

TITLE 77 - JAIL STANDARDS BOARD

CHAPTER 3 - STANDARDS FOR COMMUNITY RESIDENTIAL FACILITIES - RECORDS AND STATISTICS

001 It is the policy of the State of Nebraska that each community residential facility shall utilize or access a computerized Records Management System for collecting operations data. In addition, each facility administrator of a community residential facility shall respond to all reasonable requests for statistical information made by the Jail Standards Board for the State of Nebraska.

002 Records and Statistics. All community residential facilities shall establish policies to maintain accurate and up-to-date records. The facility maintains a record for each inmate. The maintenance of the following records is required:

002.01 Reception/discharge documents. Reception and discharge documentation containing the necessary descriptive information shall be completed for each inmate. This documentation shall be submitted to the parent agency after the inmate's discharge. Reception information includes;

002.01A Name, address, date of birth and social security number;

002.01B Date of reception, Sex, race, type of commitment or committing authority;

002.01C Whom to notify in case of an emergency

002.01D Special medical needs and social history and personal physician where applicable;

002.01E Legal status, length of stay and conditions of placement.

002.02 Personal property and money. During reception, an itemized list of all the inmate's property and money being stored shall be completed and verified in accordance with Chapter 5, paragraph 002.06 An accurate record of each inmate's expenditures or receipts of money shall also be maintained.

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002.02A An itemized account of every debit and credit for every inmate shall be kept.

002.02B Every person depositing money in an inmate's account shall sign for and receive a receipt for such deposits.

002.03 Facility Records. Information about routine operations and unusual incidents that occur at all locations in the facility are consistently recorded.

002.03A Staff maintain a permanent log.

002.03B Staff prepare shift reports.

002.04 Visitor's Register. A visitor's register containing the date, the name of each visitor and name of each resident to be visited shall be maintained.

002.05 Food Records. In accordance with Chapter 10, paragraph 006, summary records shall be maintained of all food served.

003 Access to Inmate Records. Inmates, except for those committed to the Department of Correctional Services, shall have access to accurate summary information kept in their facility records. All inmate records shall be safeguarded against unauthorized and improper disclosure. Guidelines for this disclosure shall be in accordance with the Nebraska Security, Privacy, and Dissemination of Criminal History Information Act of 1978.

004 Official Correspondence. Each community residential facility administrator or parent agency shall keep official correspondence between the facility and personnel of the Jail Standards Board for a period of at least one (1) year. The Board shall keep all official correspondence for a period of at least five (5) years.

005 Records Maintenance. All records, forms, itemizations, registers, or inventories which are to be maintained pursuant to these Standards must be kept by the facility administrator or the parent agency for a period of at least five (5) years.

EFFECTIVE DATE:
March 28, 2012