

# **BOULDER COUNTY JAIL POLICY AND PROCEDURES MANUAL TABLE OF CONTENTS**

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**BOULDER COUNTY SHERIFF'S OFFICE  
JAIL DIVISION**

**SUBJECT: STATUTORY AUTHORIZATION**

**NUMBER: 01-01-01**

**EFFECTIVE DATE: May 1, 2007**

**POLICY:** The Boulder County Jail is established and operated under Colorado Revised Statutes, Title 17, Article 26 - Jails. The Jail will establish and carry out policies and procedures guided by these statutes and abide by the decisions set down by the United States Supreme Court, the applicable Federal District and Appellate Courts, and applicable Colorado state courts.

**SOURCE:** A.C.A. Standard 4-ALDF-7A-01

**PROCEDURE:** Colorado law mandates that each county with a population exceeding two thousand maintain a jail. This Policy and Procedure Manual provides specific direction concerning the operation of the Boulder County Jail.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

04/30/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** MISSION STATEMENT

**NUMBER:** 01-01-02

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** The Boulder County Jail will provide a safe and secure environment for those being confined, staff, visitors and the community. This will be accomplished by strictly following the Boulder County Sheriff's Office Mission Statement and the Mission Statement adopted by the Jail Division Management Team.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-03

### **INFORMATION:**

#### **Public Safety**

It is the mission of the Boulder County Sheriff's Office Jail Division to safely and effectively confine those persons removed from the community by the criminal justice system in a secure facility; to protect the community by preventing the escape by any inmate; and to protect the inmate by providing a safe and drug free environment during their incarceration.

#### **Staff Safety**

It is the mission of the Boulder County Sheriff's Office Jail Division to provide a safe environment for its staff through the comprehensive management and objective classification of inmates; by the employment and training of qualified and motivated staff; by adhering to safe staff-to-inmate ratios; and by adhering to humane incarceration standards that discourage violence and dissension.

#### **Inmate Safety**

It is the mission of the Boulder County Sheriff's Office Jail Division to provide a safe environment for incarcerated persons by carefully and comprehensively evaluating each individual and classifying them to appropriate housing; through intensive observation by staff and interaction between inmates and staff; through proactive intervention when necessary.

### **Least Restrictive Custody**

It is the mission of the Boulder County Sheriff's Office Jail Division to evaluate all newly incarcerated persons using objective classification standards so that they may be housed in the appropriate level of security; to acknowledge that incarceration itself is deemed the punishment; to confine each person with the contention that they are innocent until proven guilty.

### **Consistent, Equitable Classification**

It is the mission of the Boulder County Sheriff's Office Jail Division to classify incarcerated inmates fairly according to prescribed criteria; to apply these criteria without bias toward race, creed or lifestyle; and to anticipate that issues of mental and physical health, history of prior incarcerations, and relationships with other incarcerated inmates may affect the outcome of the prescribed classification criteria.

### **Population Control**

It is the mission of the Boulder County Sheriff's Office Jail Division to work in collaboration with the courts and other related agencies to effectively and efficiently use the jail beds for those inmates for whom a less secure setting is not appropriate; to use less restrictive settings such as Work Release, Home Detention and Day Reporting for those offenders for whom this would be appropriate.

### **Cost Efficient Management**

It is the mission of the Boulder County Sheriff's Office Jail Division to use its publicly appropriated budget in the most efficient and effective manner by continually auditing procedures, costs, and work force appropriations, and by seeking the most cost effective services without sacrificing quality and efficiency.

### **Staff Retention and Training**

It is the mission of the Boulder County Sheriff's Office Jail Division to maintain an excellent staff of qualified officers and programs staff by providing a safe environment in which to work; by acknowledgment of their contributions; by establishing clear and consistent expectations; by clear, concise, and timely evaluations; and by investing in training that allows them to expand their level of performance and competence.

### **Good Order and Discipline**

It is the mission of the Boulder County Sheriff's Office Jail Division to ensure a safe environment for inmates and staff by maintaining good order and discipline, establishing clear rules and expectations, exercising consistent enforcement of all rules, and applying clear consequences for failure to comply.

### **Access to Needed Inmate Programs**

It is the mission of the Boulder County Sheriff's Office Jail Division to provide programs conducted by qualified presenters to those inmates who want to educate themselves and expand their knowledge base; to expand the capabilities of the existing staff by encouraging community agencies to participate in this programming; and to instill this

philosophy in the training of the staff so that they may recognize the value of facilitating growth and life enhancement skills for all those who are incarcerated.

**Avoid Warehousing**

It is the mission of the Boulder County Sheriff's Office Jail Division to provide structure and activities that reduce the boredom and idleness that contribute to negative behavior by the inmate; personal and interpersonal skills; to provide programs that address the addictive behaviors that contribute to recidivistic patterns.

**Limit Deterioration**

It is the mission of the Boulder County Sheriff's Office Jail Division to provide opportunities for motivated inmates to enhance their life skills through education and self-realization; to provide a safe environment in which change may occur; and to never cause harm or deterioration to any person in the charge of the jail.

**PROCEDURE I - Revision of the Jail's Mission Statement**

1. As part of the annual review of the Jail's operations and programs, the Jail Division Chief and members of the Jail Management Team will review this policy and procedure statement and the Mission Statement contained herein.
2. The Division Chief and Jail Management Team will be responsible for making any necessary revisions to the Mission Statement.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

04/30/07  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: CONTACT WITH OTHER CRIMINAL JUSTICE AGENCIES**

**NUMBER: 01-01-03**

**EFFECTIVE DATE: May 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to cooperate with employees of all agencies providing services to the Jail. The Jail will allow related community agencies to contribute information and ideas, which may affect its policies and are consistent with security and confidentiality interests. This will be done whenever the Jail Division Chief considers it appropriate.

**SOURCE:** None

### **PROCEDURE I - Contact and Cooperation with Related Agencies**

1. Personnel of the Boulder County Jail may work with related community agencies on issues relating to, or affecting the day-to-day operation of the Jail, as it interfaces with those agencies, with the approval of the Jail Division Chief.
2. If such contact results in a proposed change in jail operations, which would require a change in jail policy and procedures, the Jail Division Chief, or designee, will be responsible for approving or denying the proposed change.
3. Jail employees interacting with employees of agencies providing services to the Jail, or to persons incarcerated in the Jail, will follow established lines of communication with those employees. If Jail employees are unfamiliar with these lines of communication, they will seek direction from their supervisors.
4. Jail employees will forward appropriate correspondence to employees of these agencies when necessary (i.e., Inmate Requests to Public Defenders or Probation Officers or letters written to the courts, etc.).
5. If a Jail employee has a question or concern regarding a request for information from an employee of such an agency, or has any other kind of question or concern relating to another agency, they will contact their supervisor and request clarification or direction.

6. If a Jail employee has a complaint about an employee of another agency, they will inform their supervisor, who will evaluate the complaint and act accordingly.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

04/30/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** COMPUTERIZED JAIL MANUALS

**NUMBER:** 01-01-04

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to promote and ensure efficient and consistent jail operation. To accomplish this, the jail will develop and maintain a computerized manual of Policies and Procedures. The Jail will maintain these computerized manuals in the Local Area Network (LAN) at the jail and the Boulder County iWeb. They will be available to all employees upon request.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-01  
A.C.A. Standard 4-ALDF-7D-06  
A.C.A. Standard 4-ALDF-7D-07  
A.C.A. Standard 4-ALDF-7D-08

### **PROCEDURE I - Revision of Policy and Procedures**

1. A jail employee identifying the need to revise or develop a policy and procedure will submit a written proposal to the Jail Management Team (JMT) stating what they want to achieve and why the jail needs to consider it.
2. The JMT will review the proposal, approve or deny it, and inform the employee of their decision.
3. If the JMT approves the proposal, they will assign an employee to obtain all pertinent information from appropriate resources and develop a draft of the policy and procedure.
4. That employee will then forward all information to the Support Services Commander, or other designated author, to be considered for inclusion into the policy and procedure.
5. The author will use the Policy and Procedure Statement Format found in Attachment A and the Policy and Procedure Statement Guidelines found in Attachment B, to ensure that the draft follows the correct style and contains the necessary elements.

6. The author will distribute copies of the proposed policy and procedure to JMT via e-mail for review, after which it will be scheduled for discussion at a JMT meeting.
7. JMT will make any necessary revisions to the draft and return it to the author. The author will make the changes and e-mail the revised draft back to the JMT. This process will continue until the JMT has accepted the draft.
8. All information will then be forwarded to the Support Services Commander for final formatting. It will then be forwarded to the County Attorney for approval. Any revisions recommended by the County Attorney will be brought before the JMT at the next meeting for discussion.
9. When the revisions are completed the JMT will establish an effective date for the new or revised policy.
10. The Support Services Commander will coordinate the placement of the new or revised policy in its correct place in the division's computerized policy manual.
11. If necessary, the Support Services Commander will update the Policy and Procedure Manual Table of Contents and the Glossary.
12. Supervisors will be responsible for explaining the new or revised policy to their personnel during shift briefings or meetings.
13. Jail staff will be responsible for understanding the new or revised policy and for seeking clarification if questions arise.

#### **PROCEDURE II - Control of Jail Manuals**

1. The Support Services Commander will maintain one hard copy of the Policy and Procedure Manual.

#### **PROCEDURE III - Review of Jail Policy and Procedure Manual**

1. During each year the Support Services Commander will coordinate a review of the jail's Policy and Procedure Manual by the JMT.
2. This review will serve the purpose of evaluating jail operations, as written in the policy and procedure manual.
3. If this review reveals policies or forms that need to be revised, the attached formats will be used. The Support Services Commander will coordinate these changes on the LAN.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

04/30/07  
Date

## ATTACHMENT A

### POLICY AND PROCEDURE STATEMENT FORMAT

The following is a list of the elements that each policy and procedure, in their correct sequence.

Following the title of each element is a brief description of the type of information that the author should address:

**Subject:** The subject is the title of the policy and procedure. It should state the topic that the policy and procedure address.

**Number:** The number shown next to this element should correspond to the Policy and Procedure Manual, Table of Contents, and should be obtained from the Support Services Commander.

**Effective Date:** The date shown next to this element should be the date the policy and procedure goes into effect.

**Philosophy:** A philosophy statement should be a brief and concise declaration of the Jail Division's position on an issue related to the operation of the Jail. The policy statement should clearly state what will be done and why.

**Information:** Any information pertinent to the policy and procedure that furthers staff understanding, such as background information or the basis for the policy.

**Source:** Listed under this element should be the legal or professional basis for the policy and procedure. The source for Boulder County Jail's policy and procedures are generally the American Correctional Association, Adult Local Detention Facilities Standards Manual and/or case law.

**Procedures:** Procedures are detailed, step-by-step descriptions of the activities necessary to implement the policy statement the author writes them for. Usually multiple procedures are required to address a topic adequately and each procedure should be numbered and have its own subject heading.

**Authorizing Signature and Date:** The Jail Division Chief will sign and date each policy and procedure statement to confirm its approval.

## **ATTACHMENT B**

### **POLICY AND PROCEDURE STATEMENT GUIDELINES**

- Always use the established policy and procedure statement format, including correct margins and spacing.
- Complete tasks and activities when writing procedures. For example, if your procedure gets an inmate to court, make sure it gets him/her returned.
- Make sure your policy and procedure statement addresses the standard(s) listed under the "Source" section.
- Do not stray to far from the subject of your policy and procedure. If appropriate, refer to related policies and procedures.
- Do not include statements of fact that do not reflect action in procedural steps.
- If you write a policy and procedure, which will require a change in another policy and procedure, make note of the changes and follow up on it.
- Use correct room names, position titles and equipment names.
- Be consistent in your use of capitals and abbreviations
- Develop or revise forms as necessary to support your policy and procedure statement.
- If an element does not contain text, enter the word "None" next to it.
- Do not use the abbreviation "etc."
- Always proofread your policy and procedure statement after you have typed it.



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL DIVISION ORGANIZATION

**NUMBER:** 01-01-05

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to ensure that the jail is operated in a consistent, efficient, and safe manner. The Jail Division will maintain an organizational structure, which establishes a chain of command reporting to the Jail Division Chief. Jail supervisors will require that jail personnel use this structure as the basis for formal lines of communication within the Jail.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-04  
A.C.A. Standard 4-ALDF-7D-05  
A.C.A. Standard 4-ALDF-7D-06

**INFORMATION:** The Administrative Commander maintains the Jail's organizational chart.

### **PROCEDURE I - Revision of the Jail's Organizational Chart**

1. As part of their annual review of the Jail's operations and programs, the Jail Management Team will review this policy and procedure statement and the organizational chart.
2. The JMT will be responsible for making any necessary revisions to the organizational chart.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

04/30/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** MONITORING JAIL OPERATIONS -  
JAIL MANAGEMENT MEETINGS

**NUMBER:** 01-01-06

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail for the Jail Division Chief to monitor jail operations by receiving information from Incident and Crime Reports, and through weekly meetings and Personal Management Interviews with members of the Jail Management Team. These meetings will give the Division Chief the information needed to make informed decisions directing the Jail's operation.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-02  
A.C.A. Standard 4-ALDF-7D-09

### **PROCEDURE I - The Jail Management Team Meeting**

1. The Jail Management Team (JMT) will meet each week at the time designated by the Jail Division Chief. The Division Chief, or designee, will chair the meeting.
2. JMT members, or anyone else wishing to attend a meeting, will contact the Lead Administrative Technician by 1500 hours the day before the meeting with any agenda items. The Lead Administrative Technician, or designee, will publish the agenda for issues to be discussed via e-mail the afternoon before the meeting.
3. The Lead Administrative Technician, or designee, will attend the meeting to provide information concerning front office issues and to take notes.
4. The Jail Division Chief will open the meeting by reviewing the notes from the last Sheriff's Administrative Staff Meeting. The Division Chief will then call upon others attending to share any informational items of interest to be included in the published meeting notes. Following that, the Division Chief will call for discussion on the listed agenda items and the JMT will discuss the issues, come to resolution if possible, or assign follow-ups as needed.
5. At the conclusion of regular JMT, the Administrative Team (Commander's and Health Services Director) will review the Administrative Segregation list provided by Classification and discuss any changes.

6. At that point the Division Chief may conduct a meeting with the Jail Administrative Team or adjourn the meeting.
7. The Lead Administrative Technician, or designee, will compile the meeting notes and forward them to the Administrative Commander, or designee, for approval.
8. When the notes have been approved, the Lead Administrative Technician, or designee, will forward them to all jail personnel via e-mail.
9. The Lead Administrative Technician, or designee, will also forward a copy to the Sheriff and Division Chiefs via e-mail. A copy will be kept on file in Jail Administration for the current year plus one.
10. Supervisors will communicate relevant information resulting from the meetings to their personnel during briefings, or other meetings.

#### **PROCEDURE II - Personal Management Interviews**

1. The Jail Division Chief may conduct Personal Management Interviews (PMI's) with any employee as appropriate.
2. The Division Chief will set the format. She or he and the employee will discuss whatever needs both may have to accomplish their jobs, either professional or personal, and how they can address these needs.
3. The Division Chief may give the employee assignments that require follow-up and will keep a list of these assignments.
4. During the PMI the Division Chief and the employee will discuss and agree upon the expected outcome of these assignments.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

04/30/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ANNUAL GOALS

**NUMBER:** 01-01-07

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to set annual goals through the Sheriff's Administrative Staff and the Jail Management Team. These goals will give jail personnel direction in accomplishing the Jail's stated mission.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-01  
A.C.A. Standard 4-ALDF-7D-03

### **PROCEDURE I - Setting Annual Goals**

1. The Jail Management Team (JMT) will meet annually to discuss goals for the year. They will usually accomplish this at an "off-site" meeting, but it may be done at the weekly JMT meetings.
2. If these goals require revisions of jail policy and procedure, the JMT will ensure that these revisions are accomplished.
3. All goals involving interrelated agencies with which we have contact will be coordinated with those agencies.
4. Afterward the Lead Administrative Technician, or designee, will prepare the goals for distribution to the Jail Management Team and e-mail them to jail personnel.

### **PROCEDURE II - Creating Measurable Objectives**

1. After the annual goals have been set, the JMT will formulate a list of measurable objectives to be accomplished by jail personnel to meet the goals.
2. The JMT will ensure that jail employees under their supervision are aware of specific duties they may have assigned to them, as part of the jail's efforts to reach the annual goals, and will evaluate their performance of these duties.

3. The JMT will evaluate the jail's progress toward achieving the measurable objectives throughout the year.
4. If necessary, the JMT will reevaluate the goals and objectives and make any necessary revisions to them.
5. The Division Chief will keep the Sheriff's Administrative Staff informed of the jail's progress toward achieving the goals and of any revisions in them.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

04/30/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL DIVISION LEGAL ASSISTANCE

**NUMBER:** 01-01-08

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain access to legal assistance for direction in applying local and state laws and to respond to litigation arising from the performance of duties.

**SOURCE:** A.C.A. Standard 4-ALDF-7A-02

### **PROCEDURE I - Obtaining Legal Assistance**

1. If a jail employee needs legal assistance, due to a job related incident or to clarify a legal point, she or he will inform the Jail Division Chief, via their immediate supervisor, in writing.
2. The Division Chief will evaluate the request, consult with the Sheriff if necessary, and approve or deny it.
3. If the Division Chief denies the request, she or he will advise the employee in writing why the request was denied.
4. If the Division Chief approves the request, she or he will contact the Office of the County Attorney and discuss the situation.
5. The Lead Administrative Technician, or designee, will keep copies of any written communications regarding the matter in the Division Chief's correspondence file.
6. At the direction of the Division Chief, she or he will forward originals, or copies to the Sheriff, or other members of the Sheriff's Staff.
7. In case of a legal conflict with the County Attorney's office, the Boulder County District Attorney's office may be contacted.
8. If a legal conflict exists with both offices, the Sheriff may retain private counsel to provide the legal assistance for the employee or the Division.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

04/30/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL DIVISION ANNUAL REPORT

**NUMBER:** 01-01-09

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to prepare a report to document the previous year's operation in those years in which the Sheriff's Office publishes an annual report.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-09

### **PROCEDURE I - Jail Division Annual Report**

1. The Jail Division Chief, or designee, will participate in the compilation of a report in those years that the Sheriff's Office publishes an annual report. The report will review the division's progress in meeting state law, the mission statement, and other specific goals. In addition, the report will summarize the inmate population for the past year, the budget, and other information deemed pertinent by the Division Chief.
2. The Division Chief, or designee, will ensure that they submit the report to the Sheriff.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

04/30/07  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: COLLABORATION WITH COLLEGES AND UNIVERSITIES**

**NUMBER: 01-01-10**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to collaborate with colleges and universities by providing tours, speakers, and other types of services and educational opportunities to their students.

**SOURCE:** None

### **PROCEDURE I - Tours, Public Speakers and Interviews**

1. Any written or verbal requests from students, teachers, or school administrators for any type of service will be directed to the Jail Division's Administrative Commander. If other employees receive a request, they will forward it to the Administrative Commander, or ask the individual to contact him or her directly.
2. If the request is for a tour, we will handle it through the normal jail tour procedures. (See 01-01-13, Jail Tours).
3. The Administrative Commander will evaluate the Jail's ability to handle these requests, or assign an employee to contact the interested person, determine if the Jail can accommodate the request and coordinate the response.
4. The employee handling the request will outline the response as to staff needs, locations, time, dates and inmate involvement and present this information to the Administrative Commander for final approval.
5. If the request is denied, the employee will contact the person and explain why we denied it.
6. If the Administrative Commander determines that the request is one the Jail can accommodate, he or she will direct the assigned employee to contact the requesting person and inform him or her of the approval.

7. If the request is for a speaking engagement or an interview, the Administrative Commander will discuss the topic with the assigned employee in advance.
8. If the activity is to occur at the jail, the employee will notify him or her of the arrangements, including when and where the activity will occur, the names of any other employees involved and any follow-up that the jail may require.

**PROCEDURE II - Internship and Other Programs**

1. Students who wish to receive college credit for their work in the jail will submit a written request to the Administrative Commander.
2. The Administrative Commander will review the request and refer it to the appropriate employee.
3. If the request is denied, the Administrative Commander, or designee, will notify the student and explain the reason(s) for the denial.
4. If approved, the Administrative Commander, or designee, will contact the student and inform him or her of the decision.
5. The Administrative Commander, or designee, will work with the student to prepare a plan for carrying out the student's request.
6. The Administrative Commander, or designee, will assign an employee to do a background check of the student.
7. If the student does not clear the background check, the assigned employee will inform the Administrative Commander and the student. The student will not be allowed to continue and the jail will take appropriate legal action if needed.
8. If the student passes the background check the Administrative Commander will assign an employee to supervise the student's activities in the Jail and to be a resource for the student.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** USE OF CONSULTANTS AND CONTRACT PERSONNEL

**NUMBER:** 01-01-11

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail, in cooperation with the Sheriff and Office of the County Attorney, to contract with consultants and contract personnel when the expertise required to perform a particular task or providing a specific service is clearly not available in the Sheriff's Office.

**SOURCE:** A.C.A. Standard 4-ALDF-7B-03  
A.C.A. Standard 4-ALDF-7B-13  
A.C.A. Standard 4-ALDF-7C-02  
A.C.A. Standard 4-ALDF-7C-03

**INFORMATION:** Any information gathered through a contractor's work in the jail is considered confidential and may only be released to those with a direct interest in the work.

### **PROCEDURE I - Obtaining Consulting Services**

1. Employees who feel that the Division could benefit from the assistance of an outside contractor may submit a written proposal to the Jail Division Chief.
2. The employee's proposal should include the project or task assigned, the type of assistance needed, any recommendations the employee may have regarding who might be selected to provide the assistance, an estimate of how long the jail might need the contractor's services and any information the employee may have regarding the cost of the contractor's service.
3. If the Division Chief concurs that we need a contractor, he or she will confer with the Sheriff. The Division Chief may give the Sheriff recommendations regarding who might be used, how we might use their services, and the length of time the jail might require them.

4. If the Sheriff approves, the Division Chief, or designee, will arrange for a contract, or other necessary paperwork. This will be coordinated with the County Attorney.
5. The Division Chief will inform the employee of the decision to contract with a contractor. The employee will contact the contractor and develop a plan for their services.
6. The employee and the contractor should determine when and where they will hold the meetings, what clerical and support services will be required, how they will document information, the impact that the service may have on the jail's operation, if any other staff or inmates will need to be interviewed and how the service will be evaluated.
7. If requested by the Division Chief, the employee will write a memorandum detailing the information generated by Step 6. The employee will forward the memorandum to the Division Chief and keep a file copy.
8. The Division Chief will review the plan, suggest any changes, and forward the plan to the Sheriff.
9. The employee will then set up the plan and obtain the contractor's services.

#### **PROCEDURE II - Request Denials**

1. If the Division Chief, or the Sheriff, denies the request for contractor services, the Division Chief will contact the employee and explain the issues or problems involved.
2. The employee will notify the prospective contractor with an explanation for the denial.

#### **PROCEDURE III – Clearing and Orientation of Contract Personnel**

1. All prospective contractors will undergo a criminal records check to determine whether there are criminal convictions that have a specific relationship to job performance.
2. All contract personnel will receive a formal orientation appropriate to their assignments and additional training, if needed.
3. Any employee receiving authorization to use a contractor will acquaint him or her with any policies that need to be complied with during the contract period.

4. The contractor will read the policies and direct any questions to the employee.
5. The employee will ensure that the contractor's questions are answered and will repeat that any information gathered through the contractor's work in the jail is considered confidential.
6. The contractor will sign and date the policies indicating his or her agreement to abide by them.
7. The employee will also sign and date the policies as a witness to the contractor's signature.
8. The employee will file the signed policies and maintain them for the duration of the contract in a file maintained for that purpose.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: FORMS ADMINISTRATION AND ORDERING**

**NUMBER: 01-01-12**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to properly develop all forms according to specific guidelines. Designated employees will maintain a continuous supply of forms and we will inform them in a timely manner when the jail needs additional forms.

**SOURCE:** None

### **PROCEDURE I - Forms/Forms Manual**

1. Any jail employee identifying the need to revise or create a form will submit a written proposal to the Jail Management Team (JMT). They should state what they want to achieve by setting up the form and why it is necessary. Since we usually develop forms simultaneously with a policy and procedure, the employee should review the current policy to decide what changes may be needed.
2. The JMT will evaluate the request and inform the employee of their decision.
3. Whenever we develop or revise a form, the employee will use the Forms Format described in Attachment A of this policy to ensure that it conforms to the established guidelines.
4. The employee will also write a description of the form using the Forms Description Format in Attachment A.
5. The Support Services Commander will ensure that she or he updates the glossary in the policy and procedure manual, if necessary.

### **PROCEDURE II - Forms Ordering**

1. Supervisors will be responsible for maintaining an adequate supply of all Jail Division forms in their areas of responsibility.

2. He or she will check the forms monthly and coordinate the ordering with the designated employee.
3. The ordering of new forms will be coordinated with the Lead Administrative Technician, or designee. A Boulder County Printing Requisition form will be used to order forms and forwarded to County Printing.
4. Newly printed forms will be delivered to the Jail by County Printing. The Lead Administrative Technician, or designee, will notify the appropriate person when the forms are delivered.
5. That person will be responsible for seeing that they are properly stocked.

By Order of the Division Chief

Signed by  
Larry R. Hank

06/26/07  
Date

## ***ATTACHMENT A***

### **FORMS FORMAT**

Forms should be developed concurrently with the development or revision of policy and procedure. The following guidelines should be used when developing a new form:

- Make sure the form has a distinct, descriptive, and brief title.
- Center the title at the top of the page, and use a large style type.
- Use distinct, descriptive and brief subtitles in the text when it would add clarity to the form.
- Leave at least a ½" margin on all sides of the form's text.
- Use an open, block style text arrangement by grouping information and leaving an adequate amount of white space distributed in the form.

### **FORMS DESCRIPTION FORMAT**

A form description should always begin with a sentence or two briefly describing the function of the form. This section should also identify which policy and procedure it applies to.

The writer should list specific instructions describing what information is to be entered into each numbered area of the form, with each number corresponding to a numbered area on the form.



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL TOURS

**NUMBER:** 01-01-13

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to promote good relations with the public and appropriate professionals. The Jail may grant interested groups or individuals a tour of the Jail. The tour will be conducted in a manner that does not interfere with the operation of the Jail or violate inmate privacy.

**SOURCE:** None

### **PROCEDURE I - Jail Tours**

1. When Reception, or any other jail employee receives a request for a tour, he or she will initiate a Tour Request Form and forward it to the Administrative Commander.
2. The Administrative Commander will evaluate the request and approve or deny it, based upon the potential impact on the Jail.
3. If we deny the request, the Administrative Commander, or designee, will contact the person making the request and explain the reason for the denial.
4. If he or she approves the request, the Administrative Commander, or designee, will schedule the tour with the person and retain the form. The Administrative Commander will advise the Reception of the tour date and time and who will conduct the tour.
5. The Administrative Commander, or designee, will instruct the tour group to arrive at the Jail at least fifteen minutes before the scheduled tour time for check-in. We will ask that tour participants leave personal belongings in the lockers in the Lobby or in the Administration area.
6. When the tour group is ready, the Reception will notify the individual assigned to conduct the tour.

7. Visitors on the tour may only take photographs at the discretion of the Jail Division Chief, or designee, and shall not include inmates or jail employees without appropriate approval.
8. At the end of the tour the group will be returned to the Reception area and escorted from the facility.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** FINANCING AND BUDGETING

**NUMBER:** 02-01-01

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to develop an annual budget request to be presented to the Sheriff and Board of County Commissioners (BOCC), which provides for the essential resources of operating a safe and secure jail.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-10  
A.C.A. Standard 4-ALDF-7D-11  
A.C.A. Standard 4-ALDF-7D-13  
Boulder County Sheriff's Office Policy #209

### **PROCEDURE I - Budget Preparation**

1. The Jail Division Chief, or designee, will prepare a budget request for the jail annually. He or she will seek and use information from appropriate jail employees during this process.
2. The Division Chief will review and evaluate the Jail's Mission Statement, policy and procedures, and goals and objectives to help support and identify necessary requests.
3. The Division Chief may also consult with the Sheriff during this process to ensure that the budget proposal substantiates the funds necessary to operate the Jail. This includes an assessment of the current number of staff positions and anticipated personnel needs.
4. The budget request will be included as part of the overall Sheriff's Office budget request to the BOCC.
5. At the appropriate time, as determined by the BOCC, the Division Chief, and/or designee, will help the Sheriff in the presentation of the budget request to the BOCC.

**PROCEDURE II - Budget Review and Revision**

1. The Sheriff's Administrative Staff will review the overall Sheriff's Office budget at least monthly.
2. The Jail's budget will be evaluated during this meeting and any problems discussed.
3. Budget revisions and requests for supplemental funding will be developed, as necessary to maintain safe and efficient operations.
4. Any unusual expenditure, which is significantly over the line-item allocation, will be examined by the Sheriff.
5. If necessary, the Division Chief, or designee, will help the Sheriff in the presentation of proposed budget revisions or supplemental requests.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE FUNDS AT INTAKE AND RELEASE  
ACCEPTING INMATE MONIES

**NUMBER:** 02-01-02

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to accept money for inmates and to manage it carefully according to proper accounting procedures. This ensures the proper handling and return of funds.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-11  
A.C.A. Standard 4-ALDF-7D-16  
A.C.A. Standard 4-ALDF-2A-23  
Boulder County Finance Accounting Procedures

### **PROCEDURE I - Inmate Cash Disposition - Intake**

1. During the initial pat search a Booking Officer will count any cash found on the arrestee in the presence of the arrestee and arresting officer. If the arrestee disagrees with the amount counted, or is under the influence of drugs or alcohol, or uncooperative with the process, the Booking Officer will complete an Incident Report, including the name of the arresting officer, and forward it to the On-Duty Supervisor (ODS). Employees will report unusually large amounts of money and valuables to the ODS immediately.
2. The Booking Officer will write the amount of money on the "Pre-Booking Property Inventory." The money will then be placed in a manila envelope and marked with the arrestee's name, amount enclosed, and the officer's initials and employee number.
3. Once the arrestee is taken into Booking, the officer will place the money in the designated drawer. During the booking process, Booking will enter the amount of money in Tiburon. The inmate and Booking personnel will review and sign the form when Booking personnel print it.

4. Booking personnel will generate a Shift Fund Balance Report from Tiburon at the end of each shift. This report will include the name of each person booked into the jail on that shift and the funds credited to their accounts.
5. The ODS will access the designated drawer and collect the envelopes. They will compare the amount of money in the envelope with the amount written on the outside.
6. The ODS will then count the cash from the envelopes and compare the total amount with the total from the Shift Fund Balance Report.
7. If the ODS finds a discrepancy they will contact the person who entered the inmate funds. The ODS will resolve the discrepancy and make any necessary corrections in Tiburon. If the discrepancy cannot be corrected, they will leave the information for Sheriff's Accounting.
8. If the amounts agree they will place the cash and the Shift Fund Balance Report in a deposit envelope and place it in the Booking Safe.

#### **PROCEDURE II - Receiving Inmate Monies**

1. Jail employees accepting incoming inmate money will write a receipt to the person bringing the money in and forward a copy to the receiving inmate.
2. The employee will credit the inmate's Fund Account with the deposit in Tiburon.
3. If the funds come in as a money order, cashier's check, government check or traveler's checks an employee will take it to the inmate's module, so the inmate can endorse it before we credit the account.
4. The employee will place the funds in a sealed envelope and write the inmate's name, amount of money, and employees' initials on it.
5. The envelope will be placed in the locked in the designated drawer in Booking for later processing.
6. Steps 5-8 of Procedure I will be implemented.

#### **PROCEDURE III - Inmate Money Disposition - Release**

1. When Booking releases an inmate, the Tiburon system will automatically generate a check. The releasing employee will sign his or her name and employee number in the lower left corner of the check.

2. Booking will give the check to the inmate being released. The employee will advise him or her that a valid photo I.D. must be presented before a financial institution will cash the check.
3. Booking employees will gather the check copies and a copy of the Shift Fund Balance Report generated by Tiburon and compare the amounts at the end of each shift.
4. When the amounts agree the employee will place the check copies in the Cash Drawer and a Law Enforcement Technician will enter them on Graveyard Shift.
5. If the amounts do not agree Procedure I, Step 7 will be implemented.

**PROCEDURE IV - Deposit of Inmate Money**

1. Personnel from Sheriff's Accounting will obtain the deposit envelopes from the Booking safe every few days and check them for accuracy.
2. Sheriff's Accounting personnel will contact the on-duty Booking Sergeant if the amounts do not agree and resolve the discrepancy. If they cannot resolve the discrepancy, the Sergeant will determine the best course of action.
3. Sheriff's Accounting will enter the amount of deposits when they receive them from the bank.
4. Sheriff's Accounting will reconcile the Inmate Cash Account statement received from the bank monthly.
5. A monthly memorandum will be forwarded to the Support Services Commander and Sheriff's Accounting detailing the Inmate Cash Account activity.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
\_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: FISCAL AUDITS AND ACCOUNTABILITY**

**NUMBER: 02-01-03**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to facilitate annual auditing procedures and maintain fiscal accountability. The Jail will work with Sheriff's Accounting to monitor all expenditures and facilitate any necessary audits.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-12  
Boulder County Sheriff's Office Policy #209

### **PROCEDURE I - Fiscal Accountability**

1. Expenditures from the 2851 Account (Sheriff's Office - Jail Division budget) must be approved by the Jail Division Chief, or designee(s).
2. Sheriff's Accounting will provide a copy of the jail's budget expenditures to the Division Chief monthly.
3. The Division Chief will distribute copies to those designated to oversee the jail's budget. Any discrepancies will be discussed with the Accountant immediately.

### **PROCEDURE II - Fiscal Audits**

1. The jail will submit to an annual audit of division credits and expenditures, as directed by the Board of County Commissioners.
2. A private firm may be retained by the BOCC to conduct these audits.
3. Any problems, discrepancies, or concerns expressed by the auditor(s) will be forwarded to the Sheriff for follow-up.
4. Written reports concerning these audits will be archived.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



**BOULDER COUNTY SHERIFF'S OFFICE  
JAIL DIVISION**

**SUBJECT: JAIL DIVISION INVENTORIES**

**NUMBER: 02-01-04**

**EFFECTIVE DATE: July 16, 2007**

**POLICY:** It is the policy of the Boulder County Jail to conduct ongoing property inventories to ensure that supply and equipment shortages do not interrupt or cause inefficient jail operations.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-15  
Boulder County Sheriff's Office Policy #209

**PROCEDURE I - Jail Division Inventories**

1. Jail personnel routinely conduct inventories, but the Division Chief may direct others to conduct additional inventories of specific jail property.
2. The Division Chief may require these inventories when supplies or equipment are discovered to be missing or damaged, or may be necessary as part of the jail's budgetary process.
3. Jail personnel will conduct these inventories according to the procedures specified in Sheriff's Office Policy #209.
4. These inventories will be documented by the personnel assigned to conduct them.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07  
\_\_\_\_\_  
Date

**SUBJECT: BOND ACCOUNT**

**NUMBER: 02-01-05**

**EFFECTIVE DATE: April 4, 2005**

**REVIEW DATE: April 4, 2006**

**POLICY:** It is the policy of the Boulder County Jail to carefully record the collection and disbursement of all bonds.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-11

**PROCEDURE I - Issuing Bond Account Checks**

1. A Reception employee will meet with the On Duty Supervisor (ODS) two to three times per week to collect the bond envelopes from the Booking Bond Drawer.
2. The employee will open each non-Boulder County court envelope in Booking to ensure that the money in the envelope agrees with the amount written on the bond.
3. If the employee discovers an error they will advise the ODS. Together they will attempt to correct the mistake or contact the responsible Booking Officer.
4. When all bonds have been checked the employee will initial in the appropriate spaces of the Bond Log for each envelope taken from the drawer. The employee's initials signify that the envelopes and contents are now his or her responsibility.
5. The employee will then write checks to the appropriate courts. When they have written the checks the employee will record them in the Reception Bond Log and address envelopes to the appropriate courts.
6. The employee will request the Administrative Lieutenant, Support Services Lieutenant, or Support Services Sergeant sign the checks. The signed checks will be placed in the envelopes with the original copy of the bonds.

**PROCEDURE II - Ledger Entries and Deposit of Bond Money**

1. After all bonds have been checked the employee will total all funds received and complete a deposit slip for the Bond Account. The employee will record the deposit total in the Reception Bond Log and the deposit will be made that day.
2. A Sheriff's Accounting Staff person will reconcile the Bond Account monthly when they receive the bank statement.

**PROCEDURE III - Investigating Bond Account Discrepancies**

1. If a court notifies us that it failed to receive a bond check the designated sergeant will review the Reception Bond Log for documentation regarding the check.
2. The Booking Bond Log and Bond Account bank statements may also be checked.
3. The sergeant may request a stop payment on the check and issue a replacement if necessary.

By Order of the Division Commander

Signed by \_\_\_\_\_  
Larry R. Hank, Captain

04/05/05 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: PURCHASE OF SUPPLIES, SERVICES, AND EQUIPMENT**

**NUMBER: 02-01-06**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide efficient and accountable use of its appropriated funds. The Jail will follow established County Purchasing guidelines when obtaining the necessary supplies, services and equipment.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-15  
Boulder County Sheriff's Office Policy #209

### **PROCEDURE I - Purchase of Supplies, Services and Equipment**

1. The Jail Division Chief, or designee(s), will arrange for the purchase of goods and services through the Jail Division Account (2851), by following instructions contained in the Boulder County Purchasing Manual and Boulder County Sheriff's Office Policy #209.
2. Vendors will be contacted by phone and current prices for the desired item or service will be obtained. If a purchase will exceed two thousand five hundred dollars, three phone quotes will be obtained and recorded on the Telephone Quotation Form.
3. If an item is only available from one source, the purchase can be made, but the person authorizing the purchase will attach a sole-source memorandum to the invoice prior to submitting it to Sheriff's Accounting.
4. If the purchase will exceed fifteen thousand dollars, we must receive written quotes from at least three vendors.
5. The Chief, or designee, will refer all purchases for which bids must be obtained to County Finance, which will be responsible for them.
6. A Purchase Requisition will be completed before Sheriff's Accounting will issue a Purchase Order for those goods or services identified in the manual as requiring one.

7. All incoming invoices for goods and services will be forwarded to the appropriate person for assigning of the proper object code and signature.
8. The invoices will then be forwarded to Sheriff's Accounting without delay.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07  
Date



**BOULDER COUNTY SHERIFF'S OFFICE  
JAIL DIVISION**

**SUBJECT: PAYROLL**  
**NUMBER: 02-01-07**  
**EFFECTIVE DATE: July 16, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain and follow established procedures governing the payroll to ensure that Jail Division employees receive timely and accurate compensation for the work they do.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-13

**PROCEDURE I - Payroll Processing**

1. Each month Sheriff's Accounting will send supervisors a message indicating when completed payroll time sheets are due.
2. Employees will establish a new Time Sheet after Sheriff's Accounting sends out the monthly notice that it is okay to do so. This will be done in the computerized payroll program available on the iWeb under the Sheriff tab and updated as needed.
3. Jail supervisors will ensure that all employees assigned to them complete the monthly Time Sheets and sign it electronically.
4. Supervisors will then enter the payroll program, check the Time Sheets for accuracy and approve each of them electronically. If the employee is not available to electronically sign the Time Sheet, the supervisor will review it for accuracy and sign it off anyway.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: RECEIVING AND DOCUMENTING DELIVERIES**

**NUMBER: 02-01-08**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to receive, account for, and store or distribute all purchased goods delivered to the jail in a timely manner.

**SOURCE: None**

### **PROCEDURE I - Administrative Deliveries**

1. All deliveries, except those intended for Food Service, Productive Day, and some inmate supply and Maintenance deliveries, will be accepted in Reception, Monday through Friday, between 0800 and 1630 hours.
2. Reception personnel will receive the orders and check them against the delivery papers. If the delivery is correct it will be accepted and signed for.
3. If the delivery is not accurate, Reception will attempt to resolve any discrepancies with the delivery person. If the discrepancy cannot be resolved they will not accept or sign for the delivery.
4. If a delivery is not intended for Reception, they will notify the appropriate person and forward any documents to him or her.
5. When receiving deliveries for inmates Reception will note that they received a delivery, when they received it, and who received it on the appropriate record.
7. Reception will keep a record of deliveries not accepted for inmates. This written record will include the date, inmate's name, who they returned it to, and why they returned it.

**PROCEDURE II - Other Deliveries**

1. Food Service, Productive Day, Maintenance and inmate supply deliveries will be accepted at the Rear Loading Dock. Food Service deliveries will be accepted from 0830-1100 hours and 1230-1630 hours.
2. When Master Control is advised of a delivery via the intercom on the Rear Loading Dock, they will determine whom the delivery is intended for. That person or section will be contacted and asked to respond to the loading dock. If the person is not available, someone who works with him or her will be asked to handle the delivery.
3. If there is doubt as to the delivery person's identity, Master Control will notify an officer to respond for verification.
4. Master Control will log the delivery in the Master Control Log by recording the time of delivery, the type of supplies being delivered, if known, and the person accepting the delivery.
5. The person receiving the delivery may allow the person to place the order in the Receiving Vestibule, after ensuring that no inmates are present. If there is a discrepancy with the order when checking the delivery and the Bill of Lading they will settle it then.
6. The person accepting the delivery will move the supplies to the appropriate storage area, securing all doors behind them.
7. The Bill of Lading will be forwarded to the Food Services Manager, Maintenance, or other person to be filed pending the receipt of the invoice.
8. When the invoice arrives it will be compared with the Bill of Lading to confirm that the vendor billed the Jail for the correct items received.
9. It will then be forwarded to the Support Service's Commander, or designee, who will initial it and forward it Sheriff's Accounting for payment.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** COMMISSARY

**NUMBER:** 02-01-09

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide Commissary from a contracted vendor for inmates to purchase approved items. The commissions obtained from these sales are placed into an Inmate Welfare Fund and spent on inmate needs and services. The Support Services Commander and Sheriff's Accounting oversee the use of these funds.

**SOURCE:** A.C.A. Standard 4-ALDF-5C-25  
A.C.A. Standard 4-ALDF-5C-26

### **PROCEDURE I - Commissary Ordering**

1. Nights module officers will distribute Commissary Order Forms each Monday evening. All inmates will be given the opportunity to order commissary. Inmates on Disciplinary status may order personal hygiene items only and use a special ordering form.
2. Inmates may order up to \$100.00 worth of commissary, but may not exceed their account total. An inmate may request their account total from a module officer if they are not sure how much they have available.
3. Officers will collect all order forms before lockdown and take them to the Booking Sergeant's Office before the commissary representative arrives. The Nights On-Duty Supervisor (ODS) will place all of the order forms in the box on the Support Services Sergeant's door.
4. The commissary representative will pick them up from this location early on Tuesday morning.

## **PROCEDURE II - Commissary Distribution**

1. A representative from the commissary vendor will come to the jail Wednesday morning. The person will notify Master Control of their arrival via the intercom at the exterior entrance.
2. The Nights ODS, or designee, will meet the representative and allow them access to the Programs hallway. The representative may move to and from the modules without an escort.
3. The representative will place all merchandise racks and extra commissary in the Building D corridor. They will take only that commissary needed for delivery to a specific area and return for carts to other areas as needed.
4. The representative will then go to the first delivery area. Module officers will help the representative in getting inmates to the door to accept their purchases and ensure that the proper inmates sign for orders by checking the inmate's identification bracelet. Inmates should check their order, sign for it and return the signed form to the representative.
5. After they deliver all orders, the representative will notify the designated Nights ODS, or designee, of any issues, including extra charges and/or credits and collect the carts. The representative will then exit the building.

## **PROCEDURE III - Debiting the Inmate Cash Account and Crediting the Commissary Account**

1. The Support Services Sergeant, or designee, will determine the money to be debited from the Inmate Cash Account for commissary purchases using the report provided by the commissary vendor. This amount will be a combined total of money owed to the vendor and the jail's commission.
2. The Sergeant will generate checks from the Inmate Cash Account for the Sheriff's Office Accounting Section for that amount. The Sergeant will generate a weekly Commissary Report summarizing the transactions.
3. The Sergeant will forward a copy of the weekly Commissary Report, along with the checks generated from the Inmate Cash Account, to Sheriff's Accounting. They will deposit the funds in the appropriate accounts.

## **PROCEDURE IV - Paying the Contracted Vendor**

1. Sheriff's Accounting will forward a request for payment to County Accounts Payable for the amount of purchases shown on the weekly commissary report.

2. County Accounts Payable will issue a check to the commissary vendor for the designated amount.

**PROCEDURE V - Commissary Reports**

1. The Support Services Sergeant, or designee, will forward a copy of the weekly Commissary Report to Sheriff's Accounting and the commissary vendor.
2. The Sergeant will compile a monthly report for the Support Services Commander, summarizing the total sales, taxes, stamps, and net amount for commission, amount of the commission, and total amount due to the vendor for the current month.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 06/26/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INCOMING INMATE MONIES  
INMATE CASH ACCOUNT

**NUMBER:** 02-01-10

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to manage inmate funds at all times through Tiburon. The system permits inmates to authorize withdrawals from their account for the purchase of commissary, or to release funds to someone on the outside with written permission.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-11  
A.C.A. Standard 4-ALDF-7D-16

**INFORMATION:** The Jail will accept the following as incoming inmate funds:

Cash  
Cashiers' Checks  
Government Checks  
Non-Cancelable Money Orders  
Travelers' Checks

### **PROCEDURE I - Receiving and Depositing Inmate Monies**

1. Jail employees accepting incoming inmate money will check Tiburon to ensure that the person is in custody. If they are in custody, the employee will accept the funds, give a receipt to the person leaving the money, and forward a copy to the inmate.
2. The employee will also credit the inmate's Tiburon account. (If in the form of a money order, cashier's check, or government check, the inmate must endorse it first).
3. The money will be placed in an envelope, counted by a second person, and put in the designated repository in Booking.

4. When the Team Sergeant reconciles the Intake Cash at the end of the shift, they will check the amount listed on each envelope against the Shift Fund Balance Report.
5. These funds will then be processed by Sheriff's Accounting.

**PROCEDURE II - Tracking Inmate Cash Account Activity**

1. Sheriff's Accounting will track checks written from the account.
2. Sheriff's Accounting will use an account deposit ledger to document all deposits made to the account.

**PROCEDURE III - Reconciling the Inmate Cash Account**

1. Sheriff's Accounting will retain the monthly Inmate Cash Account bank statements sent by the bank.
2. Sheriff's Accounting will use the check ledger and deposit ledger to reconcile the account statement after receiving the monthly statement.
3. If the ledger and the account statement do not reconcile, Sheriff's Accounting will trace the discrepancy and correct it.
4. After Sheriff's Accounting has reconciled the Cash Account, they will forward a summary to the Support Services Commander.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 06/26/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** REIMBURSEMENT FOR EXPENSES

**NUMBER:** 02-01-11

**EFFECTIVE DATE:** July 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to reimburse employees who incur reasonable and necessary out-of-pocket expenses while performing their duties.

**SOURCE:** None

### **PROCEDURE I - Reimbursement**

1. An employee incurring out-of-pocket expenses while performing their duties will document the expenses on an Employee Request for Reimbursement Form to a supervisor requesting reimbursement. They must attach the original receipt for the expenses.
2. The supervisor will evaluate the request and either approve or deny it.
3. If the request is approved, the supervisor will sign the approval section of the form and forward it to Sheriff's Accounting for payment.
4. Sheriff's Accounting will coordinate the issuance and mailing of the reimbursement check to the employee's home address.
5. Accounting will retain the Employee Request for Reimbursement form and receipt for their records.
6. If the request is denied, the supervisor will not sign the approval section of the form. The employee may appeal the decision to the Jail Division Chief.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/02/07 \_\_\_\_\_  
Date



2. They will complete an Employee Request for Reimbursement form and attach the receipts and remaining cash to it.
3. This paperwork will be given to the Lead Administrative Technician, who will secure it with the petty cash supply. Employees' must return all unspent funds within forty-eight hours.

**PROCEDURE III - Reconciling Petty Cash Expenditures**

1. The Lead Administrative Technician will reconcile the petty cash ledger monthly. The total amount must equal the allocated cash amount.
2. If the totals do not correspond the Lead Administrative Technician will search for the discrepancy by examining entries made in the ledger and contact the appropriate employee to reconcile the problem.
3. The Lead Administrative Technician will retain reconciled receipts for use in replenishing the petty cash supply.

**PROCEDURE IV - Replenishing Petty Cash**

1. The Lead Administrative Technician will forward the reconciled receipts and expenditure paperwork to Sheriff's Accounting monthly.
2. If the receipts are in order Sheriff's Accounting will reimburse the Lead Administrative Technician.
3. County Finance may audit the petty cash account each year.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT:** APPOINTMENT OF THE JAIL DIVISION CHIEF

**NUMBER:** 03-01-01

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** The Boulder County Sheriff will appoint a Jail Division Chief to operate the Boulder County Jail.

**SOURCE:** A.C.A. Standard 4-ALDF-7B-01  
A.C.A. Standard 4-ALDF-7B-02

**INFORMATION:** Minimum qualifications for the position of Jail Division Chief include:

- 1) Relevant administrative experience and demonstrated administrative and leadership abilities; and
- 2) A combination of experience, education and training, as deemed acceptable by the Sheriff.

### **PROCEDURE I - Appointment of the Jail Division Chief**

1. When a vacancy occurs for the position of Jail Division Chief, the Sheriff will appoint a qualified individual, meeting the above requirements, to fill the position.
2. The Division Chief will be responsible for the overall operations of the Jail.
3. The term of appointment will be for a period determined appropriate by the Sheriff and the Sheriff may terminate the Division Chief only for good cause and after a formal hearing.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: BASIS OF STAFF ASSIGNMENTS**

**NUMBER: 03-01-02**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to assign personnel to duties based on their ability to do the job and meet the requirements of the Jail's Mission Statement. We will make certain assignments using those personnel who are state certified peace officers. This will be done according to Sheriff's Office policy 302(A) "Special Requirements for Commissioned Personnel."

Any Sheriff's Office employee may be temporarily assigned to the Jail Division to help with Jail operations when necessary.

**SOURCE:** Sheriff's Office policy 302(A)

### **PROCEDURE I - Staff Assignments**

1. Jail Division employees will be selected and assigned based on facility needs and budgetary restrictions.
2. Jail supervisors will be responsible for assigning employees to specific posts or areas where their skills are best used.

### **PROCEDURE II - Assignment of Deputies**

1. Corrections Deputy Sheriffs and Deputy Sheriffs may be cross-trained to work all of the security posts in the Jail.
2. Corrections Deputy Sheriffs may be assigned to posts in the following areas:
  - a. Building C
    1. Module Officer
    2. Second Officer Workenders Security

- b. Classification Officer
  - c. Buildings A and B Module Officer
  - d. Booking Officer
  - e. Recreation Officer
  - f. Other
    - 1. Master Control
    - 2. Visitation
    - 3. Rover
    - 4. FTO
    - 5. Second officer hospital guard
  - g. Transport/Court
    - 1. Second Transport Officer
3. Deputy Sheriffs may be assigned to posts in the following areas:
- a. Building C
    - 1. Module Officer
    - 2. Home Detention Supervisor
    - 3. Work Release Supervisor
    - 4. Workenders Security
  - b. Classification Officer
  - c. Buildings A and B Module Officer
  - d. Booking Officer
  - e. Recreation
  - f. Other
    - 1. Master Control
    - 2. Visitation
    - 3. Rover
    - 4. FTO
    - 5. Hospital Guard
  - g. Transport/Court
    - 1. Transport Officer
    - 2. Court Security Officer

4. Deputy Sheriffs will be the primary officers on any extradition. Weapons qualified Corrections Deputy Sheriffs may be used as a second officer.
5. Criminal investigations in the jail may be the responsibility of Deputy Sheriffs assigned to the Jail. They will request any additional resources that they may require.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: EMPLOYEE TRANSFERS AND SPECIAL ASSIGNMENTS**

**NUMBER: 03-01-03**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to base transfers and special assignments on Jail Division needs, as determined by the Jail Management Team (JMT).

**SOURCE: None**

### **PROCEDURE I - Criteria Considered for Transfers**

1. Divisional needs will be the first consideration, i.e., male/female ratios, need for experienced officers, and other specific needs as established by the Jail Management Team (JMT).
2. Career growth of the employees involved.
3. Seniority in grade with the Sheriff's Office.
4. Performance, evaluations, and training needs.
5. Disciplinary actions.

### **PROCEDURE II - Shift Assignments**

1. New employees will submit a written shift preference request to the Administrative Commander before the conclusion of pre-service training. The letter should include any special circumstances that should be considered.
2. When a new employee nears the completion of training, the Administrative Commander, or designee, will send an E-mail message requesting that employees interested in a shift transfer submit a written request to him or her.

3. The Administrative Commander will date the request and keep it on file unless the employee withdraws it in writing. The employee will forward a copy of the request to his or her supervisor.
4. The JMT will discuss all shift transfer/assignment requests and decide shift assignments.
5. When possible an employee will be given a two-week notice of any shift change, however, on occasion we may transfer an employee on short notice.

**PROCEDURE III - Special Assignments**

1. To meet the special needs of the Division, the jail may transfer employees from one shift to another temporarily. This move usually will not be considered a permanent assignment and the employee will be returned to their original shift when the situation permits.
2. To meet the special needs of an employee, the jail may give him or her a temporary special assignment or reassign them to a different shift. This will be determined on an individual basis.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: DETERMINATION OF PERSONNEL REQUIREMENTS**

**NUMBER: 03-01-04**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to review personnel needs annually to ensure the accomplishment of goals outlined in the Mission Statement and that inmates have adequate access to staff, programs and support services.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-14  
A.C.A. Standard 4-ALDF-2A-15

### **PROCEDURE I - Systematic Determination of Personnel Requirements**

1. As part of the annual review of the Jail Division's Policy and Procedures Manual, operations and programs, the Jail Management Team (JMT) will evaluate staffing levels and personnel requirements, to include Health Services.
2. The JMT may also discuss staffing level issues at routine meetings throughout the year and develop a list of solutions.
3. The Division Chief will meet with the Sheriff to discuss the needs and solutions.
4. The Sheriff's Administrative Staff will evaluate the suggested solutions and determine whether the Sheriff should make a request for additional staff to the County Commissioners.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL EMPLOYEE'S FUND

**NUMBER:** 03-01-05

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain a Jail Employee's Fund provided by commissions paid for purchases from vending machines located throughout the jail.

**SOURCE:** None

**INFORMATION:** The Employee's Fund will be used to send expressions of sympathy and caring when there is a death in the immediate family of an employee. The Jail may provide floral arrangements or other appropriate remembrances expressing care from the Fund. The Fund will also be used for employee support, morale, improvement, and community support.

Immediate family includes spouse, children, parents, siblings, grandparents, and stepparents.

### **PROCEDURE I - Source and Management of Funds**

1. Commissions collected from the vending machines used by employees and located throughout the jail will be placed in the Jail Employee's Fund.
2. The monthly commission checks will be mailed to Sheriff's Accounting.
3. Upon receiving these checks Sheriff's Accounting will deposit them in the account and remain responsible for managing the Fund.
4. Sheriff's Accounting will provide a monthly report to the Support Services Commander listing Fund activity.
5. The Support Services Commander, or designee, will write checks to pay for approved items.

6. The Support Services Commander, or designee, will forward copies of invoices and checks to Sheriff's Accounting.
7. Bank statements will be forwarded to Sheriff's Accounting. They will reconcile the bank statement and send a statement to the Support Services Commander of that reconciliation.

**PROCEDURE II - Notification**

1. A supervisor will notify the Lead Administrative Technician of the death in an employee's immediate family and request a floral arrangement, or other appropriate expression of sympathy and caring.
2. The supervisor will provide pertinent information, i.e., name of the employee, name of the deceased, date, time, and location of funeral, memorial, or other services to the Lead Admin Tech.
3. The Lead Admin Tech will arrange to have flowers, or another appropriate remembrance sent to the services, or home of the employee.
4. All other expenditures will be brought to the Support Services Commander for approval.

**PROCEDURE III - Purchasing of Flowers**

1. Any jail employee ordering flowers, or other remembrances, will use established County purchasing guidelines.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** DRESS CODE

**NUMBER:** 03-01-06

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail that both uniformed and civilian employees will dress in a clean and neat manner, to further a professional appearance and attitude.

**SOURCE:** None

**INFORMATION:** Uniformed employees will follow the guidelines established in the Boulder County Sheriff's Office Policy and Procedure #523. The Administrative Commander will be responsible for obtaining uniforms and other accessories provided for new uniformed employees. He or she will also be responsible for approving replacements when necessary.

### **PROCEDURE I - Dress Code for Non-Uniformed Staff**

1. All employees wearing civilian clothes are required to wear clean and neat clothing, which is in good repair and presents a professional image.
2. Supervisors will ensure that all personnel working for them are wearing proper attire.
3. Employees will attach the plastic clip-on identification tag provided by Sheriff's Personnel to the clothing in plain view whenever they are on duty in the jail.

### **PROCEDURE II – Dress Code for Uniformed Staff**

1. Jail Deputies, either state certified or non-certified, are not allowed to travel to and from work, or leave the facility during the workday in full uniform displayed to the public. Exceptions to this are all Deputy II's and higher, or if you're leaving the facility on work business, and only if weapons qualified.

2. Officers wearing a uniform while out of the facility and on duty will have a duty weapon and a multi-channel radio.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TRAINING/STAFF DEVELOPMENT PLAN

**NUMBER:** 04-01-01

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to operate in a safe, professional, and efficient manner and to maintain and use a written training and staff development plan for all employees.

**SOURCE:** A.C.A. Standard 4-ALDF-7B-06  
A.C.A. Standard 4-ALDF-7B-07  
A.C.A. Standard 4-ALDF-7B-08  
A.C.A. Standard 4-ALDF-7B-10  
A.C.A. Standard 4-ALDF-7B-11

**INFORMATION:** The Jail Training Sergeant will be responsible for the development and implementation of the Jail's training and staff development plan. Design and presentation of this training may be delegated to supervisors, Field Training Officers (FTO's), and specialty sections such as, but not limited to, Health Services and Food Services. The Training Sergeant will also maintain documentation and records related to training.

### **PROCEDURE I - Training for Non-Commissioned Staff**

1. The Jail Division will provide basic orientation and training for new noncommissioned staff, whether they will have inmate contact or not. This must be completed during the first six months of employment.
2. Training for these employees will include on-the-job training hours under the supervision of a senior employee, and programs presented by the Administrative Services Department of the County. Law Enforcement Technicians (LET) will complete the prescribed FTO training program for their positions.
3. The pre-service training for these employees will consist of security and emergency procedures, and other job duties and responsibilities. The Training Sergeant, with individual unit supervisors, will determine the content of the

remaining training hours based on the needs of the individual employee. Such training may include other Division's/Sheriff's Office policies, use of Tiburon, use of specific equipment, and area specific training classes and seminars.

4. The Training Sergeant will document all training received in each employee's individual Training Record.

### **PROCEDURE II - Pre-Service Training for Commissioned Staff**

1. All new Corrections Deputy/Deputy Sheriffs will receive basic orientation and training during their first six months of employment. Training for this group will include security and search procedures, use of force, staff rules and regulations, supervision of inmates, report writing, inmate rules and regulations, inmate's rights, emergency procedures, interpersonal communications skills, first aid and CPR. This will be presented through the jail's FTO program.
2. New deputies will receive basic orientation training and introduction to the Sheriff's Office/County before the FTO program. The Training Sergeant, or designee, will present the division's philosophy/ethics and principles of Direct Supervision in a classroom session. New deputies will also be scheduled for observation training with Support Services, Health Services, Jail Operations, Communications Center, and the Operations Division during the FTO program. Sheriffs' Personnel will schedule County Benefits' training. All new employees will meet with the Division Chief during training.
3. The Training Sergeant will make the shift assignments during the pre-service training. Emphasis will be placed on exposing new deputies to as much of the Division's operations as possible during training. The Jail Management Team (JMT) will make permanent shift assignments.
4. The Training Sergeant will document all training received in each employee's Individual Training Record.

### **PROCEDURE III - In-Service Training**

1. The Training Sergeant and JMT will develop the curriculum, to reinforce positive skill development, particular to each employee's job function, and to eliminate inconsistencies of application in day-to-day operations.
2. All employees will receive forty hours of in-service training each year, after the first year of employment. This may include security procedures, defensive tactics (for those employees who have inmate contact), rights and responsibilities of inmates, emergency procedures, firearms, interpersonal relations, communications skills, first aid/CPR, and job task procedures.

3. Supervisors will schedule their employees to attend this training when requested by the Training Sergeant.
4. Briefings may be used to present short training topics. These sessions may include policy and procedure changes, divisional issues, and other informational items discussed and resolved by JMT.
5. The Training Sergeant and JMT will review the In-Service Training Program to meet changing needs.
6. The Division Chief may exempt certain employees from this training at his or her discretion.
7. Employees may ask to attend training programs offered outside the jail. They must submit the program's title, cost, and a statement of how it will enhance their job skills. This letter will be submitted through the chain of command and reviewed by JMT. If approved, JMT may ask that the employee make a presentation of what they have learned to JMT after the completion of training, or others as designated by JMT.
8. The Training Sergeant will document training received through the In-Service Training Program on each employee's Individual Training record.

#### **PROCEDURE IV - Management/Administrative Training**

1. Ongoing training for the JMT will be determined each year by this group. The National Institute of Corrections, American Jail Association, Colorado Jail Association, American Correctional Association, and other organizations will be used as much as possible to complete this requirement. They may be assigned to attend advanced training based on the availability of funds in the training budget.
2. The Jail Division Chief may direct Commanders to attend the regular In-Service Training at his or her discretion.
3. All newly promoted Sergeants, noncommissioned supervisors, and FTO's will be expected to obtain the Certificate in Supervisory Skills available through Administrative Services.
4. Weekly JMT meetings may be used to provide short training programs. This could include decision-making, interactions with elements of the criminal justice system, relationships with other agencies, employee-management relations, stress management, budget analysis, personnel policy and procedures review, policy and ethics review and time management.

5. The Training Sergeant will keep records of all management training by way of Individual Training records. JMT will review administrative training and make changes as needed.

By Order of the Division Chief

Signed by  
Larry R. Hank

07/23/07  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT:**                               **TRAINING LIBRARY & REFERENCE SERVICES**

**NUMBER:**                               **04-01-02**

**EFFECTIVE DATE:**               **July 27, 2007**

**POLICY:**     It is the policy of the Boulder County Jail to help employees with their training needs by maintaining training references throughout the facility.

**SOURCE:**                               None

**INFORMATION:** Training references may be kept with the Jail Division Chief, Support Services Commander, Support Services Sergeant, Administrative Commander, Jail Training Sergeant, Jail Library, other Departmental Training Staff, and the Personnel Section.

### **PROCEDURE I - Obtaining Reference Materials**

1. Any jail employee wishing to use materials for training purposes will contact the appropriate source. If they are unsure whom to contact, they should consult with the Jail Training Sergeant, who will advise the employee of the best resource.
2. The employee may use the materials for the time designated by the person maintaining the materials and return them to that person.

### **PROCEDURE II - Obtaining Materials from Outside Sources**

1. The Jail Training Sergeant will maintain contact with outside sources such as, but not limited to, the National Institute of Corrections, American Jail Association, Colorado Jail Association, Colorado Association of Law Enforcement Trainers, and other Boulder law enforcement agencies' trainers to benefit from their assistance in obtaining informational materials.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: JAIL EMERGENCY DRILLS**

**NUMBER: 04-01-03**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain a state of preparedness by conducting quarterly emergency drills on each Team. To ensure successful management of emergencies, the drills will simulate emergencies that employees could encounter in the facility and vary in the difficulty of resolution.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-01

### **PROCEDURE I - Jail Emergency Drills**

1. The Administrative Commander and Training Sergeant will select dates for the quarterly emergency drills.
2. The Training Sergeant will develop a scenario for each drill. This may involve fire, bomb, escape, hostage, medical, or a combination of these emergencies.
3. Supervisors from the Teams will be notified before the date(s) and provided with the primary focus of the drill.
4. When the Training Sergeant begins the drill, he or she will inform the Team that the drill is about to begin. This will be accomplished by announcing over the radio, "An emergency drill has begun."
5. Supervisors not participating in the drill will go to an area that allows them to observe the drill. At least one Team supervisor will participate in the drill.
6. The Training Sergeant will go to the scene of the drill emergency with a copy of the drill scenario.
7. The Training Sergeant will inform the employee assigned nearest to the location of the drill that it is about to begin and will give the employee the drill scenario.
8. After being informed of the scenario, the employee will begin taking appropriate steps to manage the emergency.

9. The employee will make all notifications as defined by the emergency. This may be by radio, telephone, alarm or other device.
10. The principles of Incident Command will be used to establish a Commander for the incident, name the incident, and designate a Command Post to coordinate all activities.
11. Employees will conduct emergency counts of the inmates they are responsible for and secure their assigned area. If not directly involved in the incident, they will await further direction from Incident Command.
12. Any evacuations, notifications, or requests for outside resources deemed necessary because of the emergency will be coordinated through Incident Command. Because this is a drill, some areas may only simulate evacuation (i.e., Visitation, Professional Visitors, inmate programs, and other activities). Some drills may include the Fire Department and/or paramedics. The Operations Division, or other agencies may become involved, as coordinated by the Training Sergeant.
13. The Incident Commander, along with available supervisors, will take charge of other employees and inmates in the area.
14. Once the employees have met the performance objectives of the drill, the Training Sergeant will use his or her radio to announce to employees that the drill is complete and to return to normal operations.
15. Evacuated inmates and/or visitors will be returned to their pre-drill locations and normal operations will resume.

## **PROCEDURE II - Drill Critiques**

1. The Team supervisors and Training Sergeant will discuss the drill and critique it.
2. The Training Sergeant will compile a critique and distribute copies to all supervisors.
3. Supervisors will discuss the critique with their employees at the next shift briefing.
4. The Training Sergeant will retain original copies of the critiques.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TIBURON ACCESS

**NUMBER:** 05-01-01

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to use TIBURON as the Jail Management System to conduct efficient and accurate Jail operations.

**INFORMATION:** The TIBURON computer system is designed to ease the handling, storage and retrieval of criminal justice information for Boulder County. Jail Administration also uses it for purposes of statistical record keeping.

The Sheriff's Office strictly controls access to protect the privacy of individuals indexed within the system.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-19  
A.C.A. Standard 4-ALDF-7D-20  
A.C.A. Standard 4-ALDF-7D-22

### **PROCEDURE I - Access to TIBURON**

1. Sheriffs' Personnel will ensure that all new employees fill out a TIBURON security application form.
2. The completed form will be forwarded to the designated Information Technology (IT) person, who will enter the new employee into TIBURON, allowing the employee access to the system.
3. New employees will be trained by their Field Training Officers (FTO's) to use TIBURON and how to retrieve information necessary to perform jail operations.
4. If an employee has a problem with the system Monday through Friday between the hours of 0800-1630, they will contact the TIBURON Trainer on duty. After hours requests must be routed through your supervisor.
5. The TIBURON Trainer will attempt to locate cause of the problem and correct it.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** RESEARCH PROJECTS

**NUMBER:** 05-01-02

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to accommodate research projects to the extent possible, in an attempt to help those outside the jail community to understand the jail and its operation better.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-18

**INFORMATION:** To provide for the privacy considerations of inmates, the Jail Division Chief, or designee, will review any request to conduct research utilizing employees or inmates in the Jail.

Any proposed research project must meet essential criteria regarding the protection of basic inmate rights to privacy, as determined by the Jail Division Chief. Other factors the Chief may consider are the proposed use and distribution of the project's findings and the project's status in relation to accepted ethical and scientific standards.

No medical research may be conducted on inmates.

### **PROCEDURE I - Approval of Research Projects**

1. Anyone wanting to conduct research in the jail will be directed to the Jail Division Chief, or designee. He or she will review the proposal and decide whether the jail will accommodate the research project.
2. If the proposed research project is approved, a supervisor will be assigned to contact the person and coordinate the details.
3. The supervisor will determine the date, time, location, and materials, number of researchers and the staff and/or inmate(s) to be used. This information will be forwarded to the Chief.

4. The supervisor will notify all employees of the purpose of the research and how and when it will be carried out.
5. During the research, the supervisor will serve as liaison between the researcher and the jail, helping in any way necessary and appropriate.
6. The Chief will review the final research project for approval.
7. The researcher will give the Jail a copy of the final documentation of all research projects and we will maintain a file for them.

**PROCEDURE II - Disapproval of Research Projects**

1. If we deny the request for research, the Chief, or designee, will notify the person making the request and explain the reason for the denial.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ADMINISTRATIVE JAIL LISTS

**NUMBER:** 06-01-01

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain the Administrative Jail List, which identifies all inmates in custody and their actual physical locations. The List will also serve as a source of information if no computer terminal is available and a record of individuals incarcerated in the jail on any given day.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-16

### **PROCEDURE I - Distribution of Jail Lists**

1. An Administrative Technician will generate the appropriate number of copies of the Jail List each day, Monday through Friday.
2. The Jail List will be distributed as follows: Reception and Public Defender's Office.
3. Booking Officers will run a copy of the Jail List for the Administrative Technician on weekends and holidays.
4. The Lead Administrative Technician will maintain the Jail List for one year. At the end of the year they will be transported to the Sheriff's Storage Room in the basement of the Criminal Justice Center and stored for an additional year. At the end of that year we will destroy them.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R Hank

07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE RECORDS

**NUMBER:** 06-01-02

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to establish and maintain inmate records to preserve and use information about the incarceration, classification, and court processing of inmates. Inmates may access their records through procedures established below, or the procedures regarding medical records.

### **SOURCES:**

A.C.A. Standard 4-ALDF-2A-16      A.C.A. Standard 4-ALDF-7D-21  
A.C.A. Standard 4-ALDF-7D-19      A.C.A. Standard 4-ALDF-7D-22  
A.C.A. Standard 4-ALDF-7D-20  
Sheriff's Office Records Retention and Disposition Schedule  
Sheriff's Office Policy and Procedure #603

**INFORMATION:** Medical records are discussed in Chapter 20 of this Policy and Procedure Manual.

### **PROCEDURE I - Booking Records**

1. When a person is arrested and booked, a Booking Officer will complete a Hardcard and Booking File for the arrestee.
2. The Booking File will be used to maintain all documents not belonging in the Classification File.
3. Mittimus documents and sentence calculations will be placed in the Classification and Booking Files. The original Mittimus will be kept in the Booking File and a copy in the Classification File.
4. The Hardcard will be used as a quick reference to answer questions regarding the inmate's charges, holds, the bond, and/or court information.

5. When we release an inmate a Booking Officer will attach the Booking File to the inmate's Hardcard and place it in the Record's Basket in Booking.
6. The documents will be forwarded to the Records Division for filing. The Records Division will maintain Jail Jackets.
7. All records without activity since 1989 have been archived, therefore; if an officer needs to access Booking Records/Jail Jackets before that date, the officer should contact Records.
8. Booking personnel may only release the following information from the Booking Files:
  - a. Confirm that an inmate is in custody
  - b. Inmate charges
  - c. Bond amounts and conditions
  - d. Next court date
  - e. The scheduled release date
  - f. Bill Balances if requested by caller

## **PROCEDURE II - Classification Records**

1. Each day a Classification Officer will determine which inmates have been in custody for seventy-two hours and make a new file for each of them. At a minimum, the file will contain the criminal history from CCIC/NCIC and completed Initial Inmate Needs Assessment and Initial Inmate Custody Assessment forms. This file will be kept in the Classification Office until we release the inmate from custody. Then it becomes a permanent part of the inmate's Classification File.
2. The Classification Coordinator will review the names of released inmates each day and remove them from the Sentenced Report.
3. During the inmate's incarceration all Incident Reports (IR's), Trusty/Inmate Worker Contracts, Grievances, Inmate Request Forms (kites), Disciplinary Hearing Findings, and other documents will be placed in the Classification File.
4. The Classification Coordinator may respond to request from appropriate criminal justice agencies, with approval from the Support Services Commander, or designee, regarding any pertinent information relating to the inmate's status while in custody. A copy of the letter will be placed in the inmate's Classification File.
5. The Administrative Commander may also approve a Classification letter upon request from the Colorado Department of Corrections for Classification purposes.

6. The Classification Coordinator will maintain Classification Files for the current year. The previous year and one additional year of files will be kept at the jail in storage. Older Files will be placed in storage at the Criminal Justice Center, after coordinating with the Records Custodian.

### **PROCEDURE III - Records for Out-of-Custody Persons**

1. We will refer all requests for records of former inmates to the Sheriff's Office Records Section.

### **PROCEDURE IV - Jail Staff Access to Inmate Records**

1. Jail personnel may review an inmate's Booking File anytime. Employees may view it in Booking only. Files may not be removed for any reason.
2. Jail personnel may use Classification Files with approval from the Support Services Commander, or designee. These Files are not to be removed from the Classification Coordinator's office without permission.
3. Medical Files are confidential and used only by the medical staff. Limited information may be available under certain conditions, with approval of the Health Services Supervisor. (See Chapter 20, Health Services, for information regarding medical records).
4. Jail employees will not reveal or use confidential information acquired during the performance of their duties for any purpose not connected with official duties.

### **PROCEDURE V - Inmate Access to Jail Records**

1. Any inmate wishing to access any of his or her records will do so by requesting them from his or her legal representative.
2. If the inmate's legal representative is not able to provide the records, or the inmate is pro se, he or she will obtain an Inmate Request Form from a Module Officer. The inmate will submit the completed form to the Support Services Commander, identifying the records needed, why he or she needs them, and why his or her legal representative is not able to provide them. In the absence of the Support Services Commander, the Support Services Sergeant will handle the request.
3. If access is denied, the Support Services Commander or Sergeant will document the decision with an explanation on the Inmate Request Form. It will be returned to the inmate and a copy of the denial will be placed in their Classification File.

4. If the request is approved, copies of the records will be provided to the inmate and the appropriate amount of money deducted from his or her jail account.
5. A copy of the completed Inmate Request Form will be placed in the inmate's Classification File.

#### **PROCEDURE VI - Access to Public Records Through the Records Section**

1. If an inmate wishes to obtain copies of his or her Arrest Report, or a local Criminal Records Check, and is unable to obtain it from his or her legal representative, he or she will ask for a "Request to Inspect Public Records" form from a Module Officer. The completed form will be forwarded to Sheriff's Records.
2. If Records denies the request, in part or entirely, a Records Section employee will send the inmate a written explanation of the denial.
3. If Records approves the request they will send the requested copies and a copy of the Records Request Form, indicating the cost of the copies, back to Classification.
4. Classification will debit the inmates' account, deliver the requested copies to the inmate, and obtain a written acknowledgment from the inmate that he or she has received the documents.
5. The Records Section will file the original Request to Inspect Public Records form in the file of the requested record.
6. A Classification Officer will place a copy of the Request to Inspect Public Records form in the inmate's Classification File.
7. If the requested records are with another agency, the inmate or legal representative must obtain them directly from that agency.

#### **PROCEDURE VII - Charges for Copies**

1. Charges for copies of public or jail documents will be consistent with established rates.
2. The jail will provide indigent inmates with copies of approved documents at no costs.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT:** INMATE CONSENT TO RELEASE CONFIDENTIAL RECORDS

**NUMBER:** 06-01-03

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail not to release confidential inmate records without first obtaining written consent from the inmate. This policy will not affect records concerning the confirmation of an inmate being custody.

**SOURCE:** A.C.A. Standard 4-ALDF-7D-21

### **PROCEDURE I - Processing of Release of Information Consent Forms**

1. An inmate who wants to release his or her confidential jail records will complete a Release of Information Consent Form obtained from an officer.
2. If a visitor requests an inmate to release confidential information, the Law Enforcement or Administrative Technician will direct the individual to complete a Release of Information Consent Form. An officer will take the form to the inmate for approval and signature.
3. If the inmate refuses to sign the form the officer will notify Reception.
4. If the request is approved, we require that the inmate sign and date the Release of Information Consent Form in the presence of a Notary Public.
5. Medical records may be released to the Public Defender or private attorney representing an inmate. Other releases will be pursuant to a court order or a fully executed Release of Information Consent Form from the inmate.
6. The On-Duty Supervisor (ODS) will be responsible for releasing information other than medical information.
7. Completed Consent Forms will be forwarded to the Classification Coordinator and placed in the Classification File.

**PROCEDURE II - Release of Information by Jail Employees**

1. No jail employee will reveal or use confidential information acquired during the performance of job duties for any purpose not connected with official duties.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
Date

INMATE RELEASE OF INFORMATION  
CONSENT FORM

Inmate's Name: \_\_\_\_\_

Name of Person, Agency, or Organization requesting information:

\_\_\_\_\_

Specific Information to be Disclosed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recipient's Signature

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: SCHEDULING AND USE OF JAIL MEETING ROOMS**

**NUMBER: 07-01-01**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to make meeting rooms available to Sheriff's Office personnel for meetings, routine shift briefings, and training sessions, as needed.

**SOURCE: None**

**INFORMATION:** The rooms available are:

Sheriff's Conference Room: generally used by the Jail Management Team (JMT) for meetings Wednesday morning at 0900 hours.

The Briefing Room: used for shift briefings at 0645 and 1845 hours every day of the week. However, they can hold briefings in other Jail meeting rooms if necessary.

The Training Room: generally used Monday, Tuesday, Thursday and Friday for (GED) education classes and occasionally used for JMT meetings Wednesday mornings.

The Programs Training Room: generally used for Productive Day Classes on a random basis.

### **PROCEDURE I - Scheduling and Use of Jail's Meeting Rooms**

1. The Lead Administrative Technician, or designee, will be responsible for scheduling the use of jail meeting rooms.
2. He or she will maintain a scheduling book for all rooms to document and organize the use of each room.

3. When a Sheriff's Office employee wants to reserve the Sheriff's Conference Room, he or she will contact the Lead Administrative Technician to make the necessary arrangements.
4. The Lead Administrative Technician will reserve the room in his or her scheduling book, showing the date, time, length and purpose of the meeting and the number of people who will be attending.
5. If a scheduling conflict occurs the Lead Administrative Technician will inform the employee requesting use of the room and they may make changes.
6. The Lead Administrative Technician will coordinate the need for equipment or aids and see that they are set up in the room.

**PROCEDURE II - Use of Meeting Rooms by Non-Jail Division/ Sheriff's Office Personnel**

1. Follow steps 1, 3 & 4 of Procedure I.
2. The person requesting the room will be responsible for providing any necessary equipment, which the jail does not have.
3. The Lead Administrative Technician will instruct the person reserving the room to enter the jail through the Lobby. He or she will ask the person to notify all others who will be using the room to do the same.
4. On the day that the room is to be used the Lead Administrative Technician will notify Reception of who will be using which room, when, for how long, and the purpose of the meeting.
5. As members of the group arrive, Reception will check them in by following the same procedure as for professional visitors.
6. Reception will ensure that we permit only those items allowed within the secured perimeter of the jail in, unless the meeting is scheduled for the Briefing Room.
7. When the entire group has arrived Reception will request a Rover to respond to the Reception area and escort the group to the appropriate room.
8. At the end of the meeting, the person who reserved the room will be responsible for returning all equipment to the appropriate location and for returning the room to a clean and orderly condition.

9. A Rover will escort the group to the Reception area and the Reception employees will check out the group.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: SPACE AND EQUIPMENT REVIEW**

**NUMBER: 07-01-02**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to conduct annual reviews of the use of jail space and equipment to facilitate efficient jail operations

**SOURCE:** A.C.A. Standard 4-ALDF-7D-23

### **PROCEDURE I - Space and Equipment Review**

1. Each year the Jail Management Team (JMT) will review the use of jail space and equipment for the preceding year.
2. JMT will discuss space and equipment shortages and formulate proposed solutions to these problems. They may also discuss any proposed modifications or reallocation of space.
3. JMT will develop and use a prioritized list of proposed purchases or modifications during the annual budget preparation process.
4. Items on the list will be reviewed and must be approved by Sheriff's Administrative Staff.
5. The Jail Division Chief will direct staff to make any changes when reassignment or change in the use of jail space is sufficient to relieve an identified problem.
6. More frequent reviews of jail space or equipment may occur when necessary.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



been approved and JMT has determined that funding is available through the Jail or Facilities Management Division Budget.

4. Purchases of supplies, equipment and services will be according to County purchasing procedures.
5. If the Jail Division Chief, or designee, decides that they must alter jail space to maximize its use, the appropriate personnel will be directed to make the change.
6. If the change requires the expenditure of Jail Division funds, follow steps 3 and 4.
7. If the Maintenance Section determines that a physical plant change or modification is necessary while making routine or emergency repairs, approval from the Jail Division Chief, or designee, must be received.
8. If the change requires the expenditure of Jail Division funds, follow steps 3 and 4.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: FIRE AND SAFETY INSPECTIONS AND EQUIPMENT**

**NUMBER: 07-01-04**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to set up and maintain a system of weekly, monthly, and annual fire and safety inspections to ensure that the facility remains safe from fire caused by negligence or poor fire prevention practices.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-08  
A.C.A. Standard 4-ALDF-1C-09

**INFORMATION:** There are fire extinguishers found throughout the jail. They are the ABC Extinguishers and they belong to Boulder County Facilities Management. The locations are listed below:

**Administration Building:**

- Near the Inner Staff Entrance Door
- Near the Outer Court Door
- Intake Garage near the Outer Receiving Door
- Release Area of the Booking Room
- Booking Visitation Corridor
- Administration Corridor
- Commander's Office
- Satellite Patrol Office
- Staff Break Room
- Court Area Copier Alcove
- Nurses Work Station Area
- Property Room
- Master Control (2)
- Booking

**Building A:**

- Intake/Women's Officer Work Station
- DSM officer Work Station
- Three in the "A" Corridor

Building B:

Phoenix/Transition Officer Work Station  
Medium Officer Work Station  
Two in "B" Corridor  
East "B" Corridor

Building C:

Officer Work Station  
Kitchenette  
Near the Inner Minimum Security Entrance Door  
"BD" Corridor  
Dayroom "B"  
Dayroom "C"  
Dayroom "D"

Building D:

Library  
Library Corridor  
Staff Break Room Corridor  
Food Service Manager's Office  
Chemical Storage Room  
Productive Day Office  
Productive Day Work Area  
Laundry Room  
Recreation Director's Office  
Nine in the Mechanical Penthouses  
In Various Electrical and Telephone Closets  
Inmate Worker OWS  
Inmate Worker Module

A vendor selected by Facilities Management will fill fire extinguishers.

**Air Packs:** There are seventeen air packs in the Jail and they are the property of the Sheriff's Office. Their locations are as follows:

Staff Dining Corridor (2)  
Master Control (1)  
Booking Room (2)  
Administrative Hallway next to gun boxes (1)  
Building "C" Hallway (1)  
Building "C" Officer Work Station (1)  
DSM Officer Work Station (2)  
Medium Officer Work Station (2)  
Phoenix/Transition Officer Work Station (2)  
Women's/Intake Officer Work Station (2)

Inmate Worker Officer Work Station (1)

There is also an air pack in Adult Holding at the Justice Center.

Air Packs will be filled at:

Fire Station 5  
4365 19th Street  
Boulder, CO 80301  
(303) 441-3365

Air packs will be safety tested and the tanks tested for stress by a vendor selected by the Boulder County Jail.

### **PROCEDURE I - Routine Safety and Fire Prevention Inspections**

1. Jail employees will be alert to safety and fire prevention issues during the normal course of their duties each day.
2. The Maintenance Supervisor, or designee, will inspect the jail for fire safety conditions using the Monthly Fire Safety Inspection Checklist during the first week of each month.
3. He will check each item specified by the checklist. Any deficiencies discovered during the inspection will be noted on the appropriate part of the form.
4. The Maintenance Supervisor, or designee, will confer with the Support Services Commander regarding the assignment of necessary tasks to correct the deficiencies, and will inform the appropriate employees of their assigned duties.
5. The Support Services Commander will check the deficient areas one week after they make the assignments to ensure that the problems have been corrected.
6. If the deficiencies have not been corrected, he or she will act accordingly to correct the situation.
7. When the deficiencies have been corrected, the Maintenance Supervisor will note this on the Monthly Fire Safety Inspection Checklist, which was first used to document the problems.
8. The Maintenance Supervisor will retain the original checklist for future reference.

## **PROCEDURE II – Weekly Fire and Safety Inspections**

1. Experienced and trained Night's personnel will conduct a weekly fire and safety inspection of the facility.
2. Any concerns will be noted on the Weekly Checklist, conducted by Team C on Tuesday night. (See 09-01-18)

## **PROCEDURE III – Monthly Fire Inspections and Fire Equipment Testing**

1. The Facilities Site Manager will coordinate a monthly inspection of the facility.
2. A qualified fire and safety officer will conduct this inspection for compliance with safety and fire prevention standards.

## **PROCEDURE IV – Annual Fire and Safety Inspection**

1. The Facilities Site Manager will contact the Boulder Fire Department to arrange for an annual fire inspection and fire equipment testing.
2. The Boulder Fire Department Staff will meet with the Site Manager at the designated time and initiate the inspection and testing.
3. The Boulder Fire Department Staff will inspect the facility for compliance with standard fire safety and prevention practices.
4. The Boulder Fire Department Staff will visually inspect the facility's fire emergency systems, including detectors, alarms and sprinklers. He or she will test these systems whenever feasible.
5. The Boulder Fire Department Staff will inspect and test the appropriate fire equipment, including the fire extinguishers and air packs.
6. Within two weeks of the inspection and testing, the Boulder Fire Department Staff will complete a memorandum detailing the results of the inspection. He or she will include a description of deficiencies or violations discovered during the inspection and testing and make any recommendations.

7. The Boulder Fire Department Staff will forward a copy of this memorandum to the Site Manager, who will arrange for any corrective action needed.
8. When we know what improvements we need, the Maintenance Supervisor and Support Services Commander will decide how to correct them.
9. Once the tasks have been completed, the Site Manager will forward a memorandum to the Boulder Fire Department. The memo will detail what was done to correct the problems identified during his or her inspection.
10. The Site Manager will retain the original of the memorandum for information and records.

**PROCEDURE III - Filling the Fire Extinguishers and the Air Packs**

1. As part of a monthly inspection, the Maintenance Supervisor will check the fire extinguishers and air packs found throughout the Jail.
2. He or she will use the Safety Inspection Checklist to document which fire extinguishers and air packs need to be refilled.
3. A Maintenance employee, Sheriff's Office or Facilities Management employee, will take the fire extinguishers and air packs to the appropriate location and have them refilled. However, when training occurs, or a shift finds an air pack low they may take it to Fire Station 5.
4. They will return the fire extinguishers and air packs to their appropriate locations and make a notation on the Monthly Fire Safety Inspection Checklist with the date they refilled them.
5. Air packs may be refilled free of charge. If payment is required, we will make payment to the firm refilling the fire extinguishers through County payment procedures.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** EMERGENCY POWER

**NUMBER:** 07-01-05

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain various emergency power systems to provide continuous electrical power in case of a power failure.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-12  
A.C.A. Standard 4-ALDF-1C-13  
A.C.A. Standard 4-ALDF-1C-14  
A.C.A. Standard 4-ALDF-1C-15

**INFORMATION:** The Jail's main emergency power source is a diesel-powered Onan 250 kilowatt emergency generator system. In case of a failure in the normal supply of electricity to the facility, the generator will automatically start. When the normal supply of electricity is restored, the generator will automatically disengage. When the generator is in operation, it will provide power to the Jail's electrical and communications systems. The generator has its own back up battery system, which will provide power to these systems for up to twenty-four hours if the generator's diesel engine fails.

Besides the emergency generator, we equip the facility with an emergency back up battery system. This system is designed to provide electrical power to the electronically operated doors in the Jail in case both the normal power supply and the emergency generator fail.

Certain light fixtures in the Jail have their own battery back up system that will power these lights in case of a failure of the normal and emergency power systems.

### **PROCEDURE I - Testing of the Emergency Generator**

1. The Facilities Site Manager, or designee, will conduct a test of the emergency generator weekly.

2. All systems operated by the generator will be checked, but not switched over, as would automatically happen in case of a power failure.
3. If the test shows a problem with or a breakdown of the generator see Procedure II.

### **PROCEDURE II - Maintenance and Repair of the Emergency Generator**

1. The Facilities Site Manager, or designee, will be responsible for conducting routine maintenance of the emergency generator based on recommendations made in the generator's warranty.
2. We will document this maintenance in the Maintenance Log, which will be kept in the Facilities Office at the jail.
3. The Facilities Site Manager, or designee, will check the generator's fuel tank level as part of this routine maintenance.
4. Should the fuel tank level fall below one-half full, the Facilities Site Manager will be contacted and arrangements made to have the tank refilled.
5. If Maintenance discovers a problem or breakdown during routine maintenance or testing, or if there is a breakdown while the generator is in use, the Facilities Site Manager will be notified.
6. That employee will be responsible for coordinating necessary repairs of the generator through Facilities Management.

### **PROCEDURE III - Maintenance and Repair of the Emergency Back-Up Battery System**

1. As part of their routine maintenance procedures, the Maintenance Supervisor, or designee, will check the gauges that monitor the water levels in the back up battery system.
2. When necessary, Maintenance will add distilled water to the batteries to bring the water to the correct level, so the batteries can maintain the proper charge.
3. If a battery fails to hold a charge we will replace it through routine purchasing procedures.

**PROCEDURE IV - Maintenance and Repair of the Emergency Light Fixture Back-Up Battery System**

1. The Maintenance Supervisor, or designee, will conduct a test of the emergency light fixture back up battery system monthly.
2. The Maintenance employee will interrupt the electrical power to the various circuits these light fixtures are on. If the lights come on when they cut the power, the back up batteries are working.
3. If the lights do not come on, the Maintenance employee will arrange for the purchase of replacement chargers or batteries through routine procedures.

By Order of the Division Chief

Signed by  
Larry R. Hank

07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: SAFETY AND SANITATION INSPECTIONS**

**NUMBER: 07-01-06**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain a safe and sanitary facility. We do this by conducting regular safety and sanitation inspections and arranging for annual Health Department inspections of the facility.

**SOURCE:** A.C.A. Standard 4-ALDF-1A-01  
A.C.A. Standard 4-ALDF-1A-02  
A.C.A. Standard 4-ALDF-1A-07  
A.C.A. Standard 4-ALDF-2A-12

### **PROCEDURE I - Routine Inspections**

1. A supervisor from each Night Team will conduct routine cleaning inspections on a daily basis.
2. The Jail Division Chief, or designee, will conduct weekly safety and sanitation inspections of the Jail.
3. The Support Services Sergeant will initiate a thorough safety and sanitation inspection of the entire facility during the first week of each month.
4. During this inspection, the Support Services Sergeant will note any safety and/or sanitary problems or issues he or she discovers. He or she will take special care to note any evidence of vermin or pests in the facility.
5. Upon completing the inspection the Support Services Sergeant will prepare a memorandum directed to the Support Services Commander outlining the results of the inspection.
6. The memorandum will list specific problems or issues that need to be corrected or addressed.

9. The Support Services Sergeant will retain the original copies of his or her monthly inspection.

**PROCEDURE II - Annual Inspections**

1. At the beginning of each year, the Support Services Sergeant will contact the Boulder County Health Department and arrange for a health inspection of the jail.
2. The Support Services Sergeant will escort the Inspector through the jail. As part of this inspection the Inspector will take water samples from various parts of the Jail for testing purposes.
3. The Inspector will write a report detailing the results of the inspection and the results of the water sample testing. This report will list specific deficiencies discovered during the inspection.
4. The Inspector will forward a copy of the report to the Support Services Sergeant and it will be discussed at a JMT Meeting. If there are problems, the discussion will focus on solutions to bring the facility into compliance.
5. The Jail Division Chief will make any necessary assignments.
6. If necessary, JMT will review the policy and procedure to decide if they need a change.
7. When the Jail has made the corrections, the Support Services Sergeant will send the Health Department Inspector a letter detailing the actions that were taken to correct the deficiencies.
8. The Health Department Inspector may choose to return to the Jail to verify that we have made the corrections.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: BUILDING SYSTEMS AND BUILDING INSPECTIONS**

**NUMBER: 07-01-07**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure a safe and livable facility for inmates and employees by following all applicable federal, state and local building codes.

**SOURCE:** A.C.A. Standard 4-ALDF-1A-06

**INFORMATION:** The jail has a heating, cooling and ventilation system that is computer controlled. The computer can be monitored and operated from locations in the Mechanical Area and from remote Facilities Management terminals.

We can manually control the heating, cooling and ventilation systems on a limited basis in case of computer or power failure. Temperature and ventilation flow monitoring is an automatically controlled computer function in that the computer will make necessary adjustments.

The system will shut off automatically if it senses smoke to prevent the smoke from being circulated throughout the facility.

The jail's water control and plumbing system are also linked to a computer in that the hot water temperature is adjustable via computer. The monitoring of these temperatures is manual.

Water supplies can be shut off to certain parts of the jail. Access to shut-off valves is as follows:

**WATER SHUT-OFFS FOR BOOKING AND INMATE HOUSING AREAS (BY LOCATION)**

<u>Location</u>	<u>Panel</u>
* Booking (except Ladies Restroom and Utility Closet)	BK1
Booking (Ladies Restroom and Utility Closet)	BK2
* Disciplinary	A1
Medium (1-11 & 2-35)	B1
Medium (12-24, 36-48 & Showers)	B5
* Intake (except 16 and 32)	A2
* Intake (16 and 32)	A1
* Women	A1
* Maximum (except 1 and 9)	A2
* Maximum (1 and 9)	A1
Transition (except 1 and 17)	B2
* Transition (1 and 17)	B6
* Special Management	A1
* Phoenix Rooms	B6
Phoenix (Dayroom Shower, Sink & Utility Closet)	B4
Work Release:	
Dorm A (Dorm B Water Cooler)	C1
Dorm B (except Water Cooler)	C2
Dorm C	C2
Dorm D	C3

All panels are opened by key BH005.

**\* Also effects other areas - see panel list.**

**WATER SHUT-OFFS FOR BOOKING AND INMATE HOUSING AREAS (BY PANEL NUMBER)**

A1 Spec Man, Disciplinary and Max 1 and 9	Yellow - Cold Water White - Hot Water
Intake and Women's 16 and 32	Orange - Cold Water Red - Hot Water
A2 Women's (except 16 and 32)	Yellow - Cold Water White - Hot Water
Maximum (except 1 and 9)	Orange - Cold Water Red - Hot Water

B1 Transition 1-11 and 23-35	Yellow - Cold Water White - Hot Water
B2 Medium (except 1 and 17)	Yellow - Cold Water White - Hot Water
B3 Medium (Dayroom Sink & Utility Closet)	Yellow - Cold Water White - Hot Water
B4 Women (Dayroom, Shower, Sink and Utility Closet)	Yellow - Cold Water White - Hot Water
B5 Transition 12-24 and 36-48 (including showers)	Yellow - Cold Water White - Hot Water
B6 Phoenix Rooms and Medium 1 and 17	Yellow - Cold Water White - Hot Water
C1 Dorm A, Staff Bathroom & Dorm B Water Cooler	Yellow - Cold Water White - Hot Water
C2 Dorms B & C (except B Water Cooler)	Yellow - Cold Water White - Hot Water
C3 Dorm D, Kitchenette & Utility Closet	Yellow - Cold Water White - Hot Water
*BK1 Booking (except Ladies Restroom in Waiting Area and Adjoining Utility Closet)	Yellow - Cold Water White - Hot Water
BK2 Booking (Ladies Restroom & Utility Closet Only)	Yellow - Cold Water White - Hot Water

**\* Also cuts water to most of the Medical Area**

## **ELECTRICAL ACCESS**

The jail's electrical switching and lighting system are both automatically and manually controlled. Automatic systems include those that control the exterior lighting, although we can manually operate some exterior lights as well. These controls are in Master Control.

Interior lighting in certain areas such as offices and cells can be controlled by means of a normal off/on switch. Other areas, such as the corridors, can be key controlled by jail staff.

Circuit assignments for lighting and power control are as follows:

**BUILDING A**

PANEL LE

- 1 Maximum Dayroom/TV Outlet
- 2 Disciplinary Dayroom Outlets
- 3 Maximum Dayroom Outlets
- 4 Special Management Dayroom Outlets
- 5 Women's Dayroom Wall Lighters
- 6 Special Management Dayroom/TV Outlet
- 7 Women's Dayroom Outlets
- 8 Intake Dayroom Outlets
- 9 Intake Dayroom Outlets
- 10 Intake Wall Lighters
- 11 Corridor Outlets
- 12 Women's Sub-Dayroom Outlets 11-16
- 13 Corridor Outlets
- 14 Maximum Wall Lighters
- 15 Corridor Outlets
- 16 Interview Room Outlets
- 17
- 18 Corridor Outlets
- 19
- 20 Corridor Outlets
- 21 Interview and Multi-Purpose Room Outlets
- 22 Special Management Wall Lighters
- 23 Outlet in Multi-Purpose Room
- 24 Disciplinary Sub-Dayroom and Maximum Closet/Shower Lights
- 25 Maximum Lights 9-16
- 26 Disciplinary Closet and Downstairs Shower Lights
- 27 Disciplinary Lights 8-14 and Vestibule to Disciplinary Courtyard
- 28 Special Management Sub-Dayroom Shower Lights
- 29 Special Management Lights 9-16
- 30 Intake Utility Closet Lights
- 31 Intake Lights 9-16
- 32 Intake Lower Shower Lights
- 33 Intake Lights 25-32
- 34
- 35 Intake Lights 17-24

- 36 Maximum Lower Tier Lights
- 37 Maximum Dayroom Lights
- 38
- 39 Disciplinary Dayroom Lights
- 40 Special Management Dayroom Lights
- 41 Disciplinary Dayroom/Upper/Lower Tier Lights
- 42 Special Management Upper Tier  
and Sub-Dayroom Lights
- 43 Women's Dayroom Lights
- 44 Intake Dayroom Lights
- 45 Women Dayroom Lights
- 46 Intake Dayroom Lights
- 47 Maximum Upper Tier Lights
- 48 Intake Dayroom Lights
- 49 Maximum Lights 1-8
- 50 Intake Upper Tier Lights
- 51 Disciplinary Lights 1-7 and 15
- 52 Women Lights 1-8
- 53 Special Management Lights 1-8
- 54 Intake Lights 9-16
- 55 Lights for chase in Disciplinary Between 4 and 5
- 56 Intake Lights 1-8
- 57 Intake Upper Shower Lights
- 58
- 59 Intake Dayroom Outlets
- 60
- 61
- 62
- 63 Disciplinary Wall Lighters
- 64 Intake Lower Tier Lights
- 65 Disciplinary Sub-Dayroom Outlets
- 66 Special Management Sub-Dayroom Outlets 9-14
- 67 Women's Sub-Dayroom Outlets 9-10
- 68 Special Management Sub-Dayroom Outlets 15-16
- 69 Women's Upper Tier Outlets
- 70 Outlets in DSM Officer Work Station
- 71 Intake Sub-Dayroom Outlets
- 72
- 73 Lights in DSM Officer Work Station
- 74
- 75 Lights in CW Officer Work Station

PANEL HE

- 1 Lights in Interview Room and Multi-Purpose Room
- 2 North Corridor Lights
- 3 Corridor Lights

PANEL ELE

- 1 Maximum Dayroom Lights
- 2 Women Upper and Lower Tier Lights
- 3 Disciplinary Dayroom and Upper  
and Lower Tier Lights
- 4 Intake Dayroom Lights
- 5 Special Management Dayroom Lights
- 6 Outlet in Electrical Room
- 7
- 8
- 9
- 10
- 11
- 12 Camera 32
- 13
- 14 Camera 28
- 15 Intake Sub-Dayroom Lights
- 16 Outlet in Penthouse
- 17 Outlet in Electrical Room
- 18 Camera 31
- 19 Camera 33
- 20 Camera 30
- 21
- 22
- 23 Camera 29
- 24
- 25 Temperature Control
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42

PANEL EHE

- 1 Corridor Lights
- 2
- 3 Lights in INT/WOM Officer Work Station
- 4
- 5 Lights in DSM Officer Work Station

**BUILDING B**

PANEL LB

- 1 Medium Outlets 47-48
- 2 Medium Outlets 35-36
- 3 Medium Outlets 45-46
- 4 Medium Outlets 33-34
- 5 Medium Outlets 43-44
- 6 Medium Outlets 31-32
- 7 Medium Outlets 41-42
- 8 Medium Outlets 29-30
- 9 Medium Outlets 39-40
- 10 Medium Outlets 27-28
- 11 Medium Outlets 37-38
- 12 Medium Outlets 25-26
- 13 Medium Dayroom and Upper Tier Outlets
- 14 Medium Dayroom and Upper Tier Outlets
- 15 Medium Wall Lighters
- 16 Medium Dayroom and TV Outlets
- 17 Transition Outlets 31-32
- 18 Phoenix Outlets 9-10
- 19 Transition Outlets 29-30
- 20 Phoenix Outlets 11-12
- 21 Transition Outlets 27-28
- 22 Phoenix Outlets 13-14
- 23 Transition Outlets 25-26
- 24 Phoenix Outlets 15-16
- 25 Transition Outlets 23-24
- 26 Transition Outlets 17-18
- 27 Transition Outlets 21-22
- 28 Transition Outlets 19-20
- 29 Transition Dayroom Outlets
- 30 Phoenix Dayroom Outlets
- 31 Transition Dayroom Outlets and Wall Lighter
- 32
- 33 Bathrooms
- 34 Phoenix/Multi-Purpose Room Wall Lighters
- 35 Corridor
- 36 Phoenix Dayroom Lights
- 37 Multi-Purpose Room

38	Phoenix Dayroom Lights
39	Corridor
40	Medium Dayroom Lights
41	Corridor Outlets
42	Medium Upper Tier Lights
43	Medium Outlets 23-24
44	Medium Outlets 11-12
45	Medium Outlets 21-22
46	Medium Outlets 9-10
47	Medium Outlets 19-20
48	Medium Outlets 7-8
49	Medium Outlets 17-18
50	Medium Outlets 5-6
51	Medium Outlets 15-16
52	Medium Outlets 3-4
53	Medium Outlets 13-14
54	Medium Outlets 1-2
55	Phoenix Outlets 1-2
56	Phoenix Outlets 15-16
57	Phoenix Outlets 3-4
58	Transition Outlets 13-14
59	Phoenix Outlets 5-6
60	Transition Outlets 11-12
61	Phoenix Outlets 7-8
62	Transition Outlets 9-10
63	Transition Outlets 1-2
64	Transition Outlets 7-8
65	Transition Outlets 3-4
66	Transition Outlets 5-6
67	Phoenix/Transition Officer Work Station Bathroom Light
68	Transition Lower Shower Lights
69	Phoenix/Transition Utility Closets Lights
70	Medium Lower Shower Lights
71	Medium Shower and Closet Lights
72	Medium Lights 42-48
73	Medium Officer Work Station Bathroom Lights
74	Phoenix Lights 9-16 and Dayroom Shower Lights
75	
76	Transition Lights 17-25
77	Medium Dayroom Lights
78	Transition Lights 26-32
79	Medium Dayroom Lights
80	Medium Lights 25-31
81	Medium Dayroom Lights
82	Medium Lights 32-41 and

- Shower Between 40 and 41
- 83
- 84
- 85 Transition Dayroom Lights
- 86 Transition Upper Tier Lights
- 87 Transition Dayroom Lights
- 88 Phoenix Lights 1-8
- 89 Transition Dayroom Lights
- 90 Medium Lights 18-24
- 91 Transition Upper Shower Lights
- 92 Medium Lights 8-17
- 93 Medium Upper Shower Lights
- 94 Medium Lights 1-7
- 95 Medium Lower Tier Lights
- 96 Transition Lights 10-16
- 97 Phoenix Lower Tier Lights
- 98 Transition Lights 1-9
- 99 Transition Lower Tier Lights
- 100 Phoenix Upper Tier Lights

PANEL HB

- 1 Multi-Purpose Room Lights
- 2 Corridor Lights
- 3
- 4
- 5
- 6
- 7
- 8 Transformer
- 9
- 10 Transformer
- 11
- 12 Transformer

**BUILDING C**

PANEL LC

- 1 Outlets Sleeping D
- 2 Outlets Bathroom D
- 3 Outlets Sleeping B
- 4 Dryer Bathroom D
- 5 Outlets TV Room D
- 6 Dryer Bathroom D
- 7 Outlets Dayroom & TV Room A
- 8 Water Cooler D
- 9 Water Cooler A

- 10 Washer Bathroom A
- 11 Outlets Sleeping A
- 12 Dryer Bathroom A
- 13 Outlets in Corridor
- 14 Dryer Bathroom A
- 15 Outlets in Corridor
- 16 Outlet - Clerk
- 17 220V Outlet - Kitchen
- 18 Outlets in Kitchen and Closet Lights/Outlets
- 19 220V Outlet - Kitchen
- 20 Outlet in Kitchen
- 21 Outlets Sleeping C
- 22 Outlets Bathroom C
- 23 Outlets Sleeping and Dayroom C
- 24 Dryer Bathroom C
- 25 Outlets Sleeping C
- 26 Dryer Bathroom C
- 27 Outlets Dayroom C and B/C Closets
- 28 Outlets Bathroom B
- 29 Outlets Dayroom B
- 30 Dryer Bathroom B
- 31 Outlets Sleeping B
- 32 Dryer Bathroom B
- 33 Outlets - Programmer
- 34 Outlets Bathroom C
- 35 Outlets TV B and Coordinator's Office
- 36 Lights in Closets for B and C
- 37 Outlets Sleeping A
- 38 Lights Officer Work Station
- 39 Water Cooler C
- 40 Outlets Bathroom A
- 41 Outlet and Lights Closet D
- 42 Outlets Dayroom D and Officer Work Station

PANEL LC 2

- 43 Outlets Bathroom B
- 44 Outlets Supervisor's Office, Outlet/Lights Closet A
- 45 Water Cooler B
- 46
- 47
- 48
- 49
- 50
- 51
- 52
- 53

- 54 Outlet in Kitchen
- 55 Coffee
- 57 Coffee
- 59 TV
- 61 Plumbing Chase Lights
- 62 Outlets
- 63 Plumbing Chase Lights
- 64 Outlets
- 65 Plumbing Chase Lights

PANEL HC

- 1 Lights Sleeping D
- 2 Lights Corridor
- 3 Lights Bathroom and Dayroom D
- 4 Lights All C and Bathroom B
- 5 Lights Locker Room and Sleeping/Bathroom A
- 6 Lights Kitchen and Dayrooms B and C
- 7 Lights TV Room D
- 8 Lights Coordinator's Office and TV B
- 9 Lights WR Corridor
- 10 Lights Sleeping B
- 11 Lights in Entry
- 12 Dayroom Outlets
- 13
- 14 Cell Outlets
- 15
- 16 Chase Outlets

PANEL EHC

- 1 Lights for Building C Hallway from Outside
- 2
- 3 Corridor Lights
- 4
- 5 Camera Light
- 6
- 7
- 8 Dayroom Lights

PANEL ELC

- 13 Computer Outlet
- 18 Control panel
- 22 Cameras

## **PROCEDURE I - Building Inspections**

1. The Support Services Commander, or designee, may contact a Boulder County Building Inspector each year and arrange to have the jail inspected for compliance with federal, state and local building codes.
2. If scheduled, the Support Services Commander, or designee, will meet the Building Inspector at the jail and ensure that he or she is checked in according to jail policy.
3. The Support Services Commander, or designee, will escort the Inspector through the facility. We will give the Inspector access to any part of the building that he or she needs to see. Any security issues that may arise from this process will be cleared with the On-Duty Supervisor (ODS).
4. If necessary, the ODS will arrange for additional staff to escort the Inspector, or for inmates to be locked down or temporarily moved, during the inspection.
5. At the conclusion of the inspection, we will give the Inspector access to jail records and documentation regarding the maintenance and/or repair of the building's physical plant.
6. After the inspection of the building and the jail's records, the Inspector will prepare a report documenting the results of the inspection. This report will detail specific areas that will require improvement and/or repair.
7. The Jail Division Chief will receive this report and along with the Jail Management Team (JMT) develop a list of suggested improvements and/or repairs.
8. The Support Services Commander will direct any employees whom he or she may assign to help in the completion of these tasks.
9. Equipment purchases or building modifications that may be required to accomplish the improvements and/or repairs will be approved by the Jail Division Chief first.
10. Once the improvements and/or repairs have been completed, the Support Services Commander and/or Jail Division Chief will prepare a memorandum to the Building Inspector detailing what improvements and/or repairs we made.
11. The Support Services Commander will retain the original of the memorandum for future reference and will forward a copy of the memorandum to the Building Inspector for his or her records.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** PREVENTIVE MAINTENANCE PLAN

**NUMBER:** 07-01-08

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain and use a preventive maintenance plan to keep jail equipment in good working order and to reduce expenses associated with repairs.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-13

**INFORMATION:** The assigned Facilities Management employee will be responsible for performing routine maintenance on all of the jail's heating, ventilation and air conditioning (HVAC) systems and the emergency generator.

The Maintenance Supervisor and Maintenance Workers will be responsible for performing routine maintenance on all equipment associated with Food Service, Laundry, all security equipment (locks, intercoms, cameras, monitors, control panels, etc.), recreation equipment, and any other equipment not directly associated with HVAC.

### **PROCEDURE I - Documenting Preventive Maintenance Requirements**

1. When equipment is delivered or installed in the jail, Maintenance will use the accompanying warranty to determine preventive maintenance requirements for it.
2. Maintenance employees will complete a Maintenance Plan Information Sheet and a Preventive Maintenance Schedule documenting these requirements. They will be placed in the Maintenance Plan Information Sheet Binder, in the appropriate section based on the periodic frequency of maintenance.
3. Maintenance employees will place the warranty in the Warranty Log for reference purposes.

**PROCEDURE II - Performing Preventive Maintenance**

1. Maintenance will retrieve the Maintenance Information Plan Sheet Binder from the Maintenance Office each month and use it to develop a list of required preventive maintenance that will need to be done for the coming week.
2. This list will be kept in the Maintenance Office and used throughout the week.
3. Maintenance will document preventive maintenance in the Maintenance Log, which will be kept in the Maintenance Office.
4. If Maintenance discovers equipment in need of repair while performing preventive maintenance, they will carry out normal repair procedures.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ROUTINE AND EMERGENCY REPAIRS

**NUMBER:** 07-01-09

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to make repairs to the physical plant and equipment to provide for continuous and efficient facility operations.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-13  
A.C.A. Standard 4-ALDF-1C-14

**INFORMATION:** The Facilities Management employee assigned to the jail will be responsible for performing and/or coordinating repairs on the jail's heating, ventilation and air conditioning (HVAC) system and emergency generator.

The Jail Maintenance personnel will be responsible for performing and/or coordinating repairs of all equipment in Food Service, Laundry, all security equipment (locks, doors, intercoms, cameras, monitors, control panels), recreation equipment, and any other equipment not associated with HVAC.

### **PROCEDURE I - Routine Repairs**

1. When Maintenance becomes aware of repairs that need to be made on equipment through routine maintenance activities, or receipt of a Maintenance Repair/Request Form, they will make them as follows.
2. The Facilities Management employee will coordinate the purchase of necessary parts, equipment, or services for jail equipment for which he or she is responsible through Facilities Management.
3. The Skilled Crafts Specialist and Maintenance Workers will coordinate the purchase of necessary parts, equipment, or services for jail equipment for which they are responsible through routine procedures.

4. When repairs on a piece of jail equipment are completed, maintenance will document them in the Maintenance Log.

### **PROCEDURE II - Emergency Repairs**

1. When a jail employee discovers something that requires emergency repair to jail equipment, he or she will immediately contact the On-Duty Supervisor (ODS) and explain the situation.
2. The ODS may respond to the area and evaluate the situation.
3. The ODS may instruct additional personnel to respond and direct them to evacuate, secure, or isolate the area.
4. The ODS will contact a jail Maintenance employee and request that he or she respond to the area.
5. If Maintenance is not in the facility, the ODS will request that the on-call Maintenance employee be paged.
6. When the Maintenance employee answers the page, the ODS will explain the situation and request him or her to respond to the Jail.
7. The Maintenance employee will decide whether he or she, or another member of Maintenance should respond to the jail, or both, based on the nature of the problem.
8. If another Maintenance employee should respond, the employee who was contacted will notify the other Maintenance employee.
9. When Maintenance arrives they will decide whether they can make the necessary repairs.
10. The Maintenance employee(s) may contact a private sector company and request them to respond to the jail.
11. When the repair has been made and the situation restored too normal, the original officer will complete an Incident Report describing the incident.

### **PROCEDURE III - Repairs Requiring Private Sector Assistance**

1. When the Facilities Management employee becomes aware of the need for private sector assistance to accomplish a repair, he or she will coordinate the repair through Facilities Management.

2. When the Skilled Crafts Specialist or a Maintenance Worker becomes aware of the need for private sector assistance to accomplish a repair, they will coordinate the repair work.
3. When arranging for non-emergency repairs, the person making the arrangements will instruct the private sector employee to go to either the Public Entrance Door or Rear Loading Dock, depending upon the nature of the repairs and tools needed.
4. When the private sector employee arrives at the Reception Desk, the Receptionist will check him or her in, following routine procedures and request a Maintenance employee to respond.
5. If the private sector employee arrives on the Rear Loading Dock, or at the Mechanical Room Entrance on the east side of the building, Master Control will notify the Maintenance employee to respond.
6. In case of emergency repairs the ODS will meet the private sector employee at the location where he or she arrives, if no Maintenance employee is in the jail yet.
7. Maintenance, Facilities Management, or the ODS will explain to the private sector employee the importance of keeping an inventory and control of his or her tools.
8. The Maintenance employee or the ODS will notify Master Control that a private sector employee will be working in the Jail.
9. Master Control will note this information in the Master Control Log.
10. Maintenance, the ODS, or designee, will escort the private sector employee to the appropriate area and remain there as the private sector employee conducts his or her work.
11. When the work is complete, Maintenance, the ODS, or designee, will notify Master Control that he or she will be escorting the private sector employee out of the facility.
12. After ensuring that all of the private sector employee's tools are collected and accounted for, Maintenance, the ODS, or designee, will escort him or her out of the facility.
13. The Master Control Officer will note the time out in the Master Control Log.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TRASH REMOVAL

**NUMBER:** 07-01-10

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to collect trash daily and dispose of it regularly to ensure sanitary working and living conditions.

**SOURCE:** A.C.A. Standard 4-ALDF-1A-02

### **PROCEDURE I - Trash Removal from Modules and Common Areas**

1. Module Officers will check the trash receptacles in the modules daily to ensure that they are emptied and clean liners are placed in them. Full trash bags will be placed in the corridor outside the module for disposal.
2. Inmate Workers assigned to Buildings A and B, Booking/Medical, and Programs will collect all trash bags from the corridors and trash from any common area in their assigned work area and place it at the entrance to the Maintenance Corridor.
3. The Food Service Inmate Workers will be responsible for moving any trash from that area into the Food Service sallyport under the supervision of a Food Service employee.
4. The full bags will be left in the corridor until the Facilities Management Custodian, or a Building C Module Officer has removed and taken them to the trash compactor.

### **PROCEDURE II - Removal of Trash to the Compactor**

1. The Facilities Management Custodian will take the assigned Inmate Workers to the Maintenance Corridor and Food Service sallyport and remove the trash to the compactor each day, Monday through Friday.

2. A Team C or D, Building C Officer will also take the assigned Inmate Workers to the same area and remove the trash to the compactor each evening after facility lockdown and all other Inmate Workers have returned to their assigned modules.
3. The Loading Dock Entrance and Receiving Vestibule doors will be secured once they remove the trash.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: HOUSEKEEPING/CLEANING INCENTIVE PROGRAM**

**NUMBER: 07-01-11**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use housekeeping, inspection, and cleaning incentive plans to ensure that the facility maintains an acceptable level of cleanliness. Designated supervisors will be responsible for daily and weekly inspection duties.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-06  
A.C.A. Standard 4-ALDF-2A-12

### **PROCEDURE I - Daily Inspections**

1. A Team C or D supervisor will inspect all occupied areas of the jail on a daily basis, including weekends and holidays. Situations requiring further attention (i.e., staff and inmate concerns; faulty, unsafe or dirty conditions, etc.) should be reported to the appropriate personnel for review and further action.

### **PROCEDURE II - Administrative/Cleaning Inspections and Incentive Program**

1. Each Wednesday the Jail Division Chief, or designee(s), will conduct an inspection of the jail. The personnel designated to oversee this inspection, unless otherwise not available, will include at least one of the following: Administrative Commander, Dayshift and/or Nightshift Commander, and/or the Support Services Commander. In the unlikely event that none of these personnel is available, the On-Duty Supervisor (ODS) may authorize Module Deputies to conduct inspections of their assigned areas.
2. All modules passing the weekly inspection will be allowed to watch a movie, rented by the Jail and funded by the Inmate Welfare Fund, on

Friday or Saturday night. We may exclude specific inmates from this privilege if their rooms do not pass the Wednesday inspection.

3. The Transport Team will generally pick the movie up on Friday and Team A will return it on Sunday.
4. All clean modules will receive popcorn and soft drinks during the movie as a special reward for their efforts. If a particular room does not pass the inspection, the inspectors will provide this information to the assigned module Deputy.
5. If Classification moves the inmates occupying those rooms to another location within the jail before the showing of the movie on Friday/Saturday night, this information will be provided to the module Deputy where they move to and they will not be allowed to participate.

**PROCEDURE III - Module Cleaning Supplies and Paper Products**

1. We will store cleaning supplies in the locked cleaning closets found inside the modules. All paper supplies and hygiene items will be stored in the Officer Work Station (OWS) supply closet.
2. The Facilities Management Custodian will stock module cleaning supplies weekly. Night officers assigned to the module will stock all supplies needed for the OWS daily.
3. Module Officers will obtain cleaning supplies from the Custodian. Requests for paper and hygiene supplies will be directed to the Food Service Manager, who is responsible for ordering supplies. He or she will inventory the storage supply areas weekly.

By Order of the Division Chief

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Larry R. Hank

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Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** FIRE EMERGENCY PLAN

**NUMBER:** 08-01-01

**EFFECTIVE DATE:** July 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to protect inmates, employees, and the public from fire and smoke emergencies in the facility by following specific evacuation procedures. Designated evacuation routes will be used during a fire emergency. We may also apply this plan to other major emergencies.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-02  
A.C.A. Standard 4-ALDF-1C-07  
A.C.A. Standard 4-ALDF-1C-08  
A.C.A. Standard 4-ALDF-1C-09  
A.C.A. Standard 4-ALDF-1C-10  
A.C.A. Standard 4-ALDF-1C-11

### **PROCEDURE I - Extinguishing a Small Fire**

1. When an employee discovers a fire that is small enough for them to extinguish they will do so utilizing the nearest fire extinguisher.
2. After they extinguish the fire the employee will notify the On-Duty-Supervisor (ODS) of the incident.
3. The ODS will respond to the location of the fire and verify that no further threat exist.
4. The Fire Department may be notified of the incident and the circumstances at the discretion of the ODS. It will be their decision to respond or not.
5. The ODS will notify Medical and/or Maintenance to respond to the area if needed.
6. The employee will ensure that the area is cleaned up and returned to normal operating conditions.

7. The ODS will ensure that the employee who found the fire completes an Incident Report and, if necessary, a Crime Report.

## **PROCEDURE II - Emergency Procedure for Larger Fires**

1. There are fire annunciator panels in Master Control, the Commander's Office, and the Officer Work Stations. These panels will assist in determining the location of the smoke/fire. If there is a fire, or a mechanical sensor detects smoke, Master Control and the employee assigned nearest the location will be alerted.
2. When Master Control is alerted to a possible fire by the annunciator board, the jail employee nearest to the location will be notified and requested to check the area.
3. When an employee detects fire or smoke, they will notify Master Control and give the following information:
  - Their radio number
  - The exact location of the fire or smoke
  - A description of the fire size
  - The amount of smoke in the area
4. After Master Control verifies a fire, they will call Communications at 9-911 to request a Fire Department response. Master Control will use Red 1 to inform the responding department of the fire location, size and the amount of smoke in the area.
5. Incident Command will be established, an Incident Commander identified and the Incident named. The Incident Commander will direct that all jail employees be advised of the fire. Incident Command will be equipped with a jail radio and at least one telephone. The Incident Commander will designate a Scribe to officially record all events as they occur.
6. Only Sheriff's Office and Fire/Emergency personnel will be allowed into the Jail during a fire, unless cleared by someone from the Sheriff's Command Staff or Incident Commander.
7. All employees with inmates under their control will obtain a count, secure their areas, and notify Master Control when they have completed these tasks.
8. The Visitation Officer will evacuate all visitors from the facility. Reception personnel will help in evacuating visitors from the building and verify that everyone who signed in has left the facility. Any professional visitors in Interview or Multi-Purpose Rooms will be evacuated from the facility. Incident

Command will direct an officer to go to the appropriate area(s) and evacuate professional visitors and inmates.

9. If returning the inmates to their living units is not safe, they may be returned to the evacuation site for that module. Incident Command will be notified when this task is completed.
10. Employees may return any inmate(s) under their control to the inmate's assigned module, or to the evacuation site for their module, if doing so is safe and only after informing the Module Officer. This is to ensure that counts are not confused. If it is not safe, or they cannot return the inmate(s) without notification to the Module Officer, the employee should remain at their location with the inmate(s). They should notify Incident Command of their location.
11. Incident Command will direct available officers to go to areas where needed to help with evacuation.
12. All employees will confirm with Incident Command which evacuation route(s) they should use.
13. Inmates in a module at the time of a fire will evacuate to the designated location.
14. Building "C" Residents will evacuate within Building "C" if possible, or to the outside perimeter of the jail through the Minimum Security Entrance. If evacuating from that entrance is unsafe, Building "C" inmates will evacuate through the Outer Fire Door "B," or to another site designated by Incident Command. If the Building C inmates count is extremely high, provisions may be made to move these inmates to alternate locations.
15. A list of all employees and their whereabouts will be established and kept updated by Incident Command.
16. Any employee working in, or responding to a real or potential fire/smoke incident, will equip themselves with an air pack before proceeding to the fire/smoke's location.
17. Employees on the scene will determine whether it is safe to begin fighting the fire with an extinguisher. If it is safe, they may do so. If the fire is too large or dangerous they will wait for the Fire Department. The employees will communicate this decision to Incident Command.
18. Incident Command will select the appropriate entrance for the Fire Department to enter the jail. An employee will be designated to meet them and to escort them to the fire/smoke location.

19. The modules closest to the fire/smoke location may be evacuated depending on circumstances.
20. The Incident Commander will consult with the Fire Department and determine if we have evacuated the appropriate areas, or if more areas need to be cleared.
21. Employees in the areas being evacuated will remain at their module and await further instructions from Incident Command.
22. In the areas to be evacuated, employees will instruct the inmates to file out into the corridor in a single line. Employees will obtain another count as the inmates leave the area.
23. When all the inmates are in the corridor, the module/area corridor door will be secured for smoke control. Employees will close all doors through which they have evacuated.
24. If smoke becomes heavy during the evacuation, employees evacuating inmates/visitors will instruct them to get as close to the floor as possible and crawl along the corridor.
25. Once they have reached the evacuation destination, employees will conduct another count to ensure that everyone arrived safely and notify Incident Command.
26. Medical may be directed to respond to the evacuation site if there are any injuries.
27. If the count is not correct, Incident Command will assign employees to return to the module/area and search for any missing person, if it is safe to do so. If it is not safe, the officer will notify Incident Command of the missing person. Incident Command will notify the Fire Department.
28. Incident Command will notify all jail employees when they can return evacuated inmates to their living units.
29. Jail employees will return the evacuated inmates to their living units and jail operations will return to normal.
30. Incident Command will ensure that the employee finding the fire and other appropriate employees complete an Incident Report and a Crime Report.

### **PROCEDURE III - Fires in Master Control**

1. If the fire is in Master Control, Booking will assume all of the monitoring and radio operations they are capable of.

2. The Master Control employee will remain in Master Control and try to extinguish the fire if it is safe to do so. If doing it is not safe, they will notify the Incident Commander that they are abandoning Master Control.
3. The employee will activate the override system on the Inner and Outer Master Control Doors, obtain the Master Control key set, exit Master Control and meet the ODS in the Administration Corridor.
4. If the fire makes it impossible for them to exit Master Control, he or she will equip him or herself with an air pack and notify Incident Command that they need assistance.
5. The Master Control employee will wait for the Fire Department to provide a safe exit or other point of escape.

#### **PROCEDURE IV - Fires in Booking**

1. If a fire occurs in Booking, employees will be responsible for evacuating all arrestees, inmates and other visitors/personnel in that area to an evacuation site.
2. Some employees may remain in Booking to fight the fire, if it is safe to do so. If doing so is not safe, they will remain as close to Booking as is safe until the Fire Department arrives. They will then direct the Fire Department to the fire scene.
3. If it becomes necessary to evacuate into the Intake Garage, Master Control will not open doors into the area for anyone, except Fire Department or other necessary emergency personnel to get to Booking.

#### **PROCEDURE V - Fires in Reception/Administration**

1. If the fire is in Reception or Administration and they have evacuated all the visitors, the Receptionist, other employees, and Administrators will then secure the area and evacuate out the front door or the Employee Entrance.
2. If leaving via the front door is unsafe, the alternate way out would be the Intake Garage.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 06/26/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                               **HOSTAGE SITUATIONS**

**NUMBER:**                               **08-01-02**

**EFFECTIVE DATE:**               **July 1, 2007**

**POLICY:**     It is the policy of the Boulder County Sheriff's Office to use all necessary resources to end hostage situations in the jail successfully. We will deploy resources and tactics consistent with the mission and values of the Sheriff's Office. The employees involved will resolve the situation with the minimum use of force necessary to secure the hostage taker and protect the lives of the hostage.

**INFORMATION:**   During a hostage situation any person taken hostage loses all authority despite their rank. We will not allow a hostage taker to leave the jail with a hostage.

**SOURCE:**     A.C.A. Standard 4-ALDF-1C-05

### **PROCEDURE I - Hostage Situations**

1. Any employee discovering a hostage situation will immediately notify Master Control. All employees becoming a hostage will advise Master Control, if possible, by giving their name, radio number, and location. By using their name, Master Control and all employees should recognize that the person has been taken hostage.
2. Master Control will broadcast the information and direct officers to the location. Responding officers should secure the area immediately. The On-Duty Supervisor (ODS) will respond to the scene to evaluate the situation.
3. No one will be allowed to enter or leave the area. We will lock the remainder of the jail down and Incident Command will be established.
4. The Incident Commander will direct that the Division Chief be contacted and that Communications perform a Command Staff page. The Division Chief and Incident Commander will confer and may request an Operations Division and/or Special Weapons and Tactics (SWAT) Team response. The jail medical staff should also be on alert to respond if needed. The Incident Commander may

immediately ask Master Control to contact an ambulance and have them on stand by.

5. The Incident Commander will direct officers to escort any visitors out of the facility.
6. When the Jail Division Chief, or designee, responds to the page, the Incident Commander will inform him or her of the situation. The Division Chief, or designee, will respond to the jail.
7. The Incident Commander, Division Chief, or others in authority, will not attempt to negotiate with the hostage taker. Trained negotiators will act as the representative for Command Staff.
8. Specialized units called in will conduct their operation(s) as set forth in the appropriate Sheriff's Office policy.
9. When we resolve the hostage situation the Incident Commander will direct jail employees to resume normal operations.
10. The Incident Commander will instruct key employees involved in the hostage situation to complete Incident and/or Crime Reports.
11. The Division Chief, or designee, will conduct a debriefing of all personnel involved in the incident, i.e., Operations, Communications and Jail, once all reports have been completed and reviewed.

By Order of the Division Chief

Signed by  
Larry R. Hank

06/26/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: BOMB THREATS**

**NUMBER: 08-01-03**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to prepare all inmates, staff, and visitors for a possible evacuation in case of a bomb threat. Until we know the location of the device, no evacuation will take place.

**SOURCE: None**

### **PROCEDURE I - Receiving Bomb Threats**

1. Any employee receiving a bomb threat by telephone will ask the questions outlined on the International Association of Bomb Technicians and Investigators (IABTI) card and/or FBI card.
2. If the IABTI card is not readily available, the employee will ask as many of the following questions as possible:
  - a. When is the bomb going to explode?
  - b. Where is the bomb right now?
  - c. What does the bomb look like?
  - d. What kind of bomb is it?
  - e. What will cause the bomb to explode?
  - f. Did the caller place the bomb?
  - g. Why was the bomb placed?
  - h. What is the caller's address?
  - i. What is the caller's name?

3. While listening to the caller the employee will try to determine the caller's sex, race, age, any background noises, type of language used, any distinguishing reference to the caller's voice and the time they took the call. The employee will also record the length of the call and at which number they received the call.
4. After hanging up from the call, pick up the phone and dial \*57. The telephone number of the line used by that caller will be forwarded to a US West Security Center. An investigating officer from the Sheriff's Office may retrieve the number from the Security Center later.
5. The employee will immediately report the bomb threat to the On-Duty Supervisor (ODS), who will notify the Jail Division Chief.
6. If an employee receives a bomb threat by letter they will notify the ODS and the employee will take steps to preserve and process the letter.
7. If Incident Command is established, the ODS will serve as the Incident Commander (IC) unless formally relieved.
8. If we require specialized assistance, the IC will request it from the on-duty Operations Division Supervisor or Special Weapons and Tactics (SWAT) Team Commander.
9. Upon arrival of the specialized unit(s) the IC will give them the information that we recorded when we received the bomb threat.
10. The IC will ensure that we advise all employees of the situation and direct them to remain at their assigned posts to await further direction.
11. The IC will decide whether any programs or visits occurring should continue.
12. The specialized unit(s) will keep the IC updated on all aspects of the situation.
13. Specialized units will notify the IC when they decide that evacuation is not necessary and that they have neutralized the situation.
14. The IC will advise all jail employees to return to normal operations once we neutralize the situation.

## **PROCEDURE II - Evacuation Due to Bomb Threat**

1. The Jail Division Chief and IC will determine if an evacuation of the Jail should occur. This will be coordinated with the IC, who will make the final decision.
2. The IC will follow the procedures in 08-01-10 (Total Facility Evacuation).

**PROCEDURE III - Debriefing**

1. A debriefing involving all participants should occur as soon after the incident as possible, as directed by the Jail Division Chief, or designee.

By Order of the Jail Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: CONTROL OF FLAMMABLE, TOXIC,  
AND CAUSTIC SUBSTANCES**

**NUMBER: 08-01-04**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to store all flammable, toxic, and caustic substances in secured areas that are not accessible to inmates. Inmates may use these substances only if directly supervised by a jail employee.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-11

### **PROCEDURE I - Control and Inventory of the Chemical Storage Room**

1. The Food Service Manager will keep an updated Chemical and Flammable Substance Sign-Out Log on the door of the Chemical Storage Room.
2. When an employee needs a substance stored in the Chemical Storage Room, he or she will obtain the key to open the door, get the substance needed, and secure it immediately.
3. The employee will log the item being taken out for use on the Chemical and Flammable Substance Sign-Out Log.
4. When the employee is finished using the chemical, he or she will return it to the Chemical Storage Room and note on the log that they have returned the substance.
5. When the Chemical and Flammable Substance Sign-Out Log is full the Food Service Manager will post a new one and file the old one.

### **PROCEDURE II - Control and Inventory of the Paint Storeroom**

1. The Maintenance Supervisor, or other Maintenance employee, will post a new Chemical and Flammable Substance Sign-Out Log on the outside of the Paint Storeroom door, as needed.

2. When a Maintenance employee needs a substance that we store in the Paint Storeroom, he or she will open the door, obtain the substance needed, and lock the door.
3. The Maintenance employee will log the item on the Chemical and Flammable Substance Sign-Out Log posted on the door.
4. When the Maintenance employee is finished using the substance, he or she will return it to the Paint Storeroom and log that they have returned the substance.
5. When the Chemical and Flammable Substance Sign-Out Log is full, the Maintenance Supervisor, or other Maintenance employee, will post a new one and file the old one.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: RIOTS, DISTURBANCES, AND THE USE OF FIREARMS  
AND RELATED SECURITY DEVICES**

**NUMBER: 08-01-05**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use only the necessary amount of force to restore a situation to normal if a riot or disturbance occurs. We will not allow any firearms in the facility. Supervisors and selected officers are allowed to carry Tasers, or by approval of the Jail Division Chief, obtain the use of a non-lethal shotgun. Only the Sheriff, or designee, may make exceptions and allow the use of lethal force within the jail.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-02  
A.C.A. Standard 4-ALDF-1C-05  
A.C.A. Standard 4-ALDF-2B-04

### **PROCEDURE I - Minor Disturbances**

1. An officer discovering a minor disturbance will notify the On-Duty Supervisor (ODS) and inform him or her of the situation and request additional help if they need it.
2. The ODS will respond to the scene and may request additional personnel, order a lockdown of the remainder of the facility based on his or her appraisal of the situation, and establish Incident Command.
3. If the Incident Commander (IC) orders a lockdown, he or she will instruct employees not directly involved in the incident to escort any visitors out of the facility.
4. The IC will attempt to resolve the situation quickly by taking whatever action they deem appropriate.
5. If the IC determines that the Jail cannot control the situation without additional assistance, see Procedure II.

6. The IC will direct employees to resume normal operations when the minor disturbance has been resolved.
7. Officers involved in the disturbance will complete an Incident Report and/or Crime Report.

## **PROCEDURE II - Major Disturbances/Riots**

1. An employee discovering a possible riot or major disturbance will notify the ODS and inform him or her of the situation and request additional help if they need it.
2. The ODS will respond to the scene. If the ODS decides that a riot or major disturbance is underway, he or she will establish Incident Command, contact the Jail Division Chief.
3. When the Division Chief responds or contacts the Incident Commander (IC), the IC will give him or her the following information: the area(s) of the Jail involved, the approximate number of inmates involved, known reasons for the disturbance, any known or suspected weapons in the inmate's possession, the known leaders of the disturbance, and any known injuries to staff or inmates.
4. If the Division Chief determines that the situation is a major incident, he or she will implement this policy and request that Communications page the Command Staff. In the absence of the Division Chief, the Sheriff, Undersheriff, or designee, will make this decision, and/or IC.
5. The Division Chief, or designee, will respond to the jail if he or she is not in the facility.
6. The IC will instruct employees not directly involved in the incident to lockdown the uninvolved inmates and to escort any visitors out of the building.
7. When the Division Chief, or designee, arrives the IC will inform him or her of the situation or of any changes that may have occurred since the initial notification. The Division Chief may assume the role of the IC.
8. The IC will assess the situation to determine if they need further assistance from outside the Jail to restore order.
9. The IC will decide if they need any special equipment from the Jail Armory to end the disturbance. The Sheriff, Undersheriff, Division Chief, or designee, can authorize the use of shotguns/less-lethal if needed.
10. The IC may direct that water and electrical service to the affected area(s) of the Jail be disrupted.

11. If additional officers are the only need, the IC will call Communications and request that the Operations Division Supervisor contact the Jail. The IC will coordinate with the Operations supervisor.
12. If we require specialized assistance, the IC can request that a Canine Unit and/or the SWAT Team be called out.
13. When terminating the incident, the IC will direct jail employees to conduct an inmate count to confirm that all inmates are accounted for. If the counts are correct, we will resume normal operations.
14. If the counts cannot be confirmed this will be reported to the ODS and measures will be implemented to resolve the discrepancy.
15. Employees involved in the disturbance will complete an Incident Report and/or Crime Report.
16. The IC will assess any damage to the facility or equipment and document it in writing to the Division Chief.
17. The Division Chief, or IC, will conduct a debriefing of jail personnel involved in the incident once all reports have been completed and reviewed.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/26/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ESCAPES  
**NUMBER:** 08-01-06  
**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to respond quickly and efficiently to escapes, to prevent additional escapes, affect an expedient and safe recovery of the escapee(s), and return the jail to normal operations.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-05

### **PROCEDURE I - Escape Notification and Response**

1. When a jail employee discovers or suspects that an escape has occurred, except Work Release walkaways, he or she will immediately notify the On Duty Supervisor (ODS) and Master Control. This may be done by radio, if the officer feels it will not jeopardize security. He or she will relay information regarding the location of the escape and the name of the escapee(s) if known.
2. The ODS responding to the scene will direct additional staff to report if necessary and initiate Incident Command (IC).
3. If the escape exit is known, IC will direct an officer to secure it. IC will establish an inner (jail) and outer (grounds) secure perimeter.
4. The IC will direct jail officers not on the scene to proceed with an immediate, emergency lockdown of the jail. Other officers will be instructed to escort any visitors out of the facility, ensuring that they positively identify them as visitors.
5. If the officer cannot identify a visitor, he or she will notify IC and request instructions.
6. Module Officers will conduct immediate counts of their modules and report any discrepancies to IC.

7. IC will call Communications and request assistance from the Operations Division, including a K-9 officer. We will provide the following information for general broadcast as it becomes available:
  - a. the name(s) of the escapee(s)
  - b. a physical description of the escapee(s)
  - c. the approximate time of escape
  - d. the escapee(s) clothing description
  - e. the escapee(s) direction and mode of travel
  - f. the escapee(s) status, pretrial or sentenced, and charges
8. IC will request Communications to page the Division Chief, if he or she is not in the facility. They will inform him or her of the situation and relay any information or instructions. If the Chief is out of the county, or on leave, the acting Division Chief and Sheriff will be contacted and they will request a Command Staff page.
9. When the Division Chief answers the page, IC will explain the situation to him or her. The Division Chief, or designee, will respond to the jail and may assume command of the situation.
10. IC and the Division Chief, or Sheriff, may request assistance from other agencies if needed.
11. IC will direct that photos be made for distribution to law enforcement personnel when possible. Information from the Hardcard and arrest reports will be written on the back of the photo if there is time. Information concerning a home address, next of kin, emergency contact, phone number, etc. could be included.
12. Based on the results of the immediate count, the Division Chief, or designee, and IC, will determine exactly which and how many inmates are missing.
13. The Division Chief, or designee, and IC, will direct available officers to conduct a search of the interior perimeter of the jail.
14. If the missing inmate(s) is/are not found during the interior search, the Division Chief, or designee, will coordinate further action to be taken to regain custody of the escapee(s). This may include specialized personnel.
15. When the escape exit is secure and any investigation of the scene is complete, IC will direct jail personnel to conduct another count of the facility.

16. If the count is correct the jail will resume normal operations.
17. If the count is not correct the jail will remain in an emergency lockdown status until the count is correct, or we have identified any additional inmate(s) as escapees.
18. IC will instruct the officer who discovered the escape and other key personnel to write Incident and/or Crime Reports.
19. IC will ensure that Records personnel enter all missing inmates into CCIC/NCIC as escapees.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: MASS ARRESTS**

**NUMBER: 08-01-07**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to assist with the processing of arrestees in the field during mass arrest situations. Arrestees will be processed as expeditiously as possible. The Jail, in cooperation with other divisions of the Sheriff's Office, and other law enforcement agencies will start these procedures as required.

**SOURCE:** None

### **PROCEDURE I - Implementation Decision**

1. If the Jail receives information that a mass arrest is occurring the On-Duty Supervisor (ODS) will attempt to contact the agency involved and determine the circumstances, including the location, the type of incident, and the number of potential and/or actual arrestees.
2. He or she will then contact the Jail Division Chief, or designee, to decide if a satellite operation is necessary and the appropriate number of employees needed at the satellite. The ODS will inform the agency representative of the procedure to be implemented. If we do not establish a jail satellite, arresting officers will bring arrestees to the jail and they will be processed according to standard procedures.
3. The ODS will assign at least two Booking Officers and one officer for security purposes, if we establish the satellite. He or she may contact the Operations Division or use the On-Call list to obtain extra personnel if needed.
4. The officers assigned to the jail satellite will obtain the Mass Arrest Kit and go to the satellite location in a jail vehicle.
5. In the event that we receive prior notice of a mass arrest, the agency planning the arrest will be referred to the Jail Division Chief, or designee,

before the event to make the necessary arrangements. This could include medical, food service, and other services.

## **PROCEDURE II - Processing Mass Arrestees at the Jail Satellite**

1. A Booking Officer will conduct a pat search on all new arrestees. He or she will place the arrestee's property in a property bag with a written description of the clothing, and the arrestees first and last names.
2. No property other than what is in the arrestee's pockets and on his person will be kept at the jail satellite. The arresting officer will maintain all other property for placement into evidence for safe keeping.
3. During the pat search, the Booking Officer will determine if the arrestee has any medical problems. If there are obvious injuries to the arrestee or any medical conditions that require medical attention, the Booking Officer will request the Arresting Officer to obtain a medical clearance from the hospital and transport the prisoner to the jail to complete the arrest process.
4. The arresting officer will complete a Manual Arrest Report and give it to the Booking Officer.
5. If the arrest is a probable cause arrest, the arresting officer will stamp a blank sheet of paper with the "probable cause stamp" affirming that there are grounds for the arrest and sign in the appropriate places. The Booking Officer will make sure that they have all of the necessary paperwork from the arresting officer before he or she leaves.
6. The Booking Officer will create a handwritten sign showing the date and time of arrest, the arrestee's last name and first initial, and his or her date of birth. He or she will instruct each arrestee to hold the handwritten sign at chest level and take a photograph.
7. A Booking Officer will write the appropriate data on three fingerprint cards for each arrestee. He or she will then take the arrestee's fingerprints.
8. The Booking Officer will place the Manual Arrest Report, arrest paperwork, and fingerprint cards in a file folder marked with the arrestee's name and date of birth.
9. Arrestees who are not booked and released at the discretion of the arresting officer will be held at the satellite location pending available transportation to the jail. These arrestees will be detained in a safe and secure area within the satellite perimeter and supervised by a Jail Officer.

**PROCEDURE III - Transport to the Boulder County Jail and Completion of the Booking Process**

1. The ODS will organize the transport of arrestees that officers do not release at the satellite to the jail.
2. The satellite Booking Officers will ensure that officers transporting arrestees to the jail will take their file and personal property.
3. Booking Officers at the jail will enter each manual arrest report into TIBURON and complete the standard booking procedure.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: CONTINUATION OF JAIL OPERATIONS IN CASE OF  
WORK STOPPAGE OR GROUP JOB ACTION**

**NUMBER: 08-01-08**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Sheriff' Office to take legal action against employees involved in a group job action or work stoppage, as it is considered illegal. In case of such an action the jail will continue to provide for the safety and security of all inmates, visitors, and employees. We will try to ensure normal operations with minimal disruption.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-06

### **PROCEDURE I - Continuation of Jail Operations**

1. An employee who has knowledge relating to the planning or implementation of an illegal job action or work stoppage will inform their immediate supervisor or the Jail Division Chief.
2. A supervisor receiving this information will advise the Division Chief immediately.
3. The Division Chief will contact the Sheriff. He or she may request an emergency meeting of the Sheriff's Administrative Staff.
4. The Sheriff's Staff will review the situation and determine the best course of action to follow.
5. If a job action begins, the Sheriff will notify all Divisions within the Sheriff's Office and any other affected agencies to request their cooperation. If needed, the Sheriff may request assistance from all available employees from other Divisions.
6. The Division Chief, or On-Duty-Supervisor (ODS), will assign these employees to most effectively provide safety and security for the inmates, staff, and visitors.

7. The Sheriff may take steps to obtain additional personnel from other resources.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: EMERGENCY TREATMENT OF INJURIES OCCURRING  
IN THE JAIL**

**NUMBER: 08-01-09**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that any employee, inmate, or visitor to the facility who is injured will receive immediate medical examination and treatment.

**SOURCE:** A.C.A. Standard 4-ALDF-4C-08  
A.C.A. Standard 4-ALDF-4D-09

**INFORMATION:** See Health Services' policy 20-01-36 for additional information regarding medical responses.

### **PROCEDURE I - Obtaining Medical Assistance**

1. Any employee near an incident resulting in injury to staff, visitors, or inmates will immediately call Health Services for assistance. The employee will inform Health Services of the nature of the injury. After calling for medical assistance the employee will notify the On-Duty Supervisor (ODS).
2. The employee will stay with the injured person and do what he or she can in accordance with Basic First Aid procedures.
3. When Health Services arrives, the employee will provide any information available regarding how the injury occurred and the current condition of the person.
4. Health Services will provide the necessary treatment and/or initiate a request for outside assistance.
5. After the event is completed, the employees involved will complete any necessary Incident Reports or Crime Reports as directed by the ODS.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TOTAL FACILITY EVACUATION

**NUMBER:** 08-01-10

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to operate in a way that protects inmates, visitors, and employees during emergencies. Inmates, visitors, and employees will be safely and efficiently escorted from the jail if a total evacuation becomes necessary. A supervisor may dismiss employees who are not essential to the orderly evacuation and subsequent management of inmates.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-02

### **PROCEDURE I - Total Facility Evacuation**

1. The Sheriff and/or Jail Division Chief will decide and notify the On-Duty-Supervisor (ODS) when a total evacuation of the jail is necessary. During a rapidly developing emergency the ODS may be required to make this decision. He or she will establish Incident Command.
2. The Incident Commander (IC) will contact Communications and request assistance from the Operations Division. This assistance may be as transport cars and workers. These officers will respond to the staging area designated by the IC and deploy as needed. Health Services will be notified, so that essential medications and current records for the inmates are available.
3. The IC, or designee, will contact the Regional Transportation District (RTD) dispatcher at 303-299-5029 to determine the availability of buses and drivers. This is a twenty-four-hour number. The IC, or designee, will also contact the University of Colorado Dispatch Center at 303-492-6666 and have them page Tom Carney with the Emergency Management Operations Group (EMOG) to determine housing for the inmate population.

4. The IC will request RTD to send buses and drivers to the Loading Dock entrance or the Intake Garage, whichever is appropriate and give directions if needed.
5. The IC will assign a supervisor and additional employees as needed to prepare Court Holding at the Justice Center, or other location for the inmates. The IC will also assign a supervisor to work with the (EMOG) personnel at the University of Colorado, regarding housing for the inmate population that does not go to Court Holding.
6. When Court Holding and other locations are secure and the transport vehicles are ready, the IC will inform employees of the order in which modules are to be evacuated and assign officers to escort the inmates to the vehicles.
7. A copy of the Administrative Jail List and/or Module List will be distributed to the Division Chief, IC, and other supervisors on the scene.
8. The Module Officers will direct the inmates to line up in a single file in the dayrooms. He or she will conduct an inmate count. As the inmates leave their cells the Module Officer will lock the doors to ensure they do not reenter them. They will not allow the inmates to carry property during the evacuation.
9. If an inmate is missing, the Module Officer will check the Movement Logs to determine if the inmate is signed out to another location. If the inmate cannot be found, the Module Officer will notify the IC and request further instructions.
10. The Module Officers will verify counts and inform Master Control that they are accurate. Master Control will record this in the Master Control Log.
11. The Module Officer will wait for the escorting officers to respond to the module before moving the inmates to the appropriate exit.
12. The module and escort officers will handcuff the inmates housed in the Disciplinary, Special Management, and Maximum Modules of Building "A" before leaving. Extra handcuffs may be obtained from the Transport Office and brought to the module by the escort officers.
13. To verify a full evacuation, the IC, or designee, will check each inmate's name off the Jail List as they exit the jail and enter a vehicle.
14. Armed officers will be assigned to supervise inmates at Court Holding and other locations for inmates. These officers will obtain their weapons from the locked gun boxes and the appropriate radios before leaving the facility.

15. The inmates will be transported after the buses and patrol cars are loaded to capacity.
16. The officers at Court Holding and other locations will check off each inmate's name from the Jail List and confirm with the transporting officers that every inmate in the vehicle arrived.
17. If the count is incorrect the officers will identify who is missing and advise the Division Chief, or IC.
18. The Division Chief, or IC, will determine and implement the best course of action.
19. Work Release residents in Building C will be released through that entrance and provided with instructions on what to do.

#### **PROCEDURE II - Returning to the Jail**

1. The IC will notify the officers at Court Holding and other locations, when the inmates and employees can return to the jail.
2. The IC will call Communications and request the assistance of the Operations Division in returning inmates to the jail. RTD will also be contacted for assistance. (RTD Dispatch 303-299-3000.)
3. Inmates assigned to the same module will be simultaneously returned to the jail. The Building A modules will be returned first, followed by the Building B modules, and finally Dorm D. The vehicles will go to the Loading Dock where armed officers will be waiting.
4. Employees will return inmates to their housing units, check off their names, and confirm counts under the supervision of the IC.
5. Once we return all inmates and employees, and order has been restored, the jail will resume normal operations.

#### **PROCEDURE III - Delays in Returning to the Jail**

1. If the inmates and employees are not able to return to the jail for an extended period, the Division Chief may request a Sheriff's Staff meeting.
2. The Sheriff's Staff will determine the best course of action, where and how we will house the inmates, and how they will be transported.

3. The Division Chief and the Sheriff's Staff will attempt to determine when they may return the inmates to the jail. This information will be forwarded to representatives of the agencies holding Boulder County inmates.
4. The Division Chief, or IC, will direct someone to contact the appropriate employees to inform them when to report to the jail to resume their duties.
5. The Division Chief, or designee, will call Communications and request transport assistance from the Operations Division. He or she will also direct someone to contact RTD to arrange for buses and drivers.
6. After all of the inmates are returned the jail will resume normal operations.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ARMORY  
**NUMBER:** 08-01-11  
**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain an armory in the Administration Area of the jail for the storage of special weapons and equipment. This alarmed room will remain secured at all times. The contents will be inventoried monthly.

**SOURCE:** A.C.A. Standard 4-ALDF-2B-04  
A.C.A. Standard 4-ALDF-2B-05  
A.C.A. Standard 4-ALDF-2B-06

**INFORMATION:** The Jail Division Chief and Training Sergeant have sets of keys for the armory. A set is also kept in Master Control for use during emergencies.

Also, we may store equipment not specifically addressed in these procedures in the armory with approval from the Division Chief.

### **PROCEDURE I - Emergency Procedures**

1. Items from the Armory will be distributed only at the direction of the Sheriff, Jail Division Chief, or On-Duty-Supervisor (ODS) during an emergency.
2. The Incident Commander (IC) will be responsible for monitoring the distribution of special weapons or equipment stored in the Armory.
3. The IC or ODS will ensure that all items are returned to the Armory. They will also inform the Training Sergeant or Administrative Commander of any damaged weapons or equipment.

## **PROCEDURE II - Equipment and Weapon Check out and Return**

1. When an employee needs to get an item from the Armory for training purposes, he or she will contact the Administrative Commander or Training Sergeant.
2. The employee will identify the item needed, the date it is needed, and the type of training being provided.
3. The Administrative Commander or Training Sergeant, and the employee will complete the Jail Armory Equipment and Weapon Check-Out form.
4. An employee returning an item to the Armory will contact the Administrative Commander or Training Sergeant. The supervisor will inspect the item and log the return on the Jail Armory Equipment and Weapon Check-Out form.
5. If the item is to be returned while the Administrative Commander or Training Sergeant is not on duty, the officer will contact the ODS. The ODS will ensure that the items are inspected, logged, and returned to the Armory.

## **PROCEDURE III - Armory Inventory**

1. The Training Sergeant will conduct a monthly inventory of the items stored in the Armory.
2. The contents of the Armory may include, but are not limited to the following:
  - a. shotguns (less than lethal)
  - b. batons
  - c. helmets
  - d. body armor
  - e. ammunition
  - f. flex-cuffs
  - g. a master set of jail keys
3. The Training Sergeant will check for and document the following:
  - a. that all items are in the Armory or properly checked out
  - b. the condition of the items in storage
  - c. the expiration date on any applicable items

4. Each check will be documented on the Jail Armory Equipment and Weapon Inventory form. The inventory form will be stored in the Armory and maintained for one year.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: USE OF CHEMICAL AGENTS**

**NUMBER: 08-01-12**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to recognize that officers responding to disturbances require a variety of tactics and skills to manage the situation safely and successfully. They will follow department policies whenever a disturbance occurs in the jail and force is used. Additionally, we may make certain chemical agents available to officers, should their use become necessary to resolve and control a disturbance.

**SOURCE:** A.C.A. Standard 4-ALDF-7B-15  
A.C.A. Standard 4-ALDF-7B-16  
BSO Policy & Procedure #502 - Use of Force  
BSO Policy & Procedure #521 - Use of Weapons

### **PROCEDURE I - Authorization for The Use of Chemical Agents**

1. The Jail Division Chief, or designee, may authorize trained jail officers and selected civilian employees to carry and use chemical agents, specifically Oleoresin Capsicum (OC) Spray, within the Jail.
2. When a disturbance occurs, the On-Duty Supervisor (ODS), or Incident Commander, may authorize the use of OC Spray as a control measure. This will be done in accordance with Sheriff's Office policies 502 (Use of Force) and 521 (Use of Weapons, Procedure 2(b)).
3. If a major confrontation develops, requiring the use of chemical agents (other than OC Spray) as a control measure, the Division Chief, or Incident Commander, will follow the procedures for calling out the SWAT Team.
4. The SWAT Team may decide to use chemical agents as part of their response to the situation.

5. In any incident where chemical agents are to be used, the Incident Commander will stage medical staff on the scene before the use of any agents when possible.

### **PROCEDURE II - Aftercare for Exposure to Chemical Agents**

1. Any person coming into contact with a chemical agent will be referred to Health Services immediately. Health Services will provide the appropriate treatment, or direct that the person receive treatment from ambulance or hospital personnel.
2. Once we have controlled a disturbance, we will immediately ventilate and thoroughly clean any housing area involved with the use of a chemical agent.

### **PROCEDURE III - Storage and Maintenance of Chemical Agents**

1. A supply of Chemical Agents (OC Spray) will be kept in the Jail Armory.
2. Chemical agents will be obtained from the Jail Armory by a commissioned jail supervisor only. The use of the agent is then restricted to those circumstances authorized by the Sheriff, Jail Division Chief, or an Incident Commander.
3. If a chemical agent is used during an incident, the spent canister will be returned to the Jail Training Sergeant, so that he or she can replace it.
4. The Jail Training Sergeant will inspect the Jail's supply of OC Spray quarterly. He or she will ensure that the supply is ready for use.

### **PROCEDURE IV - Training and Reporting Use of Chemical Agents**

1. All officers and selected civilian employees authorized to use chemical agents will receive this authorization in writing. It will be placed in their training files.
2. Jail officers and selected civilian employees will be authorized to use chemical agents under the following conditions:
  - a. The officer or employee has received all appropriate training and certifications in the use of OC Spray, as

determined by the Training Section and approved by the Sheriff's Administrative Staff.

- b. The officer must comply with department policies 502 and 521 (Procedure 2(b)).
- 3. Any time a chemical agent is used in the Jail, all appropriate reports will be completed.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** DOOR CONTROL

**NUMBER:** 09-01-01

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail that employees regulate the operation of doors to control movement throughout the facility to contain fire, smoke, or inmates in an emergency, and to segregate specific areas of the jail when necessary.

**SOURCE:** A.C.A. Standard 4-ALDF-1C-03  
A.C.A. Standard 4-ALDF-1C-04

### **INFORMATION:**

#### A. Perimeter Security Vestibule Doors - **Electronic**

Passage through the security perimeter of the jail can only be accomplished through a security vestibule. Master Control operates all vestibule doors in the jail, but we can manually override them. Access to Master Control is through a vestibule found within the jail's security perimeter. The following are security vestibule doors, grouped by vestibule:

- 1) Inner Staff Entrance  
Outer Staff Entrance
- 2) Inner Master Control Door  
Outer Master Control Door
- 3) Inner Visitation Door  
Outer Visitation Door
- 4) Inner Building C Door  
Outer Building C Door
- 5) Inner Court Door  
Outer Court Door

Courtroom Door

- 6) Inner Mechanical Area Door  
Outer Mechanical Area Door
- 7) Walk-in Receiving Door  
East Intake Garage Door  
West Intake Garage Door  
Outer Receiving Door  
(Inmate Booking)
- 8) Outer Maintenance Corridor Door  
Food Service Receiving Door  
Loading Dock Entrance  
Outer Mechanical Area Door

#### B. Perimeter Security Vestibule Doors - Manual

The two manually operated fire door security vestibules are:

- 1) Inner Fire Door A  
Outer Fire Door A  
(Located at the Building A/D door)
- 2) Inner Fire Door B  
Outer Fire Door B  
(Located at the Building B/D door)

#### C. Administration Building

▶ Public Access - The entrance to the Public Lobby will remain unlocked at all times to provide continual public access. Whenever a receptionist is on duty, the Inner Lobby Doors will also be unlocked.

▶ Booking Area - Booking personnel operate the following doors, but we can manually override them. All other doors will remain closed and locked except when they are in use:

- 1) Inner Intake Door
- 2) Officer Interview Area Door
- 3) Inmate Visitation Booth Door
- 4) Visitor Visitation Booth Door
- 5) Night Entrance

The Intake and Release Corridor doors, and the Interview Rooms (A-E), may be propped open for convenience at supervisory discretion.

▶ Medical Area - The door from the Administration Corridor into the Medical Area and all doors within the medical area are key-operated and operated at the discretion of the medical staff. The door from the Administration Corridor into the Medical Supervisor's Office will remain closed and locked.

#### D. Building A Doors

Master Control operates the following doors, but we can manually override them. They will remain closed and locked except when they are in use:

- 1) Building A Doors (A-1, A-2)
- 2) INT/WOM Officer Work Station Door
- 3) DSM Officer Work Station Door

We will lock or unlock all other doors at the discretion of jail employees.

#### E. Building B Doors

Doors B-1 and B-2 will remain open. They will be closed and/or secured only for containment purposes.

We will lock or unlock all other doors at the discretion of jail employees.

#### F. Cell Doors

Module cell doors are either electronically operated sliding doors or a key-operated swinging type. The cell doors may be operated from the Officer Work Station or manually overridden. Doors to unoccupied cells will remain closed and locked except when they are being used.

#### G. Building D Doors

Master Control operates the following, but we can manually override them. It will remain closed and locked unless in use:

- ▶ Mechanical Area Entrance

### **PROCEDURE I - Access Through Doors Operated by Master Control**

1. To pass through a door operated by Master Control, the person will call on the radio after waiting a few seconds. An image of the door and person is brought up on a TV monitor in Master Control to identify the person.
2. Master Control may verbally communicate with the person before allowing access.

3. When Master Control establishes the identity of the person and their need for passage, the door will be opened.
4. If Master Control cannot identify the person an officer will be directed to respond. The officer will meet the person, establish identity and act accordingly.

### **PROCEDURE II - Emergency Release of Locked Cell Doors**

1. In case of an emergency that requires that inmates be released from locked cells quickly, the officer operating the control panel in the Officer Work Station (OWS) will use the Emergency Group Release switches. Once activated the cell doors will either open (if they are sliding doors), or unlock (if they are swinging doors).
2. The officer will notify the On-Duty Supervisor (ODS) and request any needed assistance.

### **PROCEDURE III - Manual Override of Sliding Cell Doors**

1. If the jail's primary and back up power systems fail, the ODS will direct the officers to operate the necessary doors manually.
2. To operate the sliding doors without electrical power, the officer will go to the locked metal cabinet containing the manual override levers and open it with the "AS" key.
3. The officer will move the lever from the electrical operation mode down to the manual operation mode. He or she will also move the proper lever from the upward position to the downward position, which will open the ports above the individual doors allowing access to the manual door openers.
4. The officer will then take the manual override wrench from the cabinet and use it to open each door individually.
5. To operate the swinging doors without electrical power to the control panel, the officer will go to each cell door and open it manually with the AC key in Building A and the BC key in Building B.

**PROCEDURE IV - Doors Found Open**

1. Any employee finding a Security Perimeter door opened or unlocked when it should be secured will secure it and notify the ODS.
2. The ODS may respond to the location and evaluate the situation. He or she may order an emergency count.
3. If the counts are incorrect, the ODS may elect to implement 08-01-06 - ESCAPES.
4. The ODS will direct the employee discovering an open door to write an Incident Report, identifying which door was open or unlocked and other details.
5. The ODS will investigate and, if appropriate, may initiate disciplinary action against the employee responsible for the open/unlocked door. (See Sheriff's Office policy 319 - Disciplinary Actions and Appeals.)

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                   **BACK-UP ASSISTANCE  
HIGH SECURITY AREA SAFETY**

**NUMBER:**                   **09-01-02**

**EFFECTIVE DATE:**       **October 12, 2007**

**POLICY:**     It is the policy of the Boulder County Jail to augment security and protect staff, inmates and visitors, by providing back-up assistance for any employee entering a high security area.

**SOURCE:**   **None**

### **PROCEDURE I - High Security Area Safety**

1. Employees needing to enter Disciplinary, Special Management and Maximum Modules (DSM) will advise the assigned officer(s) that they need access and why. Master Control will not provide access to anyone without notifying a DSM Officer unless an emergency exists.
2. Officers will be available to accompany all support and civilian employees entering DSM.
3. The two DSM officers will keep each other informed of their whereabouts whenever they are not in the Officer Work Station (OWS). One officer may be in Maximum while the other is in Special Management. However, if an officer is inside Disciplinary, the other officer must be in the OWS.
4. When both officers are out of the OWS, the pass-through ports and OWS door will be closed and locked.
5. The OWS door may remain open for ingress and egress when an assigned officer is present.

## **PROCEDURE II - Emergency Back-Up Assistance**

1. If an emergency develops, any employee at the scene will request back-up assistance. If possible, the employee will repeat the request at least twice and state the nature of the emergency.
2. The employee will try to ensure that we maintain the safety and security of the facility until back up arrives. This could include locking doors, requesting inmates to return to their cells, moving loose objects, and other functions.
3. At least one officer must maintain control of the OWS in emergencies.
4. Responding employees should announce themselves on the radio and proceed to the scene in a safe manner.
5. Responding officers should evaluate the situation before rushing in, being alert for traps, set-ups, etc.
6. If a medical emergency exists, an employee will relay the nature of the emergency, so the responding medical staff can bring the proper medical equipment to the scene.
7. The On-Duty-Supervisor (ODS) will respond to all back-up requests to help and evaluate the situation.
8. If appropriate, the ODS will notify and brief the Jail Division Chief. Depending on the seriousness of the situation, the Chief may respond to the jail. He or she may establish Incident Command, if deemed appropriate.
9. If we cannot resolve the situation with available jail employees, the ODS/Incident Commander (IC) and/or Chief may request additional assistance from the Operations Division via Communications.
10. Once we resolve the situation, the ODS/IC will inform all jail employees to return to normal operations.
11. The ODS/IC will instruct the key employees involved in the situation to complete Incident and/or Crime Reports, as necessary.

**PROCEDURE III - Debriefing**

1. As soon after the incident as possible the IC/ODS should conduct a debriefing with all participants, as directed by the Jail Division Chief, or designee.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: LOCK MAINTENANCE**

**NUMBER: 09-01-03**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail that all locks will be checked routinely to make sure they are fully operational to ensure the safety and security of jail employees, inmates and visitors. We will make any necessary repairs as soon as possible.

**SOURCE: None**

### **PROCEDURE I - Daily Lock Checks**

1. Module Officers will check all the locks in their modules at least once daily.
2. The Module Officer will immediately document any lock malfunction on the Module Log form and notify Maintenance, if there is a security concern. If no security concerns exist, a Maintenance Repair/Request Form will be completed in Tiburon.
3. The Module Officer will also complete an Incident Report detailing the problem.
4. If the malfunctioning lock is in a door leading to an inmate's room or to any other type of area needing to be secured, the Module Officer will vacate the room, or take other appropriate action. If necessary, the Module Officer will contact the On-Duty Supervisor (ODS) for direction.
5. If necessary, the ODS will initiate the emergency repair's procedure.

### **PROCEDURE II - Weekly Lock Checks**

1. A Team C or D ODS will inspect the locks listed on the Weekly Maintenance and Security Checklist as she or he conducts the inspection.

2. He or she will document any lock malfunctions on the Checklist.
3. The ODS will also complete and distribute an Incident Report detailing the problem.
4. The ODS will take action to secure the area affected by the malfunctioning lock, if necessary.
5. The ODS will initiate the Emergency Repair procedure, if needed.

**PROCEDURE III - Lock Repairs**

1. When a Maintenance employee receives a Maintenance Repair/Request Form detailing a malfunctioning lock they will evaluate it as soon as possible.
2. He or she will go to the location and determine if they can repair it.
3. If they are unable to repair the lock they will make other arrangements.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                   **CONTRABAND CONTROL**

**NUMBER:**                   **09-01-04**

**EFFECTIVE DATE:**       **July 27, 2007**

**POLICY:**     It is the policy of the Boulder County Jail for uniformed employees to conduct comprehensive, periodic shakedowns to control and detect contraband, as well as damage or tampering with the physical plant. Officers conducting searches of inmate property will take reasonable care to not overly disturb or damage the property.

**SOURCE:**    A.C.A. Standard 4-ALDF-2C-01  
                  A.C.A. Standard 4-ALDF-2C-03  
                  A.C.A. Standard 4-ALDF-2C-04

### **PROCEDURE I - Shakedown of a Module or Common Area**

1. When scheduling a shakedown, the On-Duty-Supervisor (ODS) will ensure that enough employees are available without affecting jail operations. He or she may use Reserves, Explorers, or hourly employees to help.
2. Before a shakedown the ODS will meet with the employees assigned to conduct the shakedown. He or she will identify the specific tasks and responsibilities for each person involved and ensure the necessary equipment and supplies are available.
3. All employees involved in the shakedown will go to the area to be searched when advised by the ODS. They will instruct the inmates to line up in the corridor. Officers will then escort them to the indoor gym, where they will be strip searched one at a time in private. Their uniforms will also be checked for contraband.
4. Other officers will supervise the remaining inmates in the gym.
5. Those officers will ensure that those whom they have searched remain separate from those waiting to be searched.

6. The employees assigned to shakedown an area will thoroughly check the area, as follows:
  - a. Enter the area and observe the general layout, looking for anything out of the ordinary.
  - b. Examine all clothing, paying close attention to layered clothing and rolled up socks.
  - c. Inspect the bunk, including the physical structure and linens. Also, look under the bunk. Check the mattress for holes or tears.
  - d. Inspect the sink and toilet.
  - e. Examine the following: any hole in the walls, floors and ceilings, all books, magazines, newspapers, personal papers, cards, picture frames, shelves, desks, chairs, wastebaskets, windows, doors, locking devices, vents, sockets, lights, light switches, uniforms and linens, and supply closets and their contents.
7. The employees will remove and place unauthorized items in the inmate's personal property in Booking. Contraband will be confiscated and dealt with in accordance with standard protocols regarding criminal evidence or jail contraband. The officer securing the property will ensure that they log it on the Property Label sheet. All tobacco products will be destroyed, unless the ODS decides to file criminal charges, in which case, they should handle it as evidence.
8. The officer will confiscate any other items found which are of a criminal nature. He or she will retain possession of the contraband until it is secured.
9. Officers assigned to shakedown the module will report their findings to the module officer, who will record the information on the Shakedown Summary Form in the Commander's Office.
10. When the shakedown is complete, the inmates will be allowed to return to the module.
11. After the conclusion of the shakedown, the ODS will assign an officer to inspect the room where they held the inmates before the strip searches. The officer will look for contraband that may have been discarded or hidden.
12. If they discover contraband the officer will dispose of it as noted in Steps 7 and 8, as appropriate. The ODS will direct the officer to complete an Incident Report and/or Crime Report.
13. An attempt will be made to determine which inmate had the contraband and if we should pursue disciplinary action and/or criminal charges.

14. Any excess laundry removed and trash will be taken to the appropriate location.
15. A Shakedown Summary will be completed and distributed to the Jail Division Chief, ODS Clipboard, Commander's Office, and the Briefing Room.

**PROCEDURE II - Annual Review of Contraband Control Procedures**

1. The Nightshift Commander will maintain a file of all completed Shakedown Summary Forms.
2. Annually, the Nightshift Commander will compile statistics from the Shakedown Summary Forms. He or she will analyze the data and write a memorandum to the Jail Division Chief indicating where shakedowns occurred, when they occurred, and any significant findings.
3. The Divisional Chief will review the memorandum with the Jail Management Team to decide if we require any operational changes.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: USE OF THE RADIO**

**NUMBER: 09-01-05**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail that employees use radios to communicate within the jail and around its perimeter to facilitate communications during routine and emergency operations.

**SOURCE: None**

**INFORMATION:** All employees using radios will observe the following protocol:

- ▶ do not talk when someone else is transmitting.
- ▶ use numbers, not names. Announce the number of the person you are contacting and then your assigned number. Employee names should not be used under any circumstances, as our hostage policy 08-01-02 states that a person taken hostage should give their name, radio number, and location. By using their name, Master Control and all employees should recognize that the person has been taken hostage.
- ▶ clearly acknowledge any transmission directed to you.
- ▶ do not use the radios for long conversations - be as direct and concise as possible.
- ▶ when answering a transmission, give your current location or telephone extension.

### **PROCEDURE I - Obtaining and Operating a Radio**

1. Radios and replacement batteries will be obtained from their charging units in the Medical Office, Administration, Programs, Food Service, Maintenance, and Booking.

2. Personnel with assigned radios and battery chargers will be responsible for keeping them in working order. Maintenance should be contacted if they have problems with them.
3. Employees should charge batteries for eight hours before the radio is used.
4. The radio should be set on Channel JAIL RPT for routine operations, since Master Control cannot receive JAIL TA.
5. If the primary jail repeater goes off the air, all employees must switch to JAIL TA to communicate with each other. Master Control will use a hand-held radio on JAIL TA to communicate with employees. Communications will be less clear and dead spots might exist.
6. Switching the radio to high power (button up) will increase the effectiveness of the radio's transmissions. By keeping transmissions brief batteries will last longer.

#### **PROCEDURE II - Radio Checks**

1. Master Control will conduct random radio checks on each shift.
2. If a responding employee has a bad radio, Master Control will notify him or her. Since location can sometimes effect the radio's operation, move to another location and try transmitting again. If that does not solve the problem a different radio or battery should be obtained.
3. Master Control will record the results of this radio check in the Master Control Log.
4. If they call an employee and there is no response, Master Control will contact the employee's assigned work area to find out if they are okay. They will also enter this information into the Log.
5. If Master Control is unable to establish contact with an employee, another employee should be directed to check on the person. If the person cannot be found, they will notify the On-Duty Supervisor (ODS).
6. The ODS will assess the situation and act accordingly to find the employee.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                    **SHIFT BRIEFINGS AND ON-CALL SIGN-UP**

**NUMBER:**                   **09-01-06**

**EFFECTIVE DATE:**       **July 27, 2007**

**POLICY:**     It is the policy of the Boulder County Jail to conduct shift briefings, so that supervisors can make assignments, pass on information, and address security issues. Also, to cover shift shortages that may occur during the month, supervisors will establish an On-Call Sheet at the beginning of each month.

**SOURCE:**   None

**INFORMATION:**   Briefings will occur in the Briefing Room fifteen minutes before the beginning of each shift at the following times, unless it is otherwise being used:

0645 - Teams A & B  
1845 - Teams C & D

### **PROCEDURE I - Briefing**

1. During the designated briefing time the next shift's On-Duty-Supervisor (ODS), and officers coming on duty will report to the Briefing Room. All employees attending briefing will be in work attire and ready for duty.
2. The oncoming ODS will bring the Supervisor's Shift Sheet listing each officer's assignment for the next shift.
3. The oncoming ODS will bring the Supervisor's Log, including a snapshot. They will read the pass-on information recorded in the computer log to the oncoming shift and answer any questions about the information.
4. The oncoming ODS will make known each officer's assignment for that shift. They will also discuss any additional information necessary for the operation of the shift at this time.

5. Officers will report to their assigned posts at the conclusion of the briefing.

### **PROCEDURE II - The Supervisor's Log**

1. The ODS will record routine and significant shift activities on the Supervisor's Computer Log. It will also reflect any problems or concerns that might be considered a safety and security threat, and any follow-ups to be completed by the oncoming shift.
2. Supervisor's will also use the computer log to review information, activities, and follow-ups from past entries.

### **PROCEDURE III - The Supervisor's Shift Sheet**

1. Before a scheduled shift briefing, the ODS will initiate a Supervisor's Shift Sheet.
2. If an officer scheduled to work calls in sick, the ODS may use the On-Call Sign-Up Sheet to supplement the necessary coverage. He or she will record information regarding officers who call in sick and/or work overtime on the Supervisor's Shift Sheet.
3. The names of the officers scheduled to work and their assignments will be written on the Supervisor's Shift Sheet.
4. The Days Commander will remove all of the sheets from the Supervisor's Clipboard throughout the week, except the previous day's, and place them in a file folder in the Commander's Office.
5. The Days Commander will save these sheets for one year.

### **PROCEDURE IV - Briefing Training**

1. Shift supervisors may schedule Briefing Training at least each quarter.
2. They will schedule this training so that as many shift employees as possible can attend. The training may be presented more than once.
3. Shift supervisors will coordinate with the Jail Training Sergeant to develop, schedule, and provide briefing training.

**PROCEDURE V - The On-Call Sign-Up Sheet**

1. Each month a supervisor for each Team will initiate an On-Call Sign-Up Sheet. They will advise employees of the number of days for which they need to sign-up.
2. The supervisor will pass the sign-up sheet around requesting officers to sign up for on-call days and follow-up until they have filled all slots.
3. When the sign-up sheet is complete they will post it in the Booking Sergeant's Office.

**PROCEDURE VI – The Officer On-Call Requirements**

1. Each officer signed up for a specific day will be available by phone.
2. If the Primary or Secondary On-Call is called in, they will provide an approximate arrival time.
3. If an On-Call Officer is not able to fill his or her obligation, they will be responsible to have another officer available to fill the position if needed.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** KEYS AND KEY CONTROL

**NUMBER:** 09-01-07

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to establish a key program that provides maximum control of locks, keys, and locking devices. Sensitive keys have restricted access, but will be readily available to ensure a prompt response to emergencies.

**SOURCE:** A.C.A. Standard 4-ALDF-2D-01

**INFORMATION:** We design key sets in groups that are often used together. Keys are not to be removed from key rings unless authorized by a supervisor or Maintenance. The Jail Management Team (JMT) must authorize any permanent changes in key rings. Each key set contains keys on a sealed serial numbered key ring and a tag (chit), which identifies the primary use of the keys included on that ring.

Employees who check out a set of keys are responsible for all the keys on that set until they are finished using them. All employees should have a chit with their radio number stamped on it. They obtain these chits from Maintenance upon initial employment or when the employee's number changes.

Some key sets will remain at specific posts and will be passed between employees at each shift change. Others will be kept in specific locations and checked out by using the chit.

### **PROCEDURE I - Checking Out and Returning Keys from a Key Box**

1. Employees who need to check out a key set that are kept in the Commander's Office will contact the On-Duty Supervisor (ODS) and meet him or her at that location.

2. The ODS will allow the employee access to the key box so he or she can obtain the appropriate key set. The employee will place his or her chit on the peg for the key set, showing that they have the key set.
3. Employee's needing to check out a key set from the Master Control key box will go to that location. They will obtain the appropriate key set and place their chit on the peg for the key set, showing that they have the key set. The employee will then secure the key box.
4. When the employee needs to return keys to the Commander's Office, he or she will contact the ODS and meet at the Commander's Office. The ODS allow the employee access to the key box, who will retrieve their chit and return the key set to its peg.
5. When returning keys to the Master Control key box they will go to Master Control, retrieve their chit, return the key set to its peg and secure the key box.

#### **PROCEDURE II - Assuming Keys at a Post**

1. When an employee takes over a post where keys remain they will accept responsibility for the keys. If a key becomes damaged during the shift, the employee will notify the ODS. If Maintenance is in the facility, we will notify them. If they are not in the facility, the ODS will determine if they need to be contacted.
2. The employee will check the key set to ensure that no one has tampered with the sealed key ring and that all assigned keys are on the ring.
3. If the set is not complete the employee will attempt to find the missing key(s). If they cannot account for them, see Procedure IV.
4. If the key set is complete, the employee being relieved may leave the post.
5. The relieving employee will use the Module or Booking Log, whichever is appropriate, to document that they have taken responsibility for the key set.

#### **PROCEDURE III - Routine Key Inventory**

1. The ODS will conduct an inventory of the key sets stored in the Commander's Office key box before conducting briefing. They will also

ensure that any key sets that are checked out are accounted for with a chit on the peg.

2. If there is an empty peg with no chit on it, the oncoming ODS will contact the ODS currently on duty. That ODS will be responsible for finding any keys not accounted for. If the keys cannot be found, see Procedure IV.
3. Before relieving Master Control, the relieving employee will conduct an inventory of the key sets stored in the Master Control key box. The employee will ensure that any key sets not there are accounted for with a chit on the peg. If there is a missing key set and no chit is on the peg, the relieving employee will inform the employee being relieved, who will be responsible for finding the unaccounted for set.
4. If the keys cannot be found, see Procedure IV.

#### **PROCEDURE IV - Lost Keys**

1. If keys cannot be accounted for, the ODS will determine the security threat and may direct employees from their shift to remain in the facility until we resolve the situation.
2. If the keys are not found, the ODS will interview all employees who may have used the keys to determine who lost or misplaced them, or where they might be.
3. The ODS may initiate a shakedown or other actions to find the keys.
4. Employees not considered responsible for losing or misplacing the keys may be allowed to leave at the discretion of the ODS.
5. The ODS will ensure that the employee responsible for losing or misplacing the keys completes an Incident Report and/or a Crime Report.
6. If the ODS determines that a security threat exists they will notify the Jail Division Chief immediately.
7. If the Chief and ODS determine that the lost or misplaced keys present an imminent threat to the security of the Jail, the ODS will contact a Maintenance employee. The Maintenance employee will take whatever measures need to be taken to secure the area temporarily.
8. If the Chief and ODS determine that no imminent threat to the security exists, the routine procedure for repairs will be initiated.

9. The Chief and ODS may decide to pursue disciplinary action against the responsible employee.

**PROCEDURE V - Damaged Keys**

1. If a key becomes damaged or breaks the officer will contact the ODS.
2. If Maintenance is in the facility the ODS will notify them. They will repair or replace the key before leaving the facility.
3. If Maintenance is not in the facility, the ODS will determine if they need to be contacted. If the damaged key causes or is likely to cause a security problem, Maintenance should be contacted.
4. If there is not an imminent security concern the information should be passed on via Maintenance Request and by On-Duty Supervisors until Maintenance returns to the facility and can replace or repair the key.
5. An IR should be completed documenting the event.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: CONTROL OF MAINTENANCE TOOLS**

**NUMBER: 09-01-08**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to closely monitor the use of maintenance tools to ensure that they are used only for their intended purposes. Maintenance employees are to account for any tools in use at all times.

**SOURCE:** A.C.A. Standard 4-ALDF-2D-02

### **PROCEDURE I - Control of Maintenance Tools**

1. Maintenance employees will place tools that are to be used for making repairs in a lockable tool cart. This cart will be kept secured in the Maintenance Office or Shop when not in use.
2. Maintenance will check in with any employees assigned to an area where they are going to be working and let them know approximately how long it will take and exactly where they will be working.
3. If they are making repairs in an inmate living area, Maintenance and officers will ensure that inmates are kept away from the work area. If repairs are being made in the Special Management or Disciplinary modules, officers will ensure that all inmates are in their cells until the repairs are completed.
4. The Maintenance employee will keep track of the tools at all times.
5. Once the job is completed, Maintenance will conduct an inventory of the tools used and ensure that they are all secure in the tool cart.
6. When Maintenance is ready to leave, they will inform the employee present that they are leaving and whether or not the repair has been completed.

7. Maintenance will go to the next job, following steps 2-6, or return with the tool cart to the Maintenance Office or Shop and secure it there.

**PROCEDURE II - Missing Tools**

1. Any time Maintenance discovers that a tool is missing, they will contact the On-Duty Supervisor (ODS) immediately.
2. The Maintenance employee will follow any directions that the ODS gives regarding search and recovery of the tool.
3. The ODS may set up a shakedown of the area in which the tool was last used.
4. The Maintenance employee will write an Incident Report detailing the missing tool and circumstances surrounding the disappearance.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: USE OF DEPARTMENT VEHICLES**

**NUMBER: 09-01-09**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use vehicles safely and efficiently to transport inmates and conduct other court ordered or county business.

**SOURCE:** A.C.A. Standard 4-ALDF-1B-01  
A.C.A. Standard 4-ALDF-1B-05

### **PROCEDURE I - Vehicle Check-Outs and Inspections**

1. The Transport Team vehicle keys will be kept in a locked key box in the Transport Office. A jail officer, other than those assigned to the Court/Transport Team, whose assignment requires a vehicle, may obtain a set of keys from the Transport Team Sergeant or the On-Duty-Supervisor (ODS).
2. Before starting a vehicle the officer will check the following:
  - ▶ oil level
  - ▶ antifreeze levels
3. Before using a vehicle the officer will check for the following:
  - ▶ existing damage
  - ▶ all lights
  - ▶ oil indicator
  - ▶ tires
  - ▶ front and rear seats for any items left in the vehicle
  - ▶ general cleanliness
  - ▶ doors and locks
  - ▶ gas gauge
  - ▶ search vehicle for contraband
4. If there are no problems that could jeopardize the safety of the occupants or the functioning of the vehicle, the Transport Team Sergeant and/or ODS may allow it to be used.

5. If an officer discovers a significant maintenance problem with a vehicle, they will report it to the Transport Team Sergeant. The Transport Team Sergeant will coordinate the repair(s) with the Garage or Radio Shop personnel.
6. We will take vehicles that need to be washed to the designated carwash for cleaning. The Transport Team Sergeant will ensure that jail vehicles are washed and cleaned, as necessary.
7. When weather and time allow, we may assign Inmate Workers from Dorm "D" to wash the vehicles at the jail.

### **PROCEDURE II - Vehicle Return**

1. If a vehicle has less than three-quarters of a tank of fuel, officers will refuel upon returning to the jail.
2. They will return the vehicles to the parking lot nearest the Intake Garage.
3. Officers will ensure that they have removed any transport equipment or supplies from the vehicle and return them to the Transport Office. They will also check the vehicle for any damage sustained during use and any contraband that may have been left in it.
4. The officer will lock the vehicle and return the keys to the key box in the Transport Office.
5. If the officer finds new damage during their inspection, they will complete an Incident Report (IR) and, if needed, a Crime Report (CR) and forward them to the Transport Sergeant.
6. The Transport Sergeant will ensure we report the damage as described in Step 5 of Procedure I.

### **PROCEDURE III - Charging Inmates for Vehicle Problems**

1. If an officer discovers damage to a vehicle and knows an inmate caused it, they will include this information in the IR discussed in Procedure II, Step 5. They will refer the inmate to a Disciplinary Hearing.
2. The officer will consult with the Transport Sergeant and/or ODS to decide if they should file criminal charges against the inmate. The officer will be directed to complete a Crime Report.

3. The ODS will document the information in the Supervisor's Log, so they can pass it onto other employees.

**PROCEDURE IV - Vehicle Supplies**

1. If an officer finds a vehicle that has a low level of oil, antifreeze, or window washer fluid, the officer will obtain replacement fluid from the closet in the Intake Garage.
2. When the supply of one of the listed fluids is low the Transport Sergeant will be responsible for the restocking of the closet with fluids.
3. When refueling the vehicle follow the computerized directions at the pump.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TRANSPORTS

**NUMBER:** 09-01-10

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to conduct inmate transports in an efficient, safe and secure manner, which safeguards jail staff, the public, inmates, and jail property.

**SOURCE:** A.C.A. Standard 4-ALDF-1B-06

**INFORMATION:** The jail will assign deputies to transport duties according to Boulder County Jail Division Policy and Procedure 03-01-02 (Basis of Staff Assignments). We will train the deputies in arrest and transport procedures before they perform these duties.

### **PROCEDURE I - Transporting Inmates to Another Facility**

1. When the Transport Sergeant receives notification that an inmate needs to be transported to another location he or she will assign a Transport Deputy to do it. They will verify that all required paperwork has been received and that it is in order. If there is a question or problem with the paperwork, the Sergeant will contact the appropriate agency for clarification.
2. If the transport will affect the inmate's continuity of medical care, Booking or the deputy will contact Medical. A Nurse will complete a Colorado Inter-Correctional Medical Summary Transfer Report to accompany the inmate to the new location and deliver it to Booking. A Classification Officer will complete a Colorado Inter-Agency Prisoner Transfer Sheet to accompany the inmate to the new location and deliver it to Booking.
3. Booking will modify the inmate's Tiburon information to reflect the inmate's move to another facility. They will change the inmate's housing assignment to Other Locations.

4. If we have a hold for the inmate, Booking or the Transport Deputy will complete a Detainer, which they will provide to the agency where they transport the inmate. The Detainer will serve as authority for the receiving agency to hold the inmate until they are returned to the Boulder County Jail.
5. The deputy assigned to the module where the inmate is housed will be contacted and advised of the transport. The deputy will direct the inmate to gather their belongings and clean their room, if they are not returning. They will not tell the inmate where they are going or permit them to make phone calls. The deputy or a Rover will sign the inmate out on the Movement Log, collect the inmate's module file, escort them to the Release/Changing Room, and dress the inmate out, if needed. The inmate will then be placed in a holding cell awaiting transport.
6. When everything is in order, the deputy will call the facility where they are taking the inmate and inform them of their estimated arrival time.
7. Before leaving the deputy will:
  - a. Initiate a Transport Log.
  - b. Inspect the transport vehicle thoroughly for weapons, drugs, items that may be used as weapons, or other contraband.
  - c. Obtain the inmate's property, if any, take it to the transport vehicle and secure it in a way that prevents the inmate from getting to it during the transport.
  - d. Give the inmate an opportunity to use the restroom before leaving.
  - e. Pat search and restrain the inmate using handcuffs, or other restraints as needed, based on the inmate's behavior, classification status, or other relevant information.
  - f. Escort the inmate to the transport vehicle, direct him/her to get in, and secure them as prescribed by Sheriff's Office policy.
  - g. Call Master Control on Yellow Channel and give them their radio number, destination, and the number of inmates being transported.
8. After arriving at their destination, the Transport Deputy will notify Master Control of their arrival, if within radio range. If out of radio range, they will notify Master Control, via a telephone.
9. The deputy will secure their weapon before entering the facility.
10. The Transport Deputy will get the inmate out of the vehicle, lock it, and escort them into the receiving facility. They will give the receiving facility any necessary paperwork, including the Detainer. They will request that an official at the receiving facility sign the Detainer. A copy of the Detainer should be left with the official and the deputy will keep the original.

11. When the receiving facility has accepted the inmate and they have removed the restraints, the deputy will retrieve them and return to the jail. If within radio range, the officer will notify Master Control of their departure.
12. Upon returning to the jail, the deputy will notify Master Control of their return, refuel the transport vehicle, if necessary, inspect, park, and lock the vehicle.
13. If the transport required the deputy to spend any funds, they will complete a Record of Expenditures Form, attach a copy of the Transport Log and the receipts, and give it to the Lead Administrative Technician.
14. The deputy will return the vehicle keys to the key box and the restraints to the Transport Office.
15. The deputy will place the original copy of the Detainer in the inmate's booking file.
16. The Transport Officer will report to his or her supervisor for further assignment.

## **PROCEDURE II - Transporting Inmates From Another Facility**

1. If an inmate in another location needs to be transported to the jail, the Sergeant will assign a Transport Deputy to do it.
2. The deputy will contact the facility to verify that the inmate is there and ready for pick up.
3. If they are not holding the inmate, or will not release them, the deputy will inform the Sergeant, who will follow up with the courts or the Records Division.
4. If the facility is holding the inmate, and he or she is ready for pick up, the deputy will inform the facility of the approximate time they will arrive. If the inmate is being picked up on a Writ and will only be in our custody temporarily, the deputy will advise the facility that we only allow the inmate to bring their legal paperwork with them and the clothing needed for the transport.
5. The deputy will initiate a Transport Log.
6. The transport vehicle will be inspected thoroughly for weapons, drugs, items that may be used as weapons, or other contraband.

7. Upon arriving at the other facility the deputy will secure his or her weapon before entering.
8. The deputy will present any necessary documentation to facility officials.
9. If the inmate is to remain in our custody, the deputy will obtain their property and secure it in the transport vehicle in a way that prevents them from getting to it during the transport.
10. The deputy will pat search and restrain the inmate using handcuffs, or other restraints as needed, based on the inmate's behavior in that facility, the deputy's knowledge of the person, or other relevant information.
11. The inmate will be escorted to the transport vehicle, directed to get in, and secured as prescribed by Sheriff's Office policy.
12. When leaving the facility the deputy will call Master Control on Yellow Channel, if within range, and give them the radio number and number of inmates being transported to the jail.
13. Upon arriving at the jail the deputy will enter the Intake Garage, secure their weapon, and escort the inmate into Booking.
14. All necessary documents will be completed, including Tiburon entries, Transports Logs, etc.
15. The deputy will then refuel the transport vehicle, if necessary, inspect it for any items left in it, park it in the designated place, and lock it.
16. They will return the transport vehicle keys to the Transport Office.
17. The deputy will report to his or her supervisor for further assignment.

### **PROCEDURE III - Funds for Transports**

1. If a Transport Deputy needs money for gas or food while on the transport they will obtain funds from the Lead Administrative Technician.
2. When he or she is not available, the On-Duty Supervisor (ODS) may obtain the funds and record the amount in the logbook.
3. While transporting inmates on a long trip during meal times, deputies may purchase the inmate(s) a meal at a drive-up restaurant only and retain the receipt. They will document the expenditure on the Transport Log.

#### **PROCEDURE IV - Vehicle Failure During Transports**

1. If there is a vehicle failure during a transport, the Transport Deputy will use their discretion in dealing with the problem.
2. If outside Boulder County, the deputy may use whatever reasonable means necessary to secure inmates and remove the vehicle from the roadway (i.e., contact Colorado State Patrol via NLEC channel, or contact a local law enforcement agency, and/or a private towing/emergency vehicle service).
3. In Boulder County, radio or phone contact will be made requesting an additional deputy to respond to their location. In case of accident or injury, they will follow the appropriate Boulder County Sheriff's Office Policies and Procedures.

#### **PROCEDURE V - Transport of Inmates to the Criminal Justice Center and Longmont for Courts**

1. When inmates are to be transported to the Criminal Justice Center or to Longmont for court, the Transport Deputy will review the court docket to obtain the correct court division the inmate(s) is/are to appear in.
2. The Transport Deputy will:
  - a. Prepare the vehicle to be used.
  - b. Pat search and restrain the inmate(s), using whatever restraints they need, based on the inmate's behavior and classification status, or other relevant information.
  - c. Escort the inmate(s) to the Intake Garage, direct them to sit in the transport vehicle, and secure them as prescribed by Sheriff's Office policy.
  - d. Obtain his or her weapon from the gun box in the Intake Garage.
3. The deputy will notify Master Control, via radio, of their departure from the jail and destination, including the number of inmates. Upon arrival at the Criminal Justice Center, the deputy will enter the underground garage door leading to the Adult Holding Area. After entering the underground garage they will park in the designated area. Upon arrival at Longmont, the deputy will enter the garage and park.
4. Before the deputy leaves the vehicle they will notify Master Control of arrival. They will escort the inmate(s) into the Court Holding Area and secure them in the correct holding cell.

## **PROCEDURE VI - Taking Inmates to Court**

1. Boulder Criminal Justice Center:
  - a. When it is time to go to court the Transport Deputy will escort the inmate(s) to the elevator for the courtroom. The officer will advise the inmate(s) to face the rear of the elevator and of the correct behavior while in court. They will exit the elevator with the inmate(s) and go to the appropriate courtroom.
  - b. Upon entering the courtroom the deputy will seat the inmate(s) and themselves in the appropriate location for that courtroom, to maintain safety and security.
  - c. At the conclusion of court, the deputy will escort the inmate from the courtroom to the Court Holding Area.
  - d. Upon leaving the Justice Center the deputy will notify Master Control of their return to the jail.
2. Court Annex in Longmont:
  - a. Park in the designated area.
  - b. Escort the inmate(s) into the courtroom, and maintain security of the inmate(s) until the conclusion of court.
  - c. Upon leaving the Court Annex in Longmont, notify Master Control of their return to the jail.

## **PROCEDURE VII - Transport of Paperwork to the Criminal Justice Center**

1. Each day that court is in session, a Transport Deputy will collect the paperwork from Booking that needs to be delivered to the Criminal Justice Center. All Courts and Records paperwork will be picked up from the appropriate baskets and placed in the container provided for that purpose. Bonds will also be placed in the case for delivery.
2. The deputy will place the case in the vehicle being used to transport inmates to the Justice Center.
3. Upon arrival at the Criminal Justice Center the case will be placed in the Court Holding Area, where the deputy will place the paperwork in the appropriate place.
4. Upon returning to the jail, the paperwork brought back will be distributed as needed.

**PROCEDURE VIII - Court Ordered Detail Outside the Jail**

1. If the courts order us to escort an inmate on a detail outside the jail, the Transport Deputy will dress the inmate out in their personal clothing, if that is what the court ordered.
2. The deputy will confer with the Transport Sergeant, or ODS, before transporting the inmate, to decide the manner in which they will restrain the inmate and whether or not they will remove the restraints from the inmate during the detail.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: CONTROL, USE & APPLICATION OF RESTRAINTS**

**NUMBER: 09-01-11**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use restraints without excessive force and not for punishment. Supervisors will closely monitor the use of all restraints.

**SOURCE:** A.C.A. Standard 4-ALDF-2B-02  
A.C.A. Standard 4-ALDF-2B-03  
Boulder County Sheriff's Office Policy #502

**INFORMATION:** Restraints will be stored in Booking, the Transport Office, and Officer Work Stations (OWS) and inventoried regularly.

Uniformed employees may carry handcuffs in the Jail, but they must be in a case attached to the belt.

### **PROCEDURE I - Inventory of Restraints**

1. Module Officers will conduct restraint inventories in their assigned areas daily and document it on the Module Log.
2. If an officer discovers that restraints are missing or damaged, they will complete an Incident Report (IR) and forward it to the On-Duty-Supervisor (ODS). Damaged restraints will be removed from the inventory and replaced as soon as possible.
3. The ODS will identify the officers assigned to the post from which the restraints are missing for the previous twenty-four hours. He or she will contact these officers and attempt to find the restraints.
4. If the restraints cannot be found the ODS will consider the following options:

- a. vehicle searches
  - b. calling other employees who may have knowledge of the problem
  - c. search the affected module or general area
  - d. search the affected building
  - e. search the entire facility, or
  - f. any combination of the above options.
5. The ODS will notify the Jail Division Chief by memorandum if the restraints cannot be found. He or she will direct employees to complete Incident and/or Crime Reports as appropriate.
  6. The ODS will continue investigating until the restraints are found and/or he or she reaches a satisfactory conclusion. Disciplinary action may be initiated against the responsible officer(s).
  7. The Division Chief and/or Administrative Commander will decide if missing restraints will be replaced. If so, they will initiate the applicable purchasing procedures.

#### **PROCEDURE II - Inventory of Transport Restraints**

1. The Court/Transport Sergeant, or designee, will inventory transport restraints weekly. They will document this inventory in a memorandum to the Days Commander.
2. If restraints cannot be found, the Court/Transport Sergeant, or designee, will complete an IR documenting what is missing.
3. The Court/Transport Sergeant will implement Procedure I, Step 7 and report their findings to the Days Commander. They may take disciplinary action against the responsible officer(s).
4. The Division Chief and/or Administrative Commander will decide if missing restraints will be replaced. If so, they will initiate the applicable purchasing procedures.
5. The Days Commander will retain the completed inventories for one year.

#### **PROCEDURE III - Checkout of Transport Restraints**

1. The Court/Transport Sergeant, or designee, may authorize the use of our restraints by officials from another agency after evaluating the need.

2. The official needing to borrow the restraints will contact the Court/Transport Sergeant, or designee, identify what restraints they require, where they will take them, and when they will return them.
3. The Court/Transport Sergeant, or designee, will note the officials' agency, name, badge number, the type and number of restraints, their destination, and estimated time of return.
4. If they will not return the restraints before the end of the shift, the Court/Transport Sergeant, or designee, will give the information to the ODS for the Supervisor's Log and pass-on to other employees.
5. If they do not return the restraints at the agreed time, the Court/Transport Sergeant, or designee, will contact the official or the agency and determine when they will return them.

#### **PROCEDURE IV - Use and Application of Restraints in the Jail**

1. If an inmate attempts self-injury or becomes physically aggressive toward an officer or others, officers may restrain them if they believe there is an imminent physical threat. The officer will immediately notify the ODS that restraints have been placed on an inmate. The officer will request back up assistance if necessary.
2. The officer requesting the back up assistance will direct any inmates in the area to go to their cells, or to a holding cell if in the Booking Waiting Area.
3. The responding officers may obtain additional restraints from the nearest location in which they will restrain the individual. After the situation has stabilized, they will ensure they note this on the appropriate Log for inventory control.
4. Once back up assistance arrives the officers will place the restraints on the inmate using the least amount of force required. The restraints will be secured and double-locked, ensuring that they do not restrict the inmate's circulation and that the restraints will not tighten any more than intended.
5. The ODS will respond to the scene and evaluate the purpose and actual use of the restraints. He or she will give the officer(s) preliminary approval of their use, pending his or her review of the IR.
6. After notifying the ODS, the officer will ensure that the medical staff is aware of the situation. A medical staff person may respond to the scene and evaluate any medical concerns. The medical staff will also consider any mental health concerns.

7. The officer who initially requested that the restraints be applied will complete an IR. If any force was necessary, they will note it in the IR. He or she will note when they applied the restraints and when they removed them in the IR.
8. Officers are required to conduct welfare checks at least every fifteen minutes to ensure that the restraints are not too tight and that the inmate has not loosened them. These checks will also be used to observe the general well being of the inmate and logged on the form designated for that purpose.
9. When they determine that the inmate no longer poses a threat to others, an officer will advise the ODS and request assistance to remove the restraints. There will always be a minimum of two officers present whenever they remove restraints.
10. If the restraints are not removed before the end of the shift initiating the action, the ODS for the next shift will modify the original IR indicating when they removed the restraints.
11. Other alternatives may be considered by supervisory personnel if the restraints have to be used for an extended period of time.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: USE OF THE JAIL COURTROOM**

**NUMBER: 09-01-12**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail that the Jail Courtroom will be used to arraign those individuals in custody to enhance security for the courts, jail employees, the public, and inmates. This courtroom may also be used for high security trials, Boulder Municipal Court proceedings, and Parole hearings.

**SOURCE: None**

**INFORMATION:** Court personnel and Transport Officers are issued keys to the courtroom. The Judge can control the public and inmate seating area doors from the Bench electronically.

Any inmate considered a high security risk due to their charges, behavior, or criminal history will be restrained with a belly chain, handcuffs, and leg irons before entering the Courtroom. These individuals will be arraigned by themselves, if the presiding judge allows.

### **PROCEDURE I - Scheduling of Court Officers**

1. The Court/Transport Sergeant will review the court docket for the day and assign the necessary Court Officers.
2. The Sergeant will list assignments on the board in the Transport Office.

### **PROCEDURE II - Preparation for Use of the Courtroom**

1. A Court Officer will go to the Courtroom to inspect the public seating area for weapons, or any type of contraband that may be used as a weapon, before court begins.

2. The Court Officer will conduct the same inspection for the inmate seating area, the courtroom space, including the Attorney Visitation Booth, and for the visitor's bench in the hallway.
3. If a weapon or contraband is found, refer to Procedure III.
4. If no weapon or contraband is found, the Court Officer will ensure that all the doors into and within the Courtroom are secured.
5. He or she will then continue with their other duties.

### **PROCEDURE III - Detection of a Weapon or Contraband in the Courtroom**

1. If contraband is found in the Courtroom, the Court Officer will dispose of it properly.
2. If a weapon is found in the Courtroom, the Court Officer will use the pack set to request the Court/Transport Sergeant respond to the Courtroom.
3. When the Sergeant arrives the Court Officer will explain the situation.
4. The Sergeant may call Detectives and request that they respond to investigate.
5. The Court Officer will handle the weapon in a way that maintains the chain of evidence until the Detective arrives.
6. The Court Officer will ensure that all of Procedure II has been completed.
7. The Court Officer will complete an Incident Report (IR), and if necessary, a Crime Report.

### **PROCEDURE IV - Supervision and Use of the Jail Courtroom**

1. An assigned Court Officer will identify the inmates scheduled for court by use of the court docket before the scheduled arraignments.
2. The officer will identify the housing location of the inmates using a jail list.
3. The Court Officer(s) will go to the appropriate modules and advise the Module Officers that they are ready to get the inmates for court.
4. The Module Officer will open the corridor door and the Court Officer(s) will enter and call out the names of the inmates scheduled for court.

5. The inmates will line up in the corridor as the Court Officer calls their names. If there are two Court Officers, one will remain in the corridor and supervise the inmates. If not, the Module Officer will help.
6. When all of the inmates have lined up in the corridor, the Court Officer will secure the door and notify the module officer that they have removed all the inmates from the module.
7. A Court Officer will sign the inmates out on the module Movement Log and escort the inmates to a Booking Holding cell. The inmates will be placed in Booking Holding cells until it is time for them to line up for court. Inmates will be separated in the Booking Holding cells to assure that women, high-risk inmates, and special classification concerns are kept separate.
8. Approximately one half hour before court begins the inmates will be lined up in the Booking/Court corridor and placed in restraints. The individual's classification status and behavior will determine the type of restraints used.
9. A Court Officer will then advise the inmates of the arraignment process and the appropriate protocols to follow in the Courtroom. After they have advised the inmates of these expectations, the officers will escort them into the Court/Release hallway and into the inmate seating area of the Courtroom.
10. Approximately fifteen minutes before the scheduled arraignments, the assigned Court Officer will go to the appropriate gun box and obtain his or her weapon.
11. The Court Officer will go to the Reception Desk without passing through the security perimeter of the facility (except the Courtroom).
12. The Court Officer will notify Reception that the public seating area is being opened and that they may allow the public in.
13. Reception will notify the public via the lobby intercom that they may go into the Courtroom, but must leave their personal belongings in a locker.
14. The Court Officer will unlock the public seating area door to the courtroom and ensure that everyone entering the courtroom passes through the metal detector.
15. The Court Officer will ask them not to talk or gesture to the inmates.

16. Once the Court Officers arrive in the Courtroom they will instruct the inmates to sit. They will also ensure that the inmate seating area door to the Court/Release Corridor is secured.
17. A Court Officer will instruct the inmates not to talk or gesture to anyone in the public seating area and inform him/her that if they do they may remove them from the Courtroom.
18. Court Officers will sit in the Courtroom arena, the inmate-seating door, and the District Attorney/Clerk entrance door. They will monitor inmate behavior while recording bond information and any future court dates. One Officer will generally be seated by the visitor seating area door on the inside of the courtroom arena. **The Court Officers will ensure that the inmate seating area and the public seating area doors are never opened simultaneously.**
19. At the end of arraignments, the Court Officers will escort the inmates back to their Modules.
20. A Court Officer will ask the public to leave the public seating area and ensure that they vacate the area before he or she leaves the Courtroom.
21. The assigned armed Court Officer will go to a gun box (without entering the security perimeter of the Jail) and secure their weapon.
22. The Court Officer will return to the Courtroom and complete steps 1-5 of Procedure II.
23. The Court Officers will obtain all bonds written by the Court Clerk, return to the Court/Transport Office or officer arrest area, and enter the court and bond information for the inmates into Tiburon and on their Hardcards.
24. Once they have entered the court information into Tiburon and on the Hardcards, the Court Officers will give the bonds to Booking personnel.
25. Booking personnel will begin the release process for those inmates able to post a bond or being released on personal recognizance bonds.

#### **PROCEDURE V - Court Proceedings for High Security Risk Inmates**

1. Court proceedings for high security risk inmates will be conducted in the same way as the arraignments discussed in Procedure IV with the following exceptions:
  - a. Steps 1-5 of Procedure II will be conducted with precautions.

- b. The inmate will be restrained with a belly chain, handcuffs, and leg irons.
- c. At least two armed Court Officers will be stationed between the public seating area and the arena area of the Courtroom.
- d. The inmate will remain in the secured inmate seating area unless a Judge specifically requests that the inmate appear directly in front of him or her in the arena area.
- e. The Court Officers will ensure that the door going from the court arena to the public seating area is secured and not opened if the inmate is in the arena area.

### **PROCEDURE VI - Inmate Court Refusal**

1. When a Court Officer gets inmates for court and an inmate refuses to comply with direction, the officer will not attempt to force the inmate to appear in court.
2. The Court Officer will gather the other inmates for court and escort them to the Booking Holding cells.
3. He or she will then notify the appropriate court, by phone or in person, of the inmate's refusal to appear in court.
4. If the court orders the appearance of the inmate, the officer will notify the Court/Transport Sergeant.
5. At least two officers will obtain a belly chain, handcuffs, leg irons and go to the appropriate module where they will apply the restraints.
6. If a Court Officer is not already stationed in the Courtroom, an additional Court Officer will obtain their weapon, without entering the security perimeter of the Jail, and go to the Courtroom to provide security during the proceeding.
7. The two Court Officers getting the inmate who refused to appear will escort the inmate to the Courtroom where the court proceedings will take place.
8. When the court proceedings are completed, the same procedures for escorting inmates back to their modules will apply.
9. When the Court Officers have returned all inmates from court they will write an Incident Report (IR).

**PROCEDURE VII - Request for an Inmate's Appearance in the Arena Area of the Courtroom**

1. When a Judge requests that an inmate appear before them in the arena area of the Courtroom they will notify a Court Officer.
2. The Court Officer will unlock the inmate seating area door and direct the inmate to enter the arena area. The Officer will then secure the inmate seating area door.
3. When the Judge has completed the proceedings with the inmate the Court Officers will return the inmate to the seating area.

**PROCEDURE VIII - Use of Attorney Visitation Booth and Courtroom Phones**

1. When an attorney wishes to speak to their client during court proceedings, they will notify a Court Officer. They can use the Visitation Booth, or one of the other available phones.
2. The attorney will be directed to the Visitation Booth, or to one of the phones.
3. The Court Officer will then instruct the inmate to go to either the Visitation Booth, or one of the phones and speak with the attorney.
4. When the attorney and inmate have completed their conversation the Court Officer will direct the inmate to return to his or her seat.

By Order of The Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** WELFARE COUNTS & INMATE SUPERVISION

**NUMBER:** 09-01-13

**EFFECTIVE DATE:** June 11, 2008

**POLICY:** It is the policy of the Boulder County Jail to ensure the presence and well being of all inmates by performing around-the-clock supervision. We will count inmates regularly to help maintain facility control and safety during both routine and emergency operations.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-17  
A.C.A. Standard 4-ALDF-2A-52

### **PROCEDURE I - Shift Counts**

1. Before each scheduled shift change, the departing Module Officer will lock the inmates in their rooms at the designated time and conduct a count. The oncoming Module Officer will also conduct a physical count of the inmates.
2. The Module Officers will compare the count with the Movement Log and the Inmate Module Roster to ensure that all inmates are present, or they are properly logged out. If there is a discrepancy see Procedure III below.
3. If a discrepancy is found the On-Duty Supervisor (ODS) will be notified and the departing Module Officer will stay until the count is correct, or the ODS authorizes the officer to leave.
4. If there is no discrepancy the Module Officer will resume routine operations.

### **PROCEDURE II - Count Discrepancies**

1. If a Module Officer discovers a count discrepancy, they will recount the inmates and check the Movement Log.

2. The Module Officer will determine the name of the inmate and check the inmate's name in Tiburon to find out if we have released them.
3. If Tiburon indicates that we have released the inmate, the Module Officer will contact Booking to confirm the release. If they can verify the release, the count will be considered accurate.
4. If Tiburon indicates that we have not released the inmate, the Module Officer will contact Booking to determine if we have taken the inmate to another location, or he or she is in a holding area in Booking.
5. If the inmate cannot be found, the ODS, or designee, will be notified. The ODS, or designee, will personally inspect Visitation, Court, and Programs. He or she will ask Master Control to see if there are any inmates out of the facility on transports and to check all monitors carefully.
6. If the inmate cannot be found, the ODS will evaluate whether an escape has occurred or not.

### **PROCEDURE III - Emergency Counts**

1. When a Module Officer is notified of an emergency, they will immediately conduct a physical count of the inmates. Based on his or her evaluation, the ODS may order an emergency lockdown of the inmates.
2. The Module Officer will record the count and time on the Module Log. If the count is not accurate, they will inform Master Control and/or Incident Command if it has been established.
3. The ODS/Incident Commander (IC) will inform staff of the location of the emergency. At times, doing this by telephone or in person may be best.
4. Once the emergency has passed, the Module Officers may unlock the rooms if the inmates would normally be out. The ODS will ensure that the jail returns to routine operations.

### **PROCEDURE IV - Welfare Checks**

1. Booking and Module Officers will visually check the general well being of inmates within the designated times listed below. They should make the checks at irregular intervals and log them on the Module or Booking Welfare Check Form.

**ONCE IN EACH 15 MINUTES**

Anyone on Suicide Protocol

**Inmates on suicide protocol should be checked once in each 15-minute period.**

**ONCE IN EACH 30 MINUTES**

Booking

Disciplinary (males & females)

New intakes in Intake & Women's

Special Management (males & females)

Maximum

Phoenix

Transition

Intake

Women's

**ONCE IN EACH 60 MINUTES**

Inmate Worker

Medium

Dorms A, B, C & D

2. Officers conducting checks during the night, when most inmates are typically asleep, will ensure that the inmate is breathing. If necessary, the officer will stand at the door or enter the room.
3. The Module Officer may periodically conduct an inmate count during these checks.
4. Booking will document welfare checks on the log designated for that purpose in Booking.

By Order of the Division Chief

Signed by  
Larry R. Hank

06/12/08  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: INMATE LOCKDOWN**

**NUMBER: 09-01-14**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to facilitate the management of inmates, consistent with established staffing levels and/or emergencies. We will lock inmates in their rooms and unlock them at designated times, or as deemed appropriate by the On-Duty Supervisor (ODS.)

**SOURCE: None**

### **PROCEDURE I - Routine Lockdown**

1. Module Officers will direct the inmates to their assigned rooms and to close their doors at the scheduled lockdown times. Officers will close any sliding doors by using the control panel switches in the Officer Work Station.
2. Officers will check the control panel indicator lights and physically check each door to ensure that they are locked.
3. If a light on the control panel is not lit, the officer will inspect the cell door. If there is a problem with the light and/or the lock, the officer will notify the ODS and complete a Maintenance Repair/Request Form (MR).
4. The ODS and the Module Officer will determine if the inmate needs to be moved. The circumstances will be noted in the Supervisor's Log and passed on at Briefing.
5. The Module Officer will conduct a physical count of the inmates, record the number of inmates counted, and the time the lockdown was completed in the Module Log.

**PROCEDURE II - Emergency Lockdown**

1. If the ODS determines that an emergency exists and locking the inmates in their rooms is necessary, they will notify the Module Officers. At times, doing this by phone or in person may be best.
2. The officers will direct the inmates to go to their rooms and close the doors, explaining that it is an unscheduled lockdown rather than the regular lockdown.
3. The officers will conduct a physical count of the inmates, ensure that each room is secure, and notify Master Control that the lockdown is complete. The officer will record the count and the lockdown completion time in the Module Log.
4. Once the ODS determines that the emergency has stabilized, they will notify the officers that the lockdown is no longer necessary. Officers will unlock the doors and resume routine operations.

**PROCEDURE III - Inmate Refusal to Lockdown**

1. If an inmate, or some groups of inmates, refuse to enter their rooms for a lockdown, the officer will notify the ODS. Back up assistance may be used to conduct the lockdown.
2. If practical, and it can be done safely, the officer will continue to lockdown the inmates who are cooperating.
3. When the ODS arrives; they will talk to the inmates and convince them to return to their rooms.
4. If the ODS decides that the situation has become a disturbance he/she will start appropriate procedures.
5. Once we resolve the situation, the ODS will direct the officer and others involved to complete Incident and/or Crime Reports.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** SUPERVISION OF HOSPITALIZED INMATES

**NUMBER:** 09-01-15

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to hospitalize inmates if their medical needs exceed the medical services available in the jail. If they remain in custody, hospitalized inmates will be supervised by Boulder County Deputy Sheriff's and Corrections Deputy Sheriff's, who have qualified with a weapon and been approved by the Sheriff's Office to carry firearms.

**SOURCE:** None

**INFORMATION:** We will assign officers to hospital duty according to 03-01-02 (Basis of Staff Assignments).

### **PROCEDURE I - Transport of Inmates by County Vehicle**

1. The On-Duty Supervisor (ODS) will be notified when the medical staff determines that they must hospitalize an inmate, but transport by ambulance is not necessary.
2. The ODS will decide if security dictates the use of one or two officers to transport and supervise the inmate. The ODS will assign the necessary number of qualified officers.
3. The Transport Sergeant will coordinate the transport if the Transport Team is on duty. If the transport occurs in the evening or at night, the ODS will determine which vehicle will be used and assign a deputy sheriff to complete the transport.
4. The assigned officer(s) will obtain a set of keys from the keybox in the Transport Office, a radio, and a set of restraints (both handcuffs and leg irons).

5. The ODS will have the inmate escorted to Booking, if they are not already there.
6. The transporting officer(s) will restrain the inmate, as the medical situation allows, and transport the inmate to the designated medical facility.
7. The medical staff will complete an Incident Report (IR), detailing the reason for the hospital visit, and forward it to the ODS. The ODS will distribute the Incident Report.

## **PROCEDURE II - Transport of Inmates to the Hospital by Ambulance**

1. The ODS will be notified by the medical staff when an inmate must be transported to the hospital by ambulance.
2. If the medical staff approves moving the inmate, the ODS will have him or her brought to Booking, or ambulance personnel may go to the location of the inmate.
3. Based on the seriousness of the situation, the ODS will contact and advise his or her supervisor (either the On-Call Commander or the Jail Division Chief). In some cases, a staff page may be initiated via Dispatch.
4. The medical staff will contact the hospital's emergency room personnel, explain the inmate's medical condition, and advise them that the inmate is being transported to their facility by ambulance.
5. Based on the inmate's condition, behavior, and charges, the ODS will determine the number of officers needed to accompany the inmate to the hospital.
6. Before being transported, we will restrain the inmate as the medical situation allows. An officer will ride in the ambulance.
7. If we assign two officers, the second officer will follow the ambulance to the hospital in a county vehicle. They will contact Master Control and give them the assigned officers radio numbers, the name of the inmate being transported, and their destination.
8. The medical staff will complete an IR, detailing the reason for the hospital visit and the need for an ambulance. They will forward it to the ODS, who will distribute it.
9. If two officers accompany the inmate to the hospital, they will return the inmate to the jail in the county vehicle upon release. If only one officer

accompanies the inmate, they will contact the ODS by telephone and request transportation.

### **PROCEDURE III - Conducting Supervision at the Hospital**

1. If an inmate is to be hospitalized longer than the accompanying officer(s) scheduled shift, they will contact the ODS by telephone. He or she will advise the ODS of the inmate's room number, the telephone number in the inmate's room, or another number where they can reach the officer(s). They will also give the inmate's anticipated length of hospitalization if known. The ODS will implement Procedure IV to provide extended hospital coverage and relief for the transporting officer(s).
2. The ODS will arrange to get a pack set with Green and Yellow channels on it to the hospital, if the officer does not have one. If it appears that the inmate will be hospitalized for an extended length of time, we should also take a charger to the room.
3. **An officer assigned to supervise the inmate may not leave him or her unattended for any reason.** The officer(s) will accompany the inmate to all areas of the hospital, at all times. They must continuously restrain the inmate, but only as the medical situation allows. If this is not possible, the officer must contact the ODS immediately and explain the circumstances preventing the officer from following this procedure.
4. For security reasons, the officer(s) will answer the hospital room telephone. The inmate will not be allowed to place telephone calls from the room or receive visitors, except hospital staff, attorneys, clergy, or other professionals, unless approved by jail supervisory staff.
5. When the inmate's need for hospitalization no longer exists the ODS will arrange to have the inmate returned to the jail.
6. The officer(s) transporting the inmate back to the jail will ensure that the radio, charger, and all restraints are returned to the Transport Office.
7. All medical supplies and paperwork from the hospital will be forwarded to the medical staff.
8. When the inmate is returned to the jail, the ODS will confer with the medical staff regarding any special housing or special treatment the inmate may require. The ODS will instruct the Booking Officer to give the inmate a housing assignment that will meet these requirements.

**PROCEDURE IV - Continuation of Hospital Supervision**

1. If an inmate must remain in the hospital for an undetermined period of time, the ODS will post a sign-up sheet divided into four-hour blocks, or other appropriate hours, in the Briefing Room. The Operations Division will be notified of this duty and asked to help in providing coverage if possible.
2. Qualified officers wishing to work extra duty may sign their name on the list next to the desired block of time.
3. If an ODS decides that they can provide the hospital coverage from their on-duty personnel, they will notify the officer who had signed up for that time and advise them not to report to the hospital.
4. If no one has signed up for a given block of time, the ODS may use the on-call list to provide coverage. Also, the Operations Division may be contacted to determine if they can help.
5. When we return the inmate to the jail the ODS will contact any officers remaining on the sign-up sheet and advise them not to report to the hospital.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: PERIMETER CHECKS**

**NUMBER: 09-01-16**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that routine perimeter checks of the exterior of the jail are conducted to deter and detect vandalism, trespassing, or other activities. We will give special attention to vehicles, doors, and to identify any damage that may have occurred to the physical plant. These checks will be completed at a minimum of once every twenty-four hours.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-07

### **PROCEDURE I - Routine Perimeter Checks**

1. The On-Duty Supervisor (ODS) may assign a Deputy Sheriff or a firearm qualified Corrections Deputy to conduct a perimeter check during the shift.
2. The officer conducting the check will obtain their weapon, a flashlight if needed, and a radio. They will notify Master Control when they begin the check.
3. The officer will check all perimeter doors, the loading dock, driveways, parking lots, windows, and the physical structure of the building for signs of damage, vandalism, or intruders.
4. The officer will ensure that all doors to the facility and to the county vehicles are secured. If the officer discovers a facility door that is not locked they will secure it and notify the ODS.
5. The officer will advise Master Control when the check has been completed and return to their duties in the facility.
6. Master Control will record the check in the Master Control Log.

**PROCEDURE II - Incidents Occurring During Perimeter Checks**

1. When an officer conducting a perimeter check discovers a situation in which they need back up assistance, they will radio Master Control advising the nature of the problem and their location.
2. The ODS, or designee, will obtain a radio with Green and Yellow channels and respond to the officer's location with any additional required assistance and/or equipment.
3. The ODS may request further assistance through Communications after assessing the situation. The ODS may initiate any appropriate emergency procedure.
4. Once assistance has arrived and they resolve the situation, the ODS and/or the jail officer(s) will continue the perimeter check and advise Master Control once it has been completed.
5. If an Incident or Crime Report is necessary, the ODS will instruct the officer performing the check to write them, detailing what they discovered and what action was taken.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** COURT-ORDERED HOLDING OF JUVENILES

**NUMBER:** 09-01-17

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail that a juvenile housed in the jail must not be within sight or sound of adult inmates to protect the juvenile both physically and emotionally and to satisfy legal requirements. This policy provides procedures regarding non-secure and secure custody of accused delinquents and status offenders.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-38  
A.C.A. Standard 4-ALDF-2A-39  
A.C.A. Standard 4-ALDF-2A-42  
Section 17-26-121, C.R.S.  
Juvenile Justice & Delinquency Prevention Act of 2002

**INFORMATION:** All persons taken into custody by the Sheriff's Office will be treated in a way that provides for the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation; and administrative efficiency. Juveniles, those persons under the age of 18, require unique considerations.

### **PROCEDURE I - Detaining Juveniles in the Jail**

1. Status Offenders
  - A. Status offenders are juveniles who have been accused of, or charged with, conduct that would not, under law, be an offense if committed by an adult. Examples include: runaways, truants, underage drinkers, curfew violators, dependent/neglected juveniles, or abused juveniles.
  - B. Status offenders may not be placed in secure custody, handcuffed to a stationary object or cuffing rail, placed in a holding cell or

placed in a locked room under any circumstances. Status offenders may be handcuffed to themselves.

- C. Status offenders will be placed in a non-secure area such as an interview room, or general purpose room, until release arrangements can be made and the juvenile leaves the facility.
- D. The arresting officer will notify the parents, Department of Social Services, legal guardian, responsible adult, or other agency, after taking the juvenile into custody for notification and release purposes.
- E. If no responsible adult can be located within 4 hours, the arresting officer will take the juvenile to the designated juvenile facility.
- F. Status offenders may be booked, if the booking area is secure, provided that there are no adult prisoners present, and they are removed when the booking is completed.

## 2. Accused Delinquents

- A. Accused delinquents are juveniles that have committed a crime that would also be a crime if committed by an adult.
- B. Non-violent, cooperative accused delinquents may be detained non-securely while in custody. Exceptions include violent or combative juveniles who cannot be subdued and pose a threat to the officer or themselves.
- C. An accused delinquent brought to the jail will be booked and released to a parent, responsible adult, or other agency within six hours.
- D. If the accused delinquent meets the common criteria for secure detention at a juvenile detention facility, the detention center will be notified and the accused delinquent will be transported there within four hours.

## 3. Violations While Holding Juveniles

- A. Violations occur under any of the following circumstances:
  - 1. A status offender is placed in a secure room or cell or is cuffed to a stationary object.

2. A juvenile and adult occupy the booking area at the same time.
3. An accused delinquent is securely held for more than six hours.
4. The area where an accused delinquent is securely held has more than incidental sight and sound contact with adult inmates.

4. Secure Custody

- A. Secure custody is defined as an accused delinquent being cuffed to a stationary object or cuffing rail, being placed in a holding cell, or being placed in a locked room.
- B. In cases where an accused delinquent is to be held in secure custody pending release or transport to a juvenile detention center, all of the following requirements must be satisfied:
  1. The secure area has no more than incidental sight and sound with adult inmates and there can be no haphazard or accidental contact between juveniles and adult prisoners.
  2. There may be no adult prisoners in the booking area when a juvenile is present.
  3. The following admission and release information must be recorded using an Incident Report on all juveniles held in secure custody:
    - a. Juvenile Name
    - b. Case Number
    - c. Date/Time Placed in Secure Area
    - d. Date/Time Released from Secure Area
    - e. Sex
    - f. Race
    - g. Offense (specific, most serious listed. If it is a warrant, the original charge).

5. Non-Secure Custody

- A. Any classification of juvenile may be held in non-secure custody. Records do not need to be maintained for non-secure custody and no violations can occur.

- B. Non-secure custody is defined by the following:
  - 1. The area where the juvenile is placed is unlocked and has not been used as a secure detention area.
  - 2. The juvenile isn't cuffed to a stationary object.
  - 3. The juvenile is there only long enough to arrange a release disposition.
  - 4. The juvenile is under continuous visual supervision.
- 6. The jail may not receive a juvenile AFTER a detention hearing, unless the court has ordered the juvenile held as an ADULT.
- 7. No juvenile, unless ordered by the court, will be held in the adult jail EXCEPT IF:
  - A. The juvenile is being held as an adult, or
  - B. The court determines that the juvenile is an escape risk from a juvenile detention center, or is a threat to detention center staff or other inmates.
- 8. When a juvenile is held as an adult, physical separation is required. The Juvenile Justice & Delinquency Prevention Act states that there shall be NO CONTACT between juveniles and incarcerated adults. They should not be able to see or hear each other under any circumstances. The Act does not apply to juveniles who are classified as adults.
- 9. When a juvenile is held as an escape risk, or as a threat, the area shall be reasonably separated and without haphazard contact with adult offenders.
- 10. When a Booking Officer or other employee receives a court order to house a juvenile in the Jail, they will immediately give it to the On Duty Supervisor (ODS).
- 11. The ODS will review the court order and, if necessary, discuss it with the Jail Division Chief.
- 12. Any special preparations necessary to accommodate the juvenile will be arranged by the Division Chief, or designee.
- 13. The ODS will ensure that information regarding how juveniles are housed in the jail is passed on during shift briefings.
- 14. Jail personnel will transport a juvenile from Court to the jail if necessary.

15. When the juvenile arrives at the Jail, they will be booked in accordance with the proper procedures for booking pursuant to the above.
16. A male juvenile classified as an adult may be housed in a sub-dayroom cell of the Special Management module, and a female juvenile may be housed in a sub-dayroom cell of the Women's module.
17. While we house the juvenile in the jail, employees will ensure that they have no contact with the adult inmates, including during meals, medical rounds, recreation, visiting, and any other jail program or activity.
18. The Division Chief and the Jail Management Team through their weekly meetings will coordinate any special scheduling this separation requires.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** JAIL SECURITY INSPECTIONS

**NUMBER:** 09-01-18

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail that weekly security checks will be performed and documented to identify any areas of the Jail that represent a hazard and/or security problem, or that is in need of maintenance and repair.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-13

### **PROCEDURE I - The Weekly Checklist**

1. A Team C supervisor will initiate a new Weekly Checklist each Tuesday night.
2. The supervisor will distribute sections of the checklist to officers assigned to the various posts listed.
3. The officers will complete the sections of the checklist assigned to them by entering their initials, badge number and date in the spaces provided on the form as they complete the checks specified.
4. If an officer discovers a problem while completing their section of the checklist they will note it on the form and enter their initials and badge number.
5. The officer will also document the problem on a Crime Report, Incident Report, or Maintenance Repair Request, as deemed appropriate.
6. At the end of the shift, officers will return their completed sections to the supervisor.
7. The Team C supervisor will prepare a weekly report to the Jail Division Chief on Tuesday night, attach a copy of the report to the original checklist, and file it in the Commander's Office. These weekly reports and checklists should be maintained for one year, plus current year. Then they may be destroyed.

8. If any of the problems require follow-up by the Jail Management Team, a Team C supervisor should present it at the next meeting for discussion.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



# WEEKLY CHECKLIST - MASTER CONTROL

## Emergency Equipment:

	EMPLOYEE	BADGE	DATE
Airpack – Functional	_____	_____	_____
Airpack – Filled	_____	_____	_____
Flashlight	_____	_____	_____

## Audio/Visual/Alarms:

Cameras/Monitors/Controls	_____	_____	_____
Alarm – Sound	_____	_____	_____
Alarm – Fire	_____	_____	_____
Alarm – Motion	_____	_____	_____
Lights	_____	_____	_____
Graphic Display	_____	_____	_____

## Communications:

Telephones	_____	_____	_____
Radios	_____	_____	_____

## Other:

Keys	_____	_____	_____
Supplies	_____	_____	_____
Windows	_____	_____	_____
Furniture	_____	_____	_____

Problem Areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IR Completed \_\_\_ \_\_\_ CR Completed \_\_\_ \_\_\_ MR Completed \_\_\_ \_\_\_  
                  Yes No                  Yes No                  Yes No



## WEEKLY CHECKLIST – MODULE

**Emergency:**

	EMPLOYEE	BADGE	DATE
OWS Airpack – Functional	_____	_____	_____
OWS Airpack – Filled	_____	_____	_____
Flashlight	_____	_____	_____

**Communications:**

Radio(s)	_____	_____	_____
Telephones	_____	_____	_____

**Rover/Counselor Office:**

_____	_____	_____	_____
-------	-------	-------	-------

**Multi-Purpose Room:**

_____	_____	_____	_____
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**Module:**

Recreational Equipment	_____	_____	_____
Inmate Phones/Surrounding Area	_____	_____	_____
Dayroom	_____	_____	_____
Furniture	_____	_____	_____
Shower Areas	_____	_____	_____
Maintenance Closets	_____	_____	_____
Carpet	_____	_____	_____
Vents	_____	_____	_____
Paint	_____	_____	_____

**Other:**

Keys	_____	_____	_____
Forms/Supplies	_____	_____	_____

Problem Areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IR Completed \_\_\_ \_\_\_    CR Completed \_\_\_ \_\_\_    MR Completed \_\_\_ \_\_\_  
                  Yes No                    Yes No                    Yes No

## WEEKLY CHECKLIST – BUILDING C

**Emergency:**

	EMPLOYEE	BADGE	DATE
OWS Airpack – Functional	_____	_____	_____
OWS Airpack – Filled	_____	_____	_____
Flashlight	_____	_____	_____

**Communications:**

Radio(s)	_____	_____	_____
Telephones	_____	_____	_____

**Dormitories:**

Recreational Equipment	_____	_____	_____
Telephones – Pay	_____	_____	_____
Telephones - Inmate Collect Phones	_____	_____	_____
Dayrooms	_____	_____	_____
Furniture	_____	_____	_____
Showers	_____	_____	_____
Washing Machines/Dryers	_____	_____	_____
Maintenance Closets	_____	_____	_____
TV's	_____	_____	_____
Carpet	_____	_____	_____

**Other:**

Keys	_____	_____	_____
Forms/Supplies	_____	_____	_____
OWS Controls/Phone	_____	_____	_____
OWS Furniture	_____	_____	_____

Problem Areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IR Completed        CR Completed        MR Completed

Yes No                      Yes No                      Yes No



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE MOVEMENT AND TRANSFER OF  
INMATES BETWEEN MODULES

**NUMBER:** 09-01-19

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail that we will control and supervise internal inmate movement by jail employees in a way that emphasizes security and prevents escapes. This will be done with a combination of escort officers, selected jail employees, and visual monitoring by Master Control. Jail employees will accompany all inmates, except Inmate Workers and Community Workers.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-10

**INFORMATION:** Movement Logs will be initiated each morning at the end of nightshift by a Team C or D Officer. All inmate movement for that day will be recorded in the Log.

### **PROCEDURE I - Escorted Inmate Movement**

1. When an employee escorts an inmate from the module to another location, they will inform the Module Officer of the inmate's name and destination and record the information on the Module Movement Log.
2. When officers return an inmate to a module, they will inform the Module Officer and log the inmate's return on the Movement Log.

### **PROCEDURE II - Unescorted Movement**

1. If an employee needs an Inmate Worker to perform a job or task they will contact the Inmate Worker Module.
2. The Inmate Worker Module officer will advise the requesting employee when the inmate is ready to go to the designated location.

3. The officer will log the inmate out on the Movement Log and allow them to exit into the corridor.
4. The officer will tell the inmate where to go. The officer will advise Master Control and the area where the inmate is going that the inmate is on the way. The officer at the destination will acknowledge this before the inmate is sent there.
5. The officer and Master Control will be notified when the inmate is ready to return to the module. The officer will acknowledge this before they send the inmate.
6. When the inmate arrives at the module, the officer will log their return on the Movement Log and allow them entry into the dayroom.

### **PROCEDURE III - Inmates Not Arriving at Their Destination**

1. If an inmate does not arrive at the proper destination within a reasonable amount of time, the officer at the destination will contact Master Control.
2. Master Control will check the corridors for the inmate on the video monitors. If the inmate is found, they will be met by an officer and escorted back to the module.
3. The On-Duty Supervisor (ODS) will assign the appropriate employees to complete an Incident Report (IR) and take the appropriate disciplinary action. If there was a legitimate reason for the delay, disciplinary action may be disregarded.
4. If we do not find the inmate on the monitors the ODS will be notified.
5. The ODS will organize a search of the interior perimeter of the facility.
6. If the inmate is found, the ODS will direct the officers present to return the inmate to the module, or to the Disciplinary Module, if appropriate.
7. If the inmate is not found, the ODS will implement the procedures under 08-01-06 Escapes.

### **PROCEDURE IV - Classification Moves**

1. Classification will determine which inmates they will move from one module to another using the procedures detailed in the Classification

policy (17-01-01) and the standards established under the National Institute of Corrections, Objective Jail Classification system. Using this information, they will prepare a Classification Move List.

2. Classification and Module Officers will ensure that inmates being moved gather their belongings and thoroughly clean their rooms. Classification will notify the Module Officer before the move, so that cleaning can be done.
3. The Module Officer will inspect each inmate's room to ensure that they are clean, empty, and free of damage.
4. Classification will note the inmate's departure on the Movement Log and collect the Module Files.
5. Classification will direct the inmates to carry their property and escort them to their new module, enter their arrival on the Movement Log, and give the Module File to the officer assigned to that module.
6. Classification will change the inmate housing assignments in Tiburon.
7. The Module Officer will inform each inmate of their assigned room and instruct them to go to their room, make up their bed, and arrange their property.

#### **PROCEDURE V - Pre-Hearing Segregation Moves**

1. An officer preparing to move an inmate for pre-hearing segregation reasons will determine the need for and request back up assistance if required. The inmate will be restrained prior to being removed from the module.
2. The Module Officer will remove the inmate as quickly and safely as possible. The inmate's property and Module File will be left behind and gathered after the move is complete. The Module Officer will enter the inmate's name on the Module Movement Log.
3. Upon arriving at the new housing location, the inmate will be directed to their room. An officer will enter the inmate's name onto the Module Movement Log.
4. After the move the Module Officer will be responsible for gathering the inmate's property. They will request the officer completing the move, or an assigned Rover, to move the property to the inmate's new module.

5. The Module Officer will assign another inmate to clean the vacated room.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                   **MODULE SUPERVISION**

**NUMBER:**                   **09-01-20**

**EFFECTIVE DATE:**       **July 27, 2007**

**POLICY:**     It is the policy of the Boulder County Jail that officers will supervise their modules in a professional manner. Supervision will be consistent among the modules, except for the differences dictated by Objective Jail Classification procedures.

**SOURCE:**               A.C.A. Standard 4-ALDF-2A-05  
                              A.C.A. Standard 4-ALDF-2A-09  
                              A.C.A. Standard 4-ALDF-2A-11

**INFORMATION:**    Personal contact and interaction between staff and inmates is required and will be facilitated in the safest manner possible.

No inmate, or group of inmates, is given control, or allowed to exert authority over other inmates.

**DEFINITION:**    Personal Pictures - Any picture, be it a photograph or drawing, that is received by an inmate from a family member or friend.

### **PROCEDURE I - Direct Supervision**

1.    Module Officers will remain inside the modules as much as possible to observe and interact with inmates.
2.    The officer will observe inmate's behavior and activities as instructed in the Direct Supervision curriculum.
3.    The officer will record noteworthy, non-offensive information, in Tiburon on the inmate's worksheets. More serious incidents will be documented by writing an Incident Report (IR).

## **PROCEDURE II - Room Checks**

1. Officers will complete a Weekly Module Room Check form. An officer coming on duty will review the checklist to find what sections still need to be completed. Each shift will try to complete the checklist.
2. Officers will inspect each part of the module, as called for by the checklist and record their findings.
3. Officers will inspect each inmate room and make certain that inmates only display personal pictures. No other pictures of any kind can be displayed in the room.
4. If an officer has a question about the appropriateness of a picture, he or she can contact a supervisor to make the final determination on the appropriateness of the picture.

## **PROCEDURE III - Telephone Use**

1. Officers will allow inmates to use the inmate telephone any time during the hours they allow them in the dayroom.
2. Officers will monitor the use of telephones to ensure that misuse is not occurring and that there is equal access for all inmates. If they observe problems, they will instruct the inmate to stop the behavior.
3. If the inmate refuses to cooperate the officer may request back up assistance, at their discretion, and end the call.
4. The officer will determine if a rule violation has been committed and pursue disciplinary action if appropriate.
5. Officers will instruct inmates wanting to make non-collect telephone calls to submit an Inmate Request Form the day before they need the call.
6. The officer will review and respond to these requests at their discretion. Generally, these calls will be related to legal matters. However, if the officer feels that special circumstances or an emergency exists, they may grant the request.
7. After responding to the request the officer will place the Inmate Request form in the inmate's Module File.

#### **PROCEDURE IV - Laundry**

1. On scheduled laundry days an officer will contact the designated Laundry Inmate Worker and coordinate the exchange of dirty laundry.
2. An Inmate Worker will push a cart with clean uniforms and/or linens to the designated module or corridor door along with an empty collection cart.
3. An officer will conduct the exchange of laundry and notify the Laundry Inmate Worker who will retrieve the carts.
4. Officers will watch for extra items of clothing or linen and remove them from the module when they are found. They will remind the inmate about having extra clothing items, or take disciplinary action for repeated offenses.

#### **PROCEDURE V - Medical Rounds**

1. During medical rounds officers will monitor and supervise the activity to ensure the safety of medical staff and the security of the medical cart.
2. Officers and the medical staff will watch inmates to ensure that they consume medications.
3. Officers will document the completion of medical rounds on the Module Log.

#### **PROCEDURE VI - Meals in the Module**

1. A Food Service Inmate Worker will push the meal carts from Food Service to the appropriate area for each of the three daily meals.
2. Food Service will notify the modules when the carts are on the way to the module. Officers will retrieve their carts and coordinate the meal service at the module door.
3. Officers will monitor the meal and record the activity on the Module Log.
4. We will serve the meals in the module dayrooms, unless the inmate is on lockdown or on a level that would require them to eat in their cell.
5. The officer may pursue disciplinary action against an inmate who does not follow their direction regarding meals.

## **PROCEDURE VII - Inmate Mail and Incoming Materials**

1. Night officers will get inmate mail from the Reception Area after briefing and take it to the Module for distribution.
2. All mail will be opened by the officer in front of the inmate and inspected for contraband before they distribute it.
3. The officer will ensure that any property not on the incoming materials lists is placed in the inmate's property bag or bin.
4. The officer will complete an Incoming Property Summary and ensure it is placed in the Inmate Booking File.
5. If an inmate receives cash or money orders through the mail the officer will do the following:
  - a. have the inmate endorse the money order, then write the amount, date and the officer's initials and badge number on the envelope and return the envelope to the inmate to serve as their receipt.
  - b. place the funds in another envelope and write the inmate's name, date and the amount on the outside.
  - c. enter the amount received in the inmate's account in Tiburon.
  - d. ensure the envelope is placed in the designated drawer in Booking soon as possible.

## **PROCEDURE VIII - Module Log**

1. Officers will maintain a twenty-four-hour Module Log that will be kept in the Officer Work Station. The log will be used to record primary activities such as welfare checks, medication rounds, recreation, and meals.
2. Officers on Teams C & D will initiate a new Module Log and collect the one from the previous day.
3. The officer will place the old logs in the designated place for weekly collection.
4. A Team C or D supervisor will collect the Module Logs weekly and store them for one year, and the current year.

**PROCEDURE IX - Inmate Module Rosters**

1. Officers will access Tiburon and print an Inmate Module Roster at the end of each shift.
2. The officer will check the roster to ensure that it is accurate and add any notations concerning inmates.
3. They will give the roster to the oncoming officer for use during their shift.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INCIDENT REPORTS

**NUMBER:** 09-01-21

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to use a systematic means of recording incidents that occur in the jail and to document and investigate such events.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-58  
A.C.A. Standard 4-ALDF-2B-07

### **PROCEDURE I - Completion of an Incident Report**

1. Jail employees will complete Incident Reports to document events and situations beyond the scope of routine operations. These might include, but are not limited to:
  - a. An inmate has threatened or injured someone in the facility, or the security of the facility is threatened.
  - b. Force is used to control an inmate.
  - c. An inmate violates a jail rule.
  - d. An inmate is placed in the Special Management or Disciplinary module upon intake. We have moved an inmate to one of those modules from another module. (Inmate holds for mugs and prints).
  - e. An inmate is deprived of an item usually authorized or suspended from an activity.
  - f. Jail equipment/property has been damaged or broken and the employee feels other personnel need the information.
  - g. A jail employee has information that they should pass on to all other employees to maintain a secure facility, or to aid employees in doing their jobs.
2. The employee will complete the report as soon after the incident as possible, but no later than the end of their shift.

3. The employee will send the report to the On-Duty Supervisor (ODS) electronically and they will review it and complete the appropriate sections.
4. The ODS may direct the employee to modify the report or complete a new report if it is not completed correctly.
5. The approved report will be copied and distributed by the ODS in accordance with dissemination protocols established by the Jail Management Team.
6. The ODS reviewing the report may revise the distribution based on the information contained in the report.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07  
\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: STRIP SEARCHES AND PAT SEARCHES**

**NUMBER: 09-01-22**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to develop an effective system of searching inmates and other persons who enter the facility. We intend this document to be the foundation for an effective, constitutional system for conducting these searches in conjunction with the operation of the jail.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-20  
A.C.A. Standard 4-ALDF-2C-03  
A.C.A. Standard 4-ALDF-2C-04  
A.C.A. Standard 4-ALDF-2C-05  
Section 16-3-405, C.R.S.

### **INFORMATION:**

The Boulder County Jail has a legitimate security interest that can only be furthered through an effective system of searching inmates and other persons who enter the facility. Searches further security interests by: disarming inmates who carry weapons; discovering contraband carried by inmates and others in, or entering the jail; discouraging and/or frustrating inmate efforts to introduce, transport, conceal, possess, or otherwise traffic in drugs, weapons, and other contraband; detecting inmates' injuries, vermin infestation, evidence of previous suicide attempts, needle "tracks" and other problems discoverable through a search process.

Trained jail officers will perform strip searches and pat searches on inmates to reduce the introduction, circulation, and use of contraband in the jail. We will conduct all searches in a professional and reasonable manner. A jail officer of the same sex will conduct pat searches in most cases. Female jail officers can conduct pat searches on male inmates. Male officers will only be allowed to conduct a pat search on a female inmate when no female officer is on duty. This will only occur after the jail officer has been trained on how to conduct a pat search on a female inmate.

## Types of Searches

### A. Frisk Search

1. Frisk searches, or pat searches, are those searches in which an officer rubs or pats the person's body over their clothing in an attempt to detect contraband.
2. Such searches result in a very low level of intrusion, provide only a cursory examination of the person, and are less likely to discover small or well-hidden contraband.

### B. Rub Searches

1. Rub searches are similar to frisk or pat searches, but involve a more thorough, or intensive search process, including a systematic rubbing of body surfaces through the clothing. Rub searches include the genital, buttocks, and breast (of females) areas.
2. Though more intrusive than frisk searches, rub searches are still considered a low level of intrusion.

### C. Strip Searches

1. Strip searches are one that requires a person to remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, arms or female breasts of such person.
2. Strip searches are very intrusive and may result in embarrassment and humiliation.

### D. Visual Body Cavity Searches

1. Visual body cavity searches are strip searches that include the visual inspection of the anus and/or vaginal area, generally requiring the person:
  - (a) to bend over and spread the cheeks of the buttocks;
  - (b) to squat; and/or
  - (c) to otherwise expose body cavity orifices.
2. Digital penetration of the anus or vagina of a person is the most intrusive of all searches.

## Justification for Searches

- A. General
  - 1. A jail is a unique place fraught with serious security dangers.
  - 2. Smuggling of money, drugs, weapons, and other contraband is a common occurrence.
  - 3. Trafficking, carrying, using, concealing, and otherwise possessing contraband is not limited only to inmates who are in jail for violent or drug-related crimes. Prisoners, whether pre-trial or convicted, misdemeanants or felons, men or women, violate jail contraband regulations.
    - a. There is no basis for concluding that pretrial inmates pose any lesser security risk than convicted inmates.
    - b. It is reasonable to assume that low risk inmates would be enlisted to help obtain contraband or weapons by their fellow inmates.
- B. Strip Searches and Visual Body Cavity Searches may be conducted in these instances:
  - 1. Inmates returning from contact visits;
  - 2. Inmates in or leaving Administrative Segregation or other restricted area;
  - 3. Before transportation to court, a medical clinic, or similar venue;
  - 4. Return to jail from outside activities;
  - 5. While on work projects outside the jail perimeter;
  - 6. Return from inmate activities within the jail.
  - 7. On newly arrested individuals if there is reasonable belief that the individual is concealing a weapon or a controlled substance, or that the individual, upon identification, is a parolee or an offender serving a sentence in any correctional facility in the state or that the individual is arrested for driving while under the influence of drugs.
- C. Because of the very high level of intrusion involved, the privacy interests of inmates do not permit blanket digital body cavity searches.
  - 1. The standard for justifying digital body searches is reasonable suspicion to believe that the arrestee is carrying

- or concealing weapons, drugs, or other contraband in the rectum or vagina.
2. Reasonable suspicion, as used in this policy, refers to that quantum of knowledge sufficient to induce a prudent and judicious officer to believe the subject is carrying or concealing contraband in the rectum or the vagina.
  3. Reasonable suspicion should be individualized suspicion, established on a case-by-case basis.
- D. People charged with traffic or a petty offense will not be strip searched before arraignment. Only those people listed under C.R.S. 16-3-405 may be strip-searched. This includes those people for whom there is a reasonable suspicion that they are concealing a weapon or a controlled substance or that the person is a parolee, or an offender serving a sentence in any correctional facility in the state, or that they arrest the person for driving while under the influence of drugs.
- E. All strip searches will be performed by a person of the same sex and in an area that cannot be observed by persons not conducting the search.
- F. Before conducting a strip search an officer must first receive written permission from a supervisor. (See Attachment A).
- G. Body cavity searches, other than the mouth, will be conducted by a licensed physician under sanitary conditions.
- H. These provisions will not apply after arraignment, or when the court remands a person to our custody pursuant to a court order.
- I. A peace officer, or other jail employee who knowingly or intentionally fails to comply with C.R.S. 16-3-405, commits second-degree official misconduct, as defined in C.R.S. 18-8-405.
- J. If contraband is found during any search, the On-Duty-Supervisor (ODS) will determine what action they will take and the documentation to be generated.

### **PROCEDURE I - Searching Arrestees at Admission**

1. The officer assigned to dress in an inmate will obtain the plastic crate containing the inmate's property, appropriate paperwork, and Property Label sheets from Booking.

2. All personal property will be placed in a numbered bin in the Booking Property Room and secured.
3. A property bag will then be obtained from the Property Room and a copy of the Property Label sheet will be placed in the clear plastic slot on the front of the bag. The officer will also collect the inmate's jail-issued clothing and linen.
4. The property bag and jail issued items will then be taken to one of the two changing rooms. The officer will place the jail clothing, linen, and property bag in the changing room. The crate will remain in the hallway.
5. The officer will escort the inmate to the changing room and instruct him or her to remove all of their clothing except undergarments. As they remove the clothing, the officer will instruct the inmate to place the items in the property bag. Unless a strip search is authorized, the officer may not view the person while they disrobe.
6. To ensure no further contact with the clothing, the officer will take the property bag. If a strip search is authorized, the officer will visually inspect the inmate for signs of secreted weapons, drugs, or other contraband. (Note: If items of this nature are found, the officer will implement Procedure II - Strip Searches for those inmates who must be strip searched.)
7. The officer will take the property bag, step into the hallway and instruct the inmate to remove their undergarments, shower, and dress in the jail clothing. Once the inmate has dressed, the officer will instruct him or her to place the undergarments in the property bag.
8. The officer will secure the inmate in the changing room, take the bag to the Property Room and hang it on the clothing carousel in the assigned numerical location.
9. The officer will place the balance of the inmate's property in the assigned property bin. Items that will not fit into the property bag or bin will be placed in a plastic bag, labeled with the inmate's name and placed on the carousel above the assigned numerical location of the property bag.

## **PROCEDURE II - Strip Searches**

1. The legal status of the inmate being strip-searched, and the reason, will dictate where the search occurs. Strip Searches will be done on Sentenced and Felony Arrests, only if probable cause exists. Misdemeanor Arrests are stripped to there under garments and a visual

inspection is done to look for wounds, infections and diseases. The officer conducting the search will escort the inmate to a designated location that affords the inmate privacy.

2. The officer will instruct the inmate to face forward and remove each item of clothing, one piece at a time. The officer will check each item for contraband and/or weapons, keeping the inmate in sight at all time, to prevent the disposal of contraband.
3. Once the inmate has removed all of their clothing, the officer will instruct them to face forward and do the following:
  - a. Comb their fingers through the hair and then bend over, shaking out the hair.
  - b. Pull each ear down and let it up, allowing the officer to inspect inside and behind the ear.
  - c. Open their mouth and move the tongue back and forth. Use their finger to sweep the inside of the upper and lower lip. The officer will visually inspect the inside of the inmate's mouth.
  - d. Lift their arms above the head, turn around slowly and spread fingers apart while the officer visually inspects each underarm.
  - e. If the inmate is female, lift her breasts one at a time with one hand for a visual inspection.
  - f. If the inmate is male, lift his testicles with one hand and pull back the foreskin of the penis, if not circumcised, for a visual inspection.
  - g. Bend over and spread his or her buttocks and cough.
  - h. Stand upright and lift each foot for a visual inspection of the bottoms.
4. The officer will instruct the inmate to shower, dress, and then escort them to their assigned housing area.
5. If an officer discovers contraband during a strip search, they will implement Procedure VI - Discovery of Contraband or Weapons During a Search.

### **PROCEDURE III - Non-Routine Strip Searches**

1. When an officer feels that there is reasonable suspicion that an inmate or arrestee who would not routinely be strip-searched is concealing a weapon or contraband, they will contact the ODS, explain the situation and request written permission to conduct a strip search.
2. The ODS will evaluate the circumstances and approve or deny the request in writing.

3. If approved, the officer will escort the inmate or arrestee to an appropriate location and conduct the search as described in Procedure II - Strip Searches.
4. If the officer discovers contraband, they will implement Procedure VI - Discovery of Contraband or Weapons During a Search.
5. The officer will instruct the individual to dress and escort them to the assigned housing area.
6. Whether or not contraband is found, the officer will complete an Incident Report (IR) detailing the reason for the search, name the supervisor giving written approval and forward it to the ODS.

#### **PROCEDURE IV - Strip Searches Following Contact Visits**

1. Following a contact visit, the Visitation Officer will take each inmate into the search room between the Visitation Room and the Administration Corridor and conduct individual strip searches one at a time.
2. The officer will instruct each inmate to remove his or her clothing, one item at a time. They will check each item for contraband or weapons.
3. The officer will conduct a strip search as described in Procedure II - Strip Searches.
4. If the officer discovers contraband they will implement Procedure VI - Discovery of Contraband or Weapons During a Search.
5. The officer will instruct the inmate to dress and wait to be escorted back to their housing area.

#### **PROCEDURE V - Shakedown Strip Searches**

1. The officer assigned to conduct strip searches, as part of a module shakedown will escort inmates one at a time to a designated location until they have searched all inmates.
2. The officer will conduct individual strip searches as described under Procedure II - Strip Searches. They may give inmates clean uniforms and linen following a shakedown strip search.

3. If the officer discovers contraband they will implement Procedure VI - Discovery of Contraband or Weapons During a Search.

### **PROCEDURE VI - Discovery of Contraband or Weapons During a Search**

1. An officer who finds contraband or a weapon during a strip search or a pat search will immediately notify the ODS.
2. If the contraband is legal to possess, but is considered contraband in the jail, the officer will place it in the inmate's property bag or bin and list the item(s) on the Inmate Property Label sheet.
3. The officer will confiscate any items found which are of a criminal nature. They will retain possession of the contraband until it is appropriately secured with the Evidence Section.
4. If necessary, they may escort the inmate to another location while the investigation continues. If not, they may return them to their module, or the Disciplinary module, as directed by the ODS.
5. The ODS will evaluate the seriousness of the circumstances and if necessary notify the Jail Division Chief. The ODS and/or the Division Chief will decide if criminal charges are to be filed.
6. The ODS will decide what type of assistance, if any, they may require from the Operations Division. They will contact Operations Division personnel and request such assistance, if necessary.
7. The ODS will instruct the officer discovering the contraband to complete an IR and Crime Report, as necessary.

### **PROCEDURE VII - Strip Searches of Persons of Uncertain Gender**

1. In a case where the sex of the individual to be strip-searched is uncertain, the Booking Officer will give the individual a Statement of Preference form.
2. The Booking Officer will review the Statement of Preference form with the individual and direct them to complete it as indicated.
3. The Booking Officer and a second jail employee will witness the person's choice by signing the Statement of Preference form.

4. The Booking Officer will advise the officer assigned to conduct the strip search and dress-in of the situation. The officer will conduct the search and dress-in the inmate.
5. Before assigning the inmate to a housing area, the Booking Officer will advise the medical staff of the situation. The assigned medical person will examine the inmate.
6. The ODS will consider the inmate's gender preference, the findings of the medical staff, and the security needs of jail in making the housing assignment.
7. The officer completing the dress-in will place the completed form in the inmate's Booking File.
8. The Booking staff will complete an informational Incident Report (IR) concerning the event.
9. Classification will be notified as soon as possible of this inmate's status, so that they may evaluate the appropriate classification status.
10. If the inmate refuses to complete the Statement of Preference Form, we will house them in the Booking Isolation Cell on non-processed segregation status until they comply.

#### **PROCEDURE VIII - Pat Searches Upon Admission to the Jail**

1. The officer conducting a pat search will instruct the arrestee to be searched to face the Intake Garage wall. The officer will ask the arrestee if they have any sharps hidden on their person.
2. The officer will perform the following tasks using approved techniques and look for the following items:
  - a. Remove any hat or wig the arrestee may be wearing.
  - b. Visually inspect the arrestee's head, hair, and face for contraband or any sign of illness.
  - c. Check the arrestee's collar and neck for jewelry or neckties. Remove these items, if found.
  - d. Remove all earrings, or other such jewelry, if at all possible. Consult with Medical if any questions exist.
  - e. Pat their hands over the outside of the arrestee's clothing covering the torso and pat their hands between any layers of clothing covering the same area. (Note: Female officers pat searching

- females will run her hands over the female's shirt or blouse under her breasts and between them.)
- f. Pat their hands over the arrestee's arms from the shoulder to the wrist removing any watches or jewelry.
  - g. Remove all rings excluding wedding bands.
  - h. Pat their hands between the arrestee's waist and clothing, removing any belt found.
  - i. Empty the arrestee's pockets.
  - j. Count all currency in front of the arrestee and arresting officer.
  - k. Give any illegal contraband to the arresting officer.
  - l. Pat the arrestee's buttocks, the inside of their legs and groin.
  - m. Pat their hands over the outside of the arrestee's clothing from the hip to the ankle.
  - n. Have the arrestee untie their shoes and ask them to step out of them. If necessary, help the arrestee out of the shoes.
3. All property will be placed in a clear plastic property bag.
  4. The officer will thoroughly check the contents of any purse or briefcase. Suitcases or backpacks are not accepted due to lack of storage space. The arresting officer must handle them according to their department policy.
  5. We will retain all accepted property. Smaller personal property, i.e., jewelry, wallets, watches, etc., will be placed in a plastic bag. All other items will be placed in a plastic property basket pending the Booking process. The basket will be placed behind the booking desk.

### **PROCEDURE IX - General Pat Searches**

1. Pat searches conducted on inmates at times other than initial intake, or others with approval of the ODS (i.e., an inmate or their visitor is suspected of concealing contraband), will follow the procedures as discussed in Procedure VIII - Pat Searches Upon Admission to the Jail.
2. Because we have already housed the inmate, the officer will make the following procedural changes:
  - a. Instruct the individual to face an available wall in the nearest corridor.
  - b. Instruct the individual to place their hands on the wall in front and above them.
  - c. Thoroughly search and return to the individual any property that is not contraband.

3. If an officer discovers contraband or a weapon, they will follow the steps listed under Procedure VI - Discovery of Contraband or Weapons During a Search.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date

**BOULDER COUNTY JAIL  
STRIP SEARCH APPROVAL**

Inmate's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Badge No: \_\_\_\_\_

2<sup>nd</sup> Officer: \_\_\_\_\_ Badge No: \_\_\_\_\_  
(If applicable)

Pursuant to C.R.S. 16-3-405 the above named inmate was strip searched with the approval of the following supervisor on this date.

\_\_\_\_\_  
Supervisor's Signature



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** TIBURON CRIME REPORTS/INCIDENT REPORTS

**NUMBER:** 09-01-23

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide a systematic means of reporting crimes or major incidents. These incidents are documented within Tiburon, the official Jail Management and reporting system of the Sheriff's Office.

**SOURCE:** Tiburon Supplementary Manual/On-Line Crime Reports  
A.C.A. Standard 4-ALDF-7D-20  
A.C.A. Standard 4-ALDF-7D-22

**INFORMATION:** The Boulder County Jail recognizes there will be situations in the jail where normal Incident Reports (IR), completed in Word, will not meet the reporting standards of the Sheriff's Office.

Other than the normal use of Tiburon IR's related to warrant arrests during the booking process, the On-Duty Supervisor (ODS) will determine the need for a Tiburon report based on the circumstances of the event.

### **PROCEDURE I - Completion of a Tiburon Base Case Report**

1. An employee or ODS will obtain a Case Report number through the Tiburon system. If the system is not operating, employees will contact either the Records Division or Communications to obtain the number.
2. The jail employee (Reporting Officer) assigned to complete the Tiburon report by the ODS is ultimately responsible for insuring that the Base Case is completed in Tiburon.
3. A jail supervisor will approve or disapprove Tiburon reports completed by jail employees. Boulder County Sheriff's Office standards for approving reports will

apply. If a supervisor disapproves a report, they will assign it back to the officer who entered it. That officer will be responsible for correcting any deficiencies.

4. Crime Reports (CR) and IR's needing further follow up will be assigned at the discretion of the approving supervisor, with the knowledge of the Jail Division Chief.

Although not limited to the following, these are some situations that may apply within the Jail for Tiburon Incident Reports:

- a. An employee loses any facility keys, an identification tag, or a badge
- b. Damage to county property occurs
- c. A fire occurs
- d. An attempted or completed suicide occurs
- e. Other significant events, which may provide information or intelligence to other divisions or agencies

5. Base Case Information:

- a. Appropriate Colorado Revised Statutes or incident classification codes and titles are used. The proper incident classifications are listed in Appendix A.

6. Location of the Offense and Associated Persons:

- a. In most situations involving the jail, the location of the offense will be 3200 Airport Road. The GEO Code for the jail is P10. Jail personnel involved in situations away from the jail will use that specific location for the report.
- b. Employees will obtain all possible indexing information. This includes, but is not limited to: full name, date of birth, addresses, telephone numbers, social security numbers, height, weight, hair and eye color. Most of this information may already exist in Tiburon records.
- c. The victim is indexed and always referred to as the victim. When the victim is also the complainant, the reference is still the victim. When the Sheriff's Office or an officer is the victim, they are indexed as the victim. Officers are not indexed as complainants or witnesses.
- d. Abbreviations are to be avoided when possible.

7. Associated Property:

- a. Realistic property values are either obtained or estimated by the employee at the time of the report.
- b. Property serial numbers are obtained whenever possible.

## **PROCEDURE II - Report Structure**

The narration of a Tiburon report is broken down into two sections headings: SYNOPSIS and DESCRIPTION. Narrations are completed in the first person.

1. Synopsis - a summary limited to approximately nine (9) lines stating how the officers became involved with the report and generally what happened. Brevity is critical.
  - a. Part of the synopsis will indicate the status of the report at the time the employee took it. The following are the accepted statuses of all reports in Tiburon:
    1. OPEN: Further investigation is needed.
    2. UNFOUNDED: Crime is reported, but none was committed.
    3. CLEARED BY ARREST: When the case is solved by arrest or summons.
    4. CLOSED: To be used for incident reports when no crime has been committed and no further action is to be taken on the information of the report.
    5. INACTIVE: When a case has not and cannot be solved due to the lack of evidence, suspects, information or leads.
    6. EXCEPTIONALLY CLEARED: When the suspect has been identified and one of the following applies:
      - Death of Offender
      - Dropped by Complainant
      - Handled by Other Agency
      - Warrant Issued, Defendant at large
      - D.A. Refused Prosecution
2. DESCRIPTION - that portion of the narrative of the Tiburon report that is the precise chronological and/or logical sequenced description of the situation that includes all interviews, discovery of evidence, observations, probable cause for arrest, etc. Employees should always end it with the status of the report and the statement "END OF REPORT".
3. SUPPLEMENTAL REPORTS - A report completed by assisting personnel to document their involvement and information obtained, as it relates to the original base case investigation. It contains only information unique to their participation in the event. To reduce duplication, assisting personnel will coordinate with the base case employee to determine what information is already in the report. The report has two sections: SYNOPSIS AND DETAILS.

- a. A supplemental report documents additional information or follow up to the original base case.
  - b. When multiple cases are cleared by arrest, the Sheriff's Office requires supplemental reports for each cleared case. A more detailed supplement may be done for one case and lesser-detailed supplements are completed for the others concerning the detailed supplement.
    - 1. Synopsis - the synopsis of a Tiburon Supplemental report will briefly state the nature of the report and a change of the status of the report, if appropriate.
4. DETAILS - The Detail portion of a Tiburon report will be similar to the Description narrative. It will contain information, generally in a sequential manner of pertinent details presented by the author.
- a. A supplemental report is always ended with the statement, "END OF REPORT".
  - b. If the report status changes as a result for the supplement, the new report status will be entered before the statement "END OF REPORT".

**PROCEDURE III - Report Assignment/Case Review**

- 1. Report review and assignment
  - a. The Jail Management Team will appoint a jail supervisor to review all Tiburon reports generated by jail employees in a timely manner. He or she will be responsible for checking the standards set by the Sheriff's Office regarding Tiburon report standards related to accuracy, consistency, and grammar. The supervisor will then assign reports for investigation as appropriate. Assignments for follow up in criminal matters will be completed within two days following the completion of the report in Tiburon.
    - 1) In all criminal cases handled by the jail, the report will be assigned to either the reporting officer or an investigating officer within the Jail.
    - 2) The responsible officer will insure a completed case file is sent to the District Attorney's Office for criminal filing in any criminal case. If there is an arrest, before a case file review by the District Attorney, a completed case file will be forwarded to the District Attorney within three days of the arrest.
  - b. The responsible officer's supervisors will monitor the investigation to insure effective and efficient completion.

- c. When assistance is required from Operations Division detectives, the jail supervisor reviewing the reports will coordinate the assignment of the Tiburon report through a detective supervisor. Any report may be reviewed and forwarded to the detectives for investigation by the Jail Division Chief.

2. Disapproved Reports

- a. The supervisor disapproving the report will send a message, via LAN E-mail, to the authoring officer stating the reasons for the disapproval, and what is needed to make to report compliant to Tiburon standards.
- b. Supervisors will monitor disapproved reports to ensure employees submit corrections within a timely manner. Corrections will be completed within five days.

3. Case Review

- a. The employee's supervisor will be responsible for conducting case reviews with the investigating officer. The supervisor will monitor the investigation to insure the status of the case and to make recommendations to help the investigating officer in reaching a disposition.
- b. A monthly review of each case assigned will be completed by the supervisor.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date

**ATTACHMENT A**  
**Tiburon Report Coding Reference**

**Tiburon Case Status**

01	Open	06	Exceptionally Cleared; Death of offender
02	Inactive	07	Exceptionally Cleared; Dropped by complainant
03	Cleared by arrest	08	Exceptionally Cleared; Handled by other department
04	Unfounded	09	Exceptionally Cleared; WIDAL (Warrant issued.)
05	Closed	10	Exceptionally Cleared; Refused prosecution
		11	Exceptionally Cleared; Other

**Geo Codes**

The geographical code for the location of offense is determined by the reporting officer as taken from the official Boulder County map. This map has two locator guides printed on it; the vertical axis's of the map are the letters A-X, the horizontal axis's are the numbers 1-33. The Geo Code consists of the letter (a vertical axis), and the number (a horizontal axis) in that order.

The Jails Geo Code is P10

**Premise Type**

01	Single Occupancy	08	Motor vehicles
02	Apartments and other residences	09	Other mobile property
03	Storage areas	10	Wild lands, crops, fences, etc.
04	Industrial and manufacturing	11	Highway, streets
05	Intentionally left blank	12	Commercial house
06	Community Buildings/Public Buildings	13	Gas station
07	Out Buildings, Monuments, under construction	14	Left blank
		15	Bank

**Arson Habitability** (Required only for fires)

Y - Yes (Meaning it is a structure and was in active use.)

N - No (Meaning it is not a structure or was uninhabitable, abandoned or not normally used.)

**Scars, Marks and Tattoos**

Type of feature	Body Location:		
T - Tattoo	HE - Head	BA - Back	BR - Breasts
S - Scar	FA - Face	LA - Left arm	LL - Left leg
M - Mark	NE - Neck	RA - Right arm	RL - Right leg
D - Deformity	CH - Chest	LH - Left hand	LF - Left foot
A - Amputation	AB - Abdomen	RH - Right hand	RF - Right foot
			BU - Buttocks

## BCSO Tiburon Coding References

Incident Report Classification - Incident classifications are entered in the offense field using the following classifications:

ACC WARN - Animal control warning	LIC LIC - Liquor license application
ACC BCSD - BCSO accident or damage To County property	LOST PERS - Lost person
ACC DEATH - Accidental death	LOST PROP - Lost property
ACC SHOT - Accidental shooting	MED ASST - Medical assist
AGEN AST - Outside agency assist	MENT HOLD - Mental hold
AIR CRASH - Aircraft crash	MISS PERS - Missing person
ANIM IMP - Animal impound	MITTIMUS - Mittimus arrest
ARC - Alcohol recovery hold	OFF INFO - Officer information
ATT SUIC - Attempted suicide	OTH FIRE - Other fire
AUTO IMP - Automobile impound	PAR VIO - Parole violation
BITE REP - Bite report	PAROLEE - Parolee
CHINO - Child in need of over site	PROB VIO - Probation violation
CIV DISP - Civil dispute	REC PROP - Recovered property
CIVIL IMP - Civil impound	RUNAWAY - Runaway
CLIM RESC - Climbing rescue	SAR - Search and rescue
CWP - Concealed weapon permit	SEX OFFEND - Sex offender
COUR HOLD - Court hold	SUS ACT - Suspicious activity
DOG IMP - Dog impound	TRA DEATH - Traffic death
DOM DISP - Domestic dispute	TRAN ORD - Transportation order
EM HSE AR - Empathy house arrest	UNATT DEA - Unattended death
FALL CLIM - Fallen climber	VEH FIRE - Vehicle fire
FOUND PRO - Found property	VOID CR - use to void erroneous CR
GRND FIRE - Ground fire	WAR ARR - Warrant arrest
HAZ MAT - Hazardous materials	WAR QUASH - Warrant quash
INJ ANIM - Injured animal	UNCLASS - Unclassified

### Larceny Codes

01 - Pocket picking	05 - Motor vehicle parts and accessories
02 - Purse snatching	06 - Bicycles
03 - Shoplifting	07 - From building (except 03 and 08)
04 - From inside motor vehicle	08 - From any coin operated machine
	09 - All other

### Weapon Codes

- 01 - Firearm
- 02 - Knife or cutting instrument
- 03 - Other dangerous weapon
- 04 - Hands, fists, feet, etc.

# Boulder County Sheriff's Office: Jail In-Custody Arrest Coversheet

Arrestee's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Arrestee's  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Reporting Deputy Name: \_\_\_\_\_ # \_\_\_\_\_

Investigating Deputy Name: \_\_\_\_\_ # \_\_\_\_\_

## Case File Contents:

_____ Index all persons involved information	_____ Teletypes-originating
_____ Victim written statements	_____ Consent to search(s)
_____ Witness written statements	_____ Search warrant affidavit(s)
_____ Index Property involved	_____ Arrest affidavit(s)
_____ Index Vehicles involved	_____ Serious Bodily Injury Form
_____ Suspect written statements	_____ Medical Release Form(s)
_____ Property / Evidence sheets	_____ Photographs
_____ Line up(s)	_____ Other

Primary Deputy indicates which assisting deputies are doing supplemental reports on this case.

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_  
# \_\_\_\_\_

Deputy comments related to case follow up:

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Base case report included \_\_\_\_\_ (Supervisor use only)  
Supplemental report(s) included \_\_\_\_\_ (Supervisor use only)  
Received by \_\_\_\_\_ in DA's Office, Date: \_\_\_\_\_



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** LOST OR FOUND ITEMS

**NUMBER:** 09-01-24

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to attempt to identify the owner of lost and found items, or it will be disposed of according to established guidelines.

**SOURCE:** None

### **PROCEDURE I - Employee Responsibility for Non-weapon and Non-Contraband Items**

1. An employee finding lost or misplaced property will complete an Incident Report (IR) detailing the following:
  - a. a description of the item
  - b. where and when it was found
  - c. any additional information that could lead to finding the owner.
2. The employee will forward the item and a completed IR to the On-Duty Supervisor (ODS). The ODS will ensure that they send a copy to the Support Services Sergeant.
3. The ODS will place the item in the "Just Found Property" section the property cabinet in the Booking Property Room with a copy of the IR attached.

### **PROCEDURE II - Supervisory Responsibility for Non-Weapon and Non-Contraband Items**

1. The designated Sergeant will be responsible for the misplaced items in the property cabinet.

2. The Sergeant will attempt to identify the owner and return the property. If they cannot identify the owner, the property will be left in the cabinet for thirty days.
3. After thirty days the Sergeant will complete a Case Report for all items, using the Property Inventory Sheet, and transfer all unclaimed items to Sheriff's Evidence according to the established guidelines for disposal.

**PROCEDURE III - Employee Responsibility for Found Weapons and Contraband**

1. Any employee finding weapons or contraband will complete Incident, Case and Property Reports, and send the item(s) to the Evidence Section as soon as possible.
2. A copy of the IR will be forwarded to the designated Property Sergeant and the Support Service's Sergeant.

**PROCEDURE IV - Property Stained with Body Fluids or Otherwise Considered a Health Threat**

1. Property stained with body fluids, or items that poses a health threat to the facility, and are not considered evidence, will be disposed of by forwarding it to the Evidence Section as soon as possible.
2. Incident, Case, and Property Reports will be completed and attached to the property. Copies should also be forwarded to the designated Sergeant and the Support Service's Sergeant.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: WEARING OF ID WRISTBANDS BY INMATES**

**NUMBER: 09-01-25**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to issue all inmates a wristband for identification purposes. This will occur after they have been interviewed by classification and the proper custody level is assigned using Objective Jail Classification standards. The wristband is the property of the Boulder County Sheriff's Office and will not be removed until the inmate is released.

**SOURCE: None**

### **PROCEDURE I - Wearing of Wristbands**

1. All classified inmates will be issued a wristband, which the inmate will display at all times. The wristband will be used to properly identify inmates receiving medications from Health Services, commissary orders, inmates being released or transported, etc.
2. Employees serving meals to inmates will verify that the inmates are wearing a wristband each time meals are served. The meal will not be withheld from the inmate if they are not wearing the wristband, but the employee will determine why the inmate is not wearing one and take the appropriate action.
3. If an inmate removes, tampers with, or damages the wristband they may be charged with a violation of Major Rule #18.
4. If we must issue another wristband to an inmate, due to their negligence or willful damage, we will assess them a five (\$5) dollar fee, which will be debited from their inmate cash account by the ODS signing-off the IR.
5. If the inmate is indigent we will issue another wristband at no charge. However, if the inmate later receives funds in their inmate account, the five (\$5) fee will be assessed then.

**PROCEDURE II - Issuance of the Wristband**

1. Once an inmate has been formally classified, a Classification Officer will contact Booking and give them the name of the inmate. Booking will then print out a photograph of the inmate, which will also contain the following information: Inmate's Name, Hair Color, Sex, Height, Weight, Booking Number, Race, and Date of Birth.
2. Classification will laminate this information onto a wristband and issue it to the inmate by using the appropriate tools and metal rivets to attach it to the inmate's wrist.

**PROCEDURE III - Removal of the Wristband**

1. If/when an inmate undergoes reassessment and his or her classification custody level changes, a Classification Officer will remove the old wristband and issue a new one.
2. When we release an inmate from custody, the releasing officer will remove the wristband and destroy it. Wristbands will not be released with/to an inmate.
3. If we temporarily transfer an inmate from the Boulder County Jail to another facility on a Writ, or other legal process, the wristband will be left on. If the wristband is removed while in the custody of another facility, Classification should be notified upon the inmate's return, so that they can issue a new one.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** USE OF THE RESTRAINT CHAIR

**NUMBER:** 09-01-26

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to use the restraint chair to restore order, control combative and aggressive inmates, protect inmates from self-harm, and to stop or prevent the destruction of property. The restraint chair will be used without excessive force and is not applied as punishment or retaliation. A supervisor must approve the use of the chair and Medical will be consulted if necessary.

**SOURCE:** A.C.A. Standard 4-ALDF-2B-01  
A.C.A. Standard 4-ALDF-2B-02  
A.C.A. Standard 4-ALDF-2B-03

**INFORMATION:** The restraint chairs will be kept in Booking and when we confine someone to a chair they will be placed in a Holding Cell.

### **PROCEDURE I - Behaviors Leading to Use of the Chair and Supervisory Approval**

1. When an arrestee enters the Jail and displays combative or aggressive behavior, attempts to injure themselves or others, or causes property damage, the restraint chair is one tool that may be used to restore order.
2. If an inmate already assigned to jail housing displays similar behavior, the restraint chair may also be used to control them. We may take the chair to the housing area or we may escort the inmate to Booking and place them in it.
3. The On-Duty Supervisor (ODS) will decide if the restraint chair is to be used. If there are exigent circumstances during which there is no opportunity to obtain this approval, the ODS will be contacted as soon after the fact as possible. He or she will then decide to approve or discontinue use of the chair.

4. Medical will be consulted if there are any concerns about placing someone in the chair.
5. Under no circumstances is the restraint chair to be used for punishment or retaliation to an inmate.

### **PROCEDURE II - Steps to Follow in Placing Someone in the Chair**

1. A minimum of four officers will be present to help in placing someone in the chair.
2. The ODS will clearly advise each officer what his or her role is.
3. Three officers will place the arrestee/inmate in the chair.
4. One officer will secure the ankles into the ankle restraints of the chair.
5. If the person is handcuffed, one officer will remove the cuffs from a wrist and place it into the chair's arm/wrist restraint. Another officer will control the other arm until it is ready to be restrained and it will then be placed in the other arm/wrist restraint on the chair.
6. Once both wrists and ankles are secured, the seatbelt will be placed around the person.
7. After applying the seatbelt the shoulder harness will be placed around the person.
8. Officers will ensure that they fasten straps in a way that does not cut off circulation. If signs of medical distress are noticed medical personnel will check the inmate.
9. Once the person is secured in the chair they will be placed in a Holding Cell, so that Booking personnel can observe them every fifteen minutes. Medical should make periodic checks when they are available. These checks should be documented on the Booking Log.
10. Officers will loosen the person's wrist and ankle restraints each hour, one at a time, and they will be directed to move each to ensure proper circulation.
11. If the person in the chair must use the restroom, the ODS will decide if and when to let the inmate out of the chair. The ODS will weigh the inmates

potential discomfort and embarrassment against the risk of injury to the inmate and others.

### **PROCEDURE III - Steps to Follow in Removing Someone from the Chair**

1. When the person displays a willingness to cooperate, the ODS will decide when to remove them from the chair.
2. A minimum of three officers will be present to remove the person.
3. The ODS will clearly advise each officer what his or her role is.
4. They will loosen the wrist restraints one at a time. The person will be directed to flex their fingers several times to help the circulation.
5. The ankle restraints will then be removed one at a time. The person will be directed to extend the legs one at a time to help the circulation.
6. The ODS will again assess the appropriateness of removing the person from the chair.
7. If the ODS determines that removing the person from the chair is appropriate; the shoulder harness will be released.
8. The seatbelt will then be removed.
9. Two officers will assist the person to a standing position and help him or her to another area of the Holding Cell if deemed appropriate. The chair will be removed from the Holding Cell.
10. The person will be kept in the Holding Cell for observation until the ODS determines that they can remove them.

### **PROCEDURE IV - Documenting the Incident**

1. After a person is removed from the chair the ODS will direct someone to prepare an Incident Report (IR) regarding the use of the chair.
2. At a minimum, the IR will detail the following:
  - a. Justification for using the restraint chair;
  - b. Amount of force required securing the inmate in the chair;
  - c. All involvement of Medical;
  - d. Steps taken to observe and monitor the inmate;

- e. Each release from the chair and the reason for the release;
- f. Any unusual occurrences while the inmate is in the chair; and
- g. All jail personnel involved in the incident.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** PORNOGRAPHY, SEXUALLY EXPLICIT MATERIALS,  
AND OTHER PROHIBITED PUBLICATIONS

**NUMBER:** 09-01-27

**EFFECTIVE DATE:** January 1, 2008

**POLICY:** It is the policy of the Boulder County Jail to prohibit inmates from receiving and possessing any pornography, sexually explicit materials, or other publications that could seriously hinder security and compromise safety.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-07  
A.C.A. Standard 4-ALDF-5B-08

### **DEFINITION:**

Pornography and sexually explicit material - For purposes of this policy, pornography and sexually explicit materials are any book, booklet, pamphlet, magazine, periodical, newsletter, newspaper, drawing, literature, personal pictures, computer graphics, or similar materials published by any individual, organization, company or corporation containing photographs of female breasts, female genitalia, male genitalia, the anus or pubic area, depict graphic sexual activity, or that are sexually suggestive. This includes a see-through covering, such as lace, mesh, body paint, or similar matter that exposes any of the above.

Other Publications – tattoo art or similar magazines.

### **INFORMATION:**

The Jail Management Team (JMT) has deemed that prohibiting pornography and sexually explicit materials is necessary to maintain jail security, rehabilitate sentenced inmates, and reduce sexual harassment of female employees.

The ban on tattoo magazines, which often contain sexually graphic and gang-related symbols, are not rehabilitative and may contain negative messages or connotations, inflammatory references, or stimuli that reinforce criminogenic behavior. This belief is founded in security and safety concerns, which we regard

as a legitimate governmental objective and are considered reasonable goals in managing the Boulder County Jail.

Employees will destroy and properly dispose of prohibited materials.

Nothing in this policy bans sexually explicit letters between consenting correspondents, sexually explicit articles, or photographs of clothed individuals.

### **PROCEDURE I - Receiving Prohibited Materials**

1. Jail employees will not permit inmates to receive or possess any of the prohibited materials listed above.
2. Employees will inspect magazines and other loose-leaf mail to determine if they contain any prohibited material. The Jail will return prohibited items sent from publishers. Reception personnel will use a rubber stamp and stamp the item "Return to Sender." If the publication does not contain any prohibited material officers may deliver it to the inmate.
3. Any Sheriff's Office employee finding prohibited materials will immediately take possession of it.
4. Magazines or loose leaf mail containing prohibited materials found in the possession of an inmate will be brought to the attention of the On-Duty Supervisor (ODS). The ODS will direct someone to dispose of the item and complete an Incident Report (IR), insuring that the inmate gets a copy.
5. Personal photographs depicting nudity will be confiscated and placed in the inmate's property in the Booking Property Room. The Jail will not dispose of these photographs.

### **PROCEDURE II - Possession of Prohibited Materials**

1. Any inmate found to have prohibited materials in their possession will be violating a Major Rule and the employee should take the appropriate disciplinary action.
2. An officer finding that such prohibited material is possible evidence in a criminal prosecution, i.e., child pornography or similar materials, will immediately notify their supervisor for further direction.
3. The supervisor will determine if the items are evidentiary in nature and consider possible options, i.e., calling detectives, etc.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

12/20/07  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: VIDEO TAPING OF INCIDENTS**

**NUMBER: 09-01-28**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail to videotape forced cell extractions and other incidents involving uncooperative inmates where time permits and when the On-Duty Supervisor determines the need for a video record and authorizes the use of a video camera.

**SOURCE:** None

### **PROCEDURE I - Decision to Video Tape an Incident**

1. Any Jail supervisor may decide to videotape an incident involving a cell extraction, or other incidents involving uncooperative inmates.
2. The supervisor will respond to and evaluate an incident before authorizing the use of the video camera.
3. Once the decision is made to video tape an incident, the supervisor will assign an employee trained in the use of the video camera to retrieve it from storage.
4. The camera operator will go to the designated storage area, obtain the video camera, ensure that they have all necessary equipment, and report to the supervisor.

### **PROCEDURE II - Use of Video Camera**

1. The officer assigned to record an incident will do his/her best to ensure the following:
  - a. The video camera has videotape and is ready to record;
  - b. The date and time are correct;

- c. The video camera is turned on and remains on at the direction of the supervisor. Under no circumstances is the video camera to be turned off unless directed to do so by the incident supervisor; and
  - d. The inmate involved will remain in view and is recorded at all times.
2. The supervisor in charge of the incident will record a brief statement on camera regarding the incident. The information should include, but is not limited to:
  - a. Date, time, name/rank of supervisor;
  - b. Name/rank of camera operator;
  - c. Inmate's name;
  - d. Location of incident;
  - e. Actions leading up to the use of the camera; and
  - f. Names of the officers involved in the incident. The officer recording the incident will video tape each officer as the supervisor says his or her name.
3. Once the supervisor and participating officers arrive at the location of the incident, the supervisor will:
  - a. Advise the inmate what behavior we expect;
  - b. Describe what is going to happen and that the incident will be video taped;
  - c. Explain the consequences for not complying with officer's directives; and
  - d. Repeat the directives a second time if the inmate does not acknowledge them or do as directed.
4. The supervisor will then oversee the operation, without becoming physically involved unless the situation requires involvement.

### **PROCEDURE III - Terminating the Video Taping and Debriefing**

1. Once the situation is stabilized, the supervisor will verbally direct the officer using the video camera to stop recording.
2. The immediate concern of the supervisor should be the intervention by Medical for the inmate or officers involved if needed. However, this intervention will not be video taped.
3. The supervisor may direct the officer video taping the incident to record any injuries sustained during the incident, property damage that may have occurred, or any contraband found.

4. When all recording is complete the supervisor will state the time, date, and any other pertinent information.
5. The officer will remove the videotape from the camera and return the camera to the designated storage location. The officer will place a new tape in the camera at this time.
6. The incident supervisor will conduct a debriefing following the incident with all personnel involved. This will include viewing the videotape. The supervisor will assign an officer to write the Incident Report (IR) before the end of the shift. Any problems with the videotaping should be included in the Incident Report. A Crime Report (CR) will be submitted if needed.
7. The incident supervisor will review the videotape and prepare a written critique to the Jail Division Chief as soon as possible.

#### **PROCEDURE IV - Labeling, Storage, Retention, and Use of Video Tape**

1. When the officer video taping the incident removes the tape from the camera they will label it. The label should include the date, time, inmate's name, location of incident, names of personnel who participated, CR#, and any other pertinent information, as determined by the supervisor.
2. The videotape will be stored in Jail Armory for three (3) years.
3. All tapes are to be considered evidence and the chain of custody strictly maintained.
4. A copy of the tape may be made for training purposes with the approval of the Division Chief. The original tape should not be used for this purpose. No other copies are to be made without direct approval from the Division Chief, or designee.
5. The tape is not to be used for any purposes other than those determined by the Jail Management Team.

#### **PROCEDURE V - Other Uses of the Video Camera**

1. Any trained employee may use the video camera for training, or other acceptable reasons with the approval of the Jail Chief, or designee.
2. Under no circumstances is a video camera to be used for personal reasons, pranks, or horseplay.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ELECTRONIC IMMOBILIZATION DEVICE

**NUMBER:** 09-01-29

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to use an Electronic Immobilization Device (EID) prudently when an inmate displays behavior that requires self-defense and/or could endanger the safety and security of staff, visitors, or inmates.

**SOURCE:** A.C.A. Standard 4-ALDF-2B-02  
A.C.A. Standard 4-ALDF-2B-04  
A.C.A. Standard 4-ALDF-2B-05  
A.C.A. Standard 4-ALDF-2B-06  
A.C.A. Standard 4-ALDF-2B-07

**INFORMATION:** The EID is an electronic immobilization device that can be activated by the officer assigned to escort an inmate wearing it. The EID can be used for the control of a violent inmate, for protection of person or property, and for training purposes.

A qualified instructor may use the EID during training. Any use of the EID for officer gratification, inmate punishment, torture or interrogation may subject the officer to criminal charges and/or the imposition of department discipline.

The Jail Division Chief, or designee, must authorize the deployment and use of the EID.

### **PROCEDURE I – Decision to use an Electronic Immobilization Device**

1. Any jail supervisor may decide to use an EID when it is determined that it's use is appropriate for the situation.
2. The jail supervisor will receive authorization from the Division Chief, or designee, for the deployment of the EID.

3. The jail supervisor will obtain an Inmate Notification Form for the use of the EID and have the inmate read and sign the form prior to the EID being placed on the inmate.
4. The jail supervisor will assign an officer, specifically trained in the use of the EID, to apply the EID to the inmate and to be with the inmate during the use of the device.

**PROCEDURE II – Use of the Electronic Immobilization Device**

1. Only officers who have been specifically trained in the use of the EID will be authorized to operate it.
2. The officer assigned to the inmate with the EID will review, with the inmate, the use of the EID and what will cause the officer to activate the it. This will occur prior to the officer and inmate leaving where the EID was applied.
3. If the officer needs to activate the EID, once it has cycled, the officer will immediately secure the inmate with handcuffs, belly chain and leg irons. If the inmate is still able to resist immobilization after the first cycle, a second activation may be initiated.
4. Subsequent activations will only be used if the inmate is still actively attempting assault or escape.
5. Upon the return of the inmate to the jail, the officer will report the use of the EID to his/her immediate supervisor. A medical examination will be offered to the inmate. An Incident Report (IR) will be completed the same day of the incident. The completed Inmate Notification Form will be attached to the original IR and placed in the inmate's classification file.
6. The EID will be returned to the Transport Office where it will be recharged and kept ready for the next use.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date

## ***Inmate / Prisoner/ Defendant Notification Form***

**TO:**

**YOU ARE HEREBY ADVISED THAT YOU ARE BEING REQUIRED TO WEAR AN ELECTRONIC IMMOBILIZATION BELT, for the duration of your trial.**

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

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

**FAILURE TO COMPLY WITH OFFICER DIRECTION COULD LEAD TO ANY OF THE ABOVE!**

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

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

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

\_\_\_\_\_  
Subject Name (print)

\_\_\_\_\_  
Control Officer

\_\_\_\_\_  
Subject Signature

\_\_\_\_\_  
Date

R-E-A-T BELT IMPLEMENTATION FORM & EQUIPMENT CHECK LIST

THIS FORM IS TO BE COMPLETED IN ENTIRETY EACH TIME A R-E-A-C-T BELT IS APPLIED TO A SUBJECT.

A. Agency: Boulder County Sheriff's Office Date: \_\_\_\_\_

Division: \_\_\_\_\_

Supervisor Approving: \_\_\_\_\_

B. Assignment

Court \_\_\_\_\_ Transport \_\_\_\_\_ Custody \_\_\_\_\_ Other \_\_\_\_\_

Method of Transportation

Vehicle \_\_\_\_\_ Aircraft \_\_\_\_\_ Walking \_\_\_\_\_ Other \_\_\_\_\_

C. Subject Name:

\_\_\_\_\_

Charge/Status:

\_\_\_\_\_

Custodial Officer:

\_\_\_\_\_

D: Receiver/Stun Pack # \_\_\_\_\_ Transmitter # \_\_\_\_\_

Unit Test (Prior to application) 25 feet \_\_\_\_\_

E: Security Level I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_

Minimal Security belt Application YES \_\_\_\_\_ NO \_\_\_\_\_

F: Amount of Force Necessary to place belt on subject

None \_\_\_\_\_ Unwilling \_\_\_\_\_

Visible Display prior to application \_\_\_\_\_

Physical restraint assistance required \_\_\_\_\_

G: Time out: \_\_\_\_\_ Time In: \_\_\_\_\_

H: Date of last battery charge on receiver/stun package: \_\_\_\_\_

I: Use of Belt  
Activation not required \_\_\_\_\_ Activation Required \_\_\_\_\_

Number of Applications \_\_\_\_\_  
Length of contact: \_\_\_\_\_ (seconds)

If belt activation necessary, next four sections must be filled out

J: Reason for activating belt

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K: Effects

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L: Complaints from subject

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M: User remarks

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: DIGITAL CAMERA USE**

**NUMBER: 09-01-30**

**EFFECTIVE DATE: July 27, 2007**

**POLICY:** It is the policy of the Boulder County Jail that deputies may utilize Digital Photography in the processing of crime scenes and documentation of events. The preservation of electronic evidence presents a unique problem, as well as unique opportunities. Proper collection and handling of digital evidence will protect the integrity of the evidence.

**SOURCE: None**

### **DEFINITIONS:**

Smartcard - The Smartcard is the video disk inside the camera, which stores the picture and allows it to be loaded into the computer.

### **PROCEDURE I – Crime Scene Photography**

1. It is the investigating officers responsibility to take photographs of the crime scene. Crime scene photographs may be taken using digital photography with the digital cameras located in the Commander's Office or the Armory.
2. At the beginning of each set of pictures, Deputies are to take a picture of a piece of paper or card with the case number, officer's badge number, and date on it for identification purposes.
3. It is permissible to have several cases on the same Smartcard, so long as a separate property sheet is completed for each case number.
4. Deputies will not erase any images from the Smartcard. All photographs taken are evidence and will be treated as such.

5. Deputies are not permitted to download the contents of a Smartcard into an individual Personal Computer. All photographs will be downloaded into the evidence computer.
6. Each camera has an additional Smartcard in the case. If one is sent to Evidence, place the spare card into the camera so it is functional.
7. In the event of a Major Crime, detectives will be called out to assist with the crime scene.

### **PROCEDURE II – Evidence Processing**

1. Deputies will remove the Smartcard from the camera and place it into the protective sleeve. The Smartcard will then be placed into a coin envelope for labeling. Do not label the Smartcard sleeve or plastic container protecting the card.
2. The Smartcard and accompanying property sheet will be placed in an evidence bin labeled for use with the Smartcards only at the CJC. Do not place the Smartcard in any other bin, as they are easily susceptible to damage.
3. Deputies are not permitted to send any type of evidence to the Property and Evidence section through the relay.
4. The Deputies need to document the chain of custody of the digital evidence in their report.

### **PROCEDURE III - Other Uses of the Digital Camera**

1. Any trained employee may use the digital camera for training, or other acceptable reasons such as facility damage, in-house minor assault injuries, and such related incidents with the approval of the Jail Division Chief, or designee.
2. Under no circumstances is a digital camera to be used for personal reasons, pranks, or horseplay.

### **PROCEDURE IV- Printing Photos of a Non-Criminal Nature**

1. Photos that have been taken to document and assist with incidents relating to an in-house disciplinary procedure may be printed from the Sergeant's Office in Booking.

- a. Remove Smartcard from the camera.
- b. Place the Smartcard in the Reader attached to the computer.
- c. Open the program, and select the color printer in Booking.
- d. Select the photos you want to print and collect them in Booking.
- e. Erase the photos off the Smartcard so it is ready to be used for another incident.

By Order of the Division Chief

Signed by  
Larry R. Hank

07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** CONFISCATING FRAUDULENT IDENTIFICATION

**NUMBER:** 09-01-31

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail for deputies and Law Enforcement Technicians who come into contact with altered or fraudulent foreign identification cards or drivers licenses to confiscate them.

**SOURCE:** None

### DEFINITIONS:

Permanent Resident Card - a card issued by the U.S. Department of Justice Immigration and Naturalization Service

International Drivers License (IDL) - a fraudulent drivers license that is not issued by any government or recognized in the United States.

International Drivers Permit (IDP) - A legal document that is issued by AAA and the American Automobile Touring Alliance only. An IDP requires a valid drivers license to obtain and is recognized by 150 countries outside the United States, but is not valid in the United States.

Fraudulent Identification Notification Form - a form that is to be filled out at the time the identification is confiscated. The individual having their identification confiscated will complete and sign the form. We will then provide them with a copy.

**INFORMATION:** Any identification card or drivers license that is confiscated must have obvious signs of tampering or incorrect markings as pointed out by Immigration and Customs Enforcement (I.C.E.). All ID's confiscated will be sent to Sheriff's Evidence and kept for a period of 90 days before being destroyed.

## **PROCEDURE I - Confiscating a Fraudulent Identification Card**

1. Deputies or Law Enforcement Technicians (LET) finding a suspected fraudulent Resident Alien Card or International Drivers License being used for identification, will show the ID to the On-Duty Supervisor (ODS) to determine if we should confiscate it.
2. If we decide to confiscate the ID, the deputy or LET will inform the individual.
3. The individual will be given the Fraudulent Identification Notification Form and will need to print their Name, Address, Phone Number, and Sign the sheet.
4. The employee confiscating the ID will date and sign the form with both name and badge or employee number.
5. A copy of the Fraudulent Identification Notification Form will be given to the individual.
6. A copy of the front and back of the ID will be made and placed in the tray in booking for I.C.E.
7. The original Fraudulent Identification Notification Form and ID will be placed in an envelope with the individual's Name and current Date on the outside of the envelope.
8. The envelope will be placed in the metal box in Booking to be stored until placed into evidence.

## **PROCEDURE II – Labeling and Inventorying Fraudulent ID's for Evidence**

1. The designated Night's LET will inventory all confiscated ID's once a month.
2. All ID's will be listed individually on a property sheet and given one Item Number.
3. The ID's will be taken to Evidence where they will be stored for 90 days before being destroyed (BSCO Policy 525).

**PROCEDURE III – Returning ID’s to individuals**

1. If I.C.E. determines that the confiscated ID is in fact a valid document, it will be returned to the owner.
2. If the ID has not been taken to the CJC and placed in Evidence, it will be returned to the individual from the metal box in Booking. They will sign the original form and the officer will date and sign the form along with their badge number, noting it was returned.
3. If the ID has been taken to the CJC and placed in Evidence, the individual will be directed to go to the Sheriff’s Record’s Counter to obtain the ID.

By Order of the Division Commander

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: GENETIC TESTING OF CONVICTED OFFENDERS**

**NUMBER: 09-01-32**

**EFFECTIVE DATE: July 1, 2007**

**POLICY:** It is the policy of the Boulder County Jail to comply with statutory obligations regarding the DNA testing of all convicted felons or those convicted of, or receiving a deferred judgment and sentence for an offense involving unlawful sexual behavior, or for which the underlying factual basis involves unlawful sexual behavior.

**INFORMATION:** Every person sentenced on or after July 1, 2007, in the following two categories shall submit to chemical testing of the person's biological substance sample to determine genetic markers thereof:

- 1) Every person sentenced to the Boulder County Jail for a felony conviction.
- 2) Every person sentenced to the Boulder County Jail for a conviction of, or who receives a deferred judgment and sentence for an offense involving unlawful sexual behavior, or for which the underlying factual basis involves unlawful sexual behavior, as delineated under C.R.S. 16-22-102(9).

This testing shall occur within thirty (30) days after coming into our custody.

The Booking Sergeant will be responsible for collecting this sample. The collection of the sample does not require a chain of custody, as it is being used for investigative purposes only. The Colorado Bureau of Investigation (CBI) will conduct any necessary follow-up.

A person's refusal to comply with this statute may be grounds for revocation or denial of parole, probation, or deferred judgment and sentence. The sentencing court will be notified by Booking personnel of any refusal to comply. Reasonable force may be used in obtaining biological substance samples using medically recognized procedures

Offenders are responsible for payment of any fees associated with testing, however, the Sheriff may waive these fees.

**SOURCE:** C.R.S. 16-11-102.4

**PROCEDURE I – Data Submission Form**

1. When receiving a convicted person linked to one of the above categories Booking shall ensure that the appropriate steps are taken to comply with this policy and state statutes.
2. Booking shall access the Data Submission Form from the CBI website: [www.cbi.state.co.us](http://www.cbi.state.co.us). This is the only acceptable version of the form that can be used and it must be completed online.
3. On the website, click on *Laboratory* (left column under Units), and then click on *Database Submission Form*. Complete all information as follows:
  - a. Last Name (required)
  - b. First name (required)
  - c. Middle name
  - d. Date of birth (required)
  - e. Click on drop down menu and select appropriate race
  - f. Click on drop down menu and select gender
  - g. Click on drop down menu and select County Sheriff (required)
  - h. Enter case number (required)
  - i. Click on drop down menu and select appropriate offense (required)
  - j. Enter SID if available
  - k. Enter agency contact person, “Booking Sergeant,” and phone number 303-441-4652 (required)
  - l. Enter name of person collecting sample, phone number (Booking) and date
  - m. Select *Print at this Point* tab to print form

**PROCEDURE II – Collecting the DNA**

1. Open the CBI Buccal Swab Collection Kit and put the gloves on.
2. Place the collection card on a clean flat surface. Lift the flap to expose the pink sample area.
3. Remove the swab from the packaging and ask the offender to place it in his or her mouth. Instruct them to use one edge of the swab and vigorously rub the inside of one cheek for 30 seconds. Then change to a different edge of the swab and rub the opposite cheek for 30 seconds. After that, have them run the swab along the

gum-line and below the tongue. (Do not follow the directions on the swab packaging).

4. Ensure the swab is moistened with saliva and press all sides of the swab to the pink sample area on the collection card. Saturate the card until the pink sample area changes color. (DO NOT RUB). Discard the swab.
5. Replace the flap to cover the sample area. Place the collection card into the small envelope provided with the kit, but do not seal it and set it aside.

### **PROCEDURE III – Fingerprint Collection**

**Index fingers are preferred, but if not available use the next available digit and label appropriately, i.e., thumb, index, middle, ring, or little.**

1. Place all four of the white stickers provided in the kit on the designated area of the CBI submission form.
2. Wipe the offender's fingertips with the Pre-Print towelette provided.
3. Peel apart the Pre-Inked Slab and touch one of the index fingertips to the exposed ink area (do not roll).
4. Touch the inked fingertip to a white sticker, ensuring the ridge detail is visible and a readable print is obtained (do not roll). Repeat these steps for the opposite hand.
5. Use the Ink Remover towelette to clean the offender's fingers when finished.

### **PROCEDURE IV – Submitting Data Submission Form, DNA Collection and Fingerprints**

1. Gather all of the collected materials, including the small envelope containing the sample and completed CBI Data Submission Form, and place them in the larger mailing envelope addressed to:

Colorado Bureau of Investigation  
Forensic Laboratory – Database  
690 Kipling Street, Suite 4000  
Denver, CO 80215-5825

2. After placing all items in the large envelope it should be taken to Reception and placed in the outgoing mail slot.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

06/19/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: SPECIAL MANAGEMENT INMATES**

**NUMBER: 10-01-01**

**EFFECTIVE DATE: June 11, 2008**

**POLICY:** It is the policy of the Boulder County Jail to provide separate housing for inmates who display or have been diagnosed as having mental health problems and those with medical problems.

**SOURCE:**

A.C.A. Standard 4-ALDF-2A-44  
A.C.A. Standard 4-ALDF-2A-45  
A.C.A. Standard 4-ALDF-2A-53  
A.C.A. Standard 4-ALDF-2A-54  
A.C.A. Standard 4-ALDF-2A-55  
A.C.A. Standard 4-ALDF-2A-56  
A.C.A. Standard 4-ALDF-2A-57

A.C.A. Standard 4-ALDF-2A-58  
A.C.A. Standard 4-ALDF-2A-59  
A.C.A. Standard 4-ALDF-2A-60  
A.C.A. Standard 4-ALDF-2A-61  
A.C.A. Standard 4-ALDF-2A-62  
A.C.A. Standard 4-ALDF-2A-63  
A.C.A. Standard 4-ALDF-2A-64

**INFORMATION:** Special Management Inmates are subject to a level and restriction system described in Policy and Procedure 17-01-03, Inmate Security Levels and Restrictions.

**PROCEDURE I - Identification of Special Management Inmates at Intake**

1. When Booking personnel observe an intake they believe to be a Special Management Inmate, they will notify Mental Health or Medical and the On-Duty Supervisor (ODS).
2. The Mental Health Counselor or Medical will respond to Booking and interview the inmate when time permits.
3. The Mental Health Counselor or Medical will attempt to decide if the intake is a Special Management Inmate and inform Booking, so that we house the inmate accordingly.

4. If the Mental Health Counselor or Medical determines that the intake is not a Special Management Inmate, Booking personnel will continue the booking process and assign the inmate to the appropriate module.
5. If the Mental Health Counselor or Medical determines that the intake is a Special Management Inmate, Booking will complete the booking process and assign the inmate to Special Management, or in the case of a female intake, an appropriate room in the Women's module.
6. If there are no rooms available in Special Management, we will house male inmates in Discipline, or a specially designated room in Intake, as a Special Management Overflow Inmate and set up fifteen-minute checks.
7. In Intake, a Special Management Inmate may be placed on Level IIIA to be kept separate from Intake Inmates, or other Special Management Inmates housed there.
8. Mental Health or Medical will complete an Incident Report (IR) in Tiburon, documenting the designation of Special management status.

**PROCEDURE II - Identification of Special Management Inmates Housed in Other Living Areas**

1. When a jail employee identifies an inmate who needs to be classified as Special Management, they will contact the Mental Health Counselor or Medical.
2. The Mental Health Counselor or Medical will check their records, and if needed, interview the inmate to decide whether we should classify them as Special Management and move the inmate.
3. If the Mental Health Counselor or Medical decides that we should house the inmate as Special Management, a rover or officer will escort the inmate to Special Management.
4. If there are no rooms available in Special Management, we will house the inmate in Discipline or Intake as a Special Management Overflow Inmate and start checks in each thirty (30) minute period.
5. In Intake, a Special Management Inmate may be placed on Level IIIA to be kept separate from Intake inmates, or other Special Management Inmates housed there.

6. The officer will move the inmate and ensure that we move all personal property with the inmate and change the inmate's housing assignment in Tiburon.
7. Mental Health Counselor, Medical, or the employee initiating the move will complete an IR in Tiburon.

### **PROCEDURE III - Daily Procedures for the Special Management Module**

1. The Module Officer will conduct and document irregular thirty-minute welfare checks on inmates housed in Special Management and fifteen minute checks on inmates designated as suicide precaution.
2. Officers will serve all three meals in the module and document the time on the Module Log.
3. A Module Officer will always be present during medical rounds.
4. We will give inmates housed in the Special Management access to the following:
  - a. a daily shower and to shave, if they are not on Suicide Precautions.
  - b. have their uniforms, linens, and personal clothing laundered based on the same schedule used by other inmates housed in the jail
  - c. the U. S. mail system using the same procedures for inmates housed in other modules
  - d. telephone calls
  - e. legal materials
  - f. reading materials
  - g. recreation outside the module
  - h. commissary
  - i. education services
  - j. appropriate programs
  - k. other activities and treatments as required.
5. The ODS will include the Special Management module in their daily tour of the jail.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/12/08 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: DISCIPLINARY INMATES**

**NUMBER: 10-01-02**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain a Disciplinary Module, providing safe and secure housing to inmates who require a higher degree of security, because they have been found guilty of committing Major Rule violations.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-47  
A.C.A. Standard 4-ALDF-2A-50  
A.C.A. Standard 4-ALDF-2A-53  
A.C.A. Standard 4-ALDF-2A-59  
A.C.A. Standard 4-ALDF-2A-65

### **PROCEDURE I - Movement to Disciplinary Module**

1. Inmates are not to be placed on Disciplinary status in the Disciplinary Module without being afforded a due process hearing, unless they are a danger to themselves, others, or the facility.
2. If an inmate poses a threat to staff, other inmates, and/or the facility, they may also be placed in the Disciplinary Module on Administrative Segregation or pending a disciplinary hearing (see 10-01-03, Administrative Segregation).
3. If other alternatives are not appropriate, an officer will notify the On-Duty Supervisor (ODS), and he or she must approve the Administrative Segregation status and movement to Disciplinary.
4. If we decide that an inmate on Administrative Segregation no longer poses a threat to staff, other inmates, and/or the facility, we will move him to another housing unit. We will make this move according to the Administrative Segregation policy (see 10-01-03).

## **PROCEDURE II - Daily Procedures for the Disciplinary Module**

1. The Module Officer will conduct and document irregular fifteen-minute welfare checks on Disciplinary inmates.
2. Officers will serve all three meals in the module and document the time on the Module Log.
3. The Module Officer will be present during medical rounds.
4. We will give inmates housed in the Disciplinary module access to the following:
  - a shower and allowed to shave daily
  - have their uniforms, linens, and personal clothing laundered based on the same schedule used by other inmates housed in the jail
  - the U. S. mail system, using the same procedures designated for inmates housed in other modules
  - one security visit per week
  - telephone calls
  - legal materials
  - reading materials
  - indoor recreation only
5. Other than visits, meals, and cleaning, Disciplinary inmates will receive a total of one hour and fifteen minutes out of their rooms per day for recreation and to take care of personal hygiene, phone calls, and other allowed activities.
6. While inmates are out of their rooms, module officers will check the room for cleanliness. If it is not clean, they will direct the inmate to return to the room and clean it.
7. Inmates on Disciplinary status will not be eligible for Commissary, except for personal hygiene items.
8. Food ports on the room doors in Disciplinary will remain closed, except during meals.
9. Under no circumstances will Disciplinary inmates be allowed out together, unless JMT has authorized two inmates to be housed together for overcrowding control.
10. The ODS will include the Disciplinary module in their daily tour of the Jail.

**PROCEDURE III - Classification and Division Chief Reviews of Inmates Housed in Disciplinary**

1. All jail employees will use the Tiburon Worksheets to document pertinent information concerning an inmate's condition and behavior.
2. Classification will include any Administrative Segregation inmates on a weekly Report for the Jail Management Team (JMT). Other inmates will be included on a levels list as pending hearing or serving time.
3. The Division Chief must review all inmates sentenced to more than thirty days in Disciplinary. Classification will track these inmates and notify the Classification Coordinator at the end of thirty days. The Classification Coordinator will then forward the Classification File to the Chief for review. After this review, the File will be returned to the Coordinator.
4. Classification will conduct Custody Reassessments of Disciplinary inmates who are approaching the end of their stay in Disciplinary, to determine the appropriate housing for the inmate.
5. Inmates whose behavior has been problematic while housed in Disciplinary may be classified as Administrative Segregation inmates and remain in Disciplinary. A weekly review of these inmates will take place during the Wednesday JMT Meeting.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ADMINISTRATIVE SEGREGATION  
PROTECTIVE CUSTODY INMATES

**NUMBER:** 10-01-03

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide housing for inmates who require a higher degree of control and supervision, because their actions make them a threat to themselves, to others, or to the safety and security of the facility. Protective Custody inmates are also considered as Administrative Segregation.

**SOURCE:**

A.C.A. Standard 4-ALDF-2A-44  
A.C.A. Standard 4-ALDF-2A-45  
A.C.A. Standard 4-ALDF-2A-46  
A.C.A. Standard 4-ALDF-2A-48  
A.C.A. Standard 4-ALDF-2A-49  
A.C.A. Standard 4-ALDF-2A-51

A.C.A. Standard 4-ALDF-2A-53  
A.C.A. Standard 4-ALDF-2A-58  
A.C.A. Standard 4-ALDF-2A-59  
A.C.A. Standard 4-ALDF-2A-65  
A.C.A. Standard 4-ALDF-2A-66

**PROCEDURE I - Identification of Administrative Segregation Inmates -  
Safety and Security**

1. When an officer feels that an inmate is a threat to themselves, others, or the facility, they will notify the On-Duty Supervisor (ODS).
2. The ODS will respond to the officer's location, interview the officer and inmate, and decide what the situation is.
3. If the ODS determines that the inmate is a threat; he or she will assign an officer, or officers, to escort the inmate to Disciplinary.
4. The officer(s) will move the inmate, ensure that all personal property is moved, and change the inmate's housing assignment in Tiburon.

5. The ODS will request the officer originally contacting them to complete an Incident Report (IR) in Tiburon.

## **PROCEDURE II - Identification of Administrative Segregation Inmates - Protective Custody**

1. Inmates requesting or requiring protection from other inmates will be asked to make the request in writing. This may be done by completing an Inmate Request Form (kite), voluntary statement form, or by using plain paper. If Classification is not available, they will notify the ODS of the request.
2. The ODS will respond to the module and interview the inmate to decide if the request is valid.
3. If the ODS decides that the inmate should be in Protective Custody, he or she will assign an officer to escort the inmate to Disciplinary.
4. The officer moving the inmate will ensure that we move all personal property with the inmate and change the inmate's housing assignment in Tiburon.
5. The Module Officer will complete an IR in Tiburon.
6. If the inmate will not make the request in writing, but verbally suggests that they need protective custody the ODS will be notified. Steps 2-5 will be followed.
7. If a Classification Officer is on duty they will be notified of the request. If they feel the request is valid they will confer with the Support Services Commander or Sergeant, or ODS in their absence.
8. If the Classification Officer makes the move, they will follow the above steps.
9. Inmates may be placed in Protective Custody by any supervisor when deemed necessary.
10. A Classification Officer will conduct a Custody Reassessment on the inmate no later than the following day.
11. Inmates placed in Protective Custody may request to be removed in writing. However, if the inmate will not request it in writing, Classification may still consider the request. Classification will review the original reason for Protective Custody and include the request on the weekly

Administration Segregation List for the Jail management Team (JMT) to consider.

12. JMT will only consider removing an inmate from Protective Custody when there is sufficient information showing that the original reason for the status no longer exists.

### **PROCEDURE III - Daily Procedures for Administrative Segregation Inmates**

1. The Module Officer will document irregular fifteen-minute welfare checks on inmates classified as Administrative Segregation.
2. Officers will serve all three meals in the module and document the time on the Module Log.
3. A Module Officer will always be present during medical rounds.
4. Inmates housed in Disciplinary, as Administrative Segregation will be given access to the following:
  - a shower and allowed to shave daily
  - have their uniforms, linens and personal clothing laundered based on the same schedule used by other inmates housed in the jail
  - correspondence, using the same procedures designated for inmates housed in other modules
  - one security visit per week
  - telephone calls
  - legal materials
  - reading materials
  - recreation
  - commissary
5. Other than visits and cleaning, Administrative Segregation inmates will receive a total of one hour and fifteen minutes out of their rooms per day for recreation and to take care of personal hygiene, phone calls, and other allowed activities.
6. This time out may be in the sub-dayroom, if the inmate is housed there.
7. When these inmates are out of their rooms a Module Officer will check it for cleanliness. If it is not clean, the inmate will be directed to clean room.

8. Inmates on Administrative Segregation who leave the module, but are remaining within the jail, will be in full restraints minus leg cuffs. If the inmate is to leave the jail they will be in full restraints, including leg cuffs.
9. Inmates in Administrative Segregation will not be eligible for programs, except religious guidance, outdoor recreation, a headset after 30 days of good behavior, and counseling held in a rover-counselor room.
10. Access to any of the above services may be limited, or curtailed, due to safety and security concerns. If we deprive an inmate in Administrative Segregation of a normally authorized item or activity, an IR will be completed, detailing the inmate's actions and reason(s) for withholding it.
11. No item or activity should be withheld longer than is necessary to ensure the safety of the inmate, other inmates, and jail personnel.
12. Food ports on the room doors in Disciplinary will remain closed except during meals.
13. We will generally house Administrative Segregation inmates in upper level rooms, but we may house them in lower level rooms if their behavior warrants it, or there are medical concerns requiring a lower level room.
14. The ODS will include the Disciplinary module in their daily tour of the jail.

**PROCEDURE IV - Classification Review of Administrative Segregation Inmates - Safety and Security**

1. On Tuesday, a review of each inmate in Administrative Segregation will be prepared by Classification for JMT. The review will consist of an examination of the Tiburon Worksheets, IR's, Classification File, opinions from officers, and any other available information concerning these inmates.
2. If they determine that the initial reasons for being placed on Administrative Segregation no longer exist, Classification will recommend that they be removed.
3. The Support Services Sergeant, or designee, will obtain the written recommendation concerning each inmate in Administrative Segregation before the JMT meeting held on Wednesdays.

**PROCEDURE V - Administrative Review and Release of Administrative Segregation Inmates - Safety and Security**

1. The Support Services Sergeant, or designee, in his or her absence, will schedule an administrative review of Classification recommendations concerning Administrative Segregation inmates at the conclusion of the weekly JMT Meeting on Wednesday.
2. If the JMT Meeting is postponed or canceled, the Support Services Sergeant, will convene a meeting at another time to consider the Classification recommendations.
3. The administrative review must consist of at least one supervisory representative from each of the following: Administration, Support Services, and Jail Operations.
4. These representatives will consider the Classification recommendations. The primary focus of the review will be to decide if the initial reasons for placement in Administrative Segregation no longer exist.
5. If the review determines that the initial reason no longer exists, approval will be given to remove the inmate from Administrative Segregation.
6. The Support Services Sergeant will direct Classification to move the inmate and do a Custody Reassessment.
7. If the JMT review determines that the initial reason still exists, or that other factors dictate that the inmate remains in Administrative Segregation, the Support Services Sergeant will advise Classification accordingly.
8. Under no circumstances will Administrative Segregation be used for punitive reasons.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: PROVISION OF A NUTRITIONALLY ADEQUATE DIET**

**NUMBER: 11-01-01**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide inmates with nutritious meals prepared in a sanitary manner. In doing so, the jail will meet or exceed dietary allowances, as contained in the National Academy of Sciences' Recommended Dietary Allowances.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-07  
Colorado Department of Health Sanitary Standards and  
Regulations for Penal Institutions - Food Service Section 13.1 and  
13.2.

### **PROCEDURE I - Reviews of Consulting Dietician**

1. The Food Service Manager will obtain the services of a Registered Dietician each year to conduct an on-site visit of the jail's food service operation, review the Master Menus, and any Special Diet Menus. The Jail will hire the Dietician at an hourly rate. The Food Service Manager will require the Dietician to present copies of his or her credentials before this review.
2. The Food Service Manager will ask the Dietician to review the regular menus, Special Diet Orders and Menus, and make any necessary revisions in them. When the Food Service Manager has integrated these revisions into the menus, the Dietician will sign and date them.
3. While the Dietician is conducting the on-site review, we will also ask that he or she review the sanitation methods in use, meal preparation, and procedures used by the Cook Supervisors and Inmate Workers.
4. If deficiencies are found, the Food Service Manager will seek ideas for correcting the problems. He or she will take steps to make the corrections when practical.

5. The Food Service Manager will ask the Dietician to submit a written report to him or her, documenting any deficiencies in the menus or food service procedures. It will also contain the corrective action that the Food Service Manager will take to comply with the appropriate standards.
6. The Food Service Manager will retain the original, signed menus on file for one year.
7. A copy of the report will be forwarded to the Support Services Commander for review.
8. The Food Service Manager will request that the Dietician be available for consultation for any food or menu related issues throughout the year.

### **PROCEDURE II - Daily Meal Evaluations**

1. The Food Service Manager, or designee, will ensure that every meal is nutritionally adequate by completing a Meal Content and Quality form.
2. The Food Service Manager, or designee, will indicate on the form what actual menu was served. This is done to ensure that it is consistent with the master menu and that any substitutes are nutritionally comparable.
3. Also, included on the form is whether or not the attractiveness, texture, flavor, aroma, freshness, sanitation, times served, and temperature of the meals are acceptable.
4. If any area is found unacceptable, the Food Service Manager will take corrective action.
5. The Food Service Manager will retain the Meal Content and Quality Form on file for one year.

### **PROCEDURE III - Quarterly Menu Evaluations**

1. The Food Service Manager will review the Master Menu, Special Diet Menus, and the Meal Content and Quality Forms each quarter to verify the jail's compliance with established standards.
2. We may make revisions in the menus to fit the availability of certain food products and changes in the food service budget. The Food Service Manager must approve any changes made to the master menu before implementation.

3. The Food Service Manager will document the quarterly review and note any changes that he or she made.
4. The Food Service Manager will retain these reviews on file for one year.
5. The Food Service Manager will inform the Support Services Commander of the findings of the review and make any changes to the menus.
6. The Support Services Commander will notify the Food Service Manager of any further revisions that he or she, or the Jail Division Chief may require.
7. The Food Service Manager will be responsible for initiating revisions to the menu.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** PREPARATION AND USE OF MENUS

**NUMBER:** 11-01-02

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail to always provide accurate and updated menus for use by Cook Supervisors or anyone else needing the information.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-02  
A.C.A. Standard 4-ALDF-4A-08

### **PROCEDURE I - Menu Preparation and Usage**

1. The Food Service Manager will review and evaluate the Master Menu and any approved Special Diet Menus each quarter. In doing so, he or she will use suggestions from the consulting Dietician's annual review and the National Academy of Sciences' Recommended Dietary Allowances.
2. Food flavor, texture, appearance, and palatability will be considered when developing menus.
3. The Food Service Manager, will compile a list of interchangeable foods, which Cook Supervisors may use when substitutions to the menu are necessary. The *Handbook of Nutritional Contents of Foods* will be used as a reference. Any substitutions used will be of equal nutritional value and documented on the Master Menu.
4. The jail will maintain an adequate food inventory to ensure that substitutions are available.
5. The Food Service Manager will approve any revisions to the menu before the Cook Supervisor prepares it. Revisions to the menu may occur due to seasonal availability, budget needs, or inmate population changes.
6. The Food Service Manager will maintain the menus on file for one year.

**PROCEDURE II - Holiday Menus**

1. The Food Service Manager may prepare a special menu for the Thanksgiving and Christmas holidays.
2. They will be forwarded to the Support Services Commander one month before the holiday for review.
3. The Support Services Commander will review the menu and advise the Food Service Manager if he or she approves it, or if it needs to be revised.

**PROCEDURE III - Special Occasion Menus**

1. The Jail Division Chief and/or the Support Services Commander may request the Food Service Manager to prepare meals for special occasions.
2. The Jail Division Chief and/or Support Services Commander will approve the menu for these occasions before the event and they must approve any changes.

**PROCEDURE IV - Recipe File**

1. The Food Service Manager will review the recipe file every six months to ensure that the recipes continue to be appropriate for the size of the inmate population.
2. The Food Service Manager will modify, add and/or remove recipes from the file, as needed.
3. The Cook Supervisors will use the recipe file and the menus to prepare all meals.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/02 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: SPECIAL DIETS**

**NUMBER: 11-01-03**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide special diets for inmates with valid medical or religious needs, which comply with their dietary needs. This will be accomplished by selecting nutritionally adequate substitutes for specific meal components, or by preparing or obtaining complete special meals.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-09  
A.C.A. Standard 4-ALDF-4A-10

### **PROCEDURE I - Vegetarian Diets**

1. An inmate requesting a vegetarian diet will make the request to Medical.
2. If Medical approves the vegetarian diet, they will access Tiburon and flag the diet request on the special diet list. The special flag will include the inmate housing area and any instructions for preparation of the special diet.
3. The Food Service Manager will review the special diet flags in Tiburon on a daily basis.
4. At the beginning of their shift, Food Service will access the special flags in Tiburon and retrieve a complete list of all special diets in the facility.
5. Food Service will use the Tiburon special diet list to prepare and assemble the vegetarian trays.
6. The Food Service Manager will review the special diet list with the Cook Supervisors on a daily basis and provide any needed assistance to them, as the vegetarian diets are prepared.

## **PROCEDURE II - Religious Diets**

1. An inmate requesting a religious diet will submit an Inmate Request Form (kite) to the Food Service Manager defining the religion and outlining the specific dietary needs.
2. If there are any questions concerning the validity of the request, the Food Service Manager will consult with the Support Services Commander and/or Jail Chaplain to research the particular diet requested. When the request is authenticated and actual special diet needs established, the Food Service Manager will confer with the inmate to ensure similarity with the inmates eating habits before incarceration.
3. If it is determined that the request is invalid, we will document that on the kite and return it to the inmate. The original will be placed in the Classification File.
4. If we decide that the request is valid, the Food Service Manager will approve the request and respond back to the inmate on the kite. The original will be placed in the Classification File.
5. The Food Service Manager will develop a menu containing the specific dietary requirements for the religious diet.
6. The Cook Supervisors will review the menu established by the Food Service Manager to ensure that they are meeting the proper dietary needs.
7. The Food Service Manager will review the Religious Diets each week to ensure that we are complying with them.

## **PROCEDURE III - Medical Diets**

1. An inmate in need of a medical diet will make the request to Medical via kite.
2. Medical will access Tiburon and special flag the special diet list. The special flag will include the inmate's name and housing area and any special instructions made by Medical.
3. The Food Service Manager and Cook Supervisors will retrieve the special diet list from Tiburon on a daily basis. The special diet list will be used to prepare and assemble all medical diets.

4. The Food Service Manager will confer with the inmate to learn how they met their dental and/or medical needs through diet before being incarcerated. If possible, Medical will provide the Food Service Manager with documentation obtained from the inmate's physician or hospital, as to specific medical dietary needs.
5. The Food Service Manager will determine how to meet the inmate's dietary needs, while being as consistent as possible with the inmate's dietary practices and the master menu.
6. After completing a Special Diet Menu, indicating the inmate's needs and the housing location, the Food Service Manager will post it in the designated area in Food Service.
7. The Cook Supervisors will review the Special Diet Menu when preparing meals to ensure that they are meeting the approved diet.
8. The Food Service Manager will file the Special Diet Order received from Health Services.
9. The Food Service Manager will review the medical diet each week to ensure that we are complying with the special needs.

#### **PROCEDURE IV - Discontinuation of a Special Diet**

1. When an inmate no longer needs a special diet, the Food Service Manager is to be notified of a cancellation date.
2. Medical will delete the special diet flag from the inmate's Tiburon file upon release of the inmate from the facility.

#### **PROCEDURE V - Use of Nutri-loaf as a Special Diet**

1. The Jail Division Chief, or designee, will approve the use of Nutri-loaf as a special diet. **Under no circumstances** is Nutri-loaf to be served without approval from the Jail Division Chief, or designee.
2. After the Food Service Manager has received this approval, he or she will give the Cook Supervisors with written instructions for the preparation and serving of Nutri-loaf. The Cook Supervisors will not prepare the Nutri-loaf without this approval.
3. The Jail Division Chief, or designee, will notify the Food Service Manager when to stop serving the Nutri-loaf.

4. The Food Service Manager will retain all documentation related to the use of the Nutri-loaf for one year.

**PROCEDURE VI - Abuse of Special Diets**

1. Employees observing an inmate abusing a special diet will complete an Incident Report (IR) documenting the alleged abuse.
2. Copies of the report will be forwarded to the Food Service Manager and the Medical. They will review the report and determine the appropriate course of action.
3. The Food Service Manager will notify the inmate in writing of the violations and sanctions.
4. Abuses of special diets may include, but not limited to giving the special diet tray to another inmate, eating food other than the food on the special diet tray, refusing to eat the food on the tray, selling the food for commissary or favors, or damaging or destroying the food tray.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: FOOD PURCHASES AND COST ACCOUNTING**

**NUMBER: 11-01-04**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use a purchasing and accounting system designed to provide the par levels of food required by jail menus. This is to be done for the least amount of cost and with maximum efficiency.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-05

### **PROCEDURE I - Food Purchasing**

1. The Food Service Manager will inventory the food supply and document it on the Physical Food Inventory form each month.
2. He or she will ensure that the inventory corresponds with the inventory documented on the Perpetual Food Inventory Form.
3. If the inventories are not consistent, the Food Service Manager will attempt to determine the reason for the discrepancy and resolve it.
4. He or she will use the inventory data and the data documented on the Meal Count Form to establish the par levels needed to calculate the next month's food order.
5. County Purchasing will put the food order of bulk foods and dairy products out for bid with at least six local purveyors in December of each year. The Food Service Manager will have reviewed the order and made quantity adjustments.
6. When the bids are received, the Food Service Manager will make bid awards according to vendor price and pack size. He or she will forward the food bids and awards to County Purchasing for processing and the approval of the County Commissioners. County Purchasing will forward a copy of the approved food bid to the Food Service Manager.

7. The Food Service Manager will use the bid award list to place weekly food orders with designated purveyors using the established par levels.
8. He or she will place orders directly with the purveyor of their choice on perishable items, such as produce and eggs.
9. Where applicable, he or she will compare the food invoices with the food bids to ensure their accuracy and take action to correct any mistakes.
10. The Food Service Manager will also use the invoices to enter the food amount received in the Jail Food Inventory into the software program designed for that purpose.
11. The Food Service Manager will code each invoice with the appropriate account number to each. He or she will record the amount of each invoice in the Food Purchasing file in the software.
12. He or she will send the invoices to Sheriff's Accounting for processing.
13. A copy of the current Food Purchasing file will be provided to the Support Services Commander upon request.

#### **PROCEDURE II - Cost Accounting**

1. During the first week of each month, the Food Service Manager will compile all the invoices of food and food service supplies from the previous month and enter the total costs incurred for each product type on the Meal Statistic Form.
2. During this time, he or she will compile the previous month's Meal Count Forms to determine the total number of meals served that month.
3. The Food Service Manager will document the number of meals served on the Meal Statistics Form.
4. The total cost of raw food supplies used during the month will be obtained by adding the previous month's food purchases to the current food inventory and subtracting the existing raw food supplies in storage.
5. The previous month's average cost per meal will be computed by dividing the raw food supplies cost by the number of meals served.
6. The average cost per meal will be entered on the Meal Statistics Form and submitted to the Support Services Commander for review.

7. The Food Service Manager will keep a copy of the Meal Statistics Form on file for one year.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** MEAL COUNTS  
**NUMBER:** 11-01-05  
**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail that Food Service document meal counts to maintain accurate records of all meals served and maintain the information in a file.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-06

### **PROCEDURE I - Meal Counts**

1. At the beginning of each day a Cook Supervisor will access Tiburon and determine the total inmate population for that day.
2. The Cook Supervisor will use this count to prepare the appropriate amount of food for that meal.
3. A Cook Supervisor will call the Juvenile Detention Center one hour before their meal to determine the number of trays they will need for pick up.
4. One-half hour before each scheduled meal, a Cook Supervisor will call each module and Booking to determine the number of inmate meals needed.
5. The Cook Supervisor will prepare the correct number of trays for the meal carts, including special diets.
6. The Cook Supervisor will document the number of special diet trays and employee meals prepared on the Meal Count form.
7. After serving the dinner meal, the evening Cook Supervisor will remove the posted Meal Count form and replace it with a new form. He or she will file the completed Meal Count form in the Food Service Office.
8. The Food Service Manager will maintain the file for one year.

9. During the first week of each month, the Food Service Manager will total the number of meals served in the previous month by obtaining the data from the Meal Count forms.
10. He or she will use the totals to compute per meal costs and food quantity requirements for the next food order.

**PROCEDURE II - Monthly Report**

1. The Food Service Manager will prepare a monthly report for the Support Services Commander. The report will contain the information from the Meal Count forms, inventory values, purchasing expenditures and per meal cost.
2. The Support Services Commander will use this information to prepare the monthly Food Service Report for the Jail Division Chief.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE MEAL SERVICE AND SUPERVISION

**NUMBER:** 11-01-06

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail to serve inmate meals in a timely and efficient manner, while providing for basic security considerations.

**SOURCE:** A.C.A. Standard - 4-ALDF-4A-17

### **PROCEDURE I - Meal Delivery Preparation**

1. Food Service will call each module to obtain a meal count approximately thirty minutes before they serve a meal.
2. The serving Inmate Workers, under the supervision of a Cook Supervisor, will prepare the meal trays and place them on a meal cart.
3. Food Service will prepare special diet trays following the Special Diet Menu guidelines. The special diet trays will be a different color and the Cook will write the inmate's name on a label to be placed on the top lid. These trays will be placed on the bottom of the meal cart.
4. Meals will be transported to the appropriate modules in food carts.
5. The Food Service area will remain locked during the meal preparation.

### **PROCEDURE II - Meal Service for Inmate Modules**

1. Nights will place a sign-up sheet in the dayroom of each Module and instruct inmates who want breakfast the next morning to sign up.
2. The lists will be collected provided to Food Service upon request. Inmates not eating breakfast will remain locked in their rooms.

3. Food Service will notify the Modules and Booking when they are delivering the meal carts. Food Service Inmate Workers will deliver the carts at the direction of Food Service personnel.
4. A Module Officer will retrieve the meal cart from the corridor and take it to the Module where he or she will serve the meals.
5. Booking personnel will serve the meals to those in Booking.
6. When the meals are finished Module and Booking personnel will notify Food Service that the carts are ready to be returned. Food Service Inmate Workers will retrieve the carts from those areas at the direction of Food Service employees.

### **PROCEDURE III - Food Service Inmate Worker Meals**

1. The Food Service Inmate Workers will eat their meals in the break area of Food Service after all other meals are completed. The Cook Supervisors will supervise these meals.
2. The Food Service door will remain locked during this time.

### **PROCEDURE IV - Meal Service to the Juvenile Detention Center**

1. Food Service will contact the Juvenile Detention Center by telephone to obtain the meal count approximately one hour before the meal is to be picked up.
2. They will prepare the meals, place them in a cart provided by the Juvenile Detention Center and push it to the rear loading dock door. Before the food cart leaves the facility the Food Service staff will inspect it for contraband.
3. Master Control will allow the Juvenile Detention Center personnel entry through the rear loading dock door to get the cart. They will also leave an empty cart from the previous meal.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** FOOD INVENTORY

**NUMBER:** 11-01-07

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail to maintain an accurate inventory of food and to utilize an efficient accounting system to determine the cost per meal.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-05

### **PROCEDURE I - Food Inventory**

1. The Food Service Manager will provide Production Forms to the Cook Supervisors to document food items retrieved from the food storage areas.
2. As a Cook Supervisor removes food items from the storage areas, they will document the type and quantity of food items they removed on the Production Form.
3. The Food Service Manager will use the Production Form to enter the quantity of each item consumed each day on the Perpetual Food Inventory form.
4. Production Forms will be filed and used for fiscal reference.
5. The Food Service Manager, or designee, will conduct a complete food inventory on the first working day of each month and document the quantities of each food item on the Physical Food Inventory form.
6. On the last working day of the month, the Food Service Manager will obtain the total food consumed during the month from the Perpetual Food Inventory form. He or she will document this in the "usage" column of the Food Cost Accounting form.
7. The Food Service Manager will calculate the existing food inventory by subtracting the figure in the "usage" column of the Food Cost Accounting

form from the figure in the "beginning inventory" column of the Perpetual Food Inventory form and add how much food we received during the month.

8. He or she will then compare the inventory amounts on the Physical Inventory Form with the amounts obtained in Step 7.
9. If the inventories are not consistent, he or she will attempt to determine the reason for the discrepancy and resolve it.
10. The Food Service Manager will notify the Support Services Commander of any discrepancies by memorandum.
11. During the first working week of the month, the Food Service Manager will compute the dollar value of the existing food inventory by multiplying total inventory amounts by cost per unit for each food item listed on the Food Cost Accounting form.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: SAFETY, SANITATION AND CLEANLINESS INSPECTIONS**

**NUMBER: 11-01-08**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that Food Service conducts all food preparation and food consumption in a clean, safe environment.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-11  
A.C.A. Standard 4-ALDF-4A-15

### **PROCEDURE I - Daily Sanitation and Cleanliness Inspections**

1. The Food Service Manager, or designee, will inspect the entire Food Service area daily. Cook Supervisor will inspect the area at the conclusion of their shift. If the Food Service Manager or Cook Supervisor finds sanitation or cleanliness deficiencies, it will be corrected immediately.
2. A Cook Supervisor will supervise the Inmate Workers while they perform scheduled cleaning duties in the Food Service area. They will train the Inmate Workers in the proper use of cleaning supplies and tools. All Cook Supervisors and Inmate Workers will follow County Health and Food Service sanitation procedures.
3. The Cook Supervisors will furnish the Inmate Workers with any cleaning supplies that they need.
4. A Cook Supervisor will supervise and inspect the Inmate Workers cleaning of their assigned duty stations using the Sanitation and Temperature Checklist form.

## **PROCEDURE II - Temperature Control**

1. The Food Service Manager will post a list of acceptable temperatures in the Cook Supervisor's office. They will use this list when conducting checks to verify correct temperatures.
2. After serving breakfast and dinner a Cook Supervisor will check the water temperatures of the ware washing machines and refrigeration units.
3. Cook Supervisors will record the temperatures on the Sanitation and Temperature Checklist form. They will document any deficient temperatures on a Tiburon Maintenance Request for Maintenance follow-up.
4. The Food Service Manager will be apprised of the deficiency.

## **PROCEDURE III - Weekly Sanitation, Cleanliness and Equipment Inspections**

1. The Food Service Manager will inspect the Food Service area and equipment weekly to ensure that they are meeting all local and state health standards.
2. If they are not meeting a particular standard, he or she will take corrective action.
3. Food Service will document and keep the findings of the inspection on file for one year. The document will be available to the Support Services Commander upon request.

## **PROCEDURE IV - Sanitation and Cleanliness Inspections**

1. The Support Services Commander, or designee, may conduct unannounced inspections of the Food Service area and on equipment used there.
2. He or she will provide a written report of the inspection to the Food Service Manager.
3. The Food Service Manager will review the written report and correct the problems listed.

**PROCEDURE V - Health Department Inspections**

1. Inspectors from the Boulder County Health Department conduct semiannual inspections of the Food Service area.
2. The Food Service Manager will escort the Health Inspector to the Food Service area for the inspection.
3. The Health Inspector will give a written copy of the inspection report to the Food Service Manager at the conclusion of the inspection. He or she will provide a copy to the Support Services Commander for review.
4. The Food Service Manager will see that all needed corrections and recommendations of the Inspector are completed.

**PROCEDURE VI - Safety Inspections and Training**

1. The Food Service Manager, or designee, will inspect the Food Service area and all equipment daily for safety infractions. Safety infractions include, but are not limited to, excess water or spills on the floor, broken or malfunctioning equipment, and unsafe work habits by Food Service employees or Inmate Workers.
2. The Food Service Manager will document any infractions found and post the results of the inspection in the Cooks office. He or she will take immediate action to correct any safety infractions found during the inspection.
3. The Food Service Manager will conduct safety and accident prevention classes for the Cook Supervisors and Inmate Workers. He or she will review accidents that have occurred and initiate steps to prevent recurrence.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** FOOD STORAGE

**NUMBER:** 11-01-09

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail Food Service to keep temperature-controlled and clean storage areas to provide a sanitary storage environment for food.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-16

**INFORMATION:** The Jail will receive food deliveries at the Rear Loading Dock. Food Service employees will move them into the appropriate storage location.

We will store the deliveries in the following locations:

1. Bulk food storage: cases of food and bagged dry goods
2. Pantry storage: individual canned and packaged food, condiments, dry food storage bins, some spices, and beverages
3. General storage: paper goods
4. Walk-in meat cooler: meats eggs, and leftover food
5. Walk-in produce cooler: produce and dairy products
6. Walk-in freezer: frozen food items and meat
7. Chemical storage: soaps, cleaning compounds, grill bricks and scouring pads

Highly perishable foods such as meats, fish, produce, and dairy products will be kept in refrigeration at a consistent temperature of 36° Fahrenheit.

We will store milk in a dispenser at a consistent temperature of 42° Fahrenheit.

Frozen foods will be kept in the freezer at a constant temperature of 0° Fahrenheit.

Canned goods and grain products will be stored on shelves or pallets at least six inches above the floor in a dry area.

Grain products will be protected during storage in airtight, labeled containers.

The following food temperatures and storage guidelines will be followed:

<b>FOOD</b>	<b>SUG MAX TEMP</b>	<b>RECOMMENDED MAXIMUM STORAGE</b>
<b>Canned Products</b>	70°	12 months
<b>Cooked dishes with eggs, meat, milk, fish, poultry</b>	36°	Serve day prepared
<b>Cream filled pastries</b>	36°	Serve day prepared
<b>Dairy products</b>		
Milk (fluid)	40°	3 days in original container, lightly covered
Milk (dried)	70°	3 months in original container
Butter	40°	2 weeks in waxed carton
Cheese (hard)	40°	6 months tightly wrapped
Cheese (soft)	40°	7 days in tightly covered containers
Ice cream and ices	10°	3 months in original container
<b>Eggs</b>	45°	7 days unwashed, not in cardboard
<b>Fish (fresh)</b>	36°	2 days loosely wrapped
Shellfish	36°	5 days in covered containers
<b>Frozen products</b>		
Fruits & Vegetables	0 to - 20°	1 growing season to another in original container
Beef, poultry, eggs	0 to - 20°	6-12 months in original container
Fresh pork	0 to - 20°	3-6 months in original container if not ground
Lamb and veal	0 to - 20°	6-9 months in original container
Sausage, fish	0 to - 20°	1-3 months in original container
Ground meat	0 to - 20°	1-3 months in original container
<b>Fruit</b>		
Peaches, plums	50°	7 days unwashed
Berries	50°	7 days unwashed
Apples, pears, citrus	50-70°	2 weeks in original container

<b>Leftovers</b>	36°	24 hours in covered containers
<b>Poultry</b>	36°	1-2 days loosely wrapped
<b>Meat</b>		
Ground	38°	2 days loosely wrapped
Fresh meat cuts	38°	3 days loosely wrapped
Liver/variety meats	38°	2 days loosely wrapped
Cold cuts (sliced)	38°	3-5 days wrapped in semi moisture-proof paper
Cured bacon	38°	1-4 weeks wrapped tightly
Ham (tender cured)	38°	1-6 weeks wrapped tightly
Ham (canned)	38°	6 weeks in original container
Dried beef	38°	6 weeks tightly wrapped
<b>Vegetables</b>		
Leafy	45°	7 days unwashed
Potatoes, onions	70°	1-30 days dry in ventilated containers or bags
Root vegetables	70°	1-30 days dry in ventilated containers or bags

### **PROCEDURE I – Food Storage**

1. When receiving food deliveries Food Service employees will inspect the order for quality and freshness. They will ensure that the order is correct in quantity and poundage by checking the order received against the order form. If food quality and freshness do not meet commonly accepted standards, the employee checking it in will refuse the item and credit the invoice. The Food Service Manager will contact the vendor and arrange for replacement of the unacceptable food items.
2. Once Food Service has accepted the delivery and the Receiving Vestibule is secured, they will separate the various foods. Items that may be used to make contraband, i.e., yeast, vanilla, nutmeg, mace, raisins, and any food items containing alcohol, will be stored in the secured cabinet in the food storage area.
3. The Food Service Staff will put all signed delivery invoices in a file located in the Cooks Supervisor's office.
4. Inmate Workers will be used to move the remainder of the delivery to the proper storage area(s) under the supervision of a Cook Supervisor.

5. The Inmate Workers will record the month and year we receive the order on the individual cans, boxes, or packaged items.
6. The new items will be placed in the back of the storage area and the other items rotated to the front.
7. The Food Service Manager will examine all damaged or open packages, which are found during the storage process, and determine if they should be disposed of or if it can be used.
8. The Inmate Workers will flatten all boxes and place them near the Food Service Receiving Door once they have stored the contents. Community Workers will discard these boxes in the dumpster during routine trash removal.

## **PROCEDURE II – Maintenance of Refrigerated Storage Areas**

1. On a daily basis Food Service will:
  - a) Ensure that the refrigerated food storage areas are maintaining proper temperatures by checking the system's internal thermometer and the independent thermometer placed inside the storage area.
  - b) Inspect all refrigerated food storage areas to ensure that items are covered, air tight, and labeled as to content and date stored.
  - c) Inspect the refrigerated food storage areas to ensure that the floor, walls, and shelves are clean.
2. Food Service will record the internal and independent temperature readings on the Sanitation and Temperature Checklist.
3. Inmate Workers will clean refrigeration units on a daily basis. This will include sweeping and mopping the floors and washing the walls of each unit.
4. The Inmate Workers will dismantle and clean the shelves in the refrigeration units weekly.
5. The Food Service Manager, or designee, will inspect the refrigerated food storage areas each day to ensure that the floor, walls and shelves are clean.
6. He or she will ensure that the Inmate Workers correct any deficiencies.

**PROCEDURE III – Maintenance of Dry and Canned Food Storage Areas**

1. The Inmate Workers will clean dry and canned food storage areas each day by sweeping and mopping the floors, dusting the shelves and cans, and washing the walls of each area.
2. Food Service will inspect the storage areas to ensure that they are clean and ensure that the Inmate Workers correct any deficiencies.
3. Food Service will document the inspection on the Sanitation and Temperature Checklist.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** STAFF MEAL SERVICE

**NUMBER:** 11-01-10

**EFFECTIVE DATE:** October 12, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide on-duty Sheriff's Office personnel and other County employees working at the jail with meals prepared by Food Service. The staff meal ticket will provide for one meal.

**SOURCE:** None

### **PROCEDURE I - Purchasing Meal Tickets**

1. Employees wanting to purchase a meal ticket will contact the Lead Administrative Technician, or designee, between the hours of 0800 and 1630, Monday through Friday.
2. The Lead Admin Tech will collect the money for the ticket and document the sale of the ticket in a ledger maintained for that purpose.
3. The jail will return this money to the County General Fund. The Lead Admin Tech will reconcile the meal ticket account monthly and forward a sales report to the Jail Division Chief.
4. He or she will forward a copy of the report and the accrued funds to the Sheriff's Office Accounting section.

### **PROCEDURE II - Supplying the Staff Dining Room**

1. Food Service will supervise Inmate Workers as they prepare the meal trays and beverages for the Staff Dining Room.
2. A Food Service Inmate Worker will move the food into the Staff Dining Room when advised by a Cook Supervisor.

**PROCEDURE III - Accessing the Staff Dining Room**

1. Sheriff's Office personnel and other County employees who work in the jail may take their meal breaks in the Staff Dining Room.
2. When a non-jail employee wants to eat a jail prepared meal, he or she will purchase a meal ticket from the designated person. The person will then go to Staff Dining after securing any weapons or property.
3. If the employee is not familiar with the jail, Reception personnel will arrange for an escort to the Staff Dining Room. If Reception is not on duty, the employee will contact a Booking Officer for assistance.
4. Employees will sign their meal tickets and deposit them in the designated container in exchange for a meal.
5. The Food Service Inmate Worker will return the food cart to the Food Service area when directed by a Cook Supervisor.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: HEALTH STANDARDS FOR FOOD SERVICE PERSONNEL**

**NUMBER: 11-01-11**

**EFFECTIVE DATE: October 12, 2007**

**POLICY:** It is the policy of the Boulder County Jail to require that all Food Service employees and Inmate Workers undergo a medical examination before assignment in Food Service. The jail will also require that they undergo any further exams required by state or local regulations.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-13

### **INFORMATION:**

All Food Service employees and Inmate Workers will:

- 1) wash their hands and arms with soap at the beginning of their shift.
- 2) have clean hair and tie it back, if it is longer than shoulder length.
- 3) wear hairnets or disposable caps while engaged in food preparation or service.
- 4) wear disposable gloves when handling food.
- 5) have clean and neatly trimmed fingernails.

In addition, all Inmate Workers will:

- 1) shower before reporting to their assignment.
- 2) be in proper uniform before reporting to their assignment.

### **PROCEDURE I - Health Standards for Food Service Personnel**

1. All new intakes will receive a medical screening soon after booking. They will also receive a physical examination approximately two weeks after incarceration. Medical will examine and approve the inmate's progression to Inmate Worker status and a possible job in Food Service.

2. During the time that we assign an Inmate Worker to Food Service we will allow him to undergo a medical examination through the sick call procedure.
3. Inmate Workers must undergo a medical examination when directed by the Food Service Manager or Medical.
4. Food Service employees may also undergo medical examinations by the Jail's physician. These employees must undergo a medical examination when directed by the Food Service Manager or Medical.
5. The Food Service Manager will ensure that employees and Inmate Workers comply with state or local regulations requiring periodic exams.
6. The Food Service Manager will ensure that Food Service employees and Inmate Workers maintain their personal hygiene.
7. The Food Service Manager will remove an employee or Inmate Worker with hygiene or medical deficiencies from Food Service until they are corrected.
8. The Food Service Manager will allow employees or Inmate Workers to return to Food Service only when Medical or an outside physician has cleared them.
9. When assigned to Food Service, Inmate Workers will complete training in personal hygiene and sanitation procedures, which the Food Service staff will conduct.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: CONTROL AND USE OF FOOD SERVICE UTENSILS**

**NUMBER: 11-01-12**

**EFFECTIVE DATE: October 29, 2007**

**POLICY:** It is the policy of the Boulder County Jail Food Service to control and monitor the use of kitchen utensils to ensure accountability and the secure use of these utensils.

**SOURCE:** A.C.A. Standard 4-ALDF-2D-02

### **PROCEDURE I - Routine Inventory of the Knife and Utility Boxes**

1. The morning Cook Supervisor will inventory the contents of the knife box at the beginning of each day to verify that the contents are accounted for. The morning and afternoon Cook Supervisors will inventory the knife box together at the beginning of the afternoon shift.
2. The Cooks will document the inventory on the Knife Box Inventory and Checkout form with their initials and the time that they conducted the inventory.
3. The Cook Supervisor will also inventory the contents of the Utility Drawer, verifying that they account for all contents. The morning and afternoon Cook Supervisors will inventory the utility drawer together at the beginning of the afternoon shift.
4. They will document this on the Secured Food Service Utility Drawer Inventory and Checkout form. The Food Service Manager, or designee, will initial the form and document the time that they conducted the inventory.
5. If both inventories are accurate, the Cook Supervisors will begin preparing the next meal. If either is inaccurate, the Cook will initiate Procedure II.
6. The evening Cook Supervisor will repeat the procedure at the end of the shift.

7. The evening Cook Supervisor will remove the inventory forms from the knife box and utility drawer at the close of the shift. He or she will file the forms in the Cook's office and replace them with new ones for use the next day.
8. The Food Service Manager will review these forms weekly to ensure compliance with knife box and utility drawer procedures by all Cook Supervisors.

### **PROCEDURE II - Inaccurate Knife or Utility Box Inventory**

1. If the knife or utility box inventories are inaccurate, a Cook Supervisor will immediately notify the On-Duty Supervisor (ODS) and/or the Food Service Manager. Food Service Inmate Workers will remain in the Food Service area until the ODS has released them.
2. The ODS will initiate a shakedown of the Food Service area in coordination with the Cook Supervisor(s).
3. If the knife or utensil is not found, the ODS may carry out the shakedown policy throughout the jail.
4. The Cook Supervisor will complete an Incident Report (IR) when they can, but no later than the end of the shift. The IR will be forwarded to the Food Service Manager and the Support Services Commander.
5. The ODS will ensure that an IR is completed, documenting the results of the shakedowns. The IR should indicate whether the utensil or knife was found and where it was found.
6. The Cook Supervisor will follow any special instructions given by the ODS in performing his or her normal duties. The Cook Supervisor will not leave the facility without approval of the ODS.
7. The Food Service Manager will critique the incident with the Support Services Commander. They will decide what steps need to be taken to eliminate any further losses or misplacement of knives or utensils.

### **PROCEDURE III - Use of Knife and Utility Box Contents**

1. When they need a utensil from the knife or utility box, the Cook Supervisor will check the utensil out, using the appropriate inventory and checkout

form. He or she will document the name of the Inmate Worker that they issued the knife or utensil to and the time of issue and initial the form.

2. The Cook Supervisor will secure the box when they remove the utensil.
3. If the utensil has been checked out for an Inmate Worker, the Cook Supervisor will get a knife tether from the Cook's office and tether the knife in the area that the Inmate Worker is working.
4. When the Inmate Worker is finished with the utensil, he will notify the Cook Supervisor. The Cook Supervisor will remove the knife from the tether and place the knife in the knife box. They will document the return of the knife on the knife checkout form. The tether will be returned to the Cook's office. If a Cook Supervisor is using the utensil, he or she will clean it when finished. The utensil will be secured immediately in its proper place.
5. The Cook Supervisor will place the utensil back in the appropriate box, document it on the form, and secure the box.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/24/07 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT: USE OF FOOD FROM THE JAIL GARDEN**

**NUMBER: 11-01-13**

**EFFECTIVE DATE: October 29, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain a garden during the growing season to help supplement Food Service needs with fruits and vegetables.

**SOURCE:** A.C.A. Standard 4-ALDF-4A-14

### **PROCEDURE I - Planning for the Garden**

1. The Work Programs Sergeant and Food Service Manager will meet before the growing season to determine what foods they should produce in the garden.
2. They will review the previous year's use of items grown and determine what quantities of each food product they should produce during the upcoming season.

### **PROCEDURE II - Maintenance and Supervision**

1. The Work Programs Sergeant will assign Community Workers from Building C to the jail garden during the growing season each year.
2. These Community Workers will work under the supervision of the Work Programs Sergeant, or designee, who is responsible for the garden.

### **PROCEDURE III - Jail Garden Food Accounting**

1. The Food Service Manager will place a notebook labeled "Jail Garden" in Cook's office at the beginning of the growing season. This notebook will be used to document food items produced in the garden and used for inmate consumption.

2. A Cook Supervisor will inspect and weigh all food items brought into Food Service from the garden. He or she will record the item(s) received, their weight, and condition in the notebook. They will date and initial each entry.
3. The Food Service Manager will use as many of these food items as possible when planning the Master Menu.
4. The Food Service Manager will submit a report to the Support Services Commander and Work Programs Sergeant at the end of the growing season. This report will include a list of all items received and used for meal preparation and the amount saved by using them.

**PROCEDURE IV - Surplus Items**

1. Food Service may donate any excess food grown in the garden to another agency, i.e., Community Food Share, etc.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

10/24/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** LAUNDRY OF INMATE CLOTHING AND LINENS

**NUMBER:** 12-01-01

**EFFECTIVE DATE:** October 29, 2007

**POLICY:** It is the policy of the Boulder County Jail to operate a laundry, so that inmate clothing and linens are regularly cleaned to promote sanitary living conditions.

**SOURCE:** A.C.A. Standard - 4-ALDF-4B-01  
A.C.A. Standard - 4-ALDF-4B-02  
A.C.A. Standard - 4-ALDF-4B-03

### **PROCEDURE I - Distribution of Jail Issued Clothing Used by Inmates With Work Assignments**

1. Inmate Workers will be issued three sets of white uniforms. Two are to be used for work and the other while in the module. Each Inmate Worker will be responsible to have their personal laundry done daily.
2. When a Food Service Inmate Worker reports to work he will obtain a hair net or disposable hat from a Food Service employee. Inmate Workers handling food will be required to wear disposable gloves.
3. Inmate Workers and Community Workers using special equipment or cleaning supplies may be given additional protective clothing based on their particular assignment.
4. Officers will issue Community Workers two sets of orange uniforms. The Community Workers, who work for a Crew Boss, will also be issued two sets of uniforms.
5. All other inmates will be issued one set of clothing, which we will exchange according to the schedule for their module.

## **PROCEDURE II - Laundering and Exchange of Inmate Linens and Jail-Issued Clothing**

1. Module Officers will coordinate the exchange of dirty laundry with a Laundry Inmate Worker.
2. In Building "B" a Laundry Inmate Worker will push a cart with clean uniforms and/or linens to the designated module with an empty collection cart.
3. In Buildings "A" and "C," a Laundry Inmate Worker will push a cart with clean uniforms and/or linens to the building door. Master Control will then notify the appropriate officer.
4. The officer will conduct the laundry exchange. During the exchange they will carefully monitor what is given to the inmates and what the inmates return.
5. The officer will notify the Laundry Inmate Worker when the exchange is complete and request that the cart with the dirty laundry be removed.
6. When conducting daily room checks, officers will watch for extra items of clothing or linen and remove them from the module. They will remind the inmate about having extra clothing items. Continued violations may lead to disciplinary action.

## **PROCEDURE III - Laundering of Personal Clothing**

1. On the designated days officers will coordinate the collection of soiled personal laundry with a Laundry Inmate Worker.
2. In Building "B" a Laundry Inmate Worker will go to the appropriate module with an empty laundry cart.
3. In Buildings "A" and "C" a Laundry Inmate Worker will push a cart to the building door. Master Control will then notify the appropriate officer.
4. The officer will ensure that the inmates put their soiled laundry in their laundry bags and place them in the laundry cart.
5. The officer will notify the Inmate Worker when the laundry cart is ready to be retrieved.

6. The Inmate Worker will wash and dry the personal clothing while leaving it in the laundry bags. They will return the clean laundry to the module where the officer will redistribute it.

#### **PROCEDURE IV - Mandatory Laundry Exchange**

1. Officers will ensure that inmates exchange laundry regularly. If an inmate fails to exchange laundry for an extended period and it becomes a health issue, it will be mandatory that the inmates change into clean clothing.
2. The officer will manage this exchange with back up assistance from other officers if necessary.

#### **PROCEDURE V - Collecting Soiled Laundry from Booking and Other Areas**

1. When the laundry cart in Booking is full, Booking personnel will request that a Laundry Inmate Worker respond with an empty cart.
2. The Inmate Worker will retrieve the full cart and take it to the Laundry for cleaning. He will restock the linen and clothing in Booking when requested.
3. If dirty laundry needs to be collected from Building "A" or "B," an officer will call the Laundry and request that the Inmate Worker respond and collect it.
4. The Inmate Worker will collect the laundry and take it to the Laundry where it will be cleaned, sorted and stacked.

#### **PROCEDURE VI - Laundry Services for Juvenile Detention**

1. When the laundering of Juvenile Detention Center clothing and linens is necessary, their employee will deliver the soiled items to the jail at the breakfast meal exchange. The soiled laundry will be transported in their laundry bin.
2. The Juvenile Detention employee will place the laundry bin at the Rear Loading Dock sally port door for collection.
3. An employee will retrieve the cart from the corridor for the Laundry. The Laundry Inmate Workers will wash and dry the items and store them separately. Once the laundry is completed, the Inmate Workers will return the cart to the Maintenance Corridor door.

4. When the Juvenile Detention employee returns to the jail for the next meal cart they will retrieve the clean laundry and return it to the Juvenile Detention Center.

By Order of the Division Chief

Signed by  
Larry R. Hank, Chief

10/24/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: INVENTORY OF JAIL-ISSUED CLOTHING AND LINENS**

**NUMBER: 12-01-02**

**EFFECTIVE DATE: November 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to conduct regular inventories of jail-issued clothing and linens to account for and maintain control of the distribution of these items.

**SOURCE:** A.C.A. Standard 4-ALDF-4B-04  
A.C.A. Standard 4-ALDF-4B-05

### **PROCEDURE I - Clothing and Linen Inventory**

1. The Food Service manager, or designee, will inventory the supply of jail-issued clothing and linens in the Property Room, the laundry, and other storage areas each month.
2. This inventory is designed to decide if the appropriate number of inmate uniforms, linens, and other necessary items are in circulation, based on the inmate population at the time. Another purpose is to find out if enough items are in stock, so there is no delay in replacing them. (The general rule of thumb for clothing and linens is to have three times the number of items for each inmate in custody, i.e., 300 non-Trusty inmates in custody = 900 uniforms, called "build-to" numbers. This represents the uniform issued to the inmate, one in the laundry, and one in stock. We double this figure for Inmate and Community Workers).
3. If the inventory reveals that more clothing and/or linens need to be placed in circulation, the Food Service Manager, or designee, will remove the necessary items from storage and place them in the Property Room and/or laundry.
4. If it appears that the stock of clothing and linens is being used at a rate inconsistent with the inmate population, the Food Service Manager will try to determine why this is occurring. This may result in shakedowns, or

other measures being taken, to determine if inmates have obtained more uniforms, or other items, than we allow them.

5. If the inventory reveals the need to order additional items, the Food Service Manager, or designee, will place the order.
6. Weekly inventories of storage areas where jail personnel obtain these supplies will be taken by the Food Service Manager, or designee, generally on Friday. This check is to ensure that an adequate stock of supplies is available.

**PROCEDURE II - Documenting and Use of Inventory Information**

1. The Food Service Manager, or designee, will document the inventory data, showing the inventory in circulation, the inventory in storage, and whether or not we ordered more supplies.
2. The Food Service Manager, or designee, will maintain a file, which documents these inventories.
3. This information may be used to support additional funding during the annual budget preparation.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: PERSONAL HYGIENE OF INMATES**

**NUMBER: 12-01-03**

**EFFECTIVE DATE: November 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to issue personal hygiene items to inmates, provide facilities for daily showers, and make provisions for haircuts to maintain a sanitary living environment.

**SOURCE:** A.C.A. Standard - 4-ALDF-2A-57  
A.C.A. Standard - 4-ALDF-4B-06  
A.C.A. Standard - 4-ALDF-4B-07

### **PROCEDURE I - Distribution of Hygiene Items**

1. Module officers will give all new inmates their basic hygiene items after arriving in their assigned Module.
2. Inmates with money in their accounts may order additional hygiene items from the weekly commissary.
3. Indigent inmates (those not having money in their accounts to purchase additional hygiene items from the commissary) may request the basic items from a Module Officer when needed.
4. Inmates requesting replacement hygiene items must show an officer the empty container or used item.

### **PROCEDURE II - Distribution of Razors**

1. Officers in the Discipline, Special Management, Maximum, Intake and Women's modules will issue new, disposable razors to the inmates at the scheduled times.
2. Officers will distribute razors daily, between the hours of 0800-1100 hours. The officer may extend this time for male and female disciplinary and

special management inmates, due to their various classification restrictions and levels.

3. The officer will use the Razor Form to document who received a razor and the time it was issued. The officer will tell the inmate when to return the razor. This will be approximately twenty minutes, but officers may use their discretion, if they require more or less time.
4. Inmates on disciplinary status, or a restrictive level, may only use a razor during their scheduled time out. Suicidal inmates will only be allowed to shave in the presence of an officer. Additional officers may be requested to stand by if necessary.
5. When the inmate is finished with the razor they will return it to the officer, who will properly dispose of it in the hazardous materials receptacle.
6. If an inmate does not return the razor the officer will request that it be returned. If the inmate refuses to return it the officer will request back up assistance and retrieve the razor.
7. When back up assistance arrives the officers will find the razor. If the razor is not retrieved the On-Duty-Supervisor (ODS) may initiate a shakedown.
8. The officer will complete an Incident Report (IR) and, if necessary, a Case Report (CR) once the incident has concluded.

### **PROCEDURE III - Distribution of Razors to Medium, Phoenix , and Inmate Worker Inmates**

1. Male inmates housed in Medium, Phoenix, and Inmate Worker, or women classified, as maximum, medium, or general population will be issued razors that they may keep in their rooms.
2. The razor must be above their sinks in plain view at all times. Inmates who do not keep their razors in plain view are subject to disciplinary action.
3. If an officer discovers that an inmate's razor is missing and cannot be found they will inform the ODS, who may initiate a shakedown of the module.
4. The officer will complete an IR detailing the event once it has concluded.

5. When an inmate is dressed-out for release or moved to another module an officer will collect the inmate's razor and discard it in the hazardous materials receptacle. If we move the inmate within Building B the officer may allow the inmate to keep the razor.

#### **PROCEDURE IV - Replacement of Used Razors**

1. Inmates needing new razors will request them from an officer.
2. The officer will examine the used razor to ensure that the blade is still present.
3. Used razors will be discarded in the hazardous materials receptacle in the Officer Work Station (OWS) and issue the inmate a new razor.

#### **PROCEDURE V - Emptying the Hazardous Materials Receptacle**

1. Officers will check the hazardous materials receptacle in their OWS periodically to determine if it is full. When it is full, the officer will take it to the Medical Office and empty it into the hazardous materials waste box.
2. If a hazardous materials box is full the officer will inform the medical staff.
3. The hazardous materials box will be checked periodically by the medical staff and picked up by a hazardous material waste facility when full.

#### **PROCEDURE VI - Requests for Professional Haircuts**

1. An inmate who wants a professional hair stylist to cut their hair must send a "kite" to the Support Services Sergeant. The inmate will provide the name and phone number of the person they want to do the haircut. The Sergeant will review and approve or deny the request.
2. If the Sergeant approves the request, he or she will make the necessary arrangements. The person giving the haircut may not be related to the inmate. They must also provide all equipment needed to give the haircut and must be a state, licensed hair stylists. The license must be presented to the jail when they arrive to give the haircut.
3. If the Sergeant does not approve the haircut, he or she will note the reason for the denial on the "kite" and send a copy back to the inmate.

**PROCEDURE VII - Requests for Haircuts by Other Inmates**

1. An inmate may request to have another inmate cut their hair if they are housed in the same module.
2. The inmates will request the haircutting equipment from a Module Officer and return it immediately after the haircut is finished.
3. The Module Officer will be responsible for monitoring the use of the haircutting equipment while it is checked out.
4. The Module Officer will log the haircut in the Module Log.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** PERSONAL APPEARANCE AND HAIR LENGTH

**NUMBER:** 12-01-04

**EFFECTIVE DATE:** November 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to request an inmate, pre-trial or sentenced, to cut his or her hair, or we may subject him or her to forcibly having his or her hair cut to protect the jail from identified health and sanitation hazards. In addition, the posture of the jail is to maintain a safe, secure environment free from health hazards and to maintain the ability to identify, discipline, and prevent the concealment of contraband.

**SOURCE:** Blake v. Pryse, 444 F.2d 218 (8th Cir. 1971)  
Rinehart v. Brewer, 360 F. Supp. 105 (S.D. Iowa 1973) aff'd. 491 F.2d 705 (8th Cir. 1974)  
Williams v. Baton, 342 F.2d 652 1110 (E.D.N.C. 1972)  
Brooks v. Wainwright, 428 F.2d 652 (5th Cir. 1970)  
Seale v. Manson, 326 F.Supp 1375 (D. Ct. 1971)  
Teterud v. Burns, 522 F.2d 357 (8th Cir. 1975)  
A.C.A Standard 4-ALDF-6A-08

**INFORMATION:** All persons taken into the custody of the Jail will be treated in a way that provides for: the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation and administrative efficiency. We may require that inmates cut their hair to a required length, or to shave their head and/or shower, when circumstances warrant it to aid in the identification of the inmate, promote hygiene, aid in the administration of discipline, or prevent the concealment of contraband.

### **PROCEDURE I - Determining the Need to Perform a Procedure**

1. The On-Duty Supervisor (ODS) will determine the need to implement the hygiene procedure based upon the status of the person whose hair may need to be cut, or who may need to shower.

2. If it appears likely that an arrestee will make bail, or otherwise secure release within a reasonable time, the ODS should not ordinarily continue with the hygiene procedure unless exigent circumstances dictate.
3. Determining what is "reasonably timely" will require the exercise of discretion by staff.
  - a. The probability of release within four hours should ordinarily be considered "timely."
  - b. A longer period would be justified if there were a high probability of release, and there is available space in a Booking holding cell.
  - c. A shorter period would be justified if the likelihood of imminent release is remote, and the holding cells are crowded.
4. If the procedure is related to hygiene and/or vermin's infestation, the ODS should cause the on-duty medical authority to conduct a medical examination to decide the nature of the condition and to make a recommendation concerning action to be taken.
5. If the conditions suggest that a hygiene procedure should occur, the ODS should provide the facts of the situation to the on-duty or on-call Commander. The on-duty or on-call Commander may authorize the cutting of hair or the showering of the inmate/arrestee.
6. The medical authority and the ODS should complete Incident Reports (IR) citing the rationale for conducting the hygiene procedure.
7. The IR will be channeled as necessary for supervisory review.

## **PROCEDURE II - Manner of Performing a Hygiene Procedure**

1. Hygiene procedures should be conducted in a reasonable, professional manner.
2. The more intrusive the hygiene procedure, the more discomfort and embarrassment may be experienced by the subject of the procedure, the more critical professionalism becomes.
3. These procedures will be conducted while avoiding comments that belittle, degrade, or humiliate arrestees/inmates being subjected to them.
4. They should be conducted while evaluating the following five factors:

- A. the professionalism of the staff;
  - B. the privacy afforded the person;
  - C. hygiene or sanitation considerations;
  - D. the qualifications of the person(s) conducting the procedure; and
  - E. the use of force.
5. The hygiene procedures will be conducted in a way that reduces the risk of contamination/infection.
  6. Employees should use all precautions reasonable to perform the hygiene procedure if they are at risk.
  7. As in all other use of force situations, the force used in performing these procedures must be reasonable to be constitutional.
  8. If force must be used, the employees involved will detail this in the IR.

By Order of The Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE SHOES  
**NUMBER:** 12-01-05  
**EFFECTIVE DATE:** November 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide all inmates with a pair of athletic shoes for recreation and work purposes. These shoes will be soft leather or canvas and non-scuff. Some inmates may also purchase athletic shoes from Commissary at their expense.

**SOURCE:** None

### **PROCEDURE I - Jail Issued Shoes**

1. The jail will provide all inmates with one pair of shoes when they are dressed in.
2. Inmates will not be allowed to keep their personal athletic shoes, unless the jail is unable to provide the proper size or Medical approves them for medical reasons.
3. If this occurs the shoes must be closely inspected by staff and deemed acceptable by the On-Duty Supervisor (ODS).

### **PROCEDURE II - Shoes Available From Commissary**

1. Some inmates may purchase one pair of athletic shoes from Commissary at their expense.
2. A separate order form will be available and must be completed by the inmate wishing to purchase shoes.
3. Various brands and styles may be available. Delivery of these shoes will be within two to three weeks.

4. The Commissary vendor will not make exchanges and the jail will not refund inmates for these shoes under any circumstances.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: PUBLIC DEFENDER COORDINATION**

**NUMBER: 13-01-01**

**EFFECTIVE DATE: November 16, 2007**

**POLICY:** It is the policy of the Boulder County Jail to assist the Public Defender's Office by making authorized information available to them regarding the inmates they represent and allowing them access to those inmates.

**SOURCE:** A.C.A. Standard 4-ALDF-6A-02

### **PROCEDURE I - Public Defender Availability**

1. Each business day Reception will make a copy of the Administrative Inmate List for the Public Defender's Office. This copy will be kept in Reception until picked up by someone from that office.
2. Booking Officers will make the appropriate information from the inmate's Booking File available to staff from the Legal Aid Office representing those charged with misdemeanor crimes. Jail employees will ensure that the Booking Files are not removed from Booking.
3. Although the Public Defender's office generally has access to pertinent documents through other sources, Booking Officers will carry out Step 2 for them upon request.
4. Officers will ensure frequent, regular access to the Public Defender by having the inmate fill out an Inmate Request Form (kite). These requests will be forwarded to Reception and held there until someone from that office collects them.
6. Public Defenders will have regular access to their clients through the jail's professional visitation procedures.
7. The jail's inmate phone system is set up to permit toll-free calls to the Public Defender's Office by inmates.

**PROCEDURE II – Public Defender’s Jail Access**

1. The Jail Management Team has granted access to the jail by authorizing members of the Public Defender’s Office to have an approved key facilitating their movement within the jail without the need for jail personnel to escort them between housing areas.
2. Before the issuance of these keys, the Public Defender staff member will receive an orientation from the Support Services Commander, or designee.
3. At the conclusion of this orientation, the Support Services Commander, or designee, will provide the key. This key will be logged with the Jail Maintenance Supervisor and must be returned by the person upon leaving the Public Defender’s Office for other employment.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE RIGHTS  
**NUMBER:** 13-01-02  
**EFFECTIVE DATE:** November 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide pretrial and sentenced inmates with their rights under the United States Constitution and the Bill of Rights. This includes, but is not limited to: access to courts and counsel, access to the outside, access to due process, freedom of religious beliefs and speech, freedom from discrimination, protection and freedom from corporal punishment, freedom from harassing searches and seizures, and freedom from cruel and unusual punishment. We may curtail these rights in case of legitimate safety and security concerns.

**SOURCES:** A.C.A. Standard 4-ALDF-6A-01  
A.C.A. Standard 4-ALDF-6A-02  
A.C.A. Standard 4-ALDF-6A-03  
A.C.A. Standard 4-ALDF-6A-04  
A.C.A. Standard 4-ALDF-6A-07  
A.C.A. Standard 4-ALDF-6B-02

**INFORMATION:** The courts have guaranteed inmates a broad range of rights. We embed the actual procedures that protect these rights in a variety of Jail policies. The primary policies that address these rights are as follows:

### Access to Courts and Counsel

See: 09-01-20 Module Supervision (Procedure III - Telephone Use)  
13-01-01 Public Defender Coordination  
15-01-02 Professional Visits  
15-01-05 Inmate Correspondence/Mail  
15-01-06 Inmate Requests  
19-01-03 Library Services (Procedure IV - Law Library)

### Access to the Outside

See: 09-01-20 Module Supervision (Procedure III - Telephone Use)  
15-01-01 Personal Visits  
15-01-02 Professional Visits  
15-01-03 Media Visits  
15-01-04 Special Visits  
15-01-05 Inmate Correspondence  
19-01-03 Library Services  
19-01-05 Ongoing and Special Programs

### Access to Due Process

See: 13-01-03 Inmate Grievances  
14-01-01 Inmate Rules and Discipline  
14-01-02 Disciplinary Hearings  
15-01-06 Inmate Requests  
17-01-01 Classification  
17-01-02 Inmate Security Levels and Restrictions  
19-01-03 Library Services

### Access to Medical Care

See: Chapter 20 Health Services

### Access to Records

See: 06-01-02 Inmate Records

### Freedom of Religious Beliefs and Speech

See: 11-01-03 Special Diets  
14-01-01 Inmate Rules and Discipline  
15-01-06 Inmate Requests  
19-01-05 Ongoing and Special Programs

### Freedom from Discrimination

See: 13-01-03 Inmate Grievances  
14-01-01 Inmate Rules and Discipline  
14-01-02 Disciplinary Hearings  
17-01-01 Classification

17-01-02 Inmate Security Levels and Restrictions

Protection and Freedom from Corporal Punishment

See: 08-01-05 Riots, Disturbances and the Use of Firearms and Related Security Devices  
09-01-11 Use of Control Techniques  
09-01-13 Around-the-Clock Supervision  
502 Use of Force (Sheriff's Office Policy)

Freedom from Harassing Searches and Seizures

See: 9-01-04 Contraband Control  
9-01-22 Strip Searches and Pat Searches  
9-01-20 Module supervision (Procedure III - Telephone Use)  
15-01-01 Personal Visits  
16-01-01 Admission, Booking, and Orientation of New Inmates  
16-01-07 Judicial Review of Arrests  
16-01-02 Dress-In

Freedom from Cruel and Unusual Punishment

This freedom is embodied in the jail procedures addressing:

- the physical plant and its condition
- the classification system
- the management of disciplinary and special needs offenders
- the agency's emergency plans, maintenance procedures and security plans
- the agency's food, medical and mental health services
- the various programs offered
- the staffing plan.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: INMATE GRIEVANCES**

**NUMBER: 13-01-03**

**EFFECTIVE DATE: November 16, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide inmates with an internal grievance mechanism for resolving complaints arising from jail and/or jail employee actions, or inactions, without fear of reprisal.

**SOURCE:** A.C.A. Standard 4-ALDF-6B-01

### **PROCEDURE I - The Grievance Process**

1. An inmate who feels that a violation of policy or procedure has occurred; a violation of civil, constitutional, or statutory rights is alleged; or that criminal or prohibited acts have been committed by an employee or volunteer, may request a Grievance Form from an officer.
2. The employee will attempt to resolve the problem by talking with the inmate. If this is not possible, they will give the inmate the Grievance Form. If the employee can resolve the problem, they will document this on the Grievance.
3. Employees will help inmates in completing the Grievance Form if they need it.
4. The employee will give the completed form to the On-Duty Supervisor (ODS) before the end of his or her shift.
5. The ODS will see that the Grievance Form is forwarded to the Commander or Sergeant overseeing the person or area referred to in the grievance.
6. The Commander or Sergeant will review the grievance to decide if it merits investigation.

7. If it is determined that the allegation does not rise to the level of a grievance, as prescribed in step 1 of this procedure, the supervisor will return it to the inmate with a written explanation within twenty-one (21) days. A copy of the finding will be placed in the inmate's Classification File.
8. If the Commander or Sergeant determines that the allegation does rise to the level of a grievance, they will investigate the complaint and resolve it.
9. The investigating supervisor will review the Grievance form and interview the inmate, and other relevant documentation (Incident Reports, Module Logs, Tiburon Worksheets, etc.).
10. The investigating supervisor will meet with any witnesses, employees or inmates, and obtain written statements if possible.
11. The investigating supervisor will document the findings of the investigation and any action taken. The original will be forwarded to the inmate's Classification File.
12. The inmate may appeal the decision to the Jail Chief in writing within five (5) working days.
13. The Jail Chief will review the original grievance, the decision of the investigating supervisor and render a final judgment within five (5) working days. He or she will note this in a memorandum.
14. The Chief will forward any documentation to the inmate's Classification File and the inmate.

## **PROCEDURE II - Processing Violations of Established Policy, Procedures and Statutes**

1. If the investigating supervisor determines that an employee has possibly violated a policy and procedure, or statutory law, they will discuss this with the employee's Commander and/or Division Chief.
2. They may instruct the supervisor to complete an Allegation of Employee Misconduct form and initiate the procedures listed under Sheriff's Office policy 318 - Internal Affairs.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** SEXUAL VICTIMIZATION

**NUMBER:** 13-01-04

**EFFECTIVE DATE:** November 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to follow the guidelines set forth by the Prison Rape Elimination Act of 2003 (PREA).

**SOURCE:**

Prison Rape Elimination Act of 2003

A.C.A. Standard 4-ALDF-4D-22

A.C.A. Standard 4-ALDF-4D-22-1

A.C.A. Standard 4-ALDF-4D-22-2

A.C.A. Standard 4-ALDF-4D-22-3

A.C.A. Standard 4-ALDF-4D-22-4

A.C.A. Standard 4-ALDF-4D-22-5

A.C.A. Standard 4-ALDF-4D-22-6

A.C.A. Standard 4-ALDF-4D-22-7

A.C.A. Standard 4-ALDF-4D-22-8

**PROCEDURE I – Inmate Orientation to PREA**

1. As a part of Inmate Orientation (Policy 16-01-03), all new inmates entering the Boulder County Jail will attend the Inmate Orientation the day following their arrival to the jail.
2. The Prison Rape Elimination Act information will be presented as a part of the inmate orientation.
3. The orientation will include information that the inmate will receive advising them what to do and how to report an incident of sexual victimization.

**PROCEDURE II – Reporting an Incident**

1. It will be the responsibility of the individual inmate to report any sexual abuse/assault, vulnerabilities or tendencies toward acting out with sexually aggressive behavior by other inmates, to a staff member. If the inmate is

uncomfortable reporting the situation to operations staff, they may report directly to the medical staff.

2. The first Deputy notified or arriving on scene of a reported sexual assault should:
  - A. Ensure that any immediate medical care is provided.
  - B. Immediately notify the On-Duty Supervisor (ODS) of the nature of the incident. The ODS shall respond immediately, assess the situation, contact Detectives if needed and notify the On-Call Commander.
  - C. The Deputy will take control of the situation to prevent injury to staff members or the inmate by the perpetrators. Move the inmate to a safe location and follow instructions of the medical staff.
  - D. Secure areas where assault is alleged to have occurred and treat as a crime scene.
  - E. Direct attention to life/safety matters, using appropriate first aid measures.
  - F. Update Master Control and advise of further assistance needed.
  - G. At the completion of the incident prepare all reports assigned by the ODS.

### **PROCEDURE III - Protection of the Crime Scene**

1. Immediately separate and isolate and continuously observe the perpetrator until a Detective can see them.
2. Protect all areas where physical evidence exist, lock down inmates and secure the crime scene.
3. The scene should be preserved exactly as found, unless there is evidence that cannot be protected or secured without compromising the safety and security of the facility. Take custody of physical evidence, which cannot be secured, and retain it in your possession until it can be transferred to the Detective.
4. Observe all conditions, events and remarks and record them for your report.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R Hank, Chief

\_\_\_\_\_ 11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE RULES AND DISCIPLINE

**NUMBER:** 14-01-01

**EFFECTIVE DATE:** January 1, 2008

**POLICY:** It is the policy of the Boulder County Jail to establish inmate rules to ensure that we operate the jail in a safe, secure, and healthy manner. These rules are accompanied by disciplinary procedures that promote recognized standards and all constitutional rights accompany these rules.

**INFORMATION:** These inmate rules are also included in the Boulder County Jail Inmate Rules Document and posted in each dayroom. Inmates are expected to familiarize themselves with this information. Jail employees will assist inmates with this, as needed.

### **Major Rules: Class I**

1. Interfering with jail security.
2. Any violation of state law that classifies as a Felony or federal law.
3. Having a weapon, chemical agent, or other object made to be a weapon, or altered to be a weapon.
4. Refusing to perform jobs when told by staff.
5. Setting off a fire, panic, or other types of alarms.
6. Defecating, urinating, or otherwise discharging bodily fluids in a manner to harass or offend another person, or destroy County property.
7. Tampering with locks.
8. Sexual contact or attempted sexual contact with another person.

### **Major Rules: Class II**

1. Fighting.
2. Disrupting jail security.
3. Any violation of state law that classifies as a misdemeanor.
4. Disobeying, or refusing to obey a jail employee.
5. Possession of contraband.
6. Tattooing, possessing tattooing materials, tattoo magazines, or altering items to make tattoos.

### **Major Rules: Class III**

1. Any violation of a County resolution, or municipal ordinance.
2. Arguing with a jail employee.
3. Smoking any substance or use of any tobacco products.
4. Having, making, or working with someone else to make or attempting to make an alcoholic drink.
5. Removing any food and food items from Food Service without authorization.
6. Failure to take medication as dispensed.
7. Possession of sexually explicit materials.
8. Gambling
9. Making racial, ethnic or sexual slurs.
10. Attempting to control the actions of others through force, threats, or other means.
11. Repeated Minor Rule violations (must be approved by the ODS).
12. Removing, tampering with, or damaging a wristband issued by the jail for identification.
13. Violation of an Inmate Contract. Depending on the nature of the violation, it can be a Class I, II or III.

### **► PENALTIES FOR MAJOR RULE VIOLATIONS:**

1. Housed in Disciplinary for 1-60 days.
2. Privileges connected to the violation suspended for 1-15 days.
3. A classification change.
4. Loss of good time – Class I 46-all, Class II 16-45 days and Class III 5-15 days.

### **► MINOR RULES:**

1. Lying to jail staff.
2. Communicating with someone outside on jail property.
3. Entering another inmate's room, or allowing others in your room.
4. Disrupting a jail activity.
5. Having an item not on the incoming material's list or one not approved by a supervisor.
6. Covering, deflecting, or blocking vents and/or windows.
7. Placing foreign things in toilets, sinks, or drains.
8. Writing or marking on walls, ceilings, doors, furniture, floors, or windows.
9. Talking in the halls without the approval of jail personnel.
10. Carrying food or drink in hallways.
11. Keeping perishable food products off food trays in your room.
12. Disruptive noise, such as arguing, shouting, whistling, rattling, banging, or pounding.

13. Horseplay, teasing, or harassing other inmates, jail personnel or volunteers.
14. Failure to obey visitation, telephone, recreation, or other program rules.
15. Linger on the tiers and stairs.
16. Failure to stay clean, including not changing laundry, or failure to shower daily.
17. Entering or leaving a module, entering a workstation, or restricted area without permission.
18. Communicating with or passing an item to someone not assigned to your module without staff permission.
19. Uniform.  
You must:
  - ▶ wear a full uniform outside modules, except for recreation
  - ▶ wear uniform pants and T-shirt in module
  - ▶ not leave uniforms in the dayroom
  - ▶ wear assigned shoes, shoes purchased from commissary, or shower shoes, while inside your assigned module

None of the following are permitted:

  - ▶ alter clothing without jail approval
  - ▶ "sagging" (a slang word used to describe the wearing of pants lower than designed)
  - ▶ cut socks, T-shirts, or other jail property to make arm bands, head covering, or other unapproved uses
  - ▶ roll or cuff pants
  - ▶ wear socks outside pants
  - ▶ wear towels or other headgear such as turbans
  - ▶ wear shoes in a way not designed to be worn (folding tops down, etc.)
  - ▶ wear oversized clothing, unless issued by the jail
  - ▶ conceal hands inside or under the uniform
20. Failure to keep rooms and common areas clean.
21. Touching the property of a roommate without permission in double-bunked rooms.
22. Failure to close and lock swinging room doors when leaving a module.
23. Placing or resting feet or shoes on furniture, unless authorized for medical reasons. Moving furniture without permission.
24. Passing unauthorized items to an inmate in lockup.
25. Pushing intercom buttons activated in Master Control, except Inmate Workers moving from building to building for work assignments.
26. Bartering, coercing or forcing another inmate to exchange, swap or trade a personal or jail issued item.

► **PENALTIES FOR MINOR RULE VIOLATIONS:**

1. Verbal or written reprimand.
2. Lockup for 1-23 hours.
3. Privileges connected to the violation suspended for 1-3 days.  
Any minor rule violation may be changed to a major rule violation if an On-Duty Supervisor (ODS) approves it.

**SOURCE:** A.C.A. Standard 4-ALDF-3A-01  
A.C.A. Standard 4-ALDF-3A-02  
A.C.A. Standard 4-ALDF-6C-01  
A.C.A. Standard 4-ALDF-6C-02  
A.C.A. Standard 4-ALDF-6C-03  
A.C.A. Standard 4-ALDF-6C-04  
A.C.A. Standard 4-ALDF-6C-05  
A.C.A. Standard 4-ALDF-6C-06

**PROCEDURE I - Major Rule Violations**

1. When Major Rule violations occur employees will take whatever immediate action is necessary to stabilize the situation. If necessary, the employee will request additional help.
2. The ODS will respond to the scene and determine if emergency action is necessary. If needed, Incident Command (IC) will be initiated.
3. The employees and/or ODS will determine if a crime scene exists. If so, the scene will be secured and the ODS, or designee, may contact the Operations Division for a Detective, the on-call Commanders on weekends, and the Jail Division Chief, depending on the nature of the crime.
4. If the rule violation is also a violation of the Colorado Revised Statutes, the ODS, on-call Commander, and/or Jail Chief will determine if criminal charges are to be filed.
5. If a violation of the Colorado Revised Statutes is committed, the ODS, a Deputy Sheriff, or Corrections Deputy Sheriff, will read the inmate his or her Miranda rights.
6. The ODS will determine if an immediate move to Disciplinary status is required. If Administrative Segregation for a person awaiting a disciplinary hearing is required, the ODS will assign as many officers as needed to escort the inmate to a Disciplinary room. If there is not a Disciplinary room

available, the ODS may house a male inmate in Special Management or the Intake Sub-Dayroom. If a female inmate is involved, the sub-dayroom there may be used.

7. If we are not moving the inmate to the Disciplinary Module, the ODS will determine if the inmate should be placed in disciplinary lockdown in his or her current room and for how long.
8. The ODS will direct the employee(s) witnessing the alleged violation and any other jail employee(s) involved to complete Incident Reports (IR) and/or Crime Reports (CR).
9. The ODS will ensure that the IR written by the employee includes a request for a Disciplinary Hearing.
10. The inmate being referred to a Disciplinary Hearing will be provided with a copy of the IR. Copies will also be forwarded to the Jail Chief.
11. The ODS will initiate a Hearing File and forward it for Administrative Review, Mediated Sanctions, or Disciplinary Investigation.
12. The Administrative Review, Mediated Sanctions, or Disciplinary Hearing process will then be started. (See 14-01-02, Disciplinary Hearings)

## **PROCEDURE II - Processing Minor Violations**

1. An employee who witnesses or learns of a minor rule violation will review the incident and circumstances and decide what sanctions(s) are to be imposed against the inmate. The sanction(s) must be approved by the ODS. Sanctions may include:
  - a. verbal and/or written reprimand in the form of an Incident Report. The information should also be noted in the inmate's Tiburon Worksheet
  - b. disciplinary lockdown from one to twenty-three hours
  - c. suspension of privileges appropriate to the violation (i.e., phone calls, visiting, recreation, or library time) of one to three days, based on the severity of the violation and subject to the approval of the ODS.
2. If the employee is uncertain what sanction they should administer, he or she will contact the ODS for assistance.

3. The employee will complete an IR showing the rule violation(s) and sanction(s) and forward copies to the ODS. After approving the IR the ODS will forward it to the Division Chief, Classification, Briefing, and any other appropriate person.
4. The employee will note the violation(s) and subsequent sanction(s) in the inmate's Tiburon Worksheet.
5. The ODS will inform the oncoming shift of the inmate's name and the sanction(s) imposed during their briefing.
6. If the inmate disagrees with the disciplinary action taken, see Procedure III.

### **PROCEDURE III - The Minor Rule Violation Hearing**

1. An inmate who disagrees with a sanction imposed on him or her by an employee may request that a Minor Rule Violation Hearing be held. The request should be in writing and directed to the Support Services Commander, or designee.
2. The Support Services Commander, or designee, will review the IR and other pertinent information to determine if the sanction was proper.
3. If the Support Services Commander, or designee, decides that the inmate does not have a reasonable basis to appeal the sanction, he or she will inform the inmate of this within seventy-two hours of receiving the request.
4. If the inmate disagrees with the Support Services Commander, or designee, he or she may appeal the decision to the Division Chief.
5. The Division Chief will respond to the inmate's appeal within five days.
6. If the Support Services Commander decides that the inmate has grounds to challenge the sanction(s), he or she will inform the inmate that they will hold a Minor Rule Violation Hearing.
7. The Support Services Commander, or designee, may obtain written voluntary statements from the inmate, other inmates who were present during the incident, and other employees involved.
8. The Hearing will be conducted within seven days, or when the investigation is complete.

9. At the conclusion of the hearing, the inmate will be informed of the decision and escorted back to the module.
10. The Support Services Commander, or designee, will document these findings in a memorandum.
11. If the Support Services Commander, or designee, determines that the sanction imposed was appropriate, and the inmate disagrees with the decision, the inmate may appeal the decision to the Division Chief.
12. The Division Chief will respond to the inmate within five days.
13. If the Support Services Commander, or designee, determines that the sanction(s) imposed was inappropriate, he or she will inform the employee who imposed them, as well the employee's supervisor of the decision.
14. Copies of the IR detailing the minor rule violation will be removed from the inmate's files.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

12/27/07 \_\_\_\_\_  
Date

**SUBJECT: DISCIPLINARY HEARINGS**

**NUMBER: 14-01-02**

**EFFECTIVE DATE: July 11, 2006**

**REVIEW DATE: July 11, 2007**

**POLICY:** It is the policy of the Boulder County Jail to employ a system of inmate discipline that serves to protect the public, inmates, and employees. The jail maintains order through the impartial use of rules and regulations and hearing procedures consistent with correctional and case law standards.

**SOURCE:**

- |                                       |                              |
|---------------------------------------|------------------------------|
| A.C.A. Standard 4-ALDF-6C-03          | A.C.A. Standard 4-ALDF-6C-11 |
| A.C.A. Standard 4-ALDF-6C-04          | A.C.A. Standard 4-ALDF-6C-12 |
| A.C.A. Standard 4-ALDF-6C-05          | A.C.A. Standard 4-ALDF-6C-13 |
| A.C.A. Standard 4-ALDF-6C-06          | A.C.A. Standard 4-ALDF-6C-14 |
| A.C.A. Standard 4-ALDF-6C-07          | A.C.A. Standard 4-ALDF-6C-15 |
| A.C.A. Standard 4-ALDF-6C-08          | A.C.A. Standard 4-ALDF-6C-16 |
| A.C.A. Standard 4-ALDF-6C-09          | A.C.A. Standard 4-ALDF-6C-17 |
| A.C.A. Standard 4-ALDF-6C-10          | A.C.A. Standard 4-ALDF-6C-18 |
| Wolf v. McDonnell, 418 U.S. 539(1974) |                              |
| Sandin v. Connor, 515 U.S. 472(1995)  |                              |

**INFORMATION:** This policy allows for a maximum of sixty (60) days in Disciplinary Segregation, which is not considered an “atypical or significant hardship” under current case law. If the inmate is not losing good time, does not face the possibility of losing good time, or agrees voluntarily to forfeit good time, we will conduct no disciplinary hearing. The investigating supervisor will impose an appropriate sanction.

The Support Services Commander, or designee, will conduct a Disciplinary Hearing when an inmate has earned any good time, is earning good time, and faces the possibility of losing any portion of that time. We will also execute hearings if the inmate faces the possibility of being reclassified and placed in a Module where they are no longer earning good time.

**PROCEDURE I - Placement in Disciplinary**

1. An inmate violating a major rule and considered a danger to the safety and security of the facility may be placed in Disciplinary on Prehearing Segregation upon authorization of a jail supervisor.

2. If the inmate is not considered a danger to the facility, the supervisor may decide to leave them in their current Module or move them to Intake.

## **PROCEDURE II - Administrative Review and Mediated Sanctions**

1. When a supervisor receives an Incident Report requesting a Disciplinary Hearing and determines that a Hearing is not necessary, they may impose a lesser punitive sanction. This could include a verbal or written warning, shift lockdown, 23-hour lockdown, or loss of privileges related to the violation for 1-3 days (i.e., library, program attendance, etc.).
2. The appropriate officers will be directed to carry out the sanction(s) and the approving supervisor will note this in the Immediate Action Taken section of the Incident Report (IR).
3. If a supervisor determines that the facts may support a Hearing and they need further information, they will interview the inmate and employee(s). The interviews may not occur before the next day, excluding weekends and holidays.
4. If the supervisor determines that mediation is more appropriate than a Hearing, they will mediate sanctions with the inmate. These sanctions may include 1-60 days in disciplinary segregation, loss of privileges related to the violation for 1-15 days (i.e., library, program attendance, etc.), a classification change, and voluntary forfeiture of good time.
5. The supervisor will list the sanctions on the Administrative Disciplinary Review/Disposition Form under section I, Administrative Review - Mediated Sanctions. The supervisor and inmate will sign the form indicating agreement with the sanctions. By accepting the mediated sanctions the inmate waives any right to an appeal.
6. The supervisor will inform the appropriate Module Officer that sanctions have been imposed and they will take the necessary steps to ensure that we carry them out.
7. We will provide a copy of the Administrative Disciplinary Review/Disposition Form to the inmate. Copies will be forwarded to the Jail Chief and Classification, and in the inmate's Officer Work Station file.
8. The documents will be forwarded to the Support Services Commander, so that the information can be recorded.

## **PROCEDURE III - Administrative Review and Use of Sanctions**

1. A supervisor may impose the following sanctions without mediation: 1-30 days in disciplinary segregation and/or loss of privileges related to the violation for 1-15 days (i.e., the library, program attendance, etc.). The sanctions assessed may not modify earned good time or the potential for continuing to earn good time.

2. The supervisor will complete section II, Administrative Sanctions, of the Administrative Disciplinary Review/Disposition Form and indicate what sanctions they have assessed and sign the form. The inmate's signature is not required. The inmate has the right to appeal the Administrative Sanctions to the Jail Chief.
3. The supervisor will inform the appropriate Module Officer that sanctions have been assessed and they will take the necessary steps to ensure that the sanctions are carried out.
4. The supervisor will provide a copy of the Administrative Disciplinary Review/Disposition Form to the inmate. Copies will be forwarded to Classification, and in the inmate's Officer Work Station file.
5. All documents will then be forwarded to the Support Services Commander, so that the information can be recorded.

#### **PROCEDURE IV - Referral to a Disciplinary Hearing**

1. If a supervisor reviews a request for a Disciplinary Hearing and determines that mediated or Administrative sanctions are not appropriate, they will investigate according to the following procedure.

#### **PROCEDURE V - Investigation of Major Rule Violations**

1. The investigation of a major rule violation requiring a Hearing will begin no later than the day following receipt of a Supervisor's Disciplinary Review Form, excluding weekends and holidays. The supervisor approving the Incident Report will generally conduct the investigation. If that supervisor will not be available to conduct the investigation, the Shift Commander will designate another supervisor.
2. The Jail Chief, or designee, may replace a sergeant who might serve as the investigator or any sergeant(s) involved in the incident.
3. The investigating supervisor will review all IR's and Crime Reports related to the incident.
4. They will ensure that the accused inmate receives copies of all IR's related to the incident, excluding those that might jeopardize another inmate's safety.
5. The supervisor will interview all inmates and other witnesses involved. The investigating supervisor will request that they complete Voluntary Statement forms. The inmate under investigation may request that the investigating supervisor interview specific inmates and/or jail employees before any Hearing.
6. If the inmate is accused of a violation that is a statutory law violation and the Jail is filing charges, the investigating supervisor will read the inmate his or her Miranda rights.
7. The investigation must be completed within three working days after it is assigned to an investigating supervisor, excluding weekends and holidays.
8. The investigating supervisor will review all reports and statements completed and summarize his or her findings on the Disciplinary Investigation Officer's Report form or in a memorandum. The Hearing Officer will conduct the Hearing within three days after the completion of the investigation, excluding weekends and holidays.

9. The inmate may request an extension in writing if they need more time to prepare a defense. The investigating supervisor and the inmate will agree on the time needed.
10. The investigating supervisor will serve the inmate with a Notice of Hearing sometime during the investigation.
11. If the inmate waives the right to be present at the Hearing, they will so indicate by signing the appropriate area on the Notice of Hearing form. If the inmate refuses to sign the form, the investigating supervisor will note the refusal on the form.
12. When the investigating supervisor has completed the investigation, he or she will place all documents related to the incident in the Hearing File and forward it to the Disciplinary Hearing Officer.

### **PROCEDURE VI - The Disciplinary Hearing Process**

1. The Disciplinary Hearing Officer will review all information in the file before the Hearing.
2. If the inmate has waived the right to be present at the Hearing, the Hearing Officer will conduct it at a place of his or her choice.
3. If the inmate attends the Hearing and wants witnesses called, the Hearing Officer will call them at his or her discretion. The Hearing Officer may return any inmate or witness becoming disruptive during a Hearing to their module.
4. If a witness is not called or refuses to testify, the Hearing Officer will document this in the Disciplinary Hearing Findings Memorandum and indicate the reason they did not call the witness or the witness did not testify.
5. If the Hearing Officer feels that the inmate cannot properly prepare and present a defense, he or she may appoint someone to help the inmate.
6. The Hearing Officer will consider the following factors:
  - a. literacy
  - b. complexity of the issues, combined with the inmate's overall intelligence and mental/emotional status
  - c. inmate's housing location (in Disciplinary and unable to collect information for a defense, etc.)
  - d. inability to speak English
7. The Hearing Officer will begin the Hearing by presenting the charges and evidence against the inmate.
8. The inmate, or assistant, may present verbal and/or written evidence. The Hearing Officer may ask questions of anyone attending the Hearing.
9. The Hearing Officer will consider all available evidence and information and make one of the following decisions:

- a. No major rule violation was committed.
  - b. No major rule violation occurred; however, a minor rule violation was committed and he or she may impose a minor rule violation sanction.
  - c. The inmate committed the alleged major rule violation and the Hearing Officer may impose the following disciplinary sanctions:
    1. one to sixty (1-60) days in Disciplinary Segregation
    2. one-to-fifteen (1-15) days loss of privileges, appropriate to the major rule violation
    3. impose or continue a classification level change
    4. loss of any privileges earned for work in the Productive Day Program
    5. loss of any good time granted by the Sheriff's Office
      - a. According to Colorado Revised Statute 17-26-109 - Deductions of time - Every person who is sentenced to and imprisoned in any county jail of this state or to pay a fine and costs or either or all thereof and who performs faithfully the duties assigned to him during his imprisonment therein is entitled to a deduction from the time of his sentence of two days each month. IF ANY SUCH PERSON ESCAPES OR ATTEMPTS TO ESCAPE FROM THE COUNTY JAIL, HE SHALL FORFEIT ALL DEDUCTIONS FROM THE TIME OF HIS SENTENCE WHICH HE MAY HAVE BEEN ENTITLED TO UP TO THE TIME OF THE ESCAPE OR ATTEMPT AT ESCAPE, AS PROVIDED FOR IN THIS SECTION.
      - b. According to Colorado Revised Statute 17-26-110 - Forfeiture of good time - In case any such person in the county jail is guilty of willful violation of any of the rules or regulations of the jail and is entitled to any deductions from the time of his sentence by the provisions of section 17-26-109, he shall forfeit the right of such deduction, the violation to be determined by the sheriff of the county in which such jail is situated.
    6. written warning.
10. The Hearing Officer will complete a Disciplinary Hearing Findings Memorandum on the day of the Hearing, reflecting his or her decision, and forward it to the Jail Chief. Copies will also be forwarded to Classification and the inmate, and in the inmate's Officer Work Station file. The Hearing File will be forwarded to the Support Services Commander, who will review it and record some basic data. The Support Service Commander will forward it to the Classification Coordinator for filing when finished.
  11. If the inmate has been found guilty of a major rule violation and the sanction includes time in Disciplinary, the Hearing Officer will see that the inmate's housing is changed if they are not already on disciplinary status.
  12. If the inmate is found not guilty of any violations, the Hearing Officer will complete a brief memorandum and forward it to the Jail Chief, listing the date and charges, showing that he or she dismissed the charges and disposed of all documents. A copy will be placed in the

Hearing File.

13. The Hearing Officer will contact the Lead Administrative Technician, retrieve the original IR, and dispose of it. He or she will also remove copies of the IR from the inmate's file in the Officer Work Station.
14. The Hearing Officer will direct Classification to move the inmate to his or her previous Module when space is available.
15. If an inmate wishes to appeal the decision of the Hearing Officer, they must do so in writing within five days. The appeal will be forwarded to the Jail Chief and state the basis for the appeal.
16. Appeals must be based on one or all of the following:
  - a. did the disciplinary process follow the jail's procedures regarding inmate discipline
  - b. was the decision of the Hearing Officer based on substantial evidence
  - c. was the discipline imposed proportionate to the offense committed
17. The Jail Chief will review the Disciplinary Hearing file to decide if the sanction imposed was appropriate based on these three considerations. He or she will reply to the inmate in writing within five days after receiving the appeal, excluding weekends and holidays.
18. The decision of the Jail Chief is final and there is no further appeal.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/13/06  
Date

**SUBJECT: PERSONAL VISITS**

**NUMBER: 15-01-01**

**EFFECTIVE DATE: August 17, 2006**

**REVIEW DATE: August 17, 2007**

**POLICY:** It is the policy of the Boulder County Jail to allow inmates to maintain contact with their families, friends, and the community through personal visits.

**INFORMATION:** Visitation Guidelines may be found in Appendix A and Visitation Rules in Appendix B at the end of this policy.

Any person who is still under the authority of another criminal justice agency (Probation, Parole, another correctional facility, etc.), or a company under contract with any of those agencies to provide supervision over the person, or has been incarcerated in the Boulder County Jail within the past ninety days may not schedule a visit.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-61  
A.C.A. Standard 4-ALDF-5B-01  
A.C.A. Standard 4-ALDF-5B-02  
A.C.A. Standard 4-ALDF-5B-03  
A.C.A. Standard 4-ALDF-5B-04

### **PROCEDURE I - Scheduling Personal Visits**

1. Anyone wanting to make an appointment for a personal visit will need to pre-register with Reception prior to setting up an appointment.
2. Visits occur at designated times according to the inmate's housing assignment.
3. Reception will use Tiburon to record the scheduled visits.

## **PROCEDURE II - Conducting Personal Contact Visits**

1. When a visitor comes to the Jail, Reception will determine whom they are here to see.
2. Reception will ask to see the visitor's identification and keep it until the visit has concluded. While the visitor is in the visitation room, they will be run in CCIC for warrants.
3. Reception will enter the Tiburon system and close the event.
4. The visitor will be directed to place all personal belongings in a locker in the public lobby. Reception may give the visitor a quarter to open the locker if needed.
5. Failure to arrive on time may keep the visitor from being allowed to visit.
6. Once all of the visitors have signed in, Reception will contact the Visitation Officer and inform him or her of the inmates who have visitors.
7. The Visitation Officer will go to the appropriate module, sign the inmates out on the Movement Log, and escort them to the Visitation Room.
8. Reception will page the visitors waiting in the public lobby, notify Master Control, clear them through the metal detector, give them a visitor tag, and direct them down the hall toward the Outer Visitation Door.
9. If a visitor activates the metal detector, Reception will direct him or her to return to the Reception Desk, empty his or her pockets and pass through the metal detector again.
10. If the visitor continues to activate the metal detector, or if for any other reason Reception feels we should pat search the visitor, see Procedure IV.
11. Once all of the visitors have passed through the metal detector, Master Control will open the doors and allow them to enter Visitation.
12. The Visitation Officer will monitor the visitors and the inmates throughout the visit, ensuring that they violate no jail rules.
13. If a visitor behaves inappropriately the Visitation Officer may request that he or she leave the Visitation Room and return to Reception. The Visitation Officer will inform Reception of the situation.
14. If an inmate violates a jail rule during a visit, or a visitor is asked to leave, the Visitation Officer will complete an Incident Report (IR) ensuring that appropriate disciplinary measures are taken.

15. At the conclusion of the visit the Visitation Officer will announce that the visit is over.
16. The Officer will direct the inmates to wait in Visitation and request that Master Control open the Inner Visitation Door, allowing the visitors to leave.
17. The Visitation Officer will inform Reception that the visitors are on their way back to the Reception desk.
18. Reception will retrieve the visitor tags from the visitors and return their identification to them. He or she will attempt to reclaim the quarter that the visitor borrowed.
19. Strip searches will be conducted separately on all inmates having a contact visit.
20. Once the strip searches are complete, the officer will escort the inmates back to their modules and sign them in on the Movement Log.
21. At the end of the last visit each day the Visitation Officer will thoroughly check the Visitation Room for damage and/or contraband.

### **PROCEDURE III - Personal Security Visits**

1. Inmates housed in Disciplinary, Maximum, Close, Special Management, or in lockdown at the time of the visit, and some Women inmates will be permitted security visits only. No visits will be permitted for inmates serving disciplinary time, in lockdown, unless we are unable to contact the visitor to cancel the visit and inmates on level IIIA.
2. Other inmates may be limited to security visits, if they are considered inappropriate for contact visits. This may be the result of an introduction of contraband incident, an inmate considered a serious escape risk, or an altercation between inmates.
3. When the visitor arrives in Reception, they will be checked in according to the normal procedures listed above under Procedure II.
4. The Officer will assemble and secure the inmate(s) in the security area of the Visitation Room and the visit will begin.
5. Once the visit has concluded the Visitation Officer will notify Master Control to let the visitor(s) leave. The Officer will escort the inmate(s) back to the module and sign them in on the Movement Log.

### **PROCEDURE IV - Pat Search of Visitors**

1. If Reception thinks that a visitor is concealing a weapon, drugs, or any contraband items, they will instruct the visitor to return to the lobby and immediately notify the On-Duty

Supervisor (ODS).

2. The ODS will respond to Reception and assess the situation. If a pat search is necessary, the ODS will obtain the visitor's consent in writing. If the visitor refuses to be searched, they will not be allowed to visit that day.
3. If the ODS does not feel a pat search is necessary, he or she will allow the visitor into the facility without being searched.
4. All pat searches will be conducted outside the security perimeter of the Jail.
5. If we discover any contraband items during a pat search, which could result in criminal charges, the ODS will cancel the visit, detain the visitor, and designate an employee to initiate criminal charges.
6. The ODS will advise the visitor that they are suspended from visiting in the jail until we have investigated the incident and the visitor has obtained approval from the Jail Chief.
7. If we discover any contraband items, which would not result in criminal charges, the ODS will ensure that they are secured in a locker in the Lobby.
8. The ODS will inform the visitor what types of items we do not allow into the facility and that we may suspend visitation privileges, if he or she attempts to bring contraband items into the facility again.
9. The ODS will then allow the visitor into the Visitation Room.
10. If they conducted a search, the ODS will file the Pat Search Consent form in the Booking File of the inmate being visited.
11. If a search was requested and/or conducted, an IR will be completed, and a Crime Report, when necessary.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

08/21/06  
Date

## APPENDIX A

### **VISITATION GUIDELINES:**

Visits take place Monday-Friday and visitors must make the request one day before the visit. All visitation requests will be made by calling 441-4600.

Depending on the inmates housing, they will be permitted up to three personal visits per week.

Only three visitors, including children will be permitted to visit at one time for contact visits. Two visitors may take part in security visits and one of them must be eighteen or older. One visitor only will be permitted for overflow security visits.

A parent or legal guardian must accompany children.

Only five security visits and/or seven contact visits are allowed in Visitation at one time.

Visits will not exceed thirty minutes.

The Receptionist will run a clearance for warrants on all visitors through CCIC/NCIC. If a warrant is found and confirmed, the Receptionist will notify the On-Duty Supervisor (ODS), or another officer. The ODS, or other officer will advise the person of the warrant, conduct a pat search and escort him or her to Booking, so an arrest can be completed.

## APPENDIX B

### **JAIL VISITATION RULES**

1. You are allowed to embrace and kiss your visitor(s) at the beginning and end of your contact visit.
2. Visitors must supervise and control children in the Visitation Room, so they do not disrupt other visitors.
3. Food, candy, currency, or tobacco items may not be given to an inmate or visitor. The Visitation Officer must approve any other items given to an inmate or a visitor.
4. The only items permitted in the Visitation Room are documents needing an inmate's signature. The inmate may not keep these items.
5. Seating in the Visitation Room will be arranged by the Visitation Officer. Do not move the chairs.
6. Violation of the visitation rules will result in the visit being canceled and we may suspend your future visits.

### **VISITS MAY BE DENIED OR SUSPENDED FOR THE FOLLOWING REASONS**

1. The visitor is suspected of using drugs or alcohol at the time of the visit.
2. The visitor attempts to give contraband or any other item to an inmate.
3. We feel that a visitor is involved in an escape plot.
4. The visitor makes statements or gestures suggesting that he or she may present a threat to someone, or to the security of the facility.
5. The visitor becomes disruptive before or during a visit.
6. There is an emergency in the jail.
7. There is court-ordered no contact condition between the inmate and visitor.
8. A former inmate must be out of custody for 90 days prior to being approved to visit.



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION POLICY AND PROCEDURE MANUAL

**SUBJECT:** PROFESSIONAL VISITS

**NUMBER:** 15-01-02

**EFFECTIVE DATE:** April 18, 2007

**POLICY:** It is the policy of the Boulder County Jail to allow inmate visits with certain professionals to strengthen and enhance their ability to grow as individuals, successfully complete their sentence, and return to the community better prepared to deal with their lives.

**INFORMATION:** To enter the jail, a professional visitor **must** provide photo identification **and** at least one of the following:

- Professional Licensure of Certification
- Letter of Reference from the Agency or Institution that they represent (Letterhead required), indicating if this is a one-time visit or specifying the period of time for the visits with an expected end date
- Copy of Court Order
- Professional Service Introduction Letter (Letterhead required)

Cards with this information will be kept in Reception and provided to anyone inquiring about visiting as a professional. Safety and security are of paramount concern for the jail and these provisions will be enforced without exception.

All professional visitors meeting the above requirements are entered into the Tiburon system, which assigns an "MNI" number that is used each time they visit an inmate. They will also be placed on the Professional Visitors List. Individual clearances are valid for one year from the date of approval. Those affiliated with organizations must be cleared each calendar year. Approximately sixty (60) days before the end of the approval period, the Support Services Commander, or designee, will send a letter to each person or organization reminding them of the need to present the appropriate documents for updating clearances. Failure to resubmit the proper documents will result in automatic removal from the Professional Visitors List until they are received.

Distinguishing between private medical services, attorney requested, and court-ordered evaluations and treatment would be difficult for Reception. Therefore, Reception will notify Medical or Mental Health, whichever is appropriate, when a professional is

entering the jail to provide specific treatment to an inmate. If Medical or Mental Health is not available, or chooses not to see the professional, Reception will send a brief e-mail to the Medical Supervisor, or designee, advising them of the information.

Professional visitors are allowed daily access to inmates. Those arriving at the jail before 0730 hours or after 1900 hours will need to contact Booking from the lobby phone. They may be asked to conduct their visits in the Booking Visitation Booth.

If Reception detects the odor of alcohol on the breath of a professional visitor, they will notify a supervisor, who will decide if the visitor is permitted to enter the facility.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-02  
A.C.A. Standard 4-ALDF-5B-04  
Colorado Revised Statute 16-3-404

### **PROCEDURE I - Professional Contact Visits**

1. Professional visitors will check in with Reception to verify that the person they wish to see is in custody.
2. If the inmate is in custody, Reception will check the Professional Visitors List to ascertain if the visitor is listed, or ask the visitor for the appropriate identification to authenticate his or her eligibility to enter the jail.
3. Reception will direct the professional visitor to sign in on the Professional Visitor Log. A Tiburon entry will then be made to record the event.
4. Reception will provide the visitor with a laminated Visitor Tag, either an "E" for escort required or "U" for unescorted status, which must be conspicuously displayed at all times while inside the facility.
5. The visitor will be advised by Reception to place all personal items in a locker, except approved and necessary documents. Law enforcement officials will be directed to the gun boxes and asked to check their weapons. All visitors must clear the metal detector.
6. Reception will contact a Rover to escort the visitor with an "E" tag to the appropriate location.
7. If the inmate refuses to see the visitor, the Rover will escort the person back to Reception.
8. Professional visits are not bound by the thirty-minute time limit placed on personal visits.

9. After the visit is completed the visitor will inform the nearest officer, who will return the inmate to his or her module.
10. The officer will request that a Rover escort the visitor to Reception.
11. Inmates are not strip-searched after professional visits.
12. Reception will have the visitor sign out on the Professional Visitors Log and obtain the Visitor Tag.

### **PROCEDURE II - Professional Security Visits**

1. A professional visitor may request, or a supervisor may require, that any visit with an inmate be conducted in a security booth, or other secure area. This could occur when the inmate's behavior is inappropriate for a contact visit, i.e., inmate is considered assaultive, a serious escape risk, or otherwise determined to be a security risk.
2. When the visitor arrives in Reception, he or she will be checked in and escorted by an officer to a security visitation booth in the Visitation Room. The officer will explain the use of the telephone to the visitor.
3. The inmate will be brought to Visitation and placed in the inmate security area.
4. The officer will remain in Visitation, but out of hearing distance of the visitor. Master Control should also be aware of the visit and monitor it for potential problems.
5. When the visit is concluded, the officer will direct the professional visitor to return to Reception and sign out on the Professional Visitors Log. If the visit occurs on Nights, the officer will ensure that the visitor signs in and out.
6. The inmate will then be escorted back to his or her module.

### **PROCEDURE III – Attorney/Paralegal Visits**

1. An attorney will be permitted to enter the facility anytime to visit with inmates, whatever their association with the inmate. This includes relatives if they are the attorneys of record, who may come to the jail to see the inmate. If they are not the attorney of record they will need to schedule a personal visit.
2. The attorney will be escorted to a meeting place to visit with the inmate as expeditiously as possible.

3. If a paralegal needs to enter the jail, they must have a letter from the attorney or firm they are working for. The letter must include the name of the attorney, the name of the paralegal, and the name of the inmate. The paralegal must have photo identification.

#### **PROCEDURE IV - Use of the Booking Visitation Booth**

1. Professional visitors may choose to use the Booking Visitation Booth to conduct their visits anytime. If a professional visitor arrives at the Jail after hours, we may require that he or she conduct the visit in the booth.
2. The visitor can get to the booth from Reception or the Night Entrance.
3. If Reception is on duty, they will have the visitor sign in on the Professional Visitor Log. Reception will electronically open the court hallway door from Reception and direct the visitor to the visitation booth.
4. If Reception is not on duty, the visitor will go to the Night Entrance. A Booking Officer will have the visitor sign in on the Professional Visitor Log.
5. The Officer will verify the visitor's identity and direct them to the booth.
6. The Officer will contact a Rover and request that the inmate be escorted to Booking to see the visitor.
7. If the inmate is already in Booking, the officer will direct him or her to the booth.
8. Once the visit has concluded, the visitor will press the intercom button found inside the booth and request to leave, closing the doors behind them.
9. If necessary, the officer will arrange to have the inmate escorted back to his or her living area.
10. If the visitor has returned to Reception through the Night Entrance Corridor Door, Reception will sign them out on the Professional Visitor's Log.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

04/26/07 \_\_\_\_\_  
Date

**SUBJECT: MEDIA VISITS**

**NUMBER: 15-01-03**

**EFFECTIVE DATE: August 17, 2006**

**REVIEW DATE: August 17, 2007**

**POLICY:** It is the policy of the Boulder County Jail to permit media access to inmates to give them an opportunity to report on newsworthy items of public interest. However, in doing so, we will maintain inmate privacy and the security of the facility.

**INFORMATION:** The Jail Chief, Administrative Commander, Support Services Commander, or On-Duty Supervisor (ODS) will approve media visits in advance. They will also approve the use of any type of equipment (i.e., cameras, tape recorders, etc.) for the visit. All equipment will be checked for contraband before we allow it in the Jail.

Media visits will be conducted in a predesignated area, while no other visitations are occurring.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-04  
A.C.A. Standard 4-ALDF-7F-01

**PROCEDURE I - Media Visits**

1. Employees receiving a request from the media to visit with an inmate will forward the request to the Jail Chief, or other designee, for review.
2. The Chief, or designee, will contact the inmate to determine if he or she has an attorney, if they do, we will have the media go through the attorney to see if they will approve the interview by the media. If the inmate does not have an attorney we will determine if he or she wants to be interviewed by the media.
3. If the inmate/attorney agrees to the interview, and there are no conflicting circumstances, the Chief, or designee, will inform the media representative.
4. When approved, the Chief, or designee, will inform Reception of the visit, when it will occur, and what equipment will be allowed in during the visit.

5. When the media visitor arrives for the visit, Reception will have them sign in as a professional visitor on the Professional Visitors Log and they will be entered in Tiburon.
6. Reception will give them a visitor tag and notify the (ODS).
7. The ODS, or designee, will go to Reception and search the approved equipment for contraband. Any unacceptable equipment will be placed in a locker, or returned to the visitor's vehicle.
8. The ODS, or designee, will obtain a Waiver of Liability consent form from Reception, go to the inmate's module and request that he or she sign it before the interview. If the inmate refuses to sign the Waiver we will not permit the visit.
9. The Media representative and inmate will be escorted to Visitation, or other designated location, for the interview.
10. The ODS, or designee, will remain in the room for the visit. If requested by the visitor or inmate, the visit may take place in a private interview room in Visitation.
11. At the conclusion of the visit the ODS, or designee, will notify Reception and have the visitor returned there.
12. The inmate will be strip searched before being escorted back to the module and signed in on the Movement Log.
13. The Waiver of Liability form will be placed in the inmate's booking file.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

08/21/06 \_\_\_\_\_  
Date

**SUBJECT: SPECIAL VISITS**

**NUMBER: 15-01-04**

**EFFECTIVE DATE: August 17, 2006**

**REVIEW DATE: August 17, 2007**

**POLICY:** It is the policy of the Boulder County Jail to grant special visits, if they do not interfere with the overall operation and/or security of the facility. The Jail Chief, or designee, will approve these visits in advance.

**INFORMATION:** Special visitors will be checked in CCIC/NCIC by Reception for warrants. If a warrant is found, Reception will notify the On-Duty Supervisor (ODS) or a Booking Officer. At the conclusion of the visit, the ODS or Booking Officer will advise the individual of the warrant, conduct a pat search, and escort them to Booking, so an arrest can be completed.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-03

**PROCEDURE I - Special Visits**

1. Inmates or visitors may request a special visit by submitting a request to the Jail Chief, or designee.
2. If we deny the request, the Chief, or designee, will inform the person verbally or in writing why they denied it.
3. If we approve the request, the Chief, or designee, will inform Reception of the approved visit. The notification will consist of the name of the inmate, the name(s) of the visitor(s), the length of the visit, and when it will occur.
4. Special visits can be contact or security, depending on the availability of a Visitation Officer and/or any security issues which may exist.
5. Shift supervisors will be notified of special visits if they were not involved in the decision.
6. The Jail's normal procedures for Personal Visits (Policy 15-01-01) will be followed.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

08/21/06  
Date

**SUBJECT: INMATE CORRESPONDENCE**

**NUMBER: 15-01-05**

**EFFECTIVE DATE: August 17, 2006**

**REVIEW DATE: August 17, 2007**

**PHILOSOPHY:** It is the policy of the Boulder County Jail to allow inmates to correspond with persons or organizations subject to restrictions that we may carry out to maintain safety and security.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-05  
A.C.A. Standard 4-ALDF-5B-06  
A.C.A. Standard 4-ALDF-5B-07  
A.C.A. Standard 4-ALDF-5B-08  
A.C.A. Standard 4-ALDF-5B-09  
A.C.A. Standard 4-ALDF-5B-10

**PROCEDURE I - Outgoing Mail**

1. Pencils, paper, and envelopes are available for inmates from module officers.
2. The jail will provide one free standard postage stamp per inmate, Sunday through Thursday for mailing letters. Additional stamps for inmates are available through Commissary.
3. Inmates sending letters may only use white envelopes that have been pre-stamped with the address of the jail in the upper left-hand corner of the envelope.
4. Inmates will give their outgoing mail to a night officer. At the end of each shift Sunday through Thursday, module officers will bind the mail together and write their officer number, module name, date, and shift assignment on it. The officer will place it in the inmate outgoing mailbox in Reception.
5. The Administrative Technicians will sort the mail and ensure that an inmate does not send more than one unstamped letter per day. If an inmate attempts to send more than one letter per day, the extra letters must have stamps on them or we will return them to the inmate.

6. Administrative Technicians will return envelopes not having the proper return addresses on them to the inmate. If an inmate's full name is not on the envelope, it will be sent back to the module it came from. If no one claims it, the mail will be opened and destroyed.
7. Envelopes containing bulky items will be sent back to the inmate. If returned to the inmate, we will explain that envelopes containing bulky items are not acceptable for mailing.
8. When the mail has been sorted it will be placed in the outgoing mail basket to be collected by County Mailroom personnel. Outgoing mail with stamps will be placed in the outgoing mail container to be collected by the U.S. Mail personnel.
9. Outgoing mail will not be read, but will be sent out sealed and unopened unless reasonable suspicion exists to believe that the mail contains evidence of an escape attempt, threats to safety and security, or any other action affecting jail operations. The On-Duty Supervisor (ODS) must approve the reading of the mail after evaluating the circumstances.
10. Administrative Technicians will stamp outgoing mail indicating that it is uncensored inmate mail.

## **PROCEDURE II - Incoming Mail**

1. The Administrative Technicians will sort the incoming mail by separating inmate mail from all other county mail.
2. They will use a current jail list, or Tiburon, to determine housing assignments of inmates receiving mail and write it on the front of the envelope.
3. The envelopes will be placed in the individual module mailboxes in Reception.
4. At the beginning of night shift officers will collect inmate mail from these mailboxes and distribute it to the inmates during their shift.
5. Officers will open the incoming mail in front of the inmate to inspect it for contraband. We will only read it if there is reliable information that the mail is being used to help or organize escapes, riots, assaults, gang activity, or other situations that affect jail operations. The ODS must approve the reading of the suspected mail.
6. Items received through the mail, which are not on the Incoming Materials List, will be returned to sender, if we cannot return it to the sender due to the lack of a return address, it will then be put in their property.
7. Inmates will not be allowed to keep any book or other publication, which we may construe to

be a threat to the security of the facility, or is prohibited by other policies. The module officer will show any questionable material to the ODS and they will decide if it is acceptable.

8. Money orders, cashiers checks, government checks, and cash are the only forms of money that will be accepted by mail, to be placed on an Inmate's Cash Account.
9. The officer will be responsible for crediting the appropriate inmate account in Tiburon for new funds received. With Tiburon, if the inmate has a bill or debt balance, it will be taken at that time by the person who entered the money.
10. Endorsed checks, money orders, and cash will be placed in an envelope with the name of the inmate and the dollar amount written on the outside. The officer or a Rover will deposit the envelope in the Booking Room Cash Drawer for processing.
11. Mail received for former inmates that has no return address and mail that a former inmate sent out and is returned as undeliverable will be destroyed.

### **PROCEDURE III - In-House Mail**

1. Inmate-to-inmate mail is not permitted, unless approved by the Support Services Commander, or designee. The inmates must be immediate family members, which includes husband, wife, son, daughter, sibling, mother, father, grandfather, grandmother, or grandchild by blood, adoption, or other legal determination.
2. The Support Services Commander, or designee, will read all approved inmate-to-inmate mail before it is delivered.
3. If an inmate attempts to send a letter to another inmate via the U.S. Postal Service, it will be returned to the inmate and we may take disciplinary action.
4. Envelopes with no return address will not be placed in outgoing U.S. Mail. It will be handled according to Procedure I, Step 6, above.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

08/21/06  
Date

**SUBJECT:** INMATE REQUEST FORMS (KITES)

**NUMBER:** 15-01-06

**EFFECTIVE DATE:** August 7, 2006

**REVIEW DATE:** August 7, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide Inmate Request Forms, commonly called “kites,” so that inmates and jail staff have an effective means of communicating with each other.

**SOURCE:** A.C.A. Standard 4-ALDF-6A-04

**PROCEDURE I - Inmate Requests**

1. Inmates can obtain blank Inmate Request Forms (kites), which also serve as grievance forms, from officers assigned to their modules.
2. When inmates have questions about completing the kite they may request assistance from an officer.
3. After the inmate has completed the kite they will give it to an officer. The officer will read, sign and date the kite. The officer will give the pink copy to the inmate, which serves as their receipt that the jail has received it.
4. If the officer can take care of the request they will do so and give the inmate a response.
5. If the kite needs to be forwarded to another person right away, the officer should ask the On-Duty Supervisor (ODS) to pick it up at his or her convenience. The ODS will review these kites to decide if they can provide a response to the inmate. If the kite needs to be forwarded to another employee, they will deliver the kite to the person or the appropriate mailbox.
6. If there is no urgency to the kite it will be bundled up with the inmate out-going mail and placed in the Reception/Administration outgoing mailbox at the end of the officer’s shift. The Administrative Technician will sort through the bundle and disseminate the kites.
7. Kites are to be handled as soon as possible by the person receiving them. Responses, dates,

and signatures will be recorded on the kite by the person handling the request.

8. The original (white copy) of a completed kite will be forwarded to the Classification Coordinator to be placed in the inmate's Classification File. The yellow copy will be sent back to the inmate.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

08/21/06 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION POLICY AND PROCEDURE MANUAL

**SUBJECT:** INCOMING MATERIALS

**NUMBER:** 15-01-07

**EFFECTIVE DATE:** May 1, 2007

**POLICY:** It is the policy of the Boulder County Jail to accept certain incoming materials, but they will be subject to screening and limitations to prevent the introduction of contraband. These limitations also help to prevent unnecessary accumulations of combustible materials in living areas, which can create fire hazards.

**INFORMATION:** Items that we may accept are:

- 1) books, magazines, and newspapers when mailed from a publisher or news outlet
- 2) court clothing, with the approval of a supervisor, when the inmate is involved in a jury trial
- 3) acceptable incoming funds are:
  - a) cash
  - b) government checks
  - c) non-cancelable money orders
  - d) Travelers checks
  - e) Cashiers checks
- 4) religious medallions representing an established religion
- 5) single wedding rings, commonly recognized as a wedding band
- 6) glasses, contacts, unopened solution and cases
- 7) Bibles or religious materials approved by the Support Services Commander, or designee, or mailed in from a publisher
- 8) AA tokens reflecting the attainment of goals

**SOURCE:** A.C.A. Standard 4-ALDF-5B-07

### **PROCEDURE I - Accepting Incoming Materials**

1. Reception may accept funds and other acceptable items listed above for inmates. If supervisory approval is needed, they will obtain it before accepting the item.

2. If the incoming property is accepted, Reception will write the inmate's name and housing location on it and complete a receipt. One copy will be placed in the mailbox for the inmate's housing area and one provided to the person dropping the property off.
3. If the incoming property has not been approved, or there are extenuating circumstances, Reception will contact a Supervisor for direction.
4. Once approved or accepted, the item is then given to a Supervisor, Rover, or Medical for appropriate handling.
5. Property to be placed in an inmate's personal property will be placed there by a Rover or Supervisor and the property screen in Tiburon updated.
6. Clothing accepted for an inmate to wear to a jury trial will be stored in the inmate's property bag in the Booking Property Room until the trial is completed. After the trial the clothing must be released.

#### **PROCEDURE II - Contraband Found in Incoming Materials**

1. If an employee finds anything the jail considers contraband in an incoming item they will place it in the inmate's personal property.
2. If the contraband is illegal, the officer will contact a Supervisor for direction.
3. The Supervisor will assign a state certified jail officer to take a report. If there is not a state certified jail deputy on duty the Supervisor, or designee, will contact Communications and request that an Operation's Division Deputy respond to the jail to take a report.
4. The Deputy, or a Detective, will process the contraband according to Sheriff's Office policy.
5. A jail deputy will complete an Incident Report, and if necessary, a Case Report.

#### **PROCEDURE III - Accepting Inmate Funds**

1. Reception will accept money from persons wanting to leave cash, money orders, cashiers checks, traveler's checks, or government checks for an inmate, except for those inmates assigned to an alternative sentence.
2. Reception will check the name in Tiburon to confirm that the person is still in custody.

3. Upon accepting the funds Reception will fill out a receipt for the person leaving the money. These funds will be placed in a designated envelope.
4. Reception will credit the appropriate Inmate Cash Account in Tiburon for the funds received and complete the pre-printed envelope for this purpose. They will also check to see if the inmate has a debt or bill balance. If one is recorded the funds will be used to pay those items first.
5. If an approved check or money order is taken, Reception will check Tiburon to determine what module the inmate is housed in and request that a Rover take it to the module to have the inmate endorse it.
6. If a Rover is not available, Reception will hold the check until someone is available to take it back to the module to have the inmate endorse it.
7. The officer will ensure that the inmate receiving the check endorses it before it is placed on their account. The check will be taken back to Reception, where it can be entered into the inmate's account. The check will be kept in Reception until the end of business hours, at which time the money will be taken to Booking and placed in the appropriate location for processing at the end of the shift.
8. Anyone requesting to leave money after normal business hours may do so by calling Booking. A Booking Officer will collect the funds, enter them into Tiburon, and place the funds in the appropriate location in Booking for processing at the end of the shift.

By Order of the Division Chief

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Larry R. Hank, Division Chief

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Date

**SUBJECT:** **INMATE RELEASE OF PERSONAL PROPERTY AND/OR MONEY**

**NUMBER:** **15-01-08**

**EFFECTIVE DATE:** **August 7, 2006**

**REVIEW DATE:** **August 7, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain an accurate inventory of inmate property and money. Inmates will be required to provide documented consent to release any of their property and/or money while they are incarcerated.

**SOURCE:** **None**

**PROCEDURE I - Inmate Release Requests**

1. When an inmate informs an officer that they want to release personal property or money, the officer will give them a Release of Property Form.
2. The officer will ensure that the form is completed properly.
3. If the person to receive the property is in the lobby, a rover will be requested to retrieve the property from booking.
4. If the person is not in the lobby, the inmate will hold onto the form until they arrive.
5. If the release request is for money, the officer processing it will check the inmate's fund balance in Tiburon to ensure that sufficient money is available in the account. The officer will obtain the computer generated check and issue it to the person named on the form.
6. An inmate's personal property will be removed from the property room in Booking and delivered to Reception. The officer will enter the property removal in Tiburon.
7. The officer, or Reception, will obtain picture identification from the person receiving the item and request them to sign the release form.
8. The officer, or Reception, will also sign the Release of Property form, as a witness to the

transaction.

9. The completed form will be placed in the inmate's Booking File.
10. Inmates may not release funds or property to other inmates in the jail.

**PROCEDURE II - Visitor Release Requests**

1. When a visitor wants an inmate to release property or money, they will make the request through Reception, or an officer.
2. Reception, or an officer, will contact the module officer and ask them to check and determine if the inmate is willing to release the property to the person.
3. The inmate will complete an Inmate Release of Property and/or Money form.
4. Follow steps 2-10 of Procedure I.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

08/21/06  
Date



6. The Booking Officer will escort the arrestee to the designated search area, where they will conduct a pat search. Officers may escort arrestees from Reception to the garage, or other secure area, to complete the search. The Booking Officer will place the arrestee's property in the small zippered property bag. The Booking Officer will verify all monies that the arrestee has and place those monies in an envelope. The Booking Officer will ask ALL new arrestees if they have ever been in the Boulder County Jail before.
7. While conducting the pat search, the Booking Officer will obtain information from the arrestee concerning possible medical or mental health problems. If there are obvious injuries to the arrestee, or any medical or mental health conditions that require the attention of Medical, an on-duty nurse will respond to the Intake Garage. The Booking Officer will note these medical or mental health problems on the Pre-Booking Inventory Form.
8. If the nurse decides that there are injuries or medical conditions requiring immediate attention, the jail will require that the arresting officer arrange transport of the arrestee to the hospital for a medical clearance. (Note: If the decision to transport comes after admission, or someone is turning him/herself in, it will be our responsibility to obtain the medical clearance).
9. Once the pat search is completed and we have documentation that no medical problems exist, the Booking Officer will be responsible for confirming that arresting officers have secured their weapons.
10. After having the arrestee remove their shoes, the Booking Officer will then escort the arrestee through the Outer Receiving Door.
11. The Booking Officer may remove the handcuffs in the sally port if the arrestee's behavior is appropriate. If the behavior is not appropriate, they will follow the applicable steps listed under Procedure III.
12. If the arrestee's behavior is appropriate, the Booking Officer will remove the handcuffs and instruct the arrestee to sit on the fold-down chair in the sally port. The officer will instruct the arrestee to remove their socks and any excess clothing or remaining jewelry. The Officer will check the bottom of the arrestee's feet and have the arrestee open their mouth to check for contraband. All jewelry will be placed in the property bag.
13. The Booking Officer will admit the arresting officer to the interview area and escort the arrestee into Booking.
14. However, if the arresting officer needs to conduct an interview with the arrestee, the Booking Officer will secure him or her in an interview room.

If the arresting officer does not need to interview the arrestee, they will be directed to the arrestee waiting area.

15. The arresting officer will complete an Adult Custody Form. When the report is complete, the arresting officer will print a copy of it. The arresting officer will provide booking with a completed Adult Custody Form along with all associated charging documentation, i.e. Summons, Warrants and Confirmations and a signed Probable Cause Affidavit for a Probable Cause arrest. The arresting officer will be responsible for providing the Boulder Courts and District Attorney's office with identical packets using the envelopes supplied by Booking.
16. A copy of the Pre-Booking Inventory Form containing the arrestee's first and last name, dates of birth, charges, amount of money including coin, medical information, and description of his or her clothing will be placed in the small zippered property bag. They will put all money in an envelope, label it, sign it and place it in the Cash Drawer.

### **PROCEDURE II - Arrestees Brought in By Bond Agents and Bounty Hunters**

1. Bonding Agents or bounty hunters bringing arrestees to the jail will be directed to the Intake Garage. If there is someone on duty in Reception, they will contact Master Control and Booking to let them know.
2. If brought in by a Bonding Agent, Booking will request a certified copy of the bond. If they do not have a certified copy of the Bond, the booking officer will have the suspect cleared for warrants prior to entering the jail. If there is an active Boulder County warrant, the Jail will accept them into custody. If there are warrants from outside Boulder County the Bonding Agent will be instructed to take the suspect to the corresponding jurisdiction.

### **PROCEDURE III - Arrival of Uncooperative or Violent New Arrestees**

1. Booking Officers may request back up assistance if an arrestee arrives verbally abusive and/or physically combative.
2. If an arrestee is verbally abusive, but not physically combative, the Booking Officer will use their judgment regarding where the pat search and handcuff removal will occur (i.e., the Intake Garage or a holding cell).
3. The arrestee will remain in a secured holding cell until the arresting officer has completed the custody report and Booking is prepared to begin the booking process.

4. If the arrestee is physically combative, violent, or uncooperative, we will escort them directly to the Disciplinary Module, the Booking Safety Cell, or a Holding Cell, as appropriate. Officers will conduct a pat search, remove the restraints and, if necessary, replace them with jail restraints. The arrestee will be placed on Non-Processed Segregation (NPS). Women exhibiting these behaviors will be taken directly to the Women's module and placed on NPS status in a sub-dayroom cell (usually room 9 or 10).
5. A nurse will conduct an immediate assessment in the garage of any new arrestee who arrives hobbled or via ambulance. If the nurse feels that the arrestee is not medically fit to be admitted, they will require that the arresting agency transport the arrestee to the hospital for a medical clearance.
6. Arrestees, who are physically, medically and/or mentally unable to be processed, or who are physically or verbally abusive should be classified as NPS. The On-Duty Supervisor (ODS) may consult with a nurse to decide the best course of action. A Booking Officer will document this information in an Incident Report (IR).

#### **PROCEDURE IV - Admission of New Inmates**

1. A Booking Officer will do an "Inmate in Custody" search in Tiburon of all new arrestees. This will help determine if the arrestee is already in the system. An "Alpha" name search of the arrestee will then be done next, to see if the subject has been in custody before. The booking officer, using the most recent Booking number, will look at the last previous booking history under the Management information and forward appropriate information to the new booking i.e. Suicidal tendencies, assaultive behavior, keep-away status and any bill balances or debt balances. The Booking Officer will complete a CCIC/NCIC warrants check.
2. If the inmate is not currently in custody the booking officer will open a Query box in a Tiburon Corrections Main folder and begin a new booking using one of the following two methods:
  - Enter an existing JID number or MNI number for the arrestee. The booking officer will choose any MNI which has a JID attached, or the lowest MNI greater than 100,000. If the arrestee to be booked has no MNI and no JID, the booking officer will enter "P" in the JID field to obtain a blank Booking screen. **This method should be used only if the arrestee has no prior history in Tiburon.**

All appropriate Tiburon screens will be completed. The Booking Officer will print a Property Receipt and Liability Form, a Money Transaction Receipt

(if necessary) and a Booking Receipt and attach to the Custody Report for the inmate booking file. The officer will then obtain a photograph and fingerprints using the following procedure:

- Send capture photo data to the TIPS Photo system, capture the arrestee's photo, save the image, and print two copies; one for the inmate's module file and one for the medical staff.
- Send fingerprint information to the Livescan Fingerprinting Machine and obtain a full set of fingerprints from the arrestee. Print one local card and transmit fingerprint images to the Colorado Bureau of Investigation (CBI). **Note: CBI does not accept fingerprint submissions on Writs of Habeas Corpus or Courtesy Holds. It is not necessary to take fingerprints if only for these charges.**

3. Booking and Transport officers, when doing a warrant or writ arrest, or adding a warrant charge to an inmate, can use the following procedure:
  - A. For new Boulder County warrant arrests by Booking and Transport officers: No custody report is required. Call Dispatch at extension 4444 and obtain a CR number for a warrant arrest. Complete Tiburon tabs 1, 2 & 3, including a maximum three-line narrative describing the reason for arrest on the Booking Tab. Print copies of all three Tabs, including one screen shot of Tab 3 for **each new warrant added**. Attach copies of the warrants or writs and place one copy in a court envelope, one copy in a DA envelope, one copy in the Typing Pool box located in the Transport office and one copy in the inmate's basket.
  - B. For new arrests on Other Jurisdiction Warrant, e.g. Larimer County; follow procedures as outlined in 3 (A) **except: Make copies of Tabs 1,2, & 3. Place one copy in the Typing Pool box and one in the inmate's basket. Do not forward copies of these arrests to Boulder County Courts or DA.**
  - C. For a new arrest on a Writ of Habeas Corpus: The Booking or Transport officer will complete Tabs 1, 2 & 3, including a maximum three line narrative describing the reason for arrest and including the abbreviated court docket number and the agency the arrestee must be returned to. The officer will then print one copy of Tabs 1, 2 & 3 and place them in the inmate's basket or booking file.
  - D. For added warrant charges on inmates in custody: Follow all steps as outlined in 3 (A) or 3 (B). The booking officer must add a HMAP event (Hold for Mug and Prints) for the new charge to the inmate's Event Tab in Tiburon. If the booking tabs remarks area is open, complete a narrative describing the reason for arrest, including all pertinent data,

and print. If there is already data in the Booking Tab narrative field, the booking officer may place this narrative information in the charge remarks field located on Tab 3, then print the screen.

4. A Booking Officer will have the arrestee sign the Property Receipt, Liability Sheet, and the fingerprint card. If the arrestee refuses to sign the forms, the officer will initial it and write, "refused" on the signature line. A second employee will witness the refusal by adding his or her initials and employee number next to those of the officer.
5. If we fingerprint the arrestee, but they refuse to sign the fingerprint cards, the officer will write "Unable to Obtain - Refused to Sign" on the signature lines. If the person refuses to be printed, they will be taken to the Disciplinary Module or Women's Module and placed on NPS until the process can be completed.
6. When an arrestee is placed on NPS status a Booking Officer will complete an IR, detailing the reason for the segregation.
7. The Booking Officer will take the arrestee's fingerprints and a series of photographs, which will include a front photo and left and right profile photos. If the subject wears prescription glasses, an additional photograph with glasses. (Note: A Law Enforcement Technician (LET) may take the photograph, if they have no physical contact with the arrestee).
8. When the booking process is complete, a Bond Commissioner may interview the arrestee, if appropriate.
9. If the arrestee can post the bond, or is otherwise released, a Booking Officer will begin the release process.
10. If the arrestee is unable to post the bond, or cannot otherwise be released, Booking will make an Inmate Booking File. The File will contain a copy of the custody report, the Property Inventory, and a copy of any warrants or teletypes.
11. A Booking Officer will complete a Hardcard with all pertinent information, including any victim notifications.
12. Warrants received from CCIC/NCIC will be placed in the arrestee's Inmate Booking File. Copies of all out-of-state warrants will be forwarded and faxed to the District Attorney's Office.
13. One completed DBI fingerprint card will be placed in the inmate's Booking File.

14. Procedure for Post Judgment District Court Warrants, also Known As **“Notify the World Warrants.”**

“Notify the World Warrants” are post-judgment warrants issued out of Division 4 or Division 6. These warrants usually involve FTC’s or Probation Violations. All post-judgment cases that originated in either Division 4 or 6 will be referred to Division 13.

Also, any warrants issued by Juvenile Court will be considered Notify the World Warrants. Juvenile cases always return to the Juvenile Magistrate.

A. To determine the correct court, date and time for a NTW warrant, the booking officer must first determine that the warrant is a “post-judgment” warrant. The officer will next determine if the case is a felony, and last, that the case was adjudicated in either Division 4 or 6. If the warrant meets all these criteria the officer will set the case for the next court date according to the Division 13 schedule, which is the next Monday, Wednesday, or Thursday at 0900 hours.

B. All pre-adjudicated cases (FTA warrants, for example) issued by Division 4 or 6 shall be assigned court dates according to the following District Court schedule:

- ▶ Division 4 – Monday and Wednesday at 0815 hours, Friday at 1300 hours.
- ▶ Division 6 – Tuesday, Thursday and Friday at 0815 hours.
- ▶ **No arrestee booked after 1300 hours may be set for District Court on the following business day.**
- ▶ All days and hours are subject to change at the discretion of the district court judges.

C. In the case of a **Juvenile warrant**, a booking officer must contact the Juvenile court clerk by telephone to obtain a court date and time.

D. The booking officer will make a copy of the warrant and stamp it with the “Add on Warrants” stamp. The officer will put the information for the court Division #; Court Date and Time (as determined by the booking officer/LET); Date Faxed, Officer Name and Number in the appropriate spaces provided.

E. The booking officer/LET will make the notifications to the appropriate District Court clerk, DA’s Office, Public Defender, Probation and the Court Holding office at the Justice Center via the booking fax machine.

- F. When this is complete the booking officer/LET will place the stamped copy of the warrant in the arrestee's booking file to indicate that the proper notifications have been made.
15. A Booking Officer will make a Module File containing three Property Labels and one black and white mug shot. This file will be taken with the inmate to the assigned module.
  16. Booking will also complete a strip search authorization form. This form shall indicate whether or not the intake is to be strip-searched and why. **A strip search authorization form must be completed and signed by a supervisor prior to all strip searches.** This form will be placed with the module file for the dress-in officer and will be completed on all dress-ins.
  17. Booking will then advise a Rover that an inmate is ready to be dressed-in. If a Rover is not available, a Booking Officer will do the dress-in.

#### **PROCEDURE V - Court Ordered Mittimus**

1. **Workender Sentences:** When the court orders a person to serve a Workender sentence, that person will call Booking and make an appointment to be pre-booked. Booking will make the appointment for Sunday thru Saturday at 0900 hours, with a maximum of five sign-ups per day. The Workender Supervisor will prepare a file and forward it to Booking to be available at the time of the pre-book. A Workender sentence requires an insurance fee of \$5 to be paid to Booking at the time of the pre-book. When the person is reporting to be pre-booked, the Booking officer will instruct them to lock all of their personal belongings in a locker in the public lobby. A Booking Officer or Rover will go to the lobby, walk the person into the hallway outside the courtroom and conduct a pat search of the person before entering the jail.
2. **Work Release Sentences:** When the court sentences the person to Work Release they will contact the Work Release Supervisor to set up a time for booking. Work Release inmates are scheduled and booked by the supervisor of the program. Booking staff will take fingerprints (if necessary) and mug shot.
3. **Home Detention Sentences:** Those sentenced to the Home Detention Program will contact a Home Detention Supervisor. Home Detention inmates will be scheduled, booked, photographed and printed by the supervisor of the program.
4. **Day Reporting Sentences:** Those sentenced to the Day Reporting Program will contact the Day Reporting Supervisor. Day Reporting

inmates will be scheduled, booked, photographed and printed by the supervisor of the program.

5. **Straight Time Sentences:** Those sentenced to serve "straight time" or weekend sentences in jail will report directly to the jail lobby, on the date and time specified on the Mittimus and contact Booking via the lobby phone. Copies of these Mitts can be found in the "Mitt Drawer" in Booking under that day's date or on the G: Drive under G:/jailstaffreadonly/jailsortfile. For Mitts received on those still in custody, all Mitts will be forwarded to the Classification Coordinator for processing.
6. For all Mittimus Arrests done the Booking Officer will complete the booking process in Tiburon. No custody report is required. Complete all appropriate Tiburon tabs and print tabs 1, 2, & 3 and attach copies to mitts. You must complete a narrative of not more than three lines on the booking tab in the remarks area, stating where, when and why you arrested the inmate, including the docket number. The booking officer will obtain a photograph of the arrestee. A printed copy of the photograph will be placed in the inmate's Booking File. **A copy of all Mittimus entered in Booking will be forwarded to the Classification Coordinator.** A booking file and Hard Card will be created and maintained in Booking for all inmates serving straight time.
7. If someone reports to the jail to begin serving a weekend or straight time Mittimus sentence and the jail has not received the appropriate documents from the court, we will accept the inmate. We will notify the sentencing court at the earliest opportunity, so that a copy of the Mittimus can be forwarded to the jail.
8. All Mittimus bookings will be processed in accordance with the procedures outlined in **Procedure IV** of this policy.

#### **PROCEDURE VI - Notification for No-Show Mittimus Sentences**

1. When a person fails to report for a sentence, a Booking Officer or L.E.T. will check Tiburon to determine if they are already in custody. If not in custody, the officer or L.E.T. will complete a Failure to Report for Mittimus Memorandum to the sentencing judge.
2. The memorandum will include the inmate's name, charge, and the date he or she failed to report. The booking officer/LET will attach the original Mittimus and return it to the sentencing court.
3. If the sentence is for the Day Reporting, Home Detention, Workender or Work Release Programs, the Program Supervisor will return the Mittimus

with a similar memorandum to the sentencing court. The Alternative Sentencing Program Sergeant will write a similar report on those not reporting for the Workender program.

### **PROCEDURE VII – NCIC/CCIC New Warrants & Messages**

1. All persons booked will be cleared for warrants through NCIC/CCIC. Use the QW mask to check for warrants on all bookings. When a warrant is found the booking officer will determine if the warrant is a CICJIS warrant. CICJIS warrants do not need to be confirmed.
2. All other types of warrants require a confirmation request sent to the ORI, using the GHC mask.
3. Valid warrants from another jurisdiction within the State of Colorado will be “located” using the LW (locate warrant) mask.
4. All Boulder County warrants will be “Canceled” either by Booking staff or Boulder County Warrants Staff, using the “Cancel Warrant Procedure”.
5. Local Warrant Confirmations. The following procedure will be used when the BCSO warrants office is closed.
  - A. Communications will receive all outside agency confirmation requests and forward to Booking Terminal BSK.
  - B. Booking personnel will print a copy of the request and proceed to the warrant office to do a manual file search, following the search instructions listed in the office.
  - C. Once the warrant file has been located and the warrants validity determined the booking officer/LET will notify communications at (ext. 3375) that the warrant is valid. The booking officer will make a copy of the warrant and add a notation identifying the agency requesting confirmation and leave it on the desk for the warrants clerk.

### **PROCEDURE VIII - Arrests of Parolees**

1. Booking will process parole violators, as described in Procedure IV (Admission of New Inmates), with two differences. The person admitted for a parole violation will not go to court for the setting of a bond. Booking will notify Parole personnel by CCIC/NCIC, informing them that the person is in custody and place a hold on the Hardcard and in Tiburon.

2. A parole hearing will be held within thirty days to determine if the parole will be revoked or reinstated, except that the Parole Board may grant a delay when it finds good cause to exist. A member of the Parole Board will preside at these hearings.
3. The Parole Officer will inform Booking of the Hearing findings in writing. Booking will forward all original Parole Findings documents to the Transportation supervisor. The booking officer/LET will also place a photocopy of the notification in the inmate's Booking File.
4. If the parole is to be revoked, Booking will notify the Court/Transport Sergeant, who will place the inmate on the DOC Waiting List and make the appropriate notation in Tiburon.
5. If the Parole Officer reinstates the parole and no other charges are pending, booking will release the inmate upon receipt of a written order from parole.

#### **PROCEDURE IX - Holds**

1. When Booking determines that we should hold an inmate for another jurisdiction, they will write the name of the agency(ies) on the Hardcard in the space provided.
2. Booking will also place a hold in Tiburon with the same information.
3. Holds for photographs, fingerprints, or medications will be handled in the same manner using the proper code in the events code table in Tiburon.

#### **PROCEDURE X - Victim Notifications**

1. Booking will record the name and telephone numbers(s) of any victim(s) who advise the jail that they would like to be contacted when an inmate is released. The information will also be provided on the custody forms from the arresting agencies.
2. Booking will write this information on the inmate's Hardcard in the designated "Victim Notification" section. The victim notification request will also be entered into Tiburon using the proper Event code VCWT and add the name and phone numbers of the Victim in the remarks field.
3. Booking will complete a Victim/Witness Notification Record, including the inmate's name and booking number, and place it in the inmate's Booking File.

4. Victim notifications will be done upon an inmate's release or anytime an inmate is moved to a less secure setting. A booking officer will attempt to contact the victim(s) by telephone. They will note when the call was completed, who was contacted, and the date and time of the contact on the Victim/Witness Notification Record.
5. If the notification is not completed, the Booking Officer will continue attempts to contact the victim. Booking officers will attempt to contact the victim for the next twenty-four hours.
6. Booking will make a copy of the Victim/Witness Notification Record and place it with the documents in the inmate's Booking File after they have notified a victim. The original Victim Notification Form will be forwarded to the night shift Commander for filing.
7. In the event that no phone number for the victim(s) is provided, or the phone has been disconnected, and other options to contact the victim(s) have been exhausted, all victim/witness notification information will be forwarded for follow up, to the Boulder County Sheriff's Office Victim Assistance Coordinator, either by voice or e-mail.

#### **PROCEDURE XI - Incoming Materials from Other Facilities**

1. Booking Officers will carefully inventory all inmate property that comes from another facility, setting aside any comparable commissary items. When the inmate is dressed-in, the inmate will be allowed to take any comparable items to the Module.
2. The inmate will be allowed to keep other items that appear on the Incoming Materials List.
3. All perishable food will be disposed of by Booking and noted on the property form.
4. Any questions regarding commissary items or other possessions shall be referred to the ODS before allowing the inmate to have them.

#### **PROCEDURE XII - Snapshot Report/Inmate Summary Screen Data Entry**

1. Booking will generate a "Snapshot Report" each shift using Crystal Reports. They may print these reports more frequently if we experience significant admission and/or release activity.

2. On the weekends and holidays Booking will run a "Snap Shot" report and an "Administrative Alpha Jail List" from the Crystal Reports, for administration.

### **PROCEDURE XIII - John/Jane Doe Processing**

1. When an arresting officer has no identification for an arrestee, and has reasonable suspicion to believe the arrestee is concealing their identity, they may enter the arrestee as "John" or "Jane Doe" on the custody form.
2. The arresting officer will inform Booking when they have entered an arrestee as a "John" or "Jane Doe."
3. The standard arrest procedures will be used for a "John" or "Jane Doe." Booking will admit the individual as described in the applicable steps in Procedure IV (Admission of New Inmates). Booking will assign the John or Jane Doe a temporary JID number using a "T" instead of a "P" on the New Booking Tab in Tiburon. Booking will also contact the CBI by phone and request a check of the prints for immediate identification after sending them.
4. When the "John" or "Jane Doe's" identity has been established, Booking will ensure that they enter the correct name in Tiburon and assign a New "P" permanent JID number. The name "John" or "Jane Doe" will be entered as an Also Known As (AKA).

### **PROCEDURE XIV - Acceptance of Mittimus and other Court Issued Documents**

1. All Mittimus received from the court will be forwarded to the Classification Coordinator responsible for entering and calculating sentences for inmates.
2. Mittimus stipulating a DOC sentence will be placed in the appropriate file in the Transport Office.
3. Mittimus stipulating a Community Corrections sentence will be placed in the appropriate file in the Transport Office. A member of the Transport Team will make the necessary notifications to Correctional Management, Inc. (CMI).
4. When Booking receives a Furlough Order, they will make copies for the Supervisor's Clipboard, the shift-to-shift booking pass-on box and the inmate. The original will be placed in the inmate's Booking File. The ODS

will also note the furlough in the Supervisor's Pass-on Log for discussion at upcoming briefings.

#### **PROCEDURE XV - Booking Welfare Checks**

1. Booking will conduct regular welfare checks of all arrestees in Booking to ensure their safety and security. They will be especially alert for problems due to possible intoxication, suicidal tendencies, medical and mental health issues, and/or other special concerns.
2. Booking will conduct welfare checks on anyone placed in a holding cell at least once in every fifteen-minute period. They will document these checks on the Booking Log.
3. When an arrestee is moved from a holding cell to a module, the Booking Log will be placed in the person's Booking File.

#### **PROCEDURE XVI - Meals**

1. Food Service will contact Booking approximately twenty minutes before the scheduled delivery of meals to find out how many meals they need.
2. Food Service will advise Booking via radio when they are delivering the meals.
3. A Food Service Inmate Worker will take the meals to Booking through the Building "B" Corridor. The Inmate Worker will notify Booking when the meals are there.
4. A Booking Officer will give each arrestee one meal.
5. Booking will notify Food Service when the cart is ready to be picked up.
6. The Food Service Inmate Worker will also use the Building B Corridor to return the cart to Food Service.

#### **PROCEDURE XVII - The Booking Visitation Booth**

1. A Supervisor may approve a visit in the Booking Visitation Booth through the Reception Area when a Receptionist is on duty. After reception hours, access will be through the Night Entrance Doors.

2. Booking monitors the Night Entrance Door and intercom from Booking. When admitting a visitor, Booking will observe the person through the monitor and instruct them how to enter the booth.
3. Booking will monitor inmate behavior while they are in the booth.
4. No contact is allowed between inmates and the visitor.
5. Bonding agents and cosigners may use the Visitation Booth for signing bonds and other communications with Booking.

### **PROCEDURE XVIII – Consular Notification**

1. Booking will make every effort to determine the nationality of anyone who is brought into the Boulder County Jail, if his or her citizenship is in question.
2. If a nationality other than the United States is determined the Booking Officer will check the Consular Notification and Access Reference Card to determine if the arrestee is a citizen of a country that has Mandatory Notification Requirements.
3. If the foreign national's country **is** on the list of mandatory notification countries list, the Booking officer will notify the country's nearest consular officials, without delay, of the arrest/detention. The booking officer will read Statement #2 on the back of the Consular Notification card to the arrestee advising the foreign national that his/her consulate will be contacted.
4. If the foreign national's country is **not** on the mandatory notification countries list the booking officer will offer, without delay, to notify the foreign national's consular officials of the arrest/detention. In addition, read Statement #1 on the back of the Consular Notification Card to the foreign national.
5. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
6. Foreign national's who do not request notification require no further special considerations and should be processed following normal arrest and/or booking procedures.
7. Staff will document either in the arrest report, summons, or at the bottom of the first booking tab, one of the following:

- a. Notification was mandatory and made whether requested or not.
- b. Notification was not mandatory, but requested and made.
- c. Notification was not mandatory, not requested and no notification was made.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE DRESS-IN

**NUMBER:** 16-01-02

**EFFECTIVE DATE:** November 13, 2007

**POLICY:** It is the policy of the Boulder County Jail to search individuals being admitted to the jail, as appropriate, and dress them in jail issued clothing. This will be done in a safe, secure, professional, and consistent manner. Officers doing the search will be of the same sex as the individual and preserve as much of the person's dignity as possible.

**SOURCE:** A.C.A. Standard 4-ALDF-4B-01  
A.C.A. Standard 4-ALDF-4B-02  
A.C.A. Standard 4-ALDF-4B-03  
A.C.A. Standard 4-ALDF-4B-05  
A.C.A. Standard 4-ALDF-4B-06

### **PROCEDURE I - Routine Dress-In**

1. Officers assigned to do a dress-in will determine if the individual will be serving a sentence or is charged with a felony, misdemeanor, or municipal offense. If serving a sentence, or charged with a felony and reasonable suspicion exists, the person will be strip searched as part of the dress-in procedure (see Strip Searches, 09-01-22).
2. The officer will complete and sign the Boulder County Jail "Strip Search Approval Form" for **ALL** dress-ins. The officer will take the basket containing the inmate's personal property and their Module File into the Property Room. The officer will obtain a clothing bag and place the inmate's shoes, coat, and any other large property items in it.
3. A copy of the Boulder County Property Label will be placed in the plastic slot on the front of the property bag for identification. All valuables and small items of property taken during the pat search will be secured using the Guardian Property Storage System. A copy of the Boulder County Property Label will be included with the property for identification.

Personal property will be stored in the inmate's clothing bag on the property carousel.

4. The officer will obtain the following clothing and linen items for the inmate's basket:

2 blankets	2 sheets
1 pillowcase	2 pairs of underwear
2 pairs of socks	1 bra for females
1 towel	1 red "Intake" jumpsuit
1 washcloth	2 T-shirts
1 pair of shoes	

The officer will place the basket and property bag in a changing room and place the file in the file box outside the door.

5. The officer will escort the person to the changing room. They will search the person according to the criteria described in Step 1.
6. When the inmate has finished changing, the officer will notify the designated housing area via radio, of how many and what type of inmates will be escorted to the housing area. The officer will then store the inmate's personal clothing by vacuum sealing it, placing it in the clothing bag, and storing it in its assigned slot on the property carousel.
7. The officer will give the Module File to the Module Officer and log the inmate in on the Movement Log.
8. The Module Officer will assign the inmate to a room and advise the person of the number.
9. If the officer notices or is informed of any other medical problems during this time, which have not been previously noted, they will contact Medical. A red file folder will be used for the inmate file to designate those inmates with housing restrictions.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/13/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE ORIENTATION

**NUMBER:** 16-01-03

**EFFECTIVE DATE:** November 13, 2007

**POLICY:** It is the policy of the Boulder County Jail to conduct a daily orientation to familiarize all new inmates with the rules, regulations, and expectations of the jail.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-27  
A.C.A. Standard 4-ALDF-2A-28  
A.C.A. Standard 4-ALDF-2A-29

### **PROCEDURE I - Daily Orientation**

1. Each morning the Days Intake and Women's Officers will start a new Orientation Roster for the next day. All officers assigned to Intake/Women for that day will write the names of new male and female intakes on an "Intake Orientation Sheet" as they assign them rooms.
2. As new intakes arrive, they will be locked in their cells until the next morning when orientation is given. The new intakes will then be informed that an orientation will be held the following morning.
3. The Officers will gather the inmates for orientation at the designated time. Inmates not attending this orientation will remain locked down until it is completed.
4. The Officers will use an outline and checklist to ensure consistency in covering each subject discussed during the orientations.
5. During the orientation, Officers will observe each inmate's demeanor. If they identify inmates with special needs the information will be passed on to Classification to help determine where they may need to be housed.

6. At the conclusion of the orientation, each inmate will sign the Boulder County Jail Inmate Rules form acknowledging receipt and agreeing to abide by the rules. The yellow copy of the form will be given to the inmate and the original will be placed in the inmate's file as evidence the inmate has attended. This form is available in English and Spanish.
7. The name(s) of inmates unable or refusing to attend the orientations will be placed on the "Intake Orientation Sheet" for the next day.
8. Inmates assigned to the women's module will complete the Productive Day Contract. A signature on the back of the contract is required which acknowledges that they will abide by the Productive Day rules.

**PROCEDURE II - Refusals to Participate**

1. If a new intake refuses to participate in an orientation after being directed to do so, they will be placed in a 23-hour lockdown with the approval of the On-Duty Supervisor (ODS).
2. If the same person refuses to participate in the orientation again, they should continue to be placed in 23-hour lockdowns. Officers will keep the ODS informed of these people.

**PROCEDURE III - Normal Unlocks**

1. At the conclusion of the daily orientation, all inmates will return to their cells and lock down at the discretion of the module officer. The time out schedule may be started at that time or later, depending on the officer's schedule and activities.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE DRESS-OUT

**NUMBER:** 16-01-04

**EFFECTIVE DATE:** November 13, 2007

**POLICY:** It is the policy of the Boulder County Jail to conduct inmate dress-outs in a way that is professional and ensures that the Jail returns all inmate and jail property. Officers will maintain security of the facility during dress-outs.

**SOURCE:** None

### **PROCEDURE I - Routine Inmate Dress-Out**

1. Booking personnel will notify the Module Officer when to have an inmate prepare for release.
2. The Module Officer will immediately instruct the inmate to clean his or her room and gather their property. Once the inmate has finished cleaning and has collected all the property, the Module Officer will inspect the room to ensure that it has been properly cleaned. If additional cleaning is necessary, the Module Officer will supervise the inmate while they finish cleaning the room.
3. A Rover will go to the Module to escort the inmate to Booking.
4. The Rover will log the inmate's departure on the Movement Log, get the Inmate Module File, and escort them to the Check Out Area.
5. If more than one person is being dressed-out simultaneously, the Rover will place one of them in the Check-Out Room and the others in Holding Cell "C."
6. Booking will then complete the release process.
7. As officers move inmates to the Check-Out Room, Booking will obtain the inmate's personal property bag and exchange it for all jail issued property. The inmate's jail uniform and linen will be placed into the laundry cart in

the Property Room. Inmate Handbooks, mugs, library books, and other jail property will be collected.

8. When Booking has completed the release process they will escort the inmate to the Public Lobby.

**PROCEDURE II - Dress-Out for Inmates Released to Other Locations**

1. When the Jail releases an inmate to another location or on a furlough for more than twenty-four hours, the dress-out procedure will be the same as in Procedure I with the following exceptions:
  - A. If the inmate will be returned to the jail, Booking will place all of the inmate's personal property, including commissary, on one of the property storage shelves in the Property Room and label it with the inmates NAME.
  - B. Inmates will be transported to other jurisdictions in jail clothing unless otherwise ordered by the court.
  - C. If there is a possibility that an inmate may not be returned to the jail, we will release all property to them as in Procedure I - Routine Inmate Dress-Out.
  - D. Booking will move the inmate's Hardcard and Inmate Booking File to the Other Locations Drawer and make the appropriate moves in Tiburon.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE RELEASES AND FURLOUGHS

**NUMBER:** 16-01-05

**EFFECTIVE DATE:** July 9, 2007

**POLICY:** It is the policy of the Boulder County Jail to ensure the proper release of inmates from custody or transfer to another facility. Booking personnel will verify the identity of inmates, check all documents for authenticity, collect jail property from the inmate, and return all personal property and funds to the inmate.

**SOURCE:** A.C.A. Standard 4-ALDF-5B-18

**INFORMATION:** The standard bond form will be completed for all bonds issued by Booking, whether District, County, or Municipal Court. This includes all out-of-county bonds as well.

**Cash bonds** may be posted using cash and checks issued from an inmate's jail account. Non-refundable cashier checks, money orders, or travelers checks made payable to the appropriate court or the inmate are also acceptable. All checks for out of county bonds from an inmate's jail account will be made payable to the order of "Inmate Bond Account" not the outside jurisdiction.

**Surety bonds** may be posted by a licensed bonding agent of the State of Colorado. Booking will verify the bonding agent's Colorado Bonding License and drivers license, noting the date of issuance and expiration. The Booking Officer will confirm the bonding agent is not on the "Surety on the Board Report". If the bonding agent is listed the officer will not accept a bond from this agent. This report can be found online and will be printed daily.

**Personal Recognizance (PR) bonds** are issued and completed by a Community Corrections Bond Commissioner or the courts and given to Booking. PR Bonds authorized by the court, but not issued and signed in the courtroom, will be completed by Booking.

**Co-signed PR bonds:** the cosigner's identity will be verified by a Bond Commissioner with some form of picture identification, such as a driver's license or other valid ID. The Booking Officer will conduct a warrants check on the cosigner using CCIC/NCIC.

Bonding agents, consigners, and those bringing cash for bonds will come to the Booking Visitation Booth or the Lobby. Pursuant to Section 16-3-503, C.R.S., if the person is charged with a felony or a class 1 or class 2 misdemeanor, the Bail Bonding Agent will be provided with Attachment 1 of this policy. This form advises them that the person has not been able to provide one of the identifying documents listed in Section 16-3-503(3), and is likely illegally present in the United States of America. They must sign the form acknowledging that they understand this.

Also, pursuant to 16-3-503, the defendant, or person other than a professional Bonding Agent, are required to execute a waiver that states that they understand that the bond or fees shall be forfeited if the defendant is removed from the country. They must sign the form acknowledging that they understand this.

Booking will then take money, check ID's, and pass the bond(s) through the window for signatures, or by contacting the person in the Lobby. When collecting cash for a bond, the officer will explain to the person posting the bond how they can request the court to give the money back to them and act as a surety, in lieu of the inmate getting it when the case is disposed of.

The jail will write no bonds for warrants issued by other states (FOJ) until a Boulder County judge has set a bond. Jurisdictions outside Colorado have set bond amounts on these out-of-state warrants and they are not applicable here.

### **PROCEDURE I - Book and Release**

1. When notified by an arresting officer that an arrestee is to be processed as a Book and Release, Booking will complete the admission process in Tiburon.
2. Booking will take a photograph and fingerprints for the arrest.
3. Once the admission process has been completed, Booking will release the individual from Tiburon and return their personal property to them. The person will sign the Property Screen and Liability sheet stating that they have received all of their belongings.
4. Booking will escort the person to the public lobby and release them.

### **PROCEDURE II - Book and Bond**

1. When Booking is notified that an arrestee has the means to post a bond they will be processed as normal. Booking will complete the admission process in Tiburon.
2. Booking will photograph and fingerprint the arrestee.

3. Once the admission process has been completed, Booking will complete a bond form and record it in the Bond Log. Booking will then release the person from Tiburon.
4. Booking will fully explain the bond to the person and any consigners who may be involved.
5. Booking will ensure that the arrestee and consigner, if the courts have approved one, have signed the bond.
6. The yellow copy of the bond form and any treatment referral documents issued by Community Corrections will be provided to the inmate being released.
7. The pink copy of the bond form will be placed in the Community Correction's basket in Booking.
8. Booking will secure the cash received in a manila envelope in the designated location with the original copy of the bond.
9. Booking will return the persons personal property and have them sign the Property Screen and Liability sheet stating they have received all of their belongings. The inmate's documents will be placed in the Reception basket in Booking.
10. Booking will escort the person to the lobby or Intake Garage upon release.

### **PROCEDURE III - Release on Bond**

1. When Booking knows that an inmate is to be released on a bond, they will check the type and amount of the required bond(s) written on the inmate's Hardcard and listed in Tiburon. Booking will also check the Hardcard to determine if there are any holds that must be cleared before the inmate's release.
2. Booking will perform a warrants check on the inmate using CCIC/NCIC. If an outstanding warrant is found, Booking will complete an arrest in Tiburon.
3. If CCIC/NCIC is out of service, Booking will complete a local warrants check by calling Sheriff's Warrants. After hours, a Booking Officer will go to Warrants and complete a manual search for local warrants.
4. If a bonding agent is posting the bond, Booking will check the person's Colorado Insurance Producer License and drivers license for accuracy. The agent may be "Cash Qualified" in Colorado, but will still require a Bonding License and cannot be listed on the "Surety on the Board Report".

5. If someone other than a bonding agent is posting the bond, Booking will ensure that the necessary money and/or signatures are available, so they can release the inmate.
6. Whether the person is a Bail Bonding Agent, defendant, or person other than a professional bonding agent, if the person bonding out is charged with a felony or a class 1 or class 2 misdemeanor, Attachment 1 of this policy will be completed.
7. The Booking Officer will write the bond, record it in the Bond Log, and release the inmate from Tiburon.
8. Booking will notify the appropriate module officer and request that the inmate prepare for release.
9. Booking will then request that a Rover escort the inmate to Booking.
10. When the inmate arrives in the Check-Out Area they will be instructed to place all jail clothing and property through the window between the Dress-Out and Property Rooms in exchange for their personal clothes and belongings. The officer responsible for the dress out will monitor this activity.
11. Booking will verify the identity of the inmate by asking them at least three of the following ten items of information from the arrest report:
 

<ul style="list-style-type: none"> <li>▶ middle name</li> <li>▶ AKA's or nicknames</li> <li>▶ place of employment</li> <li>▶ place of birth</li> <li>▶ location of arrest</li> <li>▶ mug shot in file</li> </ul>	<ul style="list-style-type: none"> <li>▶ date of birth</li> <li>▶ home address</li> <li>▶ social security number</li> <li>▶ model and make of car</li> <li>▶ Photo ID on wristband</li> <li>▶ tattoos, scars, or other identifying marks</li> </ul>
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The questions asked will vary to prevent establishing an identifiable pattern.

12. Booking will return the inmate's personal property along with a check for their funds.
13. Booking will instruct the inmate to verify that all of their property is present. If all property is there the inmate will sign the Property Inventory Sheet and Liability Waiver Sheet, indicating they received all of their belongings.
14. If there is a knife, or anything else deemed to be a weapon by Booking, in the property they will not return it until the inmate is in the lobby.

15. If the inmate finds a discrepancy (i.e., items missing, damaged, etc.) Booking will notify the On-Duty Supervisor (ODS) and complete an Incident Report (IR). The inmate will be asked to sign the Property Receipt and Liability sheet, noting the missing or damaged item(s).
16. Booking will fully explain the bond to the inmate and any approved consigners. They will ensure that the arrestee, the consigner, and Booking personnel have signed the bond.
17. The inmate will be given the yellow copy of the bond form and any treatment referral documents issued by the Community Corrections' Staff.
18. The pink copy of the bond form will be placed in the Community Corrections basket in Booking.
19. Booking will secure any cash for Bonds received in the designated Drawer with the original copy of the bond. Local non-cash bonds will be placed in the Bond and Released basket.
20. Booking will staple the documents together from the Inmate Booking File, placing the Hardcard on top, note the type of release, and date and time of the release on the card. These documents will be placed in the Reception basket.
21. Booking will escort the inmate to the public lobby and release them.

#### **PROCEDURE IV - Scheduled Releases**

1. Each night Booking will review all Hardcards and identify inmates due to be released that day. They will complete a Scheduled Release List form, listing the name(s) of the inmate(s) to be released.
2. Booking personnel coming on duty will check the list to determine if they have any scheduled releases on their shift.
3. If releases are scheduled for their shift, they will conduct a warrant's check using CCIC/NCIC.
4. Booking will release the inmate(s) by following the steps listed in Procedure III of this policy.

#### **PROCEDURE V - Releases to Other Locations**

1. When an official from another law enforcement agency enters the jail and wants to take temporary custody of an inmate, they will present Booking with a writ or warrant.
2. Booking will examine the writ or warrant and verify the identity of the person wishing to take custody of the inmate.
3. The inmate's Hardcard will be checked to determine if there is an upcoming court appearance, which would preclude the inmate from leaving the facility.
4. If there is no court date, Booking will contact the appropriate module officer and request that the inmate secure his room for release.
5. If an inmate will be out of the facility overnight they will be instructed to bring all personal property to Booking in the issued jail basket for safekeeping. If we know for sure that the inmate will return the same day, this will not be done.
6. Booking will request that a Rover escort the inmate from their module.
7. When the inmate arrives in Booking their identity will be verified before releasing them to the transporting agency. Inmates temporarily released to other jurisdictions will be transported in Boulder County Jail clothing.
8. Booking will require the person transporting the inmate to sign an Inmate Person Receipt and place it in the Inmate Booking File.

#### **PROCEDURE VI - Other Releases**

1. When an inmate has completed a sentence, Booking will verify the release date by checking the Mittimus order and the date calculated by the Classification Coordinator and listed on the Hardcard.
2. Booking will remove the original copy of the Mittimus from the inmate's file, sign and date it, and place it with a copy of the arrest report in the appropriate "released" basket.
3. Booking will do a CCIC/NCIC warrants check and will release the inmate by following the steps listed in Procedure III of this policy.
4. If an inmate is to be released because the court has dismissed their case, Booking will confirm this information by looking for a notation on the inmate's Hardcard, or calling the Court Clerk or a Transport Officer for confirmation.
5. The Officer will do a warrant's check using CCIC/NCIC and release the inmate by following the steps listed in Procedure III of this policy.

6. If we are releasing an inmate to another jurisdiction on their charge only, Booking will first establish the identity of the official taking custody of the inmate. They will then release the inmate by following the steps listed in Procedure III of this policy.
7. The inmate's property, money, and a copy of the arrest documents will be given to the official taking custody of the inmate.

### **PROCEDURE VII - Court Ordered Furlough Releases**

1. If we are releasing an inmate on a furlough ordered by the court, Booking will confirm the release by reviewing the court documents. If there are any questions about the order, they should contact the issuing court.
2. Time spent on a furlough does not count toward an inmate's sentence, therefore; a copy of the furlough order must be forwarded to the Classification Coordinator, so that the release date can be recomputed. (Inmates do not earn good time or get credit for the time they are out on furlough). Only sentenced inmates are eligible for a furlough.
3. Once the furlough has been verified, Booking will notify the appropriate module officer and request that the inmate prepare for their furlough. Booking will request that a Rover escort the inmate from their module.
4. If the furlough is for more than twenty-four hours, Booking will modify the inmate's resident record in Tiburon, indicating that they have released them on furlough. The inmate's Hardcard, Module File, and corresponding Inmate Booking File will be moved to the Other Locations Drawer.
5. The inmate should be directed to bring any personal property to Booking in the jail issued basket for safekeeping. It should be placed in the Property Room on the carousel above the inmate's property bag, or as close as possible.
6. When the inmate arrives at the inmate Check-Out Area, Booking will verify their identity and instruct them to place all jail clothing into the personal property bag in exchange for their personal clothing. Only the necessary items will be released to an inmate for a furlough.
7. A copy of the furlough order indicating when the inmate must return to jail will be given to the inmate.
8. Booking will escort the inmate to the public lobby or Intake Garage for release.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/03/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** GOOD TIME  
**NUMBER:** 16-01-06  
**EFFECTIVE DATE:** November 13, 2007

**POLICY:** It is the policy of the Boulder County Jail to calculate release dates for all sentenced inmates properly and to make sure that we have considered all good time.

**SOURCE:** Colorado Revised Statute 17-26-109  
Colorado Revised Statute 17-26-110  
Colorado Revised Statute 17-26-115

**INFORMATION:** The Classification Coordinator, Work Programs Director, or other designated employees will compute release dates, using the Tiburon Sentence Calculation Program.

All sentenced inmates are entitled to a deduction of one day of Statutory Time for each 15 days served. After that calculation, inmates then receive one day for each four days served.

All inmates sentenced to do time in the Boulder County Jail receive good time at a rate of 1 day for every 3 days they serve.

### **PROCEDURE I - Computing Release Dates and Good Time on an Original Mittimus**

1. When we book an inmate on a new Mittimus, Booking will place a copy of the Mittimus in the appropriate basket for the Classification Coordinator, or designee.
2. The Classification Coordinator, or designee, will collect all of the Mittimus sentences placed in the basket each morning, Monday through Friday, and calculate the release dates.
3. The sentence calculations are generated from a stand-alone system and are then entered into Tiburon.

4. A Booking Sergeant, or designee, may calculate sentences for less than five days. A copy of the Mittimus will be placed in the basket for the Classification Coordinator.
5. The Classification Coordinator, or designee, will enter the calculated release date on the inmate's Hardcard.
6. A copy of the Tiburon Sentencing sheet will be placed in each sentenced inmate's booking file.
7. It is the responsibility of the Work Programs Director, or designee, to compute release dates for Work Release inmates or other alternative sentencing programs.

**PROCEDURE II - Computing Release Dates and Good Time on an Amended Mittimus**

1. The Classification Coordinator, or designee, will collect all of the amended Mittimus sentences and recalculate them based on the new information.
2. The Classification Coordinator, or designee, will enter the new release date on the inmate's Hardcard and place a copy of the Tiburon Sentencing sheet in the inmate's booking file.

**PROCEDURE III - "Good Time" Credit for Inmate Workers and Community Workers**

1. The Classification Coordinator, or designee, will enter all recalculations on an inmate's Hardcard.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT: JUDICIAL REVIEW OF PROBABLE CAUSE ARRESTS**

**NUMBER: 16-01-07**

**EFFECTIVE DATE: November 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to forward all "probable cause" arrests to the appropriate Judge for review within forty-eight hours after an inmate's incarceration. When a Judge does not review a probable cause arrest within forty-eight hours, we will notify the Chief District Court Judge, or an on-call Judge.

**SOURCE:** Riverside v. McLaughlin (1991)

### **PROCEDURE I - Probable Cause Arrests**

1. All arresting officers lodging suspects at the Boulder County Jail will provide jail staff with complete and detailed information on the suspect and cause for arrest by means of an Adult Custody Report, available on the computers in the officer work area. This report will be printed and given to booking staff (see 16-01-01).
2. The arresting officer will attach a Probable Cause Arrest Affidavit to all probable cause arrests. This also applies to arrests with warrants and new charges. The arresting officer will complete the appropriate sections of the Affidavit and sign it, affirming that the probable cause facts are true.
3. For Boulder County Court Cases: The Bond Commissioners will compile all Probable Cause arrests, still in custody, completed from 1000 hrs Friday until Sunday at 1400 hrs. A judge or magistrate will come to the Jail on Sunday or Monday, based upon the weekend, and review all Probable Cause arrests. The judge or magistrate will also advise, all persons arrested for Domestic Violence of the Mandatory Protection Order. When the judge has completed the review, the Probable Cause affidavits will be returned to the Booking Room with bond and conditions information. The Bond Commissioners and Booking personnel will then update the inmate bond information on the inmate's hard card and in Tiburon. The Bond Commissioners will inform each inmate of their bond.

4. For Municipal Probable Cause cases: The Booking staff will be responsible for assuring these cases are reviewed within 48 hours. In the case of Boulder Municipal arrests, an assigned Judge will contact Booking on the weekends to request any arrests that require their review. The judge may do this in person or via fax machine.
5. When a County holiday falls on a Monday or Friday, the court will set up special arrangements to insure compliance with the forty-eight-hour review process.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:                               SEX OFFENDERS REGISTRATION**

**NUMBER:                               16-01-08**

**EFFECTIVE DATE:               November 13, 2007**

**POLICY:**     It is the policy of the Boulder County Jail to ensure the timely, legally correct duty of a sex offender to register as a sex offender upon his or her release from jail.

**SOURCE:**    CRS 16-22-103  
                  CRS 16-22-105  
                  CRS 16-22-106  
                  CRS 18-3-412.5

**INFORMATION:**   Effective July 1, 1998, per CRS 16-22-103, any person convicted in the state of Colorado of an offense involving unlawful sexual behavior, or for which the factual basis involved an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; and any person convicted, on and after July 1, 1991, in any other state of an offense that, if committed in the state of Colorado, would constitute an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; or any person released from the custody of the Colorado Department of Corrections having completed serving a sentence for an offense involving unlawful sexual behavior or for which the factual basis involved an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; shall be required to register in the manner prescribed in subsection (2) of CRS 18-3-412.5.

On and after January 1, 2003, in accordance with CRS 16-22-106, appropriate county jail personnel shall require any offender as described in CRS 16-22-103, and sentenced to a county jail which is under their jurisdiction, to register on the standardized form provided by CBI and within five days prior to the discharge from custody. The sheriff, or his or her designee, shall provide notice, as described in section 16-22-105, to the person of the duty to register in accordance with the provisions of this article with the local law enforcement agency of each jurisdiction in which the person resides. The person shall be required to sign the notice as confirmation of receipt and to provide the person's date of birth and address at which the person intends to reside upon discharge.

"Unlawful Sexual Behavior" is defined as:

- (a) Sexual assault in the first degree, in violation of section 18-3-402
- (b) Sexual assault in the second degree, in violation of section 18-3-403
- (c) Sexual assault in the third degree, in violation of section 18-3-404
- (d) Sexual assault on a child, in violation of section 18-3-405
- (e) Sexual assault on a child by one in a position of trust, in violation of section 18-3-405.3
- (f) Sexual assault on a client by a psychotherapist, in violation of section 18-3-405.5
- (g) Enticement of a child, in violation of section 18-3-305
- (h) Incest, in violation of section 18-6-301
- (i) Aggravated incest, in violation of section 18-6-302
- (j) Trafficking in children, in violation of section 18-6-402
- (k) Sexual exploitation of children, in violation of section 18-6-403
- (l) Procurement of a child for sexual exploitation, in violation of section 18-6-404
- (m) Indecent exposure, in violation of section 18-7-302
- (n) Soliciting for child prostitution, in violation of section 18-7-402
- (o) Pandering of a child, in violation of section 18-7-403
- (p) Procurement of a child, in violation of section 18-7-403.5
- (q) Keeping a place of child prostitution, in violation of section 18-7-404
- (r) Pimping of a child, in violation of section 18-7-405
- (s) Inducement of child prostitution, in violation of section 18-7-405.5
- (t) Patronizing a prostituted child, in violation of section 18-7-406
- (u) Criminal attempt, conspiracy, or solicitation to commit any of the offenses specified in paragraphs (a) through (t) of this subsection (1)
- (v) A deferred judgment and sentence for any of the offenses specified in paragraphs (a) through (u) of this subsection (1)
- (w) Any offense that has a factual basis of one of the offenses specified in paragraphs (a) through (u) of this subsection (1)

Each person who is required to register pursuant to 16-22-103 will do so within five business days of being released into the community or receiving this notice and annually thereafter, so long as the person resides in the city, town, county, or city and county, shall register with the local law enforcement agency in the place of such person's temporary or permanent residence by completing a registration form provided to such person by the local law enforcement agency. Such registration form shall contain such information regarding such person, as shall be required by the local law enforcement agency pursuant to subsection (5) of 18-3-412.5. Persons who reside within the corporate limits of any city, town, or city and county shall register at the office of the chief of police of such city, town, or city and county. Persons who reside outside of the corporate limits of any

city, town, or city and county shall register at the office of the County Sheriff of the county where such person resides. Any person who is required to register pursuant to subsection (1) of 18-3-412.5 shall be required to register each time such person changes such person's temporary or permanent address, regardless of whether such person has moved to a new address within the jurisdiction of the law enforcement agency with which such person previously registered.

### **PROCEDURE I – Registration of Sexual Offenders**

1. Classification will identify individuals that are registered sexual offenders. This will be done as a part of the classification process of inmates in the jail's custody.
2. Classification will keep a running document of those that are pre-trial sex offenders. If an inmate is convicted of a sex offense while in the custody of the jail, the required registration will be completed.
3. Classification will meet with all sexual offenders that we have in jail and have them complete the two forms needed to have them registered. The first form is the "State of Colorado/VICAP Sex Offender Registration" and the other is the "Notice to Register as a Sex Offender" form. Upon completion of these forms, Classification will fingerprint each offender and forward the forms and fingerprints to the operations staff that register sexual offenders for the Sheriff's Office. These forms will be forwarded through County Mail.
4. Classification will go into Tiburon and enter an "Event Hold" for a Sexual Offender and then enter an SO (Sex Offender) hazard on the inmate's Hazard screen.
5. If the inmate is in the custody of one of the alternative sentencing programs, the supervisor of the program will alert the inmate to the need to register with the Sheriff's Office operations staff.

### **PROCEDURE II - Release Through Booking**

1. Upon release of a registered sexual offender, the releasing officer will provide a yellow cancellation form. The inmate is instructed to read and complete the form with the intended address where they will reside.
2. The yellow cancellation form will then be forwarded to Classification. Receiving the cancellation form notifies Classification that the inmate has been released. The form is then forwarded to Operations staff, which

forwards the form to the appropriate agency where the offender intends to reside.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** BOND FEES  
**NUMBER:** 16-01-09  
**EFFECTIVE DATE:** November 13, 2007

**POLICY:** It is the policy of the Boulder County Jail to collect bond fees to offset employee time spent processing bonds for inmates and arrestees who can post a bond or secure the services of a professional bonding agent.

**SOURCE:** Colorado Revised Statute 30-1-104(1)(u)  
Boulder County Resolution 98-147

**INFORMATION:** The Jail established the Bond Fee for all bonds, including Personal Recognizance bonds, at ten dollars (\$10), on October 1, 1998.

### **PROCEDURE I - Collection of Bond Fees**

1. When Booking processes a bond for an inmate or arrestee there will be a ten-dollar (\$10) Bond Fee collected before release for each bond.
2. Booking may accept cash, money orders, or cashier checks. Money Orders and cashier checks must be made payable to the Boulder County Sheriff's Office.
3. The jail will provide a printed receipt to the person paying the Bond Fee.
4. In custody inmates receiving a Personal Recognizance Bond must also pay the Bond Fee. If the inmate is indigent, a shift supervisor may allow the release without the fee being paid. They will make a notation on the Bond Log.
5. The Booking Officer will enter a DEBT I/A event creating a debt balance of ten dollars (\$10) on the inmate's account. A **document number**, consisting of the event description – DBFEE – plus the inmate's current booking number, must accompany this event in the document number field. **Example:** DBFEE04-0001.

6. Booking will pay this debt from the available funds in the inmate's account using the DBTR I/A event, in an amount not to exceed ten dollars (\$10), reducing the debt by the amount entered. A **document number**, consisting of the event description - DBFEE – plus the inmate's current booking number, must accompany this event in the document number field. **Example:** DBFEE04-0001. The booking officer will enter remarks in the remarks field explaining this activity.
7. In the case of indigent inmates there will be no DBFEE debt assessed to the inmate's account.

**PROCEDURE II - Processing Collected Bond Fees**

1. Once each week the Support Services Sergeant, or designee, will generate a Bond Fee Fund Activity report detailing the amount of funds collected under this procedure. The Support Services Sergeant, or designee, will write a check(s) from the Inmate Cash Account, payable to the Boulder County Sheriff's Office, totaling the amount collected during the specified time period. These checks will be forwarded to the Boulder County Sheriff's Accounting for deposit.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Chief

11/08/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** BOOKING FEES

**NUMBER:** 16-01-10

**EFFECTIVE DATE:** July 16, 2007

**POLICY:** It is the policy of the Boulder County Jail to collect booking fees to offset employee time spent committing and discharging convicted inmates.

**SOURCE:** Colorado Revised Statute 30-1-104(1)(n)  
Boulder County Resolution 04-104

**INFORMATION:** The Jail established the Booking Fee for all convicted inmates effective on November 1, 2004.

### **PROCEDURE I – Collection of Booking Fees**

1. When jail staff processes a new intake or enters a Mittimus there will be a thirty-dollar (\$30) Booking Fee assessed. The Booking Fee will be assessed on all new Boulder County cases and Mittimus. Exceptions shall be made if the fee on the existing case has already been paid on a prior booking.
2. Booking staff will book money for inmates entering the facility using the BOOK IA event in TIBURON.
3. The Booking Officer will minimize the risk of erroneous deprivation of property by asking the arrestee for the correct spelling of his or her name and cross-checking this spelling with that entered in the arrestee's account. The Booking Officer will ask if money collected from the arrestee is the property of the arrestee, and ask whether the inmate is on public assistance funds, which are ineligible to use for a Booking Fee. The Booking Officer will then inform the arrestee of the Booking Fee deducted from the arrestee's jail account. Finally, the Booking Officer will inform the inmate that, if exonerated, the inmate is entitled to a reimbursement of Booking Fees through the Boulder County Sheriff's Office Accounting Division. The attached Booking Fee Information Notice will be placed in the inmate's property and brought to their attention upon release.

4. The Booking Officer will enter an RMBD (Booking Fee Debt) I/A event creating a debt balance of thirty dollars (\$30) on the inmate's account. A **document number**, consisting of the event description – BFEE – plus the inmate's current Booking number, must accompany this event in the document number field. **Example:** BFEE04-0001.
5. If the inmate has funds on his/her account, the Booking Officer will then enter an RMBP (Booking Fee Pay) I/A event, in an amount not to exceed thirty dollars (\$30), reducing the Debt Balance by the amount entered. A **document number**, consisting of the event description – BFEE – plus the inmate's current Booking number, must accompany this event in the document number field. **Example:** BFEE04-0001. The booking officer will enter remarks in the remarks field in Tiburon explaining this activity. **Example:** "Booking Fee charge for Booking 04-0001".
6. If the inmate does not have sufficient funds to pay the entire amount, any cash deposits made to the inmate's account will be used to pay the debt until said debt has been satisfied. In this event, any **subsequent document numbers** on the RMBP event must be modified by use of an alpha character, example: BFEE04-0001A.

## **PROCEDURE II – Inmates With Insufficient Funds**

1. In the event an inmate enters the facility with no funds or insufficient funds the Booking Officer will enter a RMBD I/A event creating a debt balance. The Booking Officer will then use the inmates existing funds, if any, to satisfy as much of the debt as possible. Any remaining debt balance will be associated with the inmate's JID number and will carry forward to each subsequent booking until the debt is satisfied.
2. If the inmate is indigent, a shift supervisor may allow the release without the Booking Fee being paid. This will be approved on a case-by-case basis.
3. Jail staff will deduct the Booking Fee from the jail account of in-custody inmates arrested after November 1, 2004, who have funds in their account. If the inmate does not have sufficient funds to cover the Booking Fee, all available funds, including any subsequent cash deposits to the inmate's account, will be deducted until the debt balance has been satisfied.

## **PROCEDURE III – Transferring Funds to Sheriff's Accounting**

1. Once each week the Support Services Sergeant, or designee, will generate a Booking Fee Fund Activity report detailing the amount of funds collected under

this procedure. The Support Services Sergeant, or designee, will write a check(s) from the Inmate Cash Account, payable to the Boulder County Sheriff's Office, totaling the amount collected during the specified time period. These checks will be forwarded to the Boulder County Sheriff's Accounting for deposit.

**PROCEDURE IV – Reimbursement of Booking Fees**

1. In the event an arrestee is found not guilty or the courts dismiss the case for which the arrestee has been charged a Booking Fee, the arrestee has a right to a timely refund of the Booking Fee.
2. The arrestee will contact the Boulder County Sheriff's Office Accounting Division and make the request for reimbursement.
3. The arrestee will bring documentation from the court, showing that the case was dismissed or the arrestee was found not guilty.
4. Sheriff's Accounting will confirm that the individual is the one stated in the documentation and that the case has been dismissed or the person found not guilty.
5. Upon determining that a reimbursement is justified, Sheriff's Accounting will make a copy of the court paperwork and issue a request for a check for the appropriate amount to the County Accounting Office. The person requesting a refund will be advised that the request has been made and to expect receipt of the reimbursement within 2 weeks.
6. Copies of the court paperwork and the signed receipt will be forwarded to the Records Division to be placed into the inmate's jail jacket.
7. When a reimbursement request is approved Sheriff's Accounting will notify the jail Support Services Sergeant of the update. The Support Services Sergeant will make an entry in the inmates RBPC IA Event remarks field documenting the reimbursement of funds.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date

## **BOOKING FEE INFORMATION NOTICE**

You have been assessed a \$30.00 Booking Fee upon entering the Boulder County Jail. If charges against you are dropped, or if you are found not guilty, you are entitled to a refund of the Booking Fee. To obtain a refund, bring documentation from the court showing that the case was dismissed or a finding of not guilty to the Boulder County Sheriff's Office Accounting Section. You will receive a refund by mail within two weeks of approval of your refund.

BCJ 07/07



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** EMERGENCY AND COURTESY HOLDS

**NUMBER:** 16-01-11

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to house inmates for other agencies during emergencies, or when exchanging inmates is beneficial for both facilities.

**SOURCE:** None

**INFORMATION:** In the spirit of mutual cooperation with other jails, we will consider requests for the emergency holding of inmates from another facility, if space permits us to do so. These requests will generally be considered if another jail has become unusable for detaining inmates, or if we contract with them to house inmates due to extenuating circumstances in their facility.

Courtesy holds will also be considered when another jail has a safety and security issue with someone they are holding. As a rule, we will ask them to take one of our inmates in exchange for theirs. We may also make similar requests of other facilities to help us with comparable situations here. In these situations the requesting agency will generally carry out the transport.

### **PROCEDURE I – Emergency Holds**

1. All calls regarding the emergency holding of inmates for another facility, due to extenuating circumstances in their jail, will be referred to the Jail Division Chief, or designee.
2. The Division Chief, or designee, may consult with the Sheriff or Undersheriff regarding the request.
3. The requesting facility will then be notified of our decision.
4. All transporting of inmates will be carried out by the requesting agency, unless other arrangements are agreed upon.

5. In some situations, we may also require that the requesting agency provide personnel for supervision of the inmates for the duration of their housing in our facility.

### **PROCEDURE II – Courtesy Holds For Other Facilities**

1. Any jail employee receiving a call from another agency requesting a courtesy hold, or inmate exchange, will direct the person to the appropriate supervisor, or designee.
2. The supervisor, or designee, will discuss the request with the other facility, obtaining as much information as possible about the inmate, reason for the request, history in the other facility, precautions that we should take, any medical concerns, and other relevant information.
3. The requesting facility will be asked if they are willing to take one of our inmates in exchange for their inmate.
4. Once all of this information has been obtained, someone of at least the rank of Commander must approve the exchange.
5. If the courtesy hold is approved, the other facility will be notified and a date and approximate time established for the exchange. It is our expectation that the other facility complete the transport, unless other arrangements are agreed upon, and provide a packet of information regarding the inmate.
6. If we initiate a request with another agency, it must first be approved by someone of at least the rank of Commander before calling the other jail. Generally, we will agree to an inmate exchange and to transporting the inmates, unless other arrangements are made.
7. Once the arrangements are made, Classification will complete a packet of information for the other facility, which will be provided to the transporting officer(s).

### **PROCEDURE III – Requesting Courtesy Holds with Another Facility**

1. If we have an inmate in custody and unanticipated safety and security issues arise, making management difficult, an option to consider is a courtesy hold with another facility.
2. A supervisor of at least the rank of Commander must review the circumstances and approve the calling of another facility.

3. The approving supervisor will designate someone, generally from Classification, to contact another facility. We will fully apprise them of the reasons for the request and provide them with as much information as possible about the inmate, including any medical information.
4. If that facility agrees to house the inmate, we will also accept someone from them in exchange and agree to carry out the transport, unless other arrangements are agreed to.
5. Classification will then prepare an informational packet for the other facility and provide it to the transporting officer(s).

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/23/07  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** DETOXIFICATION HOLDS

**NUMBER:** 16-01-12

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to not accept individuals into custody without accompanying state criminal charges. Detoxification holds occur only when there are absolutely no other options.

**SOURCE:** C. R. S. Section 25-1-310 – Emergency Commitment

**INFORMATION:** It will be the general policy of the jail to **not** accept individuals into our custody without accompanying state criminal charges.

Under Section 25-1-310(1)(a), C.R.S., when any person is intoxicated or incapacitated by alcohol and clearly dangerous to the health and safety of himself, herself, or others, such person shall be taken into protective custody by law enforcement authorities or an emergency service patrol, acting with probable cause, and placed in an approved treatment facility. If no such facilities are available, he or she **may** be detained in an emergency medical facility or jail, but only for so long as may be necessary to prevent injury to himself, herself, or others or to prevent a breach of the peace.

The "approved treatment facility" in Boulder County is the Addiction Recovery Center (ARC). The ARC is the first and best option. If the ARC will not admit the person, and the person is so intoxicated that they are a danger to themselves, another option is an emergency medical facility, such as the Emergency Room at a local hospital, where they can be monitored for safety and vital signs until they sober up. Other options are to release them to a sober relative or friend who can be responsible for their welfare or, the arresting agency using their holding area until the person is no longer a danger to themselves.

The **last** option would be to accept them into the jail. However, we will not accept them simply because the ARC does not want them or will not accept them based on behavioral issues.

If there is an emergency at the ARC, such as a fire or other situation that renders the facility unusable, and all other options have been exhausted, the Division Chief, or designee, may authorize the short term holding of an intoxicated person in a holding cell in Booking. However, if Medical determines that the individual needs a higher level of attention than available at the jail, the agency bringing the person in will be directed to take the person to an emergency medical facility, such as a hospital.

If the person remains in a jail holding cell, we will release them once they are alert and no longer considered a danger to themselves or others.

Pursuant to Section 25-1-310(1)(a), C.R.S., when the person is brought into the jail under these circumstances, there cannot be an “entry or other record to indicate that the person has been arrested or charged with a crime.” However, we should complete an Incident Report detailing all available information. Under no circumstances is the person to be dressed in jail clothing or taken from Booking to any housing area.

**PROCEDURE 1 – Detoxification Holds**

1. Any request for a detoxification (protective custody) hold will be referred to a supervisor.
2. As indicated in the “Information” section of this policy, detoxification holds for the ARC, or similar facilities, will be approved only as the final and last resort to prevent someone from serious injury or death when no other options exist.
3. The supervisor on duty will designate someone to write an Incident Report detailing all information regarding the circumstances of the hold. No booking record of the hold will be made.
4. After determining that the person is no longer intoxicated and not a danger to themselves or others, we will release them.
5. Any medical expenses incurred by the Boulder County Jail for Detoxification Holds will be billed to the agency requesting the hold.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



4. If Booking feels that an inmate needs to be placed in Disciplinary or Special Management status, they will contact the On-Duty Supervisor (ODS) and/or the medical staff.
5. They will explain the circumstances to the ODS, who will evaluate the information for appropriate housing.
6. If the ODS determines that the inmate needs alternative housing; they will direct the officer to document it in an IR. The IR will outline the specific reasons for the inmate being placed in alternative housing.
7. The ODS will determine whether the inmate requires a custody level, if placed in Special Management. He or she will explain the reasons for a level assignment in a supplemental narrative in the IR.
8. The ODS will ensure that a copy of the IR is forwarded to Classification.

#### **PROCEDURE II - Initial Custody Assessment**

1. Classification will assess all new intakes in Tiburon, using the Initial Custody Assessment Form, within forty-eight (48) hours of incarceration.
2. They will complete the form and house the inmate based on the custody level indicated by the total additive score.
3. Classification may exercise the override option, which allows for reasonable individual factors to be considered, i.e., history in the facility (good or bad), amount of bond, unknown factors or lack of information, holds/detainers, etc. They must document these factors in Tiburon.
4. The form will then be forwarded to the Support Services Sergeant, or designee, for final approval. If the officer recommended an override and the supervisor does not approve it, he or she will document the basis for the disapproval on the form.
5. The Support Services Sergeant, or designee, may also elect to initiate an override of the custody level determined by using the additive scale. Again, this will be based on reasonable factors.

#### **PROCEDURE III – Classification Interview Form**

1. The Classification Interview Form will be completed the same day of the Initial Custody Assessment.
2. The form will be used to list specific information about the inmate and any special needs.

3. Primary inmate needs to be considered are medical, emotional stability, education, vocational skills, substance abuse, and mental ability.

**PROCEDURE IV - Custody Reassessment**

1. Classification will reassess all inmates, when any of the following occur:
  - A) any change in charges
  - B) sentencing occurs
  - C) an inmate is being considered for a Community Worker, Inmate Worker, or Productive Day position and has not been assessed in the past thirty (30) days
  - D) an inmate has spent time in Disciplinary for violating jail rules and is about to be moved
2. Custody reassessments will follow the same recommendation and approval procedures as delineated in the Initial Custody Assessment in Procedure II of this policy.

**PROCEDURE V - Forms Retention**

1. The Classification Officers will place all of the assessment and reassessment forms in an inmate file maintained in the Classification office until the inmate is released.
2. When the jail releases an inmate from custody, these forms will be forwarded to the Classification Coordinator and placed in the Inmate Classification File. He or she will maintain these records for one year, and the current year.
3. At the end of that time, the records will be disposed of in accordance with the Sheriff's Office Records Retention and Disposition Schedule.
4. The jail will not destroy any record under the Retention Schedule authority, while any legal case, claim, action or audit is pending.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/13/08 \_\_\_\_\_  
Date



## **BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION**

**SUBJECT:** CLASSIFICATION MEETINGS

**NUMBER:** 17-01-02

**EFFECTIVE DATE:** June 12, 2008

**POLICY:** It is the policy of the Boulder County Jail to conduct Classification meetings once a week to ensure that we are following all components of Objective Jail Classification. The Classification Officers will verify proper housing and custody assignments of inmates to safeguard inmate, staff, and public safety.

**SOURCE:** National Institute of Corrections, Objective Jail Classification Model

### **PROCEDURE I - Meeting Schedule**

1. The Classification Officers will meet with the Support Services Commander, or designee, each Thursday afternoon.
2. If the meeting must be rescheduled, the Support Services Commander, or designee, will ensure that all appropriate notifications are made.

### **PROCEDURE II - Meeting Itinerary**

1. During the meeting Classification will review any issues or concerns and notable Incident Reports submitted since the last meeting, especially those relevant to Classification.
2. They will also review the Levels List and Health Services information to decide if any changes are needed in Special Management inmates, or the status of working inmates.
3. A review of Administrative Segregation inmates will be conducted for recommendations to the Jail Management Team.
4. The meeting will end with an open discussion of any issues pertinent to Classification.

By Order of the Division Chief

Signed by  
Larry R. Hank

06/13/08  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE LEVELS AND RESTRICTIONS

**NUMBER:** 17-01-03

**EFFECTIVE DATE:** June 12, 2008

**POLICY:** It is the policy of the Boulder County Jail to maintain a levels and restriction system, applicable to inmates housed in the Special Management module and women on special management status in Women's. The levels and restrictions are not used as disciplinary measures, but are designed to protect the inmate, jail staff, and other inmates from those who are a threat.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-30  
A.C.A. Standard 4-ALDF-2A-31

### **PROCEDURE I - Establishment of Levels and Restrictions**

1. The Jail Management Team has established the following levels and restrictions for use by Classification and other jail employees, as needed.
  - a. **Level** - the security provided by restricting certain inmates to their rooms, or to the sub-dayrooms, for various lengths of time. This is done to control and monitor their interaction with other inmates and to give the jail an opportunity to observe them closely.
    1. **Level 1** - Inmates on Level 1 are restricted to their rooms during regular lockdown times for their modules. This is the least restrictive level and most programs and activities are available to them.
    2. **Level 2** - Inmates on Level 2 are restricted to their rooms during regular lockdown times for their modules. The inmate may spend from one (1) to three (3) hours per day in the main dayroom, at the discretion of the module officer. As many of these inmates as possible will be allowed out on the Day Shift. If Day Shift is unable to provide the time out, the Night Shift will allow the inmate(s) out on their shift. If possible, we will house these

inmates in the sub-dayrooms. Most programs and activities available to the module are available to them.

3. **Level 3** - Inmates on Level 3 are restricted to their rooms continuously, except one (1) hour and fifteen (15) minutes per day. We grant them one (1) hour for recreation and fifteen (15) minutes for personal hygiene. If possible, we will house them in rooms within the sub-dayroom and keep them separate from other inmates.

b. **Restriction** - A term referring to the change or loss of an inmate's activities, or privileges, which we allow other inmates. It is not used as a disciplinary measure, but to safeguard people, property, or jail safety and security.

1. **Restriction A** - No significant interaction is permitted with other inmates. Involves Level 3 status, housing in a sub-dayroom room if possible, and separate visitation, recreation, and visits.

2. **Restriction B** - No interaction is permitted with a specific inmate or inmates and the inmate will be housed away from those in question. This will include programs and/or other jail activities.

2. The following may impose levels and restrictions:

- a. Jail Division Chief
- b. Any supervisor
- c. Health Services personnel
- d. Classification
- e. Officers with approval from the On-Duty Supervisor (ODS).

3. Reasons for imposing levels and restrictions:

- a. inmates who are combative if placed together
- b. inmates involved in the same criminal event
- c. behavior is continuously disruptive
- d. suicide risks
- e. information concerning escapes, assaults, or other criminal activity involving them
- f. special medical problems
- g. repeatedly violate jail rules and do not alter behavior

4. Classification will be responsible for managing the levels and restrictions.

## **PROCEDURE II - Imposition of Levels or Restrictions by Module Officers**

1. Any officer who feels that an inmate needs to be placed on Level 2 or 3, or needs restricted activities, will notify a supervisor.
2. The officer will explain the circumstances and suggest which level and/or restriction they feel is appropriate.
3. The supervisor may respond to the module and interview the inmate in question and/or other inmates. The supervisor may also choose to interview other employees (nurses, Classification Officers, Food Service Staff, etc.).
4. The supervisor will evaluate the information, discuss it with Classification when available, and make a decision.
5. The supervisor will generally instruct the officer to write an Incident Report (IR), detailing the circumstances of the level and/or restriction imposition.
6. The supervisor will ensure that the inmate receives a copy of the report.
7. Classification will review the inmate's status at subsequent meetings.

## **PROCEDURE III - Imposition of Restrictions by the Health Services Unit**

1. If Health Services feels that placing an inmate on restriction for medical reason is necessary, the attending nurse will complete an IR and enter the restriction in Tiburon as a Hazard.
2. They will inform the ODS of the restriction and request that the information be passed on to all shifts.
3. The Health Services' employee will take a copy of the report to the module to be placed in the inmate's file.
4. The officer and the Health Services employee will advise the inmate of the restriction.
5. When a Health Services' employee reviews the condition of the inmate and decides that the restriction is no longer necessary or appropriate, they will notify the module officer and Classification.
6. The officer will notify the inmate. The Health Services employee will document the removal of the restriction in the inmate's medical record and the module officer will document the change by clearing the restriction in Tiburon from the Hazard tab.

#### **PROCEDURE IV - Imposition of Levels or Restrictions by the Jail Division Chief**

1. If the Jail Division Chief feels that imposing a level or restriction on an inmate is necessary, he or she will contact the ODS.
2. The Chief will explain the problem, the action to be taken, and complete an IR to carry out the action. He or she will also notify Classification of the incident.
3. Classification will complete a Custody Reassessment Scale on the inmate.
4. The ODS will take a copy of the IR to the officer of the inmate's module.
5. The officer will notify the inmate of the Chief's decision and document the change on the inmate's Tiburon Worksheet. If it is a restriction, the officer will enter it as a Hazard in Tiburon. If we are moving the inmate, an officer will request that the inmate gather his or her property and clean the room.
6. The Chief will ensure that a copy of the report is forwarded to Classification.
7. If the Chief determines that the level change or the restriction is no longer appropriate or necessary, he or she will inform the ODS and Classification.
8. The ODS will inform the officer in charge of the inmate's module of the change.
9. The module officer will inform the inmate of the change and document the change on the inmate's Tiburon Worksheet. If it is a restriction, the officer will clear the Hazard in Tiburon.
10. Classification will complete a Custody Reassessment Scale.

#### **PROCEDURE V - Imposition of Levels or Restrictions by Classification**

1. When Classification determines that a level or restriction must be placed on an inmate they will complete a Custody Reassessment Scale and make the notation on the inmate's Tiburon Worksheet. If it is a restriction, the officer will enter it as a Hazard in Tiburon.
2. Classification will inform the inmate of any change in his or her status. If the inmate is to be moved, a Classification Officer will request that the inmate gather their property and clean the room.
3. If Classification feels that an inmate needs to be placed on Level 3, they will confer with the Support Services Commander, or designee.

**PROCEDURE VI - Daily Levels List**

1. A Classification Officer will be responsible for compiling a Levels List each day, which will contain all inmates on Administrative Segregation, serving disciplinary time, on Special Management levels, or any other designation required by JMT.
2. This list will be forwarded to all jail employees via the #SHJAIL routing code in the County E-mail system.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/13/08 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INMATE WORKER SELECTION

**NUMBER:** 18-01-01

**EFFECTIVE DATE:** June 12, 2008

**POLICY:** It is the policy of the Boulder County Jail to allow qualified inmates the opportunity to work in various jobs within the Jail. We will compensate sentenced inmates with good time according to the applicable state statutes.

**INFORMATION:** Inmate Workers will receive good time, according to Jail Division Policy and Procedure 16-01-06. They will not be assigned based on their sex, race, religion, national origin, or other such factors.

The Jail may also require that inmates not in Inmate Worker positions perform certain tasks, including personal housekeeping.

### **SOURCE:**

A.C.A. Standard 4-ALDF-5C-06  
A.C.A. Standard 4-ALDF-5C-07  
A.C.A. Standard 4-ALDF-5C-08  
A.C.A. Standard 4-ALDF-5C-09  
A.C.A. Standard 4-ALDF-5C-10  
A.C.A. Standard 4-ALDF-5C-11  
A.C.A. Standard 4-ALDF-5C-12  
Colorado Revised Statute 17-26-109  
Colorado Revised Statute 17-26-110  
Colorado Revised Statute 17-26-115

### **PROCEDURE I – Inmate Workers**

1. Classification will select Inmate Workers using Objective Jail Classification and Jail Division standards, which include length of sentence, custody level, and sentence status, past behavior, charges, and job experience.
2. Classification, or a Module Officer, will obtain an Inmate Worker/Community Worker Contract and direct the inmate to read and sign it. The contract will be forwarded to the Classification Coordinator and placed in the inmate's Classification file.

3. We may allow some male Inmate Workers additional privileges to move freely within the Jail, depending on their job assignment.
4. Female Inmate Workers will not be allowed to move about freely and must be escorted, or supervised by jail personnel when moving to and from work jobs and while working, for their protection.
5. Inmate workers may be locked down later than other inmates.

**PROCEDURE II - Physically Challenged Inmates**

1. The Jail may appoint physically challenged inmates to Inmate Worker positions, subject to the approval of the Jail Division Chief and/or the Support Services Commander, based on their ability to do various work.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/13/08 \_\_\_\_\_  
Date

**SUBJECT: GOOD TIME POLICY STATEMENT**

**NUMBER: 18-01-01a**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY: The Boulder County Jail offers a wide variety of programs and work activities for every sentenced inmate. Sentenced inmates who conduct themselves in accordance with the rules of the Sheriff and perform their work in a credible manner are assumed to be designated as trusty inmates who may be granted such good time as provided in CRS 17-26-115.**

**In order to ensure the fair and equal treatment of all sentenced inmates, such good time may also be granted for participation in assigned programs and for cleaning and maintaining living areas. Violations of any rules of the Sheriff may result in revocation of trusty status and loss of good time.**

**SOURCE: Colorado Revised Statute 17-26-115**

**SUBJECT: INMATE WORKER SUPERVISION**

**NUMBER: 18-01-02**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to train Inmate Workers in their jobs and ensure appropriate supervision to preserve inmate, staff, and facility safety.

**INFORMATION:** Supervision of Inmate Workers is as follows:

- 1) Food Service Inmate Workers - Food Service Manager/Cook Supervisors
- 2) Laundry Inmate Workers - Food Service Manager (Maintenance for training)
- 3) Building's A & B Inmate Workers - officers assigned to those areas
- 4) Hall Inmate Workers - Facilities Management Custodian
- 5) Maintenance Inmate Workers - Maintenance staff
- 6) Program's Inmate Workers - Classification Coordinator
- 7) Medical Inmate Workers - Medical personnel
- 8) Booking Inmate workers - Booking personnel

**SOURCE:** A.C.A. Standard 4-ALDF-5C-06  
A.C.A. Standard 4-ALDF-5C-11

**PROCEDURE I - Training, Scheduling, and Supervision of Food Service Inmate Workers**

1. The Food Service Manager, or designee, will ensure that Inmate workers assigned to Food Service are oriented and trained in their specific duties. This will include any equipment that we may require that they use in doing their jobs.
2. The Food Service Manager will maintain a current schedule for the Inmate Workers assigned to Food Service.
3. These schedules will list the days and times the Inmate Workers are to work and their days off. It will be posted in Food Service and the Inmate Worker Module.
4. The Food Service Manager and Cook Supervisors will handle routine supervision of these

Inmate Workers. This supervision will consist of daily checks on the personal hygiene of the Inmate Workers, their adherence to applicable health standards regarding the handling of food, and their general job performance.

5. If the Food Service Manager or Cook Supervisors find Inmate Workers deficient in certain areas they will work with them to make the necessary improvements.
6. Inmate Workers who fail to make the necessary improvements will be written up for the violation(s). Depending on the seriousness of the violation, an employee may refer the Inmate Worker to Classification for reassignment to another position, or the disciplinary process.

### **PROCEDURE II - Training, Scheduling, and Supervision of Cleaning and Laundry I/W**

1. Classification Officers will schedule all of the Cleaning Inmate Workers to their positions and working hours.
2. Schedules will be posted in the Officer Work Stations (OWS) where we house Inmate Workers, or other appropriate areas.
3. Maintenance will train the Laundry Inmate Workers in the use of the laundry equipment and the Food Service Manager will supervise them in their daily tasks.
4. The Facilities Management Custodian and other designated jail employees, i.e., Maintenance, Medical, Booking, etc., will be responsible for supervising the Cleaning Inmate Workers in their areas to ensure that the jail is kept clean.
5. Cleaning Inmate Workers not doing their jobs adequately will be referred to the personnel supervising them to make any necessary improvements.
6. Cleaning Inmate Workers failing to improve their work may be referred to Classification for reassignment, or face punitive sanctions.
7. The Facilities Management Custodian, and sometimes an Inmate Worker familiar with the job, and/or jail employees will train the new Cleaning Inmate Workers in their specific duties.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT: PRODUCTIVE DAY - INDUSTRIES/PROGRAMS**

**NUMBER: 18-01-03**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide a broad range of programs to meet the needs of inmates and make them available equitably to males and females. The Jail will include as many inmates as possible in the Productive Day Program, consistent with their custody level and security needs.

**INFORMATION:** Until formal classification occurs, new intakes will be in lockdown and have limited access to TV's, Commissary, telephones, or visitation. Jail personnel will conduct an assessment for each inmate during the initial lockdown period. Intake officers will meet individually or collectively with these inmates to help them in their transition to jail life.

Classification will conduct the Objective Jail Classification within three days. The Productive Day Officer will ask if the inmate is willing to participate in the Jail's Productive Day Program. If the inmate refuses to participate, they will remain in lockdown status. If they choose to participate, the Productive Day Officer will assign the inmate to programs, work, or a combination of both.

The Jail will assign inmates to work consistent with their abilities, interest, aptitude and skill levels, medical status, job availability, and the needs of the jail. Inmates with special skills in certain jobs may receive priority in being assigned to those positions.

Physically challenged inmates will be allowed to work in the program to the degree practical.

The Jail will not assign inmates to work on programs based on gender, race, religion, or national origin.

The Jail may remove an inmate from a job or program anytime for poor performance, misconduct, change in custody level, or other reasons deemed appropriate by a supervisor. Inmates will not be placed in positions of authority over other inmates.

Programs may consist of any of the following: Literacy (Learning to Read - LTR), English as a Second Language (ESL), Adult Basic Education (ABE) leading to the G.E.D., Anger Control, Parenting, Cognitive Reasoning, and others as they become available. When possible, we will

assign inmates to G.E.D. classes first. Life Skills, other educational classes or work positions, will be filled with the remaining inmates.

Inmates involved in Productive Day will earn privileges offered by the Jail such as contact visits, T.V. time and daily recreation.

The Jail will distribute revenue generated by the Productive Day work programs according to County Resolution No. 97-38.

All Productive Day work programs will be located within the secured section of the Jail. The Jail Chief is the only person authorized to grant a waiver to this rule. We will assign the maximum number of inmates to each project, appropriate to the realistic workload needs of each job.

The Jail will conduct all work according to applicable federal, state, and county health and safety standards.

**SOURCE:**    A.C.A. Standard 4-ALDF-5C-06            A.C.A. Standard 4-ALDF-5C-13  
                  A.C.A. Standard 4-ALDF-5C-07            A.C.A. Standard 4-ALDF-5C-14  
                  A.C.A. Standard 4-ALDF-5C-08            A.C.A. Standard 4-ALDF-5C-15  
                  A.C.A. Standard 4-ALDF-5C-09            A.C.A. Standard 4-ALDF-5C-16  
                  A.C.A. Standard 4-ALDF-5C-10  
                  A.C.A. Standard 4-ALDF-5C-11  
                  A.C.A. Standard 4-ALDF-5C-12

**PROCEDURE I - New Intakes**

1.     An officer will escort the new intake to the assigned housing unit. Upon arriving the officer will receive a room assignment for the inmate and escort them to the room and lock him or her down.
2.     The inmate will remain locked in the room, unless allowed out by Jail personnel for meals, medication rounds, or other activities, until the next inmate orientation. Inmate orientation will take place each day, Monday-Friday.
3.     During orientation an officer will explain the Jail's basic expectations and operation, including Productive Day.
4.     Classification will complete Objective Jail Classification within three (3) days of incarceration.
5.     New intakes will be allowed reasonable access to a telephone for arranging bond for release from custody, at the discretion of any assigned module officer.

6. New intakes passing the weekly cleaning inspection will be allowed to view the weekly movie in the Dayroom.

### **PROCEDURE II - Housing Units**

1. Officers assigned to housing units where the inmates are involved in Productive Day, will conduct officer pass-on, account for assigned keys, other items as needed, and conduct an inmate count.
2. The assigned officer will awaken all inmates during the inmate count and advise them to get prepared for their classes or work. The officer will unlock the rooms at 0830 hours.
3. All inmates involved in Productive Day will be ready to start work or classes at 0900 hours promptly. Sometimes the work may begin earlier.
4. The Jail will require inmates to work or attend classes between 0900-1100 hours, unless engaged in another authorized activity.
5. Inmates will be returned to their assigned housing unit and remain there from 1100-1330 hours for lunch and lockdown. They will be ready to resume work or classes at 1330 hours promptly.
6. Inmates will work or attend classes between 1330-1530 hours unless they are participating in another authorized activity. Sometimes the work may extend beyond 1530 hours.
7. Productive Day personnel will return all inmates to their housing units at the agreed to time.

### **PROCEDURE III - Inmate Privileges Earned**

1. Inmates participating in Productive Day will earn privileges offered by the Jail, such as, but not limited to: daily recreation, T.V., dayroom time, and contact visits.
2. These privileges may be withdrawn for rule or policy violations at the discretion of a jail supervisor. Jail personnel will document the violation in an Incident Report (IR).

### **PROCEDURE IV - Revenue**

1. The jail will require that all private-sector companies develop a per-piece rate of pay. The company and the jail will agree upon this rate of pay before the job starts. This rate will be used to calculate the invoice for each job completed.

## **PROCEDURE V - Compensation and Funds Distribution**

1. The Jail will distribute all funds collected according to Boulder County Resolution 97-38.
2. The jail will send up to 25 percent of the money earned by an inmate in Productive Day to the Boulder County Court Clerks office for payment of restitution or reparation. This money can be paid to the victim of the inmate's crime for damage or injury sustained, when the court has fixed the amount.
3. Up to 25 percent of all money earned will be designated for payment for the inmate's other obligations acknowledged by them in writing, or which have been reduced to judgment, such as court cost, fines, or child support.
4. Sheriff's Accounting will send up to 25 percent of all money earned to the inmate's family or dependents, as designated by the inmate.
5. The remaining 25 percent of money earned will be returned to the General Fund for Cost and Care to pay for the inmate's room and board, not to exceed \$60.00 per day.
6. At the discretion of the Sheriff, the prisoner may have twenty-five cents an hour, up to a maximum of one dollar (\$1.00) per day worked, placed on their commissary account. Any amounts added to an inmate's commissary account under this section may be forfeited, if they are found guilty of willful violation of any of the rules and regulations of the Jail. The Jail Captain must approve the deduction of any funds. We will take this money out of the portion of money designated for Cost and Care.
7. If an inmate has no restitution or reparation to pay, that quarter of the money will go to Cost and Care (General Fund).
8. If an inmate has no court fines or court ordered judgments against them, that money will go to Cost and Care (General Fund).
9. If an inmate has no family or dependents, that money will go to Cost and Care (General Fun).

**PROCEDURE VI - Regressions**

1. The Jail may remove an inmate from a job or program anytime for poor performance, misconduct, change in custody level, or other reasons deemed appropriate by a Jail supervisor.
2. Male inmates refusing to participate in Productive Day will be placed on module segregation in the Medium Module and placed in a lockdown status. We will place women in “segregation status” in the Women's Module.
3. Inmates alleged to have violated the conditions of the Productive Day Contract may be regressed to the Intake or Women's Module, depending on gender.
4. Jail personnel will submit an IR each time a regression takes place, delineating the circumstances leading up to the regression. Copies of all IR's should be forwarded to Classification.
5. If the inmate is sentenced, they will refer them to a Disciplinary Hearing. Inmates found violating the Productive Day Contract may lose the good time they have earned.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT: COMMUNITY WORKER/JAIL WORK CREW PROGRAM**

**NUMBER: 18-01-04**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide meaningful and productive work for qualified inmates by establishing a Community Worker/Jail Work Crew Program. The Program is designed to afford these inmates with work opportunities that will develop skills and good work habits. There are clearly delineated rules to be followed by all assigned Inmate Workers to ensure inmate, officer, and public safety.

**INFORMATION:** The Jail Chief has appointed the Administrative Commander as the person responsible for the Community Worker/Jail Work Crew Program.

The objectives of the Program are:

- 1) to provide meaningful, full-time work and/or program assignments for inmates in a safe and healthy environment, consistent with the inmate's sentence and custody level
- 2) provide work that will allow the inmates to return to the community with some skills, good work habits, and ethics
- 3) provide workers to other County agencies and nonprofit organizations to perform tasks at no cost to them

We will house the inmates assigned to the Community Worker/Jail Work Crew Program in the Work Release/Minimum Security Facility (Building "C") in Dorm "D."

The Jail Work Crews will perform physical labor in all types of weather and terrain situations. A successful crew worker is one who safely applies themselves to each assigned task, obeys rules and regulations, and uses common sense. Every person in the program will be held accountable for any actions that violate established rules.

**SOURCE:** A.C.A. Standard 4-ALDF-5C-06

### **PROCEDURE I - Organization**

1. The Administrative Commander will ensure that we assign a qualified jail employee to the position of Work Programs Sergeant.
2. The Work Programs Sergeant will organize and oversee the day-to-day operation of the Community Work/Jail Work Crew Program.
3. Employees designated as Crew Bosses, under the supervision of the Work Programs Sergeant, will share responsibility for assigning Community Workers/Jail Work Crews the specific tasks they perform.

### **PROCEDURE II - Training, Scheduling, and Supervision of Community Workers**

1. The Work Programs Sergeant or Crew Bosses will schedule work crews with the jail, other Sheriff's Office divisions, and outside agencies within the County.
2. Any section of the jail using Community Workers will be responsible for their training and supervision.
3. The Work Programs Sergeant may assign jail employees to accompany work crews of Community Workers.
4. Outside agencies using a crew of Community Workers to work for them will be responsible for training and supervising the workers.
5. These agencies will be briefed by the Work Programs Sergeant, or designee, about what the Community Workers can and cannot do while with them.
6. Community Workers who fail to perform their jobs adequately, or whose behavior is deemed inappropriate, will be directed to make the necessary changes in their behavior by the person overseeing their work.
7. If they do not make these changes the Work Programs Sergeant will refer the Community Worker to Classification for reclassification, or disciplinary action may be initiated.

### **PROCEDURE III - Inmate Cleaning Assignments in Dorm "D" and Weekly Inspections**

1. We require that Community Workers clean their living areas on a regularly scheduled basis.
  - A. Setting Up the Monthly Cleaning Schedule

1. At the beginning of each month, the dayshift officer assigned to Building "C" will post a calendar in Dorm "D" with three bunk numbers listed for each day of the month. The inmates assigned to those bunks are designated to clean the Dorm that day.
  2. When they exhaust the bunk numbers the officer will start over with number one and continue until they fill the month.
- B. Choosing Alternate Inmates for Empty Bed Spaces
1. When a bunk is vacant the officer will designate an inmate to help with the cleaning.
  2. The officer may also solicit a volunteer to help with the cleaning that day.
2. Weekly Inspection of the Dorm
- A. Jail lieutenants will conduct an inspection of the entire facility each week, which will include Dorm "D."

#### **PROCEDURE IV - Work Performance Rules**

1. Jail Officers and/or Crew Bosses will ensure that all workers assigned to them sign a Work Crew Contract, agreeing to comply with all components of the Contract (see attached).

#### **PROCEDURE V - Causes for Termination**

1. We may terminate workers from work crews for the following reasons:
  - Positive urinalysis results for drugs and/or alcohol
  - Serious major rule violations and repeated minor violations
  - Damage to County property due to maliciousness or negligence
  - Failure to comply with any portion of the Program
  - Any violation of Federal, State, County, or Municipal Law
  - Any violation of the Jail Work Crew Contract, or Jail Rules and Regulations

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

07/07/06 \_\_\_\_\_  
Date

**RESPONSIBILITIES & RULES FOR THOSE SUPERVISING  
COMMUNITY WORKERS/JAIL WORK CREWS**

Effective 11-16-98, all persons supervising Inmate Work Crews will sign and abide by the following contract. The work crew supervisors will sign for inmates daily. Give this sheet to the Building "C" Sergeant at the end of the day.

DATE:

SIGNATURE	# OF INMATES	
_____	_____	ECO-CYCLE
_____	_____	FAMILY LEARNING CENTER
_____	_____	LYONS CREW
_____	_____	COMMUNITY FOOD SHARE
_____	_____	HUMANE SOCIETY
_____	_____	CITY OPEN SPACE
_____	_____	ROAD DISTRICT
_____	_____	
_____	_____	

1. I will not allow the possession or consumption of alcoholic beverages or any controlled substances (illegal drugs).
2. I will supervise the entire Inmate Work Crew while they are working for me.
3. I understand that inmates are not allowed to enter any business establishments anytime.
4. Inmates will be moved to and from the work site only.
5. I will notify the jail of any problem with the Inmate Work Crew, i.e., medical, personal, behavior, etc.
6. I will get immediate medical attention for any serious injury. If it is not serious, but beyond my capabilities, I will return the Community Worker to the jail for medical attention.
7. I will not permit any visitors to meet with the Community Workers. Inmates cannot receive

any items from anyone.

8. I will not permit the Community Workers access to a telephone.
9. I will supply any needed safety equipment to safely complete the job the Community Worker is doing, i.e., eye protection, ear protection, etc.
10. I understand that Community Workers must remain in full uniform at all times.
11. If my work will not allow me to return the Community Workers to the jail as scheduled, I must notify the jail immediately.
12. The jail discourages you from supplying tobacco materials. If you do, please keep them at your location, so that the inmates are not tempted to bring them into the jail.
13. Inmates must remain at your work site.
14. I understand that I cannot conduct personal errands while transporting the Community Workers.
15. I understand that the Sheriff's Office may make random on-site checks of the Community Workers anytime.

**BOULDER COUNTY JAIL  
JAIL WORK CREW CONTRACT**

1. I understand that as a participant in the Jail Work Crew Program I will be required to perform manual labor as required of me by jail employees.
2. I understand that my sentencing Judge will be notified in writing should I fail to comply with the Jail's Work Program Rules and Regulations.
3. As a participant in the Jail Work Crew Program, I will follow all reasonable directions and instructions given me by jail employees.
4. I agree not to use alcohol or any non-prescription or illegal drugs, or controlled substances while I am on the Jail Work Crew Program. Random urinalysis tests will be given at the discretion of the Crew Boss, or other jail employees, and you are required to comply with this request.
5. I understand that by leaving a work-site without authorization by the Crew Boss, I will be considered an escapee.
6. No gambling will be permitted.
7. No inmate will feign sickness to avoid assignment. Inmates will see the nurse during medical rounds when s/he is ill.
8. Inmates will obey orders of jail employees and conduct themselves in a respectable manner.
9. Inmates on the Jail Work Crew Program are not allowed to use a telephone at any work-site without permission from a Crew Boss.
10. Inmates on the Jail Work Crew Program cannot have any visitors at the work-site.
11. Horseplay, including yelling and profanity will not be tolerated.
12. I will abide by the following work performance rules:
  - You must wear the full uniform provided by the jail, including pants, shirt, boots, gloves, hardhat, eye protection, etc.
  - Remain in the assigned work area at all times.
  - When your assignment is completed, notify the Crew Boss.
  - Safe usage of tools is of the utmost importance. Always watch out for other workers.
  - Breaks are at the discretion of the Crew Boss.
  - You may not accept gifts from anyone.
  - You may not bring anything back from your work site to the Jail.
  - Do not approach anything that may be hazardous. Notify your Crew Boss

immediately.

- Replace Work Crew gear and tools in appropriate areas. (Note: Found items are County property and must be turned over to the Crew Boss).
- The Jail and/or Crew Boss will have the final say concerning your job assignment.
- You must immediately report any injury occurring to you to your Crew Boss.
- You must immediately report any property damage to your Crew Boss.
- Arguing or fighting with the Crew Boss, other Jail employees, civilians, or other inmates is strictly prohibited.
- Physical contact between workers, violent or affectionate, will be cause for termination for both inmates.
- Sexual contact between members of the same or opposite sex is forbidden.
- Sexual harassment is forbidden.
- Threats, intimidation, harassment, or harassing statements (sexual, racial, religious, ethnic, etc.) will not be tolerated.
- Gang activity is not permitted.
- Contact with the public is forbidden.
- No smoking in County Buildings or County vehicles. (The Crew Boss may allow you to smoke cigarettes at designated smoking areas at the work sites).
- No personal items are allowed at the work sites.
- I am responsible for all clothing and safety equipment the Jail may issue to me. I will report any losses or damage to this clothing or equipment immediately to the Crew Boss.

12. Any violations of the Jail Work Crew Program, the Rules and Regulations of the Boulder County Jail, or a violation of any Federal, State, County, or Municipal Law will result in removal from the Program. (You will be referred to a Disciplinary Hearing and may serve the remainder of your sentence in the Jail).

As a participant in the Jail Work Crew Program, I hereby agree to follow all Rules and Regulations established by the Boulder County Sheriff's Department, Jail Work Crew Program, and the Jail. I further understand that any good time earned may be taken away in the event that I am removed from the Program due to non-compliance.

\_\_\_\_\_  
WORKER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICER/CREW BOSS SIGNATURE

\_\_\_\_\_  
DATE

**SUBJECT: COMMUNITY WORKERS/JAIL WORK CREW SELECTION**

**NUMBER: 18-01-05**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail that all able-bodied, sentenced inmates, whose behavior is appropriate, will work during their incarceration.

**INFORMATION:** The Community Worker/Jail Work Crew Program is part of the Work Program's operation in the Work Release/Minimum Security Facility (Building "C") and falls under the direction of the Administrative Lieutenant. The Work Programs Sergeant directly supervises the Program and Crew Bosses assigned to supervise the crews of Community Workers.

Those selected to participate in the Community Worker/Jail Work Crew Program will be housed in Building "C," Dorm "D."

The Jail prohibits discrimination in Program work assignments based on sex, race, religion, and national origin.

The work will consist of a variety of assignments that allow inmates to learn some job skills and develop good work habits and attitudes that they can apply to jobs after release.

Through these job opportunities inmates may be used in public works, community projects, and various other nonprofit projects.

Jail employees overseeing this Program will seek the advice and assistance of labor, business, and industrial organizations to help in providing skills relevant to the job market.

Working conditions will comply with all federal, state, or local work safety laws and regulations.

We will compensate workers with such incentives as special housing, extra privileges, and good-time credit.

**SOURCE:**

Colorado Revised Statute 17-26-109 Colorado Revised Statute 17-26-113  
Colorado Revised Statute 17-26-115 A.C.A. Standard 4-ALDF-5C-11  
A.C.A. Standard 4-ALDF-5C-06 A.C.A. Standard 4-ALDF-5C-12  
A.C.A. Standard 4-ALDF-5C-07  
A.C.A. Standard 4-ALDF-5C-09  
A.C.A. Standard 4-ALDF-5C-10

### **PROCEDURE I - Interviews of Potential Community Workers**

1. After a sentenced inmate is booked Classification will complete an Initial Inmate Needs Assessment and Initial Custody Assessment.
2. During this assessment period the Classification Officer will determine the suitability of the inmate for the Program.
3. The inmate must meet the criteria established by the Jail Management Team (JMT), for housing in Building "C" and participating in the Program, as delineated in Procedure II below.

### **PROCEDURE II - Criteria for Community Worker Placement**

1. Besides displaying appropriate behavior, the following criteria must be met to be assigned a Community Worker/Jail Work Crew position:
  - no limit on the amount of county time
  - no charges/convictions of violence, such as, but not limited to, murder or first degree assaults
  - no escape charges/convictions - Work Release walkaways, depending on the circumstances of the walkaway, may be reviewed by the Work Programs Director for placement
  - medically cleared by Health Services for work
  - no warrants or holds
  - victim/witness notification made by Classification
2. The JMT must approve additional criteria.

**PROCEDURE III - Orientation of Newly Assigned Inmates**

1. Officers assigned to the Building "C" Officer Work Station will orient newly assigned inmates to the building and the Community Worker/Jail Work Crew Program.
2. The officer will give new inmates a copy of the Community Worker/Jail Work Crew Contract to read and sign.
3. The officer will also sign the contract as a witness to the agreement and place it in the inmate's Building "C" file.
4. Officers will assign new inmates to a bunk in Dorm "D." They will also make the appropriate entries into Tiburon to accurately reflect the assigned bunk.
5. An officer will give the new inmates the appropriate jail uniforms and other protective gear, direct them to dress into the uniform, and collect the old uniform.
6. The officer will issue clean linens to new inmates and direct them to their assigned bunk.
7. Officers will explain the general procedures that the inmate must follow while living in the dorm. They will advise the inmate to become familiar with the dorm rules and other information posted on the dorm bulletin board.
8. The officers will answer any questions that the new inmates may have.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT: COMMUNITY WORKER/JAIL WORK CREW GOOD TIME**

**NUMBER: 18-01-06**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to grant Community Workers/Jail Work Crew inmates good-time credits for their good behavior and work, according to the applicable state statutes.

**SOURCE:** Colorado Revised Statute 17-26-109  
Colorado Revised Statute 17-26-115  
A.C.A. Standard 4-ALDF-5C-12

**PROCEDURE I - Calculating Community Worker/Work Crew Good-Time**

1. When an inmate is selected as a Community Worker/Jail Work Crew worker, we will require that he or she sign a Community Worker Contract.
2. The date appearing on the Mittimus will be the date used by the Classification Coordinator, Work Programs Sergeant, or designee, to decide when good-time starts.
3. The person calculating good time will use the Tiburon program designed for that purpose.
4. The Work Programs Sergeant, or designee, will check Tiburon each morning to ensure that a sentence calculation has been completed for each inmate.

**PROCEDURE II - Calculation and Recording Release Dates for Community Workers**

1. After a Community Worker's sentence calculation is completed, the Work Programs Sergeant, or designee, will make three copies of the document.
2. One copy of the calculation will be placed in the Community Worker's file in the Building "C" Officer Work Station. Another copy will be forwarded to the Classification

Coordinator, for placement in the inmate's Classification File. The remaining copy will be placed in the inmate's Booking File.

3. The Work Programs Sergeant, or designee, will also record the inmate's release date on the hardcard in Booking. He or she will also record their name and badge number next to the release date.
4. The Work Programs Sergeant, or designee, will record the release date on the Community Worker Roster, updated each day.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT: COMMUNITY WORKER/JAIL WORK CREW JOB ASSIGNMENTS**

**NUMBER: 18-01-07**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to assign work to Community Workers/Jail Work Crews, which does not endanger their safety and helps to promote the efficient operation of the jail, other governmental entities, and nonprofit organizations.

**INFORMATION:** Besides giving Community Workers productive ways to use their time while incarcerated, the Community Worker/Jail Work Crew Program is intended to help in the efficient operation of the jail. We may also provide Community Workers to other agencies of the County government, subject to considerations of inmate, officer, and public safety.

We include the entire jail in the jail's housekeeping plan, which is intended to help the jail ensure that the building and grounds remain clean and well maintained. Upon being assigned to permanent custodial and maintenance jobs in and around the jail, Community Workers play a key role in accomplishing the work outlined in the housekeeping plan.

An inmate's race, religion, or national origin will never determine Community Worker job assignments. When necessary, appropriate work will be found for inmates with disabilities.

The Work Programs Sergeant will maintain both the Assigned Community Worker List and the Community Worker Roster.

**SOURCE:** A.C.A. Standard 4-ALDF-6B-02  
A.C.A. Standard 4-ALDF-CA-06

**PROCEDURE I - The Assigned Community Worker/Work Crew Positions List**

1. Crew Bosses will schedule jobs for Work Crew inmates from the Assigned Community Worker List.

2. The Crew Bosses will ensure that the list includes other permanently assigned jobs, which the Jail may have approved for Community Workers housed in Dorm "D."
3. The Crew Bosses will further ensure that they have assigned Community Workers to each job on the list. The inmate's name (last names first), an assigned bunk, and release date will appear on the list.
4. The Crew Bosses will review the list on a daily basis to ensure that it is current and accurate. If they find a Community Worker assigned to a job that has been or will be released soon, or has moved out of Dorm "D," he or she will use the Community Worker Roster to find a suitable replacement for the inmate.
5. The Crew Bosses will update the list as necessary. They will print two copies of the list and post one in their office and one in the Building "C" Officer Work Station.
6. The Building "C" officers will be notified of changes made in job assignments.
7. The officers will inform the Community Workers of their job assignments.
8. The Crew Bosses will review requests for changes in job assignments submitted by Community Workers.

**PROCEDURE II - Other Community Worker Job Assignments**

1. The Work Program's Sergeant, using the Assigned Community Worker Positions List and the Community Worker Roster, will determine which Community Workers do not have permanently assigned jobs.
2. We will assign these inmates to short-term jobs.
3. Long-term inmates will be assigned to Work Crews and supervised by the Crew Bosses.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT: COMMUNITY WORKER/JAIL WORK CREW REQUEST**

**NUMBER: 18-01-08**

**EFFECTIVE DATE: July 6, 2006**

**REVIEW DATE: July 6, 2007**

**POLICY:** It is the policy of the Boulder County Jail to carefully evaluate request made for the Inmate Work Crews to ensure officer, inmate, and public safety.

**INFORMATION:** The Inmate Work Crew Program exists for the safe accomplishment of work, which benefits the Boulder County Sheriff's Office, other Boulder County governmental entities, the residents of Boulder County, and the inmates involved in the program.

Successful requests for inmate work crews will be those that require low skill levels of the inmates, do not interfere with the safe operation of any routine function or activity, and can be completed in a short time span. Specific tasks and projects will be selected from those submitted, which meet these criteria.

Work undertaken by inmate work crews should not benefit individuals or corporations. However, the Sheriff, or Jail Chief, may authorize such work to benefit victims of crime or natural disasters.

**SOURCE:** None

**PROCEDURE I - Submitting Requests for Inmate Work Crews**

1. Any person working for the Boulder County Sheriff's Office, any other Boulder County governmental entity, or any nonprofit organization other than any religious organizations, may submit a request for an inmate work crew.
2. The request will be directed to the Work Programs Sergeant and may be written or verbal.
3. The request will contain information relating to the nature of the proposed task or project, the estimated time necessary to complete it, and the estimated number of Community Workers required.

4. The Work Programs Sergeant will speak with the requesting individual(s) to insure that he or she fully understands the nature of the request.

**PROCEDURE II - Evaluating, Approving, and Denying Requests for Inmate Work Crews**

1. The Work Programs Sergeant will evaluate all requests for Community Worker labor based on established criteria.
2. He or she may visit the site of the proposed task or project to make a more thorough evaluation of the request.
3. He or she will make a decision based on his or her evaluation of the request.
4. The Administrative Commander may override that decision at his or her discretion.
5. If we deny the request, the Work Programs Sergeant will inform the person making the request, either verbally or in writing. He or she will clearly explain the reason(s) for the denial.
6. The Work Programs Sergeant may invite the person to submit a modified request, more suited to the criteria established for the Inmate Work Program.
7. If we approve the request, the Work Programs Sergeant will inform the person, schedule the task or project, and assign an officer(s) and Community Workers to accomplish it.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

07/07/06  
Date

**SUBJECT:** COMMUNITY WORKER/JAIL WORK CREW SUPERVISION

**NUMBER:** 18-01-09

**EFFECTIVE DATE:** July 6, 2006

**REVIEW DATE:** July 6, 2007

**POLICY:** It is the policy of the Boulder County Jail to ensure that qualified, trained staff provides sufficient levels of supervision to adequately monitor and supervise the activities of inmate work crews.

**INFORMATION:** Crew Bosses or Sheriff's Office employees will directly supervise Community Workers in most cases. Since most work accomplished by inmate work crews will occur on dayshift, officers working that shift will be responsible for most of the direct supervision of inmate work crews.

Sometimes inmate work crews are not supervised by Sheriff's Office employees. They will be supervised by employees in other branches of the Boulder County government. Generally, these crews will be transported off-site and perform the work assigned to them by the other governmental entities. Personnel from those agencies will complete the Community Worker Supervisor Sign-Out Log before the work crew leaves the Jail.

**SOURCE:** None

**PROCEDURE I - Monitoring Community Workers**

1. Jail employees assigned to the Work Release/Minimum Facility (Building "C") will be required to monitor the performance of Community Workers assigned to specific tasks in and around the facility.
2. These tasks will usually be custodial in nature and the Community Workers assigned to them will be required to do them satisfactorily. Performance will be evaluated by supervising employees and personnel conducting routine cleaning inspections in the facility.
3. If an officer assigned to the facility notices that a Community Worker is not doing his or her job adequately, they will speak with the person and direct them to improve their work

performance.

4. If the person fails to comply the employee will advise the Work Programs Sergeant.
5. The Work Programs Sergeant will take whatever action is necessary to get the job done, including replacement of the Community Worker.
6. The Work Programs Sergeant may seek disciplinary action against the Community Worker involved if it is appropriate.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

07/07/06 \_\_\_\_\_  
Date

**SUBJECT: RECREATION**

**NUMBER: 19-01-01**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain and enhance the physical and mental health of all inmates. Except for those who present health and security concerns we will provide inmates with the opportunity to participate in a recreation program for approximately one hour at least, every other day.

**INFORMATION:** Inmates housed in the Disciplinary Module will be afforded one hour and fifteen minutes of recreation time daily within the module. Inmate placed on Administrative Segregation status may be eligible for recreation after 30 days. Recreation will occur once a week, and only if the inmate has remained relatively incident free.

Inmates assigned to Work Release will not have a scheduled recreation period.

The Recreation Officer will check the medical restriction list before each recreation period. All inmates on medical restriction will be issued an orange vest to wear while attending recreation.

**SOURCE:** A.C.A. Standard 4-ALDF-2A-64  
A.C.A. Standard 4-ALDF-2A-66  
A.C.A. Standard 4-ALDF-5C-01  
A.C.A. Standard 4-ALDF-5C-03

**PROCEDURE I - Recreation Implementation**

1. The Officer supervising recreation will decide whether to use a courtyard or the indoor facilities based primarily on weather and temperature.
2. Module Officers will direct the inmates to prepare for recreation before the scheduled recreation time. (See Recreation Schedules posted in the Officer Work Stations).

3. The Recreation Officer will direct the inmates to line up in the hallway outside the module before the recreation time. They will log the inmates out on the Movement Log and ensure that any who are restricted from recreation for disciplinary reasons do not attend.
4. The Officer will count the inmates and ensure that they have noted the same number on the Movement Log.
5. If there is a discrepancy the Officer will recount the inmates and review the Movement Log and Inmate Module Roster to determine who is missing.
6. The Officer will then escort the inmates to the appropriate recreation area.
7. The Officer will supervise recreation and remain alert at all times for any sign of inappropriate inmate behavior. If needed, they will call for back up assistance.
8. Officers will advise any person using recreation equipment in a dangerous or unsafe manner to stop. If necessary, they will have the inmate removed from recreation and decide whether to pursue disciplinary action.
9. The Officer will ensure that inmates on medical walk only restrictions wear a orange vest while attending recreation.
10. The Officer will conduct at least one headcount during recreation to ensure that all inmates are present.
11. At the end of the recreation period the Officer will advise the inmates that it is time to stop all activities. They will verbalize any instructions regarding the collection and storage of equipment.
12. The Officer will instruct the inmates to gather near the entrance/exit door of the recreation area.
13. The Officer will ensure that all inmates are present by conducting a count. If there is a discrepancy that cannot be accounted for, they will use their radio to request assistance from the On-Duty-Supervisor (ODS).
14. The ODS will respond and evaluate the situation. If necessary they will implement any appropriate emergency procedures.
15. If the counts are correct, the Officer will open the door of the recreation area and instruct the inmates to move into the corridor. They will use their radio to inform the appropriate Module Officer that the inmates will be returning.
16. The Officer will then escort the inmates back to their Module.

17. The Officer will open the corridor door and allow the inmates into the dayroom and count them as they enter.
18. The Officer will note the inmates return on the Movement Log.

**PROCEDURE II - Supervision of Equipment**

1. The Officer will conduct visual checks to ensure that all recreation equipment is safe for use. Any item that is unsafe will be taken out of service. If it cannot be removed from the area, they will post it as off limits by using notices or signs.
2. If the Officer determines that a piece of equipment requires repair they will complete a Maintenance Repair/Request form.
3. Officers will account for all equipment before escorting the inmates back to the module.
4. Any equipment not to be left out for further use will be secured. The Officer will also secure any items that may be stolen, misused, or is too fragile to be left out.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

09/06/06 \_\_\_\_\_  
Date

**SUBJECT: ADULT EDUCATION PROGRAMS**

**NUMBER: 19-01-02**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide Adult Basic Education classes for inmates to improve their overall social development. We believe that we can reduce tension and create a cooperative and pleasant environment in jail, while giving inmates the opportunity to improve their chances for employment after release.

**INFORMATION:** The Education Director will maintain current files for each student, documenting their performance. These files satisfy Colorado Department of Education requirements and are available for staff and student review.

The Education Director will submit a monthly report to the Support Services Lieutenant.

The Adult Education Program consists of remedial instruction at grade levels 0-8, GED Test Preparation at grade levels 9-12, volunteer instruction for literacy and ESL (English as a Second Language) students, and a variety "life skills" classes taught by jail personnel and volunteers.

We hold classes each morning and afternoon, Monday, Tuesday, Thursday, and Friday. They meet in the designated classrooms and modules. Classes are considered a privilege, not a right, therefore; the Director will have the authority to discipline inmates according to Policy and Procedure 14-01-01, Inmate Rules and Discipline.

**SOURCE:** A.C.A. Standard 4-ALDF-5A-09

**PROCEDURE I - Inmate Adult Education Classes**

1. A Classification Officer will complete an Initial Inmate Needs Assessment on each inmate during the intake process. This form includes a request and/or recommendation for education classes and they are forwarded to the Education Director when an inmate shows an interest in attending classes.

2. Inmates may submit an Inmate Request Form (Kite) to the Director anytime during their incarceration, indicating their interest in education classes.
3. The Director will interview interested inmates to determine their suitability for the education program.
4. The Director will open a personal file for each inmate student accepted into the program, which will include all necessary forms.
5. The Director will assess each student's current educational level using a series of placement tests.

**PROCEDURE II - General Equivalency Diploma (GED) Testing**

1. Inmates who want to take the GED examination will notify the Education Director.
2. The Director will determine the student's readiness by administering a GED practice test.
3. If the student passes the practice test the Director will schedule the official GED Test. A qualified examiner will administer the test at the jail. The Jail will pay the test fee for the inmate from the Inmate Vending Account.
4. The GED examiner will notify the Director of the inmate's test results when they know them.
5. If the inmate passes the test they will be awarded a GED by the State of Colorado.
6. If the inmate does not pass the test they may retest in the future when the Director feels they are ready.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: LIBRARY SERVICE**

**NUMBER: 19-01-03**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to maintain a library with a qualified librarian and give inmates access to reading and legal materials.

**INFORMATION:** Inmates housed in the Women's, Phoenix, Medium, and Inmate Worker modules will visit the Library during scheduled Library times. Inmates housed in Intake, Special Management, Disciplinary, Maximum, and Building C will have library materials available to them by library cart.

A Librarian will inspect all materials before they are placed in the Library. They will exclude the following materials from the Library: pornography and other sexually prohibited materials; materials that describe small arms and unarmed personal combat; the production of homemade alcohol or explosives; materials that advocate the overthrow of the government or promote killing for money; materials that disparage persons or groups of persons because of race, creed, color, national or ethnic origin, sex or sexual orientation likely to cause disorder; and any materials that are likely to affect the security, order, or discipline of the jail.

**SOURCE:** A.C.A. Standard - 4-ALDF-5B-07  
A.C.A. Standard - 4-ALDF-5C-05  
A.C.A. Standard - 4-ALDF-6A-03

**PROCEDURE I - Scheduled Library Services in the Library**

1. A Librarian will go to the modules at the scheduled times and announce that library time is about to begin.
2. Inmates wanting to go to the Library will advise the Librarian and they will sign them out on the Movement Log.
3. The maximum number of inmates allowed to visit the Library at once is eight (8).

4. The Librarian will supervise the inmates while they are in the Library.
5. Inmates will be allowed to use library materials while in the Library or check out library books for use in their rooms.
6. At the end of the library period a Librarian will escort the inmates back to their modules and record their return on the Movement Log.
7. Inappropriate behavior by inmates in the Library, or abuse of library materials, may result in suspension from using the Library or library materials, and/or other disciplinary action.

### **PROCEDURE II - Scheduled Library Services in the Modules**

1. A Librarian will visit modules that house inmates not permitted to go to the Library with a library cart containing books and magazines. The Module Officer will help the Librarian by announcing his or her arrival.
2. Inmates wanting to obtain library materials may visit the cart and make their selections under the supervision of a Librarian, and an officer when possible. The Librarian will also deliver any specially requested library materials to the inmates then.
3. Any inmate having library materials to return may give them to the Librarian at this time. The materials may also be placed in the Multi-Purpose Room by the inmate or jail employees. A Librarian will collect books from the Multi-Purpose Room regularly.
4. Inappropriate behavior by inmates during library time or abuse of library materials may result in suspension from using library materials, and/or other disciplinary action.

### **PROCEDURE III - Law Library**

1. Inmates housed in Intake, Special Management, Maximum, and Building C may request use of the Law Library by sending a Kite to a Librarian.
2. Women on Intake, Special Management, or Maximum status also may submit a Kite to the Librarian to use the Law Library.
3. A Librarian will schedule a time for the inmate to use the law library. No more than four (4) inmates may use the Law Library at once, unless otherwise authorized by the Support Services Commander, or designee.
4. A Librarian will go to the appropriate module, sign the inmate(s) out on the Movement Log, and escort them to the Library.

5. Disciplinary inmates may not go to the law library for the first thirty (30) days that they are on Disciplinary status. After thirty (30) days they may go at the discretion of the Support Services Commander, or designee.
6. If a Disciplinary inmate receives permission to go to the Law Library, a Rover will do the escort. Librarians will not escort Disciplinary inmates to the Law Library.
7. All Maximum and Special Management inmates in Building A will be escorted to and from the Law Library by a Rover.
8. Inmates may check out legal materials with Librarian permission.
9. Inmates needing photocopies of legal materials may request them from a Librarian.
10. At the end of the Law Library period, a Librarian will escort the inmates back to their modules, except as noted above, and record their return on the module's Movement Log.
11. Special circumstances may also require an escort by an officer rather than a Librarian.

#### **PROCEDURE IV - Library Statistics**

1. A Librarian will complete a Monthly Library Statistics Report documenting inmate use of the Library.
2. This Report will be forwarded to the Support Services Commander and Sergeant. The Support Services Commander will retain these reports for one year and then destroy them.
3. The Support Services Commander will use this report from the Librarian to compile a monthly report to the Jail Chief.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: PHOTOCOPYING FOR INMATES**

**NUMBER: 19-01-04**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide inmates with photocopies of appropriate materials, if it helps them in their legal and personal affairs.

The charge for copies will be consistent with currently established rates, presently one dollar for the first five copies and twenty-five cents for each additional copy. Inmates deemed indigent may have **legal** materials copied for them free of charge.

**SOURCE:** Codifies Existing Practice

**PROCEDURE I - Copying Requests**

1. When an inmate needs photocopies they will be directed to complete an Inmate Request Form (kite) outlining the request, including the reason for the request, the nature of the material to be copied, and the number of copies needed.
2. The kite will be directed to the Librarian, if it pertains to legal references kept there, or to Classification for other information.
3. The Librarian or Classification Officer will evaluate the request and approve or deny it, based upon its appropriateness. Any questions will be directed to the Support Services Sergeant, or designee.
4. If we deny the request, the inmate will receive a written explanation.
5. If approved, the Librarian or Classification Officer will determine whether the inmate is indigent by checking the inmate's fund account in Tiburon.
6. If the inmate is indigent and the photocopying is legal material, it will be done at no cost to the inmate. We will deny and return nonlegal material to indigent inmates.
7. Otherwise, the Librarian or Classification Officer will ensure that the inmate has enough

money in his or her account to cover the cost of the desired copying and complete the request.

8. If the inmate does not have enough money to cover the copying cost the request will be returned to the inmate with that explanation.

**PROCEDURE II - Copying**

1. The Librarian or Classification Officer will obtain the materials to be copied and request that the inmate complete an Inmate Release of Property form for the cost of the copies.
2. The person obtaining this release will check Tiburon to determine if sufficient funds are available before making the copies.
3. The copies will then be made and delivered to the inmate. They will deduct the proper funds from the inmate's account then.
4. The Inmate Release of Property and/or Money form will be placed in the inmate's Booking File.
5. If the inmate is indigent we will make the copies documenting the inmate's name, date, and the number of copies made. The Support Services Sergeant will keep this information.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: ONGOING AND SPECIAL PROGRAMS**

**NUMBER: 19-01-05**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide special and ongoing programs for inmates. Community resources and volunteers are used as much as possible to do this. We develop these programs to meet the inmate's needs and to increase their chances for a successful return to the community.

**INFORMATION:** We will hold all programs in the Jail. Employees, or volunteers under the supervision of Jail employees, will conduct all group programs. The Support Services Sergeant, or designee, will be responsible for the scheduling and coordination of all programs.

Volunteers will conduct most of the programs and the Jail will provide the space, chairs, and tables to conduct them.

All inmates, except Intake, Disciplinary and some Special Management inmates, are eligible for programs offered in the Jail. However, they can temporarily lose the privilege of programs, or be suspended from programs, if they present a threat to the security of the facility, other inmates, volunteers, or employees.

The Support Services Sergeant, or designee, will find volunteers to provide programs. Prospective volunteers from the community may contact the Sergeant, or designee, or the County Criminal Justice Volunteer Coordinator to volunteer in the Jail.

**SOURCE:** A.C.A. Standard 4-ALDF-5A-01  
A.C.A. Standard 4-ALDF-5A-02

**PROCEDURE I - Approval of Ongoing and Special Programs**

1. Jail employees will refer anyone contacting the jail with an interest in providing a program to the Support Services Sergeant, or designee.

2. We will request that the person submit a written proposal with a description of the program and the goals and objectives.
3. The Support Services Sergeant, or designee, will review the proposal to decide if it is acceptable for the jail. The primary considerations will be the program's ability to meet the needs of some inmates, the potential effect on the safety and security of the jail, and the availability of space to conduct the program.
4. If the Support Services Sergeant, or designee, feels that the program has applicability in the jail, and space is available, the proposal will be presented at a Jail Management Team meeting. Jail Management will decide if it is appropriate and the Support Services Sergeant, or designee, will notify the person.
5. If the program is found unacceptable by the Jail Management Team, the Support Services Sergeant, or designee, will notify the person and explain why we denied the program.
6. If Jail Management approves the program, the Support Services Sergeant, or designee, will advise the person of the necessity for all volunteers in the program to complete a Volunteer Application Form and attend an orientation.
7. If an applicant is not acceptable, we will advise the contact person, although we may not reveal the specifics to them sometimes if the reasons are related to criminal history, or other personal situations. If the applicant wants to know the reason for the denial, they may contact the Support Services Sergeant, or designee for details.
8. The Support Services Sergeant, or designee, will record the appropriate information for approved volunteers in the shared volunteer directory.
9. The Support Services Sergeant, or designee, will conduct an orientation and tour before the beginning of any program. The orientation and tour will be conducted each month for all new volunteers.

## **PROCEDURE II - Conducting Program Meetings**

1. Program providers will be directed to report to Reception fifteen minutes before the scheduled time of the first meeting.
2. Reception will give the program providers the necessary Program Attendance Form, which must be completed and returned to Reception.
3. The program providers will then follow the normal check-in procedure for professional visitors.

4. A Rover will escort the program providers and inmates to the location where the program is to be conducted.
5. Once the meeting is completed the program providers will collect any materials and return the room to the same condition in which they found it.
6. A Rover will return the inmates to their modules and then escort the program providers back to Reception.
7. The program providers will check out of the facility following the procedures for professional visitors.
8. The Support Services Commander, or designee, may attend the first meeting, or any subsequent meeting, and discuss his or her reaction to the program afterward.

### **PROCEDURE III - Completion of Program Attendance Forms**

1. Reception will give all incoming program providers a Program Attendance Form.
2. Program providers will pass the Program Attendance Form around to inmates attending their program and instruct them to enter their names on the list. At the end of the meeting they will collect the forms and return them to Reception on the way out.
3. Reception will place the completed forms in the Reception mailbox of the Support Services Sergeant, or designee, as they receive them.

### **PROCEDURE IV - Special Program Evaluation**

1. The Support Services Sergeant, or designee, may contact the program provider of a Special Program after the first meeting. The purpose of this call will be to determine how the program was conducted, how the inmates received it, and what the jail could have done to help the program.
2. They will discuss any thoughts concerning the program from the jail's perspective with the program provider.
3. The Support Services Sergeant, or designee, will maintain a file consisting of the Program Attendance Forms and his or her follow-up calls.
4. This information may be important in the future to decide if we should hold the program again.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: INMATE PROGRAM SELECTION PROCESS**

**NUMBER: 19-01-06**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to offer inmates a variety of programs, give them an opportunity for growth, and to create an incentive for appropriate and manageable behavior.

**INFORMATION:** Besides the basic programs provided for inmates, the Jail might offer additional programs to inmates housed in all areas except Intake. These programs are presented by jail personnel and/or volunteers. We offer these programs as an incentive for personal growth and appropriate inmate behavior.

Program providers may screen inmates requesting participation in their particular programs. They will be selected in the order in which we receive their requests. They are subject to removal from programs should they become a threat to the safety and security of the facility, other inmates, program volunteers or staff, or disrupt the program.

Inmates will not be required to attend any program offered by the Jail unless the sentencing court ordered it, statutes require it, or it is mandated by Productive Day.

**SOURCE:** A.C.A. Standard 4-ALDF-5C-07

**PROCEDURE I - Selection of Program Participants**

1. A Classification Officer will conduct an assessment interview with all inmates.
2. During the inmate's Intake Orientation and the Productive Day Orientation, the officer will familiarize the inmate with the inmate programs offered and note the programs that the inmate has requested and/or shown interest in.
3. The officer will forward a copy of the assessment to the Education Director, or other appropriate person, for placement programs.

4. Inmates may also apply for a program by sending an Inmate Request Form (Kite) to the Support Services Sergeant, or designee, the Education Director, or other person in charge of a program.
5. The request will be considered, and if appropriate, the inmate will be placed in the program when space is available.

By Order of the Division Chief

Signed  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: NOTARY SERVICE**

**NUMBER: 19-01-07**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide inmates with free notary services when appropriate. Many jail employees are notaries, including the Lead Administrative Technician and several Sergeants.

**SOURCE:** None

**PROCEDURE I - Notary Services**

1. Officers receiving requests for notary service will contact an on-duty notary and arrange to have the work completed.
2. If an on-duty notary cannot take care of the request at that time, the officer will advise the inmate to complete an Inmate Request Form (kite) and forward it to a notary.
3. A notary receiving one of these kites will take care of the request when they can.
4. After completing the service the notary will forward the white copy of the kite to the Classification Coordinator and return the yellow copy to the inmate.
5. The Classification Coordinator will file the white copy in the inmate's Classification File.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/06/06  
Date

**SUBJECT: USE OF BUS TOKENS**

**NUMBER: 19-01-08**

**EFFECTIVE DATE: September 5, 2006**

**REVIEW DATE: September 5, 2007**

**POLICY:** It is the policy of the Boulder County Jail to provide selected inmates and Work Release residents on Work Seek status with Regional Transportation District (RTD) bus tokens for transportation purposes.

**SOURCE:** None

**PROCEDURE I - Use of Bus Tokens**

1. The Support Services Sergeant will contact RTD periodically to verify the number of bus tokens needed for transportation to common destinations for inmates. Inmates needing RTD Transportation will be given (5) tokens for their use. In the event that the inmate needs to go to Longmont, they may be given (11) tokens for their use.
2. The jail will provide RTD bus tokens to Work Seek inmates in the Work Release Program, and other inmates upon release from custody under certain circumstances.
3. The Work Seek inmates will be provided with the appropriate number of bus tokens to get them to and from areas where they are seeking employment.
4. Others will be provided with enough tokens to get them to their destination within the Denver metro area, if their release occurs during non-banking hours and they have no means to cash the check issued by the jail, or during inclement weather.
5. A shift supervisor may also consider other situations.

**PROCEDURE II - Purchase of Bus Tokens**

1. The Support Services Sergeant, or designee, will be responsible for coordinating the purchase, storage, and distribution of the bus tokens.
2. The Support Services Sergeant will notify Sheriff's Accounting via written memorandum that a check for two hundred fifty dollars, payable to RTD, is needed for the purchase of a box of bus tokens, which contains fifty rolls.
3. When the Support Services Sergeant receives the check, he or she will contact the Denver RTD office at 303-299-6464 and place the order.
4. RTD will then notify us when the bus tokens have arrived at the Boulder RTD Terminal and the Support Services Sergeant will arrange for them to be picked up.
5. The bus tokens are purchased by using funds from the Inmate Vending Account.

**PROCEDURE III - Logging Bus Tokens Out**

1. The Support Services Sergeant will maintain a logbook for tracking the purchase of bus tokens, recording the date distributed, who obtained them, and where they are to be used.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

09/06/06 \_\_\_\_\_  
Date

**SUBJECT:** RESPONSIBLE HEALTH AUTHORITY

**NUMBER:** 20-01-01

**EFFECTIVE DATE:** March 13, 1998

**REVIEW DATE:** March 13, 1999

**PHILOSOPHY:** The Health Authority, a physician, is responsible for the total health care system; the specifics of care, and the supervision of the care delivery system. All medical decisions are made by the Health Authority or his/er designee.

**INFORMATION:** The Health Authority, a physician, conducts sick call for the inmates a minimum of one time weekly, or two times weekly, as need dictates. S/he is available to the nursing staff, by phone, 24 hours per day, 7 days per week. In his/er absence, the physician designates his/er replacement and arranges for that coverage.

The Health Authority provides teaching for the continuing education of the nursing staff. S/he provides supervision of the nurses through chart review and practice review. S/he delegates administrative duties and environmental maintenance to the Supervisor of Health Services, and is available for consultation to the Supervisor with regard to these issues.

The Health Authority specifies those specialty care physicians to be utilized in the health care delivery system. S/he monitors the care of the inmates and consults with them when indicated.

The Health Authority is responsible for Health Services pursuant to a job description.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-01  
A.C.A. Standard 3-ALDF-4E-02  
N.C.C.H.C. Standard J-01 - The jail has a designated health authority, who is on site at least once a week and is responsible for health care services pursuant to a written agreement, contract, or job description. The Health authority's responsibilities include arranging for all levels of health care and providing quality, accessible health services to inmates. The

health authority may be a physician, a health administrator, or an agency. When this authority is other than a physician, final medical judgments rest with a single designated responsible physician licensed in the state.

**PROCEDURES:**       None

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: MEDICAL AUTONOMY**

**NUMBER: 20-01-02**

**EFFECTIVE DATE: March 13, 1998**

**REVIEW DATE: March 13, 1999**

**PHILOSOPHY:** All medical decisions are made by medical personnel; the Health Authority, the responsible psychiatrist, the responsible dentist, and the registered nurses. All medical decisions will be made to coincide with the security limitations whenever possible, but in an emergency, the medical issue will take precedence.

**INFORMATION:** The Boulder County Jail has 24-hour nursing care. All medical decisions are made by medical personnel. The administration has provided adequate personnel, space and equipment for the provision of health care to the inmates. Further the administration has provided the support to enable medical personnel to enjoy the necessary cooperation from security, and the medical autonomy to facilitate care to inmates in the jail.

No security status precludes the delivery of health care to an inmate.

**SOURCE:** N.C.C.H.C. Standard J-02 - Decisions and actions regarding the health care services provided to inmates are the sole responsibility of qualified health care personnel and are not compromised for security reasons. Health care personnel, however, are subject to the same security regulations as other jail employees.

**PROCEDURES:** None

By Order of the Division Commander

Charles C. Pringle, Captain

Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** ADMINISTRATIVE MEETINGS AND REPORTS

**NUMBER:** 20-01-03

**EFFECTIVE DATE:** July 9, 2007

**POLICY:** It is the policy of the Boulder County Jail for the Health Services Administrator to attend all administrative meetings, as a member of the Jail Management Team, and as the designee of the Health Authority. Minutes of these meetings, and those of the Medical Unit, will be prepared and/or retained by the Health Services Supervisor. He or she will also provide monthly statistical reports.

**SOURCE:** N.C.C.H.C. Standard J-A-04 - Health (including mental health) services are discussed at administrative meetings. In addition, health care services staff meetings are held to review administrative issues.

**INFORMATION:** Health (including mental health) services are discussed at least quarterly at documented administrative meetings. The facility administrator, the health authority, or designee, and other members of the health care and jail staff, as appropriate, attend the meetings. Minutes of these meetings are kept and distributed to the meeting attendees. In addition, a monthly health service staff meeting is held. At least a part of the meeting agenda is devoted to discussion of Administrative meeting issues and decisions. A statistical report of health services provided are made monthly and are provided to the facility administrator and other attendees of the Administrative Meeting.

### **Jail Management Meetings and Notes**

1. The Health Services Administrator, or designee, will attend weekly administrative meetings.
2. These meetings are chaired by the Jail Division Chief, and attended by the Commanders and Sergeants of security and programs, as well as the Health Services Administrator. All aspects of jail operations/function, including medical services, are discussed at this meeting. Medical services topics of discussion include quality improvement findings, infection control efforts, inmate grievances, environmental inspection issues, policy and procedure updates, and operational integration of the medical unit with jail operations.

3. Minutes of the meetings are documented and distributed electronically to all of the attendees. The notes of the meetings are also forwarded to the Sheriff.
4. The Medical Unit Supervisor attends the weekly Administrative meeting, in the absence of the HSA. Medical Unit staff members, including the physician, are encouraged to attend the Administrative Meeting as desired or as issues of interest are presented.
5. Mental Health Services are discussed weekly at the administrative meeting. The Health Services Administrator and the Support Services Commander present mental health issues for discussion. The Psychiatrist is invited to attend the Administrative meeting for discussion of mental health issues, as appropriate, or this function may be delegated to the Health Services Administrator.

#### **Health Staff Meeting**

1. Health Unit staff meetings are held at least monthly to discuss issues pertinent to the function of the medical unit and to review appropriate Administrative Meeting agenda items. Staff meetings provide an opportunity for the staff to receive information on all aspects of the institution's health care delivery system.
2. Minutes of the staff meeting are documented and distributed to staff members following transcription. Agenda items and who attended the meeting are noted at a minimum.

#### **Monthly Statistical Report**

1. A statistical report of health services provided, is compiled at least monthly by the Health Services Administrator, or their designee.
2. The statistical report will include, at a minimum, the number of inmates receiving health services by category of care; operative procedures; referrals to specialists; deaths; infectious disease monitoring to include such areas as hepatitis, HIV, STD's & TB; emergency services provided, and dental procedures performed.
3. Compiled reports are used to monitor trends in the delivery of health care within the jail. These include service volume; proportion of service types; and incidence of certain illnesses; diseases and injuries targeted for risk management. These reports are used to plan for staffing, space and equipment needs, as well as to compare facilities.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date

**SUBJECT:** POLICIES AND PROCEDURES

**NUMBER:** 20-01-04

**EFFECTIVE DATE:** March 13, 1998

**REVIEW DATE:** March 13, 1999

**PHILOSOPHY:** The Jail Medical Service will maintain a policy manual which defines the philosophy and practice of medical care provided to and for the inmates who are incarcerated in the Boulder County Jail.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-01  
A.C.A. Standard 3-ALDF-4E-04  
N.C.C.H.C. Standard J-04 - There is a manual of written policies and defined procedures specifically developed for the jail and approved by the health authority. Except as noted below in the discussion, there is a policy and procedure for each standard included in the Standards for Health Services in Jails. Each policy, procedure, and program in the health care delivery system is reviewed at least annually and revised as necessary under the direction of the health authority. The manual bears the date of the most recent review or revision, and the signature of the reviewers. Policies revised after the annual review also are dated and signed.

**PROCEDURE I - Policies and Procedures**

1. The Health Services Supervisor is responsible for the maintenance of the policy manual, the revisions, and updates.
2. The manual will contain a policy and procedure for each standard included in the Standards for Health Services in Jails.
3. The Health Services Supervisor will update, or change policies or procedures as those changes occur, or are dictated by the Health Authority.
4. Upon each revision, the Health Services Supervisor will

provide those revisions to the Health Authority for approval before placing the revision in the manual.

5. The policy manual will comply with the format and focus outlined by the Accreditation Committee, and will include procedures which guide the medical practitioners in the performance of their duties.
6. The manual will be reviewed annually and revised as necessary under the direction of the Health Authority.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                   **COMPREHENSIVE QUALITY IMPROVEMENT PROGRAM**

**NUMBER:**                   **20-01-05**

**EFFECTIVE DATE:**       **July 16, 2007**

**POLICY:**     It is the policy of the Boulder County Jail that the Health Services unit, through careful monitoring of practices, procedures, and outcomes, incorporating a continuous quality improvement (CQI) program, will continually strive to correct and improve the effectiveness and efficiency of the health care delivery system. Each member of the health team will be involved in the monitoring and improvement process.

**SOURCE:**       N.C.C.H.C. Standard J-A-06 – A continuous quality improvement (CQI) program in all facilities monitors and improves upon health care delivered in the facility.

### **DEFINITIONS:**

Basic CQI program - includes monitoring the fundamental aspects of the facility's health care system (i.e., access to care, the intake process, continuity of care, emergency care and hospitalizations, and adverse patient occurrences including all deaths) at least annually. A basic CQI program also has monthly physician clinical chart reviews.

Physician clinical chart review - is an evaluation by a physician of the timeliness and appropriateness of the clinical care provided to patients.

Comprehensive CQI program - includes a multidisciplinary quality improvement committee, monitoring of the areas specified in the compliance indicators, and an annual review of the effectiveness of the CQI program itself. In addition, the program includes a process quality improvement study and an outcome quality improvement study, and both studies identify areas in need of improvement and effect remedial actions or strategies.

Multidisciplinary quality improvement committee - is a group of health staff from various disciplines (e.g., medicine, nursing, mental health, dentistry, health records, pharmacy, laboratory) that designs quality improvement monitoring activities, discusses the results, and implements corrective action.

Process quality improvement studies – examine the effectiveness of the health care delivery process.

Outcome quality improvement studies – examine whether expected outcomes of patient care were achieved.

**INFORMATION:** There is an ongoing effort and dedicated resources to monitor and evaluate the quality and appropriateness of patient care objectively and systematically, to pursue opportunities to improve patient care, and to resolve identified problems. At a minimum, this program includes regular chart review by the physician(s) of outpatient and, where applicable, inpatient health records. The review evaluates the quality and appropriateness of diagnostic and treatment procedures; the content, completeness, and quality of medical record entries; the uses of medications; and, in the cases of patients who require off-site services, the appropriateness of the consult and follow up care. Medical records can be audited randomly or by specific occurrence screens. Using pre-established criteria, approximately five (5) percent of the medical records will be audited by the physician or medical provider. Criteria used will include review for the appropriateness of implemented protocols, medication administration and signature and review of diagnostic reports. Chart reviews, deliberations, and actions taken as a result of the reviews, should be documented.

If the jail's average daily population is 500 or less, we will have an annual review, accomplished through a nursing audit of a minimum of 30 patient records. The audits review access to care, receiving screenings, health assessment, continuity of care, emergency care, hospitalizations, and adverse patient occurrences, including all deaths. If the average daily population exceeds 500, we will conduct quarterly reviews instead of annual reviews. The Health Services Administrator completes an annual review of the effectiveness of the CQI program by reviewing CQI statistics, studies, minutes of administrative/staff meetings, and other pertinent materials.

The CQI program establishes a multidisciplinary quality improvement process which monitors the fundamental aspects of the facilities health care system, including access to care, continuity of care, sick call services, pharmacy services, inmate grievances, nursing services, and interface between different disciplines, in order to evaluate and test interventions. A comprehensive Quality Improvement Committee reviews the results of disaster drills, environmental inspection reports, infection control practices and findings, and those areas involving both corrections and health care staff. The committee will consist of representatives from administration, jail command, deputy staff, booking staff, and the medical unit. The committee identifies those aspects of care that are most important to the health and safety of the inmates, for review and monitoring.

### **Statistical Reports**

1. Nurses and counselors will record all required statistical data on the data collection forms at the end of each shift.
2. The Health Services Administrator will collate the statistics and prepare a monthly report to be distributed to the Jail Management Team (JMT). The JMT consists of the Division Chief, Commanders, Sergeants, and the Health Services Administrator.

3. Included in the statistical report will be the following information:
  - a. The number of intake health assessments
  - b. The number of special treatment protocols
  - c. The number of ER referrals
  - d. The number of inmates with infectious diseases
  - e. The number of inmates seen by the physician
  - f. The number of TB tests given with the number of positive results
  - g. The number of physical examinations performed
  - h. The number of inmate medications
  - i. The number of HIV tests performed
  - j. The number of inmates seen by the dentist
  - k. The number of persons seen by the mental health counselor
  - l. The number of inmates seen by the psychiatrist and/or Crisis Worker
  - m. The number of inmates hospitalized (medical and psychiatric)
  - n. The number of inmates seen on sick call
4. The physician reviews each chart of those inmates who have medication orders, implementation of medical protocols, inmates who have returned from hospitalizations, and inmates who have prior pertinent medical records.
5. The psychiatrist reviews the charts of all persons who have new psychotropic medication orders and who are referred for evaluation.
6. The physician sees all inmates and reviews the charts of those inmates who have been referred to the ER.

### **Pharmacy Review**

1. The consultant pharmacist will visit the jail quarterly.
2. During the visit, the pharmacist will review:
  - a. The medication delivery system
  - b. The storage and inventory of medications
  - c. The accounting of control substances
  - d. The refrigeration temperature logs
  - e. The expiration date compliance
  - f. The Pharmacy Board Inspection reports
  - g. The expired and controlled substance destruction process
3. The pharmacist will review crash cart medication and expiration dates.
4. The pharmacist will review and implement any new regulations as dictated by the Pharmacy Board.

5. The pharmacist will review and update current policies and procedures.
6. The pharmacist will review the utilization of medications in the jail and provide input to the physician on new medications, more cost effective medication treatments, any new literature pertaining to prescribing of pharmaceuticals.
7. The pharmacist will review the existing formulary and make recommendations for revision.

### **Chart Audits**

1. Each nurse will conduct a minimum of three chart audits per month.
2. Any deficiencies in the chart audit will be referred to the practitioner responsible for the deficiency, for correction and/or completion.
3. The chart audits will then be forwarded to the Health Services Administrator for review.
4. The Health Services Administrator will present identified problem areas to the medical staff at the monthly meetings.
5. The chart audits are presented to the physician for his review.
6. Charts audits:
  - a. Medical provider orders are present, to include prescribed medication and/or treatments.
  - b. Completion of nursing notes
  - c. Signatures of medical provider entering information in the chart
  - d. TB test completion and follow up care
  - e. Documentation indicating order and completion of treatments
  - f. Documentation of referral to specialists and ER
  - g. Reports from consultations
  - h. Medication dosages and times with initials of administrator
  - i. Intake screen with vital signs
  - j. Documentation indicating implementation of protocol
  - k. Documentation of dental exam and treatment
  - l. Psychiatric evaluation and documentation of prescribed treatment plan
7. Charts are selected at random from the active file.

### **Chart Review by Physician**

1. The provider notes intake information, allergies, and chronic and acute health problems of all inmates seen during Doctor-Rounds.
2. The provider notes all applicable health information i.e., allergies, chronic and acute health problems.
3. The provider alters treatment plans and protocols as appropriate.
4. The provider monitors documentation of appropriate protocol implementation.
5. The provider consults with the Health Services Administrator regarding alterations or revisions to current treatment protocols.
6. The provider signs off on all nursing orders as appropriate.

### **Comprehensive CQI Program**

The Comprehensive Quality Improvement Committee monitors the areas specified by the compliance indicators listed in the policy definition and, in addition, performs an annual review of the effectiveness of the CQI program itself. In addition, the program includes a process quality improvement study and an outcome quality improvement study. Both studies will identify areas in need of improvement and outline remedial actions or strategies.

The CQI Committee is a group of health staff from various disciplines (e.g., medicine, nursing, administration, support services, operations, deputy staff, mental health, booking, transport services) that designs quality improvement monitoring activities, considers the results and implements corrective action.

Process quality improvement studies examine the effectiveness of the healthcare delivery system in the jail. Studies will be done around medical care delivery; disease assessment (e.g., diabetes, hypertension, positive TB testing) disease management and process plan improvement). Certain events, including acute care hospital admissions, medical emergencies, and deaths must be reviewed routinely. In addition, quarterly drills (e.g., disaster, hostage, suicide, etc.) will be conducted. Post-drill evaluations and recommendations will be provided and incorporated into process quality improvement planning.

Outcome quality improvement studies examine whether the expected outcomes of patient care, safety and risk management, were achieved. An essential element of the quality improvement process is the monitoring of high-risk, high-volume, or problem-prone aspects of health care and the jail environment.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** EMERGENCY PLAN

**NUMBER:** 20-01-06

**EFFECTIVE DATE:** July 6, 2007

**POLICY:** It is the policy of the Boulder County Jail to include a medical response component in the overall jail emergency plan.

**SOURCE:** N.C.C.H.C. Standard J-A-07 – Health staff are prepared to implement the health aspects of the facility's emergency response plan.

### **DEFINITIONS:**

Mass Disaster Drill – A mass disaster drill is a simulated emergency involving multiple casualties that require triage by health staff.

Man-Down Drill – A man-down drill is a simulated emergency affecting one individual who is in need of immediate medical intervention. It involves life-threatening situations commonly experienced in correctional settings.

Critiques – Critiques of drills or actual events document activities including response time, names, and titles of health staff, as well as the roles and responses of all participants. The critique contains observations of appropriate and inappropriate staff response to the drill.

**INFORMATION:** The jail has an extensive plan for disaster events. In addition, the jail has been constructed to facilitate efficient egress from each module and/or work area. The Master Control center has an extensive fire annunciator system. When activated, and conditions are confirmed, Master Control will contact Sheriff's Dispatch for a fire department response. Emergency equipment, including fire and ambulance, are dispatched to the jail upon activation of the annunciation system and notification from Master Control.

Air packs are located in each building with easy access for all personnel. Training in the use of these devices is held annually for all staff.

One mass disaster drill is held annually in the jail. A health emergency, man-down drill is enacted once per year and is practiced on each shift to which health personnel are assigned on a 24/7 basis.

### **Medical Response to Emergencies**

1. Upon activation of the jail emergency system, Medical Unit nurses will monitor radio reports of the event.
2. Nurses in the Medical Unit, will make the crash cart ready by unplugging electrical equipment from the wall, surveying the cart for the availability of emergency equipment, such as AED, suction machine and O2 canister. Extra O2 masks and tubing will be placed on the crash cart. The crash cart will be placed next to the unit exit door, in preparation for response to instructions from the On-Duty Supervisor (ODS) or Master Control.
3. Nurses who are out of the unit will return to the Medical Unit. Nurses who are out on Med Rounds will lock the medication carts and return to the Medical Unit with the med carts. If the situation requires the med nurse to go elsewhere in the jail, the med carts will be locked and placed in the officer workstation.
4. The Health Services Administrator, or designee, will assume responsibility for coordination of unit personnel and will direct one of the nurses or mental health counselors to the BD Corridor to ready the Building C crash cart located in the designated storage closet there.
5. All nurses will report his/her location via radio to Master Control.
  - a. The Emergency Telephone List is located on each crash cart. The telephone list is also available in Master Control. The list includes telephone numbers for the following:
    1. Boulder Community Hospital ER
    2. Avista Hospital ER
    3. Exempla Good Samaritan Hospital
6. The ODS will request Medical Unit response to the triage area when a need for medical assistance is determined and the area has been secured. The nature of the incident will be verified by the ODS.
7. The Health Services Administrator, or designee, will direct one nurse to remain in the Medical Unit. All other nurses will report, with crash carts, to the designated triage area. The nurse remaining in the Medical Unit will secure the medical unit by locking the medication room door and monitoring radio transmissions for transport of needed medical equipment or supplies.

8. If inmates and personnel need to be evacuated to another area of the jail, the Medical Unit personnel will be notified by the ODS:
  - a. If injuries are apparent, medical staff will report to the disaster site to assist with evacuation.
  - b. If injuries are not apparent, medical staff will go to the evacuation site and evaluate evacuees.
9. Once on the scene, ambulance paramedics will assume triage command unless a physician is present.
10. The ambulance personnel will transport those injured to the nearest hospital emergency room.

### **Care of the Injured**

1. When medical assessment of the event has been completed, off-duty medical staff may be called if necessary.
  - a. A list of phone numbers for all medical personnel is located in Master Control.
2. The Crisis Worker from the Mental Health Center may be contacted to respond to the jail if indicated.
3. Nursing staff will triage injured inmates and officers, identifying those injuries that need immediate physician assessment or care, those injuries needing transport to the hospital, and those injuries needing first aid attention.
4. Upon the arrival of a physician, they will assess those persons triaged by the nurse as requiring care.
5. The nurse will communicate with the ODS to facilitate the care dictated by the physician, including transfer to the emergency room and/or hospital facilities.

### **Conclusion of the Emergency**

1. Medical personnel will document the injuries and treatments in the inmate's charts.
2. Medical personnel will write a summary of the medical aspects of the emergency including injuries, treatments, hospitalization, emergency transports, responses

and actions of medical personnel. This information will be included in the Incident Report related to the event.

3. Medical personnel will coordinate care with the hospital for all persons transported for emergency care and/or hospitalization.
4. If serious injury or death has occurred as a result of the emergency event, see 20-01-10.
5. Medical personnel will participate in the departmental critique of the event.
6. The physician and Health Services supervisor will work with the jail administrative team to implement changes in the medical response if indicated by the critique of the event.

### **Monthly Emergency Drills**

1. The Jail Division trainer will conduct monthly emergency drills utilizing scenarios, which require both security and medical responses.
2. The trainer and supervisors will monitor the following components related to response:
  - a. Time of response
  - b. Accuracy of communication.
  - c. Appropriateness of response.
  - d. Facilitation of medical care.
  - e. Transport of injured
  - f. Response from support agencies; ambulance and fire department
  - g. Control of inmates
  - h. Evacuation of inmates if indicated
  - i. Management of incident; Incident Command
3. The trainer and supervisory staff will discuss the incident at its conclusion and the trainer will prepare a report for the administration and supervisors.
4. Supervisors will share results of report with staff and will utilize report observations in development of training for staff.
5. The trainer will use the reports for inclusion in annual training for all staff.

By Order of the Division Chief

Signed by  
Larry R. Hank

07/03/07  
Date

**SUBJECT:** COMMUNICATION ON SPECIAL NEEDS PATIENTS

**NUMBER:** 20-01-07

**EFFECTIVE DATE:** March 13, 1998

**REVIEW DATE:** March 13, 1999

**PHILOSOPHY:** Boulder County Jail inmates with special needs; medical, psychiatric, developmental disabilities, or severe physical disabilities, will be individually assessed by the nurse who will consult with the physician as needed.

**INFORMATION:** The Boulder County Jail includes a unit call Special Management, or SMAN. This unit was designed to handle special needs inmates; with wheelchair access to cells and showers, and subdivided housing units to further isolate/segregate inmates. The unit is constantly supervised by two officers who make checks during each 15 minute period. SMAN is utilized to care for inmates who have special needs that would preclude their being housed in general population.

**SOURCE:** N.C.C.H.C. Standard J-07 - Written policy and defined procedures require consultation between the jail administrator and the responsible physician or their designers prior to the following actions being taken regarding patients who are diagnosed as having significant medical or psychiatric illnesses or developmental disabilities:

- housing assignments
- program assignments
- disciplinary measures
- admissions to and transfers from institutions

**PROCEDURE I - Health Services Responsibilities**

1. Upon admission to the jail of a special needs inmate, a Booking Officer will call a nurse.
2. The nurse will assess the inmate to determine the inmates abilities and the degree of the disability.

3. Previous care providers will be contacted by a nurse, if that information is available, for previous care guidelines and recommendations.
4. A nurse will consult with the physician as needed, or with the psychiatrist, as is appropriate.
5. If the inmate's condition constitutes an emergency, a nurse will send the inmate to the emergency room, or call the crisis worker as is appropriate.
6. Appropriate housing for the inmate will be determined by a nurse and s/he will communicate that information to the On-Duty Supervisor (ODS).
7. A nurse will write an incident report, if the housing assignment is to be SMAN.
8. S/he will write a treatment plan to instruct the officers in the specifics of the care and monitoring of the inmate, including the specifics of ability/disability.
9. A nurse will monitor the progress of the inmate daily and update the treatment plan as needed, but no less than weekly.
10. Classification will be advised of the special needs inmate and the recommendations for care and housing by a nurse.
11. A nurse will arrange for care through the jail physician, psychiatrist, counselor, private physician/therapist, social services, or previous care providers as is appropriate.
12. The Health Services Supervisor will be responsible for notifying the jail administration of the special needs inmate, of his/her progress, and of any special problems anticipated or experienced.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:                    PRIVACY OF CARE**

**NUMBER:                    20-01-08**

**EFFECTIVE DATE:         March 13, 1998**

**REVIEW DATE:             March 13, 1999**

**PHILOSOPHY:**       All health care encounters will be conducted in a manner that allows for the privacy and dignity of the inmate/patient. All procedures will be verbally explained to the inmate/patient prior to the performance of the procedure.

**SOURCE:**            A.C.A. Standard 3-ALDF-4E-06  
                          A.C.A. Standard 3-ALDF-4E-26  
                          N.C.C.H.C. Standard J-08 - Written policy and defined procedures require, and actual practice evidences, that clinical encounters are private, with a chaperon present when indicated, and are carried out in a manner designed to encourage the patient's subsequent use of health services.

**PROCEDURE I - Provision of Privacy**

1.    Inmates will be escorted to the medical unit for appointments with the physician.
2.    The nurse will remain with the physician during examinations.
3.    The officer will remain outside of the examination room, unless there is a significant risk of safety or security identified with a particular inmate.
4.    Doors to the examination room will be closed to provide privacy of conversation, as well as privacy for the examination.
5.    All procedures will be explained to the inmate and his/er verbal consent will be solicited.
6.    Inmates rights of refusal will be honored, though the medical consequences of refusal will be explained to the inmate.

7. Nurses who conduct physical examinations, perform dressing changes, or any other examinations, will escort the inmate to the medical treatment room and provide the same privacy as that provided for physician examination.
8. A second nurse will remain with the examining nurse as with the physician.
9. Officers will remain in the room with the nurse only if there is a significant security or physical risk.

#### **PROCEDURE II - Nurse Sick Call**

1. At the conclusion of medication rounds, the nurse will call individual inmates, who have submitted a kite for sick call.
2. The nurse will consult with the inmate in the corridor outside of the module to determine the nature of the sick call.
  - a. inmates are seen individually
  - b. door to the module is closed to allow for privacy.
3. If the nature of the sick call is the need for explanation, advice and or verbal instruction, the nurse may conclude the sick call at that time.
4. If the sick call request requires an examination, the nurse will escort the inmate, or request that a rover escort the inmate to the medical unit.
5. The nurse will escort the inmate into the treatment room and conduct the examination or consultation.
6. The nurse will request that the officer remain outside of the treatment room during the examination unless there is a security risk.
7. If a security risk is present, the officer may accompany the nurse and inmate into the examination room.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT: NOTIFICATION OF NEXT-OF-KIN IN EMERGENCIES**

**NUMBER: 20-01-09**

**EFFECTIVE DATE: March 13, 1998**

**REVIEW DATE: March 13, 1999**

**PHILOSOPHY:** In the event of serious injury, illness or death, of an inmate, the jail will make a proper and appropriate notification to the next-of-kin or legal guardian.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-44  
N.C.C.H.C. Standard J-09 - Written policy and defined procedures prescribe, and actual practice evidences, that there is a system for notifying the inmates's family, legal guardian, or personal representative in case of emergencies such as serious illness (including mental illness), injury, or death.

**PROCEDURE I - Determining Next-of-Kin or Legal Guardian**

1. During "Receiving/Screening-Medical," a nurse will instruct the inmate to complete a Health History form.
2. The nurse will ensure that the inmate completes the "Next-of-Kin" or "legal guardian" portion of the Health History portion of the form.
3. A nurse will place the form, which includes next-of-kin information in the inmate's medical record.

**PROCEDURE II - Notification of Next-of-Kin In the Event of Injury or Illness**

1. In the event of a serious injury, illness, or psychosis, which requires hospitalization, a nurse will verbally notify the Health Services Supervisor.
2. The Health Services Supervisor will communicate with the inmate, if possible, to ascertain their desires with regard to notification of kin.

3. Inmate's desires will be honored, unless or until, the emergency becomes critical.
4. If the inmate is unable to state his desires, or is not rational, the Health Services will contact the Captain with the following information:
  - a. names of inmate
  - b. nature of illness, injury, or psychosis
  - c. names of next-of-kin as designated by the inmate on the Health History form.
5. In the event of illness, injury, or psychosis, the Captain may delegate the notification to the Health Services Supervisor.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: INMATE DEATHS AND NOTIFICATIONS**

**NUMBER: 20-01-10**

**EFFECTIVE DATE: March 13, 1998**

**REVIEW DATE: March 13, 1999**

**PHILOSOPHY:** It is the policy of the Boulder County Jail to have procedures in place that ensure proper notification to pre-identified family members, or other persons, in the event of a life-threatening illness or death of an inmate. Inmate deaths will be investigated by the appropriate authority.

**SOURCE:** A.C.A. Standard 3-ALDF-E-44  
A.C.A. Standard 3-ALDF-E-45  
N.C.C.H.C. Standard J-10 - Written policy and defined procedures require, and actual practice evidences, that in the event of the death of an inmate, a mortality review is conducted within 30 days of the death, the medical examiner or coroner is notified immediately, and a postmortem examination is requested.

**PROCEDURE I - Discovery of a Presumed Death**

1. Upon discovering a presumed death in the facility, a responding nurse will begin CPR, if appropriate.
2. The nurse will instruct Master Control to call an ambulance.
3. Upon arrival of ambulance personnel, if death is pronounced, the nurse will notify the On-Duty Supervisor (ODS) and the Health Services Supervisor.
4. The Health Services Supervisor, or ODS will notify the Captain, or designee, that a death has occurred.
5. The Captain, ODS, or designee, will preserve the scene for the Coroner.

## **PROCEDURE II - Notification of Next-of-Kin**

1. In the event of an inmate death, the Health Services Supervisor, or designee, is responsible for notifying the Jail Captain of the event.
2. The Captain, or designee, will notify the Sheriff and the Coroner.
3. The notification of the next-of-kin, or legal guardian, will be done by the Coroner, or designee.

## **PROCEDURE III - Determining Next-of-Kin or Legal Guardian**

1. During "Receiving/Screening-Medical," a nurse should have instructed and ensured that the inmate completed a Health History form, including the "Next-of-Kin" or "legal guardian" portion.
2. This information should have been placed in the inmate's medical record. This information will be obtained from the file to make the notification.

## **PROCEDURE IV - Mortality Review**

1. The Coroner will review all records; medical and security.
2. The Coroner, along with Jail Administration and the physician will review all policies, procedures, and practices that were involved in the care and housing of the inmate.
3. A completed report from the Coroner will be utilized by Jail Administration to conduct a "Critical Incident Review." This review will be attended by all involved personnel; medical, and security.
4. The jail physician will review the event with the Health Services Supervisor and make any recommendations for changing any practices/procedures, if appropriate. S/he will also attend the "Critical Incident Review" if possible.
5. The results of the review will be shared with all jail personnel.





## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** GRIEVANCE MECHANISM

**NUMBER:** 20-01-11

**EFFECTIVE DATE:** July 6, 2007

**POLICY:** It is the policy of the Boulder County Jail to provide a grievance mechanism to address inmate complaints about health services. All grieved issues will be investigated, and a written response will be given to the inmate.

**SOURCE:** N.C.C.H.C J-A-11 – A grievance mechanism addresses inmate complaints about health services.

**INFORMATION:** The Boulder County Jail has a grievance procedure whereby inmates' may grieve medical issues or concerns. An explanation of the grievance procedure is provided to the inmates during the orientation process. This orientation is provided to each inmate upon admission to the jail.

Officers provide an orientation session each morning for all inmates who have been incarcerated since the previous morning. The orientation procedure consists of a review of the fundamentals of jail life, jail rules, a methodology for communicating physical needs, and a format for grieving the outcome. Orientation copies are provided in Spanish, and Spanish interpreters are available.

A grievance is initiated by the inmate, signed by a module officer and picked up by a member of the nursing staff on morning med rounds. An investigation of the medical grievance is completed by medical staff not involved in, or named in the grievance. A written response, outlining the results of the investigation, is provided to the inmate within 72 hours. If the answer provided by the officer/nurse does not satisfy the inmate, the inmate may appeal to the next level of authority, i.e. the Health Services Administrator, Commanders, or the Division Chief.

### **Grievances**

1. Upon receipt of a grievance where medical care or personnel are at issue, an investigation of circumstances is initiated.

2. Medical staff will review the inmate file and the latest progress notes, speak with jail staff who may have information regarding the situation, speak with medical personnel involved, and talk with the inmate.
3. Medical staff will provide a written response to the inmate.
4. If the inmate disagrees with the response provided, the inmate may write another grievance addressed to the Health Services Administrator. The Health Services Administrator will review the investigative information, and if necessary, will speak with the inmate. The Health Services Administrator will provide a written response to the grievance within 48 hours.
5. If the grievance involves clinical issues, the physician/Health Authority has final judgment.
6. If the grievance involves the physician, the Health Services Administrator will review the situation and talk with the inmate. If indicated, the inmate may be given another appointment to discuss the concern with the physician.
7. If the inmate is not satisfied with the response from the Health Services Administrator, and/or the physician, the inmate will be instructed to write another grievance and direct it to the Division Chief.
8. The Division Chief will review all documents and make a decision regarding the appropriate handling of the grievance.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/03/07 \_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** INFECTION CONTROL PROGRAM

**NUMBER:** 20-01-12

**EFFECTIVE DATE:** July 27, 2007

**POLICY:** It is the policy of the Boulder County Jail to have an infection control program in effect for the jail. Disease prevention/containment will be vigorously addressed in all aspects of medical care provided for the inmates, and for the environment in which the staff works, and the inmates reside.

**SOURCE:** N.C.C.H.C. J-B-01 – There is an effective infection control program.

### **DEFINITIONS:**

An exposure control plan describes staff actions to be taken to eliminate or minimize exposures to pathogens.

Medical Isolation – means housing in a separate room with a separate toilet, hand washing facility, soap, and single-service towels, and with appropriate accommodations for showering.

Standard Precautions – combine the major features of universal precautions (designed to reduce risk of transmission of bloodborne pathogens) and body secretion isolation (designed to reduce the transmission of pathogens from moist body substances), and apply them to all patients receiving care, regardless of their diagnosis or presumed infection status.

**INFORMATION:** The Boulder County Health Department performs quarterly inspections of the food delivery system. These inspections are random and unannounced. All aspects of the system are inspected, including: the preparation, delivery, clean up, storage, and supervision of food handler's procedures.

The Boulder County Health Department is called in each case of communicable disease. A list of reportable diseases is attached to this policy. The Department provides guidelines and expertise in the care and management of each disease entity, and provides follow-up with family and friends in the disease containment effort. In the event of a

potential spread of disease, Health Department personnel instruct the jail medical team, and/or are deployed to the jail to assist in the testing and inoculation of potentially infected staff and inmates.

Hepatitis B inoculations are available to all jail staff. Prior to employment, all staff members are tested for TB as part of their pre-employment physical examination. Training is given in infectious disease prevention and "Standard Precautions" to be utilized daily in the performance of their work assignments. Gloves, appropriate disinfectants, and protective eyewear are available in each workstation. Staff members are provided with pouches to wear on their belts that contain gloves and a disposable airway.

Treatment plans are written on each inmate who is in isolation for a communicable disease. The treatment plans outline the type of isolation needed, and give clear instructions to the officers who manage the inmate housing area. The nurses write the treatment plans and are responsible for supervising the officers who work with the infected inmate. Isolation protocols are available for posting on cell doors. These protocols outline the precautions to be used for the specific type of isolation or segregation.

The Boulder County Jail has two negative airflow cells, located in Special Management (SMAN 15 & 16). These single cells have sinks and stools, and there is a separate shower that serves the two cells. The cells may be used as one single unit if the communicable disease protocol dictates this.

Bio-hazardous waste containers are located in each housing unit. Potentially contaminated waste is collected in these containers and disposed of in a larger waste receptacle, located in the loading dock hallway.

The Jail contracts with a contaminated waste disposal company for disposal of all infectious waste including syringes, dressings, razors, needles and any other potentially infected materials. The contaminated waste is collected bi-weekly from the jail loading dock hallway.

### **Environmental Inspections**

1. See Policy 20-01-13 and N.C.C.H.C. Standard J-B-02.

### **Medical Intake Screening**

1. When a new intake arrives in Booking, the officer will conduct the "Medical Intake" Computer procedure during the booking process.

2. The Officer will inspect the inmate during the dress-in procedure and observe the inmate for signs of disease, injury, or illness.
3. If the officer receives affirmative answers to the medical screen, or observes signs of illness, injury, or disease, including diseases of the skin, the officer will call a nurse to see the inmate.
4. The nurse will respond to Booking and conduct the Medical History and assessment of current health status.
5. If the nurse detects signs of illness, or disease, he or she will instruct the officer to have the inmate seen at an Emergency Room for a Medical Clearance.
6. If symptoms do not warrant a Medical Clearance, but do warrant further assessment, the nurse may order isolation housing until the medical symptoms can be further assessed.

### **Infection Control in the Jail Environment**

1. If symptoms of contagious disease, including influenza, are identified during assessment procedures, actions will be taken to eliminate or minimize exposures to pathogens.
  - **Hand Washing.** Hands should be washed after touching any body fluids, after removing gloves and between patient contacts.
  - **Personal Protective Equipment (PPE).** PPE is available in all patient care areas, housing units, transportation vehicles, laundry areas, and anywhere that staff is likely to come into contact with inmates with potential transferable pathogens.

**Standard Precautions** will be implemented. Standard Precautions combine the major features of **Universal Precautions**, designed to reduce the risk of transmission of bloodborne pathogens and promote body secretion isolation.

Isolation practices include, but are not limited to:

- a. Hand washing upon entering and exiting an inmates cell.
- b. Proper handling and disposal of infectious materials.
- c. Appropriate inmate isolation methods.
- d. Proper handling and disposal of food, utensils, and dishes.
- e. Proper handling and disinfection of patient care equipment.
- f. Cleaning and disinfecting of isolation housing areas.
- g. Educate the inmate on proper isolation requirements.
- h. Engaging the use of PPE, including gowns, masks and gloves when appropriate.

2. The receiving nurse screens each new arrestee for tuberculosis (TB).
  - a. If symptoms are present, the nurse may perform a PPD upon admission, or may facilitate a chest X-ray immediately.
  - b. While awaiting results of the PPD or chest X-ray, the inmate will be housed in one of the negative airflow cells in SMAN.
  - c. If the inmate refuses the PPD or chest X-ray, and has symptoms, he or she will be isolated.
  - d. If the inmate refuses the PPD, and has no symptoms, he or she may not need to be isolated, but may not be an Inmate Worker or have recreation privileges. The nurse will contact the Health Department to determine whether a TB history is active for the inmate.
  - e. The nurse will refer the inmate for evaluation by the jail physician on the next scheduled round.
  
3. If symptoms of hepatitis are present, the nurse will isolate the inmate in SMAN.
  - a. He or she will call the physician for orders for laboratory work.
  - b. The nurse will obtain the specimen and send it to the lab.
  - c. He or she will write a treatment plan for appropriate isolation procedures including diet, linen, recreation, contact, etc.
  - d. If the laboratory test is positive, the nurse will call the Infection Control nurse at the Health Department to seek guidance and instructions for the appropriate infection control measures to be undertaken.
  - e. If other inmates and/or staff are likely to have been exposed, the Health Department will direct the medical unit in the testing and/or administering of Globulin.
  
4. If symptoms of Staph Infection are present:
  - a. The nurse will isolate the inmate.
  - b. He or she will implement existing Staph protocol or call the physician for orders.
  - c. The nurse will add the inmate to the physician's next appointment schedule.

5. If the inmate is positive for HIV or has AIDS:
  - a. No isolation is indicated, unless the inmate is at risk for infection from others, or his or her behavior is such that risk to others may be anticipated.
  - b. The nurse will contact previous care providers, if available, and will refer the inmate to the physician for evaluation.
  - c. Initial history should include inquiries as to mode of acquisition, length of time infection has been present, current medications, compliance history, current and past opportunistic infections, immunizations, and possible exposure to infections.
  - d. Physical exam should be completed, including a complete set of vital signs and current weight. HIV can affect multiple organ systems, so the exam should be thorough.
  - e. Appropriate diagnostic studies should be completed.
6. In all cases of suspected or confirmed communicable disease, the nurse will isolate the inmate until a definitive diagnosis can be made by the physician and/or laboratory test.

### **Post Exposure Prophylaxis**

Post Exposure Prophylaxis (PEP) ensures that employees exposed to BBP (Blood Borne Pathogen) have adequate education regarding the exposure, policies and procedures to refer to, and 24-hour access to knowledgeable BBP resources. The program ensures compliance with applicable federal and state Occupational Safety Health Administration (OSHA) regulations. These include the existence of an exposure control plan dealing with BBP's including:

1. Training of all at-risk employees.
2. Provision of free Hepatitis B vaccination to all at-risk staff.
3. Provision of PPE (Personal Protective Equipment).
4. Provision of free post-exposure care to exposed staff, and
5. Maintenance of OSHA logs documenting exposures.

Significant exposure to correctional staff occurs in the course of providing healthcare, contact with sharps while cleaning or searching cells, and during physical altercations. Primary risks for the transmission of hepatitis B (HBV), hepatitis C (HCV) and HIV are percutaneous or mucosal exposure to blood or other potentially infectious body fluids. Needle-stick exposures need to be minimized through the use of appropriate PPE during

blood draws, safety needles or a “no capping” policy for all used needles without safety closure devices.

### **Management of Exposures**

1. Wash the site. The initial management of all BBP exposure is the same: immediately wash with soap and water all wounds and skin sites that have been in contact with blood or body fluids. For mucous membranes, flush copiously with water or saline.
2. Evaluate the type of exposure. Ask yourself: Did it involve tissue or fluids capable of BBP transmission? If not, no further treatment is necessary. If yes, evaluate the exposed body site. Was the site intact skin, hair, or clothing? If so, no further treatment is needed. If, however, the potentially infectious material made contact with an infectable body site (non-intact skin, mucous membrane like the mouth or eyes, or was parenteral, such as a needle stick or bite), transmission of a BBP is possible.
3. Evaluate for other source factors. Is the source known? If the source is not known, it is prudent to proceed as if the source is infected. If the source is known, review serology history, if available. Recent negative serology and the lack of high-risk behavior, make exposure much less likely. If recent serology is not available, initiate measures to test the source. Verify that the donor has signed a consent or obtain a signed consent for treatment. Request the lab work as a STAT report.
4. Refer to the Health Authority for further recommendations. With the lack of this availability, the following algorithm may be used as a template for immediate treatment:

**PEPagram: Algorithm for HBV treatment after exposure**

<b>If exposed staff is:</b>	<b>And source is: HbsAg+</b>	<b>And source is: HBsAg-</b>	<b>And source is unknown:</b>
Not HBV vaccinated	HBIG x 1 and vaccinate	Vaccinate	In correctional settings, treat as if source were HBsAG+
HBV vaccinated, unknown response	Test exposure for HBsAb. If +, no RX. If -, vaccine booster	No treatment	Test exposed for HBsAB. If +, no RX. If -, revaccinate.
HBV vaccinated, known nonresponder	HBIG x 2 or HBIG x 1 and revaccinate	No treatment	In correctional settings, treat as if source were HBsAG+
HBV vaccinated, known responder	No treatment *	No treatment *	No treatment *

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/23/07 \_\_\_\_\_  
Date



Colorado Department  
of Public Health  
and Environment

February 2006

COLORADO BOARD OF HEALTH  
CONDITIONS REPORTABLE BY  
ALL PHYSICIANS AND HEALTH CARE PROVIDERS  
IN COLORADO

The list below applies to physicians and hospitals. Laboratories have separate reporting requirements. A case must be reported to the state or local health department following diagnosis within the number of days (d) or hours (h) indicated in parentheses after each disease. The State Health Department recommends reporting all suspected cases, whether or not supporting laboratory data are available.

**Vaccine-Preventable Diseases**

Diphtheria (24h)	Poliomyelitis (24h)
Hepatitis B (7d)	Rubella (24h)
Influenza - associated hospitalization (7d)	Rubella, congenital (7d)
Influenza - associated death if <18 yrs. (7d)	Smallpox (24h)
Measles (24h)	Tetanus (7d)
Mumps (7d)	Varicella (7d)
Pertussis (24h)	

**Foodborne and Enteric Diseases**

Botulism (24h)	Hemolytic uremic syndrome if $\leq$ 18 yrs. (7d)
Campylobacteriosis (7d)	Hepatitis A (24h)
Cholera (24h)	Listeriosis (7d)
Cryptosporidiosis (7d)	Salmonellosis (7d)
Cyclospora (7d)	Shigellosis (7d)
E. coli O157:H7 & shiga toxin producing E. coli (7d)	Trichinosis (7d)
Giardiasis (7d)	Typhoid Fever (24h)

**Sexually Transmitted Diseases**

AIDS and HIV infection (7d)	Lymphogranuloma venereum (7d)
Chancroid (7d)	Syphilis, early (1, 2, early latent) (24h)
Gonorrhea, any site (7d)	

**Zoonotic Diseases**

Animal bites by dogs, cats, bats, skunks or other wild carnivores (24h)	Psittacosis (7d)
Anthrax (24h)	Q Fever (7d)
Brucellosis (7d)	Human Rabies (suspected) (24h)
Hantavirus (7d)	Relapsing Fever (7d)
Lyme Disease (7d)	Rocky Mountain Spotted Fever (7d)
Plague (24h)	Tularemia (7d)

**Meningitis/Encephalitis & Invasive Disease**

Encephalitis (7d)	Neisseria meningitidis invasive disease (24h)
Aseptic meningitis (7d)	Transmissible spongiform encephalopathy (7d)
Haemophilus influenzae invasive disease (24h)	

**Other Important Reportable Diseases**

Group Outbreaks (24h) - all causes, including food poisoning	Malaria (7d)
Hepatitis C, acute (7d)	SARS (24h)
Hepatitis, other viral (7d)	Toxic Shock Syndrome (7d)
Kawasaki Syndrome (7d)	Tuberculosis (active disease) (24h)
Legionellosis (7d)	Positive TB skin test in workers exposed to active disease (7d)
Leprosy (7d)	

**Environmental, Occupational, and Chronic Conditions**

Autism spectrum disorders (30d)+	Fetal Alcohol Syndrome if <7 years old (30d)
Birth defects, developmental disabilities and medical risk factors for developmental delay diagnosed prenatally, at birth, or through the 3rd birthday (120d)+	Head injuries (hospitalized or fatal) (120d)+
	Muscular Dystrophy (120d)+
	Spinal cord injuries (120d)+

Any chemical or radioactive suspected terrorist incident

(+) only hospital required to report

~ Immediate reporting by phone is required of any illness suspected to be caused by a bioterrorism agent ~

**ALL REPORTS MUST INCLUDE:**

1. The disease or condition being reported
2. Patient's name, date of birth, sex, race, ethnicity, address (including city, county, and phone number)
3. Physician's name, address and telephone number

FOR RAPID RESPONSE/24h reportables CALL:  
303-692-2700 (regular daytime hours)  
303-370-9395 (after hours and weekends)

**TO REPORT A CASE / REQUEST FORMS, CONTACT:**

The Local Health Department or  
Colorado Department of Public Health and Environment  
Division of Disease Control & Environmental Epidemiology  
4300 Cherry Creek Drive South, A3  
Denver, Colorado 80246-1530  
[www.cdphpe.state.co.us/dc/dceedhom.asp](http://www.cdphpe.state.co.us/dc/dceedhom.asp)

Telephone: 1-800-866-2759  
Fax: 303-782-0338 (metro Denver)  
1-800-811-7263 (outside metro Denver)

**SUBJECT: ENVIRONMENTAL HEALTH AND SAFETY**

**NUMBER: 20-01-13**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** Weekly sanitation inspections will be performed to ensure a healthy environment for staff and inmates. These inspections will address housing areas, recreation facilities, work assignment areas, and the medical and dental facilities.

**INFORMATION:** The Boulder County Health department performs semi-annual inspections of the food delivery system. These inspections are random and unannounced. All aspects of the system are inspected; the preparation, delivery, clean-up and storage. The ratings for these

A weekly inspection is performed by members of the Jail Management Team. This inspection includes all living areas, individual cells, common areas, including day rooms, bathrooms, showers, food service, including storage areas, laundry, hallways, recreation areas, dining areas for inmates and staff, medical, dental and booking facilities. The Programs lieutenant and the Administrative Lieutenant conduct these inspections. The Health Services Supervisor, the Captain of the jail and the Sheriff also participate in these inspections at various times.

Daily inspections of the living areas, including common areas, showers, and individual cells are performed by the officer in charge of the unit. Inmates are instructed to clean their cells and to participate in cleaning the common areas. Any inmate who fails to maintain the cleanliness of his/her cell and participate in the cleaning of the common areas is subject to disciplinary sanction.

Trusties are assigned to Intake and Special Management (SMAN) modules where abilities and/or turnover rates do not lend to inmate compliance/investment in maintaining the cleanliness of the living environment. The Trusty is responsible for cleaning, and maintaining the cleanliness of cells vacated by releases, and the showers used by all inmates.

The Health Authority delegates the monitoring of the facilities cleanliness to the Health Services Supervisor. The Health Authority may at any time inspect the facility and participates in the management of infectious diseases, both medically and environmentally.

The Food Service Manager monitors the staff and inmates who work in the food delivery system. S/he teaches hygienic practices, including hand washing and monitors the cleanliness and hygienic habits of the inmates who work in Food Service. Gloves are worn by all inmates who serve food. All blood spills are cleaned with chlorox and the food in the vicinity is destroyed.

Medical personnel monitor the health of the Food Service Trusties. Trusties are excused from work for contagious diseases and for any open wounds.

All chemical cleaning agents used in the jail are certified to be effective by the manufacturers and are diluted according to the manufacturers specifications by the civilian employee who supervises the Trusties. A 10% chlorox solution is used to clean any body spills. Employees and Trusties are instructed to wear gloves for cleaning of body spills.

Classification discusses each inmate with Health Services before moving the inmate into a Trusty position, including food services.

A competitive incentive program is offered to the inmates to encourage their participation in cleaning the facility and the housing units. The cleanest modules in the jail are rewarded with a movie, popcorn, and soda pop. This competition is a weekly event.

Each inmate is provided with sheets, pillow case, towel, a uniform, shoes, underwear, and toiletries upon entry to the jail. Laundry is exchanged twice weekly for non-working inmates, and three times weekly for working inmates. In the event of soiled clothing prior to regular laundry exchange, an officer will obtain a fresh uniform for the inmate.

Each inmate is furnished with a single bed, clean mattress, and a storage container for personal items. Each cell has a sink and stool. Each module has multiple showers for inmate use. Showers are encouraged for each inmate on a daily basis, and are required for working inmates.

There is a maintenance department, which is responsible for repairing, painting, and monitoring all areas of the jail, including the hallways, mechanical rooms, laundry, and public

areas. This department utilizes inmate labor supervised by civilian personnel.

Cleaning is performed by inmates under the direction of jail personnel.

**SOURCE:** A.C.A. Standard 3-ALDF-3A-11  
A.C.A. Standard 3-ALDF-4C-13  
A.C.A. Standard 3-ALDF-4D-01  
A.C.A. Standard 3-ALDF-4D-03  
A.C.A. Standard 3-ALDF-4D-05  
A.C.A. Standard 3-ALDF-4D-08  
A.C.A. Standard 3-ALDF-4D-09  
A.C.A. Standard 3-ALDF-4D-11  
N.C.C.H.C. Standard J-13 - Written policy and defined procedures require, and actual practice evidences, a safe and sanitary jail environment. Policies and procedures are developed by the jail administration in consultation with the responsible health authority. Inspections, with written reports submitted to the jail administration and the responsible health authority are conducted at least on a monthly basis, but more frequently as appropriate, to determine that inmates are housed, work, study, recreate, and receive health care in clean, safe, and healthy environments.

#### **PROCEDURE I - Environmental Inspections**

1. On Friday afternoon, the delegated members of the Management Team will inspect the facility.
2. The inspection team will inspect each inmate living area:
  - a. individual cells (including operable plumbing)
  - b. showers (hot and cold water and cleanliness)
  - c. dayrooms
  - d. officer work stations
3. The inspection team will inspect all corridors.
4. The inspection team will inspect all recreation areas.
5. The inspection team will inspect the laundry for:

- a. temperature of the washer and dryer
  - b. the mixture of detergents and bleaches
  - c. cleanliness of the area
  - d. the vents
  - e. the storage of clothing and linens
6. A member of the inspection team will inspect the food services area:
- a. the food preparation areas
  - b. the food cleanup areas
  - c. the vents
  - d. the temperature of the dishwasher
  - e. food storage
  - f. food disposal
7. The inspection team will inspect the booking facilities and holding cells.
8. The inspection team will inspect the dress-in facilities, to include:
- a. showers
  - b. dress-in rooms
  - c. linen supplies
9. The Inspection team will inspect the inmate and staff dining rooms.
10. The inspection team will inspect the programs area including the library and classrooms.
11. At the termination of the inspection, the committee will reward the inmates in the cleanest living area with the designated rewards of popcorn, pop, and a movie.
12. The inspection team will report to the appropriate officer and/or supervisor those areas which must be cleaned more

thoroughly.

- a. the officer and/or supervisor will contact the responsible inmate/Trusty to clean the area at that time.
13. The inspection team will complete a checklist report to be presented to the Jail Captain.

#### **PROCEDURE II - Medical Monitoring of the Environment**

1. While conducting medication rounds, nurses will observe the jail for cleanliness.
2. They will report any areas needing cleaning to the supervising officer.
3. Nurses will monitor all inmates in isolation.
4. They will instruct the inmate in isolation to clean his/her cell and will provide the supplies to accomplish this.
5. If the inmate is unable to clean the area, the nurse will instruct a Trusty in the cleaning, or will communicate this to the officer in charge.
6. If isolation is due to infectious disease, the nurse may clean the area her/himself, or instruct the officer to do this.
  - a. if the officer is to clean, the nurse will ensure that s/he is instructed in the procedures necessary to protect themselves from contamination.
7. Contaminated linens will be placed in a bag by the inmate or the nurse. The bag will be tied and the nurse will write a note and attach it to the bag with instructions for the safe laundering of the linens and clothing.
8. Infectious waste is placed in the Infectious Waste containers located in each housing unit.
  - a. the Health Services Supervisor will gather the infectious waste and place it in the infectious waste disposal container located in the medical unit.
  - b. bi-monthly, a professional waste disposal company will come to the jail to pick these items up. The nurse in charge will take the Infectious Waste container to the

company on the loading dock and receive a clean container.

9. Razors used by the inmates will be disposed of in a plastic waste disposal container located in each officer work station.
10. When the containers are full, an officer will empty the containers into the infectious waste container located in Health Service.

### **PROCEDURE III - Infection Control in the Jail Environment**

1. TB tests utilizing a PPD will be conducted on the fifth day of incarceration, as follows:
  - a. if symptoms are present, a nurse may perform the PPD upon admission, or may send the inmate for a chest X-ray immediately.
  - b. while awaiting results of the PPD or chest X-ray, the inmate will be housed in one of the negative airflow cells in SMAN.
  - c. if the inmate refuses the PPD or chest X-ray, and has symptoms, s/he will be isolated.
  - d. if the inmate refuses the PPD and has no symptoms, s/he does not need to be isolated, but may not be a Trusty.
  - e. in all of the above instances, a nurse will refer the inmate for evaluation by the physician on the next scheduled round.
2. If symptoms of hepatitis are present, a nurse will isolate the inmate in SMAN, if the inmate is male, or isolation in the Womens' Module.
  - a. a nurse will call the physician for orders for laboratory work.
  - b. the nurse will obtain the specimen and send it to the laboratory.
  - c. s/he nurse will write a treatment plan for appropriate isolation procedures, including diet, linen, recreation, contact, etc.

- d. if the laboratory test is positive, a nurse will call the infection nurse at the Health Department, who will provide guidance and instructions for the appropriate infection control measure(s) to be taken.
  - e. if other inmates and/or staff are likely to have been exposed, the Health Department may direct and assist in the testing and/or administering of Globulin.
3. If symptoms of Staph infection are present:
- a. the nurse will isolate the inmate.
  - b. s/he will call the physician for orders.
  - c. the nurse will add the inmate to the physician's next appointment schedule.
4. If the inmate is positive for HIV or has AIDS:
- a. no isolation is indicated, unless the inmate is at risk for infection from others, or his/her behavior is such that risk to others may be anticipated.
  - b. a nurse will contact previous care providers, if available, or will refer the inmate to the physician for care.
5. In all cases of suspected or confirmed communicable disease, a nurse will isolate the inmate, until a definitive diagnosis may be made by the physician and/or laboratory test.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: KITCHEN SANITATION AND FOOD HANDLERS**

**NUMBER: 20-01-14**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** The kitchen, dining, and food storage areas are kept clean and sanitary for the preparation and serving of meals. All personnel/inmates are monitored daily for cleanliness, and are removed from their work assignment in the event of injury or illness.

**INFORMATION:** The Boulder County Health Department conducts semi-annual inspections of the Food Services area of the jail. These inspections are random and unannounced.

The Health Department inspects the food preparation, storage, delivery, and clean-up functions, including the equipment and personnel practices.

The Food Service Manager, under the supervision of the Support Service Lieutenant, inspects the facility daily and supervises the employees and Trustees who work in the area.

A member of the Jail Management Team inspects the area weekly and checks for cleanliness, as well as water temperature, functioning vents, etc.

The medical personnel monitor the Trustees who work in the food delivery system. They, together with Classification, ensure that Trustees who work in this area are free from disease and injury. Any Trusty, who is ill, or injured, is removed from his assignment until the illness/injury is no longer a factor.

The Boulder County Jail is a non-smoking facility, so no smoking is permitted in Food Service.

A dietician, under contract with the jail, reviews/approves all diets, including special diets, and substitutions.

**SOURCE:** A.C.A. Standard 3-ALDF-4C-04  
A.C.A. Standard 3-ALDF-4C-09  
A.C.A. Standard 3-ALDF-4C-11  
A.C.A. Standard 3-ALDF-4C-13  
N.C.C.H.C. Standard J-14 - Written policies and defined procedures require, and actual practice evidences, that the kitchen, dining, and food storage areas are kept clean and sanitary for the preparation and serving of meals. All inmates and other persons working in food service are free from diarrhea, skin infections, and other illnesses transmissible by food or utensils, and workers are monitored each day for health and cleanliness by the food services director or his/her designee.

**PROCEDURE I - Daily Inspections of Food Services**

1. The Food Service Manager, supervised by the Support Services Lieutenant, will inspect the food delivery system daily.
2. The Food Service Manager:
  - a. orients the Trustees in personal hygiene and hand washing and observes their adherence to the same on a daily basis.
  - b. supervises the storage of food and ensures that storage is in compliance with Health Department standards.
  - c. oversees the preparation of food.
  - d. supervises the delivery of food and ensures that all food deliverers wear gloves.
  - e. monitors the cleaning of trays and equipment and ensures that the temperature of the dishwasher is consistent with Health Department standards.
  - f. oversees the delivery of food to the modules and ensures that the food is protected from contamination and delivered at the proper temperature by the use and maintenance of the hot carts.
  - g. preserves a sample of each meal for 24 hours.
  - h. inspects all of the equipment used in food preparation, storage, delivery, and clean-up and arranges maintenance and/or repairs as indicated.

- i. ensures that food is stored and labeled according the standards dictated by the Health Department.
3. A nurse reports any Trusty who has an injury or illness to Classification.
4. Classification will remove the Trusty and not reinstate him/er until clearance is obtained from the medical unit.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: ECTOPARASITE CONTROL**

**NUMBER: 20-01-15**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** Inmates admitted to the Boulder County Jail will be observed by officers and nurses for the presence of parasites. Treatment, including the disinfection of clothing, will be performed prior to the inmates admission to the housing units, if signs and/or symptoms are detected.

**SOURCE:** NCCHC Standard J-15 - Written policy and defined procedures require, and actual practice evidences, that the responsible physician establishes ectoparasite control procedures that are used for the disinfection of bedding and clothing. Additionally, prior to the choice of treatment for infected inmates, all conditions, (such as pregnancy, open sores, or rashes) are considered.

**PROCEDURE I - Treatment of Ectoparasites Upon Admission**

1. Upon admission to the jail, a Booking Officer will observe the skin condition of the inmate.
2. If the officer observes any abnormal or questionable skin condition, s/he will call a nurse.
3. The nurse will examine the inmate and talk to him/er about their symptoms.
4. If parasites or scabies are noted, the nurse will instruct the officer and the inmate in the treatment, as prescribed per medical protocol, to be completed prior to moving into the housing areas.
5. The nurse will inquire of the female inmates whether pregnancy is confirmed or suspected.
6. If pregnancy is confirmed or suspected, the nurse will confer

with the physician before initiating treatment.

7. If no contraindications, such as rashes wounds, or skin conditions such as psoriasis, the nurse will instruct the inmate to:
  - a. wet his/her body in the shower
  - b. apply KWELL shampoo to the entire body, being careful to keep eyes tightly closed
  - c. allow shampoo to stay on the body for a minimum of four minutes, but preferably seven minutes
  - d. rinse the body and complete the shower
  - e. after drying the body, apply KWELL lotion to all hairy areas of the body and allow it to remain on the body for 12-24 hours.
8. The nurse will instruct the officer to have all clothing and linens washed with bleach and dried in the drier.
9. The officer, while wearing gloves, will place all the clothing and linens in a plastic bag and write a note to attach to the bag instructing the Laundry Trusty in the proper handling of the items.
10. The nurse will record this treatment on the treatment form.
11. The nurse will write an order to repeat the treatment in seven days, as per protocol.
12. If the skin is very excoriated (as with scabies), if there are signs of infection, if the inmate appears to be ill, or is allergic, the nurse will confer with the physician before initiating the protocol treatment.



**SUBJECT: FIRST-AID KITS**

**NUMBER: 20-01-16**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** First-aid kits will be located in all areas, which provide for easy access to the officers and staff who work in those areas. The contents will be approved by the physician and will be monitored by the nurses for cleanliness and replenishing needs.

**INFORMATION:** First-aid kits are located in each officer work station, the recreation office, dietary department, Booking, maintenance, and the administrative office area.

First-aid kits contain simple dressing materials, (individually wrapped), tape, scissors, ammonia ampules, Band-Aids, alcohol sponges and CPR masks. Gloves are located separately in each of these areas.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-25  
NCCHC Standard J-16 - Written policy and defined procedures require, and actual practice evidences, that first-aid kits are available in designated areas of the facility. The health authority approves the contents, number, location, and procedures for documented monthly inspection and replenishing of the kits.

**PROCEDURE I - Maintenance of First-Aid Kits**

1. Weekly, the night nurse will check the first-aid kits in the jail.
2. The nurse will check the cleanliness of the kit and replace depleted supplies.
3. S/he will record this procedure on the "Sharps Count" log.

4. If supplies should be used prior to the weekly inspection, an officer will notify the nurse on duty.
5. The nurse will replenish the supplies on his/her next medication round to that module, or the officer may go to medical to obtain the needed supplies.
6. A list of the contents of each first-aid kit is located in the kit for easy reference.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: CREDENTIALING**

**NUMBER: 20-01-17**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** Verification of credentials by way of current licensure is required of all health care professionals to whom it applies. Copies of this licensure are maintained in the facility.

**INFORMATION:** Complete background checks are conducted on each prospective employee.

Current licensure is a requirement of employment, and licensure must be maintained for continued employment.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-09  
NCCHC Standard J-17 - Written policy and defined procedures require, and actual practice evidences, that state licensure, certification, or registration requirements and restrictions apply to health care personnel who provide services to inmates. Verification of current credentials is on file at a readily accessible location.

**PROCEDURE I - Licensure**

1. Each nurse, physician, dentist, and counselor (when licensure is applicable), will maintain their current licensure.
2. Upon renewal of licensure, each employee will submit a copy of that licensure to the Health Services Supervisor.
3. The Health Services Supervisor will retain a copy of current licensure for each employee in a file.
4. The Health Services Supervisor will also maintain the facility licensure current, as a Pharmacy outlet, according to State requirements.

- a. The Health Services Supervisor, with the Pharmacist, will provide all documentation required for this licensure on an annual basis.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** CONTINUING EDUCATION FOR QUALIFIED HEALTH SERVICES PERSONNEL

**NUMBER:** 20-01-18

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Medical personnel will be trained in conducting medical procedures in a security setting. Additional training in both medical and security issues will be required annually.

**INFORMATION:** Upon employment, each nurse will receive 160 hours of training. This training covers medical and security procedures. Every two years a nurse is required to complete 40 hours of training offered by the department. This training combines medical issues and security issues.

Annual re-certification in CPR is required for all employees.

The physician conducts training sessions in physical assessment, disease recognition, etc. for the nurses bi-annually.

Nurses and counselors participate in providing training for officers in CPR, Cognitive Intervention, Critical Incident responses, and other health related issues.

Nurses provide incident specific training in Briefing, whenever there is an occurrence of significant illness, injury, or mental illness in the inmate population.

Colorado no longer has mandatory continuing education requirements for nurses.

**SOURCE:** NCCHC Standard J-18 - Written policy and defined procedures require, and actual practice evidences, that all qualified health services personnel annually receive at least twelve (12) hours of continuing education or staff development that is appropriate to their positions. The continuing education program must be approved by the health authority, and all health

services personnel providing direct patient care must have current training in cardiopulmonary resuscitation. Verification of annual continuing education is documented for each health care provider.

#### **PROCEDURE I - Training for Health Care Providers**

1. Upon employment of a nurse, the Health Services Supervisor and staff nurses will train the nurse in all aspects of health care in the security setting.
2. The new employee will work with a staff nurse for not less than a month. This time may be expanded, if the particular nurse requires extra training.
3. Training of the new employee will cover all aspects of the job description and the application of those duties in the security setting.
4. In subsequent years, the nurse will participate in the jail training program, which includes legal issues, defensive tactics, CPR, Cognitive intervention, and direct supervision.
5. The nurse will participate in the medical department training, which includes physical assessment and protocol application taught by the physician or other practitioners.
6. Documentation of medical training will be submitted by the Health Services Supervisor to the trainer for inclusion in the training record.
7. Initial training will be 160 hours, or longer for the individual who requires it.
8. Forty hours of additional training is required bi-annually for each nurse and/or counselor.
9. Training for the counselors will be as for the nurses. They will work under the tutelage of a fellow counselor and the Health Services Supervisor for the first month of employment. Continuing training will encompass the bi-annual training for medical and security staff and community educational program such as those offered by the Mental Health Center.
10. Training for the dental nurse is forty hours in direct





## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                               **TRAINING FOR CORRECTIONAL OFFICERS**

**NUMBER:**                               **20-01-19**

**EFFECTIVE DATE:**               **July 6, 2007**

**POLICY:**     It is the policy of the Boulder County Jail to provide a training program, established or approved by the responsible health authority in cooperation with the facility administrator, which guides the health-related training of officers working with inmates.

**SOURCE:**    NCCHC Standard J-C-04 – A training program, established or approved by the responsible health authority in cooperation with the facility administrator, guides the health-related training of all correctional officers who work with inmates.

All aspects of the standard are addressed by written policy and defined procedures.

### **Training of New Officers**

1.     Correctional officers who work with inmates will receive health-related training at least every two (2) years, which includes at a minimum:
  - a.     Administration of first aid;
  - b.     Recognizing the need for emergency care and intervention in life-threatening situations (e.g., heart attack);
  - c.     Recognizing acute manifestations of certain chronic illnesses (e.g., asthma, seizures), intoxication and withdrawal, and adverse reactions to medications;
  - d.     Recognizing the signs and symptoms of mental illness;
  - e.     Procedures for suicide prevention;
  - f.     Procedures for appropriate referral of inmates with health complaints to the health staff;
  - g.     Precautions and procedures with respect to infectious and communicable diseases;
  - h.     Cardiopulmonary resuscitation;
  - i.     Universal precautions and the management of body fluid spills; and
  - j.     Location of emergency equipment, first-aid kits and O2.

2. New officers will accompany a nurse on medication rounds to observe the safety responsibility of the officers in relation to medical personnel/procedures.

### **Annual and Ongoing Training**

1. Officers will be assigned to 24 hours of in-service training annually.
2. At a minimum, in-service training will include first-aid and CPR training every two years.
3. The trainer will conduct additional medical training each year in issues such as:
  - a. Mental health/illness
  - b. Cognitive intervention
  - c. Critical incident recognition and recovery
  - d. Drug and alcohol addiction/detoxification/recovery
  - e. Infectious/communicable diseases
  - f. Universal precautions
4. Training scenarios focusing on a critical medical issue will be held two (2) times per year. Examples are as follows:
  - a. Stabbing in module
  - b. "Man-down" in module
  - c. Hostage situation with a suicidal inmate
  - d. Heart attack
  - e. Death in the facility
5. Training scenarios are critiqued and the results are shared with the staff for review. Information obtained during the critique process is used in designing training for the next year.
6. Nurses and/or counselors conduct incident specific training for officers when any of the following situations occur:
  - a. A communicable disease in the facility;
  - b. An inmate with a mental illness, who requires special care;
  - c. An inmate with an injury that requires special care;
  - d. An inmate who is disabled (mentally or physically) and
  - e. A potentially suicidal inmate.
7. Incident specific training may be conducted with the involved officers, in a classroom setting, situation specific or by means of a written treatment plan, outlining the requirements of care for an inmate with a specific illness, injury or disability.

8. All training received by an officer is recorded in his/her training file by the trainer.

By Order of the Division Chief

Signed by  
Larry R. Hank

07/03/07  
Date

**SUBJECT:** MEDICATION ADMINISTRATION TRAINING

**NUMBER:** 20-01-20

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** Medications are administered only by licensed nurses who are qualified to perform this function. Officers are not involved in medication administration in any way.

**SOURCE:** NCCHC Standard J-20 - Written policy and defined procedures require, and actual practice evidences, that personnel who administer medication are trained to do so. They must receive training from the responsible physician and the jail administrator or their designees regarding matters of security, accountability for administering medication in a timely manner according to physicians' orders, and recording the administration of medication in a manner and on a form approved by the health authority.

**PROCEDURES:** None

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** INMATE WORKERS

**NUMBER:** 20-01-21

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** Inmate Workers/Trusties will not be employed in any aspect of the Health Care system. Inmate Workers will have no access to medical records, medication, equipment, or instruments.

**INFORMATION:** Inmate Workers/Trusties are utilized only to clean the medical unit under the direct supervision of a nurse.

Admission to the medical unit, other than for cleaning, is by appointment only for the Dentist, physician, nurse, and/or counselor.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-16  
NCCHC Standard J-21 - Written policy and defined procedures require, and actual practice evidence, that inmates are prohibited from being used as health care workers.

**PROCEDURE I - Cleaning of Medical Unit by Trusties**

1. A nurse will inform the appropriate Trusty of the times s/he will be available to supervise cleaning.
2. If the schedule must be changed due to position demand, the nurse will ask the Trusty to return at another specific time.
3. The nurse will remain with, and carefully monitor, the Trusty in the pharmacy, treatment room, storage room, dental office, and medical rooms.
4. The nurse will check that cabinets containing medications, sharps, and records are secured before the Trusty begins

his/er cleaning assignment.

5. The nurse will be aware of any information regarding a situation, and/or inmate being observable from the work station, and will secure it before the Trusty begins the cleaning task.
6. No medical information is to be shared with an inmate regarding another inmate's medical condition and/or status.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:                   JOB DESCRIPTIONS**

**NUMBER:                   20-01-22**

**EFFECTIVE DATE:         March 18, 1998**

**REVIEW DATE:            March 18, 1999**

**PHILOSOPHY:**       A job description will define the duties and responsibilities of each member of the Health Care Team. The job descriptions will be approved by the jail physician.

**INFORMATION:**     The Health Care Team is composed of the physician, Health Services Supervisor, Registered Nurses, Counselors, Dentist, and the dental assistant (an RN).

**SOURCE:**           NCCHC Standard J-22 - Written job descriptions define the specific duties and responsibilities of personnel who serve in the jail's health care system. These are approved by the health authority, reviewed at least annually and updated as needed.

**JOB DESCRIPTION: PHYSICIAN**

1.   Supervision of the Health Services Supervisor, who will act as the physician's designee in facilitating health care in the jail.
2.   Supervises the development of, and application of policies, procedures, and protocols utilized in the care of inmates.
3.   Participates in annual review and revision of policies and procedures.
4.   Meets with Jail Administration at least annually, or more often as need, for purposes of program evaluation and planning, or delegates this duty.
5.   Attends inmates for purposes of diagnosis and treatment.

6. Provides 24 hour on-call coverage to advise nursing staff in the care of inmates.
7. Provides training for health care staff in the care of inmates.
8. Performs weekly chart review.
9. Reviews all protocol applications.
10. Approves a formulary.
11. Designates continuing care facilities and specialty physicians.
12. Communicates and coordinates care with inmate's private physician, or other care providers.
13. Maintains licensure.
14. Designates level of care to be performed in the jail and the equipment needed to perform this level of care.
15. Has final medical judgement in all issues of health care.

**JOB DESCRIPTION: NURSE II**

The registered staff nurse is responsible for the delivery of health care to the inmate. S/he is responsible for administering the care ordered by the physician and for the supervision of the corrections staff, who participate in the monitoring of inmates.

Specific duties include:

1. Obtaining a health history and assessment on each incarcerated inmate.
2. Supervision of housing assignments when issues of illness, injury, communicable disease, or psychiatric concerns are present.
3. Application of protocols.
4. Medication administration which includes:
  - a. stocking medications
  - b. accounting for control substances

- c. monitoring expiration dates
  - d. correct administration and charting according to physician's orders
  - e. supervision of inmate's compliance with and response to medications
  - f. Observation of adverse reactions
5. Communications with inmate's previous care providers.
  6. Consultation with physician on treatment issues.
  7. Assesses all injuries and/or illnesses.
  8. Orders emergency care, when indicated, and directs corrections in transport.
  9. Monitors all inmates on withdrawal protocol.
  10. Supervises isolation techniques and monitors inmates with communicable diseases.
  11. Assesses all inmates with psychiatric concerns and refers to appropriate care.
  12. Facilitates crisis care when indicated, and a counselor is not available, for psychiatric patients.
  13. Assists crisis worker and/or Mental Health Center personnel in assessment of mentally ill inmates, when a counselor is not available.
  14. Refers inmates to physician.
  15. Assists physician in examining inmates.
  16. Implements all orders of the physician.
  17. Makes appointments with outside agencies or physicians.
  18. Orders transports for outside appointments.
  19. Performs all treatments.
  20. Obtains all laboratory specimens.
  21. Maintains the health care record of each inmate and records:
    - a. assessment and history

- b. observations of mental status
  - c. any application of protocol and outcome
  - d. injuries, illness, treatments, progress, and resolution
  - e. all interactions of substance
  - f. response to incarceration
  - g. referrals
  - h. health teaching
  - i. participation in programs
22. Attends staff meetings and training sessions with physician.
  23. Performs physical examinations.
  24. Administers PPD's and, if positive, follows through with Health Department regulations.
  25. Supervises food management concerning special dietary needs of inmates.
  26. Orders restrictions in recreation when indicated.
  27. Participates in Classification decision regarding housing of inmates.
  28. Communicates with counselors about specific inmates and makes referrals.
  29. Employs health teaching techniques when ever possible.
  30. Attends Briefing for purposes of gathering information and providing information.
  31. Maintains statistics.
  32. Maintains licensure.
  33. Obtains records from previous care providers.
  34. Prepares and sends a care summary, on occasion of inmate transfer to another facility.
  35. Refers inmates to community resources for continuing care after release.
  36. Maintains cleanliness of Health Care Unit.
  37. Maintains awareness of court actions, which will impact inmate's emotional health.

38. May participate in classroom teaching and/or group counseling for inmates.
39. Participates in training new medical and security personnel.

**JOB DESCRIPTION: NURSE III**

The Health Care Supervisor is responsible for the coordination and implementation of health care for inmates. The supervisor acts as the liaison between the jail administration and the Health Care Team. S/he is responsible for insuring that quality medical services, designated by the physician are available to the inmate. S/he acts as the designee of the physician in the jail administrative meetings. S/he is responsible for supervision of the staff nurses and counselors. Other duties include:

1. Staffing and scheduling.
2. Supervision of staff nurses and counselors.
3. Supervision of the environment.
4. coordination with dietary to provide diet which meets nutritional requirements.
5. Compiling statistics for monthly reports.
6. Ordering supplies and equipment.
7. Health Care budget management.
8. Program planning and supervision of nurse's continuing education.
9. Coordinates the efforts of all community agencies, private physicians, and hospitals involved in treatment of jail inmates.
10. Assists staff nurses with work assignments.
11. Assists counselors with their duties when needed.
12. Assists physician when needed.
13. Participates in state organizations, which impact correctional health care.

14. Works with the physician on program review and implementation.
15. Works with the division trainer on staff development in the medial area, for both nursing and jail staff.
16. Establishes and revises policies and procedures.
17. Covers 24 hours, 7 day per-week call to advise staff nurses, or correctional staff as needed.
18. Other duties medically, as requested by the physician and administratively, as requested by the Jail Captain.
19. Participates as a member of the Jail Management Team in decisions which impact the jail. Provides medical issues to this group.
20. Provides schedules for staffing of medical unit.
21. Interviews and makes recommendations for employment of all nurse and counselor applicants.
22. Completes salary surveys annually for upgrading salaries and positions.
23. Annual evaluations of staff.
24. Maintains licensure.

**JOB DESCRIPTION: COUNSELOR**

The counselor is responsible for assisting the inmate in adjusting to incarceration, for crisis intervention, for facilitating emergency psychiatric care through the Mental Health Center, and for referrals to jail programs during incarceration, and to community resources upon release. In addition, the counselors assist medical personnel and corrections personnel in program and housing planning for the inmate.

Specific duties include:

1. Evaluation of all inmates referred by medical and corrections personnel.
2. Consultation with inmates who request counseling.

3. Referral of inmates to specific jail programs.
4. Referral of inmates to outside agencies after release.
5. Referral to Mental Health Center, for those inmates who may be in need of medication and/or hospitalization.
6. Consultation with Classification with regard to monitoring and housing of emotionally distressed inmates.
7. Assists medical and corrections personnel in developing treatment plans for the emotionally disturbed inmates.
8. Assesses, develops a treatment plan for, and monitors the potentially suicidal inmate.
9. Maintains licensure, if applicable.
10. Writes reports on all inmate interactions, for inclusion in the medical record.
11. Mental Health assessments on all inmates who remain incarcerated for a certain period of time.
12. Maintains statistics and submits them to the Health Services Supervisor.
13. Participates in the Phoenix Project, conducting groups and serving as a member of the program team.

**JOB DESCRIPTION: DENTAL NURSE**

The Dental nurse, trained for her duties by the Dentist, is responsible for the management of the dental unit, for assisting the Dentist in his/her duties, and for the assessment and referral to the dentist of all those inmates who demonstrate a dental need.

Specific duties include:

1. Coordinates with the dentist to schedule dental rounds to be conducted weekly.
2. Assists the dentist in the development of protocols, policies and procedures for dental care.
3. Maintains statistics of procedures for monthly reports.

4. Orders, stocks, and maintains inventory of all dental equipment and supplies.
5. Maintains equipment according to manufacturers recommendations: autoclave, X-ray processor, ultrasonic bin, instruments tray, suction traps, and instruments.
6. Teaches and advises staff Registered Nurse's (RN) in the assessment and care of the dental needs of inmates.
7. Maintains licensure and completes annual training in this specialty field.
8. Obtains a dental health history on each inmate who requests care, or is referred for care by the RN's, or the physician.
9. Performs X-rays, when indicated, for assessment as delegated by the Dentist.
10. Treats inmate's dental needs with application of protocol if appropriate, and/or refers to the Dentist for care.
11. Prepares dental charts, including X-rays, for Dentist to review and for inclusion in the medical record.
12. Assists the Dentist in examination and treatment of dental conditions.
13. Cleans and sterilizes dental equipment and instruments after use.
14. Submits work orders for equipment maintenance and repair.
15. Performs follow-up checks on inmates following dental procedures and records progress in the inmates medical record.
16. Writes dental dietary orders when food restrictions are indicated.
17. Provides dental health teaching, utilizing instruction sheets and visual aids.
18. Reports the status of inmates treated for dental conditions to the oncoming nurse to ensure continuity of care.
19. Refers inmates to a community resource, the Dental Aid Society, for care after release, if the inmate does not have

a Dentist.

**PROCEDURES:**       None

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: STAFFING LEVELS**

**NUMBER: 20-01-23**

**EFFECTIVE DATE: March 18, 1998**

**REVIEW DATE: March 18, 1999**

**PHILOSOPHY:** The Boulder County Jail will maintain a medical staff sufficient to meet the needs of the inmate population.

**INFORMATION:** The Boulder County Jail provides for 24-hour medical services, staffed by Registered Nurses (RN). During peak times, two, and occasionally three nurses, are scheduled. The total number of RN positions is 9.8, plus a full time employee (FTE) nurse supervisor.

There are three nurses who function in an on-call status to provide relief for the training, vacation, and holiday needs of the staff nurses, and to provide extra coverage for times when the population is high, or the care needs are great.

The Health Authority, a physician, conducts clinic visits one to two times weekly, as care needs demand. The number of physician hours is directly related to the care needs of the inmate population, and the training and supervising needs of the staff. The physician is on 24-hour call to advise the nurses in the care of the inmates. The physician also provides hours for chart review, teaching and supervising nurses, and for policy and procedure review.

Two and 1/5th counseling positions provide for the mental health assessment and care needs of the inmate population.

The dentist treats inmates one day a week. S/he is supported by a dental nurse, trained by the dentist, who is available for assessment and treatment on a half time basis.

The Boulder County Mental Health Center provides a mental health worker three times weekly, and a Psychiatrist once weekly, to assess and treat the chronically mentally ill in the inmate population.

The Mental Health Center also provides a Crisis Service for those mentally ill persons in jail who need to be hospitalized due to the severity of their symptoms.

The Emergency Rooms of two local hospitals provide emergency treatment for inmates whose needs are beyond the scope of care provided in the jail.

The Boulder County Health Department provides an HIV counselor who presents HIV education and testing once weekly in the jail.

The Phoenix Project, a drug and alcohol therapeutic community, also operates within the medical department. This program is staffed with an FTE Case Manager, and a 3/5 time counselor. The Boulder County Health Department also participates in this program and provides an additional eight hour per week counselor.

When a communicable disease is recognized in the inmate population, the Boulder County Health Department provides guidance, and personnel if testing/inoculation becomes necessary.

**SOURCE:** NCCHC Standard J-23 - Written policy and defined procedures require, and actual practice evidences, that there is a written staffing plan, which assures that a sufficient number of qualified health personnel of varying types is available to provide adequate evaluation and treatment consistent with contemporary standards of care. The health Authority reviews and approves the staffing plan annually.

#### **PROCEDURE I - Staffing Levels**

1. The Health Services Supervisor schedules personnel.
2. During peak times, vacations, sick time, holidays, training, the Supervisor will schedule on-call personnel to provide adequate practitioners for the care needs of the inmate population.
3. Should the care needs escalate on a continuum, or the population increase, the Supervisor, aided by the physician will present this need to the Jail Captain.
4. The need for additional medical staffing will be documented and presented to the Jail Captain and Sheriff, for inclusion in the next budget session.

5. The Health Services Supervisor, a psychiatric nurse, will provide emergency coverage for nursing and/or counseling staff, when a regular staff member, or on-call staff person cannot be contacted.
6. The Health Services Supervisor provides monthly staffing schedules for the nurses.
7. Requests for time off must be submitted in writing prior to the schedule being completed, except in emergency situations. Institutional needs must be factored into requests for time off.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** CORRECTIONAL HEALTH COORDINATOR

**NUMBER:** 20-01-24

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** The Boulder County Jail will provide full-time, qualified and licensed medical personnel to provide for the health care needs of the inmate population. Only licensed health care providers will be utilized in the medical care of inmates.

**SOURCE:** NCCHC Standard J-24 - Written policy and defined procedures require, and actual practice evidences, that in jails without any full-time qualified health care personnel, a designated correctional health coordinator, or health trained staff member on each shift coordinates the health delivery services in the facility under the joint supervision of the responsible physician and the jail administrator.

**PROCEDURES:** None

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** ORIENTATION TRAINING FOR HEALTH SERVICES STAFF

**NUMBER:** 20-01-25

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Medical personnel will be trained in conducting medical procedures in a security setting. Additional training in both medical and security issues will be provided at the start of employment and supplemented annually.

**INFORMATION:** Upon employment, each nurse will receive 160 hours of training. This training covers medical and security procedures, classification and direct supervision. Each subsequent year, a full time employee (FTE) nurse is required to complete additional training. Training includes medical and security procedures, and CPR. Medical training provided by the Health Care Authority, and other community resources is provided. These classes are submitted to the Jail Division Trainer for inclusion in the permanent training record.

Nurses and counselors receive training in defensive tactics, legal issues, security procedures and stress management, as well as medical training in such subjects as HIV, tuberculosis, dental care, physical assessment, and protocol application and monitoring.

Nurses and counselors are utilized to train officers in medical issues and in cognitive intervention/rehabilitation.

**SOURCE:** NCCHC Standard J-25 - Written policy and defined procedures require and actual practice evidences, that all health services staff, within ninety (90) days of their employment, complete a formal orientation program that has been designed in consultation with, and annually approved by, the health authority. Completion of the orientation is documented and kept on file.

**PROCEDURE I - Training for Health Care Providers**

1. Upon employment of a nurse, the Health Services Supervisor and staff nurses will train the nurse in all aspects of health

care in the jail, utilizing the job description as a guide.

2. The new employee will work with a staff nurse for not less than a month. This time can be extended if the particular nurse requires an extended training period.
3. Training of the new employee will cover all aspects of the job description and the application of those duties in the security setting.
4. In subsequent years, the nurse will participate in the jail training program which, includes legal issues, defensive tactics, CPR, and direct supervision.
5. The nurse will participate in the medical department training, which includes physical assessment and protocol application taught by the Health Care Authority.
6. Documentation of medical training will be submitted by the Health Services Supervisor to the division's trainer for inclusion in the training record.
7. Documentation of the Division training will be recorded by the Division's trainer in the training record.
8. Initial training will be 160 hours, or longer for the individual who requires it. Forty hours of training is required bi-annually for each health care professional in the employ of the Sheriff's Department.
9. Training for the Health Services Supervisor will include all training for the staff nurse, plus administrative training as provided by the Division.
10. Training for a counselor will include all Division training, and medical training, with the exclusion of medication administration.
11. Training for the dental nurse is forty hours in direct training by the dentist, in addition to the Division and Medical department training.
12. Training for the on-call nurses will be the same as for the FTE nurses.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** PHARMACEUTICALS

**NUMBER:** 20-01-26

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** Pharmaceutical services in the jail will be sufficient to meet the needs of the inmates based on direct orders of the physician. Procurement, dispensing, administering, accounting, and disposal of pharmaceuticals will be in compliance with state and federal regulations, and will be supervised by the consultant pharmacist.

**INFORMATION:** Psychotropic medications are prescribed only by a psychiatrist, who is the representative of the Boulder County Mental Health Center. An examination by the psychiatrist or crisis worker will be performed before administration of psychotropic medications. The exception would be if the inmate is a current client of the Mental Health Center, or private practitioner, and has a current prescription.

In accordance with the Mental Health Act, the taking of psychotropic drugs by an inmate must be voluntary and requires an informed consent. Psychotropic medications are not given for disciplinary reasons.

The physician orders medications for a specific number of days and/or doses, thus negating the need for stop dates. Should the physician effect a stop date, the nurse will add the inmate/medication to the next scheduled physician rounds for review by the physician.

A formulary has been developed and is reviewed annually by the physician and the pharmacist.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-17  
A.C.A. Standard 3-ALDF-4E-18  
NCCHC Standard J-26 - Written policy and defined procedures require, and actual practice evidences, that pharmaceutical services are sufficient to meet the needs of the

jail and are in accordance with all legal requirements.

**PROCEDURE I - Storage and Distribution**

1. Each medication listed in the formulary is ordered in small stock amounts and stored in the pharmacy.
2. Orals are stored alphabetically in trays and are individually labeled with name of medication, lot number, expiration date, manufacturer, and NDC number.
3. Individual prescription medications are stored in a separate tray.
4. Control substances are in unit dose (when possible) and are separated in the pharmacy by cabinet and a double lock system.
5. Topical medications are stored in a separate labeled area.
6. Medications requiring refrigeration are stored in a metal box in the refrigerator.
7. Over the counter (OTC) stock is stored in the pharmacy, when not in use for medical rounds.
8. Injectable medication is located in a locked drawer in the pharmacy.
9. The pharmacy is locked and is located within the medical unit which is also locked. All nurses have access to keys to both doors.
10. The pharmacy is temperature controlled, has fluorescent lighting, and no outside windows.
11. Expiration dates are checked monthly.

**PROCEDURE II - Procurement**

1. Each morning a nurse checks all medications currently being prescribed for inmates.
2. A list of medications which require replenishment are recorded by a Registered Nurse (RN) in the medication order book.

3. The RN orders from an outside pharmacy and initials the order book, signifying the ordering of medication.
4. Medications are ordered from Alpine Pharmacy and are delivered by their delivery person to Reception.
5. A Receptionist will call the nurse when the delivery arrives.
6. The nurse will go to Reception to accept delivery.
7. Upon receipt of the pharmacy order, the RN will check the medication received against the order book and initial the receipt accompanying the medication.
8. Medications are then placed in the appropriate medication trays.
9. Scheduled substances are ordered in unit dose packages at the pharmacy and added to the schedule count sheet upon receipt at the jail.
10. OTC medications are ordered monthly in larger amounts and are stored in the pharmacy and supply closet.
11. Generic medications are used whenever applicable, as approved by the physician and/or psychiatrist.

### **PROCEDURE III - Dispensing and Administration**

1. Medication records and chart notes of all incarcerated inmates are kept in notebooks set up for each housing unit.
2. An RN checks medication orders for each individual inmate.
3. Medication is taken from a storage container and the appropriate dosage is placed in an envelope labeled with the inmate's name, medication, and dosage.
4. The envelope is attached to the individual inmate's medication page.
5. The notebook is then taken to the module, where each inmate is identified by the nurse.
6. Inmates are matched with the name on the medication envelope, the doctors order, and the medication is given.

7. Control medications are crushed for security reasons.
8. Medications are recorded on medication sheets as given. The nurse's initial signifies the medication has been given, (R) refused, © in court and unavailable.
9. Injectable medications are given in the medical office, or in the inmate's cell to afford privacy and control of the syringe.
10. OTC medications are kept on the medication cart and are given out by the RN according to written protocol, and recorded on the protocol medication form.
11. The pharmacist inspects the facility, policies, procedures, storage, dispensing, and recording quarterly.
12. The physician orders medications for a specific number of days, thereby negating the need for an automatic stop date.

#### **PROCEDURE IV - Accounting**

1. Each dose of medication is recorded by the RN on the inmate's medication record, as it is given.
2. OTC medications are recorded by the RN on the Protocol Medication Form.
3. Control substances are recorded by the RN, as they are given on the inmates control medication form.
4. Each dose of controlled medication is recorded by the RN on the "Control Medication Form," as it is dispensed from the pharmacy.
5. Control medications are to be counted each shift, with personnel from the departing and on-coming shifts.
6. A Drug Enforcement Administration (DEA) destruction form will be completed by the pharmacist and the RN on all control medications which have reached expiration date, or are to be destroyed for other reasons.
7. The pharmacist will destroy the medication and retain a copy of the form for the review of the DEA and pharmacy board.
8. A list of all medications destroyed by the pharmacist will

be retained in the jail by the Health Services Supervisor.

9. All syringes are signed out by a nurse on a control form located in the pharmacy. The "Sharps" count is reviewed daily.
10. Diabetics are provided the insulin and testing material to enable self administration. The RN supervises both the blood testing and the insulin administration and records the blood test results and the amount of insulin taken on the inmates medication form.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** CLINIC SPACE, EQUIPMENT, AND SUPPLIES

**NUMBER:** 20-01-27

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** Allotted space, equipment and supplies will be appropriate for the level of care performed at the jail as determined by the Health Authority. All items which pose a safety risk to staff and inmates will be inventoried.

**INFORMATION:** The medical unit consists of a treatment room, nurses work station, pharmacy, dental office, counselor's office, record room, supply storage room, a mechanical/maintenance room, supervisor's office, and an office for the Substance Abuse Case Manager.

The dental office was designed and equipped according to the direction of the contract dentist and contains all the equipment for the level of dental care practiced in the facility. This includes, but is not limited to, x-ray, two sterilization systems, and all the instruments necessary for the performance of dental care.

The medical treatment area is equipped with hand washing facilities, a portable surgical light, a scale, centrifuge, wheelchair, crutches, splints, laboratory drawing material, examining table, stethoscope, sphygmomanometer, ophthalmoscope, dressing materials, and cleaning materials.

Emergency equipment, i.e. Oxygen, Ambu bag, Suction machine, pocket masks, etc., are kept in the treatment room on shelving designed for the trays, and in the Emergency cart.

A gurney for medical use is kept in the Intake Garage outside of Booking.

Though equipment is provided for gynecological examinations, the Health Authority refers most inmates with gynecological problems to an area resource; either an OB-GYN specialist, or to the Health Department GYN clinic.

Instruments such as syringes and needles are signed out as they are used, and the inventory is checked daily. All medical implements are kept in locked cupboards and are only used in the treatment room where individual inmates are in constant attendance by the nurse and/or physician. All syringes and suture materials, after use, are placed in a container provided for this purpose and are disposed of by a professional disposal service.

The inmate waiting area is equipped with seating, a sink, and toilet. Inmates waiting for dental, medical, and mental health treatment/assessment, utilize this waiting room, which has doors that access each clinic. Scheduling is performed so that these clinics occur at different times.

There is adequate storage for medical records, both active and inactive. The record room is keyed with a key available only to medical personnel.

Pharmaceuticals are stored in the pharmacy with key access only to medical personnel.

The nurses and counselors have adequate space in which to perform their duties, record their observations, and store the medical records.

Interviews of inmates may be performed in the treatment room, and/or the counselor's office. However; space is also available in each security building (counseling offices and multi-purpose rooms). Other than designated clinics, most inmate to nurse/counselor interactions occur in these areas.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-07  
NCCHC Standard J-27 - Written policy and defined procedures require, and actual practice evidences, that sufficient and suitable space, equipment, and supplies are available for the maintenance of an adequate health care delivery system in the jail, as follows:

1. Examination and treatment rooms for medical, dental, and mental health care are large enough to accommodate the necessary equipment and fixtures, and to permit privacy for the inmate-patients.
2. Pharmaceuticals and medical supplies are available.
3. There is adequate office space with administrative files, and secure storage of health records, and writing desks.

4. Private interviewing space, desks, chairs, and lockable file space are available for the provision of mental health services.
5. If laboratory, radiological, inpatient, or specialty services are provided on-site, the areas devoted to any of these services are appropriately constructed and sufficiently large to hold equipment and records and to provide the services themselves.
6. There is a waiting area with seats, drinking water, and access to toilets for inmates during clinic encounters.
7. Inventories are maintained at a minimum on a weekly basis to account for any items subject to abuse (e.g., syringes, needles, scissors, and sharp instruments).

#### **PROCEDURE I - Inventory of Syringes and Needles**

1. Syringes are stored in the pharmacy, which must be locked any time a nurse is not in attendance.
2. Upon removal of a syringe for use, the nurse will sign the syringe out on the "SHARPS CONTROL LOG."
3. After use, the nurse will return the used syringe to the pharmacy and deposit it in the Sharps Container.
4. The day nurse will conduct a sharps count each day.
5. If there is a discrepancy in the count, the nurse will try to rectify the count by comparing the number of syringes used with the medication given.
6. If the count cannot be rectified, the nurse will notify the On-Duty Supervisor (ODS) and write an Incident Report (IR) detailing the lost implement.
7. Needles used for obtaining laboratory specimens are located in the treatment room in a locked cupboard, and are logged as are the syringes.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:**                   **DIAGNOSTIC SERVICES**

**NUMBER:**                   **20-01-28**

**EFFECTIVE DATE:**       **March 18, 1998**

**REVIEW DATE:**           **March 18, 1999**

**PHILOSOPHY:**       All laboratory and diagnostic services required to assist in the diagnosis and treatment of inmates will be available on-site or through contractual agencies.

**INFORMATION:**    The health authority specifies the level of care and testing which will be accomplished in the facility, and that which will be contracted through community agencies. All laboratory testing is performed by Corning Laboratories in Denver. Nurses obtain the specimens, which are then transported by courier to the laboratory. STAT testing is also available through the same laboratory.

Multi-dipsticks for urine, dipsticks for blood glucose and hemocult stool kits are stocked in the jail clinic.

Routine X-ray exams are performed at Avista Hospital. Health Department chest X-rays are performed at Community Hospital. Nurses schedule the exams and officers transport the inmate.

All emergency care which may include X-ray and/or laboratory exams are performed at the Emergency Room of either Avista or Community Hospital.

**SOURCE:**           NCCHC Standard J-28 - Written policy and defined procedures require, and actual practice evidences, that there is a list of the types of diagnostic services used by the jail's health care professionals and where available (that is, whether at the jail or at a referral site). Diagnostic services are required in order to maintain an appropriate level of medical services at the facility. At a minimum, the following diagnostic testing services should be available: multiple-test dipstick urinalysis, pregnancy test kits, finger-stick blood glucose test, peak flow testing (hand held or other) or the equivalent, and stool blood-testing material. Where separate diagnostic services

are provided on site, a procedure manual for each service, including procedures for the calibration of testing devices to assure accuracy, is developed and kept current.

#### **PROCEDURE I - Routine X-Ray Exams**

1. The physician writes, or gives verbal orders for the X-ray exam.
2. The nurse will call the hospital X-ray department to schedule the examination.
  - a. Whenever possible, the nurse schedules medical appointments for Tuesday, Wednesday, or Thursday, from 0800 to 1100 hours.
  - b. If possible, nurses schedule only one appointment at a time.
3. The nurse completes a "Medical Transport" form.
4. The nurse gives the transport form to the Transport Sergeant.
5. The Sergeant schedules an officer to escort the inmate to the exam.
6. At the conclusion of the exam, the hospital will call a verbal report to the nurse and follow this with a written report sent via the mail.
7. A nurse will call the results of the exam to the physician if positive.
8. If negative exam results, the nurse records this in progress note and flags it for physician's attention.

#### **PROCEDURE II - Laboratory Procedures**

1. The physician writes or verbally orders a laboratory exam.
2. A nurse arranges for the inmate to be brought to the medical unit, or, if appropriate, the nurse goes to the module to obtain the specimen.
  - a. If the specimen is obtained at the module, the nurse will do so in the multi-purpose room, or in the

counseling office to afford privacy.

3. If the specimen is urine:
  - a. The nurse explains the "clean-catch" routine to the inmate.
  - b. The nurse gives the inmate the specimen container and directs him/er to the bathroom in the inmate waiting area.
  - c. The nurse labels the specimen and completes a laboratory form specifying specific test ordered.
  
4. If the specimen is blood the nurse will:
  - a. Consult a laboratory book to determine the specific tubes to be drawn for test.
  - b. Assemble the tubes and equipment.
  - c. Escort the inmate into treatment room or counseling office.
  - d. Explain the procedure to the inmate, and obtain his/er permission to proceed.
  - e. Label each tube with the inmate's name and place it in centrifuge, if indicated.
  - f. Escort the inmate back to the inmate waiting area or module.
  - g. Complete a laboratory request form and place it with the specimen in a plastic bag provided by the laboratory.
  - h. Notify couriers at the laboratory that there is a specimen to be picked up.
  - i. The Laboratory will send a printed report, via courier, to the jail.
  - j. Call the physician in the event of abnormal results.
  - k. Place normal results in physician's box for review on next scheduled sick call.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** HOSPITAL AND SPECIALIZED AMBULATORY CARE

**NUMBER:** 20-01-29

**EFFECTIVE DATE:** March 18, 1998

**REVIEW DATE:** March 18, 1999

**PHILOSOPHY:** The jail will refer those inmates who require hospital care to area hospitals, which are licensed to provide this care. The jail will have a written or verbal contract with the hospitals, utilized in providing specialized care to the inmates.

**INFORMATION:** The jail has a written contract with Avista Hospital to provide for the hospitalization of those inmates who require this specialized care.

The jail has a verbal contract with Boulder Community Hospital to provide the same care.

Psychiatric hospitalization is facilitated by the Mental Health Center, who has contracts with local hospitals, including Community and Longmont United, as well as the State facility, Fort Logan, located in Denver.

The jail contracts with a Health Care Management Company, Byerly and Company, for the long-term management of complicated medical issues including convalescent care. Byerly works with the hospital to secure a bed in a nursing home, rehabilitation hospital, or other specialty care facility, as dictated by the jail physician.

Return to the jail is predicated on the inmate's ability to care for himself/herself, with limited nursing care, and to be able to live in a multiple-inmate housing unit.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-30  
NCCHC Standard J-29 - Written policy and defined procedures require, and actual practice evidences, that the jail has arrangements for providing hospital and specialized ambulatory care for medical and mental illnesses in facilities

that meet state licensure requirements for hospital care.

#### **PROCEDURE I - Hospitalization/Medical**

1. Upon the occupance of an injury or illness requiring medical and/or surgical intervention, a nurse will notify the Transport Sergeant, or the On-Duty Supervisor (ODS) that the inmate is to be transferred.
2. The nurse will notify the ODS of the mode of transport, whether by officer, or by ambulance.
3. The nurse will notify the hospital advising them that an inmate is to be transferred and provide medical information regarding the need for transport.
4. If the illness/injury is not an emergency, the nurse will write a "TRANSFER SUMMARY," detailing the current injury/illness, any pertinent history, allergies, current medication, compliance with care, and the current state of the inmate.
5. If the injury/illness is an emergency, the nurse will provide this information to the hospital.
6. The ODS will prepare the transport, or assign an officer to accompany the inmate, if the transfer is via ambulance.
7. A nurse will call the hospital daily for information to update the medical record, and to allow the officers to prepare for guard duty.
8. The Health Services Supervisor will notify the Jail Captain of the hospitalization.
9. The Transport Sergeant, or designee, will notify the courts if hospitalization coincides with court appearances.
10. If the injury/illness is serious or life threatening, the Health Services Supervisor will activate the procedure for notifying next-of-kin, as delineated in 20-01-09.
11. Upon the return of the inmate to the facility, a nurse will obtain orders from the treating physician.
12. The nurse will obtain a hospital summary of care and flag this for the jail physician's review, and schedule the

inmate for assessment on the next scheduled physician's rounds.

## **PROCEDURE II - Psychiatric Hospitalization**

1. In the event of a psychotic inmate, a nurse or counselor will notify a Crisis Worker from the Mental Health Center.
2. If the Crisis Worker determines that hospitalization is indicated, s/he will consult with the psychiatrist to obtain an order for hospitalization.
3. The Crisis Worker will write the orders of the physician, including the order to "HOLD AND TREAT (72 HOUR HOLD)," if the inmate is not willing, or able to go voluntarily.
4. The nurse, counselor, or Crisis Worker will notify the judge, to obtain permission for hospitalization.
5. Upon order of the judge, the Crisis Worker will secure a psychiatric bed at a local hospital, or at the State hospital, Fort Logan.
6. Upon securing the bed, the inmate will be transferred by an officer or ambulance, as the situation dictates.
7. The Crisis Worker will write a report to accompany the inmate to the hospital, which details the psychiatric history and current status.
8. The nurse will provide any pertinent medical information, including allergies, injuries, chronic diseases, current medications to the Crisis Worker for inclusion in the report.
9. Upon return of the inmate to the facility, a nurse will obtain reports from the hospital and initiate the order of the physician.
10. The nurse will flag those orders for review of the psychiatrist on his/her next scheduled rounds.

## **PROCEDURE III - Insurance Coverage**

1. The Health Services Supervisor will obtain any information available concerning insurance coverage.
2. If there is no insurance, the jail is responsible for the cost of hospitalization.

3. Upon release of the inmate, the hospital will submit an itemized bill to the Health Services Supervisor, who will review it and submit to accounting for payment.
4. If the hospitalization is prolonged, or convalescent care is required, the Health Services Supervisor will contact Byerly and Company, to facilitate long term management of the inmate.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** RECEIVING SCREENING/MEDICAL INTAKE

**NUMBER:** 20-01-30

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Every inmate will be medically screened upon arrival at the facility by a health trained or health care employee. Any inmate whose medical condition poses a threat to him/herself, or others will be treated at a hospital prior to incarceration. S/he will only be accepted for intake into the jail with a medical clearance from the hospital's treating doctor.

**INFORMATION:** The initial medical screening is performed by Booking Officers, who have been trained in medical and psychiatric observation, as well as chemical dependency, including withdrawal. This screening is a computerized process with coded instructions to the officer.

A Registered Nurse's assessment of each individual will occur within eight (8) hours of an inmate's arrival, but can occur immediately upon intake, if an Officer deems it necessary. Access to future medical treatment in the jail will be explained to the inmate by signage, medical personnel, and the Inmate Handbook. Inmates who are transferred from other facilities will arrive with an "Interagency Medical Summary," outlining significant medical information.

Female intakes will be screened in the same manner as male intakes, with the Nurse contacting the female intakes at the Women's Module. Intakes in Special Management will be screened in the same manner as the Intake Module, with the stipulation that an Officer will accompany the Nurse during the screening, if the inmate is a security risk.

Arrestees who are unconscious, semi-conscious, bleeding, or otherwise urgently in need of medical attention will be referred immediately to emergency care. If they are referred to a hospital, their admission or return to the jail is predicated upon written medical clearance.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-19  
NCCHC Standard J-30 - Written policy and defined procedures require, and actual practice evidences, that receiving screening is performed by health-trained, or qualified health care personnel on all inmates immediately upon their arrival at the jail system. Persons who are unconscious, semiconscious, bleeding, mentally unstable, or otherwise urgently in need of medical attention are referred immediately for emergency care. If they are referred to a community hospital, their admission or return to the jail is predicated upon written medical clearance. The receiving screening findings are recorded on a printed form approved by the health authority. At a minimum, the screening process includes the following:

1. Inquiry into current illnesses, health problems, and conditions, to include:
  - a. any past history of tuberculosis or other infectious or communicable illness, or symptoms, i.e., chronic cough, hemoptysis, lethargy, weakness, weight loss, loss of appetite, fever, night sweats - suggestive of such illness.
  - b. mental health problems including suicidal ideation.
  - c. dental problems.
  - d. allergies.
  - e. medications taken and special health (including dietary) requirements.
  - f. for women, date of last menstrual period, current gynecological problems, and pregnancy.
  - g. use of alcohol and other drugs, including types, methods (including needle sharing), date or time of last use and problems that may have occurred after ceasing use (e.g. convulsions).
  - h. other health problems designated by the responsible physician.
2. Observation of the following:
  - a. behavior, which includes state of consciousness, mental status (including suicidal ideation), appearance,

- conduct, tremors, and sweating.
  - b. body deformities and ease of movement.
  - c. persistent cough or lethargy.
  - d. conditions of skin, including scars, tattoos, bruises, lesion, jaundice, rashes, infestations, and needle marks or other indication of drug abuse.
3. When clinically indicated, there is an immediate referral to an appropriate health care service.
  4. Notation of the disposition of the patient, such as immediate referral to an appropriate health care service, placement in the general inmate population and later referral to an appropriate health care service, or placement in the general inmate population.
  5. Documentation of the date and time when referral/placement actually takes place.

**PROCEDURE I - Medical Intake Screening: Booking Officers**

1. A Booking Officer will meet the incoming arrestee in the Intake Garage.
2. During the pat search, the Officer will perform a visual inspection of the arrestee for obvious illness, injuries, and prostheses.
3. If injury or illness is obvious, the Booking Officer will advise the arresting officer to take the arrestee to a hospital for a medical clearance prior to booking.
4. If the Booking Officer is uncertain about the need for a medical clearance, s/he will call a nurse via pac set. The nurse will respond to the security vestibule to assess the inmate. If a nurse is not available, the On Duty Supervisor (ODS) will respond.
5. If the nurse or ODS determines that a medical clearance is necessary, the Arresting Officer will be advised of his/her decision.
6. The arresting officer will transport the arrestee to the hospital and obtain a medical clearance.

7. When the arresting officer returns to the jail, s/he must have a copy of the medical clearance for the arrestee. The Booking Officer will accept the arrestee and begin the booking process.

## **PROCEDURE II - Computer Medical Screening**

1. Prior to beginning the booking procedure, the Booking Officer will call up the computer medical intake screen.
2. S/he will ask all of the questions listed on the computer screen of the inmate, observing the way the inmate answers, his/er ability to comprehend, and ability to concentrate.
3. The officer will observe the affect on the inmate and inquire about his/er depression and/or suicidal ideation.
4. S/he will observe the condition of the body and skin.
5. The officer will observe the presence of a prosthesis, or other disability.
6. If any of the questions, or observations indicate a medical, psychiatric, or disability problem a nurse will be notified and requested to respond to Booking.

## **PROCEDURE III - Medical Intake Procedures - R.N.**

1. At the beginning of each shift, a nurse will obtain a computer printout of all persons booked in the preceding eight hours.
2. The nurse will search the inactive medical records for charts on incoming inmates.
3. The nurse will review the records and assume other intakes to be new to the facility.
4. The nurse will gather equipment, i.e., stethoscope, a sphygmomanometer, thermometers, and Health History forms, and other items that may be needed and proceed to the housing unit.
5. When the Nurse arrives, s/he will advise the module officer that s/he will be doing receiving medical screenings.
6. The officer will open the dayroom door and allow inmates, one at a time, to accompany the Nurse to the interview room. The officer may accompany the Nurse to the inmate's cell for interview, if there is any question of security and/or safety.

7. The Nurse will instruct the inmate to complete the "Health History" form, including the next of kin and consents.
8. The Nurse will review the form with the inmate, obtain a social and psychiatric history, take vital signs, and observes behavior, mental status, deformities, appearance, and inmate's adjustment to incarceration. Additional information to be addressed is:
  - a. communicable disease symptoms/history
  - b. women's health issues, including pregnancy
  - c. alcohol/drug use, abuse and withdrawal history
  - d. depression and/or suicidal ideation
9. The Nurse will record his/her findings on the inmate's progress record and discuss observed health concerns with the inmate.
10. S/he will then accompany the inmate back to dayroom door and inform the officer that the inmate has arrived.
11. If there are additional inmates, the Nurse will follow steps 7 through 10 until s/he is done.
12. The nurse will record all finding on inmate's progress notes.
13. S/he will then make referrals to the physician, or counselor, contact outside agencies, call Crisis Worker, or any follow-up care indicated by the interview with the inmate.
14. The Nurse will note the inmate's housing assignment. If concerns about housing assignment occur as a result of the medical assessment, the nurse will write an "Incident Report," requesting a housing reassignment.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT: INFORMATION ON HEALTH SERVICES**

**NUMBER: 20-01-31**

**EFFECTIVE DATE: March 25, 1998**

**REVIEW DATE: March 25, 1999**

**PHILOSOPHY:** Inmates will be informed about the availability of medical care, and procedures for obtaining that care. Information will be provided in written and verbal forms, in Spanish and English.

**SOURCE:** NCCHC Standard J-31 - Written policy and defined procedures require, and actual practice evidences, that information about the availability of health care services be communicated orally and in writing to inmates, in a form and language they understand, upon their arrival at the jail.

**PROCEDURE I - Instructing Inmates in Seeking Medical Care**

1. Signage is posted in the Booking Room waiting area, and in all of the intake housing units instructing the inmate that:  

"A nurse will see you within eight hours. If you have immediate medical needs, tell an officer and s/he will contact a nurse."
2. The signage is written in Spanish and English.
3. Upon intake, each inmate will be given an "INMATE HANDBOOK." This book is a guide to all procedures in the jail, including the following medical information:
  - a. What medical services are available.
  - b. How to obtain medical/dental/mental health care.
  - c. An alert on high risk behaviors and their possible consequences.

4. At the beginning of each day, the intake officer will conduct an inmate orientation.
5. Any inmates who have been incarcerated in the previous 24 hours, will be taken to the Multi-Purpose Room for the orientation.
6. The officer will explain the basic procedures, rules, and regulations of the jail.
7. The officer will be available to answer questions and/or clarify information.
8. If Spanish speaking inmates are present in the orientation, a bilingual officer will be present.
9. If inmates have been taken to the Disciplinary module upon intake, due to their behavior and/or non-compliance, they will attend the orientation upon their transfer out of Disciplinary.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** ORAL SCREENING

**NUMBER:** 20-01-32

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Dental screening will be performed on inmates and a full range of dental care will be provided when determined to be needed by a jail dentist, or other qualified professional.

**INFORMATION:** A contract dentist is in attendance at the jail weekly. S/he has trained a Registered Nurse (RN) to perform dental examinations and X-rays according to his protocols. S/he has further written protocols that may be utilized in the care and maintenance of the inmates dental needs.

The dentist is available to the dental nurse for phone consultation at any time.

Inmates with serious infectious conditions may be sent to an emergency room, if indicated.

Toothpaste containing fluoride will be given to each inmate upon intake to the facility.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-23  
NCCHC Standard J-32 - Written policy and defined procedures require, and actual practice evidences, that oral screening is performed, and instruction in oral hygiene and oral health education is given as soon as possible, but at least within 14 days of admission. Dental care is provided to each inmate under the direction and supervision of a dentist licensed in the state. Each inmate has access to the preventative benefits of fluorides in a form determined by the dentist to be appropriate for the needs of the individual.

**PROCEDURE I - Dental Screening**

1. Upon intake to the jail, the screening RN will inquire about the intake's dental health.
2. If the nurse detects significant problems, particularly painful conditions, s/he will refer the inmate to the dental nurse for assessment.
3. Upon conducting a physical examination (health assessment), the nurse will inspect the teeth and gums of the inmate.
4. The nurse will record his/her observations, and refer significant problems to the dental nurse.
5. The dental nurse will obtain a computer list of all inmates incarcerated two weeks previously.
6. S/he will conduct an oral screening examination.
7. During this examination, the dental nurse will instruct the inmate in the care of his/her teeth and gums, with special emphasis on the problems observed.
8. Significant findings during the dental examination will be referred to the dentist for assessment.
9. Fluoride toothpaste will be issued to each incoming inmate.
10. If an inmate has painful or serious caries, the dental nurse will obtain X-rays, per the dentist's protocol.
11. The dental nurse may begin an infection protocol, or a pain protocol, per instructions of the dentist.
12. The dentist will examine/treat these inmates on his/her next scheduled rounds.





## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:** HEALTH ASSESSMENT

**NUMBER:** 20-01-33

**EFFECTIVE DATE:** July 9, 2007

**POLICY:** It is the policy of the Boulder County Jail to complete an initial intake health assessment on each inmate booked into the jail. A periodic health assessment is scheduled based on findings from the initial physical assessment or recommendations from the health examiner. A physical examination will be performed on each inmate within the first fourteen days of confinement. This examination will be completed by a Physician Assistant, Nurse Practitioner, or Registered Nurse (RN), who has been trained in doing advanced physical evaluations; using the procedures and forms approved by the Health Authority.

**SOURCE:** N.C.C.H.C. Standard J-E-04 – Inmates receive initial and periodic *health assessments* in the facility.

### **DEFINITIONS:**

Health Assessment – The *health assessment* is the process whereby the health status of an individual is evaluated, including questioning the patient regarding symptoms. The extent of the health assessment is defined by the responsible physician, but should include at least the steps noted in this standard.

Physical Examination – The *physical examination* is an objective, hands-on evaluation of an individual. The evaluation involves the inspection, palpation, auscultation, and percussion of a patient's body to determine the presence or absence of physical signs of disease.

**INFORMATION:** A Registered Nurse completes a thorough health history for each inmate within eight (8) hours of the inmate's arrival at the jail. This procedure includes an assessment of physical, dental and mental health needs, including vital signs. As a result of this assessment, any identified medical, dental, or mental health need, including diagnostic testing, are addressed at the time of the exam, or the inmate is referred for treatment to the appropriate practitioner. Health assessments are not required for those inmates who are readmitted to the correctional facility, when the last assessment

performed is within twelve (12) months and the receiving screen shows no changes in health status.

The Health Authority, in conjunction with the Public Health Authority, has determined that routine testing for communicable sexually transmitted diseases is not required, but will be dictated by the symptoms or inmate history.

A full physical examination is completed for each inmate as soon as possible, but no later than fourteen (14) calendar days after arrival. In consideration of results from the receiving screening process, a physical examination includes the following:

1. A review of the receiving screening results, and the collection of additional health history data to complete the medical, dental, and/or psychiatric histories.
2. Laboratory and/or diagnostic testing to detect Communicable diseases, as determined by the responsible medical provider. The physician may use consultation with the local public health authority.
3. Recording of height, weight, pulse, blood pressure, and temperature.
4. Physical examination, including comments about mental health and dental health status. The exam may include a pelvic examination and PAP smear for women, as determined by the responsible medical provider.
5. Other tests and examinations as appropriate
6. A review of the significant findings of the health assessment, and identification of other health problems through the collection of personal and family health histories.
7. Recommendations for general health care, appropriate referrals, and immunizations when indicated.

The collection and recording of health assessment data is handled as follows. The health authority will approve the health assessment forms. Qualified health personnel collect health history and vital signs. An appropriately trained RN, physician's assistant, nurse practitioner, or physician performs the detailed physical assessment.

An inmate, who is rebooked and has received a documented health assessment within the previous twelve (12) months, will have previous physical results reviewed. The examiner, if deemed appropriate, can update diagnostics, other medical treatments and the physical exam.

In consideration of the age, sex, and state of health of the inmate, as well as health needs of the inmate population, certain elements of the health assessment are repeated at

appropriate intervals. Practice standards in the community, as well as recommendations by professional organizations, are used to establish recommended intervals.

### **Preparation for Performance of Physical Examinations**

1. A Booking Officer screens each inmate upon initial intake for medical issues. This screening is recorded on a form that is generated in Tiburon and placed in the medical box in Booking.
2. The booking nurse utilizing the Intake Medical Screening form performs an initial Health Assessment on each incoming inmate.
3. At the conclusion of that assessment, the nurse will file the Initial Health Screening form in the inmate's medical record.
4. The examiner who is preparing to conduct the fourteen (14) day physical examination will generate a computer record of all those inmates who were booked into the jail ten (10) days prior, and who remain incarcerated.
5. The examiner will check the TB testing form to ascertain results of TB assessment at intake. If the inmate falls into a TB risk category and has not had a PPD placement, one is placed during the exam. The examiner will also check the radiologist interpretation of a chest x-ray, if one was completed.
6. A Medical Rover (officer assigned to escort inmates) is provided with a list of those inmates who should be escorted to Health Services.
7. The examiner will escort each inmate into the treatment room and instruct the inmate in the parameters of the examination. The inmate's consent to have the examination performed is obtained.
8. The Medical Rover is not required to remain in the medical unit, unless there is concern about a specific inmate's cooperation. If there is a concern, the physical examination **may** be deferred until a later time. Two nurses will always be in attendance when a physical examination is performed, though the second nurse may be in the adjoining work area.
9. Specific hours are scheduled on each shift for the performance of physical examinations. A Medical Rover is designated for this time period. The examiner will complete as many examinations during the time scheduled as is reasonable and/or possible.
10. The examiner will refer those physical examinations that are not completed to the following day's schedule. In the event that there are not enough physical exams

on a given day to fill the schedule, those exams may be deferred to the following day, as long as there is compliance with the fourteen (14) day rule.

### **Physical Examinations**

1. The examiner will explain the examination process to the inmate, and obtain verbal permission for the exam to proceed. The examiner will review the intake screening results.
2. The initial health assessment must include, but is not limited to the following:
  - a. Review of the intake screening results;
  - b. Collection of additional data to complete the medical, dental, and mental health histories;
  - c. Recording of vital signs, to include height, weight, pulse, blood pressure, and temperature;
  - d. *Physical examination* including breast, rectal, and testicular exam as deemed necessary by the examiner;
  - e. Laboratory and/or diagnostic tests for communicable diseases of concern.
  - f. Tuberculosis skin test (PPD), if not already administered during the intake process;
  - g. Updating health status with appropriate immunizations.
3. The responsible physician determines the standard for frequency and content of the periodic health assessments based on protocols promulgated by nationally recognized health professionals. The physician and the Health Services Administrator approve the format for the health assessment form.
4. The health history and vital signs are collected by a qualified health professional.
5. A physician, physician's assistant, nurse practitioner, or other health practitioner as permitted by law will perform the physical examination. The responsible physician will document his/her review of the physical examination when performed by a physician assistant, nurse practitioner, or other health professional/practitioner.
6. The physical exam portion of the health assessment may be completed by a registered nurse when:
  - a. The nurse completes appropriate training, approved or provided by the responsible physician; and
  - b. The responsible physician documents his or her review of all health assessments.

7. The examiner will question the inmate about physical and mental history. The examiner will inquire about current physical problems or concerns. The time can also be used to educate about health and hygiene principles.
8. The nurse will observe the inmate throughout the examination for mental problems, ability to comprehend and follow directions, affect, memory, and intelligence. The nurse will ask the inmate about his/her mental health and refer persons who demonstrate concerning symptomology, to the counselor for further examination.
9. Problems identified during the physical examination will be referred to the appropriate clinician: physical problems to the physician, dental problems to the dental nurse/dentist, and mental health problems to the counselor.
10. At the conclusion of the examination, the nurse will ask the Rover to return the inmate to his/her living unit.
11. During the wait for the next inmate, the nurse will complete the documentation of the physical examination, and make the necessary referrals.

### **TB Skin Tests and Follow-Up**

A TB test will be conducted on each inmate at Intake, if the inmate cannot recall being tested, or has not been tested, within the previous six (6) months. If an incoming inmate is symptomatic, has a history of exposure, or a positive PPD test, a chest X-ray will be performed at the time of the intake screen.

1. The nurse will obtain a history from the inmate:
  - a. A positive skin test in the past.
  - b. A history of TB treatment
  - c. Prescribed course of BCG
2. The inmate will sign a consent form authorizing the skin test.
3. The nurse will inject 1/10cc (.1cc) of the antigen intradermally into the medial aspect of the inmate's forearm.
4. The inmate will be advised that the test will be read in 48 to 72 hours.
5. The nurse will write on the testing form the anatomical position of the test and the date and time that the skin test should be read. The form will be placed in the pending file until read.
6. In 48 to 72 hours, the nurse on morning diabetic rounds will read the test.
  - a. 5mm reaction is considered positive for immune compromised persons.

- b. 10mm reaction is considered positive for all other persons.
7. The nurse will call to schedule a portable chest x-ray.
8. The Public Health TB Clinic Referral Form (as attached) will be completed and faxed to the Boulder County Public Health TB Clinic.
9. The Public Health Department will contact the Medical Unit with instructions for further testing/treatment.
10. If the inmate is released prior to recommendations from the Health Department, the inmate will be referred to People's Clinic for further follow-up.
11. If sputum specimens need to be obtained, medical personnel will collect first morning sputum specimens for three days. The sputum should be collected in a well-ventilated area, away from general jail population, or the inmate may be taken outside for collection. If conditions do not support this collection methodology, the inmate will be taken to the hospital for sputum collection.
12. The inmate will be placed in isolation for a positive skin and must wear a mask for attending courts, or for other necessary appearances outside of isolation.
13. Isolation will occur in Special Management (SMAN) in one of the two rooms with a negative air ventilation system. Airborne precautions will be followed.

#### **Recommended Treatment**

1. At the termination of testing, the Health Department may recommend treatment utilizing Isoniazid (INH).
2. The Health Department will give orders for the medication, dosage, and duration.
3. If the inmate is alcoholic, has a history of hepatitis, or is over the age of 35, the nurse will draw blood for liver function tests.
4. The nurse will schedule the inmate for an appointment with the physician to discuss the treatment recommendations.
5. Upon consent of the inmate, the nurse will begin the medication.
6. Upon release of the inmate from jail, the nurse will instruct the inmate to go to the People's Clinic for completion of treatment.
7. The nurse will call the People's Clinic to advise them of the inmate's release from jail, and the number of doses of INH given during incarceration.

8. Active TB will require isolation for airborne infection. The initial treatment will likely be at the hospital, with return to the jail for convalescence.

### **Hepatitis B Testing & Treatment**

1. All inmates will be screened for HBV (Hep.B) at intake during the Intake Assessment. Inmates with symptoms of HBV, previous diagnosis of Hepatitis B or history of injection drug use, will be tested for Hepatitis.
2. The physician will make specialist referral of Hepatitis positive inmates.
  - a. All healthcare providers and other jail staff will use universal precautions when dealing with Hepatitis B positive inmates.
  - b. Universal Precautions include the appropriate use of hand washing, protective barriers, personal protective equipment, and care in the use and disposal of needles and other sharp instruments.

### **Women's Health Care**

1. The Boulder County Jail meets the recognized community standards for women's services.
  - a. Intake procedures include histories on pregnancies, gynecological problems and STD's.
  - b. Female intake examinations are decided upon based on the inmate's age, sexual history, and past medical history.
  - c. Counseling is available to resolve issues of conflict resolution and depression. Counseling is available to address issues related to parenting, child custody, and substance abuse.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

\_\_\_\_\_ 07/03/07  
Date

**SUBJECT:** DAILY HANDLING OF NON-EMERGENCY MEDICAL REQUESTS

**NUMBER:** 20-01-34

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** In order to provide basic, non-emergency treatment of inmate health problems, health trained personnel will provide routine sick call for inmates.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-06  
A.C.A. Standard 3-ALDF-4E-26  
NCCHC Standard J-34 - Written policy and defined procedures require, and actual practice evidences, that all inmates have the opportunity daily to request medical assistance and that their requests are documented (e.g., log, "sick call" slips). Inmate requests are received and acted upon by qualified health personnel and, where indicated, followed by appropriate triage and treatment. When qualified health care personnel are not available, health-trained correctional personnel ensure timely access to an appropriate level of health care provider.

**PROCEDURE I - Registered Nurse Conducted Sick Call**

1. Inmates are instructed via the Inmate Handbook, and during the intake orientation, of the mechanism for being seen on sick call.
2. The procedure is posted in each module.
3. The inmate is instructed to write an Inmate Request (kite) to be seen by a nurse.
4. At the beginning of dayshift, a nurse will gather all of the sick call kites.
5. S/he will screen the kites for those with immediate needs. Those with non-urgent problems will be deferred to the

eveningshift nurses for assessment.

6. The nurses will review the charts of those inmates.
7. At the conclusion of medical rounds in the module, the nurse will call out (individually) those inmates who have submitted sick call kites indicating immediate needs.
8. The nurse will assess the inmate at the module, if appropriate, or have the inmate escorted to Health Services, if necessary.
9. The nurse will assess the medical problem, explain their findings to the inmate, provide health teaching if able, and treat, if indicated with a protocol.
10. If the assessment of the nurse indicates a more severe problem, s/he may refer the inmate to the physician on the next scheduled round and/or call the physician for advice and orders.
11. If the problem presented is dental or mental health, the nurse will refer the kite to those practitioners.
12. At the conclusion of the assessment of the inmate, the nurse will note the encounter in the inmate's medical record, including the protocol employed.
13. If the assessment indicates a need for follow-up by the physician, the nurse will schedule the inmate to be seen on the next scheduled round.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** SICK CALL

**NUMBER:** 20-01-35

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Sick call will be conducted daily by Registered Nurses. The physician will conduct sick call at least once per week, or more often as need dictates.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-06  
A.C.A. Standard 3-ALDF-4E-26  
NCCHC Standard J-35 - Written policy and defined procedures require, and actual practice evidences, that sick call is conducted by a physician and/or other qualified health personnel in a clinical setting and is available to each inmate on the following schedule:

1. In jails with fewer than 100 inmates, a minimum of one day a week;
2. In jails with from 100 to 200 inmates, a minimum of three days times a week; and
3. In jails with 200 or more inmates, a minimum of five days a week.

**PROCEDURE I - Sick Call - Registered Nurses (RN)**

1. Sick call is conducted daily by RN's.
2. See 20-01-34.

**PROCEDURE II - Sick Call - Physician**

1. If an inmate, seen by a nurse on sick call, presents a medical need requiring physician assessment, the nurse will place the inmate on the schedule for an appointment with the

physician.

2. If an inmate has a chronic or acute medical need as determined by the intake health assessment, the nurse will place the inmate on the schedule for an appointment with the physician.
3. The physician will conduct rounds one or two times weekly, as need dictates.
4. A nurse will prepare the charts of all those persons scheduled to see the physician.
5. The nurse will determine that all of the laboratory tests and all records/reports from previous care providers are included in the chart.
6. S/he will provide the time of the physician's round to the On-Duty Supervisor (ODS) for him/er to schedule a rover (escort) to escort inmates to Health Services for assessment by the physician.
7. Upon the physician's arrival, a nurse will review the schedule with the physician and provide him/er with information on the inmates s/he will be seeing.
8. The nurse will escort each inmate into the treatment room for assessment by the physician.
9. At the conclusion of the examination and verbal instructions from the physician to the inmate, the nurse will escort the inmate back to the waiting room and allow the physician to complete his orders and chart notes.
10. At the conclusion of the physician's sick call, the nurse will transcribe the orders and initiate the procedures as per the orders of the physician.
11. The nurse will have a peer nurse double check the orders for accuracy of transcription.
12. The nurse will schedule the next round with the physician; one week hence, or again in the same week, if inmate needs dictate.
13. Appointments with the physician will be scheduled according to the triage assessments of the nurses. Inmates who request to see the physician, but do not have an immediate

medical need, are seen when an appointment time permits.

14. When the physician indicates a "re-check" is needed, the nurse will schedule the appointment according to the physician's order.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:**                               **EMERGENCY SERVICES TREATMENT  
DIFFERENTIAL MEDICAL RESPONSE**

**NUMBER:**                               **20-01-36**

**EFFECTIVE DATE:**               **July 6, 2007**

**POLICY:**    It is the policy of the Boulder County Jail to provide inmates with unimpeded access to a full range of medical and dental services, including twenty-four hour emergency medical, mental health, and dental services. This includes varying levels of response to medical situations, from minor medical emergencies to serious, life-threatening situations

**SOURCE:**    NCCHC Standard J-E-08 – The facility provides 24-hour emergency medical, mental health, and dental services.

### **DEFINITIONS:**

Emergency medical, mental health, and dental health care – care for acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic.

Automated External Defibrillator – AED's are electronic devices that interpret cardiac rhythms and, if appropriate, deliver an electrical shock to the patient.

Medical Red – signifies medical emergency of a serious, life-threatening nature. The elements of these events will require the attention of a nurse, trained in life saving procedures, and very likely require emergency room involvement or specialty intervention. The involvement of EMS/Paramedics will not be presumed, but in most cases will be required. The nurse or advanced prepared first responders, upon direction from the nurse, will issue the directive to initiate 9-1-1 responses. Examples of these situations include undetectable cardiac arrhythmias, including cardiac arrest, serious trauma, respiratory emergencies, suspected overdoses, unrelenting seizures and bodily system compromising suicide attempts.

**INFORMATION:** The purpose of this policy is to:

- 1) maximize the effectiveness and the efficiency of the response to medical emergencies in the jail;
- 2) establish the appropriate response of medical resources to varying medical requests; and
- 3) provide staff with an effective means to identify the perceived medical needs.

Registered Nurses (RN) will staff the Health Services Unit twenty-four (24) hours per day, seven days per week. The Health Authority, or designee, is on call twenty-four hours per day. RN sick call is conducted daily, seven days per week. An inmate who becomes ill or injured may alert staff anytime and the nurse will respond when called.

Avista Hospital and Boulder Community Hospital are both accredited, full-service hospitals with on-staff Emergency Room (ER) physicians and on-call specialists in all fields of care.

Pridemark ambulances are located near the jail and are directly linked with the Boulder Regional Communications Center.

Medical transports are conducted immediately, or within the time frame indicated by the injury or illness, as assessed by a nurse. No security status prevents, or delays medical treatment, including transport to a medical facility.

Emergency equipment, dressings, and O2 are located in the treatment room. Each new employee is oriented to this equipment and location.

First-aid kits will be stored in the following jail locations:

1. Building A Officer Work Stations
2. Building B Officer Work Stations
3. Building C Officer Work Station
4. Inmate Worker Officer Work Station
5. Booking
6. Reception
7. Food Service
8. Gym
9. Master Control

### Assessment of Medical Needs

1. All situations requiring medical attention will be announced via radio requesting a Medical response.
2. The location will be identified along with a brief description of the occurrence and need.
3. An available nurse will respond for assessment of the situation and to provide any necessary first aid.

### Medical Emergencies and Medical Red Calls

1. Medical Red calls should be announced via radio as, “Medical Red in (location).” An attempt should be made to provide a brief description of the event.
2. A “Medical Red” radio call will precipitate a response by all available medical personnel **with the crash cart**. Additionally:
  - a. Medical personnel will acknowledge the call of a “Medical Red” via radio; so that other staff is aware that Medical is alert to the call. (For specific response activities, refer to 20-01-06).
  - b. The On-Duty Supervisor (ODS) will respond to the scene.
  - c. If medical personnel require assistance in obtaining medical equipment or the crash cart, they will provide this information via radio.
  - d. Additional security resources will respond to the call. Officers will lockdown other inmates in the area, as well as adjoining housing areas, as needed.
  - e. The scene of the medical emergency will be secured for the safety of staff, as well as the preservation of any potential evidence related to the situation.
  - f. Upon arriving at the scene, nursing staff will provide a medical assessment. They will inform the security staff of any needs, including the need for an ambulance or additional medical personnel. Once the ambulance arrives, they will assume medical control of the scene.
  - g. In the event that the inmate is stabilized prior to arrival of ambulance personnel, the inmate may be moved to the garage by scoop stretcher under the authority of a nurse, who will remain with the inmate until the ambulance arrives.
  - h. The ODS will assign appropriate personnel to accompany the inmate to the hospital.
  - i. The ODS will also notify the Jail Division Chief and the Health Services Administrator of the ambulance transfer.
  - j. The reporting officer will complete an Incident Report and all others responding to the scene will submit a supplement to that IR.
  - k. The nurse will document appropriate information in the inmate progress record, as well as a supplement to the IR.

1. If hospitalization is required, the ODS will make the arrangements.

**Use of An Automated External Defibrillator (AED)**

Ventricular fibrillation is the most common cause of sudden cardiac arrest and pulse less ventricular tachycardia. An AED is an electronic device that interprets cardiac rhythms, makes “shock” or “no shock” decisions and, if appropriate, delivers an electric shock to the patient. Non-physician medical personnel who have been trained in the application and use of an AED may apply it.

1. The use of AED’s in the jail have been approved and implemented under the direction of the responsible physician in collaboration with the facility authority.
2. Non-physician medical and trained non-medical personnel are permitted to use AED’s. Jail personnel are trained in the placement and use of AED’s during the new-employee orientation and annually thereafter.
3. AED’s are located on both medical crash carts; the first being located in Medical and the second in the designated BD Corridor closet across from the Building C sally port.
4. An officer is assigned to check the AED’s for adequate function on a quarterly basis.

**Court Notification**

1. If an inmate is hospitalized and will miss a court date, the ODS will ensure that the Court/Transport Sergeant or a Court/Transport Officer is notified. That person will then contact the appropriate court.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

07/03/07 \_\_\_\_\_  
Date

**SUBJECT:** WRITTEN AND VERBAL CLINICIAN ORDERS

**NUMBER:** 20-01-37

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Medical treatment in the Boulder County Jail will be performed under the direction and supervision of the Health Authority. Orders for treatment will be issued by licensed physicians and all treatments will be performed by Registered Nurses.

**SOURCE:** NCCHC Standard J-37 - Written policy and defined procedures require, and actual practice evidences, that clinical treatment in correctional facilities is performed pursuant to written or verbal orders signed by personnel authorized by law to give such orders.

**PROCEDURE I - Medical Orders**

1. During physician's sick call, the physician will write orders for treatment and/or medications.
2. The Registered Nurse (RN) will transcribe the orders and an accuracy check will be performed by a peer nurse.
3. Verbal orders will be recorded by the RN who receives the order and signed with the prescribing physician's name, along with the name of the nurse.
4. Verbal orders will be flagged with a plastic clip and reviewed by the physician on the next scheduled physician sick call.
5. Verbal orders obtained from an inmate's private physician, will be flagged with a plastic clip and referred for review and counter signature by the jail physician on the next scheduled physician sick call.
6. All nurse initiated orders obtained through application of a

protocol (written by the Health Authority), will be flagged and referred to the physician for review and counter signature on the next scheduled physician sick call.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** PATIENT TRANSPORT

**NUMBER:** 20-01-38

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Inmates will be escorted to the a clinic, and/or transported to outside appointments per the scheduling of Health Services. The medical personnel will indicate any special needs that exist in transporting a particular inmate, and the transport personnel will arrange the transport in accordance with those needs.

**INFORMATION:** All inmates who are scheduled for clinics are expected to attend. The inmate is contacted individually, and in the event of a refusal, a rover conveys that information to a nurse, who records the information in the inmate's medical record. Nurses will accept a refusal only if the inmate has requested the appointment, and/or if the medical need is not pressing. Inmates may be ordered to the clinic, if the assessing nurse determines that the medical need is great.

When appointments are scheduled with outside providers, a nurse will send a REFERRAL form with the transporting officer. The outside provider may write his/er findings and recommendations on this form, or may elect to call the nurse. The transporting officer will return the REFERRAL form to the nurse upon his/er return of the inmate to the jail.

Medications are given before, or after the outside appointment. Officers are not given the responsibility to carry or administer medications.

Outside appointments are scheduled with area physicians, where travel time does not exceed 20 minutes.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-30  
A.C.A. Standard 3-ALDF-4E-31  
NCCHC Standard J-38 - Written policy and defined procedures require, and actual practice evidences, that inmates

are transported safely and in a timely manner for medical, mental health, and dental clinic appointments both inside and outside the jail.

#### **PROCEDURE I - Escorting Inmates to a Clinic**

1. Clinics will be held, whenever possible, according to a fixed schedule.
2. The On-Duty Supervisor (ODS), or Rover will be given a list of those persons who are scheduled for clinic.
3. A nurse will call the rover and notify him/her when clinic is beginning.
4. The rover will escort inmates, usually a module at a time, to the clinic and will secure them in the inmate waiting area.
5. The nurse will call the rover when the last inmate of that group is being seen. The rover will then escort that group back to the module, and escort the next group to the clinic.
6. In the event of a problem inmate, the rover will escort the inmate alone, and will remain in either the waiting area, or in the clinic, until the appointment is completed.

#### **PROCEDURE II - Transporting Inmates to Outside Appointments**

1. A nurse will schedule the appointment for the inmate.
2. S/he will complete a TRANSPORT form and advise the Transport Sergeant.
3. Whenever possible, the nurse will schedule appointments on Tuesday, Wednesday, or Thursday mornings, in accordance with transport officer's availability.
4. If a transport must be scheduled outside of those times, the nurse will alert the Transport Sergeant and s/he will make arrangements for personnel and a vehicle.
5. Emergency transports are ordered as the situation presents.
6. The On-Duty Supervisor (ODS) will arrange the transport, or escort, if by ambulance.

7. If the inmate to be transported requires special attention, i.e., wheelchair, etc., a nurse will record this need on the TRANSPORT form.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: MENTAL HEALTH EVALUATION**

**NUMBER: 20-01-39**

**EFFECTIVE DATE: March 25, 1998**

**REVIEW DATE: March 25, 1999**

**PHILOSOPHY:** Mentally ill and developmentally disabled inmates will be assessed and treated as soon as their condition becomes known. Officers trained in observation, and nurses who conduct intake screening will refer all such persons to the counselors for assessment.

**INFORMATION:** A mental health assessment will be conducted for each inmate within 14 days of confinement.

Officers are trained in mental illness, suicide awareness, and observation for mental and/or developmental disabilities.

Nurses screen all incoming inmates within 4 hours of arrival. Nurses immediately see any inmate whom officers observe as potentially having a problem.

Psychiatric experience/expertise is required for all nurses employed at the jail.

Counselors are staffed eight (8) hours daily, seven days per week.

The Boulder Mental Health Center's staff evaluate all inmates referred by the counselors. Referral is made for any inmate who demonstrates significant symptoms of mental or emotional illness.

Developmentally challenged inmates are assessed by the counselors, who then contact their previous care givers and/or agencies. Care is coordinated through consultation with the previous care givers. Counselors work with the courts and legal counsel for these inmates to facilitate the earliest possible transfer, or disposition of charges.

The jail maintains a housing unit called Special Management (SMAN) for housing mentally and physically ill inmates, and those

with disabilities. This housing unit contains separate cells which are subdivided with small dayrooms, to separate and isolate seriously ill inmates, as well as those who must be protected. An officer is present at all times in this housing unit, or in the attached officer work station.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-11  
A.C.A. Standard 3-ALDF-4E-12  
A.C.A. Standard 3-ALDF-4E-37  
NCCHC Standard J-39 - Written policies and defined procedures require, and actual practice evidences that postadmission evaluations of all inmates by qualified mental health personnel is completed within 14 calendar days of admission. Results of the evaluation become a part of the inmate's health record. Inmates found to be suffering from serious mental illness or developmental disability are referred immediately for care. Those who require acute mental health services beyond that available at the jail, or whose adaptation to the correctional environment is significantly impaired, are transferred to an appropriate facility as soon as the need for such treatment is determined by qualified mental health professionals. There is a written list of referral sources and a protocol for referral.

**PROCEDURE I - Identification of Mentally Ill or Disabled Inmates**

1. Upon intake to the jail, an officer will observe inmates for signs of mental illness, suicidal ideation, and/or mental or physical disability.
2. The officer will complete the medical intake procedure, observing the inmate's answers, ability to understand, and ability to participate in the procedure.
3. In the event that an officer observes any signs or symptoms of mental illness, suicide potential, or mental/physical disability, s/he will call a nurse to respond to Booking to assess the incoming inmate.
4. The nurse will talk with the inmate and assess their mental status and affect; or in the case of disability, the inmates presenting symptoms.
5. Based upon the nurse's assessment, s/he will refer the inmate to a counselor. Referral may be immediate, or for a later time, depending on the nurse's assessment.

6. If mental illness, suicidal behavior, or inability to comprehend or comply is noted at any time during incarceration, an officer will notify a nurse who, after assessment, may refer to the counselor.

#### **PROCEDURE II - Treatment of Mentally Ill Inmates**

1. A counselor will evaluate those inmates referred by nurses and/or officers.
2. The counselor will complete a mental status examination, and assess current and past mental and emotional pathology, use of psychotropics, history of violence, history of suicidal ideation/attempts, history of violence and/or criminal behavior, and the history of drug and/or alcohol use/abuse.
3. The counselor will assess current and past suicide potential and/or attempts, as well as family history of suicide.
4. S/he will assess mental capabilities/disabilities.
5. The counselor will assess the inmate's reaction to his/her crime and will be alert to those crimes which signify special concerns and/or violence.
6. If the mental condition is such that treatment is required, the counselor will refer to the Mental Health Center psychiatrist, or may contact previous care givers for direction and treatment orders.
7. The counselor will determine safe housing, and write an Incident Report (IR) to facilitate housing and monitoring requirements.
8. The counselor will record his/her findings in the medical record.

#### **PROCEDURE III - Emergency Mental Health Treatment**

1. In the event of a psychiatric emergency, a counselor or nurse will call a Crisis Worker at the Mental Health Center.
2. The Crisis Worker will evaluate the inmate, and if psychiatric illness is acute, notify the psychiatrist.
3. The psychiatrist may initiate a "72 Hour Hold and Treat

Order," or if the inmate is agreeable, the inmate may be voluntarily hospitalized.

4. The Crisis Worker will secure a psychiatric bed for the inmate.
5. When the bed is secured, the Crisis Worker in concert with the nurse or counselor, will notify the court.
6. Upon obtaining the court's permission, the inmate will be transferred to the hospital by an officer, if on detainer, or by ambulance, if charges have been dismissed or a Personal Recognizance (PR) bond has been granted.
7. The nurse or counselor will notify the On-Duty Supervisor (ODS) of the impending transfer and document the verbal order of the judge, if after hours, or will notify Booking that an order will be sent from the court.
8. The nurse or counselor will complete the mental health hold forms, to be sent to the Clerk of the Court for tracking.
9. The Crisis worker will complete the admission paperwork for the hospital and give it to the officer and/or ambulance personnel for transport with the inmate.

#### **PROCEDURE IV - Post-Admission Mental Health Assessment**

1. Inmates not assessed to be mentally ill upon admission, will be assessed by a counselor after they have been incarcerated for 10-14 days.
2. The counselor will obtain a computer list of all inmates booked into the facility for the previous 10-14 days.
3. S/he will check the medical records for each of these inmates, to determine whether a mental health assessment has been performed due to concerns on admission or referral from nurses or officers.
4. The counselor will assess all of the inmates on the list other than those defined in step 3.
5. The mental health assessment will include:
  - a. history of hospitalization or outpatient treatment
  - b. use of psychotropic medication

- c. suicidal ideation and/or history of suicidal behavior
  - d. drug and alcohol use/abuse
  - e. criminal history, including sex offenses and violence
  - f. current status and response to incarceration
6. If the inmate is thought to be mentally retarded, head injured, or otherwise not capable of understanding the importance of their current circumstances, the counselor will provide this information to the court directly, or via the inmate's counsel.
  7. The court may order further testing by Community Corrections.
  8. The counselor will write the completed mental health evaluation and place it in the inmate's medical record.
  9. The counselor will make any referrals indicated by the outcome of the evaluation.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** DENTAL TREATMENT

**NUMBER:** 20-01-40

**EFFECTIVE DATE:** March 25, 1998

**REVIEW DATE:** March 25, 1999

**PHILOSOPHY:** Dental intervention, not limited to extraction, will be provided for all inmates for pain relief, gum disease, caries, or in any case where the inmates' health would be adversely affected if dental intervention were not employed.

**INFORMATION:** Upon arrival at the jail, a nurse assesses each inmate for medical and dental needs. The nurse refers to dental care any inmate who has a gum disease, advanced/painful caries, abscesses, or any dental condition that is causing pain.

A licensed dentist, contracted by the jail, and approved by the Health Authority, treats inmates utilizing the dental facilities provided by the jail. The dentist provides consultation by phone Monday through Friday. Emergency and weekend care is facilitated through the Emergency Room at Avista Hospital.

The dentist has trained, and continues to provide education, for the dental nurses who triage through examination and X-rays, those inmates who wish to see the dentist, and who are assessed by the dental nurse as requiring care.

Dental protocols approved by the licensed dentist are initiated, at the dental nurse's discretion, for those inmates who require pain relief or infection control.

Dental X-rays precede any dental procedure, but are also performed on all inmates scheduled to see the dentist to evaluate bone integrity below the gum line, depth of decay, past dental work, integrity of adjacent teeth, and to confirm abscesses.

**SOURCE:** NCCHC Standard J-40 - Written policy and defined procedures require, and actual practice evidences, that dental treatments are performed only by licensed dentists. Dental treatments, not limited to extractions, are provided according to

a system of treatment priorities when in the dentist's judgment the inmates's health would otherwise be adversely affected. Consultation through referral to dental specialists is available.

In the case of a re-admitted inmate, who has received a dental examination within the past six months, a new exam is not required, except as determined by the supervising dentist.

#### **PROCEDURE I - Dental Assessment**

1. A nurse will assess the dental health of inmate's during intake medical assessment.
2. S/he will initiate dental protocol for pain relief, when appropriate, until assessment can be performed by the dental nurse and/or the dentist.
3. The nurse will refer those inmates with dental problems to the dental nurse.
4. The dental nurse will assess inmates referred by the admitting nurse, and those inmates who request dental care.
5. The dental nurse will:
  - a. obtain the list of inmates requesting dental care and those referred by the nurses
  - b. deliver dental screening forms to these inmates
  - c. collect and review the completed forms with the inmate in the dental office, noting any visual findings on the back of the screening form
  - d. perform and process X-rays, if indicated and attach them to the screening form
  - e. triage priorities for appointments with the dentist, with highest priority being painful caries, severe decay, and abscesses

#### **PROCEDURE II - Dental Appointments with Dentist**

1. The dental nurse will prepare a list of inmates scheduled to see the dentist.

2. Inmates will be moved from their housing area to the dental waiting area in the medical unit.
3. The dental nurse will escort the first inmate to the dental treatment room for preparation prior to the arrival of the dentist.
4. At the conclusion of the dental appointment, s/he will notify a rover that the inmate may be escorted back to his/her living area.
5. The dentist will record his/her findings, treatment, and orders for continuing care on the dental record.
6. The dental nurse will transcribe the orders onto the working documents:
  - a. diet orders to diet request form
  - b. medication orders to medication administration form
  - c. observation orders to treatment form
7. The dentist treats inmates according to his/her judgement. Care is not limited to extractions.
8. If, in the judgement of the dentist, the inmate requires a specialized dental treatment, s/he will be referred and transported to the specialist recommended by the contract dentist.
9. The dentist will review all protocol interventions by reviewing the X-rays, and/or examining the inmate.

### **PROCEDURE III - Dental Examination**

1. Each inmate who has not required dental care prior to their 30th day of confinement, will be evaluated by the dental nurse and the dentist.
2. Examination will include:
  - a. dental history
  - b. charting of teeth
  - c. examination of the oral cavity

- d. X-rays if indicated
3. The dental nurse and the dentist will use this examination opportunity to provide teaching on oral hygiene and care of the teeth.



**SUBJECT: ASSESSMENT PROTOCOLS**

**NUMBER: 20-01-41**

**EFFECTIVE DATE: May 1, 1998**

**REVIEW DATE: May 1, 1999**

**PHILOSOPHY:** Treatment protocols are developed by and supervised by the Health Authority and will be employed in the care of Boulder County inmates. The protocols are reviewed and/or revised annually, and are employed by the registered nurses whose skill level is appropriate for the implementation of the protocols.

**INFORMATION:** The State Board of Nursing in Colorado recognizes assessment and employment of a treatment protocol based on that assessment as a delegated medical function, and therefore, appropriate within the Nurse Practice Act.

The Health Authority provides training for the nurses who use the protocols in caring for the inmate population.

**SOURCE:** NCCHC Standard J-41 - Written policy and defined procedures require, and actual practice evidences, that assessment protocols, if employed, are developed by the responsible physician and nursing supervisor. Each one is dated, signed, and reviewed at least annually by the responsible physician. Each protocol is appropriate to the level of skill and preparation of the nursing personnel who will carry it out and complies with the relevant state practice acts.

**SIGNATURE OF PHYSICIAN:**

on file

**PROCEDURE I - Treatment Protocol (A)**

1. Nurses assess inmate complaints by:

- a. historical findings
  - b. subjective findings
  - c. objective assessment
  - d. assessment of severity
2. Nurses call physician or refer to Emergency Room any illness or injury beyond the scope of nursing and protocol intervention.
  3. In cases where protocol is indicated by Step 1:
    - a. nurse documents findings in inmate's progress record
    - b. writes protocol in inmate's progress record
    - c. records medication ordered by protocol on Medication Administration form or on protocol medication form
  4. Nurses flag protocol order for review and signing by Health Authority on next scheduled round, and/or may schedule the inmate for review by the physician.
  5. Nurse monitors inmates on protocol daily and:
    - a. discontinues protocol when complaint subsides, or
    - b. refers to medical doctor for further treatment
    - c. records progress on inmate's progress record
  6. Medical Doctor and Dentist will review and revise protocols whenever necessary, and at least annually.

**PROCEDURE II - Treatment Protocols (B)**

1. **ACNE**
  - a. **SIGNS AND SYMPTOMS**
    1. eruptions of the skin on face, shoulders, upper arms, torso
    2. eruptions may be pustular
  - b. **TREATMENT**
    1. instruct inmate in maintaining clean skin
    2. if severe (cystic), Tetracycline 500 mg. BID for one month
    3. assess by MD after one month
  - c. **POTENTIAL COMPLICATIONS**
    1. extensive pustules, cysts, or secondary infections
    2. refer to MD

2. **AIDS, ARC, HIV**

a. **SIGNS AND SYMPTOMS**

1. history of high risk behaviors
2. extreme tiredness
3. nausea, weight loss, rashes, diarrhea, night sweats
4. swollen glands, in neck, axillae, groin
5. purple or discolored growths on skin, or mucous membranes
6. continual dry cough
7. thrush
8. unexplained bleeding or bruising
9. progressive SOB

b. **TREATMENT**

1. do lab test at inmates request, if symptomatic, or at direction of MD
2. if test is positive, refer to Health Department, Aids Project for counseling
3. refer to MD for treatment
4. isolate if symptomatic, if acting out, if in danger of infection from others, or if other inmate's fears put him/er at risk
5. use Universal Precautions and instruct officers in precautions via an Incident Report (IR) and Treatment Plan
6. instruct the inmate in care for self, and prevention for others
7. clean any body fluid spills with 10% bleach solution

3. **ALCOHOL WITHDRAWAL**

a. **SIGNS AND SYMPTOMS**

1. history of recent alcohol abuse
2. history of withdrawal seizures or delirium tremens
3. tremulousness
4. elevation of vital signs
5. anxiety
6. insomnia
7. nausea, vomiting

b. **TREATMENT**

1. monitor vital signs
2. Thiamine 100 mg. Po qd x 5 days
3. Push po fluids
4. Librium 25-100 mg. Po QID prn x 5 days. Maximum dose of 500 mg on day one. Taper by 50 to 100 mg. per day over 3-5 days. Increase the dose if signs

of withdrawal escalate. Withhold the medication if the inmate is sleeping or shows signs of increasing orthostatic hypotension.

5. if vomiting, Phenergan suppository 50 mg. Prn TID x 4 days
6. if seizures or suspect delirium tremens, transport to ER

c. **POTENTIAL COMPLICATIONS**

1. delirium tremens (most commonly occurs 72-96 hours after cessation of drinking)
2. psychomotor agitation
3. confusion
4. profound disorientation
5. autonomic overactivity, fever, tachycardia, diaphoresis
6. seizures (usually occur 7-48 hours after cessation of drinking)
7. Pneumonia
8. GI bleeding
9. alcoholic hepatitis
10. Pancreatitis

d. **ADDITIONAL INFORMATION**

1. when both ETOH and Opiate withdrawal are present, may implement both protocols
2. the ETOH withdrawal protocol may be reinitiated upon each intake for an inmate who has consumed alcohol immediately prior to incarceration, irrespective of being treated with the same protocol prior to the current intake

4. **ACUTE ALLERGIC REACTIONS - MEDICATIONS, FOODS, STINGS, MANY EXPOSURES ARE UNKNOWN**

a. **SIGNS AND SYMPTOMS**

1. may occur post-injection penicillin
2. mild: Sneezing, coughing, itching, redness, tingling, localized swelling, rashes

b. **TREATMENT**

1. mild: Benadryl 50 mg. IM stat., followed by 50 mg. PO., every 6 hours X 4
2. close observation

5. **ANAPHYLAXIS**

a. **SIGNS AND SYMPTOMS**

1. Dyspnea, wheezing, hypotension, mouth or airway swelling or generalized swelling
  - b. **TREATMENT**
    1. Epinephrine 1:1000, .3 CC SQ, and benadryl 50 mg. IM STAT.
    2. call 9-911 emergency
6. **ASTHMA**
- a. **SIGNS AND SYMPTOMS**
    1. Dyspnea, with rapid heartrate and respiration rate
    2. wheezing, cough
    3. history of asthma
  - b. **TREATMENT**
    1. ascertain what medication have been helpful in the past
    2. move inmate to quiet place, preferably to the treatment room
    3. Alupent or Albuterol (e.g. Ventolin, Proventil) Inhaler, two puffs stat, then QID prn.
    4. contact physician for additional medical orders
  - c. **POTENTIAL COMPLICATIONS**
    1. progressively labored breathing
    2. fear progressing to panic state
    3. evidence of cyanosis
    4. if complications are present, and age of inmate is below 40, give Epinephrine 1:1000 0.2 ml. SQ., and call 9-911 emergency
    5. if age above 40, Terbutaline 0.25 ml SQ.
    6. call MD or send to the ER for evaluation
7. **ATHLETES FOOT**
- a. **SIGNS AND SYMPTOMS**
    1. superficial fungal infection, peeling, cracking, itching between toes or over entire foot
    2. may also occur in the groin
  - b. **TREATMENT**
    1. Desenex powder applied after shower
    2. powder may be used in shoes
    3. showers should be scrubbed with bleach after use
    4. if no response to Desenex, apply Mycelex cream TID until clear

c. **POTENTIAL COMPLICATIONS**

1. secondary infections, or failure to respond to treatment, refer to MD

8. **BACKACHES**

a. **SIGNS AND SYMPTOMS**

1. aching usually in the lumbar area, with no history of trauma, or injury

b. **TREATMENT**

1. ASA or TNL 2 tabs TID prn. X 3-5 days
2. hot showers
3. hot water bottle to back
4. refer to back care literature
5. restrict from recreation until clear

c. **POTENTIAL COMPLICATIONS**

1. pain radiating into legs
2. sudden onset of severe pain after lifting or after a fall
3. refer to MD or ER

9. **BURNS**

a. **SIGNS AND SYMPTOMS**

1. MILD: reddened skin, small area

b. **TREATMENT**

1. lower skin temperature with cold water

c. **SIGNS AND SYMPTOMS**

1. MODERATE: blister formation over small area

d. **TREATMENT**

1. lower skin temperature with cold water
2. do not break blister
3. do not cover with bandage or medicine
4. ASA or TNL for pain

e. **SIGNS AND SYMPTOMS**

1. SEVERE: Blister formation over large area

f. **TREATMENT**

1. cool soaks
2. combat shock
3. transfer to ER

g. **POTENTIAL COMPLICATIONS**

1. shock
2. transport to the ER via ambulance

10. **CERUMEN IMPACTION**

a. **SIGNS AND SYMPTOMS**

1. Cerumen impaction visualized in ear canal
2. recent onset of hearing loss

b. **TREATMENT**

1. examine both ears using otoscope
2. Debrox 5-10 gtt. To affected ear BID x 5 days
3. instruct inmate to rinse ear in shower 30 to 60 minutes after application of debrox
4. if cerumen is still present, flush ear canal with 50% hydrogen peroxide and 50% warm water using an ear syringe, for up to 20 minutes
5. if cerumen still present, refer to MD

11. **COMMON COLD**

a. **SIGNS AND SYMPTOMS**

1. nasal and sinus congestion, clear to lightly colored discharge
2. headaches, low grade fever (less than 101 deg.)
3. mild sore or scratchy throat
4. mild, dry cough

b. **TREATMENT**

1. high fluid intake and rest
2. steam/moisture
3. ASA/Tylenol 2 tabs, 3-4 times daily PRN x 3-5 days (Sintapp contains Tylenol, adjust tylenol dosage accordingly)
4. Sintapp 1-2 tabs, po 3-4 times daily X 3-5 days PRN, or Pseudoephedrine 30-60 mg. 3-4 X daily PRN X 3-5 days

c. **Complications**

1. if fever over 100 degrees, productive cough, shortness of breath, call physician
2. throat culture if indicated
3. Erythromycin 250 mg. qid X 10 days if not allergic

12. **CONJUNCTIVITIS**

a. **SIGNS AND SYMPTOMS**

1. complaint of eye irritation, pain, redness and/or discharge with no known injury
2. injection (visibly dilated blood vessels overlying white sclera, thickening of conjunctiva, mucoid discharge or tearing. (Note: injection should be either peripheral or uniform but not increased in circular area around iris.)

b. **TREATMENT**

1. moist compresses, eye rest
2. Sulfacetamide ophthalmic Solution 10% 3-4 gtts to one or both eyes QID x 5 days
3. if allergic to sulfa: Tobrex (Garamycin) eye gtts 2 gtts one or both eyes QID x 1 day then BID x 4 more days
4. refer to physician any persisting or worsening eye complaint

13. **CONSTIPATION**

a. **SIGNS AND SYMPTOMS**

1. irregular bowel movements
2. hard, painful bowel movements

b. **TREATMENT**

1. increase fluids and exercise
2. Senokot 2 tabs at HS, may repeat x four days
3. if chronic, Metamucil 1 TBSP. Po qd.

c. **POTENTIAL COMPLICATIONS**

1. impaction
2. if no results from treatment, check for impaction
3. contact MD for orders

14. **DIABETES**

a. **SIGNS AND SYMPTOMS**

1. history of diabetes
2. excessive thirst, weight loss, fasting blood sugar over 120, sugar in urine

b. **TREATMENT**

1. verify medications and dietary requirements with previous care givers, if available
2. obtain BS and call MD if no previous care providers found
3. obtain BS fasting in AM, and in PM over several days to enable physician to Titrate insulin regime
4. order diabetic diet and specify caloric specifications. Order snacks AM and HS if on insulin, no snacks if on oral hypoglycemic agents.
5. alert officers via IR and Treatment Plan to monitor inmate for symptoms of hypo or hyperglycemia
6. monitor commissary purchases if blood sugars do not remain stable
7. if new diabetic, provide teaching and coaching

15. **DIARRHEA**

a. **SIGNS AND SYMPTOMS**

1. multiple loose stools

b. **TREATMENT**

1. Kaopectate 60 to 90 cc po QID prn until symptoms relieved. Not to exceed 2 days.
2. isolate for stools (own bathroom)

c. **POTENTIAL COMPLICATIONS**

1. fever
2. bloody or frothy stools
3. culture stool
4. contact MD for treatment and with lab results

16. **EPILEPSY**

a. **SIGNS AND SYMPTOMS**

1. tonic, clonic jerking movements of extremities
2. history of seizure disorder

b. **TREATMENT**

1. do not restrain seizure
2. turn on side or stomach to facilitate breathing and to prevent aspiration
3. allow quiet sleep after seizure
4. obtain history of seizures, assess for recent injury or drug/alcohol withdrawal
5. call MD

c. **POTENTIAL COMPLICATIONS**

1. aspiration
2. Status Epilepticus
3. traumatic injury to inmate
4. transport via ambulance

17. **EXTRAPYRAMIDAL SYMPTOMS (ACUTE DYSTONIA)**

a. **SIGNS AND SYMPTOMS**

1. MILD: Akathesia, cogwheeling

b. **TREATMENT**

1. obtain order from psychiatrist for cogentin, artane or benadryl

c. **SIGNS AND SYMPTOMS**

1. SEVERE: Occulo-gyric crisis, torsion spasm, opisthotonos, protrusion of tongue with drooling, laryngospasm

d. **TREATMENT**

1. Cogentin 2 mg. IM
2. if no results, benadryl 50 mg. IM, 20 minutes after the cogentin
3. call psychiatrist for orders
4. transfer to ER if indicated

- e. **POTENTIAL COMPLICATIONS**
  - 1. spinal fractures
  - 2. asphyxiation from laryngospasms

18. **EYE INJURY-CHEMICAL BURN**

a. **SIGNS AND SYMPTOMS**

1. chemical, acid or alkali splashed into eye

b. **TREATMENT**

1. flush with water
2. apply alcaine sterile ophthalmologic anesthetic 0.5%
3. irrigate with copious normal saline for minimum 15 minutes
4. Alkali burns: Use up to 6 liters of normal saline
5. transfer to ER for treatment

19. **GASTROINTESTINAL DISTRESS**

a. **SIGNS AND SYMPTOMS**

1. heart burn
2. mild nausea

b. **TREATMENT**

1. antacid 30 cc po p.c. and HS, up to 3 days

c. **POTENTIAL COMPLICATIONS**

1. ulcer disease
2. if not relieved by antacid, refer to MD

20. **GONORRHEA**

a. **SIGNS AND SYMPTOMS**

1. discharge from the penis or vagina
2. may be milky or clear in appearance
3. may or may not be painful

b. **TREATMENT**

1. confirm the diagnosis with culture
2. Ampicillin 3.5 gm. X one dose
3. Probenecid 1gm. X one dose
4. Tetracycline 500 mg. QID po x 7 days
5. repeat culture after 7 days to confirm cure

21. **HAYFEVER**

a. **SIGNS AND SYMPTOMS**

1. Rhinitis
2. swollen, itchy eyes
3. sinus congestion
4. seasonal, or in response to particular allergen

b. **TREATMENT**

1. Sintapp 1-2 tabs TID prn until symptoms relieved.  
Not to exceed 3-5 days.
2. if more severe, benadryl 50 mg. Po TID until  
symptoms relieved

22. **HEADACHE**

a. **SIGNS AND SYMPTOMS**

1. bilateral pain in head and/or neck
2. occurs as a result of stress, eye strain or in  
conjunction with a cold
3. migraine patients may be treated with RX's current  
on booking with subsequent confirmation by  
prescribing physician. Symptoms lasting greater  
than one day, or recurring greater than once weekly  
refer to physician.

b. **TREATMENT**

1. ASA or TNL two tabs 3-4 X daily PRN. X up to 3 days
2. heat or ice to neck to relieve tension

c. **POTENTIAL COMPLICATIONS**

1. if headache is unilateral, accompanied by nausea or  
visual disturbance, or ataxia, or temperature  
greater than 101 degrees, call MD or refer to the  
ER

23. **HEAD INJURY**

a. **SIGNS AND SYMPTOMS**

1. inmate sustained an injury to the head through a  
fall or blow
2. bruise or hematoma on the head
3. may or may not lose consciousness. If loss of  
consciousness, duration of less than 5 minutes.

b. **TREATMENT**

1. assess and document the following:
  - a. mental status including level of consciousness,  
orientation to time, place, person, purpose, and  
response to verbal or painful stimuli.
  - b. pupils: size, equality, response to light
  - c. motor: movement of extremities, strength and  
equality of hand grips
  - d. gait: Ataxia
  - e. clear fluid from nose or ear or blood from ear
2. awaken every 2 hours for 12 hours

3. TNL 2 tabs TID prn. (Do not give ASA)
4. send to the ER if:
  - a. verifiable loss of consciousness, increasingly severe headache
  - b. change in personality or behavior
  - c. increasing drowsiness or if unable to be fully awakened
  - d. vomiting, slurred speech;, abnormal gait
  - e. weakness of muscles of face or extremities, seizure activity
  - f. head injury may be sustained by an inmate who is intoxicated via drugs and/or alcohol, and therefore history may not be accurate
  - g. clear fluid from ears and/or nose

c. **POTENTIAL COMPLICATIONS**

1. laceration requiring sutures
2. prolonged dizziness
3. neurological damage, skull fracture, coma, death

24. **HEMORRHOIDS**

a. **SIGNS AND SYMPTOMS**

1. rectal bleeding
2. swelling of tissue surrounding anus
3. anal pain and/or itching

b. **TREATMENT**

1. Anusol HC Suppository qHS x 7 days
2. Preparation H prn
3. if bleeding occurs in an inmate over 40 years of age, refer inmate to MD

25. **HEPATITIS**

a. **SIGNS AND SYMPTOMS**

1. jaundice, yellow sclerae
2. nausea and/or vomiting
3. right upper quadrant pain
4. malaise

b. **TREATMENT**

1. obtain specimen for lab tests: Chem screen panel 48. Specify on lab request, if SGOT greater than twice upper normal limit, do hepatitis profile.
2. isolate inmate with blood and enteric precautions
3. refer to MD

26. **HYPERTENSION**

a. **SIGNS AND SYMPTOMS**

1. systolic blood pressure greater than 140
2. systolic blood pressure greater than 90

b. **TREATMENT**

1. if systolic pressure is greater than 170 or diastolic pressure is greater; than 110, call the MD
2. if blood pressure is elevated but less than outlined in #1, record daily BP until seen by MD

c. **POTENTIAL COMPLICATIONS**

1. stroke, heart attack

27. **IMPETIGO**

a. **SIGNS AND SYMPTOMS**

1. superficial skin infections caused by streptococci
2. blisters, vesicles which become pustular and eventually progress to a crust

b. **TREATMENT**

1. contact MD for antibiotic order
2. isolate inmate
3. instruct inmate in preventing the spread of lesions by not scratching

28. **ITCHING**

a. **SIGNS AND SYMPTOMS**

1. persistent complaint of itching without lesions attributable to a specific entity treated under separate protocol

b. **TREATMENT**

1. Benadryl 25-50 mg. TID prn until seen by the physician

29. **MENSTRUAL CRAMPS**

a. **SIGNS AND SYMPTOMS**

1. abdominal cramping associated with menstrual period
2. history of cramping with menstruation
3. absence of signs of infection

b. **TREATMENT**

1. Ibuprofen 600 mg. at earliest symptom and continued TID through menses up to 5 days

30. **OPIATE WITHDRAWAL**

a. **SIGNS AND SYMPTOMS**

1. history is compatible with opiate addiction (heroin, methadone, delaudid, percodan, percocet)
2. low back pain and muscular aches
3. anxiety, anorexia, nausea, or vomiting
4. insomnia
5. hot and cold flashes (chills)
6. lethargy and yawning
7. perspiration, lacrimation and rhinorrhea
8. pupils dilated and react slowly to light
9. goose flesh and chills
10. needle tracks along the course of superficial veins
11. increased temperature, pulse, blood pressure, and respiration

b. **TREATMENT**

1. obtain baseline vital signs
2. obtain history of past and recent drug use, including amount and frequency
3. assess for concomitant medical problems (Hepatitis, respiratory tract infections, etc.)
4. push fluids for dehydration
5. order modified diet depending on severity of symptoms; (clear liquid or bland)
6. begin with TTS-3 patch. Keep in place x 7 days or until seen by physician. May discontinue if systolic blood pressure less than 100 or diastolic blood pressure less than 65 and call physician.
7. TNL 2 tabs prn muscle or bone aches

31. **OTITIS MEDIA**

a. **SIGNS AND SYMPTOMS**

1. feeling of fullness in ear
2. decreased hearing, tinnitus, pain, fever, retracted, red, or bulging ear drum

b. **TREATMENT**

1. Sintapp one BID until symptoms resolved
2. Amoxicillin 500 mg. Po TID for 10 days
3. ASA or TNL two tabs QID prn pain
4. hot water bottle covered with a wet cloth to ear

5. schedule F/U with MD on next round

c. **POTENTIAL COMPLICATIONS**

1. Purulent otitis
2. Mastoiditis characterized by excruciating pain over mastoid
3. call MD

32. **OTITIS EXTERNA**

a. **SIGNS AND SYMPTOMS**

1. usually unilateral ear pain, possible discharge, complaint of fullness or obstruction
2. pain on manipulation of external ear
3. may have tender pre-auricular or posterior cervical lymph nodes
4. Otoscopy reveals edema, narrowing, discharge or fluffy exudate. TM is intact.

b. **TREATMENT**

1. Cortisporin Otic Suspension, 4gtts in ear, 3-4 X daily for 7 days. Complete resolution or refer to physician.

c. **POTENTIAL COMPLICATIONS**

1. may require oral medications if severe or unable to retain eardrops
2. Cellulitis of soft tissues around ear
3. may be confused with otitis media following tympanic membrane rupture

33. **PEDICULOSIS**

a. **SIGNS AND SYMPTOMS**

1. bugs and/or nits seen on the body or in the hair of an inmate
2. itching

b. **TREATMENT**

1. instruct inmate to shower
2. apply KWELL shampoo to all hairy areas of the head and body. Let the shampoo stay on the body for 7 minutes.
3. after 7 minutes, shower the shampoo off
4. apply Kwell lotion to all hairy areas of the body. Allow the lotion to stay on for 24 hours
5. provide clean clothes and linens to inmate
6. send soiled linens and clothes to the laundry in a

- sealed bag for special handling
- 7. repeat this procedure in 7 days

34. **PREGNANCY TESTS**

a. **INDICATION**

- 1. menstrual period is 14 days late; (LMP approximately 6 weeks ago or longer)
- 2. inmate has reason to believe that she is pregnant

b. **PROCEDURE**

- 1. obtain first morning urine specimen
- 2. send to the lab for pregnancy test

35. **SCABIES**

a. **SIGNS AND SYMPTOMS**

- 1. small peteciae-like rash
- 2. intense itching and burning of the skin
- 3. history of scabies
- 4. may have appearance of tracs or trails

b. **TREATMENT**

- 1. instruct inmate to shower
- 2. apply Kwell lotion to entire body from the neck down
- 3. clean linen and clothes
- 4. repeat treatment in 24 hours and again in 7 days

36. **SEIZURES**

a. **SIGNS AND SYMPTOMS**

- 1. history of seizures
- 2. tonic, clonic jerking movements of extremities

b. **TREATMENT**

- 1. do not restrain inmate during the seizure
- 2. turn inmate on side or stomach to facilitate breathing and to prevent aspiration
- 3. allow inmate to sleep after the seizure
- 4. obtain history and names of prescribed medications, when possible
- 5. if inmate has no history of seizures, assess for recent injury or drug/alcohol withdrawal
- 6. consult MD
- 7. if complications are present, transfer to the ER by ambulance

c. **POTENTIAL COMPLICATIONS**

1. aspiration
2. seizures activity continuing longer than 10 minutes
3. traumatic injury to inmate

37. **SORE THROAT AND/OR STREP**

a. **SIGNS AND SYMPTOMS**

1. dry, sore, scratchy throat
2. slight fever
3. may have swollen glands or pustules in throat

b. **TREATMENT**

1. saline gargles QID
2. ASA or TNL two tabs QID prn
3. if positive strep culture, give Penicillin VK 250 mg. QID for 10 days
4. if allergic to Penicillin, give ECN 333 mg. QID X 10 days

c. **POTENTIAL COMPLICATIONS**

1. positive strep infection, if untreated can cause rheumatic fever
2. Peritonsillar abscess
3. have MD assess if positive strep

38. **STRAINS, SPRAINS**

a. **SIGNS AND SYMPTOMS**

1. pain, swelling in muscle or joint after minor trauma

b. **TREATMENT**

1. elevate
2. ice for 48 hours, heat or ice thereafter
3. ASA or TNL or Motrin 600-800 mg. TID x 7 days
4. monitor circulation

c. **POTENTIAL COMPLICATIONS**

1. if range of motion or circulation is impaired, send to ER for evaluation

39. **STYE**

a. **SIGNS AND SYMPTOMS**

1. onset swelling, redness, tenderness on or near eyelid margin. May have discharge.

b. **TREATMENT**

1. warm, moist compresses to area

2. Sulfacetamide ophthalmic drops 10%, 3 gtts. In eye, 3-4 X daily X 5 days. Call physician if not responding.

c. **COMPLICATIONS**

1. failure to improve, may require incision and drainage
2. rarely, may spread to become more extensive cellulitis

40. **SUTURE REMOVAL**

a. **INDICATIONS**

1. sutures closing wound

b. **PROCEDURE**

1. if wound appears to be healing normally, sutures should be removed according to the following schedule:
  - a. scalp: 10 days
  - b. face: 3-5 days with application of steristrips prn.
  - c. trunk: 7-10 days
  - d. hands, fingers, feet, toes, over joints: 14 days
  - e. extremities, not at places of movement: 10 days

41. **TETANUS-DIPHThERIA PROTOCOL: Td**

a. **SIGNS AND SYMPTOMS**

1. any wound, lacerations, abrasions, burns, punctures, includes surgeries and dental

b. **TREATMENT**

1. give booster if no documentable booster given in past 10 years. When in doubt, give booster.
2. "Prone" wounds; extensive or deep burns, punctures, deep wounds, give booster
3. when in doubt, give booster
4. avoid in first trimester pregnancy or history allergic or severe local response to prior injection
5. if never immunized, will need primary series. Call physician for orders.
6. if severe wound (deep burns) refer to emergency room for Tet gamma globulin

42. **TINEA PEDIS: (ATHLETES FOOT)**

- a. **SIGNS AND SYMPTOMS**
    - 1. redness, swelling, scaling, thickening especially on toes and plantar surfaces, sides of foot. May have small blisters.
  - b. **TREATMENT**
    - 1. 1% clotrimazole cream 2X daily X 14-28 days; reassess at 14 days. Refer to physician if not improving.
    - 2. avoid occlusive footwear, air feet and stockings frequently
43. **TINEA CRURIS: (JOCK ITCH)**
- a. **SIGNS AND SYMPTOMS**
    - 1. redness, scaling, possibly with blistering and discharge and discernible border in groin
  - b. **TREATMENT**
    - 1. 1% clotrimazole cream 2X daily X 14-28 days. Reassess at 14 days and refer to physician on rounds if not improving.
44. **URETHRA DISCHARGE**
- a. **SIGNS AND SYMPTOMS**
    - 1. clear or milky discharge from the penis
    - 2. may or may not have pain
  - b. **TREATMENT**
    - 1. culture to lab for gonorrhea
    - 2. obtain urethral swab specimen by placing small cotton tipped swab into urethral meatus, and leaving it there approximately 15 seconds. Roll swab onto culture plate and send to the lab.
    - 3. if culture positive for gonorrhea, see gonorrhea protocol
    - 4. lab results: if culture is negative, give Tetracycline 500 mg. Po QID x 7 days
    - 5. refer to MD on next round
  - c. **POTENTIAL COMPLICATIONS**
    - 1. exposure of others to venereal disease
    - 2. Chlamydia may be causative agent in Reiters' syndrome
    - 3. more serious disease if not detected and treated in early stages

45. **URINARY TRACT INFECTION**

a. **SIGNS AND SYMPTOMS**

1. Dysuria
2. frequency of urination
3. urgency of urination
4. blood or pus in urine

b. **TREATMENT**

1. dipstick urine for leukocytes and blood
2. increase fluid intake
3. call results of dipstick to MD for medication orders

c. **POTENTIAL COMPLICATIONS**

1. nausea, vomiting, chills, fever, flank pain, systemic reaction
2. call MD

46. **VAGINAL YEAST INFECTION**

a. **SIGNS AND SYMPTOMS**

1. vaginal discharge which is new, i.e. less than 2 wks., non bloody, not dark yellow/green/brown colored
2. complaints of irritation or itching, not pain
3. no complaint of malodor

b. **TREATMENT**

1. Clotrimazole vaginal cream, 1 applicator full q HS x 7 days
2. if not pregnant: (not sexually active, compliant on OCP, or negative serum pregnancy test), Fluconazole 150 mg. Tab X 1. (Eg. Flucenazole)

c. **POTENTIAL COMPLICATIONS**

1. persistent infection, missing other inflammatory conditions. Refer all other symptoms and non-responders for further evaluation at physician rounds or to Women's Health Clinic.

47. **VOMITING**

a. **SIGNS AND SYMPTOMS**

1. inmate reports vomiting in absence of head injury

b. **TREATMENT**

1. obtain a specimen in order to document vomiting
2. Phenergan 25 mg. Tabs po 3-4 times daily prn

3. if unable to retain po meds, give Phenergan Suppository 25 mg. 3-4 x daily prn
4. clear liquid diet with extra fluids. Advance to regular diet as tolerated.
5. see MD on regular rounds
6. if moderate to severe symptoms are present, check orthostatic BP and P. If greater than 20 point change from one position to the next, notify the MD.

c. **POTENTIAL COMPLICATIONS**

1. Hematemesis
2. volume depletion
3. aspiration
4. associated diarrhea
5. Electrolyte imbalance

48. **WARTS/CORNS**

a. **SYMPTOMS**

1. classic lesion on the skin

b. **TREATMENT**

1. if genital warts, refer to MD
2. apply duifilm to warts as directed, and if indicated

49. **WOUND CARE**

a. **INDICATIONS**

1. laceration or other wound without signs of infection

b. **PROCEDURE**

1. follow ER recommendations if received with the inmate
2. clean wound TID with ½ strength peroxide to remove dried serum or blood
3. apply neosporin ointment
4. keep wound clean. Cover only if located on area of body which is difficult to otherwise keep clean and with ointment in place.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** CONTINUITY OF CARE

**NUMBER:** 20-01-42

**EFFECTIVE DATE:** March 26, 1998

**REVIEW DATE:** March 26, 1999

**PHILOSOPHY:** All inmates will be provided with a continuum of medical care, which addresses previous medical/psychological care, assessment upon admission to the facility, care throughout the incarceration, and referral to community agencies upon release.

**INFORMATION:** The medical department consists of the medical care providers, counselors, and dental nurse and dentist. Information is shared between the care providers, and all of the gathered and recorded information is entered into the inmate's medical record.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-05  
NCCHC Standard J-42 - Written policy and defined procedures require, and actual practice evidences, continuity of care from admission to the jail through discharge from it, including referral to community resources when indicated.

**PROCEDURE I - Medical Care Continuum**

1. Within eight hours of incarceration, a nurse will obtain a complete health history on each inmate.
  - a. the assessment is conducted immediately if medical or psychological problems are observed, or if injuries are present
2. A nurse will assess the medical, emotional and psychological status of each arriving inmate.
3. The nurse will contact any previous care providers designated by the inmate.
4. S/he will obtain a history, medication, and treatment orders from the previous care providers.

5. The treatment orders of the previous care providers will be implemented.
  - a. if s/he questions the orders given, s/he may contact the Health Authority for direction
6. The nurse will submit all care plans initiated by outside care providers for review by the Health Authority on the next scheduled round.
7. Inmates assessed to have medical problems will be referred to the Health Authority for evaluation at the next scheduled round.
8. The nurse will carry out any procedures ordered by the Health Authority in caring for the inmate during incarceration.
9. S/he will observe and assess the inmate during incarceration, and refer any continuing or developing problems to the Health Authority for evaluation.
  - a. to the counselors if psychological problems
  - b. to the dental nurse if dental problems
10. A nurse will complete an "Inter-agency Medical Transfer Form" to accompany the inmate upon transferring to another facility.
  - a. a summary of care, including diagnosis, treatment, medications, compliance, and progress will be included.
11. If the inmate is to be released to the community, the nurse will provide the inmate's physician with written or verbal information regarding the his/her care in the jail, upon the request of that physician.
12. The nurse will instruct the inmate in community resources for continuing care whenever needed, or appropriate.
13. If release is anticipated, the nurse will instruct the inmate in the procedure for having his/her continuing care provider access the jail medical information.
14. If the inmate is a patient of the Mental Health Center, and the release date is anticipated or known, the counselor or nurse will provide that information to the MHC personnel. This will enable the MHC personnel to set-up an intake appointment with their agency, and/or provide the inmate with instructions for obtaining their prescriptions.
15. If the inmate is being treated for a PPD conversion, the

inmate is instructed to contact the Boulder Health Department, tuberculosis program.

16. If the inmate had sustained an injury, or has a serious illness, s/he will be given instructions on where and when to seek follow up care.
  - a. the Emergency Room (ER) where treatment was initiated
  - b. the name of specialist that s/he has been referred to
  - c. at the People's Clinic
  - d. the Boulder County Health Department
  
17. If the inmate was prescribed medications, which must be continued, the nurse will instruct the inmate to go to their clinic, ER, etc., and to have the care provider call the jail for information and physician's recommendations.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: HEALTH EVALUATION OF INMATES IN SEGREGATION**

**NUMBER: 20-01-43**

**EFFECTIVE DATE: March 26, 1998**

**REVIEW DATE: March 26, 1999**

**PHILOSOPHY:** Inmates who are segregated from general population for administrative or security reasons will have access to a nurse daily. Inmates segregated for medical reasons will be assessed at a minimum of once daily. All contacts of medical significance will be noted in the inmate's medical record. All other contacts will be noted in the module log.

**INFORMATION:** Inmates who are confined to their cells are insured of direct access to health care personnel. No correctional status precludes medical assessment and/or psychological counseling. Inmates segregated for medical reasons are housed in medical isolation cells and are assessed daily by the nurse. Medical isolation cells are located in the Special Management (SMAN) module. Other cells that may be utilized for medical isolation inmates are located in Disciplinary, Maximum, and Women's module.

All inmates, regardless of security status, may request to see the nurse during daily medication rounds/sick call. Module officers will facilitate this contact.

All inmates in segregation are reviewed at the weekly Jail Management Meeting, where the Health Services Supervisor is in attendance.

Officers are assigned to the Disciplinary, SMAN and Women's modules on 3-6 month rotations. This allows the officers to become well acquainted with the inmates, and thereby be in a position to assess and detect any changes that might indicate medical and/or psychological illnesses. The officers communicate with the nurses whenever they have concerns.

Module logs are kept by each officer in charge of a unit. Medication rounds and sick call are recorded by the officer in these logs.

**SOURCE:** NCCHC Standard J-43 - Written policy and defined procedures require, and actual practice evidences, that all inmates who are segregated from the general population (whether for disciplinary, administrative, or protective reasons) are seen by qualified health personnel a minimum of three times a week to determine the individual's health status. A record of these segregation rounds is made on a log, or a cell card, and any clinical encounters are noted in each inmate's health record.

**PROCEDURE I - Assessment of Inmates in Security or Administrative Isolation**

1. During medication rounds/sick call, an officer will individually contact each inmate in isolation.
2. The officer will inquire if the inmate would like to see the nurse.
3. If the inmate is unpredictable, or if other security issues dictate, the other inmates in the module will be locked down to facilitate contact with the nurse.
4. The nurse may assess the inmate in his cell, or at the location of the medication cart, as is indicated by module officer.
5. If the medical issue requires examination in a clinical setting, the officer will arrange for an escort to Health Services.
6. The nurse will record the interaction, if of medical significance, in the inmate's medical progress record.
7. The officer will record the contact in the module log.
8. The nurse will refer the inmate to the Health Care Authority, as indicated by assessment.
9. If the inmate does not desire to see the nurse, but the officer has concerns about the inmate's mental or medical health, the officer will instruct the inmate to see the nurse.

**PROCEDURE II - Assessment of Inmates in Medical Isolation**

1. A nurse will develop a care plan for each inmate in medical isolation.

2. S/he will deliver a copy of the care plan to the module officer, Classification, and a jail operation's supervisor.
3. The nurse will assess isolated inmates each morning during medication rounds, or more often as dictated by the care plan.
4. The module officer will facilitate security measures needed for the nurse to assess the inmate in his/her cell.
5. The nurse will record all interactions, interventions, and progress reports on the inmate's progress record.
6. S/he will revise the care plan, as indicated by the inmate's response to treatment.
7. A nurse will communicate changes in the care plan verbally to module officers and record changes on the care plan in the inmate's medical record.
8. The Health Care Authority will review and revise all care plans and assess the inmate weekly.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT: HEALTH EDUCATION AND PROMOTION**

**NUMBER: 20-01-44**

**EFFECTIVE DATE: March 26, 1998**

**REVIEW DATE: March 26, 1999**

**PHILOSOPHY:** Health Services will have as its focus, health maintenance and disease prevention. Health education will be employed in all interactions and interventions between the inmates and the medical staff.

**INFORMATION:** The Health Authority promotes education, health maintenance, dietary interventions, exercise, and prevention in all aspects of inmate care, and directs this same focus for the nurses.

The Health Department provides AIDS education and testing for all inmates. Classes, testing, and individual counseling are provided weekly.

The library provides material on many aspects of health care, including maternal and child health, substance abuse, psychological issues, chronic and acute diseases, physical fitness, nutrition, and the effects of smoking.

The dental nurse provides education on dental hygiene and preventive care to all inmates seen in the dental service, and refers to community resources those persons who will require additional treatment in the future.

Nurses incorporate health teaching in all interactions with inmates. Included in this health teaching is disease prevention and health maintenance, as well as treatment of the presenting condition.

Due to the relatively short stay of most inmates, inoculations are not undertaken, except in situations where a communicable disease is discovered in the jail, or the physician orders inoculations for high risk patients. In the event of a communicable disease, Health Service, in cooperation with the local Health Department, provide both the education and inoculations necessary, as determined by the Health Department.

Since many inmates in the Boulder County Jail are pre-trial detainees, the time of release cannot always be anticipated. Whenever possible, the nurses and counselors work to prepare the inmate for release and make referrals to community agencies that may support their needs/recovery.

Female inmates are transported to the People's Clinic for pre-natal care. Education in maternity issues, family planning, and sexually transmitted diseases is provided with this evaluation.

Health Services provides a treatment program, referred to as the Phoenix Project, for inmates with substance abuse problems. The program is conducted in a therapeutic community modality. Participants in this project receive treatment, education, individual counseling, group counseling, release counseling and referral, family assessment and intervention, and follow-up care for the inmate and family.

Several jail employees have been trained in Cognitive Intervention and Restructuring Skills. Classes are provided for inmates who are interested in learning, and for all the inmates enrolled in the Phoenix Project.

**SOURCE:** NCCHC Standard J-44 - Written policy and defined procedures require, and actual practice evidences, that health education and training in self-care skills be given to inmates in the jail.

#### **PROCEDURE I - Health Education**

1. Nurses employ teaching/education in each interaction with an inmate.
2. The physician fully explains/educates the inmate about his/her medical condition; care treatment, prognosis, and prevention.
3. Inmates may be instructed to seek information in the library (medical section), or may be given a "health teaching guide" from Health Services.
4. Nurses will take the time to educate an inmate if s/he is willing to engage.
5. All questions regarding medical care/disease, will be answered by a nurse, using whatever teaching aids are appropriate, or if the answer is not known, will refer the inmate to the

physician.



**SUBJECT:** DIET

**NUMBER:** 20-01-45

**EFFECTIVE DATE:** March 26, 1998

**REVIEW DATE:** March 26, 1999

**PHILOSOPHY:** A nutritionally adequate diet, incorporating the four basic food groups, and based on the current recommended dietary allowances will be provided for each inmate. Special diets will be provided for specific medical needs, as directed by the physician.

**INFORMATION:** The Food Services Manager, in consultation with a dietician, has prepared a rotating menu that ensures a diet that meets the nutritional and caloric needs of the inmates. In addition, they have prepared menus for the special diets that are required for the medical and dental needs of the inmates. The dietitian reviews Food Service and the menus every six months.

Copies of the diets, and any changes/acceptable substitutions, are maintained by the Food Service Manager, who is responsible for supervising the adherence to the dietary recommendations of the dietitian.

Special diets include but are not limited to vegetarian, bland, specific caloric diabetic, low sodium, soft, liquid, allergy or medication specific. Preparation of special diets is directly supervised by the Food Service Manager.

Only decaffeinated coffee is served in the dining room and modules.

All inmates receive the same diet, unless the individual is on a special diet. Segregation or disciplinary actions have no bearing on the diet served.

**SOURCE:** A.C.A. Standard 3-ALDF-4C-06  
A.C.A. Standard 3-ALDF-4C-08  
NCCHC Standard J-45 - Written policy and defined procedures require, and actual practice evidences, that there is an

adequate diet supplied to all inmates, that incorporates the principles expressed in the United States Department of Agriculture/Department of Health and Human Services (USDA/DHHS) Food Guide Pyramid, meeting the current Recommended Dietary Allowances (RDA) for appropriate age groups. Therapeutic (special) medical and dental diets are prepared from specially developed menus, or in accordance with an approved diet manual, and are served to inmates according to the orders of the treating physician and/or dentist, and/or as directed by the responsible physician. Regular and therapeutic diets are evaluated for nutritional adequacy by a registered or licensed dietitian at least every six months, and whenever a substantial change in the menus is made. Copies of regular and therapeutic diet menus are retained by the jail for the dietitian's review, along with documentation of variations from the menu as served.

#### **PROCEDURE I - Assessing Dietary Needs**

1. During intake screening, a nurse will assess the inmate's dietary needs.
2. If the inmate has no special dietary needs, s/he will receive a regular diet.
3. If the inmate requires a special diet, a nurse will contact the Food Service Manager to order the special diet.
4. A nurse will complete a "special diet" form, which includes start date, stop date, and medical justification for the special diet.
5. S/he will give one copy of the special diet form to the Food Service Manager, and another copy to the module officer in the housing unit where the inmate resides. This form will be kept in the inmate's module folder.
6. The nurse may request that the Food Service Manager consult with the inmate if his/her dietary needs are very specific.
7. For special diets, where between meal snacks are required:
  - a. the nurse will order the snacks
  - b. the Food Service Manager, or her designee, will deliver them to the module officer
  - c. the module officer will distribute them to the inmate at the appropriate time

8. If the special diet is ordered for a limited time, as is the case in post-oral surgery, the nurse will indicate the stop date on the written diet request form.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** EXERCISE

**NUMBER:** 20-01-46

**EFFECTIVE DATE:** March 26, 1998

**REVIEW DATE:** March 26, 1999

**PHILOSOPHY:** A recreation program, under the direction of a Recreation Director, will be provided. Every inmate will have the opportunity to recreate in the outdoor courtyard, or in inclement weather, in the gymnasium, one hour daily.

**INFORMATION:** Two full time officers have been appointed to the recreation officer post.

The jail was designed and constructed to provide an outdoor courtyard, where recreation occurs unless weather does not permit. In the event of inclement weather, recreation occurs in the gymnasium.

Both indoor and outdoor recreation facilities provide for basketball, volleyball, weightlifting, running and walking.

Recreation is strongly encouraged for all inmates. Recreation in the Disciplinary module is conducted in the dayroom, which allows for walking and individual exercises.

**SOURCE:** NCCHC Standard J-46 - Written policy and defined procedures require, and actual practice evidences, an exercise program in which each inmate is offered exercise involving large muscle activity a minimum of one hour a day, three times a week.

**PROCEDURE I - Recreation**

1. According to an established schedule, a recreation officer will go to the housing unit and announce recreation.
2. The inmates will line up in the hallway, and are then escorted to the recreation facility, either outside

courtyard, or gymnasium, for the recreation hour.

3. At the conclusion of the recreation hour, the inmates will be escorted back to their housing unit, and the recreation officer will proceed to the next unit.

**PROCEDURE II - Recreation Restrictions for Medical Reasons**

1. Upon assessment of a medical injury, a nurse will enter the inmate's name and housing unit to the "RECREATION RESTRICTION" list.
2. At the start of the day, a recreation officer will pick up a copy of the recreation restriction list from Health Services.
3. The recreation officer will note those inmates on recreation restrictions and monitor their activity level while at recreation.
4. Recreation restrictions may include, but are not limited to:
  - a. "Walk Only" for hypertension, or cardiac disease
  - b. "No contact sports" for inmates with healing sprains or strains
  - c. "No weightlifting" for inmates with back injuries
5. Upon healing/resolution of the medical need, the nurse will remove the inmate's name from the recreation restriction list.
6. For medical illness, or communicable disease, the nurse will write an Incident Report excusing the inmate from recreation for the period of time indicated by the illness.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

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Date

**SUBJECT:** PERSONAL HYGIENE

**NUMBER:** 20-01-47

**EFFECTIVE DATE:** March 26, 1998

**REVIEW DATE:** March 26, 1999

**PHILOSOPHY:** It is the policy of the jail to provide all inmates with the resources and facilities to maintain themselves in a clean, hygienic manner.

**INFORMATION:** Each cell in the Boulder County jail has a sink with hot and cold running water. In addition, there are one to four showers in each module in the jail, dependant upon the number of inmates housed in the module.

Each inmate, upon admission to the jail, is given a comb, soap, toothbrush, fluoridated toothpaste, toilet paper, a towel, uniform, underwear, stockings, and shoes. Razors are available on request, as are tampons.

In areas considered maximum security, disposable razors are given to inmates for individual use and then returned to officers for disposing in a special waste container. In medium and minimum security, inmates are allowed to retain the razors in their cell. In Special Management, where inmates with mental health problems are housed, razors are issued and collected after twenty minutes. Officers may be required to be with the inmate while he is shaving, or shaving may be denied altogether for an inmate on suicide precautions. This precaution is written into the treatment plan, if indicated for an individual inmate.

Each inmate is expected to bathe daily. Clean linens and uniforms are issued twice weekly.

Implements for haircutting are available in the module. Inmates may cut each others hair, or if they have funds, a professional barber may be requested to come into the facility on a case-by-case basis.

**SOURCE:** NCCHC Standard J-47 - Written policy and defined

procedures outline a program of personal hygiene. In every area where inmates normally are detained for a least 48 hours, there is a tub or a shower with hot and cold running water, and bathing is permitted daily. The following items are available to inmates: soap, comb, soft toothbrush, toothpaste, toilet paper, and sanitary napkins and tampons.

Laundry services are offered at least weekly. Haircuts and implements for shaving are made available to inmates, subject to security regulations and mental health considerations.

#### **PROCEDURE I - Personal Hygiene**

1. Inmates will be given soap, comb, toothbrush, fluoridated toothpaste, and toilet paper by the module officer upon admission to the module.
2. These items will be replaced and/or replenished during incarceration upon request of the inmate.
3. Sanitary napkins will be issued upon request of the inmate.
4. Daily bathing is expected.
5. Clean linens and clothing will be issued twice weekly to each inmate, according to a schedule.
6. Officers will monitor inmate's cleanliness and instruct them to bathe if negligent.
7. Nurses will observe the cleanliness of the inmates and talk with them when negligence is noted.
8. The nurses will also bring this to the attention of the officer.
9. Officers will inspect the living units of the inmates daily and refer to disciplinary procedures any inmate who is unwilling to maintain personal cleanliness and a clean cell.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** USE OF TOBACCO PRODUCTS

**NUMBER:** 20-01-48

**EFFECTIVE DATE:** March 26, 1998

**REVIEW DATE:** March 26, 1999

**PHILOSOPHY:** The Boulder County Jail is a smoke-free environment and smoking is not permitted by inmates or staff in the jail.

**SOURCE:** NCCHC Standard J-48 - Written policy and defined procedures require, and actual practice evidences, that the jail has a written policy on smoking and the use of other tobacco products, that addresses prevention and abatement activities and requires a smoke-free environment for individuals whose health would be compromised by exposure to smoke. The health care area is designated a nonsmoking area and there are designated nonsmoking areas in the inmate communal facilities.

**PROCEDURES:** None

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: SPECIAL NEEDS TREATMENT PLANS**

**NUMBER: 20-01-49**

**EFFECTIVE DATE: March 26, 1998**

**REVIEW DATE: March 26, 1999**

**PHILOSOPHY:** Special needs inmates will be identified soon in their incarceration and housed, so as to minimize their distress and to prevent deterioration and/or exploitation. A treatment plan designed to meet their special treatment needs will be developed.

**INFORMATION:** The jail has a Special Management (SMAN) module, which is used to house all special needs inmates. This unit contains sixteen (16) cells, six (6) of which are wheelchair accessible. The unit is subdivided to provide careful classification. Two of the cells may be used for isolation, having a negative airflow system and separate shower.

Inmates who require hospital care for medical and/or psychiatric reasons will be cared for at one of two local hospitals. Return to the jail is predicated on progression of their status to out-patient level care.

The Boulder Mental Health Center cares for the psychiatrically ill inmates incarcerated in the jail. A psychiatrist and a mental health worker attend inmates at the jail twice weekly, at regularly scheduled times. In addition, a Crisis Service is available to the jail 24 hours per day, 7 days per week. A crisis worker may be called to evaluate any inmate who is a danger to self or others, or is acutely psychotic. Acutely mentally ill inmates will be hospitalized until medicated and/or treated.

Community Corrections is an agency in the Justice System which works to keep the courts informed of special needs and/or conditions of the individual inmate. The psychologist from Community Corrections attends one of the weekly meetings with the medical unit and the Mental Health representatives.

The Center for Disabilities works with the jail medical department, the courts, Community Corrections, and the Mental Health Center to identify the care needs of the special needs inmate, particularly

the developmentally disabled.

**SOURCE:** NCCHC Standard J-49 - Written policy and defined procedures guide the care of inmates with special needs requiring close medical supervision and/or multi-disciplinary care. Included among special needs patients are the following: the chronically ill or those with communicable disease, the physically handicapped, frail elderly inmates, the terminally ill, inmates with special mental health needs, and the developmentally disabled.

For each of these special needs patients, there is a written, individual treatment plan developed by a physician or another qualified health practitioner. The plan includes instructions about diet, exercise, adaptation to the correctional environment, medication, the type and frequency of diagnostic testing, and the frequency of follow up for medical evaluation and adjustment of treatment modality.

#### **PROCEDURE I - Special Needs Inmate Recognition**

1. A Booking Officer recognizes the special needs inmate through observation and while conducting the "Initial Screening-Booking."
2. S/he will place the inmate in the Booking waiting area, or if the inmate is unable to comply with this, in the safety cell.
3. Booking will call a nurse to go to Booking to assess the inmate.
4. The nurse will assess the inmate and, if appropriate, recommend he be housed in Special Management. If the inmate is female, they may be housed in the sub-dayroom unit in the Women's module.
5. The nurse assesses the special need of the inmate as follows:
  - a. limitations
  - b. abilities
  - c. whether the inmate's problems currently constitutes an emergency, or can care be cared for in the jail
  - d. special physical needs
  - e. special mental health needs
  - f. communication problems
  - g. to what degree can the inmate understand and comply with the jail setting

- h. who are the regular care providers for the inmate
6. A nurse will contact previous care providers for care orders and/or recommendations.
7. A nurse will notify the Health Authority of the special needs inmate and obtain any orders needed for care.
8. S/he will write a treatment plan with a copy to Classification and the module officers. Specified in the treatment plan will be:
  - a. identification of the problem
  - b. limitations and capabilities of the individual
  - c. specific instructions for care and monitoring of the special needs problem
9. After providing for the immediate needs of the inmate, a nurse will refer the inmate for follow-up evaluation by one of the above mentioned agencies and/or departments.
10. S/he will refer the inmate for assessment by the Mental Health Center, or by the Health Authority, as is appropriate.
11. The treatment plan will be upgraded as indicated by assessment of the Health Authority, or the Mental Health Center professionals.

## **PROCEDURE II - Chronic Care**

1. Inmates with chronic care needs as in diabetes, hypertension, etc., will be referred to the Health Authority for evaluation.
2. A nurse will obtain history and care plans of previous care providers, if possible, for review by the physician.
3. S/he will implement the care plan ordered by the physician and monitor the inmate daily.
4. The Health Authority will assess the inmate weekly.
5. Once care of the inmate is stabilized, nurses will monitor the inmate daily, and refer the inmate to the physician monthly for review.
6. Initially a nurse will obtain blood sugar levels four times daily on the diabetic inmate. Once stabilized, the physician

will order how often blood sugars should be obtained; most commonly with each dose of insulin.

7. For the hypertensive inmate, the physician will order blood pressure (BP) recordings to be done at regular intervals, usually daily. Once stabilized, the physician will order that periodic BP readings are taken; usually 1-3 times per week.
8. A nurse will write these orders on the treatment record.
9. For the inmate with seizures, the physician will order the medication. A nurse will place the inmate in a ground level room in clear sight of the officers. Once stabilized on medication, a nurse will obtain blood specimens for medication levels, as ordered by the physician.
10. Treatment plans to inform and instruct the officers in the care and monitoring of the inmates with special needs will be developed by a nurse. Treatment plans will inform the officers of the diagnosis, the treatment, special dietary needs, and precautions. Treatment plans will be updated as needed.

### **PROCEDURE III - Care of the Chronically Mentally Ill**

1. Acutely mentally ill persons will be hospitalized.
2. Chronically mentally ill inmates may be managed in the jail setting.
3. A nurse will order that the inmate be housed in the Special Management Module.
4. S/he ill refer the inmate to the Counselor and/or Mental Health Center psychiatrist for evaluation.
5. The psychiatrist may order medications if the inmate is willing to take them.
6. A nurse will implement the orders and monitor the inmate with each dose of medicine given.
7. A nurse and/or counselor will write a treatment plan, instructing the officers in the care and monitoring of the inmate.
8. A nurse and/or counselor will report the inmate's progress to

the psychiatrist at the weekly meetings.

9. Upon release from the jail, a nurse will instruct the inmate to continue treatment at the Mental Health Center, and provide the inmate with the address and phone number. If the inmate is not capable of caring for him/herself, the Mental Health Center may place the individual in one of their continuing care facilities.



**SUBJECT:** INFIRMARY CARE

**NUMBER:** 20-01-50

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** None

**SOURCE:** NCCHC Standard J-50 - Written policy and defined procedures guide the provision of nursing and other care provided in the infirmary. They contain a definition of the scope of medical and nursing care provided at the jail infirmary. A physician is on call 24 hours a day; the infirmary is supervised by a registered nurse who is there daily. Sufficient and appropriate health care personnel are on duty 24 hours per day. All inmate patients are within sight or hearing of a health care staff person. There is a manual of nursing care procedures. A complete inpatient medical record is kept for each inmate. Admission to and discharge from the infirmary are on the order only of a physician, or another health professional where permitted by state law.

**PROCEDURE:** Non-Applicable Standard as the Boulder County Jail does not have an Infirmary.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date



## BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION

**SUBJECT:                   MANAGEMENT OF SUICIDAL INMATES**

**NUMBER:                   20-01-51**

**EFFECTIVE DATE:        June 12, 2008**

**PHILOSOPHY:**       The Boulder County Jail is committed to the philosophy that "every life can be saved" and has a suicide prevention program that incorporates N.C.C.H.C standards. All personnel are trained in suicide prevention. Communication between all personnel is maintained at an optimum level, thereby, promoting a team approach in recognizing and preventing suicide.

**SOURCE:**    A.C.A. Standard 3-ALDF-4E-34  
                  N.C.C.H.C. Standard J-G-05 - Written policy and defined procedures require, and actual practice demonstrates, that the Boulder County Jail has a program for recognizing and responding to suicidal individuals. The program components include the following: Training, Intake Screening/Assessment, Referral, Housing, Monitoring, Communication, Intervention, Notification, Reporting, Review and Critical Incident Debriefing.

**TRAINING:**   All jail personnel are trained in recognition of suicidal risk factors and suicide prevention. This includes verbal, non-verbal, and behavioral cues that indicate a potential suicide and how to respond appropriately. Jail personnel receive eight (8) hours of training at the time they are hired and two (2) hours of updated training annually thereafter. There will also be a suicide attempt "mock drill" twice a year.

**INTAKE SCREENING/ASSESSMENT:** Identification of suicidal inmates begins with the initial screening conducted by Booking Officers and the Medical Confidential Health History screening done by Medical personnel. Intake screening and assessment are invaluable in identifying suicide risk factors. The medical screening form includes inquiry regarding: Past suicidal ideation and/or attempts, current ideation, threat or plan; Prior mental health treatment/hospitalizations, recent, significant loss (job, relationship, death of a family member/close friend; suicide risk during prior confinement; and arresting/transporting officer's belief that the inmate is currently at risk. Medical personnel complete the Intake Screening process within eight (8) hours following

completion of the booking process. Booking personnel, Bond Commissioners, Medical, and Mental Health personnel are alert to any unusual behavior, suicidal statements, or gestures reported by the arresting officers. If suicide-warning signs are noted at any point during the intake process, intake personnel complete the medical Intake Screen at the time of notification. The new inmate is monitored continuously in Booking, or transferred to the Special Management Module, for monitoring until the Intake Assessment can be completed. All clothing and personal belongings are removed prior to transfer and the inmate is placed in a suicide smock, on Suicide Precautions.

The identification process continues throughout an inmate's term of incarceration. Special attention is given to known high-risk periods: upon admission to the facility; following new legal problems; divorce proceedings; losing custody of children, suffering humiliation or rejection, etc. Module Officers are trained in identifying potentially suicidal inmates, who are immediately referred to Mental Health personnel. All jail personnel are trained to be aware of an inmate's response to court hearings, trials, sentencing, etc., and will notify Jail Mental Health of any change in behavior/mood during these critical time periods. Mental Health will respond to this information as the highest priority and evaluate the inmate for any possible suicidal ideation or intention, within twenty-four (24) hours.

Any jail officer, or Medical/Mental Health personnel may initiate suicide Precautions, however, only Jail Mental Health personnel, or a Crisis Worker from the Boulder County Mental Health Center, may remove an inmate from Suicide Precautions. Once an inmate has been placed on Suicide Precautions, the staff person who initiates this will complete an Incident Report detailing reasons for precautions to be taken.

**REFERRAL:** When an inmate is placed on Suicide Precautions, Jail Mental Health personnel are notified immediately, either by phone, radio transmission, or in person. If there are no Mental Health personnel on the premises at the time, Suicide Precautions are initiated. The person placing an inmate on Suicide Precautions will complete an Incident Report documenting the reasons for precautions. The On-Duty Supervisor will forward the Incident Report to Jail Mental Health.

**EVALUATION:** All inmates placed on Suicide Precautions, will be evaluated by Boulder County Jail Mental Health personnel, or trained mental health professionals from the Boulder County Mental Health Center. The Mental Health professional will read the arrest report for any pertinent information concerning suicidal statements or gestures made by the arrestee (mood, aggression, substance abuse will all be noted). In addition, the mental health evaluation will include a review of the inmate's medical chart for any history of psychiatric medication, suicide attempts, or unusual behavior. This information will be used as part of a comprehensive mental health evaluation with the inmate.

In the event the inmate meets 27-10 criteria for involuntary psychiatric hospitalization, meaning that the inmate is an imminent danger to self/others, or is gravely disabled from a mental health illness, Jail Mental Health personnel will coordinate the process of having the inmate transferred to a psychiatric hospital. If the inmate does not meet 27-10 criteria, the inmate will remain in jail on Suicide Precautions.

When an inmate is on Suicide Precautions, they may not be released on bond without first being evaluated and cleared by either Jail Mental Health or the Boulder County Mental Health Center Crisis team.

**HOUSING:** An inmate on Suicide Precautions will be housed in a manner that optimizes safety. A cell that does not have access to stairs will be utilized to prevent jumping from the top tier. A safety cell housing an inmate on Suicide Precautions will be located close to the Officer Work Station and clearly visible by staff. All cell vents at the Boulder County Jail have been retrofitted to be as suicide-resistant as possible, to prevent hanging within the cell.

When an inmate is placed on Suicide Precautions, all items that could be used for self-harm, are removed (pencils, razors, sheets, shoestrings, socks, underwear, etc.). Regular jail clothing is removed and the inmate is dressed into a Safety Smock and given a Safety Blanket. These items are made of a special fabric that is impervious to being ripped and used for hanging. Every effort will be made to ensure the inmate's safety while preserving their dignity. Specially designed paper garments are worn over the Safety Smock when the inmate attends court.

**MONITORING:** Housing decisions are made based on the Jail's ability to optimally visualize and interact with the inmate. Cell doors are equipped with heavy gauge, unbreakable glass panels that allow jail personnel a full-unobstructed view of the cell interior. Cells do not contain electrical switches, door handles, or radiators. While on Suicide Precautions, the Module Officer will conduct irregularly spaced welfare checks at least every fifteen (15) minutes. The use of physical restraints, i.e., restraint chairs and strapping, are avoided and used only as a last resort, when the inmate is engaging in self-destructive behavior.

Each housing unit contains emergency equipment, including first-aid kit, safety glasses, mouth shield, Ambu-bag, and rescue tool, to cut through fibrous material. Jail personnel inventory this equipment each morning.

**COMMUNICATION:** The Arresting Officer or Transporting Officer will verbally communicate any suicide risks to the Booking Officer on arrival at the jail. The Arresting Officer or Transport Officer will initiate the Intake Mental Health Screening tool by answering question number one. The Arresting Officer will note the suicide concerns on the arrest report.

In the event the Jail Mental Health personnel place the inmate on Suicide Precautions, they will verbally inform the ODS and the Module Officer where the inmate will be housed. They will reference the Incident Report number that reflects the incident in the appropriate Treatment Plan. They will complete the Hazards and Event section in Tiburon. Jail Mental Health personnel will verbally inform Medical personnel of the suicide placement. They will write the inmate's name on the Pass-On board in the Medical Unit and the Suicide Precaution Board, located by the Mental Health Office.

If a nurse from Medical places an inmate on Suicide precautions, s/he will inform the ODS. They will communicate with Classification regarding a housing assignment and will inform the Module Officer in the Module in which the inmate will be housed. They will complete the Incident Report and formulate and document a Treatment Plan. They will also complete the Hazards and Event section in Tiburon. The nurse placing the inmate on Suicide Precautions will complete a Mental Health Referral form and put the form in the Jail Mental Health Office. The nurse will place the inmate's name on the Pass-On board in Medical and on the Suicide Precaution board by the Mental Health Office.

If an officer places the inmate on Suicide Precautions, they will inform the ODS, Medical staff on duty and the Module Officers where the inmate will be housed. They will complete an Incident Report and the Hazards and Event section in Tiburon. The officer will e-mail Jail Mental Health personnel that the inmate has been placed on Suicide Precautions.

If the ODS places an inmate on Suicide Precautions, they will verbally inform the Module Officers in the Module where the inmate is being housed. They will verbally inform Medical personnel on duty. Medical personnel on duty will write the inmate's name on the Pass-On Board in Medical and on the Suicide Precaution Board near the Mental Health Office. The ODS will complete the Incident Report and the Hazards and Event section in Tiburon. The ODS will e-mail Jail Mental Health personnel that the inmate has been placed on Suicide Precautions.

A copy of the Incident Report will remain on the clipboard in the Officer Work Station of the Module in which the inmate is being housed. The officers working that module need to check the clipboard on a daily basis and code the module roster to inform that the inmate is on Suicide Precautions.

The Mental Health Counselor will review the Medical Pass-On Board and the Suicide Precaution Board on a daily basis.

In the event that an inmate transfers to another facility while on Suicide Precautions, the Transport Officer will be notified verbally. Medical will provide a Transfer Summary, which will include that the inmate is on Suicide Precautions.

**INTERVENTION:** Suicide prevention is a multi-dimensional issue and includes effective intervention following incidents of self-injury. Personnel who discover a suicide attempt in progress will call for back-up and announce a “Code Red” in the module or area where the incident has occurred. Medical personnel will respond with the Crash Cart. Master Control will document the time. If the incident occurs in an inmate module, the Module Officer will direct the remainder of the module to lockdown.

The person who finds the inmate will start CPR/First Aid until a nurse from the Medical Unit arrives. Once Medical arrives at the scene, the nurse will determine if an ambulance is needed. Master Control will coordinate the call for an ambulance. Medical personnel will coordinate the ongoing CPR/First Aid. The CPR/First Aid will continue until the ambulance arrives, or the inmate is resuscitated.

If the inmate needs to be hospitalized, the ODS will arrange for security to accompany the inmate.

Personnel responding to the scene will coordinate securing the scene if necessary.

In the event that the Mental Health Counselor is not available, the nurse will call Boulder County Mental Health Crisis to respond.

The Officer initiating the “Code Red” will complete an Incident Report. Other involved personnel will complete a Supplemental Report. The Jail Psychiatrist will evaluate the inmate on the next scheduled rounds.

All personnel who come into contact with inmates will be trained in standard basic First Aid and will be CPR certified.

If death results from a suicide attempt, Policy 20-01-10 will go into effect.

**NOTIFICATION:** The ODS, or designee, will contact Operations and request that a Detective respond to the jail.

The ODS will ensure that the scene is secure. The ODS will obtain the names of all jail personnel that were involved with the incident. The ODS will obtain the names of any inmates, visitors, or other professionals, who may have witnessed to incident.

The ODS will contact the Division Chief, or designee, to inform them of the incident.

The Division Chief, or designee, will contact the Sheriff, and the Coroner if the inmate is deceased.

The ODS will conduct a debriefing with all personnel involved in the incident as soon as practical. The ODS will determine if the Sheriff's Victim Advocates are needed to speak with staff, inmates, or others that witnessed, or were involved with the incident.

If death results from a suicide attempt, Policy 20-01-10 will go into effect.

**REPORTING:** The Mental Health Counselor will log all inmates placed on Suicide precautions by name, date placed on Suicide Precautions, and date they were removed from Suicide Precautions. This data will be presented to Jail Administration on a quarterly basis. This information will be used to look for patterns of inmates on Suicide Precautions at the Boulder County Jail. These figures can be used to compare with National trends.

**CRITICAL INCIDENT DEBRIEFING:** The ODS will conduct a debriefing with all personnel involved in the incident as soon as possible. The ODS and Mental Health staff will remind all personnel of the availability of the Employee Assistance Program (EAP).

The ODS, or designee, will call the Sheriff's Victim Advocates within 4 hours, to speak to personnel, inmates, and others that witnessed, or were involved with the incident. If needed, the ODS, or designee, will contact Boulder County Mental Health Crisis to help debrief staff and inmates.

The Jail Chaplain will be available to jail personnel and inmates the following day.

When the investigation is complete and the Coroner's report is finalized, Jail Administration will review them. There will be a formal debriefing that will include all of the personnel involved in the incident and jail administration within two (2) weeks of the incident. Others wishing to be part of the debriefing will need approval from the Jail Division Chief.

**ADMINISTRATIVE REVIEW:** Following a successful suicide, a Mortality Review will take place.

The following people will be in attendance:

- Division Chief, or designee
- Administrative Commander
- Health Services Administrator
- Medical Unit Supervisor
- Mental Health Counselors
- Jail Physician
- Jail Psychiatrist
- Others as determined by the Division Chief

The Health Services Administrator will organize the Medical Chart.

The Mortality Review Group will review the following records:

- Inmates Initial Medical Screen
- Medication Sheets
- Lab-work completed at the jail
- Medical Records from other jail facilities
- Notes from the Medical Physician
- All Nurses notes
- Jail Mental Health Referrals
- Mental Health Evaluations
- Psychiatrist Evaluations
- Incident Reports and Worksheet entries
- Workflow of the module officers during the eight hours preceding the event
- Officer Check sheets

The Health Services Administrator will compile a summary of the events to evaluate if appropriate risk factors were assessed. The treatment plan will be evaluated and documentation of the treatment plans' initiation will be assessed.

The jail Administration will review the summary and revise Policies and Procedures in accordance with the findings.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank

06/12/08  
\_\_\_\_\_ Date

**SUBJECT:** INTOXICATION AND WITHDRAWAL

**NUMBER:** 20-01-52

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** All inmates admitted while under the influence of drugs or alcohol will be medically monitored during the detoxification and withdrawal phases. Pharmacological support and/or hospital care will be employed whenever indicated. Anyone displaying symptoms of severe intoxication or overdose will be evaluated at the emergency room prior to acceptance at the jail.

**INFORMATION:** Prior to acceptance at the jail, the incoming inmate is assessed by a Booking Officer, who is trained in issues of intoxication and withdrawal. If the officer suspects acute alcohol or drug intoxication, s/he will call a nurse to assess the inmate. The nurse will assess the inmate's coordination, orientation, and vital signs, and question him/her about their drug/alcohol use, the amount, and when consumed. Based on this assessment, the nurse will decide whether a pre-booking clearance at the emergency room is indicated.

Upon acceptance to the jail of the intoxicated inmate, the officer will monitor the inmate at one hour intervals during the first four hours, and every two hours for the next four hours. At each check, the officer will awaken the inmate. The officer will report to the nurse any inmate who cannot be completely awakened or who appears to be incoherent when awakened.

The Health Authority has written protocols for the nurses to employ in the detoxification and withdrawal of inmates under the influence of opiates and/or alcohol. All other substance abuse cares, such as barbiturates, benzodiazapines, hypnotics or mixed substances are managed by specific treatment plan ordered by the Health Authority, or are hospitalized depending on severity.

Pregnant women or inmates with chronic illnesses, epilepsy, psychosis, or of advanced age will be discussed with the Health Authority prior to withdrawal and/or protocol application for withdrawal.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-39

NCCHC Standard J-52 - The responsible physician has approved written policy, procedures, and specific protocols for inmates under the influence of alcohol or other drugs or undergoing withdrawal. Inmates experiencing severe intoxication (overdose), or withdrawal are immediately transferred to a licensed acute care facility. Established guidelines for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs are developed and followed. Individuals at risk for progression to more severe levels of intoxication or withdrawal are kept under constant observation by qualified health professionals or health-trained correctional officers. Medical detoxification is done only under medical supervision in accordance with local, state, and federal laws.

**PROCEDURE I - Assessment of Inmate Under the Influence of Drugs or Alcohol**

1. A Booking Officer will assess the incoming inmate for intoxication prior to booking.
2. The Booking Officer will instruct the Arresting Officer to obtain a medical clearance on any inmate who:
  - a. is not fully conscious
  - b. is incoherent
  - c. is disoriented
  - d. admits to drug ingestion with alcohol
3. If the Booking Officer questions the need for medical clearance, s/he will contact a nurse to respond to the Intake garage.
4. The nurse will respond and assess the inmate and order medical clearance if indicated.

**PROCEDURE II - Admission of Intoxicated Inmates**

1. The Booking officer will notify a nurse of the admission of an intoxicated inmate.
2. A nurse will respond to Booking to assess the inmate.
3. The nurse will determine:

- a. the intoxicating substance and the amount ingested
  - b. vital signs
  - c. mental status
  - d. history of withdrawal symptoms, including seizures.
  - e. medical history and current medical status that might impact withdrawal.
4. The nurse will decide whether the inmate may go to the Intake Module, or will require the closer observation of Special Management.
  5. S/he will instruct the officers to awaken the inmate every hour for four hours, then every two hours for the next four hours.
  6. The officer will call a nurse during these checks if s/he is unable to fully awaken the inmate, or if the inmate is incoherent, agitated, vomiting, or hallucinating.
  7. The nurse will assess the inmate and:
    - a. begin withdrawal protocol if indicated
    - b. arrange transport of the inmate to the hospital if indicated
    - c. consult with the physician for medical orders if indicated

### **PROCEDURE III - Detoxification and Withdrawal**

1. The nurse will complete the health history and medical assessment within eight hours of admission, or within four hours if the inmate is able to participate.
2. If withdrawal symptoms are present, the nurse will employ the appropriate protocol.
3. A nurse will assess the inmate three times daily during medication rounds/sick call, to determine:
  - a. vital signs
  - b. amelioration of physical symptoms
  - c. orientation and mental status
4. If the withdrawing inmate does not steadily improve, the nurse will consult with the Health Authority.
5. If the inmate develops seizures or hallucinations, a nurse

will order that the inmate be transported to the emergency room via ambulance.

6. The nurse will present for review by the Health Authority on the next scheduled round, each withdrawal protocol application.
7. A nurse will schedule the withdrawing inmate for physician assessment on the next scheduled round if indicated.



**SUBJECT:                    PRENATAL CARE**

**NUMBER:                    20-01-53**

**EFFECTIVE DATE:         March 27, 1998**

**REVIEW DATE:            March 27, 1999**

**PHILOSOPHY:**       Prenatal care for inmates will be provided by an obstetrician delegated by the Health Authority. Care will include regular examinations, a dietary and exercise plan, and counseling.

**INFORMATION:**    The Health Authority delegates prenatal care, delivery, and post partum care to an area obstetrician of his choice. All pregnant inmates whose anticipated length of stay in the jail is more than a month, and whose pregnancy is confirmed by lab test, will be referred to the obstetrician or clinic delegated by the Health Authority. If the inmate was under the care of a physician or clinic prior to incarceration, care will be continued with that physician and/or clinic.

The Boulder County Health Department and the People's Clinic provide a comprehensive prenatal program, which encompasses medical monitoring, counseling, and after care. Any inmate who is not being followed by another obstetrician, will be referred to this program unless the Health Authority dictates otherwise. This program is skilled in managing "high risk" pregnancies and provides drug/alcohol counseling when indicated. This program also presents counseling on alternatives.

**SOURCE:**            NCCHC Standard J-53 - Written policy and defined procedures require, and actual practice evidences, that pregnant inmates receive timely and appropriate prenatal care by a qualified practitioner that includes medical examinations, advice on appropriate levels of activity and safety precautions, nutritional guidance, and counseling.

**PROCEDURE I - Prenatal Care**

1. A nurse will identify through "Intake Screening" those inmates

who are pregnant.

2. The nurse will determine the date of the last menstrual period.
3. S/he will obtain a urine specimen for pregnancy test, if appropriate, to establish pregnancy.
4. The nurse will determine whether the inmate has received prenatal care prior to incarceration and if so, will identify the treating physician and/or clinic.
5. S/he will refer the inmate to the Health Authority on regularly scheduled rounds.
6. The Health Authority will delegate prenatal care to the desired obstetrician, the Health Department, or will order care to continue with previous care provider, if inmate had initiated care prior to incarceration.
7. A nurse will make the appointment and write the transport order.
8. Upon completion of the appointment, a nurse will contact the obstetrician for care orders including:
  - a. diet
  - b. exercise
  - c. follow-up appointments
  - d. laboratory tests
  - e. expected date of confinement
  - f. medications
9. S/he will implement the orders of the obstetrician.
10. The nurse will present the orders of the obstetrician for review of the Health Authority.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** CHEMICALLY DEPENDENT INMATES

**NUMBER:** 20-01-54

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Chemically dependent inmates will be identified upon intake, assessed for the degree of their addiction and withdrawal, and monitored and treated during their incarceration.

**INFORMATION:** The Health Services department of the Boulder County Jail promotes drug-free treatment. Drug-free addresses not only illicit street drugs but, also mind or mood altering prescribed medications used in an excessive or abusive manner.

Protocols written by the Health Authority prescribe withdrawal plans for those inmates who abuse alcohol and opiates.

All other inmates suspected of being chemically dependent, who confide their dependency or who use prescribed medications in an abusive manner, will be referred to the physician for diagnosis and treatment.

Persons who use tranquilizers and barbiturates do require a gradual withdrawal program, which involves reducing the amount of the drug over an extended period of time. The Health Authority or psychiatrist will assess the inmate and write specific orders for the gradual withdrawal.

Programs are offered in the jail for chemically dependent inmates. These include Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Alcohol Therapy, and counselors who are specialists in chemical dependency. For selected inmates, a jail treatment program is available, The **Phoenix Project**. This program provides treatment for the substance abusing inmate in a therapeutic community mode with emphasis on peer pressure, cognitive restructuring, education about addictions, and anger management.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-41  
NCCHC Standard J-54 - Written policy and defined

procedures require, and actual practice evidences, the recognition, assessment, and management of inmates with alcohol or other drug (AOD) problems. An individual treatment plan is developed and implemented. Referral to specified community resources is provided upon release, when appropriate.

#### **PROCEDURE I - Recognition of Chemical Dependence**

1. During the initial health assessment, a nurse will evaluate the incoming inmate for chemical dependency.
  - a. if inmate is intoxicated on alcohol, see 20-01-52
  - b. if inmate is not intoxicated but admits to substance abuse, the nurse will determine:
    1. the substance used
    2. the amount of substance used
    3. duration of use/abuse
    4. prescribing physician, if prescription medication
    5. history of withdrawal symptoms/seizures
    6. current state of intoxication/withdrawal
    7. vital signs and mental status

#### **PROCEDURE II - Management of Inmates with Alcohol/Drug Problems**

1. A nurse will contact the previous care givers/physicians to obtain information:
  - a. about inmate's history
  - b. diagnosis
  - c. reason for prescribed medication/if abused substance is prescribed
  - d. amount of medication prescribed, how often, and expiration date
  - e. history of substance use/abuse, including withdrawal history
2. The nurse will contact the Health Authority to:
  - a. advise him/her of information obtained
  - b. describe present state of intoxication and/or withdrawal of the inmate
  - c. assessment of vital signs, health history, and current health status of the inmate
  - d. obtain treatment orders for withdrawal
4. The nurse will implement treatment plan prescribed by the

Health Authority.

5. A nurse will assess the inmate daily, or more often if indicated, and will report any complications to the Health Authority.
6. A nurse will schedule the inmate to be evaluated on the next physician rounds.

**PROCEDURE III - Referral to Programs in the Jail/Community**

1. A nurse will refer the inmate to counseling, AA, NA, Alcohol Recovery Center (ARC), and/or alcohol group therapy.
2. If appropriate for the Phoenix Project, a nurse will refer the inmate for evaluation by a Case Manager.
3. If inmate is amenable, depressed, first time offender, or possesses other factors that make him/her appropriate, the nurse may refer the offender to a counselor. The counselors are trained and skilled in chemical dependency (CAC).
4. If appropriate, and if the discharge date is known, a nurse will refer the inmate to community resources including AA, NA, and the ARC.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:                               SEXUAL ASSAULT**

**NUMBER:                               20-01-55**

**EFFECTIVE DATE:                    March 27, 1998**

**REVIEW DATE:                        March 27, 1999**

**PHILOSOPHY:**     The Boulder County Jail will respond to victims of sexual assault by providing immediate and comprehensive medical care and psychological support to the victim. In addition to medical care, institutional protection and support of the victim will continue during the investigatory phase of the incident and throughout the remainder of their incarceration.

**INFORMATION:**   Physicians at the Community Hospital or Avista Hospital Emergency Room (ER) will examine any victim of alleged sexual assault. Examination includes an assessment of injuries and recording the victim's details of the assault. Further the physician will provide prophylactic treatment and/or testing for venereal disease and collect evidence to aid in the prosecution of the offender.

**SOURCE:**            NCCHC Standard J-55 - Written policies and procedures require, and actual practice evidences, that victims of sexual assault are either referred to a community facility for treatment and the gathering of evidence, or if these procedures are performed in-house, the following guidelines are used.

1.   A history is taken and qualified health personnel make an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes the collection of evidence, using a kit approved by the local legal authority.
2.   Prophylactic treatment and follow-up for sexually transmitted or other communicable diseases are offered to all victims, as appropriate.
3.   Provision is made for testing and counseling (e.g., HIV, Hepatitis B), as appropriate.

4. Following the physical examination, there is an evaluation by mental health personnel for crisis intervention counseling and long-term follow-up.
5. A report is made to the correctional authorities to effect a separation of the victim from his/er assailant in the housing assignment.

#### **PROCEDURE I - Response to Allegation of Sexual Assault**

1. Upon notification/realization of a possible sexual assault, an officer will call a nurse and remove the inmate from the module.
2. A nurse will respond to the module and accompany the inmate to the medical office.
3. The nurse will talk with the inmate about his/er injuries and assess emotional response.
4. S/he will explain to the inmate that a complete examination will be performed at the hospital.
5. The nurse will notify the On-Duty Supervisor (ODS) that transport to the ER is needed.
6. The ODS will assign a same sex officer to accompany the inmate to the ER.
7. The nurse will call the ER to inform them of the inmate's transport, the suspected assault, the condition of the inmate, and any pertinent medical history.
8. The nurse will call a Crisis Worker to respond to the ER to meet with the inmate.
9. Upon the inmate's return to the jail, a nurse will confer with Classification and the ODS to determine safe housing for the inmate.
10. The nurse will record all medical information and inmate's reactions in the medical record.
11. S/he will write an Incident Report (IR), or contribute to the officers IR of the event.

**PROCEDURE II - After-Care for Sexual Assault Victim**

1. A nurse will complete all orders of the ER, with regard to inmates care: medications, laboratory tests, wound care, emotional support, and counseling.
2. S/he will refer the inmate to the counselor for on-going support.
3. Counselors and nurses will monitor the inmate's physical and emotional responses in the weeks after the event.
4. A nurse will complete HIV testing at intervals to be determined by the Health Authority.
5. Classification, nurses, and counselors will review the inmate's housing to prevent further victimization and/or harassment.
6. If the perpetrator is known, s/he will be transported to the ER for testing per the Health Department directive; i.e., HIV and Hepatitis.
7. The testing will be repeated at intervals directed by Health Department protocol and the inmate will be returned to the ER to undergo this testing.
8. If the inmate is to be treated prophylactically for HIV, the nurse will obtain the orders from the ER, and follow their directives.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: PREGNANCY COUNSELING**

**NUMBER: 20-01-56**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** Pregnant inmates will be provided assistance in planning for their unborn child whether they desire abortion, adoption, or maintaining the child. Medical care will be provided by the jail medical staff, or facilitated through community agencies, as dictated by the Health Authority.

**INFORMATION:** Colorado law states that a woman may have an abortion up to twenty (20) weeks gestation. The jail will facilitate an abortion if the inmate so desires. Should birth occur while the inmate is still incarcerated, the inmate will be transported to the hospital and remain there until released by the attending obstetrician. Social Services will be contacted to care for the infant, in collaboration with the inmate's wishes, until the inmate is released. Social Services will be contacted early in the pregnancy to work with the inmate regarding placement, if it is apparent that the inmate will be incarcerated or imprisoned at the time of birth.

**SOURCE:** NCCHC Standard J-56 - Written policy and defined procedures require, and actual practice evidences, that comprehensive counseling and assistance are offered to pregnant inmates in keeping with their expressed desires in planning for their pregnancy outcome, whether they desire abortion, adoption services, or to keep the child.

**PROCEDURE I - Report of Pregnancy**

1. Upon report of pregnancy, either by the inmate or as information obtained by booking screening or medical assessment, a nurse will schedule the inmate for an appointment with the Health Authority.

2. A nurse will obtain a urine specimen for pregnancy test to confirm the pregnancy, if appropriate.
3. S/he will obtain a medical history including:
  - a. health history, vital signs, allergies, and weight
  - b. previous pregnancies and outcomes
  - c. history of prenatal care and treating physician
  - d. date of last menstrual period
  - e. inmate's desire for the pregnancy
  - f. history of drug and/or alcohol addiction/usage
4. A nurse will contact the previous treating physician.
5. S/he will write all information in the inmate's progress record for review by the Health Authority.

**PROCEDURE II - Care of Inmate Who Wishes to Retain Pregnancy**

1. The Health Authority will assess the inmate's medical status and desire to retain the pregnancy.
2. S/he will refer the inmate's care to the desired obstetrician.
3. A nurse will schedule the appointment and order the transport.
4. S/he will obtain treatment orders from the obstetrician including diet, exercise, medications, length of pregnancy, potential complications, and date for next appointment.
5. The nurse will facilitate the obstetricians orders.
6. A nurse will also determine what counseling will be provided by the obstetrician and/or his/her staff.
7. S/he will refer the inmate to the jail counselor for additional support.
8. A nurse will write all information for review by the Health Authority.
9. The Health Services Supervisor will notify the presiding judge of the expected date of confinement.
10. If the inmate is likely to be incarcerated at the expected date of confinement, a nurse will notify Social Services.

11. A Social Worker from Social Services will counsel the inmate and work with the inmate to plan for placement of the infant until the inmate's expected release.
12. A nurse will monitor the inmate daily during incarceration.
13. The Health Services Supervisor will inform the Jail Management Team of the expected delivery and the plan for placement of the infant.

### **PROCEDURE III - Termination of Pregnancy**

1. If the inmate desires to terminate the pregnancy, a nurse will refer the inmate to the counselor and to the Health Authority to further explore the inmate's options.
2. If the decision is confirmed, a nurse will schedule an appointment with the Boulder Valley Women's Clinic, as per order of the Health Authority.
3. The Clinic will examine the inmate and provide further counseling, including the adoptive alternative.
4. If the inmate's decision is for abortion, a nurse will schedule the appointment with the Clinic, order the transport, and complete the pre-operative work-up ordered by the Clinic.
5. The Health Services Supervisor will contact the court to obtain a medical furlough, if appropriate, and/or allowed.
6. If a furlough is not possible, a nurse will write a transport order specifying that a female officer accompany the inmate.
7. At the completion of the procedure and upon return of the inmate to the jail, the nurse will:
  - a. monitor the inmate according to the Clinic's instructions
  - b. schedule follow-up care appointments
  - c. schedule follow-up counseling, either through the Clinic or through the jail counselor

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** ORTHOSES, PROSTHESES, AND OTHER AIDS TO IMPAIRMENT

**NUMBER:** 20-01-57

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Inmates who have prostheses and medical appliances will retain these devices during incarceration. Prostheses will be provided for the inmate when deemed medically or dentally necessary to maintain the health of the inmate, as determined by the Health Authority and/or dentist.

**INFORMATION:** Inmates who have need of prostheses and medical appliances will be assessed by the Health Authority or the designated dentist. Their judgment will be the final authority in the decision to procure a prostheses or medical appliance for an inmate.

Inmates who require crutches and/or wheelchair will be allowed to retain and use these aids during their confinement in the jail.

If the behavior of the inmate makes the retention of medical aids and/or prostheses a security risk, the inmate will be housed in Special Management (SMAN) on a level I, II, III, or in Disciplinary Module, where the risk to officers and/or other inmates is minimized.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-29  
NCCHC Standard J-57 - Written policy and defined procedures require, and actual practice evidences, that medical and dental orthoses or prostheses and other aids to impairment (such as eye glasses, hearing aids, crutches, or wheelchairs) be supplied when the health of the inmate would otherwise be adversely affected, as determined by the responsible physician or dentist.

**PROCEDURE I - Identification/Recognition of Person with Prosthesis**

### **or Medical Appliance**

1. Inmates with prosthesis or medical appliance will be identified by a Booking Officer at the time of the Booking Medical Screen.
2. The officer will notify a nurse of the inmate with prosthesis or medical appliance.
3. The nurse will respond to Booking to assess the inmate, or will request that the inmate be brought to the medical area.
4. The nurse will assess the inmate's medical injury or disability necessitating the medical appliance or prosthesis.
5. S/he will assess the inmate's emotional status and response to incarceration, to determine the inmate's reliability with regard to handling the prosthesis or medical appliance responsibly.
6. If the inmate is inebriated or otherwise incapacitated, the nurse may isolate the inmate until sobriety is achieved, and/or remove the appliance/prosthesis until this occurs.
7. The nurse will write an Incident Report (IR) to inform the security staff of the appliance/prosthesis and the reason this is needed.
8. S/he will request SMAN housing for those inmates whose disability is great and/or those inmates whose responsibility level needs to be monitored.
9. A nurse will contact the inmate's previous health care providers to obtain history and medical orders.
10. A nurse will continue the prescribed treatment plan and refer the inmate to the Health Authority for assessment and approval or revision of the treatment plan.

### **PROCEDURE II - Provision of Prosthesis or Medical Appliance**

1. Inmates with acute injuries will be assessed at the emergency room of a local hospital.
2. The jail medical staff will implement the orders of the treating physician, including orders for obtaining prosthesis or medical appliances.

3. The treating hospital will provide the prosthesis or will provide a referral source for obtaining the needed device.
4. Dental prosthesis will be provided by the contracting dentist or his/her designee.
5. If the dental prosthesis is to be provided by a contracting agency and/or dentist, a nurse will set up the appointment and arrange for the transport.
6. The medical unit will coordinate with the contracting agency for the provision of a medical prosthesis. The inmate may be transported to the contracting agency for fittings and therapy, or the contracting agency may send a practitioner to the jail.
7. If the provider comes to the jail, a nurse will escort the provider to the treatment room, and will have a rover escort the inmate to the appointment. The nurse will aid the practitioner if needed and/or appropriate.
8. In the event of an inmate with a pre-existing condition that requires a prosthesis, the Health Authority and/or dentist will make the determination whether the prosthesis is a medical or dental necessity.
9. If the Health Authority or the dentist orders a prosthesis, a nurse will contact the provider and arrange the transport for implementation of the order.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** HEALTH RECORD FORMAT AND CONTENTS

**NUMBER:** 20-01-58

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** A medical record will be initiated for each inmate whose health history and current state of health is assessed by a screening nurse. This record will reflect each subsequent encounter between the inmate and medical, dental, or psychiatric practitioners; all treatments, medications, interventions and outcomes. The format of the medical record is approved by the Health Care Authority.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-46  
NCCHC Standard J-58 - Written policy and defined procedures require, and actual practice evidences, that the method of recording entries in the record and the format of the record are approved by the health authority. At a minimum, the health record file contains these documents:

- \* Identifying information (e.g., inmate name, identification number, date of birth, sex; problem list (including allergies)
- \* Receiving screening and health assessment forms
- \* all findings, diagnoses, treatments, and dispositions
- \* prescribed medications and their administration
- \* reports of laboratory, x-ray, and diagnostic studies
- \* progress notes
- \* consent and refusal forms
- \* release of information forms
- \* results of consultations (e.g., dental, mental health,

other) and off-site referrals

- \* discharge summary of hospitalizations and other in-patient stays
- \* special needs treatment plan, if any
- \* immunization records
- \* place, date, and, time of each clinical encounter
- \* signature and title of each documenter

### **PROCEDURE I - Establishing the Medical Record**

1. A screening nurse assesses each incoming inmate.
2. The screening nurse types a chart label and affixes it to a chart, if the inmate is new to the facility, or reactivates the old chart, if the inmate has been in the jail previously.
3. A nurse writes a progress note detailing the information acquired from the intake assessment.
4. The nurse will complete a problem list of the major and/or chronic medical issues revealed during the intake assessment.
5. S/he will flag the progress note if the inmate has not signed the "consent to treat" form, or has signed the "refusal of treatment" form during the intake procedure.
6. During the inmate's stay in jail, the current progress note, the problem list, the prescription medication record, and the most recent psychiatric report are entered into the medication administration books.
7. Upon the inmate's release from the facility, these records are returned to the inmate's chart for filing in the medical file room.

### **PROCEDURE II - Maintenance of the Medical Record**

1. All interactions of medical significance are recorded on the inmate's progress record. The physician, counselor, and nurses all chart on this form. Each entry includes the date and time of the encounter and the name and title of the writer.

2. Dental care and interventions are documented on dental forms and are placed in the inmate's chart along with any x-rays that may have been taken.
3. Mental Health Center psychiatric reports are placed in the inmate's chart.
4. Laboratory reports are placed in the chart.
5. A form is sent to each outside care provider to be completed for inclusion in the chart.
  - a. if the contractual health care provider does not complete the form, a nurse will call for the report and write that information in the progress record
  - b. the contracting practitioner, clinic, or hospital will be reminded to send the record for inclusion in the chart.
6. For special needs inmates, a copy of the treatment plan is included in the medical record.
7. Any Incident Reports (IR), which depict medical injury or illness, or speak to the inmate's behavior, or adjustment to the facility will be included in the chart.
8. Upon release, a nurse returns current records to the inmate's chart, writes a discharge note, and files the chart in the chart file room.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT:** CONFIDENTIALITY OF HEALTH RECORDS

**NUMBER:** 20-01-59

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Inmate medical records will be developed and maintained separate from the incarceration record and may be accessed by medical personnel only.

**INFORMATION:** Inmate medical records are developed and maintained by the medical personnel and are stored in a locked record room in the Health Services Unit. Access is to medical personnel only. Upon release of the inmate from the facility, the medical record remains in the medical record storage and do not become part of the jail record.

Information regarding an inmate's medical or psychological condition will be shared with corrections staff only in the following circumstances:

- a. if inmate's behavior, illness, and/or injury present a threat to the inmate, another inmate, or to correctional staff
- b. a communicable disease in which the inmate needs special care and/or segregation
- c. when special attention and/or observation is needed from the correctional staff
- d. when a special diet, permission to use a prosthesis, or a special housing assignment is required by reason of the inmate's health status

Information is shared on a need to know basis by way of an Incident Report and/or a treatment plan, as is appropriate.

Corrections personnel do not have access to the inmate's medical record.

Upon transfer to another facility, either jail, prison, or hospital, a medical summary will be sent with the inmate.

Medical records are retained for eleven years; five years in the active medical files at the jail, and 6 years in the archived file system.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-47  
A.C.A. Standard 3-ALDF-4E-48  
NCCHC Standard J-59 - Written policy and defined procedures establish, and actual practice evidences, that the principle of confidentiality of health records is maintained. Health records stored in the jail are kept under secure conditions separate from custody records, and access to health records is controlled by the health authority, consistent with applicable local, state, and federal law.

#### **PROCEDURE I - Confidentiality of Medical Records**

1. A medical record will be initiated by a nurse during the first contact with the inmate. It will be updated at all subsequent contacts and will contain all illnesses, injuries, treatments, medications, physical examinations, diagnostic procedures, and outcomes.
2. All medical disciplines will chart in the one medical record.
3. Nurses will limit access of medical records to medical personnel.
4. Nurses will maintain active medical records in the nurse's work station.
5. They will file inactive records in the locked Medical Records Room.
6. Access to medical records is restricted to jail medical personnel, unless a court order and/or signed release by the inmate is obtained.
7. Upon the transfer of the inmate to a continuing care facility; (jail, prison, or hospital), a nurse will complete an "INTERAGENCY TRANSPORT SUMMARY," which provides pertinent medical information to the receiving agency.
8. S/he will seal the form in an envelope, stamp the envelope



**SUBJECT:** SHARING OF HEALTH INFORMATION

**NUMBER:** 20-01-60

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Inmate medical records will be developed and maintained separate from the incarceration record and may be accessed by medical personnel only. Confinement records are available to the Health Authority, if the information is relevant to the inmate's health and course of treatment.

**INFORMATION:** Medical personnel have access to any, and all incarceration records. Information regarding an inmate's arrest, charges, court appearances, bond information, etc., is contained in a file, created for each individual inmate, and located in Booking.

Information regarding an inmate's confinement is located in the Classification Coordinator's office and in the inmate's module file. Medical information is shared with corrections personnel on a need-to-know basis. Corrections personnel are instructed in the need for confidentiality of medical information that is, by necessity, shared with them.

Information regarding an inmate's medical or psychological condition will be shared with corrections staff only in the following circumstances:

- a. if inmate's behavior, illness, and/or injury present a threat to the inmate, another inmate, or to correctional staff
- b. a communicable disease in which the inmate needs special care and/or segregation
- c. when special attention and/or observation is needed from the correctional staff
- d. when a special diet, permission to use a prosthesis, or

a special housing assignment is required by reason of the inmate's health status

**SOURCE:** NCCHC Standard J-60 - Written policy and defined procedures provide, and actual practice evidences, that the physician or his/her designee has access to information contained in the inmate's confinement record when the physician believes such information may be relevant to the inmate's health and course of treatment. This same policy also specifies the circumstances when correctional staff may be advised of an inmate's health status in order to preserve the health and safety of the inmate, other inmates, or the correctional staff.

#### **PROCEDURE I - Arrest and Confinement Information**

1. A nurse may obtain any information regarding charges, arrest report, court dates, and bonding information, by locating the inmate's file in Booking.
2. Information regarding an inmate's confinement may be obtained by reviewing the inmate's file located in the Classification Coordinator's office or in the inmate's module file.
3. Daily information regarding an inmate's incarceration may be obtained from a module officer's log located in the work stations of each module.
4. A nurse may go to any of these locations to obtain the information needed to assist in the inmate's care and/or diagnosis.
5. S/he may share this information with the physician or mental health professional involved in the care, diagnosis, or treatment of the inmate, or the mental health professional and/or physician may obtain the information on their own.

#### **PROCEDURE II - Sharing of Medical Information**

1. Information which must be shared with corrections officers to ensure safety of the individual inmate, of officers, and/or other inmates, will be shared by the use of an Incident Report (IR).
2. The IR will contain only that information that must be

shared, to ensure the safety of inmate, personnel, and other inmates.

3. A nurse will complete the computerized IR and send it to the Health Services Supervisor, or after hours to the On-Duty Supervisor (ODS) for review.
4. The supervisor will complete the report, make copies and distribute the copies to:
  - a. Health Services
  - b. Classification
  - c. ODS
  - d. module officer where inmate is housed
  - e. Jail Captain
  - f. inmate (if appropriate)
5. A module officer will pass this information to all officers working in that housing unit.
6. The ODS will share the information at Briefing, if appropriate.
7. If the shared medical issue requires a treatment plan being written to detail care directions, the nurse and/or counselor will write the treatment plan and the supervisor will distribute the copies with the IR.



**SUBJECT: AVAILABILITY AND USE OF HEALTH RECORDS**

**NUMBER: 20-01-61**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** One health record, established for each inmate, will encompass documentation of all health encounters by all the practitioners involved in the inmate's care and treatment. The health record will be readily accessible to all practitioners involved in the care of inmates.

**SOURCE:** NCCHC Standard J-61 - Written policy and defined procedures establish, and actual practice evidences, that the health record is made available to, and is use for documentation by, all health care practitioners in each clinical encounter with patients.

**PROCEDURE I - Use and Availability of Health Records**

1. Upon intake, a Booking Officer completes the intake medical screen.
2. The form generated by this procedure is forwarded to Health Services.
3. A nurse will utilize this form to begin the intake procedure and to establish the health record for each inmate.
4. Upon obtaining a health history and assessment of the incoming inmate, the nurse will prepare the medical record for that inmate.
5. Each subsequent encounter by nurses, physicians, dentist, counselors, Mental Health Center personnel, Crisis Workers, or contractual practitioners will be recorded in this medical record.
6. The active medical record folder will be placed in a filing

system utilized for active records, accessible to all medical personnel.

7. The inactive record, i.e. after an inmate has been released, will be filed in the inactive file room which is also accessible to all medical personnel.
8. One medical record is utilized for all disciplines involved in the care of the inmate. All encounters are recorded on the "Progress" notes, or if on separate forms (as with dentistry), the forms will be filed in the inmate's medical record.

By Order of the Division Commander

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Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** TRANSFER OF MEDICAL RECORDS

**NUMBER:** 20-01-62

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Medical care summaries are sent with each inmate upon transfer to a continuing care facility such as another jail, prison, or to a hospital in the event of a serious illness/injury requiring hospital care and/or intervention.

**INFORMATION:** A transfer summary of medical information is sent to all continuing care facilities. The medical summary includes diagnosis, treatments, medications, allergies, psychiatric treatment, dental treatments, TB tests, acute and chronic conditions, and compliance with care.

Medical information may be released to the inmate's personal physician upon written release of the inmate.

Medical records may not be released to any other individual or agency except by court order, or specific release signed by the inmate.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-48  
NCCHC Standard J-62 - Written policy and defined procedures require, and actual practice evidences, that when an inmate is transferred to another correctional facility, within the same correctional system, the inmate's health record is sent to the facility to which the inmate is transferred, either before or at the same time as the inmate. Written authorization by the inmate is required for the transfer of health records and information outside the correctional system's jurisdiction, unless otherwise provided by law or administrative regulation. A summary of pertinent health information is sent with the inmate upon referral to an off-site health care provider.

**PROCEDURE I - Transfer of Medical Records**

1. Upon receipt of a court order, a nurse will make a copy of the medical record and send it via mail in a sealed envelope to the entity specified in the court order.
2. Upon admission to the jail, a nurse will inform the inmate via the consent form, that information will be sent to continuing care facilities.
3. Upon notification that an inmate is to be transferred to another facility, a nurse will prepare an "INTERAGENCY MEDICAL TRANSFER SUMMARY."
4. The nurse will place the medical summary in an envelope marked "CONFIDENTIAL MEDICAL INFORMATION."
5. The nurse will give the sealed information to the transport officer for transfer with the inmate to the continuing care facility.
6. Information regarding alcohol and/or drug abuse/use may be transferred to a continuing care facility, and will be included in the information released by court order.
7. To release information regarding alcohol/drug abuse/use to the inmate's personal physician requires that the inmate sign a release within 48 hours of the transfer of information.
  - a. an exception may be made to this ruling if the inmate is in the process of withdrawal, and failure to release this information would pose a danger to the inmate's health
8. In the event of a medical emergency, the inmate may be transferred to an Emergency Room (ER) and/or hospital. The nurse will call the contractual physician or care team and will provide them with pertinent medical information for the inmate they are treating.

By Order of the Division Commander

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Charles C. Pringle, Captain

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Date

**SUBJECT: RETENTION OF MEDICAL RECORDS**

**NUMBER: 20-01-63**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** Medical records are kept for a period of eleven years; five years in active files, and six years in inactive storage. If during the five year period of active storage, the inmate returns to the facility, his/her chart will be reactivated.

**SOURCE:** NCCHC Standard J-63 - Written policy and defined procedures require, and actual practice evidences, that inactive health record files are retained according to legal requirements of the jurisdiction and are reactivated if an inmate returns to the system.

**PROCEDURE I - Medical Record Retention and Reactivation**

1. The screening nurse will check the inactive medical records to determine if a chart exists for the incoming inmate.
2. If a chart is found, the nurse will reactivate the chart and update it with current information.
3. If no chart is found, the nurse will begin a new chart for the inmate.
4. On the front of each chart is a legend of years. Upon admission of the inmate to the facility, and activation or reactivation of a chart, the nurse will check the year eleven years hence for the retention of the medical record.
5. Once each year, a nurse, aided by clerical personnel, will purge the expired records from the medical record file room.
6. The purged records will be placed in the "Confidential Records Destruction" barrel located in the jail. These records will be shredded and the paper recycled.



**SUBJECT:** MEDICAL RESTRAINTS AND THERAPEUTIC SECLUSION

**NUMBER:** 20-01-64

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** Physical restraints applied for medical reasons will be utilized only to ensure the immediate safety and the safe transport of the medically ill or psychiatrically ill inmate to the appropriate treatment facility. Medical personnel will not participate in the disciplinary restraint of inmates, except to monitor their health while in restraints.

**INFORMATION:** The Boulder County Jail has leather restraints and a strait jacket in addition to the metal security restraints.

Inmates who are imminently suicidal are transferred to a treatment facility designated by the Mental Health Center and/or the Crisis Worker.

Inmates who are at imminent risk medically or psychiatrically will be transferred to one of two local hospitals for diagnosis and intervention/treatment.

Chemical restraints are not used at the jail.

Officers are trained in acceptable restraint procedures. Inmates are never "hog tied."

Inmates who are restrained are placed in one of the holding cells or in Disciplinary Module, where monitoring is conducted at 15 minute, irregularly spaced intervals.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-32  
NCCHC Standard J-64 - Written policy and defined procedures guide, and actual practice evidences, the appropriate use of medical restraints and therapeutic seclusion for patients under treatment for a medical or mental illness. They specify the type(s) of restraints that may be used, and when, where, how, and for how long restraints and therapeutic seclusion may be used. Use

is authorized in each case by a physician, or where permitted by state law, a clinical psychologist, upon reaching the conclusion that no other less restrictive treatment is appropriate. For restrained or secluded patients, the treatment plan addresses the goal of removing the patient from restraint or seclusion as soon as possible. The health care staff does not participate in non-medical restraint of inmates except for monitoring their health status.

#### **PROCEDURE I - Use of Restraints for the Medically Ill Inmate**

1. If a critically ill inmate refuses care, or is unable to understand and/or give permission for that care, or is combative from metabolic causes, the following may occur:
  - a. a nurse will instruct an officer to secure the inmate to prevent further compromise to his/her health
  - b. the officer will obtain the appropriate restraints, (leather and/or strait jacket) and apply them
  - c. the nurse will advise the On-Duty Supervisor (ODS) of the need for an ambulance
  - d. upon arrival of the ambulance, an officer will assist the paramedics in the safe transport of the inmate to the emergency room
  - e. a nurse will call the emergency room (ER) to inform them of the transport of the inmate, the facts known about his/her present condition, and any pertinent medical history including allergies

#### **PROCEDURE II - Use of Restraints for the Psychiatrically Ill**

1. For the acutely ill, or imminently suicidal inmate, a nurse or officer may direct restraints be utilized to prevent harm to the individual and/or others.
  - a. leather restraints and/or the strait jacket may be utilized
2. A nurse will call the Crisis Worker to evaluate the inmate and inform the Crisis Worker that restraints were applied.
3. The Crisis Worker will respond to the jail to assess the

inmate.

4. The Crisis Worker will inform the psychiatrist of the use of restraints, and work with him/her to facilitate hospitalization.
5. Restraints will be utilized for acutely ill psychiatric inmates only until a hospital bed can be obtained.
6. If the Crisis Worker, in consultation with the psychiatrist, determines that the inmate is not acutely psychiatrically ill, but rather is diagnosed with a character disorder and/or manipulative behavior, the Crisis Worker and the psychiatrist will work with the nursing and counseling staff to design a behavioral program which may or may not include restraints.
7. While restraints are in place, a nurse will monitor the inmate's medical status.

**PROCEDURE III - Medical Monitoring of Inmates in Restraints for Disciplinary Reasons**

1. Each inmate in restraints will be monitored by a nurse hourly.
2. The nurse will observe circulation, vital signs, and ability and/or willingness to comply.
3. S/he will instruct the officer to remove or adjust any restraint that causes concern to the medical health of the inmate.
4. The nurse will intervene and is obligated to report to her supervisor and/or the ODS any restraining procedure that is abusive or excessive in length of time.

**PROCEDURE IV - Inmates in Therapeutic Seclusion**

1. Whenever possible, inmates on suicide precautions should be locked out of their rooms during daytime hours.
2. During sleeping hours, the inmate should be locked in their cell with only that clothing and those possessions that the nurse or counselor have indicated on the treatment plan as being appropriate.
3. If an inmate is on suicide precautions, a nurse or counselor

who orders the program will write a treatment plan with instructions for:

- a. clothing to be worn by the inmate (uniform or suicide smock)
- b. locked in cell with 15 minute checks, or locked out of cell during daytime hours
- c. possessions that may be retained by the inmate during lockdown times
- d. any special instructions for the officers in observing this particular inmate

4. If a nurse or counselor is establishing a behavioral program to control a character-disordered inmate, lockdown may be ordered to limit acting out behaviors.
5. Seclusion will not be ordered by medical to punish an inmate, but to work with him/her to control negative, impulsive behaviors.
6. Seclusion will be terminated when the inmate is able/willing to control his/her behavior and/or agrees to contract with the nurse and/or counselor.
7. Nurses and counselors will inform the corrections staff and Classification of the program through an Incident Report (IR) and a treatment plan.
8. The counselor will meet with the inmate daily to review the progress of each inmate in a seclusion program and to revise and review the program as is indicated.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUICIDE:**                   **FORCED PSYCHOTROPIC MEDICATION**

**NUMBER:**                   **20-01-65**

**EFFECTIVE DATE:**       **March 27, 1998**

**REVIEW DATE:**           **March 27, 1999**

**PHILOSOPHY:**       Psychiatric emergencies will be treated in an appropriate medical facility. The use of forced psychotropic medication will not be employed in the jail.

**INFORMATION:**       The Mental Health Act states that forced psychotropic medication may be administered only under specific guidelines; for an emergency clearly defined by a psychiatrist, and for a limited amount of time. Except in an acute emergency where the life of the patient is jeopardized, the psychiatrist must initiate a 72-hour hold and treat order to force psychotropic medications, or petition the court to order the medications.

It is the practice at the Boulder County Jail, that an inmate meeting this criteria must be treated in a medical/psychiatric facility before proceeding with his incarceration.

Psychotropic medication will be administered in the jail only upon informed consent of the inmate and written order of the psychiatrist and will not involve force or coercion.

The Boulder County Courts and the Mental Health Center have a working relationship for the treatment of the acutely mentally ill inmates. The psychiatrist, upon diagnosis of an acutely mentally ill inmate, petitions the court for the transfer of the inmate to a treatment facility. The court complies with this request whenever possible. When the charges of the inmate do not allow for placement in a medium security treatment facility, the court may order the inmate to the Forensic Unit at the Colorado State Hospital in Pueblo for a competency examination. If the State Hospital deems the person to be incompetent, they will petition the court to allow the inmate to remain in the hospital until restored to competency.

**SOURCE:**                NCCHC Standard J-65 - Written policy and defined

procedures direct, and actual practice evidences, the use of forced psychotropic medication. This policy and these procedures, while governed by the laws applicable in the jurisdiction, include requirements for authorization by a physician and specification of the duration of the regimen; when, where, and, how the procedures may be used; and treatment plan goals for less restrictive treatment alternatives as soon as possible.

#### **PROCEDURE I - Psychiatric Emergency**

1. Upon recognition of an inmate with a psychiatric emergency, a nurse and/or counselor will work with corrections staff to ensure the inmate's immediate safety. This may necessitate moving the inmate to an isolation cell or to Special Management.
2. The nurse will then call the Crisis Worker to respond to the jail to assess the inmate.
3. If the psychiatric emergency is of such severity that the inmate's safety cannot be maintained in the jail while awaiting assessment by the Crisis Worker, the nurse will order transport of the inmate to the hospital via ambulance.
4. The nurse will then notify the Crisis Worker to respond to the Emergency Room to assess the inmate.

#### **PROCEDURE II - Administration of Psychotropic Medications**

1. Upon assessment of the inmate, the psychiatrist may order psychotropic medications.
2. The psychiatrist will explain the medication to the inmate, including the anticipated benefits and the side effects.
3. A nurse will administer the medication according to the psychiatrists orders and observe the inmate for benefits and side effects.
4. Nurses will chart the response to medication in the inmate's chart.
5. They will note any side effects, give the medication ordered by the psychiatrist to combat the side effects, and note this in the inmate's chart.

6. A nurse will call the psychiatrist when the side effects experienced by an inmate do not respond to medication.
7. The psychiatrist will monitor the inmate's response to medication on his/her regularly scheduled rounds and adjust the dosage with approval of the inmate.

8. If the inmate refuses to take the medication, a nurse will inform the psychiatrist and write this information in the inmate's chart.
9. The nurse may encourage the inmate to take his/her medication and counsel them on the merits of same, but may not coerce or order punitive measures to force the inmate to comply.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: FORENSIC INFORMATION**

**NUMBER: 20-01-66**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** Health care personnel will not participate in any body cavity searches, nor in gathering of specimens or information to be used for forensic purposes. Counseling staff will gather information to be utilized for treatment purposes only.

**INFORMATION:** Body cavity searches are performed, if indicated, by medical personnel at the local hospital.

An on-call laboratory technician, on contract with the County, will be utilized to collect any specimens that are to be utilized as forensic information.

Victims of sexual assault in the jail are treated at the local hospital emergency room (ER), where the staff is experienced in evidentiary procedures regarding the collection of specimens.

**SOURCE:** NCCHC Standard J-66 - Written policy and defined procedures require, and actual practice evidences, that correctional health care personnel are prohibited from participating in the collection of forensic information.

**PROCEDURE I - Forensic Information and Specimen Collection**

1. During orientation, nurses and counselors are instructed that their role is treatment only.
2. Nurses and counselors will gather information and specimen only for treatment purposes and via orders of the physician.
3. Medical records are confidential and medical information will only be shared with corrections staff only on a need to

know basis.

4. Upon request for forensic information, nurses and counselors will instruct the requesting person of the above information.
5. The treatment room may be utilized for obtaining forensic specimens according to court procedures.
6. Medical personnel will facilitate the use of the treatment room, but will not assist in the procedure.
7. In the event of a sexual assault, a nurse will order the inmate to be treated at the ER of Community or Avista Hospital.
8. The On-Duty Supervisor (ODS) will facilitate transfer of the inmate and the ER will treat, counsel, and collect evidence.
9. The jail medical staff will provide follow-up care for the victim.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: INFORMED CONSENT**

**NUMBER: 20-01-67**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** Inmates will be informed of the risks and benefits of any or all medical procedures. An inmate may refuse any treatment. No treatment will commence without the written or verbal consent of the inmate.

**INFORMATION:** The level of care in the Boulder County Jail does not encompass invasive procedures other than the obtaining of laboratory specimens, and simple suturing procedures.

All surgical procedures, GYN procedures, and fractures are referred to a community resource indicated by the physician.

All medical care, including medications, is explained to the inmate who has the right of refusal for any procedure, including dental.

Dental extractions are performed only when restoration is not possible, and with the inmate's permission.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-42  
NCCHC Standard J-67 - Written policy and defined procedures require, and actual practice evidences, that all examinations, treatments, and procedures governed by informed consent practices applicable in the jurisdiction are observed for inmate care. The informed consent of next of kin, guardian, or legal custodian applies when required by law.

**PROCEDURE I - Informed Consent**

1. A nurse, counselor, dentist and/or physician will explain each finding and proposed treatment regime to the inmate.

2. The medical practitioner will explain the medical risks and benefits.
3. In all aspects of health care delivery, the practitioner will provide health teaching and invite questions from the inmate.
4. If the inmate refuses care, the medical practitioner will document the refusal in the inmate's medical record.
5. If the refusal of treatment proposes a significant risk to the inmate, s/he will be asked to sign a "REFUSAL OF TREATMENT" form.
6. If the refusal constitutes a significant risk to the inmate, s/he may be moved to an Isolation (ISO) cell and/or Special Management (SMAN) to facilitate closer monitoring.
7. Any inmate whose condition requires an invasive procedure, surgery, or any procedure requiring hospital and/or specialty clinic intervention, will be transferred to the appropriate facility, as designated by the physician and/or dentist.
8. Upon entering the contractual care facility, the inmate will be informed of the risks and benefits of the proposed treatment by the practitioners employed by the contractual facility and will again have the right of refusal.
9. The contractual facility will then be responsible for obtaining the required informed consent.

#### **PROCEDURE II - Informed Consent in an Emergency**

1. In an medical emergency situation, the inmate will be transferred by officer or ambulance to an area hospital.
2. If the medical situation is critical, a nurse will determine the next of kin, and contact them directly, or provide this information to the contractual care agency/physician.
3. The Health Services Supervisor will notify the Jail Captain in a critical or life threatening medical emergency.
4. The Captain, or his designee, will notify the Sheriff and courts of the situation.

5. The Captain, or his designee, will assist the contractual facility in seeking informed consent from the next of kin, guardian, or legal custodian, if appropriate.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date



procedure, medication, and/or test to be administered.

5. If the inmate refuses the test, medication, and/or procedures, the physician or nurse will write this refusal in the medical record.
6. If the refusal of care constitutes a real risk to the inmate, the physician and/or the nurse will readdress the possible consequences and ask the inmate to sign an "Against Medical Advice" form.
7. If the inmate refuses to sign the form, the nurse or physician will document this refusal in the medical record.
8. The nurse will schedule the inmate for a follow-up appointment with the physician to discuss the issue again.
9. If the inmate does not speak English, or has other difficulties in understanding the issue, the nurse will obtain an interpreter or counselor to aid in the discussion of the medical need and the consent and refusal options.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: MEDICAL RESEARCH**

**NUMBER: 20-01-69**

**EFFECTIVE DATE: March 27, 1998**

**REVIEW DATE: March 27, 1999**

**PHILOSOPHY:** Medical research is not performed at the Boulder County Jail. Statistics are maintained on all aspects of care to provide for future planning and program changes.

**INFORMATION:** The jail currently conducts a treatment program, The Phoenix Project, for treatment of the substance addicted/abusing inmate. The program provides for assessment, treatment and after-care of the recidivistic inmate who abuses substances, and thereby creates victims.

In preparation for this program, the medical department in cooperation with the Boulder County Health Department, conducted a survey to determine the behaviors of the inmates with regard to substance abuse, behaviors related to HIV infection, previous head trauma, educational background, severity of crime, and number of incarcerations.

The survey questionnaire was given to each incoming inmate for a period of three months. Participation was voluntary and anonymous.

This survey was then refined and readministered for another three month period at the beginning of the next year and repeated once again four years later.

Utilizing the information obtained from this survey, and viewing other treatment programs for substance abuse, namely PEER I in Denver and AMITY in Arizona, the treatment program at the Boulder County Jail was begun.

Currently the treatment program incorporates assessment by ADAD standards, treatment through therapeutic community, education, and group intervention, and after-care follow-up sessions with a case manager.

The statistics obtained from the survey, and from the program are

utilized to plan for future program needs in the jail.

**SOURCE:** A.C.A. Standard 3-ALDF-4E-43  
NCCHC Standard J-69 - Written policy and defined procedures require, and actual practice evidences, that biomedical or behavioral research using inmates as subjects is consistent with established medical, legal, regulatory, and ethical standards for human research.

**PROCEDURES:** None

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT:** FEES FOR MEDICAL SERVICES

**NUMBER:** 20-01-70

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** The Health Services Unit of the Boulder County Jail will provide comprehensive, cost effective medical care to all inmates. Inmates are encouraged to utilize medical services in a responsible manner, which permits medical personnel to utilize their time and skills in health promotion and maintenance, disease prevention and health teaching.

**SOURCE:** C.R.S. 17-26-104.5

**INFORMATION:** The goals of this policy are:

- b To encourage responsible utilization of Health Services by the inmate population
- b To enable medical personnel to devote time to essential medical functions, including health teaching and disease prevention
- b To enable medical personnel to meet the accreditation standards for medical care by utilizing their time in the performance of essential tasks
- b To minimize frivolous sick call requests
- b To teach inmates to be responsible in their requests for medical and dental services
- b To provide comprehensive medical care to all inmates irrespective of their ability to pay. This will be accomplished by utilizing non-medical personnel to collect fees from the inmate's account; thereby, eliminating medical personnel from the knowledge of the inmate's ability/inability to pay

There **will be fees** for the following services:

- b Appointments with the physician
- b Appointments with the Dentist
- b Prescriptions

There **will be no fees** for the following services:

- b Admission Screening and Physical examination
- b Admission Dental Screening
- b Mental Health Screening
- b Medical emergencies (if the inmate has insurance or assets they may be charged, but the **care will not be delayed** to determine if assets exist)
- b Appointments scheduled by Health Services and/or follow-ups ordered by the physician or dentist, or requested by medical staff
- b HIV and TB testing
- b Laboratory tests ordered by the physician and/or dentist

**PROCEDURE I - Charging for Specific Medical Care**

1. While performing intake screenings a nurse will explain medical services to the inmate including the fees for specific services. They are:
  - a. Doctor visit \$10.00
  - b. Dentist visit \$10.00
  - c. Prescriptions \$ 5.00
2. A notice will be posted on the bulletin boards in each Module and Booking, informing inmates of the medical services for which there is a charge.
3. A nurse will ask each newly admitted inmate about medical insurance benefits in effect at that time, the company and the policy number(s). The insurance will be applied to care that

- is referred to an outside agency and/or hospital.
4. If an inmate requests to see the physician and/or the dentist, a nurse will assess the inmate's need and schedule the appointment according to priority.
  5. At the completion of the appointment, a nurse will enter the inmate's name to the charge log and indicate the fee amount.
    - a. If the appointment is at the direction of the medical staff, the nurse will not record a charge.
    - b. If the appointment is at the order of the physician, or dentist, for a follow-up check, the nurse will not record a charge.
  6. If the physician or dentist orders a prescription for the inmate, a nurse will record the charge.
    - a. A fee of \$5.00 will be charged for each prescription, whether the physician's order is for a limited number of days, or indefinitely.
    - b. The charge will be repeated with each renewal of a medication.
  7. At the conclusion of a physician or dentist visit, a nurse will record the fees consistent with step 6.
  8. The Health Services Supervisor will forward the charge list to the Support Services Sergeant. S/he will deduct the fees from the inmate's funds.

#### **PROCEDURE II - Accounting Procedures for Medical Fees**

1. Upon receipt of the medical charge record, the Support Services Sergeant will deduct the specified fee from the inmate's cash account, noting the reason for the deduction in the Jail Management System (JMS).
2. If the inmate has no funds available, the Support Services Sergeant will add the inmate's name to a ledger s/he maintains, listing those inmates who owe fees.
3. The Support Services Sergeant will review the Administrative Inmate Jail List on Monday, Wednesday and Friday to determine if funds have been added to the inmate's account. Upon

receipt of funds, the medical fees will be collected from the account.

4. If an inmate is released from custody with outstanding medical fees, the Support Services Sergeant will add the inmate's name to an active list. The fees may be collected if the inmate returns to custody.
5. An updated list will be forwarded to Reception each Monday by the Support Services Sergeant, to inform Booking Clerks of those inmates who owe medical fees. A Booking Clerk will deduct any owed medical fees before commissary purchases are recorded.
6. The Support Services Sergeant will record the totals for medical fees collected and transfer the amount collected from the Inmate Cash Account to the Vending Account each Friday.
7. The Support Services Sergeant will forward a monthly report to the Support Services Lieutenant, who will include this information in the monthly reports submitted to the Jail Captain.

### **PROCEDURE III - Emergency Care of the Inmate**

1. Emergency care of the inmate will be provided without delay.
2. Emergency care for an inmate performed in the jail will not be charged.
3. Emergency care, which requires treatment by an outside care agency, hospital, or consultant, will be charged to the inmate's insurance, if s/he has a current policy.
4. Care that requires an outside agency, hospital, or consultant, in the absence of insurance, may be charged to the inmate, if the County Attorney determines that the inmate has sufficient assets to cover the costs. The Health Services Supervisor will forward these charges to the County attorney for his/er action.
5. A nurse, physician, or dentist will refer the inmate to the appropriate care provider, irrespective of cost or the inmates ability to pay.



**SUBJECT:** ARRESTEE CUSTODY/MEDICAL TRANSPORT

**NUMBER:** 20-01-71

**EFFECTIVE DATE:** March 27, 1998

**REVIEW DATE:** March 27, 1999

**PHILOSOPHY:** The Boulder County Jail makes a distinction between a new arrestee being in the custody of the arresting officer, or being in the custody of the jail. This policy is designed to give guidelines to the jail to assist in identifying that point when custody transfers from the arresting officer to the jail.

The arresting officer is responsible for obtaining a medical clearance from a medical authority, for any and all pre-existing conditions of his/her arrestee. These conditions may consist of and include visible and invisible injuries, illnesses, and other medical conditions. Sometimes a medical condition is discovered while doing the medical screening process and the jail policy is to return the arrestee to the arresting officer, in order for him/er to obtain a medical clearance.

If the arresting officer has physically left the jail, s/he may be called upon to return to the jail and take the arrestee to a medical facility for a clearance.

**SOURCE:** Codifies Existing Practice

**PROCEDURE I - New Intakes**

1. In any case where a new arrestee is visibly sick or injured at the time of arriving in the Booking area, a Booking Officer will direct the arresting officer to take his/er arrestee to a medical facility to obtain a medical clearance.
2. In any case where a new arrestee is not visibly sick or injured, but such a pre-existing condition becomes known prior to the jail accepting the custody of that arrestee, a Booking Officer will direct the arresting officer to take his/er arrestee to a medical facility to obtain a medical clearance.

3. In any case where a new arrestee is not visibly sick or injured, but such a condition becomes known after the jail has accepted the care, custody, and control of that arrestee, a Booking Officer will be responsible for obtaining the proper medical clearance for that arrestee. A Booking Officer may request that the arresting officer assist the jail by taking his/her arrestee to a medical facility to obtain a medical clearance but, ultimately, a Booking Officer is responsible for obtaining said clearance, if the arresting officer cannot do so. The Booking Officer should take direction from the on-duty jail nurse to determine the urgency of care and transport.

By Order of the Division Commander

\_\_\_\_\_  
Charles C. Pringle, Captain

\_\_\_\_\_  
Date

**SUBJECT: COMMUNITY RESOURCES/USE OF VOLUNTEERS**

**NUMBER: 21-01-01**

**EFFECTIVE DATE: September 25, 2006**

**REVIEW DATE: September 25, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use Community Resources to strengthen jail programs and promote community involvement in providing quality services to the inmate population.

**SOURCE:** A.C.A. Standard 4-ALDF-7F-03  
A.C.A. Standard 4-ALDF-7F-04  
A.C.A. Standard 4-ALDF-7F-05  
A.C.A. Standard 4-ALDF-7F-06

**PROCEDURE I - Program Coordination**

1. The Support Services Sergeant, or designee, will be responsible for coordinating the use of volunteers in the jail.

**PROCEDURE II - Screening and Selection**

1. Jail employees will refer prospective volunteers to the Jail's Support Services Sergeant, or designee. Occasionally these referrals may come from the Boulder County Criminal Justice Volunteer Coordinator.
2. Prospective volunteers will be briefed on the expectations and needs of the jail. If the person is interested in becoming a volunteer, we will ask that they complete a Boulder County Sheriff's Office Volunteer Application.
3. The Application will be completed and returned to the Support Services Sergeant, or designee. He or she will screen it for completeness and check the qualifications of the volunteer.
4. Failure to complete the application accurately and completely may disqualify the applicant

from further consideration. We may give the applicant the opportunity to respond to incomplete areas or areas in question.

5. The Support Services Sergeant, or designee, will request a criminal history and warrants check of the prospective volunteer.
6. If these checks reveal information that disqualifies the applicant from volunteering in the Jail, the Support Services Sergeant, or designee, will inform the person of the findings.
7. If there are no criminal history or warrants concerns, the Support Services Sergeant, or designee, will further evaluate the application. A determination will be made regarding the persons' acceptability as a volunteer.
8. If there is not a volunteer opening available, the Support Services Sergeant will contact the prospective volunteer and inform him or her of this.
9. If there is an opening available, the Support Services Sergeant, or designee, may contact references listed on the application by the prospective volunteer. One of these references will be the person's current employer, if they are employed.
10. If we obtain acceptable responses from the prospective volunteer's references, the Support Services Sergeant, or designee, will schedule the volunteer for the next monthly orientation.
11. Volunteers will be selected based on a uniform screening process that is consistent with security concerns.

### **PROCEDURE III - Registration of Volunteers**

1. All volunteers will be registered with the jail and will apprise the Support Services Sergeant, or designee, of any changes in status, i.e., telephone number change, address change, etc.
2. A shared directory entitled "Volunteers" will be used as a central registry for maintaining all current volunteers.
3. The Support Services Sergeant and Support Services Commander may access the registry to enter or remove names. A volunteer is not considered "cleared" until we have entered their name into this registry.
4. The registry will list the person's name, date of birth, date cleared, and the organization they represent.

**PROCEDURE IV - Professional Services**

1. Volunteers may perform professional services only when they are certified, licensed, or otherwise qualified to do so.
2. Volunteers who wish to offer professional services should be asked to present their credentials during the initial application phase.
3. Tutoring or sponsorship of a craft or hobby program is not considered a professional service.

**PROCEDURE V - Orientation and Training of Volunteers**

1. The jail will give each volunteer an orientation class, in which we will provide a volunteer handbook, and tour of the jail before starting as a volunteer.
2. The Support Services Sergeant, or designee, will conduct this orientation and jail tour. Afterward the volunteer will be informed of their role in the jail.
3. Volunteers will agree in writing to abide by all facility policies, especially security.
4. After they sign this agreement, we will schedule the volunteer to begin their assignment.

**PROCEDURE VI - Monitoring of Volunteers**

1. The Support Services Sergeant, or designee, will be responsible for monitoring volunteers and ensuring that their behavior is appropriate, professional, and according to the agreement signed before being approved as a volunteer.
2. If the Support Services Sergeant, or designee, determines that a volunteer is not behaving appropriately, they will advise the volunteer that his or her services are no longer needed. The volunteer's name will be removed from the "Volunteer" list and the person will not be allowed to volunteer again, unless approved by the Support Services Commander.
3. The Support Services Commander, or designee, will write a memorandum to the Jail Captain detailing why he or she has suspended the person.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

09/25/06  
Date

**SUBJECT: LEGAL AUTHORITY AND CONSTRAINTS OF THE WORK  
RELEASE PROGRAM**

**NUMBER: 23-01-01**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and operate a Work Release Program in accordance with all applicable laws and to comply with statutory obligations.

**INFORMATION:** C.R.S. 17-26-128 states that any county may provide a program, whereby any person sentenced to the county jail upon conviction for a crime, nonpayment of any fine or forfeiture, or contempt of court, may be granted by the court the privilege of leaving the jail during necessary and reasonable hours for any of the following purposes: (a) seeking employment; (b) working at his/her employment; (c) conducting his/her own business or other self-employed occupation; (d) attendance at an educational institution; or (e) medical treatment.

The Work Release Program is established and operated under the authority of this statute to provide an alternative sentencing mechanism for qualified and appropriate individuals.

**SOURCE:** Colorado Revised Statute 17-26-128 - Employment of county prisoners.

**PROCEDURES:** None.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date

**SUBJECT: ORGANIZATION OF THE WORK RELEASE PROGRAM**

**NUMBER: 23-01-02**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that we operate the Work Release/Minimum Facility in a consistent, efficient, and safe manner. An organizational structure has been established to ensure a chain of command reporting to the Jail Division Chief. The Work Release/Minimum Facility will use this structure for formal lines of communications between the Jail and Work Release/Minimum Facility.

**INFORMATION:** The Work Release Program is a part of the Jail's Alternative Sentencing Programs in the Work Release/Minimum Facility, generally called Building "C." The Work Release Supervisor, a Deputy I, manages the Program and reports to the Work Programs Director, a Sergeant. The Sergeant reports to the Administrative Commander.

**SOURCE:** None

**PROCEDURE I - Organization of the Work Release Program**

1. The Jail Management Team (JMT) will make sure that qualified employees are assigned to Building "C."
2. The Work Release Supervisor, under the supervision of the Work Programs Director, will be responsible for the day-to-day operation of the Work Release Program.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: WORK RELEASE FEES AND ACCOUNTING**

**NUMBER: 23-01-03**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to require each resident in the Work Release Program to pay fees for room and board to offset Program expenses. These fees are collected, recorded, and forwarded to County Finance.

**SOURCE:** Colorado Revised Statute 16-11-212

**PROCEDURE I – Debt Balance and Accounting of Fees:**

1. The Work Release Supervisor or his/her designee will create a **DEBT** transaction for all Work Release Inmates showing the total Work Release Fees they owe. This creates a record that will permanently track with the Jail ID.
2. The Work Release Supervisor, or designee, will generate a fee sheet for each Work Release resident the day they begin serving their sentence and place it in the Work Release Fee book.

**PROCEDURE II – Collection and Entry of Fees:**

1. After a Work Release Deputy collects money from a Work Release Inmate he/she will do a **CSHD** (Cash Deposit) to get the inmate's money into the Inmate Cash Fund.
2. Once a Work Release inmate has funds in his/her Tiburon account, the Work Release Deputy will do a **DBTR** transaction to pay the Work Release debt funds. This decreases the amount of money in the Tiburon Inmate Cash Fund.
3. The Work Release Deputy will give the inmate the receipt Tiburon prints out automatically.
4. The Work Release Deputy will place the inmates money in an envelope, mark the

inmates name, date paid, amount and Deputy's initials on the envelope then drop the envelope into the Alternative Sentencing safe.

5. The Work Release Deputy will record the amount of money taken from the inmate, date taken, amount taken and dates money covers in the Work Release Fee Book.

**PROCEDURE III - Physical Handling of money:**

1. All Work Release Fees collected and placed into the alternative sentencing safe will be picked up by a Supervisor or designee and taken to booking.

**PROCEDURE IV - Overpayment of Work Release Fees:**

1. The Work Release supervisor will notify Accounting of all Work Release overpayments by sending accounting the inmates name, social security number, home address and amount over paid. Accounting will write a check and mail it to the inmate. This is recorded in a notebook marked "overpayment E-mails" in the Work Release office.

**PROCEDURE V - Payments received from inmates no longer in custody:**

1. If a payment is received after a release, find the appropriate booking number and process it as follows:
2. Do a CSHD (Cash Deposit) into the Tiburon Inmate Cash Fund.
3. Do a **DBTR** transaction to pay the debt from funds.

**PROCEDURE VI - Accounting of Fees**

2. The Supervisor will generate a Monthly Fee Report for the funds collected for that month and forward it to the Jail Division Chief, Administrative Commander, Work Programs Sergeant, and Work Release Fee File.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date

**SUBJECT: WORK RELEASE REFERRALS**

**NUMBER: 23-01-04**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to transfer inmates sentenced by the courts to Work Release in a timely and fair manner.

**INFORMATION:** Inmates participating in the Work Release Program must meet certain criteria and be willing to follow the various rules that govern the Program.

**SOURCE:** None

**PROCEDURE I - Interviews of Individuals Referred by the Courts**

1. The courts will sentence inmates to the Work Release Program.
2. Referrals from the courts will be in the form of a Mittimus specifying Work Release for the person being sentenced.
3. The court will instruct people sentenced to the Program to contact the Work Release Supervisor by phone within three days to schedule an Orientation appointment.
4. When the Work Release Supervisor receives these calls, he or she will schedule the person for a group Work Release orientation.
5. The Work Release Supervisor may also receive court referrals for inmates who are already in custody. He or she will move these inmates as soon as there is an opening in the Work Release Program.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: ACCEPTANCE AND REJECTION OF WORK RELEASE INMATES**

**NUMBER: 23-01-05**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to control participation in the Work Release Program carefully, so that we meet statutory obligations and to ensure the integrity of the Program.

**INFORMATION:** The jail will cooperate with the courts of the Twentieth Judicial District in matters relating to Work Release Program participation.

Candidates for the Work Release Program must meet the following criteria to be considered acceptable for participation in the Program:

- Sentenced to a minimum of 20 days
- Can pay required fees unless waived
- Can arrange transportation to and from work
- Willing and able to abide by all the rules and regulations of the Program
- Willing to remain alcohol and drug free, and cooperate with all drug and breath tests conducted by the Program employees
- No active warrants or holds for other charges

**SOURCE:** None

**PROCEDURE I - Work Release Program Acceptance**

1. The Work Release Supervisor will schedule people for orientation and set up once they accept them into the Program.

**PROCEDURE II - Work Release Program Rejection**

1. If the inmate does not meet the criteria for the Program, the Supervisor will immediately notify them and explain why they do not qualify.

2. The Supervisor will notify the courts as soon as possible, in writing and by telephone, advising the sentencing judge why the person does not qualify for the Program.
3. The Supervisor will send the letter and the Mittimus back to the court as soon as possible, via the County Mail relay system, and await further instructions from the court.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date

**SUBJECT: WORK RELEASE ORIENTATION AND START-UP**

**NUMBER: 23-01-06**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and use an organized system through which Work Release participants take part in an Intake Orientation and start-up process.

**INFORMATION:** Once the court has sentenced a person to Work Release and they have called the Work Release Supervisor, they will be given an orientation date.

**SOURCE:** None

**PROCEDURE I - Intake and Orientation of Work Release Inmates**

1. The Work Release Supervisor will insure that a warrant and sex offender check is completed and files made on each person scheduled for orientation.
2. The individual will report to the Work Release/Minimum Security Facility, Building "C" at their scheduled time to begin the orientation process.
3. Work Release personnel will conduct breath tests with the Alco-Sensor III test machine on all people attending the orientation. The jail requires that they submit to these tests or face disciplinary sanctions.
4. Work Release personnel will then pat search and escort them to a Work Release Dorm to begin the orientation.
5. Each will be given a packet to complete. Work Release personnel will explain how to complete each form and review the packets to make sure that they are completed correctly.
6. The Work Release Supervisor or designee will explain the Program and answer any questions they may have.

7. Each person's start date will be checked and/or given to them before the orientation is over. These appointment times are written on a Work Release Program business card, as a reminder to each person.
8. They may leave the jail at the conclusion of the orientation.

## **PROCEDURE II - Start-Up of Work Release Inmates**

1. The Work Release Supervisor will insure that the paperwork and files for those starting the Program are completed.
2. The start day for those reporting to the Program is every Thursday at 0730 hours.
3. Inmates will bring the clothing and property that we allow, as specified on the incoming material's list for the Program.
4. Work Release personnel will conduct breath tests with the Alco-Sensor III test machine on all new inmates reporting in.
5. Work Release personnel will pat search inmates and search their property before they allow them into the dorm area.
6. The Work Release Supervisor will go over each inmate's file and paperwork to update or change any information as needed.
7. The Work Release Supervisor will also complete a current work schedule for each person, which the jail will follow each day.
8. The inmate will provide a urine specimen.
9. The inmate will be allowed to leave for work according to the schedule established during the start-up process.
10. The Work Release Supervisor will insure that all files are completed and that the data is entered in the computer.
11. New Work Release inmates will be moved in Tiburon from the Pre-Work Release Module to the Work Release Module to which we assign them.
12. The new inmates will pay fees for one week in advance and a ten-dollar (\$10.00) key deposit fee.
13. Inmates will bring verification that they have had a Tuberculosis test with in the last year.

By Order of The Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date

**SUBJECT: MONITORING AND SUPERVISION OF WORK RELEASE INMATES**

**NUMBER: 23-01-07**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and use an organized system through which Work Release employees can monitor and supervise all inmates. This is done to promote efficiency in the Program.

**INFORMATION:** The Work Release Supervisor will insure that we adequately supervise all inmates on a daily basis. The Work Release Supervisor or designee will insure that each inmate follows their Work Release Contract and all appropriate jail rules.

Work Release employees will closely monitor each inmate's whereabouts, while on their scheduled time out of the jail.

The three categories of Work Release inmates are, "Work Release," "Work Seeking Release" and "School Release." The jail will supervise and monitor each of them in the same manner.

**SOURCE:** None

**PROCEDURE I - Monitoring of Work Release Inmates**

1. Each Work Release Program inmate has a file in the Building "C" Officer Work Station. The file will contain the schedule, sign-out log, schedule changes, identification, and employer information needed for the Building "C" Officers and Work Release employees.
2. The Work Release Supervisor will insure that all information in the inmate's file is always current.
3. Work Release employees may verify an inmate's whereabouts by calling their place of employment, or other location where we have approved them to go. If the inmate is still there, employees will ask to speak to them directly. If the inmate was there earlier, but has

left, employees will ask to talk with the person they were scheduled to see (i.e., a therapist, supervisor, etc.). The Sheriff's Office may also send a Deputy to the inmates work to verify his/her location.

4. We require that all inmates have a telephone at their work, or they must carry a telephone or pager with them at all times. They must call in with any location changes. Work Release employees will call to verify the inmate's whereabouts regularly and record inmates' location and phone changes in the inmates' green or permanent file.
5. When an inmate needs to change their schedule they will complete a Schedule Change Form. Work Release employees may approve or deny changes on a daily basis. They must make all changes for the weekend by 1200 hours Thursday.
6. An inmate on School Release will bring in a copy of their school schedule.
7. An inmate on Work Seeking Release must complete a Work Seek Log each day. Work Release employees may randomly call these places to verify the inmate's whereabouts while on Work Seek. The hours for Work Seeking Release are from 0800-1400 hours, Monday through Friday (excluding county holidays). We will not allow an inmate out on weekends until they find employment.
8. Written verification will be submitted for all appointments, other than work, that they may have while scheduled out from the jail.
9. We require that Work Release inmates follow all jail rules.
10. The inmates are subject to the same Disciplinary procedures as all other inmates.
11. Work Release employees may conduct routine work and home checks at the place of employment and/or home. Random Urinalysis Tests (UA's) and breath tests will be conducted at the Work Release Supervisor's discretion, per the Work Release drug and alcohol testing policy, 23-01-09.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: WORK RELEASE FURLOUGHS**

**NUMBER: 23-01-08**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to allow furlough times for inmates in the Work Release Program. The purpose of these furloughs is to help in the successful reintegration process with family and completion of personal business.

**INFORMATION:** A Work Release inmate must have been in the Program for more than thirty (30) days, fees must be paid up to date, and they cannot have any disciplinary actions or incidents of rule violations. The courts may also order it.

After thirty (30) days on the Program inmates are eligible for up to five (5) hours of furlough on the second and fourth weekend of each month. Furloughs may be authorized between the hours of 0500-1900 hours.

We will not approve overnight or travel furloughs, unless ordered by the courts.

**SOURCE:** None

**PROCEDURE 1 - Furlough Eligibility**

1. To be eligible for a furlough inmates must meet the following criteria:
  - Must have served thirty (30) days on the Program
  - Complying with all provisions of the Work Release Contract
  - Fees are current and the dorm passed the weekly inspection
  - Gainfully employed in a full-time job, or enrolled as a full-time student
  - If on probation, they must be in full compliance with the terms and conditions of the probation.
  - If ordered to pay restitution or court fines, payments to the court have been initiated

**PROCEDURE 2 - Granting of Furlough Time**

1. The Work Release Supervisor will explain the furlough policy to all inmates during orientation.
2. Work Release inmates eligible for a furlough must turn in a completed Furlough Request Form by 1200 hours on the Thursday before the weekend in which they are requesting the furlough.
3. Furloughs may be used on the second and fourth full weekends of each month.
4. We require that the inmate have an address and phone number where we can reach them. Pagers and cell phones will be allowed while on furlough. Program staff will routinely conduct telephone checks of those inmates on furlough to confirm where they are.
5. We restrict all furloughs to Boulder County and approve the following locations:
  - Residence (Boulder County)
  - Church (Boulder County)
  - Restaurants (City of Boulder)
  - Stores (City of Boulder)
6. The inmate must call the Officer Work Station with any change in location.
7. We will give the inmate a breath test and possibly a Urine test upon returning from the furlough.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: WORK RELEASE DRUG AND ALCOHOL TESTING**

**NUMBER: 23-01-09**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to develop and use an established plan to routinely test and monitor Work Release inmates for drug and alcohol use.

**INFORMATION:** The use of any prohibited drug or alcohol in any form is strictly forbidden.

**SOURCE:** None

**PROCEDURE I - Drug Testing Through Urine Specimens**

1. Work Release employees require that each Work Release inmate give them a urine specimen on the first day of their sentence. They test them for illicit, non-prescribed drugs and alcohol.
2. If the first test is positive, the inmate receives a written warning. If an inmate subsequently tests positive for drugs or alcohol, we will refer them to a Disciplinary Hearing for violating jail rules and the Work Release Contract.
3. All Work Release inmates are given random Urinalysis Tests (UA's) throughout their sentence on the Program.
4. The inmate is given a urine specimen bottle and an employee will observe the inmate while they provide the sample. This will be done as privately as possible, in a restroom or shower area.
5. If the inmate's test is positive, the employee will write an Incident Report (IR) and we will hold them in the Work Release dorm pending a Disciplinary Hearing.
6. Each urine specimen bottle will be clearly marked with the inmate's name, Booking Number, and date of the specimen.

7. The Program will also use a licensed and accredited Drug Testing Laboratory to send urine samples to for testing.

**PROCEDURE II - Breath Tests for Alcohol Use**

1. Jail employees will give all inmates serving a sentence random breath tests.
2. Work Release employees will conduct random breath tests for alcohol, with a hand held breath testing machine, or they may be escorted to Booking and tested on the Intoxilyzer.
3. If an inmate has a positive reading for alcohol, an IR will be written and we will hold them in pending a Disciplinary Hearing.
4. If Work Release employees feel that an inmate under the influence of alcohol or drugs is a safety or security risk, they will house them in the main jail.
5. Each test will be documented in the Drug and Alcohol Test Log in the inmate's file in the Officer Work Station.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date



**PROCEDURE II - Placement to a Halfway House**

1. When an open bed becomes available at a halfway house, the Work Release Supervisor will attempt to fill the bed with a qualified Work Release inmate when possible.
2. If the sentencing judge has recommended an inmate be placed in a halfway house, and we qualify the inmate, we will assign them when space is available.
3. Work Release employees will send inmates who have been on the qualified list the longest to a halfway house when bed space is available.
4. Once a bed becomes available in a halfway house, the jail will inform the halfway house who the qualified inmate is.
5. Work Release will send the following information to the halfway house along with the inmate:
  - Copy of the Mittimus
  - Sentence calculations with start and release dates
6. Work Release inmates are responsible for their transportation when transferring to a halfway house from jail.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: WORK RELEASE DRIVING AUTHORIZATION PROCESS**

**NUMBER: 23-01-11**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to allow Work Release inmates meeting certain criteria to operate motor vehicles.

**SOURCE:** None

**PROCEDURE I - Applying for Driving Privileges**

1. During the intake interview Work Release employees will give inmates a form to be completed. The form contains all of the necessary information needed by the Work Release Supervisor to verify the status of all driving privilege requirements.
2. The requirements are:
  - a. Possess a current, valid Colorado Driver's License
  - b. Vehicle registration
  - c. Proof of insurance

**PROCEDURE II - Validating Inmate Driving Privileges**

1. Once the Supervisor has a completed form, he or she will conduct a driver's license query via the Colorado Crime Information Center (CCIC).
2. If this check confirms that the inmate has a valid license, the Supervisor may give the inmate permission to operate a motor vehicle.
3. If the inmate transfers from Work Release to another alternative sentence program, the supervisor of that program may require that he or she resubmit an application for approval.

**PROCEDURE III - Terminating Inmate Driving Privileges**

1. If any of the above information expires or becomes invalid, the Supervisor will cancel the inmates' driving privileges. If the license then becomes valid again, they may reapply for approval.
2. The Supervisor may revoke an inmate's privilege to operate motor vehicles while on Work Release for disciplinary reasons.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: WORK RELEASE SEX OFFENDERS**

**NUMBER: 23-01-12**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to carefully manage the participation of convicted sex offenders in the Work Release Program to ensure public safety, comply with statutory obligations and Twentieth Judicial District directives, and to ensure the integrity of the Program.

**INFORMATION:** All candidates for the Work Release Program must meet the following criteria to participate in the Program:

- Sentenced to a minimum of twenty (20) days
- Able to meet the Program's fees requirements
- Able to arrange their own transportation to and from work
- Willing and able to abide by all the rules and regulations of the Program
- Willing to remain alcohol and drug free, and cooperate with all drug and breath tests conducted by the Program staff
- Have no active warrants or holds for other charges

The Jail will also regulate candidates convicted of sexually related offenses according to the procedures outlined below.

**SOURCE:** None

**PROCEDURE I - Work Release Program Acceptance**

1. The Work Release Supervisor will ensure all candidates with sexually related convictions are acceptable for the Program. If the candidate is not acceptable for placement at a Correctional Management Inc. (CMI) facility, they may not participate in the Jail's Work Release Program.
2. If the inmate is not acceptable for the Program, the Supervisor will immediately notify the candidate. The Supervisor will advise the person why they do not qualify for participation.

3. The Supervisor will notify the sentencing court in writing and by phone as soon as possible. They will advise the sentencing judge why the person does not qualify for the Program.
4. The Supervisor will send the letter and the Mittimus back to the court as soon as possible via the County Mail relay system and await further instructions from the court.
5. Candidates accepted into the Program by the Supervisor will be scheduled for an Orientation and Start-up.

### **PROCEDURE II - Sex Offender Guidelines**

1. Inmates in this category must follow all Boulder County Jail rules, Probation orders and directives, and any rules placed on them by other components of the judicial system.
2. Must have the permission of their Probation Officer to accept any job offers.
3. Must have written permission from their Probation Officer for any extra time away from the Jail, including, but not limited to, errand time and furloughs.
4. May not operate a motor vehicle.
5. May not work where they will have contact with minor children.
6. Must remain at places where the Program Caller ID box can verify the location.
7. May not return to the jail late or be at locations where they are not scheduled to be.
8. May not work more than fifty (50) hours per week or more than six (6) days per week.
9. May not possess magazines or pictures depicting sexually stimulating materials.
10. May not view recreational movies shown by the jail without the permission of their Probation Officer.
11. May not have any contact with victims or minor children.
12. Must immediately report any changes in their Probation or work commitments to the Supervisor.

### **PROCEDURE III - Removal From the Program**

1. Any violations of the guidelines delineated within this policy and procedure will be dealt with according to Boulder County Jail Rules and Regulations and due process requirements.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/14/06 \_\_\_\_\_  
Date

**SUBJECT: WORK RELEASE ESCAPE PROCEDURES**

**NUMBER: 23-01-13**

**EFFECTIVE DATE: March 13, 2006**

**REVIEW DATE: March 13, 2007**

**POLICY:** It is the policy of the Boulder County Jail to insure immediate enforcement steps to be undertaken to apprehend inmates who “walk-away”, fail to return or otherwise absent themselves from the Work Release program.

**INFORMATION:** Inmates remanded to the custody of the Sheriff remain the responsibility of the Sheriff’s Office, even if they are lodged at a halfway house (BCTC or LCTC). Because these inmates are court ordered to Work Release to serve their sentences, the Court that ordered the sentence may consider their escape as a Violation of a Mittimus Order.

**DEFINITIONS:** “walk-away” refers to an inmate who has failed to return to the Work Release program or the halfway house within two hours of their scheduled return time or an inmate who has left either program without permission or an inmate who is absent from an agreed upon location and is unable to be contacted for two hours.

**SOURCE:** None

**PROCEDURE I-Filing of Walk-Away Report**

1. Call Work Release and Shift Supervisor and notify them of the “walk-away”.
2. Attempt to locate the inmate by calling all the phone numbers listed in the inmate’s file.
3. Call Dispatch and ask for an “ATL-Attempt to Locate”. Have the SO Deputy check the inmate’s home/work address (if in Boulder County).
4. Go to IWEB 1) Click on Departments 2) Click on Sheriff 3) Click and print Patrol forms (Incident Report and Involved Person form-one form for every person involved). 4) Click on Divisions 5) Click on Jail Division and print “walk-away” forms. Fill these forms in.
5. Complete a Jail Incident Report.
6. Complete the “Failure to Comply” Memo.
7. Complete “Affidavit” form, have it notarized and give it to the ODS.

8. Complete a summons if the Escape is a misdemeanor and give it to the ODS
9. Move inmate to the “WLK” module in Tiburon.
10. Collect all of the inmate’s property and place it in a grey bucket(s). Complete and place on the grey bucket(s) a “Property Form”. Place grey bucket(s) in the Work Release entrance sally port closet.
11. Put together 3 “walk-away” packets, 1 typing pool, 1 to warrants and 1 to the Work Release Supervisor. Include 1) Boulder County SO Incident Report 2) Involved Person form(s) 3) Jail Incident Report 4) Failure to Comply memo 5) Copy of mittimus(es) 6) Copy of Intake form (blue file) 7) Mug shot.
12. Give the “walk-away” packet to the ODS to relay to Typing Pool.
13. Leave inmate’s file and “walk-away” packet on the Work Release Supervisor’s desk.
14. Monday through Friday, during business hours, contact warrants to have a Temporary warrant entered into NCIC/CCIC. Warrants will need their copy of the “walk-away” packet.
15. After business hours and on the weekends, contact Dispatch and fax them the “Escape Warrant” entry cheat sheet.
16. The Work Release Supervisor will notify the courts and probation of the “walk-away”.

#### **PROCEDURE II-Charging the inmate with Escape upon being re-arrested**

1. Locate the inmate’s file in the Work Release Office. Make a copy of the mittimus(es) and the “walk-away” incident report. Retrieve the Hard Card and the SO Case number assigned to the “walk-away” report (which can be found toward the bottom of the Escape checklist). Take this to Booking.
2. Add Escape Affidavit Warrant.
3. Place paperwork in appropriate folders and send to the courts and the DA’s office.
4. Set the inmate’s court date for First Appearances.
5. Notify the Work Release Supervisor of the walk-away return by leaving the inmate’s file on their desk with a note.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/14/06  
Date

**SUBJECT: LEGAL AUTHORITY AND CONSTRAINTS OF THE HOME  
DETENTION PROGRAM**

**NUMBER: 24-01-01**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish a Home Detention Program and operate it under the authority of Colorado Revised Statute 17-27.8-101/106. It is designed as an effective and punitive method of supervision, while providing an alternative to in-house incarceration.

**INFORMATION:** As in any program operated by the Jail Division, we will insure all appropriate legal and civil rights to every person participating in the Home Detention Program.

**SOURCE:** Colorado Revised Statute 17-27.8-101/106

**PROCEDURES:** None

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: ORGANIZATION OF THE HOME DETENTION PROGRAM**

**NUMBER: 24-01-02**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to administer a Home Detention Program through established channels to ensure appropriate day-to-day administration of the Program.

**INFORMATION:** Two Home Detention Deputies directly supervise the Home Detention Program and they report to the Work Programs Sergeant. Their office is in the Work Release/Minimum Facility Building (Building "C"), as are the Home Detention Program computers and phone lines.

**SOURCE:** None

**PROCEDURE I - Organization of the Home Detention Program**

1. The Jail Management Team will ensure that they assign knowledgeable and skilled jail employees as Home Detention Deputies.
2. The Home Detention Deputies will be responsible for the day-to-day operation of the Program.
3. They will accept court referrals, select participants, and supervise them during their Home Detention sentence.
4. The Home Detention Deputies will give direction to the Deputies assigned to Building "C" when necessary. They will provide this direction to ensure efficient operation and control of the Home Detention Program when they are not in the facility.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: REFERRALS TO HOME DETENTION**

**NUMBER: 24-01-03**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and use an organized system through which potential Home Detention Program participants are referred for consideration.

**INFORMATION:** Referrals of potential participants to the Home Detention Program will originate primarily with the courts of the Twentieth Judicial District. However, the jail will evaluate other inmates for possible placement in the Program.

Some inmates who participate in the Work Release Program may also qualify for and benefit from the Home Detention Program. The Work Release Supervisor and the Home Detention Deputies will work closely together and share information about inmates who participate in each Program.

NO backlog in accepting participants from the courts into the Program is permissible.

**SOURCE:** None

**PROCEDURE I - Referrals from the Courts**

1. Whenever a judge wants a person evaluated for possible placement in the Home Detention Program, he or she will note this on the Mittimus.
2. A copy of the Mittimus will be forwarded to the jail. The court will ensure that the sentenced person receives documents indicating Home Detention. The documents will indicate that the person must contact a Home Detention Deputy by a specified date.
3. When the Mittimus is received at the jail, Booking will forward it to Home Detention.
4. When a Home Detention Deputy receives the Mittimus, he or she will indicate the date when the person must call and place it in the appropriate file.

5. When the person calls Home Detention a screening appointment will be set up.

**PROCEDURE II - Referrals from the Work Release Supervisor**

1. If the Work Release Supervisor feels that a person may qualify for, and benefit from the Home Detention Program, he or she will contact a Home Detention Deputy and give them the person's name.
2. The Home Detention Deputy will contact the person and begin the screening process.

**PROCEDURE III - Special Request Referrals**

1. The jail recognizes that exceptions must be made to accommodate inmates in special circumstances that include, but are not limited to:
  - Inmates suffering from a serious or terminal illness
  - Inmates living just outside Boulder County without the financial ability to pay for any incarceration
  - Request of a Judge and subsequent approval by the Administrative Commander.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/02/06 \_\_\_\_\_  
Date

**SUBJECT: HOME DETENTION INTERVIEWS**

**NUMBER: 24-01-04**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to use a standardized interview process to carefully and fairly evaluate potential Home Detention Program participants.

**INFORMATION:** Those who participate in the Home Detention Program must meet strict criteria and be willing to cooperate fully with the various restrictions the Program will impose on them. The Home Detention interview process is designed to help the Home Detention Deputies determine a person's suitability for the program, his or her potential compliance with program regulations, criminal history, and current situation.

**SOURCE:** None

**PROCEDURE I - Interviews of People Referred by the Courts**

1. A Home Detention Deputy may receive referrals of potential Home Detention participants from the courts and/or from Administrative Staff.
2. When the Home Detention Deputy receives a referral from the courts, it will usually be a Mittimus specifying Home Detention for the sentenced person.
3. The courts will instruct these people to contact Home Detention by phone to set up an intake interview appointment.
4. When the person calls the office, they will schedule a time for the interview.
5. The Deputy will meet with the person in the Home Detention Office on the scheduled date.
6. The Deputy will conduct the interview using the Intake Interview Sheet for Home Detention form.

7. He or she will ask the person all pertinent questions on the form and record the answers. They may ask other relevant questions, as necessary.
8. At the conclusion of the interview, the Deputy will advise the person when he or she will let them know if they accept them into the Program, and of any steps the person may need to take next.
9. The Deputy will decide as soon as possible.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/02/06 \_\_\_\_\_  
Date



An individual must meet the following criteria to be considered acceptable for participation in the Home Detention Program:

- At least 18 years of age
- No criminal convictions involving drug trafficking, child abuse, or those previously listed above, subject to review by the administrative commander
- May not be in the employ of another current inmate
- Reside in Boulder County
- Have a private-line residential phone
- A minimum sentence of thirty (30) days
- Must be eligible under the guidelines set forth in Colorado Revised Statute 18-1.3-106

**SOURCE:** Colorado Revised Statute 18-1.3-106

**PROCEDURE I - Acceptance and Rejection of Home Detention Applicants**

1. A Home Detention Deputy will interview individuals referred to them for consideration to participate in the Home Detention Program.
2. A Home Detention Deputy will also obtain and evaluate the criminal histories of candidates for the Program. He or she will pay particular attention to any previous arrests and convictions the individual may have had for charges that would preclude their participation in the Program.
3. The Home Detention Deputies should interview any person having important or pertinent information about the candidate.
4. Once the Home Detention Deputy has fully evaluated the data collected on the candidate, he or she will determine whether the individual is eligible for the Home Detention Program.
5. The Home Detention Deputy will inform the candidate of the decision and fully explain why they rejected them, if that was the decision reached.
6. A rejected candidate may request a written explanation, outlining the reasons for the rejection.
7. In cases where the Home Detention Deputy has obtained prior approval, via mittimus, from the court to place the individual on Home Detention, they will schedule an intake day.
8. In other cases, the Home Detention Deputy will wait for approval from the sentencing court before scheduling an intake day.

9. In cases where the sentencing court denies participation for an approved individual, the Home Detention Deputy will inform the individual of the court's denial, and the individual will not be placed in the Program.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: HOME DETENTION INTAKES**

**NUMBER: 24-01-06**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that all paperwork and other necessary functions are properly completed during the Home Detention intake process.

**INFORMATION:** The character of the Home Detention Program requires that participants fully understand the requirements and the rules and regulations imposed upon them. Participation is voluntary and they must agree in writing to the various stipulations before we install the equipment.

**NO** backlog in accepting participants from the courts into the Program will be permissible.

**SOURCE: None**

**PROCEDURE I - Home Detention Intake**

1. A Home Detention Deputy will schedule an intake appointment for each person selected to participate in the Home Detention Program.
2. When the person arrives for the appointment, the Home Detention Deputy will complete a computerized intake form, which will be reviewed and signed by the person and the Deputy.
3. A Home Detention Contract detailing all rules and regulations applicable to them while on Home Detention will then be provided to the person to read and sign.
4. The person will read and sign the Release of Information form and the Consent to Search form.
5. Upon completion of all of the above forms, the Home Detention Deputy will review the contents of the forms and ensure that the person understands and agrees to abide by all of the conditions.

6. The Deputy will then conduct an equipment orientation with the person, explaining the general operation of the transmitter and home monitoring unit, and review all phone restrictions.
7. Upon successful completion of the above intake, the Home Detention Deputy will give the person a set up time and date, in addition to emergency phone numbers and the information sheet to share with other occupants in their home.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/02/06 \_\_\_\_\_  
Date

**SUBJECT: HOME DETENTION SET UP**

**NUMBER: 24-01-07**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that Home Detention personnel correctly install all equipment to authenticate the proper technical operation.

**INFORMATION:** The jail requires that Home Detention participants follow the strict scheduling requirements imposed upon them by the Program. Jail personnel must be confident that data recorded by various Home Detention equipment components is an accurate reflection of participant behavior and not the result of an equipment malfunction.

BI, Inc. manufactured the Home Detention equipment currently in use. It is very sophisticated and designed to provide a high degree of accuracy, so that most recorded violations are attributable to actual participant behavior and activity.

Jail personnel or the participant may complete installation of Home Detention equipment.

**SOURCE: None**

**PROCEDURE I - Set Up Procedures**

1. Participants will report to the Home Detention Office to begin serving their sentence at the scheduled time and date.
2. Participants will be fitted with the transmitter (an ankle bracelet).
3. A complete booking process will occur, including a mittimus arrest report. We will take a mug shot and fingerprints. A permanent file will be established for all Home Detention participants, which will contain a copy of the mug shot, arrest report, criminal history, and sentence calculation. The permanent file will also contain all paperwork signed by the person at the time of the intake interview.

4. The participant will provide a urine sample to be screened for controlled substances.
5. A detailed schedule will be completed, with any authorized time out of their home clearly detailed and agreed to by the participant and Home Detention Deputy. The Home Detention Deputy will review each day of the week, to ensure the participant completely understands the schedule. The participant will be given a copy of the schedule, which will also include a prearranged weekly meeting with a Home Detention Deputy. At each subsequent weekly meeting, the participant will be allowed to change his or her schedule to accommodate any authorized changes.
6. The participant will be given Attendance Verification sheets, with instructions that a credible representative at their destination must verify all time out of the home, which we have granted.
7. The participant will be encouraged to review all information regarding his or her home detention incarceration and given a general review of it by a Home Detention Deputy.

#### **PROCEDURE II - Installation of the Field Monitoring Device**

1. The Home Detention equipment may be installed at the participant's home, either by a Home Detention Deputy, or at the Home Detention Deputies' discretion, the person may be allowed to take the equipment to their home and install the equipment to the phone and power. We will supply the person with a detailed instruction sheet on installation of the equipment and a Home Detention Deputy will give a demonstration to the participant. (When possible, a Home Detention Deputy will accompany the participant to the home and install the equipment).
2. After installation of the equipment is completed, a complete check of the system will be made to ensure that all equipment is operating properly.
3. If the equipment is not working properly, a Home Detention Deputy will take whatever steps may be necessary to correct the problem, including replacement of the equipment with another set.
4. If necessary, a Home Detention Deputy will contact a technical representative from BI, Inc. for assistance.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: MONITORING AND SUPERVISION OF HOME DETENTION PARTICIPANTS**

**NUMBER: 24-01-08**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to closely monitor and supervise Home Detention participants to ensure compliance with the various requirements of the Program.

**INFORMATION:** One Home Detention unit is composed of a transmitter and a Field Monitoring Device (FMD), both of which are assigned the same unique number. This number is the reference number used by the Home Detention Deputies and other jail employees to track the activity of Program participants, via the host computer.

The host computer is composed of a central processing unit (cpu), a video monitor, and a printer. This equipment is in the Home Detention Office in the Work Release/Minimum Facility, commonly called Building "C."

A pager is also a part of the Home Detention Program equipment. It alerts the officers in Building C when the host computer is generating an alarm report.

Since the Home Detention Program is in many ways a field operation, the Operations Division of the Sheriff's Office will be involved in the monitoring and supervision of Program participants. This will require close cooperation between the Home Detention Deputies and Patrol Deputies in that Division.

They will maintain the Home Detention Roster via WordPerfect in the Personal Computer (PC) in the Work Programs Sergeant's Office.

**SOURCE: None**

**PROCEDURE I - Technical Monitoring of the Home Detention Inmate**

1. Each Home Detention Unit and transmitter is numbered. These numbers will be recorded in the Home Detention files and computer to ensure inventory control.

2. A Home Detention Deputy will enter the participant's schedule into the host computer.
3. The participant is expected to be aware of and follow the curfews, as entered in the host computer by the Home Detention Deputies.
4. A Home Detention Deputy will inform the participant that curfew changes can only be made with the Deputy's prior approval, the prior approval of another Building "C" employee, or in case of an emergency.
5. The participant will be informed that the duties of personnel assigned to Building "C" include monitoring the activities of Home Detention participants, via the host computer and the monitor attached to it.
6. As part of their routine duties, Deputies assigned to the Building "C" Officer Work Station will occasionally check the host computer monitor and printer to see that they are working properly.
7. They will also check the Home Detention pager occasionally to ensure that it is functioning properly.
8. Should the host computer generate an alarm report, the pager will sound and the wearer will respond to the alarm according to established protocol.

## **PROCEDURE II - Personal Supervision of the Home Detention Inmate**

1. On the day that a person begins his or her sentence as a Home Detention Program participant, a Home Detention Deputy will enter the first week's curfews into the host computer.
2. Considerations governing a Home Detention participant's curfews and schedule will include their work hours, required class or therapy time, errand or personal business time, and any other considerations deemed valid and appropriate by a Home Detention Deputy.
3. On the first day of a participant's sentence, a Home Detention Deputy will also collect his or her first weeks' program fees and schedule them for the first weekly appointment.
4. These weekly meetings will serve several purposes. The Home Detention Deputy will use the meetings to assess the participant's welfare and progress in the Program, prepare a schedule and curfews for the upcoming week, collect fees, conduct a drug and/or alcohol test, discuss suspected violations as necessary, and remove the participant from the Program, if he or she needs to be housed in the jail pending a disciplinary hearing and possible removal from the Program.

5. The Home Detention Deputy will also schedule the following week's appointment with the participant.
6. During participation in the Home Detention Program, a Home Detention Deputy may call the participant at home whenever they feel it is necessary. He or she may also contact the participant's employer(s), teacher(s), therapist(s), and family member(s), as required while monitoring the participant's whereabouts, activities, and status.
7. A Home Detention Deputy may also use the Operations Division to conduct checks of a Program participant at his or her home, place of employment, or school.

### **PROCEDURE III - Operations Division Checks of the Home Detention Participants**

1. A Home Detention Deputy may, at their discretion, request that an Operations Division Patrol Deputy respond to the home of a Home Detention Program participant, to check the person's status.
2. To do this, the Home Detention Deputy will contact the appropriate Operations Division supervisor and request that they assign a Patrol Deputy to conduct the check.
3. These checks will also be used as part of the drug and alcohol testing component of the Home Detention Program.
4. Once a requested check has been completed, the assigned Patrol Deputy will inform the Home Detention Deputy of the participant's status via a phone.
5. If the Patrol Deputy discovers that the participant's status is not acceptable in any way, he or she will inform a Home Detention Deputy as soon as possible. If the participant is suspected of having used drugs or alcohol, the Patrol Deputy will take appropriate action.
6. If necessary, a Home Detention Deputy will initiate disciplinary proceedings against the participant.

### **PROCEDURE IV - The Home Detention Roster**

1. After each new set up or release of a participant, a Home Detention Deputy will update the Home Detention Roster and it will be posted in that office.
2. The rosters will be used for reference by Building "C" personnel and for data collection purposes.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: HOME DETENTION ALARMS**

**NUMBER: 24-01-09**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to ensure that Home Detention Program infractions are recognized and responded to quickly and surely, to promote inmate compliance with the Program.

**INFORMATION:** Participant compliance with the various requirements of the Home Detention Program will only occur if suspected violations are handled quickly and predictably. Participants must not only be advised that there will be consequences for Program violations, they must also experience them when appropriate.

The alarm types and all protocols are attached to this policy.

**SOURCE: None**

### **PROCEDURE I - Home Detention Alarms**

1. A Home Detention Deputy will enter curfews into the host computer for each Home Detention participant.
2. If a Program participant violates their curfew, tampers with, or attempts to tamper with the transmitter and/or Field Monitoring Device (FMD), the FMD will send an alarm to the host computer.
3. The host computer will cause the Home Detention Pager to sound, which will alert jail employees assigned to the Work Release/Minimum Facility (Building "C") Officer Work Station to the alarm.
4. When an alarm is received, the Building "C" Deputy will go to the Home Detention Office and check the alert on the computer. The Deputy will obtain information about the participant from the report, or from the Home Detention participant's active file.
5. The Deputy will determine the nature of the possible violation, and based on the type of alarm received, he or she will take the appropriate steps as outlined in the Alarm Protocol posted in the office.
6. If the protocol requires it, the participant will be returned to the jail pending a Disciplinary Hearing. The Deputy handling the alarm will complete an Incident Report (IR) detailing the event and forward a copy to the Work Programs Sergeant for follow up.

### **PROCEDURE II - Home Detention Alarm Protocols**

Identify the alarm and locate the appropriate alarm protocol sheet.

1. Alarm Titles	Page #
A. POWER FAIL AC LINE	4
B. POWER RESTORED AC	5
C. CMU BATTERY LOW	6
D. DID NOT RETURN	7
E. LOCN VERIFY TIMEOUT	8
F. MISSED CALL LATE	9
G. MANUAL RESTART	10
H. PWR LOSS PHONE	11
I. PWR RESTORED PHONE	12
J. TAMPER HMU CASE	13
K. TXMTR IN RANGE	14
L. TXMTR TAMPER	15
M. TXMTR OUT OF RANGE	16
N. TXMTR TAMPER REPEAT	17
O. TXMTR TAMPER RESET	18

2. Definitions and Locations

A. ACTIVE INMATE FILE - Pink trimmed file, front section, top drawer of the filing cabinet in the Home Detention Office. (Alphabetically)

B. PERMANENT INMATE FILE - Directly beside active files. (Alphabetically)

C. EQUIPMENT DESCRIPTION - This system consists of a three-way communication. The transmitter sends messages to the FMD/HMU, which then uses the participant's phone line to call in any transactions to the Home Detention computer.

D. FMD/Home Monitoring Unit (HMU) - The unit attached to the participant's home phone. Receives the signals sent by the transmitter and reports to the computer via the participant's home phone line.

E. TRANSMITTER - The ankle bracelet worn on the participant's leg. Transmits a constant signal received by the FMD/HMU.

F. HOME DETENTION COMPUTER - Home Detention office-tracks all of the participant's activity, i.e., enters and leaves, etc. Receives all input from the FMD/HMU.

By Order of the Division Chief

Signed by  
 \_\_\_\_\_  
 Larry R. Hank, Division Chief

03/02/06  
 \_\_\_\_\_  
 Date

**ALARM:****POWER FAIL AC LINE****NARRATIVE:**

This alarm occurs when the Home Detention participant's electrical service to the home monitoring unit has been disrupted.

**POSSIBLE CAUSE OF ALARM:**

1. Failure to pay electric bill.
2. Weather conditions.
3. Power company is working on electrical service.
4. Home monitoring unit was unplugged from the outlet (kids, cats, kicked plug).
5. Electrical breaker has been tripped.

**PROTOCOL:**

1. Attempt to call participant and find out what problem is.
2. Leave Home Detention Officers a note.
3. After approximately 2 hours has elapsed unit needs to be plugged into power source, so battery back up in unit does not go bad.
4. Call Home Detention Officer if needed.

**ALARM:****POWER RESTORED AC****NARRATIVE:**

This alarm occurs when the Home Detention participant's electrical power has been restored to his/her Home Monitoring Unit (HMU).

**POSSIBLE CAUSE OF ALARM:**

1. HMU was plugged back into an electrical outlet.
2. Power company has restored participant's electric power.
3. Electrical breaker turned back on.

**PROTOCOL:**

1. Attempt to contact participant and find out what problem was.
2. Leave note for a Home Detention Officer.

**ALARM:****CMU BATTERY LOW****NARRATIVE:**

This alarm is caused if the Home Monitoring Unit has been without power for any length of time. If the unit remains unplugged for too long of a period of time the battery will be destroyed.

**POSSIBLE CAUSE OF ALARM:**

1. Power bill not paid.
2. Power company working on power.
3. Unit came unplugged.

**PROTOCOL:**

1. Attempt to contact participant at their house or job. If you are able to contact the participant have them go home and get power restored to the unit.
2. Verbally warn and remind participant that it is their responsibility to maintain power for the unit.
3. If participant is unable to regain power to the unit have them come to the jail with the unit. Keep participant in the jail until the power is restored. Make sure you plug the unit in at the jail to keep the battery charging.
4. Call a Home Detention Officer if necessary.

**ALARM:****DID NOT RETURN****NARRATIVE:**

If a participant is late returning you will receive a "Did Not Return" alarm at the exact time they were scheduled to return. All participants are instructed to call in if they are going to be late.

**POSSIBLE CAUSE OF ALARM:**

1. Inmate misread schedule.
2. Officers made an error entering the schedule into the computer.
3. Inmate was unable to get to a phone.
4. Inmate escaped.

**PROTOCOL:**

1. Pull the pink file to check the hard copy of the schedule. It may have been entered incorrectly into the computer. Leave a note for Home Detention officers if an error was made in the computer entry.
2. Call the participant's residence to see if anyone knows of his/her whereabouts.
3. Attempt to locate the participant at his/her last known location (i.e., work).
4. After 2 hours, the participant is considered an escapee.
5. Contact a Home Detention officer and follow escape procedure.

**ALARM:****LOCN VERIFY TIMEOUT****NARRATIVE:**

This alarm occurs when the Home Detention computer calls the participant's home and verifies that his/her home phone number was incorrectly entered into the computer or there is interference on the phone line.

**POSSIBLE CAUSE OF ALARM:**

1. Participant was just set up on Program.
2. Loss of phone line service.
3. Power failure at jail or participant's home.

**PROTOCOL:**

1. Call participant and see if he/she has had any phone or power line losses or static interference on the participant's phone or phone line.
2. Contact Home Detention officer, if needed.

**ALARM:****MISSED CALL LATE****NARRATIVE:**

The computer in the Home Detention office assigns each Home Monitoring Unit (HMU) times to call and check in every day, usually every 4 hours. If the HMU fails to call in when scheduled, you will receive the Missed Call Late generated by the computer.

**PROBABLE CAUSE FOR MISSED CALL LATE ALARM:**

1. Phone being knocked off the hook.
2. Person in the house did not hang up phone when HMU needed to call jail.
3. Phone line problems.
4. The HMU has lost electrical power and had to go to battery back up.
5. Participant is off the system (busted or time served) and the HMU is completing its cycle.
6. Phone disconnected (phone bill not paid).
7. The participant disconnected the machine and escaped.

**PROTOCOL:**

1. Locate the active pink file (top drawer). If the pink file is NOT there it is possible the participant has completed, or was removed, from the Program. Try to call the participant. You will probably receive a busy signal (since the phone may be off the hook). Make several attempts over a 30-minute time period.
2. Follow "Patrol Protocol." The district officer will need to go to the participant's house and CHECK THE PHONE. This alarm is generally caused by a phone problem.
3. If the phone is working, have the patrol officer check to see if the Field Monitoring Device (FMD)/HMU either has lights flashing or no lights on. No lights - either the machine has become disconnected or the electrical outlet is faulty.
4. Call a Home Detention Officer if necessary.

**ALARM:****MANUAL RESTART****NARRATIVE:**

When a unit has lost electrical power and is then plugged back in you get this alarm to let you know the unit has been restarted.

**POSSIBLE CAUSE OF ALARM:**

1. A new participant has just been set up.
2. Participant lost electrical power and the power was just restored.
3. Participant unplugged the Home Monitoring Unit (HMU) and just plugged it back in.
4. Weather has knocked out the electrical power and then came back on.

**PROTOCOL:**

1. Call the participant and try to determine what, if anything is going on with the electrical power source.
2. Contact a Home Detention Officer, if needed.

**ALARM:****PWR LOSS PHONE****NARRATIVE:**

The phone line in the participant's house has been disrupted. You should receive this alarm only after their phone service has been restored.

**POSSIBLE CAUSE OF ALARM:**

1. Participant did not pay phone bill.
2. Phone service problems caused by weather.
3. Person or animal in participant's house knocked phone cord out of jack.
4. Phone cord or jack is faulty.

**PROTOCOL:**

1. Attempt to contact participant if possible and find out what the problem was.
2. Call a Home Detention Officer, if necessary.
3. Leave Home Detention Officers a note.

**ALARM:****PWR RESTORED PHONE****NARRATIVE:**

You should receive this alarm only after receiving a "pwr loss phone" alarm and the phone service to the participant's house has been restored.

**POSSIBLE CAUSE OF ALARM:**

1. Phone bill has been paid.
2. Phone cord or jack has been reconnected/fixed.
3. Phone company has repaired phone line.

**PROTOCOL:**

1. Attempt to contact participant and try to figure out what problem was.
2. Contact a Home Detention Officer, if necessary.
3. Leave Home Detention Officers a note.

**ALARM:****TMPER HMU CASE****NARRATIVE:**

This alarm occurs when the Home Detention participant's Home Monitoring Unit (HMU) has been tampered with, dropped, or damaged in some way.

**POSSIBLE CAUSE OF ALARM:**

1. HMU was dropped.
2. HMU has internal problems.
3. Participant has damaged the HMU in an attempt to escape.

**PROTOCOL:**

1. Contact the participant and find out if anything has happened to HMU.
2. Contact Operation Division and have a patrol officer respond to participant's house and check HMU for damage.
3. Contact a Home Detention Officer, if necessary.

**ALARM:****TXMTR IN RANGE****NARRATIVE:**

Caused when participant returned home late from a scheduled time out. Normally you get this alarm when a participant returned to his/her house after being late and you have already received a "did not return" alarm. This alarm is to let you know when a late returning participant arrives home.

**POSSIBLE CAUSE OF ALARM:**

1. Participant returned home late.
2. This alarm is also received right after a new participant has been set-up on the program.
3. A Home Detention Officer did not enter schedule right in the computer.
4. The participant misread their schedule.

**PROTOCOL:**

1. Check participant's file to see when s/he was due back.
2. Call participant at their home to determine why they were later than their schedule indicated.
3. Verbal or written warning if they were under two hours late. Over two hours late; at your discretion call a Home Detention Officer, have participant bring his/her equipment to the jail, and place them in Intake pending a disciplinary hearing.
4. Contact a Home Detention officer, if necessary.

**ALARM:****TXMTR TAMPER****NARRATIVE:**

This alarm occurs when there is a problem with the ankle transmitter. The problem could be with either the transmitter or the strap and rails that hold the transmitter on.

**POSSIBLE CAUSE OF ALARM:**

1. The battery is getting low in the transmitter.
2. The strap or rails have come loose on the transmitter.
3. Participant has accidentally hit or fell on the transmitter.
4. The participant has tampered with the unit in an attempt to get it off.

**PROTOCOL:**

1. Call the participant at his home.
2. Try to determine what if anything has happened to the transmitter.
3. Follow Operation protocol - they will need to go to the participant's house to check the transmitter and strap.
4. Call a Home Detention Officer, if necessary.

**ALARM:****TXMTR OUT OF RANGE****NARRATIVE:**

The transmitter worn on the participant's leg has gone out of range of the Home Monitoring Unit (HMU). The distance/range of the transmitter can vary depending on weather conditions and other variables. The normal distance should be about 150 feet, however; metal, foliage, weather conditions, and other obstacles can interfere with the transmission.

**POSSIBLE CAUSE OF ALARM:**

1. Participant rolled over on top of the transmitter in bed.
2. Participant is sleeping on a water bed, or taking a bath, and the transmitter's signal cannot get out to the HMU.
3. Participant is out of the range of the HMU, but still on his/her property.
4. The participant did not follow his/her schedule.
5. A Home Detention Officer did not enter the participant's schedule correctly in the computer.
6. The participant has a large house and went to far away from the HMU.
7. The participant escaped.

**PROTOCOL:**

1. Check the participant's file to see if they were scheduled to be out at that time.
2. Attempt to call the participant at home.
3. Attempt to contact the participant at work.
4. Notify a Home Detention Officer, if necessary.
5. After a two-hour time has elapsed, follow Operation's protocol and file an escape report.

**ALARM:****TXMTR TAMPER REPEAT****NARRATIVE:**

This alarm occurs every time a Home Detention participant enters their house after they have had a txmtr tamper alarm.

**POSSIBLE CAUSE OF ALARM:**

1. Transmitter has not been repaired/reset following a txmtr tamper alarm.
2. Transmitter has been tampered with (see alert on txmtr tamper alarms).

**PROTOCOL:**

1. Leave Home Detention Officers a note.
2. Follow procedures on txmtr tamper alarm.
3. Contact a Home Detention Officer, if necessary.

**ALARM:****TXMTR TAMPER RESET****NARRATIVE:**

This alarm occurs when the Home Detention participant has had a previous txmtr tamper alarm and a Home Detention Officer has reset the ankle transmitter.

**POSSIBLE CAUSE OF ALARM:**

1. Tamper problem has been repaired and transmitter has been reset.

**PROTOCOL:**

1. Leave note for Home Detention Officers.

**SUBJECT: HOME DETENTION DRUG AND ALCOHOL TESTING**

**NUMBER: 24-01-10**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to conduct alcohol and drug testing to ensure that Home Detention participants do not consume alcohol or non-prescription, controlled substances while participating in the Program.

**INFORMATION:** Since Home Detention Program participants are not confined in the jail, the chance that they may use alcohol and/or non-prescription, controlled substances while involved in the Program is increased. Therefore, they must be checked on a random basis for evidence of use.

Urine and other samples will be collected in a manner consistent with universal precautions concerning bodily fluids and does not contaminate work areas.

**SOURCE:** Colorado Revised Statute 12-47-103  
Colorado Revised Statutes 12-22-301 through 12-22-313

**PROCEDURE I - Breath Tests**

1. As part of the intake process, the jail will require that new Home Detention Program participants sign a contract stating that they agree to willingly submit to breath and/or alcohol tests, as deemed necessary by a Home Detention Deputy, or other appropriate Sheriff's Office personnel.
2. Deputies from the Operations Division will conduct in-home breath tests for Home Detention participants on a random basis.
3. A Home Detention Deputy will print up each participant's schedule from the Home Detention computer each Thursday afternoon. On Friday morning, they are responsible for placing each schedule in the appropriate Sheriff's Office Operations Division, District Book. They will remove the schedules from the previous week then.

4. The previous week's breath tests sheets will be checked and tabulated and a message sent to the Operations Division Supervisors detailing which Deputies performed tests, the number of tests performed, the District (location), and time of the tests.
5. The information regarding the breath tests for each participant will be recorded in their permanent file.
6. The Home Detention participants may be tested as many times as necessary to obtain an accurate and reliable reading.
7. If a breath test is positive, the Deputy will take the participant into custody and transport him or her to jail, where we will house them pending a Disciplinary Hearing.
8. If possible, the Deputy will also retrieve the Field Monitoring Device (FMD) from the participant's home and return it to the jail.
9. Once the participant arrives at the jail, properly trained jail personnel will remove the transmitter from his or her ankle and place it in the Home Detention Office, along with the FMD, if we retrieved it.
10. The Deputy will contact a Home Detention Deputy and advise him or her of the situation.
11. The Deputy will complete the necessary paperwork and forward copies to the Home Detention Deputies.
12. A Home Detention or On Duty Deputy will document the event in an Incident Report, and forward a copy of it to the Work Programs Sergeant, who will dispose of it by following the jail disciplinary policy, 14-01-02.
13. If necessary, a Home Detention Deputy will respond to the inmate's home and retrieve the FMD.

## **PROCEDURE II - Urine Screens**

1. A Home Detention Deputy may, at their discretion, require a Home Detention participant to provide a urine sample for a urine screen when the inmate reports to the Work Release/Minimum Facility (Building "C") for a weekly appointment.
2. A Home Detention Deputy will require a urine screen when he or she suspects that a participant has been using a non-prescription controlled substance, or random tests to ensure they are not consuming drugs.
3. When a urine sample is to be collected, the Home Detention Deputy will either monitor the

collection, or arrange for another jail employee to monitor it.

4. The sample will be secured and marked by the Home Detention Deputy, or the jail employee who monitored the collection.
5. Deputies will observe routine chain of evidence precautions during the handling and storage of the sample.
6. The Home Detention Deputy will complete the paperwork necessary for testing.
7. A Home Detention Deputy will request the testing agency to perform a test on the sample, and forward a hard copy of the results to him or her when they are available.
8. Once they obtain the results of the test, the Home Detention Deputy will inform the participant, either at the next weekly appointment, through a special meeting arranged by the Deputy at the inmate's home, or in Building "C."
9. If the results of the test are positive, the Home Detention Deputy may return the participant to the jail, where we will house them pending disciplinary sanctions.
10. The Home Detention Deputy will document the event in an Incident Report, and forward a copy of it to the Work Programs Sergeant, who may initiate the Disciplinary Hearing process.
11. The Home Detention Deputy may notify the participant's probation officer and the sentencing judge of the violation.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: HOME DETENTION DISCIPLINARY PROCEDURES AND REVOCATION**

**NUMBER: 24-01-11**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and use a system of disciplinary and revocation procedures for the Home Detention Program. They are used to maintain adequate control of the Program and sanction participants who violate the requirements.

**INFORMATION:** The jail will enforce disciplinary and revocation procedures for the Home Detention Program, when necessary and appropriate. While imposing these sanctions, the jail will follow due process requirements and guarantee the protection of all constitutional rights.

The Program will use the same disciplinary and revocation procedures established for regular jail inmates. The Home Detention Deputies will handle minor rule violations, unless they occur with such frequency that they become a Major Rule violation.

Participants in the Program will also observe the rules established in the Agreement/Conditions of Home Detention, which is attached.

**SOURCE: None**

**PROCEDURE I - Removal from Home Detention Pending a Disciplinary Hearing**

1. When a Home Detention Deputy, or their designee, believes that a Home Detention Program participant has violated one of the Program's Major Rules, he or she will arrange to have the participant returned to the jail for incarceration.
2. This determination may be made at the person's home following an alcohol breath test, at their place of employment or schooling, or at any other location. The Home Detention Deputy may decide to wait and remove the participant from the Program when he or she reports for the next weekly appointment.
3. A Home Detention Deputy, or their designee, will take all necessary steps to ensure the

safety of the participant, the public, and him or herself. These steps may include notifications to the appropriate law enforcement agencies, family or household members, public establishments, and the courts.

4. The Home Detention Deputies will ensure that all equipment installed on the participant and in the participant's home is secured and returned to the jail.
5. Whenever we return a Program participant to the jail pending a disciplinary investigation and hearing, the initiating employee will document the circumstances that caused the removal in an Incident Report (IR). He or she will include which Home Detention Program Major Rule(s) the participant is alleged to have violated in the IR, and distribute copies of the report to the appropriate jail personnel.
6. If necessary, the initiating employee will also complete and distribute a Crime Report.
7. The affected participant will remain in the jail through the disciplinary investigation and hearing processes.
8. If the Home Detention Deputy did not complete the original IR, documenting the event, he or she will obtain a copy of the report(s), review it, do any necessary follow-up investigation, and complete a supplementary IR. He or she will forward copies to the Work Programs Sergeant and the affected participant.
9. The Work Program Sergeant will initiate the disciplinary investigation process, and if necessary, convene a Disciplinary Hearing for the inmate.

## **PROCEDURE II - Revocation from the Home Detention Program**

1. If a participant is found guilty of having committed the alleged violation, the Hearing Officer will remove him or her from the Program, either permanently, or for a stipulated period.
2. The Hearing Officer will inform the Home Detention Office of the participant's status in the Disciplinary Hearing Findings Memorandum.
3. The Home Detention Office may forward a copy of the memorandum to the appropriate sentencing court, and keep a copy for their files.
4. A Home Detention Deputy will ensure that the equipment used by the revoked participant is in storage in the Home Detention Office, and that it is in working condition.
5. A Home Detention Deputy will ensure that the revoked participant's program fees are paid in full, and that any fee refunds are processed. If necessary, they will have the inmate sign a Promissory Note for any amount owed.

6. The revoked participant will remain in jail for the remainder of his or her sentence, or for as long as stipulated by the Hearing Officer.

**PROCEDURE III - Reinstatement to the Home Detention Program**

1. Should a Program participant be found not to have committed the violation by the Hearing Officer, they will reinstate the participant to the Program.
2. The Hearing Officer will forward a copy of the Disciplinary Hearing Findings Memorandum to the Home Detention Office. They will retain a copy for their files and forward a copy to the appropriate sentencing court.
3. The equipment will be installed on the participant and in their home as soon as possible.
4. A Home Detention Deputy will enter curfews for the participant into the host computer, collect program fees, as necessary, and schedule the participant for a weekly appointment.
5. If a Hearing Officer determines that a Program participant did violate a rule, but should be reinstated after a stipulated period of incarceration in the jail, a Home Detention Deputy will follow steps three and four above on the stipulated date.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/02/06 \_\_\_\_\_  
Date

**BOULDER COUNTY SHERIFF'S OFFICE  
AGREEMENT/CONDITIONS OF HOME DETENTION  
BOULDER COUNTY JAIL**

**NAME:** \_\_\_\_\_

\_\_\_1. I have been selected to participate in the Home Detention Program. I realize that this housing assignment is a privilege granted by the authorities of the Boulder County Jail. I enter this program on a volunteer basis and agree to all conditions set forth in this contract and will remain in compliance with these provisions.

\_\_\_2. I agree to maintain an operating telephone that is compatible with the equipment. **NO PHONE FEATURES, INCLUDING, BUT NOT LIMITED TO, CALL FORWARDING, CALL WAITING, VOICE MAIL, ANSWERING MACHINES, COMPUTERS, etc.** The phone must be a standard, touch-tone phone that sits on a desk or table. Long distance service and Caller I.D. are allowed.

I understand the phone must be fully operational at all times. I will never disconnect the phone, shut off the ringer, take the phone off the hook or disable the phone in any fashion.

I understand the personal use of my phone will be restricted at times. I agree to inform others in the household of the warning signs that the monitoring unit has as a result of using the phone.

\_\_\_3. I acknowledge that the leg bracelet is to be worn 24 hours a day and that I will not tamper or attempt to remove it, except in the case of an emergency. I will not tamper, disconnect or rearrange the field monitoring device. If an emergency occurs, I will notify the Home Detention office or the Building C Officer Work Station immediately and I understand that I must personally speak with an officer. No emergency messages will be left on the phone recorder.

\_\_\_4. I will be held criminally and civilly liable for any damage to the monitoring equipment on me or in my home that exceeds normal wear and tear. I understand that I may **NEVER PLACE ANYTHING ON TOP OF THE MONITORING EQUIPMENT.**

\_\_\_5. I agree to pay \$13 per day, one week in advance to participate in the Home Detention Program. All payments must be in **cash**. I will receive a receipt each time a payment is made.

\_\_\_6. I agree to obey all curfew regulations and I understand that I cannot take additional time without permission. I will provide the Home Detention officer with all requested information regarding my granted time out and I understand that I must be at the location indicated on my schedule during the specified time period. Failure to follow my schedule, to lie about my whereabouts, or to falsify any verification may result in my removal from the Program.

I understand that I am only authorized to be at the location listed on my written schedule, unless

permission to change my schedule has been approved by an officer.

7. If my job and/or school status changes, I will notify a Home Detention Officer within 24 hours of that change. I will provide written verification of hours worked and/or school attendance every week to a Home Detention Officer. The Home Detention Officer must approve the type of verification provided.

8. I agree to maintain my residency in Boulder County. Any change in my residence or phone number must be pre-approved.

9. I will not violate any county resolutions, or any federal, state, or municipal laws.

10. I will not possess any firearms. If any firearms are in my home, I will arrange for their storage at a location separate from my home, place of business, or vehicle.

11. I will not consume alcohol, or possess or consume any controlled substances (any illegal drugs). I will not consume over-the-counter medications containing alcohol, non-alcoholic beer, or any products containing poppy seeds. I am totally responsible for reading all labels of products that I consume to ensure the products do not contain alcohol, poppy seeds, or any illegal substances.

12. I will submit to random and routine alcohol and drug screens. They may be conducted at any time, at any location. I understand that I may be asked to respond to a certain location for drug or alcohol testing, or to meet with an officer. I agree to abide by any such request. Refusal to submit to any drug or alcohol test, or failure to comply with any requested response, may result in my removal from the Program.

13. I understand officers of the Boulder County Sheriff's Office will be coming to my residence to conduct alcohol and/or drug testing. They may come to my home any time of the day or night to conduct these tests. I will submit to the requested testing and I understand if I am found to be under the influence of alcohol and/or drugs I will be taken into custody and removed from Home Detention pending a disciplinary hearing. Refusal to answer the door or submit to a test may result in removal from the Program.

14. I understand notification of my employer is my responsibility and I accept any potential repercussions that may result from my failure to notify my employer.

15. I will not operate a motor vehicle if my driving privileges are expired, denied, suspended, or revoked in the State of Colorado. I will provide a Home Detention Officer current vehicle registration, proof of current vehicle liability insurance and my valid driver's license.

16. I agree to meet with a Home Detention Officer at a pre-arranged time each week. These meetings will likely be scheduled sometime Monday through Thursday, 9:00 a.m. - 3:00 p.m. I understand my schedule will be done once a week. Any changes requested after the schedule is completed will likely be refused unless the change relates to court ordered treatment, a doctor's

appointment, or an occasional emergency change in work hours.

17. I acknowledge that no community service requirements may be fulfilled during my Home Detention sentence.

18. I agree to remain responsible for any medical, psychiatric, rehabilitative, or dental costs incurred during my Home Detention sentence.

19. I release the County of Boulder and the Boulder County Sheriff's Office from any legal and financial responsibility for illnesses or injuries suffered during my Home Detention sentence.

20. I am responsible for providing myself with the necessary food, shelter, clothing, and other personal necessities during my Home Detention sentence.

21. In case of an emergency I agree to contact a Home Detention Officer or the Officer Work Station as soon as possible. I realize I must show proof of the emergency.

22. If I am removed from the Home Detention Program, I am aware that I will be entitled to an administrative hearing, upon my written request. I agree to state my request for this hearing within 72 hours of my removal from the Program.

23. I realize that I am currently an inmate of the Boulder County Jail and that my return to the Jail may occur at anytime, from any location. I have been advised that a return to incarceration will occur due to a suspected violation, a threatened violation, or by court order.

24. I agree to fulfill any requirements set by the Court, Probation, or a Home Detention Officer, including therapy, AA, antabuse, etc., and I understand that failure to fulfill these requirements may result in my removal from Home Detention.

25. I understand that voice mail is not monitored or listened to in the evening hours, weekends or holidays. It is my responsibility to verify that an officer has approved any schedule change or location change.

**I have initialed each condition listed above and I both understand and agree to abide by each condition. Violation of any of these conditions may result in my removal from Home Detention.**

\_\_\_\_\_  
**INMATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

**SUBJECT: HOME DETENTION RELEASE**

**NUMBER: 24-01-12**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish and use standardized release procedures for the Home Detention Program.

**SOURCE: None**

**PROCEDURE I - Home Detention Releases**

1. During the set up process for a new Home Detention Program participant, a Home Detention Deputy will calculate the inmate's release date in Tiburon. The Deputy will print a hard copy of the screen and place it in the participant's file.
2. A Home Detention Deputy will meet with participants whose release dates are approaching and arrange with them to return their equipment on the last day of their sentence.
3. The Home Detention Deputy will also arrange to collect any Program fees that may be outstanding, or refund any fee refunds.
4. On the last day of a Program participant's sentence, a Home Detention Deputy will complete a want and warrants check via the NCIC/CCIC Computer. If they discover an active and valid warrant, the Deputy will arrest, or cause, the person to be arrested on the warrant and booked into the jail.
5. On the last day of the participant's sentence, a Home Detention Deputy will either go to the person's home to retrieve the Home Detention equipment, or direct the inmate to bring the equipment to the Work Release/Minimum Facility (Building "C"). The Deputy will then remove the transmitter from the participant.
6. The equipment will be checked to ensure that it is in good working order.

7. The Home Detention Deputy may initiate civil or criminal proceedings against the participant, if they have damaged the equipment.
8. If the equipment is in working order, the Deputy will perform the necessary Tiburon operations to release the participant.
9. A Home Detention Deputy will obtain the original copy of the participant's mittimus, sign it off, and send it back to the sentencing court.
10. A Home Detention Deputy will get a fingerprint card, a copy of the mittimus and a copy of the sentence calculation and send them to the Records Division.
11. The participant's permanent file will be maintained in the Home Detention Office for one year and will then be moved to permanent storage.
12. A check off sheet for intakes and releases will be incorporated into the permanent file. The check off sheets for releases includes removal of the participant from the CCIC computer, printing all remaining messages generated by the Home Detention unit for the participant; updating the Home Detention Roster, release information, release of the participant from the Home Detention computer, and updating the participant's monthly statistic sheets.

## **PROCEDURE II - Furloughs**

1. When a Home Detention Deputy receives a mittimus or a signed motion to the court from a sentencing judge, which shows that a Program participant is to be temporarily released on furlough, he or she will contact the participant and arrange a meeting with them.
2. The Home Detention Deputy will deactivate the Field Monitoring Device (FMD), enter the necessary data into the host computer, and remove the transmitter from the participant.
3. The Home Detention Deputy may, if needed, arrange to reinstall the Home Detention equipment on the date shown on the mittimus or court order, and meet with the participant then. He or she will also place the transmitter on the inmate.
4. A Home Detention Deputy will sign off the original copy of the furlough mittimus, send it back the sentencing court, and retain a copy for their file.
5. During the time that a Home Detention Program participant is on furlough, he or she will not be required to pay program fees.
6. Furlough time granted by a judge will alter the participant's calculated release date.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/02/06  
Date

**SUBJECT: HOME DETENTION FEE PAYMENT AND ACCOUNTING**

**NUMBER: 24-01-13**

**EFFECTIVE DATE: February 28, 2006**

**REVIEW DATE: February 28, 2007**

**POLICY:** It is the policy of the Boulder County Jail to establish a formal fee system in the Home Detention Program for the proper collection, accounting, and disbursing of those funds.

**INFORMATION:** The jail established Home Detention fees to help defray expenses incurred by operating the Program and they are mandatory. The fees are generally thirteen dollars (\$13) per participant, per day and must be paid in advance. We will not permit participants to fall behind in payments.

A Home Detention Deputy may submit a request for a lower fee to the Administrative Commander for specific participants, who may need a lower daily rate. These fees are only payable in cash, by cashier's check, or non-cancelable money orders. They will only be accepted in increments divisible by the daily fee rate.

Attached to this policy is a Home Detention Fees document that provides a step-by-step guide for dealing with fees.

**SOURCE:** Colorado Revised Statute 18-1.3-106

**PROCEDURE I - Fee Determination**

1. If a participant's release date is changed by court order, or he or she receives a furlough during their sentence, a Home Detention Deputy will recalculate the total amount owed.
2. The fee for Home Detention participants is thirteen dollars (\$13) per day. A sliding scale has been established to aid participants who cannot financially afford the Program. Participants requesting reduced or no fees are required to provide verification of their monthly financial obligations. The Home Detention participant writes a Fee Letter to the Administrative Commander with this information and a request for fee reduction. The Administrative Commander will review the Fee Letter and authorize any fee reductions.

## **PROCEDURE II - Fee Payments**

1. As part of the Home Detention Program set up process, a Home Detention Deputy will collect a new participant's first week's fees.
2. The Home Detention Deputy will write a three-part receipt for the money to the participant.
3. The payment will be recorded on the participant's Fee Payment Sheet, by entering the amount paid, the receipt number, and the dates covered by the payment.
4. The Deputy will seal the payment in an envelope and write the participant's name and the amount of the payment on the outside of the envelope, and place it in the safe.
5. Subsequent program fee payments will be collected from the participant during the weekly meetings.
6. Should a program participant fail to make payments, we will remind them that the payments are mandatory, and that failure to pay fees could result in removal from the Program.
7. If they do not pay the fees, a Home Detention Deputy will talk with the Work Programs Sergeant and Administrative Commander about removing the participant from the Program. If we remove them, we will house them in the jail pending a Disciplinary Hearing.

## **PROCEDURE III - Fee Payment Sheets**

1. At the time of set up, Home Detention will establish a fee payment sheet for each participant. The fee payment sheet will reflect all payments made by the participant, dates of payment, and any other payment information needed.
2. Each time the participant makes a fee payment, a Home Detention Deputy will record the payment on the Fee Payment Sheet and we will give the participant a receipt reflecting the amount of money paid on their account.
3. A Home Detention Deputy will enter each payment as described in Procedure II, throughout the participant's sentence.
4. When the participant is released from the Home Detention Program, a Home Detention Deputy will check the Fee Payment Sheet to decide whether any fees are outstanding, or need to be refunded.
5. Once the participant is released, a Home Detention Deputy will retain the Fee Payment Sheet

as part of a permanent record.

#### **PROCEDURE IV - Fee Refunds**

1. If a Home Detention Program participant is released early by the sentencing judge, or receives a furlough, a refund of prepaid Program fees may be required.
2. A participant removed from Home Detention status because of a rule violation may also be entitled to a fee refund.
3. A Home Detention Deputy will use the Fee Payment Sheets to decide when, and if refunds are required.
4. When a refund is appropriate, a Home Detention Deputy will contact Sheriff's Accounting and request a check for the proper amount payable to the participant.
5. The Home Detention Deputy will inform Accounting of the reason for the refund and of the participant's address, if not in custody, so that they can mail the check to them.
6. The refund will be recorded on the participant's Fee Payment Sheet.

#### **PROCEDURE V - Payment Disposition**

1. The Work Programs Sergeant, or designee, will open the safe in the Work Release/Minimum Facility (Building "C") Officer Work Station weekly.
2. He or she will remove the Home Detention Program payment envelopes from the safe and obtain the Fee Payment Sheet binder from the Home Detention Office.
3. He or she will open the payment envelopes one at a time, count the money inside and initial the payments on the Fee Payment Sheets.
4. Afterward, he or she will enter the payments in the Home Detention Payment computer program.
5. After they enter the payments, he or she will print a hard copy report of the Payment Report for the month.
6. The Work Programs Sergeant, or designee, will take the money from the payment envelopes, prepare the deposit, and call County Security to pick it up for deposit at the bank. The bank will send a receipt back with County Security.

7. A miscellaneous cash receipt/deposit slip will be filled out and sent to Sheriff's Accounting and County Finance.
8. At the end of each month the Work Programs Sergeant, or designee, will print a payment report for the month. All paperwork for the month will be kept in the Work Programs Sergeant's office.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/02/06 \_\_\_\_\_  
Date

## **HOME DETENTION FEES GUIDELINES**

### **NEW PARTICIPANTS**

1. Generate a participant fee sheet (day participant begins the sentence)
  - a. Enter information on fee sheet
    1. Name
    2. Booking Number
    3. Charge
    4. Date sentence begins
    5. Date expected to complete sentence
2. Generate Access Fee Program Information
  - a. Log into Access Fee Program
  - b. Enter information
    1. Enter Booking Number
    2. First and Last Name
    3. Date entered Program
    4. Date expected to complete sentence

### **WEEKLY**

1. Collect fees (cash or money orders only, in exact amounts and divisible by the participant's daily fee rate)
2. Place fees and a copy of the receipt in "SMALL" envelope
  - a. Write on envelope
    1. Participant name
    2. Date
    3. Fee amount
    4. Program name
    5. Officer name and employee number
3. Generate Receipt
  - a. Leave one copy in receipt book
  - b. One copy goes in envelope with cash
  - c. One copy goes to participant
4. Record cash amount on participant fee sheet
  - a. Receipt number
  - b. Amount paid
  - c. Date paid
  - d. Dates covered
    1. Bracket dates and amounts for different months
5. Place envelope and contents in Building "C" safe

### **BIMONTHLY**

1. Generate deposit
  - a. Collect all money and money orders from the safe
  - b. Place envelopes in alphabetical order
  - c. Count money and money orders in envelopes, check to see if amounts match amount on envelope, receipt and amount entered on fee sheet. If it does, initial by case amount on fee sheet.
2. Count all of the money and money orders
3. Complete bank deposit slip
4. Complete County deposit sheet
5. Attach yellow copy to bank receipt to the County deposit sheet. Place copy of County receipt in an in-house envelope to be sent to Sheriff's Accounting bimonthly when deposits are picked-up.
6. Rubber band bank receipt to case. Place cash and receipt in a bank bag in the Building "C" safe to be picked up bi-monthly by County Security. Send original County receipt and yellow copy of bank receipt with County Security to be given to County Finance.

### **MONTHLY**

1. Enter fees in Access Fee Program
  - a. Log in to Access Fee Program
  - b. Find participant
  - c. Enter the last day of the month you are calculating
  - d. Enter participant start date for month you are calculating
  - e. Enter participant end date for month you are calculating
  - f. Enter total amount participant paid during the month you are calculating
  - g. Check to see if amount matches participant's daily fee rate
2. Generate Access Fee Program report printout
  - a. Go to Payment Reports
  - b. Enter date of last day of month you are calculating
  - c. Press enter key, then print key to get report with total sum of money received that month
3. Update and send administration reports
  - a. Home Detention Monthly Fee Sheets (HDMFS)
    1. Monthly fee amount
    2. Late fees collected from previous month
    3. Late fees for the month that you are calculating
  - b. Continuing bad debit letter (HDCBD)
    1. Add names, amounts, dates of participants whom we removed and still owe us money to continuing bad debit letter

### **RELEASED/REMOVED**

1. Archive old participants in Access Fee Program

- a. Participants who were released and paid in full or added to the continuing bad debit letter
  1. Log in to Access Fee Program
  2. Go to HDInput Screen
  3. Find participant
  4. Put a check mark in the Archive box
  5. Change active status to “N” for not active
  6. Write a brief explanation in the narrative section
2. Place all paperwork in Sergeant’s office file cabinet
  - a. Administrative report
  - b. Continuing Bad Debit
  - c. Old fee sheets, except those of participants who owe us money. Place them in black “Late Fee” book.
3. Enter total monthly fee amount in LOTUS (for statistics)
  - a. Log in to LOTUS
  - b. Open HDFEES file
  - c. Enter total amount of fees received during the month you are calculating
  - d. Save file
4. Participant who overpaid their fees
  - a. Write on the participant’s fee sheet how much they overpaid
  - b. Send E-mail to Sheriff’s Accounting including the following
    1. Participant name
    2. Amount participant overpaid
    3. Participant’s home address
    4. Participant’s home phone number

**PARTICIPANT REDUCED FEES/LETTERS**

1. The participant must be able to provide Home Detention with proof that they cannot afford the daily fee of \$13.00
2. Participant must submit a fee letter, which includes a list of their monthly bills and monthly income (including spouses)

**SUBJECT: DAY REPORTING PROGRAM**

**NUMBER: 25-01-01**

**EFFECTIVE DATE: March 7, 2006**

**REVIEW DATE: March 7, 2007**

**POLICY:** It is the policy of the Boulder County Jail to contract with private organizations to administer the Day Reporting Center Program (DRC), as one alternative to housing low risk inmates in jail.

**SOURCE:** None

**PROCEDURE I - Program Placement**

1. The sentencing court will give defendants sentenced to Day Reporting an information sheet that tells them to contact the jail's Day Reporting Office within two working days to set up a start date.
2. When the defendant contacts Day Reporting they will give them a date and time to report.
3. When the DRC Supervisor receives a Mittimus from the Court he or she will file it until the start date of the participant.
4. The DRC Supervisor will do a warrants check in NCIC/CCIC.
5. Once the participant reports to begin their sentence, the DRC Supervisor will pre-book them.
6. If the person is already in custody, they will be dressed out and escorted to the Day Reporting Office.
7. They will ask that the participant provide information concerning their place of employment, home address, and phone numbers.
8. After booking is completed, the DRC Supervisor will calculate the participant's release date.
9. The DRC Supervisor will notify the Day Reporting Center where the participant will be

going after they report for pre-booking to begin their sentence.

10. They will give a copy of the release date and mittimus to the participant in an envelope with instructions to report to the Day Reporting Center selected by the DRC Supervisor.
11. The DRC supervisor will assign the participant to a DRC bed space in Tiburon.

By Order of the Division Chief

Signed by \_\_\_\_\_  
Larry R. Hank, Division Chief

03/07/06 \_\_\_\_\_  
Date

**SUBJECT: DAY REPORTING SELECTION CRITERIA**

**NUMBER: 25-01-02**

**EFFECTIVE DATE: March 7, 2006**

**REVIEW DATE: March 7, 2007**

**POLICY:** It is the policy of the Boulder County Jail to permit only those who meet the established selection criteria to participate in the Day Reporting Program.

**SOURCE: None**

**PROCEDURE I - Inmate Selection Criteria**

1. The Boulder County Sheriff's Office has established the following criteria for the Day Reporting Program:
  - a. Must be approved by the court, either as a direct sentence or a transfer from Work Release, for the Day Reporting Center (DRC).
  - b. Willing to participate in the Program and abide by all rules.
  - c. Have a telephone at home (cell phones not acceptable).
  - d. Must have served 70% of a sentence greater than 180 days, if transferring from the Work Release Program.
  - e. Must have served 50% of a sentence totaling less than 180 days, if transferring from the Work Release Program.
  - f. Have a minimum of ten days to serve, or remaining on a sentence.
  - g. Willing to pay the program fees established by the DRC where the participant will be reporting.
  - h. Be detoxified and, if necessary, administered Antabuse.

- i. Comply with Victim's Rights legislation.

## **PROCEDURE II - Inmate Selection Criteria - Standardized Letter**

1. The Supervisor will request information about the inmate's place of employment, home address, and phone numbers.
2. The jail will send a letter to the courts, using a standardized form, advising the sentencing Judge that the inmate meets the criteria and will be placed on Day Reporting unless denied by them.
3. The Supervisor will conduct a warrants check in NCIC/CCIC.
4. If after ten days the sentencing Judge does not answer the letter, the inmate will be placed in the Day Reporting Program.
5. If the court refuses to allow the candidate the opportunity to participate in Day Reporting, the Supervisor will notify the person and take no further action.

## **PROCEDURE III - Rule Violations**

1. If a DRC participant violates any of the Program rules, one or more of the following may happen:
  - a. A written warning will be issued
  - b. Failure to Comply (FTC) mittimus sentence warrants will be issued for those DRC participants who walk away from the program or one not able to be reached for two hours.
  - c. If the rule violation is not considered serious, the DRC participant can be held in their home. He or she will only be allowed to go to their place of employment. No time limit is placed on this sanction.
  - d. If we deem the rule violation serious, the DRC Supervisor, or Operations Division Deputy, will return the participant to the jail. The inmate will be referred to a Disciplinary Hearing.
  - e. The Work Programs Sergeant will conduct a Supervisory Review according to jail policy 14-01-02. Any decision to reinstate the person to the DRC

Program will be up to the Sergeant.

By Order of the Division Chief

Signed by  
Larry R. Hank, Division Chief

03/07/06  
Date

**SUBJECT: WORKENDER PROGRAM**

**NUMBER: 26-01-01**

**EFFECTIVE DATE: May 23, 2005**

**REVIEW DATE: May 23, 2006**

**POLICY:** It is the policy of the Boulder County Jail to ensure that individuals sentenced to the Workender Program are assigned to work for the County or nonprofit organizations on weekends. Work may NOT be assigned for churches or other religious organizations. The Workenders will be supervised by Boulder County Sheriff's Office personnel and housed at a location designated by the Sheriff, Jail Captain, and the Jail Management Team.

**INFORMATION:** The Workenders Program is established as a joint endeavor between the Boulder County Courts and the Boulder County Sheriff's Office. It is an alternative to housing in the jail on weekends and allows low-risk inmates to serve sentences on weekends without disrupting their jobs, school, etc.

The Workenders will be under the supervision of Sheriff's Office personnel at all times while serving their weekend time.

General information provided to the Workenders and the applicable Rules and Punitive Sanctions are attached at the end of this policy.

**SOURCE:** None

**PROCEDURE I - Supervision of Workenders**

1. Counts will be conducted in the following manner:
  - a. When the Workenders are first checked-in on Saturdays, and again on Sunday mornings, the Workenders will be lined-up and counted by the assigned officer(s). Using the computer generated sign-in roster, the officer(s) will call out the names on the roster.
  - b. As the Workenders' name is called they will move forward and remain in place until the count is completed and the officer provides further instruction.

- c. At least once every hour, at irregular intervals throughout the workday, the Workenders will be counted by the assigned officer(s).
- d. If the count is incorrect, the assigned officer(s) will awaken all Workenders and use the same steps as outlined in steps “a” and “b” above to get an accurate count.
- e. When an officer determines that a Workender has walked away, they will contact the On-Duty Supervisor for further direction.

2. Work Site Supervision

- a. The officer(s) assigned to supervise the Workenders will find a location that affords them the best opportunity to oversee all of the Workenders.
- b. If a Workender is not performing adequately, an officer will give the person a verbal warning to get back to work.
- c. When a Workender is found a second time not performing as directed, an Incident Report will be completed and a copy forwarded to the Work Programs Sergeant.
- d. The Work Programs Sergeant will contact the sentencing court and Probation (if applicable) and advise them of the Workenders lack of compliance. The Sergeant will follow the courts direction in dealing with the person.

By Order of the Division Commander

Signed by  
Larry R. Hank, Captain

06/07/05  
Date

### **General Information Provided to Workenders**

1. You may bring only the clothing you need for the weekend. This includes coat, hat, gloves, sturdy footwear, and items to keep warm/dry during inclement weather.
2. You must arrive by 7:30 A.M. If you are late more than one time you will be sent home.
3. You will wear an Orange vest issued to you by the Sheriff's Office at the job sites.
4. Tobacco products are allowed. The Deputy supervising you will inform you of the designated smoking areas. You may smoke only in approved areas.
5. You may not leave any job site or the sleeping area without the permission of the Deputy supervising you.
6. All meals will be provided. Do not bring any food or drink items.
7. Diabetic snacks and other special dietary needs must be approved by a supervising Deputy.
8. Bring pocket change if you wish to purchase soda from the machine.
9. Radios, TV's, pagers, cell phones, hair dryers or personal computers are not allowed. Walkman's are allowed but may not be used while working.
10. You must notify a Deputy of any illness, injury or medical condition. You must show a Deputy any medications including non-prescription medications. Bring only enough medication for the weekend.
11. Alcoholic beverages, illegal drugs or any intoxicating substances are not allowed. Do not report on Saturday morning intoxicated.
12. Contact with the public is not allowed. You may not have any visitors during the weekend.
13. No telephone is available during the weekend. You may not use a telephone at the job site. There is a telephone available for emergency use.
14. You will have a bed assigned to you. You will be given bedding and a pillow.
15. Your personal property will be stored in a Jail vehicle or trailer during the day. You may not retrieve your property without permission from a Deputy.
16. You may not enter the sleeping area of the opposite sex.
17. Threats, intimidation or harassment of others will not be tolerated.
18. Upon release you may be picked up at the parking lot on the South side of the Jail.
19. You must work during your sentence. Allowances will be made for temporary or permanent limitations.
20. If you violate any of these guidelines, the rules of the Jail or any law you will be taken to the Jail and held there pending a Jail Disciplinary Hearing.
21. DO NOT DRIVE if you do not have a driver's license or if your license has been revoked, suspended or denied. Vehicles illegally parked at the Jail will be towed and impounded.
22. Wear appropriate clothing and footwear for manual labor outdoors.
23. The Sheriff's office is not responsible for lost or stolen property. Bring personal items such as a toothbrush, toothpaste, 2 books, cosmetics and a watch.
24. Do not bring valuables or large amounts of money.
25. Gambling is forbidden.
26. You may not feign illness to avoid work. You will be allowed to see a nurse if you are sick.
27. Horse play is not allowed. This includes yelling and banging.
28. Arguing or fighting with Deputies or other inmates is forbidden.

29. Gang activity is not allowed
30. Good personal hygiene is expected and is your responsibility.
31. You must provide a urine sample for testing if requested.
32. Work Breaks are at the discretion of the Deputies.
33. Do not approach anything hazardous. Report any hazard to a Deputy immediately.
34. You must use tools properly.
35. Any items found must be turned in to a Deputy.

## **Rules and Punitive Sanctions**

1. Besides the applicable rules delineated in Boulder County Jail Policy and Procedure 14-01-01, the following rules and punitive sanctions will apply to the Workenders:

a. Major Rules

1. No smoking in the tents, the tent site (rock area), or other facilities used to house Workenders.
2. Smoking is allowed only in designated areas. Only when directed by assigned Deputies.
3. No portable grills or stoves will be allowed in the tents, at the tent site, or other facilities used for housing Workenders. No campfires or open flames' devices are permitted.
4. While housed at the facilities used to house Workenders, Workenders will remain in the areas designated by officers.
5. Workenders will not go to or enter any personal vehicles until they are released for the weekend.
6. While housed at the facilities used to house Workenders, Workenders will be assigned to bunks and must stay in the area designated for their gender.
7. Alcoholic beverages and/or illegal drugs are prohibited.
8. Contact with the public is not permitted. No visitors are allowed anytime.
9. Weapons, tools, hazardous and/or dangerous items, as determined by the jail, may not be brought to the jail or other housing area in use.
10. Gambling is forbidden.
11. Threats, intimidation, harassment, or harassing statements (sexual, racial, religious, ethnic, etc.) are forbidden.
12. Arguing or fighting with other Workenders and staff is forbidden.
13. Gang activity of any type is not permitted.

b. Major Rule Sanctions

1. Sentences converted to straight time

2. A disciplinary hearing held
3. Housed in Disciplinary for 1-60 days
4. Sentencing Judge notified for further direction

c. Minor Rules

1. All Workenders are issued an orange vest and it must be worn at all times except while sleeping.
2. Bringing perishable food items with you is prohibited.
3. Portable headsets are only allowed at the housing location and are not to be worn while being transported or at work. No other electronic or battery operated devices are permitted.
4. No glass containers, chewing gum, or shell nuts of any kind are allowed.
5. Once you are assigned a bunk you may not switch without an officer's approval.
6. Horseplay will not be tolerated, including yelling, or tampering with anything in the housing location.

d. Minor Rule Sanctions

1. Verbal or written warning
2. Confiscation of items in question
3. Lock-down at the Jail
4. More than two verbal or written warnings for Minor Rule violations will be handled as a Major Rule violation.



7. The files for Workenders who did not show up for pre-booking will be dealt with pursuant to Procedure II below.
8. The Work Programs Sergeant will prepare a Sign-In Sheet using the WordPerfect document.
9. The new Workenders' Workender Book File will be placed into the Workender Book.
10. The Work Programs Sergeant will then compare the Workender Book with the Sign-In Sheet, to assure that all the names in the Book are on the sheet. If there is a discrepancy, it will be corrected.
11. The Work Programs Sergeant will determine where the Workenders will be working the following weekend and what tools will be needed. He or she will then complete a work plan for the Workender Deputies.
12. The Sign-In sheets and Work Plan will be placed in the front pocket of the Workender Book. The Book will then be placed in the black Workender Box for pick up by the Workender Deputies Saturday morning.

**PROCEDURE II - Failure to Report for Pre-Booking**

1. The Work Programs Sergeant will determine if this is the first, second, or third failure to report for pre-booking.
2. If it is the first or second failure to report, the dates on the paperwork will be changed to reflect that the person will be given the opportunity to show up for pre-booking the next week.
3. If it is the third failure to report, without extenuating circumstances or permission from the Work Programs Sergeant, he or she will check Tiburon to confirm that the person is not in custody. If not in custody, the Mittimus will be returned to the court with a "No-Show Notification to Sentencing Court Form."

By Order of the Division Commander

Signed by  
Larry R. Hank, Captain

06/07/05  
Date

**SUBJECT: RELEASE OF WORKENDERS**

**NUMBER: 26-01-03**

**EFFECTIVE DATE: May 23, 2005**

**REVIEW DATE: May 23, 2006**

**POLICY:** It is the policy of the Boulder County Jail to ensure that the release of Workender Inmates from custody is done properly and the Work Programs Sergeant will follow the release dates established on each Mittimus.

**SOURCE:** None

**PROCEDURE I - Release of Workender Inmates**

1. Each Monday, the Work Programs Sergeant, or designee, will remove the contents of the front pocket of the Workender Book.
2. The Workender Sign-In Roster will be placed next to the Workender Book.
3. The Work Programs Sergeant will go through the Workender Book and remove the files of those who have completed their sentences or failed to report, using the Sign-In Roster.
4. When all files have been removed from the Workender Book, the Work Programs Sergeant will pull the corresponding Workender file. He or she will go through the complete file for each Workender and separate it into three parts. The first will be the file that was in the Workender Book. The second is the original Mittimus. The third is the fingerprint card, Records copy of the mittimus, the Medical Release for Workenders, and Workender Contract.
5. The Workender Book File will be stamped with the "SENTENCE COMPLETED" stamp. The original court copy of the mittimus, and the Records copy of the mittimus, will be signed off and will be stamped with the " SENTENCE COMPLETED" stamp. The Workender Book File, Medical Release and, Workender Contract will remain together in the Workender alphabetical file. The Workender Book File, Medical Release and Workender Contract will remain together in the Workender alphabetical file. Files of Workenders who have completed their sentences will be distributed.

6. The Workender alphabetical file (for each person released or who is a no-show) is removed from the active file and released in Tiburon.
7. The Mittimus with the Notification, if necessary, is sent to the courts using the Booking Court Slots.
8. Finally, the fingerprint card and Records copy of the mittimus will be forwarded to the Records Division, using the Booking Records Bin.

## **PROCEDURE II - No-Show Releases**

1. The No-Show file will be divided into three parts:
  - a. Workender Book File
  - b. Original Mittimus and a No-Show Notification to Sentencing Court, and
  - c. The fingerprint card, Records copy of the mittimus, Workender Contract, and the Medical Release for Workenders.
2. The Workender Book File will be marked with the "NO-SHOW" stamp.
3. The "No-Show Notification to Sentencing Court Form" will be completed.
4. The Workender Book File, Workender Contract and Medical Release will remain in the Workender alphabetical file.
5. The Workender Book File, Workender Contract, and Medical Release will be remain in the Workender alphabetical file.
6. A copy of the "No-Show Notification to Sentencing Court Form" will be attached to the fingerprint card and Records copy of the mittimus.
7. When all the files of No-Show Workenders have been completed they will be distributed to the appropriate places.
8. The Workender alphabetical file in the Workender File Cabinet (for each person) will be removed from the active file and released in Tiburon).
9. After checking Tiburon confirm that the person is not in custody, the No-Show Notification will be sent to the sentencing court.

10. The copy of the “No-Show Notification to Sentencing Court Form”, fingerprint card and Records copy of the mittimus will be forwarded to Records.

By Order of the Division Commander

Signed by \_\_\_\_\_  
Larry R. Hank, Captain

06/07/05 \_\_\_\_\_  
Date

**SUBJECT: TRANSPORTING WORKENDERS**

**NUMBER: 26-01-04**

**EFFECTIVE DATE: May 23, 2005**

**REVIEW DATE: May 23, 2006**

**POLICY:** It is the policy of the Boulder County Jail to ensure that Workenders are transported in a safe and efficient manner.

**SOURCE:** None

**PROCEDURE I - Transporting Workenders**

1. The Workender Deputies will determine which vehicles are used to transport the Workenders.
2. If the jail bus is to be used, only those Deputies who have completed the Commercial Drivers License class and hold a current license may operate it. The safety check taught during the class will be used to decide if they can safely operate the bus. If other vehicles are to be used, they will be checked to ensure that they are safe for operation.
3. If any problems are found with any vehicles, the Deputy, to the extent possible, will attempt to correct the problem(s) before the vehicle is used.
4. If the problem is not one that will affect the safe operation of the vehicle, it may be used and the Deputy will notify the designated Transport Deputy via e-mail.
5. If the problem is one that would affect the safe operation of the vehicle, it will not be used and the Deputy will notify the designated Transport Deputy of the problem via e-mail. They will take the vehicle out of service.
6. If the vehicle is to be used, Workender Deputies will load the vehicles, assuring that they do not overload them. All passengers will be seated and seat belted, if available, when the vehicle is moving.
7. While operating the vehicles the Workender Deputies will obey all traffic laws.

8. When the vehicle arrives at the destination the Deputy will bring it to a complete stop in a safe area before unloading begins.
9. The vehicle will always be locked when not in use.

By Order of the Division Commander

Signed by \_\_\_\_\_  
Larry R. Hank, Captain

06/07/05 \_\_\_\_\_  
Date

**BOULDER COUNTY JAIL  
POLICY AND PROCEDURES MANUAL  
GLOSSARY AS OF 03/01/04**

**2808 Account** - An account maintained exclusively for the revenues generated by inmate telephones, medical and dental fees, commissary sales, and washer/dryer use.

**2851 Account** - That portion of the Boulder County Sheriff's Office budget assigned to operate the Jail Division.

**ABC Fire Extinguisher** - An extinguisher containing powder that can be used on burning paper or wood, flammable liquids and electrical fires.

**Acceptable Home Detention Inmate** - An inmate who is eligible for Home Detention and meets the criteria for participation established by the Jail Division.

**Acceptable Volunteer** - An individual who can implement a viable program and who has no criminal history, and no outstanding warrants, or someone who may not meet these criteria but has the Captain's approval.

**Activity Schedule** - A master list of all activities scheduled on a regular basis in the jail.

**Adam/Alice Doe** - An arrestee who refuses to give information regarding his/er true identity.

**Additive Scale** - A classification format that assigns scores to certain factors. The scores of all factors are calculated and a custody level is assigned based on the total.

**Administrative Inmate List (Jail List)** - A list of all inmates housed in the Boulder County Jail, as well as those housed in other locations, organized alphabetically by the inmates' last names. The Alpha List also lists each inmate's fund balance. At the end of each Alpha List is an Executive Summary, which lists each housing area and the number of inmates housed there.

**Administrative Segregation** - A measure or classification imposed on the following types of inmates by the Jail Administration: those who are a danger to others, those whose actions place them in jeopardy of counter action by other inmates, and those requiring protective custody.

**Adult Education Director** - A full-time employee of the Jail Division, hired by the Jail Captain to develop, manage, and teach Adult Education classes.

**Agreement Regarding the Conditions of Home Detention Form** - A contract signed by a new Home Detention inmate and witnessed by a Home Detention Officer during the Home Detention intake process. The contract specifies the rules and regulations the Home Detention inmate must

adhere to as a participant in the program.

**Air Pack** - A device worn by someone entering a fire scene, which enables them to breathe by means of compressed air and an airtight mask.

**AKA** - Also known as - a designation indicating an alias or second name used by an individual.

**Alarm Protocol** - A printed instruction sheet posted in the Home Detention Office that is used by officers assigned to the Work Release/Minimum Facility Officer Work Station to respond to Home Detention Program alarms.

**Alarm Report** - A hard copy report printed in the Home Detention office by the host computer when a Field Monitoring Device sends an alarm to the computer. Alarm reports advise jail staff of possible home detention inmate violations, including curfew violations and tampering attempts.

**Alco Sensor II** - A portable, hand held device that is used to measure an individual's breath for evidence of alcohol consumption. The device is calibrated and can give accurate readings through the range of blood alcohol levels.

**Amended Mittimus** - A change made by a Judge on an original mittimus.

**Appointment Calendar** - An appointment book used by Booking Officers to schedule sentenced persons to the Workender Program for pre-booking.

**Arena Court Officer** - An armed Jail Officer who monitors the public in the public seating area of the courtroom during court proceedings.

**Arrest Report** - The Tiburon printout of the arrest information entered into the computer by the arresting officer.

**Arrestee** - Any person arrested and received into the facility.

**Arrestee Interview Rooms** - The area of Booking where Arresting Officers interview their arrestee and enter their arrest reports into Tiburon. The Arresting Officers are separated from their arrestee by a window containing speak-through and pass-through areas.

**Attorney Visitation Booth** - A small room located in the Courtroom and equipped with a phone that an attorney may use to speak privately with their in-custody client.

**Back-up Assistance** - Jail employees who respond to an emergency situation to assist another employee.

**Bail Bond** - A contract authorized by the court and signed by a defendant (and possibly a surety)

guaranteeing that the defendant will appear at subsequent court proceedings.

**Bail Bondsman** - A person licensed by the State of Colorado to post secured bonds for inmates in return for a fee.

**Bail Bondsman Log** - A record book used to record bondsmen who are not allowed to write bonds in Boulder County until they satisfy forfeiture against them.

**Belly Chain** - A metal chain that is placed around an inmate's waist to provide an anchor point for the attachment of handcuffs in order to restrict the movement of the arms.

**BI Home Escort System Manual** - A training, installation, and reference manual provided to users of BI, Inc. home detention equipment.

**Bill of Lading** - A shipping notice received at the time of delivery showing the delivery date, vendor, nature of delivery and signature of the jail employee receiving the delivery.

**Blanket Bond** - A bond designed to protect Boulder County for the actions of its employees.

**Bomb Threat Card** - A card developed by the International Association of Bomb Technicians, which lists essential questions a person receiving a bomb threat phone call must ask the caller making the threat.

**Bond Commissioner** - An Officer of the Court, employed by Criminal Justice Services, who conducts interviews and criminal background checks on inmates charged with felonies, misdemeanor and petty offenses in Boulder County for the purpose of determining or helping the County Court Judge determine what type of bond should be set in any case.

**Bond Commissioner's Office** - An office in Booking where the Bond Commissioner conducts interviews.

**Bond Drawer** - A secured drawer located on the Booking Island in which all cash, surety or out-of-county bonds are placed.

**Bond Log** - A log used by Booking Officers to record all bonds or fines posted for inmates.

**Book and Bond** - The process by which an individual undergoes the admission process, immediately posts his/her bond and is released. These individuals are not dressed-in and the process is nearly continuous from start to finish.

**Book and Release/Book and Release On a Felony Summons** - The process by which an arresting officer authorizes a Booking Officer to book and then release an inmate without requiring that a bond be posted.

**Booking** - That section of the jail's Administration Building that contains the Intake Vestibule, arresting officer's area, intake interview booths, Inmate Waiting area, Bond Commissioner's offices, Booking Desk (sometimes referred to as the Booking Island), staff and inmate restrooms, Transport Office, Safety Cell, Forms Storage room, search and shower rooms, Inmate Property room, Clothing Issue storage area and the Booking Sergeant's office.

**Booking Island** - That raised portion of Booking containing the jail management system computers, counter, telephones, release window, facsimile machine, copier, coffee bar, restroom and Booking Sergeant's Office.

**Booking Number** - A personal identification number generated by Tiburon once an inmate has been booked. The number can be found on all booking paperwork.

**Booking Log** - A form used by Booking Officers to document welfare checks done on persons held in the Booking.

**Booking Safe** - A safe located in the Booking Sergeants' office where the money counted from each shift is stored.

**Booking Staff** - A term used to refer to Booking Officers and Booking Clerks jointly.

**Booking Visitation Booth** - The Booking Visitation Booth is an area adjacent to Booking used for secure visits. Controlled by Booking Officers, it may be used by officers or inmates to speak with attorneys, bonding representatives, or potential co-signers.

**Boulder County Mental Health Center** - The county agency authorized to provide mental health services and resources to residents, as well as other Boulder County agencies.

**Boulder County Purchasing Manual** - A manual provided by the Department of County Finance, which specifies approved ordering procedures.

**Boulder County Risk Manager** - A county employee who is responsible for coordinating claims made on Worker's Compensation insurance and on the insurance Boulder County provides for departmental vehicles and property.

**Boulder County Sheriff's Office Employee Work Sheet** - A computerized form used by Supervisors to record time worked, sick, vacation, overtime, and compensatory time.

**Briefing Room** - A room in the Jail Administration Area used mainly to conduct shift briefings.

**Canine Unit** - An officer who works with a trained canine to assist in the resolution of special field problems.

**Captain** - See Jail Captain

**Computer Aided Dispatch Number** - A number used by arresting officers in their arrest report for identification and tracking purposes. Commonly referred to as a "CAD Number."

**Cases Referred For Judicial Review Form (County and Municipal)** - A form used by Booking to list those persons who are arrested either on State (County) or Municipal charges who fall under the 48 hour review for probable cause; "McLaughlin V. Riverside."

**Cash Bond** - A secured bond posted in cash.

**Cash Drawer** - A secured drawer in Booking where incoming cash is placed on each shift. Also, a locked, slotted drawer located in the Work Release/Minimum Facility Officer Work Station in which Work Release and Home Detention Program fee payments are secured.

**CCIC** - Colorado Crime Information Computer. A computer system that provides Colorado records on individuals to law enforcement agencies.

**CCIC/NCIC Terminal** - The computer system used to check for and locate CCIC/NCIC warrants; send messages; and query for criminal histories, driving records, etc.

**Cell Checks** - A daily inspection of inmate cells.

**Channel Selector Switch** - A radio switch used to select the designated channel for operation.

**Check Ledger** - A computerized program designed to track all checks written on the Inmate Cash Account.

**Check-Out Area** - That portion of Booking containing the release counter and window, the dressing room used for the inmate to dress-out, and Holding Cell "C."

**Check Printer** - An automated printer used for releasing money from an inmate's account.

**Chemical Agent** - Any device that has the purpose of disabling a person through release of an irritant.

**Chemical and Flammable Substance Sign-Out Log** - A form used for tracking the use of chemicals and flammables.

**Chit** - A small metal disc stamped with an Officer's badge number used when checking out keys to identify who has the keys.

**Classification** - A determination concerning an inmate's housing in the facility based on established objective criteria. The decision is based on the inmate's past and present behavior in the facility, past and current charges, protective custody needs, and any medical or mental health problems requiring segregation.

**Classification Coordinator** - Responsibilities include, but are not limited to: maintaining inmate classification files; performing sentence calculations for sentenced inmates; maintaining and preparing release lists for various jail administrative personnel and the Chief District Court Judge; and keeping programs statistics.

**Classification File** - A file containing any pertinent information regarding an individual inmate's classification. This may consist of incident reports, Tiburon Worksheets, Hearing dispositions, inmate request forms, grievances, sentence calculation sheets, etc.

**Classification Move List** - A form used to document inmate classification moves made by the Classification.

**Classification Officers** - Corrections officers assigned to Support Services, whose task it is to collect and utilize information to properly classify inmates. Other duties include, but are not limited to, making inmate moves, conducting Initial Custody Assessments, Custody Reassessments, Inmate Needs Assessments, and disseminating classification information. They work with input from operations and programs staff; make decisions regarding inmate housing and program assignments. Input is also solicited from the Health Services Unit daily and the Food Service Manager, as needed. Supervision is provided by the Support Services Sergeant.

**CMI** - Correctional Management Incorporated. A private company contracted by the Boulder County Court and Jail to house and/or monitor sentenced individuals on diversionary programs such as Work Release, Day Reporting, Direct Sentences, etc.

**Co-signed PR Bond** - A PR bond requiring a surety who will promise to pay a cash amount if the defendant fails to appear in court at subsequent court proceedings.

**Code of Ethics** - A written guide used to communicate an established set of behavior governing standards to a specified person or group.

**Colorado Department of Education Student Enrollment Form** - A form completed by inmate students that is required by the State for statistical purposes and to award partial program funding.

**Commissary Summary Report** - A computer printout generated by the Commissary vendor that list the amount of inmate orders for each commissary day.

**Common Area** - Areas of the Jail used by groups of inmates for functions, activities or programs.

**Communications Center** - The central dispatch area responsible for coordinating law enforcement and emergency service activity in the County.

**Community Justice Systems** - The county agency assigned to interview and evaluate arrestees having Boulder County charges prior to their arraignment in court.

**Community Corrections Log** - A log used to record the names of inmates awaiting a bed space at a halfway house.

**Community Corrections Mittimus** - A mittimus sentence in which the sentencing Court has ordered the sentenced individual to serve his/her time at a halfway house monitored through community corrections.

**Compensatory Time** - Time worked by an employee that he or she exchanges for future time off in lieu of pay.

**Confidential Records** - Information regarding an inmate, which is confidential under the law or by policy of the Jail Division.

**Consent to Search Form** - A form signed by a new Home Detention inmate and witnessed by a Home Detention Officer that gives authorized Sheriff's Office personnel permission to conduct searches of the inmate's place of employment, residence and/or vehicle for the inmate as necessary.

**Consultant** - A person outside of the jail with a specialization or area of expertise who is hired to give professional advice or assistance.

**Contact Visit** - A face-to-face meeting, without physical barrier, between an inmate and a visitor.

**Contraband** - Any item, legal or illegal, found in the Jail, which is not on the Jail's Incoming Materials List, also, any item found on the Jail's Incoming Materials List that has been altered in a manner to threaten the Safety and Security of the Jail.

**Counselors** - Mental Health professionals employed by the Jail to assess inmate's mental health needs and make recommendations for treatment and housing. Counselors participate in ongoing monitoring of designated inmates and in the training of jail staff, with regard to psychiatric and suicidal behavior.

**Court Docket** - A schedule that identifies all the court proceedings to take place on a given day and the names of the defendants involved.

**Court/Transport Team** - Jail Division officers assigned primarily to the transport of inmates to and from court; and warrant or writ pickups from other agencies.

**Courtesy Hold** - A hold placed on an inmate whose charges do not stem from a Boulder County case, sentence, or out-of-state warrant, i.e., Parolee, Interpact inmate, direct sentence violators, etc.

**Crime Report** - A report used to document a criminal incident and to identify criminal charges.

**Criminal Justice Center** - A county owned and maintained building located at 1777 6th Street, Boulder, Colorado. Opened in 1976, it has undergone extensive renovation and now houses the: Sheriff's Administrative Offices, Sheriff's Office Operations Division, Criminal Justice Services, Adult Probation, the District Attorney's Office, the Juvenile Detention Center, Social Services and a number of ancillary services and agencies. Commonly referred to as "CJ" or "CJC."

**Custody Level** - A term referring to the amount of security supervision and internal management tools used to regulate the behavior of inmates, as well as affording opportunities for programs access.

**DA's Office** - See District Attorney's Office

**D.O.C.** - Colorado Department Of Corrections.

**Defensive Tactics** - Self-defense techniques utilizing methods of physical control and restraint which are utilized by jail officers to protect themselves and others in the event of a physical confrontation with an inmate.

**Department Accountant** - The person charged with the responsibility of maintaining an accounting of the Sheriff's Office budget.

**Department of Corrections (DOC) Waiting List** - A logbook used to record names of inmates sentenced to DOC who are in the custody of the Jail awaiting space in the Department of Corrections.

**Department Personnel Records** - These records consist of files maintained by the Personnel Section and are composed of documents relating to employee applications, evaluations, commendations, disciplinary actions and salary information.

**Deposit Ledger** - A written ledger used to track deposits to the Inmate Cash Account

**Deputy I** - The Boulder County Personnel Department's designation for line level Sheriff's Office commissioned staff.

**Deputy II** - The Boulder County Personnel Department's designation for Sheriff's Office commissioned staff of Sergeant rank.

**Deputy III** - The Boulder County Personnel Department's designation for Sheriff's Office

commissioned staff of Lieutenant rank.

**Deputy IV** - The Boulder County Personnel Department's designation for Sheriff's Office commissioned staff of Captain rank. The Jail Division Captain is a Deputy IV position.

**Detainer** - A form filled out by a Booking Officer that indicates that the inmate listed on the form needs to be held for the Boulder County Jail.

**Direct Sentencing** - An individual sentenced by the courts to a diversionary program such as a halfway house.

**Direct Supervision** - A proactive Jail management style used to prevent negative inmate behavior before it occurs by controlling the environment and motivating the inmates to perform in a positive manner. This style relies more on the Officer's interpersonal and managerial skills rather than the Jail's physical plant security.

**Disciplinary Hearing** - A hearing conducted by the Disciplinary Hearing Officer to hear the facts of an alleged major rule violation.

**Disciplinary Hearing Findings Memorandum** - A form used by the Disciplinary Hearing Officer to disseminate the results of a Disciplinary Hearing.

**Disciplinary Hearing Officer** - A Jail Division supervisor who hears the facts of an alleged major rule violation. This will be the Support Services Lieutenant, or another Jail Division supervisor authorized by the Jail Division Captain if the Support Services Lieutenant is unable to conduct the Hearing.

**Disciplinary Hearing Officer's Report** - A form used by the Disciplinary Hearing Officer to summarize the findings of a Disciplinary Hearing.

**Disciplinary Inmates** - Inmates housed in the Jail's Disciplinary Module because they have exhibited behavioral problems resulting in major rule violations, or because they have been placed in administrative segregation.

**Disciplinary Investigation Officer** - A Jail Division sergeant appointed to conduct disciplinary investigations. If s/he is directly involved in the incident leading to the investigation, or if s/he must act as the Disciplinary Hearing Officer, the Jail Captain, or designee, will appoint another jail supervisor.

**Disciplinary Investigation Officer's Report** - A form on which the Disciplinary Investigation Officer summarizes his/her findings arrived at during the investigation of an alleged major rule violation.

**Disciplinary Lockdown** - A one to twenty-three hour lockdown spent in his/er room by an inmate who has committed a minor rule violation. During this time, the inmate may only be allowed out of his/er cell for meals, medical rounds, attorney phone calls or visit and previously scheduled personal visits.

**Disposition Sheet** - The computer generated form used by the courts to track charge dispositions. The form is then forwarded back to the originating jurisdiction.

**District Attorney's Office** - The county agency authorized to prosecute individuals who have allegedly committed crimes in Boulder County.

**Division Commander** - See Jail Captain

**Division Ledger** - A monthly computer printout created by the Sheriff's Accountant's Office, which documents the activity of SH 12 Account.

**DOC Mittimus** - A mittimus in which the sentencing court has ordered the sentenced individual to serve his/er time in the Department Of Corrections.

**Docket Number** - A court issued number found on a warrant, mittimus or any other court order.

**Dress-In** - The part of the admission process during which an inmate is searched, showered, has his/er clothing secured, is given jail clothing and linens, and is escorted to his/er assigned housing.

**Dress-Out Area/Release Counter** - A small room in Booking where all inmates are taken upon release to sign release paperwork and to receive all belongings.

**Dress-Out** - The part of the release process during which an inmate returns jail clothing and property in his/er possession in exchange for his/er personal belongings.

**DSM** - A common reference to the Disciplinary, Special Management and Maximum security modules as a group.

**E.A.O.** - Executive Assignment Order. A legal document from DOC directing the recipient to deliver an inmate to a specific correctional facility. This document usually results in the regression and assignment of the inmate, generally from a halfway house back to prison.

**Education Director** - An employee of the Jail Division who develops and manages inmate education programs, provides vocational counseling and training, and teaches Adult Basic Education classes.

**Eligible Home Detention Inmate** - An inmate who is not excluded by the guidelines set forth in Colorado Revised Statute 17-26-128, and has permission from his/er sentencing judge to participate

in the Home Detention Program.

**Emergencies** - An unexpected situation or sudden event requiring prompt and immediate action.

**Emergency Back-Up Battery System** - A series of batteries designed to provide back-up electrical power to those doors in the jail that are electronically operated should the emergency generator fail. These batteries will also power certain fire damper system should the emergency generator fail.

**Emergency Generator** - A diesel-powered engine located in the Mechanical Room, which generates electrical power for the jail's physical plant.

**Emergency Light Fixture Back-Up Battery System** - A group of light fixtures located throughout the jail, which have a built-in back-up battery system designed to power them should the normal and emergency electrical power systems fail.

**Emergency Services Coordinator** - A Sheriff's Office employee trained in fire prevention and safety techniques and in the resolution of other types of emergency situations.

**Emergency Situations** - These include, but are not limited to medical situations, disturbances, an escape or escape attempt, a hostage situation, bomb threats, a fire, extreme weather conditions, and/or electrical problems.

**Essential Medications** - Medications prescribed by a Medical Doctor.

**Evaluation Rating Exceed Expectations** - An employee evaluation rating used when an employee is doing significantly more than is expected.

**Evaluation Rating Meets Expectations** - An employee evaluation rating used when an employee is performing in an acceptable manner.

**Evaluation Rating Requires Improvement** - An employee evaluation rating used when an employee is performing in a manner that does not meet the evaluator's expectations.

**Evaluation Rating Superior** - An employee evaluation rating used when an employee consistently rises above and beyond the expectations for a given job during the rating period.

**Evaluation Rating Unacceptable** - An employee evaluation rating used when an employee is not meeting minimum job requirements.

**Failure to Report for Mittimus Memorandum** - A form used by Booking Officers to notify the sentencing Judge when an individual fails to report to the Jail to serve a mittimus.

**Field Monitoring Device (FMD)** - A device that is connected to the phone line of each Home

Detention Program inmate. It is placed in the inmate's home and receives signals from the ankle transmitter worn by the inmate. It also monitors its own condition and communicates with the Host Computer.

**Fingerprint Card** - The FBI form used for fingerprinting inmates.

**Fire Annunciator Board** - An electrically controlled signal board that indicates that a fire alarm has been activated and where in the facility the fire alarm is located.

**Flex Cuffs** - Adjustable, disposable plastic bands that are used as temporary handcuffs or leg irons to restrain an individual.

**Food Exchange List** - A list of foods, which may be substituted for each other, based on their nutritional value.

**Food Issue Log** - A log used to document the removal of food items from storage areas.

**Food Service Areas** - Food preparation areas, ware washing and dishwashing areas, storage areas, and dining areas.

**Food Service Manager** - A person hired to oversee the Jail's Food Service operation.

**Food Service Staff** - The Food Service Manager and Jail Cooks.

**Form Description** - An informative written guide describing a form, its purpose and how to use it.

**Form Description Format** - An established guide designed to help the writer develop a thorough and usable form description.

**Form Format** - An established guide designed to help the writer develop a functional form.

**Forms Manual** - A compilation of all the forms and form descriptions used in the jail.

**Furlough** - A court order that allows an inmate to be temporarily released from the custody of the jail. The order specifies the time and date the inmate must return to the facility to resume serving his/her sentence.

**Green Channel** - The radio channel used primarily for communications between local law enforcement agencies and the Communications Center.

**Grievance** - A concern, complaint, or problem, either of commission or omission, which an inmate perceives as a violation of Policy and/or Procedure, as set forth by the Boulder County Jail, or is a criminal episode as defined by Colorado Revised Statutes. Or, a belief that a Policy or Procedure is

a violation of legal rights or a violation of law.

**Grievance Form** - A form filled out by an inmate wishing to initiate a grievance and given to a supervisor.

**Halon Fire Extinguisher** - An extinguisher containing a liquid, which turns to gas to extinguish a fire without leaving any residue. It may be used on burning paper or wood, flammable liquids and electrical fires.

**Handbook of Nutritional Contents of Foods** - A guide published by the United States Department of Agriculture, which lists the nutritional contents of various foods.

**Handcuffs** - Metallic devices that are placed around both wrists to keep the hands restrained closely together in order to restrict arm and hand movement.

**Hardcard** - A quick reference record kept in Booking and maintained for every inmate listing pertinent information about the inmate's incarceration.

**Hazardous Materials Receptacle** - A container kept in each Officer Work Station used to hold discarded disposable razors, needles, etc.

**Health Authority** - The medical doctor in charge of all health care in the facility.

**Health Education** - Education/information regarding an inmate's health given to the inmate whenever appropriate by the Health Services Unit Staff.

**Health History Form** - A questionnaire completed by an inmate that addresses current and past medical problems, and consent and/or refusal to treat.

**Health Services Staff** - Persons charged with attending to the health of the inmate population, including their physical and mental health needs.

**Health Services Supervisor** - A medical professional hired to oversee the operation of the Jail's Health Services Unit.

**Helmet** - A plastic head covering placed on violent and/or suicidal individuals in order to prevent them from damaging their heads.

**High Security Area** - Within the Boulder County Jail, high security areas are defined as the Special Management, Disciplinary, and Maximum modules.

**Hold** - An informal reference used by the jail to indicate that an inmate cannot be released after the disposition of his/her original charges. This is generally because another jurisdiction or agency has

some pending charges or other actions against the inmate. An inmate could also be "held" because part of the admission process has not been completed (i.e. his/her fingerprints and/or photograph may not have been taken).

**Holding Cell** - A secured area for holding arrestees and inmates in Booking.

**Home Detention** - A correctional sentencing option that has been growing in popularity over the past several years, available to Boulder County judges. Individuals sentenced to this program live at home and continue to participate in routine activities approved by the sentencing judge may also be allowed. The movements of these individuals are electronically monitored. Boulder County's program is operated from the jail's Building "C" and coordinated by a jail employee.

**Home Detention Coordinators** - Individuals responsible for the operation of the Jail Division's Home Detention program. When vacant, the position is applied for by eligible jail employees and the selection is made through an oral board process. The Coordinators report to, and are evaluated by the Work Programs Director.

**Home Detention Inmate** - An inmate of the Boulder County Jail who has been selected to participate in the Home Detention Program. Home Detention inmates voluntarily agree to participate in the program and to abide by its rules and regulations.

**Home Detention Pager** - A paging device worn by officers assigned to the Work Release/Minimum Facility Officer Work Station that alerts them to alarms sent to the host computer by Field Monitoring Devices.

**Home Detention Program Fee Payment Sheet** - A form used to record and track fees paid and owed by Home Detention Program participants.

**Home Detention Program Fee Payment Sheet Binder** - A binder kept in the Home Detention Office, in which the Fee Payment Sheets of current Home Detention Program participants are kept.

**Home Detention Program Major Rules** - A list of rules Home Detention Program inmates must follow during their home detention sentences. Violation of these rules may be considered a significant threat to the inmate, members of the inmate's household, the community, or the integrity of the Home Detention Program.

**Home Detention Program Minor Rules** - A list of rules Home Detention Program inmates must follow during their home detention sentences. Violation of these rules is generally not considered to be a significant threat to the inmate, members of the inmate's household, the community, or the integrity of the Home Detention Program.

**Home Detention Program Monthly Fee Report** - A report generated on a monthly basis by the Home Detention Officers and the Work Programs Director, which documents and accounts for the

Home Detention fees collected and refunded for the month, as well as fees which are outstanding or were collected late.

**Home Detention Program Weekly Status Memorandum** - A memorandum generated on a weekly basis by a Home Detention Officer which documents the number of Home Detention Program participants for the week. It also contains information concerning Home Detention releases, intakes and disciplinary proceedings.

**Home Detention Roster** - A list composed of the names of current Home Detention Program inmates, the dates they began their participation in the program, the dates their sentences will be complete, and the number assigned to the home detention unit they are using. This list is updated on a daily basis and is posted and filed in the Work Release/Minimum Facility.

**Host Computer** - A computer located in the Home Detention Office in the Work Release/Minimum Facility. This computer is linked to each Field Monitoring Device installed in the homes of Home Detention inmates, and logs all significant movements made by the inmates. This information is then available to jail staff via hard copy.

**Hostage** - Any person seized or kidnapped against his/her will by another person.

**Hostage Negotiation Team** - A special unit within the SWAT Team comprised of individuals specially trained as negotiators in the support of the SWAT Team Commander for the successful resolution of special field problems.

**Hostage Taker** - Any person who threatens bodily injury to the person held, with the intent to evade arrest, effect an escape, obtain monies or property, obtain the release of persons in custody, or attain any other illegal objective.

**Immediate Family** - Spouse, children, parents, siblings, grandparents and stepparents.

**Incident Commander** - The individual in charge at the scene of an incident who is responsible for the overall coordination of the situation. Referred to in policy as IC.

**Incident Report** - A computerized form used by the Jail Division to document the behavior of an inmate, or an occurrence in the Jail.

**Incoming Materials** - Items that are accepted from outside the facility for an inmate.

**Ineligible Home Detention Inmate** - An inmate who is excluded by the guidelines set forth in Colorado Revised Statute 17-26-128, or who does not have permission from his/her sentencing judge to participate in the Home Detention Program.

**Information Sheet** - A printed information sheet given to new Home Detention inmates during the

Home Detention intake process, which answers questions frequently asked by new program participants.

**Inmate** - Any person booked and incarcerated.

**Inmate Booking File** - A file containing any pertinent information regarding an individual inmate. This may consist of arrest reports, booking paperwork, and any other court or warrant information.

**Inmate Cash Account** - The Jail Division bank account used to manage inmate money.

**Inmate Cash Drawer** - A secure drawer in Booking in which inmate cash is placed and stored until it is deposited in the safe in the Booking Sergeant's Office.

**Inmate File** - A file made by Booking that contains a copy of the inmate property summary. This file goes with the inmate to their housing assignment.

**Inmate Menu Preference Form** - A form used to determine the inmate menu preferences and to obtain a meal evaluation from the inmates.

**Inmate Module Roster** - A computer printout listing the names and housing assignments of the inmates assigned to a specific module. Generally, Module Officers on each shift will print a new list.

**Inmate Person Receipt** - A form used to track the location of an inmate released to the temporary custody of another agency.

**Inmate Request Form** - A form used by inmates to document their requests for information and/or services from jail staff or other members of the criminal justice system. Also known as a "Kite".

**Inmate Seating Court Officer** - An unarmed Jail Officer who assists the Roving Court Officer in escorting inmates to the Courtroom for arraignment hearings and is responsible for monitoring the behavior of inmates in the inmate seating area during court proceedings.

**Inmate Visitation Log** - A log maintained by the Receptionist for each inmate, onto which visitors write their name, date of birth and the date and time of their visit.

**Inmate Worker** - A sentenced inmate who may be assigned to a variety of jobs in or outside of the secure confines of the jail and may be granted good time in return for working at an assigned job. May be housed in Dorms A & D.

**Inmate Worker Contract** - A form that lists the expectations of the worker and is signed by the worker and a jail employee at the time the inmate becomes an Inmate Worker or Trusty.

**Intake Cash Drawer** - A secure drawer located in Booking in which inmate cash is placed and stored until it is deposited in the safe. (Safe located in Booking Sgt's Office).

**Intake Garage** - A secure sally port used by law enforcement and other appropriate vehicles to drop off or pick up arrestees and inmates.

**Intake Interview Sheet for Home Detention** - A form used by the Work Release and Home Detention Supervisors to structure the interviews they conduct of potential participants in the Work Release and Home Detention Programs.

**Invoice** - A record received by the Jail, usually after the time of delivery, of the type, quantity, and price of supplies delivered to the Jail, and from which payment is made.

**Jail Armory Equipment and Weapon Inventory Form** - A form used to record the condition and expiration dates of the items stored in the Jail Armory.

**Jail Armory Equipment and Weapon Check-Out Form** - A form used to track temporary possession and use of items usually stored in the Jail Armory.

**Jail Captain** - A person appointed by the Sheriff to supervise the overall operation of the Jail. The Captain oversees the development and implementation of the Jail's policies and procedures and is responsible for the hiring, training, discipline and assignment of Jail Division employees. The Captain consults with the Sheriff and members of the Sheriff's Staff as required, and supervises the preparation, presentation and management of the Jail's budget.

**Jail Division Employee Evaluation** - A form completed by Jail Division supervisors to document annual employee evaluations.

**Jail Division Individual Training Form** - A form used to document the training received by Jail Division employees.

**Jail Division Supervisors** - refers to commissioned, non-commissioned, or civilian supervisors.

**Jail Information Brochure** - A brochure containing information about the Jail and its policies, goals, objectives and programs.

**Jail Issued Clothing** - Consists of 1 uniform, 1 pair of shoes, 2 pairs of underwear, 2 t-shirts and 2 pairs of socks. One bra will be issued to female inmates.

**Jail Jacket** - A file containing fingerprint cards and booking files once inmate is released from custody. These files are housed in the Records Division.

**Jail Lieutenant** - A person hired to supervise and be responsible for a group of jail employees

assigned to a specific shift or function and charged with specific duties.

**Jail List** - see Administrative Inmate List.

**Jail Management Team** - The Jail Captain, Lieutenants, and the Health Services Supervisor. May be referred to in policy as JMT.

**Jail Management Team Meeting** - A weekly meeting of the Jail's supervisory staff used to present informational items and issues, and to discuss and resolve problems.

**Jail Radio** - A hand-held two-way radio used within the Jail and around its perimeter.

**Jail Satellite** - An area temporarily designated as a Booking Site.

**Jail Sergeant** - A person hired to assist Jail Lieutenants in the performance of their duties. Sergeants assume the duties of the Lieutenants in their absence.

**Jail Student Intake Form** - A personal information form completed by inmate students who participate in the school program.

**Jail Student Needs Assessment** - A form completed by inmate students to help the Education Director determine inmates' educational needs.

**Jail Student Educational Plan** - A form completed jointly by inmate students and the Education Director to set inmates' educational goals.

**Jail Visitation Reservation Form** - A form used to organize the scheduling of visits.

**JMT** - Jail Management Team.

**Job Action** - Any illegal action by employees as a group that could threaten the safety and security of inmates, staff and visitors.

**Juvenile** - A person who is under the age of eighteen.

**Key Box** - Lock boxes used to hold jail keys, located in the Operation Lieutenant's Office and Master Control.

**Knife Box Inventory and Check-Out Form** - A form used to document the physical inventory of the knife box and to monitor what items are being used.

**Laundry Bag** - A mesh bag with a drawstring in which the inmates place items to be laundered.

**Laundry Schedule** - A schedule that lists when laundry will be done for each module.

**Law Enforcement Technician (L.E.T.)** - A non-commissioned jail position. After the appropriate training these employees perform admission-related tasks that do not involve direct contact with the arrestee and/or inmates. These employees are also trained to assume the Receptionist and Master Control positions.

**Leg Irons** - Metallic devices that are placed around both ankles to keep the feet restrained closely together in order to restrict foot and leg movement and slow the walking pace.

**Librarian** - An employee of the Jail Division hired to supervise and maintain the Jail's Library.

**Linens** - Consist of 2 sheets, 2 blankets, 1 pillowcase, 1 towel and 1 washcloth.

**Local Area Network (LAN)** - The linking of personal computers throughout Boulder County, which allows for file transfer and electronic mail transfers.

**Locate** - A process by which jail and law enforcement personnel identify warrants through local, state or national computer information systems and notify the issuing jurisdiction.

**Lockdown** - A status whereby an inmate remains in their assigned room each day except for one hour and fifteen minutes for, but not limited to the following: eating, showering, exercising, phone use and medication rounds.

**Maintenance Garage** - A Sheriff's Office facility where departmental vehicles are serviced and repaired.

**Maintenance Log** - A permanent record used to document preventative maintenance of jail equipment performed by the Maintenance Staff.

**Maintenance Plan Information Sheet** - A form completed by the Maintenance Staff on each new piece of equipment received in the jail, which outlines the preventative maintenance requirements stipulated in the warranty.

**Maintenance Plan Information Sheet Binder** - A binder containing the Maintenance Plan Information Sheets completed by Maintenance. It is divided into sections for forms that call for daily, weekly, monthly, quarterly, biannual and annual maintenance.

**Maintenance Staff** - Commonly used to refer to the Skilled Crafts Specialist, Maintenance Worker II and the Facilities Management employee assigned to the jail.

**Maintenance Worker III** - A jail employee with a strong background in the electrical and plumbing trades assigned to repair the Jail's physical plant and to supervise Inmate Workers.

**Major Crime** – Major crimes include but are not limited to homicide, suicide, serious assaults, and/or other scenes where detectives are called out.

**Major Disturbance** - Any action or inaction by inmates that disrupts the normal operation of the Jail in more than one living module and/or other area. Any situation requiring assistance from personnel outside the Jail Division to restore the situation to normal. Any situation in which inmates have a hostage or control of firearms.

**Major Medical Emergencies** - Potentially life threatening injuries/illnesses that require immediate intervention in a medical facility.

**Major Rule Violations** - Rule violations considered an immediate threat to jail security, staff, inmates or visitors, which constitutes a violation of statutory law.

**Manual Arrest Report** - A form completed by arresting officers during those times that Tiburon is not operating or is not available.

**Manual Booking Report** - A form completed by booking officers during those times that Tiburon is not operating or is not available.

**Mass Arrest** - A mass arrest occurs when large numbers of individuals are taken into custody usually resulting from a single incident or event. Since many of these individuals are charged with petty or misdemeanor offenses, they are booked and released at a jail satellite established at, or near the incident's location.

**Mass Arrest Kit** - A portable booking kit stored in the Booking Room which contains fingerprint ink, a fingerprint board, fingerprint cards, an ink roller, inmate property bags, Polaroid camera, legal size file folders, and manual arrest and booking forms.

**Master Control Log** - A log kept in Master Control to record significant occurrences during a shift.

**Master Menu** - A five-week cyclical menu, which list all meals served in the Jail, including vegetarian entree substitutions.

**Meal Cart** - A carts used to transport meals trays between the kitchen and other areas of the Jail.

**Meal Count Form** - A form used to document the number and type of meals served in the Jail.

**Meal Content and Quality Form** - A form that documents the quality of jail meals and the Food Service's adherence to the approved menus.

**Meal Tray** - A tray containing an individual meal.

**Media Visit** - A visit that occurs between an inmate and a representative of the news media.

**Medical Clearance** - The process of an arresting officer transporting an arrestee with a medical problem or injury to a local hospital to be examined by emergency room personnel prior to admittance to the jail. A form is completed and returned to the jail with the arrestee. It may contain the results of the examination and suggested instructions for the jail Medical Staff. This form is also referred to as the "medical clearance."

**Medical File** - A file containing all medical intake and screening forms, and any other health-related information.

**Medication Rounds** - Routine daily tours of the Jail made by an R.N. during which s/he gives prescribed (essential) medications and over-the-counter symptom relief medications to inmates.

**Memorandum** - A document typed in an established format used to communicate information between Jail Division employees at any level.

**Minor Disturbance** - Any action or inaction by one or more inmates that disrupts the normal operation of the Jail in only one living area, which, if allowed to continue, could result in a larger disturbance involving more inmates (a major disturbance).

**Minor Medical Emergencies** - Injuries or illnesses which require treatment prior to the next scheduled sick call, but which can be safely and effectively treated in the Jail by a Nurse.

**Minor Rule Violation Hearing** - A hearing conducted by the Support Services Lieutenant, or designee, when an inmate who has been sanctioned as a result of a minor rule violation wishes to have the facts surrounding the violation heard.

**Minute Order** - A District, County or Municipal court order.

**Misconduct/Complaint/Commendation Report** - A form used to initiate the procedures listed in department policy 318 - Internal Affairs, or to record a minor complaint or commendation.

**Mission Statement** - An affirmation of the purpose and general philosophy of the Jail Division, which is intended to guide the day-to-day operation of the jail.

**Mittimus** - A legal document signed by the sentencing Judge giving the Jail Division the authority to incarcerate an individual for a specific amount of time.

**Mitt File** - A file folder kept in Booking. It holds sentencing documents received from the courts for individuals scheduled to begin their sentences at a future date. The documents are filed chronologically by the sentences start date. They are placed in the individual's Inmate Booking File,

collected by Building "C" Staff for processing, or returned to the sentencing judge accordingly.

**Moderate Medical Emergencies** - Injuries or illnesses that require diagnostic procedures and expertise available through the hospital emergency room.

**Module** - A living unit, containing from 15 to 48 cells clustered around a dayroom. Each module has an adjoining Officer Work Station.

**Module File** - a file maintained in each officer workstation for all inmates housed there. Its contents provide a summary of the inmate and his/her history in the jail during the current incarceration. It might include, but is not limited to copies of the property sheet, Incident Reports, Classification information, kites, hearing findings, medical/psychological treatment plans, Booking Logs, sentence calculations, Inmate Worker or Trusty contracts and grievance forms.

**Module Log** - A one-page form on which Module Officers record the various module activities. The form is kept on a clipboard in the Officer Work Station. Entries include, but are not limited to, counts, welfare checks, meals, medical rounds, recreation periods, professional visits and actions resulting in Incident Reports.

**Module Officer** - An Officer assigned to supervise a module whose primary responsibility is to ensure the safe and secure operation of the module.

**Module Room Check Form** - A form used to document weekly room checks performed in a module.

**Monthly Library Statistics Form** - A form used by the Jail Librarian to document inmate use of the Jail Library on a monthly basis.

**Monthly Shift Schedule** - A form completed by a shift Supervisor that lists each officer's assignment and their days off.

**Movement Log** - A one-page form usually kept on the module clipboard. Module Officers record the inmate's name, module, destination, departure and return times. Team C or D Module Officers begin a new log at the beginning of their shift. It is continued by the Teams A & B.

**Multi-Purpose Rooms** - Rooms located in Buildings A and B that are used for various activities.

**Municipal Summons** - A document completed by an Arresting Officer authorizing an arrestee to be held for bail or appearance in one of the Municipal Courts in Boulder County.

**NCIC** - National Crime Information Computer - A computer system that provides nationwide records on individuals to law enforcement agencies.

**NLEC** - National Law Enforcement Channel - A radio channel monitored by most law enforcement agencies.

**Non-Processed Segregation (NPS)** - A term used to describe a particular inmate status. An NPS designation means that none of the inmate processing tasks beyond the initial pat search has been completed. This has usually been precipitated by the individual's inability or unwillingness to cooperate with the Booking Officers. The inmate is generally housed in the Disciplinary Module. The status is removed once the inmate has completed the intake process.

**Non-Routine Strip Search** - A strip search performed on an inmate or arrestee reasonably suspected of having concealed drugs, weapons, or other contraband on his/er person.

**Non-Sentenced/Non-Felony List** - A list of inmates housed in the Boulder County Jail who are not being held on felony charges, and those who are not sentenced.

**Non-Uniformed Staff** - Programs, Food Service, Health Services, Clerical and Maintenance staff employed by the Jail Division.

**Notice of Hearing Form** - A form used by the Disciplinary Investigation Officer to inform an inmate that a Disciplinary Hearing has been scheduled and when it will be held.

**Numerical Mittimus File** - See Mitt File

**ODS** - On-Duty Supervisor. A Lieutenant, Sergeant or Corrections Officer designated to serve in the capacity of an ODS.

**Officer Work Station (OWS)** - A secure work area that contains the control panels for the modules where it is located.

**OJT Checklist** - A form used to document on-the-job training received by new employees.

**Oleoresin Capsicum** - A natural substance derived from the cayenne pepper plant that effect the mucous membrane of the mouth and eyes and results in the inflammation of the upper respiratory system.

**On-Call Sign-Up Sheet** - A two-columned list of dates from the first to the thirty-first of the month. Column 1 contains the signatures of the "primary" on-call officer. Column 2 contains the secondary on-call officer's signature. The shift supervisor circulates a new list each month for staff signatures. A signature indicates that the officer will be available for a four-hour block immediately before or after his/er regular shift.

**Ongoing Programs** - Programs for inmates that are conducted on a scheduled basis for an indefinite period of time.

**Operations Division** - A Division of the Sheriff's Office made up of detectives and patrol officers.

**Operations Staff** - Jail employees who are commissioned officers and their primary responsibility is the safe and secure operation of the jail.

**Operations Division Pac Set** - A hand-held two-way radio used outside of the Jail and its perimeter. It uses Green, Yellow, Blue, Violet, Red 1 and various other channels.

**OTC Medications** - Over-the-counter medications used for symptom relief.

**Other Criminal Justice Agencies** - Any organization outside the Boulder County Sheriff's Office, with which the Jail Division interfaces with during the course of its operation. This includes: other law enforcement agencies, the District Attorney's Office, Probation, Public Defender, Community Corrections and all courts.

**Other Locations** - A code used to identify inmates who are in custody, but are not currently in the facility.

**Overrides** - Reflects decisions by the Classification staff to depart from the inmate's scored custody level.

**Overtime Record Form** - A form used to document overtime worked by Jail Division employees.

**Overtime** - Time paid at 1 and 1/2 times the straight time rate.

**Pac Set** - A hand-held two-way radio used and outside of the jail and its perimeter. It uses those channels operated by the Communications Center (e.g., Yellow, Green, Blue, Red, etc. channels. Also, may refer to the radio used inside the jail.

**Palm Print Forms** - The Tiburon Crystal Report printout used for palm prints of inmates.

**Parole Division** - The state agency designated to monitor persons released from a state detention facility on parole.

**Parole Hold** - A document issued by a Parole Officer authorizing an arrestee to be detained without bail prior to a parole hearing.

**Parolee** - An inmate released from jail or prison to serve the remainder of his/her sentence outside the confines of an institution, if s/he satisfactorily complies with all terms and conditions provided in the parole order.

**Part-Time Employees** - Those Jail Division employees who work less than 40 hours per week, or

who work on an hourly basis.

**Pat Search** - A thorough search of a clothed inmate or arrestee's garments and head cavities to detect and seize contraband and/or personal property. To facilitate the search, selected items of clothing may be removed during the search (shoes, headgear, gloves, etc.).

**Pat Search Consent Form** - A form used to document a visitor's written consent to be pat searched prior to a contact visit with an inmate.

**Payroll Program** - A computerized software program used by Jail Division Supervisors to record the time worked, sick time, vacation time, and compensatory time of the employees they supervise. These records are grouped by month and are totaled at the end of each monthly pay period.

**Perimeter Check** - An exterior examination of the facility and surrounding grounds. The inspecting officer will look for building and vehicle vandalism, trespassers, contraband, unlocked doors, and debris.

**Perpetual Food Inventory Form** - A form used to document the continual change in the food inventory on a monthly basis.

**Personal Laundry** - Clothing items sold on commissary.

**Personal Management Interview (PMI)** - A meeting between the Jail Division Captain and a member of the Jail Management Team, held as often as the Captain deems necessary. These meetings are used to identify and discuss job related issues or problems which need attention.

**Petty Cash Ledger** - An account book kept by the Lead Administrative Technician used to document and itemize petty cash transactions.

**Photo Log** - A record book located in Booking to record inmates' names when a manual photo is taken.

**Photo System** - The automated mug shot system used in Booking to photograph all arrestees.

**Physical Food Inventory Form** - A form used to document the food supply.

**PMI** - See Personal Management Interview

**Post** - An employee position in the jail.

**Post O.J.T. Written Examination** - A test of new officers after completing the OJT Checklist.

**Post Order** - A document containing essential information and instructions regarding a specific post

in the jail and located at that Post.

**Post Order Manual** - A compilation of all the Post Orders used in the jail.

**PR (Personal Recognizance) Bond** - A bond authorizing the release of an inmate without requiring cash or property as surety - the inmate's signature serves as surety.

**Pre-Book** - An individual that reports to the booking room to be processed, prior to beginning a sentence. (i.e., Workender, Work Release, Day-Reporting, etc.).

**Pre-Hearing Segregation** - The practice of housing an inmate in a more secure module, usually Disciplinary, prior to the investigation of an offense and a disciplinary hearing. This is done only if it is felt the inmate is a threat to the safety and security of the jail, inmate or others. Females requiring pre-hearing segregation are housed in rooms 9 and 10 in the Women's module.

**Pre-Service Written Examination** - A test of new officers after completing the 40 hours of classroom training.

**Pre-Trusty** - A sentenced or non-sentenced inmate housed in General Population waiting for a Trusty position to be vacated.

**Preventative Maintenance Schedule** - A form that is attached to the Maintenance Plan Information Sheet. It contains the model number, location, serial number, inventory number and regular maintenance tasks that need to be performed on the item.

**Private Sector Employee** - An employee of a private firm who is contracted by the jail or Facilities Management to perform repairs in the jail.

**Probable Cause** - Those facts and circumstances that would lead a reasonable person to believe that a crime has been committed and that the person being arrested committed the crime.

**Probable Cause File** - A file kept in the Booking Room in which copies of arrest reports and their accompanying Criminal Charge Disposition Reporting sheets are placed. These documents are relayed to the appropriate courts for judicial review of the probable cause circumstances that led to the arrest.

**Probable Cause Stamp** - An ink stamp which officers are required to affix to their warrantless arrest report that which is signed by the Arresting Officer attesting that their arrest has probable cause. After review of the report, a Judge will also sign a portion of the stamp.

**Probation Department** - The county agency charged with monitoring persons granted probation by a Boulder County or Boulder District Court.

**Professional Visitor** - Attorneys, Public Defenders, District Attorneys, Community Corrections personnel, Probation personnel, religious counselors, Mental Health personnel, bail bondsmen, law enforcement personnel, private investigators, process servers, parole personnel, physicians, and the media.

**Professional Visitors Log** - A log maintained by the Receptionist onto which professional visitors record their names, the name of the inmate they are visiting, and the date and time of their visit.

**Program Attendance Information** - A form used to document those inmates actually attending a program meeting.

**Programs Area** - That area in Building "D" commonly used for library, computer lab, haircuts, education and the offices of the Support Services Lieutenant, Support Services Sergeant, Classification, Classification Coordinator, Educator and Librarians.

**Program Provider** - An individual or organization that conducts program meetings.

**Property Inventory Sheet** - A computer printout from Tiburon listing all property that an inmate possessed upon entering the facility. It is commonly referred to as the inmate's "property sheet."

**Property Room** - A secured area located in Booking where inmate's personal belongings are stored.

**Protective Custody** - A term used to designate a restriction placed on an inmate who is housed in segregated housing for the purpose of protecting the inmate from potential harm.

**PTT Bar** - (Push-To-Talk Bar) - A button on a Pac set which is used to allow the operator to transmit.

**Public Defender (P.D.)** - An attorney employed by the State of Colorado to handle legal cases for those citizens financially unable to retain their own legal counsel.

**Public Information** - Information that may be released without prior supervisory approval by jail staff, consisting of the name, charges and amount of bond and type of bond for any person held in the Boulder County Jail.

**Public Information Officer** - A person appointed by the Sheriff to disseminate information concerning the Sheriff's Department to the press and others.

**Public Record** - Defined in Title 24, Colorado Revised Statutes, 1973, as all writings made, maintained or kept by the State or any agency, institution, or political subdivision thereof for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.

**Pull Alarm Stations** - Manually operated fire alarms located throughout the Jail that activate an audible alarm and the fire annunciator boards in Master Control and the Operation Lieutenant's Office.

**Purchase Order** - A form used to order supplies and equipment.

**Qualified Officer** - A Corrections Officer who has completed the Boulder County Sheriff's Office training and testing requirements for the use of firearms.

**Razor Check-Out Form** - A form used to document the distribution and collection of disposable razors to inmates in the Women's, Special Management, Disciplinary and Intake modules.

**Reasonable Suspicion for Non-Routine Strip Searches** - An articulable, justifiable suspicion on an Officer's part that an inmate or arrestee has concealed drugs, a weapon, or other contraband on his/her person based on the subject's past record or observed actions and/or statements.

**Reception Bond Log** - A log used by the Receptionist to record another jurisdiction's bond, including cash bonds, surety bonds and personal recognizance bonds. Information entered can include the name of the inmate who bonded, the date of bonding, the amount of the issued check, the check number, the name of the receiving jurisdiction, the date the check was processed and the original charge(s).

**Recipe File** - A file of recipes used to prepare jail meals.

**Record of Expenditures** - A form used by Transport Officers and other jail staff to document money spent on a transport or extradition.

**Recreation Equipment** - All items of all activities scheduled on a regular basis in the jail.

**Recreation Facilities** - Include one main courtyard, two small courtyards, a gymnasium and a weight room.

**Recreation Officer** - A person of Deputy I rank assigned to supervise and maintain the Jail's recreation programs and equipment.

**Release Notification: Medical Staff** - A form completed and periodically updated by the Medical Staff. The form contains the names of inmates who have medications they will take with them when they are released, or other medical issues, which require follow-up action in the community. This list is placed in the checkout area to alert Bookings Officers that these individuals must see the Medical Staff before their release.

**Release of Information Consent Form** - A notarized form used to secure an inmate's permission for the Jail to release confidential information regarding the inmate.

**Release of Information Form** - A form signed by a new Home Detention inmate and witnessed by a Home Detention Officer through which the inmate grants specified individuals or organizations the authority to release certain information about the inmate to Sheriff's Office personnel.

**Release of Property and/or Money Form** - A form used to obtain an inmate's written consent to release personal property or money from the Jail.

**Release Window** - See Checkout Area.

**Repeater Unit** - A unit that may be placed in the home of a Home Detention inmate when the configuration or layout of the home requires it. The unit enhances the operation of the transmitter and the Field Monitoring Device.

**Request to Inspect Public Records Form** - A form used to request public records from the Sheriff's Department Records Division.

**Reserve Coordinator** - A jail supervisor appointed by the Jail Captain.

**Reserve Officer** - A volunteer member of the Reserve Unit, commissioned by the Sheriff.

**Reserve Unit** - A unit of volunteers organized and trained to provide support functions for the Boulder County Sheriff's Department.

**Restraints** - Any device designed to restrict the movement of an individual.

**Riot** - Violent conduct on the part of a large number of inmates throughout a major portion of the facility that disrupts normal operations and threatens the entire Jail.

**Routine Strip Search** - A strip search performed as part of normal jail operations.

**Rover** - A post that can be staffed by a trained Corrections or Corrections Reserve Officer. This officer moves throughout the facility during his/her shift, providing escort for non-staff people, carrying a variety of items from place to place, escorting inmates, performing dress-in and dress-out tasks, providing relief for staff breaks and assisting where needed.

**Rover/Counselor Worksheets** - A screen that can be brought up in Tiburon. Employees can log comments or observations about the behavior and activities of individual inmates. These entries serve two key functions. They are used by Classification to make housing and program decisions. They are also used by Module Officers to record significant information, alerting other employees to potential problems.

**Roving Court Officer** - An unarmed Jail Officer who escorts inmates to and from their living units,

the Booking Holding cells and the Courtroom for court proceedings. This Officer can move about the Courtroom arena to assist the other Court Officers or respond to court demands.

**Sanctions** - The denial of inmate privileges and entitlement.

**Sanitation and Temperature Checklist** - A form used to document sanitation and cleanliness inspections, ware washing machine water temperature inspections and refrigeration temperature inspections.

**Scheduled Release List** - A daily list of all scheduled releases including the date and time of release and the name(s) of the inmate(s) to be released.

**Secured Bond** - A bond in which the inmate guarantees his/her return court appearance by using cash or property as collateral.

**Secured Food Service Utility Box Inventory and Check-Out Form** - A form used to document the physical inventory of the secured Food Service utility box and to monitor what utensils are being used.

**Security Devices** - Any device that has the purpose of protecting its user. These include, but are not limited to, bulletproof vests, protective helmets and batons.

**Security Perimeter** - Those areas of the Jail beyond which inmates are not allowed without escort, and through which no person or agency is allowed with a weapon or without escort.

**Security Vestibule** - A secure hallway or other area defined by two or more doors that cannot be open at the same time.

**Security Visit** - A visit that occurs between an inmate and a visitor during which they are separated by glass and communicate via telephone.

**Shakedown** - A procedure during which jail officers search a designated part of the Jail for contraband. Those inmates in the area who meet the requirements of C.R.S. 16-3-405 will be strip-searched. Those who do not will be searched in the manner described for new inmates being dressed-in this same category.

**Shakedown Form** - A form completed by the Officers who search inmate living units and the common areas of the Jail for contraband.

**Sheriff's Conference Room** - A meeting room in the Jail Administration Area located next to the Courtroom, used mainly for Sheriff's Office and Jail Division administrative meetings.

**Sheriff's Department Gas Pumps** - Gas pumps located at the northeast corner of the jail site and

southwest corner of the Criminal Justice Center where Jail Division vehicles are filled.

**Sheriff's Staff** - The Sheriff and Division Captains.

**Shift Counts** - Inmate counts conducted at the beginning and end of each shift.

**Shift Fund Balance Report** - A computerized report listing credits and debits to individual inmate fund accounts during a particular shift.

**Sick Call** - Triage, assessment, and implementation of treatment to handle a health care need.

**Skilled Crafts Specialist** - A jail employee assigned to supervise the Jail Maintenance Department, Laundry, Inmate Workers and to provide key control and locksmithing for the facility. The Skilled Crafts Specialist is responsible for ordering materials and supplies for the Maintenance Department and calling in outside contractors for extensive or specialized work.

**Smartcard** – The Smartcard is the videodisk inside the camera that stores the picture and allows it to be loaded into the computer.

**Snap-Shot Report** - A report generated by Tiburon that lists:

- the name and bed capacity for each module and dorm,
- the number of occupied beds in each unit,
- the sub-totals and overall totals,
- the number of individuals sentenced to alternative programs,
- the number of individuals being held for the Department of Corrections,
- the number of individuals being held in other locations,
- the number of individuals awaiting admission,
- the number charged with felonies and misdemeanors, and
- the number of males and females.

**Special Diet** - The meals that differ from standard inmate menus for medical and/or religious reasons. The need for these meals is verified and they are prepared according to Special Diet Guidelines.

**Special Diet Guidelines** - A series of books, pamphlets and other documents maintained and used by the Food Service Manager to assist in the preparation of special diet meals. In the case of religious diets, the inmate may provide guidance on dietary requirements.

**Special Diet Menu** - A menu based on the medical or religious requirements of certain inmates.

**Special Diet Menu Form** - A form that indicates a weekly menu for individual inmates who have special diet needs.

**Special Diet Order Form** - A form used by Health Services to inform Food Service of special diet requirements and recommended diet specifications for certain inmates.

**Special Management Inmates** - Inmates with one or any combination of the following problems or needs: acute chemical dependency withdrawal, handicapped, mental health problems, mental deficiencies, physical injuries, serious health problems, potential for suicide, others requiring administrative segregation.

**Special Program** - A program for inmates with a definite duration. These programs will generally be from one to ten sessions in length with each session usually lasting two hours.

**Special Visit** - A visit that occurs outside of regular visitation times. The Jail Captain or the On Duty Supervisor must approve these visits in advance.

**Special Weapon** - Any firearm designed specifically for the military or police, which by its function or deployment may be considered sensitive in its use. Special weapons include such items as rifles, CN or CS gas grenade launchers or canisters, or any firearm capable of firing in a fully automatic or burst-controlled manner.

**Special Weapons and Tactics (SWAT) Team** - A quick response team capable of utilizing and providing specialized equipment, training, and techniques in the support of Incident Commanders for the successful resolution of any special field problem which may be considered outside the capability of the normal police function.

**Staff Dining Room** - A dining area near the kitchen where employees may eat meals prepared by the Jail's Food Service operation.

**Staff Meal Ticket** - A ticket provided by the Jail Division to purchase meals prepared by the Jail's Food Service operation. The cost is \$1.50 per ticket.

**State Summons** - A document completed by an Arresting Officer authorizing an arrestee to be held for bail or to appear in Court.

**Statement of Preference Form** - A form completed by persons of ambiguous gender by which they specify the sex of the officers who will strip-search them.

**Straight Time** - 1) An employee's calculated hourly rate of pay. 2) A slang expression used by inmates and jail employees to describe a type of sentence received from the court. These sentences are served from start to finish in the jail without breaks for work, work-see, school or other time away from the facility.

**Strip Search** - A visual inspection of an inmate conducted while the subject is not clothed.

**Strip Search Room** - A room located between the Visitation Room and the Administration Corridor where strip searches are conducted after contact visits between inmates and personal visitors.

**Supervisor's Clipboard** - A clipboard passed from the departing shift supervisor to the oncoming supervisor. It holds the Supervisor's Shift Sheets and the Supervisor's Log. It may also hold miscellaneous messages and paperwork usually meant for follow-up action by Dayshift personnel. The supervisors keep control of the clipboard at all times.

**Supervisor's Pass-On Log** - A pass on log used to share information at briefing about the shifts activities and follow-ups needed for the oncoming shift.

**Supervisor's Shift Sheets** - A daily form completed by each of the On Duty Supervisors used to document which Officers were assigned to which posts, and the times they worked.

**Support Services Lieutenant** - A person who oversees Programs, Classification, Food Service, Maintenance, Policy & Procedure Manual updates and other administrative duties.

**Support Services Staff** - Employees hired to be responsible for the Jail's Support Services, including Food Service, Maintenance, Library, Classification, Education and other programs.

**Surety** - A person whose signature appears on a bond and who is held responsible for assuring that an inmate appears in court at a later court appearance.

**Surety Bond** - A secured bond co-signed by a Bondsman.

**Technical Systems Group** - A group of employees working for the Sheriff's Office who are responsible for the programming, operation, and maintenance of the Tiburon systems.

**Teletype** - A printout from the CCIC/NCIC computer terminal; also called a Twix or a TTY.

**Tiburon** – The computer system designed to facilitate the handling, storage and retrieval of criminal justice information for Boulder County.

**Tiburon Medical Screening** – A computer screening process completed by a Booking Officer during the booking process. The Officer queries the arrestee about his/her medical situation and enters the information into the computer via the screen.

**Time-Off Calendar** - A spiral bound planner used by the shift supervisors for planning and payroll purposes. Each shift has its own calendar in which supervisors log approved employee vacation requests and the sick-time used by each employee.

**Tour Request Form** - A form completed by the Receptionist whenever a person or agency requests a tour of the Jail.

**Training References** - Publications, videotapes, and other media relating to corrections and related professional fields, which are available to jail staff.

**Training Room** - A large room located in the D Corridor, used primarily for adult basic education classes.

**Training Sergeant** - A person assigned by the Jail Captain to be responsible for the development, implementation and evaluation of the Jail Division's training programs.

**Transmitter** - A device attached to the leg of a Home Detention inmate via a plastic strap secured around the inmate's ankle. The device is harmless to the inmate and resistant to tampering. It sends radio signals to the Field Monitoring Device, which then records the inmate's significant movements and sends them to the Host Computer via the inmate's telephone line.

**Transport Log** - A form used by Transport Officers to record information about inmate transports.

**Transport Order** - A written (writ) court order ordering the transport of an inmate to another location, or back to the Boulder County Jail.

**Transport Sergeant** - A person assigned by the dayshift Operations Lieutenant to be responsible for the coordination and supervision of the Court/Transport Team.

**Treatment Plan** - A plan of care initiated by a Registered Nurse as a result of his/her initial screening that includes referral to other health care professionals and health education.

**Triage** - A process by which an R.N. determines the health care needs of an inmate through interview and inspection. Appropriate medical care is rendered at this time, or a referral is made to the M.D.

**Trusty** - A sentenced or non-sentenced inmate who is assigned to specific jobs within the secure confines of the jail and housed in General Population, Medium "A" and Women's. Good time may be awarded to sentenced inmates working as Trustees.

**Trusty Contract** - see Inmate Worker Contract.

**Unacceptable Home Detention Inmate** - An inmate who is eligible for Home Detention, but does not meet the criteria for participation set by the Jail Division.

**Uncooperative Intake** - An arrestee who is deemed inappropriate to await booking in the Waiting Area based on his/her attitude or behavior.

**Uniformed Staff** - Jail Division employees other than Programs, Food Service, Health Services,

Clerical and Maintenance staff.

**Urine Screen** - A chemical test wherein a specimen of an individual's urine is assayed for various metabolites produced when an individual consumes alcohol or any of a variety of controlled substances.

**Victim Notification Form** - A form used to document phone contact with a victim advising them when an inmate is being released from custody.

**Visitor Tag** - A tag given to a visitor to signify to jail staff that the visitor has signed in with the Receptionist.

**Voluntary Statement Form** - A form completed by an inmate and witnessed by a jail staff member onto which the inmate writes his/her reasons for requesting protective custody, or his/her observations of an incident being investigated for a Disciplinary Hearing, or criminal prosecution.

**Waiting Area** - An area in Booking where cooperative arrestees may wait for booking.

**Waiver of Liability Form** - A form used to obtain an inmate's written consent to be interviewed, photographed, or recorded by the news media or other agency.

**Warrant** - A written order of the court that commands the arrest of an individual.

**Warranty Binder** - A notebook maintained by the jail Maintenance Staff that contains the warranties for each piece of equipment installed in the jail.

**Weekly Checklist** - A form used to document the safety and security checks that are conducted routinely in the Jail.

**Welfare Check** - This check occurs when an officer observes and counts the inmates in his/her assigned area. S/he checks on the inmate's general well being and may or may not conduct a count.

**Workender** - A sentenced inmate who reports to the Jail on weekends to work under the supervision of Jail Officers in the community while serving his/her sentence.

**Workender/Work Release Mittimus** - A mittimus sentence in which the sentencing court has ordered the sentenced individual to serve his/her time on a county Workender or work release program.

**Workender/Work Release File** - A file developed by the Workender/Work Release director that is placed in the Booking room prior to the date an individual will report for pre-booking.

**Work Programs Director** - A person of sergeant rank hired by the jail Captain to oversee the

Inmate Work Programs and to supervise the Work Release and the Home Detention Supervisors.

**Work Release** - A common term used to refer to a program which allows convicted individuals to serve their sentences in jail, while being released to go to their jobs, as required. Those sentenced to the Boulder County program are housed in Building "C" and managed by the Work Release Coordinator.

**Work Release Coordinator** - A person hired to administer the Work Release Program, including the development of work schedules, calculation and collection of work release fees, employment verification and program enhancement.

**Work Release/Home Detention Eligibility Memorandum** - A form completed by the Work Release Supervisor, or a Home Detention Officer through which the sentencing court is notified of an individual's unacceptability for participation in the Home Detention Program.

**Work Release Supervisor** - The individual responsible for the operation of the Work Release program. When vacant, the position is applied for by eligible jail employees and the selection made through an oral board process. The Work Release Supervisor reports to and is evaluated by the Work Programs Director.

**Writ** - A written court order or a judicial process directing that a Sheriff or other Judicial Officer do what is commanded by the writ; or giving authority and commission to have it done.

**Writ Of Execution** - A court order from a Municipal Court requiring payment of a fine or sentence being with a pre-determined amount of Jail time that coincides with the amount of the fine.

**Yellow Channel** - The radio channel used primarily for communications between local law enforcement agencies and the Jail.