

STATE OF NEBRASKA

JAIL STANDARDS INSPECTION REPORT

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE
JAIL STANDARDS DIVISION

Facility Name: Butler County Jail

Address: 451 5th Street, David City, Nebraska 68632

Type of Facility: Type III **Facility Administrator:** Sheriff Marcus Siebken

Date of Inspection: 11/09/2015 **Inspected by:** Chris Harrifeld

Year facility was built: 2004 Any remodeling/construction since last inspection? No
If yes, briefly describe:

HOUSING:	Male	Female		
Single occupancy cells:	4	0	Holding cells:	2
Multiple occupancy beds:	12	0	Detoxification cells:	0
Dormitory beds:	6	4	Segregation cells:	0
Work release beds:	0	0	Special purpose cells:	0
Total number of beds:	28			

DATA IN LAST CALENDER YEAR:	2014	Statistics Year:	2014
Suicides /Attempts:	0/0	Average daily population:	12.2
Inmate assaults-staff/inmates:	0/0	Average length of stay:	14.3 days
Facility fires:	0	Longest stay:	N/A
In-custody deaths:	0	Total held:	311
Escapes/Attempts:	0/0		
Law suits pending:	0		

Does the facility hold for other jurisdictions? Yes
If yes, Who? Colfax, Stanton and Polk Counties

FACILITY PERSONEL:	Male	Female	Other administrative, program, or support staff:	
Full-time officers:	5	3	Title:	Number:
Part-time officers:	0	0	Sheriff	1
			Sergeant	2
Officers working< 200 hrs/year:	0	0		
Total number of staff employed in the facility:	11			
Notes:				

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Standard	Compliance Status			Comments
	In	Out	N/A	
CHAPTER 1 – STANDARDS FOR JAIL FACILITIES	X			Policy was placed into service in 2004. Revisions are planned.
1-0010 The jail administrator has developed and implemented written policies and procedures covering all aspects of Nebraska Minimum Standards.				
CHAPTER 2 – PERSONNEL	X			
2-002 The facility has an organized training program that is planned and coordinated by a designated employee. Training is based on, and consistent with, the facility's written policies and procedures.				
2-003 The facility administrator and employees who work in excess of 200 hours annually and are responsible for the security and supervision of inmates meet the following training requirements:	X			
2-003.01A Inmate supervision, inmate security, inmate management and inmate rules, regulations and enforcement procedures;	X			
2.003.01B Emergency procedures including fire evacuation;	X			
2-003.01C Inmate admission, orientation, classification and release procedures;	X			
2-003.01D Inmate mail, telephone, visiting, exercise, recreation, and library services;	X			
2-003.01E Food service, inmate hygiene and laundry, facility sanitation and maintenance;	X			
2-003.01F Inmate work release, educational release, religious and counseling programs;	X			
2-003.01G Inmate medical and mental health services;	X			
2-003.02 Required staff have received a minimum of eighty (80) hours of initial training provided by the Nebraska Law Enforcement Training Center or an equivalent curriculum approved by the Board.	X			The Butler County jail utilizes the Platte County jail for initial training.
2-003.04 Newly appointed facility administrators and employees have completed the initial training within the first year of employment.	X			The recently hired jail administrator need to complete initial training prior to January 2016.
2-003.06 Any facility administrator or employee who has not been employed in a corrections or detention setting for more than two years shall have their prior initial training completion honored, but they must complete a refresher course approved by the Board. Any facility administrator or employee who has not been employed in a corrections or detention setting for more than ten years shall complete the initial training requirements anew.	X			
2-003.07 After the first year of employment, the administrator and employees have received a minimum of 18 hours of yearly in-service training.	X			This is provided through Emergency Procedures, NIRMA, fire extinguisher and CPR.

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	In	Out	N/A		
2-003.09	All employees have successfully completed basic Red Cross First-Aid training or it's equivalent and training in cardio-pulmonary resuscitation during the first 12 months of employment. Certification or training in these areas is kept current.	X			All staff recertified in October 2015.
2-003.10	All facility employees authorized to use firearms have received training and are qualified in their use on at least an annual basis.			X	Jail officers do not use firearms.
2-003.11	All facility employees authorized to use chemical agents, other weapons, or mechanical restraints have received training in their handling and use.	X			Jail officers certify in the use of TASERS.
2-003.12	All facility employees have received training in the performance of the facility's written emergency plans and in the use of emergency equipment on at least an annual basis.	X			Staff receives this training annually.
2-003.13	The facility maintains a complete and current record of all training received for each facility employee. Copies of any certificates issued are also maintained.	X			
2-004.01	New employees meet the following requirements:	X			There has been no change to the facility's hiring process/.
2-004.01A	A citizen of the United States;	X			
2-004.01B	At least nineteen (19) years of age or older;	X			
2-004.01C	Free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of 1 year or more from which a pardon has not been received. At the time of employment, new employees are fingerprinted and their fingerprint cards are promptly submitted to the Nebraska State Patrol for a criminal history search;	X			
2-004.01D	Graduated from high school or possess a certificate, which certifies an educational development of at least a high school graduation level.	X			
2-004.02	Around-the-clock supervision of inmates by trained facility employees is provided.	X			Two to three jail officers are assigned to each shift.
2-004.02A	Female employees provide around-the-clock supervision of all female inmates housed in the jail.	X			
2-004.02B	The facility administrator insures 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.	X			The facility utilizes the Guardian system to document and keep track of inmate checks.
2-004.02C	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 004.02B.	X			Some visual electronic surveillance equipment has been updated since last inspection.
2-004.02D	Where electronic surveillance does not provide adequate, continuous coverage, facility employees are stationed adjacent to inmate housing.	X			Master control and a housing control post are staffed 24 hours a day.
2-005	All facility employees maintain a professional demeanor	X			All staff were found to be very

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Standard	Compliance Status			Comments
	In	Out	N/A	
in their contacts with inmates and the public.				professional and well trained.
CHAPTER 3 - RECORDS AND STATISTICS	X			
3-001 The facility utilizes a computerized Jail Management System. The jail maintains accurate and up-to-date records and statistics as required by 3-002.	X			A combination of hard documents and computer records are used to collect and maintain the required data.
3-002.01 Admission and release documentation shall be completed for each inmate. Computerized documentation shall be submitted to the Jail Standards Division according to Crime Commission specifications.	X			The admission and release of detainees is documented using the JAMIN computer system.
3-002.02 An itemized list of all property and money is completed for each inmate on admission.	X			
3-002.02A An itemized account of every debit and credit for every inmate is maintained.	X			Swanson computer software is used to documented financial transactions and commissary purchases.
3-002.02B Every person depositing money in an inmate's account shall sign for and receive a receipt for such deposits.	X			Receipts are provided to all parties.
3-002.02C The inmate's signature is obtained for all withdrawals of money from their account.	X			Inmates sign receipt to acknowledge items received and withdrawal.
3-002.03 A medical and mental health screening form is completed for each inmate upon admission. Accurate records of further health appraisal and medical attention received are kept.				Medical screening forms when complete are maintained in the inmate med files.
3-002.04 Proper records of disciplinary actions, grievance decisions and incidents are maintained.	X			
3-002.05 A telephone log of initial calls upon admission is maintained.	X			Encartel provides secure telephone service and computerized record keeping. Calls are also documented in a call log.
3-002.06 A visitor's register containing the date, the name of each visitor, and name of each inmate to be visited is maintained.	X			Documented at public lobby.
3-002.07 Accurate summary records are maintained of all food service.	X			CBM maintains menus and food service records.
3-002.08 In detention facilities, diagnostic, criminal history or other information used in classification is maintained for each inmate.	X			
3-003 Inmates have access to accurate summary information kept in their personal records. Guidelines for disclosure of jail records are in accordance with the Nebraska Security, Privacy, and Dissemination of Criminal History Information Act of 1978.	X			
3-004 The jail administrator keeps official correspondence between the jail and personnel of the Board for a period of at least 1 year.	X			
3-005 All records containing information required by the Standards are kept for at least 5 years.	X			

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Standard	Compliance Status			Comments
	In	Out	N/A	
CHAPTER 4 - ADMISSION AND RELEASE	X			All detainees are fingerprinted and photographed during intake.
4-002.01 Upon admission, the booking officer ascertains the identity of the inmate and the identity of the arresting officer and verifies the legality of the admission. Inmate photographs are taken for identification purposes.				
4-002.01A The arresting officer is required to remain present during the admissions process until all pertinent information is recorded and the booking officer accepts custody of the inmate.	X			
4-002.01B Persons who are unconscious, seriously injured or those persons who appear to present a substantial risk of harm to another person or themselves within the near future are not admitted to the jail unless examined and approved for admission by a medical authority or licensed mental health authority.	X			Medical and mental health screening is completed during intake and documented in the JAMIN computer.
4-002.02 An admission form is completed by trained jail employees on every inmate admitted.	X			
4-002.03 In accordance with Chapter 6-006, all inmates are searched upon admission.	X			
4-002.04 Each inmate's property and money that is not allowed into the jail is inventoried and stored until it is returned.	X			Excess inmate property is secured in the property room.
4-002.04A,B Inmates verify the inventory list with their signature. If the inmate's signature is not obtained, it is witnessed and signed by a second person with reasons noted.	X			Property documentation is maintained in the inmate files.
4-002.04D Newly admitted inmates are permitted to retain their prescription eyeglasses except where removal is necessary to protect the inmate or others from harm.	X			
4-002.05,A,B Newly admitted inmates are permitted to complete at least 2 local or collect long distance phone calls. One call is allowed to his/her legal representative during the admission process and another is allowed to his/her family or other party. A record is kept of the calls.	X			
4-002.06 As soon as possible, but definitely within 24 hours, newly admitted inmates shower or bathe.	X			Showering is required during intake and available on the housing units.
4-002.07 Inmates are screened and observed by trained jail employees upon admission to determine if immediate medical or mental health attention is required.	X			
4-002.08 Newly admitted inmates are made aware of the jail rules, procedures, programs and the rights to which they are entitled.	X			Inmates receive a recently revised handbook upon admission.
4-003.01 The releasing officer verifies the identity of the inmates to be released and the authority of the release.	X			
4-003.02 Upon release, the inmate's personal property is returned. The inmate signs a receipt for the property or a second person verifies the transaction with his signature and reasons noted. A copy of the receipt is given to the inmate at the time of the release.	X			Property documentation is maintained in the inmate files.

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Standard	Compliance Status			Comments
	In	Out	N/A	
CHAPTER 5 - INMATE CLASSIFICATION AND ASSIGNMENT				
5-002 A classification committee, board, or officer is designated. The classification process is initiated as soon as practical, not exceeding 15 consecutive days after admission (Type III jails).	X			Housing assignments based on classification are specified in section C-300 of the facility's SOP manual.
5-002.01 The classification committee, board, or officer conducts interviews and gathers sufficient information to determine the inmates' appropriate custody categories, housing assignments, and eligibility or interest for available jail programs or activities.	X			
5-002.02 The classification committee, board, or officer periodically reviews each inmate's custody status, housing assignment, or assignment to any programs or activities.	X			
5-002.03 The basis and results of classification decisions shall be documented.	X			NCIC/NCIS criminal history is part of the classification process.
5-002.04 There shall be a procedure for inmates to appeal classification decisions.	X			Section C-100 of the facility's SOP provides for a classification appeal.
5-003.01A Females are housed separately from and out of sight of males.	X			
5-003.01B Persons under the age of 14 are not admitted to the jail except upon order of a judge; inmates under the age of sixteen are housed separately from and out of sight of inmates 16 or over.			X	Juveniles are housed at Lancaster of Madison County facilities.
5-003.01C Inmates who are intoxicated or under the influence of a controlled substance are housed separately from the general population.	X			Detoxification and holding cells in intake are used for housing intoxicated detainees.
CHAPTER 6 - SECURITY AND CONTROL				
6-002.01 An official count is taken and recorded 4 times daily, 2 counts are taken between 2400 and 1200 hours and 2 are taken between 1200 and 2400 hours with no more than a six (6) hour interval between counts.	X			This is conducted according to section C-300 of the facility's SOP manual.
6-002.02 The assignment of inmates to safety cells, disciplinary isolation, or administrative segregation shall be approved by the facility administrator or administrator designee. If an inmate is placed in isolation, the following general conditions apply.	X			
6-002.02A Isolated inmates are not deprived of normal jail clothing, except as is necessary for their protection.	X			
6-002.02B The facility administrator or administrator designee shall review the classification status of inmates in safety cells at least every twenty-four (24) hours.	X			For inmates exhibiting mental health issues the facility utilizes Region 5 Behavioral Health.
6-002.02C The facility administrator shall review the classification status of inmates in administrative segregation at least every thirty (30) days.	X			

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Standard	Compliance Status	Comments		
		In	Out	N/A
6-002.02D	No inmate is placed in disciplinary isolation for more than 15 consecutive days or more than 30 days out of any 45 day period, except in case of violence or attempted violence committed against another person or property.	X		
6-002.03	Inmates participating in work programs, except those on temporary release status, are supervised in keeping with their custody classification while outside the secure perimeter of the facility.	X		Inmates employment is verified and random site checks are performed.
6-003.01	All perimeter security doors are kept locked at all times, except when used for supervised entrance or exit.	X		Perimeter doors are electronically control by staff in master control.
6-003.02	All security equipment is inspected regularly.	X		
6-003.02A	Employees inspect cells, cell doors, bars, windows, and doors leading into and out of housing areas daily to insure that all are in proper and safe working order.	X		
6-003.02B	Prior to assignment of an inmate to a housing unit, the jail administrator or proper employee insures that the unit is properly equipped and that the required equipment is in useable condition.	X		
6-003.03	The jail administrator and all employees maintain proper levels of supervision. Employees take prompt action whenever any problems or disturbance arises.	X		Hourly cell checks are recorded on the CODEX-Guardian system.
6-003.03A	No employee strikes or lays hands on inmates except when it is necessary to prevent escape, injury to person or property, quell a disturbance, or in other execution of their duties.	X		Use of force is covered under policy C-300.
6-003.03B	When inmates engage in a fight, employees separate the inmates at once, and restore order. Such incidents are documented and forwarded to the administrator for possible disciplinary action or further investigation.	X		
6-004	The jail has proper policies and procedures for handling of emergency situations.	X		
6-004.01	Emergency procedures and orders are made available to all employees. Such procedures are reviewed and updated periodically.	X		The facility's SOP section C 900-990 covers emergency procedures.
6-004.02	All employees are trained in the execution of emergency procedures.	X		Staff receives training annually.
6-004.03	The jail complies with the life safety codes established by the State Fire Marshal. Documentation of compliance is maintained by the jail administrator.		X	The facility was found <u>not</u> to comply with Life Safety Code by the Nebraska Fire Marshal's office on 10/20/15.
6-005	The administrator insures the proper supervision of the jail arsenal, firearms, tools, restraint equipment and keys.	X		
6-005.01	The jail arsenal is maintained in accordance with Standard 6-005.01A through 005.01D.			X No firearms are stored in the jail.
6-005.02	All jail keys not issued to employees are stored in a secure depository. Keys are issued from a central control area.	X		Cell and dayroom doors are electronically controlled by staff in the housing control station.

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Standard		Compliance Status			Comments
		In	Out	N/A	
6-005.02A	All keys are labeled to correspond with their respective locks. The identifying labels, the number of keys available for each lock, and the location of the locks are properly recorded. The issuance of keys to employees is documented.	X			
6-005.02B	Keys not issued to employees are stored in a manner that permits easy determination of the presence or absence of keys.	X			
6-005.02C	Fire and other emergency keys are readily accessible to the central control area to the designated employees on duty.	X			
6-005.02D	The loss or misplacement of jail keys is immediately reported to the administrator.	X			
6-005.02E	Keys must be inventoried and logged once per shift.	X			This is done at the conclusion of each shift.
6-005.03	Restraint equipment is used only as a precaution against escape during transfer or as prevention against inmate self-injury, injury to others or damage to property. Restraint equipment is applied only for the time absolutely necessary. The use of restraint equipment, other than for routine use during transfer, is approved by the supervisor on-duty and must be documented in report. Restraint equipment shall be inventoried at regular and routine ongoing intervals.		X		The facility does not currently inventory restraints.
6-005.04	The facility shall have a tool control system, which includes the following provisions: All facility owned tools and other potentially dangerous equipment are securely stored in a locked area or outside the security perimeter. There is an accounting system to record the issuance and return of all facility owned tools and equipment. Facility employees carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure none are left unattended, lost, or forgotten. Tools and equipment are used by inmates within security perimeter only under the direct supervision of facility employees. The loss or misplacement of tools or equipment is promptly reported to the facility administrator.	X			No tools are maintained in the secure perimeter of the jail. Maintenance and contractors are escorted any time they are in the jail.
6-006	The jail's policies and procedures for pat searches, strip searches, and body cavity searches are consistent with Standards 6-006.01 through 6-006.04C4.	X			
6-006.05	The facility has a facility search plan for the control of contraband which provides for unannounced and irregularly timed searches of cells, dayrooms and activity, work or other areas accessible to inmates.	X			This is outlined in section C-500 of the facility's SOP manual.
CHAPTER 7 - LIBRARY MATERIALS, EXERCISE AND RECREATION		X			A well supplied library is available for inmates on a daily basis.
7-002	Library materials are available to all inmates housed in				

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Standard	Compliance Status			Comments
	In	Out	N/A	
all detention facilities. (Type III jails)				
7-002.01A,B,C Library materials include: current local newspaper, current daily paper, current magazines and a reasonable selection of books.	X			
7-002.02 Library materials are available to inmates daily.	X			
7-003 The jail provides a recreational program, which includes both active physical exercise and passive recreational activities. Exercise and recreation shall be available to inmates held for seven (7) consecutive days or more. (Type III jails)	X			
7-003.01 Inmates have opportunities for active physical exercise at least 1 hour per day, 5 days per week outside their cells.	X			Opportunities for physical exercise is available seven days a week.
7-003.02 Space in the jail is designated for inmate exercise. It is a secure area that is sufficient in size to allow the maximum number of users at any one time to participate in exercise activities and which is appropriate for the types of exercise activities offered.	X			An indoor/outdoor gymnasium is located adjacent to the housing units.
7-003.02A Rooms designated for indoor exercise are adequate in size to serve the maximum number of users at one time.	X			
7-003.02C Outdoor exercise areas comply with the requirements of Chapter 15-008.09.	X			
7-003.03 Enough equipment is provided to ensure that all inmates have the opportunity to participate in exercise activities during their designated exercise period.	X			Basketball equipment is offered.
7-003.04 The jail has an established exercise schedule with sufficient hours set aside weekly to meet the requirements of Chapter 7-003.01 above for all inmates in the jail.	X			
7-003.05 Provisions are made for passive recreational activities.	X			Television, board games and cards are available.
CHAPTER 8 - REHABILITATIVE SERVICES	X			Religious programs are offered four times a week and upon request.
8-002 - 002.02 Inmates are provided opportunities for personal counseling, social services available in the community, religious services and religious counseling (Type III jails).				
8-003 Inmates are provided opportunities for basic education at least up to high school equivalency (Type III jails).	X			The GED program is managed by Central Community College.
8-003.02, 004.01 The jail follows the guidance of the judicial authority in the provision of education and work release for inmates (Type III jails).	X			Inmates with work release are housed in the general population dormitory.
8-004.03 Pre-trial detainees are not required to work in the jail nor on other public works projects, except that they are made responsible for their own personal housekeeping.	X			
8-004.04 Work programs involving inmate labor are not construed to be rehabilitation when an inmate requests other education, counseling, or training services.	X			Inmates occasionally allowed to work with maintenance staff around the building.

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Standard	Compliance Status			Comments	
	In	Out	N/A		
CHAPTER 9 - MAIL, VISITING & TELEPHONE SERVICE					
9-002.01	The length, source, or volume of mail an inmate may send or receive at his/her own expense, shall not be limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security. Any restriction of mail will be documented.	X			Facility mail procedures are covered under section E-300 of the facility's policy and procedure manual.
9-002.02	Inmates are allowed to send or receive mail from any persons or organizations, except where there is clear and convincing evidence that justifies a restriction.	X			
9-002.03-002.03C	Inmates are allowed to send sealed, confidential mail to the following: their legal counsel, courts, elected officials, members of the confining authority, the State Ombudsman, and the Board. Incoming confidential mail from these persons or organizations is opened only in the presence of the inmate recipient. Confidential mail is not read. Delivery of confidential mail shall be documented. It may be inspected for contraband, money, etc.	X			Legal mail is opened in the inmate's presence and all legal mail is logged in the control center.
9-002.04A	Cash, checks or money orders are removed from incoming mail and promptly credited to the inmate's account. Checks or money order received in incoming mail may be cashed and credited to the inmate's account.	X			Funds are promptly added to the inmate accounts.
9-002.04B	If contraband is discovered in either incoming or outgoing mail, it is removed, with that action and disposition being properly documented.	X			
9-002.04C	No disciplinary action is taken against an inmate because of the contents of his incoming mail unless it can be proven that he had prior knowledge of the contents.	X			
9-002.05	Incoming or outgoing non-confidential mail may be perused to assure that a particular item or correspondence does not threaten the safety and security of the jail facility, any public official, any other person, or is being used in the furtherance of illegal activities.	X			
9-002.05A	Objectionable portions of incoming or outgoing mail is not blacked out, removed, or otherwise changed. Correspondence is delivered unaltered or totally rejected.	X			
9-002.05B	Rejected correspondence is returned to the sender or placed with the inmate's personal property. The sender is notified as to the reasons for the rejection and the action properly documented.	X			
9-002.06	Indigent inmates receive sufficient materials and postage for a reasonable amount of correspondence.	X			Indigent inmates receive materials for 2 letters per week.
9-002.07	Mail is delivered within twenty-four hours, excluding weekends and holidays.	X			

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	In	Out	N/A	
9-002.08	The facility administrator may require books or magazines received by inmates through the mail are sent directly from the publisher or a mail order business.	X		
9-003.01	There are opportunities for inmate visitation with clergy, counselors, and legal representatives.	X		
9-003.01A	Clergy providing religious counseling, physicians, probation/parole officers, and mental health and addiction therapists are allowed to visit at any reasonable time for any reasonable length of time. Visits between inmates and visitors of the types identified herein are contact visits unless the inmate or visitor indicate otherwise or unless the jail administrator has reasonable grounds to believe a contact visit would present a threat to jail security. If a contact visit is denied on the basis of a threat to jail security, the reason is documented.	X		
9-003.01B	Attorneys or their legal assistants are allowed to visit their clients at any reasonable time for any reasonable length of time. However, in the event of an emergency, then they are allowed to visit their clients at any time. Unless otherwise indicated by the inmate or the visitor, all attorney-client visits are contact visits.	X		
9-003.01C	Contact visits between inmates and their attorneys or the attorneys' legal assistants, clergy, physicians, probation/parole officers, mental health and addition therapists are in a private area or room so as to allow for confidential communication among up to 4 people with adequate writing space. No physical barriers such as wire mesh, glazed barriers, or other physical obstructions are placed between inmates and any of the above specified visitors during contact visits. Such visits are not monitored, except that employees may visually observe the visitation through glazed observation panels or by means of closed circuit television as necessary to maintain appropriate levels of security.	X		Confidential, contact visitation is conducted in the contact visitation room or the library.
9-003.01D	In all holding facilities, inmates are allowed personal visits at the discretion of the jail administrator.			X
9-003.02	Each inmate is allowed at least 2 personal visits per week. (Type III jails).	X		
9-003.02A	No restrictions are placed on who may visit an inmate except that any person other than the inmate's spouse who is under the age of 18 may be denied visitation unless accompanied by their parent or guardian and any person who the jail administrator has reasonable grounds to believe presents a threat to jail security or order may be denied visitation.	X		
9-003.02B	Inmates are allowed at least 2 hours of visiting time each week in 2 or more visits. Visits are not limited to less than ½ hour.	X		

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Standard		Compliance Status			Comments
		In	Out	N/A	
9-003.02C	Enough hours are set aside weekly to fulfill the visiting requirements of all inmates housed in the jail.	X			
9-003.03	All visitors are required to register their names and provide all other information required in the visitor's register.	X			
9-003.04	For non-professional visits, visitors may be required to submit to a pat search. If the visitor does not wish to submit to a search, the facility administrator may restrict the visit to a non-contact type.			X	Detainees personal visits are provided in secure, non-contact visitation booths.
9-003.05	Inmates are allowed to accept from visitors only those items approved by the jail administrator.	X			
9-004.01	Inmates are allowed to make a reasonable number of outgoing telephone calls to legal representatives or to maintain family and community ties.	X			A secure, toll call telephone system is available for inmates in the housing units.
9-004.02	Inmates shall be allowed to return verified emergency telephone calls within a reasonable amount of time.	X			
9-004.03	Telephone calls to or from legal counsel shall be of reasonable lengths of time and are not monitored.	X			
9-004.04	Telephone calls may be monitored and recorded if allowed by law. If calls are monitored or recorded, both parties shall be so notified.	X			
9-004.05	Telephone calls other than those to or from legal counsel may be limited or revoked as a disciplinary measure.	X			
9-004.06	The facility may require that any costs for telephone calls be borne by the inmate or the party called.	X			
CHAPTER 10 - HEALTH SERVICES		X			
10-001	All inmates are provided with a healthful environment and access to adequate medical care.				
10-002.01	No person other than medical authority shall diagnose any illness or injury, give treatment, or prescribe medication, except that in emergencies a qualified person administers first-aid.	X			The facility contracts with the Butler Clinic and the local hospital for on-site, off-site and on-call detainee medical care.
10-002.02	The jail administrator makes provisions for the daily collection and review of inmate medical complaints and to insure that each inmate is observed on a regular basis. If there are indications of illness or injury, the jail administrator insures that the proper medical attention is provided as soon as possible.	X			
10-002.03	All medication admitted into the jail is specifically approved by the jail administrator or a qualified medical employee.	X			All medication is managed by the contract nurse.
10-002.03A	Prescribed medicines are administered by the proper medical authority or by some member of the jail staff authorized to dispense medication.	X			
10-002.03B	Medicines are dispensed with strict adherence to the instructions and directions given by the medical authority prescribing the medication.	X			
10-002.03C	Prescribed drugs administered to an inmate are taken in view of the dispensing employee.	X			

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Standard	Compliance Status	Comments		
		In	Out	N/A
10-002.03D	The utmost care is used in dispensing non-prescription medication.	X		
10-002.03E	There are established procedures & space for the storage and controlled administration of all medicines and drugs.	X		Medications are counted weekly.
10-002.03F	If the facility chooses to return for credit, relabel, or redispense any prescription drugs or devices, the facility administrator shall assure that policy addresses and reflects Standards 10-002.03F1 – 10-002.03F7.	X		Detainee’s prescription medication is given to them upon discharge. Narcotic prescriptions are returned to the pharmacy for disposal.
10-002.04	Standard first-aid supplies are available in the jail at all times. First-aid training and instruction is made available to all employees.	X		First aid supplies are located in master control.
10-002.05	Inmates are physically fit to perform the duties assigned. Inmates who have received medical attention by a medical authority or dentist are not permitted to work until approval is given by the attending medical authority or qualified medical employee.	X		
10-002.06	The death of any inmate is reported immediately to the jail's medical authority, if such is retained, and to the coroner. The next of kin is notified immediately by the jail administrator in the event of a death or serious illness or injury of an inmate.	X		
10-002.07	Any inmate known to be seriously ill or injured is examined by a medical authority , delivered to an emergency center, or the proper judicial authority is requested to release the inmate.	X		
10-002.08	The names, addresses, and telephone numbers of medical and dental authorities are readily available to employees at all times.	X		
10-002.09	Accurate summary information of all medical attention received, medications dispensed, and all other required information is recorded.	X		This is maintained by the medical staff.
10-002.10	An inmate may retain his own physician or dentist concerning his medical services.	X		
10-003.	The jail maintains acceptable levels of sanitation and provides inmates access to proper hygienic materials and services.	X		
10-003.01	The jail is maintained in a clean and healthful condition. Daily housekeeping duties and inspections are performed when the jail is occupied. All jail employees adhere to acceptable hygiene practice.	X		The entire facility was observed to be very clean and well maintained.
10-003.02	Preventative and eradication measures are taken to control vermin.	X		Preventative measures are taken monthly.
10-003A	A hot shower or bath is provided daily.	X		Showers available on the units and intake.
10-003.03B,C,D	Toilet paper, soap and appropriate personal hygiene items for male and female inmates are provided.	X		Inmates were witnessed to have appropriate hygiene items.
10-003.04	Inmates to be confined overnight are provided with a clean, firm, fire retardant mattress, a sheet or mattress cover, a clean bath-size towel, and sufficient clean blankets to provide comfort under jail temperature	X		

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Standard	Compliance Status			Comments
	In	Out	N/A	
conditions.				
10-003.4E Clean bed linens are furnished at least once a week and blankets are laundered or dry cleaned at least every three months or more often if needed. Towels and washcloths are exchanged or cleaned at least weekly.	X			
10-003.06 All facilities should maintain compliance with standards set forth in the Prison Rape Elimination Act.			X	The facility is not contracted to house Federal or State inmates.
CHAPTER 11 - FOOD SERVICES	X			Food service is contracted to CBM.
11-002 At least three meals, one of which is hot, is provided at regular times during each twenty-four hour period with no more than fifteen hours between the evening meal and breakfast.				
11-003 Meals are prepared with consideration for food flavor, texture, temperature, appearance and palatability.	X			
11-004 The food service meets the dietary allowances as recommended by the United States Department of Agriculture.				
11-005 Menus and records of meals served shall be reviewed at least annually by a dietician or nutritionist to verify nutritional adequacy. The facility shall maintain documentation of the dieticians or nutritionist's review and verification. Subsequent menus shall be promptly revised to eliminate any deficiencies noted.	X			CBM Registered Dieticians establish and review the menus.
11-006 Special diets are provided when prescribed by the medical authority, or qualified medical employee.	X			
11-007 Provisions are made for special diets required by an inmate's religious beliefs where reasonably possible.	X			Medical and religious diets are provided by the food service contractor.
11-008 Accurate summary records are maintained of the diet served to inmates.	X			
11-009 All meals are served under the direct supervision of jail employees.	X			
11-0010 Food is not withheld, nor the menu varied, as a disciplinary sanction.	X			
11-0011 The storage, preparation, and service of food are consistent with the Food Service Sanitation Manual issued by the United States Food and Drug Administration.	X			The kitchen is inspected by the State Department of Agriculture, Dairies and Foods Division.
CHAPTER 12 - INMATE RIGHTS	X			These are outlined in section E-100 of the facility's SOP manual.
12-002.01 Inmates may circulate to be read by other inmates anything, which the Standards permit to be mailed or brought into the jail.				
12-002.02 Inmates are allowed to write and circulate among other inmates anything, which does not present a threat to jail security and order.	X			
12-002.03 Inmates shall be permitted to discuss any subject among themselves that does not present a threat to jail facility	X			

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Standard	Compliance Status			Comments
	In	Out	N/A	
12-002.04	X			
12-002.05	X			Procedure is practiced however it is not included in policy. This is scheduled for the next revisions.
12-003	X			
12-003.01	X			
12-003.02	X			
12-004	X			
12-004.01	X			
12-004.02	X			
12-004.03	X			
12-004.04	X			
12-005	X			
12-006	X			The District Court law library is available for legal research and material.
12-006.01	X			
12-006.02	X			
12-006.03	X			
12-006.04	X			
12-006.05	X			
12-007	X			
12-007.01	X			

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Standard		Compliance Status			Comments
		In	Out	N/A	
12-007.02	Inmates' contact with the media representatives is considered confidential.	X			
12-007.03	Inmates are not subject to disciplinary action as a result of their contact with the media.	X			
CHAPTER 13 - INMATE BEHAVIOR, DISCIPLINE AND GRIEVANCE		X			Section E110 and E-120 of the facility's SOP manual specify the policies and procedure on inmate discipline and hearings.
13-002	All inmates are required to conduct themselves in a lawful and orderly manner.				
13-002.02	Upon admission, the orientation process includes a listing of all prohibited acts, a range of possible sanctions, and the facility's disciplinary procedures. Upon request written rules shall be made available to each inmate in the language he or she speaks.	X			Facility provides inmate handbook.
13-003	The facility has a clear and concise disciplinary procedure governing inmate conduct.	X			
13-003.01A	Disciplinary actions are used to regulate the inmate's behavior within acceptable limits. Each disciplinary sanction imposed is proportionate to the seriousness of the inmate's misconduct.	X			
13-003.01B	The behavior of the inmates is controlled in a completely impartial and consistent manner.	X			
13-003.01C	Records of all disciplinary actions taken are kept;	X			
13-003.01D	The commission, or suspected commission, of an offense in violation of existing state or federal statute by an inmate is referred to the proper law enforcement agency, along with all pertinent evidence; and	X			
13-003.01E	Inmates charged with major rule infractions may be held in administrative segregation or cell restriction prior to a hearing to ensure the safety of staff, inmates or the facility. The status of inmates held in pre-hearing segregation is reviewed by the facility administrator or designated facility employee(s) within 24 hours. Pre-hearing segregation does not exceed 96 hours excluding weekends and holidays.	X			
13-003.02A	Minor matters of discipline, where no threat to life, security or property exists may be handled informally by a designated facility employee(s). The facility administrator or his/her designee reviews reports and approves any sanctions applied for minor misconduct.	X			
13-003.02B	For minor violations, inmates are subject to:	X			
13-003.01B1	Reprimands;	X			
13-003.02B2	Temporary loss of one or more privileges;	X			
13-003.02B3	Restriction to a cell for up to ninety-six (96) hours; or	X			
13-003.02B4	Extra cleaning duties or work assignments for sentenced inmates.	X			
13-003.03	When an accused inmate could be subject to disciplinary sanctions for a major rule violation, the following provisions apply:	X			
13-003.03A	The alleged violation is reported in writing to the	X			

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Standard	Compliance Status			Comments
	In	Out	N/A	
	administrator by the employee witnessing the incident or responsible for determining the relevant facts.			
13-003.03B	Disciplinary reports prepared by staff members include:	X		
13-003.03B1	Specific rules allegedly violated;	X		
13-003.03B2	A formal statement of charges;	X		
13-003.03B3	Any unusual inmate behavior;	X		
13-003.03B4	Any staff witnesses;	X		
13-003.03B5	An explanation of the event including who was involved, what transpired, and the time and location of occurrence;	X		
13-003.03B6	Any physical evidence and its disposition;	X		
13-003.03B7	Any immediate action taken, including the use of force;	X		
13-003.03B8	Reporting staff member's signature, date and time of report.	X		
13-003.03C	A written statement of the charges is delivered to the inmate at least 24 hours before any hearing is held unless the inmate signs a waiver to have the hearing sooner. The administrator may designate an employee, an impartial person or panel to conduct a disciplinary hearing if he/she chooses not to do so. If the charges are sustained, a sanction is imposed appropriate for the offense.	X		
13-003.03D	The accused inmate has an opportunity to appear before and address the disciplinary person or panel conducting the hearing unless he/she voluntarily waives in writing the right to attend or the inmate's behavior justifies exclusion from the hearing. The accused inmate may be excluded during the testimony of a witness whose testimony must be given in confidence. Reasons for the accused inmate's absence or exclusion is documented.	X		
13-003.03E	The disciplinary person or panel conducting the hearing may summon to testify any witnesses with relevant information of the incident. The accused inmate is allowed to call witnesses with relevant knowledge and present relevant documentary evidence in their own defense when permitting to do so will not be unduly hazardous to institutional safety or correctional goals. The disciplinary person or panel states its reasons in writing for refusing to hear a witness.	X		The facility uses a three staff member board for disciplinary hearings.
13-003.03F	The accused inmate has an adequate opportunity to prepare a defense and, if requested, may be provided with a staff member or agency representative to assist him/her at a disciplinary hearing. A representative is appointed when it is apparent that an inmate is not capable of collecting and presenting evidence effectively on his or her own behalf.	X		
13-003.03G	If the charges are sustained, such findings are based upon information obtained through the hearing process. The person or panel makes a written statement of fact findings setting forth the evidence relied upon and the	X		

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Standard	Compliance Status			Comments
	In	Out	N/A	
				reasons for the disciplinary sanctions imposed. The accused inmate is given a copy of the written statement which includes the basis for the decision and the disciplinary sanction, if any, to be imposed.
13-003.0H	X			The facility administrator or designee provides for review of all disciplinary hearings and dispositions to assure conformity with policy and regulations.
13-003.04	X			Inmates found guilty of a major violation of the jail facility's rules may be subject to one (1) or more of the following sanctions:
13-003.04A	X			Reprimand;
13-003.04B	X			Temporary or permanent loss of one (1) or more privileges;
13-003.04C	X			Restriction to his or her cell;
13-003.04D	X			Confinement to disciplinary segregation;
13-003.04E	X			Restitution for wanton or willful destruction to facility property from any funds to his/her credit;
13-003.04F	X			Reduction of good time credit, or
13-003.04G	X			Extra cleaning duties or work assignments for sentenced inmates.
13-004	X			In all jail facilities, a written policy and procedure shall address grievance procedures. This procedure shall be available to all inmates for the review and adjudication of grievances, consistent with the following principles:
13-004.01	X			Any inmate is permitted to report and file a grievance.
13-004.02	X			Grievances filed are transmitted without interference or delay to the facility administrator, designated employee or official charged with the authority to receive and investigate grievances.
13-004.03	X			An inmate reporting a grievance is not subject to any disciplinary sanction or adverse action as a result of the filing of a grievance.
13-004.04	X			Each grievance not obviously frivolous or trivial is promptly investigated. A summary report containing the results of the investigation and the recommendations is prepared for jail facility records and the concerned inmate or inmates.
13-004.05	X			The inmate or inmates filing the grievance receive a prompt response from the appropriate authority. The response indicates what disposition will be made on the recommendations received.
CHAPTER 15 - NEW FACILITY DESIGN AND CONSTRUCTION				
15-004	X			Prior to any renovation or development of new construction plans where the estimated aggregate cost of the renovation or construction exceeded \$5,000, the governing body submitted a letter of intent specifying the required information.
15-005-005.01I	X			The Jail Standards Division must receive reasonable advance notice and allowed to participate in preliminary
				This is outlined in section E-130 of the facility's SOP manual.
				On December 4, 2001, Butler County officials submitted official notice to the Jail Standards Division of their intent to construct a new facility.

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Standard	Compliance Status			Comments
	In	Out	N/A	
planning meetings. The required program statement was submitted to the Jail Standards Division.				
15-005.02-005.02C Copies of the required architectural design documents were submitted to the Jail Standards Division at the required times.	X			
15-005.03 Contracts were not let until the Jail Standards Board approved the final documents. No addenda, change orders or modifications which affected compliance with the standards were made without approval of the Jail Standards Division.	X			The Jail Standards Board approved the final design documents for this facility at their October 24, 2002 meeting
15-006.01 Artificial lighting in all inmate living areas provides at least 20 foot candles of light and 50 foot candles in work or study areas measured three feet above the floor. Night lighting is provided which permits adequate visibility for supervision, but does not hinder restful sleep.	X			Artificial lighting in the cells measures 35-foot candles, and the dayroom lights measure in excess of 60-foot candles.
15-006.02 All inmate living areas provide visual access to natural light.	X			A combination of windows and skylights provide natural light.
15-006.02A In new construction there is a window in each cell which provides at least 3 square feet of clear glazed area to the exterior or cells open into a dayroom with windows which provide visual access to a clear glazed area to the exterior that is at least the equivalent of the amount required for all of the cells served by the dayroom.	X			Housing unit windows measure slightly over 3 square feet. There are skylights in most housing units, and a skylight above master control provides additional natural light to all of the adjacent housing units.
15-006.02B In newly constructed dormitories with a capacity of 10 or less, there are windows which provide visual access to at least 10 square feet of clear glazed area to the exterior. In dormitories with a capacity of more than 10, the amount of clear glazed area is increased by at least 5 square feet for every 10 additional beds or fraction thereof.	X			The two dormitories have 3 square foot windows. The skylight window above the adjacent master control provides an additional 16 square foot of clear glazing for natural light.
15-006.02D In renovated facilities, all living areas provide visual access to natural light. Windows that have been replaced as part of the renovation meet the natural light requirements for new construction.			X	
15-006.02E Windows in housing areas of higher than minimum security that are directly accessible to inmates are detention type which have a maximum of 5 inches clear opening between framing members. Glass and glazing materials and window framing have the proper security values for the area in which they are used. All window framing in secure areas is properly anchored in reinforced walls.	X			
15-006.03 Sustained noise levels within inmate occupied areas do not average higher than 70 decibels.	X			
15-006.04 Heating and cooling systems provide a comfortable and healthful living and working environment with temperatures maintained between 65 and 80 degrees Fahrenheit.	X			Jail temperatures are found to be very comfortable.
15-006.05 Ventilation systems insure circulation of fresh or	X			

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Standard	Compliance Status			Comments
	In	Out	N/A	
purified air sufficient to draw off foul air odors. The facility has minimum of 10 cubic feet per minute interchange rate for each inmate for the jail's rated capacity.				
15-006.06 Sufficient parking for visitors and official vehicles is provided on the site or through the availability of city street parking or public access parking lots located in the vicinity of the site.	X			Parking is available in the parking lot and on all streets surrounding the jail and courthouse.
15-006.07 - 006.07B A public lobby or waiting area is provided which includes sufficient seating, toilets and drinking fountains. Public access to security and administrative work areas is restricted. All public areas of the facility are accessible to handicapped persons.	X			
15-006.08 Sufficient space is available for administrative and clerical personnel.	X			
15-006.09-006.09I A reception and release area which is adequate in size and properly equipped to insure the orderly and secure admission and release of inmates is provided within the security perimeter away from the public, but apart from other inmate areas. It includes the required components.	X			The reception and release area is adjacent to master control and provides all components necessary to meet the requirements of these Standards.
15-006.09I-006.09I2 Temporary holding cells are at least 50 square feet in size. If designed for multiple occupancy, they provide at least 25 square feet of floor space per inmate at rated capacity. They are equipped with sufficient benches for the cells rated capacity, a high security toilet, wash basin with hot and cold running water, and drinking fountain.	X			One cell is designated as a temporary holding cell, and provides 80 square feet of space. This cell may be used to hold up to 3 inmates at a time.
15-006.09J-006.009J3 Detoxification cells are provided that are at least 50 square feet in size. If designed for multiple occupancy, they provide at least 25 square feet of floor space per inmate at rated capacity. They are equipped with a high security toilet, washbasin with hot and cold running water, drinking fountain, flushable floor drain and low benches. They are readily observable by staff.	X			One detoxification cell is available with 80 square feet of space. This cell may hold up to 3 inmates at a time.
15-006.10 Space is available for routine medical examinations, emergency first-aid, emergency equipment storage, and secure medicine storage and dispensing.	X			The medical exam room is located between the reception/release area and the master control post.
15-006.11 The facility is designed to provide the required adequate separation of inmate classifications to be held in the jail	X			Seven housing units provide separation for various inmate classifications.
15-006.12 Sufficient confidential interview rooms are available to accommodate the projected demand of professional visitors. Interview rooms are large enough to accommodate 4 persons and are acoustically private.	X			
15-006.13 Where in-house food services are provided, the kitchen has adequate space for food preparation, disposal, clean up and food storage. There is a place for the secure storage of knives and other utensils.	X			
15-006.14 Newly constructed detention facilities have at least one secure janitor's close containing a mop sink and sufficient space for storage of cleaning supplies and	X			A janitor's closet is located in the hallway, near the entrance to the administrative offices.

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Standard	Compliance Status			Comments
	In	Out	N/A	
equipment within the security perimeter. Renovated or holding facilities have a janitor's closet that is conveniently located.				
15-006.15 In jails where in-house laundry services is provided there is sufficient space for heavy-duty or commercial type washer(s), dryer(s), soiled clothing storage, clean laundry storage and laundry supply storage.	X			
15-006.16-006.16B There are one or more staff posts located in close proximity of inmate housing areas. At least one staff post is provided on each floor of inmate housing. In newly constructed detention facilities, one staff post is a control center. The control center is designed to be secure from unauthorized access. Entrances to the security perimeter is controlled from the control center. (15-006.16 through 15-006.16B)	X			A master control area is located in the center of the jail, adjacent to all the housing units and provides excellent lines of sight into all dayrooms. Dispatch staff controls the jail's perimeter doors electronically.
15-006.17 Closed circuit television is not used to monitor the interior of cell space.	X			
15-006.18 In newly constructed jail facilities, an emergency power source is available to provide electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks and emergency ventilation equipment.	X			
15-006.19 Each housing unit provides access to at least 1 shower for every 12 inmates or fraction thereof. Showers provide hot and cold or tempered running water.	X			
15-006.20 Inmate's rights to privacy from unauthorized or degrading observation is protected without compromising the security and control of the facility.	X			
15-006.21 Light, soft-toned washable paint is predominantly used for untiled walls and metal work.	X			The entire jail interior is finished in white, with a dark blue trim.
15-006.22 All locks and detention hardware have the proper security value for the areas in which they are used. Padlocks are not used in the place of a security lock on any door or window.	X			
HOLDING FACILITIES			X	
15-007.01-007.03 All cells are designed for single occupancy and provide at least 50 square feet of floor space. The cells have a minimum width of at least 6 feet and a minimum floor to ceiling height of 8 feet. The cells are equipped with at least a bunk, toilet, wash basin with hot and cold running water, drinking fountain and a mirror.				
DETENTION FACILITIES	X			
15-008.02 Single occupancy cells provide at least 60 square feet of floor space and are equipped with at least a toilet, mirror, wash basin with hot and cold running water, drinking fountain, table, seating, storage shelf of compartment, clothes hooks and a bunk.				Four maximum-security cells are designed for single occupancy, and each has approximately 65 square feet of floor space.
15-008.03 Multiple occupancy cells provide at least 45 square feet	X			There are six multiple occupancy

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Standard	Compliance Status			Comments
	In	Out	N/A	
of floor space per inmate at the cells' rated capacity and are equipped with at least a bunk, storage shelf or compartment, and clothes hook for each inmate. A toilet, washbasin with hot and cold running water, drinking fountain, mirror, table, and seating are also provided.				cells, each with approximately 100 square feet of floor space.
15-008.04-008.04B Dayroom space which provides a minimum of 35 square feet of floor space per inmate, exclusive of a 3 foot circulation area in front of cell door openings, is available adjacent to all single and multiple housing cells. Day rooms are quipped with showers and tables and seating sufficient for all inmates. If inmates do not have continuous access to their cells, day rooms are also equipped with a toilet and a wash basin with hot and cold running water.	X			The housing unit dayrooms all vary in size, and provide from 45 to 100 square feet of floor space for each inmate.
15-008.05-008.05B Dormitory units provide a minimum of 70 square capacity, and sufficient tables and seating for all inmates at rated capacity. Dormitories are in minimum security areas only and they hold no more than 48 inmates.	X			One dormitory unit has 280 square feet of floor space, with a rated capacity of 4. Another dormitory has 420 square feet and has a rated capacity of 6.
15-008.06 Isolation or administrative segregation cells provide at least 70 square feet of floor space and are designed for single occupancy. They are equipped with a toilet, washbasin with hot and cold running water, drinking fountain, mirror, table and seating, shelf, and a bunk. Access to a dayroom, if available, provides at least 60 square feet of floor space.	X			The two segregation cells each have approximately 71 square feet.
15-008.07 Adequate space is provided for programs, exercise, and recreation. At least one multipurpose room is located near the inmate housing unit. The space available is sufficient to accommodate the projected jail capacity, exercise and program offerings, the maximum number of users at any one time, and the requirements of Chapter 7-003 and Chapter 8.	X			A multipurpose room is available for religious and educational programs.
15-008.08 Adequate visiting space is provided to accommodate the demand crated by the projected number of visitors, visiting schedule and the requirements of Chapter 9-003.	X			Four non-contact visitation booths, and one contact visitation room are provided.
15-008.09 Sufficient outdoor exercise space is provided to accommodate the projected capacity, the exercise functions for which the space will be utilized, the maximum number of users at any one time and the requirement of Chapter 7-003. At least one exercise area of not less than 600 square feet is provided.	X			An indoor/outdoor exercise room provides 610 feet of floor space. The ventilation system in this area circulates fresh air directly from outdoors.

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Standard

Compliance Status
In Out N/A

Comments

ADDITIONAL COMMENTS

SIGNATURE

DATE