BOULDER COUNTY JAIL
POLICY AND PROCEDURES MANUAL
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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **STATUTORY AUTHORIZATION**

NUMBER: **J101**

EFFECTIVE DATE: **September 26, 2012**

POLICY: The Boulder County Jail is established and operated under Colorado Revised Statutes, Title 17, Article 26 - Jails. The Jail will establish and carry out policies and procedures guided by these statutes and abide by the decisions set down by the United States Supreme Court, the applicable Federal District and Appellate Courts, and applicable Colorado state courts.

SOURCE: C.R.S. 17-26-101

PROCEDURE: Colorado law mandates that each county with a population exceeding two thousand maintain a jail. This Policy and Procedure Manual provides specific direction concerning the operation of the Boulder County Jail.

By Order of the Division Chief

Signed by 09/26/12

Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MISSION STATEMENT**

NUMBER: **J102**

EFFECTIVE DATE: **November 21, 2012**

POLICY: The Boulder County Jail follows the Boulder County Sheriff's Office Mission Statement and Values Statement. To provide public safety, the Boulder County Jail will provide a safe environment for all within the facility and the greater community. We deliver inmate services with high regard for fairness, respect and dignity of the individual aimed at successful community reentry.

INFORMATION

In support of the communities we serve – We value the public; inmates, family and friends, professionals and community partners we serve by maintaining the confidence that the public has placed upon us. We do this by providing a safe and secure community through supplying high quality, cost-effective services aimed at having a positive impact on our community and on the persons we detain while maintaining a safe, secure and humane facility.

In support of the strength of personal character in our employees - We value our staff and leadership; we believe that unified leadership will provide clarity and consistency for our staff by collaboration with all levels of management. We believe that consistent periodic individual meetings with our staff will provide recognition, support and guidance. We believe that leadership and staff supervision must be delivered through character, competence and open communication.

In support of the person – We value the human spirit of all people and recognize it to be the driving force of creativity and compassion in our staff, the faithfulness and initiative in our community, and the stimulus for change in our inmate population.

PROCEDURE I - Revision of the Jail's Mission Statement

1. As part of the annual review of the Jail's operations and programs, the Jail Division Chief and members of the Jail Management Team will review this policy and procedure statement and the Mission Statement contained herein.

2. The Division Chief and Jail Management Team will be responsible for making any necessary revisions to the Mission Statement.

By Order of the Division Chief

Signed by	11/21/12
Bruce K. Haas, Division Chief	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: CONTACT WITH OTHER CRIMINAL JUSTICE AGENCIES

NUMBER: 01-01-03

EFFECTIVE DATE: May 1, 2007

POLICY: It is the policy of the Boulder County Jail to cooperate with employees of all agencies providing services to the Jail. The Jail will allow related community agencies to contribute information and ideas, which may affect its policies and are consistent with security and confidentiality interests. This will be done whenever the Jail Division Chief considers it appropriate.

SOURCE: None

PROCEDURE I - Contact and Cooperation with Related Agencies

1. Personnel of the Boulder County Jail may work with related community agencies on issues relating to, or affecting the day-to-day operation of the Jail, as it interfaces with those agencies, with the approval of the Jail Division Chief.

2. If such contact results in a proposed change in jail operations, which would require a change in jail policy and procedures, the Jail Division Chief, or designee, will be responsible for approving or denying the proposed change.

3. Jail employees interacting with employees of agencies providing services to the Jail, or to persons incarcerated in the Jail, will follow established lines of communication with those employees. If Jail employees are unfamiliar with these lines of communication, they will seek direction from their supervisors.

4. Jail employees will forward appropriate correspondence to employees of these agencies when necessary (i.e., Inmate Requests to Public Defenders or Probation Officers or letters written to the courts, etc.).

5. If a Jail employee has a question or concern regarding a request for information from an employee of such an agency, or has any other kind of question or concern relating to another agency, they will contact their supervisor and request clarification or direction.

6. If a Jail employee has a complaint about an employee of another agency, they will inform their supervisor, who will evaluate the complaint and act accordingly.

By Order of the Division Chief

Signed by _____ 04/30/07
Larry R. Hank, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COMPUTERIZED JAIL MANUALS**

NUMBER: **01-01-04**

EFFECTIVE DATE: **May 1, 2007**

POLICY: It is the policy of the Boulder County Jail to promote and ensure efficient and consistent jail operation. To accomplish this, the jail will develop and maintain a computerized manual of Policies and Procedures. The Jail will maintain these computerized manuals in the Local Area Network (LAN) at the jail and the Boulder County iWeb. They will be available to all employees upon request.

SOURCE: A.C.A. Standard 4-ALDF-7D-01
A.C.A. Standard 4-ALDF-7D-06
A.C.A. Standard 4-ALDF-7D-07
A.C.A. Standard 4-ALDF-7D-08

PROCEDURE I - Revision of Policy and Procedures

1. A jail employee identifying the need to revise or develop a policy and procedure will submit a written proposal to the Jail Management Team (JMT) stating what they want to achieve and why the jail needs to consider it.

2. The JMT will review the proposal, approve or deny it, and inform the employee of their decision.

3. If the JMT approves the proposal, they will assign an employee to obtain all pertinent information from appropriate resources and develop a draft of the policy and procedure.

4. That employee will then forward all information to the Support Services Commander, or other designated author, to be considered for inclusion into the policy and procedure.

5. The author will use the Policy and Procedure Statement Format found in Attachment A and the Policy and Procedure Statement Guidelines found in Attachment B, to ensure that the draft follows the correct style and contains the necessary elements.

6. The author will distribute copies of the proposed policy and procedure to JMT via e-mail for review, after which it will be scheduled for discussion at a JMT meeting.

7. JMT will make any necessary revisions to the draft and return it to the author. The author will make the changes and e-mail the revised draft back to the JMT. This process will continue until the JMT has accepted the draft.

8. All information will then be forwarded to the Support Services Commander for final formatting. It will then be forwarded to the County Attorney for approval. Any revisions recommended by the County Attorney will be brought before the JMT at the next meeting for discussion.

9. When the revisions are completed the JMT will establish an effective date for the new or revised policy.

10. The Support Services Commander will coordinate the placement of the new or revised policy in its correct place in the division's computerized policy manual.

11. If necessary, the Support Services Commander will update the Policy and Procedure Manual Table of Contents and the Glossary.

12. Supervisors will be responsible for explaining the new or revised policy to their personnel during shift briefings or meetings.

13. Jail staff will be responsible for understanding the new or revised policy and for seeking clarification if questions arise.

PROCEDURE II - Control of Jail Manuals

1. The Support Services Commander will maintain one hard copy of the Policy and Procedure Manual.

PROCEDURE III - Review of Jail Policy and Procedure Manual

1. During each year the Support Services Commander will coordinate a review of the jail's Policy and Procedure Manual by the JMT.

2. This review will serve the purpose of evaluating jail operations, as written in the policy and procedure manual.

3. If this review reveals policies or forms that need to be revised, the attached formats will be used. The Support Services Commander will coordinate these changes on the LAN.

By Order of the Division Chief

Signed by _____ 04/30/07

Larry R. Hank, Division Chief Date

ATTACHMENT A

POLICY AND PROCEDURE STATEMENT FORMAT

The following is a list of the elements that each policy and procedure, in their correct sequence.

Following the title of each element is a brief description of the type of information that the author should address:

Subject: The subject is the title of the policy and procedure. It should state the topic that the policy and procedure address.

Number: The number shown next to this element should correspond to the Policy and Procedure Manual, Table of Contents, and should be obtained from the Support Services Commander.

Effective Date: The date shown next to this element should be the date the policy and procedure goes into effect.

Philosophy: A philosophy statement should be a brief and concise declaration of the Jail Division's position on an issue related to the operation of the Jail. The policy statement should clearly state what will be done and why.

Information: Any information pertinent to the policy and procedure that furthers staff understanding, such as background information or the basis for the policy.

Source: Listed under this element should be the legal or professional basis for the policy and procedure. The source for Boulder County Jail's policy and procedures are generally the American Correctional Association, Adult Local Detention Facilities Standards Manual and/or case law.

Procedures: Procedures are detailed, step-by-step descriptions of the activities necessary to implement the policy statement the author writes them for. Usually multiple procedures are required to address a topic adequately and each procedure should be numbered and have its own subject heading.

Authorizing Signature and Date: The Jail Division Chief will sign and date each policy and procedure statement to confirm its approval.

ATTACHMENT B

POLICY AND PROCEDURE STATEMENT GUIDELINES

- Always use the established policy and procedure statement format, including correct margins and spacing.
- Complete tasks and activities when writing procedures. For example, if your procedure gets an inmate to court, make sure it gets him/her returned.
- Make sure your policy and procedure statement addresses the standard(s) listed under the "Source" section.
- Do not stray to far from the subject of your policy and procedure. If appropriate, refer to related policies and procedures.
- Do not include statements of fact that do not reflect action in procedural steps.
- If you write a policy and procedure, which will require a change in another policy and procedure, make note of the changes and follow up on it.
- Use correct room names, position titles and equipment names.
- Be consistent in your use of capitals and abbreviations
- Develop or revise forms as necessary to support your policy and procedure statement.
- If an element does not contain text, enter the word "None" next to it.
- Do not use the abbreviation "etc."
- Always proofread your policy and procedure statement after you have typed it.

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL DIVISION ORGANIZATION**

NUMBER: **J105**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to ensure that the jail is operated in a consistent, efficient, and safe manner. The Jail Division will maintain an organizational structure, which establishes a chain of command reporting to the Jail Division Chief. Jail supervisors will require that jail personnel use this structure as the basis for formal lines of communication within the Jail.

SOURCE: NONE

INFORMATION: The Administrative Commander maintains the Jail's organizational chart.

PROCEDURE I - Revision of the Jail's Organizational Chart

1. As part of their annual review of the Jail's operations and programs, the Jail Management Team (JMT) will review this policy and procedure statement and the organizational chart. This review may occur at any time that the Jail's organizational structure requires modification.

2. The JMT will be responsible for making any necessary revisions to the organizational chart.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MONITORING JAIL OPERATIONS - JAIL MANAGEMENT MEETINGS**

NUMBER: **J106**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail for the Jail Division Chief to monitor jail operations by receiving information from Incident and Crime Reports, and through weekly meetings and Personal Management Interviews with members of the Jail Management Team. These meetings will give the Division Chief the information needed to make informed decisions directing the Jail's operation.

SOURCE: NONE

PROCEDURE I - The Jail Management Team Meeting

1. The Jail Management Team (JMT) will meet each week at the time designated by the Jail Division Chief. The Division Chief, or designee, will chair the meeting.

2. JMT members, or anyone else wishing to attend a meeting, will contact the Administrative LET Supervisor by 1500 hours the day before the meeting with any agenda items. The Administrative LET Supervisor, or designee, will publish the agenda for issues to be discussed via e-mail no later than the afternoon before the meeting.

3. The Administrative LET Supervisor, or designee, will attend the meeting to provide information concerning front office issues and to take notes.

4. The Jail Division Chief will open the meeting by reviewing the notes from the last Sheriff's Administrative Staff Meeting. The Division Chief will then call upon others attending to share any informational items of interest to be included in the published meeting notes. Following that, the Division Chief will call for discussion on the listed agenda items and the JMT will discuss the issues, come to resolution if possible, or assign follow-ups as needed.

5. At the conclusion of regular JMT meeting, the Division Chief may conduct a meeting with the Jail Administrative Team (Commander's and Health Services Director) or adjourn the meeting.

6. The Administrative LET Supervisor, or designee, will compile the meeting notes and forward them to the Administrative Commander, or designee, for approval.

7. When the notes have been approved, the Administrative LET Supervisor, or designee, will forward them to all jail personnel via e-mail.

8. The Administrative LET Supervisor, or designee, will also forward a copy to the Sheriff and Division Chiefs via e-mail. An electronic copy will be kept on file.

9. Supervisors will communicate relevant information resulting from the meetings to their personnel during briefings, or other meetings.

PROCEDURE II - Personal Management Interviews

1. The Jail Division Chief may conduct Personal Management Interviews (PMI's) with any employee as appropriate.

2. The Division Chief will set the format. She or he and the employee will discuss whatever needs both may have to accomplish their jobs, either professional or personal, and how they can address these needs.

3. The Division Chief may give the employee assignments that require follow-up and will keep a list of these assignments.

4. During the PMI the Division Chief and the employee will discuss and agree upon the expected outcome of these assignments.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ANNUAL GOALS**

NUMBER: **J107**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to set annual goals through the Sheriff's Administrative Staff and the Jail Management Team. These goals will give jail personnel direction in accomplishing the Jail's stated mission.

SOURCE: NONE

PROCEDURE I - Setting Annual Goals

1. The Jail Management Team (JMT) will meet annually to discuss goals for the year. They will usually accomplish this at an "off-site" meeting, but it may be done at the weekly JMT meetings.

2. If these goals require revisions of jail policy and procedure, the JMT will ensure that these revisions are accomplished.

3. All goals involving interrelated agencies with which we have contact will be coordinated with those agencies.

4. Afterward the Administrative LET Supervisor, or designee, will prepare the goals for distribution to the Jail Management Team and e-mail them to jail personnel.

PROCEDURE II - Creating Measurable Objectives

1. After the annual goals have been set, the JMT will formulate a list of measurable objectives to be accomplished by jail personnel to meet the goals.

2. The JMT will ensure that jail employees under their supervision are aware of specific duties they may have assigned to them, as part of the jail's efforts to reach the annual goals, and will evaluate their performance of these duties.

3. The JMT will evaluate the jail's progress toward achieving the measurable objectives throughout the year.

4. If necessary, the JMT will reevaluate the goals and objectives and make any necessary revisions to them.

5. The Division Chief will keep the Sheriff's Administrative Staff informed of the jail's progress toward achieving the goals and of any revisions in them.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL DIVISION ANNUAL REPORT**

NUMBER: **J109**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to prepare a report to document the previous year's operation in those years in which the Sheriff's Office publishes an annual report.

SOURCE: NONE

PROCEDURE I - Jail Division Annual Report

1. The Jail Division Chief, or designee, will participate in the compilation of a report in those years that the Sheriff's Office publishes an annual report. The report will review the division's progress in meeting state law, the mission statement, and other specific goals. In addition, the report will summarize the inmate population for the past year, the budget, and other information deemed pertinent by the Division Chief.

2. The Division Chief, or designee, will ensure that they submit the report to the Sheriff.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: COLLABORATION WITH COLLEGES AND UNIVERSITIES

NUMBER: J110

EFFECTIVE DATE: April 7, 2015

POLICY: It is the policy of the Boulder County Jail to collaborate with colleges and universities by providing tours, speakers, and other types of services and educational opportunities to their students.

SOURCE: Boulder County Jail Policy J113
Boulder County Sheriff Policy 412

PROCEDURE I - Tours, Public Speakers and Interviews

1. Any written or verbal requests from students, teachers, or school administrators for any type of service will be directed to the Jail Division's Administrative Sergeant or designee. If other employees receive a request, they will forward it to the Administrative Sergeant, or ask the individual to contact him or her directly.

2. If the request is for a tour, we will handle it through the jail tour procedures. (See J113, Jail Tours).

3. The Administrative Sergeant will evaluate the Jail's ability to handle these requests, or assign an employee to contact the interested person, determine if the Jail can accommodate the request and coordinate the response.

4. The employee handling the request will outline the response as to staff needs, locations, time, dates and inmate involvement and present this information to the Administrative Sergeant for final approval.

5. If the request is denied, the employee will contact the person and explain why we denied it.

6. If the Administrative Sergeant determines that the request is one the Jail can accommodate, he or she will direct the assigned employee to contact the requesting person and inform him or her of the approval.

7. If the request is for a speaking engagement or an interview, the Administrative Sergeant will discuss the topic with the assigned employee in advance.

8. If the activity is to occur at the jail, the employee will notify him or her of the arrangements, including when and where the activity will occur, the names of any other employees involved and any follow-up that the jail may require.

PROCEDURE II - Internship and Other Programs

1. Any student requesting an internship in the Jail will be processed in accordance with Boulder County Sheriff's policy 412.

2. Those accepted for an internship will comply with procedures outlined in policy 412.

By Order of the Division Chief

Signed by _____ 04/07/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF CONSULTANTS AND CONTRACT PERSONNEL**

NUMBER: **J111**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail, in cooperation with the Sheriff and Office of the County Attorney, to contract with consultants and contract personnel when the expertise required to perform a particular task or providing a specific service is clearly not available in the Sheriff's Office.

SOURCE: Boulder County Sheriff's Office Policy 209

Boulder County Personnel and Policy Manual:

SECTION XI: FINANCE/BUDGET/PURCHASING POLICIES
SECTION XII: CONTRACTS, HEARINGS AND AGENDA ITEMS

INFORMATION: Any information gathered through a contractor's work in the jail is considered confidential and may only be released to those with a direct interest in the work.

PROCEDURE I - Obtaining Consulting Services

1. Employees who feel that the Division could benefit from the assistance of an outside contractor may submit a written proposal to the Jail Division Chief.

2. The employee's proposal should include the project or task assigned, the type of assistance needed, any recommendations the employee may have regarding who might be selected to provide the assistance, an estimate of how long the jail might need the contractor's services and any information the employee may have regarding the cost of the contractor's service.

3. If the Division Chief concurs that we need a contractor, he or she will confer with the Sheriff. The Division Chief may give the Sheriff recommendations regarding who might be used, how we might use their services, and the length of time the jail might require them.

4. If the Sheriff approves, the Division Chief, or designee, will arrange for a contract, or other necessary paperwork. This will be coordinated with the County Attorney.

5. The Division Chief will inform the employee of the decision to contract with a contractor. The employee will contact the contractor and develop a plan for their services.

6. The employee and the contractor should determine when and where they will hold the meetings, what clerical and support services will be required, how they will document information, the impact that the service may have on the jail's operation, if any other staff or inmates will need to be interviewed and how the service will be evaluated.

7. If requested by the Division Chief, the employee will write a memorandum detailing the information generated by Step 6. The employee will forward the memorandum to the Division Chief and keep a file copy.

8. The Division Chief will review the plan, suggest any changes, and forward the plan to the Sheriff.

9. The employee will then set up the plan and obtain the contractor's services.

PROCEDURE II - Request Denials

1. If the Division Chief, or the Sheriff, denies the request for contractor services, the Division Chief will contact the employee and explain the issues or problems involved.

2. The employee will notify the prospective contractor with an explanation for the denial.

PROCEDURE III – Clearing and Orientation of Contract Personnel

1. All prospective contractors will undergo a criminal records check to determine whether there are criminal convictions that have a specific relationship to job performance.

2. All contract personnel will receive a formal orientation appropriate to their assignments and additional training, if needed.

3. Any employee receiving authorization to use a contractor will acquaint him or her with any policies that need to be complied with during the contract period.

4. The contractor will read the policies and direct any questions to the employee.

5. The employee will ensure that the contractor's questions are answered and will repeat that any information gathered through the contractor's work in the jail is considered confidential.

6. The contractor will sign and date the policies indicating his or her agreement to abide by them.

7. The employee will also sign and date the policies as a witness to the contractor's signature.

8. The employee will file the signed policies and maintain them for the duration of the contract in a file maintained for that purpose.

By Order of the Division Chief

Signed by _____ 06/2/2015

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FORMS ADMINISTRATION AND ORDERING**

NUMBER: **J112**

EFFECTIVE DATE: **May 29, 2015**

POLICY: It is the policy of the Boulder County Jail to properly develop all forms according to specific guidelines. Designated employees will maintain a continuous supply of forms and we will inform them in a timely manner when the jail needs additional forms.

SOURCE: None

PROCEDURE I - Forms

1. Any jail employee identifying the need to revise or create a form will submit a written proposal to the Jail Management Team (JMT). They should state what they want to achieve by setting up the form and why it is necessary. Since we usually develop forms simultaneously with a policy and procedure, the employee should review the current policy to decide what changes may be needed.

2. The JMT will evaluate the request and inform the employee of their decision.

3. Whenever we develop or revise a form, the employee will use the Forms Format described in Attachment A of this policy to ensure that it conforms to the established guidelines.

4. The employee will also write a description of the form using the Forms Description Format in Attachment A.

5. The Support Services Commander will ensure that she or he updates the glossary in the policy and procedure manual, if necessary.

6. The new, or revised, form will be added to the on-line Forms Directory as appropriate.

PROCEDURE II - Forms Ordering

1. Supervisors will be responsible for maintaining an adequate supply of all Jail Division forms in their areas of responsibility.

2. He or she will check the forms monthly and coordinate the ordering with the designated employee.

3. The ordering of new forms will be coordinated with the Administrative LET Supervisor, or designee. A Boulder County Printing Requisition form will be used to order forms and forwarded to County Printing.

4. Newly printed forms will be delivered to the Jail by County Printing. The Administrative LET Supervisor, or designee, will notify the appropriate person when the forms are delivered.

5. That person will be responsible for seeing that they are properly stocked.

By Order of the Division Chief

Signed by _____ 05/29/2015____
Bruce K. Haas Date

ATTACHMENT A

FORMS FORMAT

Forms should be developed concurrently with the development or revision of policy and procedure. The following guidelines should be used when developing a new form:

- Make sure the form has a distinct, descriptive, and brief title.
- Center the title at the top of the page, and use a large style type.
- Use distinct, descriptive and brief subtitles in the text when it would add clarity to the form.
- Leave at least a ½" margin on all sides of the form's text.
- Use an open, block style text arrangement by grouping information and leaving an adequate amount of white space distributed in the form.

FORMS DESCRIPTION FORMAT

A form description should always begin with a sentence or two briefly describing the function of the form. This section should also identify which policy and procedure it applies to.

The writer should list specific instructions describing what information is to be entered into each numbered area of the form, with each number corresponding to a numbered area on the form.

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL TOURS**

NUMBER: **J113**

EFFECTIVE DATE: **April 7, 2015**

POLICY: It is the policy of the Boulder County Jail to promote good relations with the public and appropriate professionals. The Jail may grant interested groups or individuals a tour of the Jail. The tour will be conducted in a manner that does not interfere with the operation of the Jail or violate inmate privacy. No tours will be granted for anyone under the age of 16 years. Participants on a tour may be subject to CCIC/NCIC warrants checks.

SOURCE: Boulder County Jail Policy J110

PROCEDURE I - Jail Tours

1. When Reception, or any other jail employee, receives a request for a tour, they will forward it to the Administrative Sergeant.

2. The Administrative Sergeant, or designee, will evaluate the request and approve or deny it, based upon the potential impact on the Jail.

3. If we deny the request, the Administrative Sergeant, or designee, will contact the person making the request and explain the reason for the denial.

4. If the request is approved, the Administrative Sergeant, or designee, will schedule the tour with the person and retain the form. The Administrative Sergeant will advise Reception of the tour date and time and who will conduct the tour.

5. The Administrative Commander, or designee, will instruct the tour group to arrive at the Jail at least fifteen minutes before the scheduled tour time for check-in. We will ask that tour participants leave personal belongings in the lockers in the Lobby or in the Administration area.

6. When the tour group is ready, the Receptionist will notify the individual assigned to conduct the tour.

7. Visitors on the tour may only take photographs at the discretion of the Jail Division Chief, or designee, and shall not include inmates or jail employees without appropriate approval.

8. At the end of the tour the group will be returned to the Reception area and escorted from the facility.

By Order of the Division Chief

Signed by _____ 04/07/2015

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FINANCING AND BUDGETING**

NUMBER: **J201**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to develop an annual budget request to be presented to the Sheriff and Board of County Commissioners (BOCC), which provides for the essential resources of operating a safe and secure jail.

SOURCE: Boulder County Sheriff's Office Policy #209

PROCEDURE I - Budget Preparation

1. The Jail Division Chief, or designee, will prepare a budget request for the jail annually. He or she will seek and use information from appropriate jail employees during this process.

2. The Division Chief will review and evaluate the Jail's Mission Statement, policy and procedures, and goals and objectives to help support and identify necessary requests.

3. The Division Chief may also consult with the Sheriff during this process to ensure that the budget proposal substantiates the funds necessary to operate the Jail. This includes an assessment of the current number of staff positions and anticipated personnel needs.

4. The budget request will be included as part of the overall Sheriff's Office budget request to the BOCC.

5. At the appropriate time, as determined by the BOCC, the Division Chief, and/or designee, will help the Sheriff in the presentation of the budget request to the BOCC.

PROCEDURE II - Budget Review and Revision

1. The Sheriff's Administrative Staff will review the overall Sheriff's Office budget at least monthly.

2. The Jail's budget will be evaluated during this meeting and any problems discussed.

3. Budget revisions and requests for supplemental funding will be developed, as necessary to maintain safe and efficient operations.

4. Any unusual expenditure, which is significantly over the line-item allocation, will be examined by the Sheriff.

5. If necessary, the Division Chief, or designee, will help the Sheriff in the presentation of proposed budget revisions or supplemental requests.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE FUNDS AT INTAKE AND RELEASE**
ACCEPTING INMATE MONIES
EZ PAY KIOSK

NUMBER: **J202**

EFFECTIVE DATE: **March 12, 2014**

POLICY: It is the policy of the Boulder County Jail to accept money for inmates and to manage it carefully according to proper accounting procedures. This ensures the proper handling and return of funds.

SOURCE: Boulder County Finance Accounting Procedures

PROCEDURE I - Inmate Cash Disposition - Intake

1. During the initial pat search, a Booking Deputy will count any cash found on the arrestee in the presence of the arrestee and arresting deputy. If the arrestee disagrees with the amount counted, or is under the influence of drugs or alcohol, or uncooperative with the process, the Booking Deputy will complete an Incident Report, including the name of the arresting deputy, and forward it to the On-Duty Supervisor (ODS). Employees will report unusually large amounts of money and valuables to the ODS immediately.

2. The deputy conducting the pat search will enter the money into the EZ Pay kiosk located in the Booking Room. Upon completion of the transaction, the kiosk will generate a receipt. The deputy will disclose the amount of the transaction to the inmate and upon confirmation; the deputy will write the amount of money on the "Pre-Booking Property Inventory" form and place the receipt into the Inmate's property bag.

3. Any money that is contaminated by moisture, body fluids, or in any manner may present a hazard if handled through normal processing, will be inventoried and secured in a paper envelope and secured with the inmate's property. The amount of cash/coin secured in this manner will be documented on the inmate's Property Inventory and will not be placed on their account. The ODS will be notified of any monies processed in this manner

4. During the booking process, Booking will enter the amount of money into the Jail Cash Management System. After printing the form, the inmate and Booking personnel will review and sign it.

5. At the end of each shift, the On Duty Supervisor (ODS) will generate two reports. The first is the Shift Fund Balance Report from the Jail Cash Management System. This report will include the name of each person booked into the jail on that shift and the funds credited to their accounts. The second report is the EZ Pay Kiosk end-of-shift report. This report will indicate all transactions that occurred on that particular shift. Both reports will be run from 0600-1800 hours for Dayshift and 1800-0600 hours for Nightshift and checked by the ODS.

6. If the ODS finds a discrepancy, they will contact the person who entered the inmate funds. The ODS will resolve the discrepancy and make any necessary corrections in The Jail Cash Management System and on the end-of-shift cash management reports.

7. If the amounts agree the ODS will scan the EZ Pay Kiosk report, the Shift Fund Balance Report, as well as any supporting documents to Sheriff's Accounting before they end their shift.

PROCEDURE II - Receiving Inmate Monies

1. Inmate funds enter the facility through various means, i.e., the EZ Pay kiosks, the EZ Pay kiosk system via the Internet, or the US Postal Service.

2. Inmates receiving monies via the kiosk system will receive a printed receipt via inmate mail once the transaction is posted from the EZ Pay kiosk system.

3. Inmates receiving monies through the US Postal Service will be notified at the time the mail is opened of the amount received. The deputy opening the mail will take the money and enter it into the nearest kiosk. The deputy will then enter the amount from the kiosk receipt into the Jail Cash Management System. Once the transaction is completed, the deputy will give the inmate a copy of the Jail Cash Management System receipt.

4. If the funds come in as a money order, cashier's check, or government check, an employee will take it to the inmate's module, so the inmate can endorse it before we credit the account. Once the document is signed, the employee will repeat Step 3 and place the funds into the Non-cash money receptor in the Booking Room kiosk.

PROCEDURE III - Inmate Money Disposition - Release

1. When Booking releases an inmate, the Jail Cash Management System will generate a check. The releasing employee will sign his or her name and employee number in the lower left corner of the check.

2. Booking will give the check to the inmate being released. The employee will advise him or her that a valid photo I.D. must be presented before a financial institution will cash the check.

3. The ODS will gather the check copies; copies of the Shift Fund Balance Report generated via the Jail Cash Management System, and compare the amounts at the end of each shift.

4. If the amounts do not agree Procedure I, Step 5 will be implemented.

5. When the amounts agree, the ODS will place the check copies in the designated drawer within the Booking Room. These checks will be entered into the jail's Quicken Program by the Administration staff the following business day.

PROCEDURE IV - Deposit of Inmate Money

1. Sheriff's Accounting will receive the End of Shift Balance reports via scan. Accounting will reconcile these reports. If there are any discrepancies, they will notify the ODS for immediate follow up.

2. Sheriff's Accounting has an Automatic Cash Handling transfer process established between the EZ Card and Kiosk company. This transfer process occurs twice weekly. Accounting will be responsible for reconciling the Jail accounts. If there are any discrepancies, they will contact EZ Card and Kiosk to rectify the issues.

By Order of the Division Chief

Signed by 03/12/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FISCAL AUDITS AND ACCOUNTABILITY**

NUMBER: **J203**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to facilitate annual auditing procedures and maintain fiscal accountability. The Jail will work with Sheriff's Accounting to monitor all expenditures and facilitate any necessary audits.

SOURCE: Boulder County Sheriff's Office Policy #209

PROCEDURE I - Fiscal Accountability

1. Expenditures from all Sheriff's Office - Jail Division budget accounts must be approved by the Jail Division Chief, or designee(s).

2. Sheriff's Accounting will provide a copy of the jail's budget expenditures to the Division Chief monthly.

3. The Division Chief will distribute copies to those designated to oversee the jail's budget. Any discrepancies will be discussed with the Accountant immediately.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL DIVISION INVENTORIES**

NUMBER: **J204**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to conduct ongoing property inventories to ensure that supply and equipment shortages do not interrupt or cause inefficient jail operations.

SOURCE: Boulder County Sheriff's Office Policy #209

PROCEDURE I - Jail Division Inventories

1. Jail personnel routinely conduct inventories, but the Division Chief may direct others to conduct additional inventories of specific jail property.

2. The Division Chief may require these inventories when supplies or equipment are discovered to be missing or damaged, or may be necessary as part of the jail's budgetary process.

3. Jail personnel will conduct these inventories according to the procedures specified in Sheriff's Office Policy #209.

4. These inventories will be documented by the personnel assigned to conduct them.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **OTHER JURISDICTION BONDS**

NUMBER: **J205**

EFFECTIVE DATE: **Jan 04, 2017**

POLICY: It is the policy of the Boulder County Jail to carefully record the collection and disbursement of all bonds.

SOURCE: NONE

PROCEDURE I – Booking responsibilities: Other Jurisdiction bonds and checks

1. Releasing booking staff will complete bond and issue check for the out of county bond.

2. Check will be printed out directly to the jurisdiction where the warrant was issued. A list of how to write each check payable to each jurisdiction is located in the Jail booking website (Attachment A).

3. The check, bond and a copy of the warrant will be stapled together and placed in the blue bond bag and secured in the bond drawer.

PROCEDURE II – Shift Supervisor (ODS) Responsibilities:

1. At the end of every shift the ODS will create a Crystal report called Jail Bond Report for their shift.

2. The ODS will retrieve the blue out of county bond bag from the bond drawer for reconciliation.

3. All out of county bonds, checks and crystal report information are correct from their shift. If any discrepancies are found they will be fixed before the end of their shift.

4. The shift's bonds, checks, and warrants with the reconciled Bond report with a paper clipped together and marked with respective team.

5. The ODS will return the packet to the blue bag and secure it in the bond drawer.

PROCEDURE III - Administrative Responsibilities: Checks and record keeping

1. An Administrative employee will collect the **Other Jurisdiction** bonds, check and copy of the warrant from the designated Booking Bond Drawer in the Booking Room.

2. A Crystal Report (Jail Bond Report) is created for all bond data from the date of the last report. The Crystal Report data is exported to the Comstat Report on the G: drive of the Boulder County intranet system.

3. The employee will verify the bond information on the Comstat Report. Additional information will be added to the report, including deposit amount, check number, written date of check, and responsible deputy.

4. If the employee discovers an error they will advise the ODS. Together they will attempt to correct the mistake or contact the responsible Booking Officer.

By Order of the Division Chief

Signed by _____ 01/04/2017
Jeff Goetz Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PURCHASE OF SUPPLIES, SERVICES, AND EQUIPMENT**

NUMBER: **J206**

EFFECTIVE DATE: **May 29, 2015**

POLICY: It is the policy of the Boulder County Jail to provide efficient and accountable use of its appropriated funds. The Jail will follow established County Purchasing guidelines when obtaining the necessary supplies, services and equipment.

SOURCE: Boulder County Sheriff's Office Policy #209

Boulder County Personnel and Policy Manual:
SECTION XI: FINANCE/BUDGET/PURCHASING POLICIES
SECTION XII: CONTRACTS, HEARINGS AND AGENDA ITEMS

PROCEDURE I - Purchase of Supplies, Services and Equipment

1. The Jail Division Chief, or designee(s), will arrange for the purchase of goods and services through the Jail Division Account (2851), by following instructions contained in the Boulder County Personnel and Policy Manual and Boulder County Sheriff's Office Policy #209.

2. All vendor contact, sole-source, and purchase limits are directed by Boulder County Personnel and Policy Manual procedures in sections XI and XII.

3. If an item is only available from one source, the purchase can be made, but the person authorizing the purchase will attach a sole-source memorandum to the invoice prior to submitting it to Sheriff's Accounting.

4. Sheriff's Accounting and County Finance will be used as resources for any employee involved in purchasing or contracting for goods and services.

5. All incoming invoices for goods and services will be forwarded to the appropriate person for assigning of the proper object code and signature.

6. The invoices will then be forwarded to Sheriff's Accounting without delay.

By Order of the Division Chief

Signed by _____ 05/29/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PAYROLL**

NUMBER: **J207**

EFFECTIVE DATE: **June 2, 2015**

POLICY: It is the policy of the Boulder County Jail to maintain and follow established procedures governing the payroll to ensure that Jail Division employees receive timely and accurate compensation for the work they do.

SOURCE: Boulder County Sheriff's Office Policy 302

PROCEDURE I - Payroll Processing

1. Each month Sheriff's Accounting will send supervisors a message indicating when completed payroll time sheets are due.

2. Employees will document their hours worked, leave taken, and other relevant payroll information using the County's electronic payroll system (currently KRONOS.)

3. Jail supervisors will ensure that all employees assigned to them complete the monthly Time Sheets and sign it electronically.

4. Supervisors will enter the payroll program, check the Time Sheets for accuracy and approve each of them electronically by the due date set by Accounting. If the employee is not available to electronically sign the Time Sheet, the supervisor will review it for accuracy and sign it off anyway.

By Order of the Division Chief

Signed by _____ 06/2/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **RECEIVING AND DOCUMENTING DELIVERIES**

NUMBER: **J208**

EFFECTIVE DATE: **June 10, 2015**

POLICY: It is the policy of the Boulder County Jail to receive, account for, and store or distribute all purchased goods delivered to the jail in a timely manner.

SOURCE: **None**

PROCEDURE I - Administrative Deliveries

1. All deliveries, except those intended for Food Service, and some inmate supply and Maintenance deliveries, will be accepted in Reception, Monday through Friday, between 0800 and 1630 hours.

2. Reception personnel will receive the orders and check them against the delivery papers. If the delivery is correct it will be accepted and signed for.

3. If the delivery is not accurate, Reception will attempt to resolve any discrepancies with the delivery person. If the discrepancy cannot be resolved they will not accept or sign for the delivery.

4. If a delivery is not intended for Reception, they will notify the appropriate person and forward any documents to him or her.

5. When receiving deliveries for inmates Reception will note, in the Inmate Packages Record, that they received a delivery, when they received it, and who received it.

7. Reception will keep a record of deliveries not accepted for inmates. This written record will include the date, inmate's name, who they returned it to, and why they returned it.

PROCEDURE II - Other Deliveries

1. Food Service, Commissary, Maintenance and inmate supply deliveries will be accepted at the Rear Loading Dock.

2. When Master Control is advised of a delivery via the intercom on the Rear Loading Dock, they will determine whom the delivery is intended for. That person or section will be contacted and asked to respond to the loading dock. If the person is not available, Food Service will be asked to handle the delivery.

3. If there is doubt as to the delivery person's identity, Master Control will notify a deputy to respond for verification.

4. Master Control will log the delivery in the Master Control Log by recording the time of delivery, the type of supplies being delivered, if known, and the person accepting the delivery.

5. The person receiving the delivery may allow the person to place the order in the Receiving Vestibule, after ensuring that no inmates are present. If there is a discrepancy with the order when checking the delivery and the Bill of Lading they will settle it then.

6. The person accepting the delivery will move the supplies to the appropriate storage area, securing all doors behind them.

7. The Bill of Lading will be forwarded to the Food Services Manager, Maintenance, or other person to be filed pending the receipt of the invoice.

8. When the invoice arrives it will be compared with the Bill of Lading to confirm that the vendor billed the Jail for the correct items received.

9. It will then be forwarded to the Administrative Commander, or designee, who will initial it and forward it Sheriff's Accounting for payment.

By Order of the Division Chief

Signed by _____ 06/10/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COMMISSARY**

NUMBER: **J209**

EFFECTIVE DATE: **June 10, 2015**

POLICY: It is the policy of the Boulder County Jail to provide Commissary from a contracted vendor for inmates to purchase approved items. The commissions obtained from these sales are placed into an Inmate Welfare Fund and spent on inmate needs and services. The Administrative Commander and Sheriff's Accounting oversee the use of these funds.

SOURCE: NONE

PROCEDURE I - Commissary Ordering

1. Nights module deputies will distribute Commissary Order Forms each Sunday evening and Monday morning. All inmates will be given the opportunity to order commissary. Inmates on Disciplinary status may order personal hygiene items only and use a special ordering form.

2. Inmates may order up to $100.00 worth of commissary, but may not exceed their account total. An inmate may request their account total from a module deputy if they are not sure how much they have available.

3. Deputies will collect all order forms before lockdown. The Nights On-Duty Supervisor (ODS) will place all of the order forms in the box on the Support Services Corrections Program Coordinator's door.

4. The commissary representative will pick them up from this location early on Monday morning.

PROCEDURE II - Commissary Distribution

1. The commissary vendor will process the orders placed and prepare them for distribution.

2. Once the orders are prepared for distribution, the vendor will arrange delivery times with the Module Deputies.

3. The vendor will go to the first delivery area. Module deputies will help the representative in getting inmates to the door to accept their purchases and ensure that the proper inmates sign for orders by checking the inmate's identification bracelet. Inmates should check their order, sign for it and return the signed form to the representative.

4. Once an inmate has signed their commissary receipt, the order is considered complete. All order disputes will be handled at the time of delivery.

5. After they deliver all orders, the vendor will notify the Corrections Program Coordinator of any issues including extra charges and/or credits.

PROCEDURE III - Debiting the Inmate Cash Account and Crediting the Commissary Account

1. The Corrections Program Coordinator, or designee, will determine the money to be debited from the Inmate Cash Account for commissary purchases using the report provided by the commissary vendor. Any corrections to inmate accounts will be made at this time. This amount will be a combined total of money owed to the vendor and the jail's commission.

2. The Corrections Program Coordinator will report the commissary transactions to the Sheriff's Office Accounting Section and complete any financial transactions between the Sheriff’s Office and the vendor.

3. Sheriff's Accounting will deposit the funds in the appropriate accounts.

4. Jail COMSTAT reports will be updated to reflect the final commissary transactions.

By Order of the Division Chief

Signed by _____ 06/10/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FEE ASSESMENTS**

NUMBER: **J210**

EFFECTIVE DATE: **April 9, 2014**

POLICY: It is the policy of the Boulder County Jail to collect fees authorized by the State of Colorado to assist in the effective management of budgets utilized by the Boulder County Jail.

SOURCE: C.R.S. 17-26-104.5
C.R.S. 18-1.3-106
C.R.S. 30-1-104

PROCEDURE I - Inmate Medical Fees

1. As authorized by C.R.S. 17-26-104.5, Jail Medical staff will establish a reasonable fee schedule for care received by inmates of the Boulder County Jail.

2. The current schedule of fees established by the Boulder County Jail are:

Medical or Mental Health Doctor Visit	$10
Dentist	$10
Medication	$5/medication/month
Pregnancy	$10
Laboratory/X-ray Charges	$5
Medication or Protocol	$5
Nurse Sick Call	$2/kite

3. When an inmate is assessed any of these fees, a record of that transaction will be entered in the Tiburon Jail Management System.

4. These fees will be reviewed annually to ensure they are valid rates in the current market.

PROCEDURE II – Alternative Sentencing Fees

1. As authorized by C.R.S. 18-1.3-106, Jail Alternative Sentencing staff will establish a reasonable fee schedule for inmates sentenced to Day Reporting, Home Detention, Work Crew, and Work Release.

2. The current schedule of fees established by the Boulder County Jail are:

Day Reporting	($8 per day, $4 per day ITC/DITC managed by vendor)
Home Detention	$13 per day
Work Crew	$5 insurance one-time fee/$10 per day
Work Release	$17 per day

3. When an inmate is assessed any of these fees, a record of that transaction will be entered in the Tiburon Jail Management System.

4. These fees will be reviewed annually to ensure they are valid rates in the current market.

PROCEDURE III – Booking and Bonding Fees

1. As authorized by C.R.S. 30-1-104, the Jail Management Team will establish reasonable Booking and Bond fees to be collected from arrestees that are processed at the Boulder County Jail.

2. The current fees established by the Boulder County Jail are:

Booking Fee	$30 per new arrest
Bond Fee	$10 per bond

3. When an inmate is assessed any of these fees, a record of that transaction will be entered in the Tiburon Jail Management System.

4. These fees will be reviewed annually to ensure they are valid rates in the current market.

By Order of the Division Chief

Signed by 04/09/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

NUMBER: **J211**

EFFECTIVE DATE: **May 14, 2014**

POLICY: It is the policy of the Boulder County Jail to reimburse employees who incur reasonable and necessary out-of-pocket expenses while performing their duties.

SOURCE: **Boulder County Policy II.25**
Sheriff's Office Policy 209
Sheriff's Office Policy 212

PROCEDURE I - Reimbursement

1. An employee incurring out-of-pocket expenses while performing their duties will document the expenses on an Employee Request for Reimbursement Form to a supervisor requesting reimbursement. They must attach the original itemized receipt for the expenses.

2. The supervisor will evaluate the request and either approve or deny it.

3. If the request is approved, the supervisor will sign the approval section of the form and forward it to Administrative Commander. The Administrative Commander will code it and forward it to Sheriff's Accounting.

4. Sheriff's Accounting will coordinate the issuance and mailing of the reimbursement check to the employee's home address.

5. Accounting will retain the Employee Request for Reimbursement form and receipt for their records.

6. If the request is denied, the supervisor will not sign the approval section of the form. The employee may appeal the decision to the Jail Division Chief.

By Order of the Division Chief

Signed by 05/14/2014

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PETTY CASH**

NUMBER: **J212**

EFFECTIVE DATE: **May 14, 2014**

POLICY: It is the policy of the Boulder County Jail to maintain a petty cash fund for expenses incurred while jail employees are on transports or conducting other jail business. The Lead Administrative Technician will maintain the fund and it is accessible by jail supervisors and the Administrative Technicians.

SOURCE: **Boulder County Policy II.25**
Sheriff's Office Policy 209
Sheriff's Office Policy 212

PROCEDURE I - Obtaining Petty Cash

1. A Jail employee needing petty cash for a jail related expense will request it from a supervisor.

2. If the supervisor agrees that the use of petty cash is appropriate, the employee will obtain the required amount of money from the Lead Administrative Technician.

3. The Lead Administrative Technician will document the transaction in the Petty Cash Ledger, by recording the date and amount of the disbursement and the name of the employee receiving the money. That employee will also initial the Ledger.

4. If the Lead Administrative Technician is not available to release the funds, a supervisor or another Administrative Technicians may access the account and document the same information.

PROCEDURE II - Documenting Petty Cash Expenditures

1. Employees using petty cash will verify their expenditures by retaining original itemized receipts and accounting for all unspent funds.

2. They will complete a Record of Expenditure form and attach the receipts and remaining cash to it.

3. This paperwork will be given to the Lead Administrative Technician, who will secure it with the petty cash supply. Employees must return all unspent funds within forty-eight hours.

PROCEDURE III - Reconciling Petty Cash Expenditures

1. The Lead Administrative Technician will reconcile the petty cash ledger monthly. The total amount of receipts and remaining cash must equal the allocated cash amount.

2. If the totals do not match exactly, the Lead Administrative Technician will search for the discrepancy by examining entries made in the ledger and contact the appropriate employee to reconcile the problem.

3. The Lead Administrative Technician will retain reconciled receipts for use when obtaining replenishment of the petty cash supply from Sheriff's Accounting.

PROCEDURE IV - Replenishing Petty Cash

1. The Lead Administrative Technician will forward the reconciled receipts and expenditure paperwork to Sheriff's Accounting when it is determined that Petty Cash is running low as well as at the end of the calendar year.

2. If the receipts are in order Sheriff's Accounting will reimburse the Lead Administrative Technician.

3. County Finance may audit the petty cash account each year.

By Order of the Division Chief

Signed by _____ 05/14/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BASIS OF STAFF ASSIGNMENTS**

NUMBER: **J302**

EFFECTIVE DATE: **February 12, 2014**

POLICY: It is the policy of the Boulder County Jail to assign personnel to duties based on their ability to do the job and meet the requirements of the Jail's Mission Statement. We will make certain assignments using those personnel who are State Certified Peace Officers. Any assignment will be based on criteria established in Sheriff's Office policies Section 300.

Any Sheriff's Office employee may be temporarily assigned to the Jail Division to help with Jail operations when necessary.

SOURCE: Sheriff's Office policies, Section 300

PROCEDURE I - Staff Assignments

1. Jail Division employees will be selected and assigned based on facility needs and budgetary restrictions.

2. Jail supervisors will be responsible for assigning employees to specific posts or areas where their skills are best used.

PROCEDURE II - Assignment of Deputies

1. Jail Deputies and Deputy Sheriffs may be cross-trained to work all of the security posts in the Jail.

2. Jail Deputies and Deputy Sheriffs may be assigned to posts in the following areas:

    a. Building C
        1. Module Deputy
        2. Program Supervisor for Day Reporting, Home Detention, Work Release

b. Classification Deputy

c. Buildings A, B, and Inmate Worker Module Deputy

d. Booking Deputy

e. Recreation Deputy

f. Other
   1. Master Control
   2. Visitation
   3. Rover
   4. FTO
   5. Second officer hospital guard

g. Transport/Court
   1. Second Transport Officer

3. Additionally, Deputy Sheriffs may be assigned to posts in the following areas:

   a. Hospital Guard

   b. Transport/Court
      1. Transport Deputy
      2. Court Security Deputy

4. Deputy Sheriffs will be the primary officers on any extradition. Weapons qualified Jail Deputies may be used as a second officer.

5. Criminal investigations in the jail may be the responsibility of Deputy Sheriffs assigned to the Jail. They will request any additional resources that they may require.

By Order of the Division Chief

Signed by _____ 02/12/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **EMPLOYEE TRANSFERS AND SPECIAL ASSIGNMENTS**

NUMBER: **J303**

EFFECTIVE DATE: **February 12, 2014**

POLICY: It is the policy of the Boulder County Jail to base transfers and special assignments on Jail Division needs, as determined by the Jail Management Team (JMT).

SOURCE: **None**

PROCEDURE I - Criteria Considered for Transfers

1. Divisional needs will be the first consideration, i.e., male/female ratios, need for experienced officers, and other specific needs as established by the Jail Management Team (JMT).

2. Career growth of the employees involved.

3. Seniority in grade with the Sheriff's Office.

4. Performance, evaluations, and training needs.

5. Disciplinary actions.

PROCEDURE II - Shift Assignments

1. New employees will submit a written shift preference request to the Administrative Commander before the conclusion of pre-service training. The letter should include any special circumstances that should be considered.

2. When a new employee nears the completion of training, the Administrative Commander, or designee, will send an E-mail message requesting that employees interested in a shift transfer submit a written request to him or her.

3. The Administrative Commander will date the request and keep it on file unless the employee withdraws it in writing. The employee will forward a copy of the request to his or her supervisor.

4. The JMT will discuss all shift transfer/assignment requests and decide shift assignments.

5. When possible an employee will be given a two-week notice of any shift change, however, on occasion we may transfer an employee on short notice.

PROCEDURE III - Special Assignments

1. To meet the special needs of the Division, the jail may transfer employees from one shift to another temporarily. This move usually will not be considered a permanent assignment and the employee will be returned to their original shift when the situation permits.

2. To meet the special needs of an employee, the jail may give him or her a temporary special assignment or reassign them to a different shift. This will be determined on an individual basis.

By Order of the Division Chief

Signed by _____ 02/12/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DETERMINATION OF PERSONNEL REQUIREMENTS**

NUMBER: **J304**

EFFECTIVE DATE: **February 12, 2014**

POLICY: It is the policy of the Boulder County Jail to review personnel needs annually to ensure the accomplishment of goals outlined in the Mission Statement and that inmates have adequate access to staff, programs and support services.

SOURCE: NONE

PROCEDURE I - Systematic Determination of Personnel Requirements

1. As part of the annual review of the Jail Division's Policy and Procedures Manual, operations and programs, the Jail Management Team (JMT) will evaluate staffing levels and personnel requirements, to include Health Services.

2. The JMT may also discuss staffing level issues at routine meetings throughout the year and develop a list of solutions.

3. The Division Chief will meet with the Sheriff to discuss the needs and solutions.

4. The Sheriff's Administrative Staff will evaluate the suggested solutions and determine whether the Sheriff should make a request for additional staff to the County Commissioners.

By Order of the Division Chief

Signed by _____ 02/12/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL EMPLOYEE'S FUND**

NUMBER: **J305**

EFFECTIVE DATE: **February 12, 2014**

POLICY: It is the policy of the Boulder County Jail to maintain a Jail Employee's Fund provided by commissions paid for purchases from vending machines located throughout the jail.

SOURCE: **Sheriff's Office Policy 209**

INFORMATION: The Employee's Fund will be used to send expressions of sympathy and caring when there is a death in the family of an employee. The Jail may provide floral arrangements or other appropriate remembrances expressing care from the Fund. The Fund will also be used for employee support, morale, improvement, and community support.

PROCEDURE I - Source and Management of Funds

1. Commissions collected from the vending machines used by employees and located throughout the jail will be placed in the Jail Employee's Fund.

2. The monthly commission checks will be mailed to Sheriff's Accounting.

3. Upon receiving these checks Sheriff's Accounting will deposit them in the account and remain responsible for managing the Fund.

4. Sheriff's Accounting will provide, on request, a report to the division listing Fund activity.

5. The Administrative Commander, or designee, will write checks to pay for approved items.

6. Bank statements will be forwarded to Sheriff's Accounting.

PROCEDURE II - Notification

1. A supervisor will notify the Lead Administrative Technician of the death in an employee's immediate family and request a floral arrangement, or other appropriate expression of sympathy and caring.

2. The supervisor will provide pertinent information, i.e., name of the employee, name of the deceased, date, time, and location of funeral, memorial, or other services to the Lead Admin Tech.

3. The Lead Admin Tech will arrange to have flowers, or another appropriate remembrance sent to the services, or home of the employee.

4. All other expenditures will be brought to the Administrative Commander for approval.

PROCEDURE III - Purchasing of Flowers

1. Any jail employee ordering flowers, or other remembrances, will use established County purchasing guidelines.

By Order of the Division Chief

Signed by _____ 02/12/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DRESS CODE**

NUMBER: **J306**

EFFECTIVE DATE: **October 16, 2013**

POLICY: It is the policy of the Boulder County Jail for all employees, volunteers, and other program providers working in the Jail, to dress in a manner that upholds and furthers the professional image of the Sheriff's Office.

SOURCE: **None**

INFORMATION:

- Jail employees will follow the guidelines established in Boulder County Sheriff's Office Policy and Procedure #523.
- Any Commander will be responsible for obtaining uniforms and accessories provided to employees, as well as approving replacements and providing letters of authorization when necessary. The Administrative Commander will be the Division Liaison with the Sheriff's Office to regulate consistency of this process.
- All non-uniformed personnel will display the Sheriff's Office identification in plain view whenever they are on duty in the jail. This includes all contract personnel.
- Non-uniformed employees will dress in a manner that reflects professionalism, while allowing them to carry out their duties with ease of movement and comfort.
- Specialized, non-uniformed employees (e.g. Medical staff, Court/Transport Deputies working trials) will have certain uniform restrictions designated by the Unit Supervisor with Division approval. These restrictions will be reviewed annually and presented to the staff involved. These restrictions will be signed, dated, and placed in the employee's Working File each year.

PROCEDURE I - Dress Code for Non-Uniformed Staff

1. Any employee, volunteer, or program provider wearing civilian attire must insure that it is clean, neat and in good repair.

2. The following guidelines will be adhered to:

- Boulder County Sheriff's Office Policy #523, Procedure I, Step V Other Attire is the base guideline for staff wearing civilian clothing while on duty.
- Clothing that is tight, baggy, saggy or loose fitting, low-cut or revealing in any manner is not acceptable
- No halter or tube tops, tank tops, tops with spaghetti straps, tops with no straps, and tops that reveal cleavage or midriff
- Undergarments must be covered at all times
- For any COMPENSATED STAFF WORKING IN THE JAIL: No blue jeans or similar attire is allowed. Colored jeans are acceptable.
- Volunteers may wear blue jeans.
- No low riders or hip-huggers that reveal the skin of the upper buttocks, lower back or midriff
- No workout attire, nylon, spandex, stirrup or legging pants unless such attire is required for their program
- No pants that show considerable wear or have holes, tears, or patches
- No shorts
- No clothing hanging out of slacks, pants, or jeans that are not designed to be worn in such a manner
- No open-toed shoes
- Civilian personnel, assigned to non-public contact positions, may be allowed to wear blue jeans on Fridays subject to unit supervisor approval.
- Deputies assigned to certain specialty positions may opt to wear civilian attire as described in Boulder County Sheriff's Office Policy #523, Procedure I, Step V Other Attire. No Friday exception is permitted for these positions.
- Maintenance Technicians may wear a utility style pant that is uniform. The pant style will be approved by the Maintenance Supervisor in conjunction with Division approval.
- Law Enforcement Technicians (LET's) assigned to jail operational teams will be issued three polo style shirts with Sheriff's Office logo on them and three pairs of the 5.11 style pants
- Contract personnel will adhere to the dress code established by the Contract Provider and may not be less restrictive than this policy.

3. Supervisors will ensure that all personnel working for them are wearing clean and properly pressed attire in accordance with these guidelines.

<u>PROCEDURE II – Dress Code for Uniformed Personnel</u>

1. See Boulder County Sheriff's Office Policy and Procedure #523 and policy #310.

2. A Deputy leaving the facility to obtain lunch or conduct other business

must remove the uniform shirt or wear a jacket to conceal it. Exceptions to this are Deputy II's and above, or Deputies leaving the facility on work-related business, who are weapons qualified.

3. On-duty Deputies wearing a uniform out of the facility will have a duty weapon and a multi-channel radio on their person.

PROCEDURE III – Dress Code for Any Staff Attending Training

1. Employees attending training may wear civilian attire as described in Boulder County Sheriff's Office policy #523, Procedure I, Step V Other Attire.

2. Exceptions for various training (e.g. Defensive Tactics, Firearms, CPR, other skills training) may be made and attire appropriate for the curriculum may be worn.

By Order of the Division Chief

Signed by _____ 10/16/13
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **Jail Staff possession of personal electronic devices in the Jail**

NUMBER: **J307**

EFFECTIVE DATE: **September 9, 2015**

POLICY: It is the policy of the Boulder County Jail to establish rules pertaining to the possession and use of personal, portable, electronic devices by staff while on duty in the Jail, to ensure that we operate the jail in a safe, secure manner.

DEFINTIONS:

Staff Member:

Including but not limited to: Employees, Deputies or Civilian, Volunteers, Professionals and Program Providers.

Personal, Portable electronic device:

Including but not limited to: Cell phone, electronic tablet, portable computer or camera
Exception: Devices containing only electronic music files. i.e. MP3 /digital music players.

PROCEDURE:

- No personal, portable, electronic device, including but not limited to; cell phone, electronic tablet, portable computer or camera, are allowed in the interior of the Jail. This applies to ALL Jail Staff, including but not limited to; Employees, Deputies or Civilian, Volunteers, Professionals and Program Providers, accept as provided in J 1501 "Personal Visits" and J 1502 "Professional Visits" or Boulder County Sheriff's Office, or outside law enforcement, issued equipment.
- The Department knows that there are situations when staff will need access to a personal electronic device while at work in the

interior of the jail. The staff member only has to make a written request through their immediate supervisor describing the purpose for a variance to this policy and the expected duration. The immediate supervisor can approve it and place the signed request in the staff's working file.

- The usage must be appropriate and discrete, never being used within a housing unit or in the presence of inmates. Usage should conform to BCSO Policy 325 Electronic Communication as well.
- If the device has a camera it should never be used inside the jail.
- If the device is lost, stolen or misplaced the Staff member must immediately notify any on duty supervisor and complete an incident report.

By Order of the Division Chief

Signed by: _____ Date 9/9/2015
Bruce Haas

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRAINING/STAFF DEVELOPMENT PLAN**

NUMBER: **04-01-01**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to operate in a safe, professional, and efficient manner and to maintain and use a written training and staff development plan for all employees.

SOURCE: A.C.A. Standard 4-ALDF-7B-06
A.C.A. Standard 4-ALDF-7B-07
A.C.A. Standard 4-ALDF-7B-08
A.C.A. Standard 4-ALDF-7B-10
A.C.A. Standard 4-ALDF-7B-11

INFORMATION: The Jail Training Sergeant will be responsible for the development and implementation of the Jail's training and staff development plan. Design and presentation of this training may be delegated to supervisors, Field Training Officers (FTO's), and specialty sections such as, but not limited to, Health Services and Food Services. The Training Sergeant will also maintain documentation and records related to training.

PROCEDURE I - Training for Non-Commissioned Staff

1. The Jail Division will provide basic orientation and training for new noncommissioned staff, whether they will have inmate contact or not. This must be completed during the first six months of employment.

2. Training for these employees will include on-the-job training hours under the supervision of a senior employee, and programs presented by the Administrative Services Department of the County. Law Enforcement Technicians (LET) will complete the prescribed FTO training program for their positions.

3. The pre-service training for these employees will consist of security and emergency procedures, and other job duties and responsibilities. The Training Sergeant, with individual unit supervisors, will determine the content of the

remaining training hours based on the needs of the individual employee. Such training may include other Division's/Sheriff's Office policies, use of Tiburon, use of specific equipment, and area specific training classes and seminars.

4. The Training Sergeant will document all training received in each employee's individual Training Record.

PROCEDURE II - Pre-Service Training for Commissioned Staff

1. All new Corrections Deputy/Deputy Sheriffs will receive basic orientation and training during their first six months of employment. Training for this group will include security and search procedures, use of force, staff rules and regulations, supervision of inmates, report writing, inmate rules and regulations, inmate's rights, emergency procedures, interpersonal communications skills, first aid and CPR. This will be presented through the jail's FTO program.

2. New deputies will receive basic orientation training and introduction to the Sheriff's Office/County before the FTO program. The Training Sergeant, or designee, will present the division's philosophy/ethics and principles of Direct Supervision in a classroom session. New deputies will also be scheduled for observation training with Support Services, Health Services, Jail Operations, Communications Center, and the Operations Division during the FTO program. Sheriffs' Personnel will schedule County Benefits' training. All new employees will meet with the Division Chief during training.

3. The Training Sergeant will make the shift assignments during the pre-service training. Emphasis will be placed on exposing new deputies to as much of the Division's operations as possible during training. The Jail Management Team (JMT) will make permanent shift assignments.

4. The Training Sergeant will document all training received in each employee's Individual Training Record.

PROCEDURE III - In-Service Training

1. The Training Sergeant and JMT will develop the curriculum, to reinforce positive skill development, particular to each employee's job function, and to eliminate inconsistencies of application in day-to-day operations.

2. All employees will receive forty hours of in-service training each year, after the first year of employment. This may include security procedures, defensive tactics (for those employees who have inmate contact), rights and responsibilities of inmates, emergency procedures, firearms, interpersonal relations, communications skills, first aid/CPR, and job task procedures.

3. Supervisors will schedule their employees to attend this training when requested by the Training Sergeant.

4. Briefings may be used to present short training topics. These sessions may include policy and procedure changes, divisional issues, and other informational items discussed and resolved by JMT.

5. The Training Sergeant and JMT will review the In-Service Training Program to meet changing needs.

6. The Division Chief may exempt certain employees from this training at his or her discretion.

7. Employees may ask to attend training programs offered outside the jail. They must submit the program's title, cost, and a statement of how it will enhance their job skills. This letter will be submitted through the chain of command and reviewed by JMT. If approved, JMT may ask that the employee make a presentation of what they have learned to JMT after the completion of training, or others as designated by JMT.

8. The Training Sergeant will document training received through the In-Service Training Program on each employee's Individual Training record.

PROCEDURE IV - Management/Administrative Training

1. Ongoing training for the JMT will be determined each year by this group. The National Institute of Corrections, American Jail Association, Colorado Jail Association, American Correctional Association, and other organizations will be used as much as possible to complete this requirement. They may be assigned to attend advanced training based on the availability of funds in the training budget.

2. The Jail Division Chief may direct Commanders to attend the regular In-Service Training at his or her discretion.

3. All newly promoted Sergeants, noncommissioned supervisors, and FTO's will be expected to obtain the Certificate in Supervisory Skills available through Administrative Services.

4. Weekly JMT meetings may be used to provide short training programs. This could include decision-making, interactions with elements of the criminal justice system, relationships with other agencies, employee-management relations, stress management, budget analysis, personnel policy and procedures review, policy and ethics review and time management.

5. The Training Sergeant will keep records of all management training by way of Individual Training records. JMT will review administrative training and make changes as needed.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRAINING LIBRARY & REFERENCE SERVICES**

NUMBER: **04-01-02**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to help employees with their training needs by maintaining training references throughout the facility.

SOURCE: None

INFORMATION: Training references may be kept with the Jail Division Chief, Support Services Commander, Support Services Sergeant, Administrative Commander, Jail Training Sergeant, Jail Library, other Departmental Training Staff, and the Personnel Section.

PROCEDURE I - Obtaining Reference Materials

1. Any jail employee wishing to use materials for training purposes will contact the appropriate source. If they are unsure whom to contact, they should consult with the Jail Training Sergeant, who will advise the employee of the best resource.

2. The employee may use the materials for the time designated by the person maintaining the materials and return them to that person.

PROCEDURE II - Obtaining Materials from Outside Sources

1. The Jail Training Sergeant will maintain contact with outside sources such as, but not limited to, the National Institute of Corrections, American Jail Association, Colorado Jail Association, Colorado Association of Law Enforcement Trainers, and other Boulder law enforcement agencies' trainers to benefit from their assistance in obtaining informational materials.

By Order of the Division Chief

Signed by	07/23/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL EMERGENCY DRILLS**

NUMBER: **04-01-03**

EFFECTIVE DATE: **July 1, 2007**

POLICY: It is the policy of the Boulder County Jail to maintain a state of preparedness by conducting quarterly emergency drills on each Team. To ensure successful management of emergencies, the drills will simulate emergencies that employees could encounter in the facility and vary in the difficulty of resolution.

SOURCE: A.C.A. Standard 4-ALDF-1C-01

PROCEDURE I - Jail Emergency Drills

1. The Administrative Commander and Training Sergeant will select dates for the quarterly emergency drills.

2. The Training Sergeant will develop a scenario for each drill. This may involve fire, bomb, escape, hostage, medical, or a combination of these emergencies.

3. Supervisors from the Teams will be notified before the date(s) and provided with the primary focus of the drill.

4. When the Training Sergeant begins the drill, he or she will inform the Team that the drill is about to begin. This will be accomplished by announcing over the radio, "An emergency drill has begun."

5. Supervisors not participating in the drill will go to an area that allows them to observe the drill. At least one Team supervisor will participate in the drill.

6. The Training Sergeant will go to the scene of the drill emergency with a copy of the drill scenario.

7. The Training Sergeant will inform the employee assigned nearest to the location of the drill that it is about to begin and will give the employee the drill scenario.
8. After being informed of the scenario, the employee will begin taking appropriate steps to manage the emergency.

9. The employee will make all notifications as defined by the emergency. This may be by radio, telephone, alarm or other device.

10. The principles of Incident Command will be used to establish a Commander for the incident, name the incident, and designate a Command Post to coordinate all activities.

11. Employees will conduct emergency counts of the inmates they are responsible for and secure their assigned area. If not directly involved in the incident, they will await further direction from Incident Command.

12. Any evacuations, notifications, or requests for outside resources deemed necessary because of the emergency will be coordinated through Incident Command. Because this is a drill, some areas may only simulate evacuation (i.e., Visitation, Professional Visitors, inmate programs, and other activities). Some drills may include the Fire Department and/or paramedics. The Operations Division, or other agencies may become involved, as coordinated by the Training Sergeant.

13. The Incident Commander, along with available supervisors, will take charge of other employees and inmates in the area.

14. Once the employees have met the performance objectives of the drill, the Training Sergeant will use his or her radio to announce to employees that the drill is complete and to return to normal operations.

15. Evacuated inmates and/or visitors will be returned to their pre-drill locations and normal operations will resume.

PROCEDURE II - Drill Critiques

1. The Team supervisors and Training Sergeant will discuss the drill and critique it.

2. The Training Sergeant will compile a critique and distribute copies to all supervisors.

3. Supervisors will discuss the critique with their employees at the next shift briefing.

4. The Training Sergeant will retain original copies of the critiques.

By Order of the Division Chief

Signed by _____ 06/26/07

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TIBURON ACCESS**

NUMBER: **05-01-01**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to use TIBURON as the Jail Management System to conduct efficient and accurate Jail operations.

INFORMATION: The TIBURON computer system is designed to ease the handling, storage and retrieval of criminal justice information for Boulder County. Jail Administration also uses it for purposes of statistical record keeping.

The Sheriff's Office strictly controls access to protect the privacy of individuals indexed within the system.

SOURCE: A.C.A. Standard 4-ALDF-7D-19
A.C.A. Standard 4-ALDF-7D-20
A.C.A. Standard 4-ALDF-7D-22

PROCEDURE I - Access to TIBURON

1. Sheriffs' Personnel will ensure that all new employees fill out a TIBURON security application form.

2. The completed form will be forwarded to the designated Information Technology (IT) person, who will enter the new employee into TIBURON, allowing the employee access to the system.

3. New employees will be trained by their Field Training Officers (FTO's) to use TIBURON and how to retrieve information necessary to perform jail operations.

4. If an employee has a problem with the system Monday through Friday between the hours of 0800-1630, they will contact the TIBURON Trainer on duty. After hours requests must be routed through your supervisor.

5 The TIBURON Trainer will attempt to locate cause of the problem and correct it.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **RESEARCH PROJECTS**

NUMBER: **05-01-02**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to accommodate research projects to the extent possible, in an attempt to help those outside the jail community to understand the jail and its operation better.

SOURCE: A.C.A. Standard 4-ALDF-7D-18

INFORMATION: To provide for the privacy considerations of inmates, the Jail Division Chief, or designee, will review any request to conduct research utilizing employees or inmates in the Jail.

Any proposed research project must meet essential criteria regarding the protection of basic inmate rights to privacy, as determined by the Jail Division Chief. Other factors the Chief may consider are the proposed use and distribution of the project's findings and the project's status in relation to accepted ethical and scientific standards.

No medical research may be conducted on inmates.

PROCEDURE I - Approval of Research Projects

1. Anyone wanting to conduct research in the jail will be directed to the Jail Division Chief, or designee. He or she will review the proposal and decide whether the jail will accommodate the research project.

2. If the proposed research project is approved, a supervisor will be assigned to contact the person and coordinate the details.

3. The supervisor will determine the date, time, location, and materials, number of researchers and the staff and/or inmate(s) to be used. This information will be forwarded to the Chief.

4. The supervisor will notify all employees of the purpose of the research and how and when it will be carried out.

5. During the research, the supervisor will serve as liaison between the researcher and the jail, helping in any way necessary and appropriate.

6. The Chief will review the final research project for approval.

7. The researcher will give the Jail a copy of the final documentation of all research projects and we will maintain a file for them.

PROCEDURE II - Disapproval of Research Projects

1. If we deny the request for research, the Chief, or designee, will notify the person making the request and explain the reason for the denial.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BOOKING REPORT AND JAIL LISTING**

NUMBER: **J601**

EFFECTIVE DATE: **March 20, 2013**

POLICY: It is the policy of the Boulder County Jail to maintain the Booking Report and Jail Listing, which identifies all inmates in custody and their actual physical locations. These documents will be compiled and posted, electronically, to the Sheriff's Office Website on a daily basis.

SOURCE: NONE

PROCEDURE I – Compiling and Posting of Booking Report and Jail Listing

1. Each day, at the end of the Night Shift, the ODS will compile the Booking Report and Jail Listing documents. This will be accomplished by the ODS following the instructions on the Sheriff>Jail>Booking intranet website.

2. These documents will be posted to the public internet website of the Sheriff's Office.

PROCEDURE II – Jail Administration Daily Jail Listing Report

1. Each day, Monday-Friday, the Jail Reception Law Enforcement Technician (LET) will print a physical copy of the day's Jail Listing.

2. The Jail Administrative LET staff will maintain the physical copy of the Jail Listing, in the Reception area, in case power failure or other access to the on-line Jail Listing is lost.

3. Each time a new physical copy of the Jail Listing is produced, the previous copy will be destroyed in accordance with Sheriff's Office practice.

By Order of the Division Chief

Signed by _____ 03/20/13
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE RECORDS**

NUMBER: **J602**

EFFECTIVE DATE: **March 20, 2013**

POLICY: It is the policy of the Boulder County Jail to establish and maintain inmate records to preserve and use information about the incarceration, classification, and court processing of inmates. Inmates, other agencies, and the public may access these records through procedures established below, the procedures regarding medical records, and as directed by Sheriff's Office Policy 526.

SOURCES:

Sheriff's Office Records Retention and Disposition Schedule Policy and Procedure #527
Sheriff's Office Policy and Procedure #526 and #603

PROCEDURE I - Booking Records

1. When a person is arrested and booked, a Booking Officer will complete a Hardcard, Booking File, and Module File for the arrestee.

2. The Booking File will be used to maintain all documents not belonging in the Classification File.

3. Mittimus documents and sentence calculations will be placed in the Classification and Booking Files. The original Mittimus will be kept in the Booking File and a copy in the Classification File.

4. The Hardcard will be used as a quick reference to answer questions regarding the inmate's charges, holds, the bond, and/or court information.

5. The Module File will be used to maintain all documents not belonging in the Booking and Classification Files. It will contain, at a minimum, a copy of the arrestee's initial property inventory, a photo identification sheet, and a signed copy of the Boulder County Jail Inmate Rules.

6. When inmate is released, any non-electronically reproduced documents will be retained. A Booking Deputy will attach these documents, from the Booking and Module Files, to the inmate's Hardcard. All electronically stored documents will be shredded in accordance with Sheriff's Office practice. The Booking Deputy will place the sorted documents in the Record's Relay box in Booking.

7. The documents will be forwarded to the Records Division for filing. The Records Division will maintain Jail Jackets for all individuals who were incarcerated in the Boulder County Jail.

8. All records without activity since 1989 have been archived, therefore; if an officer needs to access Booking Records/Jail Jackets before that date, the officer should contact Records.

9. Booking personnel may only release the following information from the Booking Files:

    a. Confirm that an inmate is in custody
    b. Inmate charges
    c. Bond amounts and conditions
    d. Next court date
    e. The scheduled release date
    f. Bill Balances if requested by caller

PROCEDURE II - Classification Records

1. Each day a Classification Officer will determine which inmates have been in custody for seventy-two hours and make a new file for each of them. At a minimum, the file will contain the criminal history from CCIC/NCIC and completed Initial Inmate Needs Assessment and Initial Inmate Custody Assessment forms. This file will be kept in the Classification Office until we release the inmate from custody. Then it becomes a permanent part of the inmate's Classification File.

2. The Support Services Corrections Program Coordinator will review the names of released inmates each day and remove them from the Sentenced Report.

3. During the inmate's incarceration all Incident Reports (IR's) will be maintained electronically in the Tiburon system. Trusty/Inmate Worker Contracts and Inmate Request Forms (kites) will be placed in the Module File. Disciplinary Hearing Findings, Grievances, and other documents will be placed in the Classification File.

4. The Support Services Corrections Program Coordinator may respond to requests from appropriate criminal justice agencies, with approval from the Support Services Commander, or designee, regarding any pertinent information relating to

the inmate's status while in custody. A copy of the letter will be placed in the inmate's Classification File.

5. The Administrative Commander may also approve a Classification letter upon request from the Colorado Department of Corrections for Classification purposes.

6. The Support Services Corrections Program Coordinator will maintain Classification Files for the current year. The previous year and one additional year of files will be kept at the jail in storage. Older Files will be placed in storage as directed by the Sheriff's Office Records Custodian.

PROCEDURE III - Records for Out-of-Custody Persons

1. All requests for records of former inmates are to be referred to the Sheriff's Office Records Section.

PROCEDURE IV - Jail Staff Access to Inmate Records

1. Jail personnel may review an inmate's Booking File anytime. Employees may view it in Booking only. Files may not be removed for any reason.

2. Jail personnel may use Classification Files with approval from the Support Services Commander, or designee. These Files are not to be removed from the Support Services Corrections Program Coordinator's office without permission.

3. Module Files are available for Jail personnel use on a daily basis. These files are not to be removed from the Deputy Work Station for the module to which an inmate is assigned. Module Files move to the module that the inmate is housed.

4. Medical Files are confidential and used only by the medical staff. Limited information may be available under certain conditions, with approval of the Health Services Supervisor. (See Chapter 20, Health Services, for information regarding medical records).

5. Jail employees will not reveal or use confidential information acquired during the performance of their duties for any purpose not connected with official duties.

PROCEDURE V - Inmate Access to Jail Records

1. Any inmate wishing to access any of his or her records will do so by requesting them from his or her legal representative.

2. If the inmate's legal representative is not able to provide the records, or the inmate is pro se, he or she will obtain an Inmate Request Form from a Module Deputy. The inmate will submit the completed form to the On-duty Supervisor (ODS),

identifying the records needed, why he or she needs them, and why his or her legal representative is not able to provide them.

3. If access is denied, the ODS will document the decision with an explanation on the Inmate Request Form. It will be returned to the inmate and a copy of the denial will be placed in their Module File and an entry made in the inmate's Tiburon Worksheet/Bio record.

4. If the request is approved, the ODS will scan a copy of the Inmate Request Form to the Sheriff's Record Custodian.

5. The Sheriff's Record Custodian will process the request in accordance with Sheriff's Office Policy and Procedure #526 Records Inspection.

6. The Sheriff's Record Custodian will coordinate with the ODS to have any required documentation completed that is required to complete the request. This may include the release of money from the inmate to cover any fees that are required in the transaction. If a release of money is required, the inmate must complete a Release of Property and/or Money form.

7. The ODS, or designee, will then complete a release of money from the inmate's account and a check will be issued payable to the Boulder County Sheriff's Office.

8. The documents will be delivered to the inmate. A written acknowledgment from the inmate will be obtained that he or she has received the documents. A copy of this acknowledgement will be filed in the inmate's Module File and the original returned to the Records Section.

9. A copy of the completed Inmate Request Form will be placed in the inmate's Module File and an entry made in the inmate's Tiburon Worksheet/Bio record.

PROCEDURE VI - Access to Public Records Through the Records Section

1. If an inmate wishes to obtain copies of his or her Arrest Report, or a local Criminal Records Check, and is unable to obtain it from his or her legal representative, he or she will ask for an Inmate Request Form from a Module Deputy.

2. The inmate will submit the completed form to the On-duty Supervisor (ODS), identifying the records needed, why he or she needs them, and why his or her legal representative is not able to provide them.

3. The ODS will follow steps 3-9 of Procedure III of this policy.

4. If Records denies the request, in part or entirely, a Records Section employee will send the inmate a written explanation of the denial.

5. If Records approves the request they will send the requested copies and a copy of the Records Request, to the ODS and complete step 6 of Procedure III of this policy.

6. The ODS, or designee, will then complete a release of money from the inmate's account and a check will be issued payable to the Boulder County Sheriff's Office.

7. The Records Section will file the original Request to Inspect Public Records as specified by their procedures.

8. A copy of the Request to Inspect Public Records form will be placed in the inmate's Module File.

9. If the requested records are with another agency, the inmate or legal representative must obtain them directly from that agency.

PROCEDURE VII - Charges for Copies

1. Charges for copies of public or jail documents will be consistent with established rates.

2. The jail will provide indigent inmates with copies of approved documents at no cost.

PROCEDURE VIII – Other Records Requests

1. **COURT ORDER** If the Jail receives a court order to release certain records, the Jail will comply with the order and coordinate the release of the records with the Sheriff's Records Custodian and the County Attorney.

2. **EXIGENT CIRCUMSTANCE** Any Jail personnel that receive a request for inmate record information from another Public Safety agency, that exceeds the limits of Procedure 1, step 9, of this policy, will refer that request to the ODS. The ODS will evaluate the request. If it is a request with exigent circumstances that require an immediate release of records to maintain public safety, the ODS may release the information available to them. The ODS will complete a report that outlines the date and time, circumstances of the release, the agency, and specific person to whom the information was released. This report will be sent to the Jail Division Chief and the Sheriff's Records Custodian.

3. **PRE-SENTENCE INVESTIGATION (PSI)** The Support Services Corrections Program Coordinator will complete information requests, from the court, regarding PSI information that may be contained in Jail records.

4. **DISTRICT ATTORNEY REQUESTS** Any requests from the Boulder District Attorney's Office will be documented in the inmate's Tiburon Worksheet/Bio section. The Jail will provide the requested information to the District Attorney's Office to the person, in their office, that they specify.

5. **TRANSFER BETWEEN FACILITIES** The Jail will provide custody information and documentation of significant behavior issues and medical information to the agency any inmate is transferred to.

6. **MEDICAL INFORMATION** The Jail will provide records of an inmate's medical records in accordance with Sheriff's Office Policy and Procedure #526, Procedure VI, step 12 which states "Prisoner medical histories shall be released only upon the treated prisoner's authorization or upon court order (including mental health information) C.R.S. 24-72-204(3).

By Order of the Division Chief

Signed by _____ 03/20/13
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SCHEDULING AND USE OF JAIL MEETING ROOMS**

NUMBER: **07-01-01**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to make meeting rooms available to Sheriff's Office personnel for meetings, routine shift briefings, and training sessions, as needed.

SOURCE: **None**

INFORMATION: The rooms available are:

Sheriff's Conference Room: generally used by the Jail Management Team (JMT) for meetings Wednesday morning at 0900 hours.

The Briefing Room: used for shift briefings at 0645 and 1845 hours every day of the week. However, they can hold briefings in other Jail meeting rooms if necessary.

The Training Room: generally used Monday, Tuesday, Thursday and Friday for (GED) education classes and occasionally used for JMT meetings Wednesday mornings.

The Programs Training Room: generally used for Productive Day Classes on a random basis.

PROCEDURE I - Scheduling and Use of Jail's Meeting Rooms

1. The Lead Administrative Technician, or designee, will be responsible for scheduling the use of jail meeting rooms.

2. He or she will maintain a scheduling book for all rooms to document and organize the use of each room.

3. When a Sheriff's Office employee wants to reserve the Sheriff's Conference Room, he or she will contact the Lead Administrative Technician to make the necessary arrangements.

4. The Lead Administrative Technician will reserve the room in his or her scheduling book, showing the date, time, length and purpose of the meeting and the number of people who will be attending.

5. If a scheduling conflict occurs the Lead Administrative Technician will inform the employee requesting use of the room and they may make changes.

6. The Lead Administrative Technician will coordinate the need for equipment or aids and see that they are set up in the room.

PROCEDURE II - Use of Meeting Rooms by Non-Jail Division/ Sheriff's Office Personnel

1. Follow steps 1, 3 & 4 of Procedure I.

2. The person requesting the room will be responsible for providing any necessary equipment, which the jail does not have.

3. The Lead Administrative Technician will instruct the person reserving the room to enter the jail through the Lobby. He or she will ask the person to notify all others who will be using the room to do the same.

4. On the day that the room is to be used the Lead Administrative Technician will notify Reception of who will be using which room, when, for how long, and the purpose of the meeting.

5. As members of the group arrive, Reception will check them in by following the same procedure as for professional visitors.

6. Reception will ensure that we permit only those items allowed within the secured perimeter of the jail in, unless the meeting is scheduled for the Briefing Room.

7. When the entire group has arrived Reception will request a Rover to respond to the Reception area and escort the group to the appropriate room.

8. At the end of the meeting, the person who reserved the room will be responsible for returning all equipment to the appropriate location and for returning the room to a clean and orderly condition.

9. A Rover will escort the group to the Reception area and the Reception employees will check out the group.

By Order of the Division Chief

Signed by _____ _____07/23/07_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SPACE AND EQUIPMENT REVIEW**

NUMBER: **J702**

EFFECTIVE DATE: **September 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to conduct annual reviews of the use of jail space and equipment to facilitate efficient jail operations

SOURCE: None

PROCEDURE I - Space and Equipment Review

1. Each year the Jail Management Team (JMT) will review the use of jail space and equipment for the preceding year.

2. JMT will discuss space and equipment shortages and formulate proposed solutions to these problems. They may also discuss any proposed modifications or reallocation of space.

3. JMT will develop and use a prioritized list of proposed purchases or modifications during the annual budget preparation process.

4. Items on the list will be reviewed and must be approved by Sheriff's Administrative Staff.

5. The Jail Division Chief will direct staff to make any changes when reassignment or change in the use of jail space is sufficient to relieve an identified problem.

6. More frequent reviews of jail space or equipment may occur when necessary.

By Order of the Division Chief

_____	09/14/16
Jeff Goetz	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PHYSICAL PLANT MODIFICATIONS**

NUMBER: **J703**

EFFECTIVE DATE: **September 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to make no modifications to the physical plant without appropriate permission to reduce damage and control changes.

SOURCE: None

PROCEDURE I - Use of Wall and Window Space

1. Jail employees will use bulletin boards located throughout the facility to post notices instead of taping, stapling, gluing, or otherwise attaching items to walls and windows.

2. Walls and windows will remain as aesthetically unimpaired as possible and only those changes approved by the Jail Management Team (JMT) will be made.

PROCEDURE II - Other Modifications

1. A jail employee needing to alter or modify the jail's physical plant in any manner must first receive verbal or written approval from the Jail Division Chief, or designee. He or she will submit a written request to the Support Services Commander, or designee.

2. The Support Services Commander, or designee, will review the request, consult with the County Architect's Office and Facilities Management Division of the Boulder County Administrative Services Department, if necessary, and make a recommendation to the JMT.

3. The Maintenance Section will determine if they can do the work, or if an outside contractor should be used when a change or modification has

been approved and JMT has determined that funding is available through the Jail or Facilities Management Division Budget.

4. Purchases of supplies, equipment and services will be according to County purchasing procedures.

5. If the Jail Division Chief, or designee, decides that they must alter jail space to maximize its use, the appropriate personnel will be directed to make the change.

6. If the change requires the expenditure of Jail Division funds, follow steps 3 and 4.

7. If the Maintenance Section determines that a physical plant change or modification is necessary while making routine or emergency repairs, approval from the Jail Division Chief, or designee, must be received.

8. If the change requires the expenditure of Jail Division funds, follow steps 3 and 4.

By Order of the Division Chief

_____	09/14/16
Jeff Goetz	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FIRE AND SAFETY INSPECTIONS AND EQUIPMENT**

NUMBER: **07-01-04**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to set up and maintain a system of weekly, monthly, and annual fire and safety inspections to ensure that the facility remains safe from fire caused by negligence or poor fire prevention practices.

SOURCE: A.C.A. Standard 4-ALDF-1C-08
A.C.A. Standard 4-ALDF-1C-09

INFORMATION: There are fire extinguishers found throughout the jail. They are the ABC Extinguishers and they belong to Boulder County Facilities Management. The locations are listed below:

Administration Building:

- Near the Inner Staff Entrance Door
- Near the Outer Court Door
- Intake Garage near the Outer Receiving Door
- Release Area of the Booking Room
- Booking Visitation Corridor
- Administration Corridor
- Commander's Office
- Satellite Patrol Office
- Staff Break Room
- Court Area Copier Alcove
- Nurses Work Station Area
- Property Room
- Master Control (2)
- Booking

Building A:

- Intake/Women's Officer Work Station
- DSM officer Work Station
- Three in the "A" Corridor

Building B:

Phoenix/Transition Officer Work Station
Medium Officer Work Station
Two in “B” Corridor
East “B” Corridor

Building C:

Officer Work Station
Kitchenette
Near the Inner Minimum Security Entrance Door
“BD” Corridor
Dayroom “B”
Dayroom “C”
Dayroom “D”

Building D:

Library
Library Corridor
Staff Break Room Corridor
Food Service Manager's Office
Chemical Storage Room
Productive Day Office
Productive Day Work Area
Laundry Room
Recreation Director's Office
Nine in the Mechanical Penthouses
In Various Electrical and Telephone Closets
Inmate Worker OWS
Inmate Worker Module

A vendor selected by Facilities Management will fill fire extinguishers.

Air Packs: There are seventeen air packs in the Jail and they are the property of the Sheriff's Office. Their locations are as follows:

Staff Dining Corridor (2)
Master Control (1)
Booking Room (2)
Administrative Hallway next to gun boxes (1)
Building “C” Hallway (1)
Building “C” Officer Work Station (1)
DSM Officer Work Station (2)
Medium Officer Work Station (2)
Phoenix/Transition Officer Work Station (2)
Women’s/Intake Officer Work Station (2)

Inmate Worker Officer Work Station (1)

There is also an air pack in Adult Holding at the Justice Center.

Air Packs will be filled at:

Fire Station 5
4365 19th Street
Boulder, CO 80301
(303) 441-3365

Air packs will be safety tested and the tanks tested for stress by a vendor selected by the Boulder County Jail.

PROCEDURE I - Routine Safety and Fire Prevention Inspections

1. Jail employees will be alert to safety and fire prevention issues during the normal course of their duties each day.

2. The Maintenance Supervisor, or designee, will inspect the jail for fire safety conditions using the Monthly Fire Safety Inspection Checklist during the first week of each month.

3. He will check each item specified by the checklist. Any deficiencies discovered during the inspection will be noted on the appropriate part of the form.

4. The Maintenance Supervisor, or designee, will confer with the Support Services Commander regarding the assignment of necessary tasks to correct the deficiencies, and will inform the appropriate employees of their assigned duties.

5. The Support Services Commander will check the deficient areas one week after they make the assignments to ensure that the problems have been corrected.

6. If the deficiencies have not been corrected, he or she will act accordingly to correct the situation.

7. When the deficiencies have been corrected, the Maintenance Supervisor will note this on the Monthly Fire Safety Inspection Checklist, which was first used to document the problems.

8. The Maintenance Supervisor will retain the original checklist for future reference.

PROCEDURE II – Weekly Fire and Safety Inspections

1. Experienced and trained Night's personnel will conduct a weekly fire and safety inspection of the facility.

2. Any concerns will be noted on the Weekly Checklist, conducted by Team C on Tuesday night. (See 09-01-18)

PROCEDURE III – Monthly Fire Inspections and Fire Equipment Testing

1. The Facilities Site Manager will coordinate a monthly inspection of the facility.

2. A qualified fire and safety officer will conduct this inspection for compliance with safety and fire prevention standards.

PROCEDURE IV – Annual Fire and Safety Inspection

1. The Facilities Site Manager will contact the Boulder Fire Department to arrange for an annual fire inspection and fire equipment testing.

2. The Boulder Fire Department Staff will meet with the Site Manager at the designated time and initiate the inspection and testing.

3. The Boulder Fire Department Staff will inspect the facility for compliance with standard fire safety and prevention practices.

4. The Boulder Fire Department Staff will visually inspect the facility's fire emergency systems, including detectors, alarms and sprinklers. He or she will test these systems whenever feasible.

5. The Boulder Fire Department Staff will inspect and test the appropriate fire equipment, including the fire extinguishers and air packs.

6. Within two weeks of the inspection and testing, the Boulder Fire Department Staff will complete a memorandum detailing the results of the inspection. He or she will include a description of deficiencies or violations discovered during the inspection and testing and make any recommendations.

7. The Boulder Fire Department Staff will forward a copy of this memorandum to the Site Manager, who will arrange for any corrective action needed.

8. When we know what improvements we need, the Maintenance Supervisor and Support Services Commander will decide how to correct them.

9. Once the tasks have been completed, the Site Manager will forward a memorandum to the Boulder Fire Department. The memo will detail what was done to correct the problems identified during his or her inspection.

10. The Site Manager will retain the original of the memorandum for information and records.

PROCEDURE III - Filling the Fire Extinguishers and the Air Packs

1. As part of a monthly inspection, the Maintenance Supervisor will check the fire extinguishers and air packs found throughout the Jail.

2. He or she will use the Safety Inspection Checklist to document which fire extinguishers and air packs need to be refilled.

3. A Maintenance employee, Sheriff's Office or Facilities Management employee, will take the fire extinguishers and air packs to the appropriate location and have them refilled. However, when training occurs, or a shift finds an air pack low they may take it to Fire Station 5.

4. They will return the fire extinguishers and air packs to their appropriate locations and make a notation on the Monthly Fire Safety Inspection Checklist with the date they refilled them.

5. Air packs may be refilled free of charge. If payment is required, we will make payment to the firm refilling the fire extinguishers through County payment procedures.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **EMERGENCY POWER**

NUMBER: **07-01-05**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to maintain various emergency power systems to provide continuous electrical power in case of a power failure.

SOURCE: A.C.A. Standard 4-ALDF-1C-12
A.C.A. Standard 4-ALDF-1C-13
A.C.A. Standard 4-ALDF-1C-14
A.C.A. Standard 4-ALDF-1C-15

INFORMATION: The Jail's main emergency power source is a diesel-powered Onan 250 kilowatt emergency generator system. In case of a failure in the normal supply of electricity to the facility, the generator will automatically start. When the normal supply of electricity is restored, the generator will automatically disengage. When the generator is in operation, it will provide power to the Jail's electrical and communications systems. The generator has its own back up battery system, which will provide power to these systems for up to twenty-four hours if the generator's diesel engine fails.

Besides the emergency generator, we equip the facility with an emergency back up battery system. This system is designed to provide electrical power to the electronically operated doors in the Jail in case both the normal power supply and the emergency generator fail.

Certain light fixtures in the Jail have their own battery back up system that will power these lights in case of a failure of the normal and emergency power systems.

PROCEDURE I - Testing of the Emergency Generator

1. The Facilities Site Manager, or designee, will conduct a test of the emergency generator weekly.

2. All systems operated by the generator will be checked, but not switched over, as would automatically happen in case of a power failure.

3. If the test shows a problem with or a breakdown of the generator see Procedure II.

PROCEDURE II - Maintenance and Repair of the Emergency Generator

1. The Facilities Site Manager, or designee, will be responsible for conducting routine maintenance of the emergency generator based on recommendations made in the generator's warranty.

2. We will document this maintenance in the Maintenance Log, which will be kept in the Facilities Office at the jail.

3. The Facilities Site Manager, or designee, will check the generator's fuel tank level as part of this routine maintenance.

4. Should the fuel tank level fall below one-half full, the Facilities Site Manager will be contacted and arrangements made to have the tank refilled.

5. If Maintenance discovers a problem or breakdown during routine maintenance or testing, or if there is a breakdown while the generator is in use, the Facilities Site Manager will be notified.

6. That employee will be responsible for coordinating necessary repairs of the generator through Facilities Management.

PROCEDURE III - Maintenance and Repair of the Emergency Back-Up Battery System

1. As part of their routine maintenance procedures, the Maintenance Supervisor, or designee, will check the gauges that monitor the water levels in the back up battery system.

2. When necessary, Maintenance will add distilled water to the batteries to bring the water to the correct level, so the batteries can maintain the proper charge.

3. If a battery fails to hold a charge we will replace it through routine purchasing procedures.

PROCEDURE IV - Maintenance and Repair of the Emergency Light Fixture Back-Up Battery System

1. The Maintenance Supervisor, or designee, will conduct a test of the emergency light fixture back up battery system monthly.

2. The Maintenance employee will interrupt the electrical power to the various circuits these light fixtures are on. If the lights come on when they cut the power, the back up batteries are working.

3. If the lights do not come on, the Maintenance employee will arrange for the purchase of replacement chargers or batteries through routine procedures.

By Order of the Division Chief

Signed by _____ 07/23/07

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SAFETY, SECURITY AND SANITATION INSPECTIONS**

NUMBER: **J706**

EFFECTIVE DATE: **February 4, 2015**

POLICY: It is the policy of the Boulder County Jail to maintain a safe, secure and sanitary facility. We do this by conducting regular safety, security and sanitation inspections of the facility.

INFORMATION: Inspections conducted by supervisors will include the dayrooms and cells in Building A, B, C, and the Transition module, and the Jail Kitchen and Laundry.

Nightly inspections, conducted by night team staff, will be a directed facility wide inspection as outlined in a checklist.

SOURCE: NONE

PROCEDURE I - Routine Inspections

1. Each Night Team will conduct routine inspections of the facility on a daily basis.

2. Jail Supervisors will conduct weekly safety, security and sanitation inspections of the Jail.

3. During this inspection, the inspecting staff will note any safety, security or sanitary problems or issues they discover. They will take special care to note any evidence of vermin or pests in the facility.

4. Upon completing the inspection the inspecting staff will complete one or more of the following:

   A. Complete a nightly checklist of pre-determined areas to be inspected.

B. Complete an Incident Report(s) documenting action taken involving any inmate.

C. Maintenance Request for any repairs that do not require immediate action.

PROCEDURE II – Conducting Supervisor Inspections

1. Each week, Team Supervisors for teams A, B, C, and D will be assigned to complete the weekly Supervisor's Inspection of the facility. Using a rotating schedule, one group of shift supervisors will be responsible for completing the inspection of inmate housing areas in Buildings A and B. (e.g. Week 1 – Team A supervisors, Week 2 – Team B supervisors, etc.)

2. Each week, the Support Services Supervisors and Alternative Sentencing Sergeant will be assigned to complete the weekly Supervisor's Inspection in the Transition Module, the Building C dormitories, the Jail Laundry, and the Jail Kitchen.

3. During the inspections, if inmates are found to be in violation of Jail Rules, the inspecting supervisors will provide the information to the assigned Module deputies and they will complete an incident report documenting the outcome of the violation.

4. Supervisors conducting the inspections will log their module contact using the designated Guard1 button located at the housing area Work Station.

By Order of the Division Chief

Signed by _____ 02/04/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BUILDING SYSTEMS AND BUILDING INSPECTIONS**

NUMBER: **07-01-07**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to ensure a safe and livable facility for inmates and employees by following all applicable federal, state and local building codes.

SOURCE: A.C.A. Standard 4-ALDF-1A-06

INFORMATION: The jail has a heating, cooling and ventilation system that is computer controlled. The computer can be monitored and operated from locations in the Mechanical Area and from remote Facilities Management terminals.

We can manually control the heating, cooling and ventilation systems on a limited basis in case of computer or power failure. Temperature and ventilation flow monitoring is an automatically controlled computer function in that the computer will make necessary adjustments.

The system will shut off automatically if it senses smoke to prevent the smoke from being circulated throughout the facility.

The jail's water control and plumbing system are also linked to a computer in that the hot water temperature is adjustable via computer. The monitoring of these temperatures is manual.

Water supplies can be shut off to certain parts of the jail. Access to shut-off valves is as follows:

WATER SHUT-OFFS FOR BOOKING AND INMATE HOUSING AREAS (BY LOCATION)

	Location	Panel
*	Booking (except Ladies Restroom and Utility Closet)	BK1
	Booking (Ladies Restroom and Utility Closet)	BK2
*	Disciplinary	A1
	Medium (1-11 & 2-35)	B1
	Medium (12-24, 36-48 & Showers)	B5
*	Intake (except 16 and 32)	A2
*	Intake (16 and 32)	A1
*	Women	A1
*	Maximum (except 1 and 9)	A2
*	Maximum (1 and 9)	A1
	Transition (except 1 and 17)	B2
*	Transition (1 and 17)	B6
*	Special Management	A1
*	Phoenix Rooms	B6
	Phoenix (Dayroom Shower, Sink & Utility Closet)	B4
	Work Release:	
	Dorm A (Dorm B Water Cooler)	C1
	Dorm B (except Water Cooler)	C2
	Dorm C	C2
	Dorm D	C3

All panels are opened by key BH005.

*** Also effects other areas - see panel list.**

WATER SHUT-OFFS FOR BOOKING AND INMATE HOUSING AREAS (BY PANEL NUMBER)

A1 Spec Man, Disciplinary and Max 1 and 9	Yellow - Cold Water White - Hot Water
Intake and Women's 16 and 32	Orange - Cold Water Red - Hot Water
A2 Women's (except 16 and 32)	Yellow - Cold Water White - Hot Water
Maximum (except 1 and 9)	Orange - Cold Water Red - Hot Water

B1 Transition 1-11 and 23-35	Yellow - Cold Water White - Hot Water
B2 Medium (except 1 and 17)	Yellow - Cold Water White - Hot Water
B3 Medium (Dayroom Sink & Utility Closet)	Yellow - Cold Water White - Hot Water
B4 Women (Dayroom, Shower, Sink and Utility Closet)	Yellow - Cold Water White - Hot Water
B5 Transition 12-24 and 36-48 (including showers)	Yellow - Cold Water White - Hot Water
B6 Phoenix Rooms and Medium 1 and 17	Yellow - Cold Water White - Hot Water
C1 Dorm A, Staff Bathroom & Dorm B Water Cooler	Yellow - Cold Water White - Hot Water
C2 Dorms B & C (except B Water Cooler)	Yellow - Cold Water White - Hot Water
C3 Dorm D, Kitchenette & Utility Closet	Yellow - Cold Water White - Hot Water
*****BK1 Booking (except Ladies Restroom in Waiting Area and Adjoining Utility Closet)	Yellow - Cold Water White - Hot Water
BK2 Booking (Ladies Restroom & Utility Closet Only)	Yellow - Cold Water White - Hot Water

*** Also cuts water to most of the Medical Area**

ELECTRICAL ACCESS

The jail's electrical switching and lighting system are both automatically and manually controlled. Automatic systems include those that control the exterior lighting, although we can manually operate some exterior lights as well. These controls are in Master Control.

Interior lighting in certain areas such as offices and cells can be controlled by means of a normal off/on switch. Other areas, such as the corridors, can be key controlled by jail staff.

Circuit assignments for lighting and power control are as follows:

BUILDING A

PANEL LE

1	Maximum Dayroom/TV Outlet
2	Disciplinary Dayroom Outlets
3	Maximum Dayroom Outlets
4	Special Management Dayroom Outlets
5	Women's Dayroom Wall Lighters
6	Special Management Dayroom/TV Outlet
7	Women's Dayroom Outlets
8	Intake Dayroom Outlets
9	Intake Dayroom Outlets
10	Intake Wall Lighters
11	Corridor Outlets
12	Women's Sub-Dayroom Outlets 11-16
13	Corridor Outlets
14	Maximum Wall Lighters
15	Corridor Outlets
16	Interview Room Outlets
17	
18	Corridor Outlets
19	
20	Corridor Outlets
21	Interview and Multi-Purpose Room Outlets
22	Special Management Wall Lighters
23	Outlet in Multi-Purpose Room
24	Disciplinary Sub-Dayroom and Maximum Closet/Shower Lights
25	Maximum Lights 9-16
26	Disciplinary Closet and Downstairs Shower Lights
27	Disciplinary Lights 8-14 and Vestibule to Disciplinary Courtyard
28	Special Management Sub-Dayroom Shower Lights
29	Special Management Lights 9-16
30	Intake Utility Closet Lights
31	Intake Lights 9-16
32	Intake Lower Shower Lights
33	Intake Lights 25-32
34	
35	Intake Lights 17-24

36 Maximum Lower Tier Lights
37 Maximum Dayroom Lights
38
39 Disciplinary Dayroom Lights
40 Special Management Dayroom Lights
41 Disciplinary Dayroom/Upper/Lower Tier Lights
42 Special Management Upper Tier
and Sub-Dayroom Lights
43 Women's Dayroom Lights
44 Intake Dayroom Lights
45 Women Dayroom Lights
46 Intake Dayroom Lights
47 Maximum Upper Tier Lights
48 Intake Dayroom Lights
49 Maximum Lights 1-8
50 Intake Upper Tier Lights
51 Disciplinary Lights 1-7 and 15
52 Women Lights 1-8
53 Special Management Lights 1-8
54 Intake Lights 9-16
55 Lights for chase in Disciplinary Between 4 and 5
56 Intake Lights 1-8
57 Intake Upper Shower Lights
58
59 Intake Dayroom Outlets
60
61
62
63 Disciplinary Wall Lighters
64 Intake Lower Tier Lights
65 Disciplinary Sub-Dayroom Outlets
66 Special Management Sub-Dayroom Outlets 9-14
67 Women's Sub-Dayroom Outlets 9-10
68 Special Management Sub-Dayroom Outlets 15-16
69 Women's Upper Tier Outlets
70 Outlets in DSM Officer Work Station
71 Intake Sub-Dayroom Outlets
72
73 Lights in DSM Officer Work Station
74
75 Lights in CW Officer Work Station

PANEL HE
1 Lights in Interview Room and Multi-Purpose Room
2 North Corridor Lights
3 Corridor Lights

PANEL ELE

1	Maximum Dayroom Lights
2	Women Upper and Lower Tier Lights
3	Disciplinary Dayroom and Upper and Lower Tier Lights
4	Intake Dayroom Lights
5	Special Management Dayroom Lights
6	Outlet in Electrical Room
7	
8	
9	
10	
11	
12	Camera 32
13	
14	Camera 28
15	Intake Sub-Dayroom Lights
16	Outlet in Penthouse
17	Outlet in Electrical Room
18	Camera 31
19	Camera 33
20	Camera 30
21	
22	
23	Camera 29
24	
25	Temperature Control
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	

PANEL EHE

1 Corridor Lights
2
3 Lights in INT/WOM Officer Work Station
4
5 Lights in DSM Officer Work Station

BUILDING B

PANEL LB
1 Medium Outlets 47-48
2 Medium Outlets 35-36
3 Medium Outlets 45-46
4 Medium Outlets 33-34
5 Medium Outlets 43-44
6 Medium Outlets 31-32
7 Medium Outlets 41-42
8 Medium Outlets 29-30
9 Medium Outlets 39-40
10 Medium Outlets 27-28
11 Medium Outlets 37-38
12 Medium Outlets 25-26
13 Medium Dayroom and Upper Tier Outlets
14 Medium Dayroom and Upper Tier Outlets
15 Medium Wall Lighters
16 Medium Dayroom and TV Outlets
17 Transition Outlets 31-32
18 Phoenix Outlets 9-10
19 Transition Outlets 29-30
20 Phoenix Outlets 11-12
21 Transition Outlets 27-28
22 Phoenix Outlets 13-14
23 Transition Outlets 25-26
24 Phoenix Outlets 15-16
25 Transition Outlets 23-24
26 Transition Outlets 17-18
27 Transition Outlets 21-22
28 Transition Outlets 19-20
29 Transition Dayroom Outlets
30 Phoenix Dayroom Outlets
31 Transition Dayroom Outlets and Wall Lighter
32
33 Bathrooms
34 Phoenix/Multi-Purpose Room Wall Lighters
35 Corridor
36 Phoenix Dayroom Lights
37 Multi-Purpose Room

38 Phoenix Dayroom Lights
39 Corridor
40 Medium Dayroom Lights
41 Corridor Outlets
42 Medium Upper Tier Lights
43 Medium Outlets 23-24
44 Medium Outlets 11-12
45 Medium Outlets 21-22
46 Medium Outlets 9-10
47 Medium Outlets 19-20
48 Medium Outlets 7-8
49 Medium Outlets 17-18
50 Medium Outlets 5-6
51 Medium Outlets 15-16
52 Medium Outlets 3-4
53 Medium Outlets 13-14
54 Medium Outlets 1-2
55 Phoenix Outlets 1-2
56 Phoenix Outlets 15-16
57 Phoenix Outlets 3-4
58 Transition Outlets 13-14
59 Phoenix Outlets 5-6
60 Transition Outlets 11-12
61 Phoenix Outlets 7-8
62 Transition Outlets 9-10
63 Transition Outlets 1-2
64 Transition Outlets 7-8
65 Transition Outlets 3-4
66 Transition Outlets 5-6
67 Phoenix/Transition Officer Work Station Bathroom Light
68 Transition Lower Shower Lights
69 Phoenix/Transition Utility Closets Lights
70 Medium Lower Shower Lights
71 Medium Shower and Closet Lights
72 Medium Lights 42-48
73 Medium Officer Work Station
Bathroom Lights
74 Phoenix Lights 9-16 and Dayroom Shower Lights
75
76 Transition Lights 17-25
77 Medium Dayroom Lights
78 Transition Lights 26-32
79 Medium Dayroom Lights
80 Medium Lights 25-31
81 Medium Dayroom Lights
82 Medium Lights 32-41 and

	Shower Between 40 and 41
83	
84	
85	Transition Dayroom Lights
86	Transition Upper Tier Lights
87	Transition Dayroom Lights
88	Phoenix Lights 1-8
89	Transition Dayroom Lights
90	Medium Lights 18-24
91	Transition Upper Shower Lights
92	Medium Lights 8-17
93	Medium Upper Shower Lights
94	Medium Lights 1-7
95	Medium Lower Tier Lights
96	Transition Lights 10-16
97	Phoenix Lower Tier Lights
98	Transition Lights 1-9
99	Transition Lower Tier Lights
100	Phoenix Upper Tier Lights

PANEL HB

1	Multi-Purpose Room Lights
2	Corridor Lights
3	
4	
5	
6	
7	
8	Transformer
9	
10	Transformer
11	
12	Transformer

BUILDING C

PANEL LC

1	Outlets Sleeping D
2	Outlets Bathroom D
3	Outlets Sleeping B
4	Dryer Bathroom D
5	Outlets TV Room D
6	Dryer Bathroom D
7	Outlets Dayroom & TV Room A
8	Water Cooler D
9	Water Cooler A

10 Washer Bathroom A
11 Outlets Sleeping A
12 Dryer Bathroom A
13 Outlets in Corridor
14 Dryer Bathroom A
15 Outlets in Corridor
16 Outlet - Clerk
17 220V Outlet - Kitchen
18 Outlets in Kitchen and Closet Lights/Outlets
19 220V Outlet - Kitchen
20 Outlet in Kitchen
21 Outlets Sleeping C
22 Outlets Bathroom C
23 Outlets Sleeping and Dayroom C
24 Dryer Bathroom C
25 Outlets Sleeping C
26 Dryer Bathroom C
27 Outlets Dayroom C and B/C Closets
28 Outlets Bathroom B
29 Outlets Dayroom B
30 Dryer Bathroom B
31 Outlets Sleeping B
32 Dryer Bathroom B
33 Outlets - Programmer
34 Outlets Bathroom C
35 Outlets TV B and Coordinator's Office
36 Lights in Closets for B and C
37 Outlets Sleeping A
38 Lights Officer Work Station
39 Water Cooler C
40 Outlets Bathroom A
41 Outlet and Lights Closet D
42 Outlets Dayroom D and Officer Work Station

PANEL LC 2
43 Outlets Bathroom B
44 Outlets Supervisor's Office, Outlet/Lights Closet A
45 Water Cooler B
46
47
48
49
50
51
52
53

54 Outlet in Kitchen
55 Coffee
57 Coffee
59 TV
61 Plumbing Chase Lights
62 Outlets
63 Plumbing Chase Lights
64 Outlets
65 Plumbing Chase Lights

PANEL HC
1 Lights Sleeping D
2 Lights Corridor
3 Lights Bathroom and Dayroom D
4 Lights All C and Bathroom B
5 Lights Locker Room and Sleeping/Bathroom A
6 Lights Kitchen and Dayrooms B and C
7 Lights TV Room D
8 Lights Coordinator's Office and TV B
9 Lights WR Corridor
10 Lights Sleeping B
11 Lights in Entry
12 Dayroom Outlets
13
14 Cell Outlets
15
16 Chase Outlets

PANEL EHC
1 Lights for Building C Hallway from Outside
2
3 Corridor Lights
4
5 Camera Light
6
7
8 Dayroom Lights

PANEL ELC
13 Computer Outlet
18 Control panel
22 Cameras

PROCEDURE I - Building Inspections

1. The Support Services Commander, or designee, may contact a Boulder County Building Inspector each year and arrange to have the jail inspected for compliance with federal, state and local building codes.

2. If scheduled, the Support Services Commander, or designee, will meet the Building Inspector at the jail and ensure that he or she is checked in according to jail policy.

3. The Support Services Commander, or designee, will escort the Inspector through the facility. We will give the Inspector access to any part of the building that he or she needs to see. Any security issues that may arise from this process will be cleared with the On-Duty Supervisor (ODS).

4. If necessary, the ODS will arrange for additional staff to escort the Inspector, or for inmates to be locked down or temporarily moved, during the inspection.

5. At the conclusion of the inspection, we will give the Inspector access to jail records and documentation regarding the maintenance and/or repair of the building's physical plant.

6. After the inspection of the building and the jail's records, the Inspector will prepare a report documenting the results of the inspection. This report will detail specific areas that will require improvement and/or repair.

7. The Jail Division Chief will receive this report and along with the Jail Management Team (JMT) develop a list of suggested improvements and/or repairs.

8. The Support Services Commander will direct any employees whom he or she may assign to help in the completion of these tasks.

9. Equipment purchases or building modifications that may be required to accomplish the improvements and/or repairs will be approved by the Jail Division Chief first.

10. Once the improvements and/or repairs have been completed, the Support Services Commander and/or Jail Division Chief will prepare a memorandum to the Building Inspector detailing what improvements and/or repairs we made.

11. The Support Services Commander will retain the original of the memorandum for future reference and will forward a copy of the memorandum to the Building Inspector for his or her records.

By Order of the Division Chief

Signed by	07/23/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PREVENTIVE MAINTENANCE PLAN**

NUMBER: **07-01-08**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to maintain and use a preventive maintenance plan to keep jail equipment in good working order and to reduce expenses associated with repairs.

SOURCE: A.C.A. Standard 4-ALDF-1C-13

INFORMATION: The assigned Facilities Management employee will be responsible for performing routine maintenance on all of the jail's heating, ventilation and air conditioning (HVAC) systems and the emergency generator.

The Maintenance Supervisor and Maintenance Workers will be responsible for performing routine maintenance on all equipment associated with Food Service, Laundry, all security equipment (locks, intercoms, cameras, monitors, control panels, etc.), recreation equipment, and any other equipment not directly associated with HVAC.

PROCEDURE I - Documenting Preventive Maintenance Requirements

1. When equipment is delivered or installed in the jail, Maintenance will use the accompanying warranty to determine preventive maintenance requirements for it.

2. Maintenance employees will complete a Maintenance Plan Information Sheet and a Preventive Maintenance Schedule documenting these requirements. They will be placed in the Maintenance Plan Information Sheet Binder, in the appropriate section based on the periodic frequency of maintenance.

3. Maintenance employees will place the warranty in the Warranty Log for reference purposes.

PROCEDURE II - Performing Preventive Maintenance

1. Maintenance will retrieve the Maintenance Information Plan Sheet Binder from the Maintenance Office each month and use it to develop a list of required preventive maintenance that will need to be done for the coming week.

2. This list will be kept in the Maintenance Office and used throughout the week.

3. Maintenance will document preventive maintenance in the Maintenance Log, which will be kept in the Maintenance Office.

4. If Maintenance discovers equipment in need of repair while performing preventive maintenance, they will carry out normal repair procedures.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ROUTINE AND EMERGENCY REPAIRS**

NUMBER: **07-01-09**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to make repairs to the physical plant and equipment to provide for continuous and efficient facility operations.

SOURCE: A.C.A. Standard 4-ALDF-1C-13
A.C.A. Standard 4-ALDF-1C-14

INFORMATION: The Facilities Management employee assigned to the jail will be responsible for performing and/or coordinating repairs on the jail's heating, ventilation and air conditioning (HVAC) system and emergency generator.

The Jail Maintenance personnel will be responsible for performing and/or coordinating repairs of all equipment in Food Service, Laundry, all security equipment (locks, doors, intercoms, cameras, monitors, control panels), recreation equipment, and any other equipment not associated with HVAC.

PROCEDURE I - Routine Repairs

1. When Maintenance becomes aware of repairs that need to be made on equipment through routine maintenance activities, or receipt of a Maintenance Repair/Request Form, they will make them as follows.

2. The Facilities Management employee will coordinate the purchase of necessary parts, equipment, or services for jail equipment for which he or she is responsible through Facilities Management.

3. The Skilled Crafts Specialist and Maintenance Workers will coordinate the purchase of necessary parts, equipment, or services for jail equipment for which they are responsible through routine procedures.

4. When repairs on a piece of jail equipment are completed, maintenance will document them in the Maintenance Log.

PROCEDURE II - Emergency Repairs

1. When a jail employee discovers something that requires emergency repair to jail equipment, he or she will immediately contact the On-Duty Supervisor (ODS) and explain the situation.

2. The ODS may respond to the area and evaluate the situation.

3. The ODS may instruct additional personnel to respond and direct them to evacuate, secure, or isolate the area.

4. The ODS will contact a jail Maintenance employee and request that he or she respond to the area.

5. If Maintenance is not in the facility, the ODS will request that the on-call Maintenance employee be paged.

6. When the Maintenance employee answers the page, the ODS will explain the situation and request him or her to respond to the Jail.

7. The Maintenance employee will decide whether he or she, or another member of Maintenance should respond to the jail, or both, based on the nature of the problem.

8. If another Maintenance employee should respond, the employee who was contacted will notify the other Maintenance employee.

9. When Maintenance arrives they will decide whether they can make the necessary repairs.

10. The Maintenance employee(s) may contact a private sector company and request them to respond to the jail.

11. When the repair has been made and the situation restored too normal, the original officer will complete an Incident Report describing the incident.

PROCEDURE III - Repairs Requiring Private Sector Assistance

1. When the Facilities Management employee becomes aware of the need for private sector assistance to accomplish a repair, he or she will coordinate the repair through Facilities Management.

2. When the Skilled Crafts Specialist or a Maintenance Worker becomes aware of the need for private sector assistance to accomplish a repair, they will coordinate the repair work.

3. When arranging for non-emergency repairs, the person making the arrangements will instruct the private sector employee to go to either the Public Entrance Door or Rear Loading Dock, depending upon the nature of the repairs and tools needed.

4. When the private sector employee arrives at the Reception Desk, the Receptionist will check him or her in, following routine procedures and request a Maintenance employee to respond.

5. If the private sector employee arrives on the Rear Loading Dock, or at the Mechanical Room Entrance on the east side of the building, Master Control will notify the Maintenance employee to respond.

6. In case of emergency repairs the ODS will meet the private sector employee at the location where he or she arrives, if no Maintenance employee is in the jail yet.

7. Maintenance, Facilities Management, or the ODS will explain to the private sector employee the importance of keeping an inventory and control of his or her tools.

8. The Maintenance employee or the ODS will notify Master Control that a private sector employee will be working in the Jail.

9. Master Control will note this information in the Master Control Log.

10. Maintenance, the ODS, or designee, will escort the private sector employee to the appropriate area and remain there as the private sector employee conducts his or her work.

11. When the work is complete, Maintenance, the ODS, or designee, will notify Master Control that he or she will be escorting the private sector employee out of the facility.

12. After ensuring that all of the private sector employee's tools are collected and accounted for, Maintenance, the ODS, or designee, will escort him or her out of the facility.

13. The Master Control Officer will note the time out in the Master Control Log.

By Order of the Division Chief

Signed by	07/23/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRASH REMOVAL**

NUMBER: **0710**

EFFECTIVE DATE: **Oct. 10, 2016**

POLICY: It is the policy of the Boulder County Jail to collect trash daily and dispose of it regularly to ensure sanitary working and living conditions.

SOURCE: None

PROCEDURE I - Trash Removal from Modules and Common Areas

1. Module Officers will check the trash receptacles in the modules daily to ensure that they are emptied and clean liners are placed in them. Full trash bags will be placed in the corridor outside the module for disposal.

2. Inmate Workers assigned to Buildings A and B, Booking/Medical, and Programs will collect all trash bags from the corridors and trash from any common area in their assigned work area and place it at the entrance to the Maintenance Corridor.

3. The Food Service Inmate Workers will be responsible for moving any trash from that area into the Food Service sally-port under the supervision of a Food Service employee.

4. The full bags will be left in the (buildings C / D) corridor until a Crew Boss and Community Worker Inmates are able to remove the trash out to the loading dock trash compactor.

PROCEDURE II - Removal of Trash to the Compactor

1. The Crew Boss will take the assigned Community Worker Inmates to the Maintenance Corridor and Food Service's sally-port and remove the trash to the compactor every morning and every evening, Sunday through Saturday.

2. Any cardboard waist is to be placed in the large recycling bin. Cardboard must be flattened before being packed.

PROCEDURE III-Composting of Food Items for the Kitchen

1. Food Services requests that either three brown empty compost bins be provided or one large and two small empty bins be provided every time trash is completed. These empty bins are to be placed on the left side of the kitchen access door in the Maintenance Corridor.

2. Food Service staff will place full compost bins on the left side of the west facing access door in the sally-port off of the kitchen. Any damaged and/or leaking compost bins will be reported for immediate replacement.

PROCEDURE IV-Disposal of Bio Hazard Waste

1. Bio-hazard bags are to be placed in the red bio-hazard containers located in the locked holding area adjacent to the trash compactor. They are not to be mixed with the regular trash or placed in the trash compactor (Consistent with Jail Policy J712, Biohazard Clean-up and Disposal).

By Order of the Division Chief

Signed by _____ 10/10/16
Jeff Goetz Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOUSEKEEPING/CLEANING INCENTIVE PROGRAM**

NUMBER: **J711**

EFFECTIVE DATE: **January 29, 2014**

POLICY: It is the policy of the Boulder County Jail to use housekeeping, inspection, and cleaning incentive plans to ensure that the facility maintains an acceptable level of cleanliness. Designated supervisors will be responsible for daily and weekly inspection duties.

SOURCE: None

PROCEDURE I - Daily Inspections

1. Deputies will inspect all occupied areas of the jail on a daily basis, including weekends and holidays. Situations requiring further attention (i.e., staff and inmate concerns; faulty, unsafe or dirty conditions, etc.) should be reported to the appropriate personnel for review and further action.

2. Failure of inmates to maintain cleanliness can result in Disciplinary Action.

PROCEDURE II - Administrative/Cleaning Inspections and Incentive Program

1. Each Wednesday a cleaning inspection of the jail will be conducted. Selected personnel will be assigned this task each week. In the unlikely event that none of these personnel is available, the On-Duty Supervisor (ODS) may authorize Module Deputies to conduct inspections of their assigned areas.

2. All modules, with the exception of Disciplinary, that pass the weekly inspection will be allowed to watch a movie, rented by the Jail and funded by the Inmate Welfare Fund, on Friday or Saturday night. We may exclude specific inmates from this privilege if their rooms do not pass the Wednesday inspection.

3. The Transport Team supervisor will make arrangements to pick up the movie on Friday. One of the nightshift teams (C or D) will return it on Sunday.

4. All modules that pass the cleaning inspection will receive popcorn and soft drinks during the movie as a special reward for their efforts. If a particular room does not pass the inspection, the inspectors will provide this information to the assigned module Deputy and those inmates will not receive the popcorn and soft drinks.

5. Inmates who are in lock down for disciplinary reasons at the time popcorn and soft drinks are served will not receive the privilege, regardless of having passed the cleaning inspection on Wednesday.

6. If Classification moves the inmates occupying those rooms to another location within the jail before the showing of the movie on Friday/Saturday night, this information will be provided to the module Deputy where they move to and they will not be allowed to participate.

PROCEDURE III - Module Cleaning Supplies and Paper Products

1. We will store cleaning supplies in a secured area in the modules. All paper supplies and hygiene items will be stored in a secured area.

2. The Facilities Management Custodian will stock module cleaning supplies weekly. Deputies assigned to the module will stock all supplies as needed for the module.

3. Module Deputies will obtain cleaning supplies from the Custodian. Requests for paper and hygiene supplies will be directed to the Corrections Program Coordinator, who is responsible for ordering supplies. He or she will inventory the storage supply areas weekly.

By Order of the Division Chief

Signed by _____ 01/29/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **Biohazard Clean-up and Disposal**

NUMBER: **J712**

EFFECTIVE DATE: **January 29, 2014**

POLICY: It is the policy of the Boulder County Jail to protect inmates and its employees within the facility from any health and safety risk while cleaning up blood or bodily fluids within the facility. Biohazard bags will be used for all spills and disposed of in accordance with the standards of the Biohazard Waste Vendor.

The Biohazard waste program is a shared responsibility between Jail Health Services and Jail operations.

SOURCE: NCCHC J-B-01

PROCEDURE I – Response and Clean-up

1. When cleaning an area or handling any items soiled with blood or bodily fluids (urine, vomit, blood, feces, and semen) employees will clear the scene of people.

2. Put on protective gear and make use of the following equipment:

   - Disposable suit and booties
   - Nitrile gloves
   - Mask
   - Safety goggles
   - Plastic Garbage bags
   - Biohazard bags (large and small)
   - Absorbent powder
   - Hospital grade disinfectant (capable of killing MSRA, Nora virus, and TB) with a 3 minute kill time
   - Spray bottles and aerosol disinfectant spray
   - Hose and power sprayer
   - Cleaning brushes
   - Squeegees used only for these type of clean ups

3. Spray affected area with disinfectant. Place caution signs if needed. Sprinkle absorbent powder over spill. Use disposable dustpan and scraper to scrape up absorbent material. Dispose of these materials in a red biohazard bag and tie off the bag.

4. Pick up any soiled linen, towels, etc. Place them in a red biohazard bag for disposal.

5. Re-spray the affected area. Depending on the size of the affected area use paper towels and spray or a mop and a bucket with a disinfecting solution and clean the affected area.

6. Dispose biohazard suits, gloves, trash etc. in red biohazard bag. Tie off bag. Dispose in accordance with the standards of the Biohazard Waste Vendor.

7. Pour out mop solution, refill bucket with disinfectant cleaner, and clean and rinse mop thoroughly. Hang to dry. If you do not have a disposable dustpan you need to wash your dustpan and broom head in the disinfecting solution.

8. Wash your hands thoroughly. If you have had significant exposure to a bodily fluid (needle stick, contact with mucous membrane, or non-intact skin) contact a supervisor immediately and follow the directives for identification and notifications regarding diseases transmissible by body fluids. This may entail a visit to Worker's Compensation facility and lab work.

9. Re-stock the clean-up kit .

PROCEDURE II – Disposal Operations

1. Place all contaminated trash items in red biohazard bags.

2. Tie off, with a single knot, any small red Bio-Hazard bags after you collect the biohazard.

3. Take small biohazard bags to the designated red bin area and place the bags into one of the large red bio-bags located in the red bins. Do not let these bins overflow.

4. Jail inmates will not transport bags to the biohazard bins. Only Jail staff will place biohazard bags to the bins.

5. Once a bio-bag bin is full, tie the bag closed with a single knot and make sure the bin lids are on the bins.

6. Biohazard bags MUST BE knotted for disposal. Prior to transport by the medical waste transporter, the red bag inside of each red container is closed and tied with a single knot. The lid is placed on the container in preparation for transport. Medical waste computer identification labels are affixed to each replacement container.

7. When the medical waste transport arrives at the rear dock, Master Control will notify the On Duty Supervisor (ODS) of their arrival.

8. The ODS, or designated staff member, will meet the medical waste transport company to initiate the removal of the full red bags. The staff person will sign for the regulated Medical Waste Transport shipping papers and ensure they are given to Medical Services upon completion.

PROCEDURE III – Medical Management and Disposal – Medical Services

1. Health Services will coordinate and manage the contract for disposal of jail medical waste materials.

2. Copies of signed transport documents will be directed to the Health Services Supervisor in the Medical Unit.

3. Biohazard red waste containers will be stored in the designated area for these containers on the jail loading dock. Each barrel will be lined with a red biohazard bag which must be closed and tied with a single knot at the time of pick-up by the licensed medical waste transporter.

4. Medical sharps (syringes, scalpels, razorblades, etc.) are required to be placed in red needle boxes (sharps containers) and must be segregated at the point of use. Sharps containers must be disposed of when they are full by closing and locking the lid mechanism. The full sharps container will be placed inside of the red bag in the red waste container.

5. All items in red biohazard bags are considered medical waste. Using gloves, each bag should be closed by twisting and hand tying in a single knot before placing in the red biomedical waste container. Lids should be kept on the red waste containers at all times.

6. Prior to transport by the medical waste transporter, the red bag inside of each red container is closed and tied with a single knot. The lid is placed on the container in preparation for transport.

By Order of the Division Chief

Signed by	01/29/2014
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FIRE EMERGENCY PLAN**

NUMBER: **08-01-01**

EFFECTIVE DATE: **July 1, 2007**

POLICY: It is the policy of the Boulder County Jail to protect inmates, employees, and the public from fire and smoke emergencies in the facility by following specific evacuation procedures. Designated evacuation routes will be used during a fire emergency. We may also apply this plan to other major emergencies.

SOURCE: A.C.A. Standard 4-ALDF-1C-02
A.C.A. Standard 4-ALDF-1C-07
A.C.A. Standard 4-ALDF-1C-08
A.C.A. Standard 4-ALDF-1C-09
A.C.A. Standard 4-ALDF-1C-10
A.C.A. Standard 4-ALDF-1C-11

PROCEDURE I - Extinguishing a Small Fire

1. When an employee discovers a fire that is small enough for them to extinguish they will do so utilizing the nearest fire extinguisher.

2. After they extinguish the fire the employee will notify the On-Duty-Supervisor (ODS) of the incident.

3. The ODS will respond to the location of the fire and verify that no further threat exist.

4. The Fire Department may be notified of the incident and the circumstances at the discretion of the ODS. It will be their decision to respond or not.

5. The ODS will notify Medical and/or Maintenance to respond to the area if needed.

6. The employee will ensure that the area is cleaned up and returned to normal operating conditions.

7. The ODS will ensure that the employee who found the fire completes an Incident Report and, if necessary, a Crime Report.

PROCEDURE II - Emergency Procedure for Larger Fires

1. There are fire annunciator panels in Master Control, the Commander's Office, and the Officer Work Stations. These panels will assist in determining the location of the smoke/fire. If there is a fire, or a mechanical sensor detects smoke, Master Control and the employee assigned nearest the location will be alerted.

2. When Master Control is alerted to a possible fire by the annunciator board, the jail employee nearest to the location will be notified and requested to check the area.

3. When an employee detects fire or smoke, they will notify Master Control and give the following information:

    - Their radio number
    - The exact location of the fire or smoke
    - A description of the fire size
    - The amount of smoke in the area

4. After Master Control verifies a fire, they will call Communications at 9-911 to request a Fire Department response. Master Control will use Red 1 to inform the responding department of the fire location, size and the amount of smoke in the area.

5. Incident Command will be established, an Incident Commander identified and the Incident named. The Incident Commander will direct that all jail employees be advised of the fire. Incident Command will be equipped with a jail radio and at least one telephone. The Incident Commander will designate a Scribe to officially record all events as they occur.

6. Only Sheriff's Office and Fire/Emergency personnel will be allowed into the Jail during a fire, unless cleared by someone from the Sheriff's Command Staff or Incident Commander.

7. All employees with inmates under their control will obtain a count, secure their areas, and notify Master Control when they have completed these tasks.

8. The Visitation Officer will evacuate all visitors from the facility. Reception personnel will help in evacuating visitors from the building and verify that everyone who signed in has left the facility. Any professional visitors in Interview or Multi-Purpose Rooms will be evacuated from the facility. Incident

Command will direct an officer to go to the appropriate area(s) and evacuate professional visitors and inmates.

9. If returning the inmates to their living units is not safe, they may be returned to the evacuation site for that module. Incident Command will be notified when this task is completed.

10. Employees may return any inmate(s) under their control to the inmate's assigned module, or to the evacuation site for their module, if doing so is safe and only after informing the Module Officer. This is to ensure that counts are not confused. If it is not safe, or they cannot return the inmate(s) without notification to the Module Officer, the employee should remain at their location with the inmate(s). They should notify Incident Command of their location.

11. Incident Command will direct available officers to go to areas where needed to help with evacuation.

12. All employees will confirm with Incident Command which evacuation route(s) they should use.

13. Inmates in a module at the time of a fire will evacuate to the designated location.

14. Building "C" Residents will evacuate within Building "C" if possible, or to the outside perimeter of the jail through the Minimum Security Entrance. If evacuating from that entrance is unsafe, Building "C" inmates will evacuate through the Outer Fire Door "B," or to another site designated by Incident Command. If the Building C inmates count is extremely high, provisions may be made to move these inmates to alternate locations.

15. A list of all employees and their whereabouts will be established and kept updated by Incident Command.

16. Any employee working in, or responding to a real or potential fire/smoke incident, will equip themselves with an air pack before proceeding to the fire/smoke's location.

17. Employees on the scene will determine whether it is safe to begin fighting the fire with an extinguisher. If it is safe, they may do so. If the fire is too large or dangerous they will wait for the Fire Department. The employees will communicate this decision to Incident Command.

18. Incident Command will select the appropriate entrance for the Fire Department to enter the jail. An employee will be designated to meet them and to escort them to the fire/smoke location.

19. The modules closest to the fire/smoke location may be evacuated depending on circumstances.

20. The Incident Commander will consult with the Fire Department and determine if we have evacuated the appropriate areas, or if more areas need to be cleared.

21. Employees in the areas being evacuated will remain at their module and await further instructions from Incident Command.

22. In the areas to be evacuated, employees will instruct the inmates to file out into the corridor in a single line. Employees will obtain another count as the inmates leave the area.

23. When all the inmates are in the corridor, the module/area corridor door will be secured for smoke control. Employees will close all doors through which they have evacuated.

24. If smoke becomes heavy during the evacuation, employees evacuating inmates/visitors will instruct them to get as close to the floor as possible and crawl along the corridor.

25. Once they have reached the evacuation destination, employees will conduct another count to ensure that everyone arrived safely and notify Incident Command.

26. Medical may be directed to respond to the evacuation site if there are any injuries.

27. If the count is not correct, Incident Command will assign employees to return to the module/area and search for any missing person, if it is safe to do so. If it is not safe, the officer will notify Incident Command of the missing person. Incident Command will notify the Fire Department.

28. Incident Command will notify all jail employees when they can return evacuated inmates to their living units.

29. Jail employees will return the evacuated inmates to their living units and jail operations will return to normal.

30. Incident Command will ensure that the employee finding the fire and other appropriate employees complete an Incident Report and a Crime Report.

PROCEDURE III - Fires in Master Control

1. If the fire is in Master Control, Booking will assume all of the monitoring and radio operations they are capable of.

2. The Master Control employee will remain in Master Control and try to extinguish the fire if it is safe to do so. If doing it is not safe, they will notify the Incident Commander that they are abandoning Master Control.

3. The employee will activate the override system on the Inner and Outer Master Control Doors, obtain the Master Control key set, exit Master Control and meet the ODS in the Administration Corridor.

4. If the fire makes it impossible for them to exit Master Control, he or she will equip him or herself with an air pack and notify Incident Command that they need assistance.

5. The Master Control employee will wait for the Fire Department to provide a safe exit or other point of escape.

PROCEDURE IV - Fires in Booking

1. If a fire occurs in Booking, employees will be responsible for evacuating all arrestees, inmates and other visitors/personnel in that area to an evacuation site.

2. Some employees may remain in Booking to fight the fire, if it is safe to do so. If doing so is not safe, they will remain as close to Booking as is safe until the Fire Department arrives. They will then direct the Fire Department to the fire scene.

3. If it becomes necessary to evacuate into the Intake Garage, Master Control will not open doors into the area for anyone, except Fire Department or other necessary emergency personnel to get to Booking.

PROCEDURE V - Fires in Reception/Administration

1. If the fire is in Reception or Administration and they have evacuated all the visitors, the Receptionist, other employees, and Administrators will then secure the area and evacuate out the front door or the Employee Entrance.

2. If leaving via the front door is unsafe, the alternate way out would be the Intake Garage.

By Order of the Division Chief

Signed by	06/26/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
POLICY AND PROCEDURE MANUAL

SUBJECT: **HOSTAGE SITUATIONS**

NUMBER: J**802**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Sheriff's Office to use all necessary resources to resolve hostage situations in the jail successfully. We will deploy resources and tactics consistent with the mission and values of the Sheriff's Office. All employees involved will use the minimum amount of force necessary to secure the hostage taker and protect the lives of all hostages.

INFORMATION: During a hostage situation any person taken hostage loses all authority despite their rank. We will not allow a hostage taker to leave the jail with a hostage.

PROCEDURE

1. Any employee discovering a hostage situation will immediately notify Master Control. All employees becoming a hostage will advise Master Control, if possible, by giving their name and location. By giving their "name" on the radio, this is a deputy safety indicator for staff to recognize that the person has been taken hostage.

Example:
Master Control: "1401 Status"
Deputy: "Deputy Smith code-4"

2. Master Control will immediately contact the ODS and relay the information and direct deputies to the location. Responding deputies will secure the area immediately. It is imperative that staff isolate the incident and hostage taker(s) as quickly as possible in order to prevent the incident from spreading and to maximize the safety of all involved.

3. The ODS will notify Communications of the situation and request a "code 3" on a different channel not commonly used inside the jail, such as Yellow channel. Responding deputies will then change their pac set to the code 3 channel for all communications during the incident.

4. Staff should limit radio traffic on the jail channel, as the hostage taker may be listening. If possible, the staff person taken hostage should try and shut off the radio.

5. All Jail activities will be suspended during the event. All inmates will be taken back to their modules. Module deputies will immediately lock down their module and conduct an official count.

6. The On-Duty Supervisor (ODS) will respond to the scene to evaluate the situation. He or she will immediately establish Incident Command for the incident.

7. Responding staff and the ODS will attempt to contain the area and limit the incident to a particular area.

8. No one will be allowed to enter or leave the area. We will lock the remainder of the jail down.

9. The Incident Commander (IC) will direct that the Division Chief be contacted and have Communications effect a Command Staff page.

10. The jail medical staff will also respond and stage in an area to be determined by IC. They will ask Master Control to contact an ambulance and have them on standby.

11. All visitors will be moved to the visitation area until cleared to leave. The IC will direct staff to escort any visitors out of the facility.

12. When the Jail Division Chief, or designee, responds to the page, the IC will inform him or her of the situation. The Division Chief and Incident Commander will confer regarding what resources may be needed. A request will be made to the Operations Division for a Special Weapons and Tactics (SWAT) Team response.

13. The Division Chief, or designee, will respond to the jail.

14. SWAT negotiators will act as the representative for Command Staff.

15. The IC will assign a deputy to establish an appropriate staging area outside the jail for responding units.

16. Specialized units called in will conduct their operation(s) as set forth in the appropriate Sheriff's Office policy.

17. When we resolve the hostage situation the Incident Commander will give the all clear and direct jail employees to resume normal operations.

18. The Incident Commander will instruct key employees involved in the hostage situation to complete Incident and/or Crime Reports.

19. The Division Chief, or designee, will conduct a debriefing of all personnel involved in the incident, i.e., Operations, Communications and Jail, once all reports have been completed and reviewed.

By Order of the Division Chief

Signed by_____ _____12/12/12___
Bruce K. Haas Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BOMB THREATS**

NUMBER: **08-01-03**

EFFECTIVE DATE: **July 1, 2007**

POLICY: It is the policy of the Boulder County Jail to prepare all inmates, staff, and visitors for a possible evacuation in case of a bomb threat. Until we know the location of the device, no evacuation will take place.

SOURCE: **None**

PROCEDURE I - Receiving Bomb Threats

1. Any employee receiving a bomb threat by telephone will ask the questions outlined on the International Association of Bomb Technicians and Investigators (IABTI) card and/or FBI card.

2. If the IABTI card is not readily available, the employee will ask as many of the following questions as possible:

    a. When is the bomb going to explode?

    b. Where is the bomb right now?

    c. What does the bomb look like?

    d. What kind of bomb is it?

    e. What will cause the bomb to explode?

    f. Did the caller place the bomb?

    g. Why was the bomb placed?

    h. What is the caller's address?

    i. What is the caller's name?

3. While listening to the caller the employee will try to determine the caller's sex, race, age, any background noises, type of language used, any distinguishing reference to the caller's voice and the time they took the call. The employee will also record the length of the call and at which number they received the call.

4. After hanging up from the call, pick up the phone and dial *57. The telephone number of the line used by that caller will be forwarded to a US West Security Center. An investigating officer from the Sheriff's Office may retrieve the number from the Security Center later.

5. The employee will immediately report the bomb threat to the On-Duty Supervisor (ODS), who will notify the Jail Division Chief.

6. If an employee receives a bomb threat by letter they will notify the ODS and the employee will take steps to preserve and process the letter.

7. If Incident Command is established, the ODS will serve as the Incident Commander (IC) unless formally relieved.

8. If we require specialized assistance, the IC will request it from the on-duty Operations Division Supervisor or Special Weapons and Tactics (SWAT) Team Commander.

9. Upon arrival of the specialized unit(s) the IC will give them the information that we recorded when we received the bomb threat.

10. The IC will ensure that we advise all employees of the situation and direct them to remain at their assigned posts to await further direction.

11. The IC will decide whether any programs or visits occurring should continue.

12. The specialized unit(s) will keep the IC updated on all aspects of the situation.

13. Specialized units will notify the IC when they decide that evacuation is not necessary and that they have neutralized the situation.

14. The IC will advise all jail employees to return to normal operations once we neutralize the situation.

PROCEDURE II - Evacuation Due to Bomb Threat

1. The Jail Division Chief and IC will determine if an evacuation of the Jail should occur. This will be coordinated with the IC, who will make the final decision.

2. The IC will follow the procedures in 08-01-10 (Total Facility Evacuation).

PROCEDURE III - Debriefing

1. A debriefing involving all participants should occur as soon after the incident as possible, as directed by the Jail Division Chief, or designee.

By Order of the Jail Division Chief

Signed by _____ 06/26/07

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTROL OF FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES**

NUMBER: **08-01-04**

EFFECTIVE DATE: **July 1, 2007**

POLICY: It is the policy of the Boulder County Jail to store all flammable, toxic, and caustic substances in secured areas that are not accessible to inmates. Inmates may use these substances only if directly supervised by a jail employee.

SOURCE: A.C.A. Standard 4-ALDF-1C-11

PROCEDURE I - Control and Inventory of the Chemical Storage Room

1. The Food Service Manager will keep an updated Chemical and Flammable Substance Sign-Out Log on the door of the Chemical Storage Room.

2. When an employee needs a substance stored in the Chemical Storage Room, he or she will obtain the key to open the door, get the substance needed, and secure it immediately.

3. The employee will log the item being taken out for use on the Chemical and Flammable Substance Sign-Out Log.

4. When the employee is finished using the chemical, he or she will return it to the Chemical Storage Room and note on the log that they have returned the substance.

5. When the Chemical and Flammable Substance Sign-Out Log is full the Food Service Manager will post a new one and file the old one.

PROCEDURE II - Control and Inventory of the Paint Storeroom

1. The Maintenance Supervisor, or other Maintenance employee, will post a new Chemical and Flammable Substance Sign-Out Log on the outside of the Paint Storeroom door, as needed.

2. When a Maintenance employee needs a substance that we store in the Paint Storeroom, he or she will open the door, obtain the substance needed, and lock the door.

3. The Maintenance employee will log the item on the Chemical and Flammable Substance Sign-Out Log posted on the door.

4. When the Maintenance employee is finished using the substance, he or she will return it to the Paint Storeroom and log that they have returned the substance.

5. When the Chemical and Flammable Substance Sign-Out Log is full, the Maintenance Supervisor, or other Maintenance employee, will post a new one and file the old one.

By Order of the Division Chief

Signed by	06/26/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **RIOTS, DISTURBANCES, AND THE USE OF FIREARMS AND RELATED SECURITY DEVICES**

NUMBER: **08-01-05**

EFFECTIVE DATE: **July 1, 2007**

POLICY: It is the policy of the Boulder County Jail to use only the necessary amount of force to restore a situation to normal if a riot or disturbance occurs. We will not allow any firearms in the facility. Supervisors and selected officers are allowed to carry Tasers, or by approval of the Jail Division Chief, obtain the use of a non-lethal shotgun. Only the Sheriff, or designee, may make exceptions and allow the use of lethal force within the jail.

SOURCE: A.C.A. Standard 4-ALDF-1C-02
A.C.A. Standard 4-ALDF-1C-05
A.C.A. Standard 4-ALDF-2B-04

PROCEDURE I - Minor Disturbances

1. An officer discovering a minor disturbance will notify the On-Duty Supervisor (ODS) and inform him or her of the situation and request additional help if they need it.

2. The ODS will respond to the scene and may request additional personnel, order a lockdown of the remainder of the facility based on his or her appraisal of the situation, and establish Incident Command.

3. If the Incident Commander (IC) orders a lockdown, he or she will instruct employees not directly involved in the incident to escort any visitors out of the facility.

4. The IC will attempt to resolve the situation quickly by taking whatever action they deem appropriate.

5. If the IC determines that the Jail cannot control the situation without additional assistance, see Procedure II.

6. The IC will direct employees to resume normal operations when the minor disturbance has been resolved.

7. Officers involved in the disturbance will complete an Incident Report and/or Crime Report.

PROCEDURE II - Major Disturbances/Riots

1. An employee discovering a possible riot or major disturbance will notify the ODS and inform him or her of the situation and request additional help if they need it.

2. The ODS will respond to the scene. If the ODS decides that a riot or major disturbance is underway, he or she will establish Incident Command, contact the Jail Division Chief.

3. When the Division Chief responds or contacts the Incident Commander (IC), the IC will give him or her the following information: the area(s) of the Jail involved, the approximate number of inmates involved, known reasons for the disturbance, any known or suspected weapons in the inmate's possession, the known leaders of the disturbance, and any known injuries to staff or inmates.

4. If the Division Chief determines that the situation is a major incident, he or she will implement this policy and request that Communications page the Command Staff. In the absence of the Division Chief, the Sheriff, Undersheriff, or designee, will make this decision, and/or IC.

5. The Division Chief, or designee, will respond to the jail if he or she is not in the facility.

6. The IC will instruct employees not directly involved in the incident to lockdown the uninvolved inmates and to escort any visitors out of the building.

7. When the Division Chief, or designee, arrives the IC will inform him or her of the situation or of any changes that may have occurred since the initial notification. The Division Chief may assume the role of the IC.

8. The IC will assess the situation to determine if they need further assistance from outside the Jail to restore order.

9. The IC will decide if they need any special equipment from the Jail Armory to end the disturbance. The Sheriff, Undersheriff, Division Chief, or designee, can authorize the use of shotguns/less-lethal if needed.

10. The IC may direct that water and electrical service to the affected area(s) of the Jail be disrupted.

11. If additional officers are the only need, the IC will call Communications and request that the Operations Division Supervisor contact the Jail. The IC will coordinate with the Operations supervisor.

12. If we require specialized assistance, the IC can request that a Canine Unit and/or the SWAT Team be called out.

13. When terminating the incident, the IC will direct jail employees to conduct an inmate count to confirm that all inmates are accounted for. If the counts are correct, we will resume normal operations.

14. If the counts cannot be confirmed this will be reported to the ODS and measures will be implemented to resolve the discrepancy.

15. Employees involved in the disturbance will complete an Incident Report and/or Crime Report.

16. The IC will assess any damage to the facility or equipment and document it in writing to the Division Chief.

17. The Division Chief, or IC, will conduct a debriefing of jail personnel involved in the incident once all reports have been completed and reviewed.

By Order of the Division Chief

Signed by _____ 06/26/07

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ESCAPES**

NUMBER: **08-01-06**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to respond quickly and efficiently to escapes, to prevent additional escapes, affect an expedient and safe recovery of the escapee(s), and return the jail to normal operations.

SOURCE: A.C.A. Standard 4-ALDF-1C-05

PROCEDURE I - Escape Notification and Response

1. When a jail employee discovers or suspects that an escape has occurred, except Work Release walkaways, he or she will immediately notify the On Duty Supervisor (ODS) and Master Control. This may be done by radio, if the officer feels it will not jeopardize security. He or she will relay information regarding the location of the escape and the name of the escapee(s) if known.

2. The ODS responding to the scene will direct additional staff to report if necessary and initiate Incident Command (IC).

3. If the escape exit is known, IC will direct an officer to secure it. IC will establish an inner (jail) and outer (grounds) secure perimeter.

4. The IC will direct jail officers not on the scene to proceed with an immediate, emergency lockdown of the jail. Other officers will be instructed to escort any visitors out of the facility, ensuring that they positively identify them as visitors.

5. If the officer cannot identify a visitor, he or she will notify IC and request instructions.

6. Module Officers will conduct immediate counts of their modules and report any discrepancies to IC.

7. IC will call Communications and request assistance from the Operations Division, including a K-9 officer. We will provide the following information for general broadcast as it becomes available:

   a. the name(s) of the escapee(s)
   b. a physical description of the escapee(s)
   c. the approximate time of escape
   d. the escapee(s) clothing description
   e. the escapee(s) direction and mode of travel
   f. the escapee(s) status, pretrial or sentenced, and charges

8. IC will request Communications to page the Division Chief, if he or she is not in the facility. They will inform him or her of the situation and relay any information or instructions. If the Chief is out of the county, or on leave, the acting Division Chief and Sheriff will be contacted and they will request a Command Staff page.

9. When the Division Chief answers the page, IC will explain the situation to him or her. The Division Chief, or designee, will respond to the jail and may assume command of the situation.

10. IC and the Division Chief, or Sheriff, may request assistance from other agencies if needed.

11. IC will direct that photos be made for distribution to law enforcement personnel when possible. Information from the Hardcard and arrest reports will be written on the back of the photo if there is time. Information concerning a home address, next of kin, emergency contact, phone number, etc. could be included.

12. Based on the results of the immediate count, the Division Chief, or designee, and IC, will determine exactly which and how many inmates are missing.

13. The Division Chief, or designee, and IC, will direct available officers to conduct a search of the interior perimeter of the jail.

14. If the missing inmate(s) is/are not found during the interior search, the Division Chief, or designee, will coordinate further action to be taken to regain custody of the escapee(s). This may include specialized personnel.

15. When the escape exit is secure and any investigation of the scene is complete, IC will direct jail personnel to conduct another count of the facility.

16. If the count is correct the jail will resume normal operations.

17. If the count is not correct the jail will remain in an emergency lockdown status until the count is correct, or we have identified any additional inmate(s) as escapees.

18. IC will instruct the officer who discovered the escape and other key personnel to write Incident and/or Crime Reports.

19. IC will ensure that Records personnel enter all missing inmates into CCIC/NCIC as escapees.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MASS ARRESTS**

NUMBER: **08-01-07**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to assist with the processing of arrestees in the field during mass arrest situations. Arrestees will be processed as expeditiously as possible. The Jail, in cooperation with other divisions of the Sheriff's Office, and other law enforcement agencies will start these procedures as required.

SOURCE: None

PROCEDURE I - Implementation Decision

1. If the Jail receives information that a mass arrest is occurring the On-Duty Supervisor (ODS) will attempt to contact the agency involved and determine the circumstances, including the location, the type of incident, and the number of potential and/or actual arrestees.

2. He or she will then contact the Jail Division Chief, or designee, to decide if a satellite operation is necessary and the appropriate number of employees needed at the satellite. The ODS will inform the agency representative of the procedure to be implemented. If we do not establish a jail satellite, arresting officers will bring arrestees to the jail and they will be processed according to standard procedures.

3. The ODS will assign at least two Booking Officers and one officer for security purposes, if we establish the satellite. He or she may contact the Operations Division or use the On-Call list to obtain extra personnel if needed.

4. The officers assigned to the jail satellite will obtain the Mass Arrest Kit and go to the satellite location in a jail vehicle.

5. In the event that we receive prior notice of a mass arrest, the agency planning the arrest will be referred to the Jail Division Chief, or designee,

before the event to make the necessary arrangements. This could include medical, food service, and other services.

PROCEDURE II - Processing Mass Arrestees at the Jail Satellite

1. A Booking Officer will conduct a pat search on all new arrestees. He or she will place the arrestee's property in a property bag with a written description of the clothing, and the arrestees first and last names.

2. No property other than what is in the arrestee's pockets and on his person will be kept at the jail satellite. The arresting officer will maintain all other property for placement into evidence for safe keeping.

3. During the pat search, the Booking Officer will determine if the arrestee has any medical problems. If there are obvious injuries to the arrestee or any medical conditions that require medical attention, the Booking Officer will request the Arresting Officer to obtain a medical clearance from the hospital and transport the prisoner to the jail to complete the arrest process.

4. The arresting officer will complete a Manual Arrest Report and give it to the Booking Officer.

5. If the arrest is a probable cause arrest, the arresting officer will stamp a blank sheet of paper with the "probable cause stamp" affirming that there are grounds for the arrest and sign in the appropriate places. The Booking Officer will make sure that they have all of the necessary paperwork from the arresting officer before he or she leaves.

6. The Booking Officer will create a handwritten sign showing the date and time of arrest, the arrestee's last name and first initial, and his or her date of birth. He or she will instruct each arrestee to hold the handwritten sign at chest level and take a photograph.

7. A Booking Officer will write the appropriate data on three fingerprint cards for each arrestee. He or she will then take the arrestee's fingerprints.

8. The Booking Officer will place the Manual Arrest Report, arrest paperwork, and fingerprint cards in a file folder marked with the arrestee's name and date of birth.

9. Arrestees who are not booked and released at the discretion of the arresting officer will be held at the satellite location pending available transportation to the jail. These arrestees will be detained in a safe and secure area within the satellite perimeter and supervised by a Jail Officer.

PROCEDURE III - Transport to the Boulder County Jail and Completion of the Booking Process

1. The ODS will organize the transport of arrestees that officers do not release at the satellite to the jail.

2. The satellite Booking Officers will ensure that officers transporting arrestees to the jail will take their file and personal property.

3. Booking Officers at the jail will enter each manual arrest report into TIBURON and complete the standard booking procedure.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTINUATION OF JAIL OPERATIONS IN CASE OF WORK STOPPAGE OR GROUP JOB ACTION**

NUMBER: **08-01-08**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Sheriff' Office to take legal action against employees involved in a group job action or work stoppage, as it is considered illegal. In case of such an action the jail will continue to provide for the safety and security of all inmates, visitors, and employees. We will try to ensure normal operations with minimal disruption.

SOURCE: A.C.A. Standard 4-ALDF-1C-06

PROCEDURE I - Continuation of Jail Operations

1. An employee who has knowledge relating to the planning or implementation of an illegal job action or work stoppage will inform their immediate supervisor or the Jail Division Chief.

2. A supervisor receiving this information will advise the Division Chief immediately.

3. The Division Chief will contact the Sheriff. He or she may request an emergency meeting of the Sheriff's Administrative Staff.

4. The Sheriff's Staff will review the situation and determine the best course of action to follow.

5. If a job action begins, the Sheriff will notify all Divisions within the Sheriff's Office and any other affected agencies to request their cooperation. If needed, the Sheriff may request assistance from all available employees from other Divisions.

6. The Division Chief, or On-Duty-Supervisor (ODS), will assign these employees to most effectively provide safety and security for the inmates, staff, and visitors.

7. The Sheriff may take steps to obtain additional personnel from other resources.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **EMERGENCY TREATMENT OF INJURIES OCCURRING IN THE JAIL**

NUMBER: **08-01-09**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to ensure that any employee, inmate, or visitor to the facility who is injured will receive immediate medical examination and treatment.

SOURCE: A.C.A. Standard 4-ALDF-4C-08
A.C.A. Standard 4-ALDF-4D-09

INFORMATION: See Health Services' policy 20-01-36 for additional information regarding medical responses.

PROCEDURE I - Obtaining Medical Assistance

1. Any employee near an incident resulting in injury to staff, visitors, or inmates will immediately call Health Services for assistance. The employee will inform Health Services of the nature of the injury. After calling for medical assistance the employee will notify the On-Duty Supervisor (ODS).

2. The employee will stay with the injured person and do what he or she can in accordance with Basic First Aid procedures.

3. When Health Services arrives, the employee will provide any information available regarding how the injury occurred and the current condition of the person.

4. Health Services will provide the necessary treatment and/or initiate a request for outside assistance.

5. After the event is completed, the employees involved will complete any necessary Incident Reports or Crime Reports as directed by the ODS.

By Order of the Division Chief

Signed by	07/23/07
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TOTAL FACILITY EVACUATION**

NUMBER: **08-01-10**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to operate in a way that protects inmates, visitors, and employees during emergencies. Inmates, visitors, and employees will be safely and efficiently escorted from the jail if a total evacuation becomes necessary. A supervisor may dismiss employees who are not essential to the orderly evacuation and subsequent management of inmates.

SOURCE: A.C.A. Standard 4-ALDF-1C-02

PROCEDURE I - Total Facility Evacuation

1. The Sheriff and/or Jail Division Chief will decide and notify the On-Duty-Supervisor (ODS) when a total evacuation of the jail is necessary. During a rapidly developing emergency the ODS may be required to make this decision. He or she will establish Incident Command.

2. The Incident Commander (IC) will contact Communications and request assistance from the Operations Division. This assistance may be as transport cars and workers. These officers will respond to the staging area designated by the IC and deploy as needed. Health Services will be notified, so that essential medications and current records for the inmates are available.

3. The IC, or designee, will contact the Regional Transportation District (RTD) dispatcher at 303-299-5029 to determine the availability of buses and drivers. This is a twenty-four-hour number. The IC, or designee, will also contact the University of Colorado Dispatch Center at 303-492-6666 and have them page Tom Carney with the Emergency Management Operations Group (EMOG) to determine housing for the inmate population.

4. The IC will request RTD to send buses and drivers to the Loading Dock entrance or the Intake Garage, whichever is appropriate and give directions if needed.

5. The IC will assign a supervisor and additional employees as needed to prepare Court Holding at the Justice Center, or other location for the inmates. The IC will also assign a supervisor to work with the (EMOG) personnel at the University of Colorado, regarding housing for the inmate population that does not go to Court Holding.

6. When Court Holding and other locations are secure and the transport vehicles are ready, the IC will inform employees of the order in which modules are to be evacuated and assign officers to escort the inmates to the vehicles.

7. A copy of the Administrative Jail List and/or Module List will be distributed to the Division Chief, IC, and other supervisors on the scene.

8. The Module Officers will direct the inmates to line up in a single file in the dayrooms. He or she will conduct an inmate count. As the inmates leave their cells the Module Officer will lock the doors to ensure they do not reenter them. They will not allow the inmates to carry property during the evacuation.

9. If an inmate is missing, the Module Officer will check the Movement Logs to determine if the inmate is signed out to another location. If the inmate cannot be found, the Module Officer will notify the IC and request further instructions.

10. The Module Officers will verify counts and inform Master Control that they are accurate. Master Control will record this in the Master Control Log.

11. The Module Officer will wait for the escorting officers to respond to the module before moving the inmates to the appropriate exit.

12. The module and escort officers will handcuff the inmates housed in the Disciplinary, Special Management, and Maximum Modules of Building “A” before leaving. Extra handcuffs may be obtained from the Transport Office and brought to the module by the escort officers.

13. To verify a full evacuation, the IC, or designee, will check each inmate's name off the Jail List as they exit the jail and enter a vehicle.

14. Armed officers will be assigned to supervise inmates at Court Holding and other locations for inmates. These officers will obtain their weapons from the locked gun boxes and the appropriate radios before leaving the facility.

15. The inmates will be transported after the buses and patrol cars are loaded to capacity.

16. The officers at Court Holding and other locations will check off each inmate's name from the Jail List and confirm with the transporting officers that every inmate in the vehicle arrived.

17. If the count is incorrect the officers will identify who is missing and advise the Division Chief, or IC.

18. The Division Chief, or IC, will determine and implement the best course of action.

19. Work Release residents in Building C will be released through that entrance and provided with instructions on what to do.

PROCEDURE II - Returning to the Jail

1. The IC will notify the officers at Court Holding and other locations, when the inmates and employees can return to the jail.

2. The IC will call Communications and request the assistance of the Operations Division in returning inmates to the jail. RTD will also be contacted for assistance. (RTD Dispatch 303-299-3000.)

3. Inmates assigned to the same module will be simultaneously returned to the jail. The Building A modules will be returned first, followed by the Building B modules, and finally Dorm D. The vehicles will go to the Loading Dock where armed officers will be waiting.

4. Employees will return inmates to their housing units, check off their names, and confirm counts under the supervision of the IC.

5. Once we return all inmates and employees, and order has been restored, the jail will resume normal operations.

PROCEDURE III - Delays in Returning to the Jail

1. If the inmates and employees are not able to return to the jail for an extended period, the Division Chief may request a Sheriff's Staff meeting.

2. The Sheriff's Staff will determine the best course of action, where and how we will house the inmates, and how they will be transported.

3. The Division Chief and the Sheriff's Staff will attempt to determine when they may return the inmates to the jail. This information will be forwarded to representatives of the agencies holding Boulder County inmates.

4. The Division Chief, or IC, will direct someone to contact the appropriate employees to inform them when to report to the jail to resume their duties.

5. The Division Chief, or designee, will call Communications and request transport assistance from the Operations Division. He or she will also direct someone to contact RTD to arrange for buses and drivers.

6. After all of the inmates are returned the jail will resume normal operations.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ARMORY**

NUMBER: **J811**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail to maintain an armory for the storage of special weapons and equipment. This alarmed room will remain secured at all times. The contents will be inventoried annually.

INFORMATION: The Jail Division Chief and Training Sergeant have sets of keys for the armory. A set is also kept in Master Control for use during emergencies.

Equipment not specifically addressed in these procedures may be stored in the armory with approval from the Division Chief.

PROCEDURE I - Emergency Procedures

1. Items from the Armory will be distributed only at the direction of the Sheriff, Jail Division Chief, or an On-Duty-Supervisor (ODS), during an emergency.

2. The Incident Commander (IC) or On Duty Supervisor (ODS) will be responsible for monitoring the distribution of special weapons or equipment stored in the Armory.

3. The IC or ODS will ensure that all items are returned to the Armory. They will also inform the Training Sergeant or Administrative Commander of any damaged weapons or equipment.

PROCEDURE II - Equipment and Weapon Check out and Return

1. When an employee needs to get an item from the Armory for training purposes, he or she will contact the Administrative Commander or Training Sergeant.

2. The employee will identify the item needed, the date it is needed, and the type of training being provided.

4. An employee returning an item to the Armory will contact the Administrative Commander or Training Sergeant. The supervisor will inspect and return the item to the Armory.

5. If the item is to be returned while the Administrative Commander or Training Sergeant is not on duty, the deputy will contact the ODS. The ODS will ensure

that the item are inspected and returned to the Armory. The ODS will notify the Training Sergeant, via email, that the item has been returned.

PROCEDURE III - Armory Inventory

1. The Training Sergeant will conduct an annual inventory of the items stored in the Armory.

2. The contents of the Armory may include, but are not limited to the following:

    - shotguns (less than lethal)
    - batons
    - helmets
    - body armor
    - ammunition
    - flex-cuffs
    - a master set of jail keys
    - TASER cartridges
    - Training TASER cartridges

3. The Training Sergeant will check for the following:

    - that all items are in the Armory or properly checked out
    - the condition of the items in storage
    - the expiration date on any applicable items

4. Each check will be documented electronically.

By Order of the Division Commander

Signed by 12/12/12

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF CHEMICAL AGENTS**

NUMBER: **J812**

EFFECTIVE DATE: **April 2, 2015**

POLICY: It is the policy of the Boulder County Jail to recognize that deputies responding to disturbances require a variety of tactics and skills to manage the situation safely and successfully. They will follow department policies whenever a disturbance occurs in the jail and force is used. Additionally, we may make certain chemical agents available to deputies, should their use become necessary to resolve and control a disturbance.

SOURCE: BCSO Policy & Procedure #502 - Use of Force
BCSO Policy & Procedure #513 - Authorized Weapons, Use, and Proficiency
BCSO Policy & Procedure #516 - Special Weapons and Tactics

PROCEDURE I - Authorization for The Use of Chemical Agents

1. The Jail Division Chief authorizes trained deputies to carry and use chemical agents, specifically Oleoresin Capsicum (OC) Spray, within the Jail.

2. When a disturbance occurs, the On-Duty Supervisor (ODS), or Incident Commander, may authorize the use of OC Spray as a control measure. This will be done in accordance with Sheriff's Office policies 502 (Use of Force) and 513 (Authorized Weapons) Procedure II (F).

3. If a major confrontation develops, requiring the use of chemical agents (other than OC Spray) as a control measure, the Division Chief, or Incident Commander, will follow the procedures for calling out the SWAT Team (Sheriff's Office policy 516.)

4. The SWAT Team may decide to use chemical agents as part of their response to the situation.

5. In any incident where chemical agents are to be used, the Incident Commander will stage medical staff on the scene before the use of any agents when possible.

PROCEDURE II - Aftercare for Exposure to Chemical Agents

1. Any person coming into contact with a chemical agent will be referred to Health Services immediately. Health Services will provide the appropriate treatment, or direct that the person receive treatment from ambulance or hospital personnel.

2. Once we have controlled a disturbance, the affected areas of the jail where a chemical agent has been deployed will be ventilated and thoroughly cleaned as soon as possible.

PROCEDURE III - Training and Reporting Use of Chemical Agents

1. Deputies will be authorized to use chemical agents under the following conditions:

    a. The deputy has received all appropriate training and certifications in the use of OC Spray, as determined by the Training Section and approved by the Sheriff's Executive Staff.
    b. The deputy must comply with department policies 502 and 513 (Procedure II [F]).

3. Any time a chemical agent is used in the Jail, reports will be completed in accordance with Sheriff's Office policy 502.

By Order of the Division Chief

Signed by _____ 04/02/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **EMERGENCY OPERATIONS CENTER JAIL FORWARD ASSIST TEAM**

NUMBER: **J813**

EFFECTIVE DATE: **February 18, 2013**

POLICY: It is the policy of the Boulder County Jail to immediately organize a Forward Assist Team upon the activation of the Emergency Operations Center (EOC). The Forward Assist Team will be comprised of two P.O.S.T. Certified Jail Deputies. These deputies will be ready to respond to the EOC upon request to assist with relaying information between the EOC and the Command Post of the event for which the EOC was activated, or to otherwise support the operations of the EOC.

DEFINITIONS:

Command Post – A designated temporary site or facility that signifies the physical location of tactical-level, on-scene incident command and management during a significant event.

Dispatch – The Boulder County Communications Center.

Emergency Operations Center - The Boulder Emergency Operations Center (EOC) is located at the Sheriff's Communications Center. Its mission is to support field operations during major events, large scale emergencies, and in disaster recovery. It is uniquely staffed by a group of subject matter experts known collectively as the Multi-Agency Coordination (MAC) group. The MAC group is made up of representatives from numerous City of Boulder and Boulder County departments, as well as several non-profit organizations and private sector entities who have a role in emergency response and disaster recovery.

Emergency Support Function 13 - ESF 13 personnel provide support to local law enforcement agencies in addressing public safety and security capabilities during major events and providing resources to support disaster recovery.

Forward Assist Team – A Team comprised of two P.O.S.T. Certified Jail Deputies who are assigned to relay information between the EOC and the Command Post at significant events, or who provide other assistance to the EOC upon request.

Green Channel or other Designated Channel – assigned public safety radio frequencies for communications between Dispatch and field units.

Jail On-Duty Supervisor – A jail employee, typically of supervisory rank and referred to as the ODS.

P.O.S.T. Certified Jail Deputies – Personnel who have completed the Peace Officer Standards and Training course, as mandated by the Colorado Department of Law, and have been issued a POST Certification number.

PROCEDURE I – Activation of the Emergency Operations Center

1. When the EOC is activated for an event, an electronic page will be sent to all Jail Supervisors indicating the type of event and location.

2. Once the page has been received by the Jail On-Duty Supervisor (ODS), the ODS will contact the EOC to determine the need for a Forward Assist Team. If the EOC confirms there is a need for the team, the ODS will arrange to have two P.O.S.T. Certified Jail Deputies respond to the EOC.

3. The ODS will make a Sheriff's Office vehicle available to the team.

4. After the team has assembled all of their duty gear and are ready to respond, the ODS will have the team report to the EOC.

5. The Forward Assist Team will notify Dispatch of their involvement in the event. This may happen on Green channel or other channel designated for event operations.

PROCEDURE II – Nature of Duties for the Forward Assist Team

1. The Forward Assist Team will respond to the EOC and report to the Emergency Support Function (ESF) 13 position.

2. The ESF 13 will direct the Forward Assist Team to the location where they are needed, whether that be the command post, EOC, or other site.

3. The Forward Assist Team may be assigned to relay information between the EOC and Command Post and/or help the EOC with other essential tasks during an event.

PROCEDURE III – End Of Shift Responsibilities

1. Before the completion of their normal shift hours, the Forward Assist Team members will notify the ESF 13 of their End-of-Watch time.

2. The ESF 13 will notify the Jail ODS and request guidance for keeping the team on-site or replacing them with other Jail P.O.S.T. certified deputies.

3. The ODS will confer with the On-Duty Jail Commander (or On-Call Commander on weekends) for further direction, using available information regarding the type of incident and potential length of assignment to the incident.

4. If the 16 hour duty day limitation is approaching, the Jail ODS will organize a new Forward Assist Team and have that team respond to the EOC for direction or deployment.

5. The original Forward Assist Team will return to the EOC and report in with the ESF 13 for End-of-Watch.

6. The Forward Assist Team will notify Dispatch of their End-of-Watch.

7. The newly assigned Forward Assist Team members will notify Dispatch of their assignment to the event in accordance with Procedure I (6).

By Order of the Division Chief

Signed by _____ 02/18/13
Bruce K. Haas Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FACILITY DEATH INVESTIGATIONS**

NUMBER: **J814**

EFFECTIVE DATE: **January 14, 2015**

POLICY: It is the policy of the Boulder County Jail to ensure that any death that occurs in the facility is investigated thoroughly. The Jail will accommodate Sheriff's Office and Coroner's Office staff to provide complete access to the facility and its records to enable a successful investigation.

SOURCE: Boulder County Sheriff's Office Operations Division Policy 519
Boulder County Sheriff's Office Policy 524
Boulder County Sheriff's Office Policy 603
FEMA ICS-100
FEMA ICS-200

INFORMATION: See Health Services' policy 20-J-A-07 and 20-J-E-08 for additional information regarding medical responses.

PROCEDURE I - Obtaining Assistance

1. Any employee near an incident resulting in severe injury or death to staff, visitors, or inmates will immediately make a radio call stating "MEDICAL CODE RED."

2. Master Control will respond "Copy CODE RED. Code 3 on Jail Channel."

3. The employee making the initial radio call will then provide the following information:

   A. Location of the incident.
   B. Victim status (e.g. Unconscious, bleeding, etc.)
   C. Establish Command by name (e.g. Building A Command, Building B Command, etc.)

4. The employee will stay with the injured person and do what he or she can in accordance with Basic First Aid/CPR procedures.

5. Health Services and other staff will immediately respond to the scene and obtain a Crash Cart and an EMS Bag from the location closest to the incident.

6. The ODS will respond to the scene to ensure the following:

   A. The Incident Command System (ICS) has been established
   B. The incident scene is secured
   C. A staging area for responders is established to control access to the area.
   D. The ODS will order a Facility Lockdown. At that time, all occupants of the facility will be accounted for and no one will be allowed to leave the facility until cleared by Incident Command.

7. When Health Services arrives, the employee will provide any information available regarding how the injury occurred and the current condition of the person.

8. Health Services will provide the necessary treatment and/or initiate a request for outside assistance.

PROCEDURE II – Establishing Command

1. Once the ODS has the Incident Command System (ICS) established, the ODS will make the following assignments:

   A. Assign a second person to Master Control

   B. If more than two commissioned supervisors are on-duty, one will remain on scene to give direction at that site (Division Command). If the ODS is the only supervisor on-duty, they will assign a senior deputy/FTO to the scene to give scene direction.

      i. Division Command will assume the name of the module where the incident is occurring (e.g. Intake Division, DSM Division, etc.)

   C. An Incident Command Post (ICP) will be established in an area that is away from the immediate incident activity (e.g. Booking Sergeants' Office, Commanders' Office, etc.)

2. Once an ICP is established, the Incident Commander (IC) will direct the incident from there.

3. Master Control will direct incident radio and telephone traffic through the ICP.

4. The IC will make assignments for the incident command structure.

PROCEDURE III - Command Responsibilities

1. The **IC** will have overall facility and incident command. They will be responsible for directing the formation of the incident's command structure.

2. The **IC** will make initial assignments for the management of the incident. They will ensure the following:

    A. The incident area is secured (Lockdown order issued and completed)

    B. Medical response has been activated and on-scene treatment has begun.

    C. Assign a Division Commander for the incident.

    D. The facility is secured.

    E. Assign staging mangers

        i. Deputy to escort responding units into the Jail and to the incident scene

        ii. Deputy to conduct security to Hospital

        iii. Deputy to account for visitors, non-essential, and other staff in the facility (this may be assigned as the Security Division Commander)

3. The **IC** will contact the Sheriff's Office Operations Division ODS to coordinate investigation resources (e.g. Detective Call-out, etc.) in accordance with Sheriff's Office Operations Division Policy 519

4. Obtain a Crime Report (CR) number for this incident.

5. The **IC** will send an e-mail to Sheriff, Undersheriff, and #SheriffJailManagementStaff, to give notification of the event (who, what, where, when, current status of the incident.)

6. The **IC** will coordinate a Media Release with the Sheriff's Operations ODS in accordance with Boulder County Sheriff's Office policy 603.

7. **Division Command** will direct on-scene activities. They will assign staff to perform the following tasks:

   A. Restrict access into and out of area

   B. Log all agencies and staff who come into the area

   C. Make resource requests through the ICP for incident support

      i. These may include ambulance, more staff, Jail Mental Health staff (if on-duty), Victim Advocates, etc.

   D. Collect incident documentation that includes, but is not limited to:

      i. Module Log

      ii. Guard1 logs

      iii. any other documents that will be required for incident documentation

   E. Assign initial report responsibility to the initial responding deputy. If they are unable to complete this report prior to the end of their shift, the **Division Commander** will make arrangements with the IC to ensure this report is completed.

8. A **Security Division** may be formed that is comprised of staff not assigned to the incident scene. Their duties may include, but are not limited to:

   A. Accounting for all staff and visitors.

   B. Escorting non-essential visitors, etc. out of the building and logging their identity.

   C. Conduct escort of inmate to hospital

   D. Escorting responding units from outside agencies in to, and away from, the incident scene.

E. Escorting inmate or other witnesses from the incident area to a safe interview area.

PROCEDURE IV – After Action Activities

1. Once the incident has been completed, the **IC** will collect initial materials that will be required to complete a "Blue Book" for the incident. These will be left with the Administrative Law Enforcement Technician Supervisor. This will include, but is not limited to the following:

   A. Module and Guard1 logs for the area of the incident.

   B. Copies of the Master Control log entries for the incident.

   C. Tiburon "screen shots" of the Tab 1 information for any inmate that is involved in the incident.

   D. Tiburon photo of any inmates involved in the incident.

2. The **IC** will request Peer Support Team assistance for any staff that may be in need of assistance. Further debriefings (non-tactical) may be scheduled at the discretion of the **IC**.

3. At the first opportunity for a Tactical Debriefing of the incident, the **IC** will schedule this event for those participating in the incident.

By Order of the Division Chief

Signed by _____ 01/14/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
POLICY AND PROCEDURE MANUAL

SUBJECT: **DOOR CONTROL**

NUMBER: **0901**

EFFECTIVE DATE: **December 23, 2011**

POLICY: It is the policy of the Boulder County Jail that employees regulate the operation of doors to control movement throughout the facility to suppress fire and smoke, contain inmates in an emergency, and to segregate specific areas of the jail when necessary.

INFORMATION:

A. Perimeter Security Vestibule Doors – **Electronic**

Passage through the security perimeter of the jail can only be accomplished through a security vestibule. Master Control operates all vestibule doors in the jail, but we can manually override them. Access to Master Control is through a vestibule found within the jail's security perimeter. The following are security vestibule doors, grouped by vestibule:

1) Inner Staff Entrance
   Outer Staff Entrance

2) Inner Master Control Door
   Outer Master Control Door

3) Inner Visitation Door
   Outer Visitation Door

4) Inner Building C Door
   Outer Building C Door

5) Inner Court Door
   Outer Court Door
   Courtroom Door

6) Inner Mechanical Area Door
   Outer Mechanical Area Door

7) Walk-in Receiving Door
East Intake Garage Door
West Intake Garage Door
Outer Receiving Door
(Inmate Booking)

8) Outer Maintenance Corridor Door
Food Service Receiving Door
Loading Dock Entrance
Outer Mechanical Area Door

B. Perimeter Security Vestibule Doors – **Manua**l

The two manually operated fire door security vestibules are:

1) Inner Fire Door A
Outer Fire Door A
(Located at the Building A/D door)

2) Inner Fire Door B
Outer Fire Door B
(Located at the Building B/D door)

C. Administration Building

► Public Access - When a receptionist is on duty, the entrance from the Public Lobby into the jail will remain unlocked to provide public access.

► Booking Area - Booking personnel operate the following doors, but we can manually override them. All other doors will remain closed and locked except when they are in use:

1) Inner Intake Door

2) Officer Interview Area Door

3) Inmate Visitation Booth Door

4) Visitor Visitation Booth Door

5) Night Entrance

The Intake and Release Corridor doors, and the Interview Rooms (A-E), may be propped open.

► Medical Area - The door from the Administration Corridor into the Medical area and all doors within the medical area are key-operated and controlled at the discretion of the medical staff. The door from the Administration Corridor into the Medical Supervisor's Office will remain closed and locked.

D. Building A Doors

Master Control operates the following doors, but we can manually override them. They will remain closed and locked except when they are in use:

1) Building A Doors (A-1, A-2)

2) INT/WOM Officer Work Station Door

3) DSM Officer Work Station Door

We will lock or unlock all other doors at the discretion of jail employees.

E. Building B Doors

Doors B-1 and B-2 will remain open and closed and/or secured only for containment purposes. We will lock or unlock all other doors at the discretion of jail employees.

F. Cell Doors

Module cell doors are either electronically operated sliding doors, or a key operated swinging type. The cell doors may be operated from the Officer Work Station or manually overridden. Doors to unoccupied cells will remain closed and locked except when they are being used or cleaned. Civilian employees are not authorized to operate cell doors unless during an emergency and after being instructed to do so by deputies.

G. Building D Doors

Master Control operates the following, but we can manually override them. It will remain closed and locked unless in use:

► Mechanical Area Entrance

PROCEDURE I - Access through Doors Operated by Master Control

1. To pass through a door operated by Master Control, the person will stand and wait at the door they wish to enter or exit.

2. Master Control, after establishing the identity of the person and their need for passage, will allow the access.

3. If Master Control cannot identify the person, a supervisor or deputy will be directed to respond. The deputy will meet the person, establish identify and act accordingly.

PROCEDURE II - Emergency Release of Locked Cell Doors

1. In case of an emergency that requires that inmates be released from locked cells quickly, the deputy operating the control panel in the Officer Work Station (OWS) will use the Emergency Group Release switches.

2. Once activated the cell doors will either open (if they are sliding doors), or unlock (if they are swinging doors).

3. The deputy will notify the On-Duty Supervisor (ODS) and request any needed assistance.

PROCEDURE III - Manual Override of Sliding Cell Doors

1. If the jail's primary and backup power systems fail, the ODS will direct the deputies to operate the necessary doors manually.

2. To operate the sliding doors without electrical power, the deputy will go to the locked metal cabinet containing the manual control panel and open it with the "AS" key.

3. The deputy will turn the red knob from the electrical operation mode to the manual operation mode. They will also move the proper toggle switch from the bottom position to the top position, which will open the ports above the individual doors allowing access to the manual door openers.

4. The deputy will then take the manual override wrench from the cabinet and use it to open each door individually.

5. To operate the swinging doors without electrical power to the control panel, the deputy will go to each cell door and open it manually with the AC key in Building A and the BC key in Building B.

PROCEDURE IV - Doors Found Open

1. Any employee finding a Security Perimeter door opened or unlocked when it should be secured will secure it and notify the ODS.

2. The ODS will direct the employee discovering an open door to write an Incident Report, identifying which door was open or unlocked and other details.

3. The ODS may respond to the location and evaluate the situation. He or she may order an emergency count.

4. If the counts are incorrect, the ODS may elect to implement policy 0806 - ESCAPES.

5. The ODS will investigate and, if appropriate, may initiate disciplinary action against the employee responsible for the open/unlocked door. (See Sheriff's Office policy 319 - Disciplinary Actions and Appeals.)

6. Module doors are to remain unlocked when a deputy or civilian are inside the module, unless there are special circumstances.

By Order of the Division Chief

Signed by _____ _____12/22/2011_____
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BACK-UP ASSISTANCE**
HIGH SECURITY AREA SAFETY

NUMBER: **09-01-02**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to augment security and protect staff, inmates and visitors, by providing back-up assistance for any employee entering a high security area.

SOURCE: **None**

PROCEDURE I - High Security Area Safety

1. Employees needing to enter Disciplinary, Special Management and Maximum Modules (DSM) will advise the assigned officer(s) that they need access and why. Master Control will not provide access to anyone without notifying a DSM Officer unless an emergency exists.

2. Officers will be available to accompany all support and civilian employees entering DSM.

3. The two DSM officers will keep each other informed of their whereabouts whenever they are not in the Officer Work Station (OWS). One officer may be in Maximum while the other is in Special Management. However, if an officer is inside Disciplinary, the other officer must be in the OWS.

4. When both officers are out of the OWS, the pass-through ports and OWS door will be closed and locked.

5. The OWS door may remain open for ingress and egress when an assigned officer is present.

PROCEDURE II - Emergency Back-Up Assistance

1. If an emergency develops, any employee at the scene will request back-up assistance. If possible, the employee will repeat the request at least twice and state the nature of the emergency.

2. The employee will try to ensure that we maintain the safety and security of the facility until back up arrives. This could include locking doors, requesting inmates to return to their cells, moving loose objects, and other functions.

3. At least one officer must maintain control of the OWS in emergencies.

4. Responding employees should announce themselves on the radio and proceed to the scene in a safe manner.

5. Responding officers should evaluate the situation before rushing in, being alert for traps, set-ups, etc.

6. If a medical emergency exists, an employee will relay the nature of the emergency, so the responding medical staff can bring the proper medical equipment to the scene.

7. The On-Duty-Supervisor (ODS) will respond to all back-up requests to help and evaluate the situation.

8. If appropriate, the ODS will notify and brief the Jail Division Chief. Depending on the seriousness of the situation, the Chief may respond to the jail. He or she may establish Incident Command, if deemed appropriate.

9. If we cannot resolve the situation with available jail employees, the ODS/Incident Commander (IC) and/or Chief may request additional assistance from the Operations Division via Communications.

10. Once we resolve the situation, the ODS/IC will inform all jail employees to return to normal operations.

11. The ODS/IC will instruct the key employees involved in the situation to complete Incident and/or Crime Reports, as necessary.

PROCEDURE III - Debriefing

1. As soon after the incident as possible the IC/ODS should conduct a debriefing with all participants, as directed by the Jail Division Chief, or designee.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **LOCK MAINTENANCE**

NUMBER: **09-01-03**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that all locks will be checked routinely to make sure they are fully operational to ensure the safety and security of jail employees, inmates and visitors. We will make any necessary repairs as soon as possible.

SOURCE: **None**

PROCEDURE I - Daily Lock Checks

1. Module Officers will check all the locks in their modules at least once daily.

2. The Module Officer will immediately document any lock malfunction on the Module Log form and notify Maintenance, if there is a security concern. If no security concerns exist, a Maintenance Repair/Request Form will be completed in Tiburon.

3. The Module Officer will also complete an Incident Report detailing the problem.

4. If the malfunctioning lock is in a door leading to an inmate's room or to any other type of area needing to be secured, the Module Officer will vacate the room, or take other appropriate action. If necessary, the Module Officer will contact the On-Duty Supervisor (ODS) for direction.

5. If necessary, the ODS will initiate the emergency repair's procedure.

PROCEDURE II - Weekly Lock Checks

1. A Team C or D ODS will inspect the locks listed on the Weekly Maintenance and Security Checklist as she or he conducts the inspection.

2. He or she will document any lock malfunctions on the Checklist.

3. The ODS will also complete and distribute an Incident Report detailing the problem.

4. The ODS will take action to secure the area affected by the malfunctioning lock, if necessary.

5. The ODS will initiate the Emergency Repair procedure, if needed.

PROCEDURE III - Lock Repairs

1. When a Maintenance employee receives a Maintenance Repair/Request Form detailing a malfunctioning lock they will evaluate it as soon as possible.

2. He or she will go to the location and determine if they can repair it.

3. If they are unable to repair the lock they will make other arrangements.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTRABAND CONTROL**

NUMBER: **J904**

EFFECTIVE DATE: **April 8, 2015**

POLICY: It is the policy of the Boulder County Jail for uniformed employees to conduct comprehensive, periodic shakedowns to control and detect contraband, as well as damage or tampering with the physical plant. Deputies conducting searches of inmate property will take reasonable care to not overly disturb or damage the property.

SOURCE: NONE

PROCEDURE I - Shakedown of a Module or Common Area

1. When scheduling a shakedown, the On-Duty-Supervisor (ODS) will ensure that enough employees are available without affecting jail operations. The ODS may use Reserves, Explorers, or hourly employees to help.

2. Before a shakedown the ODS will meet with the employees assigned to conduct the shakedown. The ODS will identify the specific tasks and responsibilities for each person involved and ensure the necessary equipment and supplies are available.

3. All employees involved in the shakedown will go to the area to be searched when advised by the ODS. They will instruct the inmates to line up in the corridor. Deputies will then escort them to the indoor gym, where they will be strip searched one at a time in private. Their uniforms will also be checked for contraband.

4. Other deputies will supervise the remaining inmates in the gym.

5. Those deputies will ensure that those whom they have searched remain separate from those waiting to be searched.

6. The employees assigned to shakedown an area will thoroughly check the area, as follows:

   a. Enter the area and observe the general layout, looking for anything out of the ordinary.
   b. Examine all clothing, paying close attention to layered clothing and rolled up socks.
   c. Inspect the bunk, including the physical structure and linens. Also, look under the bunk. Check the mattress for holes or tears.
   d. Inspect the sink and toilet.
   e. Examine the following: any hole in the walls, floors and ceilings, all books, magazines, newspapers, personal papers, cards, picture frames, shelves, desks, chairs, wastebaskets, windows, doors, locking devices, vents, sockets, lights, light switches, uniforms and linens, and supply closets and their contents.

7. The employees will remove and place unauthorized items in the inmate's personal property in Booking. Contraband will be confiscated and dealt with in accordance with standard protocols regarding criminal evidence or jail contraband. The deputy securing the property will ensure that they log it on the Property Label sheet. All tobacco products will be destroyed, unless the ODS decides to file criminal charges, in which case, they should handle it as evidence.

8. The deputy will confiscate any other items found which are of a criminal nature. The deputy will retain possession of the contraband until it is secured.

9. Deputies assigned to shakedown the module will report their findings to the module deputy, who will record the information in the narrative of the Incident Report completed to document the shakedown activity.

10. When the shakedown is complete, the inmates will be allowed to return to the module.

11. After the conclusion of the shakedown, the ODS will assign a deputy to inspect the room where they held the inmates before the strip searches. The deputy will look for contraband that may have been discarded or hidden.

12. If they discover contraband the deputy will dispose of it as noted in Steps 7and 8, as appropriate. The ODS will direct the deputy to complete an Incident Report and/or Crime Report.

13. An attempt will be made to determine which inmate had the contraband and if we should pursue disciplinary action and/or criminal charges.

14. Any excess laundry removed and trash will be taken to the appropriate location.

15. A summary of the shakedown activity will be recorded in an Incident Report.

PROCEDURE II - Review of Contraband Control Procedures

1. Each time a shakedown is completed, the supervisors conducting the activity will present a summary of the event at the next scheduled Jail Management Team (JMT) meeting.

2. The JMT will discuss the summary information and decide if we require any operational changes.

3. Statistics will be compiled from these reviews.

By Order of the Division Chief

Signed by _____ 04/07/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
POLICY AND PROCEDURE MANUAL

SUBJECT: **USE OF THE RADIO**

NUMBER: **J905**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail that employees use radios to communicate during routine and emergency operations. Jail employees also use radios outside the jail perimeter to communicate, using numerous law enforcement and emergency channels as needed.

INFORMATION: All employees using radios will observe the following protocol:

- Radio usage and protocol is an officer safety issue.
- Do not talk when someone else is transmitting.
- Use numbers, not names. Announce the number of the person you are contacting and then your assigned number. Employee names should not be used under any circumstances, as Jail Policy 0802 – Hostage Situations, states that a person taken hostage should give their name, radio number, and location. By using their name, Master Control and all employees should recognize that the person has
  been taken hostage.
- Clearly acknowledge any transmission directed to you.
- Do not use the radios for long conversations. Radio traffic will be concise, brief and relevant using plain speech.
- When answering a transmission, give your current location or telephone extension.
- Sheriff's Policy OP515 - Radio Usage, must be followed when outside the Jail perimeter.

PROCEDURE I - Obtaining and Operating a Radio in the Jail

1. Personnel with assigned radios and battery chargers will be responsible for keeping them in working order. Maintenance should be contacted if they have problems with them.

2. Radios and replacement batteries will be signed out with supervisory approval from their charging units in the Commander's Office. Supervisors will log this in Master Briefing.

3. Employees should charge batteries for eight hours before the radio is used.

4. The radio should be set on Channel JAIL RPT for routine operations, since Master Control cannot receive JAIL TA.

5. If the primary jail repeater goes off the air, all employees must switch to JAIL TA to communicate with each other. Master Control will use a hand-held radio on JAIL TA to communicate with employees. Communications will be less clear and dead spots may exist.

PROCEDURE II - Radio Checks in the Jail

1. Master Control will conduct random radio checks on each shift.

2. If a responding employee has a bad radio, Master Control will notify him or her. Since location can sometimes effect the radio's operation, move to another location and try transmitting again. If that does not solve the problem a different radio or battery should be obtained.

3. Master Control will record the results of this radio check in the Master Control Log.

4. If they call an employee and there is no response, Master Control will contact the employee's assigned work area to find out if they are okay. They will also enter this information into the Log.

5. If Master Control is unable to establish contact with an employee, another employee should be directed to check on the person. If the person cannot be found, they will notify the On-Duty Supervisor (ODS).

6. The ODS will assess the situation and act accordingly to find the employee.

PROCEDURE III – Radio Usage Outside Jail Perimeter

1. Jail staff shall follow Sheriff's Policy OP515 – Radio Usage, when outside the jail perimeter.

2. While conducting an inmate transport, staff will communicate with jail Master Control via "Yellow 1" channel.

3. Staff will use Law Enforcement "Green" channel to communicate with the Boulder County Communications Center (Dispatch) when appropriate.

4. When working in the Boulder County Criminal Justice Center and Longmont Courthouse, staff will use the "Court Repeater" channel to communicate between deputies within the building.

5. Deputies working other assignments outside of the jail will use the designated event channel.

By Order of the Division Chief

Signed by _____ ____12/12/2012_____
Bruce K. Haas Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SHIFT BRIEFINGS AND ON-CALL SIGN-UP**

NUMBER: **J906**

EFFECTIVE DATE: **March 11, 2015**

POLICY: It is the policy of the Boulder County Jail to conduct shift briefings, so that supervisors can make assignments, pass on information, and address security issues. Also, to cover shift shortages that may occur during the month, supervisors will establish an On-Call List at the beginning of each month.

SOURCE: None

INFORMATION: Shift briefings will occur in the Jail Briefing Room fifteen minutes before the beginning of each shift at the following times:

0645 - Teams A & B
1845 - Teams C & D

If the Briefing Room is being used for another function, an On-Duty Supervisor (ODS) will designate an alternate location for the briefing.

PROCEDURE I - Briefing

1. During the designated briefing time, the next shift's ODS and scheduled personnel coming on duty will report to the Briefing Room. All employees attending briefing will be in full work attire and ready for duty.

2. The ODS will bring the Supervisor's Shift Sheet, listing each officer's assignment for the next shift.

3. The ODS will bring any pass-on information for review. They will share the information recorded in the computer log with the personnel in attendance, answer any questions and discuss any additional information necessary for the operation of the shift.

4. The ODS will provide each person's assignment for the shift.

5. At the conclusion of briefing, all personnel will report to their assigned posts.

PROCEDURE II – Electronic Pass-on

1. An ODS and/or employees will record routine and significant shift activities on the designated electronic pass-on log. It will reflect any problems or concerns that might be considered a safety and security threat, and any follow-ups to be completed by the oncoming shift.

2. The ODS will use the various pass-on logs to review information, activities, and follow-ups from past entries.

PROCEDURE III - The Supervisor's Shift Sheet

1. An ODS will print a copy of the daily schedule prior to shift briefing.

2. If any personnel scheduled to work are sick, or otherwise unavailable, the ODS may use the On-Call List to augment the necessary coverage. He or she will record the information regarding officers who called in sick on the master schedule. Those called in from the On-Call List will be noted on the daily schedule along with their assignment.

3. The names of the officers scheduled to work and their assignments will be recorded on the daily schedule.

PROCEDURE IV - The On-Call Sign-Up Sheet and Deputy Requirements

1. Every month, all deputies on each shift are responsible for filling at least one Primary and Secondary on-call, that meets the needs of each operational shift.

2. Each operational shift will generate a seniority list to determine the rotation of the on-call sheet. Rotation of the seniority list can be determined based on the needs of the shift, which can be different between shifts due to the amount of positions dayshift and nightshifts hold.

3. Each deputy has the chance to fulfill their on-call requirements each month. Each deputy has the option to collaborate with another deputy as an alternate to fulfill their on-call obligations for the month, in addition to their own obligations for on-call positions.
4. If the alternate deputy who covered the on-call for another deputy is unavailable, the deputy originally on-call will be required to report for work. (This information can be found on the original on-call document)

5. In any given month, if a deputy receives the on-call sheet, and there are no more days left open, that person will not have an on-call commitment

for that designated month. (Unless they desire to be an alternate deputy for someone else, as outlined in step 3).

6. If a deputy has circumstances which limit their availability, Supervisors have the discretion to forgo that deputy's on-call obligations for the month.

7. Failure to meet On-Call expectations will be cause for a PMI/Evaluation review under the category of Character.

8. Shift Supervisors will contact the on-call Deputy when the Primary or Secondary are required to fill the needs of the shift.

9. Employees who are unable to attend work on their assigned day MUST speak to the on duty supervisor. Refer to Boulder County Sheriff's Office Policy #304 Procedure V.

PROCEDURE V - Briefing Training

1. Shift supervisors may schedule Briefing Training at least each quarter.

2. They will schedule this training, so that as many shift employees as possible can attend. The training may be presented more than once.

3. Shift supervisors will coordinate with the Jail Training Sergeant to develop, schedule, and provide briefing training.

By Order of the Division Chief

Signed by _____ 03/11/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **KEYS AND KEY CONTROL**

NUMBER: **09-01-07**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to establish a key program that provides maximum control of locks, keys, and locking devices. Sensitive keys have restricted access, but will be readily available to ensure a prompt response to emergencies.

SOURCE: A.C.A. Standard 4-ALDF-2D-01

INFORMATION: We design key sets in groups that are often used together. Keys are not to be removed from key rings unless authorized by a supervisor or Maintenance. The Jail Management Team (JMT) must authorize any permanent changes in key rings. Each key set contains keys on a sealed serial numbered key ring and a tag (chit), which identifies the primary use of the keys included on that ring.

Employees who check out a set of keys are responsible for all the keys on that set until they are finished using them. All employees should have a chit with their radio number stamped on it. They obtain these chits from Maintenance upon initial employment or when the employee's number changes.

Some key sets will remain at specific posts and will be passed between employees at each shift change. Others will be kept in specific locations and checked out by using the chit.

PROCEDURE I - Checking Out and Returning Keys from a Key Box

1. Employees who need to check out a key set that are kept in the Commander's Office will contact the On-Duty Supervisor (ODS) and meet him or her at that location.

2. The ODS will allow the employee access to the key box so he or she can obtain the appropriate key set. The employee will place his or her chit on the peg for the key set, showing that they have the key set.

3. Employee's needing to check out a key set from the Master Control key box will go to that location. They will obtain the appropriate key set and place their chit on the peg for the key set, showing that they have the key set. The employee will then secure the key box.

4. When the employee needs to return keys to the Commander's Office, he or she will contact the ODS and meet at the Commander's Office. The ODS allow the employee access to the key box, who will retrieve their chit and return the key set to its peg.

5. When returning keys to the Master Control key box they will go to Master Control, retrieve their chit, return the key set to its peg and secure the key box.

PROCEDURE II - Assuming Keys at a Post

1. When an employee takes over a post where keys remain they will accept responsibility for the keys. If a key becomes damaged during the shift, the employee will notify the ODS. If Maintenance is in the facility, we will notify them. If they are not in the facility, the ODS will determine if they need to be contacted.

2. The employee will check the key set to ensure that no one has tampered with the sealed key ring and that all assigned keys are on the ring.

3. If the set is not complete the employee will attempt to find the missing key(s). If they cannot account for them, see Procedure IV.

4. If the key set is complete, the employee being relieved may leave the post.

5. The relieving employee will use the Module or Booking Log, whichever is appropriate, to document that they have taken responsibility for the key set.

PROCEDURE III - Routine Key Inventory

1. The ODS will conduct an inventory of the key sets stored in the Commander's Office key box before conducting briefing. They will also

ensure that any key sets that are checked out are accounted for with a chit on the peg.

2. If there is an empty peg with no chit on it, the oncoming ODS will contact the ODS currently on duty. That ODS will be responsible for finding any keys not accounted for. If the keys cannot be found, see Procedure IV.

3. Before relieving Master Control, the relieving employee will conduct an inventory of the key sets stored in the Master Control key box. The employee will ensure that any key sets not there are accounted for with a chit on the peg. If there is a missing key set and no chit is on the peg, the relieving employee will inform the employee being relieved, who will be responsible for finding the unaccounted for set.

4. If the keys cannot be found, see Procedure IV.

PROCEDURE IV - Lost Keys

1. If keys cannot be accounted for, the ODS will determine the security threat and may direct employees from their shift to remain in the facility until we resolve the situation.

2. If the keys are not found, the ODS will interview all employees who may have used the keys to determine who lost or misplaced them, or where they might be.

3. The ODS may initiate a shakedown or other actions to find the keys.

4. Employees not considered responsible for losing or misplacing the keys may be allowed to leave at the discretion of the ODS.

5. The ODS will ensure that the employee responsible for losing or misplacing the keys completes an Incident Report and/or a Crime Report.

6. If the ODS determines that a security threat exists they will notify the Jail Division Chief immediately.

7. If the Chief and ODS determine that the lost or misplaced keys present an imminent threat to the security of the Jail, the ODS will contact a Maintenance employee. The Maintenance employee will take whatever measures need to be taken to secure the area temporarily.

8. If the Chief and ODS determine that no imminent threat to the security exists, the routine procedure for repairs will be initiated.

9. The Chief and ODS may decide to pursue disciplinary action against the responsible employee.

PROCEDURE V - Damaged Keys

1. If a key becomes damaged or breaks the officer will contact the ODS.

2. If Maintenance is in the facility the ODS will notify them. They will repair or replace the key before leaving the facility.

3. If Maintenance is not in the facility, the ODS will determine if they need to be contacted. If the damaged key causes or is likely to cause a security problem, Maintenance should be contacted.

4. If there is not an imminent security concern the information should be passed on via Maintenance Request and by On-Duty Supervisors until Maintenance returns to the facility and can replace or repair the key.

5. An IR should be completed documenting the event.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTROL OF MAINTENANCE TOOLS**

NUMBER: **09-01-08**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to closely monitor the use of maintenance tools to ensure that they are used only for their intended purposes. Maintenance employees are to account for any tools in use at all times.

SOURCE: A.C.A. Standard 4-ALDF-2D-02

PROCEDURE I - Control of Maintenance Tools

1. Maintenance employees will place tools that are to be used for making repairs in a lockable tool cart. This cart will be kept secured in the Maintenance Office or Shop when not in use.

2. Maintenance will check in with any employees assigned to an area where they are going to be working and let them know approximately how long it will take and exactly where they will be working.

3. If they are making repairs in an inmate living area, Maintenance and officers will ensure that inmates are kept away from the work area. If repairs are being made in the Special Management or Disciplinary modules, officers will ensure that all inmates are in their cells until the repairs are completed.

4. The Maintenance employee will keep track of the tools at all times.

5. Once the job is completed, Maintenance will conduct an inventory of the tools used and ensure that they are all secure in the tool cart.

6. When Maintenance is ready to leave, they will inform the employee present that they are leaving and whether or not the repair has been completed.

7. Maintenance will go to the next job, following steps 2-6, or return with the tool cart to the Maintenance Office or Shop and secure it there.

PROCEDURE II - Missing Tools

1. Any time Maintenance discovers that a tool is missing, they will contact the On-Duty Supervisor (ODS) immediately.

2. The Maintenance employee will follow any directions that the ODS gives regarding search and recovery of the tool.

3. The ODS may set up a shakedown of the area in which the tool was last used.

4. The Maintenance employee will write an Incident Report detailing the missing tool and circumstances surrounding the disappearance.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF DEPARTMENT VEHICLES**

NUMBER: **J909**

EFFECTIVE DATE: **Oct. 28, 2015**

POLICY: It is the policy of the Boulder County Jail to use vehicles safely and efficiently to transport inmates and conduct other court ordered or county business.

PROCEDURE I - Vehicle Check-Outs and Inspections

1. Each member of the Court/Transport Team is issued a set of keys to every transport vehicle in the Jail Transportation fleet. In addition, each of the Jail Operational Teams (A-D) has a complete set of vehicle keys. Those keys will be kept in a locked key box in the Sergeant's Office. A jail officer, other than those assigned to the Court/Transport Team, whose assignment requires a vehicle, may obtain a set of keys from the Transport Team Sergeant or the On-Duty-Supervisor (ODS).

2. Before starting a vehicle the officer will check the following:
   - oil level
   - antifreeze levels

3. Before using a vehicle the officer will check for the following:
   - existing damage
   - general cleanliness
   - all lights
   - doors and locks
   - oil indicator
   - gas gauge
   - tires
   - search vehicle for contraband
   - front and rear seats for any items left in the vehicle
   - seatbelts

4. If there are no problems that could jeopardize the safety of the occupants or the functioning of the vehicle, the Transport Team Sergeant, the Transport Deputy in charge of vehicle maintenance, and/or the ODS may allow it to be used.

5. If an officer discovers a significant maintenance problem with a vehicle, they will report it to the Transport Team Sergeant and/or the Transport Deputy assigned to vehicle maintenance. The Transport Team Sergeant and/or the Transport Deputy assigned to vehicle maintenance will coordinate the repair(s) with the Garage or Radio Shop personnel.

6. We will take vehicles that need to be washed to the designated carwash for cleaning. The Transport Team Sergeant and/or the Transport Deputy assigned to vehicle maintenance will ensure that jail vehicles are washed and cleaned, as necessary.

7. When weather and time allow, we may assign Community Workers, to wash the vehicles at the jail.

PROCEDURE II - Vehicle Return

1. If a vehicle has less than one-half of a tank of fuel, officers will refuel upon returning to the jail.

2. They will return the vehicles to their assigned spot in the parking lot nearest the Intake Garage.

3. Officers will ensure that they have removed any transport equipment or supplies from the vehicle and return them to the Transport Office. They will also check the vehicle for any damage sustained during use and any contraband that may have been left in it. Officers will ensure that all inmates have been removed from the vehicle.

4. The officer will lock the vehicle and return the keys to the key box in the Sergeant's Office.

5. If the officer finds new damage during their inspection, they will complete an Incident Report (IR) and, if needed, a Crime Report (CR) and forward them to the Transport Sergeant.

6. The Transport Sergeant will ensure we report the damage as described in Step 5 of Procedure I.

PROCEDURE III - Charging Inmates for Vehicle Problems

1. If an officer discovers damage to a vehicle and knows an inmate caused it, they will include this information in the IR discussed in Procedure II, Step 4.

2. They will refer the inmate to a Disciplinary Hearing.

3. The officer will consult with the Transport Sergeant and/or ODS to decide if they should file criminal charges against the inmate. The officer will be directed to complete a Crime Report. The ODS will document the information in the Supervisor's Log, so they can pass it onto other employees.

4. Deputies may utilize the recording devices in the vehicles, if so equipped, to obtain audio and/or video evidence, pursuant to policy J935.

PROCEDURE IV - Vehicle Supplies

1. If an officer finds a vehicle that has a low level of oil, antifreeze, or window washer fluid, the officer will obtain replacement fluid from the closet in the Intake Garage.

2. When the supply of one of the listed fluids is low the Transport Sergeant and/or the deputy assigned to vehicle maintenance will be responsible for the restocking of the closet with fluids.

3. When refueling the vehicle follow the computerized directions at the pump.

Signed by_____ 11/17/15____
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRANSPORTS**

NUMBER: **J910**

EFFECTIVE DATE: **Oct. 28, 2015**

POLICY: It is the policy of the Boulder County Jail to conduct inmate Transports in an efficient, safe and secure manner, which safeguards jail staff, the Public, inmates, and jail property.

INFORMATION: The jail will assign deputies to transport duties according to Boulder County Jail Division Policy and Procedure 03-01-02 (Basis of Staff Assignments). We will train the deputies in arrest and transport procedures before they perform these duties.

PROCEDURE I - Transporting Inmates to another Facility

1. When the Transport Sergeant receives notification that an inmate needs to be transported to another location he or she will assign a Transport Deputy to do it. They will verify that all required paperwork has been received and that it is in order. If there is a question or problem with the paperwork, the Sergeant and/or designee will contact the appropriate agency for clarification.

2. If the transport will affect the inmate's continuity of medical care, Booking or the deputy will contact Medical. A Nurse will complete a Colorado Inter-Correctional Medical Summary Transfer Report to accompany the inmate to the new location and deliver it to Booking. A Classification Officer will complete a Colorado Inter-Agency Prisoner Transfer Sheet to accompany the inmate to the new location and deliver it to Booking.

3. Booking will modify the inmate's Tiburon information to reflect the inmate's move to another facility. They will change the inmate's housing assignment to Other Locations.

4. If we have a hold for the inmate, Booking or the Transport Deputy will complete a Detainer, which they will provide to the agency where they transport the inmate. The Detainer will serve as authority for the receiving agency to hold the inmate until they are returned to the Boulder County Jail.

5. The deputy assigned to the module where the inmate is housed will be contacted and advised of the transport. The deputy will direct the inmate to gather their belongings and clean their room, if they are not returning. They will not tell the inmate where they are going or permit them to make phone calls. The deputy or a Rover will sign the inmate out on the Movement Log, collect the inmate's module file, escort them to the Release/Changing Room, and dress the inmate out, if needed. The inmate will then be placed in a holding cell awaiting transport.

6. When everything is in order, the deputy will call the facility where they are taking the inmate and inform them of their estimated arrival time.

7. Before leaving the deputy will:

   a. Initiate a Transport Log.

   b. Inspect the transport vehicle thoroughly for weapons, drugs, items that may be used as weapons, or other contraband.

   c. Obtain the inmate’s property, if any, and a medical summary transfer report, if any, and take it to the transport vehicle and secure it in a way that prevents the inmate from getting to it during the transport.

   d. Give the inmate an opportunity to use the restroom before leaving.
   e. Restrain, then pat search the inmate using handcuffs, or other restraints as needed, based on the inmate's behavior, classification status or other relevant information.

   f. Pursuant to 17-1-113.7, any female inmate, who is known to be or suspected to be pregnant, must be restrained with the least restrictive restraints necessary (no belly chains).

   g. Escort the inmate to the transport vehicle, direct him/her to get in, and secure them as prescribed by Sheriff’s Office policy.

   h. Call Dispatch on Green Channel or BC Law 1 and give them their radio number, destination, and the number of inmates being transported.

8. After arriving at their destination, the Transport Deputy will notify Dispatch of their arrival, if within radio range. If out of radio range, they will notify Dispatch, via a telephone.

9. The deputy will secure their weapon(s), and any other items (cellphone, etc.), based on the policy of that facility, before entering the facility.

10. The Transport Deputy will get the inmate out of the vehicle, lock it, and escort them into the receiving facility. They will give the receiving facility any necessary paperwork, including the Detainer. They will request that an official at the receiving facility sign the Detainer. A copy of the Detainer should be left with the official and the deputy will keep the original.

11. When the receiving facility has accepted the inmate and they have removed the restraints, the deputy will retrieve them and return to the jail. If within radio range, the officer will notify Dispatch of their departure, either by radio or via cell phone.

12. Upon returning to the jail, the deputy will notify Dispatch of their return, refuel the transport vehicle, if necessary, inspect, park, and lock the vehicle.

13. If the transport required the deputy to spend any funds, they will complete a Record of Expenditures Form, attach a copy of the Transport Log and the receipts, and give it to the Lead Administrative Technician.
If the deputy has been issued a procurement card (P-Card), they will keep the receipt. When the monthly p-card statement has been sent to the deputy by accounting, they will take the statement, record details of the transport on the statement, attach any receipts, and forward them to the Jail Administrative Commander.

14. The deputy will return the vehicle keys to the key box in the Sergeant’s Office, if applicable, and the restraints to the Transport Office.

15. The deputy will place the original copy of the Detainer in the inmate's booking file.

16. The Transport Officer will report to his or her supervisor for further assignment.

PROCEDURE II - Transporting Inmates from another Facility

1. If an inmate in another location needs to be transported to the jail, the Sergeant will assign a Transport Deputy to do it.

2. The transporting deputy or other assigned deputy will contact the facility to verify that the inmate is there and ready for pick up.

3. If they are not holding the inmate, or will not release them, the deputy will inform the Sergeant, who will follow up with the courts or the Records Division.

4. If the facility is holding the inmate, and he or she is ready for pick up, the transport deputy or other assigned deputy will inform the facility of the approximate time they will arrive. If the inmate is being picked up on a Writ and will only be in our custody temporarily, the deputy will advise the facility that we only allow the inmate to bring their legal paperwork with them and the clothing needed for the transport.

5. The deputy will initiate a Transport Log.

6. The transport vehicle will be inspected thoroughly for weapons, drugs, items that may be used as weapons, or other contraband.

7. Upon arriving at the other facility the deputy will secure his or her weapon(s) before entering.

8. The deputy will present any necessary documentation to facility officials.

9. If the inmate is to remain in our custody, the deputy will obtain their property and secure it in the transport vehicle in a way that prevents them from getting to it during the transport.

10. The deputy will pat search and restrain the inmate using handcuffs, or other restraints as needed, based on the inmate's behavior in that facility, the deputy's knowledge of the person, or other relevant information.

11. The inmate will be escorted to the transport vehicle, directed to get in, and secured as prescribed by Sheriff's Office policy.

12. When leaving the facility the deputy will call Dispatch on Green or BC Law 1 Channel, if within range, and give them the radio number and number of inmates being transported to the jail.

13. Upon arriving at the jail the deputy will enter the Intake Garage, secure

their weapon, and escort the inmate into Booking. The deputy will ensure the van doors are left open after making sure all inmates have been removed from the vehicle.

14. All necessary documents will be completed, including Tiburon entries, Transports Logs etc.

15. The deputy will then re-fuel the transport vehicle, if necessary, inspect it for any items left in it, park it in its designated spot, and lock it.

16. They will return the transport vehicle keys to the Sergeant's Office, if applicable.

17. The deputy will report to his or her supervisor and/or designee for further assignment.

PROCEDURE III - Funds for Transports

1. If a Transport Deputy needs money for gas or food while on the transport they will obtain funds from the Lead Administrative Technician.

2. When he or she is not available, the On-Duty Supervisor (ODS) may obtain the funds and record the amount in the logbook.

3. While transporting inmates on a long trip during meal times, deputies will, if possible, obtain a meal for the inmate(s) from the correctional facility housing the inmate. If that is not possible, the deputy may purchase the inmate(s) a meal at a drive-up restaurant only and retain the receipt.

4. If the transport required the deputy to spend any funds, they will complete a Record of Expenditures Form, attach a copy of the Transport Log and the receipts, and give it to the Lead Administrative Technician.

5. If the deputy has been issued a procurement card (P-Card), they will keep the receipt. When the monthly p-card statement has been sent to the deputy by accounting, they will take the statement, record details of the transport on the statement, attach any receipts, and forward them to the Jail Administrative Commander.

PROCEDURE IV - Vehicle Failure During Transports

1. If there is a vehicle failure during a transport, the Transport Deputy will use their discretion in dealing with the problem.

2. If outside Boulder County, the deputy may use whatever reasonable means necessary to secure inmates and remove the vehicle from the roadway (i.e., contact Colorado State Patrol via NLEC channel, contact

a local law enforcement agency via radio or cellphone, and/or a private towing/emergency vehicle service).

3. In Boulder County, radio or phone contact will be made requesting an additional deputy to respond to their location. In case of accident or injury, they will follow the appropriate Boulder County Sheriff's Office Policies and Procedures.

PROCEDURE V - Transport of Inmates to the Criminal Justice Center and Longmont for Courts

1. When inmates are to be transported to the Criminal Justice Center or to Longmont for court, the Transport Deputy will review the court docket to obtain the correct court division the inmate(s) is/are to appear in.

2. The Transport Deputy will:
   a) Prepare the vehicle to be used.

   b) Pat search and restrain the inmate(s), using whatever restraints they need, based on the inmate's behavior and classification status, or other relevant information.

   c) Escort the inmate(s) to the Intake Garage, direct them to sit in the transport vehicle, and secure them as prescribed by Sheriff's Office policy.

   d) Obtain his or her weapon from the gun box in the Intake Garage.

3. The deputy will notify Dispatch, via radio or cellphone, of their departure from the jail and destination, including the number of inmates. Upon arrival at the Criminal Justice Center, the deputy will enter the underground garage door leading to the Adult Holding Area. After entering the underground garage they will park in the designated area. Upon arrival at Longmont, the deputy will enter the garage and park. The deputy will monitor the "security repeater" channel while in court.

4. Before the deputy leaves the vehicle they will notify Dispatch of their arrival. They will escort the inmate(s) into the Court Holding Area and secure them in the correct holding cell. If parked in the secure area of the garage, the deputy will leave the van doors open after ensuring all inmates have been removed from the vehicle.

5. Deputies, when traveling with 2 or more vehicles, will attempt to keep transport vehicles together without disrupting the flow of traffic, except in cases of emergency.

6. Deputies should take care to vary or change their routes to and from facilities to avoid predictable patterns.

PROCEDURE VI - Taking Inmates to Court

1. Boulder Criminal Justice Center:

a) When it is time to go to court the Transport Deputy will escort the inmate(s) to the elevator for the courtroom. The officer will advise the inmate(s) to face the rear of the elevator and of the correct behavior while in court. The officer will not escort more than 2 inmates at a time by themselves. They will exit the elevator with the inmate(s) and go to the appropriate courtroom.

b) Upon entering the courtroom the deputy will seat the inmate(s) and themselves in the appropriate location for that courtroom, to maintain safety and security.

c) At the conclusion of court, the deputy will escort the inmate from the courtroom to the Court Holding Area. If necessary, the deputy may notify court holding or court security by radio for assistance with movement of inmates. The deputy will pat search the inmate(s) prior to transport back to the jail, and check the holding areas to ensure they are secure.

d) Upon leaving the Justice Center the deputy will notify Dispatch, by radio or via cellphone, of their return to the jail. If there is deemed to be a high security issue, the deputy may, at their discretion, notify Dispatch by cellphone rather than by radio.

e) The deputy will make sure all Tiburon and hard card entries are completed and update the writ and/or mittimus status boards in the transport office are updated, if applicable.

f) If the inmate has been sentenced or been found guilty at trial, the deputy, at their discretion, may give notice by email to advise of the inmate's status. The deputy may also, at their discretion, notify Mental Health if the inmate appears to be distressed by the sentence and/or verdict.

2. Court Annex in Longmont:

a) Park in the designated area.

b) Escort the inmate(s) into the courtroom, seat the inmate(s) and themselves in the courtroom in the appropriate location, and maintain security of the inmate(s) until the conclusion of court.

c) At the conclusion of court, the deputy will escort the inmate from the courtroom to the Court Holding Area. If necessary, the deputy may notify court holding or court security by radio for assistance with movement of inmates. The deputy will pat search the inmate(s) prior to transport back to the jail, and check the holding areas to ensure they are secure.

d) Upon leaving the Court Annex in Longmont, notify Dispatch, by radio or cellphone,
of their return to the jail. If there is deemed to be a high security issue, the deputy may, at their discretion, notify Dispatch by cellphone rather than by radio.

e) The deputy will make sure all Tiburon and hard card entries are completed and update the writ and/or mittimus status boards in the transport office are updated, if applicable.

f) If the inmate has been sentenced or been found guilty at trial, the deputy, at their discretion, may give notice by email to advise of the inmate's status. The deputy may also, at their discretion, notify Mental Health if the inmate appears to be distressed by the sentence and/or verdict.

PROCEDURE VII - Transport of Paperwork to the Criminal Justice Center

1. Each day that court is in session, a Transport Deputy will collect the paperwork from Booking that needs to be delivered to the Criminal Justice Center. All Courts and Records paperwork will be picked up from the appropriate baskets and placed in the container provided for that purpose. Bonds will be removed from the bond drawer and also be placed in the case for delivery.

2. The deputy will place the case in the vehicle being used to transport inmates to the Justice Center.

3. Upon arrival at the Criminal Justice Center the case will be placed in the Court Holding Area, where the deputy will place the paperwork in the appropriate place.

4. Upon returning to the jail, the paperwork brought back will be distributed as needed.

PROCEDURE VIII - Court Ordered Detail Outside the Jail

1. If the courts order us to escort an inmate on a detail outside the jail, the Transport Deputy will dress the inmate out in their personal clothing, if that is what the court ordered.

2. The deputy will confer with the Transport Sergeant, or ODS, before transporting the inmate, to decide the manner in which they will restrain the inmate and whether or not they will remove the restraints from the inmate during the detail.

Signed by_____ 11/17/15____

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTROL, USE & APPLICATION OF RESTRAINTS**

NUMBER: **J911**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail to use restraints without excessive force and not for punishment. Supervisors will closely monitor the use of all restraints.

SOURCE: Boulder County Sheriff's Office Policy #502

INFORMATION: Restraints will be stored in the Transport Office and Deputy Work Stations (OWS) and inventoried regularly.

Uniformed employees will carry handcuffs, in a BCSO approved case, in the Jail.

PROCEDURE I - Inventory of Restraints

1. Module Deputies will conduct restraint inventories in their assigned areas at the beginning of their shift and document it on the Module Log.

2. If a deputy discovers that restraints are missing they will have the deputy(s) they are relieving look for the missing restraints before they assume the post. If the missing restraints cannot be located or if there are damaged restraints, they will complete an Incident Report (IR). Damaged restraints will be placed in the transport office and replaced with working restraints from the office. An email will be sent to the Transport Sergeant indicating this for inventory and replacement.

3. If the restraints cannot be found, or accounted for, the ODS will consider the following options:

    a. vehicle searches
    b. calling other employees who may have knowledge of the problem
    c. search the affected module or general area
    d. search the affected building

e. search the entire facility, or
f. any combination of the above options.

5. The ODS will notify the Jail Division Chief by e-mail if the restraints cannot be found. He or she will direct employees too complete Incident and/or Crime Reports as appropriate.

6. The ODS will continue investigating until the restraints are found and/or he or she reaches a satisfactory conclusion. Disciplinary action may be initiated against the responsible deputy(s).

7. The Division Chief and/or Administrative Commander will decide if missing restraints will be replaced. If so, they will initiate the applicable purchasing procedures.

PROCEDURE II - Inventory of Transport Restraints

1. The Court/Transport Sergeant, or designee, will inventory transport restraints biannually. They will document this inventory in a memorandum to the Days Commander.

2. If restraints cannot be found, the Court/Transport Sergeant, or designee, will complete an IR documenting what is missing.

3. The Court/Transport Sergeant will implement Procedure I, Steps 3 and 6. They will report their findings to the Days Commander. They may take disciplinary action against the responsible deputy(s).

4. The Division Chief and/or Administrative Commander will decide if missing restraints will be replaced. If so, they will initiate the applicable purchasing procedures.

5. The Days Commander will retain the completed inventories for one year.

PROCEDURE III - Checkout of Transport Restraints

1. The Court/Transport Sergeant, or designee, may authorize the use of our restraints by officials from another agency after evaluating the need.

2. The official needing to borrow the restraints will contact the Court/Transport Sergeant, or designee, identify what restraints they require, where they will take them, and when they will return them.

3. The Court/Transport Sergeant, or designee, will note the officials' agency, name, badge number, the type and number of restraints, their destination, and estimated time of return.

4. If they will not return the restraints before the end of the shift, the Court/Transport Sergeant, or designee, will give the information to the ODS for the Supervisor's Pass-on.

5. If they do not return the restraints at the agreed time, the Court/Transport Sergeant, or designee, will contact the official or the agency and determine when they will return them.

PROCEDURE IV - Use and Application of Restraints in the Jail

1. If an inmate attempts self-injury or becomes physically aggressive toward a deputy or others, deputies may restrain them if they believe there is an imminent physical threat. The deputy will request back up assistance if necessary. The deputy will immediately notify the ODS that restraints have been placed on an inmate.

2. The deputy requesting the backup assistance will direct any inmates in the area to go to their cells, or to a holding cell if in the Booking Waiting Area.

3. The responding deputies may obtain additional restraints from the nearest location in which they will restrain the individual. After the situation has stabilized, they will ensure they notify the deputy assigned to the area in which they removed the restraints for inventory control.

4. Once back up assistance arrives the deputy(s) will place the restraints on the inmate using the least amount of force required. The restraints will be secured and double-locked, ensuring that they do not restrict the inmate's circulation and that the restraints will not tighten any more than intended.

5. The ODS will respond to the scene and evaluate the purpose and actual use of the restraints. He or she will give the deputy(s) preliminary approval of their use, pending his or her review of the IR.

6. After notifying the ODS, the ODS will ensure that the medical staff is aware of the situation. A medical staff person may respond to the scene and evaluate any medical concerns. The medical staff will also consider any mental health concerns.

7. The deputy who initially requested that the restraints be applied will complete an IR. If any force was necessary, they will note it in the IR.

They will document when the restraints were applied and removed in the IR.

8. If the restraints are not removed before the end of the shift initiating the action, the ODS for the next shift will modify the original IR indicating when they removed the restraints.

9. Deputies are required to conduct welfare checks at least every fifteen minutes to ensure that the restraints are not too tight and that the inmate has not loosened them. These checks will also be used to observe the general well being of the inmate and logged using the Guardian1system.

10. When they determine that the inmate no longer poses a threat to others, the deputy will advise the ODS and request assistance to remove the restraints. There will always be a minimum of two deputies present whenever they remove restraints.

11. Other alternatives may be considered by supervisory personnel if the restraints have to be used for an extended period of time.

PROCEDURE V – Restraint Protocols for Disciplinary and Administrative Segregation Inmates

1. Restraint protocols for inmates housed on Disciplinary or Administrative Segregation will be followed in accordance with Jail Policies J1002 and J1003.

By Order of the Division Chief

Signed by _____ 12/12/12
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF THE JAIL COURTROOM**

NUMBER: **09-01-12**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that the Jail Courtroom will be used to arraign those individuals in custody to enhance security for the courts, jail employees, the public, and inmates. This courtroom may also be used for high security trials, Boulder Municipal Court proceedings, and Parole hearings.

SOURCE: **None**

INFORMATION: Court personnel and Transport Officers are issued keys to the courtroom. The Judge can control the public and inmate seating area doors from the Bench electronically.

Any inmate considered a high security risk due to their charges, behavior, or criminal history will be restrained with a belly chain, handcuffs, and leg irons before entering the Courtroom. These individuals will be arraigned by themselves, if the presiding judge allows.

PROCEDURE I - Scheduling of Court Officers

1. The Court/Transport Sergeant will review the court docket for the day and assign the necessary Court Officers.

2. The Sergeant will list assignments on the board in the Transport Office.

PROCEDURE II - Preparation for Use of the Courtroom

1. A Court Officer will go to the Courtroom to inspect the public seating area for weapons, or any type of contraband that may be used as a weapon, before court begins.

2. The Court Officer will conduct the same inspection for the inmate seating area, the courtroom space, including the Attorney Visitation Booth, and for the visitor's bench in the hallway.

3. If a weapon or contraband is found, refer to Procedure III.

4. If no weapon or contraband is found, the Court Officer will ensure that all the doors into and within the Courtroom are secured.

5. He or she will then continue with their other duties.

PROCEDURE III - Detection of a Weapon or Contraband in the Courtroom

1. If contraband is found in the Courtroom, the Court Officer will dispose of it properly.

2. If a weapon is found in the Courtroom, the Court Officer will use the pack set to request the Court/Transport Sergeant respond to the Courtroom.

3. When the Sergeant arrives the Court Officer will explain the situation.

4. The Sergeant may call Detectives and request that they respond to investigate.

5. The Court Officer will handle the weapon in a way that maintains the chain of evidence until the Detective arrives.

6. The Court Officer will ensure that all of Procedure II has been completed.

7. The Court Officer will complete an Incident Report (IR), and if necessary, a Crime Report.

PROCEDURE IV - Supervision and Use of the Jail Courtroom

1. An assigned Court Officer will identify the inmates scheduled for court by use of the court docket before the scheduled arraignments.

2. The officer will identify the housing location of the inmates using a jail list.

3. The Court Officer(s) will go to the appropriate modules and advise the Module Officers that they are ready to get the inmates for court.

4. The Module Officer will open the corridor door and the Court Officer(s) will enter and call out the names of the inmates scheduled for court.

5. The inmates will line up in the corridor as the Court Officer calls their names. If there are two Court Officers, one will remain in the corridor and supervise the inmates. If not, the Module Officer will help.

6. When all of the inmates have lined up in the corridor, the Court Officer will secure the door and notify the module officer that they have removed all the inmates from the module.

7. A Court Officer will sign the inmates out on the module Movement Log and escort the inmates to a Booking Holding cell. The inmates will be placed in Booking Holding cells until it is time for them to line up for court. Inmates will be separated in the Booking Holding cells to assure that women, high-risk inmates, and special classification concerns are kept separate.

8. Approximately one half hour before court begins the inmates will be lined up in the Booking/Court corridor and placed in restraints. The individual's classification status and behavior will determine the type of restraints used.

9. A Court Officer will then advise the inmates of the arraignment process and the appropriate protocols to follow in the Courtroom. After they have advised the inmates of these expectations, the officers will escort them into the Court/Release hallway and into the inmate seating area of the Courtroom.

10. Approximately fifteen minutes before the scheduled arraignments, the assigned Court Officer will go to the appropriate gun box and obtain his or her weapon.

11. The Court Officer will go to the Reception Desk without passing through the security perimeter of the facility (except the Courtroom).

12. The Court Officer will notify Reception that the public seating area is being opened and that they may allow the public in.

13. Reception will notify the public via the lobby intercom that they may go into the Courtroom, but must leave their personal belongings in a locker.

14. The Court Officer will unlock the public seating area door to the courtroom and ensure that everyone entering the courtroom passes through the metal detector.

15. The Court Officer will ask them not to talk or gesture to the inmates.

16. Once the Court Officers arrive in the Courtroom they will instruct the inmates to sit. They will also ensure that the inmate seating area door to the Court/Release Corridor is secured.

17. A Court Officer will instruct the inmates not to talk or gesture to anyone in the public seating area and inform him/her that if they do they may remove them from the Courtroom.

18. Court Officers will sit in the Courtroom arena, the inmate-seating door, and the District Attorney/Clerk entrance door. They will monitor inmate behavior while recording bond information and any future court dates. One Officer will generally be seated by the visitor seating area door on the inside of the courtroom arena. **The Court Officers will ensure that the inmate seating area and the public seating area doors are never opened simultaneously.**

19. At the end of arraignments, the Court Officers will escort the inmates back to their Modules.

20. A Court Officer will ask the public to leave the public seating area and ensure that they vacate the area before he or she leaves the Courtroom.

21. The assigned armed Court Officer will go to a gun box (without entering the security perimeter of the Jail) and secure their weapon.

22. The Court Officer will return to the Courtroom and complete steps 1-5 of Procedure II.

23. The Court Officers will obtain all bonds written by the Court Clerk, return to the Court/Transport Office or officer arrest area, and enter the court and bond information for the inmates into Tiburon and on their Hardcards.

24. Once they have entered the court information into Tiburon and on the Hardcards, the Court Officers will give the bonds to Booking personnel.

25. Booking personnel will begin the release process for those inmates able to post a bond or being released on personal recognizance bonds.

PROCEDURE V - Court Proceedings for High Security Risk Inmates

1. Court proceedings for high security risk inmates will be conducted in the same way as the arraignments discussed in Procedure IV with the following exceptions:

    a. Steps 1-5 of Procedure II will be conducted with precautions.

b. The inmate will be restrained with a belly chain, handcuffs, and leg irons.
c. At least two armed Court Officers will be stationed between the public seating area and the arena area of the Courtroom.
d. The inmate will remain in the secured inmate seating area unless a Judge specifically requests that the inmate appear directly in front of him or her in the arena area.
e. The Court Officers will ensure that the door going from the court arena to the public seating area is secured and not opened if the inmate is in the arena area.

PROCEDURE VI - Inmate Court Refusal

1. When a Court Officer gets inmates for court and an inmate refuses to comply with direction, the officer will not attempt to force the inmate to appear in court.

2. The Court Officer will gather the other inmates for court and escort them to the Booking Holding cells.

3. He or she will then notify the appropriate court, by phone or in person, of the inmate's refusal to appear in court.

4. If the court orders the appearance of the inmate, the officer will notify the Court/Transport Sergeant.

5. At least two officers will obtain a belly chain, handcuffs, leg irons and go to the appropriate module where they will apply the restraints.

6. If a Court Officer is not already stationed in the Courtroom, an additional Court Officer will obtain their weapon, without entering the security perimeter of the Jail, and go to the Courtroom to provide security during the proceeding.

7. The two Court Officers getting the inmate who refused to appear will escort the inmate to the Courtroom where the court proceedings will take place.

8. When the court proceedings are completed, the same procedures for escorting inmates back to their modules will apply.

9. When the Court Officers have returned all inmates from court they will write an Incident Report (IR).

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WELFARE COUNTS & INMATE SUPERVISION**

NUMBER: **J913**

EFFECTIVE DATE: **March 5, 2014**

POLICY: It is the policy of the Boulder County Jail to ensure the presence and well being of all inmates by performing around-the-clock supervision. We will count inmates regularly to help maintain facility control and safety during both routine and emergency operations.

DEFINITIONS:

Enhanced Welfare Check Placard – A uniquely designed placard that can be secured to a cell door. Generally used in the Disciplinary and Special Management modules and in the Women's module.

Guard 1 SE system – Facility monitoring data collecting/reporting system.

Guard 1 Module Tour - The act of conducting a welfare check of assigned area/module.

Guard 1 Pipe – A device that reads a specific type of button/chit and stores the data from that button.

Guard 1 Downloader - A device used to upload data from the "Pipe" to the Guard 1 Reporting system.

Guard 1 Module Tour Report – A report used to document the welfare counts of an area by reading the data from the assigned staff member's chit and area buttons.

SOURCE: **NONE**

PROCEDURE I - Shift Counts

1. At the end of each shift the Module Deputy being relieved will lock the inmates in their rooms at the designated time and conduct a count. The

oncoming Module Deputy will also conduct a physical count of the inmates.

2. The Module Deputies will compare the result of their count with the Inmate Module Roster to ensure that all inmates are present, or they are properly logged out. If there is a discrepancy see Procedure III below.

3. If a discrepancy is found the On-Duty Supervisor (ODS) will be notified and the departing Module Deputy will stay until the count is correct, or the ODS authorizes the officer to leave.

4. If there is no discrepancy the Module Deputy will resume routine operations.

PROCEDURE II - Count Discrepancies

1. If a Module Deputy discovers a count discrepancy, they will recount the inmates and check the Module Roster.

2. The Module Deputy will determine the name of the inmate and check the inmate's name in Tiburon to find out if we have released them.

3. If Tiburon indicates that we have released the inmate, the Module Deputy will contact Booking to confirm the release. If they can verify the release, the count will be considered accurate.

4. If Tiburon indicates that we have not released the inmate, the Module Deputy will contact Booking to determine if we have taken the inmate to another location, or he or she is in a holding area in Booking.

5. If the inmate cannot be found, the ODS, or designee, will be notified. The ODS, or designee, will personally inspect Visitation, Court, and Programs. He or she will ask Master Control to see if there are any inmates out of the facility on transports and to check all monitors carefully.

6. If the inmate cannot be found, the ODS will evaluate whether an escape has occurred or not.

PROCEDURE III - Emergency Counts

1. When a Module Deputy is notified of an emergency, they will immediately conduct a physical count of the inmates. Based on his or her evaluation, the ODS may order an emergency lockdown of the inmates.

2. The Module Deputy will record the count and time on the Guard 1 Module tour Report. If the count is not accurate, they will inform Master Control and/or Incident Command, if it has already been established.

3. The ODS/Incident Commander (IC) will inform staff of the location of the emergency. At times, doing this by telephone or in person may be best.
4. Once the emergency has passed, the Module Deputies may unlock the rooms for the inmates who would normally be out. The ODS will ensure that the jail returns to routine operations.

PROCEDURE IV - Welfare Checks

1. Booking and Module Deputies will visually check the general well being of inmates within the designated times listed below. They should make the checks utilizing the Guard 1 Pipe at irregular intervals.

ONCE IN EACH 15 MINUTES
Anyone on Suicide Protocol
Inmates on suicide protocol should be checked once in each 15-minute period.

ONCE IN EACH 30 MINUTES
Booking
Disciplinary (males & females)
New intakes in Intake & Women's
Special Management (males & females)
Maximum
Intake
Women's

ONCE IN EACH 60 MINUTES
Phoenix
Transition
Inmate Worker
Medium
Dorms A, B, C & D

2. Every staff member that could be responsible for conducting welfare checks will be assigned an individual "chit". Every Officer Work Station and the Booking room will be equipped with a "Pipe" and "Downloader".

3. Staff will use the Guard 1 system to log their checks. They will use the "Pipe" and touch their assigned "chit" at the beginning of each round. After completing rounds in their assigned area they will complete their rounds or "tour" by touching the individual cell or area "buttons". Once

their “tour” has been completed, they will place the Guard 1 Pipe into the Downloader located within the Officer Work Station.

4. Once the download has occurred, staff can log onto the Guard 1 SE program to verify the counts, track past tours, and view upcoming tours.

5. Officers conducting checks during the night, when most inmates are typically asleep, will ensure that the inmate is breathing. If necessary, the officer will stand at the door or enter the room.

6. The Module Deputy may periodically conduct an inmate count during these checks.

7. Booking will document welfare checks using the Guard 1 system, as in steps 2-4 of this Procedure, designated for that purpose in Booking.

8. Staff will be responsible for monitoring the Guard 1 SE program to ensure that they are staying compliant with area/module “tours”. Shift Supervisors will be responsible for monitoring the accuracy of the “tours”. If there is an error or discrepancy, the supervisor will note the discrepancy and notify their Commander at the earliest convenience.

PROCEDURE V – Enhanced Welfare Checks and Placard

1. When an inmate requires a higher level of supervision, for any reason, a staff member, with approval from the ODS, will place an Enhanced Welfare Check placard on the cell door.

2. Situations that could warrant an enhanced welfare check may include any of, but not limited to, the following:

    - Highly intoxicated
    - Suicide protocol
    - Restraint chair
    - Extreme withdraw from alcohol or drugs
    - Excited delirium
    - Serious health concern
    - Any other situation that staff feel warrants an enhanced welfare check

3. If an enhanced welfare check is approved, the reporting staff member will complete an Incident Report documenting that need.

4. Enhanced Welfare Checks will continue until the situation/condition no longer presents itself.

5. Deputies conducting an enhanced welfare check will attempt to engage the inmate in conversation at the cell door or inside the cell depending on the inmate's behavior. These interactions will be documented in a Worksheet entered in the inmate's Tiburon record.

6. Medical Staff and the ODS will be consulted to help determine when the Enhanced Welfare Check placard is no longer needed. With approval from the ODS, the Deputy will remove the placard and place it back in the Officer Workstation. . A supplement to the original report will document the date, time, and reason for ending the Enhanced Welfare Checks.

PROCEDURE VI - Device Failures

1. If a failure occurs with the Pipe, the ODS will ensure that another Pipe from a nearby area/module is available for use to continue with area tours. The malfunctioning Pipe will be left on the Training Sergeant's desk for replacement.

2. If the failure is with the Downloader, the ODS will immediately be notified of the situation. He or she will arrange to have the Pipe taken to the nearest Downloader for uploading at various times throughout their shift.

3. The ODS will send an email or phone the Technology Services Department describing the incident and/or issues regarding the failure of the device(s) prior to the end of their shift.

By Order of the Division Chief

Signed by _____ 03/05/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE LOCKDOWN**

NUMBER: **09-01-14**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to facilitate the management of inmates, consistent with established staffing levels and/or emergencies. We will lock inmates in their rooms and unlock them at designated times, or as deemed appropriate by the On-Duty Supervisor (ODS.)

SOURCE: **None**

PROCEDURE I - Routine Lockdown

1. Module Officers will direct the inmates to their assigned rooms and to close their doors at the scheduled lockdown times. Officers will close any sliding doors by using the control panel switches in the Officer Work Station.

2. Officers will check the control panel indicator lights and physically check each door to ensure that they are locked.

3. If a light on the control panel is not lit, the officer will inspect the cell door. If there is a problem with the light and/or the lock, the officer will notify the ODS and complete a Maintenance Repair/Request Form (MR).

4. The ODS and the Module Officer will determine if the inmate needs to be moved. The circumstances will be noted in the Supervisor's Log and passed on at Briefing.

5. The Module Officer will conduct a physical count of the inmates, record the number of inmates counted, and the time the lockdown was completed in the Module Log.

PROCEDURE II - Emergency Lockdown

1. If the ODS determines that an emergency exists and locking the inmates in their rooms is necessary, they will notify the Module Officers. At times, doing this by phone or in person may be best.

2. The officers will direct the inmates to go to their rooms and close the doors, explaining that it is an unscheduled lockdown rather than the regular lockdown.

3. The officers will conduct a physical count of the inmates, ensure that each room is secure, and notify Master Control that the lockdown is complete. The officer will record the count and the lockdown completion time in the Module Log.

4. Once the ODS determines that the emergency has stabilized, they will notify the officers that the lockdown is no longer necessary. Officers will unlock the doors and resume routine operations.

PROCEDURE III - Inmate Refusal to Lockdown

1. If an inmate, or some groups of inmates, refuse to enter their rooms for a lockdown, the officer will notify the ODS. Back up assistance may be used to conduct the lockdown.

2. If practical, and it can be done safely, the officer will continue to lockdown the inmates who are cooperating.

3. When the ODS arrives; they will talk to the inmates and convince them to return to their rooms.

4. If the ODS decides that the situation has become a disturbance he/she will start appropriate procedures.

5. Once we resolve the situation, the ODS will direct the officer and others involved to complete Incident and/or Crime Reports.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SUPERVISION OF HOSPITALIZED INMATES**

NUMBER: **J915**

EFFECTIVE DATE: **August 17, 2015**

POLICY: It is the policy of the Boulder County Jail to hospitalize inmates if their medical needs exceed the medical services available in the jail. If they remain in custody, hospitalized inmates will be supervised by Boulder County Deputy Sheriff's and Corrections Deputy Sheriff's, who have qualified with a weapon and been approved by the Sheriff's Office to carry firearms.

SOURCE: None

INFORMATION: We will assign officers to hospital duty according to **J302** (Basis of Staff Assignments).

PROCEDURE I - Transport of Inmates by County Vehicle

1. The On-Duty Supervisor (ODS) will be notified when the medical staff determines that they must hospitalize an inmate, but transport by ambulance is not necessary.

2. The ODS will decide if security dictates the use of one or two officers to transport and supervise the inmate. The ODS will assign the necessary number of qualified officers.

3. The Transport Sergeant will coordinate the transport if the Transport Team is on duty. If the transport occurs in the evening or at night, the ODS will determine which vehicle will be used and assign a deputy sheriff to complete the transport.

4. The assigned officer(s) will obtain a set of keys from the keybox located in the Sergeant's Office and complete the van key signout log. He/she will also obtain a set of restraints (to include, a pair of handcuffs, leg irons, belly chain, nylon handcuffs, spit sock and nylon leg restraints).

5. The ODS will have the inmate escorted to Booking, if they are not already there.

6. The transporting officer(s) will restrain the inmate, as the medical situation allows, and transport the inmate to the designated medical facility.

7. The medical staff will complete a Medical Transport Order, detailing the reason for the hospital visit, and forward it to the ODS.

PROCEDURE II - Transport of Inmates to the Hospital by Ambulance

1. The ODS will be notified by the medical staff when an inmate must be transported to the hospital by ambulance.

2. If the medical staff approves moving the inmate, the ODS will have him or her brought to Booking, or ambulance personnel may go to the location of the inmate.

3. Based on the seriousness of the situation, the ODS will contact and advise his or her supervisor (either the On-Call Commander or the Jail Division Chief). In some cases, a staff page may be initiated via Dispatch.

4. The medical staff will contact the hospital's emergency room personnel, explain the inmate's medical condition, and advise them that the inmate is being transported to their facility by ambulance.

5. Based on the inmate's condition, behavior, and charges, the ODS will determine the number of officers needed to accompany the inmate to the hospital. If deemed necessary by the ODS, BCSO Operations personnel/resources may be utilized.

6. Before being transported, we will restrain the inmate as the medical situation allows. An officer will ride in the ambulance.

7. If we assign two officers, the second officer will follow the ambulance to the hospital in a county vehicle. They will contact Master Control and Dispatch and give them the assigned officers' radio numbers, the name of the inmate being transported, and their destination.

8. The medical staff will complete a Transport Order, detailing the reason for the hospital visit and the need for an ambulance. They will forward it to the ODS, who will distribute it.

9. If two officers accompany the inmate to the hospital, they will return the inmate to the jail in the county vehicle upon release. If only one officer

accompanies the inmate, they will contact the ODS by telephone and request transportation.

PROCEDURE III - Conducting Supervision at the Hospital

1. If an inmate is to be hospitalized longer than the accompanying officer(s) scheduled shift, they will contact the ODS by telephone. He or she will advise the ODS of the inmate's room number, the telephone number in the inmate's room, or another number where they can reach the officer(s). They will also give the inmate's anticipated length of hospitalization if known. The ODS will implement Procedure IV to provide extended hospital coverage and relief for the transporting officer(s).

2. **An officer assigned to supervise the inmate may not leave him or her unattended for any reason.** The officer(s) will accompany the inmate to all areas of the hospital, at all times. They must continuously restrain the inmate, but only as the medical situation allows. If this is not possible, the officer must contact the ODS immediately and explain the circumstances preventing the officer from following this procedure.

3. For security reasons, the officer(s) will answer the hospital room telephone. The inmate will not be allowed to place telephone calls from the room or receive visitors, except hospital staff, attorneys, clergy, or other professionals, unless approved by jail supervisory staff.

4. When the inmate's need for hospitalization no longer exists, the deputy on hospital duty will contact the Jail ODS to arrange to have the inmate returned to the jail.

5. The officer(s) transporting the inmate back to the jail will ensure that all restraints are returned to the Transport Office.

6. All medical supplies and paperwork from the hospital will be forwarded to the medical staff.

7. When the inmate is returned to the jail, the ODS will confer with the medical staff regarding any special housing or special treatment the inmate may require. The ODS will instruct the Booking Officer to give the inmate a housing assignment that will meet these requirements.

PROCEDURE IV - Continuation of Hospital Supervision

1. If an inmate must remain in the hospital for an undetermined period of time, the ODS will post a sign-up sheet divided into four-hour blocks, or

other appropriate hours, in Booking Sergeant's Office. The ODS will send out an e-mail notification to both Jail and Operations Divisions that hospital duty is available with instructions on how and where to sign up. A sign-up sheet will be made for multiple days depending on anticipated length of stay for the inmate and will be posted in the Booking Sergeant's Office.

2. Qualified officers wishing to work extra duty may sign their name on the list next to the desired block of time.

3. If an ODS decides that they can provide the hospital coverage from their on-duty personnel, they will notify the officer who had signed up for that time and advise them not to report to the hospital.

4. If no one has signed up for a given block of time, the ODS may use the on-call list to provide coverage. Also, the Operations Division may be contacted to determine if they can help.

5. When we return the inmate to the jail the ODS will contact any officers remaining on the sign-up sheet and advise them not to report to the hospital.

By Order of the Division Chief

Signed by _____ 08/17/2015
Bruce Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PERIMETER CHECKS**

NUMBER: **09-01-16**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to ensure that routine perimeter checks of the exterior of the jail are conducted to deter and detect vandalism, trespassing, or other activities. We will give special attention to vehicles, doors, and to identify any damage that may have occurred to the physical plant. These checks will be completed at a minimum of once every twenty-four hours.

SOURCE: A.C.A. Standard 4-ALDF-2A-07

PROCEDURE I - Routine Perimeter Checks

1. The On-Duty Supervisor (ODS) may assign a Deputy Sheriff or a firearm qualified Corrections Deputy to conduct a perimeter check during the shift.

2. The officer conducting the check will obtain their weapon, a flashlight if needed, and a radio. They will notify Master Control when they begin the check.

3. The officer will check all perimeter doors, the loading dock, driveways, parking lots, windows, and the physical structure of the building for signs of damage, vandalism, or intruders.

4. The officer will ensure that all doors to the facility and to the county vehicles are secured. If the officer discovers a facility door that is not locked they will secure it and notify the ODS.

5. The officer will advise Master Control when the check has been completed and return to their duties in the facility.

6. Master Control will record the check in the Master Control Log.

PROCEDURE II - Incidents Occurring During Perimeter Checks

1. When an officer conducting a perimeter check discovers a situation in which they need back up assistance, they will radio Master Control advising the nature of the problem and their location.

2. The ODS, or designee, will obtain a radio with Green and Yellow channels and respond to the officer's location with any additional required assistance and/or equipment.

3. The ODS may request further assistance through Communications after assessing the situation. The ODS may initiate any appropriate emergency procedure.

4. Once assistance has arrived and they resolve the situation, the ODS and/or the jail officer(s) will continue the perimeter check and advise Master Control once it has been completed.

5. If an Incident or Crime Report is necessary, the ODS will instruct the officer performing the check to write them, detailing what they discovered and what action was taken.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COURT-ORDERED HOLDING OF JUVENILES**

NUMBER: **09-01-17**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that a juvenile housed in the jail must not be within sight or sound of adult inmates to protect the juvenile both physically and emotionally and to satisfy legal requirements. This policy provides procedures regarding non-secure and secure custody of accused delinquents and status offenders.

SOURCE: A.C.A. Standard 4-ALDF-2A-38
A.C.A. Standard 4-ALDF-2A-39
A.C.A. Standard 4-ALDF-2A-42
Section 17-26-121, C.R.S.
Juvenile Justice & Delinquency Prevention Act of 2002

INFORMATION: All persons taken into custody by the Sheriff's Office will be treated in a way that provides for the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation; and administrative efficiency. Juveniles, those persons under the age of 18, require unique considerations.

PROCEDURE I - Detaining Juveniles in the Jail

1. Status Offenders

   A. Status offenders are juveniles who have been accused of, or charged with, conduct that would not, under law, be an offense if committed by an adult. Examples include: runaways, truants, underage drinkers, curfew violators, dependent/neglected juveniles, or abused juveniles.

   B. Status offenders may not be placed in secure custody, handcuffed to a stationary object or cuffing rail, placed in a holding cell or

placed in a locked room under any circumstances. Status offenders may be handcuffed to themselves.

C. Status offenders will be placed in a non-secure area such as an interview room, or general purpose room, until release arrangements can be made and the juvenile leaves the facility.

D. The arresting officer will notify the parents, Department of Social Services, legal guardian, responsible adult, or other agency, after taking the juvenile into custody for notification and release purposes.

E. If no responsible adult can be located within 4 hours, the arresting officer will take the juvenile to the designated juvenile facility.

F. Status offenders may be booked, if the booking area is secure, provided that there are no adult prisoners present, and they are removed when the booking is completed.

2. Accused Delinquents

A. Accused delinquents are juveniles that have committed a crime that would also be a crime if committed by an adult.

B. Non-violent, cooperative accused delinquents may be detained non-securely while in custody. Exceptions include violent or combative juveniles who cannot be subdued and pose a threat to the officer or themselves.

C. An accused delinquent brought to the jail will be booked and released to a parent, responsible adult, or other agency within six hours.

D. If the accused delinquent meets the common criteria for secure detention at a juvenile detention facility, the detention center will be notified and the accused delinquent will be transported there within four hours.

3. Violations While Holding Juveniles

A. Violations occur under any of the following circumstances:

1. A status offender is placed in a secure room or cell or is cuffed to a stationary object.

2. A juvenile and adult occupy the booking area at the same time.

3. An accused delinquent is securely held for more than six hours.

4. The area where an accused delinquent is securely held has more than incidental sight and sound contact with adult inmates.

4. Secure Custody

A. Secure custody is defined as an accused delinquent being cuffed to a stationary object or cuffing rail, being placed in a holding cell, or being placed in a locked room.

B. In cases where an accused delinquent is to be held in secure custody pending release or transport to a juvenile detention center, all of the following requirements must be satisfied:

1. The secure area has no more than incidental sight and sound with adult inmates and there can be no haphazard or accidental contact between juveniles and adult prisoners.

2. There may be no adult prisoners in the booking area when a juvenile is present.

3. The following admission and release information must be recorded using an Incident Report on all juveniles held in secure custody:

a. Juvenile Name
b. Case Number
c. Date/Time Placed in Secure Area
d. Date/Time Released from Secure Area
e. Sex
f. Race
g. Offense (specific, most serious listed. If it is a warrant, the original charge).

5. Non-Secure Custody

A. Any classification of juvenile may be held in non-secure custody. Records do not need to be maintained for non-secure custody and no violations can occur.

B. Non-secure custody is defined by the following:

1. The area where the juvenile is placed is unlocked and has not been used as a secure detention area.
2. The juvenile isn't cuffed to a stationary object.
3. The juvenile is there only long enough to arrange a release disposition.
4. The juvenile is under continuous visual supervision.

6. The jail may not receive a juvenile AFTER a detention hearing, unless the court has ordered the juvenile held as an ADULT.

7. No juvenile, unless ordered by the court, will be held in the adult jail EXCEPT IF:

   A. The juvenile is being held as an adult, or

   B. The court determines that the juvenile is an escape risk from a juvenile detention center, or is a threat to detention center staff or other inmates.

8. When a juvenile is held as an adult, physical separation is required. The Juvenile Justice & Delinquency Prevention Act states that there shall be NO CONTACT between juveniles and incarcerated adults. They should not be able to see or hear each other under any circumstances. The Act does not apply to juveniles who are classified as adults.

9. When a juvenile is held as an escape risk, or as a threat, the area shall be reasonably separated and without haphazard contact with adult offenders.

10. When a Booking Officer or other employee receives a court order to house a juvenile in the Jail, they will immediately give it to the On Duty Supervisor (ODS).

11. The ODS will review the court order and, if necessary, discuss it with the Jail Division Chief.

12. Any special preparations necessary to accommodate the juvenile will be arranged by the Division Chief, or designee.

13. The ODS will ensure that information regarding how juveniles are housed in the jail is passed on during shift briefings.

14. Jail personnel will transport a juvenile from Court to the jail if necessary.

15. When the juvenile arrives at the Jail, they will be booked in accordance with the proper procedures for booking pursuant to the above.

16. A male juvenile classified as an adult may be housed in a sub-dayroom cell of the Special Management module, and a female juvenile may be housed in a sub-dayroom cell of the Women's module.

17. While we house the juvenile in the jail, employees will ensure that they have no contact with the adult inmates, including during meals, medical rounds, recreation, visiting, and any other jail program or activity.

18. The Division Chief and the Jail Management Team through their weekly meetings will coordinate any special scheduling this separation requires.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL SECURITY INSPECTIONS**

NUMBER: **09-01-18**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that weekly security checks will be performed and documented to identify any areas of the Jail that represent a hazard and/or security problem, or that is in need of maintenance and repair.

SOURCE: A.C.A. Standard 4-ALDF-2A-13

PROCEDURE I - The Weekly Checklist

1. A Team C supervisor will initiate a new Weekly Checklist each Tuesday night.

2. The supervisor will distribute sections of the checklist to officers assigned to the various posts listed.

3. The officers will complete the sections of the checklist assigned to them by entering their initials, badge number and date in the spaces provided on the form as they complete the checks specified.

4. If an officer discovers a problem while completing their section of the checklist they will note it on the form and enter their initials and badge number.

5. The officer will also document the problem on a Crime Report, Incident Report, or Maintenance Repair Request, as deemed appropriate.

6. At the end of the shift, officers will return their completed sections to the supervisor.

7. The Team C supervisor will prepare a weekly report to the Jail Division Chief on Tuesday night, attach a copy of the report to the original checklist, and file it in the Commander's Office. These weekly reports and checklists should be maintained for one year, plus current year. Then they may be destroyed.

8. If any of the problems require follow-up by the Jail Management Team, a Team C supervisor should present it at the next meeting for discussion.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

WEEKLY CHECKLIST - BOOKING

Emergency Equipment:	**OFFICER**	**BADGE**	**DATE**
Airpack(s) – Functional			
Airpack(s) – Filled			
Flashlight(s)			
Gurney			
Audio/Visual/Alarms:			
Cameras/Monitors/Controls			
Panic Alarm(s)			
Communications:			
Radios - Jail Channels			
Radios - Yellow Channel			
Telephones – Jail			
Telephones - Inmate Collect Phones			
Booking Equipment:			
Photo System			
DBI Fingerprinter			
Other Fingerprint Equipment			
Fingerprint Supplies			
Printers/Copiers			
Fax Machine			
Other:			
Keys			
Intake Garage			
Arresting Officer Area			
Intox Area			
Release Area			
Clothing Issue			
Property Room			
Dress-In Rooms			
Night Entrance			
Visitation Booth			
Lobby			
Booking Island			
Furniture			

Problem Areas: _____

_____

_____

_____

IR Completed ___ ___ CR Completed ___ ____ MR Completed ____ ___

Yes No Yes No Yes No

WEEKLY CHECKLIST - MASTER CONTROL

Emergency Equipment:

	EMPLOYEE	BADGE	DATE
Airpack – Functional			
Airpack – Filled			
Flashlight			

Audio/Visual/Alarms:

Cameras/Monitors/Controls			
Alarm – Sound			
Alarm – Fire			
Alarm – Motion			
Lights			
Graphic Display			

Communications:

Telephones			
Radios			

Other:

Keys			
Supplies			
Windows			
Furniture			

Problem Areas: _____

_____

_____

_____

_____

_____

_____

_____

IR Completed ___ ___ CR Completed ___ ___ MR Completed ___ ___
Yes No Yes No Yes No

WEEKLY CHECKLIST - ROVER

Emergency:

	EMPLOYEE	BADGE	DATE
Corridor Airpacks – Functional			
Corridor Airpacks – Filled			
Corridor Fire Extinguishers			

Doors and Locks:

D Corridor	
Mechanical Area	
Programs Area	
Loading Dock Area	
Courtyards	
Building A Mechanical/Electrical	
Building A Fire Doors	
Building B Mechanical/Electrical	
Building B Fire Doors	

Problem Areas: _____

IR Completed ___ ___ (Yes No) CR Completed ___ ___ (Yes No) MR Completed ___ ___ (Yes No)

WEEKLY CHECKLIST – MODULE

Emergency:

	EMPLOYEE	BADGE	DATE
OWS Airpack – Functional			
OWS Airpack – Filled			
Flashlight			

Communications:

Radio(s)			
Telephones			

Rover/Counselor Office: _____

Multi-Purpose Room: _____

Module:

Recreational Equipment			
Inmate Phones/Surrounding Area			
Dayroom			
Furniture			
Shower Areas			
Maintenance Closets			
Carpet			
Vents			
Paint			

Other:

Keys			
Forms/Supplies			

Problem Areas: _____

_____

_____

_____

_____

_____

IR Completed ___ ___ CR Completed ___ ___ MR Completed ___ ___

Yes No Yes No Yes No

WEEKLY CHECKLIST – BUILDING C

Emergency:

	EMPLOYEE	BADGE	DATE
OWS Airpack – Functional			
OWS Airpack – Filled			
Flashlight			

Communications:

Radio(s)			
Telephones			

Dormitories:

Recreational Equipment			
Telephones – Pay			
Telephones - Inmate Collect Phones			
Dayrooms			
Furniture			
Showers			
Washing Machines/Dryers			
Maintenance Closets			
TV's			
Carpet			

Other:

Keys			
Forms/Supplies			
OWS Controls/Phone			
OWS Furniture			

Problem Areas: _____

_____

_____

_____

_____

_____

_____

_____

IR Completed ___ ___ (Yes No) CR Completed ___ ___ (Yes No) MR Completed ___ ___ (Yes No)

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE MOVEMENT AND TRANSFER OF INMATES BETWEEN MODULES**

NUMBER: **09-01-19**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that we will control and supervise internal inmate movement by jail employees in a way that emphasizes security and prevents escapes. This will be done with a combination of escort officers, selected jail employees, and visual monitoring by Master Control. Jail employees will accompany all inmates, except Inmate Workers and Community Workers.

SOURCE: A.C.A. Standard 4-ALDF-2A-10

INFORMATION: Movement Logs will be initiated each morning at the end of nightshift by a Team C or D Officer. All inmate movement for that day will be recorded in the Log.

PROCEDURE I - Escorted Inmate Movement

1. When an employee escorts an inmate from the module to another location, they will inform the Module Officer of the inmate's name and destination and record the information on the Module Movement Log.

2. When officers return an inmate to a module, they will inform the Module Officer and log the inmate's return on the Movement Log.

PROCEDURE II - Unescorted Movement

1. If an employee needs an Inmate Worker to perform a job or task they will contact the Inmate Worker Module.

2. The Inmate Worker Module officer will advise the requesting employee when the inmate is ready to go to the designated location.

3. The officer will log the inmate out on the Movement Log and allow them to exit into the corridor.

4. The officer will tell the inmate where to go. The officer will advise Master Control and the area where the inmate is going that the inmate is on the way. The officer at the destination will acknowledge this before the inmate is sent there.

5. The officer and Master Control will be notified when the inmate is ready to return to the module. The officer will acknowledge this before they send the inmate.

6. When the inmate arrives at the module, the officer will log their return on the Movement Log and allow them entry into the dayroom.

PROCEDURE III - Inmates Not Arriving at Their Destination

1. If an inmate does not arrive at the proper destination within a reasonable amount of time, the officer at the destination will contact Master Control.

2. Master Control will check the corridors for the inmate on the video monitors. If the inmate is found, they will be met by an officer and escorted back to the module.

3. The On-Duty Supervisor (ODS) will assign the appropriate employees to complete an Incident Report (IR) and take the appropriate disciplinary action. If there was a legitimate reason for the delay, disciplinary action may be disregarded.

4. If we do not find the inmate on the monitors the ODS will be notified.

5. The ODS will organize a search of the interior perimeter of the facility.

6. If the inmate is found, the ODS will direct the officers present to return the inmate to the module, or to the Disciplinary Module, if appropriate.

7. If the inmate is not found, the ODS will implement the procedures under 08-01-06 Escapes.

PROCEDURE IV - Classification Moves

1. Classification will determine which inmates they will move from one module to another using the procedures detailed in the Classification

policy (17-01-01) and the standards established under the National Institute of Corrections, Objective Jail Classification system. Using this information, they will prepare a Classification Move List.

2. Classification and Module Officers will ensure that inmates being moved gather their belongings and thoroughly clean their rooms. Classification will notify the Module Officer before the move, so that cleaning can be done.

3. The Module Officer will inspect each inmate's room to ensure that they are clean, empty, and free of damage.

4. Classification will note the inmate's departure on the Movement Log and collect the Module Files.

5. Classification will direct the inmates to carry their property and escort them to their new module, enter their arrival on the Movement Log, and give the Module File to the officer assigned to that module.

6. Classification will change the inmate housing assignments in Tiburon.

7. The Module Officer will inform each inmate of their assigned room and instruct them to go to their room, make up their bed, and arrange their property.

PROCEDURE V - Pre-Hearing Segregation Moves

1. An officer preparing to move an inmate for pre-hearing segregation reasons will determine the need for and request back up assistance if required. The inmate will be restrained prior to being removed from the module.

2. The Module Officer will remove the inmate as quickly and safely as possible. The inmate's property and Module File will be left behind and gathered after the move is complete. The Module Officer will enter the inmate's name on the Module Movement Log.

3. Upon arriving at the new housing location, the inmate will be directed to their room. An officer will enter the inmate's name onto the Module Movement Log.

4. After the move the Module Officer will be responsible for gathering the inmate's property. They will request the officer completing the move, or an assigned Rover, to move the property to the inmate's new module.

5. The Module Officer will assign another inmate to clean the vacated room.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
POLICY AND PROCEDURE MANUAL

SUBJECT: **MODULE SUPERVISION**

NUMBER: **0920**

EFFECTIVE DATE: **December 23, 2011**

POLICY: It is the policy of the Boulder County Jail that deputies will supervise their modules in a professional manner. Supervision will be consistent among the modules, except for the differences dictated by Objective Jail Classification procedures.

INFORMATION: This policy is designed as a brief overview of some components of Module Supervision. More detailed information will be found in other policies dealing with each specific component.

Personal contact and interaction between staff and inmates is required and will be facilitated in the safest manner possible. No inmate, or group of inmates, is given control, or allowed to exercise authority over other inmates. One exception to this statement is that the program president in the Phoenix Module can issue program reprimands within Phoenix with the approval of the Phoenix Program Director.

PROCEDURE I - Direct Supervision

1. Module Deputies will remain inside the modules as much as possible to observe and interact with inmates.

2. The deputy will observe inmate behavior and activities as instructed in the Direct Supervision curriculum.

3. Deputies will record noteworthy, non-offensive information, in Tiburon on the inmate's worksheets. More serious incidents will be documented by writing an Incident Report (IR).

PROCEDURE II - Room Checks

1. Deputies will complete a Weekly Module Room Check form. A deputy coming on duty will review the checklist to find what sections still need to be completed. Each shift will try to complete the checklist.

2. Deputies will inspect each part of the module, as called for by the checklist and record their findings.

3. Deputies will inspect each inmate room and make certain that inmates display only personal photos. No other photos can be displayed in the room.

4. If a deputy has a question about the appropriateness of a picture, he or she can contact a supervisor to make the final determination.

PROCEDURE III - Telephone Use

1. Deputies will allow inmates to use the inmate telephone any time during the hours they are allowed in the dayroom.

2. Deputies will monitor the telephones to ensure that misuse is not occurring and there is equal access for all inmates. If they observe problems, they will direct the inmate to discontinue the behavior.

3. If the inmate refuses to cooperate the deputy may request back up or assistance, at their discretion, and end the inmate's call. The deputy can use the on/off switch in the OWS to turn the phone off until the situation is resolved.

4. The deputy will determine if a rule violation has been committed and initiate disciplinary action when appropriate.

5. Deputies will instruct inmates requesting to make legitimate, non-collect telephone calls to submit an Inmate Request Form the day before they need the call.

6. The deputy will review and respond to these requests at their discretion. Generally, these calls will be related to legal matters. However, if the deputy feels that special circumstances or an emergency exists, they may grant the request.

7. After responding to the request, the deputy will place the Inmate Request form in the inmate's Module File.

8. Inmates are allowed to have international phone cards in their possession. These cards are to be mailed to the inmate via the U.S. Postal Service and will not be accepted in Reception. The cards can only be used to make international calls from ext. 4612 in the Commander's Office. Inmates requesting to make international calls must do so via a kite, directed to a Commander.

PROCEDURE IV – Laundry

1. On scheduled laundry days a deputy will contact the designated Laundry Inmate Worker and coordinate a laundry exchange.

2. An Inmate Worker will push a cart with clean uniforms and/or linens to the designated module or corridor door along with an empty collection cart.

3. A deputy will conduct the exchange of laundry and then notify the Laundry Inmate Worker who will retrieve the carts.

4. Deputies will watch for extra items of clothing or linen and remove them from the module when they are found. They will remind the inmate that repeated offenses of having extra clothing items may result in disciplinary action.

5. Laundry and linen exchanges on unscheduled days are not permitted, except in special circumstances at deputy discretion.

PROCEDURE V - Medical Rounds

1. During medical rounds deputies will monitor and supervise the activity to ensure the safety of medical staff and the security of the medical cart.

2. Deputies and the medical staff will watch inmates to ensure that they consume medications.

3. Deputies will document the completion of medical rounds on the Module Log.

PROCEDURE VI - Meals in the Module

1. A Food Service Inmate Worker will push the meal carts from Food Service to the appropriate area for each of the three daily meals.

2. Food Service will notify the modules when the carts are on the way. Deputies will retrieve the carts and coordinate the meal service at the module door.

3. Deputies will monitor the meal and record the activity on the Module Log.

4. We will serve the meals in the module dayrooms, unless the inmate is on lockdown or on a level that would require them to eat in their cell.

5. The deputy may pursue disciplinary action against an inmate who does not follow their direction during meal service.

PROCEDURE VII - Inmate Mail and Incoming Materials

1. Night deputies will get inmate mail from the front office after briefing and take it to the Module for distribution.

2. All mail will be opened by the deputy in front of the inmate and inspected for contraband before being distributed.

3. The deputy will ensure that any property not on the incoming materials list is placed in the inmate's property bag and entered into the Tiburon property inventory for the inmate. Refer to Jail Policy 1505 – Inmate Mail and Correspondence, or the On-Duty Supervisor (ODS) if questions arise.

4. The deputy will complete an Incoming Property Summary and ensure it is placed in the Inmate Booking File.

5. If an inmate receives cash or money orders through the mail the deputy will do the following:

a. Have the inmate endorse the money order, write the amount, date and the deputy's initials and badge number on the envelope and return the envelope to the inmate to serve as their receipt.

b. Place the funds in another envelope and write the inmate's name, date and the amount on the outside.

c. Contact the ODS, so that the funds can be picked up as soon as possible and placed in the appropriate kiosk machine.

d. The monies will then be placed into Tiburon.

PROCEDURE VIII - Module Log

1. Deputies will use the Guardian system to conduct inmate welfare checks. The Module log will be used to record primary activities such as welfare checks, medication rounds, recreation, and meals.

2. Deputies on Teams C & D will initiate a new Module Log and collect the one from the previous day.

3. The deputy will place the old logs in the designated place for weekly collection.

4. A Team C or D supervisor will collect the Module Logs weekly and they will be retained for one year, plus the current year.

PROCEDURE IX - Inmate Module Rosters

1. Deputies will access Tiburon and print a new Inmate Module Roster at the end of each shift.

2. The deputy will check the roster to ensure that it is accurate and add any notations concerning inmates.

3. The roster will be provided to the oncoming deputy for use during their shift.

By Order of the Division Chief

Signed by _____ _____12/22/2011_____
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INCIDENT REPORTS**

NUMBER: **J921**

EFFECTIVE DATE: **November 21, 2012**

POLICY: It is the policy of the Boulder County Jail to use a systematic means of recording incidents that occur in the jail and to document and investigate such events.

PROCEDURE I - Completion of an Incident Report

1. Jail employees will complete Incident Reports (IR) to document events and situations beyond the scope of routine operations. These might include, but are not limited to:

    a. An inmate has threatened or injured someone in the facility, or the security of the facility is threatened.
    b. Force is used to control an inmate.
    c. An inmate violates a jail rule.
    d. An inmate is placed in the Special Management or Disciplinary module upon intake. We have moved an inmate to one of those modules from another module.
    e. An inmate is deprived of an item usually authorized or suspended from an activity.
    f. Jail equipment/property has been damaged or broken and the employee feels other personnel need the information.
    g. A jail employee has information that they should pass on to all other employees to maintain a secure facility, or to aid employees in doing their jobs.

2. Staff will complete the report as soon after the incident as possible, but no later than the end of their shift..

3. All reports will be written documenting what occurred in chronological order with sufficient detail and thoroughness.

4. The employee will notify the On Duty Supervisor (ODS) when the report is ready for review.

5. The ODS will then review the report for thoroughness, accuracy and sufficient detail.

6. The ODS may direct the employee to modify the report or complete a new report if it is not completed correctly.

7. The approved report will be copied and distributed by the ODS in accordance with dissemination protocols established by the Jail Management Team.

8. The ODS reviewing the report may revise the distribution based on the information contained in the report.

PROCEDURE II - Mandatory Incident Reports must be written for the following events.

1. For all inmate jail rule violations that lead to Disciplinary Hearing referrals, lockdowns, Administrative Segregations, and housing regressions.

2. Any incident where sexual contact did or may have occurred.

3. Suicidal persons, non-processed segregations and any other medical or mental health issue where injury occurred or where care or housing may be affected.

4. All Use of Force incidents.

5. State and local law violations within the jail and damage to county property.

6. A major medical incident such as a suicide attempt or death.

7. Lost or found property.

PROCEDURE III – Completion of report by Contract/Program Support staff

1. Any contract or civilian program support staff will complete a handwritten “Incident/Complaint” form (Attachment A).

2. Once the handwritten form is completed, the staff member who completed it will notify the (ODS) that a report has been completed.

3. The ODS will review the information on the report and determine whether the report will be transferred into Tiburon as a “Worksheet/Bio” entry or an Incident Report.
4. The ODS will assign a deputy to make the appropriate Tiburon entry.

5. If an Incident Report is completed, the ODS will decide if the incident requires further investigation as a disciplinary matter or the report provides information only.

6. If the incident is a disciplinary incident, the ODS will process the violation in accordance with Jail policy J1401.

7. The original copy of the Incident/Complaint form will be processed and filed in the following manner:

   - If the incident is information is recorded for information only, the report will be filed in the inmate's Classification File.

   - If the incident is for Minor Disciplinary action, the original report will be filed in the inmate's Classification File and a copy of the report attached to the inmate's copy of the completed Incident Report.

   - If the incident is for Major Disciplinary action, the original report will be filed in the inmate's Disciplinary Hearing file and a copy of the report attached to the inmate's copy of the completed Incident Report. At the conclusion of the Disciplinary process, the original copy will remain with the hearing file paperwork.

By Order of the Division Chief

Signed by _____ 11/21/12
Bruce K. Haas Date

ATTACHMENT A
Incident/Complaint Form

INCIDENT/COMPLAINT			
Employee:		Inmate Name:	
Date of Incident:		Type of incident:	
Date of Report:			
Description of Incident:			
Isolated Incident:	☐	Verbal Warning Given:	☐
Pattern Developing:	☐	Written Warning Given:	☐
Removal Desired:	☐	Eligible for Return:	PICK ONE

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SEARCHES (PAT, ADMISSION, STRIP)**

NUMBER: **J922**

EFFECTIVE DATE: **December 26, 2016**

POLICY: It is the policy of the Boulder County Jail to develop an effective system of searching inmates and other persons who enter the facility. This document is the foundation for an effective, constitutional system for conducting these searches in conjunction with the operation of the jail.

SOURCE: Section 16-3-405, C.R.S.

INFORMATION:

The Boulder County Jail has a legitimate security interest that can only be furthered through an effective system of searching inmates and other persons who enter the facility. Searches further security interests by: disarming inmates who carry weapons; discovering contraband carried by inmates and others in, or entering the jail; discouraging and/or frustrating inmate efforts to introduce, transport, conceal, possess, or otherwise traffic in drugs, weapons, and other contraband; detecting inmates' injuries, vermin infestation, evidence of previous suicide attempts, needle "tracks" and other problems discoverable through a search process.

Trained jail deputies will perform searches on inmates to reduce the introduction, circulation and use of contraband in the jail. We will conduct all searches in a professional and reasonable manner. A jail deputy of the same sex will conduct pat searches in most cases. Female jail deputies can conduct pat searches on male inmates. Male deputies will only be allowed to conduct a pat search on a female inmate when no female deputy is on duty. This will only occur after the jail deputy has been trained on how to conduct a pat search on a female inmate.

If contraband is found during any search, the On-Duty-Supervisor (ODS) will determine what action they will take and the documentation to be generated.

Types of Searches

A. Pat Search

1. Pat searches are those searches in which a deputy rubs or pats the person's body over their clothing in an attempt to detect contraband.

2. Pat searches may include visual inspection of the person, contact with their breasts, groin, and buttocks, removal of any items in their pockets, and removal of their shoes and socks.

3. Such searches result in a very low level of intrusion, provide only a cursory examination of the person, and are less likely to discover small or well-hidden contraband.

B. Admission Search

1. Admission searches require a person to disrobe to their underclothing while a deputy takes custody of their outer clothing. They will then be afforded privacy to surrender their underclothing and change into a Jail uniform.

C. Strip Searches

1. Strip searches require a person to remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, arms or female breasts of such person.

2. Strip searches include the visual inspection of the anus and/or vaginal area, generally requiring the person:

   a. to bend over and spread the cheeks of the buttocks
   b. to squat

3. Strip Searches may be conducted in these instances:

   - Inmates returning from contact visits
   - Inmates coming into or leaving Administrative Segregation or other restricted area
   - Before transportation to court, a medical clinic, or similar venue
   - Return to jail from outside activities
   - While on work projects outside the jail perimeter
   - Return from inmate activities within the jail

- On newly arrested individuals if there is reasonable belief that the individual is concealing a weapon, a controlled substance, or any other item that is considered contraband
- On newly arrested individuals that, upon identification, are a parolee or an offender serving a sentence in any correctional facility in the state
- On newly arrested individuals that have been arrested for driving while under the influence of drugs.

D. Cavity Searches

1. Cavity searches are not to be performed without court order and only then by medical staff in a medical facility.

PROCEDURE I - Pat Searches Upon Admission to the Jail

1. The deputy conducting a pat search will instruct the arrestee to be searched to face the Intake Garage wall. If not in the Intake Garage, the deputy will direct the arrestee to face away towards an adjacent wall. The deputy will ask the arrestee if they have any sharps hidden on their person and if they have any medical problems.

2. The deputy will perform the following tasks using approved techniques and look for the following items:

   a. Remove any hat or wig the arrestee may be wearing.
   b. Visually inspect the arrestee's head, hair, and face for contraband or any sign of illness.
   c. Check the arrestee's collar and neck for jewelry or neckties. Remove these items, if found.
   d. Remove all earrings, or other such jewelry, if at all possible. Consult with Medical if any questions exist.
   e. Pat their hands over the outside of the arrestee's clothing covering the torso and pat their hands between any layers of clothing covering the same area. (Note: Female deputies pat searching females will run her hands over the female's shirt or blouse under her breasts and between them.)
   f. Pat their hands over the arrestee's arms from the shoulder to the wrist removing any watches or jewelry.
   g. Remove all rings excluding wedding bands.
   h. Pat their hands between the arrestee's waist and clothing, removing any belt found.
   i. Empty the arrestee's pockets.
   j. Count all currency in front of the arrestee and arresting officer.
   k. Give any illegal contraband to the arresting officer.
   l. Pat the arrestee's buttocks, the inside of their legs and groin.

m. Pat their hands over the outside of the arrestee's clothing from the hip to the ankle.
n. Once inside in the sally port leading from the Garage to Booking, have the arrestee remove their shoes and socks. Shoes will be retained with the person's property.

3. In addition to conducting a pat search of new arrestees, the deputy conducting the pat search shall also conduct a search using a "Hand-Held Metal Detector" consistent with Jail Policy (J938), Booking Metal Detector.

3. All property will be placed in a property bag.

4. The deputy will thoroughly check the contents of any purse or briefcase. Suitcases or backpacks are not accepted due to lack of storage space. The arresting officer must handle them according to their department policy.

5. We will retain all accepted property. Smaller personal property, i.e., jewelry, wallets, watches, etc., will be sealed and inventoried once in the Booking Room. All other items will be placed in a plastic property basket pending the Booking process. The basket will be placed in the shelves on the booking island.

PROCEDURE II - General Pat Searches

1. Pat searches conducted on inmates at times other than initial intake, or others with approval of the ODS (i.e., an inmate or their visitor is suspected of concealing contraband), will follow the procedures as discussed in Procedure I - Pat Searches Upon Admission to the Jail.

2. Because we have already housed the inmate, the deputy will make the following procedural changes:

   a. Instruct the individual to face an available wall in the nearest corridor.
   b. Instruct the individual to place their hands away from their body.
   c. Thoroughly search and return to the individual any property that is not contraband.

3. If a deputy discovers contraband or a weapon, they will follow the steps listed under Procedure VIII - Discovery of Contraband or Weapons During a Search.

PROCEDURE III – Admission Searches for Housing in the Jail

1. The deputy assigned to dress in an inmate will confirm that medical screening has been completed.

2. Obtain the plastic crate containing the inmate's property, Module File, and Property Label sheets from Booking.

3. A property bag will then be obtained from the Property Room and a copy of the Property Label sheet will be placed in the clear plastic slot on the front of the hanging property bag. The deputy will also collect the inmate's jail-issued clothing and linen.

4. A sealable property bag and jail issued items will then be taken to one of the two changing rooms. The deputy will place the jail clothing in the changing room. The hanging property bag will remain in the Property Room and linen will remain in the hallway.

5. The deputy will escort the inmate to the changing room. At the changing room, the deputy will ask the inmate if they are wearing underclothing. If they are, the deputy will instruct him or her to remove all of their clothing except underclothing. Ensuring that no inmates and staff are passing through the Intake Corridor, the deputy will stand at the door of the changing room with the door propped partially open so that the deputy is not locked in the room. As the inmate disrobes to their underclothing, the deputy will instruct the inmate to place the items in a sealable property bag. If the inmate states that they are not wearing underclothing, the deputy will proceed to step 7.

6. To ensure no further contact with the clothing, the deputy will take the property bag. The deputy will visually inspect the inmate for signs of secreted weapons, drugs, or other contraband. (Note: If items of this nature are found, the deputy will implement Procedure IV - Strip Searches for those inmates who must be strip searched.)

7. The deputy will take the sealable property bag, instruct the inmate to remove their underclothing, shower, and dress in the jail clothing. The deputy will step out of the changing room and secure the inmate in the room. Once the inmate has dressed, the deputy will return to the room and instruct him or her to place the underclothing in the sealable property bag.

8. The deputy will secure the inmate in the changing room and take the sealable bag to the Property Room. After sealing the bag, the deputy will place all property items in a hanging property bag and hang it on the clothing carousel in the assigned numerical location.

9. Items that will not fit into the property bag will be, labeled with the inmate's name, sealed, and secured in the Property Room.

10. The deputy will contact the housing unit that the inmate is assigned to and announce that they are escorting the inmate to that location.

PROCEDURE IV - Strip Searches

1. In compliance with C.R.S. 16-3-405, people charged with misdemeanor, traffic, or a petty offense will not be strip searched before arraignment. Exceptions to this are:

   - If there is a reasonable belief that they are concealing a weapon, a controlled substance, or any other item that is considered contraband
   - The person is a parolee
   - The person is serving a sentence in any correctional facility in the state
   - The person was arrested for driving while under the influence of drugs

   These provisions will not apply after arraignment, or when the court remands a person to our custody pursuant to a court order.

2. All strip searches will be performed by a person of the same sex and in an area that cannot be observed by persons not conducting the search.

3. Before conducting a strip search a deputy must first receive written permission from a supervisor. (See Attachment A)

4. A deputy, or other jail employee who knowingly or intentionally fails to comply with C.R.S. 16-3-405, commits second-degree official misconduct, as defined in C.R.S. 18-8-405.

5. To prepare for this search, the deputy will follow Procedure III, steps 1-4.

6. The deputy will escort the inmate to the changing room. Ensuring that no inmates and staff are passing through the Intake Corridor, the deputy will stand at the door of the changing room with the door propped partially open so that the deputy is not locked in the room. The deputy will instruct the inmate to face forward and remove each item of clothing, one piece at a time. These items will be placed in a sealable property bag. The deputy will check each item for contraband and/or weapons, keeping the inmate in sight at all time, to prevent the disposal of contraband.

7. Once the inmate has removed all of their clothing, the deputy will instruct them to face forward and do the following:

   a. Comb their fingers through the hair and then bend over, shaking out the hair.
   b. Pull each ear down and let it up, allowing the deputy to inspect inside and behind the ear.
   c. Open their mouth and move the tongue back and forth. Use their finger to sweep the inside of the upper and lower lip. The deputy will visually inspect the inside of the inmate's mouth.
   d. Lift their arms above the head, turn around slowly and spread fingers apart while the deputy visually inspects each underarm.
   e. If the inmate is female, lift her breasts one at a time with one hand for a visual inspection.
   f. If the inmate is male, lift his testicles with one hand and pull back the foreskin of the penis, if not circumcised, for a visual inspection.
   g. Bend over and spread his or her buttocks and cough.
   h. Stand upright and lift each foot for a visual inspection of the bottoms.

8. The deputy will instruct the inmate to shower, dress, and then escort them to their assigned housing area following Procedure III steps 8-10.

9. If a deputy discovers contraband during a strip search, they will implement Procedure VIII - Discovery of Contraband or Weapons During a Search.

PROCEDURE V - Non-Routine Strip Searches

1. When a deputy feels that there is reasonable belief that an inmate or inmate who would not routinely be strip-searched is concealing a weapon or contraband, they will contact the ODS, explain the situation and request written permission to conduct a strip search.

2. The ODS will evaluate the circumstances and approve or deny the request. The rationale for this decision will be documented in the Incident Report completed for this event.

3. If approved, the ODS will sign a Strip Search Approval form (see Attachment A) that will indicate approval of the search. The deputy will escort the inmate or arrestee to an appropriate location and conduct the search as described in Procedure IV - Strip Searches.

4. If the deputy discovers contraband, they will implement Procedure VIII - Discovery of Contraband or Weapons During a Search.

5. The deputy will instruct the individual to dress and escort them to the assigned housing area.

6. Whether or not contraband is found, the deputy will complete an Incident Report (IR) detailing the reason for the search, name the supervisor giving written approval and forward it to the ODS.

PROCEDURE VI - Strip Searches Following Contact Visits

1. Following a contact visit, the Visitation Deputy will, individually, take each inmate into the search room between the Visitation Room and the Administration Corridor and conduct strip searches one at a time. No other inmates will be present during these searches.

2. The deputy will conduct a strip search as described in Procedure IV - Strip Searches.

3. If the deputy discovers contraband they will implement Procedure VIII - Discovery of Contraband or Weapons During a Search.

4. The deputy will instruct the inmate to dress and wait in the designated waiting area to be escorted back to their housing area.

PROCEDURE VII - Shakedown Strip Searches

1. The deputies assigned to conduct strip searches, as part of a module shakedown, will escort inmates, one at a time, to a designated location until they have searched all inmates.

2. The deputy will conduct individual strip searches as described under Procedure IV - Strip Searches.

3. If the deputy discovers contraband they will implement Procedure VIII - Discovery of Contraband or Weapons During a Search.

PROCEDURE VIII - Discovery of Contraband or Weapons During a Search

1. Any deputy who finds contraband or a weapon during a strip search or a pat search will immediately notify the ODS.

2. If the contraband is legal to possess, but is considered contraband in the jail, the deputy will place it in the inmate's property bag or bin and list the item(s) on the Inmate Property Label sheet.

3. The deputy will confiscate any items found which are of a criminal nature. They will retain possession of the contraband until it is appropriately secured with the Evidence Section.

4. If necessary, they may escort the inmate to another location while the investigation continues. If not, they may return them to their module, or the Disciplinary module, as directed by the ODS.

5. The ODS will evaluate the seriousness of the circumstances and if necessary notify the Jail Division Chief. The ODS and/or the Division Chief will decide if criminal charges are to be filed.

6. The ODS will decide what type of assistance, if any, they may require from the Operations Division. They will contact Operations Division personnel and request such assistance, if necessary.

7. The ODS will instruct the deputy discovering the contraband to complete an Incident Report and Crime Report, as necessary.

PROCEDURE IX - Searches of Persons of Uncertain Gender

1. In a case where the gender of the individual to be searched is uncertain, the Booking Deputy will give the individual a Statement of Preference form.

2. The Booking Deputy will review the Statement of Preference form with the individual and direct them to complete it as indicated.

3. Inmates who do not complete the Statement of Preference form will not be strip-searched solely to determine gender.

4. The Booking Deputy and a second jail employee will witness the person's choice by signing the Statement of Preference form.

5. A deputy, of appropriate gender (based on the Statement of Preference form) will be assigned to conduct the Admission or Strip search and dress-in of the inmate. The deputy will be made aware of the Statement of Preference form information.

6. Before assigning the inmate to a housing area, the Booking Deputy will advise the medical staff of the situation. The assigned medical person will examine the inmate. The assigned Medical person will identify the primary sex characteristics (i.e. genitalia) of the inmate. This information will be used in determining where the inmate will be housed (male or female housing unit).

7. The ODS will consider the inmate's gender preference, the findings of the medical staff, and the security needs of jail in making the housing assignment.

8. The deputy completing the dress-in will place the completed form in the inmate's Booking File.

9. The Booking staff will complete an informational Incident Report (IR) concerning the event.

10. Classification will be notified as soon as possible of this inmate's status, so that they may evaluate the appropriate classification status.

11. If the inmate refuses to complete the Statement of Preference Form, we will house them in the Booking Isolation Cell on non-processed segregation status until they comply.

By Order of the Division Chief

Signed by _____ 12/26/16
Jeff Goetz Date

ATTACHMENT A

STRIP SEARCH APPROVAL

ATTACHMENT B

STATEMENT OF PREFERENCE

BOULDER COUNTY JAIL
STRIP SEARCH APPROVAL

Inmate's Name:_____

Date: _____ Time: _____

Deputy's Name: _____ Badge No: _____

2nd Deputy: _____ Badge No: _____
(If applicable)

Pursuant to C.R.S. 16-3-405 the above named inmate was strip searched with the approval of the following supervisor on this date.

_____
Supervisor's Signature

STATEMENT OF PREFERENCE

I, _____ acknowledge that I am in the course of a biological/physiological sex change procedure. I have been advised that I am under arrest and I will be detained in the Boulder County Jail. I have also been advised that for security and safety reasons, a strip search must be conducted of my person by a Deputy. I prefer that this strip search be conducted by a Deputy of the _____ sex.

I hereby state it would constitute a more acceptable invasion of my privacy to have the search conducted by a Deputy of the _____ sex.

I hereby state that any humiliation or embarrassment inherent in such a strip search will be lessened by having that search conducted by a Deputy of the _____ sex.

I hereby acknowledge that by offering me the opportunity to express my preference, the Boulder County Jail has minimized the invasion of my privacy inherent in a strip search and that the Boulder County Jail is not liable for any invasion of my privacy caused by the sex of the particular deputies performing the strip search.

_____ _____

Detainee Date

After being fully advised, the inmate verbally expressed preference that the search be conducted by Deputies of the _____ sex.

_____ _____

Witness Date

_____ _____

Witness Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TIBURON CRIME REPORTS/INCIDENT REPORTS AND REVIEW**

NUMBER: **J923**

EFFECTIVE DATE: **August 21, 2013**

POLICY: It is the policy of the Boulder County Jail to provide a systematic means of accurately reporting crimes or major incidents. These incidents are documented within Tiburon, the official Jail Management and reporting system of the Sheriff's Office.

SOURCE: Tiburon Supplementary Manual/On-Line Crime Reports
BCSO OP 203 – Report Completion, Case Assignment and Review
BCSO OP 502 – Arrest Standards and Procedures
BCSO OP 514 – Warrant Arrests
BCSO OP 711 – Felony Paperwork Flow
BCSO OP 712 – Evidence Processing and Handling

INFORMATION:

- The Boulder County Jail recognizes there will be incidents in the Jail where Jail Incident Reports (IR) will need to be converted to Crime Reports in the Sheriff's Office Records Management System (RMS) system.

- The On-Duty Supervisor (ODS) will determine the need for a Crime Report based on the circumstances of the event.

- Although not limited to the following, these situations within the Jail mandate a CR or IR Report are completed:

  a. An employee loses any county property such as, facility keys, identification badge, badge, etc.
  b. Damage to county property.
  c. A fire occurs.
  d. A major medical incident such as a suicide attempt or death.
  e. Any sexual assault or contact between inmates will be documented as a CR whether consensual or not.

f. Other significant events, which may provide information or intelligence to other divisions or agencies.

g. Any major State and local law violations within the jail, including but not limited to physical altercations involving inmates and/or staff.

- Location of the Offense and Associated Persons (general)

  a. In most situations involving the jail, the location of the offense will be 3200 Airport Road. The GEO Code for the jail is P10. Jail personnel involved in situations away from the jail will use that specific location for the report.

  b. Employees will obtain all possible indexing information. This includes, but is not limited to: full name, date of birth, addresses, telephone numbers, social security numbers, height, weight, hair and eye color. Most of this information may already exist in Tiburon records.

  c. The victim is indexed and always referred to as the victim. When the victim is also the complainant, the reference is still the victim. When the Sheriff's Office or an employee is the victim, they are indexed as the victim.

- Deputies are not indexed as complainants or witnesses.

- Abbreviations are not to be used.

- Associated Property:

  a. Realistic property values are either obtained or estimated by the employee at the time of the report.

  b. Property serial numbers are obtained whenever possible

DEFINITIONS:

Reports: Detailed narratives that document the activities of Sheriff's employees, specifically with regard to their investigation of crimes and/or other significant incidents that warrant documentation, either under law, by policy or procedure, or common expectation. The term "reports" includes original reports completed by the responsible deputy or employee as well as all supplemental reports detailing other employees' involvement in the investigation and any ensuing follow-up investigation. Reports are prepared and submitted following a specific format and are entered into the Tiburon records management system (RMS) for supervisory review, approval, and preservation.

PROCEDURE I - Completion of a Tiburon Base Case Report

1. Unless specific prior approval by a supervisor is obtained, all reports are completed and submitted for entry into the Tiburon system prior to the employee's end of shift.

2. Employees will contact Communications to obtain a case number.

3. The Jail employee assigned to complete the Tiburon report by the ODS is ultimately responsible for ensuring that the Base Case is completed in Tiburon.

4. An Operations supervisor will approve or disapprove Tiburon RMS reports completed by jail employees. Boulder County Sheriff's Office report standards apply. If a supervisor disapproves a report, they will assign it back to the employee who entered it. That employee will be responsible for correcting any deficiencies.

5. Crime Reports (CR) and IRs requiring follow up will be assigned at the discretion of the approving supervisor, with the knowledge of the appropriate Jail Division Commander.

PROCEDURE II - Report Structure

1. The narration of a Tiburon report is broken down into two sections headings, SYNOPSIS and DESCRIPTION. Narrations are completed in the first person. All Reports will be dictated on a recorder or, typed in a Jail Incident Report (IR).

2. The Synopsis will be entered as a summary limited to approximately nine (9) lines stating how the employees became involved with the report and a very general statement of what happened. Part of the synopsis will include the status of the report at the time the report is completed. The following are the accepted statuses of all reports in Tiburon:

   - OPEN: Further investigation is needed.
   - UNFOUNDED: Crime is reported, but none was committed.
   - CLEARED BY ARREST: When the case is solved by arrest or summons.
   - CLOSED: To be used for incident reports when no crime has been committed and no further action is to be taken on the information of the report.
   - INACTIVE: When a case has not and cannot be solved due to the lack of evidence, suspects, information or leads.

- EXCEPTIONALLY CLEARED: When the suspect has been identified and one of the following applies:

  - Death of Offender
  - Dropped by Complainant
  - Handled by Other Agency
  - Warrant Issued, Defendant at large
  - D.A. Refused Prosecution

3. The Description will be entered as the complete narrative of the incident. It will be presented in the precise chronological and/or logical sequence of the incident and will include all interviews, discovery of evidence, observations, and any probable cause for arrest. Included in the report is who, what, when, where, and how the incident unfolded. Employees will always end the narrative with the status of the report and the statement "END OF REPORT".

4. Supplemental Reports will be completed by assisting personnel to document their involvement and information as it relates to the original base case investigation. This report will contain information unique to their participation in the event. To reduce duplication, assisting personnel will coordinate with the base case employee to determine what information is already in the report. This report will contain the following information:

   - A supplemental report documents additional information or follow up to the original base case.
   - When multiple cases are cleared by arrest, the Sheriff's Office requires supplemental reports for each cleared case. A more detailed supplement may be done for one case and lesser-detailed supplements are completed for the others concerning the detailed supplement.
   - Always end supplemental reports with the statement "END OF REPORT".
   - If the report status changes as a result for the supplement, the new report status will be entered before the statement "END OF REPORT".
   - SYNOPSIS - the synopsis of a Tiburon Supplemental report will briefly state the nature of the report and a change of the status of the report, if appropriate.
   - DETAILS - The Detail portion of a Tiburon report will be similar to the Description narrative. It will contain information, generally in a sequential manner of pertinent details presented by the author.

PROCEDURE III – Miscellaneous and supporting paperwork

1. The report packet will be forwarded to the Operations Division Typing Pool for entry into the Tiburon RMS system. This will be done in accordance with the process described in Jail Policy J1617.

2. All evidence must be hand carried and placed into evidence before the end of shift.

3. Any supporting paperwork will be forwarded to the Sheriff's Office Records Section. Any evidence will be placed into the Sheriff's Office Evidence Section. The following list are items most frequently involved in these types of reports:

   - Facesheets (e.g. DUI, Incident, short form to Typing Pool)
   - Involved Persons (Typing Pool)
   - Property sheets (Typing Pool and Evidence)
   - Any item taken as evidence (Evidence)
   - Associated property (Typing Pool)
   - Associated vehicle (Typing Pool)
   - Witness statements (Records)
   - Advisement of rights form (Records)
   - Serious Bodily Injury (SBI) form (Records)
   - CCIC / NCIC information (Records)
   - Jail Incident reports (Typing Pool)

PROCEDURE IV - Report Assignment/Case Review

1. Misdemeanor reports and CR Incident Reports may be completed by Jail staff. The ODS may request assistance with an investigation at any time.

2. Jail Supervisors will request assistance from Operations Patrol and/or Detectives for all felony crimes that occur in the Jail.

3. All Crime Reports are reviewed by Operations Supervisors per Operations Standards and Procedures

4. An Operations supervisor will then assign reports for investigation as appropriate.

5. The responsible employee's supervisors will monitor the investigation to ensure effective and efficient completion.

6. If a report is disapproved, the supervisor reviewing the report will send a message, via e-mail, to the authoring employee stating the reasons for the disapproval. The supervisor will give direction for what is needed to make the report compliant Tiburon and report standards.

7. Supervisors will monitor disapproved reports to ensure employees submit corrections within a timely manner. Jail reports will be completed within five days.

By Order of the Division Chief

Signed by	08/21/2013
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **LOST OR FOUND ITEMS**

NUMBER: **J924**

EFFECTIVE DATE: **January 29, 2014**

POLICY: It is the policy of the Boulder County Jail to attempt to identify the owner of lost and found items, or it will be disposed of according to established guidelines.

SOURCE: **None**

PROCEDURE I - Employee Responsibility for Non-weapon and Non-Contraband Items

1. An employee finding lost or misplaced property will complete an Incident Report (IR) detailing the following:

    a. a description of the item
    b. where and when it was found
    c. any additional information that could lead to finding the owner.

2. The employee will forward the item and a completed IR to the On-Duty Supervisor (ODS). The ODS will ensure that they send a copy to the Support Services Sergeant.

3. The ODS will place the item in the "Just Found Property" section the property cabinet in the Booking Property Room with a copy of the IR attached.

PROCEDURE II - Supervisory Responsibility for Non-Weapon and Non-Contraband Items

1. The operational commanders will be responsible for the misplaced items in the property cabinet.

2. The operational commanders will assign a sergeant responsibility to attempt to identify the owner and return the property. If they cannot identify the owner, the property will be left in the cabinet for thirty days.

3. After thirty days the Team C LETs will complete a Case Report for all items, using the Property Inventory Sheet, and transfer all unclaimed items to Sheriff's Evidence according to the established guidelines for disposal.

PROCEDURE III - Employee Responsibility for found Contraband

1. Any employee finding contraband will complete Incident, Case and Property Reports, and send the item(s) to the Evidence Section as soon as possible.

2. The ODS will review the report and ensure that the case report, and property, are processed in accordance with Jail Policy J923.

PROCEDURE IV - Property Stained with Body Fluids or Otherwise Considered a Health Threat

1. Property stained with body fluids, or items that pose a health threat to the facility, and are not considered evidence, will be disposed of by following bio-hazard protocol Jail Policy J712.

2. Incident, Case, and Property Reports will be completed and attached to the property in accordance with Jail Policy J923.

PROCEDURE V – Lost Property Claims

1. Any time that an inmate claims that they have lost property that was logged into the Jail for safe keeping an Incident Report will be completed.

2. The staff member who receives the report of lost property will obtain as much detail about the property as they can from the reporting inmate.

3. Once the report has been taken, the staff member will immediately notify the ODS. The ODS will determine, from the known facts, what immediate action will be taken to research the claim of lost property or engage in a search for the item(s).

4. If the property is not immediately located, the ODS will give the reporting inmate the report number that has been assigned to their claim. If

released from the Jail, the ODS will obtain contact information from the inmate.

5. If necessary, the ODS will transfer the report to the supervisors of the team most directly involved in the handling of the property.

6. The receiving supervisor will review the report and review all possible leads for the property. The supervisor may assign this report to appropriate staff for follow-up.

7. If the property cannot be located, the responsible supervisor will review the report and its status with the Division Chief. They will determine the next action to take.

7. After reviewing the information, the responsible supervisor will contact the reporting inmate and advise them of the current disposition of the report.

8. If the property is located, the responsible supervisor will arrange for a time for the reporting inmate to obtain the item.

9. If the property is not located, the responsible supervisor will request that the reporting inmate provide any receipt or other documentation of the value of the missing item. If this documentation cannot be obtained, the supervisor will obtain the best possible information that could lead to assessing a value of the item. At this time, if the Division Chief has granted approval, the supervisor will negotiate a settlement price for the missing item.

10. If a reasonable price for the item(s) is obtained, the supervisor will add a supplement report to the original Incident Report. They will then review this with the Division Chief. Upon the Chief's approval, the supervisor will contact Sheriff's Office Accounting and request a check to be sent to the reporting inmate.

11. In the event that a negotiated price cannot be obtained, the supervisor will document this information in a supplement to the original report. The supervisor will provide this information to the Division Chief and the Sheriff's Office Deputy County Attorney.

12. The Division Chief will review the information with the Deputy County Attorney and determine the next action to be taken with this incident.

By Order of the Division Chief

Signed by _____ 01/29/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WEARING OF ID WRISTBANDS BY INMATES**

NUMBER: **09-01-25**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to issue all inmates a wristband for identification purposes. This will occur after they have been interviewed by classification and the proper custody level is assigned using Objective Jail Classification standards. The wristband is the property of the Boulder County Sheriff's Office and will not be removed until the inmate is released.

SOURCE: **None**

PROCEDURE I - Wearing of Wristbands

1. All classified inmates will be issued a wristband, which the inmate will display at all times. The wristband will be used to properly identify inmates receiving medications from Health Services, commissary orders, inmates being released or transported, etc.

2. Employees serving meals to inmates will verify that the inmates are wearing a wristband each time meals are served. The meal will not be withheld from the inmate if they are not wearing the wristband, but the employee will determine why the inmate is not wearing one and take the appropriate action.

3. If an inmate removes, tampers with, or damages the wristband they may be charged with a violation of Major Rule #18.

4. If we must issue another wristband to an inmate, due to their negligence or willful damage, we will assess them a five ($5) dollar fee, which will be debited from their inmate cash account by the ODS signing-off the IR.

5. If the inmate is indigent we will issue another wristband at no charge. However, if the inmate later receives funds in their inmate account, the five ($5) fee will be assessed then.

PROCEDURE II - Issuance of the Wristband

1. Once an inmate has been formally classified, a Classification Officer will contact Booking and give them the name of the inmate. Booking will then print out a photograph of the inmate, which will also contain the following information: Inmate's Name, Hair Color, Sex, Height, Weight, Booking Number, Race, and Date of Birth.

2. Classification will laminate this information onto a wristband and issue it to the inmate by using the appropriate tools and metal rivets to attach it to the inmate's wrist.

PROCEDURE III - Removal of the Wristband

1. If/when an inmate undergoes reassessment and his or her classification custody level changes, a Classification Officer will remove the old wristband and issue a new one.

2. When we release an inmate from custody, the releasing officer will remove the wristband and destroy it. Wristbands will not be released with/to an inmate.

3. If we temporarily transfer an inmate from the Boulder County Jail to another facility on a Writ, or other legal process, the wristband will be left on. If the wristband is removed while in the custody of another facility, Classification should be notified upon the inmate's return, so that they can issue a new one.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF THE RESTRAINT CHAIR**

NUMBER: **09-01-26**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail to use the restraint chair to restore order, control combative and aggressive inmates, protect inmates from self-harm, and to stop or prevent the destruction of property. The restraint chair will be used without excessive force and is not applied as punishment or retaliation. A supervisor must approve the use of the chair and Medical will be consulted if necessary.

SOURCE: A.C.A. Standard 4-ALDF-2B-01
A.C.A. Standard 4-ALDF-2B-02
A.C.A. Standard 4-ALDF-2B-03

INFORMATION: The restraint chairs will be kept in Booking and when we confine someone to a chair they will be placed in a Holding Cell.

PROCEDURE I - Behaviors Leading to Use of the Chair and Supervisory Approval

1. When an arrestee enters the Jail and displays combative or aggressive behavior, attempts to injure themselves or others, or causes property damage, the restraint chair is one tool that may be used to restore order.

2. If an inmate already assigned to jail housing displays similar behavior, the restraint chair may also be used to control them. We may take the chair to the housing area or we may escort the inmate to Booking and place them in it.

3. The On-Duty Supervisor (ODS) will decide if the restraint chair is to be used. If there are exigent circumstances during which there is no opportunity to obtain this approval, the ODS will be contacted as soon after the fact as possible. He or she will then decide to approve or discontinue use of the chair.

4. Medical will be consulted if there are any concerns about placing someone in the chair.

5. Under no circumstances is the restraint chair to be used for punishment or retaliation to an inmate.

PROCEDURE II - Steps to Follow in Placing Someone in the Chair

1. A minimum of four officers will be present to help in placing someone in the chair.

2. The ODS will clearly advise each officer what his or her role is.

3. Three officers will place the arrestee/inmate in the chair.

4. One officer will secure the ankles into the ankle restraints of the chair.

5. If the person is handcuffed, one officer will remove the cuffs from a wrist and place it into the chair's arm/wrist restraint. Another officer will control the other arm until it is ready to be restrained and it will then be placed in the other arm/wrist restraint on the chair.

6. Once both wrists and ankles are secured, the seatbelt will be placed around the person.

7. After applying the seatbelt the shoulder harness will be placed around the person.

8. Officers will ensure that they fasten straps in a way that does not cut off circulation. If signs of medical distress are noticed medical personnel will check the inmate.

9. Once the person is secured in the chair they will be placed in a Holding Cell, so that Booking personnel can observe them every fifteen minutes. Medical should make periodic checks when they are available. These checks should be documented on the Booking Log.

10. Officers will loosen the person's wrist and ankle restraints each hour, one at a time, and they will be directed to move each to ensure proper circulation.

11. If the person in the chair must use the restroom, the ODS will decide if and when to let the inmate out of the chair. The ODS will weigh the inmates

potential discomfort and embarrassment against the risk of injury to the inmate and others.

PROCEDURE III - Steps to Follow in Removing Someone from the Chair

1. When the person displays a willingness to cooperate, the ODS will decide when to remove them from the chair.

2. A minimum of three officers will be present to remove the person.

3. The ODS will clearly advise each officer what his or her role is.

4. They will loosen the wrist restraints one at a time. The person will be directed to flex their fingers several times to help the circulation.

5. The ankle restraints will then be removed one at a time. The person will be directed to extend the legs one at a time to help the circulation.

6. The ODS will again assess the appropriateness of removing the person from the chair.

7. If the ODS determines that removing the person from the chair is appropriate; the shoulder harness will be released.

8. The seatbelt will then be removed.

9. Two officers will assist the person to a standing position and help him or her to another area of the Holding Cell if deemed appropriate. The chair will be removed from the Holding Cell.

10. The person will be kept in the Holding Cell for observation until the ODS determines that they can remove them.

PROCEDURE IV - Documenting the Incident

1. After a person is removed from the chair the ODS will direct someone to prepare an Incident Report (IR) regarding the use of the chair.

2. At a minimum, the IR will detail the following:

    a. Justification for using the restraint chair;
    b. Amount of force required securing the inmate in the chair;
    c. All involvement of Medical;
    d. Steps taken to observe and monitor the inmate;

e. Each release from the chair and the reason for the release;
f. Any unusual occurrences while the inmate is in the chair; and
g. All jail personnel involved in the incident.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PORNOGRAPHY, SEXUALLY EXPLICIT MATERIALS, AND OTHER PROHIBITED PUBLICATIONS**

NUMBER: **J927**

EFFECTIVE DATE: **Oct. 10th, 2016**

POLICY: It is the policy of the Boulder County Jail to prohibit inmates from receiving and possessing any pornography, sexually explicit materials, or other publications that could seriously hinder security and compromise safety.

SOURCE: None

DEFINITION:

Pornography and sexually explicit material - For purposes of this policy, pornography and sexually explicit materials are any book, booklet, pamphlet, magazine, periodical, newsletter, newspaper, drawing, literature, personal pictures, computer graphics, or similar materials published by any individual, organization, company or corporation containing photographs of female breasts, female genitalia, male genitalia, the anus or pubic area, depict graphic sexual activity, or that are sexually suggestive. This includes a see-through covering, such as lace, mesh, body paint, or similar matter that exposes any of the above.

Other Publications – tattoo art or similar magazines.

INFORMATION:

The Jail Management Team (JMT) has deemed that prohibiting pornography and sexually explicit materials is necessary to maintain jail security, rehabilitate sentenced inmates, and reduce sexual harassment of employees.

The ban on tattoo magazines, which often contain sexually graphic and gang-related symbols, are not rehabilitative and may contain negative messages or connotations, inflammatory references, or stimuli that reinforce criminogenic behavior. This belief is founded in security and safety concerns, which we regard as a legitimate governmental objective and are considered reasonable goals in managing the Boulder County Jail.

Employees shall destroy and properly dispose of prohibited materials.

Nothing in this policy bans sexually explicit letters between consenting correspondents, sexually explicit articles, or photographs of clothed individuals.

PROCEDURE I - Receiving Prohibited Materials

1. Jail employees shall not permit inmates to receive or possess any of the prohibited materials listed above.

2. Employees shall inspect magazines and other loose-leaf mail to determine if they contain any prohibited material. The Jail will return prohibited items sent from publishers. Reception personnel will use a rubber stamp and stamp the item "Return to Sender." If the publication does not contain any prohibited material officers may deliver it to the inmate.

3. Any Sheriff's Office employee finding prohibited materials will immediately take possession of it.

4. Magazines or loose leaf mail containing prohibited materials found in the possession of an inmate will be brought to the attention of the On-Duty Supervisor (ODS). The ODS will direct someone to dispose of the item and complete an Incident Report (IR), insuring that the inmate gets a copy.

5. Personal photographs depicting nudity will be confiscated and placed in the inmate's property in the Booking Property Room. The Jail will not dispose of these photographs.

PROCEDURE II - Possession of Prohibited Materials

1. Any inmate found to have prohibited materials in their possession will be violating a Major Rule and the employee should take the appropriate disciplinary action.

2. An officer finding that such prohibited material is possible evidence in a criminal prosecution, i.e., child pornography or similar materials, will immediately notify their supervisor for further direction.

3. The supervisor shall determine if the items are evidentiary in nature and consider possible options, i.e., calling detectives, etc.

By Order of the Division Chief

Signed by _____ 10/10/2016

Jeff Goetz, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **VIDEO RECORDING OF INCIDENTS**

NUMBER: **J928**

EFFECTIVE DATE: **May 14, 2014**

POLICY: It is the policy of the Boulder County Jail to make video recordings of forced cell extractions and other incidents involving uncooperative inmates where time permits and when the On-Duty Supervisor determines the need for a video record and authorizes the use of a video camera. Video recordings from cameras installed throughout the Jail may be retained to document a significant event.

SOURCE: Boulder County Sheriff's Office Policy 207

PROCEDURE I - Decision to Make Video Recording of an Incident

1. Any Jail supervisor may decide to make a video recording of an incident involving a cell extraction, or other incidents involving uncooperative inmates.

2. The supervisor will respond to and evaluate an incident before authorizing the use of the video camera.

3. Once the decision is made to record an incident, the supervisor will assign an employee trained in the use of the video camera to retrieve it from storage.

4. The camera operator will go to the designated storage area, obtain the video camera, ensure that they have all necessary equipment, and report to the supervisor.

PROCEDURE II - Use of Video Camera

1. The deputy assigned to record an incident will do his/her best to ensure the following:

a. The video camera is ready to record;
b. The camera's date and time settings are correct;
c. The video camera is turned on and remains on at the direction of the supervisor. Under no circumstances is the video camera to be turned off unless directed to do so by the incident supervisor; and
d. The inmate involved will remain in view and is recorded at all times.

2. The supervisor in charge of the incident will record a brief statement on camera regarding the incident. The information should include, but is not limited to:

   a. Date, time, name/rank of supervisor;
   b. Name/rank of camera operator;
   c. Inmate's name (if known);
   d. Location of incident;
   e. Actions leading up to the use of the camera or rational for recording the event; and
   f. Names of the deputies involved in the incident. The deputy recording the incident will record each deputy as the supervisor says his or her name.

3. Once the supervisor and participating deputies arrive at the location of the incident, the supervisor will:

   a. Advise the inmate what behavior we expect;
   b. Describe what is going to happen and that the incident will be recorded;
   c. Explain the consequences for not complying with deputy's directives; and
   d. Repeat the directives a second time if the inmate does not acknowledge them or do as directed.

4. The supervisor will then oversee the operation, without becoming physically involved unless the situation requires involvement.

PROCEDURE III - Terminating the Video Recording and Debriefing

1. Once the situation is stabilized, the supervisor will state the time, date, and any other pertinent information, then verbally direct the deputy using the video camera to stop recording.

2. The supervisor may direct the deputy recording the incident to record any injuries sustained during the incident, property damage that may have occurred, or any contraband found.

3. The deputy will remove the recording from the camera and return the camera to the designated storage location. The deputy will place a data storage device in the camera at this time.

4. The incident supervisor will conduct a debriefing following the incident with all personnel involved. This will include viewing the video recording. The supervisor will assign deputies to write the Incident Report (IR) before the end of the shift. Any problems with the video recording should be included in the Incident Report. A Crime Report (CR) will be submitted if needed.

5. The incident supervisor will review the video recording and prepare a written critique to the Jail Division Chief as soon as possible.

PROCEDURE IV - Labeling, Storage, Retention, and Use of Video Recordings

1. When the deputy recording the incident removes the data storage device from the camera they will give it to the ODS. The ODS will then download it into the removable hard drive, labeled jail videos in the Commanders Office. The ODS will open the Jail Video folder and save the recorded incident. They will rename the saved incident in one of the following naming conventions:

   - By Incident Number;
   - If no Incident Report was generated, use the inmates last name, first name;
   - If no inmate is involved, the location of the incident recorded will be used.

2. An Operations Commander will sync the video to an electronic spreadsheet within the removable hard drive. This spreadsheet will document the related Incident Number, criminal Case Number, date of incident, location, and a brief description of the incident.

3. The Operations Commander will make a back-up copy of the removal hard drive after every new entry. This will be done utilizing the Jail Video Back-up removable hard drive.

4. If copies are needed for records request or internal investigations, the copies will be burned off of the hard drive

5. All recordings are to be considered evidence and the chain of custody strictly maintained.

PROCEDURE V - Other Uses of the Video Camera

1. Any trained employee may use the video camera for training, or other acceptable reasons with the approval of the Jail Chief, or designee.

2. Under no circumstances is a video camera to be used for personal reasons, pranks, or horseplay.

By Order of the Division Chief

Signed by _____ 05/14/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ELECTRONIC IMMOBILIZATION DEVICES**

NUMBER: **J929**

EFFECTIVE DATE: **February 11, 2015**

POLICY: It is the policy of the Boulder County Jail to use Electronic Immobilization Devices (EID) prudently when an inmate displays behavior that requires self-defense and/or could endanger the safety and security of staff, visitors, or inmates. These devices may be used for control during a court appearance that requires the inmate to be unrestrained and/or in non-inmate issued clothing.

SOURCE: Boulder County Sheriff's Office Policy 502
Boulder County Sheriff's Office Policy 513
Boulder County Sheriff's Office Policy 514

INFORMATION: The EID is an electronic immobilization device that can be activated by the deputy assigned to escort an inmate wearing it. The EID can be used for the control of a violent inmate, for protection of person or property, and for training purposes. Any use of an EID complies with Sheriff's Office policy.

A qualified instructor may use the EID during training. Any use of the EID for deputy gratification, inmate punishment, torture or interrogation may subject the deputy to criminal charges and/or the imposition of department discipline.

PROCEDURE I – Decision to use an Electronic Immobilization Device

1. A deputy trained in the use of the EID, who needs to apply the EID to an inmate, and will be with the inmate during the use of the device, will obtain approval from any commissioned jail supervisor.

2. Any commissioned jail supervisor may approve the use of an EID when it is determined that its use is appropriate for the situation.

3. The deputy receiving approval will obtain an Inmate Notification Form for the use of an EID and have the inmate read and sign the form prior to the EID being placed on the inmate.

4. If an inmate refuses to read and/or sign the Notification Form, the reviewing deputy will write “REFUSED” in the inmate signature section. Both the reviewing deputy and another deputy will sign the “Control Deputy” and “Witness” sections of the form to document the refusal. The device will still be applied/worn by the inmate. The Notification Form will be filed in the inmate’s Booking File.

PROCEDURE II – Use of the Electronic Immobilization Device

1. Only deputies who have been specifically trained in the use of the EID will be authorized to operate it.

2. The deputy assigned to the inmate with the EID will review, with the inmate, the use of the EID and what will cause the deputy to activate it. This will occur prior to the deputy and inmate leaving the area where the EID was applied.

3. If the deputy needs to activate the EID, once it has cycled, the deputy will immediately secure the inmate with handcuffs, or any other appropriate restraint. If the inmate is still able to resist immobilization after the first cycle, a second activation may be initiated.

4. Subsequent activations will only be used if the inmate is still actively attempting assault or escape.

5. Upon the return of the inmate to the jail, the deputy will report the use of the EID to his/her immediate supervisor. If that supervisor is not available, the On-duty Supervisor will be notified. A medical examination will be offered to the inmate. A Use of Force Incident Report (IR) will be completed the same day of the incident.

6. If the Stun Cuff EID is used, the device information will be downloaded into the computer designated to store this information. A copy of the download report will be placed in the inmate’s Booking File. The download information will also be included in the Use of Force Incident Report.

7. The EID will be returned to the Transport Office at the Justice Center where it will be recharged and kept ready for the next use.

By Order of the Division Chief

Signed by _____ 02/11/2015
Bruce K. Haas Date

ELECTRONIC IMMOBILIAZTION DEVICE Notification Form

TO:
YOU ARE HEREBY ADVISED THAT YOU ARE BEING REQUIRED TO WEAR AN ELECTRONIC IMMOBILIZATION DEVICE.

The device you are wearing contains (Check one)

_____ R-E-A-C-T "Bandit" belt 50,000 volts of electricity.

_____ STUN CUFF 50,000 volts of electricity.

By means of a remote transmitter, an attending deputy has the ability to activate the stun package attached to the belt/cuff, thereby causing the following results to take place:

1. Immobilization causing you to fall to the ground
2. Possibility of self-defecation/urination

The belt could be activated under the following actions on your behalf and notification is hereby made.

A. Any outburst or quick movement.
B. Any hostile movement.
C. Any tampering with the belt/cuff.
D Failure to comply with verbal command for movement of your person.
E. Any attempt to escape custody.
F. Any loss of vision of your hands by the custodial deputy(ies).
G. Any overt act against any person within a fifty (50) foot vicinity.

FAILURE TO COMPLY WITH DEPUTY DIRECTION COULD LEAD TO ANY OF THE ABOVE!

I UNDERSTAND THE ABOVE INFORMATION AND ACKNOWLEDGE BEING ADVISED OF SAME.

_____

Subject Name (print) Subject Signature and date

Control Deputy Signature	Date
Witness Deputy Signature	Date

EID IMPLEMENTATION FORM

THIS FORM IS TO BE COMPLETED EACH TIME AN EID IS APPLIED TO A SUBJECT.

A. Agency: Boulder County Sheriff's Office Date: _____

Division: _____

Supervisor Approving:_____

B. Assignment

Court _____ Transport _____ Custody _____ Other _____

Method of Transportation

Vehicle _____ Aircraft _____ Walking _____ Other _____

C. Subject Name:
_____

Charge/Status: _____

Custodial Deputy:
_____

D: Receiver/Stun Pack # _____

Transmitter(s) # _____

Unit Test (Prior to application) 25 feet _____

E: Security Level I _____ II _____ III _____ IV _____

Minimal Security belt Application YES _____ NO _____

F: Amount of Force Necessary to place belt on subject

None _____ Unwilling _____

Visible Display prior to application _____

Physical restraint assistance required _____

G: Time out: _____

Time In: _____

H: Date of last battery charge on receiver/stun package:_____

I: Use of Belt

Activation not required _____ Activation Required _____

Number of Applications _____

Length of contact: _____ (seconds)

If EID activation necessary, the next four items MUST be described in the Use of Force Incident Report IR#_____

1. Reason for activating belt

2. Effects

3. Complaints from subject

_____

Deputy Signature Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DIGITAL CAMERA USE**

NUMBER: **09-01-30**

EFFECTIVE DATE: **July 27, 2007**

POLICY: It is the policy of the Boulder County Jail that deputies may utilize Digital Photography in the processing of crime scenes and documentation of events. The preservation of electronic evidence presents a unique problem, as well as unique opportunities. Proper collection and handling of digital evidence will protect the integrity of the evidence.

SOURCE: **None**

DEFINITIONS:

Smartcard - The Smartcard is the video disk inside the camera, which stores the picture and allows it to be loaded into the computer.

PROCEDURE I – Crime Scene Photography

1. It is the investigating officers responsibility to take photographs of the crime scene. Crime scene photographs may be taken using digital photography with the digital cameras located in the Commander's Office or the Armory.

2. At the beginning of each set of pictures, Deputies are to take a picture of a piece of paper or card with the case number, officer's badge number, and date on it for identification purposes.

3. It is permissible to have several cases on the same Smartcard, so long as a separate property sheet is completed for each case number.

4. Deputies will not erase any images from the Smartcard. All photographs taken are evidence and will be treated as such.

5. Deputies are not permitted to download the contents of a Smartcard into an individual Personal Computer. All photographs will be downloaded into the evidence computer.

6. Each camera has an additional Smartcard in the case. If one is sent to Evidence, place the spare card into the camera so it is functional.

7. In the event of a Major Crime, detectives will be called out to assist with the crime scene.

PROCEDURE II – Evidence Processing

1. Deputies will remove the Smartcard from the camera and place it into the protective sleeve. The Smartcard will then be placed into a coin envelope for labeling. Do not label the Smartcard sleeve or plastic container protecting the card.

2. The Smartcard and accompanying property sheet will be placed in an evidence bin labeled for use with the Smartcards only at the CJC. Do not place the Smartcard in any other bin, as they are easily susceptible to damage.

3. Deputies are not permitted to send any type of evidence to the Property and Evidence section through the relay.

4. The Deputies need to document the chain of custody of the digital evidence in their report.

PROCEDURE III - Other Uses of the Digital Camera

1. Any trained employee may use the digital camera for training, or other acceptable reasons such as facility damage, in-house minor assault injuries, and such related incidents with the approval of the Jail Division Chief, or designee.

2. Under no circumstances is a digital camera to be used for personal reasons, pranks, or horseplay.

PROCEDURE IV- Printing Photos of a Non-Criminal Nature

1. Photos that have been taken to document and assist with incidents relating to an in-house disciplinary procedure may be printed from the Sergeant's Office in Booking.

a. Remove Smartcard from the camera.
b. Place the Smartcard in the Reader attached to the computer.
c. Open the program, and select the color printer in Booking.
d. Select the photos you want to print and collect them in Booking.
e. Erase the photos off the Smartcard so it is ready to be used for another incident.

By Order of the Division Chief

Signed by _____ 07/23/07
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONFISCATING CONCEALED HANDGUN PERMITS**

NUMBER: **J931**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail for deputies and Jail Booking Technicians who come into contact with Concealed Handgun Permits in inmate property to confiscate them under certain circumstances.

SOURCE: **C.R.S. 18-12-108, 18-12-203, 18-12-207**

DEFINITIONS:

Concealed Handgun Permit - a permit issued by the Boulder County Sheriff, or other Sheriff, allowing a person to carry a concealed handgun in accordance with state statute.

PROCEDURE I - Confiscating Concealed Handgun Permit

1. Deputies or Jail Booking Technicians (LET) finding a Concealed Handgun Permit (from any jurisdiction) in the possession of an arrestee admitted to the Boulder County Jail will show the card to the On-Duty Supervisor (ODS) to determine if we should confiscate it.

2. When presented with a Concealed Handgun Permit, the ODS will determine if the arrestee is in custody for any of the following charges:

   - Any felony charge
   - Misdemeanors involving domestic violence (DV)
   - Restraining order violations
   - Prohibited use of a handgun.

3. If the arrestee's charges include any of those listed above, the Concealed Handgun Permit will be immediately confiscated.

4. The ODS will direct the employee discovering the permit to write an Incident Report (IR) documenting the circumstance in which the permit was found.

5. The permit will be secured in an envelope accompanied by a copy of the IR and a copy of the arrestee's Custody Report.

6. The permit and reports will be relayed to the Concealed Handgun Permit Coordinator in Personnel at the Sheriff's Office Headquarters building prior to the end of the shift.

7. A copy of the IR will be given to the arrestee to notify them of the confiscation.

8. A notation on the arrestee's Property Inventory will be entered stating "CCW permit confiscated" in the Description section and "EV" in the Stat section.

PROCEDURE II – Returning Concealed Handgun Permits to individuals

1. If a person, upon release from Jail, wants to retrieve their confiscated Concealed Handgun Permit, they will be directed to contact the Concealed Handgun Permit Coordinator in Personnel at the Sheriff's Office Headquarters building.

2. The Coordinator will provide direction regarding the return or revocation of the permit.

By Order of the Division Commander

Signed by _____ 12/12/12
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CELL CONTENTS AND PROPERTY LIMITS**

NUMBER: **J932**

EFFECTIVE DATE: **February 25, 2015**

POLICY: It is the policy of the Boulder County Jail to establish limits on items permitted in inmate cells. Limits are created to maintain fire, personal and general safety, and maintain general hygiene in the facility.

SOURCE: None

PROCEDURE I – General Issue Jail Items

1. Inmate cell contents will consist of the following general issue jail items:

- 1 jail issue mesh bag
- 3 jail issue blankets
- 2 jail issue sheets
- 1 jail issue towel
- 1 jail issue uniform shirt
- 1 jail issue uniform
- 2 jail issue T-shirts
- 2 jail issue underwear
- 2 pair jail issue socks
- 1 pair jail issue tennis shoes
- 2 jail issue bras (female inmates)
- 1 jail issue cup
- 1 jail issue "Spork"
- 1 jail issue trash can
- 4 jail issue pencils per inmate
- 5 jail ink pens

2. Inmates assigned to working positions in Inmate Worker or Community Worker housing will have the same issue items with the following exceptions:

- 3 jail issue uniform shirt
- 3 jail issue uniform
- 3 jail issue T-shirts
- 3 jail issue underwear
- 3 pair jail issue socks
- 2 pair jail issue tennis shoes
- 3 jail issue bras (female inmates)

3. Inmates assigned as Module Trustees will have the same issue items with the following exceptions:

- 2 jail issue uniform shirt
- 2 jail issue uniform
- 2 jail issue T-shirts
- 2 jail issue underwear
- 2 pair jail issue socks
- 1 pair jail issue tennis shoes
- 2 jail issue bras (female inmates)

4. Inmates will receive an initial hygiene issue that may be replenished on a daily basis. New items will be exchanged for used items only. Hygiene items, issued by the Jail, are limited to the following:

- Toilet paper – 1 roll (each inmate)
- Bar soap – 4
- Shave gel – 1 tube
- Toothpaste – 1 tube
- Toothbrush – 1
- Comb – 1
- Feminine pads – 5 (female inmates)

5. Inmates will be allowed the following personal items:

- Photos – 10 maximum each inmate
- Letters – 10 maximum each inmate
- Books/magazines – 5 max in any combination (**excluding Jail Program Materials**)
- Commissary items

PROCEDURE II – Restriction of Foodstuffs

1. All Food Service serving items will be removed from the housing units upon completion of service of each meal.

2. Any Food Service food that is kept from a meal must be consumed or thrown away by 1900 hours that day.

PROCEDURE III – Restriction of Commissary and Craft Items

1. Inmates that receive commissary orders may not keep any boxes, jars, bags, or other items used to deliver the order.

2. Inmates may keep 1 small peanut container once the peanut butter is consumed.

3. All other containers, received on commissary, must be discarded once an item has been consumed.

4. Commissary items may not be altered for other uses.

5. Inmates may request 1 piece of cardboard for use to display pictures or drawings. The cardboard will be issued by the Jail. Items must fit the cardboard and not extend past its borders. The cardboard may be leaned against a wall or laid flat. It may not be attached to any jail surface or fixture.

6. Inmates will be allowed to keep 1 (each inmate) craft item in their cell. This item must not exceed 9”X9”X9” in dimension.

PROCEDURE IV – Violations of Cell Contents and Property Limits

1. Any employee discovering a violation of these limits will, at a minimum, provide counsel to the violating inmate and give direction for correction of the violation. This will be documented in the inmate’s Tiburon Worksheet/Bio record.

2. In the event that disciplinary action is required, employees may take appropriate action as outlined in Jail Policy J1401.

By Order of the Division Chief

Signed by _____ ____02/25/2015_____
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE HEADSETS**

NUMBER: **J934**

EFFECTIVE DATE: **October 6th, 2016**

POLICY: It is the policy of the Boulder County Jail to make available and issue personal headsets to inmates during their incarceration.

INFORMATION:

►Select housing areas have been outfitted with special equipment to allow TV and radio broadcast (see Exhibit "A").

►The goal is to reduce noise levels, so that normal business can be conducted without interference.

►It is not mandatory that inmates receive a headset, but is an option provided to those who qualify by virtue of their housing assignment.

►These headsets are for inmate use only.

►Headsets will be stored in the Officer Work Stations.

►Officers will issue hand wipes or a similar sanitizer to the inmate at the same time a headset is issued.

►Inmate headset use outside of the Module is limited to recreation yard, gymnasium and in instances approved by the ODS.

SOURCE: None

PROCEDURE I - Distribution Personal Headsets

1. Once an inmate has completed orientation they may be provided with a headset.

2. Any Module Officer can issue a headset to an inmate in any housing area where they are acceptable for use, including Intake.

3. When checking a headset out to an inmate the Officer will make sure they are in working and usable condition.

4. The Intake Officer should retrieve the headset when an inmate is released from custody while housed in Intake. This will assist in maintaining a sufficient supply of headsets in Intake.

PROCEDURE II – Inmates on Lockdown Status

1. Inmates placed on disciplinary status or Module Segregation will relinquish their issued headset for the duration of the lockdown.

2. The headset will remain in the Officer Work Station for the housing area where the inmate is locked down.

3. After disciplinary lockdown or Module Segregation the headset may be returned to the inmate.

4. Inmates on Administrative Segregation for Protective Custody reasons, and not housed in Discipline, may receive a headset as any other inmate. Female inmates housed on this status may have headphones.

5. Inmates on Administrative Segregation status, and housed in Discipline, may not have a headset. Female inmates housed on this status may not have headphones.

PROCEDURE III – Misuse of Headsets

1. If a headset is misused, the inmate may be referred to a disciplinary hearing.

2. Misuse of a headset includes, but is not limited to the following:

    a. tampering and/or causing damage
    b. tampering with headset batteries
    c. sharing or in possession of another inmate's headset
    d. not responding to an emergency situation when wearing a headset
    e. using the headset for other than the intended purpose

PROCEDURE IV – Battery Use & Replacement

1. The Day Team will conduct a battery exchange each Thursday.

2. Officer discretion may be used if it is determined that a battery has expired and needs to be replaced at a time other than the scheduled day.

3. Batteries will remain in the headset at all times, except during the scheduled exchange.

4. Used batteries will be disposed of in the designated container.

By Order of the Division Chief

_____	10/06/16
Jeff Goetz	Date

Exhibit "A"

I. Approved housing areas for Inmate Headsets and approved headset type.

Building "A":

Maximum-	radio headset with ear buds.
Intake-	radio headset with ear buds.
Women's –	*one piece solid radio headset with built in speakers.*
Special Management-	*one piece solid radio headset with built in speakers.*

Building "B":

Medium-	radio headset with ear buds.
Phoenix-	radio headset with ear buds.
Transition-	radio headset with ear buds.

Building "C":

Dorm "A"-	radio headset with ear buds.
Dorm "B"-	radio headset with ear buds.
Dorm "C"-	radio headset with ear buds.

Inmate Worker-	radio headset with ear buds.

II. Housing units not approved for headsets.

Building "A"- Disciplinary

Building "B"- None

Building "C"- Dorm "D"- Work Release.

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JAIL TRANSPORT VEHICLE RECORDING**

NUMBER: **J935**

EFFECTIVE DATE: **May 14, 2014**

POLICY: It is the policy of the Boulder County Jail to utilize video recordings to enhance safety and security during the operation of Jail Transport vehicles. The Jail may use these recordings to detect and deter incidents involving inmates being transported by the Jail Division.

INFORMATION:

- ► The DVR (Digital Video Recorder) turns on and begins recording shortly after the vehicle ignition is turned on.
- ► It records audio and video in the inmate seating areas of a vehicle.
- ► The system turns off automatically approximately 12 minutes after the ignition is turned off.
- ► Recordings are saved onto a SD card. This card stores approximately 15 hours of recordings.
- ► The DVR records over the oldest file once the SD card is full. SD cards will not be removed unless an incident occurs that requires a copy of the recording be preserved.

SOURCE: None

<u>PROCEDURE I – Making Copies of Recordings</u>

1. If an incident occurs in a vehicle equipped with a DVR, a Jail Incident Report (IR) will be completed.

2. The SD card containing the recording of the incident will be removed by the On-Duty Supervisor (ODS). The deputy assigned to complete the IR will label the recording. If a criminal incident has occurred, a Crime Report

(CR) will be completed and the SD card will be entered into Sheriff's Evidence. This will be done in accordance with Sheriff's Office Policy 525.

3. Any recording will be saved for Jail use in accordance with Jail Policy J928. All recordings submitted to Sheriff's Evidence will be managed in accordance with Sheriff's Office Policy 525.

4. While the SD card, containing the recording of an incident, is being processed, the ODS, or designee, will obtain a fresh SD card and replace it in the Transport vehicle.

5. If a request is made for a copy of a recording, they will be referred to the Sheriff's Office Records Section. Records and recordings may be released in accordance with Sheriff's Office policy 207.

PROCEDURE II – Maintenance of the DVR System

1. Deputies or other employees using a DVR equipped vehicle for Department business may not tamper with, or adjust the DVR system.

2. If an employee discovers that the DVR system is not working properly, they will notify the Jail Transport Supervisor as soon as possible.

3. Maintenance and adjustments of the DVR system will be completed by the Sheriff's Office Radio Shop.

By Order of the Division Chief

Signed by _____ 05/14/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE

JAIL DIVISION

SUBJECT: **CANINE UNIT POLICY**

NUMBER: **J936**

EFFECTIVE DATE: **January 7th, 2016**

Policy: It is the policy of The Boulder County Sheriff's Office to maintain a Contraband Detection Canine unit to assist the agency in prevention and detection of contraband in the Boulder County Jail as well as other facilities and areas under the control of the Boulder County Jail, and to provide a visible deterrent to potential offenders through the utilization of a canine (K-9) unit.

Purpose: The Boulder County Sheriff's Office Jail Division Canine Unit is designed to deploy highly trained canines for the purpose of detecting and deterring the introduction of contraband into the facility. The unit may also assist with detection and deterrent of introduction of contraband at the area halfway houses (i.e. Boulder Community Transition Center or Longmont Community Transition Center). The canine unit may also assist with request from other Law Enforcement agencies.

Definitions:

Canine Unit: All of the Sheriff's Office canine teams.

Canine Unit Commander**:**

A Commander, appointed by the Operations Division Chief, to oversee the functions of the canine unit.

Canine Unit Sergeant**:**

Appointed by the canine unit Commander and approved by the Operations Division Chief, to supervise the activities and training of the canine unit.

Canine Team:
A commissioned deputy, hereafter known as handler, and a Sheriff's Office approved canine.

Canine Unit Trainer:
An individual who has received formalized and documented education in the training of police working dogs and the training of handlers. This individual may be a current employee of the Sheriff's Office or may be a private individual under contract with the Sheriff's Office to train handlers and canines.

Certified:
A Canine Team that has demonstrated to the satisfaction of the Unit Commander, Unit Sergeant, and Unit Trainer that the team is qualified to operate in an official law enforcement capacity for the Boulder County Sheriff's Office. Completing and certifying in the canine's discipline through the Colorado Police Canine Association.

Contraband: Any items that is prohibited by statute, policy, and practice or rule that is acquired or possessed without authorization or prior approval.

Procedure:

Administration:

1) The Jail canine team(s) is under the oversight of the Jail Division Chief.

2) The Jail canine team(s) Commander oversees budget and overall functions of the Jail canine teams.

3) The unit Sergeant's responsibilities include, but are not limited to the following:

    a. Scheduling and coordinating unit training, deployment for special events and coordinating requests for service and demonstrations.

    b. Maintaining training records, narcotic and explosive training aid inventories.

    c. Maintaining the unit's policy and procedures, certifications, forms and files.

    d. Advising the Division Chief(s) and unit Commander of any awards or citations received by any canine team.

4) The Jail canine team(s) day to day operations will fall under the Jail On Duty Supervisor.

Hander Eligibility and Selection:

1) Upon notification that a vacancy exists in the Jail contraband detection canine unit, any Jail POST certified Deputy interested in becoming a canine handler will submit a letter of application via their chain of command to the contraband canine unit Commander.

2) Qualified applicants must be currently assigned to the uniformed Jail Section with a minimum of eighteen months of Jail experience and be off probation. (The Division Chief may waive the 18 month experience Requirements.

3) Applicants must have the approval and support of their supervisors and must have met, at a minimum, the "consistent" level of performance in all categories of the previous year's performance evaluation.

4) Applicants must demonstrate a thorough understanding of the contraband detection canine unit policies and procedure.

5) Applicants must have no history of substantiated excessive force or citizen complaints.

6) Applicants must be in good physical condition.
   a) Able to pass the Essential Job Demand test (EJD).

Canine Ownership, Selection and Retirement:

This procedure is Identified in Operations procedures manual number: OP306

Handler Obligation and Responsibilities:

1) Handlers must maintain a satisfactory level of performance by obtaining at least a consistent rating on all categories of the annual performance evaluations.

   a. Inconsistent or rarely ratings in any category on quarterly or annual performance agreement may result in removal from the program.

   b. Code of conduct (BCSO Policy #310) violations may result in removal from the program.

2) Handlers must attend required unit training and maintain the teams canine's certification.

a. Report to the unit Sergeant and Trainer any problems in the canines performance or ability to maintain certification.

b. Maintain training records of all training, and maintain accurate use reports.

c. The handler maintains the health, security and safety of the canine on or off duty .

d. The handler provides a secure yard or kennel facility at the handler's residence and maintains this area in a condition that ensures control of the canine in a clean, healthy environment for the canine as well as appropriate protection from the elements. If an exterior kennel is deemed necessary, or any other exterior equipment should be needed, this will be provided to the handler at the cost of the Sheriff's Office.

3) The cost of boarding or arranging for the care of the canine in the handler's absence, up to 14 days per year, will be paid by the Sheriff's Office.

4) A veterinarian, who has been designated by the Sheriff's Office as the unit's veterinarian, will be used for all vaccinations, annual physical examinations or other medical treatments. Veterinarian fees are billed directly to the Sheriff's Office. Any other extraordinary medical expenses must be authorized by the unit Commander.

5) The on duty shift supervisor and unit Sergeant are to be notified immediately if a canine suffers an illness or injury that requires urgent or Emergency veterinarian care, or if the canine goes missing. Also must notify the ODS and unit Sergeant if the canine bites someone.

6) Maintain and care for all assigned equipment and training aids including, but not limited to.

   a. Specially-equipped canine vehicle
   b. Unit equipment
   c. Miscellaneous leashes, soft muzzle, crate(s), outdoor kennel, etc.

7) The handler(s) is responsible for training Jail staff on how the assist with K9 Searches, and how to safely act around the K9.

<u>Sheriff's Office Property Assigned to the Handler</u>

1) Maintain custody of, and safely store narcotic training aids

a. Jail Narcotics Training Aids
b. The Training aids will consist of: Marijuana, Cocaine, Heroin, Methamphetamine, Ecstasy, psilocybin mushrooms, hashish and a cellular phone. These items will be issued to the handler in pre-weighed or measured amounts.

    i. The training aids will be stored in the safe inside the secured armory and access will only be granted to the handler(s) when accompanied by a Sergeant(s). When a training aid is going to be used, the aid will be signed out to the handler, this will be witnessed by a Sergeant or the on duty supervisor. Only one training aid will be used at a time to insure accountability. Upon the return of the training aid, a completion of the log will be signed by both the handler and ODS.
    ii. The Handler will keep detailed records in their training logs.

<u>Deployment of and Use of Jail Canine(s):</u>

1) The Jail Canine is used for detection of contraband.
   The contraband searches will be conducted via regular facility sweeps and targeted searches of suspected areas.

2) The Handler will sweep through the Facility randomly throughout the handler's work week, attempting to search all common areas of the facility.
   This includes but is not limited to: Laundry, food service, recreation yard, gymnasium, library, courtroom and visitation etc.

3) The Handler will conduct regular perimeter sweeps.
   During the perimeter check the handler will search the exterior of the Jail vans (crew boss, and transport). The handler will also sweep through the public lobby, jail garden, loading dock and areas around the Building C entrance.

4) The Jail Canine team(s) may be subject to call out during off duty hours. Compensation in accordance with Boulder County Sheriff's Office Policy #302

5) The Jail Canine team(s) may be called upon to assist with searching Corrections Management Institute (CMI) facilities.

6) The Jail Canine Team(s) may be called upon to assist the Operations Division when a patrol canine is not available.

7) If an outside operations assist is request and the handler is not assigned a marked vehicle, he may utilize a marked jail vehicle. If these avenues have been exhausted, the handler, after seeking the approval from the ODS, may utilize their personal vehicle, with the compensation reflected in policy #302.

By Order of the Division Chief

_____	01/07/2016
Bruce K. Haas, Division Chief	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE SERVICE ANIMALS**

NUMBER: **J937**

EFFECTIVE DATE: **August 31st, 2016**

POLICY: Consistent with the directives of the Boulder County Sheriff's Office Policy and Procedures Manual Policy No. 522 concerning ADA Compliance – Deaf and Hard of Hearing, it is the policy of the Boulder County Jail to provide reasonable accommodations to inmates with disabilities as defined under the Americans with Disabilities Act (ADA) as provided by law and to the extent that the accommodation does not fundamentally alter the service, program, or activity of the Boulder County Jail.

The Boulder County Jail is not structurally designed to house animals in cells or in common areas with inmates, nor are structural modifications feasible given the cost, time, and existing physical layout and structure of the Jail. Allowing animals would require significant modifications to Boulder County Jail's procedures, creating an undue financial burden on the Jail and would require a fundamental alteration to the Jail's facilities and the administration of those facilities. The presence of inmate service animals would create unreasonable safety and non-safety-related risks to the Jail's staff, the inmate, the animal, and other inmates.

PROCEDURE:

1. For the reasons outlined in this policy, animals, including service animals as defined under 28 C.F.R. 35.104, will not be allowed within any secure portion of the Boulder County Jail, with the exception of the Jail Division K-9 Unit as referenced in Jail Policy J936, Canine Unit Policy.

By Order of the Division Chief

Signed by _____ 08/31/2016

Jeff Goetz, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **Booking Metal Detector Use**

NUMBER: **J938**

EFFECTIVE DATE: **December 26, 2016**

POLICY: It is the policy of the Boulder County Jail to develop an effective system of searching sentenced and new arrestees who enter the facility. This document is the foundation for an effective, constitutional system for conducting these searches in conjunction with the operation of the jail.

SOURCE: **None**

INFORMATION: Boulder County Jail will utilize technology to minimize the possibility of potentially dangerous contraband entering the jail through all entry points.

INFORMATION: Garrett Metal Detector-Superwand
Model 1165800, operating frequency 95kHz, Audio Frequency 2 kHz. Operated by a standard 9V battery.

Medical Safety:

Extensive research by Garrett has produced no information which would indicate that its products have any adverse effects on medical implants, pregnancy, recording media or magnetic strips. Garrett makes every effort to cooperate with medical device manufacturers and to communicate with agencies such as the United Stated Food and Drug Administration as means of assuring product safety. Users of medical devices should follow specific information provided by medical device manufacturers and medical practitioners.

PROCEDURE I – Booking Hand-Held Metal Detector

1. The hand-held metal detector will be located in the booking garage and mounted near the booking pat search mat.

2. After a deputy has performed initial questioning about medical and mental health status, and all property and monies removed from pockets, the searching deputy, or deputies, will obtain the hand-held metal detector, and turn the switch forward to audible.

3. The metal detector is operating only when it is in motion and is completely automatic. Sound will be heard and the red LED light will illuminate when metal is detected anywhere around or at the tip of the metal detector. All ferrous and non-ferrous metals will be detected.

4. Begin to scan the subject in the front collar area and slowly move the wand to the ankle area making sure to cover the width of the body. Once the front of the subject has been scanned begin with the backside of the subject. Begin scanning at the center of the back of the head and slowly move the wand to the ankle area. Double check all pocket areas.

5. To scan feet and ankles, position the metal detector vertically with the tip pointed at the floor and sweep the metal detector parallel and approximately one to two inches (1”-2”) above the floor. Scan all sides of foot or shoe.

6. If metal detector alerts, a second questioning of the arrestee is initiated followed by a second metal detector scan. If no other alert is indicated, the subject may enter into the booking sally-port area for handcuff removal, if warranted.

7. If metal is still detected, the arrestee will remain hand-cuffed and the metal detector will be tested and if needed, battery removed and replaced. If there is still an alert issue a supervisor will be notified and make a determination if a strip search is warranted (See policy on Searches, J922,Procedure IV).

8. For anyone who is intoxicated or unable to complete the pat search process, it shall be done as soon as the person is able to be processed in booking. The use of the metal detector will not be disregarded due to inability upon initial receipt of subject.

PROCEDURE II – Building C Hand-Held Metal Detector

1. The hand-held metal detector for Building C will be located in the Officer Workstation.

2. All Work release (WR) inmates that are housed in Building C will be subject to a search with the metal detector. Once the WR inmate has secured their possessions in their assigned sally-port locker they will then proceed to the Building C workstation counter. Once at the counter they will update their file as

needed, be subject to a breathalyzer, pat-searched and then will be searched with the hand-held metal detector. These steps will be performed by the Deputy on duty in the Officer Workstation

3. Any returning Work Crew or Community Worker Inmate entering Building C are not subject to being searched by the “Hand-Held Metal Detector”, if they were strip searched prior to entering the building. If no strip search was conducted, they are to be searched by the “Hand-Held Metal Detector.”

4. All clients/inmates who are on or going to be on an Alternative Sentencing Program, Home Detention and Day Reporting included, are to be searched with the “Hand-Held Metal Detector”, by and Alternative Sentence Program Deputy.

5. See steps 3-5 in Procedure 1.

6. If the metal detector alerts, the Deputy who is performing the metal detector search will question the WR inmate about possible reasons there is an alert. A second pat-search will be performed followed by a second hand-held metal detector search. If there are no further alerts, the WR inmate will be admitted into the housing unit.

7. If the metal detector continues to alert, the WR inmate will be asked to sit in the waiting area. A request for an additional Deputy may be requested if there is suspicion of a possible weapon. The metal detector will be tested and if needed, battery removed and replaced.

8. If there is still an alert issue a supervisor will be notified and make a determination if a strip search is warranted. (See policy on Searches, J922, Procedure, IV).

9. All civilians, including Professionals and Volunteers entering Building “C” are to be searched with the “Hand-Held Metal Detector”. This shall be conducted by any available Building “C” staff, including Civilian Staff.

10. Any and all professionals having direct contact with an inmate, will be subject to being searched with the “Hand-Held Metal Detector.”

By Order of the Division Chief

_____ 12/26/2016

Jeff Goetz Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SPECIAL MANAGEMENT INMATES**

NUMBER: **10-01-01**

EFFECTIVE DATE: **July 9, 2008**

POLICY: It is the policy of the Boulder County Jail to provide separate housing for inmates who display or have been diagnosed as having mental health problems and those with medical problems.

SOURCE:

A.C.A. Standard 4-ALDF-2A-44
A.C.A. Standard 4-ALDF-2A-45
A.C.A. Standard 4-ALDF-2A-53
A.C.A. Standard 4-ALDF-2A-54
A.C.A. Standard 4-ALDF-2A-55
A.C.A. Standard 4-ALDF-2A-56
A.C.A. Standard 4-ALDF-2A-57
A.C.A. Standard 4-ALDF-2A-58
A.C.A. Standard 4-ALDF-2A-59
A.C.A. Standard 4-ALDF-2A-60
A.C.A. Standard 4-ALDF-2A-61
A.C.A. Standard 4-ALDF-2A-62
A.C.A. Standard 4-ALDF-2A-63
A.C.A. Standard 4-ALDF-2A-64

INFORMATION: Special Management Inmates are subject to a level and restriction system described in Policy and Procedure 17-01-03, Inmate Security Levels and Restrictions.

PROCEDURE I - Identification of Special Management Inmates at Intake

1. When Booking personnel observe an intake they believe to be a Special Management Inmate, they will notify Mental Health or Medical and the On-Duty Supervisor (ODS).

2. The Mental Health Counselor or Medical will respond to Booking and interview the inmate when time permits.

3. The Mental Health Counselor or Medical will attempt to decide if the intake is a Special Management Inmate and inform Booking, so that we house the inmate accordingly.

4. If the Mental Health Counselor or Medical determines that the intake is not a Special Management Inmate, Booking personnel will continue the booking process and assign the inmate to the appropriate module.

5. If the Mental Health Counselor or Medical determines that the intake is a Special Management Inmate, Booking will complete the booking process and assign the inmate to Special Management, or in the case of a female intake, an appropriate room in the Women's module.

6. If there are no rooms available in Special Management, we will house male inmates in Discipline, or a specially designated room in Intake, as a Special Management Overflow Inmate and set up (30) thirty-minute checks.

7. In Intake, a Special Management Inmate may be placed on Level IIIA to be kept separate from Intake Inmates, or other Special Management Inmates housed there.

8. Mental Health or Medical will complete an Incident Report (IR) in Tiburon, documenting the designation of Special management status.

PROCEDURE II - Identification of Special Management Inmates Housed in Other Living Areas

1. When a jail employee identifies an inmate who needs to be classified as Special Management, they will contact the Mental Health Counselor or Medical.

2. The Mental Health Counselor or Medical will check their records, and if needed, interview the inmate to decide whether we should classify them as Special Management and move the inmate.

3. If the Mental Health Counselor or Medical decides that we should house the inmate as Special Management, a rover or officer will escort the inmate to Special Management.

4. If there are no rooms available in Special Management, we will house the inmate in Discipline or Intake as a Special Management Overflow Inmate and start checks in each (30) thirty-minute period.

5. In Intake, a Special Management Inmate may be placed on Level IIIA to be kept separate from Intake inmates, or other Special Management Inmates housed there.

6. The officer will move the inmate and ensure that we move all personal property with the inmate and change the inmate's housing assignment in Tiburon.

7. Mental Health Counselor, Medical, or the employee initiating the move will complete an IR in Tiburon.

PROCEDURE III - Daily Procedures for the Special Management Module

1. The Module Officer will conduct and document irregular thirty-minute welfare checks on inmates housed in Special Management and fifteen minute checks on inmates designated as suicide precaution.

2. Officers will serve all three meals in the module and document the time on the Module Log.

3. A Module Officer will always be present during medical rounds.

4. We will give inmates housed in the Special Management access to the following:

    a. A daily shower and to shave, if they are not on Suicide Precautions.
    b. Have their uniforms, linens, and personal clothing laundered based on the same schedule used by other inmates housed in the jail
    c. The U. S. mail system using the same procedures for inmates housed in other modules
    d. Telephone calls
    e. Legal materials
    f. Reading materials
    g. Recreation outside the module
    h. Commissary
    i. Education services
    j. Appropriate programs
    k. Other activities and treatments as required.

5. The ODS will include the Special Management module in their daily tour of the jail.

By Order of the Division Chief

Signed by	07/07/08
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DISCIPLINARY INMATES**

NUMBER: **J1002**

EFFECTIVE DATE: **December 4, 2013**

POLICY: It is the policy of the Boulder County Jail to maintain a Disciplinary Module, providing safe and secure housing to inmates who require a higher degree of security, because they have been found guilty of committing Major Rule violations, are placed on Suicide Protocol, or Non-processed Segregation. This module will also be used to house inmates placed on Administrative Segregation Level 2 (Ad Seg 2), in accordance with Jail Policy J1003, Procedure III, based on documentation of the inmates' continued history of behaving in a disruptive and agitating manner that demonstrates a substantial lack of cooperation with authority figures and the rules of the Jail.

PROCEDURE I - Movement to Disciplinary Module

1. Inmates are not to be placed on Disciplinary status in the Disciplinary Module without being afforded a due process hearing, unless they are a danger to themselves, others, or the facility.

2. If an inmate poses a threat to staff, other inmates, and/or the facility, they may also be placed in the Disciplinary Module, Women's small Sub-dayroom or the Intake Module Sub-dayroom on pending a Disciplinary Hearing.

3. The On-Duty Supervisor (ODS) must approve the movement to Disciplinary or Intake.

4. Inmates placed on Administrative Segregation, in the Disciplinary Module, will be done according to the Administrative Segregation policy (see J1003).

5. Inmates housed in Discipline will be housed on one of the following statuses:

   - Disciplinary or pending a hearing
   - Administrative Segregation Level 2 (Ad Seg 2)

- Non-processed Segregation
- Suicide Protocol

PROCEDURE II - Daily Procedures for the Disciplinary Module

1. The Module Deputy will conduct and document irregular (30) thirty-minute welfare checks on Disciplinary inmates.

2. Deputies will serve all three meals in the cells and document the time on the Module Log and Guard 1.

3. The Module Deputy will be present during medical rounds.

4. Inmates on Disciplinary status, who leave the module, but are remaining within the jail, will be restrained in hand and leg cuffs. If the inmate is to leave the jail they will be in full restraints (hand cuffs, belly chain, and leg cuffs.)

   a) The Division Chief and/or Commanders may impose more restrictive restraint protocols on an inmate depending on their behavior. More restrictive protocols will be reviewed on a weekly basis.

5. Inmates housed in the Disciplinary Module will have access to the following:

   - A shower and allowed to shave daily
   - Have their uniforms, linens, and personal clothing laundered based on the same schedule used by other inmates housed in the jail
   - The U. S. mail system, using the same procedures designated for inmates housed in other modules
   - One security visit per week
   - Telephone calls
   - Legal materials
   - Reading materials
   - Indoor recreation only in the module dayroom

6. Other than visits and cleaning other cells or areas, Disciplinary inmates will receive a total of one (1) hour and fifteen (15) minutes out of their rooms per day for recreation and to take care of personal hygiene, phone calls, and other allowed activities.

7. When an inmate receives their time out for the day, the module deputy will go to the inmate's room. The deputy will tell the inmate that their time has started and when it will end. While inmates are out of their rooms, module deputies will check the room for cleanliness and content. If it is not clean,

they will direct the inmate to return to the room and clean it. Prohibited items will be removed.

a) If an inmate refuses to clean, their time out will be terminated. The module deputy will document this in Tiburon on the inmate's Worksheet/Bio record.

b) If an inmate refuses their time out, the module deputy will conduct the room check and document this in Tiburon on the inmate's Worksheet/Bio record.

8. Inmates housed in Disciplinary <u>will not</u> be eligible for Commissary, except for personal hygiene items.

9. Food ports on the room doors in Disciplinary will remain closed, except during meals and medication rounds.

10. Under no circumstances will Disciplinary inmates be allowed out together, unless JMT has authorized two inmates to be housed together for overcrowding control.

11. The ODS will include the Disciplinary module in their daily tour of the Jail.

<u>PROCEDURE III - Classification and Division Chief Reviews of Inmates Housed in Disciplinary</u>

1. Deputies assigned to the Disciplinary or Women's Modules will maintain a Behavioral Report on each Ad Seg 2 inmate housed on Discipline Module status. If an inmate maintains consistent good behavior for 14 days, they will be moved to Ad Seg 1 and transferred to the Intake Module Sub-dayroom. If they do not, they will be monitored for another 14 days.

2. All jail employees will use the Tiburon Worksheets to document pertinent information concerning an inmate's condition and behavior to support information maintained in the Behavioral Report.

2. Classification will include any Administrative Segregation inmates on a weekly Report for the Jail Management Team (JMT). Other inmates will be included on a levels list as pending hearing or serving time.

3. The Division Chief must review all inmates sentenced to more than thirty days in Disciplinary. Classification will track these inmates and notify the Classification Coordinator at the end of thirty days. The Corrections Programs Coordinator will then forward the Classification File to the Chief for review. After this review, the file will be returned to the Coordinator.

4. Classification will conduct Custody Reassessments of Disciplinary inmates who are approaching the end of their stay in Disciplinary, to determine the appropriate housing for the inmate.

5. Inmates whose behavior has been problematic while housed in Disciplinary may be classified as Administrative Segregation inmates. This will be done in accordance with Jail Policy J1003. A weekly review of these inmates will take place during the Wednesday JMT Meeting.

By Order of the Division Chief

Signed by _____ 12/04/13
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ADMINISTRATIVE SEGREGATION**

NUMBER: **J1003**

EFFECTIVE DATE: **April 9, 2014**

POLICY: It is the policy of the Boulder County Jail to provide housing for inmates who require a higher degree of control and supervision, because their actions make them a threat to themselves, to others, or to the safety and security of the facility. Long term Protective Custody inmates may also be considered as Administrative Segregation. The intent of this type of housing is to create a process to work with an inmate to change problematic behavior by offering a variety of levels of custody to better manage their behavior.

INFORMATION: Jail Policy J1703 describes the Jail's Level System for Administrative Segregation and Special Management inmates.

PROCEDURE I - Identification of Administrative Segregation Inmates - Safety and Security

1. Inmates may be placed on Administrative Segregation if they meet one or more of the following criteria:

    A. Inmates who are known management problems may be placed on Administrative Segregation as the result of the Disciplinary Hearing process. These inmates have a documented history of behaving in a disruptive and agitating manner that demonstrates a substantial lack of cooperation with authority figures and the rules of the Jail.

    B. Inmates who are the focus of a high profile criminal event that involved violence. Through Classification Assessment, the inmate's custody assessment meets one of the following criteria:

        I. The Custody Evaluation and Maximum Custody scores combine to be 11 or higher, or,

        II. The Custody Evaluation and Maximum Custody sores combine to be between 7 and 11 and any combination of the following Special Management Concerns:

a. Escape Risk
b. Serious Violence Threat
c. Known Management Problem

C. Inmates who are classified as Special Management, Level 3a, and have moved to Discipline through a disciplinary action. Additionally, their on-going behavior meets the criteria of step 1 of this procedure.

2. When an inmate is placed on Administrative Segregation status, pursuant to step 1(B) of this procedure, the On-duty Supervisor (ODS) will direct the deputy originally contacting the inmate to complete an Incident Report (IR) in Tiburon.

3. Inmates placed on Administrative Segregation status, pursuant to steps 1(A and B) of this procedure may be placed on Administrative Segregation by a Commander as a result of a Disciplinary Hearing. A notice of this status appears on the Disciplinary Hearing Form.

PROCEDURE II – Housing Administrative Segregation Inmates

1. Inmates placed on Administrative Custody Level 2 (Ad Seg 2) will be held in the Disciplinary Module or Women's Module small sub-dayroom and will be managed by all rules of the Disciplinary Module. If the security need for an inmate's Protective Custody is so severe as to require housing in Discipline, or the Women's Module small sub-dayroom, they will be housed according to all rules in the Disciplinary Module.

2. Inmates placed on Administrative Custody Level 1 (Ad Seg 1) will be held in the Intake Module sub-dayroom or one of the Women's Module sub-dayrooms. Protective Custody inmates may be housed in these areas in accordance with Jail Policy J1004. These inmates will be double bunked after review by Classification. Inmates who refuse to be housed with others will be referred to a Disciplinary Hearing and moved to Discipline Module or the Women's small sub-dayroom. Inmates housed in these areas will be managed in accordance with Procedure IV of this policy.

3. Inmates placed on Administrative Custody Level 1 (Ad Seg 1) will be held in the Intake Module or the Women's Module. They will be managed in accordance to Intake Module procedures.

PROCEDURE III - Daily Procedures for Administrative Segregation and Protective Custody (Housed in Discipline or Intake) Inmates

1. The Module Deputy will document irregular (30) thirty-minute welfare checks on inmates classified as Administrative Segregation and Protective Custody.

2. Deputies will serve all three meals in the module cells and document the time on the Module Log and Guard 1.

3. A Module Deputy will always be present during medical rounds.

4. Inmates housed as Administrative Segregation Levels 1 and 2, and Protective Custody will be given access to the following:

    - A shower and allowed to shave daily
    - Have their uniforms, linens and personal clothing laundered based on the same schedule used by other inmates housed in the jail
    - Correspondence, using the same procedures designated for inmates housed in other modules
    - One security visit per week
    - Telephone calls
    - Legal materials
    - Reading materials
    - Recreation (one hour per week)
    - Commissary
    - Headsets

5. Other than visits and cleaning, Administrative Segregation and Protective Custody inmates will receive a total of one (1) hour and fifteen (15) minutes out of their rooms per day. We grant them one (1) hour for recreation and fifteen (15) minutes out of their rooms per day to take care of personal hygiene, phone calls, and other allowed activities. Administrative Segregation and Protective Custody inmates who share a cell will receive a total of two hours out of their rooms per day. Restrictions on extra cleaning time may be imposed by Classification and will be documented on the Levels List.

6. This time out will be in the sub-dayroom if the inmate is housed in the Intake Sub-dayroom. Inmates housed in Discipline, or Women's, on Administrative Segregation status will have their time out in the dayroom associated with their cell.

7. When these inmates are out of their rooms a Module Deputy will check it for cleanliness. If it is not clean, the inmate will be directed to clean room.

8. When an inmate receives their time out for the day, the module deputy will go the inmate's room. The deputy will tell the inmate that their time has started and when it will end. While inmates are out of their rooms, module deputies will check the room for cleanliness. If it is not clean, they will direct the inmate to return to the room and clean it.

   a) If an inmate refuses to clean, their time out will be terminated. The module deputy will document this in Tiburon on the inmate's Worksheet/Bio record.

   b) If an inmate refuses their time out, the module deputy will conduct the room check and document this in Tiburon on the inmate's Worksheet/Bio record.

9. Inmates on Administrative Segregation Levels 1 and 2 statuses are eligible for Commissary respective to their module assignment.

10. Food ports on the room doors in the Intake Sub-dayroom will remain closed, except during meals and medication rounds.

11. Under no circumstances will Administrative Segregation inmates be allowed out together unless housed together in the same room.

12. The ODS will include the Intake module in their daily tour of the Jail and document this through the Guard 1 system.

13. Inmates on Administrative Segregation Level 2, who leave the module, but are remaining within the jail, will be restrained in hand and leg cuffs. If the inmate is to leave the jail they will be in full restraints (hand cuffs, belly chain, and leg cuffs.) Inmates on Administrative Segregation Level 1, and Protective Custody status, will not be restrained, except for movement by the Court/Transport Team.

14. Inmates in Administrative Segregation Level 1 and Protective Custody <u>will not</u> be eligible for programs, except religious guidance, recreation (once per week), a headset, and counseling held in a rover-counselor room.

15. Access to any of the above services may be limited, or curtailed, due to safety and security concerns. If we deprive an inmate in Administrative Segregation or Protective Custody of a normally authorized item or activity, an IR will be completed, detailing the inmate's actions and reason(s) for withholding it.

16. No item or activity should be withheld longer than is necessary to ensure the safety of the inmate, other inmates, and jail personnel.

17. Inmates housed as Administrative Segregation or Protective Custody, who must be housed alone based on their behavior, or as restricted by the Jail Management Team (JMT), will be housed in the Disciplinary Module.

18. Inmates housed in Discipline, or the Women's Module small sub-dayroom, as Administrative Segregation Level 2 (Ad Seg 2) will be given access to the following:

- A shower and allowed to shave daily
- Have their uniforms, linens, and personal clothing laundered based on the same schedule used by other inmates housed in the jail
- The U. S. mail system, using the same procedures designated for inmates housed in other modules
- One security visit per week
- Telephone calls
- Legal materials
- Reading materials
- Indoor recreation only in the module dayroom
- Commissary (Hygiene products only)
- NO Headsets

19. Other than visits and cleaning, Administrative Segregation Level 2 inmates, housed in Disciplinary, or the Women's Module small sub-dayroom, will receive a total of one (1) hour and fifteen (15) minutes out of their rooms per day for recreation and to take care of personal hygiene, phone calls, and other allowed activities. Restrictions on extra cleaning time may be imposed by Classification and will be documented on the Levels List. They will be subject to all other protocols of the module they are housed in as detailed in Jail Policy J1002.

PROCEDURE IV - Classification Review of Administrative Segregation Inmates - Safety and Security

1. Deputies assigned to modules housing Administrative Segregation inmates will maintain a Behavioral Report on each inmate housed that status.

2. All jail employees will use the Tiburon to document (e.g. Incident Reports, Worksheets) pertinent information concerning an inmate's condition and behavior to support information maintained in the Behavioral Report.

3. Each day, a deputy assigned to the housing area holding Administrative Segregation inmates will complete an EVENT entry, for each of these inmates, in Tiburon on Tab 5. This will be completed for both day and night teams.

4. The Event code to be used will be one of the following:

- **BPOS** for a full shift characterized by good, incident free behavior.
- **BNEG** for a shift that involves one or more incidents of acting out, being disciplined, or not complying with Jail Rules.
- **BNEU** for a full shift characterized by behavior that may be incident free but cannot be characterized as positive

5. In the REMARKS section of the EVENT tab entry, deputies may enter brief statements that characterize the inmate's behavior. No other inmate may be named in this section.

   If an Incident Report or Worksheet was created to document the inmate's behavior, include the Incident Report number and/or the Worksheet Description title.

6. Throughout each week, (Thursday through Tuesday), the Operations Commanders will monitor the behavior of the Administrative Segregation inmates. This will be accomplished by reviewing the Administrative Segregation Report from Tiburon, speaking with staff who work the Administrative Segregation housing areas, and any other resource that may provide them insight on these inmate's behavior. On Tuesday, a recommendation for each inmate in Administrative Segregation will be prepared by the Commanders for JMT. The recommendations will consist of an examination of the information they have reviewed throughout the week and the summary of behaviors outlined in the Administrative Segregation Report.

7. If the review determines that the initial reasons for being placed on Administrative Segregation no longer exist, the Commanders will recommend that the inmate be removed. Inmates placed on Administrative Segregation may also have their Level changed based on this review.

8. The Commanders will present their recommendations, in writing, concerning each inmate in Administrative Segregation at the JMT meeting held on Wednesdays.

PROCEDURE V - Administrative Review and Release of Administrative Segregation Inmates - Safety and Security

1. The Operations Commanders will schedule an administrative review of Classification recommendations concerning Administrative Segregation inmates at the conclusion of the weekly JMT Meeting on Wednesday.

2. If the JMT Meeting is postponed or canceled, the Operations Commanders will convene a meeting at another time to consider the recommendations.

3. The administrative review must consist of at least one supervisory representative from each of the following: Administration, Support Services, and Jail Operations.

4. These representatives will consider the recommendations. The primary focus of the review will be to decide if the initial reasons for placement in Administrative Segregation or Protective Custody no longer exist, or if their Level needs to be changed.

5. If the review determines that the initial reason no longer exists, approval will be given to remove the inmate from Administrative Segregation or Protective Custody. If the Administrative Segregation Level is changed, the inmate will be moved to the appropriate housing for that level.

6. Classification will be directed to move the inmate(s) and do a Custody Reassessment.

7. If the JMT review determines that the initial reason still exists, or that other factors dictate that the inmate remains in Administrative Segregation or Protective Custody, Classification will be advised accordingly.

8. Under no circumstances will Administrative Segregation and Protective Custody be used for punitive reasons.

By Order of the Division Chief

Signed by _____ 04/09/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PROTECTIVE CUSTODY INMATES**

NUMBER: **J1004**

EFFECTIVE DATE: **April 9, 2014**

POLICY: It is the policy of the Boulder County Jail to review the housing of high profile inmates or those inmates requiring some level of protective custody. Any inmate placed on this status will be afforded the least restrictive custody available to reasonably manage the inmate's safety.

INFORMATION: Jail Policy J1703 describes the Jail's Level System for Administrative Segregation and Special Management inmates.

PROCEDURE I - Identification of Protective Custody

1. Inmates requesting or requiring protection from other inmates will be asked to make the request in writing. This may be done by completing an Inmate Request Form (kite), voluntary statement form, or by using plain paper. The deputy receiving this information will notify the On-duty Supervisor (ODS) of the request.

2. The ODS will respond to the module and interview the inmate to decide if the request is valid. As part of this review, the ODS will consider if there is evidence of other inmates acting in a threatening manner toward the inmate. Any inmate determined to be involved in threatening behavior will be referred to a Disciplinary Hearing.

3. If the ODS decides that the inmate should be in Protective Custody, they will review what housing option may be best to manage this request. The ODS may seek the counsel of Classification staff (if available) and the ODS must consider the least restrictive custody for the inmate making the request.

4. A deputy will be assigned to escort the inmate to their new housing assignment (if required) and will ensure that the inmate's personal property is moved with the inmate and change the inmate's housing assignment in Tiburon.

5. The ODS will ensure that an Incident Report (IR) is completed in Tiburon to document this event. The Incident Type will be PSEG (Protective Segregation.)

6. If the inmate will not make the request in writing, but verbally suggests that they need protective custody the ODS will be notified. Steps 2-5 will be followed.

7. Inmates may be placed in Protective Custody by any supervisor when deemed necessary.

8. Classification will conduct a Custody Reassessment on the inmate no later than the following day. This reassessment will consider whether the inmate remains where they were moved or if some other housing is more appropriate.

9. Inmates placed in Protective Custody may request to be removed in writing. However, if the inmate will not request it in writing, Classification may still consider the request. Classification will review the original reason for Protective Custody and include the request on the weekly Administration Segregation List for the Jail management Team (JMT) to consider.

10. Classification will conduct a Custody Reassessment on the inmate 30 days after the move to Protective Custody if the inmate has not been moved out of this custody status before this time.

11. The Jail Management Team (JMT) will remove or retain an inmate on Protective Custody status when there is sufficient information showing that the original reason for the status no longer exists or remains a real threat to the safety of the inmate.

12. After 30 days, the inmate housed on Protective Custody status will be reviewed by JMT. If the inmate must be kept in close security and isolated from other inmates, the inmate will be placed on Administrative Segregation status.

PROCEDURE II – Housing Inmates Involved in High Profile Cases

1. When a new arrestee is received at the Jail, and is involved in a high profile (significant media publicity) case, or the arresting agency provides the Jail with a written statement requesting special housing due to the significance of their case, the ODS will assess the need to house the arrestee under Protective Custody status or follow normal housing procedures.

2. The ODS will ensure that an IR is completed in Tiburon to document this event. The Incident Type will be PSEG (Protective Segregation.) The ODS will also send an e-mail to the Jail Classification staff requesting review of the inmate's housing.

3. Classification will conduct a Custody Reassessment on the inmate no later than the following day. This reassessment will consider whether the inmate remains where they were housed or if some other housing is more appropriate.

4. Whenever possible, inmates placed on Protective Custody status will be housed in a module that provides appropriate supervision for their needs and places them in the least restrictive custody.

PROCEDURE III – Housing Protective Custody Inmates

1. If the security need for an inmate's Protective Custody is so severe as to require housing in Discipline, or the Women's Module small sub-dayroom, they will be housed according to all rules in the Disciplinary Module.

2. Inmates placed on Protective Custody status will be housed in a module that provides appropriate supervision for their needs and places them in the least restrictive custody.

3. After the 30 day review, if the inmate is placed on Administrative Custody Level 1 (Ad Seg 1), they will be held in the Intake Module sub-dayroom or one of the Women's Module sub-dayrooms. These inmates will be double bunked after review by Classification. Inmates who refuse to be housed with others will be referred to a Disciplinary Hearing and moved to Discipline Module or the Women's small sub-dayroom.

3. Inmates, who have been classified as Administrative Segregation Level 1 (Ad Seg 1) will be managed following procedures outlined in Jail Policy J1003.

PROCEDURE IV – Keep Separate Entries

1. In the event of placing an inmate on Protective Custody status, the ODS will enter a Keep Separate record in the inmate's Tiburon record using the Tab 8 Management section.

2. If an incident occurs where there is conflict between two inmates, an ODS may enter a Keep Separate record in an inmate's Tiburon record if there is a need to heighten the awareness of disputes between two or more inmates.

3. Classification Staff and Supervisors are the only authorized Jail staff who may enter, or remove, Keep Separate records

4. For any inmate who has an active Keep Separate record, Classification will review the least restrictive custody housing option for the involved inmates. (e.g. Two inmates separated by tiers in a housing unit managed by split lockdowns.)

By Order of the Division Chief

Signed by _____ 04/09/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRANSGENDER AND GENDER-VARIANT INMATES**

NUMBER: **J1005**

EFFECTIVE DATE: **JUNE 15, 2016**

POLICY: It is the policy of the Boulder County Sheriff's Office to receive, evaluate, house and provide secure, safe and humane custody of all persons, including transgender and gender-variant inmates, who are lawfully committed or held for confinement by the Boulder County Sheriff's Office until their lawful and appropriate release or transfer to another authority.

DEFINITIONS:

Gender-The social construct used to classify a person as a man, woman, both or neither. Gender encompasses all relational aspects of social identity, psychological identity, and human behavior.

Gender Identity and Expression-Gender identity is an individual's internal, personal sense of their own gender which is communicated to others by their gender expression, appearance, identity or behavior, regardless of the individual's birth-assigned sex.

Gender Identity Disorder (GID) (Also referred to as Gender Dysphoria)- A recognized health condition that involves a strong and consistent cross-gender identification and a persistent disassociation with a person's birth –assigned sex. GID is a stable, non-violent condition that is not due to psychosis.

Gender-Variant- Individuals who display gender traits that are not generally associated with their birth –assigned sex. Gender-variant individuals may not identify as male, female, or transgender.

Health Insurance Portability and Accountability Act (HIPPA)- A federal law that, in part, defines the lawful use and or the disclosure by a third part of an individual's health information.

Intersex-A person who is born with genitalia and or secondary sex characteristics determined as neither exclusively male nor female, or which combine features of the male and female sexes.

Lesbian, Gay, Bisexual and Heterosexual- An individual's enduring physical, romantic and or emotional attraction to other people.

Sex- The physical anatomy and underlying chromosomal and hormonal biology that determines whether someone is male, female, or intersex.

Transgender- Transgender is an overall term used to describe people whose gender identity and or gender expression differs from their birth-assigned sex, whether or not they have changed their biological or hormonal characteristics. The term includes transsexual persons.

Transition- Altering one's birth sex is a complex progression that occurs over a long period of time. Transition includes some or all of the following: making personal, legal and medical adjustments; telling one's family, friends and or co-workers; changing one's name and or sex on legal documents; undergoing hormone therapy; and possibly undergoing one or more forms of surgery.

Transexual- A person who establishes a permanent identity with the opposite gender from their birth-assigned sex. Some, but not all, transsexual people undergo medical treatments to change their physical sex so that it is in line with their gender expression.

PROCEDURE I – Intake and Initial Classification

1. Identifying Transgender/Gender-Variant Inmates

   When determining whether inmates are transgender/gender-variant, the following shall be taken into consideration:

   a. Inmate's appearance or behavior does not match the gender marker the inmate's arresting/transportation paperwork or identification.
   b. Inmate's can self-identify during the medical screening process when answering the jails medical screen paperwork.
   c. Inmate self-reports. If there is doubt or question concerning the validity of the self-report the BCSO Deputy shall consult with a supervisor and if necessary, medical staff.
   d. Arresting/transporting agency has alerted the BCSO staff to the inmate's/arrestee's transgender/gender-variant status.

e. Inmate's past history, if known.
f. BCSO Deputy/Staff discretion.

2. Searches:

   - Searches which include "PAT, ADMISSION, and STRIP", will be performed in accordance with BCSO Jail Policy J922, Searches (PAT, ADMISSION, STRIP).

3. Housing and Classification:

   a. Classification and placement of transgender/gender-variant inmates will not be determined solely on the inmates' birth sex, identity documents, or physical anatomy. Classification and placement of transgender/gender-variant inmates shall be made to maximize the health and safety of the individual, other inmates and employees. Each case will be reviewed and evaluated on a case-by-case basis.

   b. Transgender/gender-variant inmates should be housed safely and in the least restrictive setting possible.
      - Additional safety precautions may include (but are not limited to) access to single cells, etc. will be afforded if available.
      - Requests from a transgender/gender-variant inmate to house with another transgender/gender-variant inmate should be honored if possible without jeopardizing the safety of either inmate.

   c. Classification staff shall document in the Jail Management System (Tiburon) the choices and reasons regarding housing and additional safety precautions for all transgender/gender-variant inmates.

By order of the Division Chief

_____ 06/15/2016

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PROVISION OF A NUTRITIONALLY ADEQUATE DIET**

NUMBER: **11-01-01**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to provide inmates with nutritious meals prepared in a sanitary manner. In doing so, the jail will meet or exceed dietary allowances, as contained in the National Academy of Sciences' Recommended Dietary Allowances.

SOURCE: A.C.A. Standard 4-ALDF-4A-07
Colorado Department of Health Sanitary Standards and Regulations for Penal Institutions - Food Service Section 13.1 and 13.2.

PROCEDURE I - Reviews of Consulting Dietician

1. The Food Service Manager will obtain the services of a Registered Dietician each year to conduct an on-site visit of the jail's food service operation, review the Master Menus, and any Special Diet Menus. The Jail will hire the Dietician at an hourly rate. The Food Service Manager will require the Dietician to present copies of his or her credentials before this review.

2. The Food Service Manager will ask the Dietician to review the regular menus, Special Diet Orders and Menus, and make any necessary revisions in them. When the Food Service Manager has integrated these revisions into the menus, the Dietician will sign and date them.

3. While the Dietician is conducting the on-site review, we will also ask that he or she review the sanitation methods in use, meal preparation, and procedures used by the Cook Supervisors and Inmate Workers.

4. If deficiencies are found, the Food Service Manager will seek ideas for correcting the problems. He or she will take steps to make the corrections when practical.

5. The Food Service Manager will ask the Dietician to submit a written report to him or her, documenting any deficiencies in the menus or food service procedures. It will also contain the corrective action that the Food Service Manager will take to comply with the appropriate standards.

6. The Food Service Manager will retain the original, signed menus on file for one year.

7. A copy of the report will be forwarded to the Support Services Commander for review.

8. The Food Service Manager will request that the Dietician be available for consultation for any food or menu related issues throughout the year.

PROCEDURE II - Daily Meal Evaluations

1. The Food Service Manager, or designee, will ensure that every meal is nutritionally adequate by completing a Meal Content and Quality form.

2. The Food Service Manager, or designee, will indicate on the form what actual menu was served. This is done to ensure that it is consistent with the master menu and that any substitutes are nutritionally comparable.

3. Also, included on the form is whether or not the attractiveness, texture, flavor, aroma, freshness, sanitation, times served, and temperature of the meals are acceptable.

4. If any area is found unacceptable, the Food Service Manager will take corrective action.

5. The Food Service Manager will retain the Meal Content and Quality Form on file for one year.

PROCEDURE III - Quarterly Menu Evaluations

1. The Food Service Manager will review the Master Menu, Special Diet Menus, and the Meal Content and Quality Forms each quarter to verify the jail's compliance with established standards.

2. We may make revisions in the menus to fit the availability of certain food products and changes in the food service budget. The Food Service Manager must approve any changes made to the master menu before implementation.

3. The Food Service Manager will document the quarterly review and note any changes that he or she made.

4. The Food Service Manager will retain these reviews on file for one year.

5. The Food Service Manager will inform the Support Services Commander of the findings of the review and make any changes to the menus.

6. The Support Services Commander will notify the Food Service Manager of any further revisions that he or she, or the Jail Division Chief may require.

7. The Food Service Manager will be responsible for initiating revisions to the menu.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PREPARATION AND USE OF MENUS**

NUMBER: **11-01-02**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to always provide accurate and updated menus for use by Cook Supervisors or anyone else needing the information.

SOURCE: A.C.A. Standard 4-ALDF-4A-02
A.C.A. Standard 4-ALDF-4A-08

PROCEDURE I - Menu Preparation and Usage

1. The Food Service Manager will review and evaluate the Master Menu and any approved Special Diet Menus each quarter. In doing so, he or she will use suggestions from the consulting Dietician's annual review and the National Academy of Sciences' Recommended Dietary Allowances.

2. Food flavor, texture, appearance, and palatability will be considered when developing menus.

3. The Food Service Manager, will compile a list of interchangeable foods, which Cook Supervisors may use when substitutions to the menu are necessary. The *Handbook of Nutritional Contents of Foods* will be used as a reference. Any substitutions used will be of equal nutritional value and documented on the Master Menu.

4. The jail will maintain an adequate food inventory to ensure that substitutions are available.

5. The Food Service Manager will approve any revisions to the menu before the Cook Supervisor prepares it. Revisions to the menu may occur due to seasonal availability, budget needs, or inmate population changes.

6. The Food Service Manager will maintain the menus on file for one year.

PROCEDURE II - Holiday Menus

1. The Food Service Manager may prepare a special menu for the Thanksgiving and Christmas holidays.

2. They will be forwarded to the Support Services Commander one month before the holiday for review.

3. The Support Services Commander will review the menu and advise the Food Service Manager if he or she approves it, or if it needs to be revised.

PROCEDURE III - Special Occasion Menus

1. The Jail Division Chief and/or the Support Services Commander may request the Food Service Manager to prepare meals for special occasions.

2. The Jail Division Chief and/or Support Services Commander will approve the menu for these occasions before the event and they must approve any changes.

PROCEDURE IV - Recipe File

1. The Food Service Manager will review the recipe file every six months to ensure that the recipes continue to be appropriate for the size of the inmate population.

2. The Food Service Manager will modify, add and/or remove recipes from the file, as needed.

3. The Cook Supervisors will use the recipe file and the menus to prepare all meals.

By Order of the Division Chief

Signed by _____ 10/08/02
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SPECIAL DIETS**

NUMBER: **J1103**

EFFECTIVE DATE: **April 9, 2014**

POLICY: It is the policy of the Boulder County Jail to provide special diets for inmates with valid medical or religious needs, which comply with their dietary needs. This will be accomplished by selecting nutritionally adequate substitutes for specific meal components, or by preparing or obtaining complete special meals.

SOURCE: NONE

PROCEDURE I – Regular, Vegetarian, Vegan, No Pork Diets

1. An inmate received at the Jail, who makes no specific request for a special diet, will receive a Regular Diet. There is no action required by Jail employees for this diet.

2. An inmate requesting a vegetarian, vegan, or no pork diet will make the request to any Jail employee. An employee receiving this request will enter the diet code, in Tiburon, on TAB 1 ("Booking") in the Meal section. This entry will enable the Special Diet report to be accurate when generated for Food Service staff.

3. Food Service staff will review the special diet flags in Tiburon on a daily basis.

4. At the beginning of each day, and again at approximately 1400 hours daily, Food Service will obtain a copy of the Special Diet Allergy Report from the Inmate Worker Module Deputy.

5. Food Service will use the special diet report to prepare and assemble the various meal trays.

6. The Food Service Manager will review the special diet report with the Food Service staff on a daily basis and provide any needed assistance to them, as the diets are prepared.

PROCEDURE II - Religious Diet (Kosher)

1. An inmate requesting a religious (Kosher) diet will submit an Inmate Request Form (kite) to the Jail Chaplain.

2. The Jail Chaplain will review the diet request and discuss the request with the inmate. Once authenticated, the Chaplain will inform the Support Services Commander, Sergeant, and the Food Service Manager of the diet approval. The Commander or the Sergeant will make the appropriate entry in TAB 1 in accordance with step 2 of Procedure I. They will also make a Tiburon "Worksheet/Bio" entry to document this transaction on the inmate's record. The completed Inmate Request Form will be filed in the inmate's Classification File.

3. If it is determined that the request is invalid, we will document that on the kite and return it to the inmate. The original will be placed in the Classification File. This will be documented, by the Support Services Commander or Sergeant in the inmate's Tiburon "Worksheet/Bio" records.

4. Certain religious practices may require special meal service (such as, but not limited to, Passover, Easter, Ramadan). For these occasions, the inmate may submit an Inmate Request Form to the Food Service Manager stating their request to participate in the special practice. Adjustments to the food service schedule, for the requesting inmate, may be made. These accommodations will only be made upon inmate request.

4. The Food Service Manager will review the Religious Diets each week to ensure that we are complying with them.

5. In an inmate has previously been approved for a Religious Diet, as documented in their Tiburon records, then the inmate will not have to follow this approval process. Any Supervisor may make the appropriate TAB 1 entry for the Religious diet.

PROCEDURE III - Medical Diets

1. An inmate in need of a medical diet will make the request to Medical during their initial medical screening upon intake or via Inmate Request Form.

2. During the initial medical screening, Jail Medical staff will include in their screening information regarding any food allergies or other dietary medical needs.

3. Medical will access CorrecTek and Tiburon and special flag the dietary need. In Tiburon, this will be made in Tiburon on TAB 1 for Bland, Cardiac, Diabetic, Food Allergy, Low Fat, Liquid, Low Protein, Low Sodium, Multiple Restrictions, No Dairy, Other, and Soft Diet.

4. Any Food Allergy, or Other entry on TAB 1 requires a “Worksheet/Bio” entry marked “FALG” on the inmate’s record. The FALG entry will document specific allergies, restrictions, etc. that will appear on the Special Diet Allergy Report.

5. Following steps 4 through 6 in Procedure I, the Food Service Manager will prepare all medical diets.

6. Medical will be responsible for documentation obtained from the inmate's physician or hospital, as to specific medical dietary needs.

7. In the event that an inmate has a Special Medical Diet, this will take precedence over any other diet, including Religious. Medical Diets may only be discontinued after consultation between the inmate and Medical.

8. The Food Service Manager will review the medical diet each week to ensure that we are complying with the special needs.

9. Any time after the initial medical screening that an inmate requests a special, non-religious, medical diet, they will submit a Kite to the Jail Medical unit.

10. Upon receipt of a Medical Diet request, Jail Medical staff will process the request in accordance with their medical protocols. This process will be subject to any fee established for Kite review or medical consultation (Jail Policy J210).

PROCEDURE IV - Discontinuation of a Special Diet

1. When an inmate no longer needs a special diet, the Food Service Manager is to be notified of a cancellation date.

2. Medical, or other appropriate employee, will delete the special diet flag from the inmate’s Tab 1 entry. A “Worksheet/Bio” entry will also be completed giving a brief explanation of the change in diet.

PROCEDURE V - Use of Nutri-loaf as a Special Diet

1. The Jail Division Chief, or designee, will approve the use of Nutri-loaf as a special diet. **Under no circumstances** is Nutri-loaf to be served without approval from the Jail Division Chief, or designee.

2. After the Food Service Manager has received this approval, he or she will give the Cook Supervisors written instructions for the preparation and serving of Nutri-loaf. The Cook Supervisors will not prepare the Nutri-loaf without this approval.

3. The Jail Division Chief, or designee, will notify the Food Service Manager when to stop serving the Nutri-loaf.

4. The Food Service Manager will retain all documentation related to the use of the Nutri-loaf for one year.

PROCEDURE VI - Abuse of Special Diets

1. Employees observing an inmate abusing a special diet will complete an Incident Report (IR) documenting the alleged abuse. If the information does not rise to the level of taking further action, a “Worksheet/Bio” entry will be made in the inmate’s record.

2. The ODS will review the IR to determine what action will be taken, if any. The Food Service Manager and the Medical may be consulted to determine the appropriate course of action.

3. The Food Service Manager will notify the inmate in writing of the violations and sanctions.

4. Abuses of special diets may include, but not limited to giving the special diet tray to another inmate, eating food other than the food on the special diet tray, refusing to eat the food on the tray, selling the food for commissary or favors, or damaging or destroying the food tray.

By Order of the Division Chief

Signed by _____ 04/09/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FOOD PURCHASES AND COST ACCOUNTING**

NUMBER: **11-01-04**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to use a purchasing and accounting system designed to provide the par levels of food required by jail menus. This is to be done for the least amount of cost and with maximum efficiency.

SOURCE: A.C.A. Standard 4-ALDF-4A-05

PROCEDURE I - Food Purchasing

1. The Food Service Manager will inventory the food supply and document it on the Physical Food Inventory form each month.

2. He or she will ensure that the inventory corresponds with the inventory documented on the Perpetual Food Inventory Form.

3. If the inventories are not consistent, the Food Service Manager will attempt to determine the reason for the discrepancy and resolve it.

4. He or she will use the inventory data and the data documented on the Meal Count Form to establish the par levels needed to calculate the next month's food order.

5. County Purchasing will put the food order of bulk foods and dairy products out for bid with at least six local purveyors in December of each year. The Food Service Manager will have reviewed the order and made quantity adjustments.

6. When the bids are received, the Food Service Manager will make bid awards according to vendor price and pack size. He or she will forward the food bids and awards to County Purchasing for processing and the approval of the County Commissioners. County Purchasing will forward a copy of the approved food bid to the Food Service Manager.

7. The Food Service Manager will use the bid award list to place weekly food orders with designated purveyors using the established par levels.

8. He or she will place orders directly with the purveyor of their choice on perishable items, such as produce and eggs.

9. Where applicable, he or she will compare the food invoices with the food bids to ensure their accuracy and take action to correct any mistakes.

10. The Food Service Manager will also use the invoices to enter the food amount received in the Jail Food Inventory into the software program designed for that purpose.

11. The Food Service Manager will code each invoice with the appropriate account number to each. He or she will record the amount of each invoice in the Food Purchasing file in the software.

12. He or she will send the invoices to Sheriff's Accounting for processing.

13. A copy of the current Food Purchasing file will be provided to the Support Services Commander upon request.

PROCEDURE II - Cost Accounting

1. During the first week of each month, the Food Service Manager will compile all the invoices of food and food service supplies from the previous month and enter the total costs incurred for each product type on the Meal Statistic Form.

2. During this time, he or she will compile the previous month's Meal Count Forms to determine the total number of meals served that month.

3. The Food Service Manager will document the number of meals served on the Meal Statistics Form.

4. The total cost of raw food supplies used during the month will be obtained by adding the previous month’s food purchases to the current food inventory and subtracting the existing raw food supplies in storage.

5. The previous month's average cost per meal will be computed by dividing the raw food supplies cost by the number of meals served.

6. The average cost per meal will be entered on the Meal Statistics Form and submitted to the Support Services Commander for review.

7. The Food Service Manager will keep a copy of the Meal Statistics Form on file for one year.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MEAL COUNTS**

NUMBER: **11-01-05**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail that Food Service document meal counts to maintain accurate records of all meals served and maintain the information in a file.

SOURCE: A.C.A. Standard 4-ALDF-4A-06

PROCEDURE I - Meal Counts

1. At the beginning of each day a Cook Supervisor will access Tiburon and determine the total inmate population for that day.

2. The Cook Supervisor will use this count to prepare the appropriate amount of food for that meal.

3. A Cook Supervisor will call the Juvenile Detention Center one hour before their meal to determine the number of trays they will need for pick up.

4. One-half hour before each scheduled meal, a Cook Supervisor will call each module and Booking to determine the number of inmate meals needed.

5. The Cook Supervisor will prepare the correct number of trays for the meal carts, including special diets.

6. The Cook Supervisor will document the number of special diet trays and employee meals prepared on the Meal Count form.

7. After serving the dinner meal, the evening Cook Supervisor will remove the posted Meal Count form and replace it with a new form. He or she will file the completed Meal Count form in the Food Service Office.

8. The Food Service Manager will maintain the file for one year.

9. During the first week of each month, the Food Service Manager will total the number of meals served in the previous month by obtaining the data from the Meal Count forms.

10. He or she will use the totals to compute per meal costs and food quantity requirements for the next food order.

PROCEDURE II - Monthly Report

1. The Food Service Manager will prepare a monthly report for the Support Services Commander. The report will contain the information from the Meal Count forms, inventory values, purchasing expenditures and per meal cost.

2. The Support Services Commander will use this information to prepare the monthly Food Service Report for the Jail Division Chief.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE MEAL SERVICE AND SUPERVISION**

NUMBER: **11-01-06**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to serve inmate meals in a timely and efficient manner, while providing for basic security considerations.

SOURCE: A.C.A. Standard - 4-ALDF-4A-17

PROCEDURE I - Meal Delivery Preparation

1. Food Service will call each module to obtain a meal count approximately thirty minutes before they serve a meal.

2. The serving Inmate Workers, under the supervision of a Cook Supervisor, will prepare the meal trays and place them on a meal cart.

3. Food Service will prepare special diet trays following the Special Diet Menu guidelines. The special diet trays will be a different color and the Cook will write the inmate's name on a label to be placed on the top lid. These trays will be placed on the bottom of the meal cart.

4. Meals will be transported to the appropriate modules in food carts.

5. The Food Service area will remain locked during the meal preparation.

PROCEDURE II - Meal Service for Inmate Modules

1. Nights will place a sign-up sheet in the dayroom of each Module and instruct inmates who want breakfast the next morning to sign up.

2. The lists will be collected provided to Food Service upon request. Inmates not eating breakfast will remain locked in their rooms.

3. Food Service will notify the Modules and Booking when they are delivering the meal carts. Food Service Inmate Workers will deliver the carts at the direction of Food Service personnel.

4. A Module Officer will retrieve the meal cart from the corridor and take it to the Module where he or she will serve the meals.

5. Booking personnel will serve the meals to those in Booking.

6. When the meals are finished Module and Booking personnel will notify Food Service that the carts are ready to be returned. Food Service Inmate Workers will retrieve the carts from those areas at the direction of Food Service employees.

PROCEDURE III - Food Service Inmate Worker Meals

1. The Food Service Inmate Workers will eat their meals in the break area of Food Service after all other meals are completed. The Cook Supervisors will supervise these meals.

2. The Food Service door will remain locked during this time.

PROCEDURE IV - Meal Service to the Juvenile Detention Center

1. Food Service will contact the Juvenile Detention Center by telephone to obtain the meal count approximately one hour before the meal is to be picked up.

2. They will prepare the meals, place them in a cart provided by the Juvenile Detention Center and push it to the rear loading dock door. Before the food cart leaves the facility the Food Service staff will inspect it for contraband.

3. Master Control will allow the Juvenile Detention Center personnel entry through the rear loading dock door to get the cart. They will also leave an empty cart from the previous meal.

By Order of the Division Chief

Signed by	10/08/07
Larry R. Hank, Chief	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FOOD INVENTORY**

NUMBER: **11-01-07**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to maintain an accurate inventory of food and to utilize an efficient accounting system to determine the cost per meal.

SOURCE: A.C.A. Standard 4-ALDF-4A-05

PROCEDURE I - Food Inventory

1. The Food Service Manager will provide Production Forms to the Cook Supervisors to document food items retrieved from the food storage areas.

2. As a Cook Supervisor removes food items from the storage areas, they will document the type and quantity of food items they removed on the Production Form.

3. The Food Service Manager will use the Production Form to enter the quantity of each item consumed each day on the Perpetual Food Inventory form.

4. Production Forms will be filed and used for fiscal reference.

5. The Food Service Manager, or designee, will conduct a complete food inventory on the first working day of each month and document the quantities of each food item on the Physical Food Inventory form.

6. On the last working day of the month, the Food Service Manager will obtain the total food consumed during the month from the Perpetual Food Inventory form. He or she will document this in the "usage" column of the Food Cost Accounting form.

7. The Food Service Manager will calculate the existing food inventory by subtracting the figure in the "usage" column of the Food Cost Accounting

form from the figure in the "beginning inventory" column of the Perpetual Food Inventory form and add how much food we received during the month.

8. He or she will then compare the inventory amounts on the Physical Inventory Form with the amounts obtained in Step 7.

9. If the inventories are not consistent, he or she will attempt to determine the reason for the discrepancy and resolve it.

10. The Food Service Manager will notify the Support Services Commander of any discrepancies by memorandum.

11. During the first working week of the month, the Food Service Manager will compute the dollar value of the existing food inventory by multiplying total inventory amounts by cost per unit for each food item listed on the Food Cost Accounting form.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: SAFETY, SANITATION AND CLEANLINESS INSPECTIONS

NUMBER: 11-01-08

EFFECTIVE DATE: October 12, 2007

POLICY: It is the policy of the Boulder County Jail to ensure that Food Service conducts all food preparation and food consumption in a clean, safe environment.

SOURCE: A.C.A. Standard 4-ALDF-4A-11
A.C.A. Standard 4-ALDF-4A-15

PROCEDURE I - Daily Sanitation and Cleanliness Inspections

1. The Food Service Manager, or designee, will inspect the entire Food Service area daily. Cook Supervisor will inspect the area at the conclusion of their shift. If the Food Service Manager or Cook Supervisor finds sanitation or cleanliness deficiencies, it will be corrected immediately.

2. A Cook Supervisor will supervise the Inmate Workers while they perform scheduled cleaning duties in the Food Service area. They will train the Inmate Workers in the proper use of cleaning supplies and tools. All Cook Supervisors and Inmate Workers will follow County Health and Food Service sanitation procedures.

3. The Cook Supervisors will furnish the Inmate Workers with any cleaning supplies that they need.

4. A Cook Supervisor will supervise and inspect the Inmate Workers cleaning of their assigned duty stations using the Sanitation and Temperature Checklist form.

PROCEDURE II - Temperature Control

1. The Food Service Manager will post a list of acceptable temperatures in the Cook Supervisor's office. They will use this list when conducting checks to verify correct temperatures.

2. After serving breakfast and dinner a Cook Supervisor will check the water temperatures of the ware washing machines and refrigeration units.

3. Cook Supervisors will record the temperatures on the Sanitation and Temperature Checklist form. They will document any deficient temperatures on a Tiburon Maintenance Request for Maintenance follow-up.

4. The Food Service Manager will be apprised of the deficiency.

PROCEDURE III - Weekly Sanitation, Cleanliness and Equipment Inspections

1. The Food Service Manager will inspect the Food Service area and equipment weekly to ensure that they are meeting all local and state health standards.

2. If they are not meeting a particular standard, he or she will take corrective action.

3. Food Service will document and keep the findings of the inspection on file for one year. The document will be available to the Support Services Commander upon request.

PROCEDURE IV - Sanitation and Cleanliness Inspections

1. The Support Services Commander, or designee, may conduct unannounced inspections of the Food Service area and on equipment used there.

2. He or she will provide a written report of the inspection to the Food Service Manager.

3. The Food Service Manager will review the written report and correct the problems listed.

PROCEDURE V - Health Department Inspections

1. Inspectors from the Boulder County Health Department conduct semiannual inspections of the Food Service area.

2. The Food Service Manager will escort the Health Inspector to the Food Service area for the inspection.

3. The Health Inspector will give a written copy of the inspection report to the Food Service Manager at the conclusion of the inspection. He or she will provide a copy to the Support Services Commander for review.

4. The Food Service Manager will see that all needed corrections and recommendations of the Inspector are completed.

PROCEDURE VI - Safety Inspections and Training

1. The Food Service Manager, or designee, will inspect the Food Service area and all equipment daily for safety infractions. Safety infractions include, but are not limited to, excess water or spills on the floor, broken or malfunctioning equipment, and unsafe work habits by Food Service employees or Inmate Workers.

2. The Food Service Manager will document any infractions found and post the results of the inspection in the Cooks office. He or she will take immediate action to correct any safety infractions found during the inspection.

3. The Food Service Manager will conduct safety and accident prevention classes for the Cook Supervisors and Inmate Workers. He or she will review accidents that have occurred and initiate steps to prevent recurrence.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **FOOD STORAGE**

NUMBER: **11-01-09**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail Food Service to keep temperature-controlled and clean storage areas to provide a sanitary storage environment for food.

SOURCE: **A.C.A. Standard 4-ALDF-4A-16**

INFORMATION: The Jail will receive food deliveries at the Rear Loading Dock. Food Service employees will move them into the appropriate storage location.

We will store the deliveries in the following locations:

1. Bulk food storage: cases of food and bagged dry goods
2. Pantry storage: individual canned and packaged food, condiments, dry food storage bins, some spices, and beverages
3. General storage: paper goods
4. Walk-in meat cooler: meats eggs, and leftover food
5. Walk-in produce cooler: produce and dairy products
6. Walk-in freezer: frozen food items and meat
7. Chemical storage: soaps, cleaning compounds, grill bricks and scouring pads

Highly perishable foods such as meats, fish, produce, and dairy products will be kept in refrigeration at a consistent temperature of 36° Fahrenheit.

We will store milk in a dispenser at a consistent temperature of 42° Fahrenheit.

Frozen foods will be kept in the freezer at a constant temperature of 0° Fahrenheit.

Canned goods and grain products will be stored on shelves or pallets at least six inches above the floor in a dry area.

Grain products will be protected during storage in airtight, labeled containers.

The following food temperatures and storage guidelines will be followed:

FOOD	SUG MAX TEMP	RECOMMENDED MAXIMUM STORAGE
Canned Products	70°	12 months
Cooked dishes with eggs, meat, milk, fish, poultry	36°	Serve day prepared
Cream filled pastries	36°	Serve day prepared
Dairy products		
Milk (fluid)	40°	3 days in original container, lightly covered
Milk (dried)	70°	3 months in original container
Butter	40°	2 weeks in waxed carton
Cheese (hard)	40°	6 months tightly wrapped
Cheese (soft)	40°	7 days in tightly covered containers
Ice cream and ices	10°	3 months in original container
Eggs	45°	7 days unwashed, not in cardboard
Fish (fresh)	36°	2 days loosely wrapped
Shellfish	36°	5 days in covered containers
Frozen products		
Fruits & Vegetables	0 to -20°	1 growing season to another in original container
Beef, poultry, eggs	0 to -20°	6-12 months in original container
Fresh pork	0 to -20°	3-6 months in original container if not ground
Lamb and veal	0 to -20°	6-9 months in original container
Sausage, fish	0 to -20°	1-3 months in original container
Ground meat	0 to -20°	1-3 months in original container
Fruit		
Peaches, plums	50°	7 days unwashed
Berries	50°	7 days unwashed
Apples, pears, citrus	50-70°	2 weeks in original container

Leftovers	36°	24 hours in covered containers
Poultry	36°	1-2 days loosely wrapped
Meat		
Ground	38°	2 days loosely wrapped
Fresh meat cuts	38°	3 days loosely wrapped
Liver/variety meats	38°	2 days loosely wrapped
Cold cuts (sliced)	38°	3-5 days wrapped in semi moisture-proof paper
Cured bacon	38°	1-4 weeks wrapped tightly
Ham (tender cured)	38°	1-6 weeks wrapped tightly
Ham (canned)	38°	6 weeks in original container
Dried beef	38°	6 weeks tightly wrapped
Vegetables		
Leafy	45°	7 days unwashed
Potatoes, onions	70°	1-30 days dry in ventilated containers or bags
Root vegetables	70°	1-30 days dry in ventilated containers or bags

PROCEDURE I – Food Storage

1. When receiving food deliveries Food Service employees will inspect the order for quality and freshness. They will ensure that the order is correct in quantity and poundage by checking the order received against the order form. If food quality and freshness do not meet commonly accepted standards, the employee checking it in will refuse the item and credit the invoice. The Food Service Manager will contact the vendor and arrange for replacement of the unacceptable food items.

2. Once Food Service has accepted the delivery and the Receiving Vestibule is secured, they will separate the various foods. Items that may be used to make contraband, i.e., yeast, vanilla, nutmeg, mace, raisins, and any food items containing alcohol, will be stored in the secured cabinet in the food storage area.

3. The Food Service Staff will put all signed delivery invoices in a file located in the Cooks Supervisor's office.

4. Inmate Workers will be used to move the remainder of the delivery to the proper storage area(s) under the supervision of a Cook Supervisor.

5. The Inmate Workers will record the month and year we receive the order on the individual cans, boxes, or packaged items.

6. The new items will be placed in the back of the storage area and the other items rotated to the front.

7. The Food Service Manager will examine all damaged or open packages, which are found during the storage process, and determine if they should be disposed of or if it can be used.

8. The Inmate Workers will flatten all boxes and place them near the Food Service Receiving Door once they have stored the contents. Community Workers will discard these boxes in the dumpster during routine trash removal.

PROCEDURE II – Maintenance of Refrigerated Storage Areas

1. On a daily basis Food Service will:

   a) Ensure that the refrigerated food storage areas are maintaining proper temperatures by checking the system's internal thermometer and the independent thermometer placed inside the storage area.

   b) Inspect all refrigerated food storage areas to ensure that items are covered, air tight, and labeled as to content and date stored.

   c) Inspect the refrigerated food storage areas to ensure that the floor, walls, and shelves are clean.

2. Food Service will record the internal and independent temperature readings on the Sanitation and Temperature Checklist.

3. Inmate Workers will clean refrigeration units on a daily basis. This will include sweeping and mopping the floors and washing the walls of each unit.

4. The Inmate Workers will dismantle and clean the shelves in the refrigeration units weekly.

5. The Food Service Manager, or designee, will inspect the refrigerated food storage areas each day to ensure that the floor, walls and shelves are clean.

6. He or she will ensure that the Inmate Workers correct any deficiencies.

PROCEDURE III – Maintenance of Dry and Canned Food Storage Areas

1. The Inmate Workers will clean dry and canned food storage areas each day by sweeping and mopping the floors, dusting the shelves and cans, and washing the walls of each area.

2. Food Service will inspect the storage areas to ensure that they are clean and ensure that the Inmate Workers correct any deficiencies.

3. Food Service will document the inspection on the Sanitation and Temperature Checklist.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **STAFF MEAL SERVICE**

NUMBER: **11-01-10**

EFFECTIVE DATE: **October 12, 2007**

POLICY: It is the policy of the Boulder County Jail to provide on-duty Sheriff's Office personnel and other County employees working at the jail with meals prepared by Food Service. The staff meal ticket will provide for one meal.

SOURCE: None

PROCEDURE I - Purchasing Meal Tickets

1. Employees wanting to purchase a meal ticket will contact the Lead Administrative Technician, or designee, between the hours of 0800 and 1630, Monday through Friday.

2. The Lead Admin Tech will collect the money for the ticket and document the sale of the ticket in a ledger maintained for that purpose.

3. The jail will return this money to the County General Fund. The Lead Admin Tech will reconcile the meal ticket account monthly and forward a sales report to the Jail Division Chief.

4. He or she will forward a copy of the report and the accrued funds to the Sheriff's Office Accounting section.

PROCEDURE II - Supplying the Staff Dining Room

1. Food Service will supervise Inmate Workers as they prepare the meal trays and beverages for the Staff Dining Room.

2. A Food Service Inmate Worker will move the food into the Staff Dining Room when advised by a Cook Supervisor.

PROCEDURE III - Accessing the Staff Dining Room

1. Sheriff's Office personnel and other County employees who work in the jail may take their meal breaks in the Staff Dining Room.

2. When a non-jail employee wants to eat a jail prepared meal, he or she will purchase a meal ticket from the designated person. The person will then go to Staff Dining after securing any weapons or property.

3. If the employee is not familiar with the jail, Reception personnel will arrange for an escort to the Staff Dining Room. If Reception is not on duty, the employee will contact a Booking Officer for assistance.

4. Employees will sign their meal tickets and deposit them in the designated container in exchange for a meal.

5. The Food Service Inmate Worker will return the food cart to the Food Service area when directed by a Cook Supervisor.

By Order of the Division Chief

Signed by _____ 10/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: HEALTH STANDARDS FOR FOOD SERVICE PERSONNEL

NUMBER: 11-01-11

EFFECTIVE DATE: October 12, 2007

POLICY: It is the policy of the Boulder County Jail to require that all Food Service employees and Inmate Workers undergo a medical examination before assignment in Food Service. The jail will also require that they undergo any further exams required by state or local regulations.

SOURCE: A.C.A. Standard 4-ALDF-4A-13

INFORMATION:

All Food Service employees and Inmate Workers will:

1) wash their hands and arms with soap at the beginning of their shift.
2) have clean hair and tie it back, if it is longer than shoulder length.
3) wear hairnets or disposable caps while engaged in food preparation or service.
4) wear disposable gloves when handling food.
5) have clean and neatly trimmed fingernails.

In addition, all Inmate Workers will:

1) shower before reporting to their assignment.
2) be in proper uniform before reporting to their assignment.

PROCEDURE I - Health Standards for Food Service Personnel

1. All new intakes will receive a medical screening soon after booking. They will also receive a physical examination approximately two weeks after incarceration. Medical will examine and approve the inmate's progression to Inmate Worker status and a possible job in Food Service.

2. During the time that we assign an Inmate Worker to Food Service we will allow him to undergo a medical examination through the sick call procedure.

3. Inmate Workers must undergo a medical examination when directed by the Food Service Manager or Medical.

4. Food Service employees may also undergo medical examinations by the Jail's physician. These employees must undergo a medical examination when directed by the Food Service Manager or Medical.

5. The Food Service Manager will ensure that employees and Inmate Workers comply with state or local regulations requiring periodic exams.

6. The Food Service Manager will ensure that Food Service employees and Inmate Workers maintain their personal hygiene.

7. The Food Service Manager will remove an employee or Inmate Worker with hygiene or medical deficiencies from Food Service until they are corrected.

8. The Food Service Manager will allow employees or Inmate Workers to return to Food Service only when Medical or an outside physician has cleared them.

9. When assigned to Food Service, Inmate Workers will complete training in personal hygiene and sanitation procedures, which the Food Service staff will conduct.

By Order of the Division Chief

Signed by _____ 10/08/07

Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CONTROL AND USE OF FOOD SERVICE UTENSILS**

NUMBER: **11-01-12**

EFFECTIVE DATE: **October 29, 2007**

POLICY: It is the policy of the Boulder County Jail Food Service to control and monitor the use of kitchen utensils to ensure accountability and the secure use of these utensils.

SOURCE: A.C.A. Standard 4-ALDF-2D-02

PROCEDURE I - Routine Inventory of the Knife and Utility Boxes

1. The morning Cook Supervisor will inventory the contents of the knife box at the beginning of each day to verify that the contents are accounted for. The morning and afternoon Cook Supervisors will inventory the knife box together at the beginning of the afternoon shift.

2. The Cooks will document the inventory on the Knife Box Inventory and Checkout form with their initials and the time that they conducted the inventory.

3. The Cook Supervisor will also inventory the contents of the Utility Drawer, verifying that they account for all contents. The morning and afternoon Cook Supervisors will inventory the utility drawer together at the beginning of the afternoon shift.

4. They will document this on the Secured Food Service Utility Drawer Inventory and Checkout form. The Food Service Manager, or designee, will initial the form and document the time that they conducted the inventory.

5. If both inventories are accurate, the Cook Supervisors will begin preparing the next meal. If either is inaccurate, the Cook will initiate Procedure II.

6. The evening Cook Supervisor will repeat the procedure at the end of the shift.

7. The evening Cook Supervisor will remove the inventory forms from the knife box and utility drawer at the close of the shift. He or she will file the forms in the Cook's office and replace them with new ones for use the next day.

8. The Food Service Manager will review these forms weekly to ensure compliance with knife box and utility drawer procedures by all Cook Supervisors.

PROCEDURE II - Inaccurate Knife or Utility Box Inventory

1. If the knife or utility box inventories are inaccurate, a Cook Supervisor will immediately notify the On-Duty Supervisor (ODS) and/or the Food Service Manager. Food Service Inmate Workers will remain in the Food Service area until the ODS has released them.

2. The ODS will initiate a shakedown of the Food Service area in coordination with the Cook Supervisor(s).

3. If the knife or utensil is not found, the ODS may carry out the shakedown policy throughout the jail.

4. The Cook Supervisor will complete an Incident Report (IR) when they can, but no later than the end of the shift. The IR will be forwarded to the Food Service Manager and the Support Services Commander.

5. The ODS will ensure that an IR is completed, documenting the results of the shakedowns. The IR should indicate whether the utensil or knife was found and where it was found.

6. The Cook Supervisor will follow any special instructions given by the ODS in performing his or her normal duties. The Cook Supervisor will not leave the facility without approval of the ODS.

7. The Food Service Manager will critique the incident with the Support Services Commander. They will decide what steps need to be taken to eliminate any further loses or misplacement of knives or utensils.

PROCEDURE III - Use of Knife and Utility Box Contents

1. When they need a utensil from the knife or utility box, the Cook Supervisor will check the utensil out, using the appropriate inventory and checkout

form. He or she will document the name of the Inmate Worker that they issued the knife or utensil to and the time of issue and initial the form.

2. The Cook Supervisor will secure the box when they remove the utensil.

3. If the utensil has been checked out for an Inmate Worker, the Cook Supervisor will get a knife tether from the Cook's office and tether the knife in the area that the Inmate Worker is working.

4. When the Inmate Worker is finished with the utensil, he will notify the Cook Supervisor. The Cook Supervisor will remove the knife from the tether and place the knife in the knife box. They will document the return of the knife on the knife checkout form. The tether will be returned to the Cook's office. If a Cook Supervisor is using the utensil, he or she will clean it when finished. The utensil will be secured immediately in its proper place.

5. The Cook Supervisor will place the utensil back in the appropriate box, document it on the form, and secure the box.

By Order of the Division Chief

Signed by _____ 10/24/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF FOOD FROM THE JAIL GARDEN**

NUMBER: **11-01-13**

EFFECTIVE DATE: **October 29, 2007**

POLICY: It is the policy of the Boulder County Jail to maintain a garden during the growing season to help supplement Food Service needs with fruits and vegetables.

SOURCE: A.C.A. Standard 4-ALDF-4A-14

PROCEDURE I - Planning for the Garden

1. The Work Programs Sergeant and Food Service Manager will meet before the growing season to determine what foods they should produce in the garden.

2. They will review the previous year's use of items grown and determine what quantities of each food product they should produce during the upcoming season.

PROCEDURE II - Maintenance and Supervision

1. The Work Programs Sergeant will assign Community Workers from Building C to the jail garden during the growing season each year.

2. These Community Workers will work under the supervision of the Work Programs Sergeant, or designee, who is responsible for the garden.

PROCEDURE III - Jail Garden Food Accounting

1. The Food Service Manager will place a notebook labeled "Jail Garden" in Cook's office at the beginning of the growing season. This notebook will be used to document food items produced in the garden and used for inmate consumption.

2. A Cook Supervisor will inspect and weigh all food items brought into Food Service from the garden. He or she will record the item(s) received, their weight, and condition in the notebook. They will date and initial each entry.

3. The Food Service Manager will use as many of these food items as possible when planning the Master Menu.

4. The Food Service Manager will submit a report to the Support Services Commander and Work Programs Sergeant at the end of the growing season. This report will include a list of all items received and used for meal preparation and the amount saved by using them.

PROCEDURE IV - Surplus Items

1. Food Service may donate any excess food grown in the garden to another agency, i.e., Community Food Share, etc.

By Order of the Division Chief

Signed by _____ 10/24/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **LAUNDRY OF INMATE CLOTHING AND LINENS**

NUMBER: **12-01-01**

EFFECTIVE DATE: **October 29, 2007**

POLICY: It is the policy of the Boulder County Jail to operate a laundry, so that inmate clothing and linens are regularly cleaned to promote sanitary living conditions.

SOURCE: A.C.A. Standard - 4-ALDF-4B-01
A.C.A. Standard - 4-ALDF-4B-02
A.C.A. Standard - 4-ALDF-4B-03

PROCEDURE I - Distribution of Jail Issued Clothing Used by Inmates With Work Assignments

1. Inmate Workers will be issued three sets of white uniforms. Two are to be used for work and the other while in the module. Each Inmate Worker will be responsible to have their personal laundry done daily.

2. When a Food Service Inmate Worker reports to work he will obtain a hair net or disposable hat from a Food Service employee. Inmate Workers handling food will be required to wear disposable gloves.

3. Inmate Workers and Community Workers using special equipment or cleaning supplies may be given additional protective clothing based on their particular assignment.

4. Officers will issue Community Workers two sets of orange uniforms. The Community Workers, who work for a Crew Boss, will also be issued two sets of uniforms.

5. All other inmates will be issued one set of clothing, which we will exchange according to the schedule for their module.

PROCEDURE II - Laundering and Exchange of Inmate Linens and Jail-Issued Clothing

1. Module Officers will coordinate the exchange of dirty laundry with a Laundry Inmate Worker.

2. In Building "B" a Laundry Inmate Worker will push a cart with clean uniforms and/or linens to the designated module with an empty collection cart.

3. In Buildings "A" and "C," a Laundry Inmate Worker will push a cart with clean uniforms and/or linens to the building door. Master Control will then notify the appropriate officer.

4. The officer will conduct the laundry exchange. During the exchange they will carefully monitor what is given to the inmates and what the inmates return.

5. The officer will notify the Laundry Inmate Worker when the exchange is complete and request that the cart with the dirty laundry be removed.

6. When conducting daily room checks, officers will watch for extra items of clothing or linen and remove them from the module. They will remind the inmate about having extra clothing items. Continued violations may lead to disciplinary action.

PROCEDURE III - Laundering of Personal Clothing

1. On the designated days officers will coordinate the collection of soiled personal laundry with a Laundry Inmate Worker.

2. In Building "B" a Laundry Inmate Worker will go to the appropriate module with an empty laundry cart.

3. In Buildings "A" and "C" a Laundry Inmate Worker will push a cart to the building door. Master Control will then notify the appropriate officer.

4. The officer will ensure that the inmates put their soiled laundry in their laundry bags and place them in the laundry cart.

5. The officer will notify the Inmate Worker when the laundry cart is ready to be retrieved.

6. The Inmate Worker will wash and dry the personal clothing while leaving it in the laundry bags. They will return the clean laundry to the module where the officer will redistribute it.

PROCEDURE IV - Mandatory Laundry Exchange

1. Officers will ensure that inmates exchange laundry regularly. If an inmate fails to exchange laundry for an extended period and it becomes a health issue, it will be mandatory that the inmates change into clean clothing.

2. The officer will manage this exchange with back up assistance from other officers if necessary.

PROCEDURE V - Collecting Soiled Laundry from Booking and Other Areas

1. When the laundry cart in Booking is full, Booking personnel will request that a Laundry Inmate Worker respond with an empty cart.

2. The Inmate Worker will retrieve the full cart and take it to the Laundry for cleaning. He will restock the linen and clothing in Booking when requested.

3. If dirty laundry needs to be collected from Building "A" or "B," an officer will call the Laundry and request that the Inmate Worker respond and collect it.

4. The Inmate Worker will collect the laundry and take it to the Laundry where it will be cleaned, sorted and stacked.

PROCEDURE VI - Laundry Services for Juvenile Detention

1. When the laundering of Juvenile Detention Center clothing and linens is necessary, their employee will deliver the soiled items to the jail at the breakfast meal exchange. The soiled laundry will be transported in their laundry bin.

2. The Juvenile Detention employee will place the laundry bin at the Rear Loading Dock sally port door for collection.

3. An employee will retrieve the cart from the corridor for the Laundry. The Laundry Inmate Workers will wash and dry the items and store them separately. Once the laundry is completed, the Inmate Workers will return the cart to the Maintenance Corridor door.

4. When the Juvenile Detention employee returns to the jail for the next meal cart they will retrieve the clean laundry and return it to the Juvenile Detention Center.

By Order of the Division Chief

Signed by _____ 10/24/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INVENTORY OF JAIL-ISSUED CLOTHING AND LINENS**

NUMBER: **12-01-02**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to conduct regular inventories of jail-issued clothing and linens to account for and maintain control of the distribution of these items.

SOURCE: A.C.A. Standard 4-ALDF-4B-04
A.C.A. Standard 4-ALDF-4B-05

PROCEDURE I - Clothing and Linen Inventory

1. The Food Service manager, or designee, will inventory the supply of jail-issued clothing and linens in the Property Room, the laundry, and other storage areas each month.

2. This inventory is designed to decide if the appropriate number of inmate uniforms, linens, and other necessary items are in circulation, based on the inmate population at the time. Another purpose is to find out if enough items are in stock, so there is no delay in replacing them. (The general rule of thumb for clothing and linens is to have three times the number of items for each inmate in custody, i.e., 300 non-Trusty inmates in custody = 900 uniforms, called "build-to" numbers. This represents the uniform issued to the inmate, one in the laundry, and one in stock. We double this figure for Inmate and Community Workers).

3. If the inventory reveals that more clothing and/or linens need to be placed in circulation, the Food Service Manager, or designee, will remove the necessary items from storage and place them in the Property Room and/or laundry.

4. If it appears that the stock of clothing and linens is being used at a rate inconsistent with the inmate population, the Food Service Manager will try to determine why this is occurring. This may result in shakedowns, or

other measures being taken, to determine if inmates have obtained more uniforms, or other items, than we allow them.

5. If the inventory reveals the need to order additional items, the Food Service Manager, or designee, will place the order.

6. Weekly inventories of storage areas where jail personnel obtain these supplies will be taken by the Food Service Manager, or designee, generally on Friday. This check is to ensure that an adequate stock of supplies is available.

PROCEDURE II - Documenting and Use of Inventory Information

1. The Food Service Manager, or designee, will document the inventory data, showing the inventory in circulation, the inventory in storage, and whether or not we ordered more supplies.

2. The Food Service Manager, or designee, will maintain a file, which documents these inventories.

3. This information may be used to support additional funding during the annual budget preparation.

By Order of the Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PERSONAL HYGIENE OF INMATES**

NUMBER: **12-01-03**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to issue personal hygiene items to inmates, provide facilities for daily showers, and make provisions for haircuts to maintain a sanitary living environment.

SOURCE: A.C.A. Standard - 4-ALDF-2A-57
A.C.A. Standard - 4-ALDF-4B-06
A.C.A. Standard - 4-ALDF-4B-07

PROCEDURE I - Distribution of Hygiene Items

1. Module officers will give all new inmates their basic hygiene items after arriving in their assigned Module.

2. Inmates with money in their accounts may order additional hygiene items from the weekly commissary.

3. Indigent inmates (those not having money in their accounts to purchase additional hygiene items from the commissary) may request the basic items from a Module Officer when needed.

4. Inmates requesting replacement hygiene items must show an officer the empty container or used item.

PROCEDURE II - Distribution of Razors

1. Officers in the Discipline, Special Management, Maximum, Intake and Women's modules will issue new, disposable razors to the inmates at the scheduled times.

2. Officers will distribute razors daily, between the hours of 0800-1100 hours. The officer may extend this time for male and female disciplinary and

special management inmates, due to their various classification restrictions and levels.

3. The officer will use the Razor Form to document who received a razor and the time it was issued. The officer will tell the inmate when to return the razor. This will be approximately twenty minutes, but officers may use their discretion, if they require more or less time.

4. Inmates on disciplinary status, or a restrictive level, may only use a razor during their scheduled time out. Suicidal inmates will only be allowed to shave in the presence of an officer. Additional officers may be requested to stand by if necessary.

5. When the inmate is finished with the razor they will return it to the officer, who will properly dispose of it in the hazardous materials receptacle.

6. If an inmate does not return the razor the officer will request that it be returned. If the inmate refuses to return it the officer will request back up assistance and retrieve the razor.

7. When back up assistance arrives the officers will find the razor. If the razor is not retrieved the On-Duty-Supervisor (ODS) may initiate a shakedown.

8. The officer will complete an Incident Report (IR) and, if necessary, a Case Report (CR) once the incident has concluded.

PROCEDURE III - Distribution of Razors to Medium, Phoenix , and Inmate Worker Inmates

1. Male inmates housed in Medium, Phoenix, and Inmate Worker, or women classified, as maximum, medium, or general population will be issued razors that they may keep in their rooms.

2. The razor must be above their sinks in plain view at all times. Inmates who do not keep their razors in plain view are subject to disciplinary action.

3. If an officer discovers that an inmate's razor is missing and cannot be found they will inform the ODS, who may initiate a shakedown of the module.

4. The officer will complete an IR detailing the event once it has concluded.

5. When an inmate is dressed-out for release or moved to another module an officer will collect the inmate's razor and discard it in the hazardous materials receptacle. If we move the inmate within Building B the officer may allow the inmate to keep the razor.

PROCEDURE IV - Replacement of Used Razors

1. Inmates needing new razors will request them from an officer.

2. The officer will examine the used razor to ensure that the blade is still present.

3. Used razors will be discarded in the hazardous materials receptacle in the Officer Work Station (OWS) and issue the inmate a new razor.

PROCEDURE V - Emptying the Hazardous Materials Receptacle

1. Officers will check the hazardous materials receptacle in their OWS periodically to determine if it is full. When it is full, the officer will take it to the Medical Office and empty it into the hazardous materials waste box.

2. If a hazardous materials box is full the officer will inform the medical staff.

3. The hazardous materials box will be checked periodically by the medical staff and picked up by a hazardous material waste facility when full.

PROCEDURE VI - Requests for Professional Haircuts

1. An inmate who wants a professional hair stylist to cut their hair must send a "kite" to the Support Services Sergeant. The inmate will provide the name and phone number of the person they want to do the haircut. The Sergeant will review and approve or deny the request.

2. If the Sergeant approves the request, he or she will make the necessary arrangements. The person giving the haircut may not be related to the inmate. They must also provide all equipment needed to give the haircut and must be a state, licensed hair stylists. The license must be presented to the jail when they arrive to give the haircut.

3. If the Sergeant does not approve the haircut, he or she will note the reason for the denial on the "kite" and send a copy back to the inmate.

PROCEDURE VII - Requests for Haircuts by Other Inmates

1. An inmate may request to have another inmate cut their hair if they are housed in the same module.

2. The inmates will request the haircutting equipment from a Module Officer and return it immediately after the haircut is finished.

3. The Module Officer will be responsible for monitoring the use of the haircutting equipment while it is checked out.

4. The Module Officer will log the haircut in the Module Log.

By Order of the Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PERSONAL APPEARANCE AND HAIR LENGTH**

NUMBER: **12-01-04**

EFFECTIVE DATE: **November 16, 2007**

POLICY: It is the policy of the Boulder County Jail to request an inmate, pre-trial or sentenced, to cut his or her hair, or we may subject him or her to forcibly having his or her hair cut to protect the jail from identified health and sanitation hazards. In addition, the posture of the jail is to maintain a safe, secure environment free from health hazards and to maintain the ability to identify, discipline, and prevent the concealment of contraband.

SOURCE: Blake v. Pryse, 444 F.2d 218 (8th Cir. 1971)
Rinehart v. Brewer, 360 F. Supp. 105 (S.D. Iowa 1973) aff'd. 491 F.2d 705 (8th Cir. 1974)
Williams v. Baton, 342 F.2d 652 1110 (E.D.N.C. 1972)
Brooks v. Wainwight, 428 F.2d 652 (5th Cir. 1970)
Seale v. Manson, 326 F.Supp 1375 (D. Ct. 1971)
Teterud v. Burns, 522 F.2d 357 (8th Cir. 1975)
A.C.A Standard 4-ALDF-6A-08

INFORMATION: All persons taken into the custody of the Jail will be treated in a way that provides for: the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation and administrative efficiency. We may require that inmates cut their hair to a required length, or to shave their head and/or shower, when circumstances warrant it to aid in the identification of the inmate, promote hygiene, aid in the administration of discipline, or prevent the concealment of contraband.

PROCEDURE I - Determining the Need to Perform a Procedure

1. The On-Duty Supervisor (ODS) will determine the need to implement the hygiene procedure based upon the status of the person whose hair may need to be cut, or who may need to shower.

2. If it appears likely that an arrestee will make bail, or otherwise secure release within a reasonable time, the ODS should not ordinarily continue with the hygiene procedure unless exigent circumstances dictate.

3. Determining what is "reasonably timely" will require the exercise of discretion by staff.

    a. The probability of release within four hours should ordinarily be considered "timely."

    b. A longer period would be justified if there were a high probability of release, and there is available space in a Booking holding cell.

    c. A shorter period would be justified if the likelihood of imminent release is remote, and the holding cells are crowded.

4. If the procedure is related to hygiene and/or vermin's infestation, the ODS should cause the on-duty medical authority to conduct a medical examination to decide the nature of the condition and to make a recommendation concerning action to be taken.

5. If the conditions suggest that a hygiene procedure should occur, the ODS should provide the facts of the situation to the on-duty or on-call Commander. The on-duty or on-call Commander may authorize the cutting of hair or the showering of the inmate/arrestee.

6. The medical authority and the ODS should complete Incident Reports (IR) citing the rationale for conducting the hygiene procedure.

7. The IR will be channeled as necessary for supervisory review.

PROCEDURE II - Manner of Performing a Hygiene Procedure

1. Hygiene procedures should be conducted in a reasonable, professional manner.

2. The more intrusive the hygiene procedure, the more discomfort and embarrassment may be experienced by the subject of the procedure, the more critical professionalism becomes.

3. These procedures will be conducted while avoiding comments that belittle, degrade, or humiliate arrestees/inmates being subjected to them.

4. They should be conducted while evaluating the following five factors:

A. the professionalism of the staff;

B. the privacy afforded the person;

C. hygiene or sanitation considerations;

D. the qualifications of the person(s) conducting the procedure; and

E. the use of force.

5. The hygiene procedures will be conducted in a way that reduces the risk of contamination/infection.

6. Employees should use all precautions reasonable to perform the hygiene procedure if they are at risk.

7. As in all other use of force situations, the force used in performing these procedures must be reasonable to be constitutional.

8. If force must be used, the employees involved will detail this in the IR.

By Order of The Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE SHOES**

NUMBER: **12-01-05**

EFFECTIVE DATE: **November 16, 2007**

POLICY: It is the policy of the Boulder County Jail to provide all inmates with a pair of athletic shoes for recreation and work purposes. These shoes will be soft leather or canvas and non-scuff. Some inmates may also purchase athletic shoes from Commissary at their expense.

SOURCE: None

PROCEDURE I - Jail Issued Shoes

1. The jail will provide all inmates with one pair of shoes when they are dressed in.

2. Inmates will not be allowed to keep their personal athletic shoes, unless the jail is unable to provide the proper size or Medical approves them for medical reasons.

3. If this occurs the shoes must be closely inspected by staff and deemed acceptable by the On-Duty Supervisor (ODS).

PROCEDURE II - Shoes Available From Commissary

1. Some inmates may purchase one pair of athletic shoes from Commissary at their expense.

2. A separate order form will be available and must be completed by the inmate wishing to purchase shoes.

3. Various brands and styles may be available. Delivery of these shoes will be within two to three weeks.

4. The Commissary vendor will not make exchanges and the jail will not refund inmates for these shoes under any circumstances.

By Order of the Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PUBLIC DEFENDER COORDINATION**

NUMBER: **13-01-01**

EFFECTIVE DATE: **November 16, 2007**

POLICY: It is the policy of the Boulder County Jail to assist the Public Defender's Office by making authorized information available to them regarding the inmates they represent and allowing them access to those inmates.

SOURCE: A.C.A. Standard 4-ALDF-6A-02

PROCEDURE I - Public Defender Availability

1. Each business day Reception will make a copy of the Administrative Inmate List for the Public Defender's Office. This copy will be kept in Reception until picked up by someone from that office.

2. Booking Officers will make the appropriate information from the inmate's Booking File available to staff from the Legal Aid Office representing those charged with misdemeanor crimes. Jail employees will ensure that the Booking Files are not removed from Booking.

3. Although the Public Defender's office generally has access to pertinent documents through other sources, Booking Officers will carry out Step 2 for them upon request.

4. Officers will ensure frequent, regular access to the Public Defender by having the inmate fill out an Inmate Request Form (kite). These requests will be forwarded to Reception and held there until someone from that office collects them.

6. Public Defenders will have regular access to their clients through the jail's professional visitation procedures.

7. The jail's inmate phone system is set up to permit toll-free calls to the Public Defender's Office by inmates.

PROCEDURE II – Public Defender's Jail Access

1. The Jail Management Team has granted access to the jail by authorizing members of the Public Defender's Office to have an approved key facilitating their movement within the jail without the need for jail personnel to escort them between housing areas.

2. Before the issuance of these keys, the Public Defender staff member will receive an orientation from the Support Services Commander, or designee.

3. At the conclusion of this orientation, the Support Services Commander, or designee, will provide the key. This key will be logged with the Jail Maintenance Supervisor and must be returned by the person upon leaving the Public Defender's Office for other employment.

By Order of the Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE RIGHTS**

NUMBER: **13-01-02**

EFFECTIVE DATE: **November 16, 2007**

POLICY: It is the policy of the Boulder County Jail to provide pretrial and sentenced inmates with their rights under the United States Constitution and the Bill of Rights. This includes, but is not limited to: access to courts and counsel, access to the outside, access to due process, freedom of religious beliefs and speech, freedom from discrimination, protection and freedom from corporal punishment, freedom from harassing searches and seizures, and freedom from cruel and unusual punishment. We may curtail these rights in case of legitimate safety and security concerns.

SOURCES:
A.C.A. Standard 4-ALDF-6A-01
A.C.A. Standard 4-ALDF-6A-02
A.C.A. Standard 4-ALDF-6A-03
A.C.A. Standard 4-ALDF-6A-04
A.C.A. Standard 4-ALDF-6A-07
A.C.A. Standard 4-ALDF-6B-02

INFORMATION: The courts have guaranteed inmates a broad range of rights. We embed the actual procedures that protect these rights in a variety of Jail policies. The primary policies that address these rights are as follows:

<u>Access to Courts and Counsel</u>

See:
09-01-20 Module Supervision (Procedure III - Telephone Use)
13-01-01 Public Defender Coordination
15-01-02 Professional Visits
15-01-05 Inmate Correspondence/Mail
15-01-06 Inmate Requests
19-01-03 Library Services (Procedure IV - Law Library)

Access to the Outside

See: 09-01-20 Module Supervision (Procedure III - Telephone Use)
15-01-01 Personal Visits
15-01-02 Professional Visits
15-01-03 Media Visits
15-01-04 Special Visits
15-01-05 Inmate Correspondence
19-01-03 Library Services
19-01-05 Ongoing and Special Programs

Access to Due Process

See: 13-01-03 Inmate Grievances
14-01-01 Inmate Rules and Discipline
14-01-02 Disciplinary Hearings
15-01-06 Inmate Requests
17-01-01 Classification
17-01-02 Inmate Security Levels and Restrictions
19-01-03 Library Services

Access to Medical Care

See: Chapter 20 Health Services

Access to Records

See: 06-01-02 Inmate Records

Freedom of Religious Beliefs and Speech

See: 11-01-03 Special Diets
14-01-01 Inmate Rules and Discipline
15-01-06 Inmate Requests
19-01-05 Ongoing and Special Programs

Freedom from Discrimination

See: 13-01-03 Inmate Grievances
14-01-01 Inmate Rules and Discipline
14-01-02 Disciplinary Hearings
17-01-01 Classification

	17-01-02	Inmate Security Levels and Restrictions

Protection and Freedom from Corporal Punishment

See:	08-01-05	Riots, Disturbances and the Use of Firearms and Related Security Devices
	09-01-11	Use of Control Techniques
	09-01-13	Around-the-Clock Supervision
	502	Use of Force (Sheriff's Office Policy)

Freedom from Harassing Searches and Seizures

See:	9-01-04	Contraband Control
	9-01-22	Strip Searches and Pat Searches
	9-01-20	Module supervision (Procedure III - Telephone Use)
	15-01-01	Personal Visits
	16-01-01	Admission, Booking, and Orientation of New Inmates
	16-01-07	Judicial Review of Arrests
	16-01-02	Dress-In

Freedom from Cruel and Unusual Punishment

This freedom is embodied in the jail procedures addressing:

- the physical plant and its condition
- the classification system
- the management of disciplinary and special needs offenders
- the agency's emergency plans, maintenance procedures and security plans
- the agency's food, medical and mental health services
- the various programs offered
- the staffing plan.

By Order of the Division Chief

Signed by _____ 11/13/07

Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE GRIEVANCES**

NUMBER: **J1303**

EFFECTIVE DATE: **June 15th, 2016**

POLICY: It is the policy of the Boulder County Jail to provide inmates with an internal grievance mechanism for resolving complaints arising from jail operations and/or employee actions or inactions, without fear of reprisal.

PROCEDURE I - The Grievance Process and Entry Protocols

1. An inmate may file a Grievance for the following:

    - A violation of policy or procedure
    - A violation of civil, constitutional, or statutory rights; or
    - Criminal or prohibited acts have been committed by an employee or volunteer

2. Each Grievance Form will be printed with or assigned a number consisting of the year and the sequential grievance number (e.g. 2015-01, 2015-12,etc).

3. Employees will assist inmates in completing the Grievance Form if they need help.

4. An employee receiving a Grievance will attempt to resolve the issue by talking with the inmate.

5. If the employee resolves the issue with the inmate, the employee will note, in the "Worksheet Completed" section of the Grievance form, that the issue was resolved and write "WORKSHEET ENTRY COMPLETED." The employee will date, sign their name and badge number in this section.

6. The employee will make an entry in the inmate's Tiburon Worksheet/Bio section that details the following:

    - Brief description of the grievance.
    - The resolution reached.

- If it is NOT a Grievance, this will be noted instead.
- The employee will print a copy of the Worksheet entry and give it to the inmate

7. If the employee cannot resolve the issue, they will give the completed form to an On-Duty Supervisor (ODS). If the supervisor determines that it is not a grievous issue, he or she will indicate that information on the Grievance Form and return it to the inmate (following steps 4 and 5 above). If the supervisor feels the Grievance is acceptable, as outlined above, he or she will direct the employee to initiate a Grievance Incident Report (IR) within the Tiburon Jail Management System.

8. The employee will generate a Grievance IR within the Incident sub-section of Corrections/Tiburon and write the IR number in the Incident Report section of the Grievance Form.

9. The Incident type will be GRIV. The employee will enter a brief synopsis of the received grievance and a description of how they attempted to resolve it within the primary Narrative tab of the Grievance. The incident location will be wherever the event allegedly took place.

10. The employee will choose, from the options available at the end of the listed Rule Violations, under the Involved Persons tab, Inmate Violations, the nature of the Grievance.

11. Upon completion of the Grievance IR, the employee will notify the supervisor that it is ready. The supervisor will review the pending Incomplete Grievance IR and document within the Supplemental Narrative tab any actions that may have been taken to immediately resolve the issue.

12. If the supervisor is able to resolve the issue, they should do so and provide the inmate with a copy of the Summary IR. The supervisor will sign off the IR, <u>but not close it</u>. Only a Commander, or designee, has the authority to close a Grievance IR.

13. The supervisor will create a file containing the original Grievance Form and any other paperwork or item that is not available in Tiburon.

14. If the Grievance IR file needs to be forwarded to a particular location, i.e. Food Service, Medical, or a specific person, the supervisor will notify the appropriate person that a Grievance has been filed and document the action under the Grievance Supplemental Narrative tab.

15. The supervisor of the concerned area or overseeing the person/issue named in the Grievance will conduct an investigation. The findings will be recorded in the Supplemental Narrative tab for that Grievance IR in Tiburon.

16. The supervisor will alert the appropriate Commander, or designee, who oversees the area or employee that a Grievance IR is pending their review. That Commander will then review the Ready for Review Incident Report.

17. The Commander, or designee, will then be responsible for reviewing and closing the Grievance IR. They will record this in the Supplemental Narrative tab using the GRIV Event in the Narrative Nature tab.

18. The Commander, or designee, will choose the appropriate Disposition(s) for the listed Grievance violations.

19. All supervisors submitting a supplemental narrative to a grievance will add themselves and any additional people they deal with under the Involved Persons tab.

20. Upon completion of the Incident Report, the Commander, or designee, will close the IR and print a copy of the Summary IR for the Inmate. The completed Grievance file will be forwarded to the Support Services Commander. The status of this report will be documented in COMSTAT by the Support Services Commander.

21. Grievances must be resolved within twenty-one (21) days of receipt and acknowledgment by deputy.

PROCEDURE II – Grievance Appeals

1. The inmate may appeal the decision to the Jail Division Chief, or designee, in writing within five (5) days. An employee receiving an appeal will forward it to their supervisor without delay.

2. The supervisor will record the appeal in the Supplemental Narrative tab for that Grievance IR in Tiburon.

3. The Division Chief, or designee, will review all documentation and render a decision within ten (10) working days. This will be recorded in the Supplemental Narrative tab for that Grievance IR in Tiburon using the GAPL for Incident type.

4. The Division Chief, or designee, will advise the inmate of his or her findings by printing and forwarding a copy of the full Summary IR.

PROCEDURE III - Processing Violations of Established Policy, Procedures and Statutes

1. If during the course of the investigation a supervisor determines that an employee has possibly violated a policy, procedure, or statutory law, this will be discussed with the employee's Commander and/or Division Chief.

2. The Commander or Division Chief may direct the supervisor to complete an Allegation of Employee Misconduct form and initiate the procedures listed under Sheriff's Office policy 318 - Internal Affairs.

PROCEDURE IV- Multiple/Repetitive Grievances

1. In the event that an inmate files multiple or sequential unfounded or frivolous Grievance forms alleging:

    - A violation of policy or procedure:
    - A violation of civil, constitutional, or statutory rights;
    - That criminal or prohibited acts have been committed by an employee or volunteer; or
    - Events and/or conduct that do not constitute Grievances or grievable offenses,

    The responding employee shall reference prior Grievances by number as part of the response to such Grievances.

PROCEDURE V – Multiple "FRIVOLOUS" Grievances.

1. In the event that an inmate file's multiple **"FRIVOLOUS"** grievances within a short period of time, he/she will receive a **"WRITTEN WARNING"** that may include an imposed restriction.

    Definition of "**FRIVOLOUS**"- any grievance which is of little weight or importance, or having no basis in law or fact.

    Restrictions which shall be imposed include:

    - A **WRITTEN WARNING** informing him/her that their grievance privileges could be suspended for filing frivolous grievances and that he or she may receive a Notice of Grievance Restriction limiting him or her to no more than one grievance per calendar month for a specified period.

- **First restriction imposed:** if the inmate continues to file frivolous grievances after receiving the written warning, the inmate may receive a "*Notice of Grievance Restriction*." On first restriction, the inmate will only be allowed to file one grievance per calendar month for the next 60 days.
- **Second restriction imposed;** if the inmate continues to file frivolous grievances after receiving the first restriction, the inmate will only be allowed to file one grievance per calendar month for the next 180 days.
- **Third restriction imposed;** if the inmate continues to file frivolous grievances after receiving the second restriction, the inmate will only be allowed to file one grievance per calendar month for the next year.
- **Fourth Restriction imposed;** if the inmate continues to file frivolous grievances after receiving the third restriction, the inmate will only be allowed to file one grievance per calendar month and this restriction will last indefinitely.

2. In no event shall an employee of the Jail deny an inmate access to grievance forms.

PROCEDURE V – Retention of Grievance Documents

1. All paperwork generated under this policy will be retained in accordance with BCSO Policy 526 and CRS 24-80-103.

By Order of the Division Chief

_____	06/15/2016
Bruce K. Haas	Date

ATTACHMENT A
GRIEVANCE FORM

#2016-01

INMATE GRIEVANCE FORM

As an inmate in the Boulder County Jail, you may submit a grievance if you want to present a complaint regarding:

☐ **1. A violation of policy or procedure.**

☐ **2. A violation of civil, constitutional, or statutory rights.**

☐ **3. Criminal or prohibited acts have been committed by an employee or volunteer.**

Submit this completed form to your module deputy. They will attempt to resolve this issue with you. If they are unable to resolve the issue, this form will then be submitted to the On-Duty Supervisor. Please state your grievance below as it relates to one of the categories listed above. You must clearly state which of the three alleged violations occurred, by whom and when and where did it take place:

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(Use the back side of form if necessary)

Inmate Name: _____ Housing Unit: _____

Deputy/Badge #: _____ Date/Time: _____

Supervisor: _____ Date/Time: _____

Incident Report Number: _____

Worksheet Completed/Worksheet Copy to Inmate: _____

_____

GRIEVANCE APPEAL FORM

As an inmate in the Boulder County Jail, you may submit a grievance appeal if you feel as though your original grievance response did not satisfactorily address or remedy your original grievance as it pertains to one of the following alleged violations as outlined below. Once an appeal has been addressed and answered, no further appeals will be accepted for this same issue.

☐ **1. A violation of policy or procedure.**

☐ **2. A violation of civil, constitutional, or statutory rights.**

☐ **3. Criminal or prohibited acts have been committed by an employee or volunteer.**

Submit this completed form and turn it in to your module deputy. He or she will then sign off on your Grievance Appeal form and return the pink copy of the form to you. The Deputy will then submit your grievance appeal to the On-Duty Supervisor. Per Policy J1303 (Inmate Grievance), all grievance appeals must be submitted within 5 days of receipt of the original grievance response. ***You must reference the original grievance # and write it on the # line shown above.***

_____
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(Use the back side of form if necessary)

Inmate Name: _____ Housing Unit: _____

Deputy/Badge #: _____ Date/Time: _____

Supervisor: _____ Date/Time: _____

Incident Report Number: _____

Worksheet Completed/Worksheet Copy to Inmate: _____

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SEXUAL VICTIMIZATION**

NUMBER: **13-01-04**

EFFECTIVE DATE: **November 16, 2007**

POLICY: It is the policy of the Boulder County Jail to follow the guidelines set forth by the Prison Rape Elimination Act of 2003 (PREA).

SOURCE:

Prison Rape Elimination Act of 2003
A.C.A. Standard 4-ALDF-4D-22
A.C.A. Standard 4-ALDF-4D-22-1
A.C.A. Standard 4-ALDF-4D-22-2
A.C.A. Standard 4-ALDF-4D-22-3
A.C.A. Standard 4-ALDF-4D-22-4
A.C.A. Standard 4-ALDF-4D-22-5
A.C.A. Standard 4-ALDF-4D-22-6
A.C.A. Standard 4-ALDF-4D-22-7
A.C.A. Standard 4-ALDF-4D-22-8

PROCEDURE I – Inmate Orientation to PREA

1. As a part of Inmate Orientation (Policy 16-01-03), all new inmates entering the Boulder County Jail will attend the Inmate Orientation the day following their arrival to the jail.

2. The Prison Rape Elimination Act information will be presented as a part of the inmate orientation.

3. The orientation will include information that the inmate will receive advising them what to do and how to report an incident of sexual victimization.

PROCEDURE II – Reporting an Incident

1. It will be the responsibility of the individual inmate to report any sexual abuse/assault, vulnerabilities or tendencies toward acting out with sexually aggressive behavior by other inmates, to a staff member. If the inmate is

uncomfortable reporting the situation to operations staff, they may report directly to the medical staff.

2. The first Deputy notified or arriving on scene of a reported sexual assault should:

   A. Ensure that any immediate medical care is provided.

   B. Immediately notify the On-Duty Supervisor (ODS) of the nature of the incident. The ODS shall respond immediately, assess the situation, contact Detectives if needed and notify the On-Call Commander.

   C. The Deputy will take control of the situation to prevent injury to staff members or the inmate by the perpetrators. Move the inmate to a safe location and follow instructions of the medical staff.

   D. Secure areas where assault is alleged to have occurred and treat as a crime scene.

   E. Direct attention to life/safety matters, using appropriate first aid measures.

   F. Update Master Control and advise of further assistance needed.

   G. At the completion of the incident prepare all reports assigned by the ODS.

PROCEDURE III - Protection of the Crime Scene

1. Immediately separate and isolate and continuously observe the perpetrator until a Detective can see them.

2. Protect all areas where physical evidence exist, lock down inmates and secure the crime scene.

3. The scene should be preserved exactly as found, unless there is evidence that cannot be protected or secured without compromising the safety and security of the facility. Take custody of physical evidence, which cannot be secured, and retain it in your possession until it can be transferred to the Detective.

4. Observe all conditions, events and remarks and record them for your report.

By Order of the Division Chief

Signed by _____ ____11/13/07____
Larry R Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE RULES AND DISCIPLINE**

NUMBER: **J1401**

EFFECTIVE DATE: **August 22nd, 2016**

POLICY: It is the policy of the Boulder County Jail to establish inmate rules to ensure that we operate the jail in a safe, secure, and healthy manner. These rules are accompanied by behavior management and disciplinary procedures that promote recognized standards and all constitutional rights accompany these rules. Staff is encouraged to use progressive disciplinary measures whenever possible.

DEFINTIONS:

Behavior Management Action is a short term (may not overlap shifts) intervention imposed by a Jail staff member to restore order and safety when an inmate's behavior is escalating such that it may create a larger disturbance or disruption of a Jail activity. These actions may include lockdown for a period of several minutes up to the duration of the shift for the staff member imposing the sanction. These actions must be approved by the On-Duty Supervisor (ODS) and must be documented in a Tiburon Worksheet entry.

Module Restriction is similar to Level 2 (see Boulder County Sheriff's Office Jail policy J1703 procedure I, step 2) and may be imposed by disciplinary sanction. This sanction places restrictions on an inmate's daily unlock time for a designated period of time.

INFORMATION: These inmate rules are also included in the Boulder County Jail Inmate Rules Document and posted in each dayroom. Inmates are expected to familiarize themselves with this information. Jail employees will assist inmates with this, as needed.

<u>Major Rules: Class I</u>

1. Interfering with jail security.
2. Any violation of state law that classifies as a Felony or federal law.
3. Having a weapon, chemical agent, or other object made to be a weapon, or altered to be a weapon.
4. Refusing to perform jobs when told by staff.

5. Setting off a fire, panic, or other types of alarms.
6. Defecating, urinating, or otherwise discharging bodily fluids in a manner to harass or offend another person, or destroy County property.
7. Tampering with locks or other security equipment.
8. Sexual contact or attempted sexual contact with another person.
9. Damage to jail property in value of excess $100.

Major Rules: Class II

1. Fighting.
2. Disrupting jail security.
3. Any violation of state law that classifies as a misdemeanor.
4. Disobeying, or refusing to obey a jail employee.
5. Possession of contraband.
6. Tattooing, possessing tattooing materials, tattoo magazines, or altering items to make tattoos.
7. Violation of Inmate Worker contract.

Major Rules: Class III

1. Any violation of a County resolution, or municipal ordinance.
2. Arguing with a jail employee.
3. Smoking any substance or use of any tobacco products.
4. Having, making, or working with someone else to make or attempting to make an alcoholic drink.
5. Removing any food and food items from Food Service without authorization.
8. Failure to comply with procedure for medication dispensation.
9. Possession of sexually explicit materials.
10. Gambling
11. Making racial, ethnic or sexual slurs.
12. Attempting to control the actions of others through force, threats, or other means.
13. Repeated Minor Rule violations (must be approved by the ODS).
14. Removing, tampering with, or damaging a wristband issued by the jail for identification.
15. Abusing mail system

► PENALTIES FOR MAJOR RULE VIOLATIONS:

1. Housed in Disciplinary for 1-60 days.
2. Privileges connected to the violation suspended for 1-15 days.
3. A classification change.
4. Loss of good time – Class I 46-all, Class II 16-45 days and Class III 5-15 days.
5. Loss of earned time regardless of current housing.

6. Housed as Module Segregation for 1-7 days
7. 1-30 days Module Restriction (module restricted unlock time.)

► MINOR RULES:

1. Lying to jail staff.
2. Communicating with someone outside on jail property.
3. Entering another inmate's room, or allowing others in your room.
4. Disrupting a jail activity.
5. Having an item not on the incoming material's list or one not approved by a supervisor.
6. Hoarding items in excess of allowable cell contents.
7. Covering, deflecting, or blocking vents and/or windows.
8. Covering light fixtures
9. Attaching anything to cell walls/fixtures
10. Placing foreign things in toilets, sinks, or drains.
11. Writing or marking on walls, ceilings, doors, furniture, floors, or windows.
12. Talking in the halls without the approval of jail personnel.
13. Carrying food or drink in hallways.
14. Keeping perishable food products off food trays in your room.
15. Disruptive noise, such as arguing, shouting, whistling, rattling, banging, or pounding.
16. Horseplay, teasing, or harassing other inmates, jail personnel or volunteers.
17. Failure to obey visitation, telephone, recreation, or other program rules.
18. Lingering on the tiers and stairs.
19. Failure to stay clean, including not changing laundry, or failure to shower daily.
20. Entering or leaving a module, entering a workstation, or restricted area without permission.
21. Communicating with or passing an item to someone not assigned to your module without staff permission.
22. Uniform.

    You must:

    - wear a full uniform (underclothes, t-shirt, uniform shirt and pants, socks, shoes) when outside of your assigned room, except for recreation
    - roll or cuff pants that are too long so that only the top of the shoe is exposed
    - wear gym attire (shorts/sweats/t-shirt) only 30 minutes before and after Recreation time
    - not leave uniforms in the dayroom
    - wear assigned shoes, or shoes purchased from commissary, while inside your assigned module

None of the following are permitted:

- wearing shower shoes in the module dayroom (unless coming/going to the shower/or approved by medical)
- alter any clothing without jail approval
- "sagging" (a slang word used to describe the wearing or pants lower than designed)
- pants may not drag on the ground
- cut socks, T-shirts, or other jail property to make arm bands, head covering, or other unapproved uses
- wear socks outside pants
- wear towels or other headgear such as turbans
- wear shoes in a way not designed to be worn (folding tops down, etc.)
- wear oversized clothing, unless issued by the jail
- conceal hands inside or under the uniform

23. Failure to keep rooms and common areas clean.
24. Touching the property of a roommate without permission in double-bunked rooms.
25. Failure to close and lock swinging room doors when leaving a module.
26. Placing or resting feet or shoes on furniture, unless authorized for medical reasons.
27. Moving furniture without permission.
28. Passing unauthorized items to an inmate in lockup.
29. Pushing intercom buttons activated in Master Control, except Inmate Workers moving from building to building for work assignments.
30. Bartering, coercing or forcing another inmate to exchange, swap or trade a personal or jail issued item.

► PENALTIES FOR MINOR RULE VIOLATIONS:

1. Verbal or written reprimand.
2. Lockup for 1-23 hours.
3. Module Segregation for 1- 3 days.
4. Loss of Privileges for 1-7 days.
5. 1-14 days Module Restriction (module restricted unlock time.)
6. Any minor rule violation may be changed to a major rule violation if an On-Duty Supervisor (ODS) approves it.

SOURCE: None

PROCEDURE I - Major Rule Violations

1. When Major Rule violations occur employees will take whatever immediate action is necessary to stabilize the situation. If necessary, the employee will request additional help.

2. The ODS will respond to the scene and determine if emergency action is necessary. If needed, Incident Command (IC) will be initiated.

3. The employees and/or ODS will determine if a crime scene exists. If so, the scene will be secured and the ODS, or designee, may contact the Operations Division for a Detective, the on-call Commanders on weekends, and the Jail Division Chief, depending on the nature of the crime.

4. If the rule violation is also a violation of the Colorado Revised Statutes, the ODS, on-call Commander, and/or Jail Chief will determine if criminal charges are to be filed.

5. If a violation of the Colorado Revised Statutes is committed, the ODS, a Deputy Sheriff, or Corrections Deputy Sheriff, will read the inmate his or her Miranda rights.

6. The ODS will determine if an immediate move to Disciplinary status is required. If Prehearing Segregation for a person awaiting a disciplinary hearing is required, the ODS will assign as many officers as needed to escort the inmate to a Disciplinary room. If there is not a Disciplinary room available, the ODS may house a male inmate in Special Management or the Intake Sub-Dayroom. If a female inmate is involved, the sub-dayroom there may be used.

8. If we are not moving the inmate to the Disciplinary Module, the ODS will determine if the inmate should be placed in disciplinary lockdown in his or her current room.

8. The ODS will direct the employee(s) witnessing the alleged violation and any other jail employee(s) involved to complete Incident Reports (IR) and/or Crime Reports (CR) in accordance with Boulder County Jail Policy J923.

9. The deputy responsible for completing the Incident Reports (IR) and or Crime Reports (CR) will also complete a “Jail Rule Violations Form” and immediately give the inmate(s) a copy of this form.

10. The ODS will ensure that the IR written by the employee includes a request for a Disciplinary Hearing.

11. The inmate being referred to a Disciplinary Hearing will be provided with a copy of the IR and the Inmate Disciplinary Hearing Notice.

12. The ODS will initiate a Hearing File and forward it for Mediated Sanctions, or Disciplinary Investigation.

13. The Mediated Sanctions, or Disciplinary Hearing process will then be started. (See J1402, Disciplinary Hearings)

PROCEDURE II - Processing Minor Violations

1. An employee who witnesses or learns of a minor rule violation will review the incident and circumstances and decide what sanctions(s) are to be imposed against the inmate. The sanction(s) must be approved by the ODS. Sanctions may include:

    a. a Behavior Management Action, documented in a Tiburon Worksheet entry, that may include a period of lockdown (not exceeding the duration of the shift of the staff member imposing the action), early conclusion of a Time Out period, Jail Program, visit, or other scheduled event, or assignment of a special task designed to repair, clean, or restore the area involved in a disturbance. Any Behavior Management Action Worksheet entry will be titled “BMA” in the Worksheet/Bio tab Description field (no other wording will be added in this field.)

    b. verbal and/or written reprimand in the form of an Incident Report. . The information should also be noted in the inmate's Tiburon Worksheet.

    c. disciplinary lockdown from one to twenty-three hours or module segregation of 1-3ays.

    d. suspension of privileges (i.e., phone calls, visiting, recreation, or library time) of one to seven days, based on the severity of the violation and subject to the approval of the ODS.

2. If the employee is uncertain what sanction they should administer, he or she will contact the ODS for assistance.

3. The Deputy will first complete the “**Jail Rule Violations form”** and will immediately give a copy of it to the inmate. The employee will then complete an (IR) showing the rule violation(s) and sanction(s) and forward copies to the ODS. After approving the IR the ODS ensure that the inmate receives a copy of the report.

4. The employee will note the violation(s) and subsequent sanction(s) in the inmate's Tiburon Worksheet.

6. The ODS will inform the oncoming shift of the inmate's name and the sanction(s) imposed during their briefing.

6. If the inmate disagrees with the disciplinary action taken, see Procedure III.

PROCEDURE III - The Minor Rule Violation Appeal

1. An inmate who disagrees with a sanction imposed on him or her by an employee may request that a Minor Rule Violation Appeal Process be held. The request should be in writing and directed to the Support Services Commander, or Operations Commander. **All lockdowns will be held in abeyance if an appeal is requested.**

2. The Support Services Commander, or designee, will review the IR and other pertinent information to determine if the sanction was proper. Appeals must be based on one or all of the following:

   a. Did the disciplinary process follow the jails procedures regarding inmate discipline?

   b. Was the decision of the employee/ODS based on substantial evidence?

   c. Was the discipline imposed proportionate to the offense committed?

3. If the Support Services Commander, or designee, decides that the inmate does not have a reasonable basis to appeal the sanction, he or she will inform the inmate of this within seventy-two hours of receiving the request.

4. If the inmate disagrees with the Support Services Commander, or designee, he or she may appeal the decision to the Division Chief.

5. The Division Chief will respond to the inmate's appeal within five days.

6. If the Support Services Commander decides that the inmate has grounds to challenge the sanction(s), he or she will inform the inmate that they will hold a Minor Rule Violation Hearing.

7. The Support Services Commander, or designee, may obtain written voluntary statements from the inmate, other inmates who were present during the incident, and other employees involved.

8. The Hearing will be conducted within seven days, or when the investigation is complete.

9. At the conclusion of the hearing, the inmate will be informed of the decision and escorted back to the module.

10. The Support Services Commander, or designee, will document these findings by making an entry in the Tiburon IR “Hearings” tab for the inmate.

11. If the Support Services Commander, or designee, determines that the sanction imposed was appropriate, and the inmate disagrees with the decision, the inmate may appeal the decision to the Division Chief.

12. The Division Chief or designee will respond to the inmate within five business days.

13. If the Support Services Commander, or designee, determines that the sanction(s) imposed was inappropriate, he or she will inform the employee who imposed them, as well the employee's supervisor of the decision.

14. Copies of the IR detailing the minor rule violation will be removed from the inmate's files.

By Order of the Division Chief

_____	08/22/2016
Jeff Goetz	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DISCIPLINARY HEARINGS**

NUMBER: **J1402**

EFFECTIVE DATE: **April 7, 2015**

POLICY: It is the policy of the Boulder County Jail to employ a system of inmate discipline that serves to protect the public, inmates, and employees. The jail maintains order through the impartial use of rules and regulations and hearing procedures consistent with correctional and case law standards.

SOURCE:

Wolf v. McDonnell, 418 U.S. 539(1974)
Sandin v. Connor, 515 U.S. 472(1995)
Colorado Revised Statute 17-26-109
Colorado Revised Statute 17-26-110

INFORMATION: This policy allows for a maximum of sixty (60) days in Disciplinary Segregation, which is not considered an "atypical or significant hardship" under current case law. If the inmate is not losing good time, does not face the possibility of losing good time, is not moved to a new housing assignment where they will not be eligible for greater earned time, or agrees voluntarily to forfeit good time, we will conduct no disciplinary hearing. The investigating supervisor will impose an appropriate sanction.

The Commanders, Building C Sergeant, or designee, will conduct a Disciplinary Hearing when an inmate has earned any good time, is earning good time, and faces the possibility of losing any portion of that time. We will also conduct hearings if the inmate faces the possibility of being reclassified and placed in a housing unit where they are no longer earning good time.

PROCEDURE I - Placement in Disciplinary

1. An inmate violating a major rule and considered a danger to the safety and security of the facility may be placed in Disciplinary on Prehearing Segregation upon authorization of a jail supervisor.

2. If the inmate is not considered a danger to the facility, the supervisor may decide to leave them in their current Module or move them to another housing unit (not to include Intake.)

PROCEDURE II – Inmate Disciplinary Hearing Notice/Mediated Sanctions

1. When a supervisor receives an Incident Report (IR) requesting a Disciplinary Hearing, the supervisor will review the report to determine:

   A. Is a Hearing necessary.

   B. If a Hearing is necessary, the supervisor may negotiate with the inmate to impose a Mediated Sanction. This could include a verbal or written warning, shift lockdown, 23-hour lockdown, one to seven days' module segregation, 1-30 days in disciplinary segregation, loss of privileges related to the violation for 1-15 days (i.e., library, program attendance, etc.), a classification change, and voluntary forfeiture of good time.

2. If a Mediated Sanction is reached, the supervisor will list the sanctions on the Inmate Disciplinary Hearing Notice Form under section IV, Mediated Sanctions. The supervisor and inmate will sign the form, indicating agreement with the sanctions. By accepting the mediated sanctions the inmate waives any right to an appeal and further hearing. The supervisor will note this in the Tiburon IR "Hearings" tab section of the IR. The remaining paperwork will be processed as described in steps 10 and 11 of Procedure IV of this policy.

3. We will provide a copy of the Inmate Disciplinary Hearing Form to the inmate that includes the Mediated Sanctions.

4. Alternative Sentencing Program Supervisors are authorized to negotiate Mediated Sanctions in accordance with steps 1 – 3 of this procedure. The Alternative Sentencing Sergeant will countersign any Mediated Sanction reached by Program Supervisors.

5. If a supervisor reviews a request for a Disciplinary Hearing and determines that mediated are not appropriate, they will investigate according to the following procedure.

PROCEDURE III - Investigation of Major Rule Violations

1. The investigation of a major rule violation requiring a Hearing will begin no later than the day following receipt of a Inmate Disciplinary Notice Form, excluding weekends and holidays. The supervisor approving the Incident Report will generally conduct the investigation. If that supervisor will not

be available to conduct the investigation, the Shift Commander will designate another supervisor.

2. The Jail Division Chief, or designee, may replace a sergeant who might serve as the investigator or any sergeant(s) involved in the incident.

3. The investigating supervisor will review all IR's and Crime Reports related to the incident.

4. They will ensure that the accused inmate receives copies of all IR's related to the incident, excluding those that might jeopardize another inmate's safety.

5. The supervisor will interview all inmates and other witnesses involved. The investigating supervisor will request that they complete Voluntary Statement forms. The inmate under investigation may request that the investigating supervisor interview specific inmates or jail employees before any Hearing.

6. If the inmate is accused of a violation that is a statutory law violation and the Jail is filing charges, the investigating supervisor will read the inmate his or her Miranda rights prior to interviewing them.

7. The investigation must be completed within five (5) working days after it is assigned to an investigating supervisor, excluding weekends and holidays.

8. The investigating supervisor will review all reports and statements completed and summarize his or her findings in a supplement to the IR. The Hearing Officer will conduct the Hearing within five (5) days after the completion of the investigation, excluding weekends and holidays.

9. The inmate may request an extension, in writing, if they need more time to prepare a defense. The investigating supervisor and the inmate will agree on the time needed.

10. The investigating supervisor will ensure that the inmate was served the Inmate Disciplinary Hearing Notice.

11. If the inmate waives the right to be present at the Hearing, they will so indicate by signing the appropriate area on the Hearing Notice form. If the inmate refuses to sign the form, the investigating supervisor will note the refusal on the form.

12. When the investigating supervisor has completed the investigation, he or she will place all documents related to the incident in the Hearing File and forward it to the Disciplinary Hearing Officer. (Typically, the Hearing

Officers will be the Operations Day or Night Teams Commanders. Incidents occurring at night will be referred to the Day Teams Commander and incidents occurring during the day will be referred to the Night Teams Commander. The Alternative Sentencing Sergeant or Commanders will conduct hearings for inmates assigned to Alternative Sentencing.)

PROCEDURE IV - The Disciplinary Hearing Process

1. The Disciplinary Hearing Officer will review all information in the file before the Hearing.

2. If the inmate has waived the right to be present at the Hearing, the Hearing Officer will conduct it at a place of his or her choice.

3. If the inmate attends the Hearing and wants witnesses called, the Hearing Officer will call them at his or her discretion. The Hearing Officer may return any inmate or witness becoming disruptive during a Hearing to their module.

4. If a witness is not called or refuses to testify, the Hearing Officer will document this in the Tiburon IR "Hearings" tab section of the IR and indicate the reason they did not call the witness or the witness did not testify.

5. If the Hearing Officer feels that the inmate cannot properly prepare and present a defense, he or she may appoint someone to help the inmate.

6. The Hearing Officer will consider the following factors:

   A. Literacy

   B. Complexity of the issues, combined with the inmate's overall intelligence and mental/emotional status

   C. Inmate's housing location (in Disciplinary and unable to collect information for a defense, etc.)

   D. Inability to speak English

7. The Hearing Officer will begin the Hearing by presenting the charges and evidence against the inmate.

8. The inmate, or assistant, may present verbal and/or written evidence. The Hearing Officer may ask questions of anyone attending the Hearing.

9. The Hearing Officer will consider all available evidence and information and make one of the following decisions:

A. No major rule violation was committed.

B. No major rule violation occurred; however, a minor rule violation was committed and he or she may impose a minor rule violation sanction.

C. The inmate committed the alleged major rule violation and the Hearing Officer may impose the following disciplinary sanctions:

i. One to sixty (1-60) days in Disciplinary Segregation

ii. One-to-fifteen (1-15) days loss of privileges, appropriate to the major rule violation

iii. Impose or continue a classification level change

iv. Loss of any good time granted by the Sheriff's Office

a. According to Colorado Revised Statute 17-26-109 - Deductions of time - Every person who is sentenced to and imprisoned in any county jail of this state or to pay a fine and costs or either or all thereof and who performs faithfully the duties assigned to him during his imprisonment therein is entitled to a deduction from the time of his sentence of two days each month. IF ANY SUCH PERSON ESCAPES OR ATTEMPTS TO ESCAPE FROM THE COUNTY JAIL, HE SHALL FORFEIT ALL DEDUCTIONS FROM THE TIME OF HIS SENTENCE WHICH HE MAY HAVE BEEN ENTITLED TO UP TO THE TIME OF THE ESCAPE OR ATTEMPT AT ESCAPE, AS PROVIDED FOR IN THIS SECTION.

b. According to Colorado Revised Statute 17-26-110 - Forfeiture of good time - In case any such person in the county jail is guilty of willful violation of any of the rules or regulations of the jail and is entitled to any deductions from the time of his sentence by the provisions of section 17-26-109, he shall forfeit the right of such deduction, the violation to be determined by the sheriff of the county in which such jail is situated.

v. Written warning.

10. The Hearing Officer will complete an entry in the Tiburon IR “Hearings” tab for the inmate on the day of the Hearing, and the Inmate Disciplinary Hearing Notice reflecting his or her decision. Copies of the Hearing Notice will be forwarded to the inmate, and the Corrections Program Coordinator, who will record some basic data. The Hearing File will be placed in the inmate’s Classification File.

11. If the inmate has been found guilty of a major rule violation and the sanction includes time in Disciplinary, the Hearing Officer will see that the inmate’s housing is changed if they are not already on disciplinary status.

    A. If Good Time is lost or the inmate has a change in housing assignment, the Corrections Program Coordinator will recalculate the inmate’s release date and record that information in accordance with Boulder County Jail policy J1606.

13. The Hearing Officer will make a note of the not guilty finding in Tiburon on the original IR.

14. The Hearing Officer will direct Classification to move the inmate to his or her previous Module when space is available.

15. If an inmate wishes to appeal the decision of the Hearing Officer, they must do so in writing within five (5) days. The appeal will be forwarded to the Jail Division Chief and state the basis for the appeal.

16. Appeals must be based on one or all of the following:

    a. Did the disciplinary process follow the jails procedures regarding inmate discipline?

    b. Was the decision of the Hearing Officer based on substantial evidence?

    c. Was the discipline imposed proportionate to the offense committed?

17. The Jail Division Chief will review the Disciplinary Hearing file to decide if the sanction imposed was appropriate based on these three considerations. He or she will reply to the inmate in writing within ten days after receiving the appeal, excluding weekends and holidays.

18. The decision of the Jail Division Chief is final and there is no further appeal.

By Order of the Division Chief

Signed by _____ 04/07/2015
Bruce K. Haas Date

INMATE DISCIPLINARY HEARING FORM (J1402)

SECTION I: General Information

Inmate Name: _____ DOB: _____ Booking Number: _____

Incident Report Number: _____ Housing Unit: _____

Date of Incident: _____/_____/_____ Sentenced: ☐ Yes ☐ No

Incident Report Date and Time: _____/_____/_____ at _____hrs.

Incident Report given to Inmate: _____/_____/_____ at _____hrs. Staff # _____

Pre-Disciplinary Action Taken:

☐ Moved to: _____ ☐ Locked down Pending Hearing

☐ Referred to Hearing with no action taken

Incident Rule Violation (s):

☐ Major Rules: _____

☐ Repeated Minor Rule (s):

☐ Sentenced Inmates: Failure to Participate in Work or Programs

☐ Sentenced Inmates: Removed from Alternative Sentencing Program

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SECTION II: Mediated Sanction(s) **Date and Time**: _____/_____/_____ at _____hrs.

As part of this Notice of Hearing process, you may choose to waive your attendance at the hearing and agree to a Mediated Sanction. The agreed upon sanction may be imposed by the Deputy/Sergeant providing this notice. By accepting the Mediated Sanction you waive any right to an appeal of this decision. **Good time may be impacted by sanction or housing assignment.**

Do you wish to participate and agree to a Mediated Sanction? ☐ Yes ☐ No

Mediated Sanction Offered:

Inmate Signature:

X _____

Deputy/Sergeant Signature:

X _____

SECTION III: Investigation

Inmate Section

You are being formally advised that an Inmate Disciplinary Hearing will be conducted on or about _____/_____/_____. The purpose of this hearing is to determine if your actions are in violation of the Inmate Rules as posted in the Inmate Handbook, Jail Policy, or other forms of announcements. The Disciplinary Hearing Officer will determine the appropriate sanction to impose based on Jail Policy J1401.

Did you receive a copy of the Incident Report? ☐ Yes ☐ No

If not, was a copy of the Incident Report provided during this notice? ☐ Yes ☐ No

Deputy/Sergeant Section

As the Deputy/Sergeant assigned to this Hearing process, I will conduct an investigation as to what occurred in this Incident. This investigation may include reviewing any documented reports, talking with the involved staff, review of your Inmate Worksheets, and getting statements from inmates who had direct involvement with or were witnesses to the incident. The Hearing Officer may or may not choose to speak with any individuals involved with this incident. Are there any inmates who you would like statements from who were directly involved with or witnesses to this incident? ☐ Yes ☐ No

Name (s): _____

Do you require the aid of a staff representative or Interpreter? ☐ Yes ☐ No

Do you wish to waive your right to 24 hours of advanced notice? ☐ Yes ☐ No

Do you wish to waive your right to appear at this hearing? ☐ Yes ☐ No

Investigating Deputy/Sergeant: _____

Date notice served: _____/_____/_____

Date Investigation COMPLETED: _____/_____/_____

SECTION IV: Disciplinary Hearing Officer Section

Description of Rule Violation(s):

Inmate testified at hearing: ☐ Yes ☐ No Why Not?

Witness testified at hearing: ☐ Yes ☐ No Why Not?

Sanction Imposed and Reasons

Found in Violation:

Sanction(s) Imposed:

Comments:

Hearing Officer Name/Number: _____

Date and Time of Hearing: _____/_____/_____ at _____hrs.

BOULDER COUNTY JAIL
Administrative Segregation Notification

Inmate's Name _____ Incident No _____

_____ _____
Disciplinary Hearing Officer Date

You have been placed on Administrative Segregation for the safety and security of the Boulder County Jail on this date: _____.

Administrative Segregation 1____
Observation Period for Administrative Segregation Level 1: 10 - 14 days

Administrative Segregation Level 2____
Observation Period for Administrative Segregation 2: 14 days

In order to be considered for removal from this status you must comply with all jail rules daily. If you comply and do not cause behavior problems for staff you will be considered for removal to the next level of classification as appropriate. The Jail Management Team reviews the status of inmates housed on Administrative Segregation status each week.

Inmate's Signature: _____Date: _____

Boulder County Jail 01/15

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PERSONAL VISITS**

NUMBER: **J1501**

SOURCE: **20th Judicial Administrative Order 03-108**

EFFECTIVE DATE: **December 4, 2013**

POLICY: It is the policy of the Boulder County Jail to allow inmates to continue connection with their family, friends, and the community through personal visits, while maintaining the security of the facility. All judicious steps will be taken to preserve the safety and security of employees, contract workers, visitors, volunteers and inmates.

DEFINITIONS:

Contraband: Any item that an employee, contract worker, visitor, volunteer or inmate is prohibited by statute, policy, practice, or rule from acquiring or possessing, is not specifically authorized to obtain or possess, or has not received prior approval to bring into the jail or receive.

Contract Worker: Anyone employed under contract to the Boulder County Jail to provide services for a specified period of time.

Crime Report: A report used to document a criminal incident and to identify criminal charges.

Module: A living unit, containing from 15 to 48 cells clustered around a dayroom. Each module has an adjoining or interior Officer Work Station.

Movement Log: A one-page form usually kept on the module clipboard. Module Deputies record the inmate's name, cell assignment, destination, departure and return times from the housing area. Teams C or D Module Deputies initiate a new log at the beginning of their shifts and it is continued by the Teams A & B.

ODS: On-Duty Supervisor.

Officer Work Station (OWS): A secure work area that contains the control panels for the modules where it is located.

Pat Search - A thorough search that will entail the removal of outer protective clothing, i.e.,

coats, jackets, sweaters, or like clothing, to conduct a physical search of an inmate, or visitor coming into the facility. A pat search does not involve disrobing. If the pat search is being conducted on a visitor, it should include books, briefcases, papers, or other containers being brought in. Male inmates may be searched by a deputy of either sex; however, female inmates may only be searched by a female deputy. Cross-gender pat searches are authorized if there is an immediate security concern or imminent emergency.

Pat Search Consent Form: A form used to document a visitor's written consent to be pat searched.

Reasonable Suspicion – Articulable facts and circumstances that support a reasonable inference by an jail employee, volunteer, or contract worker that a person is involved in, or attempting to participate in criminal acts or other prohibited activity.

Security Visit: A visit that occurs between an inmate and a visitor during which they are separated by a physical barrier and communicate via telephone.

Video Visit: A visit, from a remote site, or on-site at the Jail, where the visitor and inmate communicate using the Jail's video visitation system. This system charges the visitor for each remote use.

Visitation Deputy: A jail deputy assigned to conduct visits.

Visitor Tag: A laminated card with a clip that is to be attached to the clothing of a visitor and conspicuously displayed. This visitor tag signifies that the person has been cleared and signed in by Reception.

Volunteer: Anyone approved by the jail to provide services without compensation after attending a volunteer orientation class.

INFORMATION:

- Information regarding visitation will be made available to new intakes during the daily inmate orientation.

- Visitation is considered a privilege, not a right; therefore, we may deny entry into the Visitation Room of any person believed to be a threat to the safety, security and good order of the jail, not complying with the dress code, or other reasonable cause, as determined by the jail.

- Only five (5) security visits are allowed in the Visitation Room at once.

- Up to three (3) video visits may be allowed in the Visitation Vestibule at the discretion of the ODS.

- Security Visits will not exceed thirty (30) minutes in duration, so that subsequent visits are conducted in a timely manner. Video visits will not exceed thirty (30) or forty-five (45) minutes based on the housing location of an inmate.

- Inmates may be eligible for up to one (1) Security visit per week. Only two (2) visitors per inmate are allowed in the visitation room at once and minor children under eighteen (18) years of age must be accompanied by a parent or legal guardian. If the minor child has not been emancipated by court order and cannot provide evidence of such, the parent or legal guardian must be able to provide a Birth Certificate, Power of Attorney, or other court document granting guardianship.

- Inmates become eligible for Video Visitation after being in the facility more than twenty-four (24) hours and may receive two (2) Video Visits from the same person per day and no more than ten (10) Video Visits per week.

- Security Visits may be scheduled in person or by calling 303-441-4600, Option 2. Spanish menu is available by pressing Option 6.

- Video Visits may be scheduled by accessing www.icsvideovisit.com on the internet.

- Walk-up Video Visits may be scheduled any time a Receptionist is on duty or at the direction of the On-Duty Supervisor (ODS.)

- No visits will be permitted for inmates serving disciplinary time or module lockdown. The authorizing supervisor will make sure this information is entered into Tiburon and Reception notified, otherwise they will not know to cancel the visit. If an inmate is placed on Disciplinary status or in lockdown after a visit has been scheduled, it will be canceled, unless we are unable to contact the visitor in a timely manner.

- Visitation Rules may be found in Appendix A at the end of this policy.

- Visitors not complying with these rules, or demonstrating disrespect toward Reception or Visitation Deputies, may be denied a visit or suspended from visiting.

PROCEDURE I – Scheduling Personal Visits (Security and Video)

1. Anyone wanting to schedule a personal Security Visit will need to pre-register with Reception prior to visiting an inmate.

2. Reception will use Tiburon to register visitors and record Security Visits.

3. Anyone wanting to schedule a remote video visit using Video Visitation may access www.icsvideovisit.com to schedule the visit.

4. Video Visitation rosters will be printed by night shift Sergeants daily and distributed to the living areas. Deputies will post the rosters in the housing areas. It is the inmates' responsibility to be ready to receive the Video Visit.

5. The suspension of visitation privileges for a particular visitor will not preclude an inmate from having other visitors.

6. A notice will be conspicuously posted in the Public Lobby and the Sheriff's Office public web site advising all visitors of this policy.

PROCEDURE II - Conducting Personal Security Visits

1. Visitors must arrive fifteen (15) minutes early and check in with Reception or the visit is subject to cancellation. Discretion may be used for weather, traffic, or other unavoidable delays. See Procedure I (1) regarding first-time visitors.

2. When visitors arrive and report in, Reception will determine if they have pre-registered and obtain the name of the inmate they are here to visit.

3. Reception will request the visitor's valid photo identification, which must contain a date of birth, and keep it until the visit has concluded. As time permits, Reception will check all visitors for warrants in NCIC/CCIC while they are in the Visitation Room.

4. Reception will access Tiburon and complete the event.

5. The visitor will be directed to place all personal belongings in a locker in the public lobby. Reception may "loan" the visitor a quarter to open a locker if they do not have one.

6. Once all visitors have signed in, Reception will contact the Visitation Deputy and inform him or her of the inmates who have visitors. This will be done by using the number associated with the inmate on the visitation roster for that day.

7. The Visitation Deputy will go to the appropriate housing area, sign the inmates out on the Movement Log, and escort them to the Visitation Room.

8. When ready to commence with visits, Reception will page the visitors waiting in the public lobby, notify Master Control, clear them through the metal detector, give them a visitor tag, and direct them down the hall toward the Outer Visitation Door.

9. If a visitor activates the metal detector, Reception will direct him or her to back up, empty his or her pockets and pass through the metal detector again.

10. If the visitor continues to activate the metal detector, we will use the handheld wand. If Reception feels that we should pat search a visitor, see Procedure IV.

11. Once the visitors have passed through the metal detector and received a visitor's tag, Master Control will open the doors and allow them to enter Visitation.

12. The Visitation Deputy will monitor the visitors and inmates throughout the visit, ensuring that no jail rules are violated.

13. If a visitor behaves inappropriately, the Visitation Deputy may request that he or she leave the Visitation Room and return to Reception. The Visitation Deputy will inform Reception personnel that the visitor is returning to Reception.

14. If an inmate violates a jail rule during a visit, or a visitor is asked to leave, the Visitation Deputy will complete an Incident Report (IR), ensuring that appropriate disciplinary measures are taken.

15. At the conclusion of a visit, the Visitation Deputy will direct the inmates to wait in Visitation and request that Master Control open the Visitation Doors, allowing the visitors to leave.

16. The Visitation Deputy will inform Reception that the visitors are on their way out.

17. Reception will retrieve the visitor tags from the visitors and return their identification to them. He or she will attempt to reclaim the quarter that the visitor borrowed.

18. The deputy will escort the inmates back to their housing area(s) and sign them in on the Movement Log.

19. At the end of the last visit each day, the Visitation Deputy will thoroughly check the Visitation Room for damage and/or contraband.

PROCEDURE III – Metal Detector Screening

1. All visitors to the jail for court related matters, inmate visits or for official business that will take place within the interior of the facility must pass thorough and clear the metal detector screening.

2. Each person must go through the metal detector individually unless a medical issue, such as a pace maker, prevents them from doing so.

3. Items such as belts, watches, keys, coins and other items which can set off the metal detector are to be removed and placed in the tray near reception. These items are subject to inspection if contraband is suspected.

4. No purses are allowed for any reason. Brief cases will be searched for contraband.

5. Hats are not allowed to be worn in the facility and courtroom unless it is a religious practice.

6. Weapons of any kind are forbidden. Person(s) in violation of this policy may be detained and subject to prosecution. Exceptions are law enforcement professionals entering the courtroom on official business and in accordance with 20th Judicial District Administrative Order 3-108.

7. Attorneys are allowed to have cell phones if they are visiting for court appearances only and they must be set on silent mode. No cell phones are allowed in the interior of the jail.

8. Lap tops or tablets are allowed for the convenience of the attorney or other professionals, with the understanding that the inmate is not allowed to have access. No photos are to be taken without permission of the Jail Division along with a signed waiver from the inmate.

9. No food, beverages, or gum is permitted in the court room or the interior of the jail.

10. If any special needs for screening arise, the ODS will be notified and they will make an assessment of the situation and determine any exceptions from this process.

PROCEDURE IV - Pat Search of Visitors

1. If Reception has reason to believe, or has information, that a visitor may be concealing a weapon, drugs, or any other contraband items, they will instruct the visitor to return to the lobby and immediately notify the On-Duty Supervisor (ODS).

2. The ODS will respond to Reception and assess the situation. If a pat search is necessary, the ODS will obtain the visitor's consent in writing. If the visitor refuses to be searched, they will not be allowed to visit that day and further visits may be suspended.

3. If the ODS does not feel a pat search is necessary, he or she will allow the visitor into the facility without being searched.

4. All pat searches will be conducted outside the security perimeter of the Jail and out of public view.

5. If any contraband items are discovered during a pat search, which could result in criminal charges, the ODS will cancel the visit, detain the visitor, and designate an employee to initiate criminal charges.

6. Any illegal items found are subject to immediate confiscation. The employee finding the item(s) will handle it as evidence. Proper procedures for processing evidence and maintaining the chain of custody will be followed.

7. Any items considered contraband by jail standards, but not illegal in nature, will be secured in a locker in the Lobby.

8. The ODS will advise the visitor that they are suspended from visiting in the jail until we have investigated the incident and the visitor has obtained approval from the Jail Division Chief, or designee.

9. The ODS will inform the visitor what types of items we do not allow into the facility and that we may suspend visitation privileges, if he or she attempts to bring contraband items into the facility again.

10. The ODS will then allow the visitor into the Visitation Room.

11. If a pat search was conducted, the ODS will file the Pat Search Consent Form in the Booking File of the inmate being visited.

12. If a search was requested and/or conducted, an IR will be completed, and a Crime Report, when necessary.

PROCEDURE V – No-Show Visitors

1. Due to the limited number of visitation opportunities, no-show visitors can cause others the potential loss of a visit. Therefore, as time permits, Reception personnel will check visitation records for repeat no-shows by scanning the records each day for the previous day to determine who is not showing up.

2. If we determine that a visitor has established a pattern of not showing up, the following sanctions will be imposed.

    a. Upon the third incident, the visitor will be suspended from visiting for fifteen (15) days.
    b. After the fourth incident, the visitor will be suspended for thirty (30) days.
    c. Any subsequent no-show by that visitor will result in an indefinite suspension of visitation privileges for them.

3. The suspension of visitation privileges for a particular visitor will not preclude an inmate from having other visitors.

4. A notice will be conspicuously posted in the Public Lobby advising all visitors of this policy.

PROCEDURE VI – Conducting Video Visitation

1. Master Control is the designated station that will initiate and start the Video Visits. The computer connections for Visvox will be part of the Master Control operator's duties. They will initiate the video visits using the computer connected with the visitation system located in Master Control.

2. Video visits can be monitored in the Commanders Office and Master Control.

3. While it is the inmates' responsibility to be ready for their Video Visit, Deputies will ensure those who are locked down, due to split lock-downs, are out of their cells in time for their visit.

By Order of the Division Chief

_____Signed by_____ _____ _____12/04/13___ _____
Bruce K. Haas Date

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APPENDIX A

BOULDER COUNTY JAIL
VISITATION RULES

Visitation is a privilege, not a right. The Boulder County Jail reserves the right to deny entrance to the facility to any persons believed to be a threat to the safety, security, and good order of the jail.

These rules will be posted and made available to visitors and inmates.

1. At least one visitor entering the Visitation Room for each inmate must be eighteen (18) years of age or older. A parent or legal guardian must accompany those under eighteen, unless it is pursuant to a valid court order. Emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

2. The victim of a sex crime may not schedule a visit (Security or Video) with the inmate alleged or convicted of perpetrating the sex offense against them. The only exception will be if a court order is issued and the Jail Division Chief or a Commander has prior knowledge of the arrangement.

3. Visitors under the age of 18 may not visit with an inmate who has been convicted of sexual assault on a child, incest, or aggravated incest. The only exception will be if a court order is issued and the Jail Division Chief or a Commander has prior knowledge of the arrangement.

4. A person taking part in an alternative sentence (Day Reporting, Home Detention, Work Release, etc.) or other form of conditional release, i.e., community programs, furloughs from custody, wearing an electronic monitoring device, etc., will not be approved to have a Security Visit an inmate. The Jail Division Chief, or designee, may consider immediate family with a verifiable relationship with an inmate for visits. A person requesting to visit an inmate, who is still under the supervision, or other recognized authority, or any company contracted to supervise them for a correctional authority, may not visit without a letter from the agency granting approval to do so. Also, anyone having been incarcerated in a correctional facility within the past six months may not schedule a visit.

5. Former inmates must have been out of custody for six months before being permitted to visit an in-custody inmate.

6. Current or former employees and contract workers are not permitted to visit an inmate within one (1) year of separation of employment, unless they are an immediate family member and were such before their employment.

7. Volunteers approved to take part in jail programs will not ordinarily be approved to visit inmates. In some circumstances, volunteers may be approved for a one-time

visit at the discretion of the Jail Division Chief, or a Commander. Volunteers terminating their position with the jail may not visit non-family inmates for ninety (90) days.

8. A person may not visit with more than one inmate, except in those cases where they can demonstrate an immediate family relationship.

9. If we determine that a person is likely to have a detrimental influence on an inmate, or is a threat to security, a supervisor may deny the visit.

10. Visitors appearing to be under the influence of alcohol or drugs will be denied admittance into the Visitation Room.

11. Visitors who take prescribed medications on a strict schedule should notify Reception upon arriving for the visit. Asthmatic Inhalers, nitroglycerin, or other such essential prescriptions, may be left with Reception in the event there is an immediate need. They may not be taken into the Visitation Room.

12. A visitor demonstrating any potential health hazards will not be allowed to enter the Visitation Room, so that other visitors, employees, contract workers, or inmates are not unduly exposed to illness.

13. Because of contraband concerns, visitors entering the facility with casts, bandages, slings, dressings, etc., are subject to being searched when feasible. Care will be exercised not to contaminate wounds, damage dressings, cause further injury, or expose the employee or others. Medical may be consulted or asked to check the injury prior to a visit. If a proper search cannot be conducted, the visitor may be denied entry.

14. Inmates and visitors engaging in activity that appears aimed at aiding an escape, or attempt to escape, will be separated immediately and criminal charges may be filed. If verified, the visitor will be permanently banned from visiting in the facility and the inmate may not have further visitors while in custody.

15. If there is a court-ordered, no contact condition between an inmate and a visitor, it is the responsibility of the inmate to inform the Visitation Officer. Violations will be reported to the courts for follow-up.

16. Visitors may not bring any item into the Visitation Room that has not been approved. This includes purses, diaper bags, and other items as determined by the jail. We will immediately seize any unauthorized items and the Visitation Officer will ask the visitor to leave.

17. Documents requiring an inmate's signature may be brought into the Visitation Room with prior approval and they must leave with the visitor at the conclusion of the visit.

18. No beverages, food, or gum of any kind may be taken into the Visitation Room.

19. Inmates are not permitted to take anything from the Visitation Room.

20. A visitor caught attempting to introduce, or introducing contraband into the jail will be banned from visiting.

21. Animals are strictly prohibited from entering the Visitation Room except for those that are service-related and prior approval must be obtained by the Jail Division Chief or a Commander.

22. Inmates and visitors will obey all staff instructions while in the Visitation Room.

23. Inmates and visitors are responsible for conducting themselves in a manner that does not bring suspicion or discredit, upon them, or disrupt or offend other visitors.

24. All visitors will be dressed appropriately, which means:

    - Conventional clothing that is not tight-fitting, provocative, suggestive, revealing, or designed to accent the body. This includes any see-through material.
    - No clothing that exposes breasts or genitalia is acceptable. Undergarments are required, but should not be visible.
    - Clothing that exposes the shoulders, chest, back, stomach or midriff, or the underarms is not acceptable.
    - No controversial or objectionable designs, messages, or profanity may appear on clothing. This includes gang symbols, anything obscene, or other pictures or representations considered inappropriate by the jail.
    - Headgear is not acceptable, unless religious in nature.
    - Shoes will be worn at all times.
    - Clothing that resembles inmate uniforms is unacceptable.
    - Any clothing, jewelry, or other personal item that requires extra security screening time will require the visitor to be screened last. Extra screening time may cause a reduction in the visitor's visit time.

25. It is the responsibility of visitors to supervise and maintain control over their minor children. If a minor becomes disruptive or annoys others during the visit and is not controlled the adult visitor, the Visitation Officer may terminate the visit. Physical discipline may not be used to control the minor child.

26. Visitors may leave the Visitation Room at any time, but cannot return.

27. The Visitation Officer will arrange the seating in the Visitation Room and visitors are not to reposition them.

28. During an emergency or disturbance, visitors may be asked to leave the facility immediately.

29. At the conclusion of the visit, inmates and visitors share a responsibility for cleaning up the immediate area used for their visit.

30. No changes will be allowed once a visit is scheduled. All scheduled visits will count towards the inmate's allotted visits per week. This includes no shows, cancellations, and visitors denied because of tardiness or a dress code violation.

31. The Boulder County Sheriff's Office is not responsible for lost, stolen, or damaged personal possessions, including automobiles and other forms of transportation, belonging to visitors while they are on the premises of the Boulder County Jail.

APPENDIX B
Boulder County Jail
Video Visitation Rules

Please read all of the rules completely prior to moving forward – Not knowing the rules will not be accepted as an excuse for not following them. Disobeying any rule may result in you being banned from visiting detainees or criminal charges being pursued when applicable. Visitation is a privilege, not a right. The Boulder County Jail reserves the right to refuse visitation to any persons believed to be a threat to the safety, security, and good order of the jail.

All visitors must accept these rules and register prior to scheduling a video visitation.

All visits must be registered before scheduling is allowed. Visitor appearing on screen MUST be the same that are registered; no one else allowed in the video viewing area or on audio during the visit.

Visits must be scheduled 24 hours prior to the appointment, up to 96 hours (4 days) in advance.

All visitors should connect 15 minutes prior to the scheduled start time in order to check in

Visitors who connect after the scheduled start time may not be allowed to visit.

1. At least one visitor for each inmate must be eighteen (18) years of age or older. A parent or legal guardian must accompany those under eighteen, unless it is pursuant to a valid court order. Emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

2. No person who is on parole, probation, taking part in an alternative sentence (Day Reporting, Home Detention, Work Release, etc.) or other forms of conditional release, i.e., community programs, furloughs from custody, etc., will be approved to visit an inmate. The Jail Division Chief or designee may consider immediate family with a verifiable relationship with an inmate for visits.

3. Former inmates must be out of custody for ninety-days (90) before being approved to visit an inmate.

4. No former employee of the Boulder County Jail is permitted to visit an inmate within one (1) year of separation of employment, unless they are immediate family members and were such before their employment.

5. Volunteers approved to take part in jail programs will not ordinarily be approved to visit inmates. In some circumstances, volunteers may be approved for a one-

time visit at the discretion of the Jail Chief or a Commander. We will not authorize volunteers who resign to visit non-family inmates for ninety (90) days.

6. Visitors may not visit with more than one inmate except in those cases where we can establish immediate family relationships.

7. If we determine that a person is likely to have a damaging influence on an inmate, or is a threat to security, a supervisor may deny the visit.

8. Visitors appearing to be under the influence of alcohol or drugs will not be allowed to visit.

9. Inmates and visitors engaging in activity that appears aimed at aiding an escape or attempt to escape will be disconnected immediately and we may file criminal charges. We will permanently ban the visitor from visiting in the facility or by video and the inmate may not have further visitors while in the facility.

10. If there is a court-ordered no contact condition between an inmate and a visitor, it is the responsibility of the inmate not to participate in the visit and to inform the Visitation Officer.

11. Inmates and visitors will obey all staff instructions while visiting.

12. Inmates and their visitors are responsible for conducting themselves in such a manner as to not bring suspicion, nor discredit, upon themselves, or be disruptive or offend others. Inappropriate behavior during a visit is grounds for staff to terminate the session and may result in loss of future visitation privileges.

13. All visitors will be adequately dressed in suitable, properly fitting, standard clothing that is not provocative or suggestive.

14. All visits are monitored and recorded at all times.

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PROFESSIONAL VISITS**

NUMBER: **J1502**

EFFECTIVE DATE: **April 20th, 2016**

POLICY: It is the policy of the Boulder County Jail to allow inmate visits with certain professionals to strengthen and enhance their ability to grow as individuals, successfully complete their sentence, and return to the community better prepared to deal with their lives.

INFORMATION: To enter the jail, a professional visitor **must** provide photo identification **and** at least one of the following:

- Professional Licensure of Certification
- Letter of Reference from the Agency or Institution that they represent (Letterhead required), indicating if this is a one-time visit or specifying the period of time for the visits with an expected end date
- Copy of Court Order
- Professional Service Introduction Letter (Letterhead required)

Cards with this information will be kept in Reception and provided to anyone inquiring about visiting as a professional. Safety and security are of paramount concern for the jail and these provisions will be enforced without exception.

All professional visitors meeting the above requirements are entered into the Tiburon system, which assigns an "MNI" number that is used each time they visit an inmate. Individual clearances are valid for one year from the date of approval. Those affiliated with organizations must be cleared each calendar year. Approximately sixty (60) days before the end of the approval period, the Support Services Commander, or designee, will send a letter to each person or organization reminding him or her of the need to present the appropriate documents for updating clearances. Failure to resubmit the proper documents will result in automatic removal from the Professional Visitors List until they are received.

Distinguishing between private medical services, attorney requested, and court-ordered evaluations and treatment is difficult for Reception. Therefore,

Reception will notify Medical or Mental Health, whichever is appropriate, when a professional is entering the jail to provide specific treatment to an inmate. If Medical or Mental Health is not available, or chooses not to see the professional, Reception will send a brief e-mail to the Health Service Administrator and Medical Supervisor advising them of the information.

Professional visitors are allowed daily access to inmates. Those arriving at the jail when Reception is closed will need to contact Booking from the lobby phone. They may be asked to conduct their visits in the Booking Visitation Booth.

If Reception detects the odor of alcohol on the breath of a professional visitor, they will notify a supervisor, who will decide if the visitor is permitted to enter the facility.

SOURCE: Colorado Revised Statute 16-3-404

PROCEDURE I - Professional Contact Visits

1. Professional visitors will check in with Reception to verify that the person they wish to see is in custody.

2. If the inmate is in custody, Reception will check the Professional Visitors List to ascertain if the visitor is listed. If Reception is not familiar with the visitor, they will ask the visitor for the appropriate identification to authenticate his or her eligibility to enter the jail.

3. Reception will direct the professional visitor to sign in on the Professional Visitor Log. A Tiburon entry will then be made to record the event.

4. Reception will collect a photo ID (i.e. driver's license) from the visitor in exchange for a laminated Visitor Tag, either an "E" for escort required or "U" for unescorted status, which must be conspicuously displayed at all times while inside the facility. The visitor's photo ID will be kept and secured in the reception office.

5. Upon leaving the jail, the visitor will return the laminated Visitor Tag and will be given their photo ID.

6. The visitor will be advised by Reception to place all personal items in a locker, except approved and necessary documents. Law enforcement officials will be directed to the gun boxes and asked to check their weapons. All visitors must clear the metal detector.

7. The visitor will be screened through the metal detector in accordance with Policy J1501, procedure III.

8. Reception will contact a Rover to escort the visitor with an “E” tag to the appropriate location.

9. If the inmate refuses to see the visitor, the Rover will escort the person back to Reception.

10. Professional visits are not bound by the thirty-minute time limit placed on personal visits.

11. After the visit is completed the visitor will inform the nearest officer, who will return the inmate to his or her module.

12. The officer will request that a Rover escort the visitor to Reception.

13. Inmates are not strip-searched after professional visits.

14. Reception will have the visitor sign out on the Professional Visitors Log and obtain the Visitor Tag.

PROCEDURE II - Professional Security Visits

1. A professional visitor may request, or a supervisor may require, that any visit with an inmate be conducted in a security booth, or other secure area. This could occur when the inmate's behavior is inappropriate for a contact visit, i.e., inmate is considered assaultive, a serious escape risk, or otherwise determined to be a security risk.

2. When the visitor arrives in Reception, he or she will be checked in and escorted by an officer to a security visitation booth in the Visitation Room or Booking Visitation Booth. The officer will explain the use of the telephone to the visitor.

3. The inmate will be brought to Visitation and placed in the inmate security area.

4. The officer will remain in Visitation, but out of hearing distance of the visitor. Master Control should also be aware of the visit and monitor it for potential problems.

5. When the visit is concluded, the officer will direct the professional visitor to return to Reception and sign out on the Professional Visitors Log. If the visit occurs on when Reception is closed, the officer will ensure that the visitor signs in and out.

6. The inmate will then be escorted back to his or her module.

PROCEDURE III – Attorney/Paralegal Visits

1. An attorney will be permitted to enter the facility anytime to visit with inmates, whatever their association with the inmate. This includes relatives.

2. The attorney will be escorted to a meeting place to visit with the inmate as expeditiously as possible.

3. If a paralegal needs to enter the jail, they must have a letter from the attorney or firm they are working for. The letter must include the name of the attorney, the name of the paralegal, and the name of the inmate. The paralegal must have photo identification.

PROCEDURE IV - Use of the Booking Visitation Booth

1. Professional visitors may choose to use the Booking Visitation Booth to conduct their visits anytime. If a professional visitor arrives at the Jail after hours, we may require that he or she conduct the visit in the booth.

2. The visitor can get to the booth from Reception or the Night Entrance.

3. If Reception is on duty, they will have the visitor sign in on the Professional Visitor Log. Reception will electronically open the court hallway door from Reception and direct the visitor to the visitation booth.

4. If Reception is not on duty, the visitor will go to the Night Entrance. A Booking Officer will have the visitor sign in on the Professional Visitor Log.

5. The Officer will verify the visitor's identity and direct them to the booth.

6. The Officer will contact a Rover and request that the inmate be escorted to Booking to see the visitor.

7. If the inmate is already in Booking, the officer will direct him or her to the booth.

8. Once the visit has concluded, the visitor will press the intercom button found inside the booth and request to leave, closing the doors behind them.

9. If necessary, the officer will arrange to have the inmate escorted back to his or her living area.

10. If the visitor has returned to Reception through the Night Entrance Corridor Door, Reception will sign them out on the Professional Visitor's Log.

By Order of the Division Chief

_____	04/20/16
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MEDIA VISITS**

NUMBER: **15-01-03**

EFFECTIVE DATE: **July 9, 2008**

POLICY: It is the policy of the Boulder County Jail to permit media access to inmates to give them an opportunity to report on newsworthy items of public interest. However, in doing so, we will maintain inmate privacy and the security of the facility.

INFORMATION: The Jail Division Chief, any Commander, or an On-Duty Supervisor (ODS) will approve media visits in advance. They will also approve the use of any type of equipment (i.e., cameras, tape recorders, etc.) for the visit. All equipment will be checked for contraband before we allow it in the Jail.

Media visits will be conducted in a predesignated area, while no other visitations are occurring.

SOURCE: A.C.A. Standard 4-ALDF-5B-04
A.C.A. Standard 4-ALDF-7F-01

PROCEDURE I - Media Visits

1. Employees receiving a request from the media to visit with an inmate will forward the request to the Jail Division Chief, or other designee, for review.

2. The Division Chief, or designee, will contact the inmate to determine if he or she has an attorney. If represented by an attorney, we will ask the media to go through that person, or contact them directly, to ascertain if they approve the interview by the media. If the inmate does not have an attorney we will contact the inmate to determine if he or she wants to be interviewed by the media.

3. If the inmate/attorney agrees to the interview, and there are no conflicting circumstances, the Division Chief, or designee, will inform the media representative.

4. When approved, the Division Chief, or designee, will inform Reception of the visit, when it will occur, and what equipment will be allowed in during the visit.

5. When the media visitor arrives for the visit, Reception will have them sign in as a professional visitor on the Professional Visitors Log and they will be entered in Tiburon.

6. Reception will give them a visitor tag (E for escorted) and notify the appropriate person.

7. The ODS, or designee, will go to Reception and search the approved equipment for contraband. Any unacceptable equipment will be placed in a locker, or returned to the visitor's vehicle.

8. The ODS, or designee, will obtain a Waiver of Liability consent form from Reception, go to the inmate's module and request that he or she sign it before the interview. If the inmate refuses to sign the Waiver we will not permit the visit.

9. The Media representative and inmate will be escorted to Visitation, or other designated location, for the interview.

10. The ODS, or designee, will remain in the room for the visit. If requested by the visitor or inmate, the visit may take place in a private interview room in Visitation.

11. At the conclusion of the visit the ODS, or designee, will notify Reception and have the visitor returned there.

12. The inmate will be strip searched before being escorted back to the module and signed in on the Movement Log.

13. The Waiver of Liability form will be placed in the inmate's booking file.

By Order of the Division Chief

Signed by _____ ___7/07/08_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SPECIAL VISITS**

NUMBER: **15-01-04**

EFFECTIVE DATE: **July 9, 2008**

POLICY: It is the policy of the Boulder County Jail to grant special visits, if they do not interfere with the overall operation and/or security of the facility. The Jail Division Chief, or designee, will approve these visits in advance.

INFORMATION: Special visitors will be checked in CCIC/NCIC by Reception for warrants. If a warrant is found, Reception will notify the On-Duty Supervisor (ODS) or a Booking Officer. At the conclusion of the visit, the ODS or Booking Officer will advise the individual of the warrant, conduct a pat search, and escort them to Booking, so an arrest can be completed.

SOURCE: A.C.A. Standard 4-ALDF-5B-03

PROCEDURE I - Special Visits

1. Inmates or visitors may request a special visit by submitting a request to the Division Chief, or designee.

2. If we deny the request, the Division Chief, or designee, will inform the person verbally or in writing why they denied it.

3. If we approve the request, the Division Chief, or designee, will inform Reception of the approved visit. The notification will consist of the name of the inmate, the name(s) of the visitor(s), the length of the visit, and when it will occur.

4. Special visits can be contact or security, depending on the availability of a Visitation Officer and/or any security issues that may exist.

5. Shift supervisors will be notified of special visits if they were not involved in the decision.

6. The Jail's normal procedures for Personal Visits (Policy 15-01-01) will be followed.

By Order of the Division Chief

Signed by	07/07/08
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE MAIL**

NUMBER: **J1505**

EFFECTIVE DATE: **April 20th, 2016**

POLICY: It is the policy of the Boulder County Jail to allow inmates to correspond with persons or organizations, subject to established restrictions for maintaining safety and security.

INFORMATION:

- Mail is an important means of assisting inmates in maintaining family and community ties while incarcerated. Unfortunately, a few inmates may abuse the mail system in an attempt to introduce contraband, conspire to violate the law, compromise jail security or otherwise impede the legitimate interests of the jail. Therefore, mail must be regulated and handled in a manner that protects an inmate's constitutional right of expression to the fullest extent possible, while maintaining a safe, secure, efficient and effective jail environment.

- All inmates confined in the jail shall be afforded the opportunity to send and receive correspondence and to receive publications through the U.S. Postal Service.

- All employees handling inmate mail will be trained in the application of this policy.

- Outgoing mail that is critical of the operation, programs or personnel of the Boulder County Jail, or any other government agency, shall not constitute a direct and immediate threat to the security, good order or discipline of the jail, unless it advocates illegal action.

- All incoming inmate mail will be delivered within twenty-four (24) hours of being received by the jail, excluding weekends and holidays, and/or in circumstances beyond the control of jail staff.

DEFINITIONS

Confiscate: To remove an item or that portion of an item that violates this policy.

Contraband: Any article or thing that an inmate is prohibited by statute, policy, practice, or rule from acquiring or possessing, or which the inmate is not specifically authorized to obtain or possess, including that which an inmate alters without authorization.

Gang: Any ongoing organization, association or group of three or more persons, whether formal or informal, which has a common name or identifying sign or symbol whose members and/or associates individually or collectively engage in or have engaged in a pattern of activity which includes, but is not limited to, planning, organizing threatening, financing, soliciting or committing unlawful acts or acts which violate the jail's rules.

Gang-Related Material: Any material or item evidencing gang involvement or activities (i.e., member names, enemy lists, reports of crimes committed and gang constitutions, structures, codes, signs, symbols, colors, clothing, photographs or training materials, etc.).

Hearing Officer: A person designated by the Jail Division Chief to act on major violations of jail rules forwarded by jail deputies and has full punitive powers in accordance with this policy.

Legal Mail: Incoming or outgoing mail to the following: American Civil Liberties Union (ACLU), Attorneys, Chiefs of Police, Director of Bureau of Prisons or Department of Corrections, Judges (Federal, State, County and Municipal), Legal Aid, Public Officials acting in their official capacity, Sheriff, U.S. Attorney General, U.S. Board of Parole or State Parole, U.S. Marshal's Office, and licensed legal aid organizations whose principal office is located in the state.

Notice of Mail Denial, Confiscation or Violation Form: A form used to notify inmates when mail has been denied or confiscated, mail that is in violation of this policy, or mail that has been returned to sender. See Attachment A at the end of this policy.

Package: A completely wrapped parcel that is more than 1/4 of an inch thick, regardless of other dimensions.

Publication: A book or single issue of a magazine received directly from the publisher.

Publisher: A business or firm that issues and makes available to the public (generally for sale and wide distribution) magazines, books and other publications.

PROCEDURE I - Outgoing Inmate Mail

1. The Jail provides postcards, paper, envelopes and pencils for composing outgoing mail, which is available from Module Deputies. Pre-stamped envelopes are available from Commissary for purchase. Any inmate may send mail.

2. Postcards will be pre-printed with the Sheriff's logo and the provided paper may be watermarked or rubber stamped by the jail. Postcards and envelopes will include the Boulder County Jail address and a line for the inmate's clearly printed name. The address side of the postcard is limited to addresses only. Writing on the exterior of envelopes is limited to the name and address of the recipient and the inmate sender's name. The inmate's name must be the same name that appears in jail records. Any postcard or outgoing letter without an inmate name on it will be destroyed.

3. All outgoing mail must remain unsealed until it is inspected for content, contraband, or other materials.

4. Legal Mail will not be read unless pursuant to a warrant. Non-legal mail will be inspected and may be read to ensure that the contents do not contain evidence of an escape attempt, threats to safety and security, evidence of the commission of a crime, evidence of conspiracy to commit a crime, or other action affecting jail operations.

5. Inmates are provided with First-Class postage for one piece of correspondence per day, five days per week, Sunday through Thursday, which is limited to 1 ounce. No bulky items are permitted. When an inmate bears the mailing cost, he/she may send more than one piece of correspondence per day.

6. Inmates will give their outgoing non-legal mail to a Night deputy, Sunday through Thursday. Module deputies will read or scan the non-legal mail for written content, contraband, or other materials, i.e., 3rd party letters, etc. Once that has been done, the deputy will stamp each sheet of paper on both sides and the front of the envelope with the rubber stamp provided for that purpose, unless watermarked paper has been provided. The rubber stamp indicates "Uncensored Inmate Mail". The deputy will then seal the envelope, bind all mail together, and write their employee number, module name, date, and shift assignment on it. This mail will be placed in the outgoing mailbox in Reception.

7. Newspaper and magazine clippings, or other items provided for the reading enjoyment of all inmates, will not be allowed in outgoing envelopes. The only permissible writing on an envelope or the address side of a postcard is the address of the recipient. Drawings, sketches, illustrations, portrayals, depictions, cartoons, doodles, outlines, or any other representations that are placed on the envelope or on the address side of a postcard are not permitted and the postcard or letter shall be returned to the inmate.

8. If there is a delay in reading or processing any mail, due to an unforeseen incident occurring in the jail at night, language difficulty in reading the mail, or other unanticipated event, that mail should be bundled separately. The deputy will indicate the date and reason for the delay on an attached note and place their employee number on it. Circumstances beyond the control of an inmate may result in an additional letter or letters exceeding the limitation of five letters per week from going out. Therefore, on occasion, Reception could receive more than one bundle of mail on a given day from the affected housing unit(s).

9. Reception will sort the mail and ensure that inmates do not send more than one unstamped piece of correspondence per day, keeping Procedure 1, paragraph 8 in mind.

10. When all mail has been sorted by Reception, it will be placed in the outgoing mail basket to be collected by County Mailroom personnel.

PROCEDURE II - Incoming Inmate Mail

1. This policy addresses instances of incoming mail that relate to the use of mail to introduce contraband. All incoming inmate mail will be sorted by Reception using a current jail list, or Tiburon, to determine the inmate housing assignments and write it on the front of the envelope.

a. **Non-legal Material.** Incoming non-legal mail will be delivered to inmates by a deputy and is to be opened in front of the inmate. The inmate will then be handed the contents of the envelope and the deputy will then confiscate the envelope and dispose of it properly. Staff shall afford inmates the opportunity to copy the return address on each envelope prior to confiscating and disposing of the envelope.

b. **Legal Material.** Incoming legal mail will be delivered to inmates by a deputy and is to be opened in front of the inmate. The inmate will then be handed the contents of the envelope and the deputy will then confiscate the envelope and dispose of it properly. Staff shall afford inmates the opportunity to copy the return address on each envelope prior to confiscating and disposing of the envelope.

2. Mail will then be placed in the module mailboxes in Reception.

3. Mail that is received for an inmate who has been transferred to another facility, released, or escaped will be returned to the sender. If the sender cannot be identified, due to an incomplete name or address, the mail will be returned to the U.S. Postal Service as “Dead Mail.”

4. Incoming mail must display a complete return address and be addressed to the inmate, using the name that appears in jail records. Mail for a current inmate with no return address or incomplete name and/or return address shall be refused and returned to the U.S. Postal Service or, when applicable, to FedEx, United Parcel Service (UPS), etc. Mail for a former or unidentifiable inmate, with no return address, may be opened to ensure that we do not destroy something of value.

5. Books, magazines and periodicals must be received directly from the publisher, or they will be refused and returned to the sender. A record of this transaction will be made by Reception in the Word tracking system used for this purpose. No hardbound books will be accepted.

6. Local newspapers approved by the Jail Management Team may be provided to modules. One or two papers may be provided per module based on the needs of the facility and paid for from the Inmate Welfare Fund. These newspapers will automatically be supplied to all living units and available to inmates upon request from the module deputy.

7. An Incoming Package Receipt will be attached to all packages by Reception. Upon delivering a package, the deputy will obtain the inmate's signature. The deputy will then sign the form; insert their badge or employee number and date it was delivered. The form will then be returned to Reception to close out the event.

8. A deputy delivering a package will inspect it and if there are any questions regarding the content(s), a supervisor will be asked to grant approval prior to the inmate receiving it.

9. Catalogs, advertisements, brochures, promotional material, pamphlets, sweepstakes and contest notices and other materials, which the primary purpose is to sell a product of service, and when viewed as a whole, lack serious educational, literary, artistic, religious, political, or scientific value shall be prohibited.

10. No item, other than postage, shall be glued, taped or otherwise affixed to any incoming mail and/or its contents. Correspondence that is in violation of this clause will be refused and returned to the sender. The intended inmate will receive a "Notice of Mail Denial, Confiscation or Violation Form".

11. After Night's briefing, deputies will collect inmate mail from the module mailboxes in Reception and distribute it to the inmates during their shift. Staff shall inspect the exterior of all mail for any items in violation of this section, out of the presence of the intended recipient prior to delivery, except for legal or official mail.

12. Staff will open incoming mail in front of the intended recipient to inspect the interior of the mail for contraband that is in violation of this section. We will only read it when credible information indicates that the mail is being used to assist or organize escapes, riots, assaults, gang activity, evidence of the commission of a crime, evidence of conspiracy to commit a crime, or other situations that affect jail operations. A supervisor must approve the reading of any suspected mail.

13. Once the contents of the envelope are inspected and no contraband items are found, staff will hand the contents of the envelope over to the intended recipient. Staff shall afford the intended recipient the opportunity to copy down the return address listed on the envelope. Staff shall then confiscate the envelope.

14. The confiscated envelopes will be disposed of at the end of shift by placing them in the secured shred bin located in the jail administration area.

15. Items received in the mail that are not on the Incoming Materials List (15-01-07) will be placed in the inmate's property.

16. Inmates are not allowed to keep any publication that we consider a threat to the security of the facility, or that may be prohibited by other policies. The module deputy will review any questionable material with a supervisor, who will determine if it is acceptable or not.

PROCEDURE III – Inmate-to-Inmate Mail

1. Inmate-to-inmate mail is permitted only with approval from the Dayshift Commander, or designee. Approval may be granted between immediate family members in custody concurrently, to include: husband, wife, son, daughter, sibling, mother, father, grandfather, grandmother, or grandchild by blood, adoption, or other legal determination.

2. The Dayshift Commander, or designee, will read all approved inmate-to-inmate mail before it is delivered. If it is approved, this will be indicated on the envelope, as well as dated and signed by the Commander.

3. The envelope will then be hand-delivered to the receiving inmate or placed in the module mailbox in Reception.

4. If the letter is found unacceptable it will be returned to the sending inmate with a "Notice of Mail Denial, Confiscation or Violation Form" attached, citing an explanation for the refusal.

5. If an inmate attempts to send mail to another inmate via the U.S. Postal Service, it will be returned to the inmate and we may take disciplinary action.

PROCEDURE IV – Legal Mail

1. Inmate mail will qualify for special handling only if the envelope or parcel has “LEGAL MAIL” clearly stamped or affixed to the addressee side. The “LEGAL MAIL” designation should be stamped or affixed apart from the return/addressee sections, so as to be clearly visible to jail staff. Mail, which otherwise qualifies as legal mail, but lacks the proper designation, shall be processed as ordinary mail (i.e., shall be subject to inspection outside the inmate’s presence). Mail that is designated as legal mail, but proves to be ordinary mail shall be receipted and placed in the inmate’s property.

2. All outgoing legal mail must remain unsealed until it is inspected for contraband or other materials.

3. Mail received in sealed envelopes shall be opened and examined for contraband and other materials, defined as prohibited mail by this policy in the presence of the inmates. Valid legal mail shall not be read or photocopied.

4. Legal mail received directly from the original source shall be authorized up to three (3) inches thick. Legal or any other mail in excess of three (3) inches thick shall require prior approval from a Commander, or Division Chief.

5. Mail that can typically be delivered via Inter-Department delivery is acceptable, i.e., Public Defender, Courts, etc.

6. Misrepresentation of legal mail is strictly prohibited and may result in disciplinary action being taken against an inmate.

7. All mail will be processed through the County Mailroom. Postage will be paid for all legal mail.

PROCEDURE V – Prohibited Mail

1. Sexually explicit material, which by its nature or content poses a threat to, or is detrimental to the security, good order, or discipline of the jail and to inmate rehabilitation, or facilitates criminal activity, is prohibited. No distinction shall be made between depictions of heterosexual or homosexual activity in applying these standards. Sexually explicit material includes, but is not limited to:

- Portrayal of actual or simulated sexual acts or behaviors between human beings including, but not limited to, intercourse, sodomy, fellatio, cunnilingus or masturbation.

- Portrayal of actual or simulated penetration of the vagina or anus, or contact between the mouth and the breast, genitals or anus.
- Portrayal of actual or simulated stimulation of the breasts, genitals or anus.
- Portrayal of actual or simulated acts, or threatened acts of force or violence in a sexual context, including, but not limited to, forcible intercourse (rape), or acts of sadomasochism emphasizing the infliction of pain.
- Portrayal of actual or simulated sexual acts or behaviors, in which one of the participants is a minor or appears to be under the age of 18.
- Portrayal of actual or simulated sexual acts or behaviors between a human being and an animal (i.e., bestiality).
- Portrayal of actual or simulated human excretory functions, including, but not limited to, urination, defecation or ejaculation.
- Personal photographs (i.e., individual prints, copies or photocopies, as opposed to those appearing in publications), in which the subject is nude or that display male or female genitalia, pubic areas or buttocks, or that show female breasts or any portion thereof below the top of the areola.
- Sexually explicit material may be admitted, if it has academic value, or general social or literary value, but must be approved by the Jail Management Team.

2. Material, which by its nature, or content, threatens, or is detrimental to the safety, security and orderly operation of the jail and to inmate rehabilitation, or facilitates criminal activity, including, but not limited to:

- Material that incites, advocates, aids or abets criminal activity, such as illegal drug use, or instructs in the manufacture, conversion or use of weapons, explosives, or illegal drugs.
- Material that incites, advocates, aids or abets escape such as instructions regarding picking locks, interfering with electronics, circumvent or impeding security systems, etc.
- Material that consists of threats of physical harm to any person or threats of criminal activity.
- Material that concerns sending contraband within, into, or out of the jail.
- Material that concerns plans for activities in violation of jail directives and/or policies and procedures.
- Material that contains, or is written in code.
- Material that contains information that, if communicated, would create a clear and present danger of violence and physical harm to a human being.
- Material that contains contraband.

- Material that contains gang-related information as defined in this policy.
- Material that concerns role-playing or fantasy games.

3. Mail involving credit or deferred billing (e.g., “bill me later” or “payment after delivery”) transactions for the purchase of, or subscription to publications or other items is unacceptable. Mail prohibited under this section includes:

- Outgoing inmate requests or intended agreements to enter into credit or deferred billing transactions.
- Incoming publications or other items, or merchandise, including promotions (e.g., free gifts or premiums), and items given in exchange for purchase or subscription, which are accompanied by a billing or other statement requiring payment upon delivery, or at a later date.

4. Any item that an inmate, pursuant to jail rules or policies, is prohibited from possessing within the jail.

5. Weapons or explosives.

6. Narcotics or narcotics paraphernalia.

7. Intoxicants or medications.

8. Escape devices.

9. Negotiable items, such as U.S. currency, non-canceled stamps, coins, tokens, etc.

10. Any item larger than 18” x 18”, except for subscription newspapers.

11. Any electronic item, including batteries. This includes any form of electronic greeting card.

12. Polaroid photographs bearing a chemical substance on the back of the photograph.

13. Any perishable item.

14. Any item of which the mere possession constitutes a violation of law.

15. Any substance that is foreign and added to the authorized mail items, including the use of lipstick, crayon, watercolors, paints, correction fluid, food or beverage stains, perfume/cologne, etc.

16. Picture postcards.

17. Any greeting card that is comprised of more than a folded piece of printed material. Greeting cards that have any type of pouch, battery, or other sound, light, or other electronic device.

PROCEDURE VI - Disposition of Unauthorized and Prohibited Mail and Notice of Mail Denial, Confiscation or Violation

1. When correspondence is denied, refused, or confiscated for violation of this policy, disposition of the item(s) shall occur and notice of the action shall be provided as follows:

a. Non-inmate senders:

- Mail received with an unauthorized attachment affixed to the outside shall remain unopened, be refused and returned to the U.S. Postal Service, or where applicable, FedEx, United Parcel Service (UPS), etc. Notice of the reason(s) for the mail rejection shall be provided in the form of a stamp affixed to the outside of the postcard, envelope or package.
- If the mail is confiscated for violating the Prohibited Mail section of this policy, the prohibited item(s) shall be confiscated and placed in the inmate's property with a receipt of the item(s). The inmate will receive a "Notice of Mail Denial, Confiscation or Violation Form" detailing the reason(s) for the confiscation. A copy of the Notice will also be placed in the inmate's file. The inmate's Notice will serve as a receipt for the item(s).
- If the refusal or confiscation is based upon the written or pictorial content of the correspondence, the notice form shall advise the inmate that he/she may obtain an independent review within 15 days of the date of the mail violation or confiscation notice from the Support Services Commander, or designee. If the refusal or confiscation is not based upon a violation related to the written or pictorial content of the correspondence, no review shall be available.
- Illegal contraband (i.e., weapons, explosives, controlled substances, etc.) or evidence of a crime shall be confiscated and turned over to the Operations Division for investigation. No notice or administrative review of the confiscation will be given to the sender or the intended inmate recipient.

b. Inmate senders:

- The inmate sender shall be promptly notified of the denial or refusal of any inmate mail, along with the reasons for the denial or refusal, on a "Notice of Mail Denial, Confiscation or Violation Form" and the mail placed in the inmate's property with a receipt for the item. If the denial or refusal is based upon the written or pictorial

content of the correspondence, the notice form shall advise the inmate that he/she may request an administrative review of the action to the Support Services Commander, or designee appointed by the Division Chief, by submitting a request for review within 15 days of the date on the form.

- If mail is confiscated, the prohibited items shall be retained in the inmate's property for the hearing officer. The inmate will receive a "Notice of Mail Denial, Confiscation or Violation Form" and an Incident Report referring them to a disciplinary hearing.

2. When packages are refused or confiscated for violation of this policy, disposition of the item(s) shall occur and notice of the action shall be provided as follows:

- Packages received with unauthorized attachments affixed to the outside of the package, shall be refused, marked with the reason for the refusal and returned to the U.S. Postal Service or, where applicable, to FedEx, United Parcel Service (UPS), etc. Intended inmate recipients shall not receive notice of the action, nor be entitled to any review of the action.
- Packages, which after opening, are found to contain non-illegal contraband (including unauthorized attachments and/or enclosures), or prohibited mail, as defined in this policy, shall be returned to the sender with the contents of the package intact, with a "Notice of Mail Denial, Confiscation or Violation Form" that states the reason(s) for refusal. The intended inmate recipient shall receive a copy of the Notice of Mail Confiscation or Violation form. No review of the action shall be available to the inmate or the sender.

3. When publications are refused for violation of this policy, disposition of the item(s) shall occur and notice of the action shall be provided as follows:

- Refused publications shall be returned to the sender or to the U.S. Postal Service, as appropriate. The specific articles or materials considered objectionable in the publication shall be photocopied and retained pending administrative review.
- The intended inmate recipient and the sender shall be promptly notified of the refusal of any publication mailed to that inmate, and the reason(s) for the refusal on a "Notice of Mail Denial, Confiscation or Violation Form."
- The notice will contain reference to the specific articles or materials considered objectionable.
- The notice shall advise the inmate they may obtain an independent review of the rejection by sending an Inmate Request Form (Kite) to the Support Services Commander, or designee, within 15 days of the date on the "Notice of Mail Denial, Confiscation or Violation Form."

PROCEDURE VII – Money, Checks, Money Orders, etc., Contained in Mail

1. U.S. Currency, postal money orders, bank money orders, cashier's checks and government issued checks shall be removed from inmate mail and entered into the Jail Money Management System as directed in Jail Policy J202. A receipt reflecting the deposit will be issued to the inmate. The amount received through inmate mail will first be applied to any existing inmate debt. Any remaining amount will be credited to the inmate's account.

2. The employee handling the received money will be responsible for crediting the appropriate inmate account in the Jail Money Management System with the new funds. Any receipts generated by the Jail Money Management System will be given to the inmate.

3. Postal money orders, bank money orders, cashier's checks and government issued checks will be made payable to the inmate, as listed in jail records. Any negotiable instruments not made payable in this manner will be receipted and placed in the inmate's property. A Notice of Mail Confiscation or Violation form will be issued to the inmate. These monies will not be posted to the inmate's account.

4. Negotiable instruments other than cash-equivalents (i.e., other forms of money orders, warrants, personal checks and certified checks, traveler's checks, etc.) contained in mail shall be receipted and placed in the inmate's property. A Notice of Mail Confiscation or Violation form shall be issued to the inmate. These monies will not be posted to the inmate's account.

PROCEDURE VIII – Commander's Review versus Disciplinary Hearing

1. Requests for a review of a decision to refuse or confiscate mail must be in writing to the Support Services Commander and must specify the reason(s) why the decision should not be sustained.

2. The Commander shall permit the inmate an opportunity to view the objectionable article(s) or material(s) prior to the review, unless it has been returned to the sender, in accordance with the established standards of this policy. If viewing the items could provide the inmate with information that is deemed to pose a threat or is a detriment to the safety, security and orderly operation of the facility or to encourage, or instruct in criminal activity, the Commander may deny it.

3. The Support Service Commander's review shall consist of an informal assessment of the original decision regarding the mail, and shall include a review of the "Notice of Mail Denial, Confiscation or Violation Form" the request for a

review and, if necessary, the rejected correspondence, articles or materials. No formal hearing (i.e., a proceeding requiring the appearance and testimony of the sender and recipient) will be conducted.

4. The Commander shall review all documents, including the recommendation and, in writing, affirm, reverse or otherwise modify the original decision regarding the mail. A copy of the Commander's decision shall be provided to the person or persons requesting the review. The review process shall be completed within 30 days after receipt of the request.

5. An inmate receiving an Incident Report referring them to a disciplinary hearing associated with a violation of these rules shall be afforded the opportunity for a hearing in accordance with established policy in lieu of the Commander's review.

6. Under no circumstance shall the hearing officer be the same employee who originally refused or confiscated the mail.

By Order of the Division Chief

_____	04/20/2016
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

NOTICE OF MAIL DENIAL, CONFISCATION OR VIOLATION

Inmate Name: _____ Housing: _____

Date: _____

Check appropriate box:

- □ **Notice of Mail Violation**
- □ **Notice of Mail Confiscation**

Reason for violation/confiscation_____

_____

_____

_____

_____

If this refusal is based on the written or pictorial content of the correspondence, you may request an Administrative Review within 15 days of the above date by submitting a kite to the Support Services Commander, or designee. No review is available when refused for other reasons.

Check appropriate box:

- □ **Returned to Sender – Name: _____**
- □ **Returned to Postal Service, FedEx, UPS, etc. _____**
- □ **Placed in Property Bag #_____**

By: _____ Time: _____

- □ **Classification File Copy**
- □ **Inmate Copy**

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE REQUEST FORMS (KITES)**

NUMBER: **J1506**

EFFECTIVE DATE: **December 26, 2016**

POLICY: It is the policy of the Boulder County Jail to provide Inmate Request Forms, commonly called "kites," to facilitate effective communication between inmates and jail staff and to efficiently address inmate concerns and reasonable requests.

SOURCE: NONE

PROCEDURE I - Inmate Requests

1. Inmates may obtain blank Inmate Request Forms (kites) from deputies assigned to their modules.

2. In order for the Jail to effectively and efficiently process kites, the following are required. Any kite that does not meet these requirements may be returned to the inmate with an indication that the kite will not be processed unless it complies with these requirements:

    a. Single subject: each kite shall only contain one issue or request.

    b. Inmates may only write within the boundaries of the specific area of the kite form. If an inmate needs additional space, he or she may request additional paper.

    c. If an inmate would like a photo copy of extra page(s) attached to a kite, he or she may request it.

3. If an inmate has questions about completing the kite, he or she may request assistance from a deputy. If the deputy addresses the request without requiring the inmate to submit an Inmate Request Form, the deputy will document this in Tiburon on the inmates "Worksheet/Bio" information.

4. Inmates shall give completed kites to the deputy. The deputy shall read, sign with full signature and badge number, and date the kite. The deputy

will give the pink copy to the inmate which shall serve as the inmate's receipt that the deputy has received the kite.

5. If the deputy is able to address the request, the deputy shall do so and provide the inmate with a response. Requests that have been addressed by the deputy shall be filed in the inmate's module file. Each request shall have the response noted on both the white copy and yellow copy of the form. The yellow copy shall be sent back to the inmate.

6. If the deputy is not able to address the kite, the deputy shall request that the On-Duty Supervisor ("ODS") pick up the kite at his or her convenience.

7. The ODS shall review each kite to decide if he or she can provide a response to the inmate. If the kite needs to be forwarded to another employee, the ODS shall deliver the kite to the person or place it in the appropriate mailbox. The ODS shall write their initials and badge number in the "Response to Request" section and note his or her response. If the ODS forwarded the kite, the ODS shall note to whom the kite was forwarded.

8. The person to whom a kite has been referred shall read and evaluate the kite as soon as practicable and shall address the request therein within a reasonable amount of time. The person handling the request shall record his or her response, date, and signature on the kite.

9. Once a kite has been completed, the original (white copy) shall be forwarded to the Classification Coordinator for placement in the inmate's Classification File. If the deputy is able to address the request, the deputy shall file the copy in the module file as noted in step 5. The yellow copy shall be sent back to the inmate.

PROCEDURE II-Processing and handling of Medical Request

1. When an inmate completes and submits a Kite addressed to Jail Medical staff reference a medical issue, the inmate shall keep the pink copy of the kite and turn in the white and yellow copies to the deputy on duty.

2. To protect an inmate's privacy, the kite may be folded over in thirds, at the inmate's request, protecting its contents from being viewed by the deputy. The deputy shall immediately place the kite into the designated secured container, stored in the Officer Workstation.

3. Jail Medical personnel shall retrieve medical kites from these designated locked containers located in the Officer Workstations during each designated medical rounds.

4. Jail Medical personnel shall read and evaluate the kite as soon as practicable and shall address the request therein within a reasonable

amount of time. The person handling the request shall record his or her response, date, and signature on the kite.

5. Jail Medical personnel will return the yellow copy of the answered kite to the inmate in a “tri-fold” manner, sealed with a sticker.

6. Medical personnel will be the only staff who will have access to these locked and secured medical kite containers.

By Order of the Division Chief

Signed by _____ 12/26/2016

Jeff Goetz Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INCOMING MATERIALS**

NUMBER: **J1507**

EFFECTIVE DATE: **March 4, 2015**

POLICY: It is the policy of the Boulder County Jail to accept certain incoming materials, but they will be subject to screening and limitations to prevent the introduction of contraband. These limitations also help to prevent unnecessary accumulations of combustible materials in living areas, which can create fire hazards.

INFORMATION: Items that we may accept are:

1) When mailed directly from a publisher, news outlet, or vendor:

    a) books, magazines, and newspapers

2) Court clothing, with the approval of a supervisor, when the inmate is involved in a jury trial

3) Acceptable incoming funds are:

    a) Cash
    b) Government checks
    c) Non-cancelable money orders
    d) Cashier's checks

4) Religious medallions representing an established religion

5) Single wedding rings, commonly recognized as a wedding band

6) Jail Medical staff may approve:

    a) Glasses, contacts, unopened solution and cases
    b) Denture cleaners and adhesive
    c) Medication

7) Bibles or religious materials approved by a commissioned supervisor, or designee, or mailed in directly from a publisher

8) AA tokens reflecting the attainment of goals

SOURCE: NONE

PROCEDURE I - Accepting Incoming Materials

1. Reception is the designated area of the Jail for incoming materials to be received at the Jail (besides Booking.) Reception may receive acceptable items listed above for inmates. If supervisory approval is needed, they will obtain it before accepting the item.

2. If the incoming property is accepted, Reception will write the inmate's name and housing location on it and complete a receipt. One copy will be placed in the mailbox for the inmate's housing area and one provided to the person dropping the property off.

3. If the incoming property has not been approved, or there are extenuating circumstances, Reception will contact a Supervisor for direction.

4. Once approved or accepted, the item is then taken to the inmate's housing area.

5. Property to be placed in an inmate's personal property will be placed there and the property inventory in Tiburon updated.

6. Clothing accepted for an inmate to wear to a jury trial will be stored by the Court/Transport Team until the trial is completed. When this clothing is received, the clothing items will be secured in the Court/Transport Office. After the trial the clothing must be released.

7. Jail Medical staff will accept items listed in item 6 of the Information section of this policy.

PROCEDURE II - Contraband Found in Incoming Materials

1. If an employee finds anything the jail considers contraband in an incoming item they will place it in the inmate's personal property.

2. If the contraband is illegal, the employee will contact the On-duty Supervisor (ODS) for direction.

3. The ODS will assign a deputy to take a report in accordance with Boulder County Sheriff's Office Jail policies J921 and J923.

4. The deputy will process the contraband according to Sheriff's Office policies.

PROCEDURE III - Accepting Inmate Funds

1. Any funds received for inmates will be processed in accordance with Boulder County Sheriff's Office Jail Policy J202.

By Order of the Division Chief

Signed by _____ 03/04/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE RELEASE OF PERSONAL PROPERTY AND/OR MONEY**

NUMBER: **J1508**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail to maintain an accurate inventory of inmate property and money. Inmates will be required to provide documented consent to release any of their property and/or money while they are incarcerated. A minimal fee will be assessed for each property release to cover the expense of resealing the property.

The Jail will establish times during each operational shift for property release transactions. These times will be published in the Jail Public Lobby, the Sheriff's Office Website, and on the release form for inmates.

SOURCE: **None**

PROCEDURE I - Inmate Release Requests

1. When an inmate informs a deputy that they want to release personal property or money, the deputy will give them a Release of Property Form (Attachment A).

2. The deputy will ensure that the form is completed properly.

3. If the person to receive the property is in the lobby, a staff member will be requested to retrieve the property from booking.

4. If the person is not in the lobby, the inmate will retain the form until they arrive.

5. If the release request is for money, the deputy processing it will check the inmate's fund balance in Tiburon to ensure that sufficient money is available in the account. The deputy will obtain the computer generated check and issue it to the person named on the form.

6. An inmate's personal property will be removed from the property room in Booking and delivered to Reception. Any remaining property will be resealed. No unsealed property will be placed in the inmate’s property bag.

7. The deputy, or Reception, will obtain picture identification from the person receiving the item and request them to sign the release form. The identification type and number will be entered next to the person’s signature.

8. The deputy, or Reception, will also sign the Release of Property form, as a witness to the transaction.

9. The deputy will enter two transactions in Tiburon.

   a. The property removal (Property tab of Tab 6 of the inmate’s Corrections Entry tab).

   b. A one dollar debt for property resealing fee in the Money tab of Tab 6 of the inmate’s Corrections Entry tab. If the inmate has funds in his account, the deputy will complete a DBTR transaction for the resealing fee. If the inmate releases all of their property, there will be no resealing fee charged.

10. The deputy will submit the completed Release of Property Form to their immediate supervisor for review and approval.

11. Once the Release of Property Form has been reviewed and approved by a supervisor, the completed form will be placed in the inmate's Booking File.

12. Any property that is not released, due to the recipient leaving the Jail, will be returned to the inmate’s property and resealed. The Tiburon inventory will be updated and the resealing fee already assessed will not be refunded.

13. Inmates may not:

   - Release funds or property to other inmates in the jail.

   - Release all property/clothing unless they are sentenced to the Department of Corrections.

PROCEDURE II – Unscheduled Release Requests

1. When a visitor wants an inmate to release property or money, they will make the request through the On Duty Supervisor.

2. The On Duty Supervisor will contact the module deputy and ask them to check and determine if the inmate is willing to release the property to the person.

3. The inmate will complete an Inmate Release of Property and/or Money form.

4. Follow steps 2-13 of Procedure I.

By Order of the Division Chief

Signed by _____ 12/12/12
Bruce K. Haas Date

ATTACHMENT A: Release of Property and or Money Form

BOULDER COUNTY JAIL

RELEASE OF PROPERTY AND/OR MONEY FORM

I, _____ , an inmate of the Boulder County Jail, do authorize the Boulder County Jail to release the following property and/or money from my personal inventory. I understand that a one dollar fee will be assessed for any repackaging of remaining property.

_____ **personal papers**	_____ **billfold**	_____ **shoes**
_____ **pants**	_____ **shirt**	_____ **belt**
_____ **underclothing**	_____ **dress**	_____ **cellphone**
_____ **coat**	_____ **purse**	_____ **rings**
_____ **keys**	_____ **watch**	_____ **jewelry**
_____ **knife**	_____ **check book**	

Other:_____

_____

Money: _____ **dollars** _____ **cents**

Release the property and/or money to: _____
(Please print. This line must be completed)

Releasing inmate's signature: _____ **Date:** _____

Receiving individual's signature: _____ **Date:** _____
(include an ID type/number)

Witnessed By: _____ **Date:** _____

Tiburon Updated By: _____ **Date:** _____

Supervisor Review/Approval By: _____ **Date:** _____

PROPERTY RELEASES WILL BE CONDUCTED DAILY BETWEEN 7:30 a.m. and 9:30 a.m. and 7:30 p.m. and 9:30 p.m.

040512

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ADMISSION AND BOOKING OF NEW INMATES**

NUMBER: **J1601**

EFFECTIVE DATE: **January 7th, 2016**

POLICY: It is the policy of the Boulder County Jail to use standardized admission procedures to ensure that arrestees are properly booked and accorded all applicable rights.

SOURCE: None

PROCEDURE I - Arrival of New Arrestees

1. Arresting officers will generally notify Booking or Master Control by radio when proceeding to the jail with an arrestee. The officer will give the status (cooperative, semi-cooperative, or uncooperative), gender of the arrestee, and the estimated time of arrival.

2. Upon arriving at the jail the arresting officer will contact Master Control and request entry through the east overhead garage door or the walk-in door.

3. Arrestees surrendering themselves will report to the front lobby and contact Booking via the phone there.

4. When an arresting officer enters the jail with an arrestee, Master Control will notify Booking. The arresting officer must have the arrestee in restraints.

5. A Booking Deputy will go to the Intake Garage and obtain a property bag and gloves.

6. The Booking Deputy will escort the arrestee to the designated search area, where they will conduct a pat search. Deputies may escort arrestees from Reception to the garage, or other secure area, to complete the search. The Booking Deputy will place the arrestee's property in the small zippered property bag. The Booking Deputy will verify all monies that the arrestee has and place those monies in the money kiosk (See Jail

Policy J202.) The Booking Deputy will ask ALL new arrestees if they have ever been in the Boulder County Jail before.

7. While conducting the pat search, the Booking Deputy will obtain information from the arrestee concerning possible medical or mental health problems. If there are obvious injuries to the arrestee, or any medical or mental health conditions that require the attention of Medical, an on-duty nurse will respond to the Intake Garage. The Booking Deputy will note these medical or mental health problems on the Pre-Booking Inventory Form.

8. If an arrestee arrives with injuries, the Booking Deputy will ask for medical clearance paperwork (from a Hospital Emergency or Ambulance service), from the arresting officer. The deputy will immediately request for Medical staff to respond to the Intake Garage to complete an assessment of the arrestee before we accept custody of the arrestee from the arresting agency. If the nurse decides that there are injuries or medical conditions requiring immediate attention, the jail will require that the arresting officer arrange transport of the arrestee to the hospital for a medical clearance. The nurse will complete a Medical Clearance form to be sent with the arresting officer. (Note: If the decision to transport comes after admission, or someone is turning him/herself in, it will be our responsibility to obtain the medical clearance).

9. Once the pat search is completed and we have documentation that no medical problems exist, the Booking Deputy will be responsible for confirming that arresting officers have secured their weapons.

10. After having the arrestee remove their shoes, the Booking Deputy will then escort the arrestee through the Outer Receiving Door.

11. The Booking Deputy may remove the handcuffs in the sally port if the arrestee's behavior is appropriate. If the behavior is not appropriate, they will follow the applicable steps listed under Procedure III.

12. If the arrestee's behavior is appropriate, the Booking Deputy will remove the handcuffs and instruct the arrestee to sit on the fold-down chair in the sally port. The deputy will instruct the arrestee to remove their socks and any excess clothing or remaining jewelry. The deputy will check the bottom of the arrestee's feet and have the arrestee open their mouth to check for contraband. All jewelry will be placed in the property bag.

13. The Booking Deputy will admit the arresting officer to the interview area and escort the arrestee into Booking.

14. However, if the arresting officer needs to conduct an interview with the arrestee, the Booking Deputy will secure him or her in an interview room. If the arresting officer does not need to interview the arrestee, they will be directed to the arrestee waiting area.

15. The arresting officer will complete an Adult Custody Form. When the report is complete, the arresting officer will print a copy of it. The arresting officer will provide booking with a completed Adult Custody Form along with all associated charging documentation, i.e. Summons, Warrants and Locates and a signed Probable Cause Affidavit for a Probable Cause arrest. The arresting officer will be responsible for providing the Boulder Courts and District Attorney's office with identical packets using the envelopes supplied by Booking.

16. A copy of the Pre-Booking Inventory Form containing the arrestee's first and last name, dates of birth, charges, amount of money including coin, medical information, and description of his or her clothing will be placed in the small zippered property bag. All monies in the arrestee's possession will be secured in accordance with Jail Policy J202.

PROCEDURE II - Arrestees Brought in By Bond Agents and Bounty Hunters

1. Bonding Agents or bounty hunters bringing arrestees to the jail will be directed to the Intake Garage. If there is someone on duty in Reception, they will contact Master Control and Booking to let them know.

2. If brought in by a Bonding Agent, Booking will request a certified copy of the bond. If they do not have a certified copy of the Bond, the Booking Deputy will have the suspect cleared for warrants prior to entering the jail. If there is an active Boulder County warrant, the Jail will accept them into custody. If there are warrants from outside Boulder County the Bonding Agent will be instructed to take the suspect to the corresponding jurisdiction.

PROCEDURE III - Arrival of Uncooperative or Violent New Arrestees

1. Booking Deputies may request back up assistance if an arrestee arrives verbally abusive and/or physically combative.

2. If an arrestee is verbally abusive, but not physically combative, the Booking Deputy will use their judgment regarding where the pat search and handcuff removal will occur (i.e., the Intake Garage or a holding cell).

3. The arrestee will remain in a secured holding cell until the arresting officer has completed the custody report and Booking is prepared to begin the booking process.

4. If the arrestee is physically combative, violent, or uncooperative, we will escort them directly to the Disciplinary Module, the Booking Safety Cell, or a Holding Cell, as appropriate. Deputies will conduct a pat search, remove the restraints and, if necessary, replace them with jail restraints. The arrestee will be placed on Non-Processed Segregation (NPS). Women exhibiting these behaviors will be taken directly to the Women's module and placed on NPS status in a sub-dayroom cell (usually room 9 or 10), or housed in a Booking Holding cell.

5. A nurse will conduct an immediate assessment in the garage of any new arrestee who arrives hobbled or via ambulance. If the nurse feels that the arrestee is not medically fit to be admitted, they will require that the arresting agency transport the arrestee to the hospital for a medical clearance.

6. Arrestees, who are physically, medically and/or mentally unable to be processed, or who are physically or verbally abusive should be classified as NPS. The On-Duty Supervisor (ODS) may consult with a nurse to decide the best course of action. A Booking Deputy will document this information in an Incident Report (IR). They will enter a HMAP hold in Tiburon and on the Hard Card so that the arrestee will be fingerprinted at a later time.

PROCEDURE IV - Admission of New Inmates

1. A Booking Deputy will do an “Inmate in Custody” search in Tiburon of all new arrestees. This will help determine if the arrestee is already in the system. An “Alpha” name search of the arrestee will then be done next, to see if the subject has been in custody before. The Booking Deputy, using the most recent Booking number, will look at the last previous booking history under the Management information and review previously entered information that may need to be addressed in the new booking (i.e. suicidal tendencies, assaultive behavior, keep-away status and any bill balances or debt balances.) The Booking Deputy will complete a CCIC/NCIC warrants check.

2. If the inmate is not currently in custody the Booking Deputy will open a Query box in a Tiburon Corrections Main folder and begin a new booking using one of the following two methods:

   - Enter an existing JID number or MNI number for the arrestee. The Booking Deputy will choose any MNI which has a JID attached, or the lowest MNI greater than 100,000. If the Booking Deputy discovers multiple MNI numbers for an arrestee, they will notify the Sheriff’s Office Records Custodian in case the multiple records need to be repaired in order to maintain an accurate criminal history

for the arrestee. If the arrestee to be booked has no MNI and no JID, the Booking Deputy will enter "P" in the JID field to obtain a blank Booking screen. **This method should be used only if the arrestee has no prior history in Tiburon.**

All appropriate Tiburon screens will be completed. The Booking Deputy will print a Property Receipt and Liability Form, a Money Transaction Receipt (if necessary) and a Booking Receipt and attach to the Custody Report for the inmate booking file. The deputy will then obtain a photograph and fingerprints using the following procedure:

- Send capture photo data to the TIPS Photo system, capture the arrestee's photo, save the image, and print a copy for the inmate's module file.

- Send fingerprint information to the Livescan Fingerprinting Machine and obtain a full set of fingerprints from the arrestee. Print one local card and transmit fingerprint images to the Colorado Bureau of Investigation (CBI). **Note: CBI does not accept fingerprint submissions on Writs of Habeas Corpus or Courtesy Holds. It is not necessary to take fingerprints if only for these charges.**

- Failure to Comply (FTC) Warrant arrests requires fingerprints. Forward a copy of the FTC warrant to the Corrections Program Coordinator.

3. Booking and Transport Deputies, when doing a warrant or writ arrest, or adding a warrant charge to an inmate, can use the following procedure:

   A. Warrant arrests will be completed in accordance with Jail Policy J1617. Attach copies of the warrants and place one copy in a court envelope, one copy in a DA envelope, one copy for the Typing Pool, and one copy for the inmate Booking File.

   B. For new arrests on Other Jurisdiction Warrant, e.g. Larimer County; follow procedures as outlined in 3 (A) **except: Make copies of Tabs 1, 2, & 3. Place one copy in the Typing Pool box and one in the inmate's basket. Do not forward copies of these arrests to Boulder County Courts or DA.**

   C. For a new arrest on a Writ of Habeas Corpus: The Booking or Transport Deputy will complete Tabs 1, 2 & 3, including a maximum three line narrative describing the reason for arrest and including the abbreviated court docket number and the agency the arrestee must be returned to. The deputy will then print one copy of Tabs 1, 2 & 3 and place them in the inmate's basket or booking file.

D. For added warrant charges on inmates in custody: Follow all steps as outlined in 3 (A) or 3 (B). The Booking Deputy must add an HMAP event (Hold for Mug and Prints) for the new charge to the inmate's Event Tab in Tiburon. If the booking tabs remarks area is open, complete a narrative describing the reason for arrest, including all pertinent data, and print. If there is already data in the Booking Tab narrative field, the Booking Deputy may place this narrative information in the charge remarks field located on Tab 3, and then print the screen.

E. Deputies making an arrest pursuant to an extradition will complete an Adult Custody Form in accordance with this policy, Procedure I, step 15, in addition to form SO310.

4. A Booking Deputy will have the arrestee sign the Property Receipt, Liability Sheet, Boulder County Jail Inmate Rules form and the fingerprint card. If the arrestee refuses to sign the forms, the deputy will initial it and write, "**Refused**" on the signature line. A second employee will witness the refusal by adding his or her initials and employee number next to those of the deputy. On the Inmate Rules form, the statement "**Copy given to inmate**" will be written next to the word "Refused."

5. If we fingerprint the arrestee, but they refuse to sign the fingerprint cards, the deputy will write "Unable to Obtain - Refused to Sign" on the signature lines. If the person refuses to be printed, they will be taken to the Disciplinary Module or Women's Module and placed on NPS until the process can be completed.

6. When an arrestee is placed on NPS status a Booking Deputy will complete an IR, detailing the reason for the segregation.

7. The Booking Deputy will take the arrestee's fingerprints and a series of photographs, which will include a front photo and left and right profile photos. If the subject wears prescription glasses, take an additional photograph with glasses. (Note: A Law Enforcement Technician (LET) may take the photograph, if they have no physical contact with the arrestee).

8. When the booking process is complete, a Bond Commissioner may interview the arrestee, if appropriate.

9. If the arrestee can post the bond, or is otherwise released, a Booking Deputy will begin the release process.

10. If the arrestee is unable to post the bond, or cannot otherwise be released, Booking will make an Inmate Booking File. The File will contain a copy of

the custody report, the Property Inventory, and a copy of any warrants or teletypes.

11. Warrants received from CCIC/NCIC will be placed in the arrestee's Inmate Booking File. Copies of all out-of-state warrants will be forwarded and faxed to the District Attorney's Office.

13. One completed DBI fingerprint card will be placed in the inmate's Booking File.

14. Procedure for Post Judgment District Court Warrants, also Known As **"Notify the World Warrants."**

"Notify the World Warrants" are post-judgment warrants issued out of Division 4 or Division 6. These warrants usually involve FTC's or Probation Violations. All post-judgment cases that originated in either Division 4 or 6 will be referred to Division 13.

Also, any warrants issued by Juvenile Court will be considered Notify the World Warrants. Juvenile cases always return to the Juvenile Magistrate.

A. To determine the correct court, date and time for a NTW warrant, the Booking Deputy must first determine that the warrant is a "post-judgment" warrant. The deputy will next determine if the case is a felony, and last, that the case was adjudicated in either Division 4 or 6. If the warrant meets all these criteria the deputy will set the case for the next court date according to the Division 13 schedule, which is the next Monday, Wednesday, or Thursday at 0900 hours.

B. All pre-adjudicated cases (FTA warrants, for example) issued by Division 4 or 6 shall be assigned court dates according to the following District Court schedule:

- ► Division 4 – Monday and Wednesday at 0815 hours, Friday at 1300 hours.
- ► Division 6 – Tuesday, Thursday and Friday at 0815 hours.
- ► **No arrestee booked after 1300 hours may be set for District Court on the following business day**.
- ► All days and hours are subject to change at the discretion of the district court judges.

C. In the case of a **Juvenile warrant**, a Booking Deputy must contact the Juvenile court clerk by telephone to obtain a court date and time.

D. The Booking Deputy will make a copy of the warrant and stamp it with the "Add on Warrants" stamp. The deputy will put the information for the court Division #; Court Date and Time (as determined by the Booking

Deputy/LET); Date Faxed, Deputy Name and Number in the appropriate spaces provided.

E. The Booking Deputy/LET will make the notifications to the appropriate District Court clerk, DA's Office, Public Defender, Probation and the Court Holding office at the Justice Center via the booking fax machine.

F. When this is complete the Booking Deputy/LET will place the stamped copy of the warrant in the arrestee's booking file to indicate that the proper notifications have been made.

15. A Booking Deputy will make a Module File containing three Property Labels, one black and white mug shot, and the original, signed, copy of the Boulder County Jail Inmate Rules form. This file will be taken with the inmate to the assigned module.

16. Booking will also complete a strip search authorization form. This form shall indicate whether or not the intake is to be strip-searched and why. **A strip search authorization form must be completed and signed by a supervisor prior to all strip searches.** This form will be placed with the module file for the dress-in deputy and will be completed on all dress-ins.

17. Booking will then advise a Rover that an inmate is ready to be dressed-in. If a Rover is not available, a Booking Deputy will do the dress-in.

PROCEDURE V - Court Ordered Mittimus

1. **Alternative Sentences:** Those sentenced by the court to an Alternative Sentence (Work Crew, Day Reporting, Work Release, Home Detention) will be booked by the supervisor(s) of the program.

2. **Work Release Sentences:** When the court sentences the person to Work Release they will contact the Work Release Supervisor to set up a time for booking. Work Release inmates are scheduled and booked by the supervisor of the program. Booking staff will take fingerprints (if necessary) and mug shot.

3. **Home Detention Sentences:** Those sentenced to the Home Detention Program will contact a Home Detention Supervisor. Home Detention inmates will be scheduled, booked, photographed and printed by the supervisor of the program.

4. **Day Reporting Sentences:** Those sentenced to the Day Reporting Program will contact the Day Reporting Supervisor. Day Reporting

inmates will be scheduled, booked, photographed and printed by the supervisor of the program.

5. **Straight Time Sentences:** Those sentenced to serve "straight time" or weekend sentences in jail will report directly to the jail lobby, on the date and time specified on the Mittimus and contact Booking via the lobby phone. Copies of these Mitts can be found in the "Mitt Drawer" in Booking under that day's date or on the G: Drive under G:/jailstaffreadonly/MITTIMUS. For Mitts received on those still in custody, all Mitts will be forwarded to the Corrections Program Coordinator for processing.

6. For all Mittimus Arrests, the Booking Deputy will complete the booking process in Tiburon. No custody report is required. Complete all appropriate Tiburon tabs and print tabs 1, 2, & 3 and attach copies to mitts. You must complete a narrative of not more than three lines on the booking tab in the remarks area, stating where, when and why you arrested the inmate, including the docket number. The Booking Deputy will obtain a photograph of the arrestee. A printed copy of the photograph will be placed in the inmate's Booking File. **A copy of all Mittimus entered in Booking will be forwarded to the Corrections Program Coordinator**. A booking file and Hard Card will be created and maintained in Booking for all inmates serving straight time.

7. If someone reports to the jail to begin serving any Mittimus sentence, and the jail has not received the appropriate documents from the court, every attempt will be made to verify the sentencing information. If no information can be located, the person will be turned away and told to contact the sentencing court. We will notify the sentencing court at the earliest opportunity so that a copy of the Mittimus can be forwarded to the jail. If the person reporting for the sentence cannot be positively identified, the person will be turned away and the sentencing court notified. An Incident Report will be completed and forwarded to the sentencing court.

8. All Mittimus bookings will be processed in accordance with the procedures outlined in **Procedure IV** of this policy.

PROCEDURE VI - Notification for No-Show Mittimus Sentences

1. When a person fails to report for a sentence, a Booking Deputy or L.E.T. will check Tiburon to determine if they are already in custody. If not in custody, the deputy or L.E.T. will complete a Failure to Report for Mittimus Memorandum to the sentencing judge.

2. The memorandum will include the inmate's name, charge, and the date he or she failed to report. The Booking Deputy/LET will attach the original Mittimus and return it to the sentencing court.

3. If the sentence is for the Day Reporting, Home Detention, Workender or Work Release Programs, the Program Supervisor will return the Mittimus with a similar memorandum to the sentencing court. The Alternative Sentencing Program Sergeant will write a similar report on those not reporting for the Workender program.

PROCEDURE VII – NCIC/CCIC New Warrants & Messages

1. All persons booked will be cleared for warrants through NCIC/CCIC. Use the QW mask to check for warrants on all bookings. When a warrant is found the Booking Deputy will determine if the warrant is a CICJIS warrant. CICJIS warrants do not need to be confirmed.

2. All other types of warrants require a confirmation request sent to the ORI, using the GHC mask.

3. Valid warrants from another jurisdiction within the State of Colorado will be "located" using the LW (locate warrant) mask.

4. All Boulder County warrants will be "Canceled" either by Booking staff or Boulder County Warrants Staff, using the "Cancel Warrant Procedure".

5. Local Warrant Confirmations. The following procedure will be used when the BCSO warrants office is closed.

   A. Communications will receive all outside agency confirmation requests and forward to Booking Terminal BSK.

   B. Booking personnel will print a copy of the request and proceed to the warrant office to do a manual file search, following the search instructions listed in the office.

   C. Once the warrant file has been located and the warrants validity determined the Booking Deputy/LET will notify communications at (ext. 3375) that the warrant is valid. The Booking Deputy will make a copy of the warrant and add a notation identifying the agency requesting confirmation and leave it on the desk for the warrants clerk.

PROCEDURE VIII - Arrests of Parolees

1. Booking will process parole violators, as described in Procedure IV (Admission of New Inmates), with two differences. The person admitted

for a parole violation will not go to court for the setting of a bond. Booking will notify Parole personnel by CCIC/NCIC, informing them that the person is in custody and place a hold on the Hard Card and in Tiburon. (See "Information" in Jail policy J1616 for types of Parole Violations.)

2. A parole hearing will be held within thirty days to determine if the parole will be revoked or reinstated, except that the Parole Board may grant a delay when it finds good cause to exist. A member of the Parole Board will preside at these hearings.

3. The Parole Officer will inform Booking of the Hearing findings in writing. Booking will forward all original Parole Findings documents to the Transportation supervisor. The Booking Deputy/LET will also place a photocopy of the notification in the inmate's Booking File.

4. If the parole is to be revoked, Booking will notify the Court/Transport Sergeant, who will place the inmate on the DOC Waiting List and make the appropriate notation in Tiburon.

5. If the Parole Officer reinstates the parole and no other charges are pending, booking will release the inmate upon receipt of a written order from parole.

PROCEDURE IX - Holds

1. When Booking determines that we should hold an inmate for another jurisdiction, they will write the name of the agency(ies) on the Hardcard in the space provided.

2. Booking will also place a hold in Tiburon with the same information.

3. Holds for photographs, fingerprints, or medications will be handled in the same manner using the proper code in the events code table in Tiburon.

PROCEDURE X-VINEWatch Victim Notification Information

1) When receiving a phone call from a victim reference the **VINEWatch** victim notification process/system, staff shall refer the individual to the following:VINE-**www.vinelink.com or 888-263-VINE(8463).**

2) If a victim has a complaint or concern reference the VINEWatch notification system, staff shall immediately notify the On Duty Supervisor and refer the individual to him/her.

3) When an inmate is moved to another facility, booking staff shall enter a move event in Tiburon (i.e. OJ Jefferson County). This will then trigger a Victim Notification via the VINEWatch system.

4) When an inmate is out on a WRIT, booking staff shall enter a move event in Tiburon as in step 3 (i.e. OJ Furlough). This will then trigger a Victim Notification via the VINEWatch system.

5) Inmates who are "walkaways" from Work release will also need to be moved into the Walk Module by entering a move event in Tiburon.

PROCEDURE XI – Emergency On-Line Victim Notifications when VINEWatch is down.

EOL (Emergency On-Line) Notifications procedure

1. Log on to VINEWatch at **www.vinewatch.com** using your vine watch credentials.
2. Go to Search – offenders
3. Search by last name or JID # (Last name, First or JID #. JID must be nine characters and include all the zeroes, no hyphen; ex. P00086191)
4. Select the inmate, then click the "override box"
5. Click box marked "Override Custody Information"
6. If inmate released or being released, change custody status. Choose either "Out of Custody", or "Transferred," whichever is appropriate.
7. Click "Generate Notification on Update." IMPORTANT – this box must be checked or no notification will go out.
8. Click "Update" to save changes.

PROCEDURE XII - Incoming Materials from Other Facilities

1. Booking Deputies will carefully inventory all inmate property that comes from another facility, setting aside any comparable commissary items. When the inmate is dressed-in, the inmate will be allowed to take any comparable items to the Module.

2. The inmate will be allowed to keep other items that appear on the Incoming Materials List.

3. All perishable food will be disposed of by Booking and noted on the property form.

4. Any questions regarding commissary items or other possessions shall be referred to the ODS before allowing the inmate to have them.

PROCEDURE XIII – Arrestees Received from Court Arrests

1. Arrests made in a Boulder County courtroom will be taken to the appropriate holding area in the court facility.

2. The arrestee will be searched and their personal items will be collected and inventoried. Included with this inventory will be the following information:

   - Arrestee's LAST NAME, First name
   - Arrestee's Date of Birth
   - Is the arrestee suicidal?
   - Completed property inventory

3. The name and badge number of the officer making the court arrest must be placed in the Agency/Officer section of the Inventory Form and must be legible. The deputy responsible for transporting the items will legibly sign his/her name in the Transport Deputy Signature Section of the Inventory Form. The Remand Authorization form will be completed and attached to the Inventory form.

4. All personal items and the inventory sheet will be packaged and sealed.

5. Any money that the arrestee's property will be listed on the Inventory Form and will be sealed in an envelope. The envelope will be marked with the following information:

   - Arrestee's LAST NAME, First name
   - Amount of money
   - Shift (Transports)
   - Date and time monies collected

   The money envelope will then be sealed with the inventoried property.

6. The arrestee will then be transported to the Jail.

7. Upon arrival at the Jail, the inmate, and their property, will be received as described previously in this procedure.

PROCEDURE XIII - John/Jane Doe Processing

1. When an arresting officer has no identification for an arrestee, and has reasonable suspicion to believe the arrestee is concealing their identity, they may enter the arrestee as "John" or "Jane Doe" on the custody form.

2. The arresting officer will inform Booking when they have entered an arrestee as a "John" or "Jane Doe."

3. The standard arrest procedures will be used for a "John" or "Jane Doe." Booking will admit the individual as described in the applicable steps in Procedure IV (Admission of New Inmates). Booking will assign the John or Jane Doe a temporary JID number using a “T” instead of a “P” on the New Booking Tab in Tiburon. Booking will also contact the CBI by phone and request a check of the prints for immediate identification after sending them.

4. When the "John" or "Jane Doe's" identity has been established, Booking will ensure that they enter the correct name in Tiburon and assign a New “P” permanent JID number. The name "John” or "Jane Doe" will be entered as an Also Known As (AKA). If the arrestee already has an existing JID, the booking should be associated with the existing JID via the JID Transfer procedure.

PROCEDURE XIV - Acceptance of Mittimus and other Court Issued Documents

1. All Mittimus and Failure to Comply: Mittimus received from the court will be forwarded to the Corrections Program Coordinator responsible for entering and calculating sentences for inmates.

2. Mittimus stipulating a DOC sentence will be placed in the appropriate file in the Transport Office.

3. Mittimus stipulating a Community Corrections sentence will be placed in the appropriate file in the Transport Office. A member of the Transport Team will make the necessary notifications to Correctional Management, Inc. (CMI).

4. When Booking receives a Furlough Order, they will make copies for the Supervisor's Clipboard, the shift-to-shift booking pass-on box and the inmate. The original will be placed in the inmate’s Booking File. The ODS will also note the furlough in the Supervisor's Pass-on Log for discussion at upcoming briefings.

PROCEDURE XV - Booking Welfare Checks

1. Booking will conduct regular welfare checks of all arrestees in Booking to ensure their safety and security. They will be especially alert for problems due to possible intoxication, suicidal tendencies, medical and mental health issues, and/or other special concerns.

2. Booking will conduct welfare checks on anyone in a holding cell at least once in every thirty-minute period. They will document these checks on the Booking Log.

3. When an arrestee is moved from a holding cell to a module, the Booking Log will be placed in the person's Booking File.

PROCEDURE XVI - Meals

1. Food Service will contact Booking approximately twenty minutes before the scheduled delivery of meals to find out how many meals they need.

2. Food Service will advise Booking via radio when they are delivering the meals.

3. A Food Service Inmate Worker will take the meals to Booking through the Building "B" Corridor. The Inmate Worker will notify Booking when the meals are there.

4. A Booking Deputy will give each arrestee one meal.

5. Booking will notify Food Service when the cart is ready to be picked up.

6. The Food Service Inmate Worker will also use the Building B Corridor to return the cart to Food Service.

PROCEDURE XVII - The Booking Visitation Booth

1. A Supervisor may approve a visit in the Booking Visitation Booth through the Reception Area when a Receptionist is on duty. After reception hours, access will be through the Night Entrance Doors.

2. Booking monitors the Night Entrance Door and intercom from Booking. When admitting a visitor, Booking will observe the person through the monitor and instruct them how to enter the booth.

3. Booking will monitor inmate behavior while they are in the booth.

4. No contact is allowed between inmates and the visitor.
5. Bonding agents and cosigners may use the Visitation Booth for signing bonds and other communications with Booking.

PROCDURE XVIII – Consular Notification

1. Booking will make every effort to determine the nationality of anyone who is brought into the Boulder County Jail, if his or her citizenship is in question.

2. If a nationality other than the United States is determined the Booking Deputy will check the Consular Notification and Access Reference Card to determine if the arrestee is a citizen of a country that has Mandatory Notification Requirements.

3. If the foreign national's country **is** on the list of mandatory notification countries list, the Booking Deputy will notify the country's nearest consular officials, without delay, of the arrest/detention. The Booking Deputy will read Statement #2 on the back of the Consular Notification card to the arrestee advising the foreign national that his/her consulate will be contacted.

4. If the foreign national's country is **not** on the mandatory notification countries list the Booking Deputy will offer, without delay, to notify the foreign national's consular officials of the arrest/detention. In addition, read Statement #1 on the back of the Consular Notification Card to the foreign national.

5. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.

6. Foreign national's who do not request notification require no further special considerations and should be processed following normal arrest and/or booking procedures.

7. Staff will document either in the arrest report, summons, or at the bottom of the first booking tab, one of the following:

   a. Notification was mandatory and made whether requested or not.

   b. Notification was not mandatory, but requested and made.

   c. Notification was not mandatory, not requested and no notification was made.

By Order of the Division Chief

_____ 01/07/2016_____

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE DRESS-IN**

NUMBER: **16-01-02**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to search individuals being admitted to the jail, as appropriate, and dress them in jail issued clothing. This will be done in a safe, secure, professional, and consistent manner. Officers doing the search will be of the same sex as the individual and preserve as much of the person's dignity as possible.

SOURCE: A.C.A. Standard 4-ALDF-4B-01
A.C.A. Standard 4-ALDF-4B-02
A.C.A. Standard 4-ALDF-4B-03
A.C.A. Standard 4-ALDF-4B-05
A.C.A. Standard 4-ALDF-4B-06

PROCEDURE I - Routine Dress-In

1. Officers assigned to do a dress-in will determine if the individual will be serving a sentence or is charged with a felony, misdemeanor, or municipal offense. If serving a sentence, or charged with a felony and reasonable suspicion exists, the person will be strip searched as part of the dress-in procedure (see Strip Searches, 09-01-22).

2. The officer will complete and sign the Boulder County Jail "Strip Search Approval Form" for **ALL** dress-ins. The officer will take the basket containing the inmate's personal property and their Module File into the Property Room. The officer will obtain a clothing bag and place the inmate's shoes, coat, and any other large property items in it.

3. A copy of the Boulder County Property Label will be placed in the plastic slot on the front of the property bag for identification. All valuables and small items of property taken during the pat search will be secured using the Guardian Property Storage System. A copy of the Boulder County Property Label will be included with the property for identification.

Personal property will be stored in the inmate's clothing bag on the property carousel.

4. The officer will obtain the following clothing and linen items for the inmate's basket:

2 blankets	2 sheets
1 pillowcase	2 pairs of underwear
2 pairs of socks	1 bra for females
1 towel	1 red "Intake" jumpsuit
1 washcloth	2 T-shirts
1 pair of shoes	

The officer will place the basket and property bag in a changing room and place the file in the file box outside the door.

5. The officer will escort the person to the changing room. They will search the person according to the criteria described in Step 1.

6. When the inmate has finished changing, the officer will notify the designated housing area via radio, of how many and what type of inmates will be escorted to the housing area. The officer will then store the inmate's personal clothing by vacuum sealing it, placing it in the clothing bag, and storing it in its assigned slot on the property carousel.

7. The officer will give the Module File to the Module Officer and log the inmate in on the Movement Log.

8. The Module Officer will assign the inmate to a room and advise the person of the number.

9. If the officer notices or is informed of any other medical problems during this time, which have not been previously noted, they will contact Medical. A red file folder will be used for the inmate file to designate those inmates with housing restrictions.

By Order of the Division Chief

Signed by _____ 11/13/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE ORIENTATION**

NUMBER: **J1603**

EFFECTIVE DATE: **December 28, 2012**

POLICY: It is the policy of the Boulder County Jail to conduct daily orientations in the Intake or Women's module to familiarize all new inmates with the rules, regulations, and expectations of the jail.

PROCEDURE I – Daily Orientation

1. Intake and Women's Dayshift deputies will initiate new Orientation Rosters each morning.

2. Deputies will write the names of new intakes on an "Intake Orientation Sheet" as they assign them to cells and inform them when the next orientation will take place. These inmates remain locked in their cells until that time.

3. When a new intake arrives at the module, deputies will escort each inmate to their assigned cell. The deputy will inspect the cell before the inmate is allowed in. Deputies will handle any cell issues accordingly.

4. The new intakes will be assembled for an orientation at least once per shift. Those unable to attend the orientation will remain locked in their cells until the next one is conducted.

5. Deputies will use a scripted outline and checklist to ensure consistency in covering each subject discussed during the orientations.

6. During orientation, Deputies will observe each inmate's demeanor. If they identify inmates with special needs information will be passed on to Classification and or medical to help determine where they may need to be housed.

7. At the conclusion of the orientation, the module deputy will confirm with each inmate that they have signed a Boulder County Jail Inmate Rules form and have the yellow copy of the form.

7. The name(s) of inmates unable or refusing to attend orientations will be placed on the “Intake Orientation Sheet” for the next orientation. An entry will be made in the Worksheet of the Jail Management System (currently Tiburon) for those inmates who did not attend orientation

.

8. Night Shift deputies will also provide orientations to any inmate that is assigned to Intake/Women’s as they arrive at the module. This will be based on the inmates’ level of sobriety and level of cooperation. Night Shift deputies will follow steps 3 through 8 of this procedure.

9. The same procedure will be used for new intakes in Women’s.

PROCEDURE II - Refusals to Participate

1. If a new intake refuses, or is unable, to participate in an orientation after being directed to do so, they will be placed back in their cell. They will be afforded an opportunity to attend the next orientation.

2. If the same person refuses, or is unable, to participate in the orientation again, they will be moved to the Disciplinary Module and housed on Non-processed Segregation status until they complete the orientation. Deputies will keep the ODS and Classification informed of these people.

PROCEDURE III - Normal Unlocks

1. At the conclusion of an orientation, those inmates, at the discretion of the Module Deputy may remain out. (With the exception of those orientated on night shift after 2200 hr. lockdowns). The time out schedule depends on the module schedule and activities.

2. Inmates who have participated in orientation will be assigned a headset.

By Order of the Division Chief

Signed by _____ 12/28/12

Bruce K. Haas Date

ATTACHMENT A: Orientation Information Sheet

INTAKE ORIENTATION INFORMATION SHEET

COURTS

County Charges:
Go to court at 2:00 pm, here at the jail; Monday through Friday.

Domestic Violence:
You must be seen by a judge before a bond can be set. On weekends, judge comes in to review charges

Boulder Muni Charges:
Courts are Monday, Wednesday and Fridays at 11:30 am here at the jail.

Other Jurisdictions:
If you are unable to post bond Booking will notify other jurisdictions to come to pick you up when your local charges are concluded.

Further questions concerning your particular charges can be answered by a Module Deputy.

MEDICAL ROUNDS

Medical rounds for sick calls are conducted twice daily. Dispensing of medication occurs in the housing units three times daily.

Medical clinic and Dental clinic are conducted twice weekly. If you have issues concerning medical or dental, write a kite to medical requesting to see the professionals. You MUST fill out a KITE to see a nurse, doctor dentist or psychiatrist. Each request will be evaluated before an appointment is scheduled.

If you take medication regularly, it is best to have the medicine brought in by someone for you. Medication needs to be in a bottle with a pharmacy's label and a current prescription order. All medications will be kept secure in the medical office and dispensed as prescribed.

A fee is assessed for every kite to the doctor, dentist, and psychiatrist visit. Fees are also applied for medication provided by the jail, and consultations with a nurse. A fee schedule is posted inside every module.

CLASSIFICATION STATUS

All inmates who stay over a 24-72 hr. period are classified. Classification status is based on a point system determined by current charges, criminal history, escape history, past jail behavior history and current demeanor. Classification Deputies will interview you within a 24-72 hr. period.

PHONES

There are phones inside the module allowed for inmate use.

All phone calls are limited to 15 minutes.

All calls are collect calls inside the module. If you can post a bond, and your inmate booking number has not been cycled through the phone system, ask a Deputy to use a phone to make a call. This is only allowed for new intakes that can bond.

Your collect phone calls are associated to your booking number and a pin number you make up. Get with a Deputy to get your booking number. The phone in the Officer workstation is not used for personal calls.

VISITATION

Each living area has specific days and times for visitation. Check with the Module you are living in to get the correct days and times.

Any visitor must present a valid ID prior to being approved for a visit, either by coming to the Jail and presenting identification beforehand or arriving early the day of the visit with proper ID.

Visits may be contact or secure based on your housing assignment and space availability.

There is no sexual contact allowed during a visit. Any sexual contact will terminate the visit immediately.

MAIL

One letter or postcard can be sent out Sunday through Thursday between 7:00 pm and 10:00pm. Postcards can be obtained by the module Deputy.

No mail will go out on Friday or Saturdays.

Letters can be no more than 3 pages. All letters must be given to the Deputies unopened. All letters, other than legal mail, will be read and reviewed by staff. See mail policy for specifics.

COMMISSARY

All debts incurred at the jail must be paid before you can order commissary. Commissary is ordered on Sunday nights, and delivered on Tuesday nights. Anyone can load money onto your account by going to the Internet and using **www.ezmoneyload.com**

INMATE/CELL/MODULE

You must maintain personal hygiene, and shower daily.

Razors may be checked out during specific times and must be returned within 15 minutes.

Supplies are given out in different modules at specific times, depending on where you are housed. You are supplied a toothbrush, shaving cream, comb, cup and Spork for your own personal use. Other personal hygiene items can be purchased on commissary.

You are required to maintain cleanliness in your cell. Toilets are to be flushed. Do not block vents or windows in your room. Nothing may be attached to, or cover, light fixtures.

When you are told to lockdown, you must comply immediately. This can be due to a life threatening incident or occurrence. Do not linger and lock down.

INMATE FUNDS

The Boulder County Jail accepts cash deposits or bond transactions through our Lobby Kiosk, Alternative Sentencing Kiosk or Booking Kiosk. There is also a website to complete either transaction.

There is a fee for credit card transactions as well as cash transactions. Fees are to pay for the handling of money. Boulder County Jail does not profit from fees. All fees are generated from the vendor.

Cash transactions will apply a $1.99 per transaction up to $10.00. Anything between $10.01 and $500 will charged $2.99 per transaction. Anything over $501.00 will be charged 7% on top of the transaction. For example, if someone puts $550 on your books they will be charged $38.50 to put that amount of money onto your books.

Bond transactions between $0.00 and $2000.99 will be charged $10 plus **7%** of the bail. Bond transactions over $2001.00 will be charged 7% of the bail.

Boulder County Jail has a charge of $10.00 fee for each bond.

There is a $30.00 Booking Fee for Boulder County charges.

Websites:

Money load Site (To buy commissary or pay jail debt) – **www.ezmoneyload.com**
Bonding Site - **www.ezboulderbail.com**
Credit Card bonding – GovPayNet information obtained through Booking x4650

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE DRESS-OUT**

NUMBER: **16-01-04**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to conduct inmate dress-outs in a way that is professional and ensures that the Jail returns all inmate and jail property. Officers will maintain security of the facility during dress-outs.

SOURCE: None

PROCEDURE I - Routine Inmate Dress-Out

1. Booking personnel will notify the Module Officer when to have an inmate prepare for release.

2. The Module Officer will immediately instruct the inmate to clean his or her room and gather their property. Once the inmate has finished cleaning and has collected all the property, the Module Officer will inspect the room to ensure that it has been properly cleaned. If additional cleaning is necessary, the Module Officer will supervise the inmate while they finish cleaning the room.

3. A Rover will go to the Module to escort the inmate to Booking.

4. The Rover will log the inmate's departure on the Movement Log, get the Inmate Module File, and escort them to the Check Out Area.

5. If more than one person is being dressed-out simultaneously, the Rover will place one of them in the Check-Out Room and the others in Holding Cell "C."

6. Booking will then complete the release process.

7. As officers move inmates to the Check-Out Room, Booking will obtain the inmate's personal property bag and exchange it for all jail issued property. The inmate's jail uniform and linen will be placed into the laundry cart in

the Property Room. Inmate Handbooks, mugs, library books, and other jail property will be collected.

8. When Booking has completed the release process they will escort the inmate to the Public Lobby.

PROCEDURE II - Dress-Out for Inmates Released to Other Locations

1. When the Jail releases an inmate to another location or on a furlough for more than twenty-four hours, the dress-out procedure will be the same as in Procedure I with the following exceptions:

   A. If the inmate will be returned to the jail, Booking will place all of the inmate's personal property, including commissary, on one of the property storage shelves in the Property Room and label it with the inmates NAME.

   B. Inmates will be transported to other jurisdictions in jail clothing unless otherwise ordered by the court.

   C. If there is a possibility that an inmate may not be returned to the jail, we will release all property to them as in Procedure I - Routine Inmate Dress-Out.

   D. Booking will move the inmate's Hardcard and Inmate Booking File to the Other Locations Drawer and make the appropriate moves in Tiburon.

By Order of the Division Chief

Signed by _____ 11/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE RELEASES AND FURLOUGHS**

NUMBER: **J1605**

EFFECTIVE DATE: **January 7th, 2016**

POLICY: It is the policy of the Boulder County Jail to ensure the proper release of inmates from custody or transfer to another facility. Booking personnel will verify the identity of inmates, check all documents for authenticity, collect jail property from the inmate, and return personal property and funds to the inmate.

SOURCE: Colorado Revised Statutes 18-8-208.1 (6)

INFORMATION: The standard bond form will be completed for all bonds issued by Booking, whether District, County, or Municipal Court. This includes all out-of-county bonds as well.

- **Cash bonds** may be posted using cash and checks issued from an inmate's jail account. Non-refundable cashier checks or money orders, made payable to the appropriate court or the inmate are also acceptable. All checks for out of county bonds from an inmate's jail account will be made payable to the order of "Inmate Bond Account" not the outside jurisdiction.

- **Surety bonds** may be posted by a licensed bonding agent of the State of Colorado. Booking will verify the bonding agent's government issued Identification and Colorado Bonding License, noting the date of issuance and expiration. The Booking Deputy will confirm the bonding agent is not on the "Surety on the Board Report". If the bonding agent is listed the deputy will not accept a bond from this agent. This report can be found online and will be printed daily.

- **Personal Recognizance (PR) bonds** are issued and completed by a Community Corrections Bond Commissioner or the courts and given to Booking. PR Bonds authorized by the courts, but not issued and signed in the courtroom, will be completed by Booking.

- **Co-signed PR bonds**: the cosigner's identity will be verified by a Bond Commissioner with some form of picture identification, such as a driver's license or other valid ID. The Booking Deputy will conduct a warrants check on the consigner using CCIC/NCIC.

- Bonding agents, cosigners, and those bringing cash for bonds will come to the Booking Visitation Booth or the Lobby. Pursuant to Section 16-3-503, C.R.S., if the person is charged with a felony or a class 1 or class 2 misdemeanors, the Bail Bonding Agent will be provided with Attachment 1 of this policy. This form advises them that the person has not been able to provide one of the identifying documents listed in Section 16-3-503(3), and is likely illegally present in the United States of America. They must sign the form acknowledging that they understand this.

- Also, pursuant to 16-3-503, the defendant, or person other than a professional Bonding Agent, is required to execute a waiver that states that they understand that the bond or fees shall be forfeited if the defendant is removed from the country. They must sign the form acknowledging that they understand this.

- Booking will then take money, check ID's, and pass the bond(s) through the window for signatures, or by contacting the person in the Lobby. When collecting cash for a bond, the deputy will explain to the person posting the bond how they can request the court to give the money back to them and act as a surety, in lieu of the inmate getting it when the case is disposed of.

- The jail will not write bonds for warrants issued by other states (FOJ) until a Boulder County judge has set a bond. Jurisdictions outside Colorado have set bond amounts on these out-of-state warrants and they are not applicable here.

- Pursuant to C.R.S. 18-8-208.1 (6), inmates released on furlough are considered to be "in custody" while on furlough. If they fail to return to the Jail, the On-Duty (ODS) will initiate escape procedures in accordance with Boulder County Jail Policy J2313.

PROCEDURE I - Book and Release

1. When notified by an arresting officer that an arrestee is to be processed as a Book and Release, Booking will complete the admission process in Tiburon.

2. Booking will take a photograph and fingerprints for the arrest.

3. Once the admission process has been completed, Booking will release the individual from Tiburon and return their personal property to them. The person will sign the Property Screen and Liability sheet stating that they have received all of their belongings.

4. Booking will escort the person to the public lobby and release them.

PROCEDURE II - Book and Bond

1. When Booking is notified that an arrestee has the means to post a bond they will be processed as normal. Booking will complete the admission process in Tiburon.

2. Booking will photograph and fingerprint the arrestee.

3. Once the admission process has been completed, Booking will complete a bond form. After the On-Duty-Supervisor (ODS) reviews the bond, Booking will then release the person from Tiburon.

4. Booking will fully explain the bond to the person and any co-signers who may be involved. On the bond form, the Surety section must be completed with one of the following pieces of information:

    a. Surety's signature

    b. Declined (if the person depositing the bond money does not want to be the surety on the bond.)

    c. Remote (if the bond money was deposited from a remote site and not presented at the Jail.)

    d. Self (if the bond money was deposited by the arrestee.)

    e. Not Present (if the bond money is deposited at the Jail site but the depositor has left the premise.)

5. Booking will ensure that the arrestee and co-signer, if the courts have approved one, have signed the bond.

6. A copy of the bond form and any treatment referral documents issued by Community Corrections will be provided to the inmate being released.

7. A copy of the bond form will be placed in the Community Correction's box in Booking.

8. Booking will secure the bond in the designated location with the original copy of the bond.

9. Booking will return the person's personal property and have them sign the Property Screen and Liability sheet stating they have received all of their belongings. The inmate's documents will be placed in the Reception basket in Booking.

10. Booking will escort the person to the lobby or Intake Garage upon release.

PROCEDURE III - Release on Bond

1. When Booking knows that an inmate is to be released on a bond, they will check the type and amount of the required bond(s) written on the inmate's Hardcard and listed in Tiburon. Booking will also check the Hardcard to determine if there are any holds that must be cleared before the inmate's release.

2. Booking will perform a warrants check on the inmate using CCIC/NCIC. If an outstanding warrant is found, Booking will complete an arrest in Tiburon.

3. If CCIC/NCIC are out of service, Booking will complete a local warrants check by calling Sheriff's Warrants. After hours, a Booking Deputy will go to Warrants and complete a manual search for local warrants.

4. If a bonding agent is posting the bond, Booking will check the person's Colorado Insurance Producer License and driver's license for accuracy. The agent may be "Cash Qualified" in Colorado, but will still require a Bonding License and cannot be listed on the "Surety on the Board Report".

5. If someone other than a bonding agent is posting the bond, Booking will ensure that the necessary money and/or signatures are available, so they can release the inmate. The Surety section of the bond form will be completed as directed in Procedure II, Step 4 of this policy.

6. Whether the person is a Bail Bonding Agent, defendant, or person other than a professional bonding agent, if the person bonding out is charged with a felony or a class 1 or class 2 misdemeanors, Attachment 1 of this policy will be completed.

7. The Booking Deputy will write the bond and submit the bond and release paperwork to the ODS for review. Once the release has been reviewed

and approved by the ODS, the Booking Deputy will release the inmate from Tiburon.

8. Booking will notify the appropriate module deputy and request that the inmate prepare for release.

9. Booking will then request that the inmate be escorted to Booking.

10. When the inmate arrives in the Check-Out Area they will be instructed to place all jail clothing and property through the window between the Dress-Out and Property Rooms in exchange for their personal clothes and belongings. The deputy responsible for the dress out will monitor this activity.

11. Booking will verify the identity of the inmate by asking them at least three of the following ten items of information from the arrest report:

- ►middle name
- ►AKA's or nicknames
- ►place of employment
- ►place of birth
- ►location of arrest
- ►mug shot in file
- ►date of birth
- ►home address
- ►social security number
- ►model and make of car
- ►Photo ID on wristband
- ►tattoos, scars, or other identifying marks

The questions asked will vary to prevent establishing an identifiable pattern.

12. Booking will return the inmate's personal property along with a check for their funds.

13. Booking will instruct the inmate to verify that all of their property is present. If all property is there the inmate will sign the Property Inventory Sheet and Liability Waiver Sheet, indicating they received all of their belongings.

14. If the inmate finds a discrepancy (i.e., items missing, damaged, etc.) Booking will notify the On-Duty Supervisor (ODS) and complete an Incident Report (IR). The inmate will be asked to sign the Property Receipt and Liability sheet, noting the missing or damaged item(s).

15. Booking will fully explain the bond to the inmate and any approved consigners. They will ensure that the arrestee, the consigner, and Booking personnel have signed the bond.

16. The inmate will be given a copy of the bond form and any treatment referral documents issued by the Community Corrections' Staff or the courts.

17. The a copy of the bond form will be placed in the Community Corrections basket in Booking.

18. Booking will secure all bonds received in the designated drawer with the original copy of the bond.

19. Booking will staple the documents together from the Inmate Booking File, placing the Hardcard on top, note the type of release, and date and time of the release on the card. These documents will be placed in the Reception basket.

20. Booking will escort the inmate to the public lobby and release them.

PROCEDURE IV - Scheduled Releases

1. Each night Booking will review all Hardcards and identify inmates due to be released that day. They will complete a Scheduled Release List form, listing the name(s) of the inmate(s) to be released.

2. Booking personnel coming on duty will check the list to determine if they have any scheduled releases on their shift.

3. If releases are scheduled for their shift, they will conduct a warrant's check using CCIC/NCIC.

4. Booking will release the inmate(s) by following the steps listed in Procedure III of this policy.

PROCEDURE V - Releases to Other Locations

1. When an official from another law enforcement agency enters the jail and wants to take temporary custody of an inmate, they will present Booking with a writ or warrant.

2. Booking will examine the writ or warrant and verify the identity of the person wishing to take custody of the inmate.

3. The inmate's Hardcard will be checked to determine if there is an upcoming court appearance, which would preclude the inmate from leaving the facility.

4. If there is no court date, Booking will contact the appropriate module deputy and request that the inmate secure his room for release.

5. If an inmate will be out of the facility overnight they will be instructed to bring all personal property to Booking for safekeeping.

6. Booking will request that the inmate be escorted from their module to Booking.

7. When the inmate arrives in Booking their identity will be verified before releasing them to the transporting agency. Inmates temporarily released to other jurisdictions will be transported in Boulder County Jail clothing.

8. Booking will require the person transporting the inmate to sign an Inmate Person Receipt and place it in the Inmate Booking File.

PROCEDURE VI - Other Releases

1. When an inmate has completed a sentence, Booking will verify the release date by checking the Mittimus order and the date calculated by the Corrections Program Coordinator, or ODS, and listed on the Hardcard.

2. Booking will remove the original copy of the Mittimus from the inmate's file, sign and date it, and place it with a copy of the arrest report in the appropriate "released" basket.

3. Booking will do a CCIC/NCIC warrants check and will release the inmate by following the steps listed in Procedure III of this policy.

4. If an inmate is to be released because the court has dismissed their case, Booking will confirm this information by looking for a notation on the inmate's Hardcard, or calling the Court Clerk or a Transport Deputy for confirmation.

5. The Deputy will do a warrant’s check using CCIC/NCIC and release the inmate by following the steps listed in Procedure III of this policy.

6. If we are releasing an inmate to another jurisdiction on their charge only, Booking will first establish the identity of the official taking custody of the inmate. They will then release the inmate by following the steps listed in Procedure III of this policy.

7. The inmate's property, money, and a copy of the arrest documents will be given to the official taking custody of the inmate.

PROCEDURE VII - Court Ordered Furlough Releases

1. If we are releasing an inmate on a furlough ordered by the court, Booking will confirm the release by reviewing the court documents. If there are any questions about the order, they should contact the issuing court.

2. Once the furlough has been verified, Booking will notify the appropriate module deputy and request that the inmate prepare for their furlough. Booking will request that a Rover escort the inmate from their module.

3. All inmates who are granted a furlough, regardless of its duration will have their housing status moved in Tiburon to **"OJ FUR"**. This will indicate that the inmate is not in the facility and has been released on a furlough. Once their housing location is changed to **"OJ FUR",** this will automatically trigger a **VINE Notification**, indicating that the inmate has been released on a furlough. The inmate's Hard card, Module File, and corresponding Inmate Booking File will be moved to the Other Locations Drawer.

4. The inmate will be directed to bring any personal property to Booking in for safekeeping. If released on furlough for more than 24 hours, with the exception of medical furloughs, all property will be released to the inmate.

5. When the inmate arrives at the inmate Check-Out Area, Booking will verify their identity and instruct them to place all jail clothing into the personal property bag in exchange for their personal clothing. Only the necessary items will be released to an inmate for a furlough.

6. A copy of the furlough order indicating when the inmate must return to jail will be given to the inmate.

7. Booking will escort the inmate to the public lobby or Intake Garage for release.

8. Inmates that fail to return to the Jail from a furlough will be considered to be on Walk-away status. In the event that an inmate fails to return from furlough, the discovering employee will immediately notify the ODS of the situation. The ODS will initiate Boulder County Jail policy J2313.

9. If an inmate is placed on Walk-away status from a furlough, they will be moved into the WALK module in Tiburon which will automatically trigger a VINE Notification).

10. Upon an inmates return from a Furlough, Booking will move them out of the "OJ FUR" module and back into the "BJ BOK." The inmate will now

show as “In Custody”, Boulder County Jail on the VINE Victim Notification System.

PROCEDURE VIII – ODS Approvals Of Releases

1. Any release of an inmate from the Boulder County Jail will be approved by the ODS prior to the release being completed.

2. Booking Deputies preparing an inmate for release will present the inmate’s Booking File, Hard card, and any court related documents to the ODS prior completing a release.

3. For any inmate that has demonstrated signs of intoxication by drugs or alcohol, the Booking Deputies will present evidence to the ODS that reasonable sobriety has been restored. This will be done by:

    - A breath alcohol sample reading of .02 BAC or lower – or –
    - For drug intoxication, a reasonable set of observations indicating behavior that demonstrates a state of sobriety prior to release.

    a. Any arrestee meeting the above criteria may be released on their own accord or take a taxi cab at the arrestee’s expense.

    b. Any arrestee that does not meet the above criteria, and would prefer to call for a sober party (family member or friend), or taxi cab at the arrestee’s expense, may do so from Booking.

    c. If the party called to provide transportation for the arrestee arrives at the Jail and is suspected of being under the influence of alcohol or drugs, they will be asked to provide a Portable Breath Test (PBT) sample to give proof of their sobriety. If the PBT is refused, or there is other indication that the person may be under the influence, the arrestee will not be allowed to leave with that person. The ODS will determine what action may be taken with the person who has come to the Jail.

4. The ODS will review the documents and reason for release. If there are any issues with the release, the ODS will return the paperwork to the releasing deputy with directions on how to correct the issue(s).

5. Once all information and paperwork regarding the release is correct, the ODS will sign, including their badge number, and date the property sheet of the inmate’s booking file. This signature will be adjacent to the releasing deputy’s name, badge number, and date.

By Order of the Division Chief

Bruce K. Haas	01/07/2016 Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **GOOD TIME**

NUMBER: **J1606**

EFFECTIVE DATE: **September 2, 2014**

POLICY: It is the policy of the Boulder County Jail to calculate release dates for all sentenced inmates properly and to make sure that we have considered all good time.

SOURCE:
Colorado Revised Statute 17-26-109
Colorado Revised Statute 17-26-110
Colorado Revised Statute 17-26-115
Colorado Revised Statute 18-1.3-106
Colorado Revised Statute 18-1.3-509
Colorado Revised Statute 42-4-1307

INFORMATION: The Boulder County Jail offers a wide variety of programs and work activities for every sentenced inmate. Sentenced inmates who conduct themselves in accordance with the rules of the Sheriff and perform their work in a credible manner are understood to be designated as trusty inmates, who may be granted such good time as provided in CRS 17-26-109 and 17-26-115.

In order to ensure the fair and equal treatment of all sentenced inmates, such good time may also be granted for participation in assigned programs and for cleaning and maintaining living areas. Violations of any rules of the Sheriff may result in revocation of trusty status and loss of good time.

The Corrections Program Coordinator, Alternative Sentencing Programs Supervisors, or other designated employees will compute release dates, using a Sentence Calculation Program. (CRS 17-26-115)

All Statutory Good Time will come off all sentences at the beginning of each sentence. When someone becomes a Trusty or participates in the Transitions Program, the Statutory Good Time stops and they begin to earn Trusty Good Time. (CRS 17-26-109)

When someone gets sentenced to or moved to Alternative Sentencing from inside the jail, Statutory and Trusty Time stops. They will start to earn the

Alternative Sentencing Good Time the day they are moved into one of the Alternative Sentencing Programs. (CRS 18-1.3-106)

If someone is sentenced with a second offense DUI/DWAI sentence, they will have to serve 10 days without any Statutory, Trusty or Alternative Sentence Good Time first. They will then begin to earn Good Time after that depending on their housing status. (CRS 42-4-1307)

If someone is sentenced with a third offense DUI/DWAI sentence, they will have to serve 60 days without any Statutory, Trusty or Alternative Sentence Good Time first. They will then begin to earn Good Time after that depending on their housing status. (CRS 42-4-1307)

The Sentence Calculators will be kept on the G: Drive under the Jail Supervisor folder. A backup copy will be kept in another location to be accessed by any Jail Command Staff member.

PROCEDURE I - Computing Release Dates and Good Time on an Original Mittimus

1. When we book an inmate on a new Mittimus, Booking will place a copy of the Mittimus in the appropriate basket for the Corrections Program Coordinator, or designee.

2. The Corrections Program Coordinator, or designee, will collect all of the Mittimus sentences placed in the basket each morning, Monday through Friday, and calculate the release dates.

3. The sentence calculations are generated from a stand-alone program and are then entered into Tiburon.

4. A Booking Sergeant, or designee, may calculate sentences for less than ten (10) days. A copy of the Mittimus will be placed in the basket for the Corrections Program Coordinator.

   - The Booking Sergeant, or designee, will enter the calculated release date on the inmate's Hardcard.

5. The Corrections Program Coordinator, or designee, will enter the calculated release date on the inmate's Hardcard.

6. A copy of the stand-alone program calculation will be stapled to a copy of the Mittimus and placed in each sentenced inmate's booking file. This will be done each time a sentence is calculated or recalculated.

7. It is the responsibility of any Alternative Sentencing Director, or designee, to compute release dates for Work Release inmates or other alternative sentencing programs.

   A. Alternative Sentencing Supervisors will follow step 6 of this procedure for each sentence they calculate. All copies of paperwork they process will be placed in the appropriate inmate's Alternative Sentencing file.

8. For Failure to Comply charges that direct a Jail sentence to be served, a new Mittimus is requested from the court. The sentence start date is the date arrested on the warrant. If the inmate is given credit on the new Mittimus, the date of the Mittimus will be used as the start date.

9. For Failure to Comply charges where the arrestee is to be seen by a Judicial Official, booking staff will schedule a court appearance. The court will then issue an amended Mittimus. The start date will be the date on the amended Mittimus and must include any credit for presentence confinement. If there is no credit on the Mittimus it is the responsibility of the inmate to request the credit from the Court.

PROCEDURE II - Computing Release Dates and Good Time on an Amended Mittimus

1. The Corrections Program Coordinator, or designee, will collect all of the amended Mittimus sentences and recalculate them based on the new information. The stand-alone program will be used to complete this calculation.

2. The Corrections Program Coordinator, or designee, will enter the new release date on the inmate's Hardcard. A copy of the stand-alone program calculation will be stapled to a copy of the Mittimus and placed in each sentenced inmate's booking file.

PROCEDURE III - "Good Time" Credit for Inmate Workers and Community Workers

1. The Corrections Program Coordinator, or designee, will enter all recalculations on an inmate's Hardcard. A copy of the stand-alone program calculation will be stapled to a copy of the Mittimus and placed in each sentenced inmate's booking file.

PROCEDURE IV - "Good Time" Recalculations for Disciplinary Actions

1. Upon receiving a completed Disciplinary Hearing Form, resulting from a disciplinary action taken in accordance with Boulder County Jail policy J1402, the Corrections Program will process any recalculation of good time resulting from the hearing.

2. The Corrections Program Coordinator, or designee, will enter all recalculations on an inmate's Hardcard. A copy of the stand-alone program calculation will be stapled to a copy of the Mittimus and placed in each sentenced inmate's booking file.

By Order of the Division Chief

Signed by _____ 09/02/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **JUDICIAL REVIEW OF PROBABLE CAUSE ARRESTS**

NUMBER: **16-01-07**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to forward all "probable cause" arrests to the appropriate Judge for review within forty-eight hours after an inmate's incarceration. When a Judge does not review a probable cause arrest within forty-eight hours, we will notify the Chief District Court Judge, or an on-call Judge.

SOURCE: Riverside v. McLaughlin (1991)

PROCEDURE I - Probable Cause Arrests

1. All arresting officers lodging suspects at the Boulder County Jail will provide jail staff with complete and detailed information on the suspect and cause for arrest by means of an Adult Custody Report, available on the computers in the officer work area. This report will be printed and given to booking staff (see 16-01-01).

2. The arresting officer will attach a Probable Cause Arrest Affidavit to all probable cause arrests. This also applies to arrests with warrants and new charges. The arresting officer will complete the appropriate sections of the Affidavit and sign it, affirming that the probable cause facts are true.

3. For Boulder County Court Cases: The Bond Commissioners will compile all Probable Cause arrests, still in custody, completed from 1000 hrs Friday until Sunday at 1400 hrs. A judge or magistrate will come to the Jail on Sunday or Monday, based upon the weekend, and review all Probable Cause arrests. The judge or magistrate will also advise, all persons arrested for Domestic Violence of the Mandatory Protection Order. When the judge has completed the review, the Probable Cause affidavits will be returned to the Booking Room with bond and conditions information. The Bond Commissioners and Booking personnel will then update the inmate bond information on the inmate's hard card and in Tiburon. The Bond Commissioners will inform each inmate of their bond.

4. For Municipal Probable Cause cases: The Booking staff will be responsible for assuring these cases are reviewed within 48 hours. In the case of Boulder Municipal arrests, an assigned Judge will contact Booking on the weekends to request any arrests that require their review. The judge may do this in person or via fax machine.

5. When a County holiday falls on a Monday or Friday, the court will set up special arrangements to insure compliance with the forty-eight-hour review process.

By Order of the Division Chief

Signed by _____ 11/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **SEX OFFENDERS REGISTRATION**

NUMBER: **16-01-08**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to ensure the timely, legally correct duty of a sex offender to register as a sex offender upon his or her release from jail.

SOURCE: CRS 16-22-103
CRS 16-22-105
CRS 16-22-106
CRS 18-3-412.5

INFORMATION: Effective July 1, 1998, per CRS 16-22-103, any person convicted in the state of Colorado of an offense involving unlawful sexual behavior, or for which the factual basis involved an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; and any person convicted, on and after July 1, 1991, in any other state of an offense that, if committed in the state of Colorado, would constitute an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; or any person released from the custody of the Colorado Department of Corrections having completed serving a sentence for an offense involving unlawful sexual behavior or for which the factual basis involved an offense involving unlawful sexual behavior as defined in CRS 18-3-412.5; shall be required to register in the manner prescribed in subsection (2) of CRS 18-3-412.5.

On and after January 1, 2003, in accordance with CRS 16-22-106, appropriate county jail personnel shall require any offender as described in CRS 16-22-103, and sentenced to a county jail which is under their jurisdiction, to register on the standardized form provided by CBI and within five days prior to the discharge from custody. The sheriff, or his or her designee, shall provide notice, as described in section 16-22-105, to the person of the duty to register in accordance with the provisions of this article with the local law enforcement agency of each jurisdiction in which the person resides. The person shall be required to sign the notice as confirmation of receipt and to provide the person's date of birth and address at which the person intends to reside upon discharge.

. "Unlawful Sexual Behavior" is defined as:

(a) Sexual assault in the first degree, in violation of section 18-3-402
(b) Sexual assault in the second degree, in violation of section 18-3-403
(c) Sexual assault in the third degree, in violation of section 18-3-404
(d) Sexual assault on a child, in violation of section 18-3-405
(e) Sexual assault on a child by one in a position of trust, in violation of section 18-3-405.3
(f) Sexual assault on a client by a psychotherapist, in violation of section 18-3-405.5
(g) Enticement of a child, in violation of section 18-3-305
(h) Incest, in violation of section 18-6-301
(i) Aggravated incest, in violation of section 18-6-302
(j) Trafficking in children, in violation of section 18-6-402
(k) Sexual exploitation of children, in violation of section 18-6-403
(l) Procurement of a child for sexual exploitation, in violation of section 18-6-404
(m) Indecent exposure, in violation of section 18-7-302
(n) Soliciting for child prostitution, in violation of section 18-7-402
(o) Pandering of a child, in violation of section 18-7-403
(p) Procurement of a child, in violation of section 18-7-403.5
(q) Keeping a place of child prostitution, in violation of section 18-7-404
(r) Pimping of a child, in violation of section 18-7-405
(s) Inducement of child prostitution, in violation of section 18-7-405.5
(t) Patronizing a prostituted child, in violation of section 18-7-406
(u) Criminal attempt, conspiracy, or solicitation to commit any of the offenses specified in paragraphs (a) through (t) of this subsection (1)
(v) A deferred judgment and sentence for any of the offenses specified in paragraphs (a) through (u) of this subsection (1)
(w) Any offense that has a factual basis of one of the offenses specified in paragraphs (a) through (u) of this subsection (1)

. Each person who is required to register pursuant to 16-22-103 will do so within five business days of being released into the community or receiving this notice and annually thereafter, so long as the person resides in the city, town, county, or city and county, shall register with the local law enforcement agency in the place of such person's temporary or permanent residence by completing a registration form provided to such person by the local law enforcement agency. Such registration form shall contain such information regarding such person, as shall be required by the local law enforcement agency pursuant to subsection (5) of 18-3-412.5. Persons who reside within the corporate limits of any city, town, or city and county shall register at the office of the chief of police of such city, town, or city and county. Persons who reside outside of the corporate limits of any

city, town, or city and county shall register at the office of the County Sheriff of the county where such person resides. Any person who is required to register pursuant to subsection (1) of 18-3-412.5 shall be required to register each time such person changes such person's temporary or permanent address, regardless of whether such person has moved to a new address within the jurisdiction of the law enforcement agency with which such person previously registered.

PROCEDURE I – Registration of Sexual Offenders

1. Classification will identify individuals that are registered sexual offenders. This will be done as a part of the classification process of inmates in the jail's custody.

2. Classification will keep a running document of those that are pre-trial sex offenders. If an inmate is convicted of a sex offense while in the custody of the jail, the required registration will be completed.

3. Classification will meet with all sexual offenders that we have in jail and have them complete the two forms needed to have them registered. The first form is the "State of Colorado/VICAP Sex Offender Registration" and the other is the "Notice to Register as a Sex Offender" form. Upon completion of these forms, Classification will fingerprint each offender and forward the forms and fingerprints to the operations staff that register sexual offenders for the Sheriff's Office. These forms will be forwarded through County Mail.

4. Classification will go into Tiburon and enter an "Event Hold" for a Sexual Offender and then enter an SO (Sex Offender) hazard on the inmate's Hazard screen.

5. If the inmate is in the custody of one of the alternative sentencing programs, the supervisor of the program will alert the inmate to the need to register with the Sheriff's Office operations staff.

PROCEDURE II - Release Through Booking

1. Upon release of a registered sexual offender, the releasing officer will provide a yellow cancellation form. The inmate is instructed to read and complete the form with the intended address where they will reside.

2. The yellow cancellation form will then be forwarded to Classification. Receiving the cancellation form notifies Classification that the inmate has been released. The form is then forwarded to Operations staff, which

forwards the form to the appropriate agency where the offender intends to reside.

By Order of the Division Chief

Signed by _____ 11/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BOND FEES**

NUMBER: **16-01-09**

EFFECTIVE DATE: **November 13, 2007**

POLICY: It is the policy of the Boulder County Jail to collect bond fees to offset employee time spent processing bonds for inmates and arrestees who can post a bond or secure the services of a professional bonding agent.

SOURCE: Colorado Revised Statute 30-1-104(1)(u)
Boulder County Resolution 98-147

INFORMATION: The Jail established the Bond Fee for all bonds, including Personal Recognizance bonds, at ten dollars ($10), on October 1, 1998.

PROCEDURE I - Collection of Bond Fees

1. When Booking processes a bond for an inmate or arrestee there will be a ten-dollar ($10) Bond Fee collected before release for each bond.

2. Booking may accept cash, money orders, or cashier checks. Money Orders and cashier checks must be made payable to the Boulder County Sheriff's Office.

3. The jail will provide a printed receipt to the person paying the Bond Fee.

4. In custody inmates receiving a Personal Recognizance Bond must also pay the Bond Fee. If the inmate is indigent, a shift supervisor may allow the release without the fee being paid. They will make a notation on the Bond Log.

5. The Booking Officer will enter a DEBT I/A event creating a debt balance of ten dollars ($10) on the inmate's account. A **document number**, consisting of the event description – DBFEE – plus the inmate's current booking number, must accompany this event in the document number field. **Example:** DBFEE04-0001.

6. Booking will pay this debt from the available funds in the inmate's account using the DBTR I/A event, in an amount not to exceed ten dollars ($10), reducing the debt by the amount entered. A **document number**, consisting of the event description - DBFEE – plus the inmate's current booking number, must accompany this event in the document number field. **Example**: DBFEE04-0001. The booking officer will enter remarks in the remarks field explaining this activity.

7. In the case of indigent inmates there will be no DBFEE debt assessed to the inmate's account.

PROCEDURE II - Processing Collected Bond Fees

1. Once each week the Support Services Sergeant, or designee, will generate a Bond Fee Fund Activity report detailing the amount of funds collected under this procedure. The Support Services Sergeant, or designee, will write a check(s) from the Inmate Cash Account, payable to the Boulder County Sheriff's Office, totaling the amount collected during the specified time period. These checks will be forwarded to the Boulder County Sheriff's Accounting for deposit.

By Order of the Division Chief

Signed by _____ 11/08/07
Larry R. Hank, Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **BOOKING FEES**

NUMBER: **J1610**

EFFECTIVE DATE: **June 10, 2015**

POLICY: It is the policy of the Boulder County Jail to collect booking fees to offset employee time spent committing and discharging convicted inmates.

SOURCE: Colorado Revised Statute 30-1-104(1)(n)
Boulder County Resolution 06-122

INFORMATION: The Jail established the Booking Fee for all convicted inmates effective on November 1, 2004.

PROCEDURE I – Collection of Booking Fees

1. The Booking Fee will be assessed on all new Boulder County cases and Mittimus. When jail staff processes a new intake or enters a new Mittimus there will be a thirty-dollar ($30) Booking Fee assessed. No fee shall be assessed if the fee on the existing case has already been paid on a prior booking.

    - New arrest 14M123 fee is assessed. For new mittimus 14M123, NO fee is assessed.
    - New arrest for FTA or FTC 14M123, a new fee is assessed.

2. Booking staff will book money for inmates entering the facility using the BOOK IA event in TIBURON.

3. The Booking Officer will inform the arrestee of the Booking Fee deducted from the arrestee's jail account. Additionally, the Booking Officer will inform the inmate that, if exonerated, the inmate is entitled to a reimbursement of Booking Fees through the Boulder County Sheriff's Office Accounting Division

4. The Booking Officer will enter an RMBD (Booking Fee Debt) I/A event creating a debt balance of thirty dollars ($30) on the inmate's account. A **document number**, consisting of the event description – BFEE – plus the

inmate's current Booking number, must accompany this event in the document number field. **Example**: BFEE04-0001.

5. If the inmate has funds on his/her account, the Booking Officer will then enter an RMBP (Booking Fee Pay) I/A event, in an amount not to exceed thirty dollars ($30), reducing the Debt Balance by the amount entered. A **document number**, consisting of the event description – BFEE – plus the inmate's current Booking number, must accompany this event in the document number field. **Example**: BFEE04-0001. The booking officer will enter remarks in the remarks field in Tiburon explaining this activity. **Example**: "Booking Fee charge for Booking 04-0001".

6. If the inmate does not have sufficient funds to pay the entire amount, any cash deposits made to the inmate's account will be used to pay the debt until said debt has been satisfied. In this event, any **subsequent document numbers** on the RMBP event must be modified by use of an alpha character, example: BFEE04-0001A.

PROCEDURE II – Inmates With Insufficient Funds

1. In the event an inmate enters the facility with no funds or insufficient funds the Booking Officer will enter a RMBD I/A event creating a debt balance. The Booking Officer will then use the inmates existing funds, if any, to satisfy as much of the debt as possible. Any remaining debt balance will be associated with the inmate's JID number and will carry forward to each subsequent booking until the debt is satisfied.

2. Jail staff will deduct the Booking Fee from the jail account of in-custody inmates arrested after November 1, 2004, who have funds in their account. If the inmate does not have sufficient funds to cover the Booking Fee, all available funds, including any subsequent cash deposits to the inmate's account, will be deducted until the debt balance has been satisfied.

3. With approval from the Sheriff, the Jail Division may utilze the services of an outside agency that specializes in assisting in collecting unpaid debt.

PROCEDURE III – Transferring Funds to Sheriff's Accounting

1. On a regular schedule, the Support Services Corrections Program Coordinator will generate a Booking Fee Fund Activity report detailing the amount of funds collected under this procedure. The Corrections Program Coordinator will write a check(s) from the Inmate Cash Account, payable to the Boulder County Sheriff's Office, totaling the amount collected during the specified time period. These checks will be forwarded to the Boulder County Sheriff's Accounting for deposit.

PROCEDURE IV – Reimbursement of Booking Fees

1. In the event an arrestee is found not guilty or the courts dismiss the case for which the arrestee has been charged a Booking Fee, the arrestee has a right to a timely refund of the Booking Fee.

2. The arrestee will contact the Boulder County Sheriff's Office Accounting Division and make the request for reimbursement.

3. The arrestee will bring documentation from the court, showing that the case was dismissed or the arrestee was found not guilty.

4. Sheriff's Accounting will confirm that the individual is the one stated in the documentation and that the case has been dismissed or the person found not guilty.

5. Upon determining that a reimbursement is justified, Sheriff's Accounting will make a copy of the court paperwork and issue a request for a check for the appropriate amount to the County Accounting Office. The person requesting a refund will be advised that the request has been made and to expect receipt of the reimbursement within 2 weeks.

6. Copies of the court paperwork and the signed receipt will be forwarded to the Records Division to be placed into the inmate's jail jacket.

7. When a reimbursement request is approved Sheriff's Accounting will notify the jail Support Services Corrections Program Coordinator of the update. The Corrections Program Coordinator will make an entry in the inmate's Tiburon record documenting the reimbursement of funds.

By Order of the Division Chief

Signed by _____ 06/10/2015
Bruce K. Haas Date

BOOKING FEE INFORMATION NOTICE

You have been assessed a $30.00 Booking Fee upon entering the Boulder County Jail. If charges against you are dropped, or if you are found not guilty, you are entitled to a refund of the Booking Fee. To obtain a refund, bring documentation from the court showing that the case was dismissed or a finding of not guilty to the Boulder County Sheriff's Office Accounting Section. You will receive a refund by mail within two weeks of approval of your refund.

BCJ 07/08

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **EMERGENCY AND COURTESY HOLDS**

NUMBER: **J1611**

EFFECTIVE DATE: **April 16, 2014**

POLICY: It is the policy of the Boulder County Jail to house inmates for other agencies during emergencies, or when exchanging inmates is beneficial for both facilities.

SOURCE: None

INFORMATION: In the spirit of mutual cooperation with other jails, we will consider requests for the emergency holding of inmates from another facility, if space permits us to do so. These requests will generally be considered if another jail has become unusable for detaining inmates, or if we contract with them to house inmates due to extenuating circumstances in their facility.

Courtesy holds will also be considered when another jail has a safety and security issue with someone they are holding. As a rule, we will ask them to take one of our inmates in exchange for theirs. We may also make similar requests of other facilities to help us with comparable situations here. In these situations the requesting agency will generally carry out the transport.

PROCEDURE I – Emergency Holds

1. All calls regarding the emergency holding of inmates for another facility, due to extenuating circumstances in their jail, will be referred to the Jail Division Chief, or designee.

2. The Division Chief, or designee, may consult with the Sheriff or Undersheriff regarding the request.

3. The requesting facility will then be notified of our decision.

4. All transporting of inmates will be carried out by the requesting agency, unless other arrangements are agreed upon.

5. In some situations, we may also require that the requesting agency provide personnel for supervision of the inmates for the duration of their housing in our facility.

PROCEDURE II – Courtesy Holds For Other Facilities

1. Any jail employee receiving a call from another agency requesting a courtesy hold, or inmate exchange, will direct the person to the appropriate supervisor, or designee.

2. The supervisor, or designee, will discuss the request with the other facility, obtaining as much information as possible about the inmate, reason for the request, history in the other facility, precautions that we should take, any medical concerns, and other relevant information.

3. The requesting facility will be asked if they are willing to take one of our inmates in exchange for their inmate.

4. Once all of this information has been obtained, a member of the Jail Command Staff must approve the exchange.

5. If the courtesy hold is approved, the other facility will be notified and a date and approximate time established for the exchange. The originating agency is responsible for the transportation of the inmate unless other arrangements are agreed upon, and provide a packet of information regarding the inmate.

6. If we initiate a request with another agency, it must first be approved by someone of at least the rank of Commander before calling the other jail. Generally, we will agree to an inmate exchange and to transporting the inmates, unless other arrangements are made.

7. Once the arrangements are made, Classification will complete a packet of information for the other facility, which will be provided to the transporting officer(s).

PROCEDURE III – Requesting Courtesy Holds with Another Facility

1. If we have an inmate in custody and unanticipated safety and security issues arise, making management difficult, an option to consider is a courtesy hold with another facility.

2. A supervisor of at least the rank of Commander must review the circumstances and approve the calling of another facility.

3. The approving supervisor will designate someone, generally from Classification, to contact another facility. We will fully apprise them of the reasons for the request and provide them with as much information as possible about the inmate, including any medical information.

4. If that facility agrees to house the inmate, we will also accept someone from them in exchange and agree to carry out the transport, unless other arrangements are agreed to.

5. Classification will then prepare an informational packet for the other facility and provide it to the transporting officer(s).

By Order of the Division Chief

Signed by _____ 04/16/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DETOXIFICATION HOLDS**

NUMBER: **16-01-12**

EFFECTIVE DATE: **July 9, 2008**

POLICY: It is the policy of the Boulder County Jail to not accept individuals into custody without accompanying state criminal charges. Detoxification holds occur only when there are absolutely no other options.

SOURCE: C. R. S. Section 25-1-310 – Emergency Commitment

INFORMATION: It will be the general policy of the jail to **not** accept individuals into our custody without accompanying state criminal charges.

Under Section 25-1-310(1)(a), C.R.S., when any person is intoxicated or incapacitated by alcohol and clearly dangerous to the health and safety of himself, herself, or others, such person shall be taken into protective custody by law enforcement authorities or an emergency service patrol, acting with probable cause, and placed in an approved treatment facility. If no such facilities are available, he or she **may** be detained in an emergency medical facility or jail, but only for so long as may be necessary to prevent injury to himself, herself, or others or to prevent a breach of the peace.

The "approved treatment facility" in Boulder County is the Addiction Recovery Center (ARC). The ARC is the first and best option. If the ARC will not admit the person, and the person is so intoxicated that they are a danger to themselves, another option is an emergency medical facility, such as the Emergency Room at a local hospital, where they can be monitored for safety and vital signs until they sober up. Other options are to release them to a sober relative or friend who can be responsible for their welfare or, the arresting agency using their holding area until the person is no longer a danger to themselves.

The **last** option would be to accept them into the jail. However, we will not accept them simply because the ARC does not want them or will not accept them based on behavioral issues.

If there is an emergency at the ARC, such as a fire or other situation that renders the facility unusable, <u>and</u> **all** other options have been exhausted, the Division Chief, or designee, may authorize the short term holding of an intoxicated person

in a holding cell in Booking. However, if Medical determines that the individual needs a higher level of attention than available at the jail, the agency bringing the person in will be directed to take the person to an emergency medical facility, such as a hospital.

If the person remains in a jail holding cell, we will release them once they are alert and no longer considered a danger to themselves or others.

Pursuant to Section 25-1-310(1)(a), C.R.S., when the person is brought into the jail under these circumstances, there cannot be an "entry or other record to indicate that the person has been arrested or charged with a crime." However, we should complete an Incident Report detailing all available information. Under no circumstances is the person to be dressed in jail clothing or taken from Booking to any housing area.

PROCEDURE 1 – Detoxification Holds

1. Any request for a detoxification (protective custody) hold will be referred to a supervisor.

2. As indicated in the "Information" section of this policy, detoxification holds for the ARC, or similar facilities, will be approved only as the final and last resort to prevent someone from serious injury or death when no other options exist.

3. The supervisor on duty will designate someone to write an Incident Report detailing all information regarding the circumstances of the hold. No booking record of the hold will be made.

4. After determining that the person is no longer intoxicated and not a danger to themselves or others, we will release them.

5. Any medical expenses incurred by the Boulder County Jail for Detoxification Holds will be billed to the agency requesting the hold.

By Order of the Division Chief

Signed by _____ 07/07/08
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **DNA COLLECTIONS**

NUMBER: **16-01-13**

EFFECTIVE DATE: **November 15, 2010**

POLICY: It is the policy of the Boulder County Jail to comply with all statutory requirements regarding the collection of DNA swabs from arrestees, those with added felony charges, and convicted felons.

SOURCE: C.R.S. 16-11-102.4
C.R.S. 16-23-103

INFORMATION: This policy is divided into two parts. Part 1 outlines the procedures for DNA swabs of all convicted felons under C.R.S. 16-11-102.4. Part 2 delineates the procedures to be used for all felony arrestees under C.R.S. 16-23-103.

There are two (2) types of kits used for the collection of DNA swabs:

1) Convicted Offenders (white envelope) kit for adults sentenced for a felony, or who receive a deferred judgment and sentence for an offense involving unlawful sexual behavior, on or after July 1, 2007. No other deferred sentences should be collected. These kits are purchased by the jail.

2) Arrestee kit (manila envelope) for adults arrested on a felony, or investigation of a felony offense, on or after September 30, 2010. The Colorado Bureau of Investigation provides these kits.

3) These kits may not be used interchangeably.

PART 1 – CONVICTED OFFENDERS

Every person sentenced on or after July 1, 2007, in the following two categories shall submit to chemical testing of the person's biological substance sample to determine genetic markers thereof:

1) Every person sentenced to the Boulder County Jail for a felony conviction.

2) Every person sentenced to the Boulder County Jail for a conviction of, or who receives a deferred judgment and sentence for an offense involving unlawful sexual behavior, or for which the underlying factual basis involves unlawful sexual behavior, as delineated under C.R.S. 16-22-102(9).

This testing shall occur within thirty (30) days after coming into our custody.

Booking will be responsible for collecting this sample. The collection of the sample does not require a chain of custody, as it is being used for investigative purposes only. The Colorado Bureau of Investigation (CBI) will conduct any necessary follow-up.

A person's refusal to comply with this statute may be grounds for revocation or denial of parole, probation, or deferred judgment and sentence. The sentencing court will be notified by Booking personnel of any refusal to comply. The statute states that reasonable force may be used in obtaining biological substance samples, using medically recognized procedures. However, it is the policy of the Boulder County Jail not to use force in these collections.

Offenders are responsible for payment of any fees associated with testing, however, the Sheriff may waive these fees. The Boulder County Sheriff has waived these fees for offenders.

PROCEDURE I – Data Submission Form

1. When receiving a convicted person linked to one of the above categories, Booking shall ensure that the appropriate steps are taken to comply with this policy and statutory requirements.

2. Booking shall access the Data Submission Form from the CBI website: www.cbi.state.co.us. This is the only acceptable version of the form that can be used and it must be completed online.

3. On the website, click on *Laboratory* (left column under Units), and then click on *Database Submission Form*. Complete all information as follows:

- Last Name (required)
- First name (required)
- Middle name
- Date of birth (required)
- Click on drop down menu and select appropriate race
- Click on drop down menu and select gender
- Click on drop down menu and select County Sheriff (required)
- Enter case number (required)
- Click on drop down menu and select appropriate offense (required)
- Enter SID if available

- Enter agency contact person, “Booking Sergeant,” and phone number 303-441-4652 (required)
- Enter name of person collecting sample, phone number (Booking) and date
- Select *Print at this Point* tab to print form

PROCEDURE II – Collecting the DNA

1. Open the CBI Buccal Swab Collection Kit (sealed white envelope) and put the gloves on.

2. Place the collection card on a clean, flat surface. Lift the flap to expose the pink sample area.

3. Put the person’s name on the collection card and the small envelope.

4. Lift the flap of the FTA Micro Card to expose the pink sample area

5. Remove the swab from the packaging and ask the offender to place it in his or her mouth. Instruct them to use one edge of the swab and vigorously rub the inside of one cheek for 30 seconds. Then change to a different edge of the swab and rub the opposite cheek for 30 seconds. After that, have them run the swab along the gum-line and below the tongue. (Do not follow the directions on the green and white swab packaging).

6. Ensure the swab is moistened with saliva and press all sides of the swab to the pink sample area on the collection card. Saturate the card until the pink sample area changes color. (DO NOT RUB). Discard the swab.

7. Replace the flap on the FTA Micro Card to cover the sample area. Place the collection card into the small envelope provided with the kit, but do not seal it and set it aside.

PROCEDURE III – Fingerprint Collection

Index fingers are preferred, but if not available use the next available digit and label appropriately, i.e., thumb, index, middle, ring, or little.

1. Place all four of the white stickers provided in the kit on the designated area of the CBI submission form.

2. Wipe the offender’s fingertips with the Pre-Print towelette provided.

3. Peel apart the Pre-Inked Slab and touch one of the index fingertips to the exposed ink area (do not roll).

4. Touch the inked fingertip to a white sticker, ensuring the ridge detail is visible and a readable print is obtained (do not roll). Repeat these steps for the opposite hand.

5. Use the Ink Remover towelette to clean the offender's fingers when finished.

PROCEDURE IV – Submitting Data Submission Form, DNA Collection and Fingerprints

1. Gather all of the collected materials, including the small envelope containing the sample and completed CBI Data Submission Form, and place them in the larger mailing envelope addressed to:

Colorado Bureau of Investigation
Forensic Laboratory – Database
690 Kipling Street, Suite 4000
Denver, CO 80215-5825

2. After placing all items in the large envelope it should be taken to Reception and placed in the outgoing mail slot.

PART 2 – FELONY ARRESTEES

Every person arrested for a felony or investigation of a felony, on or after September 30, 2010, will submit to a buccal DNA swab.

PROCEDURE I - Arrestee Collection Kit

1. The Colorado Bureau of Investigation (CBI) will supply the DNA Arrestee Collection Kits. These kits must be used for all adult felony arrestee DNA collections. Each kit contains:

- One (1) swab, used to scrape the cheek cells of the arrestee.
- One (1) barcode FTA Micro Card, used to preserve the DNA after the swab is applied.
- One (1) instruction sheet
- Three (3) Barcodes which shall be used to associate a 10-print card with the barcode FTA Micro Card, tracking the number of kits issued and submitted, and recording the samples upon submission.
- One (1) pair of gloves
- One (1) envelope sleeve, used to hold the FTA Micro Card after DNA collection.
- One (1) business reply envelope, used to mail the 10-print card and FTA Micro Card to CBI's Grand Junction Laboratory.

2. The Support Services Commander is the CBI contact and should be notified when additional collection kits are needed.

PROCEDURE II – Collection

1. Prior to collecting any DNA sample, ensure that the inmate has not smoked or had anything to eat or drink for 15 minutes.

2. A Booking Officer shall be responsible for the collection of the DNA sample and providing swabbing instructions to the arrestee. The Officer will obtain a CBI DNA Arrestee Collection Kit (manila envelope) from the designated storage location. The Arrestee DNA kits shall not be used for convicted inmates.

3. The following steps shall be followed for obtaining samples:

- Print an additional 10-print card for the arrestee.
- Set aside one barcode to be placed on the 10-print card.
- Destroy and discard any additional barcodes.
- Ensure that a new pair of gloves is worn each time.
- Ensure that the 15 Minute Rule has been followed.
- Remove the green swab and the barcoded FTA Micro Card from the collection kit while wearing gloves to prevent contamination of the card.
- Write the arrestee's name on the FTA Micro Card, as it will appear on the 10-print card.
- Open and remove the green swab.
- Instruct the arrestee how to perform the swab.
  1. Have them place one edge of the green swab in the mouth and vigorously rub the inside of one cheek for ten (10) to fifteen (15) seconds.
  2. Have them take a different edge of the green swab; rub the inside of the opposite cheek for ten (10) to fifteen (15) seconds.
  3. Have them move the green swab along the gum-line and below the tongue to moisten the swab with saliva.
  4. Instruct them to remove the green swab from their mouth.
- Place the FTA Micro Card on a clean surface.
- Open the FTA Micro Card and expose the pink area.
- Press, do not rub, all sides of the swab to the pink sample area of the FTA Micro Card.
- The pink sample area will lighten in color.
- Discard the green swab.
- Refold the FTA Micro Card so the sample area is covered.
- Place the FTA Micro Card into the small envelope sleeve leaving the open end unsealed.
- Attach the small envelope sleeve containing the FTA Micro Card to the 10-print card and place them in the Business Reply Envelope.

- Seal the envelope and place it in Reception to be mailed.

PROCEDURE III - Added Felony Charge

1. Upon receiving confirmation of an inmate having a felony charge added, the following shall occur:
    - Booking personnel shall contact the appropriate housing area and have the inmate escorted to Booking.
    - Booking shall complete the collection process as stated above in Procedure II.

PROCEDURE IV – Recording a Completed DNA Swab in Tiburon

1. Once the Booking Officer completes a DNA swab, they will open an event in the inmate/arrestee's Tiburon record called "DNAA". This indicates that the person is required to submit to a DNA swap and verifies that it has been collected.

2. After the DNA swab has been collected, packaged and submitted, the Booking Officer will mark the DNAA event as "COMP".

3. If the inmate/arrestee will not comply with the collection, the Booking Officer will not complete the event. The Officer will enter a brief statement in the remarks section regarding the refusal to cooperate.

4. If an inmate/arrestee refuses to cooperate with the DNA collection, they will be placed on Non-processed segregation status and the Booking Officer will complete an Incident Report to document the event.

5. When the DNA swab is ultimately obtained from the inmate/arrestee, the Booking Officer will record the event in the inmate's Tiburon record, as noted in Step 2.

By Order of the Division Chief

Signed by _____ 11/15/10
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **Ten Day List**

NUMBER: **J1614**

EFFECTIVE DATE: **December 12, 2012**

POLICY: It is the policy of the Boulder County Jail to identify those inmates who may be eligible for release to other jurisdictions in a timely manner to best facilitate transfer. The Jail will maintain a roster of all inmates, with holds from other jurisdictions, who are within ten days of their release date from the custody of the Boulder County Jail.

Night Law Enforcement Technicians (LET) will have the responsibility of maintaining this list and its accuracy and the list will be made available to all staff members through Crystal Reports.

SOURCE: None

PROCEDURE I - Preparing the Ten Day List

1. Each night, a LET assigned to a night shift will review Scheduled Releases (in accordance with Jail Policy 16-01-05).

2. The LET will generate the current Ten Day List report using Crystal Reports.

3. Using Hard Cards and the computerized Jail Management System (currently Tiburon), the LET will identify any inmate who meets the following criteria:

   - The inmate is within 10-days of release from the custody of Boulder County.

   - The inmate has a hold(s) from some other jurisdiction(s).

4. After identifying which inmates should be on the Ten Day List, the LET will identify the following:

- Inmates who are not on the list and need to be entered.

- Inmates who have already been placed on the list and meet the criteria of the list.

5. Identify the jurisdiction(s) placing the various holds on the listed inmates.

PROCEDURE II - Entering Information into Jail Management System

1. If an inmate is eligible to be entered on the Ten Day List, the LET will open the inmate's record in Correction - Entry.

2. Select Tab 5 (Events).

   a. Complete the Open Events tab by entering TEND in the Event section.

   b. In the Remarks section, enter the words "TTY SENT to (name of jurisdiction)" followed by the current date (e.g. mmddyy).

   c. Save the entry.

3. If an inmate is already on the Ten Day list, the LET will complete step 1 in this procedure.

4. Select Tab 5 (Events).

   a. In the Remarks section, enter the current date (e.g. mmddyy) immediately following the most recent date already entered.

   b. Save the entry.

PROCEDURE III - Notifying other jurisdictions

1. Once all Jail Management system entries have been completed, the LET will send a CCIC/NCIC message to the jurisdiction(s) who have placed a hold for the identified inmate(s).

2. The CCIC/NCIC message will specify to the jurisdiction(s) that the inmate is ready to be transported from the Boulder County Jail on their hold(s).

3. The LET will place a copy of the CCIC/NCIC message in the inmates' Booking Files.

4. Each day that a TEND Event is open, the LET will send a CCIC/NCIC message to the appropriate jurisdiction(s) for all inmates appearing on, or placed on, the Ten Day List.

PROCEDURE IV - Clearing the TEND Event

1. The TEND event may only be cleared when an inmate is released from the Jail to a jurisdiction with an active hold on the inmate or the hold is dropped by another jurisdiction.

2. When the inmate is released from the Jail, the Release Deputy will open the TEND event.

   a. The deputy will enter COMP in the Disposition section of the tab and save the entry.

   b. The deputy will enter on the Tab 1 Booking Remarks section “Released to (name of jurisdiction).”

3. If a jurisdiction notifies the Jail that their hold is to be cancelled, the Booking Deputy or LET will:

   a. Make sure a written copy of the hold cancellation is received at the Boulder County Jail and a copy of the cancellation is placed in the inmate’s Booking File.

   b. The deputy/LET will enter COMP in the Disposition section of the TEND event.

   c. The deputy/LET will enter in the Remarks section of the TEND event the words “Hold dropped” and the date (e.g. mmddyy) the hold was dropped.

   d. Save the entry.

   e. Update the hold information on the inmate’s Hard Card.

4. Once this review is completed the LET will notify the On Duty Supervisor.

By Order of the Division Chief

Signed by 12/12/12

Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PROCESSING ADJUDICATION OF INMATES IN CUSTODY**

NUMBER: **J1615**

EFFECTIVE DATE: **June 18, 2014**

POLICY: It is the policy of the Boulder County Jail to use standardized recording and processing procedures for judicial documents to ensure that inmates have an accurate record of their criminal history.

SOURCE: None

PROCEDURE I – Receiving Court Mittimus Orders

1. In accordance to Boulder County Jail Policy J1601, Procedure V, Step 5, all Court Mittimus orders will be managed by the Corrections Program Coordinator.

2. The Corrections Program Coordinator will ensure that the orders are understood and will clarify any confusing orders with the clerk of the court.

3. Copies of the Mittimus orders will be filed in accordance with Boulder County Jail Policy J602, Procedure I, Step 3.

4. The Corrections Program Coordinator will calculate the duration of an inmate's sentence in accordance with Boulder County Jail Policy J1606.

PROCEDURE II – Entry of the Mittimus Order In Tiburon

1. The Corrections Program Coordinator will select the inmate record that matches the inmate identified in the Mittimus order.

2. A duplicate charge for that docket number will be added in the Tiburon tab 4 Charge, Charge Information section. The Authority will reflect MITT. The charge, offense date, court division, Judge and sentence calculation will all reflect the information from the Mittimus. Change offense date to date of Mittimus, officer and agency to current info (e.g. Last name, First;

BCSO), and remove the case number from the original arresting agency Crime Report Number. Remove the court date so a new VACT event is not created.

3. Any previous charges listed in Tiburon with the same docket number as the Mittimus will be given a new disposition as DMIT (Disposition to Mittimus). Make sure the inmate has been fingerprinted on the original charge prior to entering a disposition on the charge.

4. WRIT entries in the Charges tab will remain untouched for transportation staff to assign a disposition, and to keep any Holds in place.

5. A Mittimus with more than one charge listed but a single sentence will only require a single new Charge (MITT) entry.

6. A Mittimus with more than one Charge and individual sentences for each charge, will require a MITT entry and sentence calculation for each.

7. For Failure to Comply (FTC) Warrant Arrests, create a duplicate entry as in Procedure II, Step 2 above. These are generally probation violations. Change the Authority to MITT, the Charge to 16-11-205, and the Charge Literal to PV: (e.g.) DWAI 2nd Offense.

8. For FTC Warrant Arrests that result from an Alternative Sentence walkaway, the disposition for that charge (original sentence) would be ESCP. If there was an arrest on a Probation Violation in Tiburon already, this one would get a disposition of DMIT.

9. These steps will maintain a permanent and accurate record of charges the person was arrested on.

10. Boulder Municipal “Pay or Serve” Warrants are intended to be consecutive to other Municipal Pay or Serve Warrants. These do not need the DMIT disposition. Sentence Complete can be used when the time is served.

11. Any Not In Custody (NIC) charge, on which an inmate may be sentenced, will be processed in accordance with Procedure II, steps 1-3, of this policy.

PROCEDURE III – Entry of Court Dispositions by Court/Transport Team

1. When the Court/Transport Team receives information from the court that an inmate is to be released from custody, no Mittimus will be issued, and there is no other obligation to Boulder County, the Court/Transport Deputy will record the disposition in the inmate’s Tiburon record.

2 The Court/Transport Deputy present in court, or who otherwise receives confirmation that a charge is to be cleared, will enter the charge disposition for individual charges in Tiburon. There are only four (4) DISPO choices for the Court Transport officer to use.

A) CDIS: Charge Dismissed
B) CORE: Court Ordered Release
C) HDRP: Hold Dropped
D) SCOM: Sentence Completed
E) TSER: Sentenced to Time Served Released

3. Writ dispositions will be completed by the Court/Transport Team.

4. No DMIT entry is required for these entries.

PROCEDURE IV – Processing Court Arrests

1. Court arrests may be made by Court Security/Transport deputies. Some court arrestees will be given new court dates and the Court Security Deputy should draw the case number and complete a Custody Report. The three tabs will need to be processed as described in Procedure J1601, Procedure IV, step 3 (A). Others arrestees will be remanded to serve a Jail sentence and the court will issue a Remand Authorization form ("Green Sheet") to the Transport Deputy documenting the sentence information.

2. A copy of the green sheet will be forwarded to the Corrections Program Coordinator.

By Order of the Division Chief

Signed by _____ 06/18/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MANAGING PAROLLEES**

NUMBER: **J1616**

EFFECTIVE DATE: **July 17, 2013**

POLICY: It is the policy of the Boulder County Jail to manage the custody of parolees in conjunction with the Colorado Department of Parole.

INFORMATION: Parole and Community Placement violations may be reported in a variety of ways:

PAROLE HOLD

An arrestee held on a parole only technical violation will have a parole hold placed on them. Department of Corrections (DOC) will be responsible for arranging the transport of the inmate to Washington County by the Washington County Transport team. The hearing is held at Washington County. The paperwork we receive is titled Adult Parole, Community Corrections, or Youthful Offender System and it will state, HOLD, Eligible for Washington County.

LOCAL CHARGES WITH PAROLE HOLD

An arrestee, who has local charges and is on parole, will have a parole hold placed on them. Their hearing will be held within 30 days. All local charges must have a disposition. If an inmate is remanded or revoked, we will receive a Parole Board Mittimus and Court/Transports will fax the information to DOC and arrange the transport to DOC.

EXECUTIVE ASSIGNMENT ORDER (EAO)

An arrestee who is based in a halfway house, but not yet paroled into the community, and has violated conditions will have a hold placed on them. A hearing will be held within 30 days. The criminal charges must have a disposition. If they are revoked or remanded, we will receive and EAO and we will provide the transport to the DOC Intake Facility (DRDC).

COMMUNITY CORRECTIONS VIOLATIONS

An arrestee who has been sentenced to a Halfway House by the Courts, or to Community Corrections, and commits a violation of their sentence, is set for a court appearance. If the inmate is sentenced to DOC we will receive a mitt order from the courts.

SOURCE: None

PROCEDURE I – Receiving Parole Violators

1. Arrestees received at the Jail will be processed in accordance with Policy J1601, Procedure VIII.

2. The "Inmate Type", on Tab 1 in Tiburon, will be used to designate either "PAR" or "EAO" if a Parole Violation is the only charge for the inmate. On Tab 5 "Events", an entry of "PHLD" will be entered.

PROCEDURE II – Tracking Custody of Parole Violators in the Jail

1. The Court/Transport Team and Classification deputies will be the liaison between the Department of Parole and the Jail.

2. The Department of Parole will regularly send a roster of those inmates they have on record in the Jail to Classification and Court/Transports.

3. A Classification Deputy will review this roster. If any discrepancies are found, either an inmate no longer in custody or an inmate that is not on the list, the Classification Deputy will notify the Court/Transport Team Sergeant.

4. The Court/Transport Sergeant will contact the Department of Parole to resolve the issue and correct the roster.

5. The Court/Transport Team will track all other actions taken by the Department of Parole.

PROCEDURE III – Transfer to Washington County

1. The Court/Transport Team will monitor inmates who are in custody for Parole Violation.

2. Those inmates who are in custody for only a Parole Violation will be transferred to the Washington County Jail. Washington County is under contract to hold inmates for the Department of Parole.

3. Inmates who are being held on an Executive Assignment Order (EAO) will be monitored by the Court/Transport Team to ensure that the inmate is transferred in a timely manner from the Boulder County Jail to the State Department of Corrections.

By Order of the Division Chief

Signed by _____ 07/17/2013_____
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WARRANT ARRESTS**

NUMBER: **J1617**

EFFECTIVE DATE: **July 20th, 2016**

POLICY: It is the policy of the Boulder County Jail to document and process warrant arrests in a manner that ensures accurate routing of court paperwork and notification of the arrest to all jurisdictions involved in the warrant arrest.
This policy is to be followed for ALL Warrant arrest made by Jail staff, i.e. Inmates transported by our transport team for the purpose of a writ and/or warrant, if another agency drops off an inmate on our warrant and/or writ, if the arrestee turns themselves into the Jail or is taken into custody in the Jail and has a warrant from any jurisdiction.

SOURCE: None

PROCEDURE I – Receiving Arrestees Arrested For Warrants

1. Arrestees received at the Jail will be processed in accordance with Policy J1601.

2. Complete form SO310 and the Warrant Arrest Worksheet. Deputies making an arrest pursuant to an extradition will follow procedure III (Warrant Packets).

3. If the warrant is a Boulder County Sheriff's Office AFFIDAVIT (Affi Warrant), use the agency and case number on the bottom left of the affidavit face sheet.

4. New Affi Warrants may have only the CCIC entry. For these warrants, search Tiburon ARS using the case number or OCA and see if there are any matches. If there is a match, use that case number. If not, call for a case number through Boulder Regional Communications ext.4444. If multiple warrants exist, the BCSO or Affi Warrant case number takes precedence over all other case numbers.

5. For Probation Detainers draw a case number and enter into Tiburon the same as a warrant.

6. A warrant arrest that is from outside of Colorado is considered a Fugitive from Justice Warrant aka FOJ and requires an Adult Custody Form be completed, (not tabs 1, 2, 3).

7. Complete the Booking process in accordance with Jail Policy J1601. Update fields in Tabs 1, 3 & 4 as appropriate to reflect the correct information in this report, including using the 9-digit case number format (e.g. 130123123) in the case number field and,

8. When adding a charge to a person already in custody, make sure to update arrest date time, officer, and agency on the charge screen.

9. Tab 1 must contain a "Probable Cause" statement to include name and warrant or docket number in the remarks section of the tab.

PROCEDURE II – Obtaining Case Numbers

1. Draw new case numbers through Boulder Regional Communications ext.4444.

2. Write the new case number on the warrant or Probation Detainer in the 9-digit format (e.g. 130123123.)

3. Enter narrative in Tiburon either in "Charge Remarks" or "Tab 1 Remarks" and include the case number.

4. When completing the "Charge Screen", enter the case number in the 9-digit format in the case number field.

5. If a case number was drawn, it is the individual Deputy/LET's responsibility to maintain their own ledger and use of their case numbers. Deputies/LETs must inform their supervisors what case numbers are used for and for whom. Case numbers may not be given to others to use.

6. If the case number is not used, the Deputy/LET must complete a VOID CR report before the end of the shift on which the case number was issued.

PROCEDURE III – Warrant Packets

1. A packet with the SO310 worksheet attached will be placed on the respective supervisor's desk for approval.

2. The packet includes the Warrant Arrest Worksheet, a copy of the warrant/Detainer/Writ, and Tiburon Corrections Entry Tabs 1, 3 and 4 or adult custody form.

3. The packet will be reviewed and signed off by a supervisor.

PROCEDURE IV – Sergeant Review

1. Each work group/shift sergeant will review each completed packet and sign the approval box on the coversheet SO310.

2. If errors are found, the packet will be given back to the responsible deputy and or L.E.T. (law enforcement technician) to fix.

3. The Sergeant will send approved packets to warrants by placing all approved packets in the Warrant Box located in booking at the end of each shift.

PROCEDURE V – Operations Sergeant "ARS" Approval

1. Go to the Automated Report System section of Tiburon

2. Press "ARS" tab

3. Press tab 2, enter start and end dates, Nature of call-F1 pick "Warrants Arrest"; "RC" status enter "OA" and press enter. Under "Assignment" Enter "JAIL."

4. Review each jail warrant arrest using the same criteria as reviewing Warrant packets in procedure 1.

5. Tab 9 press action, then supervisor approval and make sure Confidential is Marked "P".

6. Press "approval" tab, "freeze" tab and then "approve and transfer" tab. This will complete the approval and transfer process.

By Order of the Division Chief

_____ 07/20/2016 _____

Jeff Goetz Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOLDS FOR IMMIGRATION AND CUSTOMS ENFORCEMENT (I.C.E.)**

NUMBER: **J1618**

EFFECTIVE DATE: **March 3rd, 2016**

POLICY: It is the policy of the Boulder County Jail, to honor federal criminal arrest warrants, which are reviewed and signed by a federal magistrate, ordering the arrest of an individual in our custody. Those inmates will be held for a reasonable period of time as a courtesy for pickup by I.C.E., once state and local charges have been resolved.

Further, it is our policy to cooperate with I.C.E. in regards to sharing public and criminal justice records, release dates, and granting access to interview inmates in our jail, just as we would any other federal law enforcement agency, while protecting the rights of individuals in our custody.

This policy of cooperation extends only to the limits of current law and protection of Boulder County Jail inmates Fourth and Fifth Amendment rights. Boulder County Sheriff's deputies and staff will not conduct investigations on behalf of I.C.E. including, but not limited to, the collection of evidence for an I.C.E. investigation and/or allowing an inmate in the Boulder County Jail to have contact for interview with I.C.E. without first advising the inmate that such interview is voluntary on their part.

We will comply with the Department of Homeland Security (DHS) Priority Enforcement Program (PEP) "Request for Voluntary Notification of Release of Suspected Priority Alien as defined and outlined in DHS Form I-247N. "This voluntary notification request does not request or authorize that you detain the subject beyond the time he or she is currently scheduled for release from your custody. This request arises from DHS authorities and should not impact decisions about the subject's bail, rehabilitation, parole, release, diversion, custody classification, work, quarter assignments, or other matters." **We will not delay the time of release of any person for the sole purpose of an I.C.E. detention or arrest.**

INFORMATION: Rulings in Federal Courts in Oregon and Pennsylvania, (made in March and April of 2014), decisively determined that I.C.E. detainers were merely requests to detain individuals for I.C.E. They do not establish

probable cause, and they are not judicially reviewed or issued. County sheriffs have no statutory authority to enforce them. County jails in those jurisdictions were exposed to civil liability as a result. Extensive legal analysis by the Boulder County Attorney's Office, further determined that Administrative Warrants issued by I.C.E. agents hold the same constitutional faults, and would needlessly expose the county to liability if they are honored.

SOURCE: Federal Regulation 8 C.F.R. § 287.7(d)
Federal Regulation 8 C.F.R. § 236.1(b)
Colo. Const. art. 2, § 7
U.S. Const. Amend. IV

DEFINITIONS:

I.C.E.: U.S. Department of Homeland Security Immigration and Customs Enforcement.

"Warrant for Arrest of Alien" (Administrative Arrest Warrant) - (Form 1-200): A document issued by an I.C.E. agent, allowing for the detention of an individual by an I.C.E. agent, when contacted in a public place.

"Request for Voluntary Notification of Release of Suspected Priority Alien (DHS Form I-247N): A document issued by the Department of Homeland Security (DHS), allowing for the release of DHS suspects that the subject is a Removable Alien and that the subject is an Immigration Enforcement priorty.

"Request for Voluntary Transfer" (DHS, Department of Homeland Security,Form I-247X). **This voluntary notification request does not authorize that you detain the subject beyond the time he or she is currently scheduled for release from your custody**.

PROCEDURE I – Processing I.C.E. Criminal Warrants

1. In accordance with Boulder County Jail policy J1601, a warrants check will be completed for any inmate booked into, or released from, the Boulder County Jail.

2. If a criminal arrest warrant, issued and signed by a Federal Magistrate, is located and confirmed, the deputy/staff member will process the arrest paperwork as directed in Boulder County Jail policy J1601.

3. If there are no state or local charges against the arrestee, the deputy/staff member will contact I.C.E. and notify them that they will have reasonable time up to ten days to pick up the arrestee from the Boulder County Jail as directed in Procedure II of this policy.

4. If an arrestee has state or local charges, and they are able to post bond on these charges, but an active federal warrant remains, the deputy/staff member will notify I.C.E. as directed in Procedure II of this policy.

5. Inmates who have an active federal warrant, and are within 10 days of their release date stemming from a state or local sentence, will be processed for release in accordance with the 10 day list as directed in Boulder County Jail policy J1614. I.C.E. will be notified of the 10 day limit in accordance with procedure II of this policy.

PROCEDURE II – Rights of Inmates and I.C.E. Investigations

1. If an I.C.E. agent notifies (via telephone or in person) Jail staff that they wish to speak with an inmate in the Boulder County Jail, that Jail staff member will notify the On-Duty Supervisor (ODS) of the request.

2. The ODS will meet/speak with the I.C.E. agent to determine the nature of their business.

3. If the request from the I.C.E. agent is to interview an inmate, the ODS will obtain the inmate's name. Once identified, the ODS will direct that a deputy contact the inmate and inform him/her that a request has been made by an I.C.E agent to speak with them. The deputy or ODS will inform the inmate that this is purely voluntary and that he/she has the right to refuse such interview. If the inmate agrees to an interview, the ODS will obtain a telephone number for the inmate to return the call to the J.C.E. agent.

4. If the inmate accepts the interview, the deputy will escort the inmate and I.C.E. agent to an area where the interview may be conducted. If the request is for a return telephone call, the inmate will make the call from the Commander's Office from extension 4612.

5. The deputy will document this event by making a Worksheet/Bio entry inthe inmate's Tiburon record.

PROCEDURE III – Contacting I.C.E.

1. If an inmate, who is otherwise eligible for release from the Jail, has an active federal criminal warrant hold placed against them, the deputy/staff member will contact I.C.E. **as early as practicable (at least 48 hours, if possible) as directed by Department of Homeland Security (DHS) Notification of Release DHS Form I-247N, via fax, CCIC/NCIC teletype or by phone.**

2. The deputy/staff member will place the faxed sheet(s) and copies of the CCIC/NCIC teletypes in the inmate's Booking File.

3. The deputy/staff member will fax both sheets to the number provided on the Notice of Action

4. The deputy/staff member will now make two entries on the inmate's records:

   A. On the inmate's Hard Card, they will note the date and time that the fax/teletype was sent to I.C.E.

   B. In the inmate's Tiburon record, the deputy/staff member will make an entry in the "Events" tab section. The event is titled "NICE" and in the remarks section, the deputy/staff member will note the date and time that the fax/teletype was sent to I.C.E. They will also note the date and time in which 10 days, from the date and time of notification, expires.

   C. If the notice to I.C.E. is for the 10 day list, all dates, times, and limits will be in reference to 10 days from the date of notification and all paperwork will be filed as described in this procedure.

PROCEDURE IV – Supervisory Review of I.C.E. Deadlines

1. At the beginning of each day shift, a supervisor will run the Crystal Report "I.C.E. Transport Notice Inmates."

2. The supervisor will review the information on the list and note any inmates who are 8 hours, or less, from their 10 day transport deadline.

3. The supervisor noting any inmates on the report, who are 8 hours or less from their transport deadline, will TELEPHONE I.C.E. and give an I.C.E. representative a deadline for picking up the effected inmate.

4. If a supervisor has to make the telephone call to I.C.E., they will note this, in the “NICE” event remarks section, who they spoke with, date and time of the contact, and when the deadline for transport was set.

5. The supervisor will note, for pass-on, what the deadline is on the current Master Briefing, in case the deadline is beyond their shift.

6. In the event that I.C.E. does not transport a person, after fax, teletype, and telephone notifications, a supervisor will complete an Information Only Incident Report documenting this event.

7. The on-duty supervisor will contact the on-duty Commander or on-call Commander in the event that an inmate needs to be released because of I.C.E. not picking up the inmate on their detainer.

PROCEDURE V – Sharing Information with I.C.E.

1. Once each week, the Jail Administrative Technician Supervisor will run the Jail Crystal Reports "CMS Received On Shift - Non Citizen" and "Inmates Booked Without Citizenship Records" listing any inmate who meets the following criteria:

   - No listed Place of Birth
   - Foreign Place of Birth
   - Release date for any inmate with no, or foreign, Place of Birth

2. Once compiled, the Jail Administrative Technician Supervisor will fax/e-mail the list to I.C.E.

PROCEDURE VI – Processing I.C.E. Paperwork

1. All paperwork documenting interaction with I.C.E. will be kept in the inmate's Booking File. It will be managed as would any other custody paperwork in accordance with Boulder County Jail policies J1601 and J1617.

2. When an inmate is released from the custody of the Boulder County Jail to another jurisdiction, and they request copies of any I.C.E. paperwork, the Jail will provide that agency with copies of those documents.

3. If we provide I.C.E. documents to another agency, that transaction will be documented for the Sheriff's Office Records Custodian in accordance with Boulder County Jail Policy J602.

By Order of the Division Chief

Signed by _____ 03/03/2016
Bruce K. Haas Date

ATTACHMENT A

DEPARTMENT OF HOMELAND SECURITY (DHS)

REQUEST FOR VOLUNTARY NOTIFICATION OF RELEASE OF SUSPECTED PRIORITY ALIEN

Subject ID: Event #:	File No: Date:

TO: (Name and Title of Institution - OR Any Subsequent Law Enforcement Agency)	FROM: (DHS Office Address)

Name of Subject: _____

Date of Birth: _____ Suspected Citizenship: _____ Sex: _____

1. DHS SUSPECTS THAT THE SUBJECT IS A REMOVABLE ALIEN AND THAT THE SUBJECT IS AN IMMIGRATION ENFORCEMENT PRIORITY BECAUSE HE/SHE *(mark at least one option below, or skip to section 2)*:
☐ has engaged in or is suspected of terrorism or espionage, or otherwise poses a danger to national security;
☐ has been convicted of an offense of which an element was active participation in a criminal street gang, as defined in 18 U.S.C. § 521(a), or is at least 16 years old and intentionally participated in an organized criminal gang to further its illegal activities;
☐ has been convicted of an offense classified as a felony, other than a state or local offense for which an essential element was the alien's immigration status;
☐ has been convicted of an aggravated felony, as defined under 8 U.S.C. § 1101(a)(43) at the time of conviction;
☐ has been convicted of a "significant misdemeanor," as defined under DHS policy; and/or
☐ has been convicted of 3 or more misdemeanors, not including minor traffic offenses and state or local offenses for which immigration status was an essential element, provided the offenses arise out of 3 separate incidents.

2. DHS TRANSFERRED THE SUBJECT TO YOUR CUSTODY FOR A PROCEEDING OR INVESTIGATION.
☐ Upon completion of the proceeding or investigation for which the subject was transferred to your custody, DHS intends to resume custody of the subject to complete processing.

IT IS THEREFORE REQUESTED THAT YOU:

- Provide **notice as early as practicable** (at least 48 hours, if possible) before the subject is released from your custody to allow DHS an opportunity to determine whether there is probable cause to conclude that he or she is a removable alien. **This voluntary notification request <u>does not</u> request or authorize that you detain the subject beyond the time he or she is currently scheduled for release from your custody. This request arises from DHS authorities and should not impact decisions about the subject's bail, rehabilitation, parole, release, diversion, custody classification, work, quarter assignments, or other matters.**
- As early as possible prior to the time you otherwise would release the subject, please notify DHS by calling ☐ U.S. Immigration and Customs Enforcement (ICE) or ☐ U.S. Customs and Border Protection (CBP) at _____ _____. If you cannot reach a DHS official at the number(s) provided, please contact the ICE Law Enforcement Support Center at: (802) 872-6020.
- Notify this office in the event of the subject's death, hospitalization or transfer to another institution.

☐ If checked: Please disregard the notification request related to this subject previously submitted to you on _____ (date).

_____ (Name and title of Immigration Officer)

_____ (Signature of Immigration Officer)

Notice: If the subject is taken into DHS custody, he or she may be removed from the United States. If the subject may be the victim of a crime, or if you want the subject to remain in the United States for a law enforcement purpose, please notify the ICE Law Enforcement Support Center at (802) 872-6020. You may also call this number if you have any other questions or concerns about this matter.

TO BE COMPLETED BY THE LAW ENFORCEMENT AGENCY CURRENTLY HOLDING THE SUBJECT OF THIS NOTICE:

Please provide the information below, sign, and return to DHS by mailing, emailing, or faxing a copy to _____.

Local Booking/Inmate #: _____ Est. release date/time: _____ Date of latest criminal charge/conviction: _____

Latest offense charged/convicted: _____

_____ (Name and title of Officer)

_____ (Signature of Officer)

ATTACHMENT B

DEPARTMENT OF HOMELAND SECURITY (DHS)

REQUEST FOR VOLUNTARY TRANSFER

Subject ID: Event #:	File No: Date:

TO: (Name and Title of Institution - OR Any Subsequent Law Enforcement Agency)	FROM: (DHS Office Address)

Name of Subject: _____

Date of Birth: _____ Suspected or Known Citizenship: _____ Sex: _____

A. DHS REQUESTS VOLUNTARY TRANSFER OF THE SUBJECT BECAUSE *(complete box 1 or 2 below)*:

☐ 1. DHS suspects that the subject is an **immigration enforcement priority** because *(mark at least one)*:

- ☐ (s)he was apprehended at the border or ports of entry while attempting to unlawfully enter the United States;
- ☐ (s)he was apprehended in the United States after unlawfully entering or re-entering the United States after January 1, 2014;
- ☐ (s)he has significantly abused the visa or visa waiver programs;
- ☐ (s)he was issued a final order of removal after January 1, 2014; and/or
- ☐ in the judgment of a designated senior DHS official, his/her removal would serve an important federal interest.

☐ 2. **DHS transferred the subject to your custody** for a proceeding or investigation and, upon completion of that proceeding or investigation, DHS intends to resume custody of the subject to **complete processing.**

B. DHS REQUESTS YOUR COOPERATION AS FOLLOWS *(complete box 1 or 2 below)*:

☐ **1. NOTIFICATION. Please notify DHS** as early as practicable (at least 48 hours, if possible) before the subject is released from your custody to allow DHS an opportunity to determine whether there is probable cause to conclude that (s)he is a removable alien.

NOTE: This voluntary notification request <u>does not</u> request or authorize that you detain the subject beyond the time he or she is currently scheduled for release from your custody.

☐ **2. DETAINER. Please serve a copy** of this form on the subject **and maintain custody** of him/her for a period **<u>NOT TO EXCEED 48 HOURS</u>** beyond the time when he/she would otherwise have been released from your custody to allow DHS to assume custody. **Probable cause** exists that the subject is a removable alien. This determination is based on *(check at least one box below)*:

- ☐ a final **order of removal** against the subject;
- ☐ the pendency of **ongoing removal proceedings** against the subject;
- ☐ **biometric confirmation** of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- ☐ **statements** made voluntarily by the subject to an immigration officer **and/or other reliable evidence** that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

NOTE: This request takes effect only if you serve a copy of this form on the subject, and it does not request or authorize that you hold the subject beyond 48 hours.

IMPORTANT NOTICES:

- **This request arises from DHS authorities and should not impact decisions about the subject's bail, rehabilitation, parole, release, diversion, custody classification, work, quarter assignments, or other matters.**
- As early as possible prior to the time you otherwise would release the subject, please notify DHS by calling ☐ U.S. Immigration and Customs Enforcement (ICE) or ☐ U.S. Customs and Border Protection (CBP) at _____. If you cannot reach an official at the number(s) provided, please contact the Law Enforcement Support Center at: (802) 872-6020.
- Please notify this office in the event of the subject's death, hospitalization, or transfer to another institution.

☐ If checked: Please cancel the detainer related to this subject previously submitted to you on _____ (date).

_____ (Name and title of Immigration Officer)

_____ (Signature of Immigration Officer)

Notice: If the subject is taken into DHS custody, he or she may be removed from the United States. If the subject may be the victim of a crime or you want the subject to remain in the United States for a law enforcement purpose, please notify the ICE Law Enforcement Support Center at (802) 872-6020. You may also call this number if you have any other questions or concerns about this matter.

Please provide the information below, sign, and return to DHS by mailing, emailing, or faxing a copy to _____.

TO BE COMPLETED BY THE LAW ENFORCEMENT AGENCY CURRENTLY HOLDING THE SUBJECT OF THIS NOTICE:

Local Booking/Inmate #: _____ Est. release date/time: _____ Date of latest criminal charge/conviction: _____

Arresting agency, if available, and latest offense charged/convicted: _____

If Box B.2. is checked above, please indicate the manner in and date on which this Form I-247X was served upon the subject:

☐ in person ☐ by inmate mail delivery ☐ other _____(please specify) date: _____

_____ (Name and title of Officer)

_____ (Signature of Officer)

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PROCESSING RELEASES WITHOUT DISPOSITION**

NUMBER: **J1619**

EFFECTIVE DATE: **June 18, 2014**

POLICY: The Boulder County Jail will maintain accurate recording of the disposition of charges. In conjunction with Jail Policy J1615, the Jail will conduct a daily review of all adjudicated charges on record in the Tiburon system that have not had a disposition recorded for them.

SOURCE: NONE

DEFINITIONS:

Crystal Report "Releases without Dispositions" (RWD): A report auto generated by Crystal that shows everyone in custody with a release date on a charge that has past.

Dispo Type: A field in Tiburon on each charge screen with a built in Code Table with types of Dispositions.

Release Date: A field in Tiburon on each charge screen, showing the release date for that particular charge.

Alternative Sentence Program: Any of the following Sentencing programs; Work Release (WR)/ Home Detention (HD) / Day Reporting (DRC) or Work Crew (WRE).

Mittimus Sentence form (Mitt): A document provided by the courts describing the details of an inmate's sentence.

Compound Mittimus Sentence: A sentence that includes multiple combinations of types of sentences i.e.: Straight time, then to WR or to HD or to DR.

PROCEDURE I – Generating the Releases Without Disposition report

1. At 0500 each morning, a Crystal report titled Releases Without Disposition (RWD) will be automatically generated and distributed to all Jail Supervisors.

2. If the report fails to generate, the night team On Duty Supervisor (ODS) will contact the Sheriff's Office SCS staff to report the problem during regular business hours.

.**PROCEDURE II – Reviewing the RWD report**

1. Daily, the Night Team ODS will confirm a Law Enforcement Technician (LET) receives the most recent copy of the RWD. The LET will refer to this document as they review hard card for releases in accordance with Boulder County Jail policies J1605 and J1614.

2. When the LET locates an inmate that is listed on the RWD list, they will set that inmate's Hard Card aside until they have reviewed all of the Hard Cards. The LET will then take those hard cards that are on the RWD list to the ODS for review and confirmation in accordance with procedure VIII of Boulder County Jail policy J1605.

3. The ODS will then determine the appropriate action:

   Enter Disposition for the charge:

   - Select the correct Dispo Type in Tiburon. When a Mittimus form is on file for the charge, sign and date the Mitt. If the inmate is to be released, the Mitt will be sent to the court.

   - If the inmate is to go to another agency, the LET will be instructed to contact that agency in accordance with Boulder County Jail Policy J1614.

   - If the inmate is to transfer to an alternative sentence program to complete the remainder of a compound sentence, the LET will notify the Alternative Sentence group via #SheriffJailAltSentence@bouldercounty.org. and copy the ODS with the details. Upon receiving notice of a past due release date, the Alternative Sentence Supervisor or designee will correctly enter the disposition or update the inmate's Tiburon entry to resolve this issue before the next business day.

   - If an inmate has multiple Mitts, ending on different dates, as these dates are dispoed in Tiburon, the actual Mitt Sent form will be retrieved from their file, signed, dated and placed back into the file until the final release date is reached and the inmate is leaving custody. Upon final release they will all be sent to the courts.

By Order of the Division Chief

Signed by _____ 06/18/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CLASSIFICATION**

NUMBER: **J1701**

EFFECTIVE DATE: **October 29, 2014**

POLICY: It is the policy of the Boulder County Jail to maintain an objective classification system to ensure consistency in placing inmates in the least restrictive housing possible. We will give inmates incentives to encourage positive behavior, which allows them to progress into lesser restrictive housing and receive the maximum benefits available. This is accomplished while safeguarding the security of the facility and the safety of inmates, staff, and visitors.

SOURCE: National Institute of Corrections, Objective Jail Classification Model

PROCEDURE I - Initial Screening & Classification

1. If an arrestee has been cooperative during the booking process, Booking Deputies will request the Intake/Women's deputy to assign a room in the appropriate module.

2. The decision to house in Intake/Women's will be based on Booking's observations of the inmate's behavior during booking and the information used to complete the Medical Screen in Tiburon. Charges and other custody needs will also be considered.

3. Booking Deputies may request alternate housing, if they feel the inmate requires an extra measure of security. An Incident Report (IR) will be completed.

4. If Booking Deputies feel that an inmate needs to be placed in Disciplinary or Special Management status, they will contact the On-Duty Supervisor (ODS) and/or the medical staff.

5. They will explain the circumstances to the ODS, who will evaluate the information for appropriate housing.

6. If the ODS determines that the inmate needs alternative housing; they will direct the deputy to document it in an IR. The IR will outline the specific reasons for the inmate being placed in alternative housing.

7. The ODS will determine whether the inmate requires a custody level, if placed in Special Management. He or she will explain the reasons for a level assignment in a supplemental narrative in the IR.

8. The ODS will ensure that a copy of the IR is forwarded to Classification.

PROCEDURE II - Initial Custody Assessment

1. Classification will assess all new intakes in Tiburon, using the Initial Custody Assessment Form, within forty-eight (48) hours of incarceration.

2. They will complete the form and house the inmate based on the custody level indicated by the total additive score.

3. Classification may exercise the override option, which allows for reasonable individual factors to be considered, i.e., history in the facility (good or bad), amount of bond, unknown factors or lack of information, holds/detainers, etc. They must document these factors in Tiburon.

4. The form will then be forwarded to the Support Services Sergeant, or designee, for final approval. If the deputy recommended an override and the supervisor does not approve it, he or she will document the basis for the disapproval on the form.

5. The Support Services Sergeant, or designee, may also elect to initiate an override of the custody level determined by using the additive scale. Again, this will be based on reasonable factors.

PROCEDURE III – Classification Interview Form

1. The Classification Interview Form will be completed the same day of the Initial Custody Assessment.

2. The form will be used to list specific information about the inmate and any special needs.

3. Primary inmate needs to be considered are medical, emotional stability, education, vocational skills, substance abuse, and mental ability.

PROCEDURE IV - Custody Reassessment

1. Classification will reassess all inmates, when any of the following occur:

A) Any change in charges
B) Sentencing occurs
C) An inmate is being considered for a Community Worker or Inmate Worker and has not been assessed in the past thirty (30) days
D) An inmate has spent time in Disciplinary for violating jail rules and is about to be moved

2. Custody reassessments will follow the same recommendation and approval procedures as delineated in the Initial Custody Assessment in Procedure II of this policy.

PROCEDURE V – Administrative Override

1. When circumstances occur that restrict an inmate from being housed in their appropriate classification, Classification will prepare a summary of the circumstance(s) to be presented for review by the Jail Management Team (JMT) at a regularly scheduled meeting.

2. The JMT will review the summary, with a representative of the Classification staff present, and consider the following:

   A) The specific reasons that the inmate is not housed in the unit that they should be (e.g. Keep Separate, behavior, overcrowding, etc.)

   B) A list of options to remedy this situation which may include moving other inmates within the facility. As always, these options will be made with regard to safeguarding the safety and security of the facility and mitigating any risks associated with this override.

3. Once the review is completed, Classification staff will file the summary, and the decision of the JMT, in accordance with Procedure VI of this policy. A Tiburon “Worksheet/Bio” entry will be completed for the inmate’s management record.

PROCEDURE VI - Forms Retention

1. The Classification Deputies will place all of the assessment and reassessment forms in an inmate file maintained in the Classification office until the inmate is released.

2. When the jail releases an inmate from custody, these forms will be forwarded to the Classification Coordinator and placed in the Inmate Classification File. He or she will maintain these records for one year, and the current year.

3. At the end of that time, the records will be disposed of in accordance with the Sheriff's Office Records Retention and Disposition Schedule.

4. The jail will not destroy any record under the Retention Schedule authority, while any legal case, claim, action or audit is pending.

By Order of the Division Chief

Signed by _____ 10/29/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **CLASSIFICATION MEETINGS**

NUMBER: **17-01-02**

EFFECTIVE DATE: **June 12, 2008**

POLICY: It is the policy of the Boulder County Jail to conduct Classification meetings once a week to ensure that we are following all components of Objective Jail Classification. The Classification Officers will verify proper housing and custody assignments of inmates to safeguard inmate, staff, and public safety.

SOURCE: National Institute of Corrections, Objective Jail Classification Model

PROCEDURE I - Meeting Schedule

1. The Classification Officers will meet with the Support Services Commander, or designee, each Thursday afternoon.

2. If the meeting must be rescheduled, the Support Services Commander, or designee, will ensure that all appropriate notifications are made.

PROCEDURE II - Meeting Itinerary

1. During the meeting Classification will review any issues or concerns and notable Incident Reports submitted since the last meeting, especially those relevant to Classification.

2. They will also review the Levels List and Health Services information to decide if any changes are needed in Special Management inmates, or the status of working inmates.

3. A review of Administrative Segregation inmates will be conducted for recommendations to the Jail Management Team.

4. The meeting will end with an open discussion of any issues pertinent to Classification.

By Order of the Division Chief

Signed by _____ 06/13/08
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE LEVELS AND RESTRICTIONS FOR SPECIAL MANAGEMENT AND ADMINISTRATIVE SEGREGATION INMATES**

NUMBER: **J1703**

EFFECTIVE DATE: April 9**, 2014**

POLICY: It is the policy of the Boulder County Jail to maintain a levels and restriction system. Inmates housed in the Special Management module and women on special management status in Women's and any inmate housed on Administrative Segregation will be subject to these levels. The levels and restrictions are not used as disciplinary measures, but are designed to protect the inmate, jail staff, and other inmates from those who are a threat.

SOURCE: NONE

PROCEDURE I - Establishment of Special Management Levels and Restrictions

1. The Jail Management Team has established the following Special Management levels and restrictions for use by Classification and other jail employees, as needed.

   A. **Level**

   The security provided by restricting certain inmates to their rooms, or to the sub-dayrooms, for various lengths of time. This is done to control and monitor their interaction with other inmates and to give the jail an opportunity to observe them closely.

   I. **Level 1**

   Inmates on Level 1 are restricted to their rooms during regular lockdown times for their modules. This is the least restrictive level and most programs and activities are available to them. These inmates have been identified by Mental Health and Classification staff as ready to move out of Special Management housing.

II. **Level 2**

Inmates on Level 2 are restricted to their rooms during regular lockdown times for their modules. The inmate may spend from a minimum of one (1) hour to the full unlock period for their assigned tier, in the main dayroom, or sub-dayroom, at the discretion of the module officer. Most programs and activities available to the module are available to them based on their behavior.

III. **Level 3**

Inmates on Level 3 are restricted to their rooms continuously, except one (1) hour and fifteen (15) minutes per day. We grant them one (1) hour for recreation and fifteen (15) minutes for personal hygiene. If possible, we will house them in rooms within the sub-dayroom and keep them separate from other inmates.

B. **Restriction**

A term referring to the change, or loss, of an inmate's activities, or privileges, which we allow other inmates. It is not used as a disciplinary measure, but to safeguard people, property, or jail safety and security.

I. **Restriction A**

No significant interaction is permitted with other inmates. Involves Level 3 status, housing in a sub-dayroom room if possible, and separate visitation, recreation, and visits.

II. **Restriction B**

No interaction is permitted with a specific inmate or inmates and the inmate will be housed away from those in question. This will include programs and/or other jail activities.

2. The following may impose levels and restrictions:

A. Jail Division Chief
B. Any supervisor
C. Health Services/Mental Health personnel
D. Classification Officers with approval from the On-Duty Supervisor (ODS).

3. Reasons for imposing levels and restrictions:

A. inmates who are combative if placed together
B. inmates involved in the same criminal event
C. behavior is continuously disruptive
D. suicide risks
E. information concerning escapes, assaults, or other criminal activity involving them
F. special medical problems
G. repeatedly violates jail rules and do not alter behavior

4. Classification will be responsible for managing the Special Management levels and restrictions.

PROCEDURE II - Imposition of Special Management Levels or Restrictions

1. Any staff member, as listed above in Procedure I, step 2, who feels that an inmate needs to be placed on Special Management Level 2 or 3, or needs restricted activities, will notify the On-Duty Supervisor (ODS).

2. The staff member will explain the circumstances and suggest which level and/or restriction they feel is appropriate.

3. The ODS may respond to the module and interview the inmate in question and/or other inmates. The ODS may also choose to interview other employees (nurses, Classification Officers, Food Service Staff, etc.).

4. The ODS will evaluate the information, discuss it with Classification when available, and make a decision.

5. The ODS will instruct the staff member to write an Incident Report (IR), detailing the circumstances of the level and/or restriction imposition and enter the restriction in Tiburon as a Hazard.

6. The ODS will ensure that the inmate receives a copy of the report.

7. Classification will enter the inmate’s name and information on the Levels List and review the inmate's status on a regular basis.

8. When a staff member, as listed above in Procedure I, step 2, reviews the condition/behavior of the inmate and decides that the restriction is no longer necessary or appropriate, they will notify the ODS and Classification.

9. If the Level or Restriction is removed, the ODS will ensure that the removal of the level/restriction is documented in the inmate's medical record and the restriction in Tiburon from the Hazard tab.

PROCEDURE III - Establishment of Administration Segregation Levels

1. The Jail Management Team has established the following Administrative Segregation levels and restrictions for use by Classification and other jail employees, as needed.

A. **Level**

The security provided by restricting certain inmates to their rooms, in certain modules. This is done to control and monitor their interaction with other inmates and to give the jail an opportunity to observe them closely.

I. **Administrative Segregation Level 1 (Ad Seg 1)**

Inmates on Ad Seg 1 status are housed in the Intake or Women's Module sub-dayrooms. They are restricted to their rooms continuously. If they are housed alone, they will be allowed out one (1) hour and fifteen (15) minutes per day. We grant them one (1) hour for recreation and fifteen (15) minutes for personal hygiene. If they are housed with another inmate, this time is increased to (2) hours. Once per week, these inmates, individually, will be offered Recreation outside of the module. These inmates may have the use of headphones and receive full commissary privileges.

II. **Administrative Segregation 2 (Ad Seg 2)**

Inmates on Ad Seg 2 are housed in the Disciplinary Module or Women's Module sub-dayroom. They are restricted to their rooms continuously, except one (1) hour and fifteen (15) minutes per day. We grant them one (1) hour for recreation and fifteen (15) minutes for personal hygiene. These inmates may not have the use of headphones and receive Disciplinary commissary privileges.

2. The following may impose Administrative Segregation levels in accordance with policy J1003:

A. Jail Division Chief
B. Any supervisor
D. Classification Officers with approval from the On-Duty Supervisor (ODS).

3. Reasons for imposing Administrative Segregation levels:

   A. inmates who are combative if placed together
   B. inmates involved in the same criminal event
   C. behavior is continuously disruptive
   D. information concerning escapes, assaults, or other criminal activity involving them
   E. repeatedly violates jail rules and do not alter behavior

4. Deputies assigned to the Discipline, Intake or Women's Module will maintain a Behavioral Report on each Ad Seg 1 and 2 inmate housed in Discipline, Intake or Women's.

5. All jail employees will use the Tiburon to document pertinent information concerning an inmate's condition and behavior to support information maintained in the Behavioral Report in accordance with Jail Policy J1003, Procedure IV.

6. The Operations Commanders will be responsible for managing the Administrative Segregation levels in accordance with Jail Policy J1003.

PROCEDURE IV - Designation of Administrative Segregation Levels

1. Any staff member, as listed above in Procedure III, who feels that an inmate needs to be placed on Administrative Segregation, will notify the On-Duty Supervisor (ODS).

2. The staff member will explain the circumstances. These circumstances must be supported by documentation as required in Jail Policy J1003, Procedure I, steps 1- 3. If the circumstances support a Disciplinary Hearing, the inmate will be referred to a hearing first as opposed to being placed immediately on Administrative Segregation.

3. The ODS will evaluate the information, and may discuss it with Classification when available, and make a decision. If the designation of Administrative Segregation results from a Disciplinary Hearing, Classification will facilitate any moves or change in level.

5. The ODS will instruct the staff member to write an Incident Report (IR) detailing the circumstances of the Administrative Segregation level. This report may be the completed Boulder County Jail Disciplinary Hearing Form.

6. The ODS will ensure that the inmate receives a copy of the report.

7. Classification will enter the inmate's name and information on the Levels List. A review or the inmate's status will be conducted on a regular basis as outlined in Jail Policy J1003.

8. An inmate's Administrative Segregation Level, or removal from Administrative Segregation, will be in accordance with Jail Policy J1003.

PROCEDURE V- Daily Levels List

1. A Classification Officer will be responsible for compiling a Levels List each day, which will contain all inmates on Administrative Segregation, serving disciplinary time, on Special Management levels, or any other designation required by JMT.

2. This list will be forwarded to all jail employees via the #SheriffJailAll routing code in the County E-mail system.

By Order of the Division Chief

Signed by _____ 04/09/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE WORKER SELECTION**

NUMBER: **J1801**

EFFECTIVE DATE: **August 13, 2014**

POLICY: It is the policy of the Boulder County Jail to allow qualified inmates the opportunity to work in various jobs within the Jail. We will compensate sentenced inmates with good time according to the applicable state statutes.

INFORMATION: Inmate Workers will receive good time, according to Jail Division Policy and Procedure J1606. They will not be assigned based on their sex, race, religion, national origin, or other such factors.

The Jail may also require that inmates not in Inmate Worker positions perform certain tasks, including personal housekeeping.

SOURCE: Colorado Revised Statute 17-26-107
Colorado Revised Statute 17-26-109
Colorado Revised Statute 17-26-110
Colorado Revised Statute 17-26-113
Colorado Revised Statute 17-26-115

PROCEDURE I – Inmate Workers

1. Classification will select Inmate Workers using Objective Jail Classification and Jail Division standards, which include length of sentence, custody level, and sentence status, past behavior, charges, and job experience.

2. Classification, or a Module Deputy, will obtain an Inmate Worker/Community Worker Contract and direct the inmate to read and sign it. The contract will be placed in the inmate's Module file.

3. We may allow some male Inmate Workers additional privileges to move freely within the Jail, depending on their job assignment.

4. Female Inmate Workers will not be allowed to move about freely and must be escorted, or supervised by jail personnel when moving to and from work jobs and while working, for their protection.

5. Inmate workers may be locked down later than other inmates.

PROCEDURE II - Physically Challenged Inmates

1. The Jail may appoint physically challenged inmates to Inmate Worker positions, subject to the approval of the Jail Division Chief and/or the Support Services Commander, based on their ability to do various work.

2. Based on Jail Medical staff review, some inmates may be approved for work but with restrictions as determined by medical review of the inmate's mental/physical condition.

By Order of the Division Chief

Signed by _____ __08/13/2014__
Bruce K. Haas Date

SUBJECT: **GOOD TIME POLICY STATEMENT**

NUMBER: **18-01-01a**

EFFECTIVE DATE: **July 6, 2006**

REVIEW DATE: **July 6. 2007**

POLICY: The Boulder County Jail offers a wide variety of programs and work activities for every sentenced inmate. Sentenced inmates who conduct themselves in accordance with the rules of the Sheriff and perform their work in a credible manner are assumed to be designated as trusty inmates who may be granted such good time as provided in CRS 17-26-115.

In order to ensure the fair and equal treatment of all sentenced inmates, such good time may also be granted for participation in assigned programs and for cleaning and maintaining living areas. Violations of any rules of the Sheriff may result in revocation of trusty status and loss of good time.

SOURCE: **Colorado Revised Statute 17-26-115**

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **INMATE WORKER SUPERVISION**

NUMBER: **18-01-02**

EFFECTIVE DATE: **July 18, 2008**

POLICY: It is the policy of the Boulder County Jail to train Inmate Workers in their jobs and ensure appropriate supervision to preserve inmate, staff, and facility safety.

INFORMATION: Supervision of Inmate Workers is as follows:

1) Food Service Inmate Workers - Food Service Manager/Cook Supervisors
2) Laundry Inmate Workers - Food Service Manager (Maintenance for training)
3) Building's A & B Inmate Workers - officers assigned to those areas
4) Hall Inmate Workers - Facilities Management Custodian
5) Maintenance Inmate Workers - Maintenance staff
6) Program's Inmate Workers - Classification Coordinator
7) Medical Inmate Workers - Medical personnel
8) Booking Inmate workers - Booking personnel

SOURCE: A.C.A. Standard 4-ALDF-5C-06
A.C.A. Standard 4-ALDF-5C-11

PROCEDURE I - Training, Scheduling, and Supervision of Food Service Inmate Workers

1. The Food Service Manager, or designee, will ensure that Inmate Workers assigned to Food Service are oriented and trained in their specific duties. This will include any equipment that we may require that they use in doing their jobs.

2. The Food Service Manager will maintain a current schedule for the Inmate Workers assigned to Food Service.

3. These schedules will list the days and times the Inmate Workers are to work and their days off. It will be posted in Food Service and the Inmate Worker Module.

4. The Food Service Manager and Cook Supervisors will handle routine supervision of these Inmate Workers. This supervision will consist of daily checks on the personal hygiene of the Inmate Workers, their adherence to applicable health standards regarding the handling of food, and their general job performance.

5. If the Food Service Manager or Cook Supervisors find Inmate Workers deficient in certain areas they will work with them to make the necessary improvements.

6. Inmate Workers who fail to make the necessary improvements will be written up for the violation(s). Depending on the seriousness of the violation, an employee may refer the Inmate Worker to Classification for reassignment to another position, or the disciplinary process.

PROCEDURE II - Training, Scheduling, and Supervision of Cleaning and Laundry I/W

1. Classification Officers will schedule all of the Cleaning Inmate Workers to their positions and working hours.

2. Schedules will be posted in the Officer Work Stations (OWS) where we house Inmate Workers, or other appropriate areas.

3. Maintenance will train the Laundry Inmate Workers in the use of the laundry equipment and the Food Service Manager will supervise them in their daily tasks.

4. The Facilities Management Custodian and other designated jail employees, i.e., Maintenance, Medical, Booking, etc., will be responsible for supervising the Cleaning Inmate Workers in their areas to ensure that the jail is kept clean.

5. Cleaning Inmate Workers not doing their jobs adequately will be referred to the personnel supervising them to make any necessary improvements.

6. Cleaning Inmate Workers failing to improve their work may be referred to Classification for reassignment, or face punitive sanctions.

7. The Facilities Management Custodian, and sometimes an Inmate Worker familiar with the job, and/or jail employees will train the new Cleaning Inmate Workers in their specific duties.

By Order of the Division Chief

Signed by _____ 07/15/08
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PRODUCTIVE DAY - INDUSTRIES/PROGRAMS**

NUMBER: **18-01-03**

EFFECTIVE DATE: **July 18, 2008**

POLICY: It is the policy of the Boulder County Jail to provide a broad range of programs to meet the needs of inmates and make them available equitably to males and females. The Jail will include as many inmates as possible in the Productive Day Program, consistent with their custody level and security needs.

INFORMATION: Until formal classification occurs, new intakes will be in lockdown and have limited access to TV's, Commissary, telephones, or visitation. Jail personnel will conduct an assessment for each inmate during the initial lockdown period. Intake officers will meet individually or collectively with these inmates to help them in their transition to jail life.

Classification will conduct the Objective Jail Classification within two working days. The Productive Day Officer will ask if the inmate is willing to participate in the Jail's Productive Day Program. If the inmate refuses to participate, they will remain in lockdown status. If they choose to participate, the Productive Day Officer will assign the inmate to programs, work, or a combination of both.

The Jail will assign inmates to work consistent with their abilities, interest, aptitude and skill levels, medical status, job availability, and the needs of the jail. Inmates with special skills in certain jobs may receive priority in being assigned to those positions.

Physically challenged inmates will be allowed to work in the program to the degree practical.

The Jail will not assign inmates to work programs based on gender, race, religion, or national origin, or other such factors.

The Jail may remove an inmate from a job or program anytime for poor performance, misconduct, change in custody level, or other reasons deemed appropriate by a supervisor. Inmates will not be placed in positions of authority over other inmates.

Programs may consist of any of the following: Literacy (Learning to Read - LTR), English as a Second Language (ESL), Adult Basic Education (ABE) leading to the G.E.D., Anger Control, Parenting, Cognitive Reasoning, and others as they become available. When possible, we will assign inmates to G.E.D. classes first. Life Skills, other educational classes or work positions, will be filled with the remaining inmates.

Inmates involved in Productive Day will earn privileges offered by the Jail such as contact visits, T.V. time and daily recreation.

The Jail will distribute revenue generated by the Productive Day work programs in accordance with County Resolution No. 97-38.

All Productive Day work programs will be located within the secured section of the Jail. The Jail Division Chief is the only person authorized to grant a waiver to this rule. We will assign the maximum number of inmates to each project, appropriate to the realistic workload needs of each job.

The Jail will conduct all work according to applicable federal, state, and county health and safety standards.

SOURCE:
A.C.A. Standard 4-ALDF-5C-06
A.C.A. Standard 4-ALDF-5C-07
A.C.A. Standard 4-ALDF-5C-08
A.C.A. Standard 4-ALDF-5C-09
A.C.A. Standard 4-ALDF-5C-10
A.C.A. Standard 4-ALDF-5C-11
A.C.A. Standard 4-ALDF-5C-12
A.C.A. Standard 4-ALDF-5C-13
A.C.A. Standard 4-ALDF-5C-14
A.C.A. Standard 4-ALDF-5C-15
A.C.A. Standard 4-ALDF-5C-16

PROCEDURE I - New Intakes

1. An officer will escort the new intake to the assigned housing unit. Upon arriving the officer will receive a room assignment for the inmate and escort them to the room and lock him or her down.

2. The inmate will remain locked in the room, unless allowed out by Jail personnel for meals, medication rounds, or other activities, until the next inmate orientation. Inmate orientation will take place each day, Monday-Friday.

3. During orientation, an officer will explain the Jail's basic expectations and operation, including Productive Day.

4. Classification will complete Objective Jail Classification within two working days of incarceration.

5. New intakes will be allowed reasonable access to a telephone for arranging bond for release from custody, at the discretion of any assigned module officer.

6. New intakes passing the weekly cleaning inspection will be allowed to view the weekly movie in the Dayroom.

PROCEDURE II - Housing Units

1. Officers assigned to Transition, where the inmates are housed for Productive Day, will conduct officer pass-on, account for assigned keys, other items as needed, and conduct an inmate count**.**

2. The assigned officer will awaken all inmates during the inmate count and advise them to get prepared for their classes or work. The officer will unlock the rooms at 0830 hours.

3. All inmates involved in Productive Day will be ready to start work or classes at 0900 hours promptly. Sometimes the work may begin earlier.

4. The Jail will require inmates to work or attend classes between 0900-1100 hours, unless engaged in another authorized activity.

5. Inmates will be returned to their assigned housing unit and remain there from1100-1330 hours for lunch and lockdown. They will be ready to resume work or classes at 1330 hours promptly.

6. Inmates will work or attend classes between 1330-1530 hours unless they are participating in another authorized activity. Sometimes the work may extend beyond 1530 hours.

7. Productive Day personnel will return all inmates to their housing units at the agreed to time.

PROCEDURE III - Inmate Privileges Earned

1. Inmates participating in Productive Day will earn privileges offered by the Jail, such as, but not limited to: daily recreation, T.V., dayroom time, and contact visits.

2. These privileges may be withdrawn for rule or policy violations at the discretion of a jail supervisor. Jail personnel will document the violation in an Incident Report (IR).

PROCEDURE IV - Revenue

1. The jail will require that all private-sector companies develop a per-piece rate of pay. The company and the jail will agree upon this rate of pay before the job starts. This rate will be used to calculate the invoice for each job completed.

PROCEDURE V - Compensation and Funds Distribution

1. The Jail will distribute all funds collected according to Boulder County Resolution 97-38.

2. The jail will send up to 25 percent of the money earned by an inmate in Productive Day to the Boulder County Court Clerks office for payment of restitution or reparation. This money can be paid to the victim of the inmate's crime for damage or injury sustained, when the court has fixed the amount.

3. Up to 25 percent of all money earned will be designated for payment for the inmate's other obligations, acknowledged by them in writing, or which have been reduced to judgment, such as court cost, fines, or child support.

4. Sheriff's Accounting will send up to 25 percent of all money earned to the inmate's family or dependents, as designated by the inmate.

5. The remaining 25 percent of money earned will be returned to the General Fund for Cost and Care to pay for the inmate's room and board, not to exceed $60.00 per day.

6. At the discretion of the Sheriff, the prisoner may have twenty-five cents an hour, up to a maximum of one dollar ($1.00) per day worked, posted on their commissary account. Any amounts added to an inmate's commissary account under this section may be forfeited, if they are found guilty of willful violation of any of the rules and regulations of the Jail. The Jail Division Chief must approve the deduction of any funds. We will take this money out of the portion of money designated for Cost and Care.

7. If an inmate has no restitution or reparation to pay, that quarter of the money will go to Cost and Care (General Fund).

8. If an inmate has no court fines or court ordered judgments against them, that money will go to Cost and Care (General Fund).

9. If an inmate has no family or dependents, that money will go to Cost and Care (General Fun).

PROCEDURE VI - Regressions

1. The Jail may remove an inmate from a job or program anytime for poor performance, misconduct, change in custody level, or other reasons deemed appropriate by a Jail supervisor.

2. Male inmates refusing to participate in Productive Day will be placed on module segregation in the Medium Module. We will place women in “segregation status” in the Women's Module.

3. Inmates alleged to have violated the conditions of the Productive Day Contract might be regressed to the Intake or Women's Module, depending on gender.

4. Jail personnel will submit an IR each time a regression takes place, delineating the circumstances leading up to the regression. Copies of all IR's should be forwarded to Classification.

5. If the inmate is sentenced, they will refer them to a Disciplinary Hearing. Inmates found violating the Productive Day Contract may lose the good time they have earned.

By Order of the Division Chief

Signed by _____ 07/15/08
Larry R. Hank Date

SUBJECT: **COMMUNITY WORKER/JAIL WORK CREW PROGRAM**

NUMBER: **18-01-04**

EFFECTIVE DATE: **July 6, 2006**

REVIEW DATE: **July 6, 2007**

POLICY: It is the policy of the Boulder County Jail to provide meaningful and productive work for qualified inmates by establishing a Community Worker/Jail Work Crew Program. The Program is designed to afford these inmates with work opportunities that will develop skills and good work habits. There are clearly delineated rules to be followed by all assigned Inmate Workers to ensure inmate, officer, and public safety.

INFORMATION: The Jail Chief has appointed the Administrative Commander as the person responsible for the Community Worker/Jail Work Crew Program.

The objectives of the Program are:

1) to provide meaningful, full-time work and/or program assignments for inmates in a safe and healthy environment, consistent with the inmate's sentence and custody level

2) provide work that will allow the inmates to return to the community with some skills, good work habits, and ethics

3) provide workers to other County agencies and nonprofit organizations to perform tasks at no cost to them

We will house the inmates assigned to the Community Worker/Jail Work Crew Program in the Work Release/Minimum Security Facility (Building "C") in Dorm "D."

The Jail Work Crews will perform physical labor in all types of weather and terrain situations. A successful crew worker is one who safely applies themselves to each assigned task, obeys rules and regulations, and uses common sense. Every person in the program will be held accountable for any actions that violate established rules.

SOURCE: A.C.A. Standard 4-ALDF-5C-06

PROCEDURE I - Organization

1. The Administrative Commander will ensure that we assign a qualified jail employee to the position of Work Programs Sergeant.

2. The Work Programs Sergeant will organize and oversee the day-to-day operation of the Community Work/Jail Work Crew Program.

3. Employees designated as Crew Bosses, under the supervision of the Work Programs Sergeant, will share responsibility for assigning Community Workers/Jail Work Crews the specific tasks they perform.

PROCEDURE II - Training, Scheduling, and Supervision of Community Workers

1. The Work Programs Sergeant or Crew Bosses will schedule work crews with the jail, other Sheriff's Office divisions, and outside agencies within the County.

2. Any section of the jail using Community Workers will be responsible for their training and supervision.

3. The Work Programs Sergeant may assign jail employees to accompany work crews of Community Workers.

4. Outside agencies using a crew of Community Workers to work for them will be responsible for training and supervising the workers.

5. These agencies will be briefed by the Work Programs Sergeant, or designee, about what the Community Workers can and cannot do while with them.

6. Community Workers who fail to perform their jobs adequately, or whose behavior is deemed inappropriate, will be directed to make the necessary changes in their behavior by the person overseeing their work.

7. If they do not make these changes the Work Programs Sergeant will refer the Community Worker to Classification for reclassification, or disciplinary action may be initiated.

PROCEDURE III - Inmate Cleaning Assignments in Dorm "D" and Weekly Inspections

1. We require that Community Workers clean their living areas on a regularly scheduled basis.

   A. Setting Up the Monthly Cleaning Schedule

1. At the beginning of each month, the dayshift officer assigned to Building "C" will post a calendar in Dorm "D" with three bunk numbers listed for each day of the month. The inmates assigned to those bunks are designated to clean the Dorm that day.

2. When they exhaust the bunk numbers the officer will start over with number one and continue until they fill the month.

B. Choosing Alternate Inmates for Empty Bed Spaces

1. When a bunk is vacant the officer will designate an inmate to help with the cleaning.

2. The officer may also solicit a volunteer to help with the cleaning that day.

2. Weekly Inspection of the Dorm

A. Jail lieutenants will conduct an inspection of the entire facility each week, which will include Dorm "D."

PROCEDURE IV - Work Performance Rules

1. Jail Officers and/or Crew Bosses will ensure that all workers assigned to them sign a Work Crew Contract, agreeing to comply with all components of the Contract (see attached).

PROCEDURE V - Causes for Termination

1. We may terminate workers from work crews for the following reasons:

- Positive urinalysis results for drugs and/or alcohol
- Serious major rule violations and repeated minor violations
- Damage to County property due to maliciousness or negligence
- Failure to comply with any portion of the Program
- Any violation of Federal, State, County, or Municipal Law
- Any violation of the Jail Work Crew Contract, or Jail Rules and Regulations

By Order of the Division Chief

Signed by	07/07/06
Larry R. Hank, Division Chief	Date

RESPONSIBILITIES & RULES FOR THOSE SUPERVISING COMMUNITY WORKERS/JAIL WORK CREWS

Effective 11-16-98, all persons supervising Inmate Work Crews will sign and abide by the following contract. The work crew supervisors will sign for inmates daily. Give this sheet to the Building "C" Sergeant at the end of the day.

DATE:

SIGNATURE	# OF INMATES	
_____	_____	ECO-CYCLE
_____	_____	FAMILY LEARNING CENTER
_____	_____	LYONS CREW
_____	_____	COMMUNITY FOOD SHARE
_____	_____	HUMANE SOCIETY
_____	_____	CITY OPEN SPACE
_____	_____	ROAD DISTRICT
_____	_____	
_____	_____	

1. I will not allow the possession or consumption of alcoholic beverages or any controlled substances (illegal drugs).

2. I will supervise the entire Inmate Work Crew while they are working for me.

3. I understand that inmates are not allowed to enter any business establishments anytime.

4. Inmates will be moved to and from the work site only.

5. I will notify the jail of any problem with the Inmate Work Crew, i.e., medical, personal, behavior, etc.

6. I will get immediate medical attention for any serious injury. If it is not serious, but beyond my capabilities, I will return the Community Worker to the jail for medical attention.

7. I will not permit any visitors to meet with the Community Workers. Inmates cannot receive

any items from anyone.

8. I will not permit the Community Workers access to a telephone.

9. I will supply any needed safety equipment to safely complete the job the Community Worker is doing, i.e., eye protection, ear protection, etc.

10. I understand that Community Workers must remain in full uniform at all times.

11. If my work will not allow me to return the Community Workers to the jail as scheduled, I must notify the jail immediately.

12 The jail discourages you from supplying tobacco materials. If you do, please keep them at your location, so that the inmates are not tempted to bring them into the jail.

13. Inmates must remain at your work site.

14. I understand that I cannot conduct personal errands while transporting the Community Workers.

15 I understand that the Sheriff's Office may make random on-site checks of the Community Workers anytime.

BOULDER COUNTY JAIL
JAIL WORK CREW CONTRACT

1. I understand that as a participant in the Jail Work Crew Program I will be required to perform manual labor as required of me by jail employees.

2. I understand that my sentencing Judge will be notified in writing should I fail to comply with the Jail's Work Program Rules and Regulations.

3. As a participant in the Jail Work Crew Program, I will follow all reasonable directions and instructions given me by jail employees.

4. I agree not to use alcohol or any non-prescription or illegal drugs, or controlled substances while I am on the Jail Work Crew Program. Random urinalysis tests will be given at the discretion of the Crew Boss, or other jail employees, and you are required to comply with this request.

5. I understand that by leaving a work-site without authorization by the Crew Boss, I will be considered an escapee.

6. No gambling will be permitted.

7. No inmate will feign sickness to avoid assignment. Inmates will see the nurse during medical rounds when s/he is ill.

8. Inmates will obey orders of jail employees and conduct themselves in a respectable manner.

9. Inmates on the Jail Work Crew Program are not allowed to use a telephone at any work-site without permission from a Crew Boss.

10. Inmates on the Jail Work Crew Program cannot have any visitors at the work-site.

11. Horseplay, including yelling and profanity will not be tolerated.

12. I will abide by the following work performance rules:

    - You must wear the full uniform provided by the jail, including pants, shirt, boots, gloves, hardhat, eye protection, etc.
    - Remain in the assigned work area at all times.
    - When your assignment is completed, notify the Crew Boss.
    - Safe usage of tools is of the utmost importance. Always watch out for other workers.
    - Breaks are at the discretion of the Crew Boss.
    - You may not accept gifts from anyone.
    - You may not bring anything back from your work site to the Jail.
    - Do not approach anything that may be hazardous. Notify your Crew Boss

immediately.

- Replace Work Crew gear and tools in appropriate areas. (Note: Found items are County property and must be turned over to the Crew Boss).
- The Jail and/or Crew Boss will have the final say concerning your job assignment.
- You must immediately report any injury occurring to you to your Crew Boss.
- You must immediately report any property damage to your Crew Boss.
- Arguing or fighting with the Crew Boss, other Jail employees, civilians, or other inmates is strictly prohibited.
- Physical contact between workers, violent or affectionate, will be cause for termination for both inmates.
- Sexual contact between members of the same or opposite sex is forbidden.
- Sexual harassment is forbidden.
- Threats, intimidation, harassment, or harassing statements (sexual, racial, religious, ethnic, etc.) will not be tolerated.
- Gang activity is not permitted.
- Contact with the public is forbidden.
- No smoking in County Buildings or County vehicles. (The Crew Boss may allow you to smoke cigarettes at designated smoking areas at the work sites).
- No personal items are allowed at the work sites.
- I am responsible for all clothing and safety equipment the Jail may issue to me. I will report any losses or damage to this clothing or equipment immediately to the Crew Boss.

12. Any violations of the Jail Work Crew Program, the Rules and Regulations of the Boulder County Jail, or a violation of any Federal, State, County, or Municipal Law will result in removal from the Program. (You will be referred to a Disciplinary Hearing and may serve the remainder of your sentence in the Jail).

As a participant in the Jail Work Crew Program, I hereby agree to follow all Rules and Regulations established by the Boulder County Sheriff's Department, Jail Work Crew Program, and the Jail. I further understand that any good time earned may be taken away in the event that I am removed from the Program due to non-compliance.

_____ _____

WORKER SIGNATURE DATE

_____ _____

OFFICER/CREW BOSS SIGNATURE DATE

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COMMUNITY WORKERS/JAIL WORK CREW SELECTION**

NUMBER: **J1805**

EFFECTIVE DATE: **August 13, 2014**

POLICY: It is the policy of the Boulder County Jail that all able-bodied, sentenced inmates, whose behavior is appropriate, will work during their incarceration.

INFORMATION: The Community Worker/Jail Work Crew Program is part of the Work Program's operation in the Work Release/Minimum Security Facility (Building C) and falls under the direction of the Support Services Commander. The Alternative Sentencing Sergeant directly supervises the Program and Crew Bosses assigned to supervise the crews of Community Workers.

Those selected to participate in the Community Worker/Jail Work Crew Program will be housed in Building C.

The Jail prohibits discrimination in Program work assignments based on sex, race, religion, national origin, or other such factors.

The work will consist of a variety of assignments that allow inmates to learn some job skills and develop good work habits and attitudes that they can apply to jobs after release.

Through these job opportunities inmates may be used in public works, community projects, and various other nonprofit projects.

Jail employees overseeing this Program will seek the advice and assistance of labor, business, and industrial organizations to help in providing skills relevant to the job market.

Working conditions will comply with all federal, state, or local work safety laws and regulations.

We will compensate workers with such incentives as special housing, extra privileges, and good-time credit.

SOURCE: Colorado Revised Statute 17-26-107
Colorado Revised Statute 17-26-109
Colorado Revised Statute 17-26-113
Colorado Revised Statute 17-26-115

PROCEDURE I - Interviews of Potential Community Workers

1. After a sentenced inmate is booked Classification will complete an Initial Custody Assessment and a Classification Interview.

2. During this assessment period the Classification Deputy will determine the suitability of the inmate for the Program.

3. The inmate must meet the criteria established by the Jail Management Team (JMT), for housing in Building C and participating in the Program, as delineated in Procedure II below.

PROCEDURE II - Criteria for Community Worker Placement

1. Besides displaying appropriate behavior, the following criteria applies to anyone being assigned a Community Worker/Jail Work Crew position:

   - no limit on the amount of County time
   - no charges/convictions of violence, such as, but not limited to, murder or first degree assaults
   - no escape charges/convictions - Work Release walkaways, depending on the circumstances of the walkaway, may be reviewed by the Alternative Sentencing Sergeant for placement
   - medically cleared by Health Services for work
   - no warrants or holds
   - victim/witness notification made by Classification

2. The JMT must approve additional criteria.

PROCEDURE III - Orientation of Newly Assigned Inmates

1. Staff assigned to the Building C Deputy Work Station will orient newly assigned inmates to the building and the Community Worker/Jail Work Crew Program.

2. Staff will give new inmates a copy of the Community Worker/Jail Work Crew Contract to read and sign.

3. Staff will also sign the contract as a witness to the agreement and place it in the inmate's module file.

4. Staff will assign new inmates to a bunk in the housing area. They will also make the appropriate entries into Tiburon to accurately reflect the assigned bunk.

5. Staff will give the new inmates the appropriate jail uniforms and other protective gear, direct them to dress into the uniform, and collect the old uniform.

6. Staff will issue clean linens to new inmates and direct them to their assigned bunk.

7. Staff will explain the general procedures that the inmate must follow while living in the dorm. They will advise the inmate to become familiar with the dorm rules and other information posted on the dorm bulletin board.

8. Staff will answer any questions that the new inmates may have.

By Order of the Division Chief

Signed by _____ 08/13/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COMMUNITY WORKER JAIL WORK CREW JOB ASSIGNMENTS**

NUMBER: **18-01-07**

EFFECTIVE DATE: **June 16, 2008**

POLICY: It is the policy of the Boulder County Jail to assign work to Community Workers and Jail Work Crews, which does not endanger their safety and helps to promote the efficient operation of the jail, other governmental entities, and nonprofit organizations.

INFORMATION: Besides giving Community Workers productive ways to use their time while incarcerated, the Community Worker/Jail Work Crew Program is intended to help in the efficient operation of the jail. We may also provide Community Workers to other agencies of the County government, subject to considerations for safety of the inmate, officer, and public safety.

We include the entire jail in the jail's housekeeping plan, which is intended to help the jail ensure that the building and grounds remain clean and well maintained. Upon being assigned to permanent custodial and maintenance jobs in and around the jail, Community Workers play a key role in accomplishing the work outlined in the housekeeping plan.

An inmate's race, religion, national origin, or other such criteria will never determine Community Worker job assignments. When necessary, appropriate work will be found for inmates with disabilities.

The Work Programs Sergeant will maintain both the Assigned Community Worker List and the Community Worker Roster.

SOURCE: A.C.A. Standard 4-ALDF-6B-02
A.C.A. Standard 4-ALDF-CA-06

PROCEDURE I - The Assigned Community Worker/Jail Work Crew Positions List

1. Crew Bosses will schedule jobs for Work Crew inmates from the Assigned Community Worker List.

2. The Crew Bosses will ensure that the list includes other permanently assigned jobs, which the Jail may have approved for Community Workers housed in Dorm "D."

3. The Crew Bosses will further ensure that they have assigned Community Workers to each job on the list. The inmate's name (last names first), an assigned bunk, and release date will appear on the list.

4. The Crew Bosses will review the list on a daily basis to ensure that it is current and accurate. If they find a Community Worker assigned to a job, who has been or will be released soon, or has moved out of Dorm "D," he or she will use the Community Worker Roster to find a suitable replacement for the inmate.

5. The Crew Bosses will update the list as necessary. They will print two copies of the list and post one in their office and one in the Building "C" Officer Work Station.

6. The Building "C" officers will be notified of changes made in job assignments.

7. The officers will inform the Community Workers of their job assignments.

8. The Crew Bosses will review requests for changes in job assignments submitted by Community Workers.

PROCEDURE II - Other Community Worker Job Assignments

1. The Work Program's Sergeant, using the Assigned Community Worker Positions List and the Community Worker Roster, will determine which Community Workers do not have permanently assigned jobs.

2. We will assign these inmates to short-term jobs.

3. Long-term inmates will be assigned to Work Crews and supervised by the Crew Bosses.

By Order of the Division Chief

Signed by _____ 06/30/08
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **COMMUNITY WORKER/JAIL WORK CREW REQUEST**

NUMBER: **J1808**

EFFECTIVE DATE: **August 20, 2014**

POLICY: It is the policy of the Boulder County Jail to carefully evaluate requests made for the Inmate Work Crews to ensure deputy, inmate, and public safety.

INFORMATION: The Inmate Work Crew Program exists for the safe accomplishment of work, which benefits the Boulder County Sheriff's Office, other Boulder County governmental entities, the residents of Boulder County, and the inmates involved in the program.

Successful requests for inmate work crews will be those that require low skill levels of the inmates, do not interfere with the safe operation of any routine function or activity, and can be completed in a short time span. Specific tasks and projects will be selected from those submitted, which meet these criteria.

Work undertaken by inmate work crews should not benefit individuals or corporations. However, the Sheriff, or Jail Division Chief, may authorize such work to benefit victims of crime or natural disasters.

SOURCE: None

PROCEDURE I - Submitting Requests for Inmate Work Crews

1. Any person working for the Boulder County Sheriff's Office, any other Boulder County governmental entity, or any nonprofit organization other than any religious organizations, may submit a request for an inmate work crew.

2. The request will be directed to the Alternative Sentencing Sergeant and may be written or verbal.

3. The request will contain information relating to the nature of the proposed task or project, the estimated time necessary to complete it, and the estimated number of Community Workers required.

4. The Alternative Sentencing Sergeant will speak with the requesting individual(s) to insure that he or she fully understands the nature of the request.

5. If the request comes from a non-profit organization, the Alternative Sentencing Sergeant will request documentation of the organization's non-profit status. This is a document generally provided by the Secretary of State's Office.

PROCEDURE II - Evaluating, Approving, and Denying Requests for Inmate Work Crews

1. The Alternative Sentencing Sergeant will evaluate all requests for Community Worker labor based on established criteria.

2. He or she may visit the site of the proposed task or project to make a more thorough evaluation of the request.

3. He or she will make a decision based on his or her evaluation of the request.

4. The Support Services Commander may override that decision at his or her discretion.

5. If we deny the request, the Alternative Sentencing Sergeant will inform the person making the request, either verbally or in writing. He or she will clearly explain the reason(s) for the denial.

6. The Alternative Sentencing Sergeant may invite the person to submit a modified request, more suited to the criteria established for the Inmate Work Program.

7. If we approve the request, the Alternative Sentencing Sergeant will inform the person, schedule the task or project, and assign a Crew Boss(es) and Community Workers to accomplish it.

By Order of the Division Chief

Signed by _____ 08/20/2014
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: COMMUNITY WORKER/JAIL WORK CREW SUPERVISION

NUMBER: 18-01-09

EFFECTIVE DATE: June 16, 2008

POLICY: It is the policy of the Boulder County Jail to ensure that qualified, trained staff provides sufficient levels of supervision to adequately monitor and supervise the activities of inmate work crews.

INFORMATION: Crew Bosses or Sheriff's Office employees will directly supervise Community Workers in most cases. Since most work accomplished by inmate work crews will occur on dayshift, officers working that shift will be responsible for most of the direct supervision of inmate work crews.

In those cases where Sheriff's Office employees do not supervise inmate work crews, employees in those agencies will provide the supervision. Generally, these crews will be transported off-site and perform the work assigned to them by the other entities. Personnel from those agencies will complete the Community Worker Supervisor Sign-Out Log before the work crew leaves the Jail.

SOURCE: None

<u>PROCEDURE I - Monitoring Community Workers</u>

1. Jail employees assigned to the Work Release/Minimum Facility (Building "C") will be required to monitor the performance of Community Workers assigned to specific tasks in and around the facility.

2. These tasks will usually be custodial in nature and the Community Workers assigned to them will be required to do them satisfactorily. Performance will be evaluated by supervising employees and personnel conducting routine cleaning inspections in the facility.

3. If an officer assigned to the facility notices that a Community Worker is not doing his or her job adequately, they will speak with the person and direct them to improve their work performance.

4. If the person fails to comply, the employee will advise the Work Programs Sergeant.

5. The Work Programs Sergeant will take whatever action is necessary to get the job done, including replacement of the Community Worker.

6. The Work Programs Sergeant may seek disciplinary action against the Community Worker involved if it is appropriate.

By Order of the Division Chief

Signed by _____ 06/30/08
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **RECREATION**

NUMBER: **J1901**

EFFECTIVE DATE: **January 21, 2015**

POLICY: It is the policy of the Boulder County Jail to maintain and enhance the physical and mental health of all inmates. Except for those who present health and security concerns we will provide inmates with the opportunity to participate in a recreation program for approximately one hour at least, every other day.

INFORMATION: Inmates housed in the Disciplinary Module will be afforded one hour and fifteen minutes of recreation time daily within the module. Inmates placed on Administrative Segregation status may be eligible for recreation after 30 days. Recreation will occur once a week, and only if the inmate has remained relatively incident free. Classification staff will document Administrative Segregation inmates who are eligible for recreation on the Levels List.

Inmates assigned to community worker in Building C receive recreation two times per week.

Inmates assigned to Work Release will not have a scheduled recreation period.

The recreation Deputies will not participate in Recreation Activities with the Inmates.

SOURCE: NONE

<u>PROCEDURE I - Recreation Implementation</u>

1. The Recreation Deputy will check the Medical Restriction List before each recreation period. This list is updated daily by the Deputy using CMS jail Crystal report.

2. Pictures of inmates with medical restrictions will be printed using Tiburon.

3. All information will be placed in separate files for each module to be used when escorting the module for recreation.

4. All inmates on medical restriction will be advised of their status before the start of their recreation activity.

5. The Deputy supervising recreation will decide whether to use a courtyard or the indoor facilities based primarily on weather and temperature.

6. Module Deputies will direct the inmates to prepare for recreation before the scheduled recreation time. (See Recreation Schedules posted in the Deputy Work Stations).

7. The Recreation Deputy will direct the inmates to line up in the hallway outside the module before the recreation time. Inmate wristbands will be worn or inmates will not be able to attend recreation.

8. The Module Deputy and Recreation Deputy will count the inmates and ensure that they have noted the same number on the Movement Log/Module log.

9. The Deputy will then escort the inmates to the appropriate recreation area.

10. The Deputy will supervise recreation and remain alert at all times for any sign of inappropriate inmate behavior. Aggressive Contact sports such as "21 Basketball" will not be played. If needed, the deputy will call for back up assistance to manage incidents in the recreation area.

11. Deputies will advise any person using recreation equipment in a dangerous or unsafe manner to stop. If necessary, they will have the inmate removed from recreation and decide whether to pursue disciplinary action.

12. The Deputy will ensure that inmates on medical walk only restrictions follow protocol.

13. At the end of the recreation period the Deputy will advise the inmates that it is time to stop all activities. They will verbalize any instructions regarding the collection and storage of equipment.

14. The Deputy will instruct the inmates to gather near the entrance/exit door of the recreation area.

15. The Deputy will ensure that all inmates are present by conducting a count. If there is a discrepancy that cannot be accounted for, they will use their radio to request assistance from the On-Duty-Supervisor (ODS).

16. The ODS will respond and evaluate the situation. If necessary they will implement any appropriate emergency procedures.

17. If the counts are correct, the Deputy will open the door of the recreation area and instruct the inmates to move into the corridor. They will use their radio to inform the appropriate Module Deputy that the inmates will be returning.

18. The Deputy will then escort the inmates back to their Module.

19. The Module Deputy will open the corridor door and allow the inmates into the dayroom and count them as they enter.

20. The Module Deputy will note the inmates return on the Movement Log/Module log.

PROCEDURE II - Supervision of Equipment

1. The Deputy will conduct visual checks to ensure that all recreation equipment is safe for use. Any item that is unsafe will be taken out of service. If it cannot be removed from the area, they will post it as off limits by using notices or signs.

2. If the Deputy determines that a piece of equipment requires repair they will complete a Maintenance Repair/Request form in Tiburon.

3. Deputies will account for all equipment before escorting the inmates back to the module.

4. Any equipment not to be left out for further use will be secured. The Deputy will also secure any items that may be stolen, misused, or is too fragile to be left out.

By Order of the Division Chief

Signed by _____ 01/21/2015
Bruce K. Haas Date

SUBJECT: **ADULT EDUCATION PROGRAMS**

NUMBER: **19-01-02**

EFFECTIVE DATE: **September 5, 2006**

REVIEW DATE: **September 5, 2007**

POLICY: It is the policy of the Boulder County Jail to provide Adult Basic Education classes for inmates to improve their overall social development. We believe that we can reduce tension and create a cooperative and pleasant environment in jail, while giving inmates the opportunity to improve their chances for employment after release.

INFORMATION: The Education Director will maintain current files for each student, documenting their performance. These files satisfy Colorado Department of Education requirements and are available for staff and student review.

The Education Director will submit a monthly report to the Support Services Lieutenant.

The Adult Education Program consists of remedial instruction at grade levels 0-8, GED Test Preparation at grade levels 9-12, volunteer instruction for literacy and ESL (English as a Second Language) students, and a variety "life skills" classes taught by jail personnel and volunteers.

We hold classes each morning and afternoon, Monday, Tuesday, Thursday, and Friday. They meet in the designated classrooms and modules. Classes are considered a privilege, not a right, therefore; the Director will have the authority to discipline inmates according to Policy and Procedure 14-01-01, Inmate Rules and Discipline.

SOURCE: A.C.A. Standard 4-ALDF-5A-09

PROCEDURE I - Inmate Adult Education Classes

1. A Classification Officer will complete an Initial Inmate Needs Assessment on each inmate during the intake process. This form includes a request and/or recommendation for education classes and they are forwarded to the Education Director when an inmate shows an interest in attending classes.

2. Inmates may submit an Inmate Request Form (Kite) to the Director anytime during their incarceration, indicating their interest in education classes.

3. The Director will interview interested inmates to determine their suitability for the education program.

4. The Director will open a personal file for each inmate student accepted into the program, which will include all necessary forms.

5. The Director will assess each student's current educational level using a series of placement tests.

PROCEDURE II - General Equivalency Diploma (GED) Testing

1. Inmates who want to take the GED examination will notify the Education Director.

2. The Director will determine the student's readiness by administering a GED practice test.

3. If the student passes the practice test the Director will schedule the official GED Test. A qualified examiner will administer the test at the jail. The Jail will pay the test fee for the inmate from the Inmate Vending Account.

4. The GED examiner will notify the Director of the inmate's test results when they know them.

5. If the inmate passes the test they will be awarded a GED by the State of Colorado.

6. If the inmate does not pass the test they may retest in the future when the Director feels they are ready.

By Order of the Division Chief

Signed by _____ 09/06/06 _____
Larry R. Hank, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **LIBRARY SERVICE**

NUMBER: **J1903**

EFFECTIVE DATE: **February 4, 2015**

POLICY: It is the policy of the Boulder County Jail to maintain a library with a qualified librarian and give inmates access to reading and legal materials.

INFORMATION: Inmates housed in the Women's module, some women in Building C, Phoenix, Transition, Medium, and Inmate Worker modules will visit the library during scheduled library times. These inmates may not submit Inmate Request Forms for special book requests. Inmates housed in Intake, Special Management, Disciplinary, Maximum, and Building C will have library materials available to them by library cart. Inmates housed in these areas may submit Inmate Request Forms for special book requests.

The librarian will inspect all materials before they are placed in the Library. Materials that present a legitimate penological concern will be excluded from the library collection. Examples of these types of materials are, but not limited to:

- pornography and other sexually prohibited materials
- materials that describe small arms and unarmed personal combat
- the production of alcohol, drugs or explosives
- materials that advocate the overthrow of the government or promote killing for money
- materials that disparage persons or groups of persons because of race, creed, color, national or ethnic origin, sex or sexual orientation likely to cause disorder
- the practice of tattooing
- any materials that are likely to affect the security, order, or discipline of the jail

PROCEDURE I - Scheduled Library Services in the Library

1. The librarian will go to the modules at the scheduled times and announce that library time is about to begin. The exception to this will be inmates housed in Inmate Worker. The librarian will contact the module deputy, via radio, and advise them when inmates may come to the Library and when they are returning.

2. Inmates wanting to go to the Library will advise the librarian/module deputy and they will sign them out on the Movement Log.

3. The maximum number of inmates allowed to visit the library at once is eight (8).

4. The librarian will supervise the inmates while they are in the Library.

5. Inmates will be allowed to use library materials while in the Library or check out library books for use in their rooms.

6. At the end of the library period the librarian will escort the inmates back to their modules and record their return on the Movement Log.

7. Inappropriate behavior by inmates in the Library, or abuse of library materials, may result in suspension from using the Library or library materials, and/or other disciplinary action.

PROCEDURE II - Scheduled Library Services in the Modules

1. The librarian will visit modules that house inmates not permitted to go to the library with a library cart containing books and magazines. The module deputy will help the librarian by announcing their arrival.

2. Inmates wanting to obtain library materials may visit the cart and make their selections under the supervision of the librarian, and a deputy when possible. The librarian will also deliver any specially requested library materials to the inmates then.

3. Special requests, whether completed or not, will be documented on the Inmate Request Form and in a Tiburon Worksheet entry.

3. Any inmate having library materials to return may give them to the librarian at this time. The materials may also be placed on the library return cart located in the various Multi-Purpose Rooms by the inmate or jail employees. The librarian will collect books from the Multi-Purpose Room regularly.

4. Inappropriate behavior by inmates during library time or abuse of library materials may result in suspension from using library materials, and/or other disciplinary action.

PROCEDURE III - Law Library

1. Inmates may request use of the Law Library, or legal materials, by sending an Inmate Request Form (Kite) to the librarian. The kite must detail the type of information the inmate is requesting to review. Law Library is for research for the

inmate's own case and may not be used to research information on behalf of others.

2. Upon receiving the request, the librarian will determine which inmates will require time in the Library and which requests can be satisfied by providing material (e.g. book, photo/computer copy, or electronic media) to the inmate without visiting the Library. Inmates requesting information for their criminal defense may be referred to their attorney of record for the information.

   A. If the Legal Reference is not available through the Jail Library or is too large to be photocopied/reproduced from the computer (Jail Policy J1904 Photocopying for Inmates), the Librarian will provide the requesting inmate with information (usually an address) regarding where they may request the material(s) from.

3. The Librarian will schedule a time for the inmate to use the Law Library during the regularly scheduled Law Library hours. No more than four (4) inmates may use the Law Library at once, unless otherwise authorized by the Support Services Commander, or designee.

4. The librarian will go to the appropriate module, sign the inmate(s) out on the Movement Log, and escort them to the Library.

5. Disciplinary status inmates may not go to the law library.

6. If an Administrative Segregation or Protective Custody inmate receives permission to go to the Law Library, a deputy will do the escort. Librarians will not escort these inmates to the Law Library.

7. All Maximum and Special Management inmates in Building A will be escorted to and from the Law Library by a deputy.

8. Most legal materials are retained for use only in the Library. Inmates may request to use some of these materials outside of the Library. The Librarian may grant permission for the request and will arrange, with the Jail Operations staff, the time and place where the materials may be used. (See Procedure IV of this policy.)

9. Inmates needing photo/computer copies of legal materials may request them from the librarian. (See policy J1904 Photocopying for Inmates)

10. At the end of the Law Library period, the librarian will escort the inmates back to their modules, except as noted above, and record their return on the module's Movement Log.

11. Special circumstances may also require an escort by a Deputy rather than the librarian.

12. All Law Library requests and the disposition of the requests will be documented in the inmate's Tiburon Worksheet report.

PROCEDURE IV – Use of Legal Materials Outside of Library

1. If the Librarian approves a request for Legal Reference materials to be used outside of the Library, the Librarian will make arrangements with Jail Operations Supervisors for this use.

2. One to three Legal Reference books may be requested by eligible inmates. The Librarian will complete a Tiburon Worksheet stating which books have been provided. The date that the books were provided to the inmate will be noted as will be the scheduled return date for the books.

3. The Legal Reference books may be checked out for two days, and then will be returned to the library.

4. Each Legal Reference book will have a marker slip made with the requesting inmate's name, module, and cell number. Two dates will be on the marker indicating when the book was borrowed and the date the book is to be returned.

5. Legal Reference books will be secured in the Commander's Office when not in use.

PROCEDURE V - Library Statistics

1. The librarian will complete a Monthly Library Statistics Report documenting inmate use of the Library.

2. This report will be forwarded to the Support Services Commander and Sergeant. The Support Services Commander will retain these reports in the Jail's COMSTAT recording document.

By Order of the Division Chief

Signed by _____ 02/04/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **PHOTOCOPYING AND COMPUTER GENERATED MATERIAL FOR INMATES**

NUMBER: **J1904**

EFFECTIVE DATE: **February 4, 2015**

POLICY: It is the policy of the Boulder County Jail to provide inmates with photocopies, or computer generated copies of appropriate materials, if it helps them in their legal and personal affairs. The Jail will not reproduce entire documents or sections of publications. The Jail will reproduce up to 10 pages of material per request. Multiple requests for photocopying will be reviewed to ensure full documents are not reproduced in piecemeal fashion.

The charge for copies will be consistent with currently established rates, presently one dollar for the first five copies and twenty-five cents for each additional copy. Inmates deemed indigent may have reasonable requests for **legal** materials copied for them free of charge. Inmates with legal counsel may be directed to make these requests to their attorney.

SOURCE: Colorado Revised Statute 13-17.5-103
Colorado Revised Statute 13-17.5-106

PROCEDURE I - Copy or Legal Form Requests

1. To request photocopies, or other documents from a computer source, an inmate will be directed to complete an Inmate Request Form (kite) outlining the request, including the reason for the request, the nature of the material to be copied/provided, and the number of copies needed.

2. The kite will be directed to the Librarian, if it pertains to legal references kept there, or to the module deputy for other materials. Acceptable materials include those documents required to conduct personal business and educational material. Items not meeting these requirements may be approved or denied by the On-Duty Supervisor (ODS).

3. If the request is denied, the inmate will receive a written explanation on the Request Form.

4. If approved, the Librarian or an assigned deputy will determine whether the inmate is indigent by checking the inmate's fund account in Tiburon.

5. If the inmate is indigent, and the photocopying is legal material, it will be done at no cost to the inmate. We will deny and return non-legal material to indigent inmates.

6. If the inmate has money in his or her account, the Librarian or assigned deputy will ensure that the inmate has enough money in his or her account to cover the cost of the desired copying and complete the request. For legal material, the request will be completed even if the cost depletes the amount available in the account.

7. If the inmate does not have enough money to cover the copying cost (non-legal material) the request will be returned to the inmate with that explanation.

8. If the request is for information that will be reproduced from a computer query, the same reproduction fee will be assessed as for photocopying.

PROCEDURE II - Copying

1. The Librarian or assigned deputy will obtain the materials to be copied and request that the inmate complete an Inmate Release of Property form for the cost of the copies.

2. The Librarian or assigned deputy obtaining this release will check Tiburon to determine if sufficient funds are available before making the copies. (See Procedure I, steps 4-6.)

3. The copies will then be made and delivered to the inmate. The proper funds will be deducted from the inmates account at that time.

4. The Inmate Release of Property and/or Money form will be placed in the inmate's Booking File.

5. An entry in the inmate’s Tiburon Worksheet/Bio history will be completed to document that copies were made and whether the inmate was indigent.

PROCEDURE III – Civil Process Forms

1. The Librarian/deputies will work in conjunction with the Boulder County Sheriff’s Office Civil Section to provide information to inmates based on their requests.

2. Inmates may request information on Civil Process by submitting an Inmate Request Form to any Module Deputy.

3. Upon receiving the request, if the inmate requests any of the following documents, the deputy will print the document(s) for the inmate from the Sheriff's Office web site Forms section:

   A. Civil Process Form

   B. Civil Section and Process Information Packet

4. The deputy will respond on the Request Form that the Form and/or Packet was provided to the inmate when the inmate's copy of the Request Form is returned to them. A Tiburon Worksheet/Bio Tab entry will be made documenting this transaction. There is no charge for this information.

5. Upon receiving a request for any of the following forms, the Request Form will be routed to the Librarian. Using the Colorado State Courts internet site, http://www.courts.state.co.us/Forms/Index.cfm, the Librarian will print the requested forms:

   A. JDF 201 Inmate Motion Requesting to File Without Prepayment of Filing/Service Fees

   B. JDF 201T Inmate Motion Requesting to File Without Prepayment of Filing/Service Fees

   C. JDF 202 Finding and Order Concerning Inmate Motion

   D. JDF 203 Certification of Determination of Indigency

   E. JDF 205 Motion to File Without Payment or Filing Fee and Supporting Financial Affidavit

   F. JDF 206 Finding and Order Concerning Payment of Filing Fees

   G. JDF 98 Affidavit of Service

6. The Librarian will respond on the Request Form that the Form(s) was provided to the inmate when the inmate's copy of the Request Form is returned to them. A Tiburon Worksheet/Bio Tab entry will be made documenting this transaction. There is no charge for this information.

7. Any inmate requesting Civil Service through the Sheriff's Office Civil Section will submit an Inmate Request Form and include a completed Civil Process Form.

This request and form will be routed to the Boulder County Sheriff's Office Civil Section for processing. A Tiburon Worksheet/Bio Tab entry will be made by the Jail employee routing this request to the Civil Section documenting this transaction.

A. The Civil Section will charge a fee for this service according to their policies and Colorado Statute.

By Order of the Division Chief

Signed by	02/04/2015
Bruce K. Haas	Date

SUBJECT: **ONGOING AND SPECIAL PROGRAMS**

NUMBER: **19-01-05**

EFFECTIVE DATE: **September 5, 2006**

REVIEW DATE: **September 5, 2007**

POLICY: It is the policy of the Boulder County Jail to provide special and ongoing programs for inmates. Community resources and volunteers are used as much as possible to do this. We develop these programs to meet the inmate's needs and to increase their chances for a successful return to the community.

INFORMATION: We will hold all programs in the Jail. Employees, or volunteers under the supervision of Jail employees, will conduct all group programs. The Support Services Sergeant, or designee, will be responsible for the scheduling and coordination of all programs.

Volunteers will conduct most of the programs and the Jail will provide the space, chairs, and tables to conduct them.

All inmates, except Intake, Disciplinary and some Special Management inmates, are eligible for programs offered in the Jail. However, they can temporarily lose the privilege of programs, or be suspended from programs, if they present a threat to the security of the facility, other inmates, volunteers, or employees.

The Support Services Sergeant, or designee, will find volunteers to provide programs. Prospective volunteers from the community may contact the Sergeant, or designee, or the County Criminal Justice Volunteer Coordinator to volunteer in the Jail.

SOURCE: A.C.A. Standard 4-ALDF-5A-01
A.C.A. Standard 4-ALDF-5A-02

PROCEDURE I - Approval of Ongoing and Special Programs

1. Jail employees will refer anyone contacting the jail with an interest in providing a program to the Support Services Sergeant, or designee.

2. We will request that the person submit a written proposal with a description of the program and the goals and objectives.

3. The Support Services Sergeant, or designee, will review the proposal to decide if it is acceptable for the jail. The primary considerations will be the program's ability to meet the needs of some inmates, the potential effect on the safety and security of the jail, and the availability of space to conduct the program.

4. If the Support Services Sergeant, or designee, feels that the program has applicability in the jail, and space is available, the proposal will be presented at a Jail Management Team meeting. Jail Management will decide if it is appropriate and the Support Services Sergeant, or designee, will notify the person.

5. If the program is found unacceptable by the Jail Management Team, the Support Services Sergeant, or designee, will notify the person and explain why we denied the program.

6. If Jail Management approves the program, the Support Services Sergeant, or designee, will advise the person of the necessity for all volunteers in the program to complete a Volunteer Application Form and attend an orientation.

7. If an applicant is not acceptable, we will advise the contact person, although we may not reveal the specifics to them sometimes if the reasons are related to criminal history, or other personal situations. If the applicant wants to know the reason for the denial, they may contact the Support Services Sergeant, or designee for details.

8. The Support Services Sergeant, or designee, will record the appropriate information for approved volunteers in the shared volunteer directory.

9. The Support Services Sergeant, or designee, will conduct an orientation and tour before the beginning of any program. The orientation and tour will be conducted each month for all new volunteers.

PROCEDURE II - Conducting Program Meetings

1. Program providers will be directed to report to Reception fifteen minutes before the scheduled time of the first meeting.

2. Reception will give the program providers the necessary Program Attendance Form, which must be completed and returned to Reception.

3. The program providers will then follow the normal check-in procedure for professional visitors.

4. A Rover will escort the program providers and inmates to the location where the program is to be conducted.

5. Once the meeting is completed the program providers will collect any materials and return the room to the same condition in which they found it.

6. A Rover will return the inmates to their modules and then escort the program providers back to Reception.

7. The program providers will check out of the facility following the procedures for professional visitors.

8. The Support Services Commander, or designee, may attend the first meeting, or any subsequent meeting, and discuss his or her reaction to the program afterward.

PROCEDURE III - Completion of Program Attendance Forms

1. Reception will give all incoming program providers a Program Attendance Form.

2. Program providers will pass the Program Attendance Form around to inmates attending their program and instruct them to enter their names on the list. At the end of the meeting they will collect the forms and return them to Reception on the way out.

3. Reception will place the completed forms in the Reception mailbox of the Support Services Sergeant, or designee, as they receive them.

PROCEDURE IV - Special Program Evaluation

1. The Support Services Sergeant, or designee, may contact the program provider of a Special Program after the first meeting. The purpose of this call will be to determine how the program was conducted, how the inmates received it, and what the jail could have done to help the program.

2. They will discuss any thoughts concerning the program from the jail's perspective with the program provider.

3. The Support Services Sergeant, or designee, will maintain a file consisting of the Program Attendance Forms and his or her follow-up calls.

4. This information may be important in the future to decide if we should hold the program again.

By Order of the Division Chief

Signed by _____ 09/06/06 _____

Larry R. Hank, Division Chief Date

SUBJECT: **INMATE PROGRAM SELECTION PROCESS**

NUMBER: **19-01-06**

EFFECTIVE DATE: **September 5, 2006**

REVIEW DATE: **September 5, 2007**

POLICY: It is the policy of the Boulder County Jail to offer inmates a variety of programs, give them an opportunity for growth, and to create an incentive for appropriate and manageable behavior.

INFORMATION: Besides the basic programs provided for inmates, the Jail might offer additional programs to inmates housed in all areas except Intake. These programs are presented by jail personnel and/or volunteers. We offer these programs as an incentive for personal growth and appropriate inmate behavior.

Program providers may screen inmates requesting participation in their particular programs. They will be selected in the order in which we receive their requests. They are subject to removal from programs should they become a threat to the safety and security of the facility, other inmates, program volunteers or staff, or disrupt the program.

Inmates will not be required to attend any program offered by the Jail unless the sentencing court ordered it, statutes require it, or it is mandated by Productive Day.

SOURCE: A.C.A. Standard 4-ALDF-5C-07

PROCEDURE I - Selection of Program Participants

1. A Classification Officer will conduct an assessment interview with all inmates.

2. During the inmate's Intake Orientation and the Productive Day Orientation, the officer will familiarize the inmate with the inmate programs offered and note the programs that the inmate has requested and/or shown interest in.

3. The officer will forward a copy of the assessment to the Education Director, or other appropriate person, for placement programs.

4. Inmates may also apply for a program by sending an Inmate Request Form (Kite) to the Support Services Sergeant, or designee, the Education Director, or other person in charge of a program.

5. The request will be considered, and if appropriate, the inmate will be placed in the program when space is available.

By Order of the Division Chief

Signed _____ 09/06/06 _____

Larry R. Hank, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **NOTARY SERVICE**

NUMBER: **J1907**

EFFECTIVE DATE: **March 9, 2015**

POLICY: It is the policy of the Boulder County Jail to provide inmates with free notary services for limited document types. The Jail will designate certain employees as Notaries and will provide them with appropriate certification and equipment.

SOURCE: Colorado Revised Statutes 12-55-101 through 12-55-308
http://www.sos.state.co.us/pubs/notary/home.html

PROCEDURE I - Notary Services

1. Deputies receiving requests for notary services from inmates will instruct them to complete an Inmate Request Form for such services.

2. The On-Duty Supervisor (ODS) or other team notary employee will be notified of the request.

3. The notary will respond to the module, match the inmate's name and picture on the wristband with the paperwork, and notarize the paperwork, if the paperwork is official.

4. Once the paperwork has been notarized, the notary will complete the lower section on the Inmate Request, by writing the word "Notarized" and signing their name and the date. The yellow copy of the Inmate Request is given back to the inmate and the white copy placed in the inmates Module file.

5. Sergeants and notaries assigned to night shifts shall make it a priority to complete notary requests at, or about the time of, nightly lockdown.

PROCEDURE II – Notary Certification

1. The Jail Administrative LET Supervisor will coordinate notary certification for the Jail Division.

2. When a Jail employee is assigned as a notary for the division, the Jail Administrative LET Supervisor will provide that employee with the information on completing their certification with the State of Colorado.

3. Upon completing the required documents with the State of Colorado, the Jail Administrative LET Supervisor will ensure that all Notary seals, stamps, and journals are provided for the certified employee.

PROCEDURE III – Limits of Jail Notary Service

1. Any Jail employee who is assigned as a notary will provide notary services in the Jail facility as directed by this policy.

2. A Jail employee, who is a notary, may perform notarial services outside of the facility.

3. It is the Notary's responsibility to comply with state requirements to return their seals, journals, and related paperwork to the Secretary of State in the following circumstances:

   a. Does not intend to renew at the expiration of their commission
   b. Chooses to resign their commission
   c. Moves out of state

4. If a Notary ends their employment with the Sheriff's Office, prior to the expiration of their certification, they may continue to be a notary after leaving (unless they move out of state.) The former employee will be accountable to the State of Colorado statutes as described in step 3 of this procedure.

5. Jail employees will notarize the following documents (related to access to courts and Law Enforcement related):

   a. Court Documents (e.g. writs, complaints, motions, etc.)
   b. Power of Attorney
   c. Release of Vehicles (from tow companies)
   d. Release of Personal Effects (from Law Enforcement agencies and Halfway Houses)

6. The Boulder County Sheriff's Office Jail Division has the discretion to deny notary services if a document appears fictitious or is not official. Specific restrictions will include:

   a. No documents involving the transfer of money and/or real property (e.g. vehicles, real estate)
   b. If a Writ is notarized, the employee completing the notary will HAND WRITE any known aliases (AKA) on WRITS ONLY.

7. Any time a notary is denied for a document, the responsible employee will notify the ODS. After reviewing the reason for denying the notary service, the ODS will have the responsible employee make an entry in the inmate's Tiburon Worksheet/Bio tab or complete an Incident Report based on the nature of the refusal.

By Order of the Division Chief

Signed by	03/09/2015
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **USE OF BUS VOUCHERS**

NUMBER: **19-01-08**

EFFECTIVE DATE: **April 05, 2012**

POLICY: It is the policy of the Boulder County Jail to provide selected inmates and Work Release residents on Work Seek status with Regional Transportation District (RTD) bus vouchers for transportation purposes. As the vouchers have a cash value, they will be strictly inventoried.

SOURCE: None

PROCEDURE I - Use of Bus Vouchers

1. The Administrative Law Enforcement Technician (LET) Supervisor will contact RTD periodically to verify the number of bus vouchers needed for transportation to common destinations for inmates.

2. Inmates needing RTD Transportation will be given one "L" (red) voucher for their use on a local trip. In the event that the inmate needs to go to Longmont, they will be given one "L" (red) voucher and instructed to ask for a transfer from the first, local, bus driver if they change to a Longmont bound bus. If the inmate needs to go to Denver, they will be given one "R" (purple) voucher and instructed to ask for a transfer from the first, local, bus driver when they change to a Denver bound bus.

3. The jail will provide RTD bus vouchers to Work Release inmates, and other inmates upon release from custody (if requested) under certain circumstances.

4. Others will be provided with a voucher to get them to their destination within the Denver metro area, if their release occurs during non-banking hours and they have no means to cash the check issued by the jail, or during inclement weather.

5. A shift supervisor may also consider other situations.

PROCEDURE II - Purchase of Bus Vouchers

1. The Administrative LET Supervisor will be responsible for coordinating the purchase, storage, and distribution of the bus vouchers.

2. The Administrative LET Supervisor will use the division credit card to purchase the bus vouchers from RTD.

3. Orders for vouchers may be placed by contacting the Denver RTD office at 303-299-6464.

4. RTD will then notify us when the bus vouchers have arrived at the Boulder RTD Terminal and the Administrative LET Supervisor will arrange for them to be picked up.

4. The bus vouchers are purchased by using funds from the Inmate Welfare Fund

6. The Administrative LET Supervisor will maintain quarterly reports documenting use of the vouchers. These reports will include Team logs and COMSTAT information.

PROCEDURE III – Managing Vouchers (Operational Teams)

1. Each team Sergeant will maintain an inventory (RTD Bus Voucher Sign-out Log) of RTD vouchers for issue on their shift. This will be maintained in a secure bank bag that is secured in the Booking safe.

2. Each shift, Sergeants will conduct an inventory of the vouchers to ensure that the count is accurate in their team's inventory. If the count is incorrect, the Sergeants leaving the shift will have the responsibility to account for the missing vouchers.

3. Any time vouchers are issued to the Release Desk, or replenished in inventory for the team, an entry will be made in COMSTAT to document the transaction and maintain an accurate inventory of all vouchers received and issued.

4. Vouchers issued to the Release Desk will be strictly inventoried. Each time a Booking Officer provides vouchers for an inmate, the Booking Officer will complete, sign, date, and account for how many vouchers were issued and how many remain on hand in their inventory. Each time a Booking Officer provides vouchers a Supervisor must review the issue of the vouchers and verify that the inventory of vouchers is correct.

5. Periodically, as the inventory of vouchers becomes depleted, team Sergeants will be individually responsible for refreshing their voucher inventory from the Administrative LET Supervisor's main inventory.

PROCEDURE IV - Managing Vouchers (Building C)

1. The Building C Supervisor will be responsible for obtaining vouchers for use in Building C. The Building C Supervisor will maintain an inventory (RTD Bus Voucher Sign-out Log) of RTD vouchers for issue in their building. This will be maintained in a secure bank bag that is secured in the Building C Sergeant's Office.

2. The Building C Supervisor will sign out vouchers from the Administrative LET Supervisor and store them in a secure place in Building C. Each day, Monday-Friday, the Building C Supervisor will conduct an inventory of the vouchers to ensure that the count is accurate in the Building C Sergeant's Office.

3. Any time vouchers are issued to the Building C staff, or placed in inventory in the Building C Sergeant's Office, an entry will be made in COMSTAT to document the transaction and maintain an accurate inventory of all vouchers received and issued.

4. Vouchers issued to the Building C staff will be strictly inventoried. Each time Building C staff provide vouchers for an inmate, the Building C staff will complete, sign, date, and account for how many vouchers were issued and how many remain on hand in their inventory. Each time Building C staff provides vouchers a Supervisor must review the issue of the vouchers and verify that the inventory of vouchers is correct.

PROCEDURE V – Documenting Inventory Discrepancies

1. If, at any time, a discrepancy in vouchers is discovered and cannot be reconciled, a CR report will be completed to document the loss of County Property.

2. The report will detail steps taken to resolve the discrepancy.

By Order of the Division Chief

Signed by _____ 04/05/12 _____
Larry R. Hank, Division Chief Date

ATTACHMENT A: RTD Bus Voucher Sign-out Log

RTD BUS VOUCHER SIGN-OUT LOG

Each Team will be responsible for logging the amount of RTD Bus Vouchers they issue to inmates who are being released from the Boulder County Jail. Each shift will be issued RTD Vouchers and each Team will fill in the corresponding areas on this log to be turned in at the end of their shift. At the completion of each month, this log will be turned in to the Administrative Law Enforcement Technician (LET) Supervisor. The Administrative LET Supervisor will keep these copies and turn in a Quarterly report based on the data collected in these logs.

Supervisor:_____ Date:_____
Start of Shift Inventory: Local_____ Regional_____

Date Issued	Inmate Name	Type Issued (L or R)	Destination	Deputy Badge #

Date Issued	Inmate Name	Type Issued (L or R)	Destination	Deputy Badge #

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: ***PRO SE* INMATE LITIGANTS AND LEGAL DOCUMENT DISPOSITION**

NUMBER: **J1909**

EFFECTIVE DATE: **May 12th, 2016**

POLICY: It is the policy of the Boulder County Jail to provide *pro se* inmate litigants with access to legal materials as set forth in Jail Policy J1903 and to otherwise enable such litigants to have meaningful access to the courts. Additionally, it is the policy of the Jail to transfer any legal materials maintained by the Jail while a *pro se* litigant is in custody to the *pro se* litigant or his or her advisory counsel, or otherwise dispose of them as directed by the pro se litigant, at such time as the pro se litigant is no longer housed at the Jail.

INFORMATION: The Jail classifies an inmate as a *pro se* litigant if he or she meets the following criteria: (1) the inmate is engaged in a criminal or civil action or actions, (2) without the benefit of retained counsel, (3) with or without the assistance of advisory counsel.

PROCEDURE I – Access to Legal Materials

1. Any inmate classified as a *pro se* litigant may access the Law Library as outlined in Jail Policy J1903. Law library access will be addressed based on an inmate's security level.

2. *Pro se* inmates may request additional use of the Law Library or legal materials by sending an Inmate Request Form (Kite) to the librarian. Jail staff will accommodate these requests to the extent possible so long as the request does not jeopardize the safety of any person at the Jail or adversely impact the ability of other inmates to access the Law Library or legal materials.

3. *Pro se* inmates may request access to their discovery materials by sending an Inmate Request Form (Kite) to Jail staff. Jail staff will accommodate these requests to the extent possible so long as the request does not jeopardize the safety of any person at the Jail or adversely impact the ability of other inmates to access similar resources.

PROCEDURE II – Inventory of Discovery Materials

1. Jail Operations staff will make sure that any discovery materials received by the Jail for inmates who are *pro se* litigants are labeled with the inmate's name and any other appropriate identifying information in order to ensure that each *pro se* litigant's materials are identifiable as belonging to that *pro se* litigant.

2. When discovery materials arrive at the Jail indicating what materials should be included (such as "Two CDs," "One thumb drive," or "Two binders of documents"), Jail staff ***(Operations Commander)*** will not review the discovery materials themselves but will make sure that the materials claimed to be sent were received by the Jail and will note the date such materials were received by making a worksheet entry into TIBURON. If any materials appear to be missing, Jail staff will also note that information as well.

3. Jail staff will also make sure that any discovery materials sent to the Jail are disposed of according to the *pro se* litigant's wishes (a) at any time at the *pro se* litigant's request; and/or (b) when the *pro se* litigant leaves the Jail as outlined below.

PROCEDURE III – Maintenance and Disposal of Pro Se Litigant Legal Materials

1. While a *pro se* litigant is an inmate at the Jail, the Jail shall maintain that inmate's legal materials as it would any other inmate property pursuant to Jail Policies J1508 and J1601.

2. Upon a *pro se* litigant's transfer to another facility or release from the Jail, the *pro se* litigant may choose from the following options for disposition of his or her legal materials:

    A. Take all legal materials with him or her when the *pro se* litigant leaves the Jail;

    B. Inform the Jail and designate an individual to whom the materials may be released at the Jail; or

    C. Request that the Jail destroy the *pro se* litigant's materials.

3. If a *pro se* litigant has been assigned advisory counsel, the Jail shall notify advisory counsel to pick up the inmate's legal materials within thirty (30) days and notify the inmate and advisory counsel that the Jail will no longer maintain the inmate's legal materials.

4. If a *pro se* litigant fails to respond to the Jail's request for guidance in handling the pro se litigant's legal materials, the Jail will destroy the pro se litigant's legal materials.

By Order of the Division Chief

_____	05/12/2016
Bruce K. Haas	Date

BOULDER COUNTY SHERIFF'S OFFICE JAIL DIVISION
PROPERTY DISPOSITION FORM

Inmates sentenced to the Department of Corrections (DOC) are to select one of the following options to have their property removed from the Boulder County Jail.

RELEASE OF PROPERTY

I, _____, give the Boulder County Jail permission to release my property, in its entirety, *including legal materials*, to the person specified below. I understand that my property must be picked up within seven (7) days from today's date and that the property will be disposed of at the discretion of the Boulder County Jail if it has not been picked up within seven (7) days. I acknowledge that the Boulder County Jail is no longer responsible or liable for my property after the specified person has received it. Wallets, purses, credit cards, driver's licenses, and other forms of identifications, as well as any jewelry, i.e., rings (except for plain wedding bands), necklaces, and watches are not acceptable to take with you to DOC.

Release Property to: (1)_____ Telephone:_____

Release Property to: (2)_____ Telephone:_____

***PRO SE* LITIGANTS:** I understand that Boulder County Jail Policy J1909 requires me to notify the Jail what I would like to have happen to any legal materials, including pleadings, research, orders, discovery, or other documents that are stored at the Jail as part of my property as a result of my incarceration at the Jail. I authorize the Jail to (check one):

- ☐ Release my legal materials to the person or persons listed above.
- ☐ Destroy my legal materials.

I understand that if I have advisory counsel assigned to my case and I do not take my legal materials with me to DOC, the Jail will mail my legal materials to advisory counsel and will no longer maintain a copy of my legal materials or be responsible for them.

INMATE NAME (PRINT)	INMATE SIGNATURE	DATE
STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE

****

DESTROY PROPERTY

I, _____, have no property to dispose of, and/or I wish to destroy what property I have when I depart the Boulder County Jail.

INMATE NAME (PRINT)	INMATE SIGNATURE	DATE
WITNESSED BY:		
STAFF MEMBER'S NAME (PRINT)	STAFF MEMBER'S SIGNATURE	DATE

PROPERTY DESTROYED:		
STAFF MEMBER'S NAME (PRINT)	STAFF MEMBER'S SIGNATURE	DATE

PROPERTY PICKED UP

PERSON RECEIVING PROPERTY (PRINT)	RECEIVING PERSON SIGNATURE	DATE
STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **ACCESS TO CARE**

NUMBER: **20-J-A-01**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that all inmates have access to medical services that promote inmate health and general well being. A professional medical staff is available at intake to provide initial medical and mental health screening. A process is maintained that ensures the availability of cost-effective primary medical care within the jail. Specialized medical care and emergency care are available through arrangements with a community medical facility. Local health care providers are utilized for the provision of required health care services not available within the facility.

SOURCE: NCCHC Standard J-A-01 - Written policy and defined procedures require that inmates have access to care that meets their serious medical, dental and mental health needs. On-site medical care providers are available to address immediate concerns related to health status, to review intake information, and to make appropriate referrals to external resources if required. The Responsible Healthcare Authority provides oversight to ensure that avenues of care are available and that timely follow-up is provided.

INFORMATION:

Medical Staffing: A qualified medical professional shall oversee jail medical and mental health services as the Responsible Healthcare Authority. The Responsible Health Authority will supervise the nursing staff and work with the physician Medical Director in the development of medical protocols and policies.

Intake Screens: Receiving screenings include screening for serious medical and mental health problems, communicable diseases and substance abuse problems.

Health Assessment: Within two weeks of intake, inmates will receive a health assessment, which includes taking an initial medical history and a physical examination consisting of blood pressure, pulse and evaluation of respiratory status. A screening test for Tuberculosis is performed at this time.

Sick Call: The inmate may request health care services by completing a request slip known as a kite. Regularly scheduled times, known as sick call, will be available for qualified nursing staff to see inmates who have requested medical services. An inmate can be evaluated by a physician separate from sick call, by inmate request.

Mental Health Care: Qualified mental health professionals provide 24-hour evaluation and intervention. A qualified mental health provider is available for on-site clinic time and acts as the prescriptive authority for the jail

Dental Treatment: An initial dental screening exam is performed within 14 days of the inmate's arrival. Routine and emergency dental treatment is available through the services of an on-site dental clinic.

PROCEDURES: None

By Order of the Division Chief

Signed by_____ __06/17/09_
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **RESPONSIBLE HEALTH AUTHORITY**

NUMBER: **20-J-A-02**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that the Health Authority is a responsible, licensed physician, who is accountable for all levels of health care and has the final authority regarding clinical issues. The responsible physician supervises clinical judgments regarding the medical care provided. This includes establishing and implementing policies for the clinical aspects of the program; monitoring the appropriateness, timeliness, and responsiveness of care and treatment; and reviewing the recommendations for treatment made by health care providers in the community. The Health Authority approves all medical decisions and protocols.

SOURCE: N.C.C.H.C. Standard J-A-01 - The jail has a designated health authority, who is on site at least once a week and is responsible for health care services pursuant to a written agreement, contract, or job description. The Health authority's responsibilities include arranging for all levels of medical care and providing quality, accessible health services to inmates. The health authority may be a physician, a health administrator, or an agency. When this authority is other than a physician, final medical judgments rest with a single designated responsible physician licensed in the state.

INFORMATION: The Health Authority, a physician, conducts medical sick call for inmates twice weekly. The physician is available to the nursing staff, by telephone, 24 hours per day, 7 days per week. The physician reviews all external physician orders, approves all medication brought into the jail, develops and implements all treatment plans and protocols and prescribes medication for all medical conditions as deemed therapeutic by the physician. In absence of the physician, authority is delegated to the Health Services Administrator to assure adequate delivery of interim medical care. The Health Services Administrator arranges for physician coverage in the absence of the primary physician.

The Health Authority provides teaching for the continuing education of the nursing staff. The physician provides supervision of the nurses through chart review and practice review. The physician delegates administrative duties and implementation of policies and procedures to the Health Services Administrator, and is available for consultation to the Administrator with regard to these issues.

The Health Authority identifies those specialty care physicians to be utilized in the health care delivery system for inmates. The physician monitors all medical care of the inmates and consults with referral specialists when indicated.

The Health Authority responsibilities are outlined in a contract for Health Services with the jail.

PROCEDURES: None

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **MEDICAL AUTONOMY**

NUMBER: **20-J-A-03**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that clinical decisions and actions regarding health care delivery to inmates is the sole responsibility of qualified health care professionals.

SOURCE: N.C.C.H.C. Standard J-A-03 - Decisions and actions regarding the health care services provided to inmates are the sole responsibility of qualified health care personnel and are not compromised for security reasons. Health care personnel, however, are subject to the same security regulations as other jail employees.

INFORMATION: Medical personnel, the Health Authority, the responsible psychiatrist, the responsible dentist, and the professional nurses make all medical decisions. These decisions will be made in an effort to coincide with security needs whenever possible, but in an emergency, the medical issue will take precedence.

1. The Boulder County Jail has a designated physician who has 24-hour responsibility regarding all medical issues occurring within the jail. Responsibility for the health authority is outlined in the medical provider contract.

2. The Boulder County Jail has a designated psychiatrist, whose responsibilities are defined through a contract with Boulder Mental Health Center. The Boulder County Mental Health Center also provides a mental health Nurse Practitioner, who is on-site two hours weekly. The Nurse Practitioner shares prescriptive authority for mental health issues with the Psychiatrist. Mental Health Clinicians/Counselors provide on-site triage and crisis intervention 8-10 hours per day. Scope of practice for the counselors is outlined in a job description.

3. The Boulder County Mental Health Center provides crisis intervention services to the jail twenty-four hours per day, seven days per week by contract.

4. The Boulder County Jail has a contracted dentist who provides dental evaluations, appropriate dental services, dental referrals and dental hygiene education. The dentist is on-site at least one time per week. A contracted dental hygienist provides preventative education and services to the inmates on an as needed basis.

5. The Boulder County Jail has 24-hour professional nursing care. All medical decisions are made by professional medical personnel and implemented through written physician protocols. Scope of practice for professional jail medical personnel is contained in job descriptions. Jail administration provides adequate personnel, space and equipment for the provision of health care to the inmates. Further, the administration provides the support to enable medical personnel to enjoy the necessary cooperation from security, and the medical autonomy to facilitate care to inmates in the jail.

6. Medical staff works in cooperation with custody staff to ensure that clinical decisions are carried out timely and consistently, and that security status does not preclude the delivery of health care.

PROCEDURES: None

By Order of the Division Chief

Signed by_____ ____06/17/09____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **ADMINISTRATIVE MEETINGS AND REPORTS**

NUMBER: **20-J-A-04**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail for the Health Services Administrator to attend all administrative meetings, as a member of the Jail Management Team, and as the designee of the Health Authority. Minutes of these meetings, and those of the Medical Unit, will be prepared and/or retained by the Health Services Supervisor. He or she will also provide monthly statistical reports.

SOURCE: N.C.C.H.C. Standard J-A-04 - Health care including mental health services are discussed at least quarterly at documented administrative meetings. The meetings are attended by the facility administrator, the health authority or their designee, and other members of the health care and correctional staff, as appropriate. Minutes of these meetings are kept and distributed to the meeting attendees. In addition, a monthly health service staff meeting is held. At least a part of the meeting agenda is devoted to discussion of Administrative meeting issues and decisions. A statistical report of health services provided are made monthly and are provided to the facility administrator and other attendees of the Administrative Meeting.

INFORMATION: Health (including mental health) services are discussed at least quarterly at documented administrative meetings. The facility administrator, the health authority, or designee, and other members of the health care and jail staff, as appropriate, attend the meetings. Minutes of these meetings are kept and distributed to the meeting attendees. In addition, a monthly health service staff meeting is held. At least a part of the meeting agenda is devoted to discussion of Administrative meeting issues and decisions. A statistical report of health services provided are made monthly and are provided to the facility administrator and other attendees of the Administrative Meeting.

Jail Management Meetings and Notes

1. The Health Services Administrator, or designee, will attend weekly administrative meetings.

2. These meetings are chaired by the Jail Division Chief, and attended by the Commanders and Sergeants of security and programs, as well as the Health Services Administrator. All aspects of jail operations/function, including medical services, are discussed at this meeting. Medical services topics of discussion include quality improvement findings, infection control efforts, inmate grievances, environmental inspection issues, policy and procedure updates, and operational integration of the medical unit with jail operations.

3. Minutes of the meetings are documented and distributed electronically to all of the attendees. The notes of the meetings are also forwarded to the Sheriff.

4. The Medical Unit Supervisor attends the weekly Administrative meeting, in the absence of the HSA. Medical Unit staff members, including the physician, are encouraged to attend the Administrative Meeting as desired or as issues of interest are presented.

5. Mental Health Services are discussed weekly at the administrative meeting. The Health Services Administrator and the Support Services Commander present mental health issues for discussion. The Psychiatrist is invited to attend the Administrative meeting for discussion of mental health issues, as appropriate, or this function may be delegated to the Health Services Administrator.

Health Staff Meeting

1. Health Unit staff meetings are held at least monthly to discuss issues pertinent to the function of the medical unit and to review appropriate Administrative Meeting agenda items. Staff meetings provide an opportunity for the staff to receive information on all aspects of the institution's health care delivery system.

2. Minutes of the staff meeting are documented and distributed to staff members following transcription. Agenda items and who attended the meeting are noted at a minimum.

Monthly Statistical Report

1. A statistical report of health services provided, is compiled at least monthly by the Health Services Administrator, or their designee.

2. The statistical report will include, at a minimum, the number of inmates receiving health services by category of care; operative procedures; referrals to specialists; deaths; infectious disease monitoring to include

such areas as hepatitis, HIV, STD's & TB; emergency services provided, and dental procedures performed.

3. Compiled reports are used to monitor trends in the delivery of health care within the jail. These include service volume; proportion of service types; and incidence of certain illnesses; diseases and injuries targeted for risk management. These reports are used to plan for staffing, space and equipment needs, as well as to compare facilities.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **POLICIES AND PROCEDURES**

NUMBER: **20-J-A-05**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that the medical unit maintains a written policy manual, which defines the philosophy and practice of medical care provided to all inmates. Each applicable standard included in the *Standards for Health Services in Jails* is addressed in the compilation of policies.

SOURCE: N.C.C.H.C. Standard J-A-05 - There is a manual of written policies and defined procedures specifically developed for the jail and approved by the health authority. Except as noted below in the discussion, there is a policy and procedure for each standard included in the *Standards for Health Services in Jails*. Each policy, procedure, and program in the health care delivery system is reviewed at least annually and revised as necessary under the direction of the health authority. The manual bears the date of the most recent review or revision and the signature of the reviewers. Policies revised after the annual review are also dated and signed.

INFORMATION:

Policies and Procedures

1. The Health Services administrator is responsible for the maintenance, revision and updates to the policy manual.

2. The manual will contain a policy and procedure for each standard included in the Standards for *Health Services in Jails*.

3. The Health Services Administrator will update policies or procedures as changes occur, or as the Health Authority requires.

4. The Health Services Administrator will provide policy revisions to the Health Authority for approval, before placing the revision in the manual.

5. The policy manual will comply with the format and focus outlined by the Accreditation Committee and will include the procedures, which guide the medical practitioners in the performance of their duties.

6. The manual will be reviewed annually and revised as necessary under the direction of the Health Authority.

By Order of the Division Chief

Signed by _____ _____06/17/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **CONTINUOUS QUALITY IMPROVEMENT PROGRAM**

NUMBER: **20-J-A-06**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that the Health Services unit, through careful monitoring of practices, procedures, and outcomes, incorporating a continuous quality improvement (CQI) program, will continually strive to correct and improve the effectiveness and efficiency of the health care delivery system. Each member of the health team will be involved in the monitoring and improvement process.

SOURCE: N.C.C.H.C. Standard J-A-06 – A continuous quality improvement (CQI) program in all facilities monitors and improves upon health care delivered in the facility.

DEFINITIONS:

Basic CQI program - includes monitoring the fundamental aspects of the facility's health care system (i.e., access to care, the intake process, continuity of care, emergency care and hospitalizations, and adverse patient occurrences including all deaths) at least annually. A basic CQI program also has monthly physician clinical chart reviews.

Physician clinical chart review - is an evaluation by a physician of the timeliness and appropriateness of the clinical care provided to patients.

Comprehensive CQI program - includes a multidisciplinary quality improvement committee, monitoring of the areas specified in the compliance indicators, and an annual review of the effectiveness of the CQI program itself. In addition, the program includes a process quality improvement study and an outcome quality improvement study, and both studies identify areas in need of improvement and effect remedial actions or strategies.

Multidisciplinary quality improvement committee - is a group of health staff from various disciplines (e.g., medicine, nursing, mental health, dentistry, health records, pharmacy, laboratory) that designs quality improvement monitoring

activities, discusses the results, and implements corrective action.

Process quality improvement studies – examine the effectiveness of the health care delivery process.

Outcome quality improvement studies – examine whether expected outcomes of patient care were achieved.

INFORMATION: There is an ongoing effort and dedicated resources to monitor and evaluate the quality and appropriateness of patient care objectively and systematically, to pursue opportunities to improve patient care, and to resolve identified problems. At a minimum, this program includes regular chart review by the physician(s) of outpatient and, where applicable, inpatient health records. The review evaluates the quality and appropriateness of diagnostic and treatment procedures; the content, completeness, and quality of medical record entries; the uses of medications; and, in the cases of patients who require off-site services, the appropriateness of the consult and follow up care. Medical records can be audited randomly or by specific occurrence screens. Using pre-established criteria, approximately five (5) percent of the medical records will audited by the physician or medical provider. Criteria used will include review for the appropriateness of implemented protocols, medication administration and signature and review of diagnostic reports. Chart reviews, deliberations, and actions taken as a result of the reviews, should be documented.

If the jail's average daily population is 500 or less, we will have an annual review, accomplished through a nursing audit of a minimum of 30 patient records. The audits review access to care, receiving screenings, health assessment, and continuity of care, emergency care, hospitalizations, and adverse patient occurrences, including all deaths. If the average daily population exceeds 500, we will conduct quarterly reviews instead of annual reviews. The Health Services Administrator completes an annual review of the effectiveness of the Comprehensive Quality Improvement (CQI) Committee program by reviewing CQI statistics, studies, minutes of administrative/staff meetings, and other pertinent materials.

The CQI program establishes a multidisciplinary quality improvement process which monitors the fundamental aspects of the facilities health care system, including access to care, continuity of care, sick call services, pharmacy services, inmate grievances, nursing services, and interface between different disciplines, in order to evaluate and test interventions. The CQI Committee reviews the results of disaster drills, environmental inspection reports, infection control practices and findings, and those areas involving both corrections and health care staff. The committee will consist of representatives from administration, jail command, deputy staff, booking staff, and the medical unit. The committee identifies those aspects of care that are most important to the health and safety of the inmates, for review and monitoring.

PROCEDURE I - Statistical Reports

1. Nurses and counselors will record all required statistical data on the data collection forms at the end of each shift.

2. The Health Services Administrator will collate the statistics and prepare a monthly report to be distributed to the Jail Management Team (JMT). The JMT consists of the Division Chief, Commanders, Sergeants, and the Health Services Administrator.

3. Included in the statistical report will be the following information:

- The number of intake health assessments
- The number of special treatment protocols
- The number of ER referrals
- The number of inmates with infectious diseases
- The number of inmates seen by the physician
- The number of TB tests given with the number of positive results
- The number of physical examinations performed
- The number of inmate medications
- The number of HIV tests performed
- The number of inmates seen by the dentist
- The number of persons seen by the mental health counselor
- The number of inmates seen by the psychiatrist and/or Crisis Worker
- The number of inmates hospitalized (medical and psychiatric)
- The number of inmates seen on sick call

4. The physician reviews each chart of those inmates who have medication orders, implementation of medical protocols, inmates who have returned from hospitalizations, and inmates who have prior pertinent medical records.

5. The psychiatrist reviews the charts of all persons who have new psychotropic medication orders and who are referred for evaluation.

6. The physician sees all inmates and reviews the charts of those inmates who have been referred to the ER.

PROCEDURE II - Pharmacy Review

1. The consultant pharmacist will visit the jail quarterly.

2. During the visit, the pharmacist will review:

   a. The medication delivery system
   b. The storage and inventory of medications
   c. The accounting of control substances

d. The refrigeration temperature logs
e. The expiration date compliance
f. The Pharmacy Board Inspection reports
g. The expired and controlled substance destruction process

3. The pharmacist will review crash cart medication and expiration dates.

4. The pharmacist will review and implement any new regulations as dictated by the Pharmacy Board.

5. The pharmacist will review and update current policies and procedures.

6. The pharmacist will review the utilization of medications in the jail and provide input to the physician on new medications, more cost effective medication treatments, any new literature pertaining to prescribing of pharmaceuticals.

7. The pharmacist will review the existing formulary and make recommendations for revision.

PROCEDURE III - Chart Audits

1. Each nurse will conduct a minimum of three chart audits per month.

2. Any deficiencies in the chart audit will be referred to the practitioner responsible for the deficiency, for correction and/or completion.

3. The chart audits will then be forwarded to the Health Services Administrator for review.

4. The Health Services Administrator will present identified problem areas to the medical staff at the monthly meetings.

5. The chart audits are presented to the physician for his review.

6. Charts audits:

- Medical provider orders are present, to include prescribed medication and/or treatments.
- Completion of nursing notes
- Signatures of medical provider entering information in the chart
- TB test completion and follow up care
- Documentation indicating order and completion of treatments
- Documentation of referral to specialists and ER
- Reports from consultations
- Medication dosages and times with initials of administrator

- Intake screen with vital signs
- Documentation indicating implementation of protocol
- Documentation of dental exam and treatment
- Psychiatric evaluation and documentation of prescribed treatment plan

7. Charts are selected at random from the active file.

PROCEDURE IV - Chart Review by Physician

1. The provider notes intake information, allergies, and chronic and acute health problems of all inmates seen during Doctor-Rounds.

2. The provider notes all applicable health information i.e., allergies, chronic and acute health problems.

3. The provider alters treatment plans and protocols as appropriate.

4. The provider monitors documentation of appropriate protocol implementation.

5. The provider consults with the Health Services Administrator regarding alterations or revisions to current treatment protocols.

6. The provider signs off on all nursing orders as appropriate.

PROCEDURE V - Comprehensive Quality Improvement Committee

1. The Comprehensive Quality Improvement Committee (CQI) monitors the areas specified by the compliance indicators listed in the policy definition and, in addition, perform an annual review of the effectiveness of the CQI program itself. In addition, the program includes a process quality improvement study and an outcome quality improvement study. Both studies will identify areas in need of improvement and outline remedial actions or strategies.

2. The CQI Committee is a group of health staff from various disciplines (e.g., medicine, nursing, administration, support services, operations, deputy staff, mental health, booking, transport services) that designs quality improvement monitoring activities, considers the results and implements corrective action.

3. Process quality improvement studies examine the effectiveness of the healthcare delivery system in the jail. Studies will be done around medical care delivery; disease assessment (e.g., diabetes, hypertension, positive TB testing) disease management and process plan improvement). Certain events, including acute care hospital admissions, medical emergencies, and deaths must be reviewed routinely. In addition, quarterly drills (e.g., disaster, hostage, suicide,

etc.) will be conducted. Post-drill evaluations and recommendations will be provided and incorporated into process quality improvement planning.

Outcome quality improvement studies examine whether the expected outcomes of patient care, safety and risk management, were achieved. An essential element of the quality improvement process is the monitoring of high-risk, high-volume, or problem-prone aspects of health care and the jail environment.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **EMERGENCY PLAN**

NUMBER: **20-J-A-07**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail to include a medical response component in the overall jail emergency plan.

SOURCE: NCCHC Standard J-A-07 – Health staff are prepared to implement the health aspects of the facility's emergency response plan.

DEFINITIONS:

Mass Disaster Drill – A mass disaster drill is a simulated emergency involving multiple casualties that require triage by health staff.

Man-Down Drill – A man-down drill is a simulated emergency affecting one individual who is in need of immediate medical intervention. It involves life-threatening situations commonly experienced in correctional settings.

Critiques – Critiques of drills or actual events document activities including response time, names, and titles of health staff, as well as the roles and responses of all participants. The critique contains observations of appropriate and inappropriate staff response to the drill.

INFORMATION: The jail has an extensive plan for disaster events. In addition, the jail has been constructed to facilitate efficient egress from each module and/or work area. The Master Control center has an extensive fire annunciator system. When activated, and conditions are confirmed, Master Control will contact Sheriff's Dispatch for a fire department response. Emergency equipment, including fire and ambulance, are dispatched to the jail upon activation of the annunciation system and notification from Master Control.

Air packs are located in each building with easy access for all personnel. Training in the use of these devices is held annually for all staff.

One mass disaster drill is held annually in the jail. A health emergency, man-down drill is enacted once per year and is practiced on each shift to which health personnel are assigned on a 24/7 basis.

PROCEDURE I - Medical Response to Emergencies

1. Upon activation of the jail emergency system, Medical Unit nurses will monitor radio reports of the event.

2. Nurses in the Medical Unit, will make the crash cart ready by unplugging electrical equipment from the wall, surveying the cart for the availability of emergency equipment, such as AED, suction machine and O2 canister. Extra O2 masks and tubing will be placed on the crash cart. The crash cart will be placed next to the unit exit door, in preparation for response to instructions from the On-Duty Supervisor (ODS) or Master Control.

3. Nurses who are out of the unit will return to the Medical Unit. Nurses who are out on Med Rounds will lock the medication carts and return to the Medical Unit with the med carts. If the situation requires the med nurse to go elsewhere in the jail, the med carts will be locked and placed in the officer workstation.

4. The Health Services Administrator, or designee, will assume responsibility for coordination of unit personnel and will direct one of the nurses or mental health counselors to the BD Corridor to ready the Building C crash cart located in the designated storage closet there.

5. All nurses will report his/her location via radio to Master Control.

    a. The Emergency Telephone List is located on each crash cart. The telephone list is also available in Master Control. The list includes telephone numbers for the following:

        1. Boulder Community Hospital ER
        2. Avista Hospital ER
        3. Exempla Good Samaritan Hospital

6. The ODS will request Medical Unit response to the triage area when a need for medical assistance is determined and the area has been secured. The nature of the incident will be verified by the ODS.

7. The Health Services Administrator, or designee, will direct one nurse to remain in the Medical Unit. All other nurses will report, with crash carts, to the designated triage area. The nurse remaining in the Medical Unit will secure the medical unit by locking the medication room door and

monitoring radio transmissions for transport of needed medical equipment or supplies.

8. If inmates and personnel need to be evacuated to another area of the jail, the Medical Unit personnel will be notified by the ODS:

   a. If injuries are apparent, medical staff will report to the disaster site to assist with evacuation.

   b. If injuries are not apparent, medical staff will go to the evacuation site and evaluate evacuees.

9. Once on the scene, ambulance paramedics will assume triage command unless a physician is present.

10. The ambulance personnel will transport those injured to the nearest hospital emergency room.

PROCEDURE II - Care of the Injured

1. When medical assessment of the event has been completed, off-duty medical staff may be called if necessary.

   a. A list of phone numbers for all medical personnel is located in Master Control.

2. The Crisis Worker from the Mental Health Center may be contacted to respond to the jail if indicated.

3. Nursing staff will triage injured inmates and officers, identifying those injuries that need immediate physician assessment or care, those injuries needing transport to the hospital, and those injuries needing first aid attention.

4. Upon the arrival of a physician, they will assess those persons triaged by the nurse as requiring care.

5. The nurse will communicate with the ODS to facilitate the care dictated by the physician, including transfer to the emergency room and/or hospital facilities.

PROCEDURE III - Conclusion of the Emergency

1. Medical personnel will document the injuries and treatments in the inmate's charts.

2. Medical personnel will write a summary of the medical aspects of the emergency including injuries, treatments, hospitalization, emergency transports, responses and actions of medical personnel. This information will be included in the Incident Report related to the event.

3. Medical personnel will coordinate care with the hospital for all persons transported for emergency care and/or hospitalization.

4. If serious injury or death has occurred as a result of the emergency event, see 20-01-10.

5. Medical personnel will participate in the departmental critique of the event.

6. The physician and Health Services supervisor will work with the jail administrative team to implement changes in the medical response if indicated by the critique of the event.

PROCEDURE IV - Monthly Emergency Drills

1. The Jail Division trainer will conduct monthly emergency drills utilizing scenarios, which require both security and medical responses.

2. The trainer and supervisors will monitor the following components related to response:

   a. Time of response
   b. Accuracy of communication.
   c. Appropriateness of response.
   d. Facilitation of medical care.
   e. Transport of injured
   f. Response from support agencies; ambulance and fire department
   g. Control of inmates
   h. Evacuation of inmates if indicated
   i. Management of incident; Incident Command

3. The trainer and supervisory staff will discuss the incident at its conclusion and the trainer will prepare a report for the administration and supervisors.

4. Supervisors will share results of report with staff and will utilize report observations in development of training for staff.

5. The trainer will use the reports for inclusion in annual training for all staff.

By Order of the Division Chief

Signed by	06/17/09
Larry R. Hank	Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **COMMUNICATION ON PATIENTS' HEALTH NEEDS**

NUMBER: **20-J-A-08**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that professional health care staff will communicate with correctional staff and jail administration regarding inmates with significant medical or psychiatric needs. Developmental and physical limitations will be considered prior to making classification decisions.

SOURCE: N.C.C.H.C. Standard J-A-08 - Written policy and defined procedures require consultation between correctional staff and medical staff prior to actions being taken that might effect housing, work, program assignments, disciplinary measures and admissions or transfers to and from institutions.

INFORMATION: The Special Management Unit (SMAN) of the Boulder County Jail is designed to handle special needs inmates. This subdivided housing unit offers wheelchair access to cells and showers. The unit offers constant supervision by two officers who provide wellness checks within each fifteen-minute period. SMAN provides for the health and safety of inmates whose special needs preclude them from being housed in general population.

PROCEDURE I - Health Services Responsibilities

1. A nurse will assess inmates upon admission to the jail to determine abilities or the degree of disability.

2. Prior health care providers will be contacted to verify physical and psychiatric limitations.

3. In emergency cases the inmate will be transferred to the emergency room or a call to the crisis worker will be initiated.

4. A nurse will contact Classification or the On-Duty Supervisor (ODS) to arrange for an appropriate housing assignment.

5. If the inmate is assigned to SMAN, a nurse will write an incident report (IR), which will identify the disability and outline the recommended care and required monitoring of the inmate.

6. The health care staff will monitor the daily status of the inmate and update the treatment plan as needed.

7. A referral will be made to mental health if appropriate.

8. A nurse will consult with the jail physician/psychiatrist to develop an immediate plan of care. The inmate will be placed on the physician/psychiatrist's schedule for the next available clinic.

9. The Health Services Administrator will advise the jail administration about the inmate's condition and inform them of any anticipated problems.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **PRIVACY OF CARE**

NUMBER: **20-J-A-09**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that all health care encounters and the exchange of health related information will be conducted in a manner that allows for the privacy and dignity of the inmate. An explanation related to procedures will be conducted in such a way as to fully outline the procedure in a confidential manner. Information exchanges will be accomplished in a setting that encourages candid conversation between the inmate and the health care professional.

SOURCE: N.C.C.H.C. Standard J-A–09 - Written policy and defined procedures require, and actual practice evidences, that clinical encounters are private, with a qualified accomplice present when indicated, and are carried out in a manner designed to encourage the inmate's subsequent use of health services.

DEFINITIONS:

Clinical Encounters – Interactions between inmates and health care providers that involve a treatment and/or exchange of confidential information.

PROCEDURE 1 - Provision of Privacy

1. Inmates will be escorted to the medical unit for appointments with the physician.

2. A nurse will remain with the physician during physical examinations and during inmate/physician discussions related to the medical condition.

3. The escorting officer will remain outside of the examination room, unless there is significant risk of safety or security identified with the particular inmate.

4. Doors to the examination room will be closed to provide privacy of conversation, as well as privacy during the examination.

5. All recommended procedures will be explained to the inmate. Both verbal and written consent will be solicited. Signed consent will be demonstrated by the inmate's signature on a Special Procedure consent form. Verbal consent will be documented in the inmate's record.

6. The inmate's right of refusal will be honored, though the medical consequences of refusal will be explained to the inmate. Refusal of the procedure along with potential consequences will be documented in the inmate's record.

7. Nurses who conduct physical examinations, dressing changes, or any other examination, will escort the inmate to the medical treatment room and provide privacy appropriate for the procedure or examination.

8. A second nurse will be present with the examining nurse when appropriate for the examination.

9. Officers will remain outside of the examination room, unless there is a significant security or physical risk.

PROCEDURE II - Nurse Sick Call

1. Nurse sick call will be conducted two times daily at designated and published times. Inmates will submit an Inmate Request Form (kite) to medical indicating a need to see the nurse during sick call.

2. The sick call nurse will either consult with the inmate in the module interview room or will arrange for the inmate to be brought to the medical unit.

   a. Inmates are seen individually
   b. Precautions are taken to ensure private communications between the inmate and the nurse.

3. Discussion of personal health issues at the medication cart are discouraged by the nurse. If the nature of the sick call is to request medical advise or for verbal instruction, the nurse may request that the officer step inside the module with the remainder of the sick call line to afford privacy for the discussion. When the clinical encounter is complete, the nurse may resume the med line and conclude the sick call at that time.

4. If the sick call request requires a physical examination, the nurse will arrange for the inmate to be escorted to the medical unit where the medical treatment room can be used for the exam.

5. The nurse will request that the escorting officer remain outside of the treatment room during the examination, unless there is a security risk.

6. If a security risk or physical risk is imminent, the officer may accompany the nurse and inmate into the examination room. The nurse will caution the deputy regarding the confidential nature of the encounter.

By Order of the Division Chief

Signed by _____ _____06/17/09_____
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **PROCEDURE IN THE EVENT OF AN INMATE DEATH**

NUMBER: **20-J-A-10**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail to have procedures in place in which the responsible Health Authority determines the appropriateness of clinical care provided. The Health Services Administrator will review the events of care and determine if clinical practice corrective action is warranted, and will ascertain if applicable policies and procedures require update or revision. The review process will be used to assist in identification of trends that may require further study.

SOURCE: N.C.C.H.C. Standard J-A-10 - Written policy and defined procedures require, and actual practice evidences, that in the event of the death of an inmate, the medical examiner or coroner is notified immediately, a clinical mortality review is conducted within 30 days of the death, and all deaths are reviewed for clinical impact.

DEFINITIONS:

Clinical Mortality Review – An assessment of the clinical care provided and the circumstances leading up to a death. Its purpose is to identify any areas of patient care or the system's policies and procedures that can be improved.

PROCEDURE I – Administrative Review

1. The Health Services Administrator, along with the shift Commander and On-Duty Supervisor (ODS), will review correctional and emergency response actions to the inmate's death. Areas of facility operations that need to be improved will be identified and potential improvements to these areas will be discussed. Policies and procedures related to these operations will be identified and appropriate revisions made.

2. Emergency roles of those present at the event will be reviewed and emergency practices appropriate to the death will be discussed and reviewed.

The presence and function of emergency equipment used will be evaluated and recommendations for updated or additional equipment identified.

PROCEDURE II – Clinical Mortality Review

1. The Health Services Administrator, the Administrative Commander and the physician will review the housing and care that the inmate received. Policies and procedures relating to the care and maintenance of the inmate will be reviewed.

2. The training and education of the involved staff will be reviewed along with any pertinent medical or mental health reports. Recommendations will be identified for potential alterations in medical or mental health service components. Recommendations will be made for additions or revisions to the staff-training plan if needed. Changes in operational procedures, physical plant revisions or alterations, and policies and procedures will be discussed.

3. The Review findings will be shared with the involved staff. The following issues will be addressed:

   a. Could the medical response at the time of death be improved?
   b. Was an earlier intervention possible?
   c. What patient care improvements are identified?
   d. The Health Services Administrator will conduct a review of the event and make recommendations for response procedures and emergency training received by involved staff. The Administrator will also review the medical care history to make suggestions for treatment plan alterations. The Review findings will be shared with all involved staff during a “Critical Incident Review”.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **GRIEVANCE MECHANISM**

NUMBER: **20-J-A-11**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail to provide a grievance mechanism to address inmate complaints about health services. All grieved issues will be investigated, and a written response will be given to the inmate.

SOURCE: NCCHC J-A-11 – Written policy and procedures define, and actual practice evidences, that a grievance mechanism is used by the jail to address inmate complaints regarding health services. The policy addresses the time frame for response to the grievance and the process for appeal

INFORMATION: The Boulder County Jail has a grievance procedure whereby inmates' may grieve medical issues or concerns. An explanation of the grievance procedure is provided to the inmates during the orientation process. This orientation is provided to each inmate upon admission to the jail.

Officers provide an orientation session each morning for all inmates who have been incarcerated since the previous morning. The orientation procedure consists of a review of the fundamentals of jail life, jail rules, a methodology for communicating physical needs, and a format for grieving the outcome. Orientation copies are provided in Spanish, and Spanish interpreters are available.

A grievance is initiated by the inmate, reviewed by the On-Duty Supervisor (ODS) and when approved entered as an Incident Report in Tiburon. An investigation of the medical grievance is completed by medical staff not involved in, or named in the grievance. A written response, outlining the results of the investigation, is provided to the inmate within 72 hours. If the answer provided by the officer/nurse does not satisfy the inmate, the inmate may appeal to the next level of authority, i.e. the Health Services Administrator, or the Division Chief.

PROCEDURE I - Grievances

1. Upon receipt of a grievance where medical care or personnel are at issue, an investigation of circumstances is initiated.

2. Medical staff will review the inmate file and the latest progress notes, speak with jail staff who may have information regarding the situation, speak with medical personnel involved, and talk with the inmate.

3. Medical staff will provide a written response to the inmate.

4. If the inmate disagrees with the response provided, they may appeal to the Health Services Administrator. The Health Services Administrator will review the investigative information, and if necessary, speak with the inmate. The Health Services Administrator will provide a written response to the grievance within 48 hours.

5. If the grievance involves clinical issues, the physician/Health Authority has final judgment.

6. If the grievance involves the physician, the Health Services Administrator will review the situation and talk with the inmate. If indicated, the inmate may be given another appointment to discuss the concern with the physician.

7. If the inmate is not satisfied with the response from the Health Services Administrator, and/or the physician, the inmate may appeal the finding to the Jail Division Chief.

8. The Jail Division Chief will review all documents and make a decision regarding the appropriate handling of the grievance.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **INFECTION CONTROL PROGRAM**

NUMBER: **20-J-B-01**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to have an infection control program in effect for the jail. Disease prevention/containment will be vigorously addressed in all aspects of medical care provided for the inmates, and for the environment in which the staff works, and the inmates reside.

SOURCE: NCCHC J-B-01 – There is an effective infection control program.

DEFINITIONS:

An exposure control plan describes staff actions to be taken to eliminate or minimize exposures to pathogens.

Medical Isolation – means housing in a separate room with a separate toilet, hand washing facility, soap, and single-service towels, and with appropriate accommodations for showering.

Standard Precautions – combine the major features of universal precautions (designed to reduce risk of transmission of bloodborne pathogens) and body secretion isolation (designed to reduce the transmission of pathogens from moist body substances), and apply them to all patients receiving care, regardless of their diagnosis or presumed infection status.

INFORMATION: The Boulder County Health Department performs quarterly inspections of the food delivery system. These inspections are random and unannounced. All aspects of the system are inspected, including: the preparation, delivery, clean up, storage, and supervision of food handler's procedures.

The Boulder County Health Department is called in each case of communicable disease. A list of reportable diseases is attached to this policy. The Department provides guidelines and expertise in the care and management of each disease entity, and provides follow-up with family and friends in the disease containment

effort. In the event of a potential spread of disease, Health Department personnel instruct the jail medical team, and/or are deployed to the jail to assist in the testing and inoculation of potentially infected staff and inmates.

Hepatitis B inoculations are available to all jail staff. Prior to employment, all staff members are tested for TB as part of their pre-employment physical examination. Training is given in infectious disease prevention and "Standard Precautions" to be utilized daily in the performance of their work assignments. Gloves, appropriate disinfectants, and protective eyewear are available in each workstation. Staff members are provided with pouches to wear on their belts that contain gloves and a disposable airway.

Treatment plans are written on each inmate who is in isolation for a communicable disease. The treatment plans outline the type of isolation needed, and give clear instructions to the officers who manage the inmate housing area. The nurses write the treatment plans and are responsible for supervising the officers who work with the infected inmate. Isolation protocols are available for posting on cell doors. These protocols outline the precautions to be used for the specific type of isolation or segregation.

The Boulder County Jail has two negative airflow cells, located in Special Management (SMAN 15 & 16). These single cells have sinks and stools, and there is a separate shower that serves the two cells. The cells may be used as one single unit if the communicable disease protocol dictates this.

Bio-hazardous waste containers are located in each housing unit. Potentially contaminated waste is collected in these containers and disposed of in a larger waste receptacle, located in the loading dock hallway.

The Jail contracts with a contaminated waste disposal company for disposal of all infectious waste including syringes, dressings, razors, needles and any other potentially infected materials. The contaminated waste is collected bi-weekly from the jail loading dock hallway.

PROCEDURE I - Environmental Inspections

1. See Policy 20-J-B-02.

PROCEDURE II - Medical Intake Screening

1. When a new intake arrives in Booking, the officer will conduct the "Medical Intake" Computer procedure during the booking process.

2. The Officer will inspect the inmate during the dress-in procedure and observe the inmate for signs of disease, injury, or illness.

3. If the officer receives affirmative answers to the medical screen, or observes signs of illness, injury, or disease, including diseases of the skin, the officer will call a nurse to see the inmate.

4. The nurse will respond to Booking and conduct the Medical History and assessment of current health status.

5. If the nurse detects signs of illness, or disease, he or she will instruct the officer to have the inmate seen at an Emergency Room for a Medical Clearance.

6. If symptoms do not warrant a Medical Clearance, but do warrant further assessment, the nurse may order isolation housing until the medical symptoms can be further assessed.

PROCEDURE III - Infection Control in the Jail Environment

1. If symptoms of contagious disease, including influenza, are identified during assessment procedures, actions will be taken to eliminate or minimize exposures to pathogens.

   - **Hand Washing.** Hands should be washed after touching any body fluids, after removing gloves and between patient contacts.
   - **Personal Protective Equipment (PPE).** PPE is available in all patient care areas, housing units, transportation vehicles, laundry areas, and anywhere that staff is likely to come into contact with inmates with potential transferable pathogens.

   Standard Precautions will be implemented. Standard Precautions combine the major features of **Universal Precautions**, designed to reduce the risk of transmission of bloodborne pathogens and promote body secretion isolation.

   Isolation practices include, but are not limited to:

   - Hand washing upon entering and exiting an inmates cell.
   - Proper handling and disposal of infectious materials.
   - Appropriate inmate isolation methods.
   - Proper handling and disposal of food, utensils, and dishes.
   - Proper handling and disinfection of patient care equipment.
   - Cleaning and disinfecting of isolation housing areas.
   - Educate the inmate on proper isolation requirements.
   - Engaging the use of PPE, including gowns, masks and gloves when appropriate.

2. The receiving nurse screens each new arrestee for tuberculosis (TB).

a. If symptoms are present, the nurse may perform a PPD upon admission, or may facilitate a chest X-ray immediately.

b. While awaiting results of the PPD or chest X-ray, the inmate will be housed in one of the negative airflow cells in SMAN.

c. If the inmate refuses the PPD or chest X-ray, and has symptoms, he or she will be isolated.

d. If the inmate refuses the PPD, and has no symptoms, he or she may not need to be isolated, but may not be an Inmate Worker or have recreation privileges. The nurse will contact the Health Department to determine whether a TB history is active for the inmate.

e. The nurse will refer the inmate for evaluation by the jail physician on the next scheduled round.

3 If symptoms of hepatitis are present, the nurse will isolate the inmate in SMAN.

a. He or she will call the physician for orders for laboratory work.

b. The nurse will obtain the specimen and send it to the lab.

c. He or she will write a treatment plan for appropriate isolation procedures including diet, linen, recreation, contact, etc.

d. If the laboratory test is positive, the nurse will call the Infection Control nurse at the Health Department to seek guidance and instructions for the appropriate infection control measures to be undertaken.

e. If other inmates and/or staff are likely to have been exposed, the Health Department will direct the medical unit in the testing and/or administering of Globulin.

4. If symptoms of Staph Infection are present:

a. The nurse will isolate the inmate.

b. He or she will implement existing Staph protocol or call the physician for orders.

c. The nurse will add the inmate to the physician's next appointment schedule.

5. If the inmate is positive for HIV or has AIDS:

   a. No isolation is indicated, unless the inmate is at risk for infection from others, or his or her behavior is such that risk to others may be anticipated.

   b. The nurse will contact previous care providers, if available, and will refer the inmate to the physician for evaluation.

   c. Initial history should include inquiries as to mode of acquisition, length of time infection has been present, current medications, compliance history, current and past opportunistic infections, immunizations, and possible exposure to infections.

   d. Physical exam should be completed, including a complete set of vital signs and current weight. HIV can affect multiple organ systems, so the exam should be thorough.

   e. Appropriate diagnostic studies should be completed.

6. In all cases of suspected or confirmed communicable disease, the nurse will isolate the inmate until a definitive diagnosis can be made by the physician and/or laboratory test.

PROCEDURE IV - Post Exposure Prophylaxis

Post Exposure Prophylaxis (PEP) ensures that employees exposed to BBP (Blood Borne Pathogen) have adequate education regarding the exposure, policies and procedures to refer to, and 24-hour access to knowledgeable BBP resources. The program ensures compliance with applicable federal and state Occupational Safety Health Administration (OSHA) regulations. These include the existence of an exposure control plan dealing with BBP's including:

- Training of all at-risk employees.
- Provision of free Hepatitis B vaccination to all at-risk staff.
- Provision of PPE (Personal Protective Equipment).
- Provision of free post-exposure care to exposed staff, and
- Maintenance of OSHA logs documenting exposures.

Significant exposure to correctional staff occurs in the course of providing healthcare, contact with sharps while cleaning or searching cells, and during physical altercations. Primary risks for the transmission of hepatitis B (HBV), hepatitis C (HCV) and HIV are percutaneous or mucosal exposure to blood or other potentially infectious body fluids. Needle-stick exposures need to be minimized through the use of appropriate PPE during blood draws, safety

needles or a “no capping” policy for all used needles without safety closure devices.

PROCEDURE V - Management of Exposures

1. Wash the site. The initial management of all BBP exposure is the same: immediately wash with soap and water all wounds and skin sites that have been in contact with blood or body fluids. For mucous membranes, flush copiously with water or saline.

2. Evaluate the type of exposure. Ask yourself: Did it involve tissue or fluids capable of BBP transmission? If not, no further treatment is necessary. If yes, evaluate the exposed body site. Was the site intact skin, hair, or clothing? If so, no further treatment is needed. If, however, the potentially infectious material made contact with an infectable body site (non-intact skin, mucous membrane like the mouth or eyes, or was parenteral, such as a needle stick or bite), transmission of a BBP is possible.

3. Evaluate for other source factors. Is the source known? If the source is not known, it is prudent to proceed as if the source is infected. If the source is known, review serology history, if available. Recent negative serology and the lack of high-risk behavior, make exposure much less likely. If recent serology is not available, initiate measures to test the source. Verify that the donor has signed a consent or obtain a signed consent for treatment. Request the lab work as a STAT report.

4. Refer to the Health Authority for further recommendations. With the lack of this availability, the following algorithm may be used as a template for immediate treatment:

PEPagram: Algorithm for HBV treatment after exposure

If exposed staff is:	**And source is: HbsAg+**	**And source is: HBsAg-**	**And source is unknown:**
Not HBV vaccinated	HBIG x 1 and vaccinate	Vaccinate	In correctional settings, treat as if source were HBsAG+
HBV vaccinated, unknown response	Test exposure for HBsAb. If +, no RX. If -, vaccine booster	No treatment	Test exposed for HBsAB. If +, no RX. If -, revaccinate.
HBV vaccinated, known nonresponder	HBIG x 2 or HBIG x 1 and revaccinate	No treatment	In correctional settings, treat as if source were HBsAG+
HBV vaccinated, known responder	No treatment *	No treatment *	No treatment *

By Order of the Division Chief

Signed by _____ 04/09/09
Larry R. Hank Date

Colorado Department of Public Health and Environment

February 2006

COLORADO BOARD OF HEALTH
CONDITIONS REPORTABLE BY
ALL PHYSICIANS AND HEALTH CARE PROVIDERS
IN COLORADO

The list below applies to physicians and hospitals. Laboratories have separate reporting requirements. A case must be reported to the state or local health department following diagnosis within the number of days (d) or hours (h) indicated in parentheses after each disease.
The State Health Department recommends reporting all suspected cases, whether or not supporting laboratory data are available.

Vaccine-Preventable Diseases

Diphtheria **(24h)**
Hepatitis B (7d)
Influenza - associated hospitalization (7d)
Influenza - associated death if <18 yrs. (7d)
Measles **(24h)**
Mumps (7d)
Pertussis **(24h)**
Poliomyelitis **(24h)**
Rubella **(24h)**
Rubella, congenital (7d)
Smallpox **(24h)**
Tetanus (7d)
Varicella (7d)

Foodborne and Enteric Diseases

Botulism **(24h)**
Campylobacteriosis (7d)
Cholera **(24h)**
Cryptosporidiosis (7d)
Cyclospora (7d)
E. coli 0157:H7 & shiga toxin producing E. coli (7d)
Giardiasis (7d)
Hemolytic uremic syndrome if ≤ 18 yrs. (7d)
Hepatitis A **(24h)**
Listeriosis (7d)
Salmonellosis (7d)
Shigellosis (7d)
Trichinosis (7d)
Typhoid Fever **(24h)**

Sexually Transmitted Diseases

AIDS and HIV infection (7d)
Chancroid (7d)
Gonorrhea, any site (7d)
Lymphogranuloma venereum (7d)
Syphilis, early (1, 2, early latent) **(24h)**

Zoonotic Diseases

Animal bites by dogs, cats, bats, skunks or other wild carnivores **(24h)**
Anthrax **(24h)**
Brucellosis (7d)
Hantavirus (7d)
Lyme Disease (7d)
Plague **(24h)**
Psittacosis (7d)
Q Fever (7d)
Human Rabies (suspected) **(24h)**
Relapsing Fever (7d)
Rocky Mountain Spotted Fever (7d)
Tularemia (7d)

Meningitis/Encephalitis & Invasive Disease

Encephalitis (7d)
Aseptic meningitis (7d)
Haemophilus influenzae invasive disease **(24h)**
Neisseria meningitidis invasive disease **(24h)**
Transmissible spongiform encephalopathy (7d)

Other Important Reportable Diseases

Group Outbreaks **(24h)** - all causes, including food poisoning
Hepatitis C, acute (7d)
Hepatitis, other viral (7d)
Kawasaki Syndrome (7d)
Legionellosis (7d)
Leprosy (7d)
Malaria (7d)
SARS **(24h)**
Toxic Shock Syndrome (7d)
Tuberculosis (active disease) **(24h)**
Positive TB skin test in workers exposed to active disease (7d)

Environmental, Occupational, and Chronic Conditions

Autism spectrum disorders (30d)+
Birth defects, developmental disabilities and medical risk factors for developmental delay diagnosed prenatally, at birth, or through the 3rd birthday (120d)+
Fetal Alcohol Syndrome if <7 years old (30d)
Head injuries (hospitalized or fatal) (120d)+
Muscular Dystrophy (120d)+
Spinal cord injuries (120d)+

Any chemical or radioactive suspected terrorist incident

(+) only hospital required to report

~ Immediate reporting by phone is required of any illness suspected to be caused by a bioterrorism agent ~

ALL REPORTS MUST INCLUDE:
1. The disease or condition being reported
2. Patient's name, date of birth, sex, race, ethnicity, address (including city, county, and phone number)
3. Physician's name, address and telephone number

FOR RAPID RESPONSE/24h reportables CALL:
303-692-2700 (regular daytime hours)
303-370-9395 (after hours and weekends)

TO REPORT A CASE / REQUEST FORMS, CONTACT:
The Local Health Department or
Colorado Department of Public Health and Environment
Division of Disease Control & Environmental Epidemiology
4300 Cherry Creek Drive South, A3
Denver, Colorado 80246-1530
www.cdphe.state.co.us/dc/dceedhom.asp

Telephone: 1-800-866-2759
Fax: 303-782-0338 (metro Denver)
1-800-811-7263 (outside metro Denver)

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **CREDENTIALING**

NUMBER: **20-J-C-01**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to verify all credentials by way of current licensure required of health care professionals to whom it applies. Copies of licensures are maintained in the facility.

SOURCE: NCCHC Standard J-C-01 - Written policy and defined procedures require, and actual practice evidences that all health care personnel who provide services to inmates, are appropriately credentialed according to the licensure, certification and registration requirements of the state. Verification of current credentials is on file at a readily accessible location.

INFORMATION: Comprehensive background checks are conducted on each prospective employee.

Current licensure is a requirement of employment, and licensure must be maintained for continued employment.

Licensure

1. Each nurse, physician, dentist, and counselor (when licensure is applicable), will maintain his or her own current licensure.

2. Upon renewal of licensure, each employee will submit a copy of that licensure to the Health Services Administrator.

3. The Health Services Administrator will retain a copy of current licensure for each employee in a file.

4. The Health Services Administrator will also maintain the facility licensure as a Pharmacy outlet, according to State requirements.

a. On an annual basis, the Health Services Administrator will provide all documentation necessary to maintain current pharmacy licensure and will assure that the pharmacy consultant contract is updated and revised as appropriate.

By Order of the Division Chief

Signed by _____ _____04/09/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **CLINICAL PERFORMANCE ENHANCEMENT**

NUMBER: **20-J-C-02**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to utilize a performance evaluation process that focuses on an employee's job performance related to areas encompassing character, competence, and communication.

SOURCE: NCCHC Standard J-C-02 – Written policy and defined procedures require, and actual practice evidences, that a clinical performance enhancement process evaluates the appropriateness of all primary care clinician's services.

INFORMATION: The performance evaluation system utilizes a "working file" to maintain job performance related documentation. The process is centered on providing written and verbal feedback using "character qualities" adjectives to describe job performance strengths, accomplishments and behavior rather than solely rewarding achievements.

The evaluation process consists of four major components: 1) significant event documentation; 2) periodic personal management interviews; 3) a process of setting specific goals and objectives and accountability for meeting those goals and objectives; and, 4) an annual written evaluation.

DEFINITIONS:

Character Qualities: Adjectives used as descriptors to aid supervisors in using a vocabulary that praises an employee's character rather than their achievement.

PMI: Personal Management Interview. A formal meeting between a supervisor and subordinate designed to provide a structured format to facilitate communication around an agenda dealing with performance, goals and objectives, issues or concerns and the working relationship between the two.

Significant Event: An event in which an employee stands out by exhibiting exceptional character qualities or by exhibiting behavior that is the opposite of

these qualities.

Working File: A file that is maintained by an employee's direct supervisor. The file is a temporary storage location for documentation of significant events, performance agreements, goals and objectives and any other document pertaining to the employee's performance.

PROCEDURE I – Significant Event Documentation

1. Supervisors provide immediate feedback to an employee when the employee's performance is worthy of note or when their performance does not meet standards or expectations and correction is needed.

2. A supervisor documents all significant events in writing. A copy of the document is given to the employee, the employee's Commander, and the Division Chief or equivalent civilian supervisor. A copy of the document is placed in the employee's working file and the employee's personnel file when approved by the Division Chief.

PROCEDURE II - Personal Management Interview

1. An employee's direct supervisor is responsible for scheduling and conducting a formal quarterly PMI. The purpose of the PMI is to provide a scheduled meeting time and structured framework designed to foster the development and maintenance of a supervisor-subordinate relationship built on trust, mutual respect, and communication. The PMI generally includes, but is not limited to, the following components:

   a. Provide feedback to the employee about the strengths and weaknesses of their job performance during the previous three months.

   b. Set goals and objectives and/or measure progress towards meeting previously set goals and objectives.

   c. Discuss issues, concerns, needs, etc., related to the employee's job assignment, the employee's division or the Sheriff's Office as a whole.

   d. Deal with any interpersonal issues that may exist between the employee and the supervisor conducting the PMI.

2. A copy of any documentation that is generated from the quarterly PMI process is provided to the employee. A copy is also maintained in the employee's working file.

PROCEDURE III - Annual Job Performance Evaluation

1. An employee's direct supervisor is responsible for completing a written job performance evaluation each year using the currently approved Sheriff's Office evaluation format. The evaluation is given to the employee prior to the fourth quarterly PMI meeting. The performance evaluation is signed by the employee and the supervisor and forwarded to the employee's personnel file via the employee's chain of command. All evaluations are reviewed and signed by the Sheriff before being placed in the employee's personnel file.

2. An attempt to resolve a dispute related to the evaluation process is to be made through one-to-one interaction between the supervisor who wrote the evaluation and the employee. The direct supervisor, Health Services Administrator, Commander or Division Chief may intercede to facilitate this interaction at their discretion. When agreement is reached on wording changes or changes to the category evaluation box that was checked, a corrected version is signed and submitted in the normal manner.

3. There is no appeal from this process. The employee may write an addendum to their evaluation, whether or not the employee agrees with the rating or content. The addendum is to be attached to the evaluation and is to be read and initialed by the employee's direct supervisor and chain-of-command.

4. Employees who are rated below "Consistent" in two or more categories are not eligible for an annual merit increase.

PROCEDURE IV - Working File

1. Supervisors are responsible for creating and maintaining a working file for each employee for whom they are responsible to complete an annual performance evaluation.

2. The working file is comprised of documentation related to the employee's job performance, PMI meetings, and significant events. All documentation is seen and initialed by the affected employee before it is placed in the file.

3. Supervisors are responsible for periodically purging the file of all documentation that is older than 12 months and is no longer needed to document an ongoing situation. The supervisor purging the file ensures that documentation of good job performance or disciplinary actions is placed in the employee's personnel file in compliance with applicable Sheriff's Office policies and procedures.

By Order of Division Chief

Signed by	04/09/09
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **PROFESSIONAL DEVELOPMENT**

NUMBER: **20-J-C-03**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail that medical personnel will be trained annually in performing medical procedures in a security setting and qualified health care professionals will participate in continuing education training appropriate for their role.

SOURCE: NCCHC Standard J-C-03 - Written policy and defined procedures require, and actual practice evidences, that all qualified health services professionals working in a full-time capacity will receive at least twelve (12) hours of continuing education, or staff development, that is appropriate to respective positions on an annual basis. Continuing education hours for part-time staff involved in the health care of inmates will be pro-rated based on a full-time equivalency. The health authority must approve the continuing education program. All health services personnel providing direct patient care must have current training in cardiopulmonary resuscitation. Verification of annual continuing education is documented for each health care provider.

INFORMATION:

- Upon employment, each nurse will receive up to four weeks of orientation training. This training covers medical and security procedures and is conducted by working one-on-one with another nurse.

- The County requires 8 hours of additional training in employment issues and county policy at the start of employment.

- When subject matter is appropriate, nurses may attend security and other training with officers.

- Continuing education opportunities will be offered throughout the year and will be made available to all health care personnel. Each health care

provider will be required to participate in a minimum of twelve (12) hours of staff development activities.

- A record of this participation will be documented by the Training Sergeant and will be available for review at the facility.

- CPR training is required every two years and will be offered on a bi-annual basis by an approved body.

- The physician or guest lecturer conducts training sessions in physical assessment, disease recognition, or other pertinent subjects for the nurses at least four times annually.

- Nurses and mental health counselors participate in providing training for officers in CPR, Cognitive Intervention, Critical Incident responses, and other health related issues.

- Nurses provide incident specific training to officers via treatment plans whenever there is an occurrence of significant illness, injury, or mental illness in the inmate population.

Colorado no longer has mandatory continuing education requirements for nurses.

PROCEDURE I - Training for Health Care Providers

1. The Health Services Supervisor and other experienced staff nurses will train new nurses in all aspects of health care in the security setting.

2. A standardized, structured orientation program will be required for each nurse upon hire. Newly hired nursing staff will work with an experienced nurse for up to one month. This time may be expanded, if the particular nurse requires extra training, or shortened if the nurse has had relevant experience in other settings. Completion of the orientation training will be documented through the use of a skills checklist.

3. Training of the new employee will cover all aspects of the job description and the application of those duties in the security setting.

4. Nurses may participate in jail training programs, which include legal issues, defensive tactics, cognitive intervention and jail safety. Nursing staff may also participate in staff development classes offered through the county training program.

5. The nurse will participate in medical department training, which includes physical assessment and protocol application taught by the physician or other appropriate practitioners.

6. Full-time qualified health care professionals will obtain 12 hours of continuing education per year. Part-time qualified health care professionals will prorate their continuing education hours based on full-time equivalency. Documentation of medical training will be submitted by the Health Services Administrator to the Training Sergeant for inclusion in the training record.

7. Orientation for mental health counselors will involve training with an experienced mental health worker for a period of four (4) to six (6) weeks. Continuing education training will encompass the bi-annual training for medical and security staff and community educational programs such as those offered by the Mental Health Center.

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Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **TRAINING FOR CORRECTIONAL OFFICERS**

NUMBER: **20-J-C-04**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail that each officer will be trained in medical procedures upon beginning his or her employment. Additional training will be provided annually and will encompass medical and security procedures.

SOURCE: NCCHC Standard J-C-04 - Written policy and defined procedures require, and actual practice evidences, that a training program established, or approved, by the responsible health authority in cooperation with the jail administrator, guides the health-related training of all correctional officers who work with inmates. Training occurs at least every two years and includes the following areas:

- Administration of first aid
- Recognizing the need for emergency care in life-threatening situations (e.g., heart attack)
- Recognizing other chronic medical or disabling conditions (e.g., mental illness)
- Suicide prevention
- Precautions and procedures with respect to infectious and communicable diseases
- Cardiopulmonary resuscitation for correctional officers who work with inmates
- Conducting intake screens
- Procedures for appropriate referral of inmates to health professionals.

PROCEDURE I - Training of New Officers

1. All aspects of the standard are addressed by written policy and defined procedures.

2. Correctional officers who work with inmates receive health-related training at least every two (2) years, which includes at a minimum:

a. Administration of first aid;
b. Recognizing the need for emergency care and intervention in life-threatening situations (e.g., heart attack);
c. Recognizing acute manifestations of certain chronic illnesses (e.g., asthma, seizures), intoxication and withdrawal, and adverse reactions to medications;
d. Recognizing the signs and symptoms of mental illness;
e. Procedures for suicide prevention;
f. Procedures for appropriate referral of inmates with health complaints to the health staff;
g. Precautions and procedures with respect to infectious and communicable diseases;
h. Cardiopulmonary resuscitation;
i. Universal precautions and the management of body fluid spills; and
j. Location of emergency equipment, first-aid kits and O2.

3. The officer will accompany a nurse on medication rounds to observe the safety responsibility of the officers in relation to medical personnel/procedures.

PROCEDURE II - Annual and Ongoing Training

1. Officers will be assigned to 24 hours of in-service training annually.

2. In-service training will include first-aid and CPR training every two years.

3. The trainer will conduct additional medical training each year in issues such as:

a. Mental health/illness
b. Cognitive intervention
c. Critical incident recognition and recovery
d. Drug and alcohol addiction/detoxification/recovery
e. Infectious/communicable diseases
f. Universal precautions

4. Training scenarios focusing on a critical medical issue will be held two (2) times per year.

a. Examples for training include:
1. Stabbing in module
2. “Man down” in module
3. Hostage situation with a suicidal inmate
4. Heart attack
5. Death in the facility

5. Training scenarios are critiqued and the results are shared with the staff for review. Information obtained during the critique process is used in designing training for the next year.

6. Nurses and/or counselors conduct incident specific training for officers when any of the following situations occur:

   a. A communicable disease in the facility;
   b. An inmate with a mental illness, who requires special care;
   c. An inmate with an injury that requires special care;
   d. An inmate who is disabled (mentally or physically), and
   e. A potentially suicidal inmate.

7. Incident specific training may be conducted with the involved officers, in a classroom setting, situation specific or by means of a written treatment plan, outlining the requirements of care for an inmate with a specific illness, injury or disability.

8. All training received by an officer is recorded in his/her training file by the Training Sergeant.

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Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **MEDICATION ADMINISTRATION TRAINING**

NUMBER: **20-J-C-05**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail that licensed and registered nurses who are qualified to perform this function administer all medications. Nurses who administer medications are trained in the appropriate delivery within the correctional setting. Deputies are not involved in the medication administration process.

SOURCE: NCCHC Standard J-C-05 - Written policy and defined procedures require, and actual practice evidences, those personnel who administer medications are trained to do so. The responsible physician and the Health Services Administrator approve the training process. The training focuses on issues pertaining to matters of security, accountability, and documentation. Medications are administered according to written physician orders. Administration of medication is documented on a patient specific medication form.

Periodic updates on administration procedures are provided to all involved staff. Topics included in the orientation training are related to hoarding medications, diverting medications for purposes of selling or trading, overdoses and adherence to therapeutic regimes.

The jail mental health staff provides periodic updates on currently prescribed psychotropic medications and their common side effects. Literature pertaining to these training updates is retained in the medical unit providing an available resource for existing and new nursing staff.

PROCEDURES: None

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **INMATE WORKERS**

NUMBER: **20-J-C-06**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail that Inmate Workers will not be engaged in any aspect of Health Services and will have no access to medical records, medication, equipment, or instruments.

SOURCE: NCCHC Standard J-C-06 - Written policy and defined procedures require, and actual practice evidence, that inmates are prohibited from being used as health care workers.

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **STAFFING LEVELS**

NUMBER: **20-J-C-07**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to maintain a medical staff sufficient to meet the needs of the inmate population.

SOURCE: NCCHC Standard J-C-07- Written policy and defined procedures require, and actual practice evidences, that there is a written staffing plan, which assures that a sufficient number of qualified health personnel of varying types is available to provide adequate evaluation and treatment consistent with contemporary standards of care. The Health Authority reviews and approves the staffing plan annually.

INFORMATION: The Boulder County Jail provides for 24-hour medical services through a medical unit that is staffed by Registered Nurses (RN) and Licensed Practical Nurses (LPN's). The current staffing plan is based on three shifts of ten-hours daily. The staffing goal is 3-4 nurses on the day shift, 3 nurses on the evening (swing) shift and two nurses on the night (graves) shift. A facility pool of hourly nurses provides on-call coverage when required. Shift over-laps are used for training, off-site education and required jail functions.

The Health Authority, who is a physician, conducts clinic visits two times weekly. The number of physician, psychiatrist and dental hours is directly related to the care needs of the inmate population, and the training and supervision needs of the staff. The healthcare providers are available 24-hours per day to assist and direct integration of care. Clinical duties for the healthcare providers include patient management, reviewing diagnostic test results, approving policy and procedures, and conducting in-service training programs. Medical, psychiatric and dental practitioners participate in quality improvement and infection control efforts within the jail.

Mental health counselors provide for the mental health assessment and care needs of the inmate population. A mental health worker from the Mental Health Center is on site 10 hours per week to provide assessment for the chronically mentally ill clients of the Center, and to assess those inmates referred by the counselors for medication evaluation. A psychiatrist is on-site 4 hours per week to assess those inmates who are more chronically ill. The psychiatrist and the psychiatric nurse practitioner address prescriptive needs within the inmate population. The Mental Health Center provides a Crisis Service for those mentally ill persons in jail who need to be hospitalized due to the severity of their illness.

The dental clinic is available two days per week. The Dentist addresses urgent dental needs while the Dental Assistant assesses the degree of dental disease and provides preventative dental hygiene education. The Dental Assistant also provides radiological evaluation of dental complaints. The Dental Assistant refers inmates to the dentist based on priority of need.

Emergency medical services are provided through a locally contracted hospital. The hospital is available for outpatient and in-patient care of inmates, whose medical needs exceed the scope of care available through the jail medical unit. Pridemark Ambulance service provides medical support to the jail staff and transportation of inmates to the hospital.

The Boulder County Health Department provides an HIV counselor, who provides HIV education and testing weekly in the jail.

The Phoenix Project, a drug and alcohol therapeutic community works closely with the medical department. This program is staffed with a full-time Case Manager and a half-time counselor.

PROCEDURE I - Staffing Levels

1. The Health Services Clinical Supervisor creates a personnel schedule.

2. On-call personnel are used to augment the medical staffing pattern during vacations, sick time and holiday time.

3. Any need for additional medical staffing will be documented and presented to the Jail Division Chief and the Sheriff, for inclusion in the next budget cycle.

4. The Health Services Clinical Supervisor will assure that staffing needs are met and that appropriate staff is available to fulfill medical needs of the inmate population in a timely manner.

5. The Health Services Clinical Supervisor provides monthly staffing schedules for the nurses.

6. Requests for time off must be submitted in writing prior to the schedule completion. Institutional needs must be factored into requests for time off.

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **HEALTH CARE LIAISON**

NUMBER: **20-J-C-08**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to provide full-time, qualified and licensed medical personnel to provide for the health care needs of the inmate population. Only licensed health care providers will be utilized in the medical care of inmates.

SOURCE: NCCHC Standard J-C-08 - Written policy and defined procedures require, and actual practice evidences, that in the event licensed health care personnel are not available in the medical unit, a designated correctional health coordinator, or trained staff member will coordinate the health delivery services in the unit under the joint supervision of the responsible physician and the Health Services Administrator. The Health Care Liaison duties include, but are not limited to, the following:

1. Triaging non-emergency sick call requests.
2. Coordinates inmate records in preparation for medical rounds.
3. Enters and removes appropriate hazards based on physician orders.
4. Pulls inmate medical record upon release and documents the release.
5. Manages the release of information (ROI) process to assure that current medical information is received and placed in the pending file for physician review.

The Health Care Liaison may be a correctional officer or other adequately trained personnel. Training includes information on appropriate documentation, communication to health care staff and operations officers and protection of confidentiality.

PROCEDURES: None

By Order of the Division Chief

Signed by_____ _____04/09/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: ORIENTATION TRAINING FOR HEALTH SERVICES STAFF

NUMBER: **20-J-C-09**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that all medical personnel are trained in conducting medical procedures in a security setting. Training in both medical and security issues will be provided at the start of employment and supplemented annually.

SOURCE: NCCHC Standard J-C-09 - Written policy and defined procedures require, and actual practice evidences, that all health services staff complete a formal orientation program that addresses both the physical and clinical aspects of the jail health services program. The program will be developed in consultation with the Health Authority and will be approved by the Health Services Administrator. Completion of the orientation is documented and kept on file.

INFORMATION: Nurses will receive up to 160 hours of training upon employment. This training covers medical and security procedures, classification and direct supervision. The orientation will address relevant security and Health Service's policies and procedures, response to emergency situations and inmate-staff relationships. Each subsequent year, additional training will be offered in relevant medical and security procedures, including CPR and other life support measures. Efforts are made to provide training through other community resources. All training is submitted to the Training Sergeant for inclusion in the permanent training record.

Nurses and counselors receive training in all aspects of providing medical care in a security environment. Nurses and counselors are utilized to train officers in medical issues and in mental health recognition and intervention.

PROCEDURE I - Training for Heath Care Providers

1. The Health Services Supervisor and staff nurses will train new health care staff in all aspects of health care in the jail, utilizing the nursing job description as a guide.

2. New nurses will work with existing medical nurses in an orientation capacity for up to one month. The time can be extended if additional training time is needed. Nurses with previous correctional experience may require less time in the training mode.

3. Training of the new employee will cover all aspects of the job description and the application of those duties in the security setting. The orientation addresses relevant security and Health Service's policies and procedures, response to facility emergency situations, and inmate-staff relationships.

4. Basic orientation includes health and age specific needs of the inmate population, infection control including use of standard precautions, and confidentiality of records and health information.

5. Formal content of the initial orientation includes physical and mental health assessment, sick call triage, expected documentation practices, emergency triage and management, resource utilization outside of the jail and professional boundaries.

6. An orientation packet to include a checklist will be used to document aspects of the orientation training. Orientation staff will use the checklist to plan and review training. New personnel will be oriented to each shift with training focused on the shift the nurse will be primarily working.

7. Staff nurses may participate in any jail-training program, which can include legal issues, defensive tactics and jail safety issues.

8. Completion of the orientation program is documented in the employee's working file, which is kept in Health Services.

9. Orientation for mental health staff will include all division training and medical training, with the exclusion of medication administration.

By Order of the Division Chief

Signed by_____ _____06/17/09_____ ___
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **PHARMACEUTICALS**

NUMBER: **20-J-D-01**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that pharmaceutical services will be sufficient to meet the needs of the inmates, based on direct orders of the physician and all legal requirements. This policy establishes guidelines for the management, prescription, and distribution of controlled substances, prescribed medications, and over the counter medications. Procurement, dispensing, administering, accounting, and disposal of pharmaceuticals will be in compliance with state and federal regulations, and will be supervised by the consulting pharmacist.

SOURCE: NCCHC Standard J-D-01 - Written policy and defined procedures require, and actual practice evidences, that pharmaceutical service are sufficient to meet the needs of the jail and are in accordance with all legal requirements.

DEFINITIONS:

Formulary – a written list of prescription and nonprescription medications that is ordinarily available to authorized prescribers, including consultants, working for the facility.

INFORMATION: The Boulder County Jail has a formulary specifically developed for the facility, which is updated regularly. There is a formalized method for obtaining non-formulary medications, which is reviewed regularly. There are procedures for the timely procurement, dispensing, distribution, accountability and disposal of pharmaceuticals. The facility maintains records to ensure adequate control of, and accountability for all medications.

The jail's contract psychiatrist, or a Medical Doctor trained in psychotropic medication administration, are the only personnel permitted to prescribe psychotropic medications. A physical examination by the psychiatrist or crisis worker will be performed before administration of psychotropic medications. The exception would be if the inmate is a current client of the Mental Health Center, or private practitioner, and has a current prescription.

In accordance with the Mental Health Act, the taking of psychotropic drugs by an inmate must be voluntary and requires an informed consent. Psychotropic medications are not given for disciplinary reasons.

All pharmaceuticals will be dispensed in accordance with the Boulder County Jail's formulary, which shall govern the use of approved medications. This does not restrict prescription of medications generated by external healthcare providers; however, these are subject to review and approval by the Health Authority. The physician orders medications for a specific number of days and/or doses. Should the physician not indicate a stop date, the nurse will add the inmate/medication record to the next scheduled physician rounds for review by the physician. A tickler system is maintained to ensure notification of the responsible practitioner of the impending expiration of a drug order.

PROCEDURE I - Medication Storage

1. Each medication listed in the formulary is ordered from the pharmacy service in amounts not to exceed a thirty-day (30) supply. Prescription and non-prescription medications are acquired in tamper-proof, unit-dose blister cards, conventional prescription bottles, or stock bottles.

2. Oral medications are stored alphabetically in medication carts and are individually labeled, with at least the name of the medication and strength, generic interchange, prescribers name, lot number, expiration date, manufacturer, and directions for use.

3. Individual prescription medications from an external source are stored in separate trays on the medication cart. The medication is listed on the Medication Administrative Record (MAR), if it is an active prescription and is being administered from the med-cart.

4. Controlled substances are in unit doses and are separated in the pharmacy and on the medication cart through the use of a box and a double-lock system.

5. Topical medications are stored in a separately labeled area.

6. Medications requiring refrigeration are stored in the refrigerator located in the pharmacy.

7. Over the counter (OTC) stock are stored on the pharmacy cart, when not in use for medical rounds.

8. Administration, management, and dispensing of medication are by licensed personnel in accordance with current state and federal laws.

9. The pharmacy cart is locked when not in use and is stored within Health Services (hereinafter referred to as Medical), which is locked from the outside at all times. All nurses have access to keys for both doors.

10. The pharmacy is temperature controlled, has fluorescent lighting, and no outside windows. A refrigerator is available for medications requiring cold for stability. Medications used for external purposes, such as antiseptics and disinfectants, are stored separately from internal use, injectable medications.

11. Expiration dates of all medications are checked monthly.

12. Inmates do not prepare, dispense or administer medication. Keep-on-person (KOP) medications, necessary for emergency management of a condition, are by physician approval only.

13. Poison Control telephone numbers are posted in each of the Officer Work Stations and in the medical unit. Emergency medications are kept on the crash carts in Medical and the jail's BD Corridor closet, outside of Building C, and in the emergency bag.

PROCEDURE II - Procurement

1. Medications are ordered from the contract pharmacy and a copy of the medication order form is kept in a designated area. When received, medications are verified and checked with the Drug Order Forms by the nurses receiving the medication order.

2. When received, medications shall be stored in locked pharmacy cabinets.

3. When an inmate is booked into the facility with medication on his or her person, a nurse will document receipt of the medications on the Screening Form and Physician Order Form, including the date received, the inmate's name, and type of medication. All controlled substances/narcotics will be counted, sealed, initialed by two nurses, and placed in a designated locked area.

4. Medications must be confirmed and approved by the Health Authority, or designee.

5. Scheduled substances are ordered in unit dose packages and added to the schedule count sheet upon receipt at the jail.

6. OTC medications are ordered monthly in larger amounts and are stored in the pharmacy stock cart.

7. Generic medications are used unless they are not available in dosages ordered.

PROCEDURE III - Distribution

1. The Boulder County Jail shall maintain a contract with a pharmacy for the purpose of providing prescription medications for the inmate population. The consultant pharmacist performs audits on a regular basis, but not less than quarterly.

2. Medication will be stored in locked medication carts located in Medical. Medication packaging will be labeled by the pharmacy vendor, which will contain the drug name, dosage, and directions for administration.

3. Medical will have a procedure for the proper receipt of all pharmaceuticals. All medications shall be verified and checked with the Drug Order Forms by the nurses receiving these items.

4. Medications will be placed in appropriate order on the medication-cart or in the designated storage area for stock medication.

5. All controlled substances will be received and accounted for. Signatures will be affixed to the receiving sheet, the medication card, and the narcotic control sheet.

6. Maximum security of all controlled substances is assured through the use of double-locked storage. Keys for the double locks are maintained with Medical personnel at all times.

7. Controlled medications may be crushed for security reasons, via the use of a Silent Knight pill crusher located on the medication carts. Pill cutters are available on all med-carts to ensure management of minimum dosages.

8. Only properly licensed personnel are allowed to manage, administer or dispense medication in accordance with current federal and state laws.

9. Injectable medications are stored and administered in the Medical Treatment Room, or in a location that affords control of the syringe and assures inmate privacy.

10. OTC medications are kept on the medication cart and are given by the nurse according to written protocol, and recorded on the MAR.

11. The pharmacist inspects the facility, reviews policies and procedures, and approves storage and dispensing practices at least quarterly. Documentation of quarterly inspections is kept in Medical.

12. Professional integrity in all phases of medication practices, are under the supervision of the Health Authority and Health Services Administrator.

13. The Health Authority, in coordination with the Health Services Administrator, is responsible for the supervision of pharmaceutical services.

PROCEDURE IV - Administration

1. Medication Administration is the act in which a single dose of an identified drug is given to an identified individual. The Boulder County Jail uses a sealed prepackaged Unit Dose System.

2. Medication services will be clinically appropriate and provided in a timely, safe and sufficient manner. All administration procedures, shall adhere to the following guidelines:

a. Persons administering medications shall do so under the supervision of the Health Authority, or designee, having received training regarding the medication administration system in use and being sufficiently licensed according to federal and state laws.
b. The administration of all prescribed medication will be recorded on the MAR. The administration of each dose will be documented with respect to the date and time of administration, and will be signed or initialed by the individual administering the medication. The consultant pharmacist will perform random audits of medication distribution records and pharmacy practices.
c. Scheduled narcotics will be maintained under a double-lock system at all times and accounted for at each shift change by a dual count with signatures. A narcotic count sheet will be used to account for each drug and a MAR will document removal of the drug from the narcotic count and administration to a specific patient.
d. A local backup pharmacy will be maintained for emergency situations.

3. Medications are delivered to individual modules via a wheeled medication cart. Inmates are called individually and separately to the medication cart. Inmates are identified via arm bracelets, to the MAR.

4. Each dose of medication is recorded as it is given on the inmate's medication record. The nurse's initial signifies that the medication has been given. Recording an ® signifies that the medication has been refused, © indicates that the inmate was in court and not available for med rounds. Inmate failure to appear at the med cart is considered a refusal.

5. A nurse administering a controlled medication records that on the inmate specific MAR. The medication is signed out on the specific control sheet as it is dispensed from the narcotic box on each cart. OTC medication is recorded on the inmate specific MAR, as a one-time nursing order, or as part of a specific protocol. If a controlled medication is poured at the cart, but refused by the

inmate, the medication is disposed of by discarding it into a sealed hazardous waste container. These containers are kept on each medication cart. The medication is recorded as “wasted” in the narcotic control book and an ® is placed on the individual MAR.

6. A Drug Enforcement Administration (DEA) destruction form will be completed by the pharmacist and the Nursing Supervisor on all controlled medications which have reached expiration date, or are to be destroyed for other reasons. Non-controlled medications, which are outdated or the prescription medication is left behind when inmates are released, will also be recorded and destroyed by the pharmacist and Health Services Administrator.

7. The pharmacist will destroy the medication and retain a copy of the form for the review of the DEA and pharmacy board. The Health Services Administrator will retain a list of all medications destroyed by the pharmacist.

8. Diabetics are provided the insulin and testing material to enable self-administration. The nurse supervises both the blood testing and the insulin administration and records the blood test results and the amount of insulin taken on the inmates diabetic medication form.

9. All needles and syringes are stored in a locked cabinet and are signed out by a nurse using a sharp’s control form. The sharp’s count is reviewed daily during narcotic count.

By Order of the Division Chief

Signed by_____ _____06/17/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **CLINIC SPACE, EQUIPMENT, AND SUPPLIES**

NUMBER: **20-J-D-03**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that allotted space; equipment and supplies will be appropriate for the level of care performed in the jail, as determined by the Health Authority.

SOURCE: NCCHC Standard J-D-03 - Written policy and defined procedures require, and actual practice evidences, that sufficient and suitable space, equipment, and supplies are available for the maintenance of an adequate health care delivery system in the jail, as follows:

1. Examination and treatment rooms for medical, dental, and mental health care are large enough to accommodate the necessary equipment and fixtures, and to permit privacy for the inmate-patients.

2. Pharmaceuticals and medical supplies are available.

3. There is adequate office space with administrative files, and secure storage of health records. There is sufficient workspace so that each nurse has an area available for documentation. A computerized jail management system is used to store personal, medical and legal information on each inmate. Online computer resources make available the most up to date medical information. Web based conferencing and DVD educational series provide convenient and current nursing educational access.

4. Private interviewing space, desks, chairs, and lockable file space is available for the provision of mental health services.

5. Laboratory, radiological, and other ancillary services provided on-site, have sufficient designated space to hold supplies, equipment and records. Inventory lists and par levels are maintained for all medical supplies and materials.

6. There is a waiting area with seats, drinking water, and access to toilets for inmates during clinic encounters.

7. Inventories are maintained at a minimum on a weekly basis to account for any items subject to abuse (e.g., syringes, needles, scissors, and sharp instruments).

INFORMATION: The medical unit consists of a treatment room, nurses work station, pharmacy area, dental office, counselor's office, records room, supply/storage room, administrator's office, and an office for the clinical supervisor.

The dental office was designed and equipped according to the direction of the jail dentist and contains all the equipment needed for the level of dental care practiced in the facility. This includes dental chairs, x-ray, sterilization unit, and all the instruments necessary for the performance of dental procedures.

The medical treatment area is equipped with an exam area, hand washing facilities, a portable surgical light, a scale, wheelchair, and crutches and splinting material. The treatment room also contains an examination table; stethoscopes, blood pressure monitoring equipment, ophthalmoscope, and wound care materials. An EKG machine, pulse oximeters, suction machine, oxygen concentrator, portable oxygen containers and blood drawing equipment are available to this area. A Nebulizer, peak flow meters and a fetal dopler unit are kept in the equipment area.

Emergency equipment including oxygen, Ambu bag, Suction machine, pocket masks, Automated External Defibrillator (AED), and specific emergency medications are kept on an Emergency Cart in the medical unit.

A gurney for medical use is kept in the Intake Garage outside of Booking.

Equipment is provided for gynecological examinations. The treatment room allows for the privacy to perform these examinations.

Instruments such as syringes and needles are stored in areas inaccessible to inmates. Medical supplies in the treatment area are kept in locked cupboards. All used syringes, needles and suture materials, are placed in containers provided for this purpose and are disposed of by a professional disposal service.

The inmate waiting area is equipped with seating, a sink, and toilet. Inmates waiting for dental, medical, and mental health treatment/assessment utilize this waiting room. Each treatment clinic is accessible from the waiting area. Scheduling is performed so that specialty clinics occur at different times. An inmate is not admitted to a treatment area without a staff member in constant attendance.

There is adequate storage for medical records, both active and inactive. The records room is locked and keyed, accessible only to medical personnel.

Pharmaceuticals are stored in a locked medication cart. The medication cart is kept in a pharmacy with key access available only to medical personnel.

The nurses and counselors have adequate space in which to perform their duties, record their observations, and store the medical records.

Mental Health interviews may be performed in the medical treatment room, and/or the counselor's office. Interview rooms are available in each of the housing modules. Medical or mental health interactions with inmates are limited to these areas.

PROCEDURE I - Control of Syringes and Needles

1. Syringes are stored in the pharmacy, which must be kept locked when medical staff is not in attendance.

2. Nurses are responsible for placing used syringes in the disposal sharps container.

3. Needles are stored in locked cupboards in the equipment supply area and are taken into the treatment room as needed.

4. Needles and syringes are signed out on a sharps control form when they are removed from the cabinet. The control form is reviewed during narcotic counts at the end of every shift.

5. Inmates are allowed in the medical unit only with appointment and are in the constant attendance of medical or jail personnel during their stay in the medical unit.

By Order of the Division Chief

Signed by_____ _____06/17/09_____
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **DIAGNOSTIC SERVICES**

NUMBER: **20-J-D-04**

EFFECTIVE DATE: **August 28, 2009**

REVIEW DATE: **August 28, 2010**

POLICY: It is the policy of the Boulder County Jail that all laboratory and diagnostic services required to assist in the diagnosis and treatment of inmates will be available on-site or through contractual services. Diagnostic services are required in order to maintain an appropriate level of medical services in the Jail.

SOURCE: NCCHC Standard J-D-04 - Written policy and defined procedures require that there be a list of the types of diagnostic services utilized at the Jail. There will also be a reference available as to what referral site is utilized for off-site testing.

INFORMATION: At a minimum the following diagnostic testing services should be available: Multiple test urine dipsticks, pregnancy tests, finger stick blood glucose testing, peak flow testing, (or the equivalent), and occult blood testing kits. When separate diagnostic services are provided on site a procedure manual and calibration testing will be readily available and current, to assure accuracy of testing.

The Health Authority specifies the level of care and testing which will be accomplished in the facility and those tests, which will be contracted with outside agencies. A clinical laboratory of Community Hospital performs all laboratory testing. Medical Unit personnel will obtain the specimen necessary for testing and it will be given to a courier to transport to the contracted hospital laboratory. If a specimen is not obtainable by Medical, the inmate will be transported to the hospital and the specimen obtained there-.

Portable Access X-Ray performs routine x-ray exams. Reports are faxed to the Medical Unit after being interpreted by the Jail's On-Call Radiologist.

All emergency care, including labs and x-rays will be performed in the Emergency Room of contracted local hospitals.

PROCEDURE I - Routine X-Ray Exams

1. Once the order for an x-ray has been obtained from the physician the Medical staff will call RADR to request a portable x-ray.

2. The Medical staff will complete a Medical Transport form and a Radiology Request form.

3. When the Radiology personnel arrive Reception will inform Medical, who will escort them to the Medical Unit. At the conclusion of the x-ray session, Medical will escort the providers back to the lobby.

4. When the x-ray report is sent to Medical the results will be relayed to the physician, if there is needed follow-up care.

5. If the x-rays are negative the results will be recorded in the Progress Notes and the faxed results placed in the Current folder for the physician to review during the next Medical Rounds.

PROCEDURE II – Laboratory Procedures

1. Once an order for a lab test and/or specimen is obtained from the physician, the Medical staff will obtain the required specimen in the appropriate receptacle and follow all standard procedures.

2. If the specimen is a blood sample all necessary equipment/collection tubes will be obtained with an appropriate lab request slip.

3. Inform the inmate of the necessary blood draw and obtain permission for the procedure from him or her.

4. Immediately after procuring the sample the sample must be labeled.

5. Centrifuge the sample if warranted. (Gel or Tiger top samples.)

6. If specimens are not designated as “STAT” they must be placed in the cooler with a cold pack for pick-up by 1300 hours.

7. If the specimen is a “STAT” the courier service must be notified.

8. All lab returns should be called or faxed to the physician and then placed in the “Current” folder for signature. If the lab values are abnormal or require a medication adjustment the physician should be notified immediately upon receipt of the return values.

By Order of the Division Chief

Signed by _____ _____08/26/09___
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **HOSPITAL AND SPECIALIZED AMBULATORY CARE**

NUMBER: **20-J-D-05**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail to refer those inmates who require hospital care to local hospitals or specialist's office. The jail will have a written agreement with the hospitals that are utilized in providing specialized care to the inmates.

SOURCE: NCCHC Standard J-D-05 - Written policy and defined procedures require, and actual practice evidences, that the jail has arrangements for providing hospital and specialized ambulatory care for medical and mental illnesses in facilities that meet state licensure requirements for hospital care.

INFORMATION: The jail has a written contract with Community Hospital to provide for the hospitalization of those inmates who require this specialized care.

Psychiatric hospitalization is facilitated by the Mental Health Center, who has contracts with local hospitals. The Mental Health Center also has a written agreement with Fort Logan Hospital, which is the state facility for mental health.

The inmate's ability to return to the jail is dependent on the inmate's ability to complete activities of daily living with only limited nursing care. The inmate must also be able to exist in a multiple-inmate housing unit.

PROCEDURE I - Hospitalization/Medical

1. When an injury occurs that requires medical or surgical intervention, a nurse will notify the On-Duty Supervisor (ODS) that the inmate needs to be transported.

2. The mode of transportation will be identified as jail transport or ambulance.

3. A nurse will notify the hospital that an inmate is being transported and will give a brief report about the need for transport.

4. If the illness/injury is not an emergency, the nurse will write a "TRANSFER SUMMARY", detailing the current injury/illness, any pertinent history, allergies, current medication, compliance with care, and the current state of the inmate.

5. If the injury/illness is an emergency, the nurse will provide this information to the hospital verbally.

6. The ODS will prepare the transport, or assign an officer to accompany the inmate if the transfer is via ambulance.

7. A nurse will call the hospital daily for information to update the medical record, and to allow the officers to prepare for guard duty.

8. The Health Services Administrator will notify the Jail Division Chief of the hospitalization.

9. The Transport Sergeant will notify the courts if hospitalization coincides with court appearances.

10. If the injury/illness is serious or life threatening, the Health Services Administrator will activate the procedure for notifying the emergency contact.

11. Upon the return of the inmate to the facility, a nurse will obtain orders from the treating physician.

12. The nurse will obtain a hospital summary of care and flag this for the jail physician's review. The inmate will be placed on the schedule for the next physician clinic.

PROCEDURE II - Psychiatric Hospitalization

1. In the event of a psychiatric emergency, a nurse or mental health counselor will notify a Crisis Worker from the Mental Health Center.

2. If the Crisis Worker determines that hospitalization is indicated, the psychiatrist will be contacted to initiate an order for the hospitalization.

3. The Crisis Worker will document the physician orders and will initiate a "HOLD AND TREAT (72 HOUR HOLD)", if the inmate cannot be admitted voluntarily.

4. A Judge will be notified to obtain permission for hospitalization.

5. Upon order of a Judge, the Crisis Worker will secure a psychiatric bed at a local hospital or at Ft. Logan, the state facility.

6. Once the bed is secured, the inmate will be transported to the hospital for a medical clearance.

7. The Crisis Worker will write a report that details the psychiatric history and current status.

8. A nurse will provide any pertinent medical information, including allergies, injuries, current medications, and chronic diseases.

9. Upon release from the hospital, the inmate will return to the jail. A nurse will obtain reports from the hospital and initiate the orders of the physician.

10. The nurse will flag the orders for the psychiatrist to review at the next scheduled clinic.

By Order of the Division Chief

Signed by _____ _____06/17/09_____
Larry R. Hank Date

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BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **INFORMATION ON HEALTH SERVICES**

NUMBER: **20-J-E-01**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that inmates will be informed regarding the availability of medical care, and the procedures for obtaining that care, within the first 24 hours of their arrival. Information will be provided in written and verbal forms, in a text and language they understand.

SOURCE: NCCHC Standard J-E-01 - Written policy and defined procedures require that information about the availability of health care services be communicated orally and in written form to the inmates. This information must be in a language and form that the inmates can comprehend and utilize upon their arrival at the jail.

INFORMATION: It is intended that all inmates know about the availability for medical, dental, and mental health care and how to access them. The inmate should be knowledgeable about the access system for emergency and routine care. The fee-for-service programs and grievance process for health related complaints are delineated and clear to all inmates.

Information about health care services is basic to the provision of care in correctional settings and appropriate efforts are made to ensure that inmates understand how they can access such services.

PROCEDURE I – INFORMATION DISSEMINATION

1. Signage is posted in the Booking waiting area, and in all intake housing units informing inmates that: "A nurse will see you within 24 hours. If you have immediate medical needs, tell an officer and a nurse will be contacted."

2. On the morning following intake, a module officer will give each inmate an orientation. This orientation includes information on medical care and the procedure for obtaining both routine and immediate care. The following information is outlined:

a. Available medical services.
b. How to obtain medical/dental/mental health care.
c. A verbal alert regarding high-risk behaviors and their possible consequences.

3. A written list of all topics covered by the Orientation is posted in each module.

4. Inmates who have been incarcerated in the previous 24 hours will receive an orientation conducted by the module officer in Intake and Women's' modules.

5. The officer will explain the basic procedures, rules, and regulations of the jail. This will include information for seeking medical attention, both routine and immediate.

6. The officer will be available to answer questions and/or clarify information.

7. If inmates have been taken to the Disciplinary Module upon intake, due to behavior and/or non-compliance, the inmates will attend the orientation upon their transfer out of Disciplinary.

8. Interpreter services will be made available to facilitate communications due to speech, hearing or language deficits.

By Order of the Division Chief

Signed by_____ ____06/17/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MEDICAL CRITERIA FOR LOWER BUNK ASSIGNMENTS**

NUMBER: **20-J-E-02**

EFFECTIVE DATE: **August 17, 2015**

POLICY: It is the policy of the Boulder County Jail to establish lower level/lower bunk assignments based on specific medical criteria for the safety of all inmates. The criteria is defined by the Medical Director and overseen by the HSA as determined by the Jail Management Team (JMT).

INFORMATION: Due to a limited number of bunks, restrictions and/or special needs; it is necessary to have established medical criteria for the purpose of assigning lower levels/ lower bunks to inmates as well as established timeframes for the removal of those restrictions.

SOURCE: **None**

PROCEDURE I - Criteria Considered for Lower Level/ Lower Bunk and Timeframe

1.	Alcohol and/or Benzodiazepine Withdrawal	5 days
2.	Documented/ Reported Seizure Disorder (Inmate must have a reported seizure disorder, not related to drug/alcohol withdrawals.)	Indefinite
3.	Acute injury for which inmate is receiving treatment.	Temporary
4.	History of surgery within 30 days, verifiable.	Temporary
5.	Missing a limb/ Amputee	Indefinite
6.	Chronic medical conditions, as determined by medical which require a lower level/lower bunk restriction for safety.	Indefinite

PROCEDURE II – Criteria for Lower Bunk and Timeframe Allotted

1.	Opiate Withdrawal	7 days
2.	Pregnancy	Until Delivery
3.	Over age 65	Indefinite

Inmates who are given a lower level/ lower bunk assignment are to be given a Medical Card upon booking, with an expiration date. Once expired, the card should be confiscated by BCSO staff, returned to medical for the restriction removal and inmate can be re-evaluated. If the inmate still requires a lower bunk, they must kite to medical and have a renewal card issued.

PROCEDURE III Removal from restrictions.

If an inmate is determined to be medically stable, he/she will be housed according to the needs of the facility for safety and security purposes.

Inmates will be educated on the policy and plan of care as evidenced by their signature on the bunk restriction card. A refusal to sign must be accompanied by a witness (i.e. deputy, medical staff or other civilian staff).

By Order of the Division Chief

Signed by_____ 08/17/2015
Bruce K. Haas Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **HEALTH ASSESSMENT**

NUMBER: **20-J-E-04**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

POLICY: It is the policy of the Boulder County Jail to complete an initial intake health assessment on each inmate booked into the jail. A periodic health assessment is scheduled based on findings from the initial physical assessment or recommendations from the health examiner. A physical examination will be performed on each inmate within the first fourteen days of confinement. This examination will be completed by a Physician Assistant, Nurse Practitioner, or Registered Nurse (RN), who has been trained in doing advanced physical evaluations; using the procedures and forms approved by the Health Authority.

SOURCE: NCCHC Standard J-E-04 – Inmates receive initial and periodic *health assessments* in the facility.

DEFINITIONS:

Health Assessment – The *health assessment* is the process whereby the health status of an individual is evaluated, including questioning the patient regarding symptoms. The extent of the health assessment is defined by the responsible physician, but should include at least the steps noted in this standard.

Physical Examination – The *physical examination* is an objective, hands-on evaluation of an individual. The evaluation involves the inspection, palpation, auscultation, and percussion of a patient's body to determine the presence or absence of physical signs of disease.

INFORMATION: A Registered Nurse completes a thorough health history for each inmate within eight (8) hours of the inmate's arrival at the jail. This procedure includes an assessment of physical, dental and mental health needs, including vital signs. As a result of this assessment, any identified medical, dental, or mental health need, including diagnostic testing, are addressed at the time of the exam, or the inmate is referred for treatment to the appropriate practitioner. Health assessments are not required for those inmates who are readmitted to the correctional facility, when the last assessment performed is

within twelve (12) months and the receiving screen shows no changes in health status.

The Health Authority, in conjunction with the Public Health Authority, has determined that routine testing for communicable sexually transmitted diseases is not required, but will be dictated by the symptoms or inmate history.

A full physical examination is completed for each inmate as soon as possible, but no later than fourteen (14) calendar days after arrival. In consideration of results from the receiving screening process, a physical examination includes the following:

1. A review of the receiving screening results, and the collection of additional health history data to complete the medical, dental, and/or psychiatric histories.

2. Laboratory and/or diagnostic testing to detect Communicable diseases, as determined by the responsible medical provider. The physician may use consultation with the local public health authority.

3. Recording of height, weight, pulse, blood pressure, and temperature.

4. Physical examination, including comments about mental health and dental health status. The exam may include a pelvic examination and PAP smear for women, as determined by the responsible medical provider.

5. Other tests and examinations as appropriate

6. A review of the significant findings of the health assessment, and identification of other health problems through the collection of personal and family health histories.

7. Recommendations for general health care, appropriate referrals, and immunizations when indicated.

The collection and recording of health assessment data is handled as follows. The health authority will approve the health assessment forms. Qualified health personnel collect health history and vital signs. An appropriately trained RN, physician's assistant, nurse practitioner, or physician performs the detailed physical assessment.

An inmate, who is rebooked and has received a documented health assessment within the previous twelve (12) months, will have previous physical results

reviewed. The examiner, if deemed appropriate, can update diagnostics, other medical treatments and the physical exam.

In consideration of the age, sex, and state of health of the inmate, as well as health needs of the inmate population, certain elements of the health assessment are repeated at appropriate intervals. Practice standards in the community, as well as recommendations by professional organizations, are used to establish recommended intervals.

PROCEDURE I - Preparation for Performance of Physical Examinations

1. A Booking Officer screens each inmate upon initial intake for medical issues. This screening is recorded on a form that is generated in Tiburon and placed in the medical box in Booking.

2. The booking nurse utilizing the Intake Medical Screening form performs an initial Health Assessment on each incoming inmate.

3. At the conclusion of that assessment, the nurse will file the Initial Health Screening form in the inmate's medical record.

4. The examiner who is preparing to conduct the fourteen (14) day physical examination will generate a computer record of all those inmates who were booked into the jail ten (10) days prior, and who remain incarcerated.

5. The examiner will check the TB testing form to ascertain results of TB assessment at intake. If the inmate falls into a TB risk category and has not had a PPD placement, one is placed during the exam. The examiner will also check the radiologist interpretation of a chest x-ray, if one was completed.

6. A Medical Rover (officer assigned to escort inmates) is provided with a list of those inmates who should be escorted to Health Services.

7. The examiner will escort each inmate into the treatment room and instruct the inmate in the parameters of the examination. The inmate's consent to have the examination performed is obtained.

8. The Medical Rover is not required to remain in the medical unit, unless there is concern about a specific inmate's cooperation. If there is a concern, the physical examination **may** be deferred until a later time. Two nurses will always be in attendance when a physical examination is performed, though the second nurse may be in the adjoining work area.

9. Specific hours are scheduled on each shift for the performance of physical examinations. A Medical Rover is designated for this time period. The

examiner will complete as many examinations during the time scheduled as is reasonable and/or possible.

10. The examiner will refer those physical examinations that are not completed to the following day's schedule. In the event that there are not enough physical exams on a given day to fill the schedule, those exams may be deferred to the following day, as long as there is compliance with the fourteen (14) day rule.

PROCEDURE II - Physical Examinations

1. The examiner will explain the examination process to the inmate, and obtain verbal permission for the exam to proceed. The examiner will review the intake screening results.

2. The initial health assessment must include, but is not limited to the following:

    a. Review of the intake screening results;
    b. Collection of additional data to complete the medical, dental, and mental health histories;
    c. Recording of vital signs, to include height, weight, pulse, blood pressure, and temperature;
    d. *Physical examination* including breast, rectal, and testicular exam as deemed necessary by the examiner;
    e. Laboratory and/or diagnostic tests for communicable diseases of concern.
    f. Tuberculosis skin test (PPD), if not already administered during the intake process;
    g. Updating health status with appropriate immunizations.

3. The responsible physician determines the standard for frequency and content of the periodic health assessments based on protocols promulgated by nationally recognized health professionals. The physician and the Health Services Administrator approve the format for the health assessment form.

4. The health history and vital signs are collected by a qualified health professional.

5. A physician, physician's assistant, nurse practitioner, or other health practitioner as permitted by law will perform the physical examination. The responsible physician will document his/her review of the physical examination when performed by a physician assistant, nurse practitioner, or other health professional/practitioner.

6. The physical exam portion of the health assessment may be completed by a registered nurse when:

   a. The nurse completes appropriate training, approved or provided by the responsible physician; and
   b. The responsible physician documents his or her review of all health assessments.

7. The examiner will question the inmate about physical and mental history. The examiner will inquire about current physical problems or concerns. The time can also be used to educate about health and hygiene principles.

8. The nurse will observe the inmate throughout the examination for mental problems, ability to comprehend and follow directions, affect, memory, and intelligence. The nurse will ask the inmate about his/her mental health and refer persons who demonstrate concerning symptomology, to the counselor for further examination.

9. Problems identified during the physical examination will be referred to the appropriate clinician: physical problems to the physician, dental problems to the dental nurse/dentist, and mental health problems to the counselor.

10. At the conclusion of the examination, the nurse will ask the Rover to return the inmate to his/her living unit.

11. During the wait for the next inmate, the nurse will complete the documentation of the physical examination, and make the necessary referrals.

PROCEDURE III - TB Skin Tests and Follow-Up

A TB test will be conducted on each inmate at Intake, if the inmate cannot recall being tested, or has not been tested, within the previous six (6) months. If an incoming inmate is symptomatic, has a history of exposure, or a positive PPD test, a chest X-ray will be performed at the time of the intake screen.

1. The nurse will obtain a history from the inmate:

   a. A positive skin test in the past.
   b. A history of TB treatment
   c. Prescribed course of BCG

2. The inmate will sign a consent form authorizing the skin test.

3. The nurse will inject 1/10cc (.1cc) of the antigen intradermally into the medial aspect of the inmate's forearm.

4. The inmate will be advised that the test will be read in 48 to 72 hours.

5. The nurse will write on the testing form the anatomical position of the test and the date and time that the skin test should be read. The form will be placed in the pending file until read.

6. In 48 to 72 hours, the nurse on morning diabetic rounds will read the test.

   a. 5mm reaction is considered positive for immune compromised persons.
   b. 10mm reaction is considered positive for all other persons.

7. The nurse will call to schedule a portable chest x-ray.

8. The Public Health TB Clinic Referral Form (as attached) will be completed and faxed to the Boulder County Public Health TB Clinic.

9. The Public Health Department will contact the Medical Unit with instructions for further testing/treatment.

10. If the inmate is released prior to recommendations from the Health Department, the inmate will be referred to People's Clinic for further follow-up.

11. If sputum specimens need to be obtained, medical personnel will collect first morning sputum specimens for three days. The sputum should be collected in a well-ventilated area, away from general jail population, or the inmate may be taken outside for collection. If conditions do not support this collection methodology, the inmate will be taken to the hospital for sputum collection.

12. The inmate will be placed in isolation for a positive skin and must wear a mask for attending courts, or for other necessary appearances outside of isolation.

13. Isolation will occur in Special Management (SMAN) in one of the two rooms with a negative air ventilation system. Airborne precautions will be followed.

PROCEDURE IV - Recommended Treatment

1. At the termination of testing, the Health Department may recommend treatment utilizing Isoniazid (INH).

2. The Health Department will give orders for the medication, dosage, and duration.

3. If the inmate is alcoholic, has a history of hepatitis, or is over the age of 35, the nurse will draw blood for liver function tests.

4. The nurse will schedule the inmate for an appointment with the physician to discuss the treatment recommendations.

5. Upon consent of the inmate, the nurse will begin the medication.

6. Upon release of the inmate from jail, the nurse will instruct the inmate to go to the People's Clinic for completion of treatment.

7. The nurse will call the People's Clinic to advise them of the inmate's release from jail, and the number of doses of INH given during incarceration.

8. Active TB will require isolation for airborne infection. The initial treatment will likely be at the hospital, with return to the jail for convalescence.

PROCEDURE V - Hepatitis B Testing & Treatment

1. All inmates will be screened for HBV (Hep.B) at intake during the Intake Assessment. Inmates with symptoms of HBV, previous diagnosis of Hepatitis B of history of injection drug use, will be tested for Hepatitis.

2. The physician will make specialist referral of Hepatitis positive inmates.

    a. All healthcare providers and other jail staff will use universal precautions when dealing with Hepatitis B positive inmates.
    b. Universal Precautions include the appropriate use of hand washing, protective barriers, personal protective equipment, and care in the use and disposal of needles and other sharp instruments.

PROCEDURE VI - Women's Health Care

1. The Boulder County Jail meets the recognized community standards for women's services.

    a. Intake procedures include histories on pregnancies, gynecological problems and STD's.
    b. Female intake examinations are decided upon based on the inmate's age, sexual history, and past medical history.
    c. Counseling is available to resolve issues of conflict resolution and depression. Counseling is available to address issues related to parenting, child custody, and substance abuse.

By Order of the Division Chief

Signed by	04/09/09
Larry R. Hank	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **ORAL SCREENING**

NUMBER: **20-J-E-06**

EFFECTIVE DATE: **June 25, 2009**

REVIEW DATE: **June 25, 2010**

POLICY: It is the policy of the Boulder County Jail that Oral Screenings and dental care is done under the direction of a Dentist licensed in the State of Colorado. Each inmate is provided with oral care, which includes immediate access to emergency care if required. Using the Dentist's best judgment, there is an established system for identifying priorities of care.

SOURCE: NCCHC Standard J-E-06 - Written policy and defined procedures require, and actual practice evidences, that oral screening is performed, and instruction in oral hygiene and oral health education are provided within 14 days of admission. Dental care is provided to each inmate under the direction and supervision of a Dentist licensed in the State of Colorado. Each inmate has access to the preventative benefits of fluorides in a form determined by the Dentist to be appropriate in the jail setting.

INFORMATION: When determining the level of oral care to be given, the first consideration is given to inmates whose health might be adversely affected without attention to dental needs. Services from the Dentist are available in the jail at least two times per week. A Dental Hygienist assists the Dentist in performing x-rays and dental examinations. Written dental protocols may be utilized by Health Services (hereinafter referred to as Medical) in the care and maintenance of the inmate's dental needs, or as a precursor to dental services.

The Dentist is available for telephone consultation as needed.

Inmates with serious infectious conditions or abscess may be sent to the emergency room.

Toothpaste containing fluoride will be given to each inmate housed in the facility and all inmates are provided with a toothbrush.

PROCEDURE I - Dental Screening

1. Inquiries regarding dental health are done at the time of the intake screen.

2. If a nurse detects significant problems, or particularly painful conditions, the inmate will be referred to a Dental Hygienist for assessment.

3. Teeth and gums will be inspected in more detail during the physical examination.

4. A nurse will record observations and refer significant problems to the Dental Hygienist.

5. The Dental Hygienist will obtain a computer list of all inmates coming into the jail in the previous two weeks to determine who is still incarcerated.

6. Oral hygiene instruction and preventative oral education are provided within one month of admission.

7. Consultation through referral to a specialist is available as needed.

8. Oral treatment, with the exception of extractions, is provided according to treatment plans developed using the Dentist's best judgment.

9. Extractions are provided in a manner consistent with community standards of care.

10. Radiographs are appropriately used in the development of the treatment plan.

11. Dental protocols addressing pain and infection may be implemented by Medical. These protocols are approved and revised by the Dentist.

12. Medical or the Dental Hygienist may make referrals to the Dentist.

By Order of the Division Chief

Signed by _____ 06/17/09
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **NON-EMERGENCY HEALTH CARE REQUESTS AND SERVICES**

NUMBER: **20-J-E-07**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail that health-trained personnel will provide routine "sick-call" in order to provide basic, non-emergent treatment of inmate health problems.

SOURCE: NCCHC Standard J-E-07 - Written policy and defined procedures require that all inmates have the opportunity to daily requests for medical assistance.

INFORMATION: Every inmate has the opportunity and the access to daily medical assistance by submitting requests to Health Services (hereinafter referred to as Medical) in writing or verbally. These requests are documented as a "sick call". Inmate requests are received, triaged and followed by appropriate treatment. All requests are to be acted upon within 24 hours of the request. All responses are based on physician-approved protocols.

1. Inmates are instructed, via the Inmate Rules and during the intake orientation, regarding the mechanism for being seen at "sick call".

2. This procedure is posted in each module.

3. Inmates are instructed to write an Inmate Request (kite) to Medical to be seen by a nurse.

4. At the beginning of the Night Shift, and during early morning diabetic rounds, a nurse will gather all of the "sick call kites".

5. The "kites" will be triaged and prioritized. Those that are non-emergent will be deferred to the day or evening shift for response.

6. Medical will review the files of those inmates and triage them accordingly.

7. Medical will conduct “sick call” at the beginning of the evening shift and after lockdown on Nights. A nurse will assess the inmates in the respective modules or have the inmate escorted to Medical.

8. The nurse will assess the medical problem, explain their findings to the inmate, provide health information, and treat the inmate, if indicated following the appropriate protocol.

9. If the assessment of the nurse indicates a more severe problem, the nurse may call the physician for advice and orders, or the inmate can be referred to the physician.

10. If the problem presented is dental or mental health, the nurse will refer the kite to those practitioners.

11. At the conclusion of the inmate assessment, the nurse will write a response on the kite. The discussion will be noted in the inmate’s medical record, including the protocol employed.

12. The inmate will be provided with a copy of the kite, including response, and the original will be placed in the inmate’s medical record in the section designated for kites.

By Order of the Division Chief

Signed by_____ _____06/17/09_____
Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **EMERGENCY SERVICES TREATMENT DIFFERENTIAL MEDICAL RESPONSE**

NUMBER: **20-J-E-08**

EFFECTIVE DATE: **June 18, 2009**

REVIEW DATE: **June 18, 2010**

POLICY: It is the policy of the Boulder County Jail to provide inmates with unimpeded access to a full range of medical and dental services, including twenty-four hour emergency medical, mental health, and dental services. This includes varying levels of response to medical situations, from minor medical emergencies to serious, life-threatening situations

SOURCE: NCCHC Standard J-E-08 – The facility provides 24-hour emergency medical, mental health, and dental services.

DEFINITIONS:

Emergency medical, mental health, and dental health care – care for acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic.

Automated External Defibrillator – AED's are electronic devices that interpret cardiac rhythms and, if appropriate, deliver an electrical shock to the patient.

Medical Red – signifies medical emergency of a serious, life-threatening nature. The elements of these events will require the attention of a nurse, trained in life saving procedures, and very likely require emergency room involvement or specialty intervention. The involvement of EMS/Paramedics will not be presumed, but in most cases will be required. The nurse or advanced prepared first responders, upon direction from the nurse, will issue the directive to initiate 9-1-1 responses. Examples of these situations include undetectable cardiac arrhythmias, including cardiac arrest, serious trauma, respiratory emergencies, suspected overdoes, unrelenting seizures and bodily system compromising suicide attempts.

INFORMATION: The purpose of this policy is to:

1. Maximize the effectiveness and the efficiency of the response to medical emergencies in the jail;

2. Establish the appropriate response of medical resources to varying medical requests; and

3. Provide staff with an effective means to identify the perceived medical needs.

Registered Nurses (RN) will staff the Health Services Unit (hereinafter referred to as Medical) twenty-four (24) hours per day, seven days per week. The Health Authority, or designee, is on call twenty-four hours per day. RN sick call is conducted daily, seven days per week. An inmate who becomes ill or injured may alert staff anytime and the nurse will respond when called.

Avista Hospital and Boulder Community Hospital are both accredited, full-service hospitals with on-staff Emergency Room (ER) physicians and on-call specialists in all fields of care.

Pridemark ambulances are located near the jail and are directly linked with the Boulder Regional Communications Center.

Medical transports are conducted immediately, or within the time frame indicated by the injury or illness, as assessed by a nurse. No security status prevents, or delays medical treatment, including transport to a medical facility.

Emergency equipment, dressings, and O2 are located in the treatment room. Each new employee is oriented to this equipment and location.

First-aid kits will be stored in the following jail locations:

1. Building A Officer Work Stations
2. Building B Officer Work Stations
3. Building C Officer Work Station
4. Inmate Worker Officer Work Station
5. Booking
6. Reception
7. Food Service
8. Gym
9. Master Control

PROCEDURE I - Assessment of Medical Needs

1. All situations requiring medical attention will be announced via radio requesting a Medical response.

2. The location will be identified along with a brief description of the occurrence and need.

3. An available nurse will respond for assessment of the situation and to provide any necessary first aid.

PROCEDURE II - Medical Emergencies and Medical Red Calls

1. Medical Red calls should be announced via radio as, "Medical Red in (location)." An attempt should be made to provide a brief description of the event.

2. A "Medical Red" radio call will precipitate a response by all available medical personnel **with the crash cart**. Additionally:

a. Medical personnel will acknowledge the call of a "Medical Red" via radio; so that other staff is aware that Medical is alert to the call.
b. The On-Duty Supervisor (ODS) will respond to the scene.
c. If medical personnel require assistance in obtaining medical equipment or the crash cart, they will provide this information via radio.
d. Additional security resources will respond to the call. Officers will lockdown other inmates in the area, as well as adjoining housing areas, as needed.
e. The scene of the medical emergency will be secured for the safety of staff, as well as the preservation of any potential evidence related to the situation.
f. Upon arriving at the scene, Medical will provide an assessment. They will inform the security staff of any needs, including the need for an ambulance or additional medical personnel. Once the ambulance arrives, their personnel will assume control of the patient/inmate.
g. In the event that the inmate is stabilized prior to arrival of ambulance personnel, the inmate may be moved to the garage by scoop stretcher or gurney, under the authority of a nurse, who will remain with the inmate until the ambulance arrives.
h. The ODS will assign appropriate personnel to accompany the inmate to the hospital.
i. The ODS will also notify the Jail Division Chief and the Health Services Administrator of the ambulance transfer.
j. The reporting officer will complete an Incident Report and all others responding to the scene will submit a supplement to that IR.

k. The nurse will document appropriate information in the inmate progress record, as well as a supplement to the IR.

l. If hospitalization is required, the ODS will make the arrangements.

PROCEDURE III - Use of An Automated External Defibrillator (AED)

Ventricular fibrillation is the most common cause of sudden cardiac arrest and pulse less ventricular tachycardia. An AED is an electronic device that interprets cardiac rhythms, makes “shock” or “no shock” decisions and, if appropriate, delivers an electric shock to the patient. Non-physician medical personnel who have been trained in the application and use of an AED may apply it.

1. The use of AED’s in the jail have been approved and implemented under the direction of the responsible physician in collaboration with the facility authority.

2. Non-physician medical and trained non-medical personnel are permitted to use AED’s. Jail personnel are trained in the placement and use of AED’s during the new-employee orientation and annually thereafter.

3. AED’s are located on both medical crash carts; the first being located in Medical and the second in the designated BD Corridor closet across from the Building C sally port.

4. An officer is assigned to check the AED’s for adequate function on a quarterly basis.

PROCEDURE IV - Court Notification

1. If an inmate is hospitalized and will miss a court date, the ODS will ensure that the Court/Transport Sergeant or a Court/Transport Officer is notified. That person will then contact the appropriate court.

By Order of the Division Chief

Signed by _____ 06/17/09

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: **MANAGEMENT OF SUICIDAL INMATES**

NUMBER: **20-J-G-05**

EFFECTIVE DATE: **April 10, 2009**

REVIEW DATE: **April 10, 2010**

PHILOSOPHY: The Boulder County Jail is committed to the philosophy that "every life can be saved" and has a suicide prevention program that incorporates NCCHC standards. All personnel are trained in suicide prevention. Communication between all personnel is maintained at an optimum level, thereby, promoting a team approach in recognizing and preventing suicide.

SOURCE: NCCHC Standard J-G-05 - Written policy and defined procedures require, and actual practice demonstrates, that the Boulder County Jail has a program for recognizing and responding to suicidal individuals. The program components include the following: Training, Intake Screening/Assessment, Referral, Housing, Monitoring, Communication, Intervention, Notification, Reporting, Review and Critical Incident Debriefing.

TRAINING: All jail personnel are trained in recognition of suicidal risk factors and suicide prevention. This includes verbal, non-verbal, and behavioral cues that indicate a potential suicide and how to respond appropriately.

Jail personnel receive eight (8) hours of training at the time they are hired and two (2) hours of updated training annually thereafter. There will also be a suicide attempt "mock drill" twice a year.

INTAKE SCREENING/ASSESSMENT: Identification of suicidal inmates begins with the initial screening conducted by Booking Officers and the Medical Confidential Health History screening done by Medical personnel. Intake screening and assessment are invaluable in identifying suicide risk factors.

The medical screening form includes inquiry regarding: Past suicidal ideation and/or attempts, current ideation, threat or plan; Prior mental health treatment/hospitalizations, recent, significant loss (job, relationship, death of a family member/close friend; suicide risk during prior confinement; and arresting/transporting officer's belief that the inmate is currently at risk.

Medical personnel complete the Intake Screening process within eight (8) hours following completion of the booking process.

Booking personnel, Bond Commissioners, Medical, and Mental Health personnel are alert to any unusual behavior, suicidal statements, or gestures reported by the arresting officers. If suicide-warning signs are noted at any point during the intake process, intake personnel complete the medical Intake Screen at the time of notification.

The new inmate is monitored continuously in Booking, or transferred to the Special Management Module, for monitoring until the Intake Assessment can be completed. All clothing and personal belongings are removed prior to transfer and the inmate is placed in a suicide smock, on Suicide Precautions.

The identification process continues throughout an inmate's term of incarceration. Special attention is given to known high-risk periods: upon admission to the facility; following new legal problems; divorce proceedings; losing custody of children, suffering humiliation or rejection, etc.

Module Officers are trained in identifying potentially suicidal inmates, who are immediately referred to Mental Health personnel. All jail personnel are trained to be aware of an inmate's response to court hearings, trials, sentencing, etc., and will notify Jail Mental Health of any change in behavior/mood during these critical time periods. Mental Health will respond to this information as the highest priority and evaluate the inmate for any possible suicidal ideation or intention, within twenty-four (24) hours.

Any jail officer, or Medical/Mental Health personnel may initiate suicide Precautions, however, only Jail Mental Health personnel, or a Crisis Worker from the Boulder County Mental Health Center, may remove an inmate from Suicide Precautions. Once an inmate has been placed on Suicide Precautions, the staff person who initiates this will complete an Incident Report detailing reasons for precautions to be taken.

REFERRAL: When an inmate is placed on Suicide Precautions, Jail Mental Health personnel are notified immediately, either by phone, radio transmission, or in person. If there are no Mental Health personnel on the premises at the time, Suicide Precautions are initiated. The person placing an inmate on Suicide Precautions will complete an Incident Report documenting the reasons for precautions. The On-Duty Supervisor will forward the Incident Report to Jail Mental Health.

EVALUATION: Boulder County Jail Mental Health personnel, or trained mental health professionals from the Boulder County Mental Health Center will evaluate all inmates placed on Suicide Precautions. The Mental Health professional will read the arrest report for any pertinent information concerning

suicidal statements or gestures made by the arrestee (mood, aggression, substance abuse will all be noted).

In addition, the mental health evaluation will include a review of the inmate's medical chart for any history of psychiatric medication, suicide attempts, or unusual behavior. This information will be used as part of a comprehensive mental health evaluation with the inmate.

In the event the inmate meets 27-10 criteria for involuntary psychiatric hospitalization, meaning that the inmate is an imminent danger to self/others, or is gravely disabled from a mental health illness, Jail Mental Health personnel will coordinate the process of having the inmate transferred to a psychiatric hospital. If the inmate does not meet 27-10 criteria, the inmate will remain in jail on Suicide Precautions.

When an inmate is on Suicide Precautions, they <u>may not be released on bond without first being evaluated and cleared by either Jail Mental Health or the Boulder County Mental Health Center Crisis team.</u>

HOUSING: An inmate on Suicide Precautions will be housed in a manner that optimizes safety. A cell that does not have access to stairs will be utilized to prevent jumping from the top tier. A safety cell housing an inmate on Suicide Precautions will be located close to the Officer Work Station and clearly visible by staff.

All cell vents at the Boulder County Jail have been retrofitted to be as suicide-resistant as possible, to prevent hanging within the cell.

When an inmate is placed on Suicide Precautions, all items that could be used for self-harm, are removed (pencils, razors, sheets, shoestrings, socks, underwear, etc.). Regular jail clothing is removed and the inmate is dressed into a Safety Smock and given a Safety Blanket. These items are made of a special fabric that is impervious to being ripped and used for hanging. Every effort will be made to ensure the inmate's safety while preserving their dignity. Specially designed paper garments are worn over the Safety Smock when the inmate attends court.

MONITORING: Housing decisions are made based on the Jail's ability to optimally visualize and interact with the inmate.

Cell doors are equipped with heavy gauge, unbreakable glass panels that allow jail personnel a full-unobstructed view of the cell interior. Cells do not contain electrical switches, door handles, or radiators.

While on Suicide Precautions, the Module Officer will conduct irregularly spaced welfare checks at least every fifteen (15) minutes. The use of physical restraints,

i.e., restraint chairs and strapping, are avoided and used only as a last resort, when the inmate is engaging is self-destructive behavior.

Each housing unit contains emergency equipment, including first-aid kit, safety glasses, and mouth shield, Ambu-bag, and rescue tool, to cut through fibrous material. Jail personnel inventory this equipment each morning.

COMMUNICATION: The Arresting Officer or Transporting Officer will verbally communicate any suicide risks to the Booking Officer on arrival at the jail. The Arresting Officer or Transport Officer will initiate the Intake Mental Health Screening tool by answering question number one. The Arresting Officer will note the suicide concerns on the arrest report.

In the event the Jail Mental Health personnel place the inmate on Suicide Precautions, they will verbally inform the ODS and the Module Officer where the inmate will be housed. They will reference the Incident Report number that reflects the incident in the appropriate Treatment Plan. They will complete the Hazards and Event section in Tiburon. Jail Mental Health personnel will verbally inform Medical personnel of the suicide placement. They will write the inmate's name on the Pass-On board in the Medical Unit and the Suicide Precaution Board, located by the Mental Health Office.

If a nurse from Medical places an inmate on Suicide precautions, he or she will inform the ODS. They will communicate with Classification regarding a housing assignment and will inform the Module Officer in the Module in which the inmate will be housed. They will complete the Incident Report and formulate and document a Treatment Plan. They will also complete the Hazards and Event section in Tiburon.

The nurse placing the inmate on Suicide Precautions will complete a Mental Health Referral form and put the form in the Jail Mental Health Office. The nurse will place the inmate's name on the Pass-On board in Medical and on the Suicide Precaution board by the Mental Health Office.

If an officer places the inmate on Suicide Precautions, they will inform the ODS, Medical staff on duty and the Module Officers where the inmate will be housed. They will complete an Incident Report and the Hazards and Event section in Tiburon. The officer will e-mail Jail Mental Health personnel that the inmate has been placed on Suicide Precautions.

If the ODS places an inmate on Suicide Precautions, they will verbally inform the Module Officers in the Module where the inmate is being housed. They will verbally inform Medical personnel on duty. Medical personnel on duty will write the inmate's name on the Pass-On Board in Medical and on the Suicide Precaution Board near the Mental Health Office. The ODS will complete the Incident Report and the Hazards and Event section in Tiburon. The ODS will e-

mail Jail Mental Health personnel that the inmate has been placed on Suicide Precautions.

A copy of the Incident Report will remain on the clipboard in the Officer Work Station of the Module in which the inmate is being housed. The officers working that module need to check the clipboard on a daily basis and code the module roster to inform that the inmate is on Suicide Precautions.

The Mental Health Counselor will review the Medical Pass-On Board and the Suicide Precaution Board on a daily basis.

In the event that an inmate transfers to another facility while on Suicide Precautions, the Transport Officer will be notified verbally. Medical will provide a Transfer Summary, which will include that the inmate is on Suicide Precautions.

INTERVENTION: Suicide prevention is a multi-dimensional issue and includes effective intervention following incidents of self-injury. Personnel who discover a suicide attempt in progress will call for back-up and announce a “Code Red” in the module or area where the incident has occurred. Medical personnel will respond with the Crash Cart. Master Control will document the time. If the incident occurs in an inmate module, the Module Officer will direct the remainder of the module to lockdown.

The person who finds the inmate will start CPR/First Aid until a nurse from the Medical Unit arrives. Once Medical arrives at the scene, the nurse will determine if an ambulance is needed. Master Control will coordinate the call for an ambulance. Medical personnel will coordinate the ongoing CPR/First Aid. The CPR/First Aid will continue until the ambulance arrives, or the inmate is resuscitated.

If the inmate needs to be hospitalized, the ODS will arrange for security to accompany the inmate.

Personnel responding to the scene will coordinate securing the scene if necessary.

In the event that the Mental Health Counselor is not available, the nurse will call Boulder County Mental Health Crisis to respond.

The Officer initiating the “Code Red” will complete an Incident Report. Other involved personnel will complete a Supplemental Report. The Jail Psychiatrist will evaluate the inmate on the next scheduled rounds.

All personnel who come into contact with inmates will be trained in standard basic First Aid and will be CPR certified.

If death results from a suicide attempt, Policy 20-J-A-10 will go into effect.

NOTIFICATION: The ODS, or designee, will contact Operations and request that a Detective respond to the jail.

The ODS will ensure that the scene is secure. The ODS will obtain the names of all jail personnel that were involved with the incident. The ODS will obtain the names of any inmates, visitors, or other professionals, who may have witnessed to incident.

The ODS will contact the Division Chief, or designee, to inform them of the incident.

The Division Chief, or designee, will contact the Sheriff, and the Coroner if the inmate is deceased.

The ODS will conduct a debriefing with all personnel involved in the incident as soon as practical. The ODS will determine if the Sheriff's Victim Advocates are needed to speak with staff, inmates, or others that witnessed, or were involved with the incident.

If death results from a suicide attempt, Policy 20-01-10 will go into effect.

REPORTING: The Mental Health Counselor will log all inmates placed on Suicide precautions by name, date placed on Suicide Precautions, and date they were removed from Suicide Precautions. This data will be presented to Jail Administration on a quarterly basis. This information will be used to look for patterns of inmates on Suicide Precautions at the Boulder County Jail. These figures can be used to compare with National trends.

CRITICAL INCIDENT DEBRIEFING: The ODS will conduct a debriefing with all personnel involved in the incident as soon as possible. The ODS and Mental Health staff will remind all personnel of the availability of the Employee Assistance Program (EAP).

The ODS, or designee, will call the Sheriff's Victim Advocates within 4 hours, to speak to personnel, inmates, and others that witnessed, or were involved with the incident. If needed, the ODS, or designee, will contact Boulder County Mental Health Crisis to help debrief staff and inmates.

The Jail Chaplain will be available to jail personnel and inmates the following day.

When the investigation is complete and the Coroner's report is finalized, Jail Administration will review them. There will be a formal debriefing that will include all of the personnel involved in the incident and jail administration within two (2)

weeks of the incident. Others wishing to be part of the debriefing will need approval from the Jail Division Chief.

ADMINISTRATIVE REVIEW: Following a successful suicide, a Mortality Review will take place.

The following people will be in attendance:

Division Chief, or designee
Administrative Commander
Health Services Administrator
Medical Unit Supervisor
Mental Health Counselors
Jail Physician
Jail Psychiatrist
Others as determined by the Division Chief

The Health Services Administrator will organize the Medical Chart.

The Mortality Review Group will review the following records:

- Inmates Initial Medical Screen
- Medication Sheets
- Lab-work completed at the jail
- Medical Records from other jail facilities
- Notes from the Medical Physician
- All Nurses notes
- Jail Mental Health Referrals
- Mental Health Evaluations
- Psychiatrist Evaluations
- Incident Reports and Worksheet entries
- Workflow of the module officers during the eight hours preceding the event
- Officer Check sheets

The Health Services Administrator will compile a summary of the events to evaluate if appropriate risk factors were assessed. The treatment plan will be evaluated and documentation of the treatment plans' initiation will be assessed.

The jail Administration will review the summary and revise Policies and Procedures in accordance with the findings.

By Order of the Division Chief

Signed by _____ 04/09/09

Larry R. Hank Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION
MEDICAL POLICIES AND PROCEDURES

SUBJECT: ACCEPTING INMATES WHO ARE ON OUT PATIENT MENTAL HEALTH CERTIFICATIONS

NUMBER: 20-J-G-12

EFFECTIVE DATE: January 18, 2012

POLICY: It is the policy of the Boulder County Jail to accept certified inmates from hospitals, mental health facilities or other appropriate agencies ("Transferring Agency") if that certified inmate has been placed on an "out-patient" certification. It is the understanding of the Boulder County Jail that inmates on an "out-patient" certification are deemed by the Transferring Agency to not meet criteria for immediate hospitalization (acute suicidality, acute homicidal ideation or grave disability). The Boulder County Jail will not accept inmates who have been certified but have not been deemed "out-patient" status by a Transferring Agency. The Boulder County Jail will not accept inmates who have been certified "out-patient" by a transferring hospital but have not been accepted by a mental health agency either locally or out-of county. Nothing in this policy shall imply that the Boulder County Jail will be responsible for, maintain or manage the inmate's certification because the Boulder County Jail is not a 27-65 facility.

SOURCE: CRS Title 27 Section 65

PROCEDURES I – Verifying Out-Patient Certification

1. When a jail employee is informed that an inmate (either currently in or coming to the Boulder County Jail) is subject to an "out-patient" certification, they will notify the Jail Mental Health Office.

2. When the Jail Mental Health Office receives information that the inmate is subject to an "out-patient" certification, the Jail Mental Health staff will attempt to verify that status with the agency that currently holds the certification. The point of contacting the agency is to verify the current validity of the certification. It is the Jail's understanding that Mental Health Partners (MHP) should be contacted for any Boulder County resident or current, open client in order to verify that MHP is holding the certification. If an inmate has been deemed "out-patient" by a Transferring Agency and the inmate is out-of-county, the Jail Mental health staff will contact the out-of-county agency to verify that the out-patient certification has been accepted by that agency.

3. The Jail Mental Health Office will assess all inmates' need for hospitalization based on CRS Title 27 Section 65 criteria at the time of evaluation, irrespective of their certification status.

By Order of the Division Chief

Signed by_____ ____01/18/12____
Larry R. Hank Date

SUBJECT: **COMMUNITY RESOURCES/USE OF VOLUNTEERS**

NUMBER: **21-01-01**

EFFECTIVE DATE: **September 25, 2006**

REVIEW DATE: **September 25, 2007**

POLICY: It is the policy of the Boulder County Jail to use Community Resources to strengthen jail programs and promote community involvement in providing quality services to the inmate population.

SOURCE: A.C.A. Standard 4-ALDF-7F-03
A.C.A. Standard 4-ALDF-7F-04
A.C.A. Standard 4-ALDF-7F-05
A.C.A. Standard 4-ALDF-7F-06

PROCEDURE I - Program Coordination

1. The Support Services Sergeant, or designee, will be responsible for coordinating the use of volunteers in the jail.

PROCEDURE II - Screening and Selection

1. Jail employees will refer prospective volunteers to the Jail's Support Services Sergeant, or designee. Occasionally these referrals may come from the Boulder County Criminal Justice Volunteer Coordinator.

2. Prospective volunteers will be briefed on the expectations and needs of the jail. If the person is interested in becoming a volunteer, we will ask that they complete a Boulder County Sheriff's Office Volunteer Application.

3. The Application will be completed and returned to the Support Services Sergeant, or designee. He or she will screen it for completeness and check the qualifications of the volunteer.

4. Failure to complete the application accurately and completely may disqualify the applicant

from further consideration. We may give the applicant the opportunity to respond to incomplete areas or areas in question.

5. The Support Services Sergeant, or designee, will request a criminal history and warrants check of the prospective volunteer.

6. If these checks reveal information that disqualifies the applicant from volunteering in the Jail, the Support Services Sergeant, or designee, will inform the person of the findings.

7. If there are no criminal history or warrants concerns, the Support Services Sergeant, or designee, will further evaluate the application. A determination will be made regarding the persons' acceptability as a volunteer.

8. If there is not a volunteer opening available, the Support Services Sergeant will contact the prospective volunteer and inform him or her of this.

9. If there is an opening available, the Support Services Sergeant, or designee, may contact references listed on the application by the prospective volunteer. One of these references will be the person's current employer, if they are employed.

10. If we obtain acceptable responses from the prospective volunteer's references, the Support Services Sergeant, or designee, will schedule the volunteer for the next monthly orientation.

11. Volunteers will be selected based on a uniform screening process that is consistent with security concerns.

PROCEDURE III - Registration of Volunteers

1. All volunteers will be registered with the jail and will apprise the Support Services Sergeant, or designee, of any changes in status, i.e., telephone number change, address change, etc.

2. A shared directory entitled "Volunteers" will be used as a central registry for maintaining all current volunteers.

3. The Support Services Sergeant and Support Services Commander may access the registry to enter or remove names. A volunteer is not considered "cleared" until we have entered their name into this registry.

4. The registry will list the person's name, date of birth, date cleared, and the organization they represent.

PROCEDURE IV - Professional Services

1. Volunteers may perform professional services only when they are certified, licensed, or otherwise qualified to do so.

2. Volunteers who wish to offer professional services should be asked to present their credentials during the initial application phase.

3. Tutoring or sponsorship of a craft or hobby program is not considered a professional service.

PROCEDURE V - Orientation and Training of Volunteers

1. The jail will give each volunteer an orientation class, in which we will provide a volunteer handbook, and tour of the jail before starting as a volunteer.

2. The Support Services Sergeant, or designee, will conduct this orientation and jail tour. Afterward the volunteer will be informed of their role in the jail.

3. Volunteers will agree in writing to abide by all facility policies, especially security.

4. After they sign this agreement, we will schedule the volunteer to begin their assignment.

PROCEDURE VI - Monitoring of Volunteers

1. The Support Services Sergeant, or designee, will be responsible for monitoring volunteers and ensuring that their behavior is appropriate, professional, and according to the agreement signed before being approved as a volunteer.

2. If the Support Services Sergeant, or designee, determines that a volunteer is not behaving appropriately, they will advise the volunteer that his or her services are no longer needed. The volunteer's name will be removed from the "Volunteer" list and the person will not be allowed to volunteer again, unless approved by the Support Services Commander.

3. The Support Services Commander, or designee, will write a memorandum to the Jail Captain detailing why he or she has suspended the person.

By Order of the Division Chief

Signed by _____ 09/25/06 _____
Larry R. Hank, Division Chief Date

SUBJECT: **LEGAL AUTHORITY AND CONSTRAINTS OF THE WORK RELEASE PROGRAM**

NUMBER: **23-01-01**

EFFECTIVE DATE: **March 13, 2006**

REVIEW DATE: **March 13, 2007**

POLICY: It is the policy of the Boulder County Jail to establish and operate a Work Release Program in accordance with all applicable laws and to comply with statutory obligations.

INFORMATION: C.R.S. 17-26-128 states that any county may provide a program, whereby any person sentenced to the county jail upon conviction for a crime, nonpayment of any fine or forfeiture, or contempt of court, may be granted by the court the privilege of leaving the jail during necessary and reasonable hours for any of the following purposes: (a) seeking employment; (b) working at his/her employment; (c) conducting his/her own business or other self-employed occupation; (d) attendance at an educational institution; or (e) medical treatment.

The Work Release Program is established and operated under the authority of this statute to provide an alternative sentencing mechanism for qualified and appropriate individuals.

SOURCE: Colorado Revised Statute 17-26-128 - Employment of county prisoners.

PROCEDURES: None.

By Order of the Division Chief

Signed by _____ 03/14/06 _____
Larry R. Hank, Division Chief Date

SUBJECT: **ORGANIZATION OF THE WORK RELEASE PROGRAM**

NUMBER: **23-01-02**

EFFECTIVE DATE: **March 13, 2006**

REVIEW DATE: **March 13, 2007**

POLICY: It is the policy of the Boulder County Jail to ensure that we operate the Work Release/Minimum Facility in a consistent, efficient, and safe manner. An organizational structure has been established to ensure a chain of command reporting to the Jail Division Chief. The Work Release/Minimum Facility will use this structure for formal lines of communications between the Jail and Work Release/Minimum Facility.

INFORMATION: The Work Release Program is a part of the Jail's Alternative Sentencing Programs in the Work Release/Minimum Facility, generally called Building "C." The Work Release Supervisor, a Deputy I, manages the Program and reports to the Work Programs Director, a Sergeant. The Sergeant reports to the Administrative Commander.

SOURCE: None

PROCEDURE I - Organization of the Work Release Program

1. The Jail Management Team (JMT) will make sure that qualified employees are assigned to Building "C."

2. The Work Release Supervisor, under the supervision of the Work Programs Director, will be responsible for the day-to-day operation of the Work Release Program.

By Order of the Division Chief

Signed by 03/14/06

Larry R. Hank, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE FEES AND ACCOUNTING**

NUMBER: **J2303**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to require each resident in the Work Release Program to pay fees for room and board to offset Program expenses. These fees are collected, recorded, and forwarded to County Finance.

SOURCE: Colorado Revised Statute 16-11-212

PROCEDURE I – Debt Balance and Accounting of Fees:

1. The Work Release Supervisor, or designee, will create a **DEBT** transaction for all Work Release inmates showing the total Work Release Fees they owe. This creates a record that will permanently track with the Jail ID.

2. The Work Release Supervisor, or designee, will generate a fee sheet for each Work Release inmate the day they begin serving their sentence and place it in the Work Release Fee book.

PROCEDURE II – Collection and Entry of Fees:

1. The inmate will deposit their Work Release payment into the kiosk located in Building C. The kiosk will print out a receipt for the inmate.

2. The Deputy will log onto www.ezreleasekiosk.com and place a check mark next to the inmate's name and notate the amount.

3. After the Deputy notates the payment amount from the kiosk they will do a **CSHD** (Cash Deposit) transaction to get the inmate's money into Tiburon.

4. Once the amount has been entered into Tiburon, the Deputy will complete a **DBTR** transaction to pay the Work Release debt. This decreases the amount of money owed in Tiburon.

5. The Deputy will record the date and amount of money taken from the inmate in the Work Release Fee Book.

PROCEDURE III - Overpayment of Work Release Fees:

1. The Work Release supervisor will notify Accounting of all Work Release overpayments by sending accounting the inmates name, home address and amount over paid. Accounting will write a check and mail it to the inmate. This is recorded in a notebook marked "overpayment e-mails" in the Work Release office.

PROCEDURE IV - Payments received from inmate's no longer in custody:

1. If a payment is received after a release, find the appropriate booking number and process it as follows:

a. The Deputy will log onto www.ezreleasekiosk.com and place a check mark next to the inmate's name and notate the amount.

b. After the Deputy notates the payment amount from the kiosk they will do a **CSHD** (Cash Deposit) transaction to get the inmate's money into Tiburon.

c. Once the amount has been entered into Tiburon, the Deputy will complete a **DBTR** transaction to pay the Work Release debt. This decreases the amount of money owed in Tiburon.

PROCEDURE V - Accounting of Fees

1. The Work Release Supervisor will generate a Monthly Fee Report for the funds collected for that month and enter it into Comstats.

By Order of the Division Chief

Signed by _____ 12/21/2015
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE REFERRALS**

NUMBER: **J2304**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to transfer inmates sentenced by the courts to Work Release in a timely and fair manner.

INFORMATION: Inmates participating in the Work Release Program must meet certain criteria and be willing to follow the various rules that govern the Program.

SOURCE: None

PROCEDURE I - Interviews of Individuals Referred by the Courts

1. The courts will sentence inmates to the Work Release Program.

2. Referrals from the courts will be in the form of a Mittimus specifying Work Release for the person being sentenced.

3. The court will instruct people sentenced to the Work Release Program to contact the Work Release Supervisor by phone within two business days to schedule an Orientation appointment.

4. When the Work Release Supervisor, or designee, receives these calls, he or she will schedule the person for the next available Work Release orientation.

5. The Work Release Supervisor, or designee, may also receive court referrals for inmates who are already in custody. He or she will move these inmates as soon as there is an opening in the Work Release Program.

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By Order of the Division Chief

Signed by	12/21/2015
Bruce K. Haas, Division Chief	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ACCEPTANCE AND REJECTION OF WORK RELEASE INMATES**

NUMBER: **J2305**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to control participation in the Work Release Program carefully, so that we meet statutory obligations and to ensure the integrity of the Program.

INFORMATION: The jail will cooperate with the courts of the Twentieth Judicial District in matters relating to Work Release Program participation.

Candidates for the Work Release Program must meet the following criteria to be considered acceptable for participation in the Program:

- Sentenced to a minimum of 30 days
- Can pay required fees unless waived by Administration
- Can arrange transportation to and from work
- Willing and able to abide by all the rules and regulations of the Program
- Willing to remain alcohol and drug free, and cooperate with all drug and breath tests conducted by the Program staff
- No active warrants or holds for other charges
  May not have been charged with two or more escapes

SOURCE: None

<u>PROCEDURE I - Work Release Program Acceptance</u>

1. The Work Release Supervisor, or designee, will schedule people for orientation and start date once they accept them into the Work Release Program.

PROCEDURE II - Work Release Program Rejection

1. If the inmate does not meet the criteria for the Work Release Program, the Work Release Supervisor, or designee, will immediately notify the inmate and explain why they do not qualify.

2. The Work Release Supervisor, or designee, will notify the courts as soon as possible, in writing and/or by e-mail, advising the sentencing judge why the inmate does not qualify for the Work Release Program.

3. The Work Release Supervisor, or designee, will send a memo to the court as soon as possible, via the County Mail relay system, and close the file.

By Order of the Division Chief

Signed by _____ 12/21/2015

Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE ORIENTATION AND START-UP**

NUMBER: **J2306**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to establish and use an organized system through which Work Release participants take part in an Intake Orientation and start-up process.

INFORMATION: Once the court has sentenced a person to the Work Release program and they have called the Work Release Supervisor, they will be given an orientation date.

SOURCE: None

PROCEDURE I - Intake and Orientation of Work Release Inmates

1. The Work Release Supervisor, or designee, will insure that a warrant and sex offender check is completed and files made on each inmate scheduled for orientation.

2. The inmate will report to the Work Release/Minimum Security Facility, Building "C" at their scheduled time to begin the orientation process.

3. Work Release staff will conduct breath tests with a hand held breathalyzer on all inmates attending the orientation. The jail requires that they submit to these tests or face disciplinary sanctions.

4. Work Release staff will then pat search and escort them to the Work Release Dorm to begin the orientation.

5. Each inmate will be given a packet to complete. Work Release staff will explain how to complete each form and review the packets to make sure that they are completed correctly.

6. The Work Release Supervisor, or designee, will explain the Work Release Program and answer any questions they may have.

7. Each inmate's start date will be checked and/or given to them before the orientation is over. These appointment times are written on a Work Release Program business card, as a reminder to each person.

8. Inmates will be given the opportunity to provide urine samples at the end of the orientation if they believe they will test positive for THC.

9. If the inmate is convicted of a felony their sentenced DNA will be taken before they are allowed to leave.

10. They may leave the jail at the conclusion of the orientation, urinalysis and DNA submission.

PROCEDURE II - Start-Up of Work Release Inmates

1. The Work Release Supervisor, or designee, will insure that the paperwork and files for those starting the Work Release Program are completed.

2. The start day for those reporting to the Work Release Program is Thursday at 0830 hours.

3. Inmates will bring the clothing and property that we allow, as specified on the incoming material's list for the Work Release Program.

4. Work Release staff will conduct breath tests with a hand held breathalyzer machine on all new inmates reporting in.

5. Work Release staff will pat search inmates and search their property before they allow them into the dorm area.

6. The Work Release Supervisor, or designee, will go over each inmate's file and paperwork to update or change any information as needed.

7. The Work Release Supervisor, or designee, will also complete a current schedule for each person, which the jail staff will follow each day.

8. The inmate will provide a urine specimen.

9. The inmate will be allowed to leave for work according to the schedule established during the start-up process.

10. The Work Release Supervisor, or designee, will insure that all files are completed and that the data is entered in the computer.

11. New Work Release inmates will be moved in Tiburon from the Pre-Alternative Sentencing (PAS) Module to the Work Release Module to which we assign them.

12. Inmates will bring verification that they have had a negative Tuberculosis test within the last year.

By Order of the Division Chief

Signed by _____ 12/21/2015

Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MONITORING AND SUPERVISION OF WORK RELEASE INMATES**

NUMBER: **J2307**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to establish and use an organized system through which Work Release staff can monitor and supervise all inmates. This is done to promote efficiency in the Work Release Program.

INFORMATION: The Work Release Supervisor, or designee, will insure that we adequately supervise all inmates on a daily basis. The Work Release Supervisor, or designee, will insure that each inmate follows their Work Release Contract and all appropriate jail rules.

Work Release staff will closely monitor each inmate's whereabouts, while on their scheduled time out of the jail.

The three categories of Work Release inmates are, "Work Release," "Work Seeking Release" and "School Release." The jail will supervise and monitor each of them in the same manner.

SOURCE: None

PROCEDURE I - Monitoring of Work Release Inmates

1. Each Work Release inmate has a sign out file in the Building "C" Officer Work Station. The file will contain the schedule, sign-out log, schedule changes, identification, and employer information needed for the Building "C" Officers and Work Release staff.

2. The Work Release Supervisor, or designee, will insure that all information in the inmate's file is current.

3. Work Release staff may verify an inmate's whereabouts by calling their place of employment, or other location where we have approved them to go. If the inmate

is there, staff will ask to speak to them directly. If the inmate was there earlier, but has left, employees will ask to talk with the person they were scheduled to see (i.e., a therapist, supervisor, etc.). The Sheriff's Office may also send a Deputy to the inmates work to verify his/her location.

4. We require that all inmates have a telephone at their work, or they must carry a cell phone with them at all times. They must call in with any location changes. Work Release staff will call to verify the inmate's whereabouts regularly and record inmates' location and phone changes in the change of location phone log.

5. When an inmate needs to change their schedule they will complete a Schedule Change Request Form. Work Release staff may approve or deny changes on a daily basis. They must make all changes for the weekend by 1200 hours Thursday.

6. An inmate on School Release will bring in a copy of their school schedule and registration paperwork.

7. An inmate on Work Seeking Release must complete a Work Seek Log each day. Work Release employees may randomly call these places to verify the inmate's whereabouts while on Work Seek. The hours for Work Seeking Release are from 0800-1400 hours, Monday through Friday (excluding county holidays). We will not allow an inmate out on weekends until they find employment except for the purposes of church.

8. Written verification will be submitted for all appointments, other than work, that they may have while scheduled out from the jail.

9. We require that Work Release inmates follow all jail rules.

10. The inmates are subject to the same Disciplinary procedures as all other inmates.

11. Random Urinalysis tests (UA's) and breath tests will be conducted at the Work Release Supervisor's discretion, per the Work Release drug and alcohol testing policy, **J2309**.

By Order of the Division Chief

Signed by _____ 12/21/2015 _____
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE FURLOUGHS**

NUMBER: **J2308**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to allow furlough times for inmates in the Work Release Program. The purpose of these furloughs is to help in the successful reintegration process with family and completion of personal business.

INFORMATION: A Work Release inmate must have been on the Work Release Program for more than thirty (30) days, fees must be paid up to within one week of the furlough date, and they cannot have any disciplinary actions or incidents of rule violations in the past thirty (30) days. The courts may also order it.

After thirty (30) days on the Program inmates are eligible for up to five (5) hours of furlough on the second and fourth full weekends of each month. Furloughs may be authorized between the hours of 0500-1900 hours.

We will not approve overnight or travel furloughs, unless ordered by the courts.

SOURCE: None

PROCEDURE 1 - Furlough Eligibility

1. To be eligible for a furlough, inmates must meet the following criteria:

   - Must have served thirty (30) days on the Work Release Program
   - Complying with all provisions of the Work Release Contract
   - Fees are current to within one week of the furlough date
     The Work Release dorm must have passed the weekly inspections
     No violations for the past thirty (30) days
   - Gainfully employed in a full-time job, or enrolled as a full-time student
     - If on probation, they must be in full compliance with the terms and conditions of the probation.

PROCEDURE 2 - Granting of Furlough Time

1. The Work Release Supervisor will explain the furlough policy to all inmates during orientation.

2. Work Release inmates eligible for a furlough must turn in a completed Furlough Request Form by 2300 hours on the Wednesday before the weekend in which they are requesting the furlough.

3. Furloughs may be used on the second and fourth full weekends of each month.

4. We require that the inmate have an address and landline phone where we can reach them. Cell phones will not be allowed while on furlough. Work Release staff will routinely conduct telephone checks of those inmates on furlough to confirm where they are.

5. We restrict all furloughs to Boulder County and approve the following locations:

    - Residence (Boulder County)
    - Church (Boulder County)
    - Restaurants (Boulder County)
    - Stores (Boulder County)

6. The inmate must call the Officer Work Station with any change in location.

7. We will give the inmate a breath test and possibly a Urine test upon returning from the furlough.

By Order of the Division Chief

Signed by _____ 12/21/15 _____
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE DRUG AND ALCOHOL TESTING**

NUMBER: **J2309**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to develop and use an established plan to routinely test and monitor Work Release inmates for drug and alcohol use.

INFORMATION: The use of any prohibited drug or alcohol in <u>any</u> form is strictly forbidden.

SOURCE: None

<u>PROCEDURE I - Drug Testing Through Urine Specimens</u>

1. Work Release staff requires that each Work Release inmate give them a urine specimen during the orientation process if they believe their urinalysis will test positive for marijuana. They are told they are to cease consuming marijuana in any form as of that date.

2. The Work Release inmate is required to provide a urine specimen on the first day of their sentence. The urine is tested for illicit, non-prescribed drugs and alcohol. If the urinalysis is positive for marijuana and the lab states the levels are going down, like they are supposed to, the inmate will receive a written warning. If the lab states the levels show continued use the inmate will be referred to a disciplinary hearing review process.

3. All Work Release inmates are given random Urinalysis Tests (UA's) throughout their sentence on the Work Release Program.

4. The inmate is given a urine specimen cup and an employee will observe the inmate while they provide the sample. This will be done as privately as possible, in a restroom or shower area.

5. If the inmate's test is positive, the Work Release staff will write an Incident Report (IR) and the inmate will be referred to a Disciplinary Hearing Review.

6. Each urine specimen cup will be processed with the proper lab paperwork and placed in the outgoing UA receptacle located in the Work Release office.

7. The Work Release Program will use a licensed and accredited Drug Testing Laboratory to send urine samples for testing.

PROCEDURE II - Breath Tests for Alcohol Use

1. Work Release staff will give all inmates serving a Work Release sentence daily breath tests.

2. Work Release staff will conduct daily breath tests for alcohol, with a hand held breath testing machine, or they may be escorted to Booking and tested on the Intoxilyzer.

3. If an inmate has a positive reading for alcohol, an IR will be written and the inmate will be referred to a Disciplinary Hearing Review.

4. If Work Release staff feel that an inmate under the influence of alcohol or drugs is a safety or security risk, they will house them in the main jail.

5. Each test will be documented in the Drug and Alcohol Test Log in the inmate's file in the Officer Work Station.

By Order of the Division Chief

Signed by _____ 12/21/2015 _____
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **TRANSFER TO A HALFWAY HOUSE**

NUMBER: **J2310**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail Work Release Program to transfer selected inmates to community-based, halfway houses to ease overcrowding in the jail and provide more beds for sentenced inmates in the Work Release Program.

INFORMATION: The Work Release Program is responsible for upholding court-ordered sentences that stipulate work release. The Program is responsible for placement of work release residents in a community-based halfway house, or in the Work Release facility of the jail.

Boulder County has a contract with a private firm to provide bed space in community-based, halfway houses for housing some work release inmates. It is the responsibility of the Work Release Supervisor, or designee, to insure that we continue to fill all contract beds.

SOURCE: None

PROCEDURE I - Screening of Work Release Inmates for a Halfway House

1. We will screen each Work Release inmate for a halfway house.

2. All inmates will be considered.

3. Inmates with a history of arson and other crimes of violence may not be eligible for a halfway house.

4. If a Work Release inmate is eligible for a halfway house, his or her name will be placed on a list of qualified inmates.

PROCEDURE II - Placement to a Halfway House

1. When an open bed becomes available at a halfway house, the Work Release Supervisor, or designee, will attempt to fill the bed with a qualified Work Release inmate when possible.

2. If the sentencing judge has recommended an inmate be placed in a halfway house, and we qualify the inmate, we will assign them when space is available.

3. Work Release staff will send inmates who have been on the qualified list the longest to a halfway house when bed space is available.

4. Once a bed becomes available in a halfway house, the jail will inform the halfway house who the qualified inmate is.

5. Work Release will send the following information to the halfway house along with the inmate:

    - Copy of the Mittimus
    - Sentence calculations with start and release dates

6. Work Release inmates are responsible for their transportation when transferring to a halfway house from jail. A bus pass will be made available if the inmate does not have other transportation available to them.

By Order of the Division Chief

Signed by _____ 12/21/2015
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE DRIVING AUTHORIZATION PROCESS**

NUMBER: **J2311**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to allow Work Release inmates meeting certain criteria to operate motor vehicles.

PROCEDURE I - Applying for Driving Privileges

1. During the start-up interview, Work Release staff will gather copies of all of the necessary information needed by the Work Release Supervisor to verify the status of all driving privilege requirements.

2. The requirements are:

    a. Possess a current, valid Colorado Driver's License
    b. Vehicle registration
    c. Proof of insurance
    d. Interlock paperwork if required for Driver's License
    e. Not a registered Sex Offender

PROCEDURE II - Validating Inmate Driving Privileges

1. Once Work Release staff has copies of all the necessary information, he or she will conduct a driver's license query via the Colorado Crime Information Center (CCIC).

2. If this check confirms that the inmate has a valid license, Work Release staff may give the inmate permission to operate a motor vehicle.

3. If the inmate transfers from Work Release to another alternative sentence program, the supervisor of that program may require that he or she resubmit an application for approval.

4. If the inmate has all the correct paperwork but is a registered sex offender he/she may not drive unless he/she has permission from their Probation Officer.

PROCEDURE III - Terminating Inmate Driving Privileges

1. If any of the above information expires or becomes invalid, Work Release staff will cancel the inmate's driving privileges. If the license then becomes valid again, they may reapply for approval.

2. Work Release staff may revoke an inmate's privilege to operate a motor vehicle while on Work Release for disciplinary reasons.

3. If the Registered Sex offender is found out of location or violates program rules in any way his driving privileges may be revoked.

By Order of the Division Chief

Signed by _____ 12/21/2015

Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE SEX OFFENDERS**

NUMBER: **J2312**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to carefully manage the participation of convicted sex offenders in the Work Release Program to ensure public safety, comply with statutory obligations, Twentieth Judicial District directives, and to ensure the integrity of the Program.

INFORMATION: All candidates for the Work Release Program must meet the following criteria to participate in the Work Release Program:

- Sentenced to a minimum of thirty (30) days
- Able to meet the Program's fees requirements
- Able to arrange their own transportation to and from work
- Willing and able to abide by all the rules and regulations of the Work Release Program
- Willing to remain alcohol and drug free, and cooperate with all drug and breath tests conducted by Work Release staff
- Have no active warrants for other charges or holds

The Jail will also regulate candidates convicted of sexually related offenses according to the procedures outlined below.

SOURCE: None

PROCEDURE I - Work Release Program Acceptance

1. The Work Release Supervisor will ensure all candidates with sexually related convictions are acceptable for the Work Release Program. If the candidate is not acceptable for placement at a Correctional Management Inc. (CMI) facility, they may not participate in the Jail's Work Release Program.

2. If the inmate is not acceptable for the Work Release Program, the Supervisor, or designee, will immediately notify the candidate and advise them why they do not qualify for participation.

3. The Work Release Supervisor, or designee, will notify the sentencing court, in writing, as soon as possible why the person does not qualify for the Work Release Program and await further instructions from the court.

4. Candidates accepted into the Work Release Program by the Supervisor, or designee, will be scheduled for an Orientation and Start-up.

PROCEDURE II - Sex Offender Guidelines

1. Inmates in this category must follow all Boulder County Jail rules, Probation orders and directives, and any rules placed on them by other components of the judicial system.

2. Must have the permission of their Probation Officer to accept any job offers.

3. Must have written permission from their Probation Officer for any extra time away from the Jail, including, but not limited to, errand time and furloughs.

4. May not operate a motor vehicle without express consent of the Work Release Supervisor and Probation Officer.

5. May not work where they will have contact with minor children.

6. Must remain at places where the Program Caller ID box can verify the location.

7. May not return to the jail late or be at locations where they are not scheduled to be.

8. May not work more than fifty (50) hours per week or more than six (6) days per week.

9. May not possess magazines or pictures depicting sexually stimulating materials.

10. May not view recreational movies shown by the jail without the permission of their Probation Officer.

11. May not have any contact with victims or minor children.

12. Must immediately report any changes in their Probation or work commitments to Work Release staff.

PROCEDURE III - Removal from the Program

1. Any violations of the guidelines delineated within this policy and procedure will be dealt with according to Boulder County Jail Rules and Regulations and due process requirements.

By Order of the Division Chief

Signed by _____ 12/21/2015
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK RELEASE ESCAPE PROCEDURES**

NUMBER: **J2313**

EFFECTIVE DATE: **December 21st, 2015**

POLICY: It is the policy of the Boulder County Jail to insure immediate enforcement steps to be undertaken to apprehend inmates who "walk-away", fail to return or otherwise absent themselves from the Work Release program.

INFORMATION: Inmates remanded to the custody of the Sheriff remain the responsibility of the Sheriff's Office, even if they are lodged at a halfway house (BCTC or LCTC). Because these inmates are court ordered to Work Release to serve their sentences, the Court that ordered the sentence may consider their escape as a Violation of a Mittimus Order.

DEFINITIONS: "walk-away" refers to an inmate who has failed to return to the Work Release program or the halfway house within two hours of their scheduled return time or an inmate who has left either program without permission or an inmate who is absent from an agreed upon location and is unable to be contacted for two hours.

SOURCE: None

PROCEDURE I - Filing of Walk-Away Report

1. Call Work Release and Shift Supervisor and notify them of the "walk-away".

2. Attempt to locate the inmate by calling all of the phone numbers listed in the inmate's file.

3. Call Dispatch and ask for an "ATL-Attempt to Locate". Have the SO Deputy check the inmate's home/work address (if in Boulder County).

4. Go to IWEB 1) Click on Departments 2) Click on Sheriff 3) Click and print Patrol forms (Incident Report and Involved Person form-one form for every person involved). 4) Click on Divisions 5) Click on Jail Division and print "walk-away" forms. Fill these forms in.

5. Complete a Jail Incident Report.

6. Complete the “Failure to Comply” Memo.

7. Complete “Affidavit” form, have it notarized and give it to the ODS.

8. Complete a summons if the Escape is a misdemeanor and give it to the ODS.

9. Move inmate to the “WLK” module in Tiburon.

10. Dispo out the inmate’s charges in Tiburon with “ESCP”.

11. Collect all of the inmate’s property inventory it into Tiburon and secure it in a black foot locker. Complete and place a “Property Form” and “Release of Property” sheet on the black foot locker. Place black foot locker in the Konex storage next to loading dock

12. Put together 2 “walk-away” packets, 1 to warrants and 1 to the Work Release Supervisor. E-mail a copy of one of the packets to Typing Pool. Include 1) Boulder County SO Incident Report 2) Involved Person form(s) 3) Jail Incident Report 4) Failure to Comply memo 5) Copy of Mittimus(es) 6) Copy of Intake form (blue file) 7) Mug shot.

13. Leave inmate’s file and “walk-away” packet on the Work Release Supervisor’s desk.

14. Monday through Friday, during business hours, contact warrants to have a Temporary warrant entered into NCIC/CCIC. Warrants will need their copy of the “walk-away” packet.

15. After business hours and on the weekends, contact Dispatch and fax them the “Escape Warrant” entry cheat sheet.

16. The Work Release Supervisor will notify the courts and probation of the “walk-away”.

<u>PROCEDURE II-Charging the inmate with Escape upon being re-arrested</u>

1. Locate the inmate’s file in the Work Release Office. Make a copy of the Mittimus(es) and the “walk-away” incident report. Retrieve the Hard Card and the SO Case number assigned to the “walk-away” report (which can be found toward the bottom of the Escape checklist). Take this to Booking.

2. Add Escape Affidavit Warrant.

3. Place paperwork in appropriate folders and send to the courts and the DA's office.

4. Set the inmate's court date for First Appearances.

5. Notify the Work Release Supervisor of the walk-away return by leaving the inmate's file on their desk with a note or e-mail or voicemail.

By Order of the Division Chief

Signed by _____ 12/21/2015 _____

Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **LEGAL AUTHORITY AND CONSTRAINTS OF THE HOME DETENTION PROGRAM**

NUMBER: **J2401**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to establish a Home Detention Program and operate it under the authority of Colorado Revised Statute 17-27.8-101/106. It is designed as an effective and punitive method of supervision, while providing an alternative to in-house incarceration.

INFORMATION: As in any program operated by the Jail Division, we will insure all appropriate legal and civil rights to every person participating in the Home Detention Program.

SOURCE: Colorado Revised Statute 17-27.8-101/106

PROCEDURES: None

By Order of the Division Chief

Signed by _____ 03/14/2016
Bruce K. Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: ORGANIZATION OF THE HOME DETENTION PROGRAM

NUMBER: J2402

EFFECTIVE DATE: March 14, 2016

POLICY: It is the policy of the Boulder County Jail to administer a Home Detention Program through established channels to ensure appropriate day-to-day administration of the Program.

INFORMATION: Two Home Detention Supervisors directly supervise the Home Detention Program and they report to the Alternative Sentencing Sergeant. Their office is in the Work Release/Minimum Facility Building (Building "C"), as are the Home Detention Program computers and equipment.

SOURCE: None

PROCEDURE I - Organization of the Home Detention Program

1. The Jail Management Team will ensure that they assign knowledgeable and skilled jail employees as Home Detention Supervisors.

2. The Home Detention Supervisors will be responsible for the day-to-day operation of the Program.

3. They will accept court referrals, select participants, and supervise them during their Home Detention sentence.

4. The Home Detention Supervisors will give direction to staff assigned to Building "C" when necessary, including pass-on for weekends and holidays. They will provide this direction to ensure efficient operation and control of the Home Detention Program when they are not in the facility.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **REFERRALS TO HOME DETENTION**

NUMBER: **J2403**

EFFECTIVE DATE: **March 14, 2016**

POLICY: It is the policy of the Boulder County Jail to establish and use an organized system through which potential Home Detention Program participants are referred for consideration.

INFORMATION: Referrals of potential participants to the Home Detention Program will originate primarily with the courts of the Twentieth Judicial District. However, the jail will evaluate other inmates for possible placement in the Program, such as the City of Lafayette Muni Court for example.

Some inmates who participate in the Work Release Program, Day Reporting or Work Crew programs may also qualify for and benefit from the Home Detention Program. The Supervisors of all programs will work closely together and share information about inmates who participate in each Program.

NO backlog in accepting participants from the courts into the Program is permissible.

SOURCE: None

PROCEDURE I - Referrals from the Courts

1. A copy of the Mittimus will be forwarded/e-mailed to the Home Detention Supervisor(s). The court will ensure that the sentenced person receives documents indicating Home Detention. The documents will indicate that the person must contact a Home Detention Supervisor within two business days.

2. When the Mittimus is received by Home Detention staff, they will save a copy to the G:Jail Read Only, Mittimus, current file, and placed on the HD clipboard.

3. When the person calls Home Detention a preliminary screening will be held over the phone.

PROCEDURE II - Special Request Referrals

1. The jail recognizes that exceptions must be made to accommodate inmates in special circumstances that include, but are not limited to:

   - Inmates living just outside Boulder County

   - Request from the Judge and subsequent approval by the Administrative Commander due to medical or physical handicaps

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION INTERVIEWS**

NUMBER: **J2404**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to use a standardized interview process to carefully and fairly evaluate potential Home Detention Program participants.

INFORMATION: Those who participate in the Home Detention Program must meet certain criteria and be willing to cooperate fully with the various restrictions the Program will impose on them. The Home Detention interview process is designed to help the Home Detention Supervisors determine a person's suitability for the program, his or her potential compliance with program regulations, criminal history, and current situation.

SOURCE: None

PROCEDURE I - Interviews of People Referred by the Courts

1. A Home Detention Supervisor may receive referrals of potential Home Detention participants from the courts and/or from Administrative Staff.

2. When the Home Detention Supervisor receives a referral from the courts, it will usually be a Mittimus specifying Home Detention for the sentenced person.

3. The courts will instruct the participants to contact Home Detention by phone within two business days to set up an interview appointment.

4. When the person calls the office, they will schedule a time for the interview.

5. The Supervisor will meet with the person in the Home Detention Office on the scheduled date.

6. The Supervisor will conduct the interview using the Intake Sheet Home Detention form. The potential participant will read and sign the Home Detention Agreement and Conditions.

7. He or she will ask the person all pertinent questions on the form and record the answers. They may ask other relevant questions, as necessary.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **ACCEPTANCE AND REJECTION OF HOME DETENTION APPLICANTS**

NUMBER: **J2405**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to carefully control participation in the Home Detention Program to meet statutory obligations and ensure the integrity of the Program.

INFORMATION: Due to the nature of the Home Detention Program, personnel from the Jail Division and the courts of the Twentieth Judicial District will collaborate closely in matters of Home Detention participant selection.

The primary purpose of the Home Detention Program is to alleviate overcrowding in the jail. It is a viable and legal avenue toward alternative housing for individuals requiring less supervision than that maintained in the jail.

Colorado State Statute 18-1.3-106 prohibits persons convicted of certain crimes that involve the possession, threats of use, or use of any deadly weapon. These crimes are:

- Any crime against an at-risk adult or at-risk juvenile
- Murder
- First or second-degree assault
- Kidnapping
- Sexual assault, except third degree
- Aggravated robbery
- First-degree arson
- First-degree burglary
- Escape
- Criminal extortion
- Flight from any of the above
- Any sexual offense against children (including trafficking, pornography, exploitation, incest, pandering, pimping or procurement, solicitation or assault)
- Any crime involving domestic violence, if still living with the victim

An individual must meet the following criteria to be considered acceptable for participation in the Home Detention Program:

- At least 18 years of age
- No criminal convictions involving drug trafficking, child abuse, or those previously listed above, subject to review by the administrative commander
- May not be in the employ of another current inmate
- Reside in Boulder County
- A minimum sentence of five (5) days, maximum of 2 years
- Must be eligible under the guidelines set forth in Colorado Revised Statute 18-1.3-106

SOURCE: Colorado Revised Statute 18-1.3-106

PROCEDURE I - Acceptance and Rejection of Home Detention Applicants

1. A Home Detention Supervisor will interview individuals referred to them for consideration to participate in the Home Detention Program.

2. A Home Detention Supervisor will also obtain and evaluate the criminal histories of candidates for the Program. He or she will pay particular attention to any previous arrests and convictions the individual may have had for charges that would preclude their participation in the Program.

3. The Home Detention Supervisors should interview any person having important or pertinent information about the candidate.

4. Once the Home Detention Supervisor has fully evaluated the data collected on the candidate, he or she will determine whether the individual is eligible for the Home Detention Program.

5. The Home Detention Supervisor will inform the candidate of the decision and fully explain why they rejected when they receive a phone call from participant or upon the first initial appointment.

By Order of the Division Chief

Signed by _____ 03/14/2016
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION INTAKES**

NUMBER: J**2406**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to ensure that all paperwork and other necessary functions are properly completed during the Home Detention intake process.

INFORMATION: The character of the Home Detention Program requires that participants fully understand the requirements and the rules and regulations imposed upon them. Participation is voluntary and they must agree in writing to the various stipulations before we install the equipment.

NO backlog in accepting participants from the courts into the Program will be permissible.

SOURCE: **None**

PROCEDURE I - Home Detention Intake

1. A Home Detention Supervisor will schedule an intake appointment for each person selected to participate in the Home Detention Program.

2. When the person arrives for the appointment, the Home Detention Supervisor will complete a computerized intake form for personal information, which will be reviewed and signed by the person and the Supervisor.

3. A Home Detention Contract detailing all rules and regulations applicable to them while on Home Detention will then be provided to the person to read and sign. A copy is provided to the person.

4. The person will read and sign the Release of Information form and the Consent to Search form.

5. Upon completion of all of the above forms, the Home Detention Supervisor will review the contents of the forms and ensure that the person understands and agrees to abide by all of the conditions.

6. The Supervisor will then conduct an equipment orientation with the person, explaining the general operation of the transmitter and monitoring unit, and review all phone restrictions.

7. Upon successful completion of the above intake, the Home Detention Supervisor will give the person a set up time and date, in addition to emergency phone numbers and the information sheet to share with other occupants in their home. If agreed upon, the set up may begin the same day.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION SET UP**

NUMBER: J**2407**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to ensure that Home Detention personnel correctly install all equipment to authenticate the proper technical operation.

INFORMATION: The jail requires that Home Detention participants follow the strict scheduling requirements imposed upon them by the Program. Jail personnel must be confident that data recorded by various Home Detention equipment components is an accurate reflection of participant behavior and not the result of an equipment malfunction.

BI, Inc. manufactured the Home Detention equipment currently in use. It is very sophisticated and designed to provide a high degree of accuracy, so that most recorded violations are attributable to actual participant behavior and activity.

Jail personnel or the participant may complete installation of Home Detention equipment.

SOURCE: **None**

PROCEDURE I - Set Up Procedures

1. Participants will report to the Home Detention Office to begin serving their sentence at the scheduled time and date.

2. Participants will be fitted with the transmitter (an ankle bracelet).

3. A complete booking process will occur, including a Mittimus arrest report. We will take a mug shot and fingerprints (if required). A permanent file will be established for all Home Detention participants, which will contain a copy of the mug shot, arrest report, and sentence calculation. The permanent file will also contain all paperwork signed by the person at the time of the intake interview.

4. The participant will provide a urine sample to be screened for controlled substances.

5. A detailed schedule will be completed, with any authorized time out of their home clearly detailed and agreed to by the participant and Home Detention Supervisor. The Home Detention Supervisor will review each day of the week, to ensure the participant completely understands the schedule. The participant will be given a copy of the schedule, which will also include a prearranged weekly meeting with a Home Detention Supervisor. At each subsequent weekly or bi-weekly meeting, the participant will be allowed to change his or her schedule to accommodate any authorized changes.

6. The participant will be given Attendance Verification sheets, with instructions that a credible representative at their destination must verify all time out of the home, which we have granted. The Home Detention Supervisor may discuss other work verification options if feasible.

7. The participant will be encouraged to review all information regarding his or her home detention incarceration and given a general review of it by a Home Detention Supervisor.

PROCEDURE II - Installation of the Field Monitoring Device

1. The Home Detention equipment will be installed at the participant's home, by the participant. We will supply the person with detailed instruction on installation of the equipment and a Home Detention Supervisor will give a demonstration to the participant. A power cord (or phone cord if land-line equipment) will be provided.

2. After installation of the equipment is completed, a complete check of the system will be made to ensure that all equipment is operating properly.

3. If the equipment is not working properly, a Home Detention Supervisor will take whatever steps may be necessary to correct the problem, including replacement of the equipment with another set. This may include a new transmitter, new battery, or placement of the unit in a different location of the home.

4. If necessary, a Home Detention Supervisor will contact a technical representative from BI, Inc. for assistance.

By Order of the Division Chief

Signed by	03/14/2016
Bruce Haas, Division Chief	Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **MONITORING AND SUPERVISION OF HOME DETENTION PARTICIPANTS**

NUMBER: **J2408**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to closely monitor and supervise Home Detention participants to ensure compliance with the various requirements of the Program.

INFORMATION: One Home Detention unit is composed of a transmitter and a Field Monitoring Device (FMD), both of which are assigned the same unique number. This number is the reference number used by the Home Detention Supervisors and other jail employees to track the activity of Program participants.

The Home Detention monitoring equipment consists of internet access, computer monitor, and a printer. This equipment is in the Home Detention Office in the Work Release/Minimum Facility, commonly called Building "C."

A pager is also a part of the Home Detention Program equipment. It alerts the officers in Building C when the monitoring computer is generating an alarm.

Since the Home Detention Program is in many ways a field operation, the Operations Division of the Sheriff's Office will be involved in the monitoring and supervision of Program participants. This will require close cooperation between the Home Detention Supervisors and Patrol Deputies and Reserves in the Sheriff's Division. An "Intox/Welfare" check report will be initiated to Sheriff's Patrol each week. This report includes the participant's address, phone number and schedule.

SOURCE: **None**

PROCEDURE I - Technical Monitoring of the Home Detention Inmate

1. Each Home Detention Unit and transmitter is numbered. These numbers will be recorded in the Home Detention files and computer to ensure inventory control.

2. A Home Detention Supervisor will enter the participant's schedule into the monitoring computer.

3. The participant is expected to be aware of and follow the curfews, as entered in the computer by the Home Detention Supervisors.

4. A Home Detention Supervisor will inform the participant that curfew changes can only be made with the Supervisor's prior approval, the prior approval of another Building "C" employee, or in case of an emergency.

5. The participant will be informed that the duties of personnel assigned to Building "C" include monitoring the activities of Home Detention participants, via the computer and the monitor attached to it.

6. As part of their routine duties, Deputies assigned to the Building "C" Officer Work Station will occasionally check the computer monitor and pager to see that they are working properly.

7. Should the computer generate an alarm, the pager will sound and the Building C Deputy will respond to the alarm according to established protocol.

PROCEDURE II - Personal Supervision of the Home Detention Inmate

1. On the day that a person begins his or her sentence as a Home Detention Program participant, a Home Detention Supervisor will enter the first week's curfews into the computer.

2. Considerations governing a Home Detention participant's curfews and schedule will include their work hours, required class or therapy time, errand or personal business time, and any other considerations deemed valid and appropriate by a Home Detention Supervisor.

3. On the first day of a participant's sentence, a Home Detention Supervisor will also collect his or her first weeks' program fees and schedules them for the first weekly appointment.

4. These weekly meetings will serve several purposes. The Home Detention Supervisor will use the meetings to assess the participant's welfare and progress in the Program, prepare a schedule and curfews for the upcoming week, collect fees, conduct a drug and/or alcohol test, discuss suspected violations as necessary, and remove the participant from the Program, if he or she needs to be housed in the jail pending a disciplinary hearing and possible removal from the Program.

5. The Home Detention Supervisor will also schedule the following week or bi-weekly appointment with the participant.

6. During participation in the Home Detention Program, a Home Detention Supervisor may call the participant at home whenever they feel it is necessary. He or she may also contact the participant's employer(s), teacher(s), therapist(s), and family member(s), as required while monitoring the participant's whereabouts, activities, and status.

7. A Home Detention Supervisor may also use the Operations Division to conduct checks of a Program participant at his or her home, place of employment, or school.

PROCEDURE III - Operations Division Checks of the Home Detention Participants

1. A Home Detention Supervisor may, at their discretion, request that an Operations Division Patrol Deputy respond to the home of a Home Detention Program participant, to check the person's status.

2. To do this, the Home Detention Supervisor will contact the appropriate Operations Division supervisor and request that they assign a Patrol Deputy to conduct the check.

3. These checks will also be used as part of the alcohol testing component of the Home Detention Program.

4. Once a requested check has been completed, the assigned Patrol Deputy will inform the Home Detention Supervisor of the participant's status.

5. If the Patrol Deputy discovers that the participant's status is not acceptable in any way, he or she will inform a Home Detention Supervisor as soon as possible. If the participant is suspected of having used drugs or alcohol, the Patrol Deputy will take appropriate action.

6. If necessary, a Home Detention Supervisor will initiate disciplinary proceedings against the participant.

PROCEDURE IV - The Home Detention Roster

1. After each new set up or release of a participant, a Home Detention Supervisor will update the Home Detention Roster and it will be posted in that office.

2. The rosters will be used for reference by Building "C" personnel and for data collection purposes.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION ALARMS**

NUMBER: **J2409**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to ensure that Home Detention Program infractions are recognized and responded to quickly and surely, to promote inmate compliance with the Program.

INFORMATION: Participant compliance with the various requirements of the Home Detention Program will only occur if suspected violations are handled quickly and predictably. Participants must not only be advised that there will be consequences for Program violations, they must also experience them when appropriate.

The alarm types and all protocols are attached to this policy.

SOURCE: **None**

PROCEDURE I - Home Detention Alarms

1. A Home Detention Supervisor will enter curfews into the computer, under "**BITotalAccess"** for each Home Detention participant.

2. If a Program participant violates their curfew, tampers with, or attempts to tamper with the transmitter and/or Field Monitoring Device (FMD), the FMD will send an alarm to the computer.

3. The computer will cause the Home Detention Pager to sound, which will alert the Home Detention Supervisors or jail employees assigned to the Work Release/Minimum Facility (Building "C") Officer Work Station to the alarm.

4. When an alarm is received, the Home Detention Supervisors in Building "C" will check the alert on the computer. The Supervisor will obtain information about the participant from the report, and from the Home Detention participant's active file.

5. The Supervisor will determine the nature of the possible violation, and based on the type of alarm received, he or she will take the appropriate steps as outlined in the Alarm Protocol. Alarm instructions are located in a blue binder in the Officer Work Station and the Home Detention office.

6. If the protocol requires it, the participant will be returned to the jail pending a Disciplinary Hearing. The Supervisor handling the alarm will complete an Incident Report (IR) detailing the event and forward a copy to the Work Programs Sergeant for follow up.

PROCEDURE II - Home Detention Alarm Protocols

Identify the alarm and locate the appropriate alarm protocol sheet.

1. Alarm Titles

		Page #
A.	POWER FAIL AC LINE	4
B.	POWER RESTORED AC	5
C.	CMU BATTERY LOW	6
D.	DID NOT RETURN	7
E.	LOCN VERIFY TIMEOUT	8
F.	MISSED CALL LATE	9
G.	MANUAL RESTART	10
H.	PWR LOSS PHONE	11
I.	PWR RESTORED PHONE	12
J.	TMPER HMU CASE	13
K.	TXMTR IN RANGE	14
L.	TXMTR TAMPER	15
M.	TXMTR OUT OF RANGE	16
N.	TXMTR TAMPER REPEAT	17
O.	TXMTR TAMPER RESET	18

2. Definitions and Locations

A. ACTIVE INMATE FILE – Either purple (cellular technology) or pink trimmed (land-line technology) file, front section, top drawer of the filing cabinet in the Home Detention Office. (Alphabetically)

B. PERMANENT INMATE FILE - Directly beside active files. (Alphabetically)

C. EQUIPMENT DESCRIPTION - The computer sends signals via radio frequency, in correspondence with the participant's equipment identification numbers.

D. FMD/Home Monitoring Unit (HMU) - The unit set up in the participant's home. Receives the signals sent by the transmitter and reports to the computer.

E. TRANSMITTER - The ankle bracelet worn on the participant's leg. Transmits a constant signal received by the HMU.

F. HOME DETENTION COMPUTER - Home Detention office-tracks all of the participant's activity, i.e., scheduled leaves and returns, etc. Receives all input from the HMU.

By Order of the Division Chief

Signed by _____ 03/14/2016

Bruce Haas, Division Chief Date

****PROTOCOL: As with all Alarms, pass on should be left for the Home Detention Supervisors, and once the problem has been resolved, the alarms should be Cleared and Comments added on BI-TotalAccess. The pager then needs to be cleared. The Supervisor should be contacted when there are additional concerns or additional instructions are required.****

ALARM:	**POWER FAIL AC LINE**

NARRATIVE:

This alarm occurs when the Home Detention participant's electrical service to the home monitoring unit has been disrupted.

POSSIBLE CAUSE OF ALARM:

1. Failure to pay electric bill.

2. Weather conditions.

3. Power company is working on electrical service.

4. Home monitoring unit was unplugged from the outlet (kids, cats, kicked plug).

5. Electrical breaker has been tripped.

PROTOCOL:

1. Attempt to call participant and find out what problem is.

2. Leave Home Detention Officers pass on.

3. After approximately 2 hours has elapsed unit needs to be plugged into power source, so battery back up in unit does not fail.

4. Call Home Detention Supervisor if needed.

5. Clear and Comment on BI-TotalAccess and clear pager.

ALARM:	**POWER RESTORED AC**

NARRATIVE:

This alarm occurs when the Home Detention participant's electrical power has been restored to his/her Home Monitoring Unit (HMU).

POSSIBLE CAUSE OF ALARM:

1. HMU was plugged back into an electrical outlet.
2. Power company has restored participant’s electric power.
3. Electrical breaker turned back on.

PROTOCOL:

1. Attempt to contact participant and find out what problem was.
2. Leave pass on for a Home Detention Supervisor.
3. Clear and Comment on BI-TotalAccess and clear pager.

ALARM: **CMU BATTERY LOW**

NARRATIVE:

This alarm is caused if the Home Monitoring Unit has been without power for any length of time. If the unit remains unplugged for too long of a period of time the battery will be destroyed.

POSSIBLE CAUSE OF ALARM:

1. Power bill not paid.

2. Power company working on power.

3. Unit came unplugged.

PROTOCOL:

1. Attempt to contact participant at their house or job. If you are able to contact the participant have them go home and get power restored to the unit.

2. Verbally warn and remind participant that it is their responsibility to maintain power for the unit.

3. If participant in unable to regain power to the unit have them come to the jail with the unit. Keep participant in the jail until the power is restored. Make sure you plug the unit in at the jail to keep the battery charging.

4. Call a Home Detention Supervisor if necessary.

5. Clear and Comment on BI-TotalAccess and clear the pager.

ALARM: **DID NOT RETURN or UNSCHEDULED RETURN**

NARRATIVE:

If a participant is late returning you will receive a "Did Not Return" alarm at the exact time they were scheduled to return. All participants are instructed to call in if they are going to be late.

POSSIBLE CAUSE OF ALARM:

1. Inmate misread schedule.

2. Officers made an error entering the schedule into the computer or were not informed by the participant of a schedule change.

3. Inmate was unable to get to a phone.

4. Inmate escaped.

PROTOCOL:

1. Pull the file to check the hard copy of the schedule. It may have been entered incorrectly into the computer or it does not match with BI-TotalAccess. Leave pass on for Home Detention Supervisor.

2. Call the participant’s phone to confirm whereabouts.

3. Attempt to locate the participant at his/her last known location (i.e., work).

4. After 2 hours, the participant is considered an escapee.

5. Contact a Home Detention Supervisor and follow escape procedure.

6. Once resolved, Clear and Comment on BI-TotalAccess and clear pager.

ALARM: **MISSED CALL LATE**

NARRATIVE:

The computer in the Home Detention office assigns each Home Monitoring Unit (HMU) times to call and check in every day, usually every 4 hours. If the HMU fails to call in when scheduled, you will receive the Missed Call Late generated by the computer. This only occurs when land-line equipment has been installed, not cellular technology.

PROBABLE CAUSE FOR MISSED CALL LATE ALARM:

1. Phone being knocked off the hook.

2. Person in the house did not hang up phone when HMU needed to call jail.

3. Phone line problems.

4. The HMU has lost electrical power and had to go to battery back up.

5. Participant is off the system (busted or time served) and the HMU is completing its cycle.

6. Phone disconnected (phone bill not paid).

7. The participant disconnected the machine and escaped.

PROTOCOL:

1.Locate the active file (top drawer). If the file is NOT there it is possible the participant has completed, or was removed, from the Program. Try to call the participant. You will probably receive a busy signal (since the phone may be off the hook). Call their cell phone or emergency contact.

2. Follow "Patrol Protocol." The district officer will need to go to the participant's house and CHECK THE LAND-LINE. This alarm is generally caused by a land-line phone problem.

3. If the land-line phone is working, have the patrol officer check to see if the Field Monitoring Device (FMD)/HMU either has lights flashing or no lights on. No lights - either the machine has become disconnected or the electrical outlet is faulty.

4. Call a Home Detention Supervisor if necessary.

5. Clear and Comment BI-TotalAccess and clear the pager.

ALARM: **MANUAL RESTART**

NARRATIVE:

When a unit has lost electrical power and is then plugged back in you get this alarm to let you know the unit has been restarted. This is a common alert when a participant has set up their equipment for the first time.

POSSIBLE CAUSE OF ALARM:

1. A new participant has just been set up.
2. This may mean a disruption in power.

PROTOCOL:

1. Leave pass on for the Home Detention Supervisor

ALARM: **PWR LOSS PHONE or POWER FAIL**

NARRATIVE:

The land-line in the participant's house has been disrupted. You should receive this alarm only after their phone service has been restored.

POSSIBLE CAUSE OF ALARM:

1. Participant did not pay his/her bill.
2. Phone service disruptions caused by weather.
3. Person or animal in participant's house knocked phone cord out of jack.
4. Phone cord or jack is faulty.

PROTOCOL:

1. Attempt to contact participant if possible and find out what the problem was.
2. Call a Home Detention Supervisor, if necessary.
3. Leave Home Detention Supervisor pass on.

ALARM:	**PWR RESTORED PHONE or POWER RESTORE**

NARRATIVE:

You should receive this alarm only after receiving a "pwr loss phone" alarm and the phone service to the participant’s house has been restored.

POSSIBLE CAUSE OF ALARM:

1. Phone bill has been paid.
2. Phone cord or jack has been re-connected/fixed.
3. Phone company has repaired phone line.

PROTOCOL:

1. Attempt to contact participant and try to figure out what problem was.
2. Contact a Home Detention Officer, if necessary.
3. Leave Home Detention Supervisor pass on.

ALARM:	**TMPER HMU CASE**

NARRATIVE:

This alarm occurs when the Home Detention participant’s Home Monitoring Unit (HMU) has been tampered with, dropped, or damaged in some way.

POSSIBLE CAUSE OF ALARM:

1. HMU was dropped.

2. HMU has internal problems.

3. Participant has damaged the HMU in an attempt to escape.

PROTOCOL:

1. Contact the participant and find out if anything has happened to HMU.

2. Contact Operation Division and have a patrol officer respond to participant’s house and check HMU for damage.

3. Contact a Home Detention Supervisor, if necessary.

ALARM: **TXMTR IN RANGE**

NARRATIVE:

Caused when participant returned home late from a scheduled time out. Normally you get this alarm when a participant returned to his/her house after being late and you have already received a "did not return" alarm. This alarm is to let you know when a late returning participant arrives home.

POSSIBLE CAUSE OF ALARM:

1. Participant returned home late.

2. This alarm is also received right after a new participant has been set-up on the program.

3. A Home Detention Supervisor did not enter schedule right in the computer or was not contacted by the participant of a schedule change.

4. The participant misread their schedule.

PROTOCOL:

1. Check participant’s file to see when s/he was due back.

2. Call participant at their home to determine why they were later than their schedule indicated.

3. Verbal or written warning if they were under two hours late. Over two hours late; at your discretion call a Home Detention Officer, have participant bring his/her equipment to the jail, and place them in Intake pending a disciplinary hearing.

4. Contact a Home Detention Supervisor, if necessary.

ALARM:	**TXMTR TAMPER**

NARRATIVE:

This alarm occurs when there is a problem with the ankle transmitter. The problem could be with either the transmitter or the strap and rails that hold the transmitter on.

POSSIBLE CAUSE OF ALARM:

1. The battery is getting low in the transmitter.

2. The strap or rails have come loose on the transmitter.

3. Participant has accidentally hit or fell on the transmitter.

4. The participant has tampered with the unit in an attempt to get it off.

PROTOCOL:

1. Call the participant on his/her cell phone or at home.

2. Try to determine what if anything has happened to the transmitter.

3. Follow Operation protocol - they will need to go to the participant’s house to check the transmitter and strap.

4. Call a Home Detention Supervisor, if necessary.

ALARM: **TXMTR OUT OF RANGE**

NARRATIVE:

The transmitter worn on the participant's leg has gone out of range of the Home Monitoring Unit (HMU). The distance/range of the transmitter can vary depending on weather conditions and other variables. The normal distance should be about 150 feet, however; metal, foliage, weather conditions, and other obstacles can interfere with the transmission.

POSSIBLE CAUSE OF ALARM:

1. Participant rolled over on top of the transmitter in bed.

2. Participant is sleeping on a water bed, or taking a bath, and the transmitter’s signal cannot get out to the HMU.

3. Participant is out of the range of the HMU, but still on his/her property.

4. The participant did not follow his/her schedule.

5. A Home Detention Supervisor did not enter the participant’s schedule correctly in the computer or was not contacted by the participant.

6. The participant has a large house and went too far out of range.

7. The participant escaped.

PROTOCOL:

1. Check the participant’s file to see if they were scheduled to be out at that time.

2. Attempt to call the participant at home.

3. Attempt to contact the participant at work or contact their emergency contact listed.

4. Notify a Home Detention Supervisor, if necessary.

5. After a two-hour time has elapsed, follow Operation’s protocol and file an escape report.

ALARM:	**TXMTR TAMPER REPEAT**

NARRATIVE:

This alarm occurs every time a Home Detention participant enters their house after they have had a txmtr tamper alarm.

POSSIBLE CAUSE OF ALARM:

1. Transmitter has not been repaired/reset following a txmtr tamper alarm.
2. Transmitter has been tampered with (see alert on txmtr tamper alarms).

PROTOCOL:

1. Leave Home Detention Officers a note.
2. Follow procedures on txmtr tamper alarm.
3. Contact a Home Detention Supervisor, if necessary.
4. Clear and comment on BI-TotalAccess and clear pager.

ALARM:	**TXMTR TAMPER RESET**

NARRATIVE:

This alarm occurs when the Home Detention participant has had a previous txmtr tamper alarm and a Home Detention Officer has reset the ankle transmitter.

POSSIBLE CAUSE OF ALARM:

1. Tamper problem has been repaired and transmitter has been reset.

PROTOCOL:

1. Leave pass on for Home Detention Officers.
2. Clear and Comment in BI-TotalAccess and clear pager.

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION DRUG AND ALCOHOL TESTING**

NUMBER: **J2410**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to conduct alcohol and drug testing to ensure that Home Detention participants do not consume alcohol or non-prescription, controlled substances while participating in the Program.

INFORMATION: Since Home Detention Program participants are not confined in the jail, the chance that they may use alcohol and/or non-prescription, controlled substances while involved in the Program is increased. Therefore, they must be checked on a random basis for evidence of use.

Urine and other samples will be collected in a manner consistent with universal precautions concerning bodily fluids and does not contaminate work areas.

SOURCE: Colorado Revised Statute 12-47-103
Colorado Revised Statutes 12-22-301 through 12-22-313

PROCEDURE I - Breath Tests

1. As part of the intake process, the jail will require that new Home Detention Program participants sign a contract stating that they agree to willingly submit to breath and/or alcohol tests, as deemed necessary by a Home Detention Supervisor, or other appropriate Sheriff's Office personnel.

2. Deputies from the Operations Division will conduct in-home breath tests for Home Detention participants on a random basis.

3. A Home Detention Supervisor will print up each participant's schedule from the Home Detention computer each Friday, separate by districts, remove those participants that will be released that week, then scan and e-mail it to Sheriff's Operations and Sheriff's Reserves.

4. The information regarding the breath tests for each participant will be recorded in their permanent file and recorded in the Tiburon Worksheet entry once it has been returned from the Operations Division.

5. The Home Detention participants may be tested as many times as necessary to obtain an accurate and reliable reading.

6. If a breath test is positive, the Deputy will take the participant into custody and transport him or her to jail with their equipment, where we will house them pending a Disciplinary Hearing. The Incident Report will then be completed by Booking with the BAC level included and any other pertinent information.

7. Once the participant arrives at the jail, properly trained jail personnel will remove the transmitter from his or her ankle and place it in the Home Detention Office, along with the FMD.

8. The Deputy will contact a Home Detention Supervisor and advise him or her of the situation.

9. If necessary, Dispatch will be contacted and an Operations Deputy will respond to the inmate's home and retrieve the FMD at a later date.

PROCEDURE II - Urine Screens

1. A Home Detention Supervisor may, at their discretion, require a Home Detention participant to provide a urine sample for a urine screen when the inmate reports to the Work Release/Minimum Facility (Building "C") for a weekly or bi-weekly appointment.

2. A Home Detention Supervisor will require a urine screen when he or she suspects that a participant has been using a non-prescription controlled substance, or random tests to ensure they are not consuming drugs.

3. When a urine sample is to be collected, the Home Detention Supervisor will either monitor the collection, or arrange for another jail employee to monitor it.

4. The sample will be secured and marked by the Home Detention Supervisor, or the jail employee who monitored the collection.

5. Supervisors will observe routine chain of evidence precautions during the handling and storage of the sample.

6. The Home Detention Supervisor will complete the paperwork necessary for testing.

7. A Home Detention Supervisor will request the testing agency to perform a test on the sample, and they will in turn fax a hard copy of the results to the Supervisor when they are available.

8. Once they obtain the results of the test, the Home Detention Supervisor will inform the participant, either at the next weekly appointment, through a special meeting arranged by the Supervisor in Building "C."

9. If the results of the test are positive, the Home Detention Supervisor may return the participant to the jail, where we will house those pending disciplinary sanctions.

10. The Home Detention Supervisor will document the event in an Incident Report, the Tiburon Worksheet entry and forward a copy of the I.R. to the Alternative Sentencing Sergeant, who may initiate the Disciplinary Hearing process.

11. The Home Detention Supervisor may notify the participant's probation officer.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____
Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOMEDETENTION DISCIPLINARY PROCEDURES AND REVOCATION**

NUMBER: **J2411**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to establish and use a system of disciplinary and revocation procedures for the Home Detention Program. They are used to maintain adequate control of the Program and sanction participants who violate the requirements.

INFORMATION: The jail will enforce disciplinary and revocation procedures for the Home Detention Program, when necessary and appropriate. While imposing these sanctions, the jail will follow due process requirements and guarantee the protection of all constitutional rights.

The Program will use the same disciplinary and revocation procedures established for regular jail inmates. The Home Detention Deputies will handle minor rule violations, unless they occur with such frequency that they become a Major Rule violation.

Participants in the Program will also observe the rules established in the Agreement/Conditions of Home Detention, which is attached.

SOURCE: **None**

PROCEDURE I - Removal from Home Detention Pending a Disciplinary Hearing

1. When a Home Detention Supervisor, or their designee, believes that a Home Detention Program participant has violated one of the Program's Major Rules, he or she will arrange to have the participant returned to the jail for incarceration.

2. This determination may be made at the person's home following an alcohol breath test, at their place of employment or schooling, or at any other location. The Home Detention Supervisor may decide to wait and remove the participant from the Program when he or she reports for the next weekly appointment.

3. A Home Detention Supervisor, or their designee, will take all necessary steps to ensure the safety of the participant, the public, and him or herself. These steps may include notifications to the appropriate law enforcement agencies, family or household members, public establishments, and the courts.

4. The Home Detention Supervisors will ensure that all equipment installed on the participant and in the participant's home is secured and returned to the jail.

5. Whenever we return a Program participant to the jail pending a disciplinary investigation and hearing, the initiating employee will document the circumstances that caused the removal in an Incident Report (IR). He or she will include which Home Detention Program Major Rule(s) the participant is alleged to have violated in the IR, and distribute copies of the report to the appropriate jail personnel.

6. If necessary, the initiating employee will also complete and distribute a Crime Report.

7. The affected participant will remain in the jail through the disciplinary investigation and hearing processes.

8. If the Home Detention Supervisor did not complete the original IR, documenting the event, he or she will obtain a copy of the report(s), review it, do any necessary follow-up investigation, and complete a supplementary IR. He or she will forward copies to the Work Programs Sergeant and the affected participant.

9. The Work Program Sergeant will initiate the disciplinary investigation process, and if necessary, convene a Disciplinary Hearing for the inmate.

PROCEDURE II - Revocation from the Home Detention Program

1. If a participant is found guilty of having committed the alleged violation, the Hearing Officer will remove him or her from the Program, either permanently, or for a stipulated period.

2. The Hearing Officer will inform the Home Detention Office of the participant's status in the Disciplinary Hearing Findings Memorandum.

3. The Home Detention Office may forward a copy of the memorandum to the appropriate sentencing court, and keep a copy for their files.

4. A Home Detention Supervisor will ensure that the equipment used by the revoked participant is in storage in the Home Detention Office, and that it is in working condition.

5. A Home Detention Supervisor will ensure that the revoked participant's program fees are paid in full, and that any fee refunds are processed. If necessary, they will have the inmate sign a Debt Notice for any amount owed.

6. The revoked participant will remain in jail for the remainder of his or her sentence, or for as long as stipulated by the Hearing Officer.

PROCEDURE III - Reinstatement to the Home Detention Program

1. Should a Program participant be found not to have committed the violation by the Hearing Officer, they will reinstate the participant to the Program.

2. The Hearing Officer will forward a copy of the Disciplinary Hearing Findings Memorandum to the Home Detention Office. They will retain a copy for their files and forward a copy to the appropriate sentencing court.

3. The equipment will be installed on the participant and in their home as soon as possible.

4. A Home Detention Supervisor will enter curfews for the participant into the host computer, collect program fees, as necessary, and schedule the participant for a weekly appointment.

5. If a Hearing Officer determines that a Program participant did violate a rule, but should be reinstated after a stipulated period of incarceration in the jail, a Home Detention Supervisor will follow steps three and four above on the stipulated date.

By Order of the Division Chief

Signed by _____ 03/14/2016

Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION RELEASE**

NUMBER: **J2412**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to establish and use standardized release procedures for the Home Detention Program.

SOURCE: **None**

PROCEDURE I - Home Detention Releases

1. Upon the set up process for a new Home Detention Program participant, a Home Detention Supervisor will book the inmate into Tiburon, calculate the inmate's release date and look for a photo. The Supervisor will print a copy and place it in the participant's file.

2. A Home Detention Supervisor will check the Home Detention Roster and call to schedule a meeting with participants whose release dates are approaching and arrange a time to return their equipment on the last day of their sentence.

3. The Home Detention Supervisor will also arrange to collect any Program fees that may be outstanding, or refund any fee refunds.

4. On the last day (or the day prior) of a Program participant's sentence, a Home Detention Supervisor will complete a warrants check via the NCIC/CCIC computer. If they discover an active and valid warrant, the Supervisor will request SO Patrol to bring the participant into custody at their residence on the warrant and brought to the jail.

5. On the last day of the participant's sentence, a Home Detention Supervisor will direct the inmate to bring the equipment to the Work Release/Minimum Facility (Building "C"). The Supervisor will then remove the transmitter from the participant.

6. The equipment will be checked to ensure that it is in good working order.

7. The Home Detention Supervisor may initiate civil or criminal proceedings against the participant, if they have damaged the equipment.

8. If the equipment is in working order, the Supervisor will perform the necessary Tiburon operations to release the participant.

9. A Home Detention Supervisor will obtain the original copy of the participant's Mittimus, sign it off, and send it back to the sentencing court.

10. A Home Detention Supervisor will send a copy of the Mittimus and a copy of the sentence calculation and send them to the Records Division.

11. The participant's permanent file will be maintained in the Home Detention Office for two years and will then be shredded.

12. A check off sheet for intakes and releases will be incorporated into the permanent file. The check off sheets for releases includes removal of the participant from the CCIC computer, printing all remaining messages generated by the Home Detention unit for the participant, work verification documentation, release of the participant from the Home Detention computer, and updating the participant's monthly statistic sheets in the Stat book.

PROCEDURE II - Furloughs

1. When a Home Detention Supervisor receives a Mittimus or a signed motion from the court from a sentencing judge, which shows that a Program participant is to be temporarily released on furlough, he or she will contact the participant and arrange a meeting with them.

2. The Home Detention Supervisor will deactivate the Field Monitoring Device (FMD) temporarily from the computer, enter the necessary data into the computer as pass-on and leave a copy of the signed motion in the file, and remove the transmitter from the participant.

3. The Home Detention Supervisor may, if needed, arrange to reinstall the Home Detention equipment on the date shown on the Mittimus or court order and meet with the participant upon their return. He or she will also place the transmitter on the inmate.

4. During the time that a Home Detention Program participant is on furlough, he or she will not be required to pay program fees.

5. Furlough time granted by a judge will alter the participant's calculated release date. The release date will need to be re-calculated in Tiburon.

By Order of the Division Chief

Signed by _____ 03/14/2016 _____

Bruce Haas, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **HOME DETENTION FEE PAYMENT AND ACCOUNTING**

NUMBER: **J2413**

EFFECTIVE DATE: **March 14th, 2016**

POLICY: It is the policy of the Boulder County Jail to establish a formal fee system in the Home Detention Program for the proper collection, accounting, and disbursing of those funds.

INFORMATION: The jail established Home Detention fees to help defray expenses incurred by operating the Program and they are mandatory. The fees are generally thirteen dollars ($13) per participant, per day and must be paid throughout the inmate's sentence. We will not permit participants to fall behind in payments. They must pay in full by their release.

A Home Detention Supervisor may submit a request for a lower fee to the Administrative Commander for specific participants, who may need a lower daily rate upon certain circumstances. These fees are only payable in cash, by money order check, or credit card in the Building C kiosk.

Attached to this policy is a Home Detention Fees document that provides a step-by-step guide for dealing with fees.

SOURCE: Colorado Revised Statute 18-1.3-106

PROCEDURE I - Fee Determination

1. If a participant's release date is changed by court order, or he or she receives a furlough during their sentence, a Home Detention Supervisor will recalculate the total amount owed. The participant is not responsible for paying fees during their furlough; however, typically the requested furlough time is added to the end of their current sentence.

2. The fee for Home Detention participants is thirteen dollars ($13) per day. A sliding scale has been established to aid participants who cannot financially afford the Program. Participants requesting reduced or no fees are required to provide

verification of their monthly financial obligations. The Home Detention participant writes a Fee Letter to the Administrative Commander with this information and a request for fee reduction. The Administrative Commander will review the Fee Letter and authorize any fee reductions based on the Supervisor's recommendation.

PROCEDURE II - Fee Payments

1. As part of the Home Detention Program set up process, a Home Detention Supervisor will collect a new participant's first week's fees.

2. The Home Detention Supervisor will enter the payment into Tiburon and post the money on EZ pay load.

3. Subsequent program fee payments will be collected from the participant during the weekly and bi-weekly meetings.

4. Should a program participant fail to make payments, we will remind them that the payments are mandatory, and that failure to pay fees could result in removal from the Program.

5. A "Debt Notice" will be completed with a copy made for the participant if payment is not paid in full by the participant's last day. A Collection Agency will issue the inmate a warning letter with a fine within one month from their release date of non-payment.

PROCEDURE III - Fee Refunds

1. If a Home Detention Program participant is released early by the sentencing judge, or receives a furlough, or overpays, a refund of prepaid Program fees may be required and a check will be cut within Tiburon.

2. A participant removed from Home Detention status because of a rule violation may also be entitled to a fee refund.

By Order of the Division Chief

Signed by _____ 03/14/2016

Bruce Haas, Division Chief Date

SUBJECT: **DAY REPORTING PROGRAM**

NUMBER: **25-01-01**

EFFECTIVE DATE: **March 7, 2006**

REVIEW DATE: **March 7, 2007**

POLICY: It is the policy of the Boulder County Jail to contract with private organizations to administer the Day Reporting Center Program (DRC), as one alternative to housing low risk inmates in jail.

SOURCE: None

PROCEDURE I - Program Placement

1. The sentencing court will give defendants sentenced to Day Reporting an information sheet that tells them to contact the jail's Day Reporting Office within two working days to set up a start date.

2. When the defendant contacts Day Reporting they will give them a date and time to report.

3. When the DRC Supervisor receives a Mittimus from the Court he or she will file it until the start date of the participant.

4. The DRC Supervisor will do a warrants check in NCIC/CCIC.

5. Once the participant reports to begin their sentence, the DRC Supervisor will pre-book them.

6. If the person is already in custody, they will be dressed out and escorted to the Day Reporting Office.

7. They will ask that the participant provide information concerning their place of employment, home address, and phone numbers.

8. After booking is completed, the DRC Supervisor will calculate the participant's release date.

9. The DRC Supervisor will notify the Day Reporting Center where the participant will be

going after they report for pre-booking to begin their sentence.

10. They will give a copy of the release date and mittimus to the participant in an envelope with instructions to report to the Day Reporting Center selected by the DRC Supervisor.

11. The DRC supervisor will assign the participant to a DRC bed space in Tiburon.

By Order of the Division Chief

Signed by _____ 03/07/06 _____

Larry R. Hank, Division Chief Date

SUBJECT: **DAY REPORTING SELECTION CRITERIA**

NUMBER: **25-01-02**

EFFECTIVE DATE: **March 7, 2006**

REVIEW DATE: **March 7, 2007**

POLICY: It is the policy of the Boulder County Jail to permit only those who meet the established selection criteria to participate in the Day Reporting Program.

SOURCE: **None**

PROCEDURE I - Inmate Selection Criteria

1. The Boulder County Sheriff's Office has established the following criteria for the Day Reporting Program:

    a. Must be approved by the court, either as a direct sentence or a transfer from Work Release, for the Day Reporting Center (DRC).

    b. Willing to participate in the Program and abide by all rules.

    c. Have a telephone at home (cell phones not acceptable).

    d. Must have served 70% of a sentence greater than 180 days, if transferring from the Work Release Program.

    e. Must have served 50% of a sentence totaling less than 180 days, if transferring from the Work Release Program.

    f. Have a minimum of ten days to serve, or remaining on a sentence.

    g. Willing to pay the program fees established by the DRC where the participant will be reporting.

    h. Be detoxified and, if necessary, administered Antabuse.

i. Comply with Victim's Rights legislation.

PROCEDURE II - Inmate Selection Criteria - Standardized Letter

1. The Supervisor will request information about the inmate's place of employment, home address, and phone numbers.

2. The jail will send a letter to the courts, using a standardized form, advising the sentencing Judge that the inmate meets the criteria and will be placed on Day Reporting unless denied by them.

3. The Supervisor will conduct a warrants check in NCIC/CCIC.

4. If after ten days the sentencing Judge does not answer the letter, the inmate will be placed in the Day Reporting Program.

5. If the court refuses to allow the candidate the opportunity to participate in Day Reporting, the Supervisor will notify the person and take no further action.

PROCEDURE III - Rule Violations

1. If a DRC participant violates any of the Program rules, one or more of the following may happen:

    a. A written warning will be issued

    b. Failure to Comply (FTC) mittimus sentence warrants will be issued for those DRC participants who walk away from the program or one not able to be reached for two hours.

    c. If the rule violation is not considered serious, the DRC participant can be held in their home. He or she will only be allowed to go to their place of employment. No time limit is placed on this sanction.

    d. If we deem the rule violation serious, the DRC Supervisor, or Operations Division Deputy, will return the participant to the jail. The inmate will be referred to a Disciplinary Hearing.

    e. The Work Programs Sergeant will conduct a Supervisory Review according to jail policy 14-01-02. Any decision to reinstate the person to the DRC

Program will be up to the Sergeant.

By Order of the Division Chief

Signed by _____ 03/07/06 _____

Larry R. Hank, Division Chief Date

BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION

SUBJECT: **WORK CREW PROGRAM**

NUMBER: **J2601**

EFFECTIVE DATE: **September 12th, 2016**

POLICY: It is the policy of the Boulder County Jail to ensure that individuals sentenced to the Work Crew Program are assigned to work for the County or nonprofit organizations. Work may NOT be assigned for churches or other religious organizations. The Work Crew Program will be supervised by Boulder County Sheriff's Office and authorized personnel.

INFORMATION: The Work Crew Program is established as a joint endeavor between the Boulder County Courts and the Boulder County Sheriff's Office. It is an alternative for low-risk inmates to serve their sentence and or sanction.

General information is provided to the Work Crew Inmates. Applicable Rules and Punitive Sanctions are attached at the end of this policy.

SOURCE: None

PROCEDURE I - Supervision of Work Crew Inmates

1. Counts will be conducted in the following manner:

    a. When the Work Crew Inmates are first checked-in, the Work Crew Inmates will be lined-up and counted by a Crew Boss(s). Using the computer generated sign-in roster, the Crew Boss(s) will call out the names on the roster.

    b. After the count has been completed, each work crew inmate will provide a breath test administered by a Crew Boss. If a Work Crew inmate test positive for alcohol, the Crew Boss shall notify the Alternative Sentencing Supervisor

and or the On-duty Supervisor and proceed to **Procedure II, Step 2,** of this policy for further action. The Crew Boss will then complete a detailed Incident Report of this event and will notify the Alternative Sentencing Supervisor and or the On-Duty Supervisor.

c. As the Work Crew Inmates' check off their names on the roster, they will move forward and remain in place until the count is completed and the Crew Boss provides further instruction.

d. At least once every hour, at irregular intervals throughout the workday, the Work Crew Inmates or Supervisor will perform a head count.

e. If the count is incorrect, the assigned Supervisor will use the same steps as outlined in steps "a" and "b" above to get an accurate count.

f. When an officer determines that a Work Crew Inmate has walked away, they will contact the Work Crew Supervisor and or the Alternative Sentencing Supervisor for further direction.

2. Work Site Supervision:

a. The Crew Boss(s) or Supervisor assigned to supervise the Work Crew Inmates will find a location that affords them the best opportunity to oversee all of the Work Crew Inmates.

b. If a Work Crew Inmate(s) is not performing adequately, a Crew Boss or Supervisor will give the person a verbal warning to get back to work.

c. When a Work Crew Inmate is found a second time not performing as directed, a Work Sheet Entry or Incident Report will be completed. After completion of the information, it will be forwarded to Work Crew Supervisor and or the Alternative Sentencing Supervisor.

d. The Work Crew Program Supervisor will contact the sentencing court and Probation (if applicable) and advise them of the Work Crew Inmates failure to comply in writing using a **"Failure to Comply Memo**". Work Crew Programs Supervisor will follow the courts direction in dealing with the inmate.

PROCEDURE II – Failure to Comply with Work Crew Sentence

1. If a Work Crew Inmate fails to show up at the Boulder County Jail on a pre-scheduled date and fails to notify the Alternative Sentencing Supervisor, they will be removed from the program after their third consecutive unexcused absence,

and a "**Failure to Comply Memo"** will be completed by the Alternative Sentencing Supervisor and sent to the courts.

2. If a Work Crew Inmate is intoxicated or appears to be under the influence at the time of arrival at the Boulder County Jail, he/she will be held in a secure portion of the Jail until such time that he/she either sobers' up or is able to be released to a sober responsible party. They will be removed from the program and a "**Failure to Comply Memo"** will be sent to the Courts notifying them of non-compliance, by the Alternative Sentencing Supervisor.

3. If a Work Crew Inmate walks away from a work crew job site, he/she shall be removed from the program and a **"Failure to Comply Memo"** will be sent to the courts notifying them of non-compliance by the Alternative Sentencing Supervisor.

4. If a Work Crew Inmate is charged with any State, Federal, County or Municipal law, while serving their work crew sentence, he/she will be taken into a secure portion of the Jail and booked into the jail under the new charge(s). If bond is set on the new charge(s), he/she may post their bond. He/she will then be released from custody on their new charge(s) and shall be removed from the Work Crew Program on his/her previous charge(s). A "**Failure to Comply Memo"** with their work crew sentence will be sent to the courts notifying them of this program violation by the Alternative Sentencing Supervisor.

By Order of the Division Chief

_____	09/12/2016
Jeff Goetz	Date

General Information Provided to Work Crew Inmates

I understand that as a participant in the Work Crew Program I will be required to perform manual labor as required of me by a Supervisor that I am assigned to. **I declare that I am physically capable of performing manual labor and that I do not have any physical limitation(s) that would preclude me from performing such labor.**

I agree to report to the Boulder Jail no later than 6:30 a.m. each morning of my sentence. I understand that I will not be released until the afternoon at approximately 4:00 p.m. unless otherwise directed by Jail staff.

I understand that my sentencing judge will be notified in writing should I fail to report for a scheduled day for any reason and that I will not be allowed to return to the Work Crew Program without the approval of my judge.

I understand that as a participant in the Work Crew Program I agree to follow all reasonable directions given be by a Supervisor that I am assigned to.

Use/Consumption of any alcohol or controlled substance during my Work Crew sentence is prohibited. Prescription medications will only be used with permission from my Supervisor. Any positive urinalysis or breathalyzer will be considered a violation. Failure to provide a urinalysis' or breathalyzer is also a violation.

I agree to maintain a cooperative and appropriate attitude toward my Supervisor and other Work Crew Program participants. Horseplay is not allowed. This includes yelling and banging. Arguing or fighting with Crew Bosses, a Supervisor or other inmates is forbidden.

I agree that I will not bring valuables with me during my Work Crew sentence and that the Boulder County Sheriff's Office will not be responsible for my personal property during said sentence.

Leaving a work site without prior approval from a Jail staff member is a violation. You will be considered an escapee and criminal charges may be pursued through the courts.

You may bring only the clothing you need for the day. This includes coat, hat, gloves, sturdy footwear and items to keep you warm/dry during inclement weather. Do not bring bags or backpacks.

Personal items, except your driver's license or identification card, are prohibited. Radios, pagers, cell phones, or other personal electronics are not allowed.

All meals will be provided. Do not bring any food or drink item. Diabetic snacks and other special dietary needs must be approved by a supervising Crew Boss.

Failure to wear the orange vest issued by Jail staff is a violation.
You must notify a Crew Boss of any injury, illness, or medical condition.

You must work during your Work Crew sentence. Failing or refusing to work is a violation.

Contact with the public is not allowed. You may not have any visitors while assigned to the Work Crew.

Use of a telephone without authorization at a job site is prohibited. All phone calls will be approved by a Supervisor.

Threats, intimidation or harassment of others will not be tolerated.

DO NOT DRIVE if you do not have a driver's license or if your license has been revoked, suspended or denied. Vehicles illegally parked at the jail will be towed and impounded.

Gambling is prohibited.

Gang activity is not allowed.

Good personal hygiene is expected and is your responsibility.

Work breaks are at the discretion of Supervisor.

Do not approach anything hazardous. Report any hazard to a Supervisor immediately.

You must use tools properly.

The Work Crew program consists of physical labor in all weather and terrain situations. You must work safely and apply yourself to each assigned task. Each person will be held accountable for their actions of they violate the contract rules.

If you are charged with any State, Federal, County or Municipal law, while serving your work crew sentence you will be taken into a secure portion of the Jail and booked into the jail under the new charge(s). If bond is set on your new charge(s), you may post your bond. You will then be released from custody on your new charge(s) and you will be removed from the Work Crew Program on your previous charge(s). A "**Failure to Comply Memo"** with your work crew sentence will be sent to the courts notifying them of this program violation.

If you violate any portion of this contract or Jail rules, you may be asked to leave the work site and a **"Failure to Comply Memo"** with your Work Crew Sentence will be sent to the Courts.

Failure to show up for a scheduled work day may result in your removal from this program and a "**Failure to Comply Memo**" being sent to the courts.

If you show up to work intoxicated or under the influence, you will be held in custody until such time that you are sober enough to be released on your own recognizance or until such time that you can arrange for a sober responsible party to pick you up. You will be removed from the Work Crew program and a **"Failure to Comply Memo"** will be sent to courts.

I have read and fully understand the terms of this contract. I agree to all of its provisions and I understand that a violation of any portion of it may result in my removal from the Work Crew Program and subsequently placed in the Boulder County Jail and await further actions.

_____ _____

Work Crew Inmate Signature Date

_____ _____

BCSO Witness Signature Date

SUBJECT: **ADMISSION AND BOOKING OF WORKENDERS**

NUMBER: **26-01-02**

EFFECTIVE DATE: **May 23, 2005**

REVIEW DATE: **May 23, 2006**

POLICY: It is the policy of the Boulder County Jail to use standardized admission procedures to ensure that Workenders are properly booked and accorded all applicable rights.

SOURCE: None

PROCEDURE I - Intake of Workender Inmates

1. The sentencing court will give inmates sentenced to the Workender Program an information sheet, which instructs them to make an appointment with Booking to be Pre-Booked.

2. Upon receiving the Mittimus from the sentencing court, the Work Programs Sergeant will file it under the weekend that the inmate will be starting.

3. During the week before the Workenders first weekend the Work Programs Sergeant will compile the files for Booking to use for the pre-book and take them to Booking. He or she will do this by 1600 hours Friday afternoon.

4. During the week before the Workenders first weekend the Work Programs Sergeant will go to Booking and collect all of the files and return them to the Workender office.

5. The files will be divided into two stacks, one for those who were pre-booked and one for those who failed to show for pre-booking.

6. The files of the inmates who were pre-booked will be divided into two parts. The first part will consist of the case notes, a copy of the mug shot, a copy of the Mittimus, and a copy of the Arrest Report. The second part will consist of the original Mittimus, a copy of the Mittimus, the fingerprint card, Workender Contract, and Medical Release. The first part will be used to enter information into the computer later and create the Workender Book File. The second part will be placed into the Workender file.

7. The files for Workenders who did not show up for pre-booking will be dealt with pursuant to Procedure II below.

8. The Work Programs Sergeant will prepare a Sign-In Sheet using the WordPerfect document.

9. The new Workenders' Workender Book File will be placed into the Workender Book.

10. The Work Programs Sergeant will then compare the Workender Book with the Sign-In Sheet, to assure that all the names in the Book are on the sheet. If there is a discrepancy, it will be corrected.

11. The Work Programs Sergeant will determine where the Workenders will be working the following weekend and what tools will be needed. He or she will then complete a work plan for the Workender Deputies.

12. The Sign-In sheets and Work Plan will be placed in the front pocket of the Workender Book. The Book will then be placed in the black Workender Box for pick up by the Workender Deputies Saturday morning.

PROCEDURE II - Failure to Report for Pre-Booking

1. The Work Programs Sergeant will determine if this is the first, second, or third failure to report for pre-booking.

2. If it is the first or second failure to report, the dates on the paperwork will be changed to reflect that the person will be given the opportunity to show up for pre-booking the next week.

3. If it is the third failure to report, without extenuating circumstances or permission from the Work Programs Sergeant, he or she will check Tiburon to confirm that the person is not in custody. If not in custody, the Mittimus will be returned to the court with a "No-Show Notification to Sentencing Court Form."

By Order of the Division Commander

Signed by _____ 06/07/05
Larry R. Hank, Captain Date

SUBJECT: **RELEASE OF WORKENDERS**

NUMBER: **26-01-03**

EFFECTIVE DATE: **May 23, 2005**

REVIEW DATE: **May 23, 2006**

POLICY: It is the policy of the Boulder County Jail to ensure that the release of Workender Inmates from custody is done properly and the Work Programs Sergeant will follow the release dates established on each Mittimus.

SOURCE: None

PROCEDURE I - Release of Workender Inmates

1. Each Monday, the Work Programs Sergeant, or designee, will remove the contents of the front pocket of the Workender Book.

2. The Workender Sign-In Roster will be placed next to the Workender Book.

3. The Work Programs Sergeant will go through the Workender Book and remove the files of those who have completed their sentences or failed to report, using the Sign-In Roster.

4. When all files have been removed from the Workender Book, the Work Programs Sergeant will pull the corresponding Workender file. He or she will go through the complete file for each Workender and separate it into three parts. The first will be the file that was in the Workender Book. The second is the original Mittimus. The third is the fingerprint card, Records copy of the mittimus, the Medical Release for Workenders, and Workender Contract.

5. The Workender Book File will be stamped with the "SENTENCE COMPLETED" stamp. The original court copy of the mittimus, and the Records copy of the mittimus, will be signed off and will be stamped with the " SENTENCE COMPLETED" stamp. The Workender Book File, Medical Release and, Workender Contract will remain together in the Workender alphabetical file. The Workender Book File, Medical Release and Workender Contract will remain together in the Workender alphabetical file. Files of Workenders who have completed their sentences will be distributed.

6. The Workender alphabetical file (for each person released or who is a no-show) is removed from the active file and released in Tiburon.

7. The Mittimus with the Notification, if necessary, is sent to the courts using the Booking Court Slots.

8. Finally, the fingerprint card and Records copy of the mittimus will be forwarded to the Records Division, using the Booking Records Bin.

PROCEDURE II - No-Show Releases

1. The No-Show file will be divided into three parts:

    a. Workender Book File

    b. Original Mittimus and a No-Show Notification to Sentencing Court, and

    c. The fingerprint card, Records copy of the mittimus, Workender Contract, and the Medical Release for Workenders.

2. The Workender Book File will be marked with the "NO-SHOW" stamp.

3. The “No-Show Notification to Sentencing Court Form” will be completed.

4. The Workender Book File, Workender Contract and Medical Release will remain in the Workender alphabetical file.

5. The Workender Book File, Workender Contract, and Medical Release will be remain in the Workender alphabetical file.

6. A copy of the “No-Show Notification to Sentencing Court Form” will be attached to the fingerprint card and Records copy of the mittimus.

7. When all the files of No-Show Workenders have been completed they will be distributed to the appropriate places.

8. The Workender alphabetical file in the Workender File Cabinet (for each person) will be removed from the active file and released in Tiburon).

9. After checking Tiburon confirm that the person is not in custody, the No-Show Notification will be sent to the sentencing court.

10. The copy of the “No-Show Notification to Sentencing Court Form”,fingerprint card and Records copy of the mittimus will be forwarded to Records.

By Order of the Division Commander

Signed by _____ 06/07/05 _____
Larry R. Hank, Captain Date

SUBJECT: **TRANSPORTING WORKENDERS**

NUMBER: **26-01-04**

EFFECTIVE DATE: **May 23, 2005**

REVIEW DATE: **May 23, 2006**

POLICY: It is the policy of the Boulder County Jail to ensure that Workenders are transported in a safe and efficient manner.

SOURCE: None

PROCEDURE I - Transporting Workenders

1. The Workender Deputies will determine which vehicles are used to transport the Workenders.

2. If the jail bus is to be used, only those Deputies who have completed the Commercial Drivers License class and hold a current license may operate it. The safety check taught during the class will be used to decide if they can safely operate the bus. If other vehicles are to be used, they will be checked to ensure that they are safe for operation.

3. If any problems are found with any vehicles, the Deputy, to the extent possible, will attempt to correct the problem(s) before the vehicle is used.

4. If the problem is not one that will affect the safe operation of the vehicle, it may be used and the Deputy will notify the designated Transport Deputy via e-mail.

5. If the problem is one that would affect the safe operation of the vehicle, it will not be used and the Deputy will notify the designated Transport Deputy of the problem via e-mail. They will take the vehicle out of service.

6. If the vehicle is to be used, Workender Deputies will load the vehicles, assuring that they do not overload them. All passengers will be seated and seat belted, if available, when the vehicle is moving.

7. While operating the vehicles the Workender Deputies will obey all traffic laws.

8. When the vehicle arrives at the destination the Deputy will bring it to a complete stop in a safe area before unloading begins.

9. The vehicle will always be locked when not in use.

By Order of the Division Commander

Signed by _____ 06/07/05 _____
Larry R. Hank, Captain Date

BOULDER COUNTY JAIL
POLICY AND PROCEDURES MANUAL
GLOSSARY AS OF 09/26/12

2808 Account - An account maintained exclusively for the revenues generated by inmate telephones, medical and dental fees, commissary sales, and washer/dryer use.

2851 Account - That portion of the Boulder County Sheriff's Office budget assigned to operate the Jail Division.

ABC Fire Extinguisher - An extinguisher containing powder that can be used on burning paper or wood, flammable liquids and electrical fires.

Acceptable Home Detention Inmate - An inmate who is eligible for Home Detention and meets the criteria for participation established by the Jail Division.

Acceptable Volunteer - An individual who can implement a viable program and who has no criminal history, and no outstanding warrants, or someone who may not meet these criteria but has the Division Chief's approval.

Activity Schedule - A master list of all activities scheduled on a regular basis in the jail.

Adam/Alice Doe - An arrestee who refuses to give information regarding his/er true identity.

Additive Scale - A classification format that assigns scores to certain factors. The scores of all factors are calculated and a custody level is assigned based on the total.

Administrative Inmate List (Jail List) - A list of all inmates housed in the Boulder County Jail, as well as those housed in other locations, organized alphabetically by the inmates' last names. The Alpha List also lists each inmate's fund balance. At the end of each Alpha List is an Executive Summary, which lists each housing area and the number of inmates housed there.

Administrative Segregation - A measure or classification imposed on the following types of inmates by the Jail Administration: those who are a danger to others, those whose actions place them in jeopardy of counter action by other inmates, and those requiring protective custody.

Adult Education Director - A full-time employee of the Jail Division, hired by the Jail Division Chief to develop, manage, and teach Adult Education classes.

Agreement Regarding the Conditions of Home Detention Form - A contract signed by a new Home Detention inmate and witnessed by a Home Detention Officer during the Home Detention intake process. The contract specifies the rules and regulations the Home Detention inmate must

adhere to as a participant in the program.

Air Pack - A device worn by someone entering a fire scene, which enables them to breathe by means of compressed air and an airtight mask.

AKA - Also known as - a designation indicating an alias or second name used by an individual.

Alarm Protocol - A printed instruction sheet posted in the Home Detention Office that is used by officers assigned to the Work Release/Minimum Facility Officer Work Station to respond to Home Detention Program alarms.

Alarm Report - A hard copy report printed in the Home Detention office by the host computer when a Field Monitoring Device sends an alarm to the computer. Alarm reports advise jail staff of possible home detention inmate violations, including curfew violations and tampering attempts.

Alco Sensor IV - A portable, hand held device that is used to measure an individual's breath for evidence of alcohol consumption. The device is calibrated and can give accurate readings through the range of blood alcohol levels.

Amended Mittimus - A change made by a Judge on an original mittimus.

Appointment Calendar - An appointment book used by Booking Officers to schedule sentenced persons to the Workender Program for pre-booking.

Arena Court Officer - An armed Jail Officer who monitors the public in the public seating area of the courtroom during court proceedings.

Arrest Report - The Tiburon printout of the arrest information entered into the computer by the arresting officer.

Arrestee - Any person arrested and received into the facility.

Arrestee Interview Rooms - The area of Booking where Arresting Officers interview their arrestee and enter their arrest reports into Tiburon. The Arresting Officers are separated from their arrestee by a window containing speak-through and pass-through areas.

Attorney Visitation Booth - A small room located in the Courtroom and equipped with a phone that an attorney may use to speak privately with their in-custody client.

Back-up Assistance - Jail employees who respond to an emergency situation to assist another employee.

Bail Bond - A contract authorized by the court and signed by a defendant (and possibly a surety)

guaranteeing that the defendant will appear at subsequent court proceedings.

Bail Bondsman - A person licensed by the State of Colorado to post secured bonds for inmates in return for a fee.

Bail Bondsman Log - A record book used to record bondsmen who are not allowed to write bonds in Boulder County until they satisfy forfeiture against them.

Belly Chain - A metal chain that is placed around an inmate's waist to provide an anchor point for the attachment of handcuffs in order to restrict the movement of the arms.

BI Home Escort System Manual - A training, installation, and reference manual provided to users of BI, Inc. home detention equipment.

Bill of Lading - A shipping notice received at the time of delivery showing the delivery date, vendor, nature of delivery and signature of the jail employee receiving the delivery.

Blanket Bond - A bond designed to protect Boulder County for the actions of its employees.

Bomb Threat Card - A card developed by the International Association of Bomb Technicians, which lists essential questions a person receiving a bomb threat phone call must ask the caller making the threat.

Bond Commissioner - An Officer of the Court, employed by Criminal Justice Services, who conducts interviews and criminal background checks on inmates charged with felonies, misdemeanor and petty offenses in Boulder County for the purpose of determining or helping the County Court Judge determine what type of bond should be set in any case.

Bond Commissioner's Office - An office in Booking where the Bond Commissioner conducts interviews.

Bond Drawer - A secured drawer located on the Booking Island in which all cash, surety or out-of-county bonds are placed.

Bond Log - A log used by Booking Officers to record all bonds or fines posted for inmates.

Book and Bond - The process by which an individual undergoes the admission process, immediately posts his/er bond and is released. These individuals are not dressed-in and the process is nearly continuous from start to finish.

Book and Release/Book and Release On a Felony Summons - The process by which an arresting officer authorizes a Booking Officer to book and then release an inmate without requiring that a bond be posted.

Booking - That section of the jail's Administration Building that contains the Intake Vestibule, arresting officer's area, intake interview booths, Inmate Waiting area, Bond Commissioner's offices, Booking Desk (sometimes referred to as the Booking Island), staff and inmate restrooms, Transport Office, Safety Cell, Forms Storage room, search and shower rooms, Inmate Property room, Clothing Issue storage area and the Booking Sergeant's office.

Booking Island - That raised portion of Booking containing the jail management system computers, counter, telephones, release window, facsimile machine, copier, coffee bar, restroom and Booking Sergeant's Office.

Booking Number - A personal identification number generated by Tiburon once an inmate has been booked. The number can be found on all booking paperwork.

Booking Log - A form used by Booking Officers to document welfare checks done on persons held in the Booking.

Booking Safe - A safe located in the Booking Sergeants' office where the money counted from each shift is stored.

Booking Staff - A term used to refer to Booking Officers and Booking Clerks jointly.

Booking Visitation Booth - The Booking Visitation Booth is an area adjacent to Booking used for secure visits. Controlled by Booking Officers, it may be used by officers or inmates to speak with attorneys, bonding representatives, or potential co-signers.

Boulder County Mental Health Center - The county agency authorized to provide mental health services and resources to residents, as well as other Boulder County agencies.

Boulder County Purchasing Manual - A manual provided by the Department of County Finance, which specifies approved ordering procedures.

Boulder County Risk Manager - A county employee who is responsible for coordinating claims made on Worker's Compensation insurance and on the insurance Boulder County provides for departmental vehicles and property.

Boulder County Sheriff's Office Employee Work Sheet - A computerized form used by Supervisors to record time worked, sick, vacation, overtime, and compensatory time.

Briefing Room - A room in the Jail Administration Area used mainly to conduct shift briefings.

Canine Unit - An officer who works with a trained canine to assist in the resolution of special field problems.

Computer Aided Dispatch Number - A number used by arresting officers in their arrest report for identification and tracking purposes. Commonly referred to as a "CAD Number."

Cases Referred For Judicial Review Form (County and Municipal) - A form used by Booking to list those persons who are arrested either on State (County) or Municipal charges who fall under the 48 hour review for probable cause; "McLaughlin V. Riverside."

Cash Bond - A secured bond posted in cash.

Cash Drawer - A secured drawer in Booking where incoming cash is placed on each shift. Also, a locked, slotted drawer located in the Work Release/Minimum Facility Officer Work Station in which Work Release and Home Detention Program fee payments are secured.

CCIC - Colorado Crime Information Computer. A computer system that provides Colorado records on individuals to law enforcement agencies.

CCIC/NCIC Terminal - The computer system used to check for and locate CCIC/NCIC warrants; send messages; and query for criminal histories, driving records, etc.

Cell Checks - A daily inspection of inmate cells.

Channel Selector Switch - A radio switch used to select the designated channel for operation.

Check Ledger - A computerized program designed to track all checks written on the Inmate Cash Account.

Check-Out Area - That portion of Booking containing the release counter and window, the dressing room used for the inmate to dress-out, and Holding Cell "C."

Check Printer - An automated printer used for releasing money from an inmate's account.

Chemical Agent - Any device that has the purpose of disabling a person through release of an irritant.

Chemical and Flammable Substance Sign-Out Log - A form used for tracking the use of chemicals and flammables.

Chit - A small metal disc stamped with an Officer's badge number used when checking out keys to identify who has the keys.

Classification - A determination concerning an inmate's housing in the facility based on established objective criteria. The decision is based on the inmate's past and present behavior in the facility, past

and current charges, protective custody needs, and any medical or mental health problems requiring segregation.

Classification Coordinator - Responsibilities include, but are not limited to: maintaining inmate classification files; performing sentence calculations for sentenced inmates; maintaining and preparing release lists for various jail administrative personnel and the Chief District Court Judge; and keeping programs statistics.

Classification File - A file containing any pertinent information regarding an individual inmate's classification. This may consist of incident reports, Tiburon Worksheets, Hearing dispositions, inmate request forms, grievances, sentence calculation sheets, etc.

Classification Move List - A form used to document inmate classification moves made by the Classification.

Classification Officers - Corrections officers assigned to Support Services, whose task it is to collect and utilize information to properly classify inmates. Other duties include, but are not limited to, making inmate moves, conducting Initial Custody Assessments, Custody Reassessments, Inmate Needs Assessments, and disseminating classification information. They work with input from operations and programs staff; make decisions regarding inmate housing and program assignments. Input is also solicited from the Health Services Unit daily and the Food Service Manager, as needed. Supervision is provided by the Support Services Sergeant.

CMI - Correctional Management Incorporated. A private company contracted by the Boulder County Court and Jail to house and/or monitor sentenced individuals on diversionary programs such as Work Release, Day Reporting, Direct Sentences, etc.

Co-signed PR Bond - A PR bond requiring a surety who will promise to pay a cash amount if the defendant fails to appear in court at subsequent court proceedings.

Code of Ethics - A written guide used to communicate an established set of behavior governing standards to a specified person or group.

Colorado Department of Education Student Enrollment Form - A form completed by inmate students that is required by the State for statistical purposes and to award partial program funding.

Commander – A rank that is in between a Sergeant and a Division Chief.

Commissary Summary Report - A computer printout generated by the Commissary vendor that list the amount of inmate orders for each commissary day.

Common Area - Areas of the Jail used by groups of inmates for functions, activities or programs.

Communications Center - The central dispatch area responsible for coordinating law enforcement and emergency service activity in the County.

Community Justice Systems - The county agency assigned to interview and evaluate arrestees having Boulder County charges prior to their arraignment in court.

Community Corrections Log - A log used to record the names of inmates awaiting a bed space at a halfway house.

Community Corrections Mittimus - A mittimus sentence in which the sentencing Court has ordered the sentenced individual to serve his/er time at a halfway house monitored through community corrections.

Community Worker - A sentenced inmate who may be assigned to a variety of jobs in or outside of the secure confines of the jail and may be granted good time in return for working at an assigned job. May be housed in Dorm D.

Community Worker Contract - A form that lists the expectations of the worker and is signed by the worker and a jail employee at the time the inmate becomes an Inmate or Community Worker.

Compensatory Time - Time worked by an employee that he or she exchanges for future time off in lieu of pay.

Confidential Records - Information regarding an inmate, which is confidential under the law or by policy of the Jail Division.

Consent to Search Form - A form signed by a new Home Detention inmate and witnessed by a Home Detention Officer that gives authorized Sheriff's Office personnel permission to conduct searches of the inmate's place of employment, residence and/or vehicle for the inmate as necessary.

Consultant - A person outside of the jail with a specialization or area of expertise who is hired to give professional advice or assistance.

Contact Visit - A face-to-face meeting, without physical barrier, between an inmate and a visitor.

Contraband - Any item, legal or illegal, found in the Jail, which is not on the Jail's Incoming Materials List, also, any item found on the Jail's Incoming Materials List that has been altered in a manner to threaten the Safety and Security of the Jail.

Counselors - Mental Health professionals employed by the Jail to assess inmate's mental health needs and make recommendations for treatment and housing. Counselors participate in ongoing monitoring of designated inmates and in the training of jail staff, with regard to psychiatric and suicidal behavior.

Court Docket - A schedule that identifies all the court proceedings to take place on a given day and the names of the defendants involved.

Court/Transport Team - Jail Division officers assigned primarily to the transport of inmates to and from court; and warrant or writ pickups from other agencies.

Courtesy Hold - A hold placed on an inmate whose charges do not stem from a Boulder County case, sentence, or out-of-state warrant, i.e., Parolee, Interpact inmate, direct sentence violators, etc.

Crime Report - A report used to document a criminal incident and to identify criminal charges.

Criminal Justice Center - A county owned and maintained building located at 1777 6th Street, Boulder, Colorado. Opened in 1976, it has undergone extensive renovation and now houses the: Sheriff's Administrative Offices, Sheriff's Office Operations Division, Criminal Justice Services, Adult Probation, the District Attorney's Office, the Juvenile Detention Center, Social Services and a number of ancillary services and agencies. Commonly referred to as "CJ" or "CJC."

Custody Level - A term referring to the amount of security supervision and internal management tools used to regulate the behavior of inmates, as well as affording opportunities for programs access.

DA's Office - See District Attorney's Office

D.O.C. - Colorado Department Of Corrections.

Defensive Tactics - Self-defense techniques utilizing methods of physical control and restraint which are utilized by jail officers to protect themselves and others in the event of a physical confrontation with an inmate.

Department Accountant - The person charged with the responsibility of maintaining an accounting of the Sheriff's Office budget.

Department of Corrections (DOC) Waiting List - A logbook used to record names of inmates sentenced to DOC who are in the custody of the Jail awaiting space in the Department of Corrections.

Department Personnel Records - These records consist of files maintained by the Personnel Section and are composed of documents relating to employee applications, evaluations, commendations, disciplinary actions and salary information.

Deposit Ledger - A written ledger used to track deposits to the Inmate Cash Account

Deputy I - The Boulder County Personnel Department's designation for line level Sheriff's Office commissioned staff.

Deputy II - The Boulder County Personnel Department's designation for Sheriff's Office commissioned staff of Sergeant rank.

Deputy III - The Boulder County Personnel Department's designation for Sheriff's Office commissioned staff of Commander rank.

Deputy IV - The Boulder County Personnel Department's designation for Sheriff's Office commissioned staff of Division Chief rank. The Jail Division Chief is a Deputy IV position.

Detainer - A form filled out by a Booking Officer that indicates that the inmate listed on the form needs to be held for the Boulder County Jail.

Direct Sentencing - An individual sentenced by the courts to a diversionary program such as a halfway house.

Direct Supervision - A proactive Jail management style used to prevent negative inmate behavior before it occurs by controlling the environment and motivating the inmates to perform in a positive manner. This style relies more on the Officer's interpersonal and managerial skills rather than the Jail's physical plant security.

Disciplinary Hearing - A hearing conducted by the Disciplinary Hearing Officer to hear the facts of an alleged major rule violation.

Disciplinary Hearing Findings Memorandum - A form used by the Disciplinary Hearing Officer to disseminate the results of a Disciplinary Hearing.

Disciplinary Hearing Officer - A Jail Division supervisor who hears the facts of an alleged major rule violation. This will be the Support Services Commander, or another Jail Division supervisor authorized by the Jail Division Chief if the Support Services Commander is unable to conduct the Hearing.

Disciplinary Hearing Officer's Report - A form used by the Disciplinary Hearing Officer to summarize the findings of a Disciplinary Hearing.

Disciplinary Inmates - Inmates housed in the Jail's Disciplinary Module because they have exhibited behavioral problems resulting in major rule violations, or because they have been placed in administrative segregation.

Disciplinary Investigation Officer - A Jail Division sergeant appointed to conduct disciplinary investigations. If s/he is directly involved in the incident leading to the investigation, or if s/he must

act as the Disciplinary Hearing Officer, the Jail Division Chief, or designee, will appoint another jail supervisor.

Disciplinary Investigation Officer's Report - A form on which the Disciplinary Investigation Officer summarizes his/er findings arrived at during the investigation of an alleged major rule violation.

Disciplinary Lockdown - A one to twenty-three hour lockdown spent in his/er room by an inmate who has committed a minor rule violation. During this time, the inmate may only be allowed out of his/er cell for meals, medical rounds, attorney phone calls or visit and previously scheduled personal visits.

Disposition Sheet - The computer generated form used by the courts to track charge dispositions. The form is then forwarded back to the originating jurisdiction.

District Attorney's Office - The county agency authorized to prosecute individuals who have allegedly committed crimes in Boulder County.

Division Chief - See Jail Division Chief

Division Ledger - A monthly computer printout created by the Sheriff's Accountant's Office, which documents the activity of SH 12 Account.

DOC Mittimus - A mittimus in which the sentencing court has ordered the sentenced individual to serve his/er time in the Department Of Corrections.

Docket Number - A court issued number found on a warrant, mittimus or any other court order.

Dress-In - The part of the admission process during which an inmate is searched, showered, has his/er clothing secured, is given jail clothing and linens, and is escorted to his/er assigned housing.

Dress-Out Area/Release Counter - A small room in Booking where all inmates are taken upon release to sign release paperwork and to receive all belongings.

Dress-Out - The part of the release process during which an inmate returns jail clothing and property in his/er possession in exchange for his/er personal belongings.

DSM - A common reference to the Disciplinary, Special Management and Maximum security modules as a group.

E.A.O. - Executive Assignment Order. A legal document from DOC directing the recipient to deliver an inmate to a specific correctional facility. This document usually results in the regression and assignment of the inmate, generally from a halfway house back to prison.

Education Director - An employee of the Jail Division who develops and manages inmate education programs, provides vocational counseling and training, and teaches Adult Basic Education classes.

Eligible Home Detention Inmate - An inmate who is not excluded by the guidelines set forth in Colorado Revised Statute 17-26-128, and has permission from his/er sentencing judge to participate in the Home Detention Program.

Emergencies - An unexpected situation or sudden event requiring prompt and immediate action.

Emergency Back-Up Battery System - A series of batteries designed to provide back-up electrical power to those doors in the jail that are electronically operated should the emergency generator fail. These batteries will also power certain fire damper system should the emergency generator fail.

Emergency Generator - A diesel-powered engine located in the Mechanical Room, which generates electrical power for the jail's physical plant.

Emergency Light Fixture Back-Up Battery System - A group of light fixtures located throughout the jail, which have a built-in back-up battery system designed to power them should the normal and emergency electrical power systems fail.

Emergency Services Coordinator - A Sheriff's Office employee trained in fire prevention and safety techniques and in the resolution of other types of emergency situations.

Emergency Situations - These include, but are not limited to medical situations, disturbances, an escape or escape attempt, a hostage situation, bomb threats, a fire, extreme weather conditions, and/or electrical problems.

Essential Medications - Medications prescribed by a Medical Doctor.

Failure to Report for Mittimus Memorandum - A form used by Booking Officers to notify the sentencing Judge when an individual fails to report to the Jail to serve a mittimus.

Field Monitoring Device (FMD) - A device that is connected to the phone line of each Home Detention Program inmate. It is placed in the inmate's home and receives signals from the ankle transmitter worn by the inmate. It also monitors its own condition and communicates with the Host Computer.

Fingerprint Card - The FBI form used for fingerprinting inmates.

Fire Annunciator Board - An electrically controlled signal board that indicates that a fire alarm has been activated and where in the facility the fire alarm is located.

Flex Cuffs - Adjustable, disposable plastic bands that are used as temporary handcuffs or leg irons to restrain an individual.

Food Exchange List - A list of foods, which may be substituted for each other, based on their nutritional value.

Food Issue Log - A log used to document the removal of food items from storage areas.

Food Service Areas - Food preparation areas, ware washing and dishwashing areas, storage areas, and dining areas.

Food Service Manager - A person hired to oversee the Jail's Food Service operation.

Food Service Staff - The Food Service Manager and Jail Cooks.

Form Description - An informative written guide describing a form, its purpose and how to use it.

Form Description Format - An established guide designed to help the writer develop a thorough and usable form description.

Form Format - An established guide designed to help the writer develop a functional form.

Forms Manual - A compilation of all the forms and form descriptions used in the jail.

Furlough - A court order that allows an inmate to be temporarily released from the custody of the jail. The order specifies the time and date the inmate must return to the facility to resume serving his/er sentence.

Green Channel - The radio channel used primarily for communications between local law enforcement agencies and the Communications Center.

Grievance - A concern, complaint, or problem, either of commission or omission, which an inmate perceives as a violation of Policy and/or Procedure, as set forth by the Boulder County Jail, or is a criminal episode as defined by Colorado Revised Statutes. Or, a belief that a Policy or Procedure is a violation of legal rights or a violation or law.

Grievance Form - A form filled out by an inmate wishing to initiate a grievance and given to a supervisor.

Halon Fire Extinguisher - An extinguisher containing a liquid, which turns to gas to extinguish a fire without leaving any residue. It may be used on burning paper or wood, flammable liquids and electrical fires.

Handbook of Nutritional Contents of Foods - A guide published by the United States Department of Agriculture, which lists the nutritional contents of various foods.

Handcuffs - Metallic devices that are placed around both wrists to keep the hands restrained closely together in order to restrict arm and hand movement.

Hardcard - A quick reference record kept in Booking and maintained for every inmate listing pertinent information about the inmate's incarceration.

Hazardous Materials Receptacle - A container kept in each Officer Work Station used to hold discarded disposable razors, needles, etc.

Health Authority - The medical doctor in charge of all health care in the facility.

Health Education - Education/information regarding an inmate's health given to the inmate whenever appropriate by the Health Services Unit Staff.

Health History Form - A questionnaire completed by an inmate that addresses current and past medical problems, and consent and/or refusal to treat.

Health Services Staff - Persons charged with attending to the health of the inmate population, including their physical and mental health needs.

Health Services Supervisor - A medical professional hired to oversee the operation of the Jail's Health Services Unit.

Helmet - A plastic head covering placed on violent and/or suicidal individuals in order to prevent them from damaging their heads.

High Security Area - Within the Boulder County Jail, high security areas are defined as the Special Management, Disciplinary, and Maximum modules.

Hold - An informal reference used by the jail to indicate that an inmate cannot be released after the disposition of his/er original charges. This is generally because another jurisdiction or agency has some pending charges or other actions against the inmate. An inmate could also be "held" because part of the admission process has not been completed (i.e. his/er fingerprints and/or photograph may not have been taken.

Holding Cell - A secured area for holding arrestees and inmates in Booking.

Home Detention - A correctional sentencing option that has been growing in popularity over the past several years, available to Boulder County judges. Individuals sentenced to this program live at

home and continue to participate in routine activities approved by the sentencing judge may also be allowed. The movements of these individuals are electronically monitored. Boulder County's program is operated from the jail's Building "C" and coordinated by a jail employee.

Home Detention Coordinators - Individuals responsible for the operation of the Jail Division's Home Detention program. When vacant, the position is applied for by eligible jail employees and the selection is made through an oral board process. The Coordinators report to, and are evaluated by the Work Programs Director.

Home Detention Inmate - An inmate of the Boulder County Jail who has been selected to participate in the Home Detention Program. Home Detention inmates voluntarily agree to participate in the program and to abide by its rules and regulations.

Home Detention Pager - A paging device worn by officers assigned to the Work Release/Minimum Facility Officer Work Station that alerts them to alarms sent to the host computer by Field Monitoring Devices.

Home Detention Program Fee Payment Sheet - A form used to record and track fees paid and owed by Home Detention Program participants.

Home Detention Program Fee Payment Sheet Binder - A binder kept in the Home Detention Office, in which the Fee Payment Sheets of current Home Detention Program participants are kept.

Home Detention Program Major Rules - A list of rules Home Detention Program inmates must follow during their home detention sentences. Violation of these rules may be considered a significant threat to the inmate, members of the inmate's household, the community, or the integrity of the Home Detention Program.

Home Detention Program Minor Rules - A list of rules Home Detention Program inmates must follow during their home detention sentences. Violation of these rules is generally not considered to be a significant threat to the inmate, members of the inmate's household, the community, or the integrity of the Home Detention Program.

Home Detention Program Monthly Fee Report - A report generated on a monthly basis by the Home Detention Officers and the Work Programs Director, which documents and accounts for the Home Detention fees collected and refunded for the month, as well as fees which are outstanding or were collected late.

Home Detention Program Weekly Status Memorandum - A memorandum generated on a weekly basis by a Home Detention Officer which documents the number of Home Detention Program participants for the week. It also contains information concerning Home Detention releases, intakes and disciplinary proceedings.

Home Detention Roster - A list composed of the names of current Home Detention Program inmates, the dates they began their participation in the program, the dates their sentences will be complete, and the number assigned to the home detention unit they are using. This list is updated on a daily basis and is posted and filed in the Work Release/Minimum Facility.

Host Computer - A computer located in the Home Detention Office in the Work Release/Minimum Facility. This computer is linked to each Field Monitoring Device installed in the homes of Home Detention inmates, and logs all significant movements made by the inmates. This information is then available to jail staff via hard copy.

Hostage - Any person seized or kidnapped against his/er will by another person.

Hostage Negotiation Team - A special unit within the SWAT Team comprised of individuals specially trained as negotiators in the support of the SWAT Team Commander for the successful resolution of special field problems.

Hostage Taker - Any person who threatens bodily injury to the person held, with the intent to evade arrest, effect an escape, obtain monies or property, obtain the release of persons in custody, or attain any other illegal objective.

Immediate Family - Spouse, children, parents, siblings, grandparents and stepparents.

Incident Commander - The individual in charge at the scene of an incident who is responsible for the overall coordination of the situation. Referred to in policy as IC.

Incident Report - A computerized form used by the Jail Division to document the behavior of an inmate, or an occurrence in the Jail.

Incoming Materials - Items that are accepted from outside the facility for an inmate.

Ineligible Home Detention Inmate - An inmate who is excluded by the guidelines set forth in Colorado Revised Statute 17-26-128, or who does not have permission from his/er sentencing judge to participate in the Home Detention Program.

Information Sheet - A printed information sheet given to new Home Detention inmates during the Home Detention intake process, which answers questions frequently asked by new program participants.

Inmate - Any person booked and incarcerated.

Inmate Booking File - A file containing any pertinent information regarding an individual inmate. This may consist of arrest reports, booking paperwork, and any other court or warrant information.

Inmate Cash Account - The Jail Division bank account used to manage inmate money.

Inmate Cash Drawer - A secure drawer in Booking in which inmate cash is placed and stored until it is deposited in the safe in the Booking Sergeant's Office.

Inmate File - A file made by Booking that contains a copy of the inmate property summary. This file goes with the inmate to their housing assignment.

Inmate Module Roster - A computer printout listing the names and housing assignments of the inmates assigned to a specific module. Generally, Module Officers on each shift will print a new list.

Inmate Person Receipt - A form used to track the location of an inmate released to the temporary custody of another agency.

Inmate Request Form - A form used by inmates to document their requests for information and/or services from jail staff or other members of the criminal justice system. Also known as a "Kite".

Inmate Seating Court Officer - An unarmed Jail Officer who assists the Roving Court Officer in escorting inmates to the Courtroom for arraignment hearings and is responsible for monitoring the behavior of inmates in the inmate seating area during court proceedings.

Inmate Visitation Log - A log maintained by the Receptionist for each inmate, onto which visitors write their name, date of birth and the date and time of their visit.

Community Worker - A sentenced inmate who may be assigned to a variety of jobs in or outside of the secure confines of the jail and may be granted good time in return for working at an assigned job. May be housed in Dorm D.

Community Worker Contract - A form that lists the expectations of the worker and is signed by the worker and a jail employee at the time the inmate becomes an Inmate or Community Worker.

Inmate Worker - A sentenced or non-sentenced inmate who is assigned to specific jobs within the secure confines of the jail and housed in Inmate Worker, Phoenix, Intake and Women's. Good time may be awarded to sentenced inmates that work.

Inmate Worker Contract - see Community Worker Contract.

Intake Cash Drawer - A secure drawer located in Booking in which inmate cash is placed and stored until it is deposited in the safe. (Safe located in Booking Sgt's Office).

Intake Garage - A secure sally port used by law enforcement and other appropriate vehicles to drop off or pick up arrestees and inmates.

Intake Interview Sheet for Home Detention - A form used by the Work Release and Home Detention Supervisors to structure the interviews they conduct of potential participants in the Work Release and Home Detention Programs.

Invoice - A record received by the Jail, usually after the time of delivery, of the type, quantity, and price of supplies delivered to the Jail, and from which payment is made.

Jail Armory Equipment and Weapon Inventory Form - A form used to record the condition and expiration dates of the items stored in the Jail Armory.

Jail Armory Equipment and Weapon Check-Out Form - A form used to track temporary possession and use of items usually stored in the Jail Armory.

Jail Division Chief - A person appointed by the Sheriff to supervise the overall operation of the Jail. The Division Chief oversees the development and implementation of the Jail's policies and procedures and is responsible for the hiring, training, discipline and assignment of Jail Division employees. The Division Chief consults with the Sheriff and members of the Sheriff's Staff as required, and supervises the preparation, presentation and management of the Jail's budget.

Jail Division Employee Evaluation - A form completed by Jail Division supervisors to document annual employee evaluations.

Jail Division Individual Training Form - A form used to document the training received by Jail Division employees.

Jail Division Supervisors - refers to commissioned, non-commissioned, or civilian supervisors.

Jail Information Brochure - A brochure containing information about the Jail and its policies, goals, objectives and programs.

Jail Issued Clothing - Consists of 1 uniform, 1 pair of shoes, 2 pairs of underwear, 2 t-shirts and 2 pairs of socks. One bra will be issued to female inmates.

Jail Jacket - A file containing fingerprint cards and booking files once inmate is released from custody. These files are housed in the Records Division.

Jail Commander - A person hired to supervise and be responsible for a group of jail employees assigned to a specific shift or function and charged with specific duties.

Jail List - see Administrative Inmate List.

Jail Management Team - The Jail Division Chief, Commanders, and the Health Services

Supervisor. May be referred to in policy as JMT.

Jail Management Team Meeting - A weekly meeting of the Jail's supervisory staff used to present informational items and issues, and to discuss and resolve problems.

Jail Radio - A hand-held two-way radio used within the Jail and around its perimeter.

Jail Satellite - An area temporarily designated as a Booking Site.

Jail Sergeant - A person hired to assist Jail Commanders in the performance of their duties. Sergeants assume the duties of the Commanders in their absence.

Jail Student Needs Assessment - A form completed by inmate students to help the Education Director determine inmates' educational needs.

Jail Student Educational Plan - A form completed jointly by inmate students and the Education Director to set inmates' educational goals.

Jail Visitation Reservation Form - A form used to organize the scheduling of visits.

JMT - Jail Management Team.

Job Action - Any illegal action by employees as a group that could threaten the safety and security of inmates, staff and visitors.

Juvenile - A person who is under the age of eighteen.

Key Box - Lock boxes used to hold jail keys, located in the Operation Commander's Office and Master Control.

Knife Box Inventory and Check-Out Form - A form used to document the physical inventory of the knife box and to monitor what items are being used.

Laundry Bag - A mesh bag with a drawstring in which the inmates place items to be laundered.

Laundry Schedule - A schedule that lists when laundry will be done for each module.

Law Enforcement Technician (L.E.T.) - A non-commissioned jail position. After the appropriate training these employees perform admission-related tasks that do no involve direct contact with the arrestee and/or inmates. These employees are also trained to assume the Receptionist and Master Control positions.

Leg Irons - Metallic devices that are placed around both ankles to keep the feet restrained closely

together in order to restrict foot and leg movement and slow the walking pace.

Librarian - An employee of the Jail Division hired to supervise and maintain the Jail's Library.

Linens - Consist of 2 sheets, 2 blankets, 1 pillowcase, 1 towel and 1 washcloth.

Local Area Network (LAN) - The linking of personal computers throughout Boulder County, which allows for file transfer and electronic mail transfers.

Locate - A process by when jail and law enforcement personnel identify warrants through local, state or national computer information systems and notify the issuing jurisdiction.

Lockdown - A status whereby an inmate remains in their assigned room each day except for one hour and fifteen minutes for, but not limited to the following: eating, showering, exercising, phone use and medication rounds.

Maintenance Garage - A Sheriff's Office facility where departmental vehicles are serviced and repaired.

Maintenance Log - A permanent record used to document preventative maintenance of jail equipment performed by the Maintenance Staff.

Maintenance Plan Information Sheet - A form completed by the Maintenance Staff on each new piece of equipment received in the jail, which outlines the preventative maintenance requirements stipulated in the warranty.

Maintenance Plan Information Sheet Binder - A binder containing the Maintenance Plan Information Sheets completed by Maintenance. It is divided into sections for forms that call for daily, weekly, monthly, quarterly, biannual and annual maintenance.

Maintenance Staff - Commonly used to refer to the Skilled Crafts Specialist, Maintenance Worker II and the Facilities Management employee assigned to the jail.

Maintenance Worker III - A jail employee with a strong background in the electrical and plumbing trades assigned to repair the Jail's physical plant and to supervise Inmate Workers.

Major Crime – Major crimes include but are not limited to homicide, suicide, serious assaults, and/or other scenes where detectives are called out.

Major Disturbance - Any action or inaction by inmates that disrupts the normal operation of the Jail in more than one living module and/or other area. Any situation requiring assistance from personnel outside the Jail Division to restore the situation to normal. Any situation in which inmates have a hostage or control of firearms.

Major Medical Emergencies - Potentially life threatening injuries/illnesses that require immediate intervention in a medical facility.

Major Rule Violations - Rule violations considered an immediate threat to jail security, staff, inmates or visitors, which constitutes a violation of statutory law.

Manual Arrest Report - A form completed by arresting officers during those times that Tiburon is not operating or is not available.

Manual Booking Report - A form completed by booking officers during those times that Tiburon is not operating or is not available.

Mass Arrest - A mass arrest occurs when large numbers of individuals are taken into custody usually resulting from a single incident or event. Since many of these individuals are charged with petty or misdemeanor offenses, they are booked and released at a jail satellite established at, or near the incident's location.

Mass Arrest Kit - A portable booking kit stored in the Booking Room which contains fingerprint ink, a fingerprint board, fingerprint cards, an ink roller, inmate property bags, Polaroid camera, legal size file folders, and manual arrest and booking forms.

Master Control Log - A log kept in Master Control to record significant occurrences during a shift.

Master Menu - A five-week cyclical menu, which list all meals served in the Jail, including vegetarian entree substitutions.

Meal Cart - A carts used to transport meals trays between the kitchen and other areas of the Jail.

Meal Count Form - A form used to document the number and type of meals served in the Jail.

Meal Content and Quality Form - A form that documents the quality of jail meals and the Food Service's adherence to the approved menus.

Meal Tray - A tray containing an individual meal.

Media Visit - A visit that occurs between an inmate and a representative of the news media.

Medical Clearance - The process of an arresting officer transporting an arrestee with a medical problem or injury to a local hospital to be examined by emergency room personnel prior to admittance to the jail. A form is completed and returned to the jail with the arrestee. It may contain the results of the examination and suggested instructions for the jail Medical Staff. This form is also referred to as the "medical clearance."

Medical File - A file containing all medical intake and screening forms, and any other health-related information.

Medication Rounds - Routine daily tours of the Jail made by an R.N. during which s/he gives prescribed (essential) medications and over-the-counter symptom relief medications to inmates.

Memorandum - A document typed in an established format used to communicate information between Jail Division employees at any level.

Minor Disturbance - Any action or inaction by one or more inmates that disrupts the normal operation of the Jail in only one living area, which, if allowed to continue, could result in a larger disturbance involving more inmates (a major disturbance).

Minor Medical Emergencies - Injuries or illnesses which require treatment prior to the next scheduled sick call, but which can be safely and effectively treated in the Jail by a Nurse.

Minor Rule Violation Hearing - A hearing conducted by the Support Services Commander, or designee, when an inmate who has been sanctioned as a result of a minor rule violation wishes to have the facts surrounding the violation heard.

Minute Order - A District, County or Municipal court order.

Misconduct/Complaint/Commendation Report - A form used to initiate the procedures listed in department policy 318 - Internal Affairs, or to record a minor complaint or commendation.

Mission Statement - An affirmation of the purpose and general philosophy of the Jail Division, which is intended to guide the day-to-day operation of the jail.

Mittimus - A legal document signed by the sentencing Judge giving the Jail Division the authority to incarcerate an individual for a specific amount of time.

Mitt File - A file folder kept in Booking. It holds sentencing documents received from the courts for individuals scheduled to begin their sentences at a future date. The documents are filed chronologically by the sentences start date. They are placed in the individual's Inmate Booking File, collected by Building "C" Staff for processing, or returned to the sentencing judge accordingly.

Moderate Medical Emergencies - Injuries or illnesses that require diagnostic procedures and expertise available through the hospital emergency room.

Module - A living unit, containing from 15 to 48 cells clustered around a dayroom. Each module has an adjoining Officer Work Station.

Module File - a file maintained in each officer workstation for all inmates housed there. Its contents provide a summary of the inmate and his/er history in the jail during the current incarceration. It might include, but is not limited to copies of the property sheet, Incident Reports, Classification information, kites, hearing findings, medical/psychological treatment plans, Booking Logs, sentence calculations, Inmate or Community Workers contracts and grievance forms.

Module Log - A one-page form on which Module Officers record the various module activities. The form is kept on a clipboard in the Officer Work Station. Entries include, but are not limited to, counts, welfare checks, meals, medical rounds, recreation periods, professional visits and actions resulting in Incident Reports.

Module Officer - An Officer assigned to supervise a module whose primary responsibility is to ensure the safe and secure operation of the module.

Module Room Check Form - A form used to document weekly room checks performed in a module.

Monthly Library Statistics Form - A form used by the Jail Librarian to document inmate use of the Jail Library on a monthly basis.

Monthly Shift Schedule - A form completed by a shift Supervisor that lists each officer's assignment and their days off.

Movement Log - A one-page form usually kept on the module clipboard. Module Officers record the inmate's name, module, destination, departure and return times. Team C or D Module Officers begin a new log at the beginning of their shift. It is continued by the Teams A & B.

Multi-Purpose Rooms - Rooms located in Buildings A and B that are used for various activities.

Municipal Summons - A document completed by an Arresting Officer authorizing an arrestee to be held for bail or appearance in one of the Municipal Courts in Boulder County.

NCIC - National Crime Information Computer - A computer system that provides nationwide records on individuals to law enforcement agencies.

NLEC - National Law Enforcement Channel - A radio channel monitored by most law enforcement agencies.

Non-Processed Segregation (NPS) - A term used to describe a particular inmate status. An NPS designation means that none of the inmate processing tasks beyond the initial pat search has been completed. This has usually been precipitated by the individual's inability or unwillingness to cooperate with the Booking Officers. The inmate is generally housed in the Disciplinary Module. The status is removed once the inmate has completed the intake process.

Non-Routine Strip Search - A strip search performed on an inmate or arrestee reasonably suspected of having concealed drugs, weapons, or other contraband on his/er person.

Non-Sentenced/Non-Felony List - A list of inmates housed in the Boulder County Jail who are not being held on felony charges, and those who are not sentenced.

Non-Uniformed Staff - Programs, Food Service, Health Services, Clerical and Maintenance staff employed by the Jail Division.

Notice of Hearing Form - A form used by the Disciplinary Investigation Officer to inform an inmate that a Disciplinary Hearing has been scheduled and when it will be held.

Numerical Mittimus File - See Mitt File

ODS - On-Duty Supervisor. A Commander, Sergeant or Corrections Officer designated to serve in the capacity of an ODS.

Officer Work Station (OWS) - A secure work area that contains the control panels for the modules where it is located.

OJT Checklist - A form used to document on-the-job training received by new employees.

Oleoresin Capsicum - A natural substance derived from the cayenne pepper plant that effect the mucous membrane of the mouth and eyes and results in the inflammation of the upper respiratory system.

On-Call Sign-Up Sheet - A two-columned list of dates from the first to the thirty-first of the month. Column 1 contains the signatures of the "primary" on-call officer. Column 2 contains the secondary on-call officer's signature. The shift supervisor circulates a new list each month for staff signatures. A signature indicates that the officer will be available for a four-hour block immediately before or after his/er regular shift.

Ongoing Programs - Programs for inmates that are conducted on a scheduled basis for an indefinite period of time.

Operations Division - A Division of the Sheriff's Office made up of detectives and patrol officers.

Operations Staff - Jail employees who are commissioned officers and their primary responsibility is the safe and secure operation of the jail.

Operations Division Pac Set - A hand-held two-way radio used outside of the Jail and its perimeter. It uses Green, Yellow, Blue, Violet, Red 1 and various other channels.

OTC Medications - Over-the-counter medications used for symptom relief.

Other Criminal Justice Agencies - Any organization outside the Boulder County Sheriff's Office, with which the Jail Division interfaces with during the course of its operation. This includes: other law enforcement agencies, the District Attorney's Office, Probation, Public Defender, Community Corrections and all courts.

Other Locations - A code used to identify inmates who are in custody, but are not currently in the facility.

Overrides - Reflects decisions by the Classification staff to depart from the inmate's scored custody level.

Overtime Record Form - A form used to document overtime worked by Jail Division employees.

Overtime - Time paid at 1 and 1/2 times the straight time rate.

Pac Set - A hand-held two-way radio used and outside of the jail and its perimeter. It uses those channels operated by the Communications Center (e.g., Yellow, Green, Blue, Red, etc. channels. Also, may refer to the radio used inside the jail.

Palm Print Forms - The Tiburon Crystal Report printout used for palm prints of inmates.

Parole Division - The state agency designated to monitor persons released from a state detention facility on parole.

Parole Hold - A document issued by a Parole Officer authorizing an arrestee to be detained without bail prior to a parole hearing.

Parolee - An inmate released from jail or prison to serve the remainder of his/er sentence outside the confines of an institution, if s/he satisfactorily complies with all terms and conditions provided in the parole order.

Part-Time Employees - Those Jail Division employees who work less than 40 hours per week, or who work on an hourly basis.

Pat Search - A thorough search of a clothed inmate or arrestee's garments and head cavities to detect and seize contraband and/or personal property. To facilitate the search, selected items of clothing may be removed during the search (shoes, headgear, gloves, etc.).

Pat Search Consent Form - A form used to document a visitor's written consent to be pat searched prior to a contact visit with an inmate.

Payroll Program - A computerized software program used by Jail Division Supervisors to record the time worked, sick time, vacation time, and compensatory time of the employees they supervise. These records are grouped by month and are totaled at the end of each monthly pay period.

Perimeter Check - An exterior examination of the facility and surrounding grounds. The inspecting officer will look for building and vehicle vandalism, trespassers, contraband, unlocked doors, and debris.

Perpetual Food Inventory Form - A form used to document the continual change in the food inventory on a monthly basis.

Personal Laundry - Clothing items sold on commissary.

Personal Management Interview (PMI) - A meeting between the Jail Division Chief and a member of the Jail Management Team, held as often as the Division Chief deems necessary. These meetings are used to identify and discuss job related issues or problems which need attention.

Petty Cash Ledger - An account book kept by the Lead Administrative Technician used to document and itemize petty cash transactions.

Photo Log - A record book located in Booking to record inmates' names when a manual photo is taken.

Photo System - The automated mug shot system used in Booking to photograph all arrestees.

Physical Food Inventory Form - A form used to document the food supply.

PMI - See Personal Management Interview

Post - An employee position in the jail.

Post O.J.T. Written Examination - A test of new officers after completing the OJT Checklist.

Post Order - A document containing essential information and instructions regarding a specific post in the jail and located at that Post.

Post Order Manual - A compilation of all the Post Orders used in the jail.

PR (Personal Recognizance) Bond - A bond authorizing the release of an inmate without requiring cash or property as surety - the inmate's signature serves as surety.

Pre-Book - An individual that reports to the booking room to be processed, prior to beginning a

sentence. (i.e., Workender, Work Release, Day-Reporting, etc.).

Pre-Hearing Segregation - The practice of housing an inmate in a more secure module, usually Disciplinary, prior to the investigation of an offense and a disciplinary hearing. This is done only if it is felt the inmate is a threat to the safety and security of the jail, inmate or others. Females requiring pre-hearing segregation are housed in rooms 9 and 10 in the Women's module.

Pre-Service Written Examination - A test of new officers after completing the 40 hours of classroom training.

Pre-Inmate Worker - A sentenced or non-sentenced inmate housed in Inmate Worker waiting for an Inmate Worker position to be vacated.

Preventative Maintenance Schedule - A form that is attached to the Maintenance Plan Information Sheet. It contains the model number, location, serial number, inventory number and regular maintenance tasks that need to be performed on the item.

Private Sector Employee - An employee of a private firm who is contracted by the jail or Facilities Management to perform repairs in the jail.

Probable Cause - Those facts and circumstances that would lead a reasonable person to believe that a crime has been committed and that the person being arrested committed the crime.

Probable Cause File - A file kept in the Booking Room in which copies of arrest reports and their accompanying Criminal Charge Disposition Reporting sheets are placed. These documents are relayed to the appropriate courts for judicial review of the probable cause circumstances that led to the arrest.

Probable Cause Stamp - An ink stamp which officers are required to affix to their warrantless arrest report that which is signed by the Arresting Officer attesting that their arrest has probable cause. After review of the report, a Judge will also sign a portion of the stamp.

Probation Department - The county agency charged with monitoring persons granted probation by a Boulder County or Boulder District Court.

Professional Visitor - Attorneys, Public Defenders, District Attorneys, Community Corrections personnel, Probation personnel, religious counselors, Mental Health personnel, bail bondsmen, law enforcement personnel, private investigators, process servers, parole personnel, physicians, and the media.

Professional Visitors Log - A log maintained by the Receptionist onto which professional visitors record their names, the name of the inmate they are visiting, and the date and time of their visit.

Program Attendance Information - A form used to document those inmates actually attending a program meeting.

Programs Area - That area in Building "D" commonly used for library, computer lab, haircuts, education and the offices of the Support Services Commander, Support Services Sergeant, Classification, Classification Coordinator, Educator and Librarians.

Program Provider - An individual or organization that conducts program meetings.

Property Inventory Sheet - A computer printout from Tiburon listing all property that an inmate possessed upon entering the facility. It is commonly referred to as the inmate's "property sheet."

Property Room - A secured area located in Booking where inmate's personal belongings are stored.

Protective Custody - A term used to designate a restriction placed on an inmate who is housed in segregated housing for the purpose of protecting the inmate from potential harm.

PTT Bar - (Push-To-Talk Bar) - A button on a Pac set which is used to allow the operator to transmit.

Public Defender (P.D.) - An attorney employed by the State of Colorado to handle legal cases for those citizens financially unable to retain their own legal counsel.

Public Information - Information that may be released without prior supervisory approval by jail staff, consisting of the name, charges and amount of bond and type of bond for any person held in the Boulder County Jail.

Public Information Officer - A person appointed by the Sheriff to disseminate information concerning the Sheriff's Department to the press and others.

Public Record - Defined in Title 24, Colorado Revised Statutes, 1973, as all writings made, maintained or kept by the State or any agency, institution, or political subdivision thereof for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.

Pull Alarm Stations - Manually operated fire alarms located throughout the Jail that activate an audible alarm and the fire annunciator boards in Master Control and the Operation Commander's Office.

Purchase Order - A form used to order supplies and equipment.

Qualified Officer - A Corrections Officer who has completed the Boulder County Sheriff's Office training and testing requirements for the use of firearms.

Razor Check-Out Form - A form used to document the distribution and collection of disposable razors to inmates in the Women's, Special Management, Disciplinary and Intake modules.

Reasonable Suspicion for Non-Routine Strip Searches - An articulable, justifiable suspicion on an Officer's part that an inmate or arrestee has concealed drugs, a weapon, or other contraband on his/er person based on the subject's past record or observed actions and/or statements.

Reception Bond Log - A log used by the Receptionist to record another jurisdiction's bond, including cash bonds, surety bonds and personal recognizance bonds. Information entered can include the name of the inmate who bonded, the date of bonding, the amount of the issued check, the check number, the name of the receiving jurisdiction, the date the check was processed and the original charge(s).

Recipe File - A file of recipes used to prepare jail meals.

Record of Expenditures - A form used by Transport Officers and other jail staff to document money spent on a transport or extradition.

Recreation Equipment - All items of all activities scheduled on a regular basis in the jail.

Recreation Facilities - Include one main courtyard, two small courtyards, a gymnasium and a weight room.

Recreation Officer - A person of Deputy I rank assigned to supervise and maintain the Jail's recreation programs and equipment.

Release Notification: Medical Staff - A form completed and periodically updated by the Medical Staff. The form contains the names of inmates who have medications they will take with them when they are released, or other medical issues, which require follow-up action in the community. This list is placed in the checkout area to alert Bookings Officers that these individuals must see the Medical Staff before their release.

Release of Information Consent Form - A notarized form used to secure an inmate's permission for the Jail to release confidential information regarding the inmate.

Release of Information Form - A form signed by a new Home Detention inmate and witnessed by a Home Detention Officer through which the inmate grants specified individuals or organizations the authority to release certain information about the inmate to Sheriff's Office personnel.

Release of Property and/or Money Form - A form used to obtain an inmate's written consent to release personal property or money from the Jail.

Release Window - See Checkout Area.

Repeater Unit - A unit that may be placed in the home of a Home Detention inmate when the configuration or layout of the home requires it. The unit enhances the operation of the transmitter and the Field Monitoring Device.

Request to Inspect Public Records Form - A form used to request public records from the Sheriff's Department Records Division.

Reserve Coordinator - A jail supervisor appointed by the Jail Division Chief.

Reserve Officer - A volunteer member of the Reserve Unit, commissioned by the Sheriff.

Reserve Unit - A unit of volunteers organized and trained to provide support functions for the Boulder County Sheriff's Department.

Restraints - Any device designed to restrict the movement of an individual.

Riot - Violent conduct on the part of a large number of inmates throughout a major portion of the facility that disrupts normal operations and threatens the entire Jail.

Routine Strip Search - A strip search performed as part of normal jail operations.

Rover - A post that can be staffed by a trained Corrections or Corrections Reserve Officer. This officer moves throughout the facility during his/er shift, providing escort for non-staff people, carrying a variety of items from place to place, escorting inmates, performing dress-in and dress-out tasks, providing relief for staff breaks and assisting where needed.

Rover/Counselor Worksheets - A screen that can be brought up in Tiburon. Employees can log comments or observations about the behavior and activities of individual inmates. These entries serve two key functions. They are used by Classification to make housing and program decisions. They are also used by Module Officers to record significant information, alerting other employees to potential problems.

Roving Court Officer - An unarmed Jail Officer who escorts inmates to and from their living units, the Booking Holding cells and the Courtroom for court proceedings. This Officer can move about the Courtroom arena to assist the other Court Officers or respond to court demands.

Sanctions - The denial of inmate privileges and entitlement.

Sanitation and Temperature Checklist - A form used to document sanitation and cleanliness inspections, ware washing machine water temperature inspections and refrigeration temperature inspections.

Scheduled Release List - A daily list of all scheduled releases including the date and time of release and the name(s) of the inmate(s) to be released.

Secured Bond - A bond in which the inmate guarantees his/er return court appearance by using cash or property as collateral.

Secured Food Service Utility Box Inventory and Check-Out Form - A form used to document the physical inventory of the secured Food Service utility box and to monitor what utensils are being used.

Security Devices - Any device that has the purpose of protecting its user. These include, but are not limited to, bulletproof vests, protective helmets and batons.

Security Perimeter - Those areas of the Jail beyond which inmates are not allowed without escort, and through which no person or agency is allowed with a weapon or without escort.

Security Vestibule - A secure hallway or other area defined by two or more doors that cannot be open at the same time.

Security Visit - A visit that occurs between an inmate and a visitor during which they are separated by glass and communicate via telephone.

Shakedown - A procedure during which jail officers search a designated part of the Jail for contraband. Those inmates in the area who meet the requirements of C.R.S. 16-3-405 will be strip-searched. Those who do not will be searched in the manner described for new inmates being dressed-in this same category.

Shakedown Form - A form completed by the Officers who search inmate living units and the common areas of the Jail for contraband.

Sheriff's Conference Room - A meeting room in the Jail Administration Area located next to the Courtroom, used mainly for Sheriff's Office and Jail Division administrative meetings.

Sheriff's Department Gas Pumps - Gas pumps located at the northeast corner of the jail site and southwest corner of the Criminal Justice Center where Jail Division vehicles are filled.

Sheriff's Staff - The Sheriff and Division Chiefs.

Shift Counts - Inmate counts conducted at the beginning and end of each shift.

Shift Fund Balance Report - A computerized report listing credits and debits to individual inmate fund accounts during a particular shift.

Sick Call - Triage, assessment, and implementation of treatment to handle a health care need.

Skilled Crafts Specialist - A jail employee assigned to supervise the Jail Maintenance Department, Laundry, Inmate Workers and to provide key control and locksmithing for the facility. The Skilled Crafts Specialist is responsible for ordering materials and supplies for the Maintenance Department and calling in outside contractors for extensive or specialized work.

Smartcard – The Smartcard is the videodisk inside the camera that stores the picture and allows it to be loaded into the computer.

Snap-Shot Report - A report generated by Tiburon that lists:

- the name and bed capacity for each module and dorm,
- the number of occupied beds in each unit,
- the sub-totals and overall totals,
- the number of individuals sentenced to alternative programs,
- the number of individuals being held for the Department of Corrections,
- the number of individuals being held in other locations,
- the number of individuals awaiting admission,
- the number charged with felonies and misdemeanors, and
- the number of males and females.

Special Diet - The meals that differ from standard inmate menus for medical and/or religious reasons. The need for these meals is verified and they are prepared according to Special Diet Guidelines.

Special Diet Guidelines - A series of books, pamphlets and other documents maintained and used by the Food Service Manager to assist in the preparation of special diet meals. In the case of religious diets, the inmate may provide guidance on dietary requirements.

Special Diet Menu - A menu based on the medical or religious requirements of certain inmates.

Special Diet Menu Form - A form that indicates a weekly menu for individual inmates who have special diet needs.

Special Diet Order Form - A form used by Health Services to inform Food Service of special diet requirements and recommended diet specifications for certain inmates.

Special Management Inmates - Inmates with one or any combination of the following problems or needs: acute chemical dependency withdrawal, handicapped, mental health problems, mental deficiencies, physical injuries, serious health problems, potential for suicide, others requiring administrative segregation.

Special Program - A program for inmates with a definite duration. These programs will generally be from one to ten sessions in length with each session usually lasting two hours.

Special Visit - A visit that occurs outside of regular visitation times. The Jail Division Chief or the On Duty Supervisor must approve these visits in advance.

Special Weapon - Any firearm designed specifically for the military or police, which by its function or deployment may be considered sensitive in its use. Special weapons include such items as rifles, CN or CS gas grenade launchers or canisters, or any firearm capable of firing in a fully automatic or burst-controlled manner.

Special Weapons and Tactics (SWAT) Team - A quick response team capable of utilizing and providing specialized equipment, training, and techniques in the support of Incident Commanders for the successful resolution of any special field problem which may be considered outside the capability of the normal police function.

Staff Dining Room - A dining area near the kitchen where employees may eat meals prepared by the Jail's Food Service operation.

Staff Meal Ticket - A ticket provided by the Jail Division to purchase meals prepared by the Jail's Food Service operation. The cost is $1.50 per ticket.

State Summons - A document completed by an Arresting Officer authorizing an arrestee to be held for bail or to appear in Court.

Statement of Preference Form - A form completed by persons of ambiguous gender by which they specify the sex of the officers who will strip-search them.

Straight Time - 1) An employee's calculated hourly rate of pay. 2) A slang expression used by inmates and jail employees to describe a type of sentence received from the court. These sentences are served from start to finish in the jail without breaks for work, work-seek, school or other time away from the facility.

Strip Search - A **visual** inspection of an inmate conducted while the subject is not clothed.

Strip Search Room - A room located between the Visitation Room and the Administration Corridor where strip searches are conducted after contact visits between inmates and personal visitors.

Supervisor's Pass-On Log - A pass on log used to share information at briefing about the shifts activities and follow-ups needed for the oncoming shift.

Supervisor's Shift Sheets - A daily form completed by each of the On Duty Supervisors used to document which Officers were assigned to which posts, and the times they worked.

Support Services Commander - A person who oversees Programs, Classification, Food Service, Maintenance, Policy & Procedure Manual updates and other administrative duties.

Support Services Staff - Employees hired to be responsible for the Jail's Support Services, including Food Service, Maintenance, Library, Classification, Education and other programs.

Surety - A person whose signature appears on a bond and who is held responsible for assuring that an inmate appears in court at a later court appearance.

Surety Bond - A secured bond co-signed by a Bondsman.

Technical Systems Group - A group of employees working for the Sheriff's Office who are responsible for the programming, operation, and maintenance of the Tiburon systems.

Teletype - A printout from the CCIC/NCIC computer terminal; also called a Twix or a TTY.

Tiburon – The computer system designed to facilitate the handling, storage and retrieval of criminal justice information for Boulder County.

Tiburon Medical Screening – A computer screening process completed by a Booking Officer during the booking process. The Officer queries the arrestee about his/er medical situation and enters the information into the computer via the screen.

Time-Off Calendar - A spiral bound planner used by the shift supervisors for planning and payroll purposes. Each shift has its own calendar in which supervisors log approved employee vacation requests and the sick-time used by each employee.

Tour Request Form - A form completed by the Receptionist whenever a person or agency requests a tour of the Jail.

Training References - Publications, videotapes, and other media relating to corrections and related professional fields, which are available to jail staff.

Training Room - A large room located in the D Corridor, used primarily for adult basic education classes.

Training Sergeant - A person assigned by the Jail Division Chief to be responsible for the development, implementation and evaluation of the Jail Division's training programs.

Transmitter - A device attached to the leg of a Home Detention inmate via a plastic strap secured around the inmate's ankle. The device is harmless to the inmate and resistant to tampering. It sends radio signals to the Field Monitoring Device, which then records the inmate's significant movements

and sends them to the Host Computer via the inmate's telephone line.

Transport Log - A form used by Transport Officers to record information about inmate transports.

Transport Order - A written (writ) court order ordering the transport of an inmate to another location, or back to the Boulder County Jail.

Transport Sergeant - A person assigned by the dayshift Operations Commander to be responsible for the coordination and supervision of the Court/Transport Team.

Treatment Plan - A plan of care initiated by a Registered Nurse as a result of his/er initial screening that includes referral to other health care professionals and health education.

Triage - A process by which an R.N. determines the health care needs of an inmate through interview and inspection. Appropriate medical care is rendered at this time, or a referral is made to the M.D.

Unacceptable Home Detention Inmate - An inmate who is eligible for Home Detention, but does not meet the criteria for participation set by the Jail Division.

Uncooperative Intake - An arrestee who is deemed inappropriate to await booking in the Waiting Area based on his/er attitude or behavior.

Uniformed Staff - Jail Division employees other than Programs, Food Service, Health Services, Clerical and Maintenance staff.

Urine Screen - A chemical test wherein a specimen of an individual's urine is assayed for various metabolites produced when an individual consumes alcohol or any of a variety of controlled substances.

Victim Notification Form - A form used to document phone contact with a victim advising them when an inmate is being released from custody.

Visitor Tag - A tag given to a visitor to signify to jail staff that the visitor has signed in with the Receptionist.

Voluntary Statement Form - A form completed by an inmate and witnessed by a jail staff member onto which the inmate writes his/er reasons for requesting protective custody, or his/er observations of an incident being investigated for a Disciplinary Hearing, or criminal prosecution.

Waiting Area - An area in Booking where cooperative arrestees may wait for booking.

Waiver of Liability Form - A form used to obtain an inmate's written consent to be interviewed,

photographed, or recorded by the news media or other agency.

Warrant - A written order of the court that commands the arrest of an individual.

Warranty Binder - A notebook maintained by the jail Maintenance Staff that contains the warranties for each piece of equipment installed in the jail.

Weekly Checklist - A form used to document the safety and security checks that are conducted routinely in the Jail.

Welfare Check - This check occurs when an officer observes and counts the inmates in his/er assigned area. S/he checks on the inmate's general well being and may or may not conduct a count.

Workender - A sentenced inmate who reports to the Jail on weekends to work under the supervision of Jail Officers in the community while serving his/er sentence.

Workender/Work Release Mittimus - A mittimus sentence in which the sentencing court has ordered the sentenced individual to serve his/er time on a county Workender or work release program.

Workender/Work Release File - A file developed by the Workender/Work Release director that is placed in the Booking room prior to the date an individual will report for pre-booking.

Work Programs Director - A person of sergeant rank hired by the Jail Division Chief to oversee the Inmate Work Programs and to supervise the Work Release and the Home Detention Supervisors.

Work Release - A common term used to refer to a program which allows convicted individuals to serve their sentences in jail, while being released to go to their jobs, as required. Those sentenced to the Boulder County program are housed in Building "C" and managed by the Work Release Coordinator.

Work Release Coordinator - A person hired to administer the Work Release Program, including the development of work schedules, calculation and collection of work release fees, employment verification and program enhancement.

Work Release/Home Detention Eligibility Memorandum - A form completed by the Work Release Supervisor, or a Home Detention Officer through which the sentencing court is notified of an individual's unacceptability for participation in the Home Detention Program.

Work Release Supervisor - The individual responsible for the operation of the Work Release program. When vacant, the position is applied for by eligible jail employees and the selection made through an oral board process. The Work Release Supervisor reports to and is evaluated by the Work Programs Director.

Writ - A written court order or a judicial process directing that a Sheriff or other Judicial Officer do what is commanded by the writ; or giving authority and commission to have it done.

Writ Of Execution - A court order from a Municipal Court requiring payment of a fine or sentence being with a pre-determined amount of Jail time that coincides with the amount of the fine.

Yellow Channel - The radio channel used primarily for communications between local law enforcement agencies and the Jail.