



Harris County

To: prison.info.project@umich.edu

Company :

Fax Number : prison.info.project@umich.edu

Phone Number :

From: HCSOLEGAL1

Fax Number : 713-437-4975

Phone Number :

Time Sent : Monday, March 03, 2014 12:23PM

Pages : 89

Description: Your Texas Public Information Act request received on February 20, 2014

MESSAGES:

Ms. Benavides:

Please see attached a copy of responsive documents that we found pertaining to the above-mentioned open records request.

Please know that the HCSO Inmate Handbook you have in your possession is the most current one.



RECEIVED
FEB 23 2014
LEGAL COUNSEL

PRISON INFORMATION PROJECT
prison.info.project@umich.edu

c/o Prof. Margo Schlanger
910 Legal Research Building
625 South State Street
Ann Arbor, Michigan 48109-1215

February 13, 2014

by email: Sheriff.Garcia@hctx.net

FOIA Coordinator
Harris County Sheriff's Office
1200 Baker St., Houston, TX 77002
713-755-5300

Re: Request Related to Prisoner Grievances and Prisoner Correspondence

Dear FOIA Coordinator:

We are University of Michigan Law School students conducting a research project (the Prison Information Project) on prisoner grievance and correspondence/publication procedures throughout state prison systems. As part of our project, we are requesting public records from various state departments of corrections. Our request is made under the Texas Public Information Act Chapter 552.001 *et seq.*

The goal of our project is to increase public awareness and enhance the public interest through the collection, analysis, and dissemination of information regarding prisoner grievance procedures and correspondence/publication guidelines. To that end, the Prison Information Project requests the following documents:

Records Requested

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
 - If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.
 - By "grievance," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.

3. Any record, created or updated from 2003 to the present, tallying or reporting:
 - The number of grievances filed and resolved each year.
 - The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
 - Grievance outcomes or resolutions each year, by subject matter category and year.
 - Statistics or data on length of time to resolve grievances, by subject matter category and year.
 - We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.
4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.
 - If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.

Our preferred form for public records is digital copies (such as Word files or PDFs), sent as email attachments or via fax. However, if records are only available in paper form, or if transferring to a digital form would incur a cost, please let us know.

The Prison Information Project requests a response to these requests within five business days. Should you determine that any of the information requested is exempt from disclosure, please provide us with a notification citing the legal authorities on which you rely.

We anticipate that the records we are requesting are readily available and will not require excessive staff time or resources. Because we are conducting this research on behalf of a public university and intend to use the information for educational purposes we are requesting a fee waiver. If you believe the fee waiver does not apply, please notify us before processing this request.

Yours,



Anelisa Benavides
Prison Information Project
University of Michigan Law School



SUBJECT: INMATE DISCIPLINARY	POLICY #: D-723
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6C-01, 1-CORE-6C-02, 1-CORE-6C-03, 1-CORE-6C-04	NO. OF PAGES: 6

The following Post Orders are in addition to all duties and responsibilities as outlined by Detention Command Policy.

I. PURPOSE

The purpose of this Post Order is to establish daily duties and responsibilities for personnel assigned to the Inmate Disciplinary Office. In addition, employees shall always adhere to Detention Command Policy D-701 ~ General -- Post Orders.

II. POLICY

The intent of this order is to provide specific guidelines for review and assessment of disciplinary sanctions for inmates who violate Harris County Sheriff's Department Inmate Handbook rules. This order is established pursuant to Chapter 283.1 and 283.2 of the Texas Jail Standards and approved by the Texas Jail Commission which governs the conduct of inmates under each sheriff's care, custody and control.

III. PROCEDURES

A. Legal Standards

The plan shall provide for the firm, fair and consistent application of rule and regulations.

1. In accordance with Texas Jail Standards Chapter 283.1:

The Inmate Discipline Plan ~ Each Sheriff/Operator shall develop and implement a written disciplinary plan, approved by the Commission, governing inmate conduct. The plan shall provide for the firm, fair, and consistent application of rules and regulations. Facilities housing contracted TDCJ-ID inmates may adhere to TDCJ-ID disciplinary policies and procedures for these inmates. Facilities housing federal inmates may adhere to federal disciplinary policies and procedures for these inmates, when they are housed together and separately from all other inmates. For purposes of inmate discipline, violations of institutional rules and regulations shall be divided into Minor Infractions and Major Infractions.

2. In accordance with Texas Jail Standards Chapter 283.2:

Every facility shall have prescribed rules and regulations governing inmate conduct. A copy of the institutional rules and regulations shall be made available to each inmate and read to illiterate inmates. A written acknowledgment by the inmate that the rules have been explained shall be retained. A translation shall be provided in the understandable language when necessary. The rules and regulations shall outline both Major and Minor Infractions, the types and ranges of possible sanctions for each category, due process requirements and specific procedures for filing a grievance. The rules and regulations, as provided to the inmate, shall be submitted to the Commission for approval.

B. Minor Infractions

Violations of rules and regulations which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety. Sanctions shall be limited to:

1. Counseling
2. Verbal or written reprimand
3. In direct pod supervision facilities, temporary restriction to cells for a period not exceed twenty-four (24) hours.
4. Loss of privileges for a period not to exceed fifteen (15) days.
5. Disciplinary separation for a period not to exceed fifteen (15) days.

C. Major Infractions

Violations of rules and regulations which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety. Sanctions may include:

1. Loss of good conduct credit.
2. Loss of privileges for a period not to exceed thirty (30) days.
3. Removal from work details or programs.
4. Disciplinary separation for a period not to exceed thirty (30) days.

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D. Disciplinary Due Process Requirements

1. Provisions shall be made for:

- a. A disciplinary hearing before a neutral and impartial board or officer that shall not include anyone involved in the claimed violation or charges
- b. The selection of Disciplinary Committee members is to include:
 - i. Senior Hearing Officer ~ First-Line Supervisor or above
 - ii. Hearing Officer ~ Deputy/Detention Officer personnel
- c. At least twenty-four (24) hours written notice be given to the inmate of the claimed violation or charges against him/her.
- d. The disclosure of the evidence against the person charged with the violation, although confidential informants may be protected.
- e. An opportunity to be heard in person and to present documentary defensive evidence when not unduly hazardous to institutional safety and correctional goals.
- f. Inmates to call relevant witnesses on his or her behalf for disciplinary hearings when not unduly hazardous to institutional safety and correctional goals.
- g. A written statement by the disciplinary board or disciplinary officer at the conclusion of the hearing indicating the evidence relied upon and reasons for the disciplinary action taken. The statement shall be delivered to the inmate by the Sheriff/Operator and shall be placed in the inmate's disciplinary file.
- h. A documented appeals process, if requested by the inmate, by a person or persons not a member of the disciplinary board.

2. Provisions should be made permitting:

An inmate to seek the aid of another inmate if the inmate is illiterate or where the complexity of the issue makes it unlikely that the inmate will be able to collect and present the evidence necessary for the adequate comprehension of the case. If that is not permissible, substitute aid from the staff or from an inmate designated by the staff shall be provided.

3. Provisions may be included for:

Inmates to waive the right to a disciplinary hearing provided proper notification is given prior to the signing of the waiver. The waiver shall include the appropriate identification of charges, the allowable sanctions, and the sanctions offered by the waiver. A waiver shall not include the loss of good time as a sanction.

4. The following sanctions are prohibited:

- a. Deviation from normal feeding procedures.
- b. Corporal Punishment
- c. Administration of any form of disciplinary action or supervision by inmates.
- d. Deprivation of clothing or bedding; inmates who destroy bedding or clothing may be deprived of such items. This shall be reviewed and document every twenty-four (24) hours.
- e. Use of a violent cell.
- f. Deprivation of items necessary to maintain an acceptable level of personal hygiene.
- g. Deprivation of correspondence privileges when the offense is unrelated to a violation of the institutional rules and regulations regarding correspondence. In no case shall privileged correspondence be suspended.
- h. Deprivation of physical recreation or physical exercise.

5. The Disciplinary committee shall provide a written determination at the conclusion of the Hearing, indicating the evidence relied upon and reason for the disciplinary action taken. This determination shall be delivered to the inmate, the Sheriff/Operator, and shall be placed in the inmate's Classification file; and Appeals Process

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6. Inmates may appeal the finding(s) of the disciplinary committee by filing their appeal within three (3) days of the disciplinary hearing, in writing, addressed to:
- Appeals Disciplinary Committee
701 N. San Jacinto Houston, Texas 77002-1217

7. The decision of the Appeals Disciplinary Committee shall be final.

E. Inmate Rules and Regulations

*For purposes of inmate discipline, violations of Jail Rules and Regulations, as published in and provided to the inmates by the Inmate Handbook, shall be divided into two (2) categories: **Minor Infractions** and **Major Infractions**.*

1. Minor Infractions

Violations of rules and regulations which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety. Sanctions for violation(s) of Minor infractions shall be one or more of the following:

- a. Counseling
 - i. Verbal
 - ii. Written
- b. Temporary restriction to cells for a period of time, not to exceed twenty-four (24) hours.
- c. Loss of any inmate privileges for a period not to exceed fifteen (15) Days.
- d. Confinement to disciplinary separation housing for a period not to exceed fifteen (15) days.

2. Major Infractions

Violations of rules and regulations which constitute serious offenses against person and/or property, or pose a serious threat to institutional order and safety. Sanctions for violation(s) of Major Infractions shall be one or more of the following:

- a. Loss of County "Good Time" credit.
- b. Monetary Restitution (from inmate's Trust Fund Account) for **Major Infraction #1421 (Destroying, Altering or Damaging County Property)**
- c. Loss of any inmate privileges for a period not to exceed thirty (30) days.
- d. Confinement to disciplinary separation housing for a period not to exceed thirty (30) days.
- e. Removal from work details or any inmate programs.

F. Prohibited Sanctions

*The following forms of sanctions and/or punishment(s) are specifically **prohibited**:*

1. Deviation from normal feeding procedures
2. Corporal punishment
3. Administration of any form of disciplinary action or supervision by inmates
4. Deprivation of clothing or bedding except:
 - a. Those inmates who destroy clothing or bedding may be deprived of such items
 - b. This shall be reviewed and documented every twenty-four (24) hours
 - c. The use of a violent cell
 - d. The deprivation of items necessary to maintain an acceptable level of personal hygiene
 - e. The deprivation of correspondence privileges when the offense is unrelated to a violation of the jail rules and regulations regarding correspondence
 - f. In no case shall privileged correspondence be suspended
5. Deprivation of physical recreation or physical exercise.

G. Checking Reports

1. Date stamp all reports received
2. Make sure Dates all match up on report, body of report and entered into the computer system within a 24 hour period (unless exceptions are noted about computer problems)

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3. Make sure confirmation of service has been notated that it was served to inmate
4. Make sure that the charge fits what is in the body of the report

H. Disciplinary Database

1. **To Access Disciplinary Database:**
 - a. *Click* onto MY COMPUTER
 - b. *Open* up GRIEVDISP database
 - c. *Open* up DATABASES
 - d. *Open* DISP
 - e. *Click* onto JAIL LOCATION
 - f. *Click* onto DESK COPY
2. **To Enter a Docket:**
 - a. *Select* a DATE
 - b. *Choose* a FACILITY
 - c. *Click* onto MAKE OR ADD TO DOCKET
 - d. *Scroll* through list of inmates in DATABASE QUE to search through the names of inmates
 - e. Match the names of inmates to the reports you currently have
 - f. *Click* onto the correct report and continue until you have the amount of desired inmates loaded to that particular docket
 - g. *Click* close and process.
 - h. Then it will ask to BEGIN FORMAT, *click* YES then OK
 - i. *Click* onto FINALIZE DOCKET
 - j. *Set* YOUR RECORDS AS ACTIVE and *click* CLOSE
 - k. It will ask if you have any reports to reject, *click* NO and then *click* OK
 - l. Next go to CONDUCT HEARINGS
3. **Checking Location of Docket Entered:**
 - a. *Choose* FACILITY and DATE of docket to check
 - b. *Click* on CHECK LOCATION
 - c. *Click* BEGIN and the current database will be searched automatically
 - d. Upon completion, *click* OK then CLOSE
 - e. Your docket has now been updated according to what is in the JIMS system
4. **Checking Court Dates:**

After the locations have been checked, *click* onto CHECK COURT DATES then BEGIN. This will search through the JIMS system to see if an inmate has a conflicting Criminal court dates on the date he is loaded for a Disciplinary Court Docket.
5. **To Move a Docket to a Different Date:**
 - a. *Enter* DATE and FACILITY of current docket that needs to be moved
 - b. *Click* onto MOVE DOCKET
 - c. You will be prompted to enter the new date for the docket
 - d. Follow instructions on screen as they appear
6. **On Court Hearing Days:**
 - a. *Select* COURT DATE and FACILITY
 - b. *Select* CONDUCT HEARINGS
 - c. Check location of current court docket
 - d. Check court dates
 - e. *Print* out FLOOR CALL.
 - f. Deliver copies of the floor calls for each floor to the Floor Control Centers (FCC)

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7. To Conduct Hearings:

- a. *Select DATE and FACILITY*
- b. *Click on CONDUCT HEARINGS*
- c. *LEFT CLICK ONCE on inmate name for the appropriate inmate*
- d. Offer the charged inmate a Plea Bargain
If the inmate accepts the plea bargain use the top buttons on the hearing screen:
 - i. *Click ACCEPT PLEA BARGAIN*
 - ii. *Select the appropriate sanction*
 - iii. *Click on CONSECUTIVE.*
 - iv. *Select PRINT ENGLISH or PRINT SPANISH.*
 - v. *Have the charged inmate sign the plea bargain and attach his/her SPN on the form*
 - vi. *Attach the form with his signature and SPN to the in-house report and give the inmate a copy of the plea bargain*
- e. If an inmate pleads NOT GUILTY:
Use the LOWER buttons on the screen
 - i. *If the offense was viewed by the officer select ON VIEW*
 - ii. *Click on the FACTS PRESENTED button if the facts are in the body of the report*
 - iii. *If the inmate chooses to make a statement, select the INMATE STATEMENT button, and type the verbal statement the inmate makes during court*
 - iv. *If witnesses are called, select the WITNESSES button*
 - v. *Type all inmate statements in the area provided on the screen accurately and concisely*
 - vi. *When a hearing is complete, utilize the LOWER buttons on the court screen*
- f. If the inmate is found GUILTY:
 - i. *Select the (G) button and select the appropriate sanction button*
 - ii. *Click close and use the buttons on the LOWER screen to select PRINT ENGLISH or PRINT SPANISH*
- g. If the inmate is found NOT GUILTY:
Select the (NG) button, and select the appropriate choice (e.g. Lacks Evidence, Wrong charge, Case dismissed, etc.)
- h. If the inmate goes ATW, TDC, or is released from Harris County Custody:
 - i. *Use the NOT GUILTY button, and select inmate released*
 - ii. *Hearings will automatically print out without selecting English or Spanish*
 - iii. *The inmate does not have to sign the form.*
 - iv. *One copy is attached to the in-house report and the other copy as well as the hearing page goes to the inmate*
- i. If the inmate is Hostile or Aggressive during court:
 - i. *Note the inmate's demeanor/disruptive or hostile behavior in the statement area of the screen*
 - ii. *Note significant information in the statement area of the screen*
 - iii. *If an inmate cannot attend court due to mental/physical instability, hostile or aggressive nature, or any other reason, select the HEARING button DONE IN ABSENTIA, and note the staff member's name who informed you the inmate would not be attending court*
 - iv. *Sign the forms, attach one to the in-house report and send the other form with the appeal instructions to the inmate*

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- 8. When Court is Complete:**
- a. Go to Section 2 of the Database
 - i. *Print* out court docket and verify all inmates have a sanction entered in the blanks
 - ii. If an inmate's name is empty (without an appropriate sanction entered), go back and correct by entering the appropriate sanction
 - iii. This copy is retained for our records for the year
 - b. Go to Section 4 of the Database
 - i. *Select* POST HEARING REPORTS
 - ii. *Print* the CLASS REPORT and deliver it to the 1200 Classification Division
 - iii. *Print* the SEPERATION REPORT and deliver it to the Medical Division (*this is a list of the inmates who were placed into administrative separation*)
 - iv. *Print* the BANK letters and fax it to the Inmate Bank – (713) 755-4546
 - c. Go to Section 5 of the Database
 - i. Use buttons to *enter* a DATE
 - ii. If no information is listed on the right side where it says ADJUST, *click* LOGICAL
 - iii. If there is information listed on ADJUST, *click* the ADJUST button
 - iv. Continue until all information is complete and the box is empty
 - v. *Print* all forms
 - vi. **Commissary Slips** go to the Commissary Division
 - vii. **Visitation Slips** go to each FCC for distribution on the jail floors
 - viii. **Separation Slips** go to the 1200 Classification Division along with the Classification docket copy
 - f. Document Logistics
 - 1. **Plea Bargains**
Each court day's plea bargains are delivered to the Classification File Room (*located on the first floor of the 701 North San Jacinto Street Jail Facility*)
 - 2. **Hearing Documents**
The Disciplinary Office shall hold all hearing documents for ten (10) days for the possibility of an inmate appealing his/her disciplinary actions. The hearing documents are then delivered to the Classification File Room clerks.

IV. REVISION:
This policy has been revised on the below listed dates:
June 15, 2012

V. AUTHORITY

Mike Smith, Chief Deputy

SUBJECT: INMATE GRIEVANCE	POLICY #: D-724
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6B-01, 1-CORE-6B-02	NO. OF PAGES: 6

The following Post Orders are in addition to all duties and responsibilities as outlined by Detention Bureau Policy.

I. PURPOSE

The purpose of this Post Order is to establish daily duties and responsibilities for personnel assigned to the Inmate Grievance Office. In addition, employees shall always adhere to Detention Bureau Policy D-701 ~ General Post Orders.

II. POLICY

The intent of this order is to provide specific guidelines for administrative review and resolution of inmate grievances. This order is established pursuant to Chapter 283.3 of the Texas Jail Standards and approved by the Texas Jail Commission, which governs the conduct of inmates under each sheriff's care, custody and control. In accordance with Texas Jail Standards Chapter 283.3:

Pursuant to Chapter 283.3 of the Texas Jail Standards, every facility shall have and implement a written plan, approved by the Commission, for inmate grievance procedures. This plan shall be an administrative means for the resolution of grievances. It supplements, but does not replace any informal grievance procedure.

III. PROCEDURES

A. Procedure Overview

1. An inmate files a complaint.
2. The complaint is investigated (to determine factors including, but not limited to, basis for grievance, validity, and possible resolutions) and compiled into findings to be reviewed by the Grievance Board.
3. The Grievance Board determines if the complaint is a grievance.
4. An inmate can appeal the Grievance Board's ruling on a complaint.
5. The Grievance Board convenes a panel to hear all complaints determined to be grievances.
6. The Panel makes a ruling on the grievance.
7. An inmate can appeal the Panel's ruling.
8. All appeals are submitted to the Division Commander of the Administrative Services Division for a final and binding ruling.

B. Inmate Grievance Board

The Inmate Grievance Board shall consist of:

1. At least two (2) staff members, one (1) of whom must be a First-Line Supervisor or of higher rank in facilities with a capacity of 50 or less, this may be one (1) person
2. Personnel assigned to the Grievance and Disciplinary Section who are not involved in the grievance
3. Personnel appointed by the Division Commander and approved by the Bureau Commander.

C. Grounds for a Grievance

An allegation for any of the following constitutes the initiation of a grievance:

1. Violation of Civil Rights
2. Criminal Act
3. Unjust denial or restriction of inmate privileges
4. Prohibited act by HCSO personnel

D. Time Constraints

1. The maximum time limit shall not exceed sixty (60) days
2. The interim response shall not exceed fifteen (15) days for written replies by the grievance board.
3. All emergency grievances (where delay could subject the inmate to personal injury, property loss, etc.) shall be handled expeditiously

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E. Grievance Resolutions

1. Establish safeguards to prevent reprisals against the inmate in the resolution of a grievance.
 - a. Personnel shall handle each grievance in a timely manner in order to ensure a fair and prompt resolution.
 - b. All staff members shall cooperate fully with the Grievance Board, and any action or investigation by the Board.
 - c. No staff member shall subject any inmate to harassment and/or unauthorized punishment because of an inmate is filing a complaint and/or grievance.
 - d. Staff members shall not interfere, deny, prevent, or in any other way delay the filing of a complaint or grievance
2. Establish meaningful relief of a substantiated grievance, such as:
 - a. Reinstatement of good time
 - b. Additional visitation privileges
 - c. Additional commissary privileges

F. The Appeal Process

1. The process of appeal shall be documented
2. Any inmate and/or person(s) who was not a member of the Grievance Board can appeal the decision of the Inmate Grievance Board.
3. Appeals shall be:
 - a. In writing
 - b. Submitted within five (5) days of the Grievance Board's decision
 - c. Addressed to:

Division Commander/Administrative Services
701 North San Jacinto Street
Houston, Texas 77002-1217
 - d. The decision of the Administrative Services Division Commander is final.

G. Information Release

1. Grievance information regarding inmates and employees shall be kept strictly confidential.
2. Grievance information shall not be released without the specific approval of the Sheriff or his/her designee.

H. Inmate Disclosure

Each inmate shall be issued a HCSO Inmate Handbook, which:

1. Lists the grounds for a grievance
2. Describes the specific guidelines in the Grievance Process
3. Provides the procedures for filing a grievance

I. The Grievance Procedure is generally only applicable to:

1. Allegations of any actions listed Section [(III).(C)] of this policy occurring when the complaining inmate is in the care, custody, and control of the Sheriff of Harris County.
2. If an inmate is released from the custody, care, and control of the Sheriff, then subsequently makes a complaint as described by Section [(III).(C)] of this policy, said complaint shall be:
 - a. Refused and returned to the complaining person;
 - b. Referred to the proper authority; or,
 - c. Acted upon by the Grievance Board.

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J. Complaint Requirements

1. All inmate complaints shall be in writing:
 - a. On the standard grievance form
 - b. On a sheet(s) of plain paper
 - c. A Complaint will be accepted on any reasonable, tangible medium
2. No inmate may file/submit a complaint on behalf of another inmate.
3. The complaint shall contain:
 - a. The inmate's name, SPN, and facility and cellblock location
 - b. The right or privilege allegedly violated
 - c. The name and/or description of the staff member(s) involved
 - d. The date, time, and location of the alleged violation
 - e. The names, badge numbers, and/or SPNs of witnesses (*if applicable*)
 - f. The full, complete, and accurate narrative fully describing the violation
 - g. Any other pertinent information as may be needed
4. Complaints may be sent to the Grievance Board through the following methods:
 - a. Inter-departmental Mail
 - b. Placed in the Grievance Box
 - c. Placed in the U.S. Mail
5. Excessive/Nuisance Grievance
 - a. If an inmate files excessive frivolous grievances, as Determined by the Division Commander, the Board will not be required to conduct hearings.
 - i. The Grievance Board shall articulate in writing to the Division Commander the reason for special consideration;
 - ii. The Division Commander's findings shall be included in the inmate's file.
 - b. All complaints will be placed in the inmate's file.
 - c. No inmate will be disciplined for filing nuisance grievances.
 - d. Any grievance alleging criminal conduct will be processed for review and proper handling.

K. Emergency Complaints

An Emergency Complaint exists when delay could subject the inmate to personal injury, property loss, and/or other damages.

1. Any complaint found to be an emergency complaint shall be given priority by the Grievance Board
2. Emergency Complaint(s) shall receive substantive action within eight (8) hours by receipt of the Board with a written response from the Board within 72 hours.

NOTE: See 42 U.S.C. 1997 E, regarding exhaustion of remedies in federal, state and local penal institutions: (42 U.S.C. 1997E@2(c))

L. Complaint Procedures

Upon receipt by the Grievance Board the complaint shall:

1. Be date stamped
2. Assigned a complaint number
3. Assigned a category as listed in "Annex A" of the approved "Grievance Plan"
4. Complaint information shall be entered into the computer system
5. Copy of the complaint shall be made
6. A Resolution Form shall be generated
7. A complaint log shall be generated
8. Complaint labels shall be generated
9. The original complaint shall be placed in the file

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M. Complaint Resolutions

The Resolution Form and a copy of the complaint shall be placed in an envelope and forwarded to the appropriate supervisor via inter departmental mail. (Complaints may be hand carried when deemed necessary)

N. Complaint Investigations

1. All complaints shall be forwarded to the Division Commander of the Department in which the alleged incident occurred, and the Division Commander shall assign an investigator.
2. The investigator shall conduct an investigation to:
 - a. Determine the findings
 - b. Discuss findings with the inmate
 - c. Obtain inmate's signature (*if the inmate refuses to sign, a witness shall sign acknowledging the inmate refusal to sign*)
 - d. Sign and return the Resolution Form with all investigative findings to the Division Commander
3. The Division Commander (or a designee) shall review, sign, and return the Resolution Form to the Grievance Board within fourteen (14) days.
4. The findings shall be as follows:
 - a. Resolved
 - b. Unfounded
 - c. Unresolved
 - d. Inmate Released from Custody (ATW/TDC)
 - e. Referred to the Internal Affairs Division (IAD) for investigation (case number must be issued and notated on the Resolution Form)

O. Complaint Findings

The Grievance Board shall take the following actions based on the findings of the investigation:

1. **Resolved Complaints**
 - a. Returned Resolution Forms shall be date stamped upon receipt by the Grievance Board.
 - b. The computer records updated referencing the findings of the investigation.
 - c. All documentation shall be placed in the appropriate file.
 - d. The file shall be updated.
 - e. The file and all documentation shall be filed and considered "closed."
2. **Unresolved Complaints**
Any complaints returned to the Grievance Board shall be deemed a grievance and move forward to a Grievance Hearing.
3. **Unfounded Complaints**
Complaints returned to the Grievance Board marked as "Unfounded" shall be closed.
4. **Resolved Complaints**
Any complaints returned to the Grievance Board marked "Resolved" shall be closed.

P. Grievance Procedures

Upon receipt of the findings, if a complaint is deemed a grievance, the Grievance Board shall:

1. Date stamp the grievance
2. Assigned a grievance control number
3. Enter grievance information into the computer
4. Generate a Grievance Hearing Form

SUBJECT: INMATE GRIEVANCE	POLICY #: D-724
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6B-01, 1-CORE-6B-02	NO. OF PAGES: 6

Q. Grievance Hearing Procedures

1. A panel shall be convened of two (2) or more members, one (1) of whom shall be a first-line supervisor or of higher rank.
2. The grieving inmate shall be present at the hearing unless his/her presence unduly interferes with:
 - a. The safety of staff members
 - b. The orderly running of the facility
3. The panel shall review the grievance and all attachments.
4. The grieving inmate shall be given the opportunity to address the panel and present evidence supporting his/her position.
5. The panel shall render one of the following findings:
 - a. Unfounded
 - b. Sustained
 - c. Forwarded for further disposition
6. The grieving inmate shall be advised of the decision of the panel.
7. The Grievance Hearing Form shall be signed by:
 - a. All panel members
 - b. The grieving inmate
Should the grieving inmate refuse to sign the Grievance Hearing Form, such refusal shall be witnessed and notated by each panel member.
8. One (1) copy of the Grievance hearing Form shall be given to the grieving inmate.
9. One (1) copy of the Grievance hearing Form shall be retained for the file.

R. Post Hearing

1. The original Grievance Hearing Form shall be placed in the file
2. The computer record of the grievance shall be updated
3. If the grievance was **Sustained**, all documents shall be forwarded to the Division Commander over the area of which the grievance originated from for review.

S. Grievance Hearing Appeal

The inmate filing the grievance may appeal the decision of the Grievance Board

1. All appeals shall be:
 - a. In writing
 - b. Addressed to the Division Commander of the Administrative Services Division
 - c. Sent through inter-departmental mail or U.S. Mail
 - d. Filed within five (5) days of the Grievance Hearing.
2. The Division Commander of the Administrative Services Division shall:
 - a. Review the appeal to determine if the decision of the Grievance Board will be:
 - i. Upheld
 - ii. Modified
 - iii. Reversed
 - b. Notify the inmate in writing within 15 days of receipt of the appeal
 - c. The appeal ruling shall be final and binding upon all parties



SUBJECT: INMATE GRIEVANCE	POLICY #: D-724
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6B-01, 1-CORE-6B-02	NO. OF PAGES: 6

T. Duty of Staff Members

All staff members shall:

1. Provide full cooperation with the Grievance Board, including any action(s) and/or investigation(s)
2. Refrain from subjecting any inmate who filed a complaint and/or grievance to:
 - a. Harassment
 - b. Restriction of privileges
 - c. Any other type of punishment and/or retaliation

U. Records

1. All records shall be kept in accordance to departmental policy
2. No information referencing complaints, grievances, appeals or Grievance Board actions shall be released to any person without the express approval of the Sheriff or his/her designee.

IV. **REVISION:**

This policy has been revised on the below listed dates:

June 14, 2012

V. **AUTHORITY**

Mike Smith, Chief Deputy



SHERIFF
Harris County Texas
Detention Bureau

SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-5B-03	NO. OF PAGES: 7

I. PURPOSE

The purpose of this policy is to establish procedures whereby the basic daily operations of cellblocks are carried out in a consistent, systematic and thorough manner.

II. POLICY

It is the policy of the Harris County Sheriff's Office that the basic daily operations of cellblocks are carried out in a consistent, systematic and thorough manner.

III. PROCEDURE

A. Operational Hours.

1. Wake Up

- a. All inmates shall be awakened and lights on at 0700 hrs daily.
- b. All bunks are to be made no later than 0715 hrs daily.
 - i. Bedding shall be neatly tucked under the mattress.
 - ii. No clothing articles or linens will be permitted to hang over the edge of the bunks.
- c. Inmates will be allowed to lie on their bunks during operational hours provided they are fully dressed.
- d. This does not apply to workers; their hours will be set similarly to III(A)(1)(a), above on a schedule in keeping with their assigned shift.
- e. Special consideration will be given to inmates with "Special Needs" provided they are in possession of a "Special Needs" letter from Medical.

2. Lights Out

- a. Cellblock lights will be turned off.
 - i. At 2230 hrs, Sunday thru Thursday nights.
 - ii. At 2359, Friday and Saturday nights.
- b. The applicable floor supervisor or Watch Commander may make exceptions to the lights out time schedule for a special event.



SHERIFF
Harris County Texas
Detention Bureau

SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-5B-03	NO. OF PAGES: 7

3. All inmates will properly wear their uniforms between their scheduled wake up time and lights out time or at any time they are out of the bunk.

B. Count Time

1. Count shall be conducted at the beginning of each shift.
2. Inmates shall be:
 - a. Advised it is count time; and,
 - b. Seated at the tables in the dayroom.
3. As each inmate's name is called, (s)he will:
 - a. Respond verbally with his or her SPN; then,
 - b. Display his/her armband for comparison with the inmate's "T-Card"
 - c. Proceed directly to his or her assigned bunk.
 - d. Inmates shall remain seated on their bunk until advised otherwise by staff.
4. Cellblock Inspection
 - a. Immediately after count, the cellblock will be thoroughly cleaned by the inmates.
 - b. Deputies will inspect the cellblocks for health, fire and safety issues as well as sanitary conditions. The inspection will include, but not limited to, checking for:
 - i. Shorted electrical outlets
 - ii. Frayed wires on either county or inmate property
 - iii. Blocked doors or windows
 - iv. Inoperative equipment such as:
 - a. Sinks
 - b. Commodes
 - c. Showers



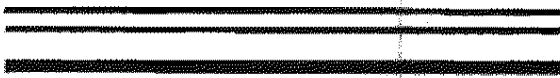
SHERIFF
Harris County Texas
Detention Bureau

SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-5B-03	NO. OF PAGES: 7

- v. Blocked vents
- vi. Cellblock speaker system
- c. Any discrepancies found shall be:
 - i. Immediately rectified by the deputy (who may use inmate labor), or,
 - ii. If the issue is beyond the deputy's ability to remedy, (s)he shall refer the situation to the maintenance provider, using the current reporting method.
- C. Cleanliness
 - 1. Inmates shall keep their assigned cellblocks clean and orderly at all times.
 - 2. Inmates will perform cleaning duties as often as required or as directed by staff.
 - 3. All inmates shall direct requests for cleaning items to the staff as needed.
 - 4. The following are prohibited:
 - a. Coverings over windows or lights.
 - b. Clotheslines.
 - c. Trash or debris on the floor.
 - d. Hanging blankets, sheets, or trash bags for privacy.
 - e. Obstruction of windows or pan holes.
 - 5. Cleaning implements
 - a. The following shall not be kept inside the cellblocks:
 - i. Brooms;
 - ii. Mops;
 - iii. Buckets;
 - iv. Squeegees, and/or,
 - v. Toilet brushes



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SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
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- b. When an inmate is finished with an item, he/she shall promptly return the equipment as directed by staff.
 - 6. Inmates are not permitted to attach any items, including pictures, to the walls, bunks, furnishings or fixtures located throughout the building.
- D. Rules
- 1. Inmates shall not use or possess tobacco products of any type or amount.
 - 2. Telephones and Televisions
 - a. Telephones and televisions are available on a daily basis between 0700 hrs and scheduled lights out time.
 - b. All inmates must stand when using the telephone.
 - c. Staff members will regulate television channels and length of telephone usage.
 - d. Telephone and televisions shall not be used during lights out except as authorized by the floor supervisor or watch commander.
 - 3. Personal Property

Inmates shall be assigned sleeping positions so their heads are at opposite ends of the bunks.

 - a. This arrangement will enable each inmate to place their personal property beneath their heads on the floor under the bottom bunk thus establishing a designated area for each inmate's use.
 - b. Personal property shall be kept neatly in Department issued storage containers. Shoes shall not be stored in the bag. Shoes shall be stored on the floor, next to the storage container.
 - c. Inmates will be permitted to hang their Harris County issued towel from the frame of their bunk to dry. At no time shall hanging towels be allowed to interfere with or hinder the view of the staff. Towels shall be placed in the issued storage container when dry.
 - d. Clothing, pieces of plastic, etc. shall not be hung from railings, clotheslines or positioned where they block any air-conditioning supply or return grills and/or vents.
 - 4. Food And Drink



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- a. All food and drink shall be consumed at the tables in the dayroom only.
- b. Inmates shall not possess or store any items of food or drink except that which is purchased through the Inmate Commissary.
- c. Any items not in their original containers shall be confiscated.

E. Movement Within The Building

1. Inmates will not touch any windows or doors within the building unless authorized. At all times inmates shall maintain at least an arm's distance from all windows and doors.
2. Inmates will have their shirts tucked in when leaving the cellblock.
3. Outside the cellblock, inmates are not permitted to speak unless authorized by a staff member.
4. When walking through the building, all inmates shall be:
 - a. In a single file line on the right side of the hallway (in the direction they are walking);
 - b. With their right shoulder in close proximity to the wall; and,
 - c. With their hands at their sides at all times.
5. Inmates will proceed directly to their authorized destination only; stopping along the way or wandering is prohibited.
6. While using the elevator, all inmates shall:
 - a. Face the rear of the elevator; and,
 - b. Place their hands behind their back, with open palms.
7. No inmate will enter an elevator with a staff member unless that staff member grants the inmate permission.

F. Inmate Services

1. Laundry



SHERIFF
Harris County Texas
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SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-5B-03	NO. OF PAGES: 7

- a. All inmates shall turn in their uniforms, undergarments, towels and bed linens to be laundered as scheduled.
- b. The staff shall be responsible for overseeing the collection and redistribution of inmates' laundry in accordance with the laundry schedule.
- 2. Unauthorized Clothing
 - a. Inmates shall not wear or possess altered clothing.
 - b. Inmates shall not wear any article of clothing in a manner not in keeping with the original purpose of the item; i.e., a torn t-shirt worn on an inmate's head.
 - c. Inmates will not wear towels on their head nor will they drape them over their shoulders.
- 3. Soap and Toilet Tissue
 - a. Soap – one (1) bottle/bar of issued soap may be maintained by each inmate.
 - b. Tissue – one (1) roll of toilet tissue will be maintained at each toilet.
 - c. No inmate shall possess any County issued toilet tissue among his or her personal property.
- 4. Commissary Slips
 - a. The second shift personnel shall distribute/pick up inmate commissary order slips the evening before their floor is scheduled for commissary delivery.
 - b. Inmates must have their armband on to receive commissary.
- 5. Outgoing Inmate Correspondence
 - a. Each day, Sunday through Thursday, between 0900 hrs and 1200 hrs, the Day Watch floor supervisor will assign a deputy the task of picking up all outgoing inmate mail.
 - b. The outgoing mail will then be transported to the appropriately designated area.

IV. REVISION:

This policy has been revised on the below listed dates:



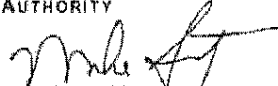
SHERIFF
Harris County Texas
Detention Bureau



SUBJECT: GENERAL INMATE RULES	POLICY #: D-205
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-5B-03	NO. OF PAGES: 7

January 1, 2011

V. AUTHORITY


Mike Smith, Major



SHERIFF
Harris County Texas
Detention Bureau

SUBJECT: INMATE CONDUCT	POLICY #: D-208
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-3A-01	NO. OF PAGES: 3

I. PURPOSE

The purpose of this policy is to establish the procedures for managing inmate conduct.

II. POLICY

It is the policy of the Harris County Sheriff's Office Detention Bureau to establish and enforce guidelines for safe and orderly inmate conduct.

III. PROCEDURE

A. General Guidelines

1. All personnel shall be familiar with, and enforce the rules and regulations of inmate conduct as cited in the Inmate Handbook and HCSO Departmental policy.
2. All inmates found to have violated inmate rules as defined in the Inmate Handbook shall be subject to disciplinary sanctions, in accordance with due process rights afforded by Detention Bureau Policy D-230 ~ Inmate Rights/Due Process.
3. Except for minor infractions of rules which may warrant only a verbal warning or reprimand, staff members are not permitted to prescribe or administer punishment to or for any inmate.
4. Disciplinary sanctions shall be determined exclusively by the Disciplinary Committee.
5. In no instances are staff members to permit, direct, or in any manner allow any inmate to exercise control over any other inmate.

B. Criminal Sanctions

1. An inmate who commits a criminal offense, which is referred to the Harris County District Attorney for prosecution, will be subject to an institutional disciplinary hearing.
2. If the District Attorney's Office declines charges, it shall be duly noted in the Inmate Offense Report.
3. All inmates will be handcuffed when removed from a cellblock for disciplinary reasons. Handcuffs will be double locked.

C. Inmate Classification



SHERIFF
Harris County Texas
Detention Bureau



SUBJECT: INMATE CONDUCT	POLICY #: D-208
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-3A-01	NO. OF PAGES: 3

The Classification Section shall bear sole responsibility for determining whether or not an inmate shall be reassigned to another housing location based on the inmate's conduct.

D. Rule Violations/Major Incident

1. The following actions shall be initiated when a staff member witnesses a rule violation committed by an inmate or reported by another inmate.
 - a. If the inmate offender is violent or there is immediate and reasonable cause to believe the inmate offender will continue to inflict injury on another person or to himself, the offender shall be promptly confined in a holding cell. The Detention Bureau Form DF-219c ~ Holdover Round Sheet shall be utilized to maintain all records as required by Detention Bureau Policy D-219 ~ Separation Policy.
 - b. If no holding cells are available, the inmate shall be taken to another suitable location where he/she will remain under the constant supervision of a staff member.
 - c. When such action is necessary -- the Floor Supervisor must be notified.
 - d. If the inmate offender is violent or it is believed he/she will become violent towards Sheriff's Office personnel, the Floor Supervisor will notify the Watch Commander.
 - e. The Watch Commander shall determine if deployment of the Emergency Response Team (ERT) or the Detention Command Containment Team (DCCT) is necessary.
2. Personnel shall prepare an Inmate Offense/Incident Report, stating fully and accurately all facts and information pertaining to the rules violated.
 - a. The reporting staff member shall complete all information specified on the report form.
 - b. The reporting staff member shall also be responsible for completing the Confirmation of Service Form and delivering same to the subject inmate.
 - c. One (1) copy of the Confirmation of Service Form shall be left with the inmate.
 - d. The reporting staff member shall immediately transmit and/or disseminate all necessary paperwork to the appropriate section(s) before his/her tour of duty is over.



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 Detention Bureau

SUBJECT: INMATE CONDUCT	POLICY #: D-208
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E. Rule Violations/Minor Incident

1. When an inmate has violated a rule listed in the Inmate Handbook as a Minor Infraction, and the incident does not require any inmate to be assigned to a new housing location:
 - a. The reporting staff member will transmit copies of the Inmate Offense/Incident Report and of the Confirmation of Service Form to the Floor Supervisor for review and approval.
 - b. Upon approval of the report, the reporting staff member will transmit copies of the report to the Disciplinary Committee and the Classification Section.
 - c. Unless permission is received from a Floor Supervisor, all reports will be submitted no later than 24 hours after the rule violation, or after the staff member receives information a rule has been violated.
 - d. The Floor Supervisor shall conduct any further investigation he/she deems necessary or appropriate.

F. Miscellaneous Incidents/Information Reports

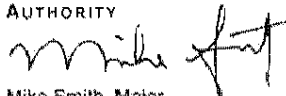
1. Staff members shall document by either formal report or inclusion in the appropriate Pass-On Book any unusual incident.
2. Staff members shall also bring such incidents to the immediate attention of their Floor Supervisor.
3. Information Only – Specific Inmate reports will be forwarded to the Classification Section after receiving a Floor Supervisor's approval.

IV. REVISION:

This policy has been revised on the below listed dates:

February 8, 2012

V. AUTHORITY


 Mike Smith, Major

SUBJECT: INMATE GRIEVANCE	POLICY #: D-211
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6B-01	NO. OF PAGES: 3

I. PURPOSE

The purpose of this policy is to establish the procedures for inmate grievances.

II. POLICY

It is the policy of the Harris County Sheriff's Office that inmates incarcerated in the Harris County Sheriff's Office detention facilities shall be afforded the opportunity to file a grievance consistent with those procedures established by the Texas Commission on Jail Standards.

III. PROCEDURE

A. Grievances

1. An inmate may file a grievance if he/she is subjected to any of the following:
 - a. A violation of a civil right(s)
 - b. A criminal act
 - c. An unjust denial or restriction of an inmate privilege(s)
 - d. A prohibited act by staff
2. Department personnel shall handle each grievance in a timely manner in order to ensure a fair and prompt resolution.
3. All deputies and staff members shall cooperate fully with the Grievance Board and any action or investigation by the Board.
4. No deputy or staff member shall subject any inmate to harassment, unauthorized abridgment of privileges or any type of unauthorized punishment due to the inmates filing of a grievance.
5. Deputies and staff members shall not interfere, deny, prevent or in any other way delay the filing of a grievance.
6. All inmate grievances, regardless of quantity or frequency, shall be accepted and forwarded to the Grievance Board for resolution and/or final determination.

B. Grievance Forms

1. The deputy/jailer notified of a grievance by an inmate will attempt to resolve the grievance when it is within their ability and/or capacity.
2. When an inmate requests a grievance form, the deputy/jailer contacted will notify a supervisor of the inmate's grievance.
3. Inmate(s) requesting a grievance form will be issued the grievance form by a supervisor.
4. Under no circumstances will an inmate be denied a grievance form.
5. A supply of grievance forms will be maintained on each floor by the floor supervisor.
6. At least once, per shift, inmates will be allowed access to the "Grievance Box" located outside each cellblock and permitted to deposit their grievance form therein.

C. Grievance Investigations

Upon receipt of an inmate grievance from the Inmate Grievance Board, the Division Commander shall make a determination as to whether the incident warrants investigation through internal channels (Administrative Investigation), or if given the allegation, forwarded to OIG/IAD for review. The Division Commander shall consult with the Bureau Commander prior to referring a grievance for OIG/IAD investigation.

1. Incidents referred for investigation shall follow policy #D-113 "Administrative Investigations – Internal Affairs Control Numbers."
2. Internal investigations
 - a. Those inmate grievances to be investigated internally shall be forwarded to the appropriate supervising staff member, as identified by the Division Commander, for resolution.

SUBJECT: INMATE GRIEVANCE	POLICY #: D-211
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE-6B-01	NO. OF PAGES: 3

- b. The assigned staff member will make every attempt to resolve the inmate's grievance; to include:
 - i. Meeting with the inmate
 - ii. Meeting with witnesses
 - iii. Reviewing relevant documentation
- c. If the investigator is unable to resolve the grievance it will be forwarded to the appropriate Watch Commander for review.
- d. If the Watch commander is unable to resolve the grievance it shall be forwarded to the Division Commander for review, and if necessary a hearing with the inmate.

D. Investigation Findings / Grievance Resolutions

1. **Unfounded:**

- a. Upon review by a supervisor, it has been determined that the complainant's allegation is false or that it lacks material substance and/or supporting evidence. The supervisor must articulate those findings on the grievance coversheet.
- b. The inmate may refuse to sign the coversheet, but requires an additional staff member signature as a witness to the inmate's refusal. The complaint shall then be closed as "Unfounded".

2. **Founded/Resolved:**

- a. Upon review by a supervisor it has been determined that the inmate's complaint is supported by the facts and/or evidence and that the supervisor is able to reach a reasonable resolution with the complainant(s). The supervisor must articulate those findings and resolution on the grievance coversheet.
- b. The inmate must sign the coversheet acknowledging the resolution. It is the responsibility of the supervisor to, whenever possible, reach a reasonable resolution to all founded complaints.
- c. If the inmate refuses to sign, then the complaint is considered "Founded/Unresolved" (see below).

3. **Founded/Unresolved:**

- a. Upon review by a supervisor it has been determined that the complaint is supported by the facts and/or evidence. The supervisor must articulate those findings on the grievance coversheet.
- b. After meeting with the inmate, the supervisor is unable to reach a reasonable resolution with the inmate(s).
- c. The inmate may refuse to sign, but requires an additional staff member signature as a witness.
- d. All "Founded/Unresolved" grievances will be forwarded to Inmate Grievance Board for an administrative hearing (review/disposition).

4. **ATW (Inmate Released from Custody of the HCSO):**

- a. A supervisor will conduct a review of the complaint and complete the grievance coversheet.
- b. The grievance coversheet will then be marked "ATW" and returned to the Inmate Grievance Board.

5. **I.A.D./Administrative Investigation:**

The complaint has been referred to a formal administrative investigation. An IAD case number must be obtained and the inmate advised that an administrative investigation will be completed. The supervisor will write the IAD case number on the grievance form coversheet and return the complaint to the Inmate Grievance Board.


SUBJECT: INMATE GRIEVANCE	POLICY #: D-211
AMERICAN CORRECTIONAL ASSOCIATION (ACA) REFERENCE STANDARD(S): 1-CORE--6B-01	NO. OF PAGES: 3

IV. REVISION:

This policy has been revised on the below listed dates:

June 15, 2012

V. AUTHORITY



Mike Smith, Chief Deputy