

## TITLE 77 - JAIL STANDARDS BOARD

### CHAPTER 6 - STANDARDS FOR COMMUNITY RESIDENTIAL FACILITIES - SECURITY AND CONTROL

001 It is the policy of the State of Nebraska that facility administrators in all community residential facilities shall employ policies and procedures that ensure proper levels of security and control. Such policies and procedures shall be consistent with the provisions established herein.

002 Supervision of Housing and Custodial Areas. The facility has a system of accountability for inmates assigned to housing, work and educational release, furloughs and other temporary absences from the facility. The facility has a system for physically counting inmates.

002.01 An official count shall be taken and recorded four (4) times daily at the following times:

002.01A Two counts between the hours of 2400 and 1200 hours;

002.01B Two counts between the hours of 1200 and 2400 hours. There shall be at least a four (4) hour interval between counts.

002.02 Staff monitors and documents the movement of inmates into and out of the facility.

003 Facility Security and Control. Facility policies and procedures employed to ensure maintenance of security and control shall be consistent with the following provisions:

003.01 Access to and egress from the facility is controlled by staff. Movement of visitors is monitored, controlled and recorded.

003.01A Facility employees shall carefully inspect dormitories, perimeters, windows, and doors leading into and out of housing areas daily to ensure that all are in proper and safe working order. These inspections are documented.

TITLE 77  
CHAPTER 6

003.01B Absconders, and escapees, are detected and promptly reported. Timely notification is made to the facility administrator, the parent agency and appropriate law enforcement agencies.

003.02 Prior to assignment of an inmate to a housing unit, the facility administrator or designated employee shall ensure that the unit is properly equipped according to standards and that the required equipment is in useable condition.

003.03 The facility administrator and all facility employees shall maintain a continual vigilance of their assigned area of supervision and maintain an accurate count of inmates in accordance with these Standards. They shall ensure that all locks on appropriate hall doors, dormitory doors, and elsewhere are locked, and that they are aware of the location and condition of particular inmates that have special needs. Facility employees shall take prompt action whenever any problems or disturbance arises.

003.03A Physical force is used only in instances of self protection, protection of staff and inmates, prevention of property damage or prevention of escape.

003.03B A written report is prepared following all uses of force and is submitted to the facility administrator. The report details all circumstances, lists those involved, including witnesses, and describes medical care provided.

003.03C Persons injured in an incident immediately receive a medical examination and treatment.

003.03D Use of force incidents are investigated; findings are aggregated and analyzed.

003.03E When two (2) or more inmates engage in a fight, witnessing facility employees, with the necessary help, shall separate the inmates at once, and the senior facility employee shall take such action as is necessary to restore security and order. Such incidents shall be properly documented with the information forwarded to the facility administrator or other appropriate facility employee for possible disciplinary action or further investigation.

004 Emergency Procedures. There are written emergency policies and procedures that ensure the proper handling of emergency situations such as fire, disturbance, and natural disaster, escape, taking of hostages or evacuations. Emergency procedures are disseminated to the appropriate local authorities.

004.01 Specific plans and orders to be followed in the event of any emergency situation shall be made available to all facility employees. Such procedures shall be reviewed annually and updated as necessary.

004.02 All facility personnel are trained in the implementation of written emergency plans and orders. Evacuation drills are conducted and recorded at least monthly on each shift, and at least once every quarter are conducted when the majority of the inmates are present.

004.03 The facility shall comply with the regulations of the fire authority having jurisdiction. The facility administrator shall maintain documentation of compliance with Life Safety Codes, based on an annual inspection of the facility by the fire authority.

004.04 If emergencies occur they are responded to appropriately to minimize severity. Emergencies are subsequently analyzed and the results are used to initiate or reverse a policy and procedure to prevent future occurrences.

005 Maintenance of Facility Security equipment and Keys. Facility administrators in all community residential facilities shall maintain written policies and procedures to ensure proper supervision of the facility security equipment and keys.

005.01 Supervision of Security Equipment. All security equipment shall be stored in a secure but readily accessible depository. Possession and use of weapons is prohibited in the facility except in cases of emergencies.

005.01A All security equipment shall be kept clean and in proper working order and available for immediate use. Defective equipment shall be tagged and stored separately.

005.01B All security equipment shall be inventoried at regular intervals to determine their condition. All equipment shall be catalogued with proper documentation of their issuance and use. The loss or misplacement of any equipment shall be reported immediately to the facility administrator.

TITLE 77  
CHAPTER 6

005.01C In emergency situations, facility employees on duty shall use only the security equipment approved by the facility administrator.

005.01D Facility employees authorized to use security equipment shall be qualified in the safe and efficient use of devices approved by the facility administrator.

005.02 Supervision of Facility Keys and tools. All facility keys and tools not issued to facility employees shall be stored in a secure depository with controlled access. Keys and tools shall be issued from a central control area by designated facility employees according to a prescribed system.

005.02A All keys shall be labeled to correspond with their respective locks. The identifying labels, the number of keys available for each lock, and the location of the respective locks shall be properly recorded. The issuance of keys to facility employees shall also be properly documented. Facility employees should only possess those keys officially issued to them.

005.02B Keys not issued to facility employees should be stored in a manner that permits easy determination of the presence or absence of keys.

005.02C Fire and other emergency keys shall be readily accessible to the central control area to the designated facility employees on duty.

005.02D The loss or misplacement of facility keys shall be immediately reported to the facility administrator.

006 Contraband Control. Staff exercises continual vigilance to detect and minimize unauthorized items and contraband. Staff receives training and supervision in the detection of contraband. Policy is communicated to staff and inmates.

007 Inmate Searches. Facility policies and procedure regarding pat searches, strip searches, and body cavity searches shall be consistent with the following provisions:

007.01 General Search Procedures. Facility employees shall thoroughly search inmates to control contraband when they are returning to the facility and as otherwise necessary to maintain security and control of the facility.

007.01A All searches shall be conducted in a manner which preserves the dignity of the inmate to the greatest extent possible.

007.01B All searches shall be of the least intrusive type necessary to

satisfy the safety and security needs of the facility.

007.01C All strip searches and body cavity searches shall be conducted by facility employees of the same sex as the inmate, except for qualified medical employees acting pursuant to Chapter 6, paragraph 007.04B. Except in cases of emergency, all pat searches should be conducted by facility employees of the same sex.

007.01D All strip searches and body cavity searches shall be conducted in an area made private from the observation of persons not physically conducting the search and persons not present to ensure the safety of those persons conducting the search.

007.02 Pat Searches. The pat search shall be considered the initial method of searching inmates upon reception.

007.02A The pat search shall also be considered the routine method of searching inmates already lodged in the facility. These searches may be conducted at any time needed to maintain security and control.

007.03 Strip Searches. Strip searches of the inmate population are authorized to control the possession of contraband in the facility.

007.03A Strip searches of inmates when returning to the facility may be conducted to prevent the introduction of contraband, weapons, criminal evidence, or other things concealed on the inmates body which present a threat to the safety and security of the facility;

007.03B Strip searches of inmates are authorized when there is reasonable suspicion that a strip search is necessary to confirm the presence of a health condition requiring immediate medical treatment;

007.04 Body Cavity Searches. No body cavity searches shall be conducted unless there exists probable cause to believe that contraband will be discovered. No body cavity search shall be conducted without prior authorization by the administrator or his designee.

007.04A No body cavity search shall be conducted unless a thorough pat search, strip search or search of the inmate's clothing do not satisfy the safety and security needs of the facility.

007.04B Body cavity searches shall be performed under private and accepted sanitary conditions and only by a qualified medical employee.

TITLE 77  
CHAPTER 6

007.04C Documentation. A record of the body cavity search shall be prepared and maintained in the inmate's individual file. The record shall include:

007.04C1 A statement of the facts which led facility employees to believe there was probable cause to conduct the body cavity search;

007.04C2 The name and sex of each person conducting or observing the search;

007.04C3 The time, date and place of the search; and

007.04C4 All physical evidence obtained through a search, in connection with a violation of law and/or facility regulation is preserved, controlled and disposition made. Facility procedures address Chain of Custody, Evidence Handling, location and storage requirements.

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EFFECTIVE DATE:  
March 28, 2012