
  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:001	REFERENCES: None
	RESCINDS: KV & PK 1:001	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Acceptance of Inmate Account Monies During Incarceration	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to ONLY accept money via Touch Pay System and United States (U.S.) government checks by mail. We also accept work release paychecks from the employer.

### SCOPE:

This directive applies to all MCSO Commissary Clerks, Property Clerks, Mail Clerk, and KV/PK Shift Supervisors.

### PERSON RESPONSIBLE:

MCSO Commissary Clerks, Property Clerks, Mail Clerk, and KV/PK Shift Supervisors.

### POLICY AND PROCEDURES:

All individuals who want to make a deposit into an inmate's account can use one of the preferred options. The preferred option is to have individuals add money into an inmate's account by phone, internet, or the kiosk located in the KW lobby utilizing our Touchpay payment system which accepts cash, Green Dot MoneyPak, credit and debit cards. Checks must be mailed in.

When the MCSO Commissary Clerks or KV/PK

Shift Supervisors receive a Work Release paycheck, or checks, the following procedure will be adhered to.



- Check the full name of the inmate by checking the commissary and SmartCop system for correct spelling of the inmate's name, and/or identification number.
  - If you have two inmates with the same name and you cannot identify which inmate is the correct inmate, do NOT enter the check.
    - Check the address on the check. If readable, return check by mail to the sender with a note stating what the problem was. Keep a copy of the check and the certified receipt in your files.
    - In Key West, if you cannot verify the information, enter the check into the Unverifiable Check Log Book, including the inmate's name, check number, amount, date received, and employee entering the information.
- In KV/PK, if you cannot verify the information, make a copy for your files. Place the check in an envelope labeled "Unverifiable Check" and place it in the safe to be forwarded to Key West to be logged in the Unverifiable Check Log Book.
- All unverifiable checks will be placed in the safe, separated from other monies in

an envelope marked "unverifiable money".

- If someone calls or comes into the facility to ask about the check, do NOT give out information. The person asking about the check will know the relevant information concerning the check. Ask them for the name of the inmate, amount, and name of that sent it. Ask for identifiers; for example, the inmate's full name, date of birth, age, identification number, and location. If all correct information is given to you, deposit the check to the appropriate inmate's account.
- If you can identify the inmate, make a copy of the check for your files. Deposit the check into the appropriate inmate's account during your current shift. Do not leave for the next shift to do.

For all deposits, the MCSO Commissary Clerks or KV/PK Shift Supervisors will generate a deposit receipt in duplicate and disseminate as follows:

- The resident copy is given to the inmate during mail call.
- The second copy is placed in the deposit box along with the check.
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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:002	<b>REFERENCES:</b> F.S. 943.325 FCAC 14.15
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: DNA Testing of Sentenced Inmates	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to adhere to all collection requirements of DNA samples from certain inmates.

#### SCOPE:

This directive applies to Records and Intake/Release Personnel.

#### PERSON RESPONSIBLE:

Key West Records Supervisor, KV/PK I/R Sergeants, and/or Administration Lieutenant.

#### Qualifying Offenders

Inmates under the following circumstances are required by FSS 943.325 are required to have a DNA sample submitted to the FDLE DNA Database.

- **Convicted Felons:** Convicted Felons must meet two requirements. The first requirement is that the person (including juveniles and adults) must be committed to a county jail, DOC, or DJJ OR transferred into this state under the Interstate Compact on Juveniles; OR transferred into this state under the Interstate Corrections Compact.

The second requirement is that the offender is convicted of any felony or attempted felony offense in this state or of a similar offense in another jurisdiction.

- **Specific Misdemeanor Convictions:** Inmates convicted of a misdemeanor violation of

- FSS 784.048 – Stalking
- FSS 810.14 – Voyeurism
- FSS 847.011 - Acts in connection with obscene or lewd materials
- FSS 847.013 - Exposing Minors to harmful materials
- FSS 847.1035 - Computer pornography, traveling to meet a minor
- FSS 877.26 - observation of dressing rooms
- FSS 874.04 - gang related offenses
- Offenses committed for the purpose of benefiting, promoting, or furthering the interests of a criminal gang as defined in FSS 874.03

#### Certain Felony Arrests [FCAC 14.15]

Beginning January 1<sup>st</sup>, 2011, the following felony arrests require a DNA sample at the time he or she is booked into jail regardless of conviction.

- FSS 782 - Homicide
- FSS 784 - Assault; Battery; Culpable Negligence
- FSS 794 - Sexual Battery
- FSS 800 - Lewdness; Indecent Exposure (Felonies only)

Beginning January 1<sup>st</sup>, 2013, the following felony arrests require a DNA sample at the time he or she is booked into jail regardless of conviction.

- FSS 810 – Burglary and Trespass (felony)
- FSS 812 – Theft Robbery and Related Crimes

Beginning January 1<sup>st</sup>, 2017, the following felony arrests require a DNA sample at the time he or she is booked into jail regardless of conviction.

- FSS 893 – Drug Offenses

Beginning January 1<sup>st</sup>, 2019, ALL felony arrests require a DNA sample at the time he or she is booked into jail regardless of conviction.

**NOTE: Florida State Statute (FSS) 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.**

### Approved Biological Specimen

An approved biological specimen is:

- Epithelial cells collected from the cheek in the oral cavity utilizing an Florida Department of Law Enforcement (FDLE) approved swab collection kit, or
- A blood sample that shall consist of two specimens of whole blood, each at least 7 cc in volume. A blood sample will only be done per court order and will be drawn only by medical personnel.

## POLICY AND PROCEDURES:

### General Procedures

When an arrestee is brought into the facility on a qualifying arrest or when the Records Clerk/Deputy receives court minutes showing a person is convicted of any felony, attempted felony, or an enumerated misdemeanor, the Records Clerk/Deputy will place a hold on the inmate's file in SmartCop stating DNA testing is needed, and then they will:

- Check the FDLE database or use the RAPID ID device to determine if a DNA submission is already on file.
  - If the individual is listed on the web site, **NO** DNA test is needed.
  - 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.

**NOTE: We do not take DNA from inmates sentenced to Florida State Prison.**

- In the case of a new conviction, the Intake/Release (I/R) Deputy will get the subject from the housing unit to complete the testing process. If a new arrest, the DNA kit will be part of the booking process.
- The I/R Deputy will open the Swab Kit and complete the information first. Fill out the card attached to the kit (front only), and place a photocopy (front only) of the card in the inmate's file.
- The I/R Deputy will then complete the swab, seal the envelope, and send it to the Administration Lieutenant/designee.
- The Administration Lieutenant/designee will mail the DNA envelope to FDLE.
- The I/R Deputy will release the hold from SmartCop after all the above is completed.
- Once the DNA kit is completed, check off the DNA Obtained intel flag in SmartCop.

- Common mistakes made during the DNA process are listed below and are to be avoided: illegible handwriting, incomplete rolling of the fingerprint, not enough specimen on the FTA card, and failure to sign in all required locations.

### **RAPID-ID Device**

When available, Intake Personnel will use the Rapid-ID Device during the booking process to check all arrestees and registrant to see if they have already given DNA in the State of Florida.

Instructions on how to do this will be in the Intake area. You must use the index and middle fingers on either hand to check for identification. When you use those two fingers to check if the subject has previously submitted DNA, the Florida and National criminal history will come up. You will be able to check to see if the subject needs DNA.

**NOTE: If the subject does not have a hand that has those two fingers, the rapid ID device cannot be used.**

### **Refusal to Provide DNA Sample**

Any person subject to the requirements to provide a DNA sample who refuses to provide a DNA sample commits a misdemeanor of the second degree punishable as provided in Florida State Statue 775.082 and 775.083. Florida State Statue authorizes the use of reasonable force to collect a sample. If an inmate/registrant refuses to provide a sample, contact the shift supervisor. Only the Operations Commander or his designee shall approve the use of force to collect a DNA sample.



### **Felony Registration**

If DNA was collected because this was a felony registration, ensure you complete the felony registration process per written directive BOC - 2:011.

### **Sexual Predator/Sexual Offender Registration**



IF DNA was collected because this was a sexual predator/offender that was required to register DNA, ensure you complete a warrant check (QW) and the FDLE Sexual Predator/Sexual Offender Registration Form. You do not need to fingerprint them if their fingerprints are already in the FDLE database or they have been printed by Monroe County previously. Fax the required paperwork to Marathon Special Operations and Dispatch.

Re-registrations are only done by the Identification Division.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 1:003	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Cash Balancing	

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WAS DIRECTIVE 1:003 WHICH WAS RESCINDED BY 2:019 ON 6/9/11

BOC - 1:003	Date of Original: Jan 1994	1
Dissemination Date: 6/1/11	Previous Revision Date(s): 9/15/99, 8/21/06	Rescind Date: 6/9/11

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:004	REFERENCES: FCAC 6.09
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Certifications (Law Enforcement, Dual Certified Deputies, and Power to Serve Warrants)	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to serve warrants within the detention facilities and enable Certified Law Enforcement Deputies and Dual Certified Deputies to work in the Bureau of Corrections.

#### SCOPE:

This directive applies to all certified personnel.

#### PERSON RESPONSIBLE:

Major of the Bureau of Corrections.

#### POLICY AND PROCEDURES:

##### Issued Equipment

Certified Law Enforcement and Dual Certified Deputies working as Transportation Deputies shall have the following equipment issued to them:

- Standard detention deputy uniform
- Standard division weapon and leather gear

- Identification cards identifying the individual as a Deputy Sheriff [FCAC 6.09]

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

- Standard detention deputy uniform
- Identification Cards identifying the individual as a Detention Deputy [FCAC 6.09]



##### Firearms

Certified Law Enforcement Deputies and Dual Certified Deputies working for the Bureau of Corrections shall not carry any firearms on duty unless working as a Transportation Deputy, on a Hospital Detail, or as authorized by the Major of the Bureau of Corrections.

##### Serving Warrants

Certified Law Enforcement Deputies and Dual Certified Deputies working as Detention Deputies shall have the arrest powers to serve warrants within the detention facilities only.

Detention Deputies shall also have the arrest powers to serve warrants within the detention facilities only.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:005	REFERENCES: ALDF-7F-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <hr/> Sheriff of Monroe County
	TOPIC: Contacts with Public, Media, and Other Agencies	

ALDF-7F-01

**PURPOSE:**

The purpose of this directive is to establish policy for 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 Monroe County Sheriff's Office, its staff, and the offenders confined in the jail facilities.

**SCOPE:**

This directive applies to all personnel.

**PERSON RESPONSIBLE:**

All Personnel.

**DEFINITIONS:**

Public - Individuals who are not officials in law enforcement.

News Media Representatives - Identified representatives of newspapers, magazines, radio, and television stations.

**POLICY AND PROCEDURES:**

**Guidelines**

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.

The Major of the Bureau of Corrections will be the authorized spokesperson for this level of the organization, subject to guidance and direction from the Public Information Division.

**Media Relations Functions**

The Major of the Bureau of Corrections will provide verbal and written information to the media to help portray a factual picture of the facility.

News media representatives will be permitted access to all public areas of the facility (i.e., the Key West facility's lobby). Only authorized staff may explain programs or announce important facts or events in the facility to the media. In order to photograph, film, or videotape in restricted areas of the detention facilities, they must obtain permission from the Major of the Bureau of Corrections/designee.



News media requests may be referred to the Public Information Officer (PIO). If the request is handled by the Major of the Bureau of Corrections/designee, he or she should promptly notify the PIO of the request.

Throughout this process, staff will preserve offenders' individual rights to privacy. Permission from the inmate must be obtained before photographing or videotaping any inmate in the facilities. News media representatives may be permitted to interview an inmate when the inmate consents to the interview and the Major of the Bureau of Corrections determines that such interview shall not affect the orderly operations or security of the facility.

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 Major of the 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:

- Comments will not be made pertaining to facility policies or operations.
- Media contacts of any significance, such as those from national news organizations will be reported to the Monroe County Sheriff's Office PIO on the day of contact.

### **Institutional Emergencies**

In the event of an institutional emergency, all public and media access to the facility may be limited. Under such circumstances, the Major of the 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.

### **Written Inquiries**

Written communication is an important avenue for educating the public, maintaining contact, and exchanging information with other parties.

Executive correspondence from other government agencies, legislative bodies, courts, law enforcement agencies, and news media representatives will be opened in the Major of the Bureau of Corrections' Office and routed to the appropriate party to draft a response.



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.

All incoming and outgoing executive correspondence and copies of the correspondence will be filed in the Major of the Bureau of Corrections' Office.

News media correspondence will be answered by the PIO.

### **Telephone Contacts**

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

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:006	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Contractor Communication	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Center to provide a system of communications requiring periodic meetings periodically between the Operations Commander and all contract supervisors (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.

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- The Administrative Lieutenant will clear contractors that have projects with Maintenance and Public Works.

#### SCOPE:

This directive applies to the Operations Commander and Administrative Lieutenant.



#### PERSON RESPONSIBLE:

Operations Commander.

#### POLICY AND PROCEDURES:

Meetings will take place weekly with contracted personnel.

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

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:007	<b>REFERENCES:</b> FCAC 9.03 ALDF-7B-10, 7B-13, 7D-17 CORE-7B-02, 7B-04
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Employee Orientation Curriculum	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish curriculum requirements for employee orientation to ensure that all new employees (i.e., full-time, part-time, contract, and Public Works personnel) understand the Bureau's role, purpose, goals, written directives, as well as working conditions, organization, and benefits. [ALDF-7B-13]

### SCOPE:

This directive applies to all personnel.

### PERSON RESPONSIBLE:

Inmate Services Sergeant and Captain, Support Services.

### POLICY AND PROCEDURES:

The Training Division 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.

- The orientation class curriculum shall be reviewed regularly for content and presentation.

- The Training Division and Inmate Services Sergeant shall incorporate required changes as soon as possible after announcement and/or implementation.

All new personnel shall attend orientation prior to assuming their duties. [CORE 7B-02]

Individual supervisors are responsible for specific orientation/training appropriate to the new employee's assignment and additional training as needed. Supervisors must make sure that items that are specific to a new employees' job assignment are explained to them. [ALDF-7B-13]

All new Detention Deputies will receive training during their first year of employment. At a minimum, the Orientation program will cover the following areas for this accreditation standard: [ALDF-7B-10] [CORE-7B-04]

- Security and safety procedures;
- Emergency and fire procedures;
- Use of force (deputies only);
- Offender rights (Inmate Handbook);
- Key control;
- Interpersonal relations;
- standards of conduct;
- cultural awareness; and

- inmate sexual abuse/assault intervention.

## REQUIREMENTS:

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

- Mission Statement, Vision Statement, and Core Values
- Code of Ethics
- Organization of the Monroe County Sheriff's Office Bureau of Corrections, and a brief description of the duties of each component.
- Conduct and demeanor expected of employees, including sexual harassment and racial discrimination training.
- Inmate sexual abuse/assault awareness, prevention, response, reporting procedures, and confidentiality requirements. [FCAC 9.03n&o]
- Airborne/bloodborne pathogens and biohazards. [FCAC 9.03p]
- Bureau of Corrections Written Directives Manual and General Operations Manual, including:
  - Employee's responsibility to know
  - Important policy and/or procedures pertaining to all employees, including, but not limited to:
    - Dress code (general appearance, uniform, civilian clothing, hygiene, jewelry, hair, and fingernails)
    - General orders
    - Security procedures [FCAC 9.03b]
    - Residence and telephone requirements
    - Reporting for duty
    - Outside employment

- Key control [FCAC 9.03e]
- Use of force (deputies only) [FCAC 9.03d]
- Report writing [FCAC 9.03g]
- Smoking within the facilities
- Contacts with public, media, and other agencies
- Interpersonal relationships [FCAC 9.03f]
- Confidentiality of information [ALDF-7D-17]
- Social and cultural lifestyles of the inmates [FCAC 9.03i]
- Rights and responsibilities of inmates [FCAC 9.03m]
  - Work hours and overtime compensation (overtime pay versus compensatory bank)
  - Sick pool

- Emergency Procedures Manual (discuss completely)

**NOTE: The Emergency Procedures Manual includes the Hostage Plan, Fire and Evacuation Plan, and the Escape Control Plan.** [FCAC 9.03c,l,j&k]

- Florida Model Jail Standards
- Inmate Handbook [FCAC 9.03i]
- Issuance of keys.
- Forms used by all employees, including:
  - Leave Request and Approval
  - Notice of Injury and Accident Investigation Report
  - Bomb Threat
  - Incident Reports

- Inmate Tickets
- Inmate Disciplinary Reports
- Daily Maintenance Report Form
- Requisitions (3 part and in-house)
- Call-In Sheet

#### **OTHER ITEMS OF INTEREST:**

Other items of interest may be included in the orientation curriculum, depending on time allowances and importance.



The curriculum may be revised as required due to changes, deletions, or additions in Monroe County Sheriff's Office or Bureau of Corrections requirements.

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.

Subjects not applicable to all employees and therefore not covered in the basic employee orientation class may be discussed.

Items that may also be discussed include, but are not limited to:

- Physical layout of the building or work place, including a facility tour
- Who the employee's supervisor is, and who, if anyone is supervised by the employee (chain-of-command)
- What to do in case of fire or other emergency and where the nearest fire exit is to the employee's area
- Who the employee should ask, if other than the supervisor, about problems which arise
- Any specific instructions that need to be stressed immediately
- Telephone usage (how to call in/out and limit on personal telephone calls)

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:008	<b>REFERENCES:</b> FCAC 10.07, 10.15 FMJS 13.10 ALDF-7F-06
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 Sheriff of Monroe County
	TOPIC: Facility Secured Envelope Access	

**PURPOSE:**

The purpose of this directive is to establish policy for 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.

**SCOPE:**

This directive applies to all personnel.

**PERSON RESPONSIBLE:**

Operations Captain and Site Commanders.

**DEFINITIONS:**

**Exempt Personnel**

- Monroe County Sheriff's Office Bureau of Corrections employees (e.g., Detention Deputies, Sergeants, Lieutenant, Administration, Programs, Transportation, Maintenance)
- Bureau of Corrections Public Works employees

**Non-Exempt Personnel**

- State Attorneys

- Public Defenders
- Pre-Trial Services
- Attorneys
- Volunteers (e.g., clergy, Narcotics Anonymous, Alcoholics Anonymous, Art-Behind-Bars, etc.)
- Monroe County Sheriff's Office employees who do not work in the detention facility
- Visitors (Inspectors, miscellaneous other people)
- Government/State Affiliated Investigators (ex. Dept. of Children & Family, Public Defender, State Attorney, etc.)
- Classification and Records Personnel
- Bureau of Corrections contract employees (e.g., substance abuse counselors, medical, kitchen)

**POLICY AND PROCEDURES:**

Monroe County Sheriff's Office Bureau of Corrections employees will properly identify all staff, volunteers, official visitors, vendors, and inmates prior to allowing entrance into or exit from the secure facilities. [FCAC 10.15]

Reception, during business working hours, then Main Control shall log in all visitors and non-exempt personnel utilizing the Main Control Log Book and, if needed, issue a secured envelope visitor's tag which shall be worn at all times while in the facility. [FCAC 10.07]

Non-uniformed Monroe County Sheriff's Office employees and contract personnel shall wear their identification card and not be issued a secured envelope visitor's tag. [FCAC 10.07]

Uniformed Monroe County Sheriff's Office employees shall carry their identification card on them at all times when in the secured envelope. [FCAC 10.07]

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 Shift Commander.

#### **Access to Secured Envelope [ALDF-7F-06]**

Agencies requesting access for a non-attorney visit, must do so on their firm's letterhead or by court order at least seventy-two (72) hours in advance. This does not include weekends or holidays. The name of the program, the employee's title, full name, date of birth, day, date and time of the visit, which client or clients they will be coming to see, and what they will bring with them, i.e. laptop, cd's, paperwork, recorders, and any other items and the reason for visit.

All approved visits will be done via the visitation booth in the inmate/detainee housing area. Attorney visits have priority.

A non-exempt person wishing to gain admission into the secured envelope of the facility must check in at Reception from Sunday through Friday between 0745 and 1645 hours. When the receptionist is off duty Main Control will take over the duties.

Attorneys must produce a valid Florida Bar Card and valid photo identification. All other visitors must produce valid photo identification.

The Receptionist/Main Control Deputy or Clerk will inquire as to the reason the visitor or non-exempt person needs to enter the facility, and then verify that the reason.

If justified, and the facility is not in lockdown, the deputy or clerk will issue a secured envelope visitor's tag to the visitor. The visitor or non-exempt person will be logged into the facility utilizing the Main Control Log Book or the visitor may sign in utilizing the Visitor's Sign In/Out Log.

The Receptionist/Main Control Deputy/Clerk will make sure all the information in the log is filled in completely and correctly before allowing the visitor to enter the secured envelope and, instruct the visitor that the tag MUST be worn at all times.

All non-exempt personnel will be escorted to and from their destination.

#### **Invalid or Defaced Identification Cards**

A visitor or non-exempt person will not be allowed to enter the secured envelope if his or her picture identification is defaced or invalid.

#### **Search of Person(s) Entering Secured Envelope**

For visitors, volunteers, attorneys, and inspectors, a deputy 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 secured envelope.

#### **Exiting the Secured Envelope**

When the visitor's or non-exempt person's business is completed, he or she will return to the inner secured door by Main Control. The Main Control Deputy/Clerk will:

- Ask the visitor through the speaker to show



his or her issued secured envelope visitor's tag.

- The visitor must have the tag.
- If the visitor does not have his or her tag, do not allow the visitor out of the secured envelope, and notify the Shift Supervisor.
- Verify the visitor by issued tag number and picture identification. Verify face to person.
- When verified, open the inner vestibule door for the visitor to enter.
- When the inner door is secured, open the outer vestibule door for the visitor to exit.
- Refer the visitor or non-exempt personnel to Reception when on duty to follow the following steps. When the receptionist is off duty, the Main Control Deputy/Clerk will continue the following steps:
  - Make sure the visitor is signed out of the Main Control Log Book or signs his or her time out in the Visitor's Sign In/Out Log.
  - Retrieve the issued secured envelope visitor's tag. The tag must be returned.
  - Return the visitor's identification.
  - If applicable, ensure all tools are accounted for upon departure.

#### **Key West Detention Facility's Employee Secure Parking Area**

Access to this area must be controlled. The Main Control Deputy/Clerk will ensure all pedestrians are properly identified and authorized to enter the secured parking area by visually identifying personnel on their security camera monitor.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:009	<b>REFERENCES:</b> FCAC 10.01, 10.02, 19.01, 21.09 FMJS 8.7, 13.3, 14.16 ALDF-1A-01, 1C-09, 2A-12, 2A-13, 4A-15 CORE-1A-01, 1C-05, 4A-05
	RESCINDS: Policy Directive 11	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Facility Security and Sanitation Inspections	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that an inspection of all facility security areas and devices, inmate living and activity areas, food service areas, and unoccupied areas is conducted at least weekly. Corrective action must be initiated as necessary. These inspections are for the purpose of locating fire, security, safety, and/or sanitation problems.

#### **SCOPE:**

This directive applies to the Operations Commander, Site Commanders, and designees.

#### **PERSON RESPONSIBLE:**

Operations Commander and Site Commanders.

#### **POLICY AND PROCEDURES:**

The Operations/Site Commanders or other qualified designees shall conduct and document a fire, safety, security and sanitation inspection of all areas of their facility at least once per week. A comprehensive and thorough monthly inspection by a fire and safety/sanitation officer will also be conducted. These inspections will

include recording deficiencies and corrective actions. These inspections are in addition to other inspections that are conducted at least annually by federal, state, and local sanitation and health officials. [FCAC 10.01, 19.01, 21.09] [CORE-1A-01, 1C-05] [ALDF-1A-01, 1C-09, 2A-12, 2A-13]

Inspections shall include, but are not limited to: [ALDF-4A-15] [CORE-4A-05]

- Inmate living and activity areas such as dayrooms, dining rooms, showers, recreation yards, perimeter, kitchen areas and equipment, laundry, etc. [FCAC 19.01]
- 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. [ALDF-2A-13]
- All storage and supply areas used for hazardous materials.
- Fire devices such as emergency exit signs
- Administrative and Officer Dining Room (ODR) areas



- Unoccupied areas such as communication rooms, electrical rooms, stairwells, etc. [ALDF-2A-12]

Water temperature is checked and recorded daily in the kitchen and dining room. [CORE 4A-05]

The Operations/Site Commanders or designees will monitor the replacement, repair, or cleaning of items noted in the inspection report by reviewing the work orders or estimated completion dates generated by the Maintenance Division and the Public Works Department. [FCAC 10.02]

The Operations/Site Commanders will forward the results of the inspections to the Major of the Bureau of Corrections. Site Commanders will also forward their inspection reports to the Operations Commander. [ALDF-2A-13]

All Florida Model Jail Standards (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 Schedules GS1-SL, GS2, and GS4. [FCAC 10.01, 19.01, 21.09]

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:010	REFERENCES: FSS 951.225
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Facility Tours	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to schedule and conduct tours for an individual and/or groups upon request.

#### SCOPE:

This directive applies to all certified personnel.

#### PERSON RESPONSIBLE:

Operations and Site Commanders.

#### POLICY AND PROCEDURES:

The Bureau of Corrections Commander will approve or disapprove tours.

#### General

Tour guests will abide by the approved civilian attire as per Monroe County Detention Facilities' policies.

Deputies conducting tours will be in a clean and neatly pressed uniform and shall conduct themselves in the highest standards of professionalism.

The Shift Supervisor will ensure that all inmates are secure and not within the path of the tour group(s).

All tour guests will be subject to search, either by pat search and/or by the use of a metal detector.

#### Tour Approval

Tours may be requested by a written request or by a telephone call to the Bureau of Corrections Commander.

The following information will be included in the Sergeants log for pass on: The following will be included:

- Name of person in charge of tour group
- Date and approximate time of tour
- Approximate number of people in the tour group

#### Conducting Tours

All tour members will sign in the log in the lobby and receive a visitor badge.

The On-Duty Shift Supervisor will assign Deputies as tour guides as required, but at no time will the security of the facility be jeopardized.



The Deputy(s) will speak of the facility in general and will at no time discuss security and/or sensitive issues with the tour group.

Prior to conducting a tour, there will be a briefing of the facilities operations in a designated area.

### **Walk-In Request**

The following persons who are elected or appointed to serve the county or municipality in which the county or municipal detention facility is located may visit such facility at their pleasure:

- Members of the governing body of the county or municipality
- Members of the Legislature
- State court judges
- The state attorney
- The public defender
- The regional counsel

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:011	<b>REFERENCES:</b> FCAC 4.03, 10.03 FMJS 15.4 ALDF-4D-06
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Administrative	 <hr/> Sheriff of Monroe County
	TOPIC: General Orders	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities so each employee understands their roles and responsibilities regardless of their specific assignment. As such, there are some basic Bureau of Corrections' general orders.

### **SCOPE:**

This directive applies to the all employees.

### **PERSON RESPONSIBLE:**

All Personnel.

### **DEFINITIONS:**

Employee - For the purpose of this directive, employee includes any person who is working in any Monroe County Detention Facility. This would include Monroe County Sheriff's Office, Public Works, and contract employees (e.g., Kitchen, Medical, Commissary, Guidance Care Center, Department of Health, School District, etc.).

### **POLICY AND PROCEDURES:**

Employees shall perform all other duties as directed by their supervisor(s).

Employees shall never leave their post unless properly relieved or advised to do so by their supervisor.

Employees on duty shall remain attentive to their post at all times while on duty.

Employees 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.

Employees in charge of MCSO premises, or any part thereof, shall prevent loafing or loitering by any person not there on business.

Employees shall not permit persons to remain in the facility or MCSO vehicle unless they are there on official business.

Employees shall not conduct themselves in an indecent, lewd, or disorderly manner while on or off duty.

The relationship between female and male employees of the Monroe County Sheriff's Office while on duty shall be businesslike; conduct between such members shall be professional and courteous.

Employees shall not discriminate against any fellow employee or inmate based on religion, national origin, race, creed, belief, color, gender or sexual preference.

Male employees shall not enter any female housing area unless a female deputy is present. The only exception is in an emergency, and a report shall be written explaining the nature of the emergency, names of all deputies involved, names of all inmates involved, and action taken.

Deputies shall report for duty in a clean and pressed uniform. Worn uniforms shall be mended or replaced.

If any security breach is noticed, the employee must notify the Shift Supervisor immediately.

Employees 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, may involve violation of facility rules and regulations, or any other time which requires written documentation.

Employees shall not intentionally become professionally involved in neighborhood quarrels or disputes while off duty.

Employees must not accept gratuities from bondsman, attorneys, vendors, etc.

All employees whose primary responsibility is the supervision, protection, care, custody, provision of support and/or control of inmates are to be given a physical examination/medical screening including a test for tuberculosis (TB) prior to job assignment. The agency will maintain a current list of all job classifications requiring a physical examination/ medical screening. [FCAC 4.03] [ALDF-4D-06]

### **Medication that Affects Performance**

If an employee is taking prescription medication that may affect his or her performance on the job, he or she shall notify the supervisor prior to taking over a post of duty. Provisions for employees obtaining prescribed medication while on assigned shift shall be made through their supervisor.

### **Official Communications**

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 or her approval, disapproval, or recommendations.

### **Written Directives**

The Bureau of Corrections Written Directives Manual shall be issued to selected posts and shall be accessible to all Bureau of Correction's employees via the office's intranet. It will be updated as new policies become effective or existing policies are revised or deleted. [FCAC 2.03]

It is the responsibility of all employees to read and understand all written directives including subsequent changes that pertain to their position or all personnel.

### **Training**

Employees shall attend required annual mandatory retraining (e.g., Annual Retraining Module (ARMs) for certified employees, Support Corrections Annual Retraining (SCAR) for support and contract employees.)

### **Employees Involvement with Inmates**

Employees shall never become personally involved with an inmate.

Employees shall not knowingly fraternize with, engage the services of, accept services from, or do favors for any inmate in custody.

Employees 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.

Employees shall not loan money to, buy from, nor trade items with an inmate or his or her immediate family or friends. Employees shall not receive gifts from nor provide favors to an inmate or an inmate's family or friends.

Employees shall never permit an inmate to

possess facility keys. [FCAC 10.03] Employees shall not discuss the key numbering system with anyone except duly authorized personnel outside of the presence and hearing of inmates.

Employees shall act with promptness, firmness, fairness, and decisiveness when dealing with inmates.

### **Employees Related to Inmate(s)**

If any employee is related to an inmate, that employee shall notify his or her supervisor in writing as well as in person as soon as the employee becomes aware of the situation. The supervisor shall forward the written notification to the Operations/Site Commander.

### **Family Member is Arrested**

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 Commander, or the Major of the Bureau of Corrections. The sworn employee may visit the family member with the approval of the Operations Commander or the Major of Bureau of Corrections during regular visitation hours. The civilian employee may visit the family member with the approval of their immediate supervisor during regular visitation hours. Visits will be when the employee is off duty and out of uniform.

### **Prohibited Acts While On Duty**

Employees shall not indulge in horseplay or in loud and boisterous conversation while on duty.

Employees will not be permitted to smoke in any Monroe County Detention Facility except in designated areas. There will be no tobacco products, lighters, or matches allowed within the security envelope. Smokeless tobacco will be permitted outside the security envelope, but not in the presence of inmates.

Employees, 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 employees.

Employees are required to be alert throughout their tour of duty. Sleeping while on duty is forbidden. If an employee is unable to remain awake, he or she shall so report to his or her supervisor, who shall determine the proper course of action.

Monroe County Sheriff's Office employees shall not drink any kind of intoxicating liquor while on duty or within eight (8) hours prior to reporting to duty. No employee member shall report for a regular tour of duty, be on a regular tour of duty, or come on Monroe County Sheriff's Office property while under the influence of liquor or illegal 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.

Interviews between employees of the MCSO and non-MCSO persons in all cases arising out of MCSO 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 employee's private attorney in a case of controversy in which the employee is personally engaged.

Employees shall not perform any acts or make any statements, oral or written, for publication or otherwise, which tend to bring the MCSO 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 MCSO, or which tends to interfere with or subvert the reasonable supervision or proper discipline of members of the MCSO.

Employees shall not in any way sexually harass any inmates or fellow employees.

The following subjects are not to be discussed in the presence of inmates:



- Any matter relating to facility security or post orders
- Any criticisms of the facility, fellow deputies,

or employees

- The personal lives of yourself, fellow deputies, other employees, and/or their families
- The addresses or phone numbers of yourself, fellow deputies, other employees, or their families

**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.**



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:012	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: In-Service Training	

#### **PURPOSE:**

The purpose of this directive is to establish policy for 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.

#### **SCOPE:**

This directive applies to all Shift Supervisors.

#### **PERSON RESPONSIBLE:**

Shift Supervisors.

#### **POLICY AND PROCEDURES:**

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).

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.

Shift supervisors will coordinate roll call training with our contracted medical partners.



Shift supervisors will notate roll call training on the duty roster and upload into Public Folders.

Roll call training that requires a sign in sheet will be filled out correctly and processed.

#### **POLICY AND PROCEDURES:**

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).

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.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:013	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Inmate Account Deposits	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all money placed into inmate accounts shall be deposited into the bank.

government checks, and/or money orders in the shifts money bags, recounting the money, and ensuring each is calculated properly.

Ensure all money orders and checks are stamped "For Deposit". Make a copy of the money orders for your file.

### SCOPE:

This directive applies to all Commissary Clerks and KV/PK Shift Supervisors.

Take the deposit to Finance.

### In KV/PK, the Shift Supervisors shall:

Verify all of the monies taken in on their shift and compare it against the total listed on the CORE Worksheet and the total listed on the Cash Drawer Balancing Receipt.

### PERSON RESPONSIBLE:

Commissary Clerks and KV/PK Shift Supervisors.

All of the Inmate Account monies for the shift will be combined into one deposit for the bank. A deposit slip shall be completed in the manner required by the bank, and the monies with the original deposit slip will be secured in a deposit bag with a numbered seal. Immediately prior to sealing, the total shall be verified by another officer and both officers shall place their initials and ID number on the CORE Worksheet along with the serial number of the seal being used to secure the deposit. The deposit bag containing the money and deposit slip will be kept in the safe until it can be delivered to the bank.

### POLICY AND PROCEDURES:

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

### In KW, the Commissary Clerks shall:

Take all cash, government checks, and money orders out of the safe in Property.



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,

The copy of the deposit slip will be attached to the CORE Worksheet along with any receipts, copies of money orders or any other related paperwork received during the shift. This

paperwork shall be submitted to the Finance Division in a timely manner.

At intervals not to exceed three business days, the KV/PK Site Commander or their designee will have the deposits delivered to the bank. If the night deposit box is used, the bags shall be secured in a lockable bank deposit bag for which only the facility and bank have a key. An armed detention deputy shall transport bank deposits that contain over \$5,000.00.

The deposit receipts from the bank shall be forwarded to Finance in a timely manner.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:014	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Intercom System and Hand Held Radios	

#### PURPOSE:

The purpose of this directive is to establish policy for 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.

- Release button and wait for acknowledgement.
- Upon acknowledgement, free communication will be possible.
- All personnel will use plain talk on the intercom system.

#### SCOPE:

This directive applies to all personnel.

#### Hand Held Radios

- All personnel will use plain talk on the radio.
- The radio will be kept on the jail frequency.
- The radio will be kept on the person that is responsible for the radio: No radios will be set down and left unattended.
- Hand-held radios are issued to Dorm/Unit Deputies, Hospital Detail Deputies, Transportation Deputies, Escort Deputies, Supervisors, Maintenance Personnel, Medical, and the Kitchen.
- All radios will have lapel mikes.
- Replacement radios can be returned from the bulk bank in Main Control.
- Radios that are broken will be given to on duty sergeant.

#### PERSON RESPONSIBLE:

All Personnel.

#### DEFINITIONS:



10-4 - Acknowledged (OK).

Plain Talk - Means no codes or signals.

#### POLICY AND PROCEDURES:

##### Intercom System

- Press button to activate a call to Main Control.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:015	<b>REFERENCES:</b> FCAC 10.12, 13.02 FMJS 10.2, 10.5 ALDF-4B-01 thru 4B-04, 4C-14 CORE-4B-01, 4B-02, 4C-06
	RESCINDS: KV & PK 1:015	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 Sheriff of Monroe County
	TOPIC: Laundry	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities so the Laundry Deputy and Marathon/Plantation Key (KV/PK) Dorm Deputies shall maintain and operate a laundry service area within the facility. The laundry service shall provide a regular supply of clean clothing and linen ensuring proper sanitation for inmates in the facility.

### SCOPE:

This directive applies to the Laundry Deputy, Rovers, and KV/PK Dorm Deputies.

### PERSON RESPONSIBLE:

KW Laundry Deputy and KV/PK Dorm Deputies.

### PROCEDURES:

The KW Laundry Deputy and KV/PK Dorm Deputies shall maintain a constant level of facility clothing, bedding, linen, and laundry supplies.

There is adequate space provided in each facility to store and issue clothing, bedding, and linen items required for daily operations. [ALDF-4B-01]

If needed, inmate personal clothing will be cleaned before being stored in their property bag. This includes clothing contaminated with "bugs". [ALDF-4B-03]

### Laundry Schedule for All Facilities [ALDF-4B-02] [CORE-4B-01 and 4B-02]

There will be no delay in exchanging clothing, bedding, and linen items. [ALDF-4B-04]

Kitchen linen and uniforms from kitchen inmate workers shall be laundered and exchanged daily.

Blankets shall be laundered and exchanged quarterly or after each inmate is released.

Linen shall be collected and laundered as scheduled once per week. [FCAC 13.02c]

Uniforms, towels, and personal clothing shall be collected and laundered as scheduled twice weekly. [FCAC 13.02b] [CORE-4B-02]

Each inmate will be issued two clean towels, to be collected and laundered as scheduled twice weekly. [FCAC 10.12] Inmates are responsible for their issued towels.

Each facility will post the laundry schedule on

their housing dayroom bulletin boards and into their kiosk the days the above items are collected and exchanged.

### **Contaminated Laundry**

The KW Laundry Deputy and KV/PK Dorm Deputies shall ensure the proper handling and washing of contaminated laundry, using gloves and mask. Contaminated laundry is clothing/items contaminated with or by airborne/bloodborne pathogens. [ALDF-4C-14] [CORE-4C-06]

### **Inventory**

The KW Laundry Deputy and KV/PK Dorm Deputies shall replenish linen, cleaning, and laundry supplies as necessary from the agency's supply room by submitting a completed In-House Requisition Form to the Supply Division.

The KW Laundry Deputy and KV/PK Dorm Deputies shall maintain an inventory log of all tool's and chemical's in the laundry room.

### **KV/PK Laundry Rooms**

The laundry room shall be maintained by the Dorm Deputies.

The Dorm Deputy shall not permit any inmate except for the designated laundry inmate workers into the laundry room.

The Dorm Deputy shall inventory and maintain all tools and chemicals.

The Dorm Deputies shall advise the Shift Sergeant and/or officer-in-charge of any damaged equipment so that it may be documented for repair.

### **Key West (KW) Laundry Room**

The laundry room shall be the Laundry Deputy's post.

The laundry room key's shall be maintained in

the Key Watcher box when the laundry room is not in use.

Only authorized inmate workers shall be allowed access to the laundry room. The Laundry Room chemical and tool closet door will be locked at all times. The back supply room, sewing cage and janitors closed will be locked when the Laundry Deputy is not present.

Male inmates will not be allowed in the laundry room while female inmates are present.

Female inmate workers will be under supervision at all times. If the Laundry Deputy needs to leave the laundry room, he or she shall contact Main Control and the Medical Deputy to inform them to check on the inmate workers and not to allow other inmates into the laundry areas.

Inmate workers shall not be allowed to distribute clothing and linen to inmates unless escorted by and supervised by the Laundry Deputy.

### **Main Control Staff and the Shift Rovers Supervise KW Laundry Inmate Workers on Weekends**

When needed Main Control staff will monitor the inmate workers by video and the Shift Rovers will supervise the inmate workers in the laundry room by checking on them during the day. The Rover will escort the inmate workers while they re-supply Holding 12, Property, and Intake/Release.

### **Responsibility of Laundry Inmate Workers**

The inmate workers assigned to the laundry room shall be supervised at all times by the KW Laundry Deputy and KV/PK Dorm Deputies while:

- Collecting inmate personal clothing for washing or exchange of linen, uniforms or towels;
- Transporting laundry to and from the laundry room;
- Returning inmate personal clothing and linen, towel or uniform exchange and



storage area; and

- Performing housekeeping duties while in the laundry room.

The KW Laundry Deputy and KV/PK Dorm Deputies shall ensure adherence to the laundry schedule posted in all Units/Dorms.

The KW Laundry Deputy and KV/PK Dorm Deputies will ensure that all laundry will be washed prior to being reissued.

The Deputy on duty will maintain a log or record of all daily laundry issuance and collection of clothing and supplies.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:016	<b>REFERENCES:</b> ALDF-7E-05 CORE-7E-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Public Lobby and Public Areas	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Center to have a guideline for controlling problems that might occur within the Monroe County Detention Center's Public Lobby or other public areas. Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and useable by staff, visitors, and visitors with disabilities. [ALDF-7E-05] [CORE-7E-01]

#### **SCOPE:**

This directive applies to all personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

#### **POLICY AND PROCEDURES:**

##### **Person Under the Influence or Disorderly**

When a person under the influence or disorderly is found in the detention facility, that person will be asked to leave. If that person refuses to comply, you shall notify the Shift Supervisor.

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.

If road patrol was called, an Incident Report shall be written and turned into the Operations Commander.

##### **Children**



All children will be supervised by an adult, no child will be left unattended.

##### **Improperly Dressed Person**

All person(s) entering the facility shall be dressed according to the visitation policy and procedures.

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.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 1:017	<b>REFERENCES:</b> FCAC 18.05 & 21.08 FMJS 5.08, 6.05(e) & 8.08, 8.6(E), 10.7 ALDF-2A-59, 4C-33
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Administrative	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Removal of Comfort Items and/or Property	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that the Deputy shall notify the Shift Supervisor when comfort items or property are removed from an inmate's possession because the inmate is altering or destroying those items or those items are disrupting the normal daily operations of the facility.

### **SCOPE:**

This directive applies to all certified deputies.

### **PERSON RESPONSIBLE:**

Shift Supervisor.

### **DEFINITIONS:**

#### **Comfort items are identified as the following:**

- Linen
- Clothing
- Standard Meals (will be substituted with the inmate special management meal)

### **Property is defined as the following:**

- Canteen items
- Books and Magazines
- Any issued religious necklace or rosary beads
- Any issued hygiene items to include toilet paper, cups, soap, toothpaste, etc.
- Paperwork, letters, pens, and pencils
- Any other item issued or allowed by the facility

### **POLICY AND PROCEDURES:**

#### **Removal of Linen, Clothing, and/or Property [FCAC 18.05]**

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

- Suicide attempt(s)
- Suicidal behavior or tendencies
- Using the item to inflict injury to themselves

or others

- Using the item to clog the toilet in an attempt to flood the cell
- When linen, clothing, or issued property is being altered or destroyed
- When personal property is being altered into something that would be considered contraband
- When the item is being used to defeat any alarm, security, or surveillance equipment.

#### **Removal of Standard Meals [FCAC 21.08] [ALDF-2A-59]**

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

- The inmate throws food, beverage, utensils, trays, or any substance using the food tray or utensils
- The serving tray and/or eating utensils are altered or destroyed
- The inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates

**NOTE: Food will not be altered or withheld as a disciplinary measure or as a reward for an individual inmate. The special management meal will be served on an individual basis due to health or safety reasons only.**

#### **Process for Removal**

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

**NOTE: If the removal is warranted due to suicidal attempt, behavior, or tendencies, the Dorm/Unit Deputy shall contact the on-duty**

**nurse to assess the situation.**

#### **Surrendering Items**

If surrendering of the item(s) is still warranted after having completely assessed the situation, the Dorm/Unit Deputy will order the inmate to surrender the item(s).

If the inmate refuses to surrender the item(s), the Dorm/Unit Deputy, with the help of other deputies, will physically remove the item(s) using the minimum amount of force required to obtain the item(s).

Except for emergency situations, the Dorm/Unit Deputy 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.

If clothing and/or linen is taken from the inmate, it shall be substituted with a suicide smock and/or blanket that promotes inmate safety and prevents humiliation and degradation unless those items are used in a manner that would meet the criteria for removal. [ALDF-4C-33]

#### **Documenting Removal of Items**

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 by the end of his or her shift. [FCAC 18.05]

#### **Authority - Special Management Meal (first 24 hours) [ALDF-2A-59]**

Only a Lieutenant or above can order the special management meal (loaf).

The kitchen may be verbally notified to start the special management meal for a period of 24 hours; however, a written memo shall be sent to the kitchen as soon as possible with a copy forwarded to the Operations Commander and the Corrections Accreditation Specialist.

Special management meals will follow a twenty-four (24) hour period process.

Only the Operations Commander or above can extend the special management meal beyond 24 hours. A medical evaluation is required to determine the inmate's health status if it exceeds a twenty-four (24) hour period. The special management meal will not exceed seven days.

Medical will re-evaluate the inmate every 24 hours until he or she is taken off the special management meals.

If the special management meal is extended beyond 24 hours, it will be the Operations Commander's responsibility to verbally inform the kitchen to keep serving the meal and when to stop the meal. A follow-up memo stating the date and time the meal was to be stopped will be sent to the kitchen as soon as possible with a copy forwarded to the Corrections Accreditation Specialist.

A give and take sheet will be signed by the supervisor or medical staff that authorized the removal of comfort items. The sheet will be placed on the outside of the door where the inmate is housed. A log book entry will be done by the assigned deputy or the housing dorm/unit.

#### **Process for Reinstatement of Comfort Item(s) and/or Property removed [FCAC 18.05]**

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 after the inmate has been evaluated by Medical and the authorized medical professional has approved.

All comfort item(s) and property removed for other than suicide attempt(s) and/or suicidal behavior or tendencies will be removed for minimum time period no longer than necessary for the inmate's behavior to improve.



The inmate's behavior will be evaluated by the on-duty Dorm/Unit Deputy 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 will be followed up with an incident report**

**documenting all circumstances.**

#### **Use of Restraint Device**

In the event restraints must be used, refer to BOC 8:005, BOC 8:024, and BOC 8:028.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:018	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Reporting for Duty	

### PURPOSE:

The purpose of this directive is to establish policy for 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.

### SCOPE:

This directive applies to all personnel.

### PERSON RESPONSIBLE:

All Personnel.

### DEFINITIONS:

Cellular capable smart watches are defined as any smart watch with a built-in radio that is capable of making/receiving calls and/or text messages without being paired to a cellular phone.

### POLICY AND PROCEDURES:

All personnel shall lock their vehicles parked on Sheriff's Office property.

All personnel that work within the security envelope of the facilities or the Key West Kitchen 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.

- Examples of non-required items include, but are not limited to:
  - Car/House Keys
  - Purse/Wallet
  - Money
  - Cell Phones unless required for work
  - Cellular capable smart watches (e.g. Apple Watch Series, Samsung Gear, Huawei Watch, LG Watch, and any other not already listed)
  - Cameras
  - Portable electronic audio and/or video devices (e.g., laptop, iPod, mp3 player, Ipad, DVD player) unless required for work
  - Briefcase
  - Medication
  - Lunch Box (Food may be taken down only in clear plastic bags.)
  - Metal/Aluminum Cans (Only plastic is allowed in the security envelope.)
- Examples of required items include, but are not limited to:

- Pens/Pencils
- All permanently assigned facility keys including handcuff and locker keys



Acceptable items taken into the secure envelope must be visible or in a clear plastic bag/backpack.

All certified personnel must report to the Muster Room no later than twelve (12) 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 0548).

All support personnel must report to your supervisor or assigned location prior to your scheduled start time.

All certified personnel shall be in full uniform unless given permission prior to your shift.

MCSO support personnel shall be in full uniform if their supervisor requires it; otherwise, they may wear civilian clothes.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:019	<b>REFERENCES:</b> Clean Air Act. CORE-1A-11
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Smoking Within the Monroe County Detention Facilities	

[CORE-1A-11]

**PURPOSE:**

The purpose of this directive is to establish policy for 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.

**SCOPE:**

This directive applies to all personnel including visitors.

**PERSON RESPONSIBLE:**

All Personnel.

**POLICY AND PROCEDURES:**

**Staff**

Personnel will not smoke in the presence of inmates.

Personnel shall at no time provide inmates with tobacco products or the means to ignite them.

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.

**Inmates**

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 Bureau of Corrections Control of Contraband written directive. They will not be placed in the inmates' property.



Inmates found guilty of violating the smoking policy will be appropriately disciplined.

**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.

**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.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:020	<b>REFERENCES:</b> FCAC 9.06, 9.07(a,b) , 9.08 9.09(a,b), 10.19d, 22.02 FMJS 15.02 ALDF-7B-10, 7B-10-1, 7B-16 CORE-7B-03-7B-05
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Specialized Training	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all Training Deputies 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 Deputies will also ensure that the pertinent records of such training are maintained.

require this post holder to have a knowledge or access to all of the fire plans for each post.

This Training Deputy 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 Deputy.

#### **SCOPE:**

This directive applies to all employees.

#### **Field Training Officer (FTO) Program**

All new Detention Deputies will receive a minimum of 120 hours of training during their first year of employment. Between the FTO program, orientation, and direct supervision we meet the 120 hour requirement. At a minimum, the FTO program will cover the following areas for this accreditation standard: [ALDF-7B-10] [CORE-7B-04]

#### **PERSON RESPONSIBLE:**

Training Deputies.

#### **POLICY AND PROCEDURES:**

##### **Fire Emergency Response (All Staff)**

This Training Deputy 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

- Security and safety procedures;
- Fire procedures;
- Supervision of offenders;
- Suicide intervention/prevention;
- Use of force; [FCAC 10.19]
- Offender rights (Inmate Handbook);
- Key control; and

- The overall program teaches supervision of inmates.

This Training Supervisor will assist and supervise the Training Deputies in the field. Also this Training Supervisor will assist all of the FTO's in the facilities, as well as being responsible for the quality of training in this program.

This Training Supervisor will ensure that the Training Division of the Monroe County Sheriff's Office receives the original FTO training documentation for the master training files.

All newly employed and probationary detention deputies shall successfully complete the FTO program during their probationary period and before being assigned to a post by themselves. [FCAC 9.06] [CORE 7B-04]

Training Deputies will train for a minimum of two years. If a Training Deputy wants to resign from the FTO Training Program after two years, he or she must submit a letter stating the reasons why. The FTO Supervisor must approve the request before the Training Deputy will be allowed to resign.

#### **Direct Supervision Training [FCAC 22.02]**

This Training Deputy will assist the college in training all deputies in Direct Supervision. All deputies shall be trained in Direct Supervision prior to being assigned to a Dorm/Unit by themselves. [ALDF-7B-10]

#### **Annual Retraining Module (ARM)**

All certified and auxiliary detention deputies shall attend ARMs training annually. At a minimum, ARMs training shall include: [ALDF-7B-10-1] [CORE-7B-05]

- Use of force; [FCAC 10.19] [ALDF-7B-16]
- Defensive tactics training; [ALDF-7B-16]
- Dart firing stun guns (tasers);
- Oleoresin capsicum (OC) use [FCAC 9.07a]

and decontamination techniques; [FCAC 9.07b]

- Airborne/bloodborne pathogens and biohazards;
- Fire and evacuation procedures (this includes training on portable fire suppression equipment). The fire hoses are for the fire departments use. [FCAC 9.08]
- Inmate sexual abuse/assault awareness, prevention, response, reporting procedures [FCAC 9.09a], and confidentiality requirements. [FCAC 9.09b]

**NOTE: All Detention Deputies are trained in self-defense and in the use of force to control inmates during the academy in addition to ARMs training. [ALDF-7B-16]**

#### **Support Corrections Annual Retraining (SCAR)**

All non-certified personnel, including contractors, working in any Monroe County Jail Facility shall attend SCAR training annually. [CORE 7B-03]

At a minimum, SCAR training shall include:

- Airborne/bloodborne pathogens and biohazards;
- Fire and evacuation procedures; and [FCAC 9.08]
- Inmate sexual abuse/assault awareness, prevention, response, reporting procedures, [FCAC 9.09a], and confidentiality requirements. [FCAC 9.09b]

#### **Other Specializations**

This Training Deputy 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 Deputy will document problem areas and assist in correcting these problems as they relate to training, if noted.



## **Special Functions**

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



## **Other Responsibilities**

Training Deputies will assist and request assistance from the Main Training Division whenever needed or when possible.

Training Deputies will ensure that all pertinent records are forwarded to the Main Training Division for incorporation in the master training files.

## **Other Assignments**

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

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:021	<b>REFERENCES:</b> ALDF-2A-11 CORE-2A-08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 6
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Standardization of Paper Logbook Entries	

[ALDF-2A-11] [CORE-2A-08]

**PURPOSE:**

The purpose of this directive is to establish policy for 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.

**SCOPE:**

This directive applies to all certified personnel.

**PERSON RESPONSIBLE:**

Shift Sergeants.

**POLICY AND 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, inmate workers, etc.)
  4. Inmate housing assignments
  5. All people entering your Dorm/Unit except rovers (e.g., major, captain, lieutenant, sergeant, support staff, medical, chaplain, canteen, volunteers, attorney, etc.)
  6. Informational telephone calls
  7. Mail picked-up, delivered, and passed out to inmates

8. Meals in Dorm/Unit – Inmates that refuse must be written in log
  9. Razor passed out/returned – Names are to be written in log
  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 Subject Resistance Reports (if applicable)
  14. All information required of all deputies 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 Dorm/Unit – Inmate name who signed in and out
  17. Phones/Tablets turned on/off
  18. All rounds required by policy (ensure you include the required 30 minute rounds made between 2300 and 0600 hours) – Headcount added in log for each round
  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.
- 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 Deputy will place his or 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

BOC - 1:021

Date of Original: Jan 1994

2

Previous Revision Date(s): 9/15/99, 9/29/00, 1/16/06, 5/29/06

Dissemination Date: 3/18/24

Effective Date: 3/25/24

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

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	<table border="1"><tr><td>72</td><td>0</td><td>72</td></tr></table>	72	0	72
72	0	72			
1030	P/O I/M Lambert, Paul to medical per Nurse Jodi	<table border="1"><tr><td>71</td><td>0</td><td>71</td></tr></table>	71	0	71
71	0	71			
1042	P/O I/M Dunn, Cliff to I/R, bonded out	<table border="1"><tr><td>70</td><td>0</td><td>70</td></tr></table>	70	0	70
70	0	70			
1100	P/O I/M Hernandez, Glenn to A-14B. DR for possession of contraband	<table border="1"><tr><td>69</td><td>0</td><td>69</td></tr></table>	69	0	69
69	0	69			
1100	P/I from Charlie, I/M Thomas, Omar to D-18A. In A/C per Deputy Barron	<table border="1"><tr><td>70</td><td>0</td><td>70</td></tr></table>	70	0	70
70	0	70			

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

5. All People Entering Your Dorm/Unit 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

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

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 Dorm/Unit (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

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 Subject Resistance 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 Deputies Crooks, Stevens and Sgt. Sweeney. Sent to Alpha.

14. Information Deputies 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.**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:022	<b>REFERENCES:</b> GOM Ch 80 ALDF-4B-01, 7D-15
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Supplies Daily Operations	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that the Inventory Technician is 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. Inventory control and purchasing of supplies and equipment shall comply with applicable statutes and regulations and General Operations Manual chapter 80. [ALDF-7D-15]

### **SCOPE:**

This directive applies to the Inventory Technician and all Detention Personnel.

### **PERSON RESPONSIBLE:**

Operations Commander.

### **POLICY AND 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 or send via e-mail directly to the Inventory Technician. The Inventory Technician shall deliver items ordered by the housing dorms/units to the back administration hallway once per week. The night Shift Sergeant will assign a deputy to

deliver the supplies left in the hallway to the various housing units and dorms janitor's closets.

### **Janitorial Supplies**

The Inventory Technician 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.

#### Stocking and requisition of cleaning supplies

- The Inventory Technician will fill In-House Requisitions twice weekly for all areas except housing areas. All Units/Dorms In-House Requisitions will be filled once weekly.
- The Marathon and Plantation Key Shift Sergeant/designee will contact the Inventory Technician as to their needs.

#### Distribution of Supplies

- If the Inventory Technician determines that an unusual amount of supplies are being utilized in a specific area, he or she 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 Operations Commander.



- Distribution of supplies to the Upper Keys Facilities will be handled in the following manner:
  - An attempt will be made by the Inventory Technician to have all deliveries from suppliers made directly to the upper keys facilities.
  - Any items/supplies that are to be drawn from the Finance Supply Room will be picked up by Property/Evidence Personnel once per week.
  - In-House Requisitions must be turned into the Supply Division by Thursday of the prior week.

### **Uniforms, Clothing, and Linens**

The Inventory Technician shall maintain a minimum reserve supply of uniforms, clothing, and linen in the following quantities:

#### Uniforms

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

#### Blue Shorts

- Twelve (12) small
- Twenty-four (24) medium
- Twenty-four (24) large
- Twenty-four (24) x-large
- Twelve (12) 2x-large
- Six (6) 3x-large
- Six (6) 4x-large
- Six (6) 5x-large

#### Boxers

- Six (6) dozen small

- Eight (8) dozen medium
- Eight (8) dozen large
- Eight (8) dozen x-large
- Four (4) dozen 2x-large
- Two (2) dozen 3x-large
- One (1) dozen 4x-large
- One (1) dozen 5x-large

#### Women's panties

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

#### Bras

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

#### Linens and Miscellaneous

- Five (5) dozen towels
- Twenty-four (24) pillows
- Six (6) dozen pillowcases
- Twenty (20) dozen flat sheets
- Fifty (50) blankets
- Four (4) dozen mattress covers
- Twenty-four (24) 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.**

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

### **Receipt and Storage of Supplies**

- All clothing, bedding, cleaning supplies, and other items required for daily operations that are delivered to the Monroe County Detention Center shall be received by the Inventory Technician and stored in the appropriate secure storage area(s). [ALDF-4B-01]
- The Finance Supply Room shall be kept locked with the exception of whenever supplies are being distributed.
- All hazardous materials will be stored in a hazardous storage cabinet separate from any other supplies in the warehouse.

### **Property Issued Items**

The Inventory Technician shall maintain a minimum reserve supply of Property issued items in the following quantities:

- Five (5) cases toothpaste (approximately 1400 tubes)
- Five (5) cases toothbrushes (approximately 1400 toothbrushes)
- Five (5) cases razors (approximately 6000 razors)
- Five (5) cases brushless shave cream (approximately 240 tubes)
- Ninety-six (96) gallons of soap/shampoo
- One (1) case of 5" combs (approximately



2100 combs)

- Twelve (12) small 6-7 shower slides
- Twenty-four (24) medium 7 1/2-8 1/2 shower slides
- Thirty-six (36) large 9-10 shower slides
- Thirty-six (36) x-large 10 1/2-11 1/2 shower slides
- Twenty-four (24) 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.**

### **Property Room Replenishment**

The Inventory Technician will work in conjunction with the Property Clerk and Laundry Deputy 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.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:023	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Telephone Courtesy	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all personnel will answer the telephones within the facilities in a polite and professional manner.

**SCOPE:**

This directive applies to all personnel.

**PERSON RESPONSIBLE:**



All Personnel.

**POLICY AND PROCEDURES:**

When answering the telephone, you shall:

- State your location
- State your name
- Ask "How may I help you" (optional)

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

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:024	<b>REFERENCES:</b> FCAC 18.04, 28.03 FMJS 10.6
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Inmate Workers Assigned to Outside Agencies	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain and enforce the established rules, regulations, and guidelines governing inmate workers assigned to outside agencies.

### SCOPE:

This directive applies to all Intake/Release (I/R) Deputies and all Inmate Worker Supervisors.

### PERSON RESPONSIBLE:

Intake/Release Deputies and Inmate Worker Supervisors.

### POLICY AND PROCEDURES:

#### Rules Inmate Workers Must Follow [FCAC 18.04]

All outside Inmate Worker Supervisors are responsible, along with all associated agencies with outside inmate worker(s), for ensuring that the inmate worker(s) under their supervision abide by the following rules, regulations and guidelines:

- Inmate workers must wear a complete uniform at all times, to include work boots, if

required.

- All inmate workers in the Key West Facility will be issued one pair of blue tennis shoes.
  - The in-house inmate workers will wear the blue tennis shoes to work.
  - Kitchen inmate workers will wear their blue tennis shoes to work, but while at work, should wear the work boots located in the Kitchen.
  - Outside inmate workers (e.g., Public Works, 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.
- Inmate workers in the Marathon and Plantation Key Facilities usually are not issued blue tennis shoes. On their workdays, inmate workers will report to the area where the boots are kept in their shower slides. The Deputy 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.

Log Form.

- Inmate workers must wear all protective equipment required for the job task while performing the task (e.g., goggles, gloves, hats).
- Inmate workers must not use any tobacco products (e.g., cigarettes, cigars, chewing tobacco).
- Inmate workers must not consume any alcoholic beverage and/or any drugs of any kind unless issued by the Medical Staff prior to departing the facility.
- Inmate workers must not associate with or approach the general public.
- Inmate workers will not access a phone or make calls/texts while on work detail.
- Inmate workers must show good work ethics and follow all directions of the personnel supervising the job task.
- Inmate workers must follow all rules and regulations listed in the Inmate Handbook and on the Inmate Worker Rules Form.

Any inmate worker who violates any of these rules, regulations and guidelines will be removed from inmate worker status and any program(s) he or she may be presently enrolled in, unless the program is a court ordered program.



### **Supervise According to Custody Status**

[FCAC 28.03] Most outside inmate workers 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 inmate workers shall be supervised in accordance with their custody status, therefore:



- Inmate Worker Supervisors shall visually check inmate workers periodically to ensure security and accountability.
- Outside Inmate Worker Supervisors shall conduct a visual head count of the inmate worker(s) assigned to him/her at least once each hour and log it on the Inmate Worker

### **Violation of Rules**

Any associated agency violating any of these rules, regulations, and guidelines will lose all privileges for the use of inmate workers.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 1:025	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: V.O.I.C.E. (Volunteer Observers Impacting Community Effort) Corrections Program	

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WAS DIRECTIVE 1:025 WHICH WAS DELETED ON 9/7/10

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:026	<b>REFERENCES:</b> FMJS 11.1, 11.2 ALDF-7D-07
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Volunteers, Programs, and Quarterly Evaluations of All Volunteer Staff, Inmates, and Programs	

### **PURPOSE:**

The purpose of this directive is to establish policy for 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.

### **SCOPE:**

This directive applies to all Programs Services Personnel.

### **PERSON RESPONSIBLE:**

Programs Services Director.

### **POLICY AND PROCEDURES:**

The Programs Services Director will make available to all inmates in the Monroe County Facilities the same programs by:

- Offering the programs in each facility as availability of volunteers dictates.
- Making arrangements to transport inmates to the facility offering the programs upon space availability.

### **Programs Liaison**

A liaison for each of the upper key's facilities shall be assigned. That Deputy will work with the local groups to provide programs and services to their inmate population.

### **Supervision, Scheduling, and Training**

The Programs Services Director has overall responsibility for the supervision, scheduling, and training of all programs and volunteer staff.

- 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.
- The Programs Services Director will schedule programs around all other facility functions.
- The Programs Services Director will train each volunteer in the facilities policies and procedures and the rules and regulations for volunteers utilizing the "Volunteer Staff Handbook". This will be done either in group training or on an individual basis.
- A Code of Conduct/Ethics will be provided to each volunteer in the Volunteer Staff Handbook. The Code of Conduct/Ethics shall, at a minimum:

- Prohibit volunteers from using their official position to secure privileges for themselves or others; and
- Prohibit volunteers from engaging in activities that constitute a conflict of interest. Conflict of interest include, but are not limited to:
  - If you are pending criminal charges, have violent felony convictions, have been incarcerated within the last year, or you are or were on court appointed probation or parole within the last year.
  - Persons currently employed as deputies, private detectives, security services, or similar occupations.
  - Bail bondsmen or attorneys including employees working for them.

### **Quarterly Evaluations**

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.

- 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.
- 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.

### **Monitor Attitudes and Progress**

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.

### **Record Keeping**

Maintain files of daily attendance, volunteers, and evaluations on all programs.

Establish and update lists of programs and resources for facility staff and inmates.

Establish and maintain an annual programs schedule.

Prepare all necessary reports and records pertaining to your area of responsibility.

### **Policies and Procedures**

Update the policies and procedures for facility programs on an as needed basis. Coordinate with all staff in implementing new policy and procedures.

### **Study and Compare Programs**

Study and compare the Monroe County Facilities' programs with other detention facilities' programs. This shall include making contact with Programs Services Directors from other counties to get updates on their programs and new ideas.

### **Grant Related Programs**

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 Monroe County Sheriff's Office Administration on all grant related programs.

### **Suggestions**

Encourage suggestions from the detention personnel for new programs and for improving existing programs.



- At least once per year, the Programs



Services Director will send out a survey asking for suggestions for new programs or improving existing programs. [ALDF-7D-07]

- The Programs Services Director will review all suggestions.

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 Division.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:027	<b>REFERENCES:</b> FCAC 17.02 ALDF-7F-04
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Volunteer Recruitment	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities for the Programs Services Division 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. [FCAC 17.02]

### **SCOPE:**

This directive applies to all Programs Services Personnel.

### **PERSON RESPONSIBLE:**

Programs Services Director.

### **POLICY AND PROCEDURES:**

Volunteers can make an important contribution to an agency by providing a number of direct services to inmates, as well as by serving as a link between the facility and the community.

Regular contacts will be made by the Programs Services Division to Alcoholic Anonymous, Narcotics Anonymous, Religious Organizations, School Board, and other organizations to find interested volunteers to help in the facilities. The screening and selecting of volunteers allows for recruitment from all cultures and socioeconomic status in of the community. [ALDF-7F-04]



Programs Services Personnel shall supply the interested volunteer with a volunteer application. 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. [FCAC 17.02c]

The Programs Services Director will have a FCIC/NCIC criminal history check conducted. Volunteers should be selected based on a uniform screening process that is consistent with security concerns. Applications will be disapproved if any of the following conditions exist:

- Applicant has been incarcerated within the last year;
- Applicant is on or was on court appointed probation or parole within the last year;
- Applicant is pending criminal charges; or
- Applicant has violent felony convictions.

After volunteers are approved, they shall attend a volunteer orientation program that will acquaint them with the Facility Rules and Regulations [FCAC 17.02b] along with the general expectations of volunteers and Volunteer Code of Ethics. [FCAC 17.02c]

See "Handbook for Volunteer Staff" for more details.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:028	<b>REFERENCES:</b> FCAC 2.01a-g FMJS 15.04 ALDF-7D-06, 7D-07, 7D-08 CORE 7D-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <hr/> Sheriff of Monroe County
	TOPIC: Written Directive System for the Bureau of Corrections	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to have a set procedure for writing directives to include the replacement of old directives with new ones.

#### **SCOPE:**

This directive applies to all personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

#### **POLICY AND PROCEDURES:**

Bureau written directives describe all facets of facility operations, maintenance, and administration and can consist of policies and procedures, post orders, 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. [ALDF-7D-06] [CORE-7D-01]

Sufficient hard copies of the manuals or electronic media containing the directives shall be placed in each area so all employees have ready access to the directives unless security concerns justify limited access. [ALDF-7D-06]

The computerized written directives' data shall be sufficiently backed up in case of data loss.

#### **Format of Directives [FCAC 2.01a]**

The header of a directive will include the directive number, references, rescinded directives, bureau, chapter title, and topic/subject.

The body of the directive will contain the following:

- **PURPOSE:** This is a short statement of what the directive is about and the need or goal of the directive.
- **SCOPE:** This is a listing of whom this directive applies to.
- **PERSON RESPONSIBLE:** This is who is responsible for ensuring the directive is followed.
- **DEFINITIONS:** If needed.
- **POLICY AND PROCEDURES:** This is the actual way in which the directive is carried out. This should be a step-by-step listing of how to perform the tasks necessary to complete the directive.

The footer of the directive will include the directive number, date of original, previous

revision dates, dissemination date, and effective date.

There shall be a table of contents and index for the Bureau of Corrections Directive Manual. [FCAC 2.01b]

### **Writing New Directives or Revising Old Directives** [FCAC 2.01d]

Any person within the Bureau of Corrections can write a directive or suggest changes to existing directives. A new directive 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 directive should be written on a chain-of-command memo. [ALDF-7D-07]

The Operations Commander will forward the suggested changes to the Accreditation Specialist. The Accreditation Specialist will draft the directive with the revisions and send it to the Command Review Committee for further input.

All suggestions approved by the Command Review Committee will be incorporated into the next draft which is forwarded to the Operations Commander and Major of the Bureau of Corrections for initial review and input.

These suggestions will then be incorporated into the next draft which is forwarded to the Reviewing Committee.

These suggestions will then be incorporated into the next draft which is forwarded to the Operations Commander for final review.

These suggestions will then be incorporated into the next draft which is forwarded to the Voting Committee.

After the Voting Committee votes, a final version will be sent to the Sheriff for signature.

After the Sheriff signs off on the directive, the Accreditation Specialist shall ensure the directive is changed and disseminated electronically to all affected employees within a specified timeframe. [FCAC 2.01e] [ALDF-7D-08] [CORE-7D-01]

### **Replacement of existing Directives**

Once a directive 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 Bureau of Corrections Written Directives 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 Bureau of Corrections Written Directives Manual shall also be posted in the computer where all employees can view. [FCAC 2.01f] An email will be sent to all employees affected by the change that they must electronically 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. [FCAC 2.02e] [ALDF-7D-08] [CORE-7D-01]

When appropriate, new or revised directives are also disseminated to contractors, volunteers, and inmates prior to implementation. The Programs Services Director is responsible for mailing directives to volunteers when needed. [ALDF-7D-08] [CORE-7D-01]



All Watch Supervisors shall also ensure that new and revised policies are discussed during roll call.

### **Maintaining Copies**

The Accreditation Specialist is responsible for maintaining a paper copy of previous changes, and the official electronic copy of all Bureau of Corrections written directives. [FCAC 2.01g] This includes maintaining the draft approvals for the appropriate amount of time as stated in the State of Florida General Records Schedule.

### **Annual Review**

The Major of the Bureau of Corrections shall review ALL written directive manuals annually. [FCAC 2.01c] [ALDF-7D-06] [CORE-7D-01]

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:029	REFERENCES: FCAC 4.06 a,b,c
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Off-Duty and Extra-Duty Employment	

#### PURPOSE:

The purpose of this directive is to establish policy for 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. [FCAC 4.06a]

#### SCOPE:

This directive applies to all personnel.

#### PERSON RESPONSIBLE:

All Personnel.

#### POLICY AND PROCEDURES:

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

- U.S. Marshal (USM) details
- Part-time employment in the private sector [FCAC 4.06]
- Any other extra-duty detail that is approved by the Major of the Bureau of Corrections

#### USM Detail Requirements

State certified Deputy

Posses a current firearm qualification card from the Monroe County Sheriff's Office (MCSO) Training Division

NOT the subject of any internal or external investigation nor under any suspension

NOT on medical or administrative leave

Has NOT previously been convicted of a misdemeanor crime of domestic violence.

#### Extra-Duty and Private Sector Employment Requirements

You may NOT carry a firearm during private sector employment.

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. [FCAC 4.06c] 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).

All significant events occurring during extra-duty assignments shall be documented and forwarded as soon as possible to the Operations Commander.

### **USM Details**

Employees working USM details must remember that they are representing the Monroe County Sheriff's Office and shall dress and act accordingly. Employees must adhere to all current policies and procedures. [FCAC 4.06c]

The Operations Commander's Assistant is the point of coordination for USM details. To apply, you must contact the Operations Commander's Assistant and request that your name be added to the list of qualified deputies. [FCAC 4.06c] You must prove you are firearms qualified by providing a copy of your firearm qualification card. You must also meet all requirements listed under USM Detail Requirements listed above in 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.

#### Approval, Review, and Revocation Process for USM Details [FCAC 4.06c]



- The Operations Commander's Assistant is responsible for approving, reviewing, and revoking USM details according to the USM Detail Requirements listed above in this policy. If a deputy's qualifications change after approval, that Deputy's approval status will be revoked.
- The Operations Commander may decide to temporarily revoke a deputy's eligibility after review of a deputy's performance or as a result of an Internal Affairs investigation. A written notice will be sent from the Operations Commander to the Deputy and Operations Commander's Assistant in a timely manner.
- 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 deputies.

If for any reason you do not wish to remain on the USM Marshal call list, just contact the Operations Commander's Assistant and ask to have your name removed.

If anything happens out of the ordinary during your USM Marshal detail, you shall contact the Marshal that you are working with and advise him/her of the situation. [FCAC 4.06b] You shall also document all significant events and turn the report into the Operations Commander as soon as possible after completing your detail. [FCAC 4.06c]

### **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 Major of the Bureau of Corrections. Most of these details will be watching inmate workers on work details for non-profit organizations. The Major of the Bureau of Corrections shall determine the necessary qualifications for these details on a case-by-case basis. The Major of the Bureau of Corrections reserves the right to deny a deputy's participation in off-duty details if the detail and/or the Deputy's qualifications fall outside the parameters of this policy.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:030	REFERENCES: F.S.S. 951.033
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Inmate Processing Fee	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to collect a \$20.00 processing fee from all inmates who arrive in the jail to defray processing costs.

#### **SCOPE:**

This directive applies to all Property Clerks.

#### **PERSON RESPONSIBLE:**

Program Services Director.

#### **DEFINITIONS:**

Inmate's Individual Account - This is the inmate's commissary account.

Fee - \$20.00 processing fee.

#### **POLICY AND PROCEDURES:**

##### **Implementation**

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

#### **Exceptions**

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

If an inmate is being housed for another agency (e.g., U.S. Marshal, Immigration & Customs Enforcement, Border Patrol, Customs, or any others the Sheriff deems exempt), they are exempt from the processing fee.

#### **Notification to Inmates**

Inmates are advised of the processing fee during admittance and in the Inmate Handbook.

#### **Payment of Processing Fee**

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.

A Processing fee of \$20.00 will be charged to 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.

If an inmate has no money at the time the fee is charged, 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 a portion of the negative account will be satisfied before any commissary can be purchased.



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.

### **Priorities for Inmate's Individual Funds**

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

- Any court judgements (e.g., child support)
- To make bond
- Payment of the processing fee
- Payment of medical fees
- Commissary purchases



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:031	<b>REFERENCES:</b> FCAC 17.02 ALDF-7C-02, 7D-17, 7F-05
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Administrative	 _____ Sheriff of Monroe County
	TOPIC: Volunteer Orientation Curriculum	

#### **PURPOSE:**

The purpose of this directive is to establish policy for 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. The volunteers shall acknowledge in writing that they will comply with these policies and procedures. [ALDF-7D-17]

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

#### **SCOPE:**

This directive applies to all volunteers.

#### **REQUIREMENTS:**

At a minimum, the following basic curriculum requirements shall be covered in the volunteer orientation:

#### **PERSON RESPONSIBLE:**

Programs Services Director.

- Accreditation process;
- Security procedures;
- Hostage plan;
- Use of force regulations;
- Key control;
- Interpersonal relationships;
- Report writing;
- Inmate rules and regulations;
- Fire plan;
- Evacuation plan;

#### **POLICY AND PROCEDURES:**



Each volunteer will complete orientation, including signing the attendance sheet and other required forms, prior to assignment. [FCAC 17.02] The lines of authority, responsibility, and accountability for volunteers are specified during orientation. [ALDF-7F-05]

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

- Escape plan;
- Social and cultural lifestyles of the inmates;
- Rights and responsibilities of inmates; and
- Inmate sexual abuse/assault awareness, prevention, response, reporting procedures and confidentiality requirements.
- Airborne/bloodborne pathogens and biohazards;
- Confidentiality of information [ALDF-7D-17]
- Volunteers' Code of Ethics. All volunteers will be held accountable for compliance with the Volunteers' Code of Ethics. [ALDF-7C-02]

#### **OTHER ITEMS OF INTEREST:**

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.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 1:032	<b>REFERENCES:</b> ALDF-2A-11 CORE-2A-08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 8
	CHAPTER: Administrative	 <u>Sheriff of Monroe County</u>
	TOPIC: Standardization of Electronic Logbook Entries	

[ALDF-2A-11] [CORE-2A-08]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain a standardized format of log entries. Log entries may be used for reference or future information regarding inmate management and/or specific incidents.

#### **SCOPE:**

This directive applies to all certified deputies.

#### **PERSON RESPONSIBLE:**

Shift Sergeants.

#### **POLICY AND PROCEDURES:**

All entries will be preceded by a time entry using the 12-hour time clock.

All entries concerning any detention personnel must show that person's rank or position and last name.

All entries of importance should have the high priority box checked making those entries appear red.

All entries involving inmates must be **LINKED** to that inmate.

#### **Creating an Inmate LINK**

- Click "LINK to inmates button"
- Search by full name
- Check box next to correct name(s)
- LINK to inmate(s)

#### **Items/Events Required to be Logged**

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.

- Deputies coming on-duty and deputies going off-duty
- Head counts
- Head counts clear
- Security rounds / Visual check of inmates
- All inmate movements (e.g., processed in/out, medical, court, 1st appearance, law library, visitation, work release, inmate workers, etc.) (**LINK to inmate**)
- Inmate housing assignments (**LINK to inmate**)

- All people entering a Dorm/Unit except deputies assigned as rovers (e.g., majors, captains, lieutenants, sergeants, support staff, medical staff, religious providers, canteen personnel, volunteers, attorneys, etc.) **(Show the person's rank/position and last name)**
- Informational telephone calls
- Mail call: State whether the Rover delivered the incoming mail to the Dorm/Unit or the Dorm/Unit Deputy passed out mail to the inmates.
- Mail picked up (for outgoing inmate mail)
- Food and juice carts in/out of Dorm/Unit
- Razors in/out **(LINK to inmate)**
- Recreation yard doors opened/closed or inmates taken to/returned from main recreation yard **(LINK to Dorm inmates)**
- Disciplinary problems with inmates **(LINK to inmate)**
- All Incident Reports and Subject Resistance Reports **(LINK to inmate if applicable)**
- All information required of all deputies assigned to that post to be advised of (FYI and high priority entries) **(LINK if about inmate)**
- General clean up started/completed (floors swept and mopped, garbage emptied)
- Hair clippers in/out **(LINK to inmate)**
- Phones turned on/off
- Cell inspections
- Relief in/out (Relief Deputy will log in under their name and log relief in/out)
- Time of occurrence

**NOTE: If computers are down, revert to paper logbook entries (see directive BOC - 1:021).**

## LOG CODES

There are approximately 100 log codes used for a heading for your log entry. Log codes will be added and 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	
MAJOR IN	Major in	
MAJOR OUT	Major 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
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
DOOR	Standing at the door	LINK
DP	Disciplinary problems	LINK
DRCI	DR committee in	
DRCO	DR committee out	
DRS	DR served	
EMERGENCY	Any type of emergency alarm/occurrence	LINK
ERR	Error	
FAI	First Appearance in	LINK
FAO	First Appearance out	LINK
FEED	Feeding	LINK I/M's that refuse
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 (Use for inmate mail being delivered to Dorm/Unit and when passed out to inmate)	
MAINT IN	Maintenance person in	
MAINT OUT	Maintenance person out	
MC	Main Control	
MED IN	Medical in	
MED OUT	Medical out	
MPU	Mail picked up (Use for inmate mail going out)	

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	
RCIN	In restraint chair	LINK
RCOUT	Out restraint chair	LINK
RECC	Rec yard closed	LINK KW Dorms, A1, & B1 inmates
RECO	Rec yard open	LINK KW Dorms, A1, & B1 inmates
REL IN	Relief in	
REL OUT	Relief out	
REMAND	Remand from court	LINK
REST	Resting in bed	LINK
RX	Meds handed out	
RZI	Razor in	LINK
RZO	Razor out	LINK
SC	Shift change	
SGT IN	Sergeant in	
SGT OUT	Sergeant out	
SHERIFF IN	Sheriff in	
SHERIFF OUT	Sheriff out	
SHO	Showers	
SIT	Sitting down	LINK
SR	Security rounds / Visual check of inmates	
SWAT IN	SWAT in	
SWAT OUT	SWAT out	
TABLET ON	Tablets On	
TABLET OFF	Tablets Off	
TELE OFF	Telephones off	
TELE ON	Telephones on	
TI	Inmate worker in	LINK
TO	Inmate worker out	LINK
TRAN IN	Transportation in	
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

### Time of Occurrence

Occurrence time will be used when entry is late.

### 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, refusal of tray, etc.)**

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

#### Beginning of Shift Entries

Log code (ON DUTY)  
D/D G. Reis on-duty

Log code (HC)  
Physical head count conducted  
54-0-54

Log code (HCC)  
Head count cleared

Log Code (OFF DUTY)  
D/D Shine off-duty

### Rounds

Log code (SR)  
Security Rounds / Visual check of inmates

#### All Inmate Movements (LINK to inmate)

Log code (LAW LIB OU) (LINK to inmates)  
Decola, Robert to L/L  
53-1-54  
1 L/L

**NOTE: Ensure you also log and link ICE inmates when they use the ICE Law Library.**

Log code (MED OUT) (LINK to inmate)  
Smith, Michael  
Jones, Mark  
White, Joe  
to Medical  
50-4-54  
1 L/L  
3 Medical

Log code (LAW LIB IN) (LINK to inmate)  
Decola, Robert returns from L/L  
51-3-54  
3 Medical

Log code (MED IN) (LINK to inmate)  
Smith, Michael  
Jones, Mark  
White, Joe  
return from Medical  
54-0-54

Log code (V IN) (**LINK to inmate**)  
Croft, Steve to visitation  
53-1-54  
1 V

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.**

Log code (RECO) (**LINK to inmate if rec yard is not connected to dayroom**)  
Freeman, Jason  
Black, Shawn  
to rec  
52-2-54  
2 REC

Log code (WRO) (**LINK to inmate**)  
Foster, Byron  
to work release  
51-3-54  
2 REC  
1 W/R

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

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

Log code (PO) (**LINK to inmate**)  
James, Rick  
to Echo  
50-3-53  
2 REC  
1 W/R

Log code (PI) (**LINK to inmate**)  
Welch, Steve  
Mulligan, John  
from Echo  
52-3-55  
2 REC  
1 W/R

Log code (PO) (**LINK to inmate**)  
Thompson, Casey  
to Sickbay per Medical  
51-3-54  
2 REC  
1 W/R

Log code (PO) (**LINK to inmate**)  
Leatherwood, Larry  
to I/R R.O.R.  
50-3-53  
2 REC  
1 W/R

**All People Entering your Dorm/Unit except Deputies Assigned as Rovers**

Log code (MED IN)  
Nurse John in for sick call

Log code (LT IN)  
Lt. Sweeney in

Log code (RX)  
Nurse Carolyn in to pass meds

Log code (CAPT IN)  
Capt. Age in

Log code (SGT IN)  
Sgt. Silvers in

**All People Exiting your Dorm/Unit except Deputies Assigned as Rovers**

Log code (MED OUT)  
Nurse John out

Log code (LT OUT)  
Lt. Sweeney out

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

Log code (CAPT OUT)  
Capt. Age out

Log code (SGT OUT)  
Sgt. Silvers out



**Informational Telephone Calls (LINK if it concerns an inmate)**

**Log code (FYI) (LINK to inmate)**

Capt. Age called and advised that i/m Down, Mark has a scheduled appointment with a forensic psychologist.

**Log code (OTH)**

Kitchen called and advised that dinner will be late 15 minutes.

**Log code (FYI)**

Lt. Crane called and advised that the i/m's can watch the World Series and stay up past lockdown.

**Mail or Paperwork Picked-up or Delivered to Inmates (NEVER link to inmate)**

**Log code (PWPU)**

D/D E. Reis picked up paperwork

**Log code (MAIL)**

All mail passed out

**Log code (MPU)**

D/D Hill picked up mail

**Meals in Dorm/Unit**

**Log code (FI)**

Food and juice carts in (3 straps, 54 trays)

**Log code (OTH)**

Serving starts, no shortage

**Log code (CLEAN S)**

Clean up starts

**Log code (FO)**

Food and juice cart out (3 straps, 54 trays)

**Log code (CLEAN F)**

Clean up ends

**Razor Pass (Razors SHALL be linked to inmates)**

**Log code (RZO) (LINK to inmates)**

20 new razors, 5 passed out

Mazza, Joseph

Tanzi, Michael

Dahmer, Jeffrey

Bundy, Ted

Manson, Charles

**Log code (RZI)**

5 razors returned, all 20 razors accounted for

**Head Counts**

**Key West**

**Log code (HC)**

Physical head count conducted, called into I/R Control

54-0-54

**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

**Plantation Key**

**Log code (HC)**

Physical head count conducted, called into Main Control

Dorm 46-0-46

ISO 1-0-1

47-0-47

**ALL facilities**

**Log code (HCC)**

Head count clears

**Recreation**

**Key West Units, Marathon, & Plantation Key**

**Log code (DAY IN)**

Day room opened, phones on, TVs on

**Log code (RECO)**

Rec yard opened

Log code (RECC)  
Rec yard closed

Log code (DAY OUT)  
Day room closed, phones off, TVs off

Key West Dorms and Units A1 & B1

Log code (DAY IN)  
Day room opened, phones on, TVs on

Log code (RECO) **(LINK to inmates)**  
Rec yard opened  
Freeman, Jason  
Black, Shawn  
Perez, Luis  
to rec  
51-3-54  
3 REC

Log code (RECC) **(LINK to inmates)**  
Rec yard closed  
Freeman, Jason  
Black, Shawn  
Perez, Luis  
back from rec  
54-0-54

Log code (DAY OUT)  
Day room closed, phones off, TVs off

**Disciplinary Problems with Inmates and  
Information Deputies Assigned to Post shall  
be Aware of (FYI's and High Priority)**

Log code (FYI) **(Mark as High Priority)**  
Major Age will be conducting inspection  
tomorrow from 0800-1400 hours.

**Relief in/out**

Log code (REL IN)  
D/D Echevarria in (specify 15 or 30 minute  
break)

Log code (REL OUT)  
D/D Echevarria out (specify 15 or 30 minute  
break)

**End of Shift Entries**

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

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

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