedule shall be on a sliding basis that reflects the person's ability to pay.

Special detention program fees are based on the offender's ability to pay. To determine program participation fees, multiply 1% of the individual's monthly gross pay times 7. This will give the weekly fee amount. If determined by hourly rate of pay, the individual's hourly rate is multiplied by 173.33 hours and then multiplied by 1%. This in turn is multiplied by 7 to determine the weekly fee amount. The minimum weekly fee is \$84.00 or \$12.00 per day.

Participants in the work release program shall pay a daily flat rate determined by contract if referred through a contracting agency. All other fees shall be set by the police chief and may be partially or fully waived by him/her on proof of hardship or indigence by the participant.