

TITLE 77 - JAIL STANDARDS BOARD

CHAPTER 5 - STANDARDS FOR COMMUNITY RESIDENTIAL FACILITIES – RECEPTION, HOUSING ASSIGNMENTS AND DISCHARGE

001 It is the policy of the State of Nebraska that a meaningful reception and discharge process shall be employed when an inmate is housed in a community residential facility. The reception and discharge process employed by any community residential facility shall be governed by written policy and procedures that are consistent with the provisions established herein.

002 Reception. The reception process shall include, but not be limited to the following procedures:

002.01 Verification of Assignment. The receiving officer shall confirm the identity of the inmate and verify the classification and assignment from the parent agency. The inmate's legal commitment authority is documented.

002.02 Reception form. The receiving officer shall complete the facility's reception form on each inmate assigned from the parent agency.

002.03 Risk Assessment. A risk assessment is conducted and documented for each inmate either prior to reception, during reception or within 48 hours of reception.

002.04 Health Screening. Each newly received inmate who was not assigned from a correctional facility undergoes a medical screening or examination within fourteen (14) days of reception. These are forwarded to the medical authority for review.

002.05 Search. Each inmate should be searched upon reception.

002.06 Property Control. Newly received inmates shall relinquish all property and money not permitted in the facility. An itemized inventory of all property and money shall be made and verified in writing. The property and money shall be stored until it is returned.

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002.06A Inmates shall verify the inventory list with their signatures.

002.06B A copy of the inventory should be given to the inmates at time of reception.

002.06C Inmates shall be permitted to retain their prescription eye glasses except where removal is necessary to protect the inmate or others from harm.

002.07 Orientation. Inmates receive orientation materials. During reception, facility staff discuss facility goals, services available, rules governing conduct, access to health care, and facility rules with the inmate. This is documented by a statement signed and dated by the inmate and staff.

003 Housing Assignments. In all community residential facilities, policies concerning housing assignments shall be consistent with the following provisions:

003.01 Mandatory Housing Separations. The following mandatory housing separations of inmate classifications are required:

003.01A In coed facilities, male and female inmates do not occupy the same sleeping rooms.

003.01B If the physical plant design permits, inmates with work release or educational release are housed separately from those who are assigned to facility or community work details.

004 Discharge. If a community residential facility directly discharges inmates, the discharge policies and procedures shall include, but not be limited to the following procedures:

004.01 Verification of Discharge. The discharging officer shall verify the identity of the inmate to be discharged and the authority of the discharge.

004.02 Discharge or Transfer. The discharging officer shall confirm the completion of all facility matters, the forwarding of records to the parent agency and the orders for completing any transfers.

004.03 Property. Upon Discharge, the inmate's personal property shall be returned. The inmate shall sign a receipt thereof. A copy of the receipt should be given to the resident at the time of the discharge.

EFFECTIVE DATE:
March 28, 2012