

RESOLUTION NO. 87-87

A RESOLUTION RELATING TO THE ADOPTION OF STANDARDS FOR THE OPERATION OF THE MASON COUNTY JAIL.

WHEREAS, Chapter 462, S 17 of Laws of 1987 of the State of Washington requires that all units of local government that own or operate adult corrections facilities shall individually or collectively adopt standards for the operation of those facilities no later than January 1, 1988; and

WHEREAS, the Washington Association of Sheriffs and Police Chiefs has established a set of standards for the operation of adult correctional facilities; and

WHEREAS, those standards meet the Federal and State constitutional requirements relating to health, safety, and welfare of inmates and staff, and specific State and Federal statutory requirements, and provide for the public's health, safety, and welfare;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners that these standards, a copy of which is attached to this resolution, be adopted as the standards for operation of the Mason County Jail.

ADOPTED this 29th day of December, 1987.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



John A. Eager, Chairperson



Michael D. Gibson, Commissioner



Annette S. McGee, Commissioner

ATTEST:



Clerk of the Board

DETENTION-CORRECTIONAL FACILITY INSPECTION REPORT

Date of Inspection: _____

Report Issued: _____

Name of Facility: _____ Classification: _____

Street or P.O. Box: _____ City: _____

County: _____ Zip _____ Telephone: _____

Person Responsible for Facility Operation
(Sheriff, Chief of Police, or Director,
Department of Corrections)

Official Title

Chief Elected Official
(Chairman or County Commissioners, Mayor,
or County Executive)

Jail Supervisor

Persons Interviewed

Inspected by:

(Title)

Inspection Report Summary for _____

Reply due: _____

During our inspection, the following standards were found in noncompliance.

CHAPTER 1 NEW FACILITIES

ALL STANDARDS IN THIS CHAPTER ARE ADVISORY

NEW FACILITIES

Standard Ref. § 1.01

Specific physical plant standards. (Detention and correctional facilities except as otherwise noted.)

(a) Functional areas.

(i) Sleeping and living areas shall be designed to provide adequate confinement, reasonable prisoner to prisoner privacy, sight and sound surveillance and protection for prisoners and staff. For such purposes, the following are the design criteria of new construction or renovation of detention and correctional facilities.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.02

Single occupancy cells: Seventy-two square feet or larger with not less than eight foot ceilings. A single occupancy cell should contain not less than fifty square feet of clear floor space.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.03

Day room areas: A minimum of thirty-five square feet per prisoner, but not less than a total of one hundred forty-four square feet.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.04

Dormitories, when included: A minimum and maximum capacity of eight to ten males or four to ten females and sixty square feet of floor space per prisoner in semi-private sleeping areas. The dormitory shall also include day room space, and not less than ten foot ceilings if double bunks are used.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.05

Program, recreation and exercise areas. Detention and correctional facilities shall provide adequate indoor program and recreation area(s) and a multipurpose outdoor exercise and activity area.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.06

Kitchen and dining facilities.

(A) When kitchen facilities are included, such facilities shall be adequate for the sanitary preparation of three nutritionally balanced meals per day.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.07

Dining area(s) shall allow conversational opportunities in adequate surroundings. Meals shall not be served in cells, except where necessary for the health, security and/or well-being of prisoners and staff.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.08

Examining room, infirmary and medical isolation. Detention and correctional facilities shall provide space to be used as a medical examining room. This space may be multipurpose, but when used as an examining room it shall provide sight and sound privacy and be equipped with natural spectrum fluorescent lighting, a handwashing lavatory with a gooseneck spout, either foot, knee, push plate, electric eye beam, or equivalent faucet controls, and sufficient lockable storage for medical equipment and supplies.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.09

When an infirmary is located within the facility, infirmary space shall allow a minimum of three feet between the perimeter of each bed and walls, beds, and any fixed obstruction: Provided, That this three foot requirement does not apply to the distance between the head of a bed and the wall. The infirmary shall be equipped with its own lavatory, toilet, shower and bathtub.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.10

Visitation and confidential consultation.

(A) Space for visitation shall be included in detention and correctional facilities. Such space shall allow surveillance and the degree of control over physical contact deemed necessary by jail management for visible control, and shall simultaneously provide adequate seating for prisoners and their visitor(s).

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.11

Detention and correctional facilities shall provide adequate facilities for confidential consultation(s).

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.12

Laundry. If laundry facilities are provided within the jail, such facilities shall be adequate for sanitary washing and drying of the jail laundry. Separate areas should be arranged for storage and sorting of soiled laundry and for the sorting, folding and storage of clean laundry.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.13

Storage. Detention and correctional facilities shall include one or more secure storage area(s) for the storage of prisoner personal clothing and property and for necessary jail equipment and supplies.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.14

Supervisory stations.

(A) Sufficient space and equipment for the facility supervisor shall be provided in an area secure from prisoner access. An adequate control room shall be secure from any unauthorized access and it shall be capable for controlling access to the facility by the general public.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.15

Sight and sound surveillance equipment, where used, shall be monitored in the control room, and remote control operating devices shall also be in the control room. The control room shall be equipped with a sink and toilet.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.16

Booking and reception areas. The booking area(s) shall include, but not be limited to, restroom facilities with shower, a "strip search" room, holding cell(s) (may be multiple occupancy), telephone, and space for photographing, fingerprinting, delousing, intoxication determinations and health screening.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.17

Building codes. All standards contained in the current Washington State Building Code established by RCW 19.27.030, the electrical wiring provisions of chapter 19.28 RCW, and more restrictive local standards shall be followed in all new jail construction.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.18

Materials for walls, floors and ceiling. In all jail facilities, walls, floors and ceilings shall be constructed with materials adequate to attain the degree of security required for each area of the facility. Such materials shall be easily cleanable, provide minimum sound transmission and fire protection. Polyurethane, neoprene or similar type materials shall not be used in padded cells. All paint used in a jail facility shall be fire resistant and nontoxic.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.19

Entrances and exits.

(A) Detention and correctional facilities shall have two secure vestibules for ingress and egress.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.20

Elevators shall have no less than six feet by eight feet inside dimensions.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.21

A secure area shall be provided for loading and unloading prisoners.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.22

Windows and/or skylights. Windows and/or skylights shall be sufficient to provide natural light to all living areas, yet locations shall assure security from escape and introduction of contraband.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.23

Noise level. Noise level shall conform to the requirements of chapter 173-60 WAC (Maximum environmental noise levels).

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.24

Prisoner living areas, inspection corridors, and vestibules shall have secure lights with outside switch control. No electrical conduit shall be accessible from any cell, though each living unit may contain outlets and switches, provided they are unilaterally controllable by staff.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.25

Lighting. Illumination at all times shall be adequate for security and surveillance, and daytime and evening illumination shall be sufficient to permit prisoners to read in their cells (thirty foot candles at thirty inches minimum, one hundred foot candles at thirty inches for medical examining areas, fifty foot candles at thirty inches for work areas).

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.26

Water supply. There shall be an adequate supply of sanitary hot and cold water available at all times to prisoners. Hot water for general use shall be adequate.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.27

Plumbing -- Toilets, lavatories, showers and floor drains.
(A) There shall be at least one toilet and lavatory for every eight prisoners. Separate facilities shall be provided for each sex.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.28

A minimum of one shower head shall be provided for every ten prisoners.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.29

Floor drains shall be constructed to serve all cells, dormitories and other areas where necessary to facilitate cleaning. Floor drains shall be located outside the cell space to reduce the incidence of tampering and flooding. Plumbing connection and pipes shall be secure from uncontrolled access by prisoners.

COMMENTS:

NEW FACILITIES

Standard Ref. £ 1.30

Heating, ventilation and air conditioning.
(A) The systems shall maintain mean temperatures between sixty-five and eighty-five degrees F.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.31

The ventilating system shall provide for the number of air changes per hour as specified in the Uniform Building Code.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.32

Support systems.

(i) Fire detection and suppression. All jails shall have smoke and fire detection and alarm equipment. Fire alarm systems shall conform to all state and local fire regulations. Sprinklers shall not be required within cells and conflicting requirements of local code provisions are preempted, when all other applicable code provisions relating to fire safety are met and an effective smoke control system is incorporated in the facility design.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.33

Emergency power. All detention and correctional facilities shall be equipped with emergency power sources with sufficient capacity to maintain communications and alarm systems, to move one jail elevator, where one exists, to provide minimum lighting within the facility and perimeter, and for the preparation of a light meal.

COMMENTS:

NEW FACILITIES

Standard Ref. § 1.34

Minimum security facilities. Jail facilities shall be constructed to totally separate areas for housing prisoners who are allowed to go outside the jail regularly from all other prisoner areas.

COMMENTS:

CHAPTER 2 GENERAL ADMINISTRATION

WAC 289-14-200(1)

GENERAL ADMINISTRATION

Standard Ref. § 2.01

The department of corrections or the chief law enforcement officer of all jails shall develop and maintain an organizational chart and an operations manual of policies and procedures.

COMMENTS:

GENERAL ADMINISTRATION

Standard Ref. £ 2.02

Such chart and manual shall be reviewed by all staff and such review noted by signature prior to any assignment.

COMMENTS:

GENERAL ADMINISTRATION

Standard Ref. £ 2.03

All jail policies and procedures should be reviewed and revised as appropriate on a continuing basis but at least yearly.

COMMENTS:

ADVISORY.

CHAPTER 3 STAFF POSITIONS

STAFF POSITIONS

Standard Ref. £ 3.01

Written job descriptions shall define the responsibilities and designate the qualifications for each staff position.

COMMENTS:

STAFF POSITIONS

Standard Ref. £ 3.02

Qualifications for correctional officers who have direct responsibility over prisoners and who are hired on or after the effective date of these minimum standards shall include, but not be limited to, a high school diploma, or equivalent.

COMMENTS:

STAFF POSITIONS

Standard Ref. £ 3.03

All jail staff shall be selected in accordance with chapter 41.14 RCW and/or other applicable legal requirements and shall be retained upon proven ability to perform.

COMMENTS:

STAFF POSITIONS

Standard Ref. £3.04

Appropriate physical fitness standards may be set for all jail staff.

COMMENTS:

ADVISORY.

CHAPTER 4 TRAINING

TRAINING

Standard Ref. £ 4.01

All jails shall provide preservice orientation to each newly hired jail staff member prior to being assigned to duty, regardless of his or her previous training or experience prior to the assignment of any jail duties. Such training may be provided either by existing jail staff or other qualified persons, and must be verified by a written outline, and shall include, but not necessarily be limited to:

(a) Review and understanding of all policies and procedures relating to his/her job responsibilities, specifically;

- (i) Agency organization;
- (ii) Admission and release procedures
- (iii) Security and safety procedures
- (iv) Contraband control, definition of, etc.;
- (v) Prisoner discipline;
- (vi) Medical and mental health procedures;
- (vii) Use of force;
- (viii) Confidentiality of jail records.

COMMENTS:

TRAINING

Standard Ref. £ 4.02

Review of the Washington criminal justice system and custodial care standards as they relate to jail duties.

COMMENTS:

TRAINING

Standard Ref. £ 4.03

Identification and understanding of the function of agencies whose authority may extend to the jail's prisoners.

COMMENTS:

TRAINING

Standard Ref. £ 4.04

Appropriate training and qualification in the use of weapons when jail duties include possession or carrying of a firearm.

COMMENTS:

TRAINING

Standard Ref. § 4.05

All persons directly responsible for the supervision of prisoners shall successfully complete the Washington State Criminal Justice Training Commission Basic Correctional Academy within the first six months of their employment, as required by WAC 139-36-010 unless such training has already been received.

COMMENTS:

TRAINING

Standard Ref. § 4.06

Staff training shall further include such training as required by Chapter 29, Health Care Training.

COMMENTS:

CHAPTER 5 RECORDS

RECORDS

Standard Ref. § 5.01

The department of corrections or chief law enforcement officer for each jail shall establish a records system which shall comply with the requirements of this section.

COMMENTS:

RECORDS

Standard Ref. § 5.02

Fiscal. Each detention and correctional facility shall maintain fiscal records which clearly indicate facility operation and maintenance costs according to generally accepted accounting principles. Such records shall separate specific jail functions from other departmental functions.

COMMENTS:

RECORDS

Standard Ref. § 5.03

Confidentiality. All jail facility personnel shall be advised of the statutory provisions for confidentiality of jail records under RCW 70.48.100(2).

COMMENTS:

RECORDS

Standard Ref. § 5.04

Individual prisoner records. The information required by the booking and release form shall be obtained for each booking and release. Such information will be retained in written form or within computer records. Other information retained in each prisoner's jail records shall include, but not be limited to, reports of disciplinary actions and/or unusual occurrences, and, in case of death, disposition of prisoner's property and remains.

COMMENTS:

RECORDS

Standard Ref. § 5.05

Medical. Health care records shall be maintained separately in accordance with Chapter 31 (Health Care Records), to the extent necessary to maintain their confidentiality.

COMMENTS:

RECORDS

Standard Ref. § 5.06

Prisoner access. Each prisoner shall be permitted reasonable access to his jail record, or reasonable access to information contained therein. Provided that such access may be limited only on substantial grounds of institutional security.

COMMENTS:

RECORDS

Standard Ref. § 5.07

Transfer. When a prisoner is transferred to another facility, copies or summaries of all health records shall be transferred to the receiving facility, provided that the requirements of Chapter 31 (Health Care Records) regarding confidentiality are followed. Applicable court orders shall be transferred. Summaries or copies of disciplinary records shall be transferred where such information may serve a substantial governmental interest in the safety or security of the receiving institution.

COMMENTS:

RECORDS

Standard Ref. § 5.08

Population reports. Each jail shall complete monthly reports on its population.

COMMENTS:

RECORDS

Standard Ref. § 5.09

Population accounting. Each jail should, in addition, maintain an ongoing and a permanent accounting of its population by its own confinement categories, location or classification within the jail.

COMMENTS: ADVISORY.

RECORDS

Standard Ref. § 5.10

Jail register. Each jail shall maintain an accurate jail register as required by RCW 70.48.100.

COMMENTS:

RECORDS

Standard Ref. § 5.11

Infraction and disciplinary. Each department of corrections or chief law enforcement officer shall maintain a written record of all incidents which result in substantial property damage or bodily harm, or serious threat of substantial property damage or bodily harm. Major infraction reports and disciplinary actions shall become part of the prisoner's jail record.

COMMENTS:

RECORDS

Standard Ref. § 5.12

Incidents and emergencies. All serious incidents and emergencies shall be recorded. For purposes of this section, the term "serious incidents and emergencies" includes, but is not limited to any death which occurs within a jail, attempted suicides, epidemics, completed escapes, any completed assault upon staff or prisoners, serious fires, flooding or other natural disasters or riots.

COMMENTS:

RECORDS

Standard Ref. § 5.13

Incident reports. An incident report shall be completed on any death, completed escape, or serious fire. All such incident reports for a given month shall be maintained on a monthly basis with a monthly population accounting form. A copy of all incident reports shall be retained at the jail.

COMMENTS:

RECORDS

Standard Ref. § 5.14

Activity log. All jails should keep a log of daily activity within the facility for future accountability.

COMMENTS: ADVISORY.

RECORDS

Standard Ref. § 5.15

Personnel training. Training records shall be maintained for each staff member employed by a detention or correctional facility.

COMMENTS:

RECORDS

Standard Ref. § 5.16

Personnel performance. Performance records should be maintained for each staff member employed by a detention or correctional facility.

COMMENTS: ADVISORY.

CHAPTER 6 EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Standard Ref. § 6.01

The department of corrections or the chief law enforcement officer shall formulate written emergency procedures relative to escapes, riots, rebellions, assaults, injuries, suicides or attempted suicides, outbreak of infectious disease, fire, acts of nature, and any other type of major disaster or disturbance. The emergency plan shall outline the responsibilities of jail facility staff, evacuation procedures, and subsequent disposition of the prisoners after removal from the area or facility. Such plan shall be formulated in cooperation with the appropriate supporting local government units.

COMMENTS:

EMERGENCY PROCEDURES

Standard Ref. § 6.02

Emergency plans shall always be available to the officer in charge of the jail, and all personnel shall be aware of, and trained in, the procedures.

COMMENTS:

CHAPTER 7 FIRE PREVENTION/SUPPRESSION

FIRE PREVENTION/SUPPRESSION

Standard Ref. § 7.01

The department of corrections or chief law enforcement officer shall consult with the local fire department having jurisdiction over the facility in developing a written fire prevention and suppression plan which shall include, but not be limited to:

(a) A fire prevention plan to be part of the operations manual of policies and procedures.

COMMENTS:

FIRE PREVENTION/SUPPRESSION

Standard Ref. § 7.02

A requirement that staff are alert to fire hazards during their daily rounds.

COMMENTS:

FIRE PREVENTION/SUPPRESSION

Standard Ref. § 7.03

Fire prevention inspections at least semi-annually by the fire department having jurisdiction; provided, that when such inspections cannot be obtained from such fire department the facility shall provide such inspections by an independent, qualified source.

COMMENTS:

FIRE PREVENTION/SUPPRESSION

Standard Ref. § 7.04

A regular schedule for inspections, testing and servicing fire suppression equipment.

COMMENTS:

FIRE PREVENTION/SUPPRESSION

Standard Ref. § 7.05

Results of all fire department inspections shall be kept on file at the jail, together with records of actions taken to comply with recommendations from such reports.

COMMENTS:

CHAPTER 8 OVERCROWDING

OVERCROWDING

Standard Ref. § 8.01

Purpose. The purpose of this section is to provide a means for determining maximum population figures for a local detention and correctional facilities. It is recognized that each facility is unique and that the establishment of rigid criteria for defining and identifying overcrowding in most existing facilities would be unworkable. However, overcrowding remains a concern of constitutional dimensions within local jails and must be addressed. It is the purpose of these standards to provide a firm approach to preventing overcrowding in all jail facilities.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.02

No prisoner shall be required to sleep directly on the floor for any length of time, or on a mattress on the floor in excess of one 72-hour period, unless there are reasonable grounds to believe that such provisions are necessary to prevent the prisoner from damaging property, inflicting bodily harm to himself or others or substantially compromising the security of the jail.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.03

Existing jails.

(a) The director of the local department of corrections or chief law enforcement officer shall propose a maximum capacity for each detention or correctional facility within his or her jurisdiction. This capacity shall reflect a judgment as to the maximum number of prisoners who may be housed within the facility in question in a humane fashion.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.04

Overcrowding.

(a) The maximum capacity may be exceeded to the extent that the average daily population for any calendar month does not exceed the established maximum capacity.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.05

Any report of conditions of overcrowding required under this section shall be considered as a notice of an emergency suspension of standards. Suspension of these standards must be approved by the Dept. of Corrections or Chief Law Enforcement Officer.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.06

Each department of corrections or chief law enforcement officer shall establish, with the cooperation of the presiding judge of the superior court, a procedure for release of prisoners before the end of their term when overcrowding occurs as herein defined.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.07

In the event of overcrowding caused in part by the existence of state prisoners, the director shall contact the state department of corrections in an effort to have such prisoners removed.

COMMENTS:

OVERCROWDING

Standard Ref. § 8.08

In the event of overcrowding caused in part by the existence of federal prisoners, the director shall contact the appropriate federal agency in an effort to have such prisoners removed.

COMMENTS:

CHAPTER 9 MAXIMUM CAPACITIES

MAXIMUM CAPACITIES

Standard Ref. § 9.01

Maximum capacities. Pursuant to CHAPTER 8, the maximum capacity of each detention and correctional facilities within the state of Washington is established at the figure indicated below.

Detention Facilities

Auburn (22)
Bremerton (23)
Issaquah (10)
Stevens County (22)

Correctional Facilities

Asotin County (16)
Benton County (109)
Chelan County (132)
Clallam County (102)
Clark County (335)
Cowlitz County (149)
Ferry County (22)
Forks (11)
Franklin County (102)
Grant County (85)
Grays Harbor County (82)
Island County (50)
Jefferson County (20)
Kent (56)
King County (784)
Kitsap County (103)
Kittitas County (45)
Klickitat County (30)
Lewis County (68)
Lincoln County (15)
Mason County (45)
Okanogan County (67)
Pacific County (29)
Pend Oreille County (18)
Pierce County (470)
Skagit County (83)
Skamania County (17)
Snohomish County (277)
Spokane County (461)
Thurston County (145)
Walla Walla County (44)
Whatcom County (148)
Whitman County (34)
Yakima County (302)

COMMENTS:

ADVISORY.

CHAPTER 10 USE OF FORCE

USE OF FORCE

Standard Ref. § 10.01

The department of corrections or chief law enforcement officer shall establish and maintain written policies and procedures regarding the use of force and the use of deadly force, which shall be consistent with this section.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.02

Only lawful and reasonable force to the person of a prisoner shall be used.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.03

Deadly force shall not be used on a prisoner unless the person applying the deadly force believes that the prisoner poses an immediate threat of death or grievous physical injury to an officer or employee of a jail or any other person, or to prevent the escape of a prisoner arrested for a felony, and that the officer believes that other reasonable and available alternatives would be ineffective.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.04

A written report on the use of such force or deadly force shall be made. In the case of deadly force a written report shall be made by each staff member involved or observing the use of such force. The report(s) shall be reviewed by the chief law enforcement officer or department of corrections or his designee who shall, if appropriate, investigate the incident further and make a determination whether appropriate, justified or reasonable force was used. Said determination shall be made a matter of record.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.05

The "carotid sleeper hold" means any hold or restraint specifically designed to inhibit blood flow through the carotid arteries of the neck without inhibiting breathing by compression of the airway in the neck and without compression of the larynx or trachea. The carotid sleeper hold shall be considered to be deadly force.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.06

The "choke hold" means any hold or restraint specifically designed to inhibit breathing by compression of the airway in the neck. The choke hold shall be considered to be deadly force.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.07

The carotid sleeper hold generally presents less danger of causing serious injury or death than the choke hold and therefore is generally preferred over the choke hold in situations where such holds are permissible.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.08

No neck hold shall be used, except by persons instructed in the dangers of the neck holds, its definition as deadly force, and the proper use and constraints of the carotid sleeper hold, by someone specifically trained in the use and dangers of neck holds. Refresher training shall be provided on at least an annual basis.

COMMENTS:

USE OF FORCE

Standard Ref. § 10.09

Medical attention shall be administered to the prisoner by a qualified medical professional as soon as possible after the use of the carotid sleeper hold or the choke hold.

COMMENTS:

CHAPTER 11 ADMISSIONS

ADMISSIONS

Standard Ref. § 11.01

General.

(a) The receiving officer shall determine that the arrest and confinement of each prisoner is being accomplished by a duly authorized officer, and a copy of all documents that purport to legally authorize the confinement shall become part of the prisoner's jail record.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.02

The delivery officer shall remain at the jail facility until the jail staff has accepted the prisoner.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.03

Each prisoner, after completion of booking, shall be advised of his right to, and be allowed to complete, at least two local or collect calls to persons of his choice who may be able to come to his assistance. If the prisoner chooses not to place the calls allowed, this information shall be noted on the booking form.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.04

Reasonable provisions for communicating with non-English speaking, handicapped or illiterate prisoners shall be provided concerning the booking process, rules of the facility, privileges and other information pertinent to his rights and well-being while confined.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.05

The booking process should be completed promptly unless the physical or mental condition of the prisoner necessitates delay.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.06

Search/examination, when allowed.

(a) The department of corrections or chief law enforcement officer shall establish and maintain written policies and procedures regarding pat searches, strip searches and body cavity searches, which shall be consistent with this section.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.07

Each prisoner shall be searched for contraband in such a manner consistent with this subsection and written policies and procedures established thereunder, as is necessary to protect the safety of prisoners, staff and institutional security.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.08

No strip search shall be conducted except pursuant to the written policies and procedures required by 11.01 of this section.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.09

No prisoner, other than a person committed to incarceration by order of a court or a person held for postconviction incarceration for a criminal offense, shall be strip searched without a warrant except where reasonable suspicion exists. A prisoner taken into custody pursuant to an arrest warrant or other court order issued before the person was arrested or otherwise taken into custody shall not be considered as committed to incarceration by order of a court for purposes of this section unless the court issuing the warrant has determined that the person shall not be released on personal recognizance, bail, or bond. No strip search shall be authorized or conducted unless a thorough pat-down search, a thorough electronic metal-detector search, and a thorough clothing search, when appropriate, do not satisfy the safety, security or evidentiary concerns of the jail. Physical examinations by licensed medical professionals solely for public health purposes shall not be considered strip searches.

A prisoner may be strip searched if:

- (a) There is reasonable suspicion to believe that a strip search is necessary to discover weapons, criminal evidence, contraband, or other things concealed on the body of the person to be searched, that constitutes a threat to the security of the facility;
- (b) There is probable cause to believe that a strip search is necessary to discover other criminal evidence concealed on the body of the person to be searched, but not constituting a threat to facility security; or
- (c) There is reasonable suspicion to believe that a strip search is necessary to discover a health condition requiring immediate medical attention.

The determination of whether reasonable suspicion or probable cause exists to conduct a strip search shall be based on consideration of all information and circumstances known to the officer authorizing the strip search, including but not limited to the following factors:

- (i) The nature of the offense for which the person to be searched was arrested;
- (ii) The prior criminal record of the person to be searched; and
- (iii) Physically violent behavior of the person to be searched, during or after arrest.

(continued)

Reasonable suspicion shall be deemed to be present when the prisoner has been arrested for:

- (i) A violent offense as defined in RCW9.9a.030(17) or any successor statute;
- (ii) An offense involving escape, burglary, or the use of a deadly weapon; or
- (iii) an offense involving possession of a drug or a controlled substance under Chapter 69.41, 69.50, 04 69.52 RCW or any successor statute.

COMMENTS:

A written record or records of any strip search shall be maintained in the individual file of each person strip searched, which record(s) shall contain the following information:

- (i) The name and serial number of the officer conducting the strip search and of all others present or observing any part of the strip search;
- (ii) The time, date and place of the strip search; and
- (iii) Any weapons, criminal evidence, other contraband, or other thing, or health condition discovered as a result of the strip search. Where reasonable suspicion is deemed present because of the nature of the arrest offense, the record shall contain the offense(s) for which the person searched was arrested. In other cases where reasonable suspicion or probable cause is found to be present the report shall also contain:
 - (iv) The name of the supervisor authorizing the strip search; and
 - (v) The specific facts constituting reasonable suspicion to believe the strip search was necessary.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.11

No body cavity search shall be conducted except pursuant to a valid search warrant. No search warrant for a body cavity search shall be sought without prior authorization of the ranking shift supervisor, pursuant to the written policies and procedures required by Standard 11.03. Before any body cavity search is authorized or conducted, a thorough pat-down search, a thorough electronic metal detector search, and a thorough clothing search, where appropriate, must be used to search for and seize any evidence of a crime, contraband, fruits of crime, things otherwise criminally possessed, weapons, or other things by means of which a crime has been committed or reasonably appears about to be committed. No body cavity search shall be authorized or conducted unless these other methods do not satisfy the safety, security, or evidentiary concerns of the law enforcement agency.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.12

Search procedures, general. The following provisions shall apply to all strip searches and body cavity searches:

(a) Strip searches and body cavity searches shall be conducted in a professional manner which protects the prisoner's dignity to the extent possible.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.13

A strip search or body cavity search, as well as presearch undressing or postsearch dressing shall occur at a location made private from the observation of persons not physically conducting the search except that a strip search to search for and seize a weapon may be conducted at other than a private location if there arises a specific threat to institutional security that reasonably requires such a search or if all persons in the facility are being searched for the discovery of weapons or contraband. A strip search or body cavity search shall be performed or observed only by persons of the same sex as the person being searched, except for licensed medical professions or when necessary to assure the safety of the prisoner or any person conducting the search.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.14

No person may be present or observe during a strip search or body cavity search unless the person is necessary to conduct the search or to ensure the safety of those persons conducting the search except at the request of the person being searched.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.15

When a strip search or a body cavity search of a prisoner is conducted, it should include a thorough visual check for birthmarks, wounds, sores, cuts, bruises, scars and injuries; "health tags;" and body vermin. Less complete searches should include the same checks to the extent possible.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.16

Persons conducting a strip search or body cavity search shall not touch the person being searched except as reasonably necessary to effectuate the search of the person.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.17

Body cavity searches. The following additional provisions shall apply to body cavity searches:

(a) A body cavity search may be conducted only pursuant to subsection (2)(e) of this section. Any body cavity search shall be performed under sanitary conditions and conducted by a physician, registered nurse, or registered physician's assistant, licensed to practice in this state, who is trained in the proper medical process and the potential health problems associated with a body cavity search.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.18

When a body cavity search is conducted by a licensed medical professional of the opposite sex, an observer of the same sex as the prisoner should be present.

ADVISORY

COMMENTS:

ADMISSIONS

Ref. § 11.19

Nothing in this section prohibits a person upon whom a body cavity search is to be performed from having a readily available person of his or her choosing present at the time the search is conducted. However, the person chosen shall not be a person being held in custody by a law enforcement agency.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.20

The officer requesting the body cavity search shall prepare and sign a report, which shall include:

- (i) A copy of the warrant and any supporting documents required.
- (ii) The name and sex of all persons conducting or observing the search;
- (iii) The time, date, place, and description of the search; and
- (iv) A statement of the results of the search and a list of any items removed from the person as a result of the search. The report shall be retained as part of the agency's records.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.21

All physical markings and "health tag" identifications shall be recorded and made available to the appropriate jail employees and the medical professionals responsible for care of the prisoner under Chapter 25.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.22

Particularly when force has been used during arrest, all visible injuries should be photographed.

COMMENTS: ADVISORY.

ADMISSIONS

Standard Ref. § 11.23

Body vermin. Any person with body vermin shall be treated appropriately.

COMMENTS:

ADMISSIONS

Standard Ref. § 11.24

Medical complaints. Complaints of illness or injury expressed or observed during booking shall be checked promptly.

COMMENTS:

ADMISSIONS

Standard Ref. 11.25

Communicable diseases. A prisoner suspected of having a communicable disease as defined shall be isolated without delay. Arrangements shall be made for his immediate transfer to a facility equipped to handle the suspected disease, unless the admitting facility can safely and effectively segregate and maintain the medically prescribed treatment.

COMMENTS:

WAC 289-16-200(10)

ADMISSIONS

Standard Ref. 11.26

Personal property. The admitting officer shall record and store the prisoner's personal property and issue the prisoner a witnessed receipt.

COMMENTS:

ADMISSIONS

Standard Ref. 11.27

Prisoner weight. Each prisoner's weight should be recorded upon admission.

COMMENTS: ADVISORY

ADMISSIONS

Standard Ref. 11.28

Photographs. Front and side view identification photographs of each prisoner should stipulate the date of arrest or the date of the photograph.

COMMENTS: ADVISORY

ADMISSIONS

Standard Ref. 11.29

Fingerprints. Copies of fingerprints shall be forwarded to the proper state and federal authorities.

COMMENTS:

ADMISSIONS

Standard Ref. 11.30

Issuances. Each jail should establish its own policy on prisoners' use of personal clothing or jail uniforms.

COMMENTS: ADVISORY

ADMISSIONS Standard Ref. 11.31

At a reasonable time after the completion of booking, each prisoner shall be issued clean bedding as well as such personal care items as required under Chapter 35 (Personal Care Items).

COMMENTS:

ADMISSIONS Standard Ref. 11.32

Upon Prisoner request, a reasonable supply of writing material shall be furnished to indigent prisoners.

COMMENTS:

CHAPTER 12 PRECLASSIFICATION

PRECLASSIFICATION Standard Ref. 12.01

Prior to classification, reasonable precautions shall be taken to insure the safety and welfare of prisoners and the security of the institution.

COMMENTS:

PRECLASSIFICATION Standard Ref. 12.02

Prisoners who, upon screening, appear to have serious and potentially dangerous problems with drugs, including alcohol, or signs of serious mental illness, shall be closely observed. Persons qualified and trained to evaluate such prisoners shall be contacted without delay.

COMMENTS:

PRECLASSIFICATION Standard Ref. 12.03

Any prisoner suspected of being assaultive shall be housed separately prior to classification except where continual direct observation is maintained.

COMMENTS:

PRECLASSIFICATION Standard Ref. 12.04

No prisoner known or suspected to be a danger to himself may be housed alone without continual direct observation.

COMMENTS:

CHAPTER 13 ORIENTATION

ORIENTATION

Standard Ref. § 13.01

As soon after booking as possible each prisoner shall receive an oral or written orientation, consistent with the provisions of Chapter 11.05. The orientation shall provide information regarding the prisoner's confinement including, but not limited to:

(a) Rules of prisoner conduct; including possible disciplinary sanctions, as provided in Chapter 22 (Prisoner Rules).

COMMENTS:

ORIENTATION

Standard Ref. § 13.02

Procedures and conditions regarding classification and reclassification, as provided in Chapter 14 (Classification/Segregation).

COMMENTS:

ORIENTATION

Standard Ref. § 13.03

Staff expectations of prisoner responsibilities, including if applicable, cleaning of prisoner living areas;

COMMENTS:

ORIENTATION

Standard Ref. § 13.04

Prisoner rights and privileges.

COMMENTS:

ORIENTATION

Standard Ref. § 13.05

The means of access to health care as required by Chapter 28 (Access to Health Care), and other services;

COMMENTS:

ORIENTATION

Standard Ref. § 13.06

An opportunity to ask and receive answers to questions shall be provided within a reasonable time.

COMMENTS:

CHAPTER 14 CLASSIFICATION/SEGREGATION

CLASSIFICATION/SEGREGATION Standard Ref. § 14.01

Classification.

(a) The department of corrections or chief law enforcement officer shall establish written classification and reclassification procedures which shall be included in the manual of policies and procedures.

COMMENTS:

CLASSIFICATION/SEGREGATION Standard Ref. § 14.02

A classification committee, or individual shall be designated as responsible for classification of prisoners confined in the facility in accordance with such written procedures: Provided, That this does not preclude designation of alternate persons to serve in such individuals' absence: Provided further, That certain classification functions, such as initial cell assignment, may be delegated, in writing, to staff not assigned to classification functions.

COMMENTS:

CLASSIFICATION/SEGREGATION Standard Ref. § 14.03

It is recommended that no less than two facility staff members be responsible for classification determinations when reasonably possible.

COMMENTS:

ADVISORY.

CLASSIFICATION/SEGREGATION Standard Ref. § 14.04

For each prisoner confined in a detention or correctional facility those responsible for classification shall determine the degree of security required, housing assignment, program eligibility, and regulations for association within and outside the confinement area.

COMMENTS:

CLASSIFICATION/SEGREGATION Standard Ref. § 14.05

Classification procedures.

(a) Each prisoner confined in a detention or correctional facility shall be interviewed by the persons responsible for classification determinations or other designated staff. Where designated staff conduct the interviews the information shall be reported to the classification committee, or person responsible in a uniform manner.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.06

Each prisoner shall be classified as soon as reasonably possible.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.07

The prisoner shall be promptly informed of any classification housing assignment decision other than "general population," and of his right to have that decision reviewed upon making a request. Such notice shall also be given with regard to any classification action.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.08

A prisoner who is dissatisfied with his housing assignment shall be entitled to a review of the decision by the department of corrections or chief law enforcement officer upon making a written request, and shall be promptly informed of this right. Such request shall be reviewed by the department of corrections, chief law enforcement officer, or a designated staff member supervisory to the classification committee, within 72 hours of its receipt by staff. The prisoner shall receive a written decision of the review of such assignment, including reason(s).

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.09

Criteria for prisoner classification.

(a) The primary criteria for classification shall be the safety of the prisoner and the security of the institution.

COMMENTS:

Juveniles.

(i) No juvenile shall be held in a jail without sight and sound separation from adult prisoners. For purposes of this standard, a juvenile is a person under the chronological age of eighteen, who has not been transferred previously to adult courts. Provided, That no person under the chronological age of sixteen shall be held in a jail or holding facility for adults: Provided further, That this standard does not preclude or prohibit the housing of remanded pretrial prisoners under the chronological age of eighteen within juvenile detention facilities rather than city or county adult detention facilities. A juvenile shall not be considered "transferred previously to adult court" unless a juvenile court has held a hearing under RCW 13.40.110 or successor statute and ordered the juvenile transferred for adult criminal prosecution. The exercise of jurisdiction by a limited-jurisdiction court in traffic fish, boating or game offenses or infractions pursuant to RCW 13.04.030(6)(c) or successor statute does not constitute a "transfer".

COMMENTS:

A juvenile shall not be confined in a jail or holding facility for adults, except:

(A) For a period not exceeding twenty-four hours excluding weekends and holidays and only for the purpose of an initial court appearance in a county where no juvenile detention facility is available, a juvenile may be held in an adult facility provided that the confinement is separate from the sight and sound of adult inmates; or

(B) For not more than six hours and pursuant to a lawful detention in the course of an investigation, a juvenile may be held in an adult facility provided that the confinement is separate from the sight and sound of adult inmates.

COMMENTS:

Females shall be segregated from visual communication and physical contact with male prisoners except under [the] direct supervision of a staff person.

COMMENTS:

Special problem prisoners who endanger the health and safety of other prisoners (or themselves) shall be segregated and closely supervised.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.14

Prisoners on work release or weekend confinement programs, and any other prisoners who have regular contact outside the jail shall be segregated from other prisoner categories.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.15

Factors to be considered in classification shall include, but are not limited to, age, type of crime, pretrial versus post-trial status, and offender sophistication.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.16

Administrative segregation.

(a) The department of corrections or chief law enforcement officer shall establish written procedures governing the use of administrative segregation which are consistent with this subsection.

COMMENTS:

CLASSIFICATION/SEGREGATION

Standard Ref. § 14.17

(b) Administrative segregation shall only be used when the presence of the prisoner in general population poses a serious threat of death or injury to himself or others, damage to property, or the security or orderly operation of the facility. Written documentation shall be maintained citing the reasons for each case of a prisoner placed in administrative segregation.

(c) Written procedures shall permit the prisoner an opportunity to appeal within 72 hours (exclusive of weekends and holidays) the decision of placement in administrative segregation to the person(s) designated as responsible for classification. A hearing shall be conducted whenever a prisoner appeals placement in administrative segregation and the prisoner shall be afforded the same rights as those required for disciplinary hearings.

(d) Each prisoner in administrative segregation shall have his case reviewed at least every 30 days by the persons responsible for classification. Prisoners shall be held in administrative segregation only as long as the reason(s) for their initial placement there remains valid.

COMMENTS:

CHAPTER 15 GOODTIME

GOODTIME

Standard Ref. § 15.01

The director of the department of corrections or the chief law enforcement officer shall develop written policies regarding time off for good behavior. Such policies shall insure that good time when authorized by sentencing courts, is given on a consistent basis, and in accordance with RCW 70.48.210 and 9.92.150.

COMMENTS:

CHAPTER 16 RELEASE AND TRANSFER

RELEASE AND TRANSFER

Standard Ref. § 16.01

Release.

(a) The releasing officer shall positively determine prisoner identity and ascertain that there is legal authority for the release.

COMMENTS:

RELEASE AND TRANSFER

Standard Ref. § 16.02

The information required at the time of release shall be recorded for each prisoner released from the facility.

COMMENTS:

RELEASE AND TRANSFER

Standard Ref. § 16.03

All prisoners being released shall sign a witnessed receipt for personal property returned.

COMMENTS:

RELEASE AND TRANSFER

Standard Ref. § 16.04

Each prisoner discharged should receive a visual body check to detect changes from his admitting physical record.

COMMENTS:

ADVISORY

Transfer. In addition to the release procedures designated above, the releasing officer shall determine that the receiving unit or person has the authority to accept custody.

COMMENTS:

CHAPTER 17 TRANSPORTATION

TRANSPORTATION

Standard Ref. § 17.01

When jail facility staff are responsible for prisoner transportation and when the prisoner is still in the custody and under the supervision of the jail, the department of corrections or the chief law enforcement officer of each detention and correctional facility shall develop and maintain written instructions which insure the safety of the prisoners and staff shall be maintained.

COMMENTS:

CHAPTER 18 STAFFING

STAFFING

Standard Ref. § 18.01

General staffing.

(A) At all times in all jails, at least one staff member shall be awake, alert, and directly responsible for supervision and surveillance.

COMMENTS:

STAFFING

Standard Ref. § 18.02

At all times a staff member of the same sex as the prisoner(s) shall be on duty or available within a reasonable time, which staff member shall be directly responsible for supervision which involves intimate physical contact or activities commonly afforded reasonable protection against opposite sex observation or supervision: Provided, That this does not preclude jail staff from performing non jail functions or being relieved from direct duties and remaining on call: Provided further, That personal observation of prisoners for purposes of this or other sections of these standards may be by opposite sex staff as long as opposite sex privacy concerns are given appropriate protection.

COMMENTS:

STAFFING

Standard Ref. § 18.03

There shall be continual sight and/or sound surveillance of all prisoners.

COMMENTS:

STAFFING

Standard Ref. § 18.04

Such surveillance may be by remote means, provided there is the ability of staff to respond face-to-face to any prisoner within three minutes: Provided, That special problem prisoners are subject to the more stringent personal observation and supervision requirements of other sections.

COMMENTS:

STAFFING

Standard Ref. § 18.05

In the absence of unusual behavior or other concerns for prisoner security and health, personal observation of prisoners by staff may be reduced to, but shall not be less frequent than, at least once within every sixty minute period.

COMMENTS:

STAFFING

Standard Ref. § 18.06

Personal staff observations of prisoners should be recorded in writing and retained in the jail records.

COMMENTS:

ADVISORY.

STAFFING

Standard Ref. § 18.07

Staff should be alert to prisoner depression, dissension, family rejection, loneliness, resistance to staff or programs, and the effects of use of substances prohibited by facility rules or by law. When such symptoms are discovered, such persons should be closely observed.

COMMENTS:

ADVISORY

CHAPTER 19 SUPERVISION/SURVEILLANCE

SUPERVISION/SURVEILLANCE

Standard Ref. § 19.01

General security.

(a) All jails shall establish a positive means of identifying prisoners.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.02

Perimeter security shall be maintained.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.03

Security devices shall be maintained in proper working condition at all times.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.04

No prisoner shall be permitted to have authority over other prisoners.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.05

Prisoner counts. Detention and correctional facilities shall develop a system for taking and recording prisoner counts. This procedure shall be followed at shift changes and at other regular or irregular times.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.06

Contraband control.

(a) Any item or person entering or leaving a jail shall be subject to search.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.07

When housed in a jail facility, work release prisoners and prisoners who have regular contact with other prisoner classifications or entrance to areas frequented by other prisoners.

COMMENTS:

SUPERVISION/SURVEILLANCE Standard Ref. £ 19.08

There shall be irregularly scheduled searches for contraband in detention and correctional facilities and all areas frequented by prisoners.

COMMENTS:

Conspicuously posted signs shall display the statutory penalty for giving or arranging to give anything to a prisoner without official authorization (RCW 9A.76.010, 9A.76.140, 9A.76.150, 9A.76.160). Non-English speaking visitors shall be informed of the statutory penalty either verbally or by posted signs in the appropriate language.

COMMENTS:

CHAPTER 20 CRITICAL ARTICLES

CRITICAL ARTICLES

Standard Ref. § 20.01

All detention and correctional facilities shall establish written procedures to insure that weapons shall be inaccessible to prisoners at all times.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.02

Weapon lockers shall be located outside of the booking and confinement areas.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.03

Whenever possible, keys to weapon lockers should be located outside of booking and confinement areas.

COMMENTS: ADVISORY.

CRITICAL ARTICLES

Standard Ref. § 20.04

Keys and locking devices.

(a) Key regulations shall be established by the department of corrections or chief law enforcement officer and read and initialed by all staff.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.05

A control point shall be designated for key cataloging and logging the distribution of keys.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. £ 20.06

There shall be at least two sets of jail facility keys, one set in use and the other stored securely but easily accessible to staff for use in the event of an emergency.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. £ 20.07

All keys not in use shall be stored in a secure key locker inaccessible to prisoners.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. £ 20.08

Emergency keys shall be marked and placed where they may be quickly identified in case of an emergency.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. £ 20.09

Keys to locks on doors inside the security area of a jail should be on a separate ring from keys to locks on doors or gates to the outside of the jails. At no time should both rings be carried by a person inside the jail simultaneously.

COMMENTS: ADVISORY.

CRITICAL ARTICLES

Standard Ref. £ 20.10

Keys shall be accounted for at all times and the distribution certified at each shift change.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. £ 20.11

Jail facility keys shall never be issued to a prisoners.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.12

If electronic devices are used in place of keys, there shall be key or other manual override capabilities available for immediate use in case of an emergency and/or a failure of the system.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.13

Protective equipment. Protective equipment, tear gas, and any other chemical suppressing agent shall be kept in a secure area, inaccessible to prisoners and unauthorized persons, but quickly accessible to officers of the facility.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.14

Kitchen utensils, tools, and toxic substances

(a) Dangerous kitchen utensils and tools shall be marked for identification, recorded, and kept in a secure place.

COMMENTS:

CRITICAL ARTICLES

Standard Ref. § 20.15

Toxic substances shall be kept in locked storage, and use of toxic substances shall be strictly supervised. Such substances, including cleaning supplies, shall be stored in a separate area from food supplies.

COMMENTS:

CHAPTER 21 PRISONER RIGHTS

PRISONER RIGHTS

Standard Ref. § 21.01

Each detention and correctional facility should establish a written statement of prisoner rights, to be reviewed at the time of orientation, which should include, but not be limited to, access to courts, confidential access to attorneys and/or courts, confidential access to attorneys and/or legal assistance, protection from abuse and corporal punishment, freedom from discrimination based on race or sex, access to information on facility rules and regulations and sanctions, communication such as telephone calls, and access to necessary medical care.

COMMENTS

(ADVISORY.)

PRISONER RIGHTS

Standard Ref. § 21.02

The department of corrections or chief law enforcement officer shall establish uniform rules and disciplinary sanctions to guide the conduct of all prisoners, which rules shall designate major and minor infractions.

COMMENTS

PRISONER RIGHTS

Standard Ref. § 21.03

Printed rules and possible disciplinary sanctions shall be given to each prisoner and/or posted conspicuously throughout the jail. Non- English speaking prisoners shall be informed of the rules either orally, in writing, or by posted signs in the appropriate language.

COMMENTS

CHAPTER 22 PRISONER RULES OF CONDUCT

PRISONER RULES OF CONDUCT

Standard Ref. § 22.01

All major infractions of the rules shall be reported in writing to the supervisor prior to shift change by the staff member observing or discovering the act. Such reports shall become a part of the prisoner's jail record.

COMMENTS

Minor infractions. Minor violations of the rules may be handled informally by any staff member by reprimand, warning, or minor sanction as defined by local rules. Such incidents may become part of the prisoner's record only with the approval of the supervisor and verbal notification to the prisoner.

COMMENTS

CHAPTER 23 DISCIPLINE

DISCIPLINE

Standard Ref. § 23.01

Disciplinary committee.

(a) The director of the department of corrections or the chief law enforcement officer or such person's designee or designees, shall hear and decide all charges of major violation of facility rules and impose sanctions.

COMMENTS

DISCIPLINE

Standard Ref. § 23.02

It is recommended, but not required, that there be a committee of two or more staff to perform the function of disciplinary committee.

COMMENTS

ADVISORY

DISCIPLINE

Standard Ref. § 23.03

Any facility staff member involved in a charge shall not be allowed to participate as a hearing officer with respect to that charge.

COMMENTS

DISCIPLINE

Standard Ref. § 23.04

Disciplinary procedures.

(a) Any charges pending against a prisoner shall be acted on as soon as possible and no later than seventy-two hours (exclusive of Saturdays, Sundays, and holidays) after observation or discovery of the infraction. Action in this context means either a disciplinary hearing or a decision not to impose any sanction requiring a hearing.

COMMENTS

DISCIPLINE

Standard Ref. § 23.05

At least twenty-four hours prior to hearing, the prisoner shall receive a copy of the written infraction report made in conformance with Chapter 22 (Prisoner Rules of Conduct). If the prisoner is illiterate, the infraction report shall be read to him.

COMMENTS

DISCIPLINE

Standard Ref. § 23.06

The prisoner alleged to have committed a major infraction shall have, and be promptly advised of, the following rights:

(i) The prisoner shall have the right to be present at all stages of the hearing, except during the decisional deliberations;

(ii) The prisoner shall be allowed to appear on his own behalf, to present witnesses, and to present documentary evidence unless the exercise of such rights would be unduly hazardous to institutional safety or correctional goals, in which case the prisoner shall be given a written statement of the reasons for such judgments and the prisoner's record shall contain a statement with regard to such grounds;

(iii) A prisoner who is unable to represent himself in such a hearing shall be informed of his right to be assisted by another person in understanding and participating in the proceedings;

(iv) The prisoner shall be advised of the decision in a written notice giving the reasons for the disciplinary action, if any, and evidence relied on; and

(v) The prisoner shall be permitted to appeal the disciplinary hearing decision to the department of corrections or the chief law enforcement officer or his or her designee in accordance with appeal procedures established by each facility and included in the printed rules.

All disciplinary proceedings shall be recorded.

COMMENTS

DISCIPLINE

Standard Ref. § 23.07

There shall be a finding of guilt based on the preponderance of evidence before imposition of a sanction.

COMMENTS

DISCIPLINE

Standard Ref. § 23.03

The above provisions do not preclude imposition of administrative segregation, according to procedures required by Chapter 14 (Classification/Segregation), or other appropriate limitations on freedom of the prisoner involved prior to such disciplinary proceeding: Provided, That each such restriction shall be in accordance with the other provisions in these standards: Provided further, That any such restrictions shall be based on legitimate grounds of institutional security or prisoner safety, and such action shall be noted in the prisoner's records.

COMMENTS

DISCIPLINE

Standard Ref. § 23.09

Corrective action or forms of discipline.

Nonpunitive corrective action should be the first consideration in all disciplinary proceedings.

COMMENTS

ADVISORY.

DISCIPLINE

Standard Ref. § 23.10

When punitive measures are imposed, such measures shall be in accordance with law, and recommended sanctions, appropriate to the severity of the infraction, and based on considerations of the individual involved.

COMMENTS

DISCIPLINE

Standard Ref. § 23.11

Acceptable forms of discipline shall include the following:

- (i) Loss of privileges;
- (ii) Removal from work detail or other assignment
- (iii) Recommendation of forfeiture of "good time" credit;
- (iv) Transfer to the maximum security or segregation section.

COMMENTS

DISCIPLINE

Standard Ref. § 23.12

Limitations on punishment.

No prisoner or group of prisoners shall be given authority to administer punishment to any other prisoner or group of prisoners.

COMMENTS

DISCIPLINE

Standard Ref. § 23.13

Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.

COMMENTS

DISCIPLINE

Standard Ref. § 23.14

Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulations. In no case shall the correspondence privilege with any member of the bar, holder of public office, the courts or the department of corrections or chief law enforcement officer be suspended.

COMMENTS

DISCIPLINE

Standard Ref. § 23.15

Restrictions on visitation.

- (i) Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation.
- (ii) Under no circumstances shall attorney client visits be restricted.

COMMENTS

DISCIPLINE

Standard Ref. § 23.16

No prisoner shall be held in disciplinary segregation for more than fifteen days for any one violation and no more than thirty days for all violations arising out of one incident. Continuous confinement for over thirty days must be approved by the director of the department of corrections or the chief law enforcement officer or such person's designee.

COMMENTS

DISCIPLINE

Standard Ref. § 23.17

Corporal punishment and physical restraint e.g., handcuffs, leather restraints, and strait jackets) shall not be used as sanctions.

COMMENTS

CHAPTER 24 GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

Standard Ref. § 24.01

The department of corrections or chief law enforcement officer for each jail should develop and maintain procedures for the collection of prisoner grievances. Such procedures should provide for persons to whom grievances are to be directed, for timely review of grievances, and for written notification of action taken regarding the grievance.

COMMENTS

ADVISORY

CHAPTER 25 RESPONSIBLE PHYSICIAN AND LICENSED STAFF

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.01

The facility shall have a designated health authority with responsibility for health care services pursuant to a written agreement, contract, or job description. The health authority may be a physician, health administrator or agency. When this authority is other than a physician, final medical judgments shall rest with a single designated responsible physician licensed in the state of Washington.

COMMENTS

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.02

Matters of medical and dental judgment shall be the sole province of the responsible physician and dentist respectively; security regulations applicable to facility personnel shall also apply to health personnel.

COMMENTS

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.03

The responsible physician or medical authority should submit a quarterly report on the health delivery system and health environment and an annual statistical summary to the chief law enforcement officer or department of corrections.

COMMENTS

ADVISORY.

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.04

State licensure and/or certification requirements and restrictions shall apply to health care personnel.

COMMENTS

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.05

All medical personnel shall practice within the scope of their license. Where applicable, treatment shall be performed pursuant to a written standing or direct order.

COMMENTS

RESPONSIBLE PHYSICIAN
LICENSED STAFF

Standard Ref. § 25.06

Verification of current licensing and certification credentials should be on file in the jail.

COMMENTS

ADVISORY.

CHAPTER 26 HEALTH CARE POLICY AND PROCEDURES

HEALTH CARE POLICY AND
PROCEDURES

Standard Ref. § 26.01

Written standard operating procedures approved by the responsible physician and governing unit or official designated by it shall consist of but not be limited to the following:

- (a) Receiving screening;
- (b) Health appraisal data collection
- (c) Nonmerchantable medical services;
- (d) Deciding the emergency nature of illness or injury;
- (e) Availability of dental referral examination, and treatment;
- (f) Provision of medical and dental prostheses;
- (g) First aid;
- (h) Notification of next of kin or legal guardian in case of serious illness, injury or death;
- (i) Providing chronic care;
- (j) Providing convalescent care;
- (k) Providing medical preventive maintenance

ADVISORY

ADVISORY

(continued)

- (l) Screening, referral and care of mentally ill and retarded inmates, and prisoners under the influence of alcohol and other drugs.
- (m) Implementing the special medical program;
- (n) Delousing procedures;
- (o) Detoxification procedures; and
- (p) Pharmaceuticals.

COMMENTS

ADVISORY (b), (k)

The work of qualified medical personnel shall be governed by written job descriptions which shall be approved by the responsible physician.

COMMENTS

CHAPTER 27 HEALTH SCREENING

Receiving screening shall be performed on all prisoners upon admission to the facility before being placed in the general population or housing area, and the findings recorded on a printed screening form.

The screening shall include inquiry into:

- (a) Current illness and health problems including those specific to women;
- (b) Medications taken and special health requirements
- (c) Screening of other health problems designated by the responsible physician.
- (d) Behavioral observation, including state of consciousness and mental status;
- (e) Notation of body deformities, trauma markings, bruises, lesions, ease of movement, jaundice, and other physical characteristics;
- (f) Condition of skin and body orifices, including rashes and infestations; and
- (g) Disposition/referral of inmates to qualified medical personnel on an emergency basis.

COMMENTS

HEALTH SCREENING

Standard Ref. £ 27.02

The health appraisal data collection should be completed for each prisoner within fourteen days after admission to the facility in accordance with the adopted standard operating procedures: Provided, That this subsection does not apply to prisoners who are able to receive medical care in the community.

COMMENTS

ADVISORY.

HEALTH SCREENING

Standard Ref. £ 27.03

Such health appraisal should include, at a minimum, a physical assessment by a licensed health care provider, recording of vital signs and a general review of mental status: Provided, That such appraisal is not intended to be a standard "annual physical" but rather such minimum physical and mental status review as is necessary to detect any major problems. As appropriate, laboratory and diagnostic tests to detect communicable disease, including venereal diseases and tuberculosis, and other tests and appraisals should be included within such appraisal.

COMMENTS

ADVISORY

HEALTH SCREENING

Standard Ref. £ 27.04

Health history and vital signs should be collected by medically trained or qualified medical personnel who are properly licensed, registered or certified as appropriate to their qualifications to practice. Collections of all other health appraisal data should be performed only by qualified medical personnel. Review of the results of the medical examination, tests, and identification of problems should be made by a physician or designated qualified medical personnel. All health appraisal data should be recorded on the health data forms approved by the responsible physician.

COMMENTS

CHAPTER 28 ACCESS TO HEALTH CARE

ACCESS TO HEALTH CARE

Standard Ref. £ 28.01

If medical services are delivered in the jail, adequate equipment supplies and materials shall be provided for the performance of primary health care delivery.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.02

At the time of admission to the facility, prisoners shall receive a written communication consistent with the provisions of Chapter 11 (Admissions), explaining the procedures for gaining access to medical services.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.03

Prisoners' medical complaints shall be collected daily and acted upon by the medically trained personnel. An appropriate priority shall be established and treatment by qualified medical personnel follow.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.04

Work release prisoners should be allowed to see their own physicians outside of the jail and to receive consistent care within the jail.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.05

Sick call.

(a) Sick call shall be conducted by a physician and/or other qualified medical personnel and shall be available to each prisoner as follows:

(i) In facilities of less than fifty prisoners, at least once per week at a minimum;

(ii) Facilities of fifty to two hundred prisoners at least three times per week; and

(iii) Facilities of over two hundred prisoners at least five times per week:

Provided, That the average daily population may be calculated exclusive of work release prisoners when they receive their care in the community.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.06

When sick call is not conducted by a physician, the responsible physician shall arrange for the availability of a physician at least once each week to respond to prisoner complaints regarding services which they did or did not receive from other medical providers; further, regardless of complaints, the responsible physician shall review the medical services delivered, as follows:

- (i) At least once per month in jails with less than fifty prisoners;
- (ii) At least every two weeks in facilities of fifty to two hundred prisoners; and
- (iii) At least weekly in facilities of over two hundred prisoners.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.07

Medical and dental prostheses shall not be denied when the health of the inmate-patient would otherwise be adversely affected as determined by the responsible physician.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.08

Emergency care.

- (a) First aid kit(s) shall be conveniently available in all jails.

COMMENTS

ACCESS TO HEALTH CARE

Standard Ref. § 28.09

The responsible physician should approve the contents, number, location and procedure for periodic inspection of the kit(s).

COMMENTS Mark ADVISORY.

ACCESS TO HEALTH CARE

Standard Ref. § 28.10

Emergency medical and dental care shall be available on a twenty-four hour basis in accordance with a written plan which includes:

- (i) Arrangements for the emergency evacuation of the prisoner from the jail;
- (ii) Arrangements for the use of an emergency medical vehicle;
- (iii) Arrangements for the use of one or more designated hospital emergency rooms, other appropriate health facilities, or on-call physician and dentist services.

COMMENTS

CHAPTER 29 HEALTH CARE TRAINING

HEALTH CARE TRAINING

Standard Ref. § 29.01

Jail personnel shall be trained in standard first-aid equivalent to that defined by the American Red Cross and usual emergency care procedures prior to employment or during the probationary period. Written standard operating procedures and training of staff shall incorporate the following steps:

- (a) Awareness of potential medical emergency situations;
- (b) Notification or observation determination that a medical emergency is in progress;
- (c) "First aid" and resuscitation;
- (d) Call for help; and
- (e) Transfer to appropriate medical provider.

COMMENTS

HEALTH CARE TRAINING

Standard Ref. § 29.02

At least one person per shift within sight or sound of the prisoner shall have training in receiving screening and basic life support cardiopulmonary resuscitation (CPR).

COMMENTS

HEALTH CARE TRAINING

Standard Ref. § 29.03

Jail personnel shall be given training regarding the recognition of general symptoms of mental illness and retardation.

COMMENTS

HEALTH CARE TRAINING

Standard Ref. § 29.04

All persons responsible for the delivery of medications shall have training regarding the medical, security, and legal aspects of such activity.

COMMENTS

CHAPTER 30 MEDICATIONS CONTROL

MEDICATIONS CONTROL

Standard Ref. E 30.01

The jail's standard operating procedures for the proper management of pharmaceuticals shall include:

(a) A formulary specifically developed for the facility when stock medications are maintained within the jail. Such formulary shall be in accordance with WAC 360-16-070 (clinic dispensary)

COMMENTS

MEDICATIONS CONTROL

Standard Ref. E 30.02

A policy that jails with an on-site pharmacy shall adhere to regulations established by the state board of pharmacy. Such policy shall require, as a minimum, a consulting pharmacist for the operation of the pharmacy or the dispensing shall be done by each prescribing physician in person (WAC 360-16-070)

COMMENTS

MEDICATIONS CONTROL

Standard Ref. E 30.03

A policy regarding the prescription of all medications with particular attention to behavior modifying medications and those subject to abuse.

COMMENTS

MEDICATIONS CONTROL

Standard Ref. E 30.04

A policy regarding medication dispensing and administration which shall include, but not be limited to:

- (i) Nonmedical jail personnel delivering medication(s) to prisoners;
- (ii) Disposition of medication(s) brought in by prisoners at the time of admission to the facility;
- (iii) Packaging of medication(s): The medications system shall insure that all medications are kept in containers which have been labeled securely and legibly by a pharmacist or the prescribing physician, or in their original contained labeled by their manufacturer. Medications shall not be transferred from the original container except for the preparation of a dose administration;
- (iv) Safeguards with regard to delivery of medications to prisoners; and
- (v) Disposition of unused medication(s).

COMMENTS

MEDICATIONS CONTROL

Standard Ref. £ 30.04

A policy regarding the maximum security storage and weekly inventory of all controlled substances, non-prescription medication(s), syringes, needles and surgical instruments. Jails that do not have an on-site pharmacy shall provide for a consulting pharmacist to determine that medication(s) have been properly managed.

COMMENTS

MEDICATIONS CONTROL

Standard Ref. £ 30.05

The person delivering medication(s) shall be accountable for following the orders of medical staff.

COMMENTS

CHAPTER 31 HEALTH CARE RECORDS

HEALTH CARE RECORDS

Standard Ref. £ 31.01

The responsible physician shall be responsible for maintaining patient medical record files. Such files shall contain the completed receiving screening form, health appraisal data collection forms, all findings, diagnoses, treatments, dispositions, prescriptions and administration of medications, notes concerning patient education, notations of place, date and time of medical encounters and terminations of treatment from long term or serious medical or psychiatric treatment.

COMMENTS

HEALTH CARE RECORDS

Standard Ref. £ 31.02

The responsible physician shall insure the confidentiality of each prisoner's medical record file and such file shall be maintained separately to the extent necessary to maintain their confidentiality.

COMMENTS

HEALTH CARE RECORDS

Standard Ref. £ 31.03

The responsible physician or medical staff designated by him shall communicate information obtained in the course of medical screening and care to jail authorities when necessary for the protection of the welfare of the prisoner or other prisoners, management of the jail, or maintenance of jail security and order.

COMMENTS

HEALTH CARE RECORDS

Standard Ref. § 31.04

A copy or summary of the medical record file shall routinely be sent to any jail or correctional institution to which a prisoner is transferred at the time of such transfer. A copy of such file or parts thereof shall also be transmitted upon the written authorization of a prisoner to designated physicians and medical facilities.

COMMENTS

HEALTH CARE RECORDS

Standard Ref. § 31.05

The person delivering medications shall record the actual time of the delivery in a manner and on a form approved by the responsible physician.

COMMENTS

CHAPTER 31 SPECIAL MEDICAL ISSUES

SPECIAL MEDICAL ISSUES

Standard Ref. § 32.01

Informed consent.

(a) All examinations, treatments and procedures affected by informed consent standards in the community shall likewise be observed for prisoner care.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. § 32.02

No prisoner shall be given medical treatment against his will except as necessary to prevent the spread of communicable disease, to relieve imminent danger to the life of the prisoner, or, in the case of serious mental disorders, to prevent imminent danger to the life of his or her person or to the lives of others. All procedures required by chapter 71.05 RCW shall be followed in any case of involuntary commitment or involuntary treatment of mentally ill persons within jails.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. § 32.03

In case of minors, the informed consent of parent, guardian or legal custodian applies where required by law.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.04

In all cases, the responsible physician shall give a clear statement to the prisoner patient of his diagnosis and treatment.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.05

Special medical.

(a) Jail staff shall report any symptoms of prisoner mental illness or retardation to medical personnel for appropriate evaluation and treatment.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.06

A special program shall exist for prisoners requiring close medical supervision. A written individual treatment plan for each of these patients shall be developed by a physician which includes directions to medical and nonmedical personnel regarding their roles in the care and supervision of these patients.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.07

Programs for the prevention of suicide, to include early identification of risk, appropriate diagnosis and referral, and close observation as required by Chapter 18 (Staffing), should be developed by medical staff.

COMMENTS

ADVISORY.

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.08

Appropriate medically supervised treatment in accordance with written procedures established under Chapter 26 (Health Care Policy and Procedures) shall be given in the jail to prisoners determined to be mentally ill or under the influence of alcohol, opiates, barbiturates and similar drugs when such care is not provided in a community health facility.

COMMENTS

SPECIAL MEDICAL ISSUES

Standard Ref. £ 32.09

Reasonable physical restraint when necessary for medical reasons shall be medically directed, except that in an emergency reasonable physical restraint may be used to control a grossly disturbed or violent prisoner, but the review and direction of the health care staff or local mental health professionals shall be promptly obtained.

COMMENTS

CHAPTER 33 ACCESS TO FACILITIES

ACCESS TO FACILITIES

Standard Ref. £ 33.01

Regular bathing (shower) shall be permitted at least twice each week.

COMMENTS

ACCESS TO FACILITIES

Standard Ref. £ 33.02

Each prisoner shall have access to toilet, sink, drinking water, and adequate heat and ventilation.

COMMENTS

CHAPTER 34 FOOD

FOOD

Standard Ref. £ 34.01

General food requirements.

(a) At least three meals a day shall be served at regular intervals. The morning meal shall be served within fourteen hours of the previous day's evening meal.

COMMENTS

FOOD

Standard Ref. £ 34.02

Jails may arrange for prepared meal service or serve frozen packaged meals, provided these meals conform to the other requirements of this section.

COMMENTS

FOOD Standard Ref. £ 34.03

Nutritional and caloric intake.

(a) Jail menus shall be reviewed by the local county health department, the county extension service, or other qualified nutrition consultant to insure that diets approximate the dietary allowances specified.

COMMENTS

FOOD Standard Ref. £ 34.04

Diets ordered by medical staff shall be strictly observed.

COMMENTS

CHAPTER 35 CLOTHING/BEDDING, PERSONAL ITEMS

CLOTHING/BEDDING Standard Ref. £ 35.01
PERSONAL ITEMS

Clothing.

(a) Provision shall be made for separate insect proof clothing storage to prevent migration of lice from infested clothing.

COMMENTS

CLOTHING/BEDDING Standard Ref. £ 35.02
PERSONAL ITEMS

Each jail shall insure that prisoners' outer garments are laundered and made available to them at least once a week, and that prisoners' undergarments and socks are laundered and made available to them at least twice a week.

COMMENTS

CLOTHING/BEDDING Standard Ref. £ 35.03
PERSONAL ITEMS

Detention and correctional facilities shall, if necessary, clean and sanitize personal clothing prior to storage.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.04

Bedding.

- (a) Each prisoner shall be issued clean bed linens for the first night's detention and at least once a week thereafter. Bed linens shall include:
- (i) One detachable cloth mattress cover and one sheet; or
 - (ii) Two sheets; or
 - (iii) One double size sheet.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.05

Mattresses shall have a washable surface and be sanitized at least semiannually.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.06

Blankets shall be issued upon arrival and shall be washed at frequent intervals to maintain a clean condition, but at least once every sixty days, and always before reissue.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.07

Personal care items.

- (a) Personal care items issued to each prisoner in detention and correctional facilities shall include, but not be limited to soap and towel. Female prisoners shall be supplied with necessary feminine hygiene items.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.08

Toothpaste or powder, toothbrush and comb shall be available for purchase by all prisoners: Provided, That prisoners without funds shall have access to these minimum items without cost.

COMMENTS

CLOTHING/BEDDING
PERSONAL ITEMS

Standard Ref. £ 35.09

Each prisoner should be permitted to have a reasonable number of additional personal items, the possession of which does not substantially impede jail management or security.

COMMENTS ADVISORY.

CHAPTER 36 SANITATION

SANITATION

Standard Ref. £ 36.01

General.

(a) All jails shall be kept in a clean and sanitary condition, free from any accumulation of dirt, filth, rubbish, garbage, or other matter detrimental to health.

COMMENTS

SANITATION

Standard Ref. £ 36.02

Jail staff shall insure that each prisoner shall clean his own living area daily. Convicted prisoners may be required to clean other space within the confinement area and pretrial detainees may be permitted to do so voluntarily.

COMMENTS

SANITATION

Standard Ref. £ 36.03

Insects, rodents, and pets.

(a) Insects and rodents shall be eliminated by safe and effective means. Prisoners shall be removed from areas in which insecticides and rodenticide are being used.

COMMENTS

SANITATION

Standard Ref. £ 36.04

Pets shall not be allowed in jail facilities.

COMMENTS

SANITATION

Standard Ref. £ 36.05

Laundry. Each jail shall arrange for adequate laundry services.

COMMENTS

CHAPTER 37 SERVICES

SERVICES

Standard Ref. £ 37.01

Commissary.

(a) The department of corrections or chief law enforcement officer of each detention and correctional facility shall either establish, maintain, and operate a commissary, to provide prisoners with a list of approved items to be purchased at least once a week at local stores.

COMMENTS

SERVICES

Standard Ref. £ 37.02

Commissary items shall include books, periodicals, and newspapers, or the facility shall make arrangements to order any such items from publishers and/or local newsstands.

COMMENTS

SERVICES

Standard Ref. £ 37.03

Proceeds from a jail facility store shall be used for operation and maintenance of the commissary service and/or prisoner welfare expenses.

COMMENTS

SERVICES

Standard Ref. £ 37.04

If jail rules do not permit prisoners to keep money on their persons, payments for commissary purchases shall be made by debit on a cash account maintained for the prisoner. All expenditures from a prisoners account shall be accurately recorded and receipted.

COMMENTS

SERVICES

Standard Ref. £ 37.05

Basic hair care. All jails shall make reasonable arrangements to provide basic hair care.

COMMENTS

SERVICES

Standard Ref. £ 37.06

Library services. In consultation with state and/or local library service units, each jail shall make provision for library services.

COMMENTS

SERVICES

Standard Ref. § 37.07

Legal assistance.

When adequate professional legal assistance is not available to prisoners for purposes of preparing and filing legal papers, a jail shall provide access to necessary law books and reference materials.

COMMENTS

SERVICES

Standard Ref. § 37.08

Facility rules shall not prohibit one prisoner from assisting another in the preparation of legal papers.

COMMENTS

SERVICES

Standard Ref. § 37.09

Religious services.

Upon request from a prisoner, the jail facility shall arrange religious services or confidential religious consultation.

COMMENTS

SERVICES

Standard Ref. § 37.10

Detention and correctional facilities with an average daily population of twenty-five or more shall arrange for weekly religious services.

COMMENTS

SERVICES

Standard Ref. § 37.11

Prisoners should be permitted to observe religious holidays and receive sacraments of their faith.

COMMENTS

ADVISORY.

SERVICES

Standard Ref. § 37.12

Attendance at religious services shall be voluntary, and prisoners who do not wish to hear or participate shall not be exposed to such services.

COMMENTS

SERVICES

Standard Ref. § 37.13

Counseling, guidance, and ancillary services.

Counseling services should be available to provide prisoners in detention and correctional facilities with an opportunity to discuss their problems, interests, and program.

COMMENTS

ADVISORY.

SERVICES

Standard Ref. § 37.14

The department of corrections or chief law enforcement officer may utilize volunteer counseling resources available in the community.

COMMENTS

SERVICES

Standard Ref. § 37.15

Professionals should serve in an advisory capacity when jail facility personnel or community volunteers engage in counseling.

COMMENTS

ADVISORY.

SERVICES

Standard Ref. § 37.16

Counselors may submit written recommendations to the chief law enforcement officer or disciplinary review body.

COMMENTS

ADVISORY.

SERVICES

Standard Ref. § 37.17

Prisoners shall not be required to receive counseling services unless ordered by the appropriate court or the disciplinary review body.

COMMENTS

CHAPTER 38 PROGRAMS

PROGRAMS

Standard Ref. £ 38.01

Each prisoner shall be allowed three hours per week of physical exercise, to be scheduled no less than three separate days. If weather does not permit outdoor exercise, it shall be provided indoors. Indoor or outdoor exercise areas shall be equipped with appropriate equipment and supplies to permit varied exercise or recreation.

COMMENTS

PROGRAMS

Standard Ref. £ 38.02

Work programs. The department of corrections or chief law enforcement officer may establish work programs.

COMMENTS ADVISORY.

PROGRAMS

Standard Ref. £ 38.03

Participation in work programs by pretrial detainees shall be voluntary.

COMMENTS

PROGRAMS

Standard Ref. £ 38.04

Education and training programs.

The department of corrections or chief law enforcement officer should arrange for the development of an education and training program, utilizing local school districts, colleges, trade schools, unions, industry, interested citizens and/or other available community, state and federal resources.

COMMENTS ADVISORY.

PROGRAMS

Standard Ref. £ 38.05

Paid staff member(s) should have designated responsibility for supervision of the education and training programs.

COMMENTS ADVISORY.

PROGRAMS

Standard Ref. £ 38.06

Approved correspondence courses should be available at the prisoner's request and expense.

COMMENTS ADVISORY.

PROGRAMS

Standard Ref. § 38.07

Jails should provide courses to prepare qualified prisoners for the "General Education Development" test, and provide the opportunity to take the test.

COMMENTS

ADVISORY.

PROGRAMS

Standard Ref. § 38.08

Leisure time activity programs.

Detention and correctional facilities should provide opportunities for all prisoners to participate in leisure time activities of their choice and abilities. Such activities may include athletic programs, hobbies and crafts, table games, radio and television, motion pictures, cards, puzzles, checkers and chess.

COMMENTS

ADVISORY.

PROGRAMS

Standard Ref. § 38.09

Volunteers may be used to plan and supervise exercise programs and other leisure time activities, but paid staff member(s) should have designated responsibility for supervision of such program.

COMMENTS

ADVISORY.

PROGRAMS

Standard Ref. § 38.10

Alternative to confinement programs. With the concurrence of the department of corrections or chief law enforcement officer, the disciplinary hearing body may recommend an alternative to confinement to the court of jurisdiction.

COMMENTS

ADVISORY.

CHAPTER 39 TELEPHONE USAGE

TELEPHONE USAGE

Standard Ref. § 39.01

The governing unit shall establish and post rules which specify regular telephone usage times and the maximum length of calls (not to be less than five minutes).

COMMENTS

TELEPHONE USAGE

Standard Ref. £ 39.02

Telephone usage hours shall include time during the normal work day and time during the evening, at least once a week per prisoner: Provided, That established social telephone usage hours shall not preclude reasonable access to a telephone to contact the prisoner's attorney or legal representative.

COMMENTS

TELEPHONE USAGE

Standard Ref. £ 39.03

Calls shall be at the prisoner's expense or collect: Provided, That appropriate protection of access to an attorney shall be maintained for prisoners without funds.

COMMENTS

TELEPHONE USAGE

Standard Ref. £ 39.04

Location of telephone facilities shall insure reasonable privacy, and telephone conversations shall not be monitored, tape recorded, or spot-checked except by court order.

COMMENTS

TELEPHONE USAGE

Standard Ref. £ 39.05

Reasons for calls shall be the personal concern of the prisoner, except in consideration of requests for emergency calls beyond normal telephone hours.

COMMENTS

CHAPTER 40 MAIL

MAIL

Standard Ref. £ 40.01

Newspapers, books, periodicals and other printed materials, and photographs.

(a) Prisoners shall generally be permitted to subscribe to and otherwise receive books, newspapers, periodicals and other printed materials or photographs which may lawfully be delivered through the United States mails. Such materials shall be denied a prisoner only if such denial furthers a substantial governmental interest in jail security or the welfare of prisoners or staff.

COMMENTS

(b) When such materials are withheld from a prisoner:

- (i) The prisoner shall receive immediate written notice that the publication is being denied, accompanied by an explanation of the reason(s) for the denial;
- (ii) The affected prisoner shall be promptly informed of his right to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request;
- (iii) A written decision of the review of the denial, including reason(s), shall be given to the prisoner requesting review.

COMMENTS

(2) Correspondence.

(a) General.

- (i) Incoming or outgoing mail shall be retained no more than one business day.
- (ii) Except in the case of prisoners without funds, prisoners shall be permitted to mail out any number of letters. Prisoners without funds shall be permitted to mail up to three letters per calendar week at public expense or with postage purchased from the prisoner welfare fund, provided upon proper showing the number may be increased. Each prisoner shall be permitted to mail out any number of letters to his attorney, and the courts.
- (iii) No restriction shall be placed on the number of letters a prisoner may receive or on the persons with whom he may correspond, except by court order of a court of competent jurisdiction, or as provided under (c) of this subsection.
- (iv) These rules shall not preclude a prisoner being required to place his name and a return post office address on outgoing mail.

COMMENTS

Opening or censoring mail.

- (i) No general restriction of the number of letters prisoners may receive or of classes of persons with whom they may correspond shall be made by facility rule or policy.
- (ii) Incoming mail shall not be censored, but may be opened and inspected for contraband, cash and checks and may be perused for content when the responsible staff person designated by the department of corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law. Whenever mail is not delivered by the jail staff directly to the prisoner to whom it is addressed, it shall be resealed.
- (iii) Except by order of a court of competent jurisdiction, outgoing mail shall not be opened unless the responsible staff person designated by the department of corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law.

COMMENTS

Notice of disapproval of prisoner mail.

(i) When a prisoner is prohibited from sending a letter, the letter and a written and signed notice stating the reason for disapproval, and indicating the portion(s) of the letter causing disapproval, shall be given the prisoner.

(ii) When a prisoner is prohibited from receiving a letter, the letter and a written signed notice stating the reason(s) for denial and indicating the portion(s) for denial and indicating the portion(s) of the letter causing the denial shall be given the sender. The prisoner shall be given notice in writing that the letter has been prohibited, indicating the reason(s) and the sender's name.

(iii) When a prisoner is prohibited from sending or receiving mail, the affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right.

(iv) A written decision of the review of such denial shall be promptly delivered to the prisoner.

COMMENTS

Limitations.

(i) Incoming mail of postconviction prisoners that is clearly marked as coming from an attorney, court, or elected federal, state, county or city official, shall be opened only the presence of the addressee.

(ii) Mail to or from attorneys, courts or elected federal, state, county, or city officials shall not be read.

(iii) There shall be no additional restrictions on prisoner correspondence for disciplinary or punishment purposes, unless the prisoner has violated rules as to correspondence. Upon proper showing of the alleged violation, the prisoner's mail may be restricted for a limited time, but such restriction shall not apply to attorney-client mail or correspondence with the courts.

COMMENTS

Packages.

(a) Incoming.

(i) If a facility allows prisoners to receive packages, all packages shall be opened and inspected.

(ii) Packages may be received only if the contents conform to rules adopted by the department of corrections or chief law enforcement officer, and a witnessed receipt for permissible items shall be promptly delivered to the prisoner, unless such package is opened in the presence of the prisoner and all items are given directly to him.

COMMENTS

Outgoing. Outgoing packages of prisoner's personal property shall be inspected to insure ownership and compliance with United States postal regulations.

COMMENTS

Contraband. Items which are not permitted by jail rules may be destroyed upon the prisoner's written request, placed in the prisoner's personal property box, or returned collect to the sender. A receipt for permissible items received in the mail, including money or checks shall be signed by a staff member and a copy thereof promptly delivered to the prisoner. Contraband, as defined in RCW 9A.76.010, shall be turned over to the proper authorities, for handling as evidence, for disciplinary action or possible prosecution under RCW 9A.76.140, 9A.76.150, 9A.76.160, or other applicable statutes(s).

COMMENTSCHAPTER 41 VISITATION

The degree of security required for each prisoner during visitation shall be determined by the person or persons responsible for classification under Chapter 14 (Classification/Segregation).

COMMENTS

Social visits.

(a) The department of corrections or chief law enforcement officer shall establish and post rules governing regular visits and specifying times therefor.

COMMENTS

VISITATION

Standard Ref. § 41.04

All unsentenced prisoners and sentenced prisoners who have been in custody for more than 30 days shall be allowed a minimum of three hours total visitation per week. Those prisoners who have been in custody for less than 30 days shall be allowed a reasonable amount of visitation.

COMMENTS

VISITATION

Standard Ref. § 41.05

Preference on who visits will be determined by the inmate.

COMMENTS

VISITATION

Standard Ref. § 41.06

Except for immediate family members, visitors seventeen years of age and under shall be accompanied by a parent or guardian.

COMMENTS

VISITATION

Standard Ref. § 41.07

The department of corrections or chief law enforcement officer or his designee may grant special visitation privileges to visitors who have traveled long distances, to visitors for hospitalized prisoners, and for other unusual circumstances.

COMMENTS

VISITATION

Standard Ref. § 41.08

Business and professional visits.

(a) Each prisoner shall be allowed confidential visits from his attorney or legal assistants and his pastor.

COMMENTS

VISITATION

Standard Ref. § 41.09

By prior arrangement with the department of corrections or the chief law enforcement officer or his designee, a prisoner shall be allowed confidential visits for business or educational reasons.

COMMENTS

VISITATION

Standard Ref. E 42.01

Law enforcement professionals shall be allowed to interview prisoners at reasonable times and with prior notice, unless it appears circumstances do not permit delay.

COMMENTS

VISITATION

Standard Ref. E 42.02

Visitor regulations.

(a) Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the entrances to the facility and at the entrance to the visiting area.

COMMENTS

VISITATION

Standard Ref. E 42.03

Any person may refuse a search but, subsequent to such refusal, may then be denied entrance.

COMMENTS

VISITATION

Standard Ref. E 42.04

Other reasons for denying entrance to visitors shall include but not be limited to:

- (i) An attempt, or reasonable suspicion of an attempt to bring contraband into the facility;
- (ii) Obvious influence or effect of alcohol or controlled substances;
- (iii) Request from the prisoner's physician;
- (iv) Request from the prisoner;
- (v) Reasonable grounds to believe a particular visit would present a substantial danger to jail security or management or the welfare of prisoners, staff, or other visitors.

COMMENTS

VISITATION

Standard Ref. E 42.05

Whenever a visitor is refused admittance during regular visiting hours, the prisoner shall receive notice of the refusal stating the reasons therefor. The affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right. A written decision of the reviewing body's determination stating the reason(s) therefor, shall be furnished the prisoner who requested such review.



DEFINITIONS

The following words and phrases shall have the meaning indicated whenever used in this document, unless a different meaning is specifically indicated.

- (1) "Clear floor space" means floor area which is unobstructed by any permanent fixture.
- (2) "Contraband" means any substance or item not specifically permitted by a jail administration..
- (3) "Correctional facility" means a facility operated by a governing unit primarily designed, staffed and used for housing of adult persons serving terms not exceeding one year for the purposes of punishment, correction and rehabilitation following conviction of a criminal offense.
- (4) "Day room" means an area to which prisoners have unrestricted access during all or part of a day for leisure, dining, hygiene, or similar activities. This definition does not include areas specifically designed for physical exercise.
- (5) "Department of corrections" shall refer to County Department of Corrections.
- (6) "Detention facility" means a facility operated by a governing unit primarily designed, staffed and used for the temporary housing of adult persons charged with a criminal offense prior to trial or sentencing and for the housing of adult persons for purposes of punishment and correction after sentencing or persons serving terms not to exceed ninety days.
- (7) "Dormitory" means a secured sleeping and day room area occupied by more than one prisoner, provided that the term "dormitory" shall not include a single cell presently operated as a cell and originally designed for single occupancy.
- (8) "Governing unit" means the city and/or county or any combination of cities and/or counties responsible for the operation, supervision and maintenance of a jail.
- (9) "Holding facility" means a facility operated by a governing unit primarily designed, staffed and used for the temporary housing of adult persons charged with a criminal offense prior to trial or sentencing and for the temporary housing of such persons during or after trial and/or sentencing, but in no instance shall the housing exceed thirty days.
- (10) "Jail" means any holding, detention, or correctional facility as defined herein, or any farm, camp, or work release facility established and operated in conjunction with a jail.

DEFINITIONS

(11) "Living area" includes single cells, dormitories, day room area and leisure time activity space.

(12) "Single cell" means a secured sleeping area occupied by only one prisoner and which is physically and visually separated from other prisoner sleeping areas on three of its four sides.

(13) "Communicable disease" means micro-organisms that are easily transferable from one body to another creating a condition which must be reported to the health department.

(14) "Work release program" means a program of scheduled release from the physical confines of a city or county jail, special detention facility or work release center for the purpose of employment, seeking employment or school.

(15) "Work release facility" means any building or designated portion of a building primarily designed, staffed and used for the housing of persons participating in a work release program.

(16) "Special detention facility" means a minimum security facility operated by a governing unit primarily designed, staffed and used for the housing of special populations of sentenced persons who do not require the level of security normally provided in detention and correctional facilities including, but not necessarily limited to persons convicted of offenses under RCW 46.61.502 or 46.61.504.

(17) "Strip search" means having a person remove or arrange some or all of his or her clothing so as to permit an inspection of the genitals, buttocks, anus or undergarments of a person or breasts of a female person.