

## TITLE 77 - JAIL STANDARDS BOARD

### CHAPTER 2 - STANDARDS FOR COMMUNITY RESIDENTIAL FACILITIES – AUTHORITY, POLICIES, PERSONNEL AND TRAINING

001 It is the policy of the State of Nebraska that the facility operates according to its legal authority and established policies and procedures that are consistent with all aspects of minimum standards for community residential facilities. Facility administrators and facility employees conform to minimum standards of training, staffing, and demeanor as established herein.

002 Authority. The public agency operating the community residential facility is a legal entity or part of a legal entity.

003 Policies. The facility administrator has developed and implemented written policies and procedures which are consistent with the requirements of these standards.

003.01 Procedures that describe the operating and maintaining of the facility are specified in a manual that is accessible to all employees.

003.02 Policies are reviewed at least annually and new or revised policies and procedures are made available prior to implementation to designated staff.

003.03 Employees participate in the formulation of policies, procedures and programs.

004 Training Program. The facility shall participate in an organized training program that is planned and coordinated by a designated employee. Training shall be based on, and consistent with the facility's written policies and procedures and these Standards.

005 All newly appointed community residential facility administrators and facility employees who work in excess of two hundred (200) hours annually and are responsible for facility security or supervision of residents shall meet the following training requirements:

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005.01 Facility Orientation Training. All new facility employees shall be provided orientation training on the facility's policies and procedures, organization, structure, programs and services, and task orientation to their particular job assignments, shift duties and equipment used. Orientation training shall be successfully completed before employees are assigned an independent shift. Orientation training shall include training in the following areas that are appropriate for the employee's job assignments:

005.01A Inmate supervision, facility security, key control, inmate management, and inmate rules, regulations and enforcement procedures;

005.01B Emergency procedures including fire evacuation, natural disaster, escape, disturbance, suicide attempts, death;

005.01C Inmate reception, orientation and discharge procedures;

005.01D Inmate mail, telephone, visiting, recreation, and library services;

005.01E Food service, inmate hygiene and laundry, facility sanitation and maintenance;

005.01F Inmate work release, educational release, work assignments, release programs;

005.01G Inmate medical, mental health, suicide prevention and counseling services;

005.01H Report writing, professional communications and human relations;

005.02 Initial Training. Satisfactory completion of a minimum of eighty (80) hours of initial training provided by the Nebraska Law Enforcement Training Center or an equivalent curriculum approved by the Jail Standards Board, is required. Such training shall cover, at a minimum, the following areas:

005.02A Correctional legal issues, inmate rights, officer rights and liability;

005.02B Interpersonal communications, human relations, crisis intervention, inmate supervision and inmate discipline;

005.02C First aid, medical issues, mental health & suicide prevention, psychological behavioral aspects of incarceration, substance abuse and abnormal behavior;

005.02D Use of force and self defense;

005.02E Responding to escapes, absconders, fires, fights and disturbances;

005.02F Report writing;

005.02G Facility security.

005.03 The community residential facility administrator and facility employees shall be considered to have satisfactorily completed the initial training if all academic and attendance requirements established by the Nebraska Law Enforcement Training Center or the certified training provider have been met and a certificate has been issued to the trainee.

005.04 After the effective date of these Standards, newly appointed community residential facility administrators and facility employees shall receive the initial training as soon as possible, and it must be completed within the first year of employment.

005.05 The initial training requirements for the community residential facility administrator and facility employees may be waived by the Board upon proof of comparable training. In order to evaluate the waiver request, the facility administrator will make the following information available to the Board upon request:

005.05A Course title, outline, and objectives;

005.05B Time(s) and date(s) of course;

005.05C Name of instructor(s) and qualifications;

005.05D Examinations/student evaluation procedure;

005.05E Class roster and attendance records;

005.05F Copies of certificates issued, if any.

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005.06 After the first year of employment, a minimum of eighteen (18) hours of yearly in-service training is required for community residential facility administrators and facility employees.

005.07 The yearly in-service training shall not be waived and should/shall include; professional conduct, legal issues, use of force, sexual abuse/assault awareness, use of restraints, searches, contraband control and report writing.

005.08 All facility employees shall successfully complete a medical training program established by a recognized health authority in cooperation with the facility administration that includes:

005.08A Signs, symptoms, and actions required in potential medical emergency situations;

005.08B Administration of first-aid and CPR

005.08C Signs symptoms of mental illness, retardation, and chemical dependency;

005.08D Procedures for inmate transfers to appropriate medical facilities or health care providers.

005.08E Blood borne pathogens, communicable diseases and universal precautions.

005.09 All facility employees authorized to use firearms shall receive training and be qualified in their use on at least an annual basis.

005.10 All facility employees authorized to use chemical agents, other weapons, or mechanical restraints shall receive training in their handling and use.

005.11 All facility employees shall receive training in the performance of the facility's written emergency plans and in the use of emergency equipment on at least an annual basis.

005.12 The facility shall maintain a complete and current record of all training received for each facility employee. Copies of any certificates issued shall also be maintained.

006 Minimum hiring requirements.

006.01 After the effective date of these Standards, applicants for positions with responsibility for facility security or supervision of inmates must meet the following minimum requirements and provide the necessary information and records to be considered for employment:

006.01A Citizen of the United States;

006.01B At least nineteen (19) years of age or older;

006.01C Be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more from which a pardon has not been received. At the time of employment, new employees shall be fingerprinted and their fingerprint cards shall be promptly submitted to the Nebraska State Patrol for a criminal history search; and

006.01D Have graduated from high school or possess a certificate which certifies an educational development of at least a high school graduation level.

007 Staffing. The facility administrator and/or governing authority systematically determine and review staffing policies and requirements at least annually. Staffing plans are implemented accordingly.

007.01 Trained facility employees are available in the facility twenty-four hours a day to respond to inmate needs and supervision. Records are maintained of staff on duty on each shift.

007.01A When both male and female inmates are housed in the facility, at least one male and one female staff members are on duty at all times. Female employees shall provide supervision of all female inmates housed in the facility.

007.01B The facility administrator shall ensure that inmates are viewed personally by facility employees often enough to maintain their safekeeping, but in no event less than one time per hour and document it.

007.01C Where audio or visual electronic surveillance is used, it should be located primarily in hallways, elevators, corridors, or at entrance and exit points of the security perimeter. Electronic surveillance shall not substitute for periodic personal observations by facility employees, as required in paragraph 007.01B.

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007.01D Where electronic surveillance does not provide adequate continuous coverage, facility employees shall be stationed in reasonable proximity to the inmate housing areas to respond promptly to emergencies.

007.01E Policies and procedures provide for staff appointments to ensure that short-term personnel can be available for emergencies.

008 Demeanor. All facility employees shall maintain a professional demeanor in their contacts with inmates and the public.

008.01 Facility employees shall not use their official positions to secure privileges for themselves and shall not engage in behavior which conflicts with the interests of the facility.

008.02 Conversations and counseling with inmates as well as maintaining order and security shall be carried out in a positive and constructive manner whenever possible.

008.03 Except as authorized by the facility administrator, no facility employee shall knowingly:

008.01A Deliver, aid, enable, or permit the delivery of any message, correspondence, literature, contraband, or anything else not necessary or proper to the discharge of their duties to or from any inmate.

008.01B Give or extend to any inmate any favors, including any privileges not common to all in a similar group.

008.04 Every facility employee within the scope of their duties, shall exercise utmost vigilance to detect any violation, infraction, or evasion of these Standards.

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EFFECTIVE DATE:  
March 28, 2012