


<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:001</p>
	<p>SUBJECT:</p> <p>Acceptance of Inmate Account Monies</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Commissary Personnel</p>

REVISED DATE: 1/10/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to ONLY accept money orders and U.S. Government checks being delivered by an individual for deposit into an inmate's account. In Key West, the money orders and U.S. Government checks will be dropped into the drop box located in the reception area which is available 24 hours a day, seven days a week. We also accept work release paychecks from the employer. In KV/PK, a drop box is located outside of the entrance gates.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Commissary Personnel and KV/PK Sergeants.


IV. PROCEDURES:

- A. All individuals who want to make a deposit into an inmate's account will place only a money order or U.S. Government check into the drop box. The Commissary Store Worker will check the drop box every morning Monday-Friday (excluding holidays). In KV/PK, the Sergeant will check the drop box once per shift.
- B. When the Commissary Store Worker or KV/PK Sergeant receives a money order, Work Release paycheck, or a U.S. Government check, the following procedure will be adhered to.
 - 1. Check the full name of the inmate by checking the Swanson and SmartCop system for correct spelling of name, and/or identification number.

Administrative

Acceptance of Inmate Account Monies

2. If you have two inmates with the same name and you cannot identify which inmate is the correct inmate, do NOT enter the money order or check.
 - a. Check the address on the money order or check. If readable, return the money order or check by mail to the sender or purchaser with a note stating what the problem was.
 - b. If you cannot verify the information, enter the money order or check into the "Unverifiable Money Log Book," including the inmate's name, money order or check number, amount, date received, and employee entering the information.
 - c. All unverifiable money orders or checks will be placed in the safe, separated from other monies in an envelope marked "unverifiable money".
 - d. If someone calls or comes into the facility to ask about the money order or check, do NOT give out information. The person asking about the money order or check will know the relevant information concerning the check or money order. Ask them for the name of the inmate, amount, and name of person who sent it. Ask for identifiers: inmate's full name, DOB, age, ID number, and location. If all correct information is given to you, the recipient of the money order or check will be able to verify.
 3. If you can identify the inmate, deposit the money order or check into the appropriate inmate's account.
- C. For all deposits, the Commissary Store Worker or KV/PK Records Clerk or Sergeant will generate a deposit receipt in duplicate and disseminate as follows:
1. The resident copy is given to the inmate during mail call.
 2. The second copy is placed in the deposit box along with the money order or check.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:002</p>
	<p>SUBJECT:</p> <p>DNA Testing of Sentenced Inmates</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Records Supv. in KW I/R Sgt. in KV/PK</p>

REVISED DATE: 1/10/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to adhere to all requirements on biological specimen (DNA) testing of sentenced inmates.

II. REFERENCE:

F.S. 943.325.

III. SCOPE:

These procedures apply to Records and Intake/Release Personnel.

IV. PROCEDURES:

A. These procedures apply to inmates convicted of any felony.

NOTE: F.S. 943.325 states that those convicted in the past must also have DNA testing. To find out if a person has submitted DNA, you will need to look on the DNA web site.

B. An approved biological specimen is:

1. Epithelial cells collected from the cheek in the oral cavity utilizing an FDLE approved swab collection kit, or
2. A blood sample that shall consist of two specimens of whole blood, each at least 7 cc in volume.

C. "Conviction" includes a finding of guilty, or entry of a plea of nolo contendere or guilty, regardless of adjudication or, in the case of a juvenile, the finding of delinquency.

Administrative


DNA Testing of Sentenced Inmates

- D. When the Records Clerk/Officer receives court minutes showing a person is convicted of any felony, the Records Clerk/Officer will place a hold on the inmate's file in SmartCop stating DNA testing is needed, and then they will:
1. Check the FDLE data bank first.
 - a. If the individual is listed on the web site, **NO** DNA test is needed.
 - b. If the person is **NOT** listed on the web site, then you must begin the process of testing and complete the paperwork/procedures that follow.
 2. Place the kit and paperwork in the add-on box.
 3. The I/R Officer will get the subject from the housing unit to complete the testing process.
 4. Have the subject complete the appropriate form (e.g., Convicted Felon Registration Form, FDLE Sexual Predator/Sexual Offender Registration Form, Career Offender Form, etc.).
 5. The I/R Officer will open the Swab Kit and complete the information first. Fill out the card attached to the kit (front and back), and place a photocopy (front and back) of the card in the inmate's file.
 6. The I/R Officer will then complete the swab, and seal the envelope.
 7. To register a felon who comes to the jail to register, you must complete the following:
 - a. Complete the appropriate form (e.g., Convicted Felon Registration Form, FDLE Sexual Predator/Sexual Offender Registration Form, Career Offender Form, etc.).
 - b. Fingerprint the subject using the LiveScan machine. If the LiveScan machine is not working, manual fingerprints shall be taken.
 - c. Take one frontal digital picture utilizing SmartCop.

Administrative

DNA Testing of Sentenced Inmates

- d. The Records Clerk/Officer will enter or correct the information in the felon's Master Name Index (MNI) record. Remember to check the intel flags in MNI.
 - e. Run a QW in NCIC/FCIC
8. The I/R Officer is responsible for the swab test and mailing the DNA envelope.
 9. The Records Clerk/Officer will release the hold from SmartCop after all the above is completed.
 10. The Records Clerk will then gather the appropriate forms and pictures to send to Special Operations.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:003</p>
	<p>SUBJECT:</p> <p>Cash Balancing</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Property Clerks</p>

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that Property Clerks will be responsible for collecting all money on incoming arrestees.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to All Property Clerks.

IV. PROCEDURES:

Thirty (30) minutes prior to the end of a shift, the Property Clerk shall:

- A. Close out the shift in the computer.
- B. Count all monies in the cash draw and verify the correct balance according to the computer detailed report. Cash retained should be \$0.00.
- C. All verified money and receipts will be placed in an envelope in the drop safe along with the deposit print-out.
- D. If computer shows a discrepancy, re-evaluate all receipts for monies entered. If the discrepancy cannot be found, contact your supervisor.

NOTE: Only authorized personnel are permitted to sign checks.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:004</p>
	<p>SUBJECT:</p> <p>Certifications (Law Enforcement/Dual Certified Officers)</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Commander, Bureau of Corrections</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to enable Certified Law Enforcement Officers and Dual Certified Officers to work in the Bureau of Corrections.

II. REFERENCE:

FCAC 6.09 & 6.18.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Certified Law Enforcement Officers working as Transportation Officers shall have the following equipment issued to them:

1. Standard detention deputy uniform
2. Standard department weapon and leather gear
3. ID cards identifying the individual as a Deputy Sheriff


B. Certified Law Enforcement and Dual Certified Officers working as Detention Deputies shall have the following equipment issued to them:

1. Standard detention deputy uniform
2. ID Cards identifying the individual as a Detention Deputy

Administrative

Certifications (Law Enforcement/Dual Certified Officers)

- C. Certified Law Enforcement Officers and Dual Certified Officers working as Detention Deputies shall have the arrest powers to serve warrants within the facilities only.
- D. Certified Law Enforcement Officers and Dual Certified Officers shall not carry any firearms on duty unless working as a Transportation Officer, on a Hospital Detail, or as authorized by the Commander, Bureau of Corrections.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:005</p>
	<p>SUBJECT:</p> <p>Contacts with Public, Media, and Other Agencies</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain positive, informative relationships with the public, the media, and other agencies with related functions, consistent with the security and privacy interests of the Sheriff's Office, its staff, and the offenders confined in the jail facilities.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply All Personnel.

IV. DEFINITIONS:

- A. Public - Individuals who are not officials in law enforcement.
- B. News Media Representatives - Identified representatives of newspapers, magazines, radio, and television stations.

V. PROCEDURES:

- A. Guidelines
 - 1. The Bureau of Corrections will have a system for establishing and maintaining appropriate relationships with the public, news media, law enforcement agencies, and other agencies when those individuals and organizations contribute to the overall mission of the facility.

Administrative

Contacts with Public, Media, and Other Agencies

2. The Commander, Bureau of Corrections, will be the authorized spokesperson for this level of the organization, subject to guidance and direction from the Public Information Office.
- B. Media Relations Functions
1. The Commander, Bureau of Corrections, will provide verbal and written information to the media to help portray a factual picture of the facility.
 2. News media representatives will be permitted access to all program areas of the facility, and only authorized staff may explain programs or announce important facts or events in the facility to the media. Throughout this process, staff will preserve offenders' individual rights to privacy.
 3. Bureau of Corrections' employees, other than designated officials, will not comment to the news media or publish original printed material that refers to the facility by name or inference without appropriate training and prior written approval from the Sheriff or the Commander, Bureau of Corrections. Media calls will be directed to the attention of the Shift Lieutenant, who will respond promptly, accurately, and honestly to inquiries subject to the following conditions:
 - a. Comments will not be made pertaining to facility policies or operations.
 - b. Media contacts of any significance, such as those from national news organizations will be reported to the Sheriff's Office Public Information Officer on the day of contact.
- C. Institutional Emergencies

In the event of an institutional emergency, all public and media access to the facility may be limited. Under such circumstances, the Commander, Bureau of Corrections, will identify a press spokesperson who periodically will brief all media representatives on the situation. A media briefing center may be established away from the area of tactical operations and staff traffic.

Administrative


Contacts with Public, Media, and Other Agencies

D. Written Inquiries

1. Written communication is an important avenue for educating the public, maintaining contact, and exchanging information with other parties.
2. Executive correspondence from other government agencies, legislative bodies, courts, law enforcement agencies, and news media representatives will be opened in the Commander's, Bureau of Corrections, Office and routed to the appropriate party to draft a response.
3. A written response will be prepared to all letters within three working days of receipt. In cases requiring a significant delay in response, an interim response will be provided.
4. All incoming and outgoing executive correspondence and copies of the correspondence will be filed in the Commander's, Bureau of Corrections, Office.
5. News media correspondence will be answered by the Public Information Officer.

E. Telephone Contacts

Telephone contacts from the courts, legislative bodies, and other agencies will be routed to the Shift Lieutenant.

<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:006</p>
	<p>SUBJECT:</p> <p>Contractor Communication</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations Commander/ Support Services Cdr.</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Center to provide a system of communications requiring periodic meetings between the Operations Commander, Support Services Commander, and all contractors (e.g., food services, medical). It will be the responsibility of the Operations Commander to disseminate any information from this meeting to the other staff members.

II. REFERENCE:

None.


III. SCOPE:

These procedures apply to the Operations Commander and Support Services Commander.

IV. PROCEDURES:

The Operations and Support Services Commanders shall meet periodically with all contracted personnel.

- A. At these meeting, any problems discussed relevant to the contractors shall be noted.
- B. The Operations Commander shall note any problems that the contractors are having with personnel or shifts operations. These problems will be discussed and solutions found.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:007</p>
	<p>SUBJECT:</p> <p>Employee Orientation Curriculum</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Training Sgt./ Inmate Services Sgt.</p>

REVISED DATE: 5/16/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish curriculum requirements for employee orientation to ensure that new employees understand the Department's role, purpose, goals, policies and procedures, as well as working conditions, organization, and benefits.

II. REFERENCES:

FCAC 5.02 and Consent Decree 97.

III. SCOPE:

These procedures apply to All Personnel.

IV. RESPONSIBILITIES FOR CONTENTS:

- A. The Training Sergeant and Inmate Services Sergeant are responsible for staying abreast of all new laws and state requirements and for making additions, deletions, or changes to the orientation/training class contents as these occur.
 - 1. The orientation class curriculum shall be reviewed regularly for content and presentation.
 - 2. The Training Sergeant and Inmate Services Sergeant shall incorporate required changes as soon as possible after announcement and/or implementation.
- B. Individual supervisors are responsible for specific orientation/training of employees assigned to their area. Supervisors must make sure that items that are specific to a new employees' job assignment are explained to them.

Administrative

Employee Orientation Curriculum

V. REQUIREMENTS:

The following basic curriculum requirements shall be covered in the orientation classes:

- A. General explanation of the Office of the Sheriff and how the Florida Office of Sheriff compares to or differs from other geographical areas.
- B. Organization of the Monroe County Sheriff's Office, and a brief description of the duties of each component.
- C. Introduction to staff members and other key personnel.
- D. Basic information on local and state government organization.
- E. Conduct and demeanor expected of employees, including sexual harassment and racial discrimination training.
- F. Sexual abuse/assault awareness, prevention, response, reporting procedures, and confidentiality requirements.
- G. Airborne/bloodborne pathogens and biohazards.
- H. Policy and Procedure Manual and General Operations Manual (black and green books), including:
 1. Initial issuance
 2. Revisions and maintenance
 3. Employee's responsibility to know
 4. Important policy and/or procedures pertaining to all employees, including, but not limited to:
 - a. Dress code (general appearance, uniform, civilian clothing, hygiene, jewelry, hair, and fingernails)
 - b. General orders
 - c. Security procedures

Administrative

Employee Orientation Curriculum

- d. Residence and telephone requirements
 - e. Reporting for duty
 - f. Performance evaluations
 - g. Outside employment
 - h. Key control
 - i. Use of force
 - j. Report writing
 - k. Smoking within the facilities
 - l. Contacts with public, media, and other agencies
 - m. Interpersonal relationships
 - n. Social and cultural lifestyles of the inmates
 - o. Rights and responsibilities of inmates
5. Employee pay plan and benefits, including, but not limited to:
- a. Classification and salary information
 - b. Work hours and overtime compensation (overtime pay versus compensatory bank)
 - c. Holidays
 - d. Annual leave, sick leave, Family Medical Leave Act, and other types of leave, both with and without pay
 - e. Insurance benefits, both furnished and optional
 - f. Deferred Compensation Plan
 - g. Uniforms

Administrative

Employee Orientation Curriculum

- h. Worker's Compensation
 - i. Retirement Plan
 - j. Probationary period
 - k. Termination
- I. Emergency Procedures Manual (discuss completely)
- NOTE: The Emergency Procedures Manual includes the Hostage Plan, Fire and Evacuation Plan, and the Escape Control Plan.**
- J. Florida Model Jail Standards
- K. Inmate Handbook
- L. Consent Decree
- M. Issuance of supplies and equipment.
- N. Forms used by all employees, including:
- 1. Time Sheets
 - 2. Leave Request and Approval
 - 3. Training Request and Approval
 - 4. Travel Voucher
 - 5. Notice of Injury and Accident Investigation Report
 - 6. Bomb Threat
 - 7. Incident Reports
 - 8. Inmate Tickets
 - 9. Inmate Disciplinary Reports
 - 10. Daily Maintenance Report Form


Administrative

Employee Orientation Curriculum

11. Requisitions (3 part and in-house)
12. Call-In Sheet

VI. OTHER ITEMS OF INTEREST:

- A. Other items of interest may be included in the orientation curriculum, depending on time allowances and importance.
- B. The curriculum may be revised as required due to changes, deletions, or additions in Sheriff's Office or Bureau of Corrections requirements.
- C. The format or contents of the orientation training class may be changed to make it more efficient, receivable, or interesting within the requirements of the curriculum.
- D. Subjects not applicable to all employees and therefore not covered in the basic employee orientation class may be discussed.
- E. Items that may also be discussed include, but are not limited to:
 1. Physical layout of the building or work place, including a facility tour
 2. Who the employee's supervisor is, and who, if anyone is supervised by the employee (chain-of-command)
 3. Specific work schedules, days off, holidays allowed, vacation, overtime, etc.
 4. What to do in case of fire or other emergency and where the nearest fire exit is to the employee's area
 5. How and by whom the employee's paycheck will be distributed
 6. How, when and where to obtain equipment or supplies required of the job
 7. Who will be training the employee in his/her specific tasks
 8. Who the employee should ask, if other than the supervisor, about problems which arise
 9. Any specific instructions that need to be stressed immediately
 10. Telephone usage (how to call in/out and limit on personal telephone calls)

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:008</p>
	<p>SUBJECT:</p> <p>Facility Secured Envelope Access</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations Captain in KW Site Commander in KV/PK</p>

REVISED DATE: 12/31/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that visitors shall be allowed access into the facility's secured envelope as long as there is a qualified need for them to be there. Main Control shall log in all visitors and non-exempt personnel utilizing the Main Control Log Book and, if needed, issue a visitor's tag which shall be worn at all times while in the facility. Non-uniformed Sheriff's Office employees and contract personnel shall wear their ID card and not be issued a visitor's tag. Uniformed Sheriff's Office employees shall carry their ID card on them at all times when in the secured envelope. Exempt personnel do not have to sign in at Main Control. Attorneys, Pre-Trial Services, chaplains, volunteers, academy recruits, non-essential personnel, etc., shall not enter the housing areas during formal counts, meals, or lockdown times unless approved by the on-duty Watch Commander.

II. REFERENCES:

FMJS 11.08 and FCAC 6.09.

III. SCOPE:

These procedures apply to All Personnel.

IV. DEFINITIONS:

A. Exempt personnel:

1. Bureau of Corrections Sheriff's Office employees (e.g., D/Ds, Sergeants, Lieutenant, Administration, Transportation, Maintenance, Programs, Records)
2. Contract employees (e.g., substance abuse counselors, medical, kitchen)
3. Bureau of Corrections Public Works employees

Administrative

Facility Secured Envelope Access

B. Non-exempt personnel:

1. State Attorneys
2. Public Defenders
3. Pre-Trial Services
4. Attorneys
5. Volunteers (e.g., clergy, NA, AA, Art-Behind-Bars, etc.)
6. Sheriff's Office employees who do not work in the detention facility

C. Visitors:

1. Inspectors
2. Miscellaneous other people


V. **PROCEDURES:**

- A. The visitor or non-exempt personnel wishing to gain admission into the secured envelope of the facility must check in at Main Control.
- B. Attorneys must produce a valid Florida Bar Card and valid photo identification. All other visitors must produce valid photo identification.
- C. The officer or clerk will inquire as to the reason the visitor or non-exempt personnel needs to enter the facility, and then verify that the reason is justified.
- D. If justified, and the facility is not in lockdown, the officer or clerk will issue a visitor's tag and log the visitor or non-exempt personnel into the facility utilizing the Main Control Log Book. Instruct the visitor that the tag **MUST** be worn at all times while inside the facility.
- E. For visitors, volunteers, attorneys, and inspectors, an officer must be summoned to the lobby to search items for contraband, inventory tools, and clear the person through the magnetometer before they are allowed access into the secure envelope. State Attorneys and Public Defenders are not to be searched or sent through the magnetometer unless contraband is suspected.

Administrative

Facility Secured Envelope Access

- F. If the visitor does not know where they are going in the facility, a detention officer shall escort them to their destination.
- G. When the visitor's or non-exempt personnel's business is completed, retrieve the visitor's tag and log him/her out of the facility in the Main Control Log Book. If applicable, ensure all tools are accounted for upon departure.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:009</p>
	<p>SUBJECT:</p> <p>Facility Security and Sanitation Inspections</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations/Site Commander</p>

REVISED DATE: 1/16/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that the Operations/Site Commander shall conduct an inspection of all facility security areas and devices and inmate living and activity areas at least weekly, and initiate corrective action as necessary. These inspections are for the purpose of locating security and/or sanitation problems.

II. REFERENCES:

FMJS 1.09, 2.05, 5.08(k)(1), 6.06, 11.03, 12.01, 12.03, 12.04, & 12.13; FCAC 6.01, 6.03, 14.01, & 15.09; and Consent Decree 32 & 84.

III. SCOPE:

These procedures apply to the Operations/Site Commander.


IV. PROCEDURES:

- A. The Operations/Site Commander or designee shall conduct a security and sanitation inspection of all areas of the facility at least once per week. Inspections shall include, but are not limited to:
1. Inmate living and activity areas such as dayrooms, dining rooms, showers, recreation yards, perimeter, kitchen, laundry, etc.
 2. Security devices such as bars, locks, windows, walls, fences, protective screens, doors, alarms, lights, sprinklers, and other security devices will be inspected carefully to ensure that they are fully operational. Emergency keys will also be checked to ensure they are in working order.
 3. All storage and supply areas used for hazardous materials.

Administrative

Facility Security and Sanitation Inspections

- B. The Operations/Site Commander or designee will monitor the replacement, repair, or cleaning of items noted in the inspection report.
- C. The Operations/Site Commander will forward the results of the inspections to the Commander, Bureau of Corrections.
- D. All FMJS Inspection Reports and facility security and sanitation inspections including corrective action plans shall be maintained for the required amount of time as per the State of Florida General Records Schedule.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:010</p>
	<p>SUBJECT:</p> <p>Facility Tours</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations/Site Commander</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to schedule and conduct tours for an individual and/or groups upon request.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

The Operations/Site Commander/Designee will approve or disapprove tours and will advise the Shift Supervisor of same.

A. General

1. Tour groups will be no larger than ten (10) visitors per Officer in a group.
2. Tour guests will abide by the approved civilian attire as per Monroe County Detention Facilities' policies.
3. Officers conducting tours will be in a clean and neatly pressed uniform and shall conduct themselves in the highest standards of professionalism.
4. The Shift Supervisor will ensure that all inmates are secure and not within the path of the tour group(s).
5. All tour guests will be subject to search, either by pat search and/or by the use of a metal detector.

Administrative

Facility Tours

B. Tour Approval


1. Tours may be requested by a written request or by a telephone call to the Operations/Site Commander/ Designee.
2. Upon approval by the Operations/Site Commander/ Designee, the Shift Supervisor will be advised and a log entry will be made in the pass down log.
3. The following information will be included in the log entry:
 - a. Name of person in charge of tour group
 - b. Date and approximate time of tour
 - c. Approximate number of people in the tour group

C. Conducting Tours

1. The On-Duty Shift Supervisor will assign Officers as tour guides as required, but at no time will the security of the facility be jeopardized.
2. The Officer(s) will speak of the facility in general and will at no time discuss security and/or sensitive issues with the tour group.
3. The Officer(s) will not discuss any inmate's personal behavior, case or express their personal opinions about any inmate.
4. Prior to conducting a tour, there will be a briefing of the facilities operations in a designated area.

D. Walk-In Request

1. Individuals who identify themselves to be of the Law Enforcement Community requesting a tour will be the only unscheduled tours that may be approved and conducted.
2. The Operations/Site Commander does not need to approve of this tour; the Shift Supervisor may approve the tour.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:011</p>
	<p>SUBJECT:</p> <p>General Orders</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that the role of each staff member should be considered one of the most important positions in the Monroe County Sheriff's Office. As such, there are some basic departmental policies and procedures.

II. REFERENCES:

FMJS 3.01, 3.02, & 5.02 and FCAC 2.03 & 6.05.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. Staff shall never leave their post unless properly relieved or advised to do so by their supervisor.
- B. Staff shall never become personally involved with an inmate.
- C. If any staff is related to an inmate, that staff member shall notify his/her supervisor in writing as well as in person as soon as the staff member becomes aware of the situation. The supervisor shall forward the written notification to the Operations/Site Commander.

NOTE: If an employee's family member is arrested, that employee shall not be authorized in the Intake/Release area during the booking/releasing process. The employee will not be allowed to have physical contact with the family member while in any Monroe County Detention Facility unless authorized by the Operations/Site Commander or Sheriff. The employee may visit the family member during regular visitation hours the same as any other visitor would.

Administrative

General Orders

- D. Staff shall not loan money to, buy from, nor trade items with an inmate or his/her immediate family or friends. Staff shall not receive gifts from nor provide favors to an inmate, inmate's family, or friends.
- E. Staff shall never permit an inmate to possess facility keys. Staff shall not discuss the key numbering system with anyone except duly authorized personnel outside of the presence and hearing of inmates.
- F. Staff on duty shall remain attentive to their post at all times.
- G. **Male staff shall not enter the female housing area unless a female officer is present. The only exception is in an emergency, and a report shall be written explaining the nature of the emergency, names of all officers involved, names of all inmates involved, and action taken.**
- H. Officers shall report for duty in a clean and pressed uniform. Worn uniforms shall be mended or replaced.
- I. If a staff member is taking prescription medication that may affect his/her performance on the job, s/he shall notify the supervisor prior to taking over a post of duty. Provisions for staff obtaining prescribed medication while on assigned shift shall be made through their supervisor.
- J. If any security breach is noticed, you are to notify the Shift Supervisor immediately.
- K. Staff must file a written report on any incident which may result in disciplinary action, may be considered a breach of security, may result in criminal investigation and/or charges, involves violation of facility rules and regulations, or any other time which requires written documentation.
- L. Staff shall not discriminate against any fellow employee or inmate based on religion, national origin, race, creed, belief, color, sex or sexual preference.
- M. Staff shall perform all other duties as directed by their supervisor(s).
- N. All official communications of the Bureau moving upward or downward or for requests, information, suggestions, or complaints shall be confined to official channels. Each link in the chain of command shall be respected. It is the responsibility of each echelon to forward communications to the next higher echelon with his/her approval, disapproval, or recommendations.

Administrative

General Orders

- O. Staff shall not conduct him/herself in an indecent, lewd, or disorderly manner while on or off duty.
- P. Staff shall not knowingly fraternize with, engage the services of, accept services from, or do favors for any inmate in custody.
- Q. The relationship between female and male members of the department while on duty shall be business like; conduct between such members shall be professional and courteous.
- R. Staff shall not intentionally become professionally involved in neighborhood quarrels or disputes while off duty.
- S. Staff are required to discharge their duties in a calm and firm manner, and they shall act together and assist and protect each other in the maintenance of law and order.
- T. Staff shall act with promptness, firmness, fairness, and decisiveness when dealing with inmates.
- U. Staff shall not discuss newspaper articles, radio, or television broadcast with the inmates that could be detrimental to an on-going investigation or the security of the facility.
- V. Gratuities from bondsman, attorneys, vendors, etc., will not be accepted by the staff.
- W. Staff shall attend required annual mandatory retraining (e.g., ARMs for certified employees, SCAR for support and contract employees.)
- X. All employees, including contract employees, who have direct inmate contact are to be given a physical examination/medical screening prior to working in direct contact with inmates.
- Y. The Policy and Procedure Manual shall be issued to selected posts and shall be accessible to all BOC employees. It will be updated as new policies become effective or existing policies are revised or deleted.

Administrative

General Orders

Z. Prohibited Acts While On Duty


1. Staff shall not indulge in horseplay or in loud and boisterous conversation while on duty.
2. Staff in charge of department premises, or any part thereof, shall prevent loafing or loitering by person not there on business.
3. Staff shall not permit persons to remain in the facility or department vehicle unless they are there on official business.
4. Staff will not be permitted to smoke in any Monroe County Detention Facility except in designated areas. There will be no tobacco products allowed within the security envelope. Smokeless tobacco will be permitted outside the security envelope, but not in the presence of inmates.
5. Staff on duty or in uniform shall not engage in any game of cards or similar games or any form of gambling with inmates or other staff members.
6. Staff are required to be alert throughout their tour of duty. Sleeping while on duty is forbidden. If a staff member is unable to remain awake, s/he shall so report to his/her supervisor, who shall determine the proper course of action.
7. Monroe County Sheriff's Office employees shall not drink any kind of intoxicating liquor while on duty or eight (8) hours prior to reporting to duty. No staff member shall report for a regular tour of duty, be on a regular tour of duty, or come on department property while under the influence of liquor or drugs, or be unfit for regular duty because of their use. The odor of intoxicants on the breath will be presumptive evidence of violation of this regulation.
8. Interviews between members of the department and non-department persons in all cases arising out of departmental activity shall take place in the presence of, or with the knowledge and consent of, their supervisors. The foregoing shall not apply to consultations with an officer's private counsel in a case of controversy in which the staff member is personally engaged.

Administrative

General Orders

9. Staff shall not perform any acts or make any statements, oral or written, for publication or otherwise, which tend to bring the department or its administrative personnel into disrepute or ridicule, or which tend to disrupt or impair the performance of official duties and obligations of members of the department, or which tends to interfere with or subvert the reasonable supervision or proper discipline of members of the department.
10. Staff shall not in any way sexually harass any inmates or fellow employees.
11. The following subjects are not to be discussed in the presence of inmates:
 - a. Any matter relating to facility security or post orders
 - b. Any criticisms of the facility, fellow officers, or staff
 - c. The personal lives of yourself and family, fellow officers, other staff
 - d. The addresses or phone numbers of yourself, fellow officers, other staff, or their relatives

NOTE: Should there be cause to put any of the above subjects in writing (e.g., inter-office memorandums, address books, or rolodex), special precautions must be taken to keep this information secure from inmates.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:012</p>
	<p>SUBJECT:</p> <p>In-Service Training</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Shift Supervisors</p>

REVISED DATE: 9/15/99

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities that the Shift Supervisors will coordinate and ensure that all post-academy training of Detention Deputies takes place in a timely manner. This shall include the teaching of such courses, when needed. The Shift Supervisors shall also maintain the pertinent records that are associated with this training.

II. REFERENCES:


Consent Decree 97 & 138.

III. SCOPE:

These procedures apply to All Shift Supervisors.

IV. PROCEDURES:

- A. The Shift Supervisors will identify short-topic training materials that can be utilized for roll call in-service training activities. These topics can cover any subject that may be needed within the Bureau. Material can be gathered anywhere (e.g., the training unit video tape library, legal bulletins, news media, college courses).
- B. A method for dispersal will then be developed to disseminate the materials throughout the Bureau. This method will include insurance of utilization, recording, and return of the materials.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:013</p>
	<p>SUBJECT:</p> <p>Inmate Account Deposits</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Commissary Clerk</p>

REVISED DATE: 9/15/99

Page 1 of 1

I. POLICY:

It is the policy of Monroe County Detention Facilities that all money placed into inmate accounts shall be deposited into the bank.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to the All Commissary Clerks.

IV. PROCEDURES:

The Commissary Clerk shall:

- A. Take all cash, cashier checks, and money orders out of the safe in Property.
- B. Verify that each person making a drop into the safe dropped the correct amount. This is to be done by checking the computer printout and deposit slips accompanying the cash, cashier checks, and/or money orders in the shifts money bags.
- C. Check each deposit off in the checkbook deposit screen.
- D. Take the deposit to Finance.

NOTE: If you are unable to balance the deposit, contact your supervisor.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:014</p>
	<p>SUBJECT:</p> <p>Intercom System and Hand Held Radios</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities that each Facility shall have a Communication system between the Control Room and all other posts throughout the facility. The intercoms and radios will be used for official use only.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. DEFINITIONS:

- A. 10-4 - Acknowledged (OK).
- B. Plain Talk - Means no codes or signals.

V. PROCEDURES:


- A. Intercom System
 1. Press button to activate a call to Main Control.
 2. Release button and wait for acknowledgement.
 3. Upon acknowledgement, free communication will be possible.
 4. All personnel will use plain talk on the intercom system.

Administrative

Intercom System and Hand Held Radios

B. Hand Held Radios

1. All personnel will use plain talk on the radio.
2. The radio will be kept on the jail frequency.
3. The radio will be kept on the person that is responsible for the radio: No radios will be set down and left unattended.
4. Hand-held radios are issued to Dorm/Unit Officers, Hospital Detail Officers, Transportation Officers, Escort Officers, Supervisors, Maintenance Personnel, Medical, and the Kitchen.
5. All radios will have lapel mikes.
6. Batteries - **DO NOT** change batteries in radio until completely drained.

<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:015</p>
	<p>SUBJECT:</p> <p>Laundry</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Laundry Officer</p>

REVISED DATE: 1/10/08

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Center that the Laundry Officer shall maintain and operate a laundry service area within the facility to provide a regular supply of clean clothing and linen ensuring proper sanitation for inmates in the facility.

II. REFERENCES:

FMJS 8.02, 8.05, & 12.07 and FCAC 13.02 & 13.04.

III. SCOPE:

These procedures apply to the Laundry Officer.

IV. PROCEDURES:

A. The Laundry Officer shall maintain a constant level of facility clothing, linen, and laundry supplies.

B. Inventory

1. The Laundry Officer shall replenish linen, cleaning, and laundry supplies as necessary from the storage area by submitting a completed In-House Requisition Form to the Supply Department.
2. The Laundry Officer shall maintain a file of all inventories and orders of linen, cleaning, and laundry supplies.

C. Laundry Room

1. The laundry room shall be the Laundry Officer's post.

Administrative

Laundry

2. The laundry room key shall be maintained in the Key Watcher box when the laundry room is not in use.
3. Only authorized trusties shall be allowed access to the laundry room. The Laundry Room door closest to the back supply room will be locked at all times including when the Laundry Officer is present.
4. Male inmates will not be allowed in the laundry room while female inmates are present.
5. Female inmates will work during the daytime hours only and will be under supervision at all times. If the Laundry Officer needs to leave the laundry room, they will contact Main Control and the Medical Officer to inform them to check on the inmates and not to allow other inmates into the laundry areas.
6. Male inmates will work during the nighttime hours only.
7. Female inmates will do weekend laundry. The Shift Rovers will supervise the female inmates in the laundry room by checking on them during the day. The Rover will escort the female inmates while they re-supply Holding 12, Property, and I/R.
8. Inmate trusties shall not be allowed to distribute clothing and linen to inmates unless escorted by and supervised by the Laundry Officer.
9. The Laundry Officer shall ensure the proper handling and washing of contaminated laundry.

NOTE: Contaminated clothing is clothing contaminated with or by contagious diseases.

D. Laundry Schedule

1. Kitchen linen and uniforms from kitchen trusties shall be laundered and exchanged daily.
2. Blankets shall be laundered and exchanged quarterly or after each inmate is released.
3. Uniforms and personals shall be collected and laundered as scheduled twice weekly.

Administrative

Laundry

4. Linen for the general population shall be collected and laundered as scheduled once per week.
5. Towels are issued to the housing officers on an as needed basis. Inmates are not authorized to keep towels in their possession. Officers are to hand towels out only after obtaining the inmate's identification tag. The inmate shall immediately place the towel in the dirty linen basket when s/he is done using it. The inmate shall then retrieve his/her identification tag from the officer.

NOTE: Certain housing area(s) (e.g., Unit A) are not authorized to have Sheriff's Office cloth towels. The housing officers in these area(s) will be issued large towels made out of paper. Officers are to hand these towels out on an as needed basis. Inmates in these area(s) may purchase a regular towel through Canteen that they can send to be laundered with their personal items.

E. Responsibility of Laundry Trusties


The inmate trusties assigned to the laundry room shall be supervised at all times by the Laundry Officer while:

1. Collecting inmate clothing into labeled laundry bags;
2. Transporting laundry to and from the laundry room;
3. Returning clothing and linen to inmates and storage area; and
4. Performing housekeeping duties while in the laundry room.

F. The Laundry Officer shall ensure adherence to the laundry schedule posted in all Units/Dorms.

G. The Laundry Officer will ensure that all laundry will be washed prior to being reissued.

H. A log or record shall be maintained on all laundry issuance and collection.

MONROE COUNTY  DETENTION CENTER	CHAPTER:	NUMBER:
	Administrative	1:016
	SUBJECT:	
	Public Lobby	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Center	All Personnel

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Center to have a guideline for controlling problems that might occur within the Monroe County Detention Center's Public Lobby.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Person Under the Influence or Disorderly

1. When a person under the influence or disorderly is found in the public lobby, that person will be asked to leave. If that person refuses to comply, you shall notify the Shift Supervisor.
2. The Shift Supervisor shall order the person to leave. If that person refuses to comply, the Shift Supervisor shall notify road patrol to have the person escorted out of the facility and issue a trespass warning.
3. If road patrol was called, an Incident Report shall be written and turned into the Operations Commander.

B. Children


If you see children running around unattended, you shall:

1. Determine where the person is that brought them into the lobby.

Administrative

Public Lobby

2. Contact that person and advise them (politely) to control the children.
 3. If the problem persists, notify the Shift Supervisor.
 4. The Shift Supervisor shall advise the person responsible for the children to please control them or s/he will be asked to leave.
 5. If there is still a problem, notify road patrol and have them escorted out of the facility and issue a trespass warning.
 6. If road patrol was called, an Incident Report shall be written and turned into the Operations Commander.
- C. Improperly Dressed Person
1. All person(s) entering the facility shall be dressed according to the visitation policy and procedures.
 2. Person(s) staying within the lobby area will not have to adhere to the same policy and procedure, but must be dressed in good taste (NOT indecently exposed) and must be wearing some kind of footwear.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:017</p>
	<p>SUBJECT:</p> <p>Removal of Comfort Items and/or Property</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Shift Supervisor</p>

REVISED DATE: 1/16/06

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities that the Shift Supervisor shall be notified upon the removal of comfort items or property from an inmate's possession who is disrupting the normal daily operation of the facility by altering or destroying those items.

II. REFERENCES:

FMJS 6.05(e) & 8.08 and FCAC 13.07 & 15.08.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Comfort items are identified as the following:

1. Linen
2. Clothing
3. Standard Meals (will be substituted with the inmate special management meal)

B. Property is defined as the following:

1. Canteen items
2. Books and Magazines
3. Any issued religious necklace or rosary beads
4. Any issued hygiene items to include toilet paper, cups, soap, toothpaste, etc.

Administrative

Removal of Comfort Items and/or Property

5. Paperwork, letters, pens, and pencils
6. Any other item issued or allowed by the facility

C. Removal of Linen, Clothing, and/or Property

Linen, clothing, or property may be removed from an inmate's possession for any of the following reasons:

1. Suicide attempt(s)
2. Suicidal behavior or tendencies
3. Using the item to inflict injury to themselves or others
4. Using the item to clog the toilet in an attempt to flood the cell
5. When linen, clothing, or issued property is being altered or destroyed
6. When personal property is being altered into something that would be considered contraband
7. When the item is being used to defeat any alarm, security, or surveillance equipment.

D. Removal of Standard Meals

Standard meals may be substituted with an inmate special management meal that is approved by a physician or qualified health authority for the following reasons:

1. The inmate throws food, beverage, utensils, trays, or any substance using the food tray or utensils
2. The serving tray and/or eating utensils are altered or destroyed

NOTE: Food will not be altered or withheld as a disciplinary measure. The special management meal will be served due to health or safety reasons only.

E. Process for Removal

1. The Unit/Dorm Officer will assess the situation completely including opening a line of communication with the inmate.

Administrative

Removal of Comfort Items and/or Property

NOTE: If the removal is warranted due to suicidal attempt, behavior, or tendencies, the Unit/Dorm Officer shall contact Medical to assess the situation.

2. If surrendering of the item(s) is still warranted after having completely assessed the situation, the Unit/Dorm Officer will order the inmate to surrender the item(s).
 3. If the inmate refuses to surrender the item(s), the Unit/Dorm Officer, with the help of other officers, will physically remove the item(s) using the minimum amount of force required to obtain the item(s).
 4. Except for emergency situations, the Unit/Dorm Officer should notify the Shift Supervisor prior to the removal of item(s). In the event of an emergency situation, the Shift Supervisor should be notified as soon as practical.
 5. The kitchen must be notified in writing by the Shift Supervisor that a standard meal will be substituted with the inmate special management meal. Forward a copy of this memo/report to the Accreditation Specialist.
 6. If clothing is taken from the inmate, it shall be substituted with a suicide smock and blanket unless those items are used in a manner that would meet the criteria for removal.
 7. If the inmate continues to try to defeat any security, alarm, or surveillance system using bodily fluids or excrement, the Shift Supervisor may authorize the use of restraints.
 8. An Incident Report, which will include the reason for removal of the item(s), will be submitted via the chain-of-command to the Operations Commander by all personnel involved.
- F. Process For Reinstatement of Comfort Item(s) and/or Property
1. All comfort item(s) and property removed due to suicide attempt(s) and/or suicidal behavior or tendencies will be returned to the inmate only under Medical's approval after the inmate has been evaluated.


Administrative

Removal of Comfort Items and/or Property

2. Comfort item(s) and property removed for other than suicide attempt(s) and/or suicidal behavior or tendencies will be removed for a minimum time period. The inmate's behavior will be evaluated by the on-duty Unit/Dorm Officer and Supervisor to determine reinstatement.

NOTE: Removal of comfort item(s) and property for other than suicide attempt(s) and/or suicidal behavior or tendencies shall not exceed eight (8) hours without a subsequent Disciplinary Report due to the inmate's continued behavior.

3. Special management meals will follow a twenty-four (24) hour period process. A medical evaluation is required to determine the inmate's health status if it exceeds a twenty-four (24) hour period. Medical will re-evaluate the inmate every 24 hours until s/he is taken off the special management meals.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:018</p>
	<p>SUBJECT:</p> <p>Reporting for Duty</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to set standards for all employees to follow. This policy is to advise all employees on how to report for duty.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.


IV. PROCEDURES:

A. All personnel that work within the security envelope of the facilities shall, upon entering the facility, report to your assigned locker and place all personal items inside your locker except for those items that are required for your work assignment.

1. Examples of non-required items include, but are not limited to:
 - a. Car/House Keys
 - b. Purse/Wallet
 - c. Briefcase
 - d. Medication
 - e. Lunch Box
 - f. Money

Administrative
Reporting For Duty

2. Examples of required items include, but are not limited to:
 - a. Pens/Pencils
 - b. All permanently assigned facility keys including handcuff and locker keys
- B. All certified personnel must report to the Muster Room no later than fifteen (15) minutes prior to your shift's scheduled starting time (e.g., if your shift starts at 0600 hours, you shall report to the Muster Room at 0545).
- C. All support personnel must report to your supervisor or assigned location prior to your scheduled start time.
- D. You shall be in full uniform unless given permission prior to your shift.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:019</p>
	<p>SUBJECT:</p> <p>Smoking Within the Monroe County Detention Facilities</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities that use of tobacco products within the confines of the Monroe County Detention Facilities is prohibited except in designated areas.

II. REFERENCE:

Clean Air Act.

III. SCOPE:

These procedures apply to All Personnel including visitors.

IV. PROCEDURES:

A. Staff

1. Personnel will not smoke in the presence of inmates.
2. Personnel shall at no time provide inmates with tobacco products or the means to ignite them.
3. Personnel shall at no time be in possession of any tobacco product or tobacco accessories while inside the security envelope of the facility. Tobacco products and accessories shall be kept locked in your locker.

B. Inmates

1. During the booking/intake process, tobacco and tobacco accessories (papers, pipes, matches, lighters, etc.) will be placed in the inmate's property bag. These items will be returned to the inmate upon release.

Administrative


Smoking Within the Monroe County Detention Facilities

2. Tobacco products and tobacco accessories are contraband. If found in the possession of inmates, such items will be confiscated and will be disposed of according to Monroe County Detention Facilities Control of Contraband policy and procedures. They will not be placed in the inmates' property.
 3. Inmates found guilty of violating the smoking policy will be appropriately disciplined.
- C. Visitors

Those persons found in violation of the smoking policy while visiting the Monroe County Detention Facilities will be required to extinguish the smoking materials or to leave the facilities until smoking is completed.

- D. Sale of Tobacco Products

Tobacco and tobacco accessories will not be sold or maintained for dispensement within the Monroe County Detention Facilities. Vending machines that dispense smoking materials and tobacco will not be allowed.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:020</p>
	<p>SUBJECT:</p> <p>Specialized Training</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Training Officers</p>

REVISED DATE: 1/10/08

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities that all Training Officers will be responsible for the coordination, implementation, and teaching (if necessary) of educational and training needs for all of the specialized units within the scope of the Bureau. These Training Officers will also ensure that the pertinent records of such training are maintained.

II. REFERENCES:

FMJS 15.02; FCAC 5.05, 5.06, 5.07, 5.08, 5.09, 5.10, 5.11, 16.02 & 22.03; and Consent Decree 147 & 148.

III. SCOPE:

These procedures apply to All Employees.

IV. PROCEDURES:

A. CERT (Correctional Emergency Response Team)

1. This Training Officer will research and develop a plan to implement a cell extraction team. He/she will contact experienced people both inside and outside this agency for assistance in developing this plan. Once the plan has been developed, it will be presented to the Commander, Bureau of Corrections for approval. This presentation is to include references.
2. When a plan has been approved, this Training Officer will take steps to implement the plan. This will be done by coordinating and participating in the training of the individuals who are selected to participate in this special unit.

Administrative

Specialized Training

3. Once the unit is trained and operating, this Training Officer will develop and implement a continuing training schedule. This will ensure the most reliable and consistent responses by this team.
 4. This Training Officer and/or the team leader will monitor the efficiency and effectiveness of this team by reviewing all reports that are generated by each CERT Squad. This Officer will coordinate with the Inmate Services Sergeant to review all Use of Force Reports and Notice of Injury Forms.
 5. All CERT team members will attend training as required.
- B. Fire Emergency Response (All Staff)
1. This Training Officer will coordinate the training of all members who are responsible for assignments during a fire emergency. All members will be trained to a minimum standard with the knowledge required to safely complete their assigned tasks as set by the regulating agencies that govern the facilities. This will require this post holder to have a knowledge or access to all of the fire plans for each post.
 2. This Training Officer will assist in the training of all post holders in the regular training and review the procedures that the post holders need to remain proficient. Records of this training and reviews will be maintained by the Training Officer.
- C. F.T.O. Program
1. This Training Supervisor will assist and supervise the Training Officers in the field. Also this Training Supervisor will assist all of the F.T.O.'s in the facilities, as well as being responsible for the quality of training in this program.
 2. This Training Supervisor will ensure that the Training Department of the Sheriff's Office receives the original F.T.O. training documentation for the master training files.
 3. All probationary corrections officers shall successfully complete the F.T.O. program during their probationary period and before being assigned to a post by themselves.

Administrative
Specialized Training

4. Training Officers will train for a minimum of two years. If a Training Officers wants to resign from the F.T.O. Training Program after two years, s/he must submit a letter stating the reasons why. The FTO Supervisor must approve the request before the Training Officer will be allowed to resign.

D. Other Specializations

This Training Officer will, when contacted, assist all divisions (e.g., Medical, Kitchen, Booking, Property) with any identified problem to ensure that policies and procedures are being followed. This officer will document problem areas and assist in correcting these problems as they relate to training, if noted.

E. Direct Supervision Training

This Training Officer will assist the college in training all officers in Direct Supervision. All officers shall be trained in Direct Supervision prior to being assigned to a Unit/Dorm by themselves.

F. Support Corrections Annual Retraining (S.C.A.R.)

All non-certified employees working in any Monroe County Jail Facility shall attend S.C.A.R. training annually. At a minimum, S.C.A.R. training shall include:

1. Airborne/bloodborne pathogens and biohazards;
2. Fire and evacuation procedures; and
3. Inmate sexual abuse/assault awareness, prevention, response, reporting procedures, and confidentiality requirements.

G. Annual Retraining Module (ARM)

All certified and auxiliary corrections officers shall attend ARMs training annually. At a minimum, ARMs training shall include:

1. Use of force;
2. Airborne/bloodborne pathogens and biohazards;
3. Fire and evacuation procedures (this includes training on portable fire suppression equipment);

Administrative
Specialized Training

4. Defensive tactics training;
5. Oleoresin capsicum (OC) use and decontamination techniques;
6. Inmate sexual abuse/assault awareness, prevention, response, reporting procedures, and confidentiality requirements.

H. Special Functions


This Training Officer should be constantly looking for educational programs that are offered outside this agency. S/he should then relay such information to Administrators to ensure that the proper members can attend for the betterment of the Agency and Bureau.

I. Other Responsibilities

1. Training Officers will assist and request assistance from the Main Training Department whenever needed or when possible.
2. Training Officers will participate in and assist the Sheriff's Office Training Advisory Committee.
3. Training Officers will ensure that all pertinent records are forwarded to the Main Training Department for incorporation in the master training files.

J. Other Assignments

This policy will not be construed to eliminate these Training Officers from other responsibilities and duties as assigned by the Commander, Bureau of Corrections.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:021</p>
	<p>SUBJECT:</p> <p>Standardization of Paper Logbook Entries</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Shift Sergeants</p>

REVISED DATE: 5/29/06

Page 1 of 8

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain a standardized format of log entries that may be used for reference or future information of inmate management and specific incidents.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

- A. Listed below are items that **MUST** be logged. Not every possible log entry is covered. Use common sense and log all other activities that you deem necessary.
1. Beginning of shift header
 2. Beginning of shift entries
 3. All inmate movements (e.g., court, medical, law library, visitation, work release, trusties, etc.)
 4. Inmate housing assignments
 5. All people entering your Unit/Dorm except rovers (e.g., major, captain, lieutenant, sergeant, support staff, medical, chaplain, canteen, volunteers, attorney, etc.)
 6. Informational telephone calls

Administrative

Standardization of Paper Logbook Entries

7. Mail picked-up, delivered, and passed out to inmates
 8. Meals in Unit/Dorm
 9. Razor passed out/returned
 10. Head counts (This includes the hourly head count required between 2300 and 0600 hours.)
 11. Recreation yard doors opened/closed or inmates taken to/returned from main recreation yard
 12. Disciplinary problems with inmates
 13. All Incident Reports and Use of Force Reports (if applicable)
 14. All information required of all officers assigned to that post to be advised of (FYI and high priority entries)
 15. General clean up completed (floors swept and mopped, garbage emptied)
 16. Hair clippers in/out Unit/Dorm
 17. Phones turned on/off
 18. All rounds required by policy (ensure you include the required 30 minute rounds made between 2300 and 0600 hours)
 19. Cell inspections
 20. Relief
 21. Late entries
 22. End of shift entries
- B. All entries, with the exception of the beginning of shift header, will be preceded by a time entry using the 24-hour time clock.
- C. All entries will be printed.

Administrative

Standardization of Paper Logbook Entries

- D. No entry will be scratched out or whited out. If mistakes are made, a single line will be drawn through the entry and the officer will place his/her initials at the end of the line.
- E. All entries involving inmates must show the inmate's name in full (Last name, First name)
- F. All entries concerning any detention personnel must show that person's rank or position and last name.
- G. Do **not** highlight logbook entries.

H. EXAMPLES OF LOG ENTRIES

1. Beginning of Shift Header (Red Ink)

Wed 4/21/04 Lt. Age, Sgt. Sweeney, Sgt. Crooks, 0600-1800 hours "A" watch

2. Beginning of Shift Entries (Black Ink, head count in red ink)

0555 D/D Burkett relieved D/D Lott. Received all equipment and pass on info. Conducted head count.

0605 Head count called to I/R

54

0611 Head count clears

3. All Inmate Movements (Entries in Black Ink, running count in Red Ink)

0900 I/M Riley, Donald to law library

53	1	54
----	---	----

0930 Three I/Ms to medical

Grassi, Joseph	52	2	54
Blandino, Sergio	51	3	54
Diaz, Franciso	50	4	54

Administrative

Standardization of Paper Logbook Entries

1030 I/M Riley, Donald returns from law library

51	3	54
----	---	----

1050 Three I/Ms return from medical

Grassi, Joseph	52	2	54
Blandino, Sergio	53	1	54
Diaz, Franciso	54	0	54

1300 I/M Dawkins, Clyde to visitation

53	1	54
----	---	----

NOTE: Do NOT log visitation in Unit logbooks; the inmates do not leave the Unit for visits. You MUST log visitations in the Dorm logbooks because the inmates leave the Dorms for visits.

1300 I/M Dawkins, Clyde returns from visit

54	0	54
----	---	----

1400 Three I/Ms out to rec

Griffith, Chris	53	1	54
Roberts, Steve	52	2	54
Leon, Kevin	51	3	54

1410 I/M Jones, Carl out to Work Release

50	4	54
----	---	----

NOTE: The numbers will change throughout the day according to inmate movements.

4. Inmate Housing Assignments (Red Ink)

Current running head count

72	0	72
----	---	----

0930 P/O I/M Wilson, Eric to E-14A

71	0	71
----	---	----

0950 P/I from Echo, I/M Hall, Monty to D-32B

72	0	72
----	---	----

1030 P/O I/M Lambert, Paul to medical per Nurse Jodi

71	0	71
----	---	----

1042 P/O I/M Dunn, Cliff to I/R, bonded out

70	0	70
----	---	----

Administrative

Standardization of Paper Logbook Entries

1100 P/O I/M Hernandez, Glenn to A-14B.

69	0	69
----	---	----

DR for possession of contraband

1100 P/I from Charlie, I/M Thomas, Omar to D-18A.

70	0	70
----	---	----

In A/C per Officer Barron

NOTE: The numbers will change throughout the day according to inmate movements.

5. All People Entering Your Unit/Dorm Except Rovers (Black Ink)

0930	Nurse John, sick call	out 1005
0947	Lt. Age, rounds	out 1007
1015	Mr. Lindsay, distributing books	out 1023
1423	Nurse John, med pass	out 1430
1515	Sgt. Sweeney, rounds	out 1532
1852	Chaplain Remley, conducting services in conference room	out 1958
2110	Sgt. Sweeney, rounds	out 2128
2114	Sgt. Simonet, weekly inspection	out 2159

6. Informational Telephone Calls (Red Ink)

1734	Tx f/Capt. Phelps, I/M Trubow, Jon has contact visit at 2100
1736	Tx f/Ron in Kitchen, dinner late 15 minutes
2130	Tx f/Lt.Linares, I/Ms wanting to watch end of World Series baseball game can stay up past lockdown

Administrative

Standardization of Paper Logbook Entries

7. Mail Picked-up and Delivered to inmates (Black Ink)
- 1630 D/D Leird in to pick up mail and paperwork out 1934
- 1928 Mail call, all mail distributed
- 2130 D/D Morales in to pick up mail and paperwork out 2232
8. Meals in Unit/Dorm (Black Ink)
- 0630 Food and coffee carts in (FC #17 150)
- 0632 52 trays, 2 short, called food rover
- 0634 Rover in w/2 trays
- 0636 Breakfast served
- 0651 Clean-up starts finished 0710
- 0700 Food and coffee carts out, total 54 trays
9. Razor Pass (Black Ink)
- 2200 All I/Ms offered razors. 6 I/Ms accepted:
- | | |
|-----------------|---------------|
| Brown, John | Regal, John |
| Guerra, Roger | Brown, Jaboa |
| Fisher, Michael | Meese, Robert |
- 2225 6 razors returned
- NOTE: Check off each I/M as each razor is returned**
10. Head Counts (Key West) (Entries in Black Ink, box and numbers in Red Ink)
- 1200 Lockdown, physical head count conducted,

53	9	62
----	---	----

called into I/R

Administrative

Standardization of Paper Logbook Entries

0200 Physical head count conducted

62	0	62
----	---	----

Head Counts (KV and PK) (Entries in Black Ink, box and numbers in Red Ink)

1200 Lockdown, physical head count conducted, called into Main Control

A	23	2	25
B	16	5	21
ISO	1	0	1
TOTAL			47

0200 Physical head count conducted

A	25	0	25
B	21	0	21
ISO	1	0	1
TOTAL			47

11. Recreation (KW Units, KV, and PK) (Black Ink)

0710 Day room open, TVs on, rec yard open, newspapers available

Recreation (KW Dorms) (Black Ink)

NOTE: See #3, All Inmate Movements

12. Disciplinary Problems With Inmates (Red Ink)

1942 I/M Blasco, Kenny called Nurse Pat a "whore" when she was passing medication. D/R written, sent to Alpha.

13. All Incident Reports and Use of Force Reports (Red Ink)

1930 I/Ms Scott, Claude and Yates, Ernest in fight. D/Rs written, both sent to Alpha.

1940 Advised Sgt. Sweeney of I/M Scott's refusal to move to Alpha.

1943 I/M Scott physically removed from Unit by Officers Crooks, Stevens and Sgt. Sweeney. Sent to Alpha.

Administrative

Standardization of Paper Logbook Entries

14. Information Officers Assigned to the Post Shall be Aware of (Red Ink)

0942 Per classification, I/M Turner, Eric no visits until 05/12/04.

1021 Major Taylor will be conducting inspection tomorrow from 0800-1400 hours.

15, 16, 17, 18, 19 (Black Ink)

20. Relief


0800 Sgt. Silvers in to relieve D/D Sireci out 0816

21. Late Entries (Use the same color of ink that the entry would normally be in)

22. End of Shift Entries (Black Ink)

0554 D/D Vidal in conducting head count

NOTE: Not all possible log entries are covered above, but all entries shall follow the basic format shown above.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:022</p>
	<p>SUBJECT:</p> <p>Supplies Daily Operations</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Support Services Commander</p>

REVISED DATE: 5/29/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that the Purchasing Assistant and Inventory Specialist are primarily responsible for ordering, receiving, storage, distribution, and inventory control of products and supplies necessary for the daily operations of all Monroe County Detention Facilities.

II. REFERENCE:

Consent Decree 120.

III. SCOPE:

These procedures apply to the Purchasing Assistant, Inventory Specialist, and All Detention Personnel.

IV. PROCEDURES:

Personnel that require any items that are stocked in-house will fill out an In-House Requisition Form to obtain those items. Place the form in the basket marked In-House Requisitions in the Administration area. The Inventory Specialist shall do rounds twice a week in the housing units; therefore, the Unit/Dorm Officers do not fill out In-House Requisitions.

A. Janitorial Supplies

1. The Purchasing Assistant shall maintain a supply of cleaning materials and equipment necessary to sustain daily housekeeping practices at all detention facilities for a minimum of two weeks.

Administrative

Supplies Daily Operations

2. Stocking and requisition of cleaning supplies
 - a. The Inventory Specialist will fill In-House Requisitions on a daily basis for all areas except housing areas. All Units/Dorms will receive cleaning supplies twice weekly.
 - b. The Inventory Specialist will contact the Shift Sergeant/Designee at the Marathon and Plantation Key Facilities as to their needs.
3. Distribution of Supplies
 - a. The Inventory Specialist will restock all chemical dispensers and monitor the trusties as they do general reorganizing of the janitorial closets. No trusties will be allowed internal access to secured dispensers.
 - b. If the Inventory Specialist determines that an unusual amount of supplies are being utilized in a specific area, s/he will immediately initiate an Incident Report making reference to the excess usage from the said affected area(s) and forward the Incident Report to the Support Services Commander.
 - c. Distribution of supplies to the Upper Keys Facilities will be handled in the following manner:
 - (1) An attempt will be made by the Inventory Specialist to have all deliveries from suppliers made directly to the upper keys facilities.
 - (2) Any items/supplies that are to be drawn from the main jail will be placed on the next available transport vehicle north bound.
4. Storage of Supplies
 - a. All cleaning supplies that are received at the Monroe County Detention Center shall be received by the Inventory Specialist and stored in the appropriate secure storage area(s).
 - b. The warehouse storage area shall be kept locked with the exception of whenever supplies are being distributed.
 - c. All hazardous materials will be stored in a hazardous storage cabinet separate from any other supplies in the warehouse.

Administrative

Supplies Daily Operations

B. Uniforms And Linens

1. The Purchasing Assistant shall maintain a minimum reserve supply of linens and uniforms in the following quantities:

a. Uniforms

(1) Green: Twelve (12) each size small through 6x-large.

(2) Blue: Twelve (12) each small, medium, 2x, 3x, 4x, 5x, and 6x. Twenty four(24) each large and x-large.

b. Blue Shorts

(1) 12 small

(2) 24 medium

(3) 24 large

(4) 24 x-large

(5) 12 2x-large

(6) Six (6) 3x-large

(7) Six (6) 4x-large

(8) Six (6) 5x-large

c. Boxers

(1) Six (6) dozen small

(2) Eight (8) dozen medium

(3) Eight (8) dozen large

(4) Eight (8) dozen x-large

(5) Four (4) dozen 2x-large

(6) Two (2) dozen 3x-large

(7) One (1) dozen 4x-large

(8) One (1) dozen 5x-large

Administrative
Supplies Daily Operations

d. Women's panties

- (1) Twelve (12) size 5
- (2) Twelve (12) size 6
- (3) Twenty-four (24) size 7
- (4) Twenty-four (24) size 8
- (5) Twenty-four (24) size 9
- (6) Twenty-four (24) size 10
- (7) Twelve (12) size 11
- (8) Twelve (12) size 12
- (9) Twelve (12) size 13
- (10) Twelve (12) size 14

e. Bras

- (1) Twelve (12) small 32-34
- (2) Twenty-four (24) medium 36-38
- (3) Twelve (12) large 40-42
- (4) Twelve (12) x-large 44-46
- (5) Twelve (12) 2x-large 48-50

f. Linens and Miscellaneous

- (1) 42 dozen towels
- (2) Fifty (50) pillows
- (3) 24 dozen pillowcases
- (4) 48 dozen flat sheets
- (5) One Hundred (100) blankets
- (6) Ten (10) dozen mattress covers
- (7) Fifty (50) mattresses

NOTE: The above items are to be kept as a minimum inventory to be utilized as replenishment for daily operational supplies and in the case of mass arrest and/or emergency conditions.

2. The Inventory Specialist will work in conjunction with the Laundry Officer in replenishing linen and uniforms as deemed necessary. The Laundry Officer will submit a filled out In-House Requisition Form when items are in need of replenishment.

Administrative


Supplies Daily Operations

C. Property Issued Items

1. The Purchasing Assistant shall maintain a minimum reserve supply of Property issued items in the following quantities:
 - a. Five cases toothpaste (approximately 1400 tubes)
 - b. Five cases toothbrushes (approximately 1400 toothbrushes)
 - c. Five cases razors (approximately 6000 razors)
 - d. Five cases brushless shave cream (approximately 240 tubes)
 - e. 96 gallons of liquid body soap/shampoo
 - f. One case of 5" combs (approximately 2100 combs)
 - g. Twelve (12) small 6-7 shower slides
 - h. Twenty-four (24) medium 7 1/2-8 1/2 shower slides
 - i. Ninety-six (96) large 9-10 shower slides
 - j. Ninety-six (96) x-large 10 1/2-11 1/2 shower slides
 - k. Twelve (12) 2x-large 12-14 shower slides

NOTE: The above items are to be kept as a minimum inventory to be utilized as replenishment for daily operational supplies and in case of mass arrest and/or emergency conditions.

2. The Purchasing Assistant will work in conjunction with the Property Clerk in replenishing of Property issued items as deemed necessary. The Property Clerk will submit a filled out In-House Requisition Form when items are in need of replenishment.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:023</p>
	<p>SUBJECT:</p> <p>Telephone Courtesy</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

EFFECTIVE DATE: 5/5/00

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities that all personnel will answer the telephones within the facilities in a polite and professional manner.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to All Personnel.

IV. PROCEDURES:

When answering the telephone, you shall:

- A. State your location
- B. State your name
- C. Ask "How may I help you" (optional)

EXAMPLE: Intake/Release, Officer Jones, How may I help you.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Administrative	NUMBER: 1:024
	SUBJECT: Trusties Assigned to Outside Agencies	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: I/R Officers / Trusty Supervisors

REVISED DATE: 12/31/08

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain and enforce the established rules, regulations, and guidelines governing trusties assigned to outside agencies.

II. REFERENCE:

FMJS 8.06 & 9.05 and FCAC 12.14 & 13.06.

III. SCOPE:

These procedures apply to I/R Officers and all Trusty Supervisors.

IV. PROCEDURES:

- A. All outside Trusty Supervisors are responsible, along with all associated agencies with outside work trusty(s), for ensuring that the trusty(s) under their supervision abide by the following rules, regulations and guidelines:
 - 1. Trusties must wear a complete uniform at all times, to include work boots, if required.
 - 2. All trusties in the Key West Facility will be issued one pair of blue tennis shoes.
 - a. The in-house trusties will wear the blue tennis shoes to work.
 - b. Kitchen trusties will wear their blue tennis shoes to work, but while at work, should wear the work boots located in the Kitchen.

Administrative


Trusties Assigned to Outside Agencies

- c. Outside trusties (e.g., PW, farm crew) will wear boots when working outside the facility. They will report to I/R wearing shower slides when going to work. I/R will issue boots to wear when they go to work. Upon returning from work, their boots will be taken and they will wear their slides back to their housing unit. The boots are numbered so the inmates can get their same boots every day.
 3. Trusties in the Marathon and Plantation Key Facilities usually are not issued blue tennis shoes. On their workdays, trusties will report to the area where the boots are kept in their shower slides. The officer will issue boots to wear when they go to work. Upon returning from work, their boots will be taken and they will wear their slides back to their housing unit.
 4. Trusties must wear all protective equipment required for the job task while performing the task (e.g., goggles, gloves, hats).
 5. Trusties must not use any tobacco products (e.g., cigarettes, cigars, chewing tobacco).
 6. Trusties must not consume any alcoholic beverage and/or any drugs of any kind unless issued by the Medical Staff prior to departing the facility.
 7. Trusties must not associate with or approach the general public.
 8. Trusties must show good work ethics and follow all directions of the personnel supervising the job task.
 9. Trusties must follow all rules and regulations listed in the Inmate Handbook and on the Trusty Rules Form.
- B. Any trusty who violates any of these rules, regulations and guidelines will be removed from trusty status and any program(s) s/he may be presently enrolled in, unless the program is a court ordered program.
- C. Most outside trusties have a custody status between four and eight. With special approval from Classification, an inmate with a custody status of three may be assigned to outside status. Outside trusties shall be supervised in accordance with their custody status, therefore:

Administrative

Trusties Assigned to Outside Agencies

1. Trusty Supervisors shall visually check trusty workers periodically to ensure security and accountability.
 2. Outside Trusty Supervisors shall conduct a visual head count of the trusty(s) assigned to him/her at least once each hour and log it on the Trusty Log Form.
- D. Any associated agency violating any of these rules, regulations, and guidelines will lose all privileges for the use of trusty workers.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:025</p>
	<p>SUBJECT:</p> <p>V.O.I.C.E. (Volunteer Observers Impacting Community Effort) Corrections Program</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 9/15/99

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities to form a V.O.I.C.E. Corrections Program utilizing the past experiences of mature adults to assist the personnel of the Bureau of Corrections in assigned duties.

II. REFERENCES:

F.S. 943.10(9) and 943.13.

III. SCOPE:

These procedures apply to All Personnel and to V.O.I.C.E. Volunteers.

IV. PROCEDURES:

- A. The V.O.I.C.E. Corrections Program is established as a means of assisting the Bureau of Corrections, and to provide the opportunity for interested citizens to use their past experience and life skills to serve the public.
- B. Citizens desiring to be V.O.I.C.E. Volunteers shall fill out an application obtained from the Programs Services Department and should meet the following requirements:
 - 1. Have no arrest in past two years and no felony convictions (a complete criminal history and background check shall be ran)
 - 2. Have good health
 - 3. Have good moral character
 - 4. Be at least 21 years old

Administrative

V.O.I.C.E. Corrections Program

5. Have completed an application, fingerprint card, and interview with the Programs Services Director/Designee
 6. Have completed a 20-hour training program given by the Bureau of Corrections
- C. All volunteers will abide by the Rules and Regulations of the Bureau of Corrections and Monroe County Sheriff's Office.
- D. All volunteers will be assigned duties by the Programs Services Director/Designee. The Programs Services Director shall be a full time employee with the Bureau of Corrections. All duties assigned will be non-confrontational in nature, utilizing the public relations experience and expertise of our volunteers.
- E. All volunteers will be polite, respectful, and courteous to the general public. Bearing in mind that visitors may be under stress due to their family and/or friends being incarcerated, volunteers need to take the time to listen to the public as they may discover an area that the BOC needs to review. The public perception of the volunteers will reflect directly on the Bureau of Corrections and the Monroe County Sheriff's Office. Any problems with the public should be reported to the Supervisor at once. Volunteers are to write a report to the Programs Services Director on any area that they feel needs to be reviewed.
- F. All volunteers will be appointed as volunteers only and are not vested with any law enforcement powers or authority.
- G. No volunteer shall hold rank or seniority or exert authority over another volunteer.
- H. Volunteers will wear the following uniform while on duty:
1. Black Trousers (volunteer will provide)
 2. Black Socks (volunteer will provide)
 3. Black Shoes (volunteer will provide)
 4. White Uniform Shirt with "Volunteer" rocker (furnished by department)

Administrative

V.O.I.C.E. Corrections Program

5. Black Sheriff's Office Cap (furnished by department)
 6. Note Pad and Black Pen (furnished by department)
 7. Name Tag (furnished by department)
 8. Clip On ID Card (furnished by department)
 9. Radio and radio holder (return at end of shift)
- I. The volunteer will not wear his full uniform unless on duty. Disciplinary action and/or dismissal will be taken if uniforms and equipment are used for any purpose other than what is intended.
- J. Volunteers will not carry any firearm or other type of weapon while on duty. Disciplinary action and/or dismissal will be taken if uniforms and equipment are used for any purpose other than what is intended.
- K. In the event that a volunteer is a witness to any event while s/he is on duty, a report from that volunteer may be required. The volunteer should give a honest factual account of the facts of the event. The volunteer is expected to keep notes of any event so that the facts are specific.
- L. A daily report will be required from each volunteer as his or her shift ends. These reports should detail the events of the day or shift. The reports will be turned into the Shift Supervisor for forwarding to the Program Services Director.
- M. Certain inmates will be designated as trusties. These people are still inmates, so volunteers must use caution and good judgement in dealing with them. Volunteers are to report immediately to the Programs Services Director or Officer-in-Charge any trusty that they observe violating any jail rule or regulation or any inmate attempting to manipulate them.
- N. The Detention Facilities are smoke free buildings, with one designated smoking area for staff. Anyone in the lobby or visitation area that is smoking will be required to exit the building at once. If a problem develops with that person, that person's visitation will be canceled.


Administrative

V.O.I.C.E. Corrections Program

- O. Each volunteer will be furnished a radio and radio holder at the start of their shift. The volunteer should use this radio to notify the Control Room of any situation needing officer attention. The volunteer is responsible for returning the radio to the Main Control Room when his/her shift ends.

- P. All volunteers serve at the will of the Sheriff of Monroe County. Any arrest, or the breaking of any facility rule or regulation, can result in the withdrawal of an appointment as a V.O.I.C.E. Volunteer. Serious infractions of facility rules and regulations could lead to criminal charges against the volunteer.

- Q. A job description will be furnished to each volunteer. You will be responsible for knowing your specific duties and the rules and regulations applying to the Monroe County Bureau of Corrections.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:026</p>
	<p>SUBJECT:</p> <p>Volunteers, Programs, and Quarterly Evaluations of All Volunteer Staff, Inmates, and Programs</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 9/15/99

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish procedures for the Programs Services Director to develop, implement, coordinate, supervise, schedule, and train the volunteer staff. Quarterly evaluations on all aspects of jail programs shall be conducted to determine effectiveness.

II. REFERENCES:

FMJS 9.01 & 9.02 and FCAC 12.01 & 12.02.

III. SCOPE:

These procedures apply to the All Programs Services Personnel.

IV. PROCEDURES:

- A. The Programs Services Director has overall responsibility for the supervision, scheduling, and training of all programs and volunteer staff.
1. The Programs Services Director has the discretion to curtail, postpone or discontinue the services of volunteers or volunteer organizations when it is in the best interests of inmates or facility operations.
 2. The Programs Services Director will schedule programs around all other facility functions.
 3. The Programs Services Director will train each volunteer in the facilities policies and procedures and the rules and regulations for volunteers utilizing the "Handbook for Volunteer Staff". This will be done either in group training or on an individual basis.

Administrative


Volunteers, Programs, and Quarterly Evaluations of All Volunteer Staff, Inmates, and Programs

- B. The Programs Services Director shall monitor quarterly evaluations for security, safety, and effectiveness purposes to identify potential problems with programs, facility staff, programs services staff, volunteers, and/or inmates.
 - 1. A Program Quarterly Evaluation Form shall be passed out to facility staff (including programs services staff) and inmates to identify potential problems with programs services staff, facility staff, volunteers, inmates, and/or the programs that are offered.
 - 2. The Programs Services Director shall review all Program Quarterly Evaluation Forms and make referrals, modifications, and/or recommendations as needed to improve programs and/or correct staffing or volunteer problems.
- C. Update the policies and procedures for facility programs on an as needed basis. Coordinate with all staff in implementing new policy and procedures.
- D. Conduct periodic interviews with inmates to monitor their general attitude and progress in programs. A questionnaire will be passed out to inmates to ascertain their attitude and progress in various programs.
- E. Record Keeping
 - 1. Maintain files of daily attendance, volunteers, and evaluations on all programs.
 - 2. Establish and update lists of programs and resources for facility staff and inmates.
 - 3. Establish and maintain an annual programs schedule.
 - 4. Prepare all necessary reports and records pertaining to your area of responsibility.
- F. Study and compare the Monroe County Facilities' programs with other correctional facilities' programs. This shall include making contact with Programs Services Directors from other counties to get updates on their programs and new ideas.
- G. Administer all grant related programs; this includes responsibility of writing, coordinating, implementing, and evaluating programs to assure compliance and effectiveness. You shall coordinate with the Sheriff's Office Administration on all grant related programs.

Administrative

Volunteers, Programs, and Quarterly Evaluations of All Volunteer Staff, Inmates, and Programs

- H. Encourage suggestions from the detention personnel for new programs and for improving existing programs.
 - 1. Put a suggestion box in the muster room.
 - 2. Place a suggestion form in the holder on the side of the box to allow detention personnel to fill out and give their suggestions for implementing new programs and/or improving the existing programs.
 - 3. The Programs Services Director will review all suggestions.
- I. Encourage suggestions from inmates for new programs they would be interested in and ways to improve existing programs. Inmates will use an Inmate Request Form to submit any suggestions to the Programs Services Department.
- J. The Programs Services Director will make available to all inmates in the Monroe County Facilities the same programs by:
 - 1. Offering the programs in each facility as availability of volunteers dictates.
 - 2. Making arrangements to transport inmates to the facility offering the programs upon space availability.
- K. A liaison for each of the upper key's facilities shall be assigned. That officer will work with the local groups to provide programs and services to their inmate population.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:027</p>
	<p>SUBJECT:</p> <p>Volunteer Recruitment</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 9/29/00

Page 1 of 1

I. POLICY:

It is the Policy of the Monroe County Detention Facilities for the Programs Services Department to recruit volunteers to help with various programs in the facilities. The Programs Services Director will follow the guidelines set forth within this policy to accomplish this recruitment.

II. REFERENCE:


FCAC 12.01 & 12.02 and MCDF Handbook For Volunteer Staff.

III. SCOPE:

These procedures apply to the All Programs Services Personnel.

IV. PROCEDURES:

- A. Contacts will be made to Alcoholic Anonymous, Narcotics Anonymous, School Board, and other organizations to find interested volunteers to help in the facilities.
- B. Programs Services Personnel shall supply the interested volunteer with a "Handbook for Volunteer Staff". All volunteer shall sign the Volunteer Agreement stating they have read, understand, and will abide by the facility rules and regulation and return it with their filled out volunteer application to the Programs Services Director.
- C. The Programs Services Director will have a NCIC/FCIC criminal history check conducted.
- D. After volunteers are approved, they shall be provided an orientation program that will acquaint them with the Facility Rules and Regulations along with the general expectations of volunteers.
- E. See "Handbook for Volunteer Staff" for more details.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:028</p>
	<p>SUBJECT:</p> <p>Written Division Directive System</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 7/3/09

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to have a set procedure for writing policies and procedures to include the replacement of old policies with new ones. Sufficient hard copies of the manuals shall be placed in each area so all employees have ready access to the directives. The computerized policy and procedure data shall be sufficiently backed up in case of data loss. Division written directives are division policies and procedures, post orders, policy directives, meeting minutes, plans, rules, inmate handbook, memoranda, or other documents that further clarify General Orders or direct activities within the Monroe County Detention Facilities.

II. REFERENCES:

FCAC 2.01, 2.02, 2.03 & 2.04.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Format of policies and procedures

1. The header of a policy will include the chapter, subject, area of responsibility, and person(s) responsible.
2. The body of the policy will contain the following:
 - a. Effective or Revised date.
 - b. **POLICY:** This is a short statement of what the policy is about and the need or goal of the policy (procedures).

Administrative

Written Division Directive System

- c. **REFERENCES:** This is where you got information for the policy procedures. It is listed by organization and number, if any.
- d. **SCOPE:** This is a listing of whom this policy applies to.
- e. **DEFINITIONS:** If needed.
- f. **PROCEDURES:** This is the actual way in which the policy is carried out. This should be a step-by-step listing of how to perform the tasks necessary to complete the policy.

3. There shall be a table of contents and index for the Division Policy and Procedures (P/P) Manuals.

B. Writing new policies or revising old policies

1. Any person within the Bureau of Corrections can write a policy or suggest changes to existing policies. A new policy must be written in the above format and must be sent to the Operations Commander via the chain-of-command. Suggested changes to an existing policy shall be written on a chain-of-command memo.
2. The Operations Commander will forward the suggested changes to the Accreditation Specialist. The Accreditation Specialist will draft the policy with the revisions and send it to, at a minimum, the Chief of the Bureau of Corrections, Operations Commander, Site Commanders, Programs Services Director, Records Director, and Florida Corrections Accreditation Commission (FCAC) Accreditation Manager for further input.
3. All suggestions approved by the Operations Commander and FCAC Accreditation Manager will be incorporated into the next draft which is forwarded to the voting committee for input.

NOTE: The voting committee consists of the Sheriff, Undersheriff, Legal, Chief of the Bureau of Corrections, Chief of the Bureau of Administration, Chief of the Bureau of Law Enforcement, Captain of Research and Planning, Corrections Accreditation Manager, and Law Enforcement Accreditation Manager.

4. The suggestions received from the voting committee will be incorporated into the next draft which is then forwarded to the voting committee for approval/denial.

Administrative

Written Division Directive System

5. Once final approval has been granted, the Accreditation Specialist shall ensure the policy is changed and disseminated a minimum of seven days prior to implementation.


NOTE: The above procedures also apply to the Marathon (KV) and Plantation Key (PK) facilities' policy and procedures manuals except the Records Clerk does the items that say Accreditation Specialist.

C. Replacement of existing policies

1. Once a policy has been written and approved, a paper copy will be disseminated a minimum of seven days prior to implementation to every person or post that maintains a paper copy of the policy and procedure manual. It is the responsibility of the person working at that post to insert all new policies and remove all old policies from their manuals. An electronic copy of the Monroe County Detention Facilities (MCDF) P/P Manual shall also be posted in the computer where all employees can view. A form will be routed through each department that all employees must sign stating they are aware of the revisions and that it is their responsibility to read and understand all policies, procedures, rules and regulations including subsequent changes contained in the manual.
2. All Watch Supervisors shall also ensure that new and revised policies are discussed during roll call.

D. The Accreditation Specialist / KV and PK Records Clerks are responsible for maintaining a paper copy of previous changes, their site's current manuals in paper copy form, and the official electronic copy of all MCDF policies and procedures. This includes maintaining the draft approvals for the appropriate amount of time as stated in the State of Florida General Records Schedule.

E. The Chief of the Bureau of Corrections shall review ALL P/P manuals annually.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:029</p>
	<p>SUBJECT:</p> <p>Off-Duty and Extra-Duty Employment</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 8/21/06

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to allow staff to engage in off-duty and extra-duty employment so long as it does not conflict with their primary duties.

II. REFERENCE:

FCAC 4.19.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. There are three types of off-duty/extra-duty employment allowed:

1. U.S. Marshal details
2. Part-time employment in the private sector
3. Any other extra-duty detail that is approved by the BOC Commander

B. Requirements

1. U.S. Marshal Detail Requirements
 - a. State certified officer
 - b. Posses a current firearm qualification card from the MCSO Training Department
 - c. NOT the subject of any internal or external investigation nor under any suspension

Administrative

Off-Duty and Extra-Duty Employment

- d. NOT on medical or administrative leave
- e. Has NOT previously been convicted of a misdemeanor crime of domestic violence.

2. Extra-Duty and Private Sector Employment Requirements

- a. You may NOT carry a firearm during private sector employment.
- b. All Sheriff's personnel shall obtain prior approval from the Sheriff/Designee via the chain-of-command before engaging in other employment, occupation, profession, or commercial enterprise. Approval will NOT be granted for extra-duty or off-duty employment that might interfere with official duties (e.g., employment whose primary source of income involves the sale or distribution of alcohol or adult entertainment, bail bond agencies, investigative work for attorneys, collection, insurance, security agencies, or potential conflicts).
- c. All significant events occurring during extra-duty assignments shall be documented and forwarded as soon as possible to the Operations Commander.

C. U.S. Marshal Details

- 1. Employees working U.S. Marshal details must remember that they are representing the Sheriff's Office and shall dress and act accordingly. Employees must adhere to all current policies and procedures.
- 2. The Operations Commander's Assistant is the point of coordination for U.S. Marshal details. To apply, you must contact the Operations Commander's Assistant and request that your name be added to the list of qualified officers. You must prove you are firearms qualified by providing a copy of your firearm qualification card. You must also meet all requirements listed under paragraph B.1. of this policy. You will be contacted if a detail becomes available and it is on your day off. You may choose to work the detail or to decline to work it.

Administrative


Off-Duty and Extra-Duty Employment

3. Approval, Review, and Revocation Process

- a. The Operations Commander's Assistant is responsible for approving, reviewing, and revoking USM details according to the U.S. Marshal Detail Requirements mentioned in paragraph B.1. If an officer's qualifications change after approval, that officer's approval status will be revoked.
- b. The Operations Commander may decide to temporarily revoke an officer's eligibility after review of an officer's performance or as a result of an Internal Affairs investigation. A written notice will be sent from the Operations Commander to the officer and Operations Commander's Assistant in a timely manner.
- c. If your services are no longer needed, you will be contacted in writing and advised that your name is being withdrawn from the list of qualified officers.
4. If for any reason you do not wish to remain on the U.S. Marshal call list, just contact the Operations Commander's Assistant and ask to have your name removed.
5. If anything happens out of the ordinary during your U.S. Marshal detail, you shall contact the Marshal that you are working with and advise him/her of the situation. You shall also document all significant events and turn the report into the Operations Commander as soon as possible after completing your detail.

D. Other Off-Duty Details

There may be other off-duty details that arise from time-to-time. These details shall be reviewed and approved by the BOC Commander. Most of these details will be watching trustees on work details for non-profit organizations. The BOC Commander shall determine the necessary qualifications for these details on a case-by-case basis. The BOC Commander reserves the right to deny an officer's participation in off-duty details if the detail and/or the officer's qualifications fall outside the parameters of this policy.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:030</p>
	<p>SUBJECT:</p> <p>Inmate Processing Fee</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Records Director</p>

REVISED DATE: 1/10/08

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to collect a \$20.00 processing fee from all inmates who arrive in the jail to defray processing costs.

II. REFERENCES:

F.S. 951.033 and FMJS 2.14(a)-(f).

III. SCOPE:

These procedures apply to Property Clerks.

IV. DEFINITIONS:

- A. Inmate's Individual Account - This is the inmate's commissary account.
- B. Fee - \$20.00 processing fee.

IV. PROCEDURES:

A. Implementation

All inmates that are processed into the Monroe County Detention Facilities will be charged a \$20.00 processing fee.

B. Exceptions

- 1. If an inmate is returned from State Prison for trial or appeals, they are exempt from the processing fee unless the return is for a new charge.

Administrative

Inmate Processing Fee


2. If an inmate is being housed for another agency (e.g., INS, USM, Broward County, Charlotte County, or any others the Sheriff deems exempt), they are exempt from the processing fee.
- C. Notification to Inmates
- Inmates are advised of the processing fee during admittance and in the Inmate Handbook.
- D. Payment of Processing Fee
1. After an inmate has been processed into one of the Monroe County Detention Facilities, an individual account will be opened in the inmate's trust fund account. Any monies that were in the possession of the inmate will be deposited into this account. Any additional funds sent or dropped off to the inmate will also be deposited into this account.
 2. A Processing fee of \$20.00 will be deducted from each non-exempt inmate's account in order to defray the cost of processing. This fee is deducted at the time the inmate's account is opened.
 3. If any inmate has less than \$.42 at the time the fee is to be deducted, the account will be debited for the amount due and the account will carry a negative balance until monies are deposited into the inmate's individual account. If the inmate at any time receives any monies, then the negative account will be satisfied before any commissary can be purchased.
 4. If an inmate's individual account does not contain sufficient funds to cover the processing fee, then a civil restitution lien may be placed against the inmate's individual account or other property. The civil lien, if instituted, may continue for three (3) years and applies to the individual account of any inmate who is reincarcerated in a Monroe County Detention Facility.
- E. Priorities for Inmate's Individual Funds

The use of each inmate's individual funds will be in the following order of priority:

Administrative

Inmate Processing Fee

1. Any court judgements (e.g., child support)
2. To make bond
3. Payment of the processing fee
4. Payment of medical fees
5. Commissary purchases

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Administrative</p>	<p>NUMBER:</p> <p>1:031</p>
	<p>SUBJECT:</p> <p>Volunteer Orientation Curriculum</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

EFFECTIVE DATE: 5/16/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish curriculum requirements for volunteer orientation to ensure that new volunteers understand the facility and operating policies and procedures.

II. REFERENCES:

FCAC 5.02.

III. SCOPE:

These procedures apply to All Volunteers.

IV. RESPONSIBILITIES FOR CONTENTS:

The Programs Services Director is responsible for making additions, deletions, or changes to the volunteer orientation class contents as these occur.

- A. The volunteer orientation curriculum shall be reviewed regularly for content and presentation.
- B. The Programs Services Director shall incorporate required changes as soon as possible after announcement and/or implementation.

V. REQUIREMENTS:


The following basic curriculum requirements shall be covered in the volunteer orientation:

- A. Security procedures;
- B. Hostage plan;

Administrative

Volunteer Orientation Curriculum

- C. Airborne/bloodborne pathogens and biohazards;
- D. Key control;
- E. Interpersonal relationships;
- F. Report writing
- G. Inmate rules and regulations;
- H. Fire plan;
- I. Evacuation plan;
- J. Escape plan;
- K. Social and cultural lifestyles of the inmates;
- L. Rights and responsibilities of inmates; and
- M. Sexual abuse/assault awareness, prevention, response, reporting procedures and confidentiality requirements.
- N. Other items of interest may be included in the volunteer orientation. The format or contents of the orientation class may be changed to make it more efficient, receivable, or interesting within the requirements of the curriculum.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Administrative	1:032
	SUBJECT:	
	Standardization of Electronic Logbook Entries	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Shift Sergeants

REVISED DATE: 12/31/08

Page 1 of 13

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain a standardized format of log entries that may be used for reference or future information of inmate management and specific incidents.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

- A. Listed below are items that **MUST** be logged. Not every possible log entry is covered. Use common sense and log all other activities that you deem necessary.

NOTE: If computers are down, revert to paper logbook entries (see p/p 1:021).

1. Deputies coming on-duty and deputies going off-duty
2. Head counts
3. Head counts clear
4. Rounds (add head count) required by policy (ensure you include the required hourly rounds made between 2300 and 0600 hours)
5. Security rounds

Administrative

Standardization of Electronic Logbook Entries

6. All inmate movements (e.g., processed in/out, medical, court, 1st appearance, law library, visitation, work release, trusties, etc.) (**LINK to inmate**)
7. Inmate housing assignments (**LINK to inmate**)
8. All people entering your Unit/Dorm except rovers (e.g., major, captain, lieutenant, sergeant, support staff, medical, chaplain, canteen, volunteers, attorney, etc.) (**show the person's rank/position and last name**)
9. Informational telephone calls
10. Mail call: State whether the mail was picked-up by Rover to be mailed out, delivered to the Unit/Dorm, or passed out to inmates.
11. Food and juice carts in/out of Unit/Dorm
12. Razors in/out (**LINK to inmate**)
13. Recreation yard doors opened/closed or inmates taken to/returned from main recreation yard (**LINK to Dorm inmates**)
14. Disciplinary problems with inmates (**LINK to inmate**)
15. All Incident Reports and Use of Force Reports (**LINK to inmate if applicable**)
16. All information required of all officers assigned to that post to be advised of (FYI and high priority entries)
17. General clean up started/completed (floors swept and mopped, garbage emptied)
18. Hair clippers in/out (**LINK to inmate**)
19. Phones turned on/off
20. Cell inspections
21. Relief in/out (Relief Officer will log in under their name and log relief in/out)
22. Time of occurrence

Administrative

Standardization of Electronic Logbook Entries

- B. All entries will be preceded by a time entry using the 12-hour time clock.
- C. All entries involving inmates must be **LINKED** to that inmate.

NOTE: To LINK an inmate:

1. Click "LINK to inmates button"
 2. Search by full name
 3. Check box next to correct name(s)
 4. LINK to inmate(s)
- D. All entries concerning any detention personnel must show that person's rank or position and last name.
 - E. All entries of importance should have the high priority box checked making those entries appear red.
 - F. There are approximately 100 log codes used for a heading for your log entry. Log codes will be added/deleted as needed. As of the date of this policy, the log codes are:

LOG CODE	LOG DESCRIPTION	LINK TO INMATE
ATTY IN	Attorney in	
ATTY OUT	Attorney out	
CAI	Canteen in	
CAO	Canteen out	
CAPT IN	Captain in	
CAPT OUT	Captain out	
CI	Court in	LINK
CL	Clippers issued	LINK
CLEAN F	Clean up finished	
CLEAN S	Clean up started	
CLERGY IN	Clergy in	
CLERGY OUT	Clergy out	
CM	Cell movement	LINK

Administrative

Standardization of Electronic Logbook Entries

CO	Court out	LINK
DAY IN	Day room open / phones on	
DAY OUT	Day room closed / phones off	
DJJ IN	Juvenile in	LINK
DJJ OUT	Juvenile out	LINK
DP	Disciplinary problems	LINK
DRCI	DR committee in unit/dorm	
DRCO	DR committee out of unit/dorm	
DRS	DR served	
EMERGENCY	Any type of emergency alarm/occurrence	
ERR	Error	
FAI	First Appearance in	LINK
FAO	First Appearance out	LINK
FI	Chow in	
FO	Chow out	
FYI	For your info	LINK if about inmate
GPLV	General population lost visit	LINK
HC	Physical head count conducted	
HCC	Head count cleared	
HIP	High pro showers	LINK
IG	Incoming grievance	
INSP	Cell inspections	
LAW LIB IN	Law Library in	LINK
LAW LIB OU	Law Library out	LINK
LDRYI	Laundry in	
LDRYO	Laundry out	
LE	Late entry	
LT IN	Lieutenant in	
LT OUT	Lieutenant out	
MAIL	Mail call	
MAINT IN	Maintenance person in	
MAINT OUT	Maintenance person out	
MAJOR IN	Major in	
MAJOR OUT	Major out	
MC	Main Control	
MED IN	Medical in	
MED OUT	Medical out	

Administrative

Standardization of Electronic Logbook Entries

MPU	Mail picked up	
OFF DUTY	Deputy off duty	
ON DUTY	Deputy on duty	
OTH	Other	LINK if about inmate
PD IN	Public Defender in	
PD OUT	Public Defender out	
PER CK	Perimeter check	
PI	Processed in	LINK
PO	Processed out	LINK
PROG	Programs	
PT IN	Pre-Trial in	
PT OUT	Pre-Trial out	
PW IN	Public Works in	
PW OUT	Public Works out	
PWPU	Paperwork picked up	
R	Rounds "add head count"	
RCIN	In restraint chair	LINK
RCOUT	Out restraint chair	LINK
RECC	Rec yard closed	LINK KW dorm inmates
RECO	Rec yard open	
REL IN	Relief in	
REL OUT	Relief out	
REMAND	Remand from court	LINK
RX	Meds handed out	
RZI	Razor in	
RZO	Razor out	LINK
SC	Shift change	
SGT IN	Sergeant in	
SGT OUT	Sergeant out	
SHO	Showers	
SR	Security rounds	
SWAT/CERT	SWAT/CERT	
TELE	Telephones on/off	
TI	Trusty in	LINK
TO	Trusty out	LINK
TRAN IN	Transportation in	

Administrative

Standardization of Electronic Logbook Entries

TRANS OUT	Transportation out	
V IN	Visitation started	
V OUT	Visitation ended	
VCOP IN	Visitor law enforcement in	
VCOP OUT	Visitor law enforcement out	
VP IN	Visitor probation in	
VP OUT	Visitor probation out	
WKIN	Weekender in	LINK
WKO	Weekender out	LINK
WRI	Work Release in	LINK
WRO	Work Release out	LINK

G. Time of Occurrence

Occurrence time will be used when entry is late.

H. EXAMPLES OF LOG ENTRIES

REMINDER: ALL ENTRIES INVOLVING INMATES SHALL BE LINKED (e.g., inmate movement, razors in/out, hair clippers issued, disciplinary problems, FYI entries, Hi-pro showers, recreation, etc.)

At beginning of shift, ensure off-duty deputy logs off computer and on-coming deputy logs on computer.

1. Beginning of Shift Entries

- a. Log code (ON DUTY)
D/D G. Reis on-duty
- b. Log code (HC)
Physical head count conducted
54-0-54
- c. Log code (HCC)
Head count cleared
- d. Log Code (OFF DUTY)
D/D Lindback off-duty

Administrative

Standardization of Electronic Logbook Entries

2. All Inmate Movements (LINK to inmate)
 - a. Log code (LAW LIB OU) (LINK to inmates)
Decola, Robert to L/L
53-1-54
1 L/L
 - b. Log code (MED OUT) (LINK to inmate)
Smith, Michael
Jones, Mark
White, Joe
to Medical
50-4-54
1 L/L
3 Medical
 - c. Log code (LAW LIB IN) (LINK to inmate)
Decola, Robert returns from L/L
51-3-54
3 Medical
 - d. Log code (MED IN) (LINK to inmate)
Smith, Michael
Jones, Mark
White, Joe
return from Medical
54-0-54
 - e. Log code (V IN) (LINK to inmate)
Croft, Steve to visitation
53-1-54
1 V
 - f. Log code (V OUT) (LINK to inmate)
Croft, Steve returns from visitation
54-0-54

NOTE: Do not log visitation when working in units; the inmates do not leave the unit for visits. You must log visitation when working in dorms because the inmates leave the dorm for visits.

Administrative

Standardization of Electronic Logbook Entries

- g. Log code (RECO) (**LINK to inmate if rec yard is not connected to dayroom**)
Freeman, Jason
Black, Shawn
Perez, Luis
to rec
51-3-54
3 REC
- h. Log code (WRO) (**LINK to inmate**)
Foster, Byron
to work release
50-4-54
3 REC
1 W/R

NOTE: The numbers will change throughout the day according to inmate movements.

3. Inmate Housing Assignments (**LINK to inmate**)

- a. Log code (PO) (**LINK to inmate**)
James, Rick
to Echo
49-4-53
3 REC
1 W/R
- b. Log code (PI) (**LINK to inmate**)
Welch, Steve
Mulligan, John
from Echo
51-4-55
3 REC
1 W/R
- c. Log code (PO) (**LINK to inmate**)
Thompson, Casey
to Sickbay per Medical
50-4-54
3 REC
1 W/R

Administrative

Standardization of Electronic Logbook Entries

- d. Log code (PO) (**LINK to inmate**)
Leatherwood, Larry
to I/R R.O.R.
49-4-53
3 REC
1 W/R

- 4. All People Entering your Unit/Dorm except Rovers
 - a. Log code (MED IN)
Nurse John in for sick call

 - b. Log code (LT IN)
Lt. Age in

 - c. Log code (RX)
Nurse Carolyn in to pass meds

 - d. Log code (CAPT IN)
Capt. Phelps in

 - e. Log code (SGT IN)
Sgt. Crane in

- 5. All People Exiting your Unit/Dorm except Rovers
 - a. Log code (MED OUT)
Nurse John out

 - b. Log code (LT OUT)
Lt. Age out

 - c. Log code (RX)
Nurse Carolyn out, med pass completed

 - d. Log code (CAPT OUT)
Capt. Phelps out

 - e. Log code (SGT OUT)
Sgt. Crane out

Administrative

Standardization of Electronic Logbook Entries

6. Informational Telephone Calls (LINK if it concerns an inmate)
 - a. Log code (FYI) (**LINK to inmate**)
Capt. Phelps called and advised that i/m Down, Mark has a scheduled appointment with a forensic psychologist.
 - b. Log code (OTH)
Kitchen called and advised that dinner will be late 15 minutes.
 - c. Log code (FYI)
Lt. Linares called and advised that the i/m's can watch the World Series and stay up past lockdown.
7. Mail or Paperwork Picked-up or Delivered to Inmates (NEVER link to inmate)
 - a. Log code (PWPU)
D/D E. Reis picked up paperwork
 - b. Log code (MAIL)
All mail passed out
 - c. Log code (MPU)
D/D Hill picked up mail
8. Meals in Unit/Dorm
 - a. Log code (FI)
Food and juice carts in (3 straps, 54 trays)
 - b. Log code (OTH)
Serving starts, no shortage
 - c. Log code (CLEAN S)
Clean up starts
 - d. Log code (FO)
Food and juice cart out (3 straps, 54 trays)
 - e. Log code (CLEAN F)
Clean up ends

Administrative

Standardization of Electronic Logbook Entries

9. Razor Pass (**Razors SHALL be linked to inmates**)
 - a. Log code (RZO) (**LINK to inmates**)
20 new razors, 5 passed out
Mazza, Joseph
Tanzi, Michael
Dahmer, Jeffrey
Bundy, Ted
Manson, Charles
 - b. Log code (RZI)
5 razors returned, all 20 razors accounted for
10. Head Counts
 - a. Key West
Log code (HC)
Lockdown physical head count conducted
54-0-54
 - b. Key Vaca
Log code (HC)
Physical head count conducted, called into Main Control
A Dorm 25-0-25
B Dorm 21-0-21
ISO 1-0-1
47-0-47
 - c. Plantation Key
Log code (HC)
Physical head count conducted, called into Main Control
Dorm 46-0-46
ISO 1-0-1
47-0-47
 - d. ALL facilities
Log code (HCC)
Head count clears

Administrative

Standardization of Electronic Logbook Entries

11. Recreation

a. KW Units, KV, and PK

- (1) Log code (DAY IN)
Day room opened, phones on, TVs on
- (2) Log code (RECO)
Rec yard opened
- (3) Log code (RECC)
Rec yard closed
- (4) Log code (DAY OUT)
Day room closed, phones off, TVs off

b. KW Dorms

- (1) Log code (DAY IN)
Day room opened, phones on, TVs on
- (2) Log code (RECO) (**LINK to inmates**)
Rec yard opened
Freeman, Jason
Black, Shawn
Perez, Luis
to rec (
51-3-54
3 REC
- (3) Log code (RECC) (**LINK to inmates**)
Rec yard closed
Freeman, Jason
Black, Shawn
Perez, Luis
to rec
54-0-54
- (4) Log code (DAY OUT)
Day room closed, phones off, TVs off

Administrative

Standardization of Electronic Logbook Entries

12. Disciplinary Problems With Inmates and Information Officers Assigned to Post Shall be Aware of (FYI's and High Priority)
 - a. Log code (FYI) (**LINK, Mark as High Priority**)
Inmate Murtle, Darlene was put on Hi-Pro status because she bite Officer Smith's arm.
 - b. Log code (FYI) (**Mark as High Priority**)
Inmates were arguing over the TV. The TVs were turned off and inmates were locked down for one hour.
 - c. Log code (FYI) (**Mark as High Priority**)
Major Taylor will be conducting inspection tomorrow from 0800-1400 hours.

13. Relief in/out
 - a. Log code (REL IN)
D/D Echevarria in (specify 15 or 30 minute break)
 - b. Log code (REL OUT)
D/D Echevarria out (specify 15 or 30 minute break)

14. End of Shift Entries

NONE (Log off computer and on-coming officer signs on computer)

NOTE: Not all possible log entries are covered above, but all entries shall follow the basic format shown above.