STATE OF NEBRASKA
JAIL STANDARDS INSPECTION REPORT

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE
JAIL STANDARDS DIVISION

Facility Name:	Seward County Jail		
Address:	261 South 8th Street, Seward, Nebraska 68434		
Type of Facility:	Type III	**Facility Administrator:**	Sheriff Joe Yocum
Date of Inspection:	11/23/15	**Inspected by:**	Chris Harrifeld

Year facility was built: 1979 Any remodeling/construction since last inspection? No
If yes, briefly describe:

HOUSING:	**Male**	**Female**		
Single occupancy cells:	0	0	Holding cells:	2
Multiple occupancy beds:	24	4	Detoxification cells:	0
Dormitory beds:	0	0	Segregation cells:	0
Work release beds:	0	0	Special purpose cells:	0

Total number of beds: 28

DATA SINCE LAST INSPECTION:	**2014**	**Statistics Year:**	**2014**
In Custody Deaths:	0	Average daily population:	15.7
Suicide /Attempts:	0/0	Average length of stay:	10 days
Facility fires:	0	Longest stay:	
Inmate assaults on staff/inmate:	0/2	Total held:	571
Escapes/Attempts:	0/1		
Law Suits Pending:	0		

Does the facility hold for other jurisdictions? No
If yes, Who?

FACILITY PERSONNEL:

	Male	**Female**	**Other administrative, program, or support staff:**	
Full-time officers:	2	1	Title:	Number:
Part-time officers:	0	0	Jail Administrator	1
Officers working< 200 hrs/year:	0	0	Supervisor	1

Total number of staff employed in the facility: 5

Notes:

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Standard		Compliance Status In	Out	N/A	Comments
CHAPTER 1 – STANDARDS FOR JAIL FACILITIES		X			Facility policy and procedures underwent revisions throughout 2014 to reflect new standards and PREA. Revisions were also made in 2015.
1-0010	The jail administrator has developed and implemented written policies and procedures covering all aspects of Nebraska Minimum Standards.				
CHAPTER 2 – PERSONNEL		X			Training documentation was very organized.
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			The facility utilizes a 40 hour new employee orientation.
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 facility utilizes DCS and NLETC's initial training programs.
2-003.04	Newly appointed facility administrators and employees have completed the initial training within the first year of employment.	X			The facility has recently hired three staff members that do not appear on the staff roster yet.
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			The in-service training program includes medical, defensive tactics, NIRMA courses and emergency procedures.

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Standard		Compliance Status In	Out	N/A	Comments
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 are currently certified.
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			Only sworn personnel in the Sheriff's Office carry any weapons.
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			
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 receive emergency training annually in November.
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			The training records are excellent.
2-004.01	New employees meet the following requirements:	X			There have been no changes to the facility 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			Each shift is usually staffed with two officers.
2-004.02A	Female employees provide around-the-clock supervision of all female inmates housed in the jail.			X	Female detainees are transferred to other facilities.
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			Cell checks, operations, officer activities, inmate supervision and surveillance are well documented using the Guardian system.
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			
2-004.02D	Where electronic surveillance does not provide adequate, continuous coverage, facility employees are stationed adjacent to inmate housing.	X			The staff station and booking room are centrally located and adjacent to the housing units.
2-005	All facility employees maintain a professional demeanor	X			All staff were found to be very

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	Standard	Compliance Status In	Out	N/A	Comments
	in their contacts with inmates and the public.				professional and well trained.
CHAPTER 3 - RECORDS AND STATISTICS 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			Computerized records and hard documents confirm the collection and maintenance of all required jail functions and 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			Admission and release data is gathered and submitted through the JAMIN/VINE computers.
3-002.02	An itemized list of all property and money is completed for each inmate on admission.	X			Upon admission property is inventoried with documentation maintained in the inmate files.
3-002.02A	An itemized account of every debit and credit for every inmate is maintained.	X			Inmate funds and transaction are recorded in a computerized system.
3-002.02B	Every person depositing money in an inmate's account shall sign for and receive a receipt for such deposits.	X			Kiosk provides receipt and will also email receipt to depositor.
3-002.02C	The inmate's signature is obtained for all withdrawals of money from their account.	X			The inmate’s PIN number is required to authorize withdrawals and signature on receipts.
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.	X			Medical screenings are completed during intake and copies are maintained in the inmate’s medical file.
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			Computer tracks phone calls made during the admission process and it is also logged in the inmate’s file.
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			Visitors are entered into the JAMIN system.
3-002.07	Accurate summary records are maintained of all food service.	X			The food service contractor maintains all 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 In	Out	N/A	Comments
CHAPTER 4 - ADMISSION AND RELEASE		X			AFIS is used for prints and photos in addition to the Custody Authorization form.
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			There is a pre-admission screening and a post admission screening to identify those with serious mental health conditions.
4-002.02	An admission form is completed by trained jail employees on every inmate admitted.	X			A hard copy of admissions form is placed in the inmate file.
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 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			
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			Initial phone calls are documented in the inmate files.
4-002.06	As soon as possible, but definitely within 24 hours, newly admitted inmates shower or bathe.	X			Showers are located in each housing unit.
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			Facility handbook is located on the housing unit kiosks.
4-003.01	The releasing officer verifies the identity of the inmates to be released and the authority of the release.	X			Digital photographs are used for identification purposes.
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 In	Out	N/A	Comments
CHAPTER 5 - INMATE CLASSIFICATION AND ASSIGNMENT		X			
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).				Six housing units are used to assign detainees according to their classification. They are classified as special needs, segregation, pretrial, sentenced, work release, electronic monitoring for off-site detention.
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			NCIC and NCIS criminal history information is gathered to assist with classification and housing assignments.
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			
5-002.04	There shall be a procedure for inmates to appeal classification decisions.	X			According to policy C-100 inmates may appeal classification decisions.
5-003.01A	Females are housed separately from and out of sight of males.			X	Females are transferred to other facilities.
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 requiring secure detention are transported to the Lancaster County Juvenile Detention facility.
5-003.01C	Inmates who are intoxicated or under the influence of a controlled substance are housed separately from the general population.	X			Two holding cells are available for short term housing of intoxicated inmates.
CHAPTER 6 - SECURITY AND CONTROL		X			
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.				Inmate headcounts are conducted and recorded with hourly cell checks. Counts, checks and inmate locations are confirmed using the Guardian System.
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			The facility has two, one person segregation cells that are generally used for high risk detainees.
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			Classification and reviews are addressed in section C-100 of the facility's SOP.
6-002.02C	The facility administrator shall review the classification status of inmates in administrative segregation at least every thirty (30) days.	X			
6-002.02D	No inmate is placed in disciplinary isolation for more	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	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.				
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			
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 controlled.
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			Housing units and cells are inspected daily per facility policy and procedure C-400.
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			The jail was observed to be in very good condition.
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			All inmate movement and location within and outside the facility is well documented using the 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			
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			Covered in detail in the facility SOP manual sections C900- C990.
6-004.01	Emergency procedures and orders are made available to all employees. Such procedures are reviewed and updated periodically.	X			
6-004.02	All employees are trained in the execution of emergency procedures.	X			Staff are trained 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 inspected by the State Fire Marshal's Office on 10/28/15 and found to comply with Life Safety Codes.
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	Firearms are secured outside the security perimeter.
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			
6-005.02A	All keys are labeled to correspond with their respective	X			Keys are issued from the Sheriff's

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	Standard	Compliance Status In	Out	N/A	Comments
	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.				Office outside the security perimeter.
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		Keys are being inventoried but not logged. A process was established during inspection.
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		Restraint equipment is not being inventoried or logged.
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 inside the facility's secure perimeter. Staff accompany all maintenance personnel to monitor tool use.
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			Policies on pat and body cavity searches of newly admitted detainees are consistent with these standards.
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			Policy and procedure C-400 covers the facility's search plan.
CHAPTER 7 - LIBRARY MATERIALS, EXERCISE AND RECREATION		X			Inmate access to programs, library and exercise is well documented.

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Standard		Compliance Status In	Out	N/A	Comments
7-002	Library materials are available to all inmates housed in 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			The Lincoln Journal Star, the Seward newspaper and donated books and magazines are offered.
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			
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			Both indoor and outdoor exercise space is available.
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 and an exercise gym with multiple workout stations are provided for exercise activities.
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			TVs, Board games & cards are provided.
CHAPTER 8 - REHABILITATIVE SERVICES		X			
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).				Several religious and counseling programs are offered.
8-003	Inmates are provided opportunities for basic education at least up to high school equivalency (Type III jails).	X			Southeast Community College provides GED programming.
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			
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	The facility does not utilize any inmate work programs for community projects.

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Standard		Compliance Status In	Out	N/A	Comments
CHAPTER 9 - MAIL, VISITING & TELEPHONE SERVICE		X			Detainees can also send e-mails from kiosks located in the dayrooms.
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.				
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			Section E-300 of the facility's SOP manual specifies the procedures for inmate mail and is consistent with the requirements of these standards.
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			Confidential mail delivery is logged.
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			Deposits onto an inmate's account can be done on a kiosk in the public lobby.
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			Inmates are provided with materials for three letters a week.
9-002.07	Mail is delivered within twenty-four hours, excluding weekends and holidays.	X			

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Standard		Compliance Status In	Out	N/A	Comments
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			Professionals are given confidential, contact visitation in the visiting room, the recreation room or one of the holding cells.
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			
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			Inmates can request visits and addition to visitors lists from the computer kiosk in the dayroom.
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			Visitation is also available on an internet based video visitation system.
9-003.02C	Enough hours are set aside weekly to fulfill the visiting	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	requirements of all inmates housed in the jail.				
9-003.03	All visitors are required to register their names and provide all other information required in the visitor's register.	X			Per policy E-310 visitors are required to register at the front lobby.
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			
9-003.05	Inmates are allowed to accept from visitors only those items approved by the jail administrator.	X			This is addressed in section E-320 of the facility SOP manual.
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			Toll call telephones are available in the dayrooms of each housing unit. Inmates can also purchase calling cards.
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			Phone system notifies caller and inmate that the conversation may be monitored.
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 10-001	All inmates are provided with a healthful environment and access to adequate medical care.	X			An LPN conducts 2 sick calls weekly in the jail. Offsite medical care is coordinated through private health services in the community.
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			A Nurse Practitioner and Doctor are on-call.
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			Inmates can make medical requests using the computer kiosk in the dayroom.
10-002.03	All medication admitted into the jail is specifically approved by the jail administrator or a qualified medical employee.	X			The Nurse manages all prescription medications.
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			The administration of medications is well documented. Inmates sign the Guardian devices when meds are received.
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	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	view of the dispensing employee.				
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			Prescription and non-prescription medication is secured in a medical cart in the booking area.
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			
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 throughout the facility.
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			The ER at the local hospital is available for medical emergencies.
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			Medical files are maintained separately by the contract nurse.
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			Facility was found to be very clean and well maintained.
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			
10-003.02	Preventative and eradication measures are taken to control vermin.	X			Preventive measures are taken monthly.
10-003A	A hot shower or bath is provided daily.	X			Showers are provided on the housing units.
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 items.
10-003.04	Inmates to be confined overnight are provided with a clean, firm, fire retardant mattress, a sheet or mattress	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	cover, a clean bath-size towel, and sufficient clean blankets to provide comfort under jail temperature 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			All laundry and linen is exchanged in 5 day periods. Blankets are laundered monthly.
10-003.06	All facilities should maintain compliance with standards set forth in the Prison Rape Elimination Act.	X			Facility has developed policy and procedure to reflect PREA Standards.
CHAPTER 11 - FOOD SERVICES		X			A private food service contractor manages the jail's food service.
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.	X			Food service appears to meet dietary allowances.
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			Food service menus are developed by a registered dietitian.
11-006	Special diets are provided when prescribed by the medical authority, or qualified medical employee.	X			Medical and food service contractor work together on special diet needs.
11-007	Provisions are made for special diets required by an inmate's religious beliefs where reasonably possible.	X			
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			Inmates can order commissary from a computer kiosk in the dayroom.
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 and food storage area is inspected by the State Department of Agriculture, Dairies and Foods Division.
CHAPTER 12 - INMATE RIGHTS		X			These requirements are specified in the facility's policy and procedures manual section E-100. Inmate rights are also detailed in the inmate handbook.
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	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	security and order.				
12-002.03	Inmates shall be permitted to discuss any subject among themselves that does not present a threat to jail facility security and order.	X			
12-002.04	The right of inmates to circulate written material does not create a requirement for jail facility staff to assist them to do so.	X			
12-002.05	Foreign nationals shall have access to the diplomatic representative of their country of citizenship.	X			
12-003	The facility administrator insures the right of inmates to practice and express their religious beliefs.	X			
12-003.01	An inmate's free exercise of religion is subject only to those limitations necessary to maintain jail order and security.	X			
12-003.02	Inmates are not in any way rewarded or punished for their participation or non-participation in religious activities or practices.	X			
12-004	Inmates' rights to have access to the courts is insured and safeguarded by the jail administrator. Inmates have the right to present any issue to the courts, including, but not limited to, the following:	X			
12-004.01	Challenging the legality of their conviction of confinement.	X			
12-004.02	Seeking redress for illegal conditions or treatment while under correctional control.	X			
12-004.03	Pursuing remedies in connection with civil legal problems.	X			
12-004.04	Asserting against correctional or other governmental authority, any other rights protected by the Constitution, Nebraska Revised Statutes, or the Standards.	X			
12-005	The jail administrator insures and safeguards an inmate's right of access to legal representation.	X			
12-006	Inmates have access to or have the opportunity to purchase legal materials and supplies and services related to legal matters. Indigent inmates are provided sufficient materials and supplies needed for preparation of legal documents. In addition to other legal research materials purchased or received by inmates, the jail administrator insures that inmates have access to at least the following materials: (Type III jails)	X			Inmates may request legal materials from staff. They are allowed to use the visiting room for legal work and material review.
12-006.01	A leading law dictionary;	X			
12-006.02	Nebraska Revised Statutes;	X			
12-006.03	Rules of the United States District Court and the appropriate local district court having jurisdiction over the jail;	X			
12-006.04	A list of all legal representatives in the county; and				
12-006.05	A copy of the Nebraska Jail Standards.	X			
12-007	Inmates have access to media representatives through personal interviews, telephone interviews, or correspondence. (Type III jails)	X			

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Standard		Compliance Status In	Out	N/A	Comments
12-007.01	Inmates' access to the media is subject only to those limitations necessary to maintain jail order and security.	X			
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 13-002	All inmates are required to conduct themselves in a lawful and orderly manner.	X			The jail's policy and procedures manual section E-110 and E-120 specify these requirements.
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			The facility kiosks contain the inmate handbook. During the admissions process inmates are instructed to read it.
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			Inmates considered to be major disciplinary problems are transferred to DEC.
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	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	provisions apply:				
13-003.03A	The alleged violation is reported in writing to the administrator by the employee witnessing the incident or responsible for determining the relevant facts.	X			
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			
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.	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	The person or panel makes a written statement of fact findings setting forth the evidence relied upon and the 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	The facility administrator or designee provides for review of all disciplinary hearings and dispositions to assure conformity with policy and regulations.	X			
13-003.04	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:	X			
13-003.04A	Reprimand;	X			
13-003.04B	Temporary or permanent loss of one (1) or more privileges;	X			
13-003.04C	Restriction to his or her cell;	X			
13-003.04D	Confinement to disciplinary segregation;	X			
13-003.04E	Restitution for wanton or willful destruction to facility property from any funds to his/her credit;	X			
13-003.04F	Reduction of good time credit, or	X			
13-003.04G	Extra cleaning duties or work assignments for sentenced inmates.	X			
13-004	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:	X			The facility has a detailed grievance procedure covered in section E-130 of the facility's SOP manual.
13-004.01	Any inmate is permitted to report and file a grievance.	X			
13-004.02	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.	X			
13-004.03	An inmate reporting a grievance is not subject to any disciplinary sanction or adverse action as a result of the filing of a grievance.	X			
13-004.04	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.	X			
13-004.05	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.	X			

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Standard	Compliance Status In	Out	N/A	Comments

ADDITIONAL COMMENTS

SIGNATURE _____ DATE _____