
  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:001	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Animal Farm/Landscape Specialist	

#### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Animal Farm/Landscape Specialist. The Animal Farm/Landscape Specialist is responsible for the feeding and care of the animals on the farm and for maintenance and development of the facility grounds. The assigned person will be responsible for ordering all supplies needed for the farm and will oversee the design, construction, and maintenance of all animal living quarters. The assigned person will be responsible for the cleanliness, appearance, and upkeep of all Monroe County Sheriff's Office (MCSO) facility grounds. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### SCOPE:

This post order applies to the individual assigned duties as the Animal Farm/Landscape Specialist.

#### SUPERVISOR:

Executive Aide to the Sheriff.



#### DUTIES AND RESPONSIBILITIES:

The Animal Farm/Landscape Specialist responsibilities and duties shall consist of, but not be limited to:

- Supervise and train all inmates assigned to the farm/landscape work crew.
- Complete daily inmate worker documentation for Inmate Service Sergeant.
- Supervise and train Farm Assistant /Landscaping Specialist.
- Maintain security within the farm/landscape area.
- Supervise the care and feeding of the farm animals.
- Provide special nutrient needs to sick or injured animals.
- Maintain an animal management program that meets or exceeds USDA standards.
- Maintain current license(s) and certification for the animal farm.
- Oversee the operation of on-site clinic.
- Provide on-site treatment without on-site veterinary supervision.

- Maintain exact and current medical charts for each individual animal on the farm.
- Approve all adoptions or intake of animals.
- Coordinate news press releases and organize animal farm fund-raisers in conjunction with the Public Information Division.
- Schedule and conduct animal farm tours for area schools and community groups.
- Maintain and update social media (Facebook) account and Amazon.com Wish List.
- Have knowledge of tropical and sub-tropical shrubs, trees, etc.
- Maintain cleanliness and appearance of facility grounds.
- Maintain petty cash and records of petty cash purchases.
- Accepts donations to the animal farm and takes the donations to Finance to be deposited.
- Maintain hurricane evacuation plan, and remain on-site as essential personnel.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:002	<b>REFERENCES:</b> FMJS 10.01
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Post Orders	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> MCSO Commissary Clerk	

### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the MCSO Commissary Clerk. The MCSO Commissary Clerk is responsible for the operation of the MCSO Commissary including fiscal accountability and documentation of all commissary orders. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### **SCOPE:**

This post order applies to the individuals assigned duties as MCSO Commissary Clerks.

### **SUPERVISOR:**

Programs Services Director.

### **DUTIES AND RESPONSIBILITIES:**

The MCSO Commissary Clerks' duties and responsibilities shall consist of, but not be limited to:

- Maintain and audit receipted items purchased by the inmates/detainees.
- Account for all monies taken in via the

booking process and prepare for deposit in a timely manner. Each deposit bag from the property clerk safe, will be opened and all money and checks accounted for and accounted and written on a deposit slip is completed. All deposits will be verified by another clerk who will sign the paperwork show they verified the deposits and they are correct. Once verified and correct, All monies will be taken to finance for deposit. The Finance clerk receiving the deposit bag will sign for receipt of deposit bag with their signature, date and time.

- Process weekly payable by invoice from Finance, process making sure to add the company name, invoice number, date range, and verifying the amount is correct, then process the checks, each check will be verified by another clerk who will sign the paperwork showing they verified the payables and they are correct. Take the payables to finance and have the finance clerk sign for receipt of the payables checks, keep a copy of the signed form and then file.
- Process inmate/detainee request for money to be withdrawn from their inmate account. The inmate will be charged a processing fee. If the check is to be mailed out the inmate must complete a self- addressed envelope to where the check will be mailed to.
- Process all requests and forms from Inmate Services and Programs staff in a timely

manner, the charging of fees for medical, legal copies, pro se supplies, indigent packages, notary, reading glasses, work release, second mattress rentals, DR and ID replacement, etc. and reimburse for over charged fees. (Processing and daily subsistence fees are automatically deducted from the inmate's/detainee's account by the computer.)

- Handle discrepancies to inmate/detainee accounts and MCSO commissary issues.
- Coordinate with the accounting unit in identifying and remedying any discrepancies.
- Respond to inmate/detainee requests on MCSO commissary related items within five (5) working days.
- Report all unusual events to your supervisor.
- Ensure Trust Account Withdrawal Forms for MCSO commissary items are gathered and arranged by Units or Dorms.
- Process all checks for inmate sent to prison
- Inmate/detainee Trust Account Withdrawal Forms will not be transmitted via interoffice mail.

### **MCSO Commissary Delivery**



- The Commissary Clerk will process all orders received from the inmates on the inmate Trust Account Withdrawal Forms weekly.
- Each inmates form will be processed by checking the inmates account and making sure the inmate has the funds available for the items they are requesting to purchase or if the inmate is indigent.
- Commissary items: Indigent packages, Reading glasses, Tablet earbuds. , Rental mattresses will be delivered in a timely manner to all units, dorms and forwarded to PK Jail for delivery by the dorm deputy.
- The MCSO Commissary Clerk will load a

cart with items as indicated on the Inmate Trust Account Withdrawals Forms and deliver them to the inmates in all Units and Dorms.



- Each inmate's/detainee's identity must be verified utilizing the agency issued photo identification tag prior to receiving of any commissary item. For identification purposes, DO NOT utilize inmate/detainee armbands without pictures.
- Check for completeness of paperwork and note any discrepancies.
- Ensure that all inmates/detainees sign for receipt of their ordered items.
- When delivering the units and dorms the equipment taken must be account for at all times. Before going in and before leaving the unit or dorm. (Pens, Pencils, Markers, etc.)
- If an inmate/detainee refuses the order, return the entire order to the MCSO Commissary and void the transaction noting the inmate/detainee refused the order.
- Undeliverable items due to inmates/detainees being out of the Dorm/Unit may be left with the Deputy to be delivered upon inmates/detainees return, except for reading glasses and Tablet earbuds.
- The Commissary Clerk will continue the process until all orders are delivered weekly.
- If an inmate/detainee has been released from jail, put the items back in stock and reimburse the inmate's/detainee's account.
- Once a week check Hair Clipper Bag and/or exchange. The clerk will go to each dorm and unit wearing protective gloves, check to make sure the electric hair clippers are working and clean, replace if needed. The plastic spray bottle of 'Mar-V-Cide' (Germicide and Fungicide), used to clean the clippers, and must have a label with the solution name on it. Check all guards for proper working condition and replace clipper oil as needed.

- A product inventory list will be kept up to date weekly for all Commissary items, reading glasses, indigent packages, clippers, guards, clipper oil, rental mattresses, and inmate tablet earbuds.
- Inventory and document all released inmate commissary given to you by the facility commissary vendor. Your list will have the inmate name, ID #, release date. Hold for five (5) working days, after the date of release, if the inmate does not leave a release form for a family member or friend to pick it up or if the inmate does not return to pick up their commissary dispose of it and add the disposal date to your document.
- Inmates being released may leave are property release for someone to pick up their commissary items. The Person picking up the commissary items must have a valid ID and sign the release form for receipt of the items.
- File all signed inmate/detainee receipts, checks, deposit sheets and reports by name and date. Keep all records for five(5) years.
- If needed, assist the Programs Mail Clerk.
- When needed, assist any other department as requested by the Programs Services Director.

Execute all other duties, assignments, and special orders as may be directed.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:003	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Chaplain (Volunteer)	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:004	<b>REFERENCES:</b> FMJS 4.10
	<b>RESCINDS:</b> 10:005	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Post Orders	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Classification Clerks	

### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of Classification Clerks. The Classification Clerks responsibilities are varied and demanding requiring the talents of an individual with wide detention experience, good communication skills, personal initiative, and a good deal of energy. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### **SCOPE:**

This post order applies to the individual assigned duties as Classification Clerks.

### **SUPERVISOR:**

Classification Supervisor.

### **DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of Classification Clerks shall consist of, but not be limited to:


- Plan and implement procedures on special projects or programs as directed by the Classification Supervisor.

- Compute and record gain and good time.
- Ensure that county sentenced inmates are classified and assigned to appropriate housing, work, and/or programs.
- Check inmate housing assignments daily as to race ratio and/or gangs.
- Check on sentenced inmates release dates.
- Inform the Intake/Release Sergeant as to inmates to be released that morning.
- Interview and classify inmates housed in Intake Housing.
  - Provide classification identification according to the inmate's classification.
  - Inform Intake/Release and Security Sergeant of moves by providing a movement printout.
  - Inform the supervisor of the possible need for the reclassification of any inmate based upon your observation and judgement.
- File new classification folders and any additional paperwork (e.g., answered requests/grievances, contact visitation forms, drug testing forms).
- Scan all required paperwork into Fortis

Internet Database (i.e., PowerWeb).



- Participate in disciplinary hearings.
- Obtain medical clearances for transport.
- Maintain confidentiality regarding inmates' classification files.
- Attend classification committee meetings.
- Review/report incidents involving inmates' behaviors.
- Track and database general inmate population recidivism as well as inmate programs recidivism rates.

Execute all other duties, assignments, and special orders as may be directed.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	_____ Sheriff of Monroe County
	TOPIC: Classification Clerk II	

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WAS DIRECTIVE 10:005 WHICH WAS RESCINDED BY 10:004 ON 12/30/11

BOC - 10:005	Date of Original: Jan 1994	1
Dissemination Date: 12/23/11	Previous Revision Date(s): 9/15/99	
	Rescind Date: 12/30/11	

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:006	REFERENCES: FMJS 4.10
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Classification Supervisor	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Classification Supervisor. The Classification Supervisor responsibilities are varied and demanding requiring the talents of an individual with wide detention experience, good communication skills, personal initiative, and a good deal of energy. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Classification Supervisor.

### SUPERVISOR:

Captain, Support Services.

### DUTIES AND RESPONSIBILITIES:

The Classification Supervisor's duties and responsibilities shall consist of, but not be limited to:



- Supervise, orientate, and train personnel assigned to Classification.

- Assist with scheduling of staff participation in workshops and seminars offered by outside agencies.
- Plan and implement procedures on special projects or programs as directed.
- Randomly attend administrative shakedowns.
- Check inmate housing assignments daily as to race ratio and/or gangs.
- Generate a monthly report regarding inmate population, charges, and program participation.
- Attend Suicide Task Force Meeting and provide updates on inmates.
- Report to Records Department and inmate who is waiting transport to Florida State Prison or other agency.
- Interview inmates weekly who are assigned to segregation
- Respond to inmate requests and grievances.
- Develop classification personnel duty schedules.
- Submitting classification personnel evaluations and probationary reports.

filed properly.

Execute all other duties, assignments, and special orders as may be directed.

- Conduct weekly Classification Committee Meeting.
- Conduct classification staff meetings when required.
- Ensuring that ICE detainees that are on Administrative or Disciplinary Segregation are monitored according to policy BOC 4:001 and BOC 4:005.
- Supervise and ensure that:
  - Gain time and good time are correctly computed, recorded, and that release dates of inmates are calculated in accordance with established guidelines
  - County sentenced inmates are classified and assigned to appropriate housing, work and/or programs
  - All inmates are properly classified.
  - Inmates are reclassified as needed.
  - Sentences and credit for time served are calculated and entered correctly for inmates in all facilities sentenced to 364 days or less.
  - All minor infraction warnings are processed and notification is made to the Officer when a disciplinary report is required.
  - All inmates are housed according to classification status and security level.
  - All inmates are transported to prison, court, other facilities, etc. accordingly.
  - General inmate population recidivism as well as inmate programs recidivism rates are tracked and databased.
  - All contact visits are properly scheduled
  - All disciplinary reports are processed and scanned.
  - All classification folders and any additional paperwork is scanned and

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:007	<b>REFERENCES:</b> FCAC 1.04, 13.05 ALDF-1C-05, 2A-04, 2A-05, 2A-06, 3A-01, 7D-01, 7D-02, 7D-10 CORE 2A-03, 2A-03-1, 7D-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Major of the Bureau of Corrections	

**PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Major of the Bureau of Corrections (BOC). The Major of the Bureau of Corrections' responsibilities involves administrative law enforcement work in planning, directing, coordinating, managing, and commanding the Bureau of Corrections for the Monroe County Sheriff's Office.

**SCOPE:**

This post order applies to the individual assigned duties as the Major of the Bureau of Corrections.

**SUPERVISOR:**

Undersheriff.

**DUTIES AND RESPONSIBILITIES:**

The Major of the Bureau of Corrections' duties and responsibilities shall consist of, but not be limited to:

- Plan, direct, coordinate, and manage operations in the following facilities:

- Key Vaca Detention Facility
- Key West Detention Center
- Plantation Key Facility
- Holding area of the Courthouse in Key West
- Initiate and implement programs relating to detention or other organizational functions to enhance the quality of services rendered and to meet Monroe County Sheriff's Office and community goals.
- Plan, direct, coordinate, and manage the activities of the Bureau of Corrections. Participates in development of major programs and written directives.
- Ensure that the policies, procedures, rules, and regulations of the Monroe County Sheriff's Office and BOC are readily accessible by all employees, properly implemented, and that each major administrative or specialized unit has standard operating procedures.
- Ensure that the following manuals are reviewed annually and updated as needed: [FCAC 13.05] [ALDF-1C-05, 2A-04, and 3A-01]
  - BOC Directives Manual,

- BOC Emergency Procedure Manual,
- MCSO General Operations Manual (only the chapters that pertain to the BOC), and
- MCSO Emergency Operations Manual (only the sections that pertain to the BOC)
- Consolidate quarterly reports received from various divisions and submit them to the Sheriff each quarter. The final report must contain at a minimum:
  - Major incidents (e.g., deaths, escapes, fire, etc.) [FCAC 1.04a]
  - Population data [FCAC 1.04b]
  - Major developments or achievements [FCAC 1.04c]
  - Major problems and plans for solving same [FCAC 1.04d]
  - Assessment of staff and inmate morale [FCAC 1.047e]

Provide quarterly updates on the Sheriff's Office annual goals and objectives. This includes assessing achievement and documenting findings. As necessary, ensure program changes are implemented in response to findings. You will also ensure that all employees under your command are aware of the goals and objectives and are diligently working to meet them. [ALDF-7D-01 and 7D-02]

- Review and approve actions and decisions of subordinates.
- Provide interagency and other governmental liaison for the Monroe County Sheriff's Office.
- Resolve crisis situations with staff. Respond to and take command of crisis situations as necessary.
- Direct computation of data based on statistical studies and analysis of past and current years to prepare budgets and justify



funds requested. Control expenditures against budgets and prepare financial reports. Prepare monthly reports for the Sheriff.

- Assist in the annual planning and budgeting process by preparing and submitting equipment needs, capitol improvement plans, recommendations, and other necessary resources for facility operations and programs. [ALDF-7D-10] [CORE-7D-02].
- Plan, direct, manage, and coordinate the Detention Program for the Monroe County Sheriff's Office ensuring care, custody, and control of inmates.
- Supervise internal investigations and implement discipline measures as directed by the Undersheriff and Sheriff.
- Administer a comprehensive training program for Detention Deputies. Review proposed programs. Ensure that training meets all approved standards.
- Participate in community and public relations activities.
- May represent the Monroe County Sheriff's Office at public functions, as requested.
- Respond by telephone or in writing to inquiries or complaints from the public.
- Conduct and document staff meetings at least once per month with all division heads. Ensure that division heads hold and document monthly meetings with their key staff (these meetings may be combined).
- Supervise and designate a master list of those that can export video from each correctional facility. The list will be maintained by the Operations Commander.

Personal contact and interaction between staff and inmates is required and will be facilitated. [CORE 2A-03] You or your designee shall visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and

working conditions. [ALDF-2A-05 and 2A-06]  
[CORE-2A-03-1]

Execute all other duties, assignments, and  
special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:008	REFERENCES: None
	RESCINDS: Policy Directive 4	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Courthouse Holding Cell Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Courthouse Holding Cell Deputy. The Courthouse Holding Cell Deputy is responsible for ensuring the personal safety of staff, the public, and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Courthouse Holding Cell Deputies.

### SUPERVISOR:

Transportation Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Courthouse Holding Cell Deputy's responsibilities and duties shall consist of, but not be limited to:

### General Duties

- Be attentive to your duties at all times.
- Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.
- Ensure you pass on information to the relieving deputy regarding any ongoing activities, existing emergencies, or conditions.
- Notify the Transportation Sergeant and complete an Incident Report concerning all alarms, emergencies, unusual events, any incidents that threaten the facility or any person therein, or special tasks concerning your area as soon as feasible.
- Answer the telephone properly (i.e., Courthouse Holding, Deputy Taylor).
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- All agency owned equipment will be used for agency business only.

### Specific Duties



- Receive court docket list from court security for the next court day.

- Coordinate the transport of inmates to and from the courthouse.
- Coordinate the movement of all inmates, including applying the proper restraints, as needed for court, and coordinate this with court security.
- Ensure every inmate receives a bagged lunch during the scheduled lunchtime.
- Operate the vehicle sally port doors and holding area doors from the Control Room.
- Maintain a Duty Post Log and make entries concerning the following:
  - List of inmates delivered for court and the time delivered.
  - Inmate names moved to or from courtrooms and the times.
  - List of inmates picked-up by Transportation for transfer to the facility and time.
- Coordinate with the facility and Transportation to receive a inmate worker for clean up of the holding cells and Control Room as needed. The inmate worker is the ONLY inmate allowed in the Control Room, and then he or she must be under direct supervision.
- Maintain good communications with the Transportation Sergeant to ensure prompt action in any emergency or last minute situations.
- Maintain control of the holding area and inmates in these areas at all times.
- Detainee's remanded to custody by court shall be escorted to Court Holding by a Court Holding Deputy on notification by Court Deputy. Ensure that all remanded to custody inmates are properly searched prior to being placed in holding.
  - Court Deputies should apply handcuffs at the time the subject is remanded.
- Court Holding will apply shackles upon receiving the subject.
- Court Holding will search the detainee upon entering facility.
- Perform a pat search of the remand while handcuffed.
- Deputy will remove all property from his or her pockets and turn pockets inside out.
- Have remand remove his or her shoes and socks then search them.
- Examine the bottom of the remand's feet and between his or her toes.
- Examine inside remand's mouth. Have him/her open mouth and raise tongue.
- Have remand place all of his or her personal property (not already taken) on the counter. This includes belts and shoe laces.
- The remand's personal property will be inventoried and placed into a brown paper bag with the remand's Inmate Personal Property Receipt form stapled to the bag.
- All monies will be counted by at least two deputies then placed into a money envelope with the name and amount on the outside of the envelope. The names of the two deputies will be written on the Inmate Personal Property Receipt form. Also, the remand's name, amount of money, and the names of the two deputies that counted the money will be logged into the jail log. The envelope will then be placed into the remand's brown paper bag with the rest of their property. The paper bag will then be locked in the transport vehicles driver's compartment for safekeeping.
- The Transport Deputy should be the one who inventories the remand's property whenever possible. If the Receiving Deputy is not the Transporting Deputy, the Transporting Deputy will sign the Inmate Personal Property Receipt form upon accepting it to be secured in the

transport vehicle driver's compartment.

- Court Holding will make sure court minutes remanding the subject to custody accompany the remand.
- Receive all court associated paperwork from court security (e.g., Court Minutes, Court Orders).
- Deliver all court associated paperwork to the Records Division utilizing Transportation.
- You are the ONLY one allowed to operate the Control Room controls.
- Ensure that all doors are secured at all times, especially the sally port door.
- Ensure that **NO** weapons enter the holding cell area of court holding. All weapons will be secured in the weapons lockers located by door #4 after entering the sally port.
- When inmates are being moved between the courthouse holding cells and the courtroom, they shall be secured utilizing handcuffs, leg shackles, and belly chains. If two or more inmates are going to/from the same courtroom, they shall also be attached to each other by utilizing the restraint cable. Ensure that all restraints are done in the holding cell area by doors 10 and 11 in full view of the Control Room Deputy and outside the courtroom door. Leg shackles shall remain on all inmates while in the courtroom. Handcuffs and belly chains will be removed or left on while the inmates are in the courtroom according to the judge's operating procedures.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:009	<b>REFERENCES:</b> FCAC 10.12, 14.17, 16.09, 22.03(a,b), 22.05 FMJS 3.02(g), 10.02, 11.18, 15.03 ALDF-2A-03, 4A-17, 4B-02, 5B-11 CORE-2A-02, 2A-24, 4A-06, 4B-01, 4B-02, 5B-03
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 8
	<b>CHAPTER:</b> Post Orders	 <hr/> Sheriff of Monroe County
	<b>TOPIC:</b> Dorm/Unit Deputy	

#### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Dorm/Unit Deputy. The Dorm/Unit Deputy responsibility is to ensure the personal safety of staff and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned and provides direct supervision to the inmates. [FCAC 22.03a] There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

At all times Dorm/Unit Deputies are located within sight or hearing distance of inmates and can respond promptly to calls for help or emergency situations. [FCAC 10.12] [ALDF-2A-03] [CORE-2A-02]

#### **SCOPE:**

This post order applies to the individuals assigned duties as Dorm/Unit Deputies.

#### **SUPERVISOR:**

Shift Sergeant.

#### **DUTIES AND RESPONSIBILITIES:**

The Dorm/Unit Deputy's duties and responsibilities shall consist of, but not be limited to:

##### **General Duties**

- Provide direct supervision of inmates in your housing area. [FCAC 22.03a]
- Ensure you pass on information to the relieving deputy regarding any ongoing activities, existing emergencies, or conditions.
- Notify the Shift Supervisor of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.
- Answer the telephone professionally (i.e., Dorm Echo, Deputy Taylor).

- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- All agency owned equipment will be used for agency business only.
- A female deputy will be present in the female housing unit when a male deputy is in the unit unless an emergency situation arises.
- Prior to staff of the opposite sex entering an inmate dorm/unit, the unit/dorm deputy and entering deputy will announce their presence. [BOC 8:031, 8:031]
- Sheriff's personnel shall not recommend or suggest to any person arrested, prisoner, or any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman. Sheriff's personnel shall not become surety, guarantor, or furnish bail for any person arrested or charged with a crime except for members of their immediate family and then only upon notification of the Operations Commander. Furthermore, advice shall not be given, nor speculation offered, on the outcome of any court action (e.g., advising inmates not to bond out but to wait for First Appearance Court to bond out).

### **Specific Duties**

- Special Confinement Sheets (Complete procedures are in BOC directive 4:004.)  
  
Fill out your Special Confinements Sheets fully. All observations must be documented contemporaneously (i.e., at the time you observe the inmate) and irregularly within the specified time frame on the Confinement Sheet and Watch Form.
- Court Movements/Transportation  
  
You shall ensure inmates are ready for pickup/ delivery at the times designated on the court/ transportation call list or as instructed by any of your supervisors.

### • Day-Room

- Day-rooms shall be utilized for feeding of meals.
- Day-rooms are to be cleaned after each meal per the inmates' schedule. The cleaning will be done under your supervision and direction.
- Day-rooms are to be kept clean and orderly at all times.
- Workers used to clean the immediate living area will be selected by schedule. All inmates are required to keep their immediate area clean.

### • Emergencies

- Medical Emergency: You are to notify the Medical Division first regarding any type of medical emergency. You are to follow-up immediately with notification to Main Control. In the event the Medical Division cannot be immediately contacted, you are to notify Main Control of the emergency. Main Control will make the ALL CALL announcement and contact the Shift Supervisor.
- Non-Medical Emergency: All non-medical emergencies shall be reported to Main Control via the radio or telephone. Main Control will then make the ALL CALL announcement and contact the Shift Supervisor.
- Fire: Fire Evacuation Plans are to be mounted and maintained in the deputy's bathroom of each Dorm/Unit. When fire is discovered in your Dorm/Unit, You are to notify Main Control as appropriate. You shall evacuate inmates to the areas designated by the facility's Fire Evacuation Plan when directed by your Shift Supervisor. See the Emergency Procedures Manual directive EP:007 for additional instructions in case of fire.
- You shall supply back-up to fellow deputies when applicable. [FCAC 22.03b]

- Head Count (Complete procedures for security rounds and head counts are in BOC directives 8:020 and 8:021.)
  - Formal physical head counts shall be conducted at the beginning of each shift, at 1200 and 2300 hours, and at any other time so designated by the Intake/Release Sergeant or Shift Supervisor.
  - Formal physical head counts shall be recorded on the Unit/Dorm Head Count Form.
  - All Unit/Dorm Head Count Forms shall be originals. No corrections, deletions, strikeouts, etc., will be acceptable. All head count forms shall be filled out in black ink.
  - The Rover shall collect the Unit/Dorm Head Count Forms and deliver them to the Intake/Release Sergeant.
  - Physical head counts shall be recorded in the Dorm/Unit Logbook. This includes the hourly physical head counts required between 2300 and 0600 hours. These will be logged under the log code "HC".
  - Your SmartCop Inmate Roster shall be kept up-to-date at all times. It must be updated to reflect any changes occurring throughout your shift. You shall print an Easy Site Placement sheet at the beginning and end of your shift.
- Key Control (Complete procedures are in BOC directive 8:015.)
  - Upon being relieved, the Dorm/Unit Deputy shall relinquish any keys to the relieving deputy.
  - The relieving deputy shall count the number of keys he or she is receiving and match them against the key count designated on the key ring. Any discrepancies shall be reported to the Shift Supervisor immediately.
- If you are the second deputy in the dorm/unit, you shall pick-up your keys from the key watcher system at the beginning of your shift and return your keys to the key watcher system at the end of your shift.
- Any lost or broken keys shall be immediately reported by the Dorm/Unit Deputy to the Shift Supervisor. The deputy shall complete an Incident Report and forward it to Operations through the chain-of-command. The deputy shall bring the key ring to the Inmate Services Sergeant to have the keys replaced.
- Inmates are never allowed to touch any detention facility key.
- Logs
  - The first entries a Dorm/Unit Deputy shall record in the Dorm/Unit Logbook will be:
    - Head count being conducted
    - Head count completed and submitted to Intake/Release Sergeant
    - Head count cleared, your name, the name of the deputy you are relieving, equipment and keys received, and all pass down information received.
  - All head counts shall be recorded in the Logbook at the time of counts.
  - All Dorm/Unit Deputies shall note any incidents or important facts they feel are vital information for another deputy or shift.
  - Movements in and out of the Dorm/Unit shall be recorded in the Logbook and on an Inmate Site Placement Form. This process shall be known as a running count of how many inmates are in and how many are out.
  - All paperwork is to be forwarded to the Shift Supervisor at the end of the shift

by the Rover.

- Refer to the Standardization of Log Entries written directive 1:032 for complete instructions on logbook entries.
- Mail
  - No deputy will give any legal advice. No deputy shall give any legal material unless it comes through proper channels, Programs Department or Shift Supervisor.
- Mail (Complete procedures are in BOC directive 5:002.)
  - Mail collection and distribution shall be conducted in the Property Room Monday through Saturday, excluding Federal holidays.
  - The Dorm/Unit Deputy will pass out the mail when received from the Rover in an expedient manner.
  - Legal mail will be opened and checked for contraband in the presence of the inmate by the Dorm/Unit Deputy only if contraband is suspected; otherwise, legal mail is NOT to be opened.
  - Outgoing mail will be scanned by the Dorm/Unit Deputy before being sealed.
  - At the end of the shift, the Rover will drop the mail off in the Property Room.
- Grievances (Complete procedures are in BOC directive 5:003.)
  - Inmate grievances are to be given directly to the Dorm/Unit Deputy by the inmate.
  - Inmate requests for assistance may be given to you by the inmate and handled accordingly. If you cannot assist with the request, you are to give the request to the Shift Supervisor.
- Medical Request (Complete procedures are in BOC directive 5:003.)

Inmate requests for medical attention are to be placed directly into the Medical Box by the inmate.

- Maintenance
  - Emergency maintenance requests shall be reported immediately to the Shift Supervisor for his or her coordination.
  - Non-emergency maintenance requests shall be documented on a Daily Maintenance Report Form and in the Dorm/Unit Logbook. Forwarded all Daily Maintenance Report Forms to the Shift Supervisor at the end of your shift.
- Meals (Complete procedures are in BOC directive 6:005.)
  - You are to assemble your inmates for meals at the times designated by the master schedule. Meals shall begin at the following approximate times:
    - 6:15 a.m. - Breakfast
    - 11:00 a.m. - Lunch
    - 6:15 p.m. - Dinner
  - The Floor Rover/designee shall deliver the food to each housing Dorm/Unit. [ALDF-4A-17] [CORE-4A-06]
  - You shall monitor the food trays for complete meals, quality, quantity, etc., prior to distributing the trays to the inmates. You are to maintain visual contact with each tray for each individual inmate to ensure stealing does not occur. [ALDF-4A-17] [CORE-4A-06]
    - When the trays are delivered, count all items (e.g., trays, spoons, fruit).
    - Serve one tray and one spoon to each inmate. Hairnets and gloves shall be worn by the inmate worker or deputy that is serving the food.
    - After all trays have been served,

monitor the Dorm/Unit for complaints or possible problems.

- Upon completion of the meal, have each inmate pass his or her tray to you at the front of each Dorm/Unit.
  - Count all trays when returned.
  - When all items have been accounted for, have them returned to the kitchen and clean up will begin.
- Recreation (Complete procedures are in BOC directive 6:017.)
    - Dorm, Sickbay, and Unit A-1 Deputies shall assemble inmates at the time designated on the Recreation Schedule for escort by the Rover/designee to the recreation yard. You shall count the inmates leaving your Dorm/Unit.
    - The Rovers shall supervise inmates participating in recreation in the main recreation yard. When the Rover returns the inmates, count the inmates to ensure the number of inmates leaving your Dorm/Unit and the number of inmates being returned to your Dorm/Unit is the same.
    - Unit Deputies shall leave their recreation yard doors unlock during authorized recreation hours.
  - Releases/Inmate Workers
    - You shall ensure inmates leave their area in an orderly and clean manner before being released from the facility.
    - Releases shall be coordinated between the Classification Division, the Intake/Release Sergeant, and the Dorm/Unit Deputy.
    - Immediately after an inmate has been released, an inmate worker will disinfect the mattress and pillow of the inmate being released.
    - Only those inmates assigned on the

Inmate Worker Work Schedule will be allowed outside the Dorm/Unit to work.

- Multiple Occupancy Cubicals

ALL beds will be made by 9:00 a.m. If an inmate wants to lie down, he or she must lie on top of the covers.

- Security Rounds/Visual Check of Inmates (Complete procedures for security rounds and head counts are in BOC directives 8:020 and 8:021.)

You shall conduct security rounds/visual check of inmates in your Dorms/Units at least once every 30 minutes. Rounds are also to be made INSIDE the cubical areas. [CORE 2A-24]

**NOTE: Between 2300-0600 hours, security rounds/visual check of inmates shall be made a minimum of once every thirty (30) minutes, but on an irregular schedule to ensure their state of well-being. Remember to also conduct and record your head counts on an hourly basis between 2300 and 0600 hours.**

- Security rounds/visual check of inmates shall be documented in the Dorm/Unit Logbook. These will be logged under the log code "SR". If there is an emergency situation that prevents you from conducting your rounds within 30 minutes, note in the remarks section why you were late when you log your next round.
- Head counts will be logged under the log code "HC".
- You will inspect all areas and perimeters of your Dorm/Unit for sanitation, security breaches, and for items in need of repair.
  - You will correct any sanitation problems.
  - You will correct and report to the Shift Supervisor any security breaches.

- You will prepare a Daily Maintenance Report Form on any item in need of repair.
  - The door to the housing Dorm/Unit is to remain locked at all times.
- Shakedowns and Searches (Further procedures for searches are in BOC directive 8:026.)
  - When the Shift Supervisor deems a shakedown or search is necessary, the shakedown or search shall be conducted under the supervision and direction of the Shift Supervisor.
  - During the normal course of your duty, you will usually search and look through your Dorm/Unit for contraband or maintenance needs.
  - Shakedowns and searches are to be performed in a thorough manner. Deputies shall take care not to unjustifiably disturb the inmate's living area.
- Sick Call/Medical
  - You shall assemble inmates for sick call/medical and have them escorted to Medical via Rover or Medical Deputy at the direction of the Medical Division.
  - Medical emergency responses shall be coordinated between yourself, Rover, Medical Division, and Shift Supervisor.
  - Refusal of medical treatment will be documented on a Refusal of Medical Treatment Form made available via the Medical Division.
  - You will assemble inmates for medication in accordance with the master schedule.
- Activities/Programs
  - All activities (e.g., religious, GED, AA, NA) shall be scheduled by the Programs Services Division.
  - Activities shall be conducted where/when space is available and at

no time will activities jeopardize security.

- At no time shall any outside activity volunteer give any inmate any item.
  - Supplies
    - Cleaning material shall be distributed and maintained during the day and evening shift.
    - Supplies are to be ordered by the night shift.
    - Razors are to be issued and retrieved as per the Inmate Razor Issuance BOC directive 6:012.
    - Hygiene supplies are to be provided to the inmates.
    - Each Dorm/Unit Deputy will monitor cleaning materials to ensure waste or pilferage does not occur.
- NOTE: The janitor's closet door shall be unlocked only when an inmate is getting cleaning materials from the janitor's closet under the direct supervision of the Dorm/Unit Deputy. The janitor's closet door shall remain locked at all other times.**
- Linen/Clothing Exchange (Complete procedures are in BOC directive 1:015.) [ALDF-4B-02] [CORE-4B-01 and 4B-02]
    - Clothing (personal and uniforms) exchange shall be conducted two (2) times per week. Each inmate will be issued two towels which will be washed with their personals. [FCAC 14.17]
    - Linen exchange shall be conducted once a week.
    - The Laundry Deputy will perform the laundry exchange for all the housing areas in accordance with the Laundry Schedule.
    - Sheets and uniforms will be exchanged on a one-for-one basis. (Example: The inmate gives you one dirty sheet and

you will exchange with the inmate one clean sheet. If the inmate does not give you a dirty sheet, you will not give the inmate a clean sheet.)

- All dirty items will be received without knots in order to expedite the laundry process.

- Telephones

- Each inmate housing Dorm/Unit shall be equipped with a pay telephone station located in the Dorm/Unit. Calls are made on a collect or calling card basis only. [FCAC 16.09] [ALDF-5B-11] [CORE-5B-03]
- Inmates shall not be permitted to directly receive incoming telephone calls.
- In cases of emergency, the incoming calls shall be routed to the Shift Supervisor. The Shift Supervisor shall take the necessary action to verify the emergency. In such cases as family death, the Shift Supervisor shall seek the services of a Chaplain to inform the inmate. If chaplain services are not available, the Shift Supervisor shall inform the inmate as tactfully as possible. The Shift Supervisor will then allow the inmate to make emergency phone calls as necessary.
- You are to monitor the amount of time any one inmate uses the telephones. If inmates are waiting to use the telephone, a 15-minute limit will be placed on the inmate using the phone. [FCAC 16.09]

- Deputy Radios/Telephones [FCAC 22.05]

- Each deputy will carry a radio. The radio is to be left on the assigned channel at all times. No unnecessary communications will be made on the radio.
- Routine communications will be maintained between areas via telephone.

- The deputy's telephone will be used for communications within the facility. In case of emergency, incoming calls shall be routed to the Shift Supervisor. The Shift Supervisor shall take the necessary action to verify the emergency, and notify the deputy.

- The deputy's telephone and radio are not to be used by inmates.

- The radio is to be maintained on your belt at all times when not in use.

- Follow BOC directive 1:023 for proper telephone courtesy procedures.

- Visitation (Complete procedures are in BOC directive 5:004.)

- Visiting hours will be posted.
- The Receptionist will call your Dorm/Unit to inform you an inmate has a visit.
- The Floor Deputy will send the inmate to the visitation area.

- Attorney Visits (Complete procedures are in BOC directive 5:001.)

Attorneys may normally visit during non-lockdown hours. Attorney hours are posted.

- Windows



All windows in the Dorm/Unit area are to be kept clean of clutter. There will be nothing on any of the windowsill.

- Classification Actions

- All non-emergency moves of inmates from one housing Dorm/Unit to another are to be made by the Classification Division.
- Immediately after intake, a Classification Deputy/Clerk assigns an inmate to a housing area. When inmates are escorted to your housing Dorm/Unit, you are to review the housing assignment to see if the inmate has a special housing need (e.g., bottom bunk).

- You will assign the inmate his or her cell, pod, and/or bunk taking into consideration any special housing needs indicated by Classification. You will enter the new intake and his or her cell, pod, and/or bunk assignment into the SmartCop Inmate Roster.
- Television
  - Televisions are to be maintained at a sound level where a normal level of voice communication can be initiated without undue interference from the television set.
  - Television channels shall be selected by majority preference. The television is a privilege and may be withdrawn when rules are not followed.
  - The remote control is to be maintained by the Unit/Dorm Deputy. Do not give the remote control to inmates.
- Haircuts (Complete procedures are in BOC directive 6:010.)
  - Each inmate will utilize his own comb for haircuts.
  - Hair clippers will be available during the night shift.
  - Inmates must sanitize hair clippers between each user. A sanitizer will be made available to the inmates.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:010	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Executive Assistant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Executive Assistant. The Executive Assistant is responsible for secretarial and administrative support to the Major of the Bureau of Corrections. The work involves dictation, machine transcription, typing, word processing, maintaining logs and files, some bookkeeping and receptionist duties, and may involve such activities as research and/or special administrative projects. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Executive Assistant.

### SUPERVISOR:

Major of the Bureau of Corrections.

### DUTIES AND RESPONSIBILITIES:

The Executive Assistant's duties and responsibilities shall consist of, but not be limited to:

- Order and maintain supplies for administrative office.
- Set up and maintain files. Log in a variety of records any of which may be confidential.
- Type and proof letters, memorandums, forms, and any other documents required.
- Receive visitors, answer questions, and provide general information regarding written directives, procedures, rules and regulations.
- Keep an up-to-date meeting/appointment calendar, and ensures the availability of meeting materials and equipment.
- Receive and distribute administration mail. Screen, categorize, and prioritize mail and research data for attachment(s).
- Draft responses for appropriate signature for routine/general inquiries.
- Code and classify materials for filing in accordance with established procedures.
- Maintain petty cash and records of petty cash purchases.
- Exercise independent judgement with respect to real or potential problems and, on own initiative, bring to attention of appropriate member with recommended

action.



- Take dictation and transcribe letters, memorandums, meeting minutes, and other information as requested.
- Review forms, post records, and maintain routine accounts for office bookkeeping activities.
- Edit and proof reports. Identify apparent errors and correct them or coordinate and follow up for corrective action.
- Research data as requested, and prepare or assist in the preparation of information for meetings or presentations.
- Assist other facility divisions and units as necessary.
- Perform related work as required.
- Screen telephone calls and direct inquiries to the appropriate division.
- Makes all travel arrangements inclusive (e.g., hotel, registration, travel) for Major of the Bureau of Corrections and may assist others if necessary.
- In addition to administrative support to the Major of the Bureau of Corrections, may assist other Corrections Commanders when needed.
- Assist in financial issues review, if needed, between Bureau of Corrections and Finance Division.
- Schedules telephone interviews for ICE or court telephone interviews.
- Logs and then e-mails ICE requests and grievances to KROME.
- Inform the inmate insurance company within the required time whenever an inmate is admitted to the hospital or emergency room.
- Maintain an up-to-date list of all contract inmates, thereby allowing you to:

- Invoice monthly the contracting

agencies (e.g., ICE, USM, BP, Customs) with the per diem and transportation charges.

- Maintain an up-to-date income report on all contract monies invoiced and/or received throughout the fiscal year and provide this report to the chain-of-command as needed.
- Complete a Contract Employee Identification Card on all approved and hired contract employees.
- Maintain accurate spreadsheets covering income received from fingerprints and selling Officer Dining Room (ODR) meal ticket. These spreadsheets shall be reconciled at least bi-weekly and the monies received shall be deposited through the Monroe County Sheriff's Office Finance Division.
- Submit spreadsheets to the food service contractor so that we may reconcile any differences and then they can invoice us from our approved spreadsheet.
- Assist in covering other support secretarial positions in their absence.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:011	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Inmate Services Sergeant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Inmate Services Sergeant. The Inmate Services Sergeant is responsible for supervising the Inmate Work (i.e., Inmate Worker Work) Program, training all inmate worker supervisors, administering to all Discipline Reports, screening and assigning inmate workers to details, drug test inmate workers, generate daily inmate work detail assignments, archive Incident Reports and generate monthly, quarterly, and annual reports. Oversees key control. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Inmate Services Sergeant.

### SUPERVISOR:

Support Services Captain.

### DUTIES AND RESPONSIBILITIES:

The Inmate Services Sergeant's duties and

responsibilities shall consist of, but not be limited to:

#### Inmate Workers

- Plan and coordinate inmate work details inside and outside of the facility.
- Create a daily Inmate Work Schedule.
- Verify and maintain medical clearance of all inmate workers by going to Medical and checking the inmates' H&Ps for medical evaluations to ensure inmate is physically fit to perform assigned details.
- Maintain a list of inmate workers that had problems on work details or were removed from a detail.
- Create emergency work details in the event of hurricane or other unusual events.
- Keep reports on all accidents pertaining to inmate workers.
- Administer drug tests to inmate workers and interpret drug test results. This includes advising and conferring with Medical for possible causes of test results (e.g., false positive result caused by prescription medications).
- Re-order drug test kits as needed researching vendors for competitive pricing.

- Coordinate with the upper keys facility Sergeants in making sure there are adequate inmate workers at their facilities and answer any questions they may have.
- Coordinate with the Jail Intervention Programs (JIP) counselors to screen and provide suitable volunteers from the program to work on the Farm.
- Coordinate with the Work Release Supervisor to provide sentenced inmates as possible candidates for the Work Release Program.
- Conduct training classes for inmate worker supervisors prior to authorizing them to take out inmate work crews. This orientation educates personnel in the topics of rules and regulations for all contract and non-certified supervisors having control of inmate workers. It includes Florida Model Jail Standard, Prison Rape Elimination Act, sexual harassment, hostile work environment, human diversity, key control, contraband, emergency procedures and any other information and documentation associated with work crews as deemed necessary.
- Be knowledgeable of the computer programs in order to produce monthly reports of the activities of the inmate work program. Daily inmate worker reports are gathered by all three facilities. This information will be placed in the computer. The paperwork is stored for future needs.

### **Monthly, Quarterly, and Annual Reports**

Collect data and generate monthly, quarterly, and annual reports reference:

- Number of inmate workers
- Skilled and unskilled inmate labor
- Cost savings incurred by using inmate labor (based on hours worked x minimum wage)
- Incidents involving ICE detainees
- Unusual events

### **Orientation**

Conduct jail tours and answer any questions for all personnel during orientation.

### **Disciplinary Reports**

- Research information on inmates (sentenced/not sentenced, prior Disciplinary Reports on same charge, etc.), and list penalties as applies.
- Research and review video if available or applicable. Will log on to export video and log off when task is complete.
- Conduct Disciplinary Report Hearings as the chairman of the committee.
- Advise Classification of Disciplinary Report Hearing outcome.
- Scan Inmate Disciplinary Reports into SmartCop.
- Calculate disciplinary confinement time.

### **Incident Reports**



Enter data into the computer concerning Incident Reports and Subject Resistance Reports, and then file these reports and DVDs or videotapes associated with the reports, if applicable.

### **Miscellaneous Duties**

- Assist with facility inspections as needed.
- Assist shift as needed in the event additional staffing is required (e.g., back-up calls, heavy first appearance and/or plea day dockets, overtime avoidance, relief deputy).
- Be knowledgeable of computer programs in the event it is necessary to create, re-create, reformat, or reformulate self-calculating spread sheets.
- Train and Supervise the Administration Inmate Worker.
- Maintain and re-order sanitation and cleaning supplies for the administration

area.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:012	<b>REFERENCES:</b> FCAC 14.19 FMJS 6.1-6.16
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Intake/Release Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Intake/Release Deputy. The Intake/Release Deputy must be a certified deputy. His or her responsibility is to ensure the personal safety of staff and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to certified detention personnel assigned duties as Intake/Release Deputies.

### SUPERVISOR:

Intake/Release Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Intake/Release Deputy's duties and responsibilities shall consist of, but not be limited to:

### General Duties

Be attentive to your duties at all times.

Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.

Ensure you pass on information to the relieving deputy regarding any ongoing activities, existing emergencies, or conditions.

Notify the Intake/Release Sergeant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.

Answer the telephone professionally (i.e., "Intake/ Release, Deputy Taylor").

Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.

All agency owned equipment will be used for agency business only.

Male staff will not be allowed to enter the female housing unit unless escorted by the female deputy unless an emergency situation arises.

Sheriff's personnel shall not recommend or suggest to any person arrested, prisoner, or any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman. Sheriff's personnel shall not become surety, guarantor, or furnish

bail for any person arrested or charged with a crime except for members of their immediate family and then only upon notification of the Operations Commander. Furthermore, advice shall not be given, nor speculation offered, on the outcome of any court action (e.g., advising inmates not to bond out but to wait for First Appearance Court to bond out).

## Specific Duties

### Intake Booking Process

- One male and one female deputy will be assigned to the Intake/Release Area and will accomplish the following tasks upon receiving an individual for processing.

**NOTE: If a female deputy is not assigned to the Intake/Release Area, a female deputy shall be available when needed for the intake of female detainees.**

- Maintain radio contact with Main Control for operation of the security vestibule doors.
- Ensure the flow of arresting deputies in the security vestibule is controlled.
- Ensure that no person enters the security vestibule with a weapon, including taser, baton, ammunition, speed loaders, etc. Law Enforcement Deputies may bring their chemical agent into the facility.
- Visually observe the detainee for any injuries or medical problems (e.g., cuts, bleeding, bruises, broken bones). An unconscious person or a person who appears to be injured seriously enough to require hospital treatment will not be admitted into the facility, and you will advise the Intake/Release Sergeant of your observation.
- If a detainee is refused acceptance into the facility by the Medical Staff or by the Intake/Release Sergeant because of unconsciousness or injuries that require hospital treatment, a written medical treatment form from a hospital must be submitted before the arrestee will be accepted into the facility.

- Observe the detainee's emotional state and question the arresting or transporting deputy about any unusual behavior (e.g., suicidal tendencies).

**NOTE: Ensure that the arresting or transporting deputy has completed an Arresting Deputy's Assessment of Arrestee Form. Review this form immediately upon receipt.**

- Notify the Medical Staff, Classification Division, and the Intake/Release Sergeant of any medical or behavioral problems.
- Should an arresting or transporting deputy bring an individual into the security vestibule for booking that appears to be under the influence of alcohol or drugs, the Intake/Release Deputy may choose to get an alcohol level reading from the subject using a handheld sampling device. We will no longer automatically reject arrestees solely on the basis of blood alcohol content (BAC) of 0.3 or higher. Observe if the individual can walk and talk. If the individual cannot communicate or walk, the Intake/Release Deputy will inform the Intake/Release Sergeant. The Intake/Release Sergeant along with Medical's recommendation will decide if we will accept or reject the arrestee. If rejected, the Arresting/Transporting Deputy will have to take the individual to the hospital for evaluation. The Arresting/Transporting Deputy must bring back written medical clearance from the hospital before we will accept the arrestee.
- Ensure that all proper documentation has been received from the arresting agency.
- Complete an initial review of the arresting document to ensure completeness.
- Pat search the detainee including his or her personal possessions.
- Remove the restraining devices from the

detainee.

- Collect and inventory the detainee's personal property, valuables, and money. Ensure the money is not counterfeit (see written directive BOC - 2:019 reference counterfeit money). Log the valuable property on an Inmate Personal Property Receipt Form.
- Money is placed in Intake/Release kiosk. Signature needed by detainee and deputy.
- Hand the valuables bag to the Intake/Release Sergeant who shall verify the inventory and seal the valuables bag with special tabs identified by a number. Deliver the valuables bag to Property for storage.
- Body scan detainee's before securing in holding cell.
- Obtain a visual identification of the detainee (i.e., photographs). [FCAC 14.19]
- Fingerprint and palm print the detainee.
- Interview the detainee to obtain all the information and signatures required.
- Answer or obtain the answer to questions pertaining to the detainee's needs, wants, and requests.
- Secure the detainee in the holding cell for orientation.
- Assign the detainee to a bunk within the Intake Housing Unit.
- Female Detainees will be processed by a certified female Intake/Release Deputy.
- Make rounds throughout the Intake/Release Area every thirty (30) minutes. Do fifteen (15) minute checks as required. Rounds will be within specified time frame and staggered.

**NOTE: When any detainee or inmate is placed in a holding cell, the**

**Intake/Release Holding Cell Rover shall continuously observe the individual(s).**

**NOTE: In case of an emergency, the Intake/Release Deputy will be the designated officer to remove the detainee/inmate from the holding cell.**

#### Release Process [FCAC 14.19]

The Intake/ Release Sergeant shall approve all releases.

- Cash Bond Releases

- Verify detainee's bond amount according to the charge.
- Verify detainee's money amount.
- Verify that a Records Assistant has collected the bond money and completed a cash bond receipt.
- Return the detainee's property upon release.

- Surety Bond Releases

- Verify detainee's bond amount according to the charge.
- Verify the surety bond power, amount, and proper completion.
- Verify authorized bondsman.
- Return the detainee's property upon release.

- ROR/Signature Bond Releases

- Verify that the detainee has been released on own recognizance (ROR'd) or has been granted a Signature Bond.
- Complete the ROR/Signature Bond.
- Return the detainee's property upon release.



- Other Agency Releases (e.g., South

Florida Reception Center, United States Marshal, Immigration, Customs, and Border Patrol)

- Verify that the detainee is to be released and to whom.
- If the detainee is being picked-up by the other agency, have that agency's representative sign for the release.
- Turn over all of the detainee's property to the agency representative.
- All other releases (e.g., Pretrial Services, Time Served, Probation).
  - Verify type of release.
  - Complete forms as required.
  - Return the detainee's property upon release.

**NOTE: Prior to releasing any inmate, a verification check of the inmate's photo will be done to ensure that the correct inmate is being released.**

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:013	<b>REFERENCES:</b> FMJS 6.1-6.16
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Post Orders	 <hr/> <b>Sheriff of Monroe County</b>
	<b>TOPIC:</b> Intake/Release Sergeant	

### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Intake/Release Sergeant. The Intake/Release Sergeant is responsible for maintaining the security of the facility and custody of the inmate population. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### **SCOPE:**

This post order applies to certified detention personnel assigned duties as the Intake/Release Sergeant.

### **SUPERVISOR:**

Shift Lieutenant.

### **DUTIES AND RESPONSIBILITIES:**

The Intake/Release Sergeant's duties and responsibilities shall consist of, but not be limited to:

#### **General Duties**

Only that material necessary for performance of

duties shall be permitted or as approved by the Major of the Bureau of Corrections.

Ensure you pass on information to the relieving sergeant regarding any ongoing activities, existing emergencies, or conditions. Be specific on information relayed concerning unusual incidents and situations.

Notify the Shift Lieutenant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.

Answer the telephone professionally (i.e., "Intake/ Release, Sergeant Taylor").

Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.

All agency owned equipment will be used for agency business only.

Male staff will not be allowed to enter the female housing unit unless escorted by the female deputy.

Sheriff's personnel shall not recommend or suggest to any person arrested, prisoner, or any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman. Sheriff's personnel shall not become surety, guarantor, or furnish bail for any person arrested or charged with a crime except for members of their immediate

family and then only upon notification of the Operations Commander. Furthermore, advice shall not be given, nor speculation offered, on the outcome of any court action (e.g., advising inmates not to bond out but to wait for First Appearance Court to bond out).

### **Specific Duties**

Ensure that all incoming inmates have the proper paperwork accompanying them.

Assure that all inmates are processed in a timely manner and that all paperwork is completed.

Check all release paperwork before releasing the inmate, and verify that the inmate being released is the correct inmate by doing a verification check of the inmate's photo and fingerprints.

Supervise the Intake/Release Deputy(s) and Intake/ Release Holding Cell Rover.

Ensure meals are served on schedule in your area and that meal procedures are followed (e.g., utensil/tray accountability). Coordinate to correct any schedule conflicts.

Conduct general sanitation and security inspections of inmate holding areas and common areas during each shift. During walk through, review general physical conditions and report noted deficiencies to Maintenance on a Daily Maintenance Report Form.

Coordinate and consolidate appropriate records consolidation and processing of departing state prison inmates for on-time departure.

Be especially cognizant that security is maintained during shakedown procedure of new arrestees. This is one of the most important functions performed by staff and supervisors to ensure the Facility's integrity.

Prevent the introduction of contraband by analyzing working procedures and making recommendations.

Continually supervise staff to keep them from becoming complacent during the daily work routine.

Supervise assigned deputies as they perform security checks of inmate holding cells, security windows and doors. Report all discrepancies immediately.

Be well informed of all duties to be performed by deputies under your supervision.

Remain alert and regularly patrol all areas that come directly under your supervision.

Assume responsibility and act within the level of your authority to enforce discipline issues, respond to staff and inmate questions, submit recommendations for security enhancement and/or procedures, and take corrective measures when necessary.

Ensure that Incident Reports are warranted and properly written. Review all Incident Reports to ensure that they are clear, concise, and complete. If the Incident Report lacks the basic essential facts, is unclear, and/or is poorly written, you will instruct your staff to rewrite the report.

As a supervisor you are responsible for maintaining discipline and order for correcting and/or reporting rule violations. Depending on the severity of the offense, there are different options you may propose. Refer to the Monroe County Sheriff's Office General Operations Manual for further procedures.

### **Administrative Duties**

Ensure around-the-clock accountability of ALL inmates in the facility by maintaining a 24 Hour Running Count Form.

Maintain a Master Head Count Form.

Complete an Administration Control Count Form utilizing the 0600, 1200, 1800, 2300, and hour head count.

Schedule personnel to meet daily security and operational requirements.

Verify time and attendance for payroll.

Observe and evaluate performance of deputies on posts.

Identify and recommend appropriate training needs.

Counsel and advise staff when required.

Investigate and forward all information to the Inmate Services Sergeant via the chain-of-command of the facility assaults, escapes, contraband trafficking, organized criminal activities, etc.

Prepare comprehensive investigative reports when required.

Assist in developing and/or recommending changes to policies, procedures, and post orders relating to Security and submit via the chain-of-command.

Refine functions for Intake/Release.

Exercise control over inmate visitors and official visitors.

Assist in developing plans for movement of inmates by bus or other transportation.



When you become aware of possible rule violation(s) by staff, it is your responsibility to review and investigate the issue. After all facts are known and the report is complete, you will present the issue to the Shift Lieutenant.

Be present and supervise/assist in the inmate release process by:

- Checking criminal history (FCIC/NCIC).
- Checking fingerprints and picture to verify proper inmate is being released.

Assign all intakes to the appropriate housing unit, cell and bunk when Classification is not on-duty.

Execute all other duties, assignments, and special orders as may be directed

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:014	<b>REFERENCES:</b> ALDF-4B-01
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Post Orders	 <hr/> <b>Sheriff of Monroe County</b>
	<b>TOPIC:</b> Laundry Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Laundry Deputy. The Laundry Deputy is responsible for issuing, washing, and exchanging inmate clothing, bedding and linen. He or she must ensure adequate supplies on items are available to meet the needs of the inmate population. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Laundry Deputy.

### SUPERVISOR:

Programs Services Director.

### DUTIES AND RESPONSIBILITIES:

The Laundry Deputy's duties and responsibilities shall consist of, but not be limited to:

- Laundry Deputy

- Complete all Jail Log entries daily.

- Inmate workers assigned to the laundry room will be linked time in and time out of work daily and all other inmate activities; (lunch, canteen, out for attorney, meds ect.)
- Process all inmate requests on paper or from the inmate request manager and deliver requested items as approved.
- Process new inmate worker supplies, Blue shoes and two (2) pair of socks as approved by inmate services.
- Complete inmate monthly and quarterly reports for issued socks, boxers, bra's and panties.
- Enter all inmate worker items issues in Special Requires on the inmate booking screen.
- Ensure all new uniforms, gym shorts, sweatshirts, and Inmate worker T-shirts are stenciled with the agency log.
- Process Laundry supply orders as needed

- Inspection

- Complete inventory sheets and check on duty days for all equipment, tools, supply rooms, chemicals, the sewing room, hallways, the janitor closet and other items assigned to the laundry

room.

- Inspect areas of responsibility for organization, cleanliness, contraband, and security.
- Report all discrepancies.
- Ensure the laundry room is inspection ready at all times.

- Equipment

- Ensure that washers, dryers, sewing machine, fans and air compressors are in proper working order.
- Check fluid levels to ensure that adequate amounts of sanitizer and detergent are available for continuous operations.
- Clean all equipment, tablets, floors, walls, hallways, behind washers and dryers, and dryer filters before securing the laundry room at the end of each day or submit a work order to Public Works.
- Inform Maintenance/Public Works of equipment malfunctions by submitting a Daily Maintenance Report Form.

- Supplies

- Order sanitizer and detergents as necessary.
- Request replacement uniforms, jackets, sweatshirts, blankets, towels, linen, etc., as needed from the supply room (agency purchasing agent).

- Clothing, Bedding, and Linen Issue

Adequate space is provided in Laundry to store extra clothing, bedding, and linen items needed for daily operations and hurricane emergencies. [ALDF-4B-01]

- Ensure that an adequate supply of clean, uniforms, gym shorts, bedding, shower slides, towels, sweatshirts, blankets, and linen is available that will meet the needs of the inmate population

in the facility.



- Ensure that an adequate supply of inmate worker uniforms, shoes, socks, and jackets are on hand.
- Ensure that the property rooms, Intake holding 12, Unit Alpha, medical housing area etc., have an adequate amount of clothing and linen for issue during non-duty hours.

- Exchange uniforms, towels, blankets, linen, and personals per the Laundry Schedule.

- Collect soiled clothing and linen from the property room, intake holding cells, inmate medical housing area, etc., as appropriate.
- Inspect clothing and bedding for needed repairs and repair said items. Facilities in the Upper Keys will ship items for repair to the main facility once per week.
- Ensure that doors and cabinets are locked when not in use to prevent theft of supplies and concealment of contraband.
- Ensure that no inmates other than those assigned to work in laundry are allowed access to the Laundry Room.
- Contact Main Control when out of the laundry area for any reason.
- Maintain appropriate supervision of the Laundry inmate workers in order to ensure compliance with all safety and security requirements.
- Machines in operation will be attended at all times by either the inmates or the Laundry Deputy.
- Machines will be operated through each cycle and in accordance with the instructions provided in the manufacturers' operational manuals.
- Ensure that all laundry is removed from washers and dryer doors are left open and the dryers have thirty (30) minutes cool down before leaving the area daily.

- Maintain and operate the laundry as per BOC directive 1:015.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:015	REFERENCES: ALDF-5A-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Post Orders	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate/Detainee Mail Clerk	

#### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Mail Clerk/ Librarian. Inmates/detainees will be able to correspond with their families, the community, legal representatives, government offices, and consular officials consistent with the safe and orderly operation of the facility. The Mail Clerk/Librarian is responsible for receiving, scanning, logging, and distributing inmate incoming mail and stamping outgoing mail. He or she shall also maintain and distribute reading materials to the inmate population. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### SCOPE:

This post order applies to the individual assigned duties as the Inmate Mail Clerk.

#### SUPERVISOR:

Programs Services Director.

#### GENERAL INFORMATION:

Only authorized personnel (e.g., Inmate Mail Clerk, Visitation/Receptionist Clerk, MCSO Commissary Clerk, Programs Services Director)

are allowed access to the Property/Mail.

#### DEFINITIONS:

Special Correspondence and Legal Mail - Special Correspondence and Legal Mail is the term for written communications to or from private attorneys and other legal representatives; government attorneys; judges, courts; embassies and consulates; the President and Vice President of the United States, members of Congress, the Department of Justice (including the DOJ Office of the Inspector General), the Department of Homeland Security Office for Civil Rights and Civil Liberties, the Department of Homeland Security (including U.S. Immigration and Customs Enforcement, the Office of Detention and Removal Operations, and the DHS Office of the Inspector General); the U.S. Public Health Service including the Division of Immigration Health Services; health care practitioners; administrators of grievance systems; and representatives of the news media.

#### DUTIES AND RESPONSIBILITIES:

The Inmate Mail Clerk duties and responsibilities shall consist of, but not be limited to:

##### Inmate/Detainee Mail

Process all incoming and outgoing inmate mail daily, excluding weekends and holidays, or

emergency situations. Incoming and outgoing letters are held for no more than 48 hours. [ALDF-5B-10].

**Note: Latex gloves and a nose and mouth covering should be worn when processing mail for safety.**

The following items will be needed to process inmate/detainee mail:

- Letter opener
- Current alphabetized roster of inmates/detainees or access to the inmate/detainee jail management system.
- Log books
- Return to Sender stamp
- Mail Originated from MCDC stamp
- Unauthorized Inmate-to-Inmate Correspondence stamp
- Rejection Forms
- Staple remover
- Scissors
- Non-privileged Mail stamp, giving the must correct address to family and friends to send mail for the inmates.
- Multiple size envelopes
- Copy machines
- Copy paper
- Copier toner and color cartridges
- Utility cart with power source
- Shedder
- Access to the ICS Command Center Website

#### Inmate/Detainee Incoming Non-Privileged Mail

- Retrieve all incoming inmate mail from the inmate mail boxes.
- All non-privileged mail received at any MCDC will be returned to sender, stamped on the back with the correct address where

the inmate's mail must be sent for processing and scanned into the tablet. [ALDF-5B-05 and 5B-08] [CORE-5B-02-1]

- When the inmate/detainee bears the mailing cost, there will be no limit on incoming or outgoing mail (e.g., United States Postal Service, Fed Ex, and UPS).. [FCAC 29.05] [CORE 5B-02] [ALDF-6A-04] The source of inmate/detainee mail or publications, language, and/or content is limited only when there is reasonable belief that limitation is necessary to protect public safety or maintain facility order and security. [ALDF-5B-05]
- All incoming mail must have a return address including full name. Mail without a full name and/or return address will be returned to the postal service. Also, if the inmate/detainee is not in jail stamp with "Return to Sender" and return to the postal service. [ALDF-5B-18]
- Both sender and addressee shall be provided with a written rejection notice, signed by the facility administrator or designate person with an explanation, when the facility rejects incoming or outgoing mail.
- The Mail Clerk (KW) will visually scan all incoming non-privileged letters on the inmate tablet via website for approval or disapproval to see if any mail may contain information related to an escape attempt, threats of physical harm, criminal activity, plans for activities in violation of jail rules, or if the letters are in code or contain information which if communicated would create a clear and present danger of violence or physical harm to a human being.

#### Incoming inmate Special Correspondence and/or Legal Mail

- Incoming special, legal, priority, overnight, certified mail, paperback books, newspapers, magazines, and deliveries from a private package delivery service, etc. shall be recorded in a logbook maintained

monthly by the Mail Clerk with Date received, Senders name, type of mail, Inmate/detainee name and the inmate/detainee signatures for receipt of mail.

- The Mail Clerk will verify the inmates is in custody and take this mail to the inmate/detainee for delivery inside the housing unit the same day, excluding weekends and holidays
- Open the mail in front of the inmate to intercept cash, checks, money orders or physical contraband.

### Checks Received by Mail

The mail clerk will log the check in the legal/certified mail log. The check will be taken to the inmate for signature and acknowledgement of receipt of the checks arrival. No checks will be left with inmates.

The inmate will have three options:

- The inmate will sign the back of the check to have it deposited into the inmate's commissary account.
- The inmate can provide the mail clerk with a stamped addressed envelope filled in by the inmate, for the check to be mailed out of the facility to whomever the inmate decides.
- If the inmate refuses to sign the check. The check will be returned to sender.

**NOTE:** If an inmate receives a payroll, insurance or settlement checks in the mail (**No personal checks, money orders or cashier checks**) (**Do not sign the check.**) The mail clerk will log the check in the legal/certified mail log. The check will be taken to the inmate for acknowledgement of receipt of the check's arrival. If the inmate would like to have the check deposited into his/her inmate account, the check must be taken to the finance department for approval before it will be deposited into the inmates commissary account.

- The mail clerk will provide the inmate with the check approval form to complete. (The

inmate will not sign the check at this time.)

- The mail clerk will take the check and the form to finance for review and approval by the MCSO Finance Director. If the check is approved or disapproved by finance, finance will contact the mail clerk.
- If the check is approved it will be taken back to the inmate for signature, and deposited into the inmates account. If the check is disapproved, the inmate will be notified and the inmate will have the choice to select option (2) or (3) of the checks received by mail process above.

### Contraband

- All material depicting activities that present a risk of physical violence or group disruption, for example, material dealing with the subjects of self-defense or survival, weaponry, armaments, explosives, or incendiary devices.
- Information regarding escape plots, plans to commit illegal activities or to violate facility guidelines.
- Information regarding the production or use of drugs or alcohol.
- Sexually explicit material that is obscene or prurient in nature.
- Threats, extortion, obscenity, or gratuitous profanity.
- A cryptographic or other surreptitious code that may be used as a form of communication.
- Other contraband. A package received without the facility administrator's prior authorization is considered contraband.
- Inmate to inmate mail (Return to Sender)
- All unauthorized items will be noted on a Mail Rejection Form, and a copy will be sent to the inmate/detainee. The unauthorized items will be stamped and returned to the sender. [ALDF-5B-08] [CORE-5B-02-1]

- For ALL illegal items/activity, the Mail Clerk (KW) / KV/PK Rover/Dorm Deputy shall write a full Incident Report, attach the contraband as evidence, and deliver it to the Programs Services Director / Shift Lieutenant or Shift Sergeant / KV/PK Site Commander who will notify/bring the items/activity to the Operations Commander. The illegal items/activity will be turned over to the Criminal Investigations Division or properly disposed of.
- Any identity documents (e.g., passports, birth certificates, driver's license, credit/debit cards, etc.) mailed in for an inmate, must be pre-approved. If pre-approved the item(s) will be logged in the special mail log, a rejection will be completed, the inmate must sign the log book as receiving the item(s) and sign the rejection form allowing the item(s) to be placed into their property bag. The mail clerk will deliver the items to the property clerk. The property clerk will sign for receipt of the inmate items and a copy of the signed form will be placed into the inmate's property bag. If the document(s) are not pre-approved it is returned to sender.
- Both sender and addressee shall be provided with a written rejection notice, signed by the facility administrator or designate person with an explanation, when the facility rejects incoming or outgoing mail.
- Both sender and addressee shall be provided with a written rejection notice, signed by the facility administrator or designate person with an explanation, when the facility rejects incoming or outgoing mail.

### Outgoing Inmate Mail

- Outgoing mail shall not be interfered with except to open and inspect it to determine if there is a reasonable suspicion of a prohibited act listed above. Each outgoing envelope will be stamped with the jails originating address stamp to notify recipients that the mail is from a detention facility.
- All Outgoing, rejected, return to sender



and/or unapproved items will be stamped, taken to the mail box each morning for pick up by the postal service, excluding weekends and holidays, or emergency situations.

**NOTE: Outgoing privileged mail shall not be opened (except as stated above), but it may be held for a reasonable time not to exceed 72 hours pending verification that it is properly addressed to a person or agency that is considered privileged (i.e., attorney, the courts, and public officials).**

- If correspondence is denied, the inmate/detainee shall be given written reasons as to why the correspondence has been denied.
- Mail shall be delivered to and from inmates without unnecessary delay.

When needed, assist Visitation, Fingerprints, and Programs Services staff Assistants.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:016	<b>REFERENCES:</b> FCAC 6.18 FMJS 11.08, 15.05 ALDF-2A-01 CORE-2A-01 PBND 2008 Ch 2 Sec 7
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 Sheriff of Monroe County
	TOPIC: Main Control Room Operator	

**PURPOSE:** [FCAC 6.18] [ALDF-2A-01] [CORE-2A-01]

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Main Control Room Operators. The Main Control Room Operators are responsible for continuously monitoring and coordinating the facility's security, life safety, and communications systems including surveillance and inmate movement throughout the facility through use of closed circuit television, intercom, and radio networks. Additional responsibilities include monitoring and reporting the activation of visual and audio life safety and support systems and care of the front lobby area when the Receptionist station is closed. There are multiple communication systems between the control center and inmate occupied areas that you will use to communication with employees and/or inmates. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

**SCOPE:**

This post order applies to the individuals assigned duties as Main Control Room Operators.

**SUPERVISOR:**

Shift Lieutenant for deputies and Programs Services Director for civilians.

**ACCESSIBILITY TO MAIN CONTROL ROOM:**  
[FCAC 6.18] [ALDF-2A-01]

The Main Control Room is a secure area that will be continuously staffed 24 hours per day. From 0700-2300 hours there will be two Main Control Room Operators when feasible. From 2300-0700 hours there will be one Main Control Room Operator. [CORE-2A-01]

There is a restroom located in the Main Control area. If you are working by yourself, you shall call for a Rover to properly relieve you so that you may use the restroom. Do not leave the Control Room unmanned.

The Main Control Room security doors shall remain locked at all times. All personnel who are not assigned to the Main Control Room will be considered unauthorized personnel with the exception of the Shift Lieutenant or personnel conducting business.

**NOTE:** Inmates, including inmate workers, shall NEVER be allowed access to the Main Control Room.

**DUTIES AND RESPONSIBILITIES:**

The Main Control Room Operators' duties and responsibilities shall consist of, but not be limited to:

- Your normal duty hours will depend on what shift you are assigned.
- Receive an up-to-date briefing from the Main Control Room Operator being relieved prior to assuming the post.
- Ensure that the control console display indicates proper operation of all electronically operated doors.
- Do not leave your post for any reason unless properly relieved or authorized by the Shift Lieutenant/designee.
- It is your responsibility to maintain the proper logs and records as required.
- Be thoroughly familiar with the layout of the facility, particularly staff and inmate movement routes, locations of contact visitation room, visitor corridors and public visitation rooms in order to respond to staff and visitor inquiries.
- Only one door is to be opened at any time unless an emergency is occurring and you have been instructed to open more than one door at a time. These doors include all doors leading through the security envelope and main control.
- Prior to opening a security door, a visual scan must be made to determine that conditions are normal, if possible.
- After positive identification, open the gate and sally port doors only to allow authorized vehicles and persons to enter and exit.
- Notify appropriate personnel when delivery vehicles enter the service gate.
- All doors including, but not limited to, passageway to the outside will at all times be closed and locked.
- Any unusual incidents must be reported to your Shift Lieutenant/designee verbally and in writing. Proper forms must be completed prior to going off duty.
- Positively identify all individuals requesting admittance into the facility. This is to be

accomplished through personal knowledge or proper documentation.

- If the individual cannot or will not produce proper identification, or if the identification produced does not confirm the individual, the Main Control Deputy will refuse admittance to the facility and the Shift Lieutenant/designee will be summoned immediately.
- Ensure that all weapons, stun guns, knives and ammunition are removed before entrance to the security envelope. Call a rover to perform a search on persons carrying items into the secured envelope. If you suspect that a person still has a weapon on, he or she will be refused admittance and the Shift Lieutenant/designee will be summoned immediately.
- Monitor inmate worker movement and admittance to authorized work areas.
- Report to the supervisor and document any malfunction (e.g., phones, doors, locks) on a Daily Maintenance Report Form.
- Immediately notify the Shift Lieutenant/designee of any visual or audio alarm signals that indicate fire, safety, medical, security or other emergencies.
- Frequently conduct visual security and safety checks of the facility and its perimeters by use of closed circuit television monitors, and report all suspicious activities to the Shift Lieutenant/designee.
- Monitor the progress of emergencies in the facility as they arise and provide assistance as required. Effective communication should be established in emergency situations between both operators to ensure the most efficient and safe response possible.
- Maintain continuous telephone, intercom, radio, and/or video communication with personnel involved in a disturbance, to include video-taping whenever possible.
- Monitor all radio transmissions and notify the Shift Lieutenant/designee of emergency



situations.

- Maintain the cleanliness of the Main Control Room and staff rest room.
- The Main Control Deputy will contact each Dorm and Unit to include Medical, Sick Bay, Rover Station, Laundry, Kitchen, Intake/Release, etc, for an watch call/Officer Safety Check every half hour between the hours of 1800 to 0600 and every hour between 0600 and 1800. This will be logged into SmartCop. Administrative sworn personnel will not be contacted for an Officer Safety Check. [PBNDs 2008 Ch 2 Sec 7]
- Upon Transportation entering into the facility, the inmate telephones will be turned off.

Any member taken hostage has **NO** authority, regardless of rank, while under duress.

Refer to BOC 8:009 for the proper care and safe handling of firearms along with the circumstances and conditions under which the use of firearms is authorized.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:017	<b>REFERENCES:</b> FCAC 14.05
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Post Orders	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Maintenance Facility Specialist	

[FCAC 14.05]

#### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Maintenance Facility Specialist. The Maintenance Facility Specialist is responsible for performing a variety of building maintenance tasks as directed by the Maintenance Supervisor, including some grounds work, if necessary. These duties are generally accomplished by teaching and supervising inmate workers in the performance of custodial work and support shop work. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### **SCOPE:**

This post order applies to the individuals assigned duties as the Maintenance Facility Specialist.

#### **SUPERVISOR:**

Maintenance Supervisor.

#### **DUTIES AND RESPONSIBILITIES:**

The Maintenance Facility Specialist's responsibilities and duties shall consist of, but not be limited to:

- Supervise and educate inmate workers assigned to the Maintenance Division in the performance of custodial work and facility repairs. Typical duties are:
  - Proper hard floor care (e.g., striping, cleaning, sealing, waxing, buffing)
  - Proper wall care (e.g., cleaning, surface preparation, painting)
  - Minor facility repairs (e.g., replacing floor tiles and base board molding, dry wall repairs, install/ replace wall panels, masonry patchwork)
  - Special project support (e.g., assist supervising inmates assigned to special projects)
  - Clean air vents
- Support institutional stores (e.g., receive incoming shipments)
- Review and prioritize daily work orders assigned by the Maintenance Supervisor.

BOC - 10:017

Date of Original: Jan 1994  
Previous Revision Date(s): 9/15/99, 5/18/12



1

Dissemination Date: 9/19/23

Effective Date: 9/25/23

- Order supplies and equipment as needed.
- Analyze information, identify potential problems, and perform preventative maintenance.
- Administrator for:
  - Inmate calling system
  - Camera system
  - Keywatcher system
- Installs cameras, telephones, security circuits, intercoms system, data cables, and power cables as related to security systems.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:018	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Maintenance Assistant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Maintenance Assistant. The Maintenance Assistant is responsible for consumable and tool inventories and control. Also, you will supervise inmate workers in the performance of support shop work. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Maintenance Assistant.

### SUPERVISOR:

Maintenance Supervisor.



### DUTIES AND RESPONSIBILITIES:

The Maintenance Assistant's duties and responsibilities shall consist of, but not be limited to:

- Review and prioritize daily work orders assigned by the Maintenance Supervisor.
- Orders supplies and equipment as needed.

- Analyze information, identify potential problems, and perform preventative maintenance.
- Maintain inventory control of tools. Issue tools as required, ensuring they are signed in and out on the Daily Tool Accountability form.
- Ensure all tools are engraved and logged in the Maintenance Tool Inventory binder.
- Maintain the shadow board.
- Ensure consumable items are issued on a need only basis. Enter this data into the log.
- Trouble shoot and repair small equipment (e.g., food carts, vacuum cleaners, hand buffers/scrubbers, self-powered buffers, high pressure cleaners, weed eaters, pallet jacks, office chairs, chemical injection units).
- Build items for facility (e.g., shelving, cabinets, barrier walls) requiring carpentry skills.
- Perform computer and telephone preventative maintenance.
- Verify inmate workers sign in and out on the Daily Work log.
- Maintain chemical closet and cleaning cart inventory logs.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:019	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Maintenance Supervisor	

### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Maintenance Supervisor. The Maintenance Supervisor is directly responsible for maintaining the Monroe County Detention Center and its equipment. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### **SCOPE:**

This post order applies to the individual assigned duties as the Maintenance Supervisor.

### **SUPERVISOR:**

Captain, Support Services.

### **DUTIES AND RESPONSIBILITIES:**

The Maintenance Supervisor's duties and responsibilities shall consist of, but not be limited to:

- Supervisory Responsibilities

Supervise and technically develop maintenance staff and inmates as necessary.

- Management Responsibilities

- Locate contractors and provide them with required information to accomplish facility projects.
- Compile proposals in bid tab format and present recommendations to management.
- Track staff training needs and recommend training programs.

- Computer Skills

Maintain the information required of the Computer Integrated Facility Management data system and current facility subsystems. Must be computer knowledgeable with DOS, Windows, Microsoft, AutoCAD LT, and AutoCAD 13 softwares.



- Regulatory Compliance Responsibilities

Maintain the following files for the Maintenance Division ONLY:

- Chemicals on hand
- Material Safety Data Sheet (M.S.D.S.) certificates
- Notice of Injury and Accident reports

- Facility Responsibilities

- Purchase and receive equipment and materials suitable for a detention environment for the various small projects in the facility. Must be able to locate vendors and best pricing.
  - System Administrator for:
    - Maintenance LAN
    - Duos camera system
    - Inmate calling solutions
    - Keywatcher
  - Support Data Processing and Public Works wherever possible on:
    - Door control system
    - Intercom system
    - Access control system
    - Intrusion detection system
    - Man down system
    - Surveillance system
  - Maintain AutoCAD drawings.
  - Operate a variety of specialized tools, equipment, and testing devices related to work. If necessary, train Maintenance Staff in proper tool usage; safety being the number one issue.
  - Periodically, inspect all areas of the facility for damages or potential hazards and determine what areas need to be addressed.
  - Administrative Responsibilities
    - Maintain work requests from all sources and generate reports as required for management.
    - Convert work requests to work orders and prioritize.
    - Assign work assignments and responsibilities for the Maintenance Staff and inmate workers to complete.
  - Maintain vendors list.
  - Ensure paperwork is completed on time and accurately (e.g., timesheets, discipline reports, performance reports).
  - Maintain certification reports for fire extinguishers, scott air packs, etc.
  - Maintain a good working relationship with contractors and other divisions (e.g., Public Works, Kitchen, Finance).
- Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:020	<b>REFERENCES:</b> None
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Post Orders	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Medical Deputy	

### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Medical Deputy. The Medical Deputy is responsible for ensuring the personal safety of Medical Staff and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### **SCOPE:**

This post order applies to the individual assigned duties as the Medical Deputy.

### **SUPERVISOR:**

Programs Services Director.

### **DUTIES AND RESPONSIBILITIES:**



The Medical Deputy's duties and responsibilities shall consist of, but not be limited to:

- Obtain inmate patient lists for medical call, dental, psychological/psychiatric, x-ray, and history and physicals daily, or as needed.
- Verify presence of listed inmate patients in indicated units/dorms and/or locates current housing assignments and locations.
- Plan for appropriate number of inmate patients for safe holding during examination periods and transport inmate patients to the Medical Division. Holding procedures will take into consideration presence and number of females, juveniles, disciplinary segregation, or other special cases.
- Provide for the care and security of inmate patients in any Medical Division area.
- Inform Medical Staff of names and number of inmate patients present for appointments.
- Transport inmate patients from holding cells to examination rooms or other medical offices as required by Medical Staff.
- Contact a Rover, as required, to transport any inmate patients not previously available, inmates added to appointment list, or inmates in need of transport from the Medical Division.
- Transport inmate patients from the Medical Division to the appropriate housing area when all inmate patients in the Medical

Division have had appointments completed.

- Coordinate the transportation of and medical services for inmate patients to provide expedient services, considering the arrival of the physician.
- Initiate and complete any disciplinary procedures and forms relating to inmate patient behavior including incident reports, minor infraction warnings, and disciplinary reports.
- Report medically related problems to the Head Nurse or Medical Division Administrator.
- Depending on the problem, report all other problems to either the Shift Lieutenant or the Operations Commander.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:021	<b>REFERENCES:</b> FCAC 1.02 ALDF-2A-04, 2A-05, 2A-06, 7D-05, 7D-25 CORE-2A-02-1, 2A-03, 2A-03-1, 4D-02
	RESCINDS: 10:039, Policy Directive 9	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <hr/> Sheriff of Monroe County
	TOPIC: Operations Captain	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Operations Captain.

The Operations Captain is responsible for the overall operation, personnel, safety, care, and security control of the Key West Detention Facility. [FCAC 1.02]

The Operations Captain is the administrator of the Key West facility and is responsible for all staff under his or her command. [FCAC 1.02] [ALDF-7D-05]

### SCOPE:

This post order applies to the individual assigned duties as the Operations Captain.

### SUPERVISOR:

Major, Bureau of Corrections.

### DUTIES AND RESPONSIBILITIES:

The Operations Captain's duties and responsibilities shall consist of, but not be limited to:

### Meetings

Conduct and document staff meetings at least once per month with all Support and Operations Supervisors. Approve the draft meeting minutes before the final version is posted.

When needed, conduct meetings with the appropriate personnel to review Policies and Procedures and to ensure compliance with all Federal, State, and County laws.

The Operations Captain or designee shall meet at least annually with the health authority. [ALDF-7D-25] [CORE-4D-02]

### BOC Written Directives and Emergency Procedures Manuals

Main Control Operators will notify the Operations Captain in any emergency or event according to the Emergency Notification Chart which is located in Main Control and Intake/Release Control.

The Operations Captain is responsible for the updating of the Bureau of Corrections (BOC) Directives Manual and the BOC Emergency Procedures Manual.

These procedures should ensure that the security of the facility is not compromised and that the safety and well being of staff and inmates are of prime consideration.

The Operations Captain shall ensure that there are current written post orders for every correctional deputy post. The Operations Captain shall also ensure that deputies assigned to those posts acknowledge in writing that they have read and understand the post orders and record the date. [ALDF-2A-04] [CORE-2A-02-1]

### **Review of Unusual Occurrences**

The Operations Captain will review all incidents concerning unusual occurrences. These include, but are not limited to:

- Use of Force
- Inmate placed in administrative or disciplinary segregation
- Contraband
- Removal of person from lobby or public areas of facility

The reports required to be reviewed for the above incidents would include some or all of the following:

- Incident Report
- Subject Resistance Report
- Notice of Injury Report - Deputy
- Accident Investigation Report - Deputy
- Injury Report - Inmate

### **Facility Tours**

The Operations Captain will approve or disapprove all non-law enforcement tours of the facility. The Shift Supervisor may approve tours for a law enforcement deputy or Sheriff Office employee.

### **Inmate Contact Visitation**

Contact visits must be approved by the Operations Captain or Major of the Bureau of

Corrections.

Under special circumstances (e.g., death in the family), the Shift Supervisor can approve a contact visit. If approved by the Shift Supervisor, a full report shall be forwarded to the Operations Captain.

### **Supervision**

The Operations Captain will supervise personnel in the following areas:

- Accreditation
- Medical Division
- Operations – Main Jail, Marathon Jail, Plantation Key Jail

### **Drills**

The Operations Captain will ensure that at least one fire drill is conducted on each shift once each quarter.

The Operations Captain will also ensure that each shift conducts the following drills as scheduled:

- Hostage Situation
- Riot with a deputy down with major trauma (The Medical Department must respond to this drill and submit triage sheets.)
- Hurricane Preparedness or Evacuation
- Epidemic Disease (The Medical Department must respond to this drill and submit triage sheets.)
- Bomb Threat to the Facility
- Escape of an Inmate(s)
- Death of an Inmate (The Medical Department must respond to this drill and submit triage sheets.)
- Mass Disaster with mass trauma (The Medical Department must respond to this

drill and submit triage sheets.)

- Missing Staff and/or Inmate
- Mass Arrest
- Out-of-County Evacuation
- Mass Migration
- Cell Extraction

### **Goals and Objectives**

Provide input on the Sheriff's Office goals and objectives. The Operations Captain will ensure that all employees under their command are aware of the goals and objectives and are diligently working to meet them.

### **Additional Duties and Responsibilities**

Personal contact and interaction between staff and inmates is required and will be facilitated. Designated department heads shall visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions. [ALDF-2A-05 and 2A-06] [CORE-2A-03] [CORE 2A-03-1]

Review all requests submitted from the Shift Lieutenants.

Assist in the planning and budgeting process by submitting equipment needs, capitol improvement plans, and recommendations.

Ensure accurate information is passed up and down the chain-of-command either written or verbally.

Establish and maintain working relationships with other agencies including DEA, FBI, ICE, Border Patrol, etc.

Submit necessary reports required for accreditation and Florida Model Jail Standards (FMJS) compliance proof.

Prepare reports regarding bureau budget, office needs, equipment, and personnel.

Submit quarterly reports to the Major, Bureau of Corrections. These reports shall include major incidents, major developments and achievements, major problems and plans for solving same, and assessment of staff and inmate morale.

Ensure continuous compliance with training and quality assurance standards of the Monroe County Sheriff's Office, FMJS, and accreditation standards through inspections, reviewing reports, talking with subordinates, reviewing standards, etc.



Oversee security, emergency plans, health, safety, and mandatory training requirements for the corrections bureau.

Review complaints and take action when necessary concerning employee problems.

Work diligently toward improving morale, staffing, and reducing overtime.

The Operations Captain will maintain a master list of those authorized to export video from the camera system. All authorized users will be approved by the Major of the Bureau of Corrections.

Execute all other duties, assignment, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:022	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Accreditation Specialist	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Accreditation Specialist. The Accreditation Specialist is responsible for administrative assistant and accreditation duties. The work involves typing, computer knowledge, maintaining logs and files, research, and special administrative projects. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Accreditation Specialist.

### SUPERVISOR:

Operations Captain.

### DUTIES AND RESPONSIBILITIES:

The Accreditation Specialist's duties and responsibilities shall consist of, but not be limited to.



- Transcribe letters, memorandums, minutes from meetings, and other information as requested.

- Type and proof letters, memorandums, and any other documents required.
- Responds to routine/general inquiries.
- Edit and proof reports. Identifies apparent errors and corrects them or coordinate and follows up for corrective action.
- Research data, on occasion, and prepare or assists in the preparation of information for meetings or presentations.
- Receive visitors, answers questions, and provide general information regarding written directives, procedures, rules and regulations.
- Exercise independent judgement with respect to real or potential problems and, on own initiative, bring to the attention of appropriate member with recommended action.
- Use modern computer software and programs.
- Cover other positions when required due to their absence.
- Set up and maintain Accreditation files.
- Maintain and track accreditation standards keeping current in all accreditation matters



including proposed changes.

- Enter data into the accreditation software program.
- Attend accreditation meetings throughout the State of Florida when required.
- Assist the Corrections Accreditation Manager as agency liaison to FCAC and organizational components.
- Respond to inquiries for accreditation requested items and discussion groups.
- Provide accreditation related assistance to other division in a timely manner as requested.
- Thoroughly understand the BOC Directives Manual and draw reasonable comparisons to accreditation requirements.
- Draft policy changes, route for approval, and disseminate final changed Bureau of Corrections Directive and form updates.

Execute all other duties, assignments, and special orders as may be directed.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:023	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Procurement Clerk	

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  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:024	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 Sheriff of Monroe County
	TOPIC: Programs Services Assistant Director	

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BOC - 10:024	Date of Original: 9/15/99	1
Dissemination Date: 6/2/06	Previous Revision Date(s):	Delete Date: 6/14/06

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:025	<b>REFERENCES:</b> FMJS 9.01-9.09 ALDF-5C-18
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Inmate Programs Services Director	

#### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Inmate Programs Services Director. The Programs Services Director is responsible for developing, implementing, coordinating, and maintaining compliance of the Florida Model Jail Standards (FMJS), the American Correctional Association standards (ACA), and the Florida Corrections Accreditation Commission (FCAC) for all facility Programs staff, volunteers, contracted staff, inmates, inmate programs, privileges and facility security, to include all agency policies and procedures.

The Programs Services Director is also responsible for the supervision, scheduling, and training of all the inmate programs staff, volunteers and contract staff assigned to the Programs Services Division. The Inmate Programs Services Director shall do annual evaluations of inmate programs staff and periodic interviews with volunteers and inmates. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### SCOPE:

This post order applies to the individual assigned duties as the Inmate Programs Services Director.

#### SUPERVISOR:

BOC Bureau Commander.

#### DUTIES AND RESPONSIBILITIES:

The Programs Services Director's responsibilities and duties shall consist of, but not be limited to:

- Assist in the research, development, implementation, evaluation, and coordination and maintaining compliance for facility policies and all inmate programs for (e.g., Florida Model Jail Standards(FMJS), The American Correctional Associations Standards (ACA), and The Florida Corrections Accreditation Commission (FCAC) mandated facility standards, inmate visitation, inmate laundry, inmate commissary, inmate mail, inmate recreation, inmate tablets, inmate phones, inmate legal resources, inmate reading library, reentry programs, Work Release, G.E.D. classes, religious services and activities, Alcohol/Narcotics Anonymous meetings, Life skills classes, public fingerprinting, etc.). [ALDF-5C-18]
- Maintain knowledge of agency policy and procedures, BOC directives, contracts, awarded standards, all inmate programs and assigned MCSO staff, contracted staff and

- volunteer duties,
- Maintain a partnership with various organizations in the community to help with inmate reentry programs.
- Ability to communicate and work well with a diverse populations.
- Encourage staff to get involved in agency community events.
- Coordinates facility tours as requested
- Communicate with tact and diplomacy in everyday situations, dealing with staff, inmates, family and visitors.
- Responsible for the safety of all BOC staff, inmates, visitors, volunteers, contractors and the general public while in this facility.
- Help maintain the organization and sanitary conditions throughout the facility. Report issues as needed.
- Received and reviews subpoenas or court orders issued by the courts regarding staff or inmate rights, monies, visits, documentation, Program participation, work release. If required testifies in court as the custodian of Inmate Programs Director.
- Contact MCSO General Legal Counsel for legal guidance on enforcement of laws as needed
- Recruit, approve/disapprove, train, schedule, and supervise all assigned MCSO programs staff, volunteer and contracted staff.
- Review reports from staff concerning problems with inmates in programs. Make recommendations and referrals as needed.
- Conduct annual evaluations of all inmate programs and available resources.
- Conduct periodic interviews with volunteer staff to see if there are any problems that need to be addressed or improvements that can be made.
- Conduct periodic surveys and/or interviews

with inmates to monitor their general attitude and progress in various programs and to identify potential problems.

- Assist in the development, writing, and implementation of new written directives for facility and inmate programs.
- Coordinate and supervise educational programs.
- Maintain files of all reports and records pertaining to your areas of responsibility.
- Maintain security within the programs, and assist facility staff in maintaining security functions.
- Study and compare Monroe County Facility Programs with other detention facility programs.
- Administer all grant related programs including responsibilities of writing, coordinating, implementing and evaluating programs to ensure compliance and effectiveness.
- Encourage and review suggestions from personnel and inmates for new programs and for improving existing programs.
- Coordinate all programs that may apply to the Plantation Key and Marathon Facilities with Key West.
- Submit quarterly reports to the Major of the Bureau of Corrections. These reports shall include generated inmate revenue and commissions, inmate programs participation, volunteer attendance, public fingerprinting, department petty cash draw and fire drills etc.
- Make sure all required training for staff, volunteers, and contracted staff is complete by end date.
- The chairperson on the Inmate Welfare Committee. You will coordinate and verify all expenditure requests for the Inmate Welfare Fund are used for the inmates.
- Attend staff meetings as required.



- Keep all contracted services for inmates or facility updated and current annually or as needed.
- Make sure all required training for staff, volunteers, and contracted staff is complete by end date.
- 

### **Supervision**

As a supervisor you are responsible for overseeing and maintaining discipline, order and for correcting and/or reporting rule violations. Depending on the severity of the offense, there are different options you may propose. Refer to the MCSO General Operations Manual for further procedures. Ensure all duties and responsibility are carried out and that all equipment is maintained. You will plan, coordinate, and supervise personnel in the following areas:

- Medical Deputy
- Laundry Deputy
- ⊖ MCSO Commissary
- Work Release
- JIP
- Inmate Programs Staff Assistant
- Inmate Mail Clerk
- Identification (Fingerprint Clerks)
- Inmate Visitation/Receptionist
- Inmate Program Volunteers
- Must demonstrate proficiency in use and care of equipment, including firearms, vehicles, radios, computer terminal and similar equipment.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:026	REFERENCES: ALDF-5A-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Programs Services Staff Assistant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Programs Services Staff Assistant. The Programs Services Staff Assistant is responsible for maintaining and operating the Law Library and inmate library, reporting inmate program statistics, conducting volunteer background clearances, scheduling inmate programs, and providing clerical support to areas within the Programs Services Division. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Programs Services Staff Assistant.

### SUPERVISOR:

Programs Services Director.

### DUTIES AND RESPONSIBILITIES:

The Programs Services Staff Assistant's duties and responsibilities shall consist of, but not be limited to:

- Program Services

Required clearances and access to the following: Florida Notary, E-Agent (FCIC/NCIC), PACER, FDLE, Law Library online site, Inmates Welfare Account, D.A.V.I.D., Inmate Tablets, Telephones and Visitation.

- Law Library

- Schedule a time for pro se inmates to use the Law Library on the tablet.

**NOTE: Inmates of the Monroe County Detention Center who are not pro se are given the privilege of researching their legal cases when tablets are available for the Law Library.**

- Verify information for inmates requesting pro se status (criminal and civil).
- Provide available forms, case law and/or statutes to pro se inmates from the computerized law library online website.
- Provide copying services to inmates. The inmate must fill out an Inmate Trust Account Withdrawal Form for Legal or Non-Legal Copes. Non pro se inmates must have the funds available to pay for the requested copies. Pro se inmate's may also request a limited amount of

pages of case law or statutes per week by filling out this form. The pro se inmates' account will be charged for a debit.

- Deliver pro se inmate monthly legal supplies when requested by the inmate, 20 days from the last delivery date.
- Approve and forward pro se legal mail for postage.
- Teach inmates the basics of using the Law Library for research on the tablet.
- Communicate with the online law library provider for information the inmates are unable to find.
- Order and provide updated law books and other legal materials for the pro se inmates based on the requirements of the Florida Model Jail Standards.
- Abide by the established Law Library written directive.
- Schedule and Post a list for approved Pro se inmates to have access to the Inmate Tablet for legal research, as required per policy.
- Check each Pro se inmates case status monthly, using PACER.

- Volunteers

- Run complete background checks on potential volunteers utilizing the FCIC/NCIC system.
- Notify volunteer applicants of their approval or denial to volunteer at the detention center.
- Compile monthly volunteer hour reports.
- Maintain a roster of active volunteers.
- Send out by mail, all active volunteer annual retraining update information sheet and updated volunteer handbook. When paperwork is returned, check for signature, run new background check

and update the volunteer list.

- Schedule and post a list of all programs entering the facility. Using the programs name, time, date, and location where program will be held.
- Compile all inmate programs attendance sheets monthly.



- Programs

- Provide general secretarial support to the Programs Services Director.
- Provide clerical services, as needed, for Programs personnel.
- Process daily inmate programs requests forms and on the inmate request manager.
- Obtain clearance for inmates to attend certain programs, including handicap inmates from the inmate classifications department.
- Schedule inmates for all programs in and outside of their housing area.
- Update and provide information to the upper keys programs liaison deputy, cleared volunteers, inmate bulletin board information and programs cleared for their facility.
- Research inmate information to qualify for special programs.
- Access the inmate tablet, navigate the applications and explain how it works to inmates as needed.
- Process inmate Marriages
- Provide inmates with civil rights information.
- Maintain partnerships with public agencies to coordinate programs for inmates.
- Provide inmates with a list of community resources, lower and upper keys when

requested from the inmate.

- Handles donated paperback books and materials to furnish to inmates.
- Provide notary services to inmate with proper identification.
- Exchange inmate Library Books in the units and dorms every other month.
- Maintain and Update inmate information Bulletin Boards inside each unit and dorm as needed.
- Maintain and update the approved inmate Religious Diet list. Each work day in the morning, forward the updated list to the kitchen staff and post in Outlook.
- Organize, review and file monthly visitor check in/out sheets.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:027	<b>REFERENCES:</b> FMJS 4.07, 4.14, 4.17
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Post Orders	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Property Clerk	

#### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Property Clerk. The Property Clerk is responsible for receiving, inventorying, storing, and releasing inmate property. The Property Clerk shall use this policy in conjunction with policy 2:019 (Intake/Release of Property and Money). There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### **SCOPE:**

This post order applies to the individuals assigned duties as Property Clerks.

#### **SUPERVISOR:**

Records Manager.

#### **GENERAL INFORMATION:**

The Property Room shall be staffed by a Property Clerk approximately 16 hours per day.

Only authorized personnel (e.g., Property Clerk, Mail Clerk, Commissary Clerk, Inmate Services Sergeant, Program Services Director) are allowed access to the Property Room. All entry into the Property Room will be logged on the Property Room Sign In/Out Form.



#### **DUTIES AND RESPONSIBILITIES:**

The Property Clerk's duties and responsibilities shall consist of, but not be limited to:

- Receive all property and money from newly arrived inmates.
- Inventory all property entered into the computer by the Intake Deputies.
- Mark all money with the counterfeit pen.
  - If the money is not counterfeit, receipt all monies and enter into the computer.
  - If the money is assumed to be counterfeit, see post order 2:019 for further instructions.
- Ensure all valuables are secured into the inmate's property bag with valuable seal tightly secured and documented in the computer.
- Ensure that all property leaving or entering the facility with Transportation is logged by name, valuable seal number, and correct bag number.
- Ensure that all paperwork is complete and copies are distributed correctly.
- Be responsible for the proper storage and inventory of all personal property stored by the facility.



- Receive all requests for property or property release and take appropriate action.
- Ensure that all release of property is properly authorized and receipted for.
- Ensure each inmate receives all property and money before being released.
- Process all inmates being released to include the inmate's name, valuables, money by the Intake Deputies, and bag number.
- Be responsible for entering all personnel that enter the Property Room on the Property Sign In/Out Form.

Execute all other duties, assignments, and special orders as may be directed.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:028	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Quality Control Officer	

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BOC - 10:028	Date of Original: 9/15/99	1
Dissemination Date: 8/29/01	Previous Revision Date(s):	Delete Date: 9/24/01

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:029	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Receptionist/Inmate Visitation Clerk	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Receptionist/Inmate Visitation Clerk. The Receptionist is primarily responsible for providing information to the public and conducting visitation. He or she must be fully knowledgeable of Bureau of Corrections written directives in order to adequately respond to telephone inquiries from the public. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Receptionist/Inmate Visitation Clerk.

### SUPERVISOR:

Programs Services Director.

### DUTIES AND RESPONSIBILITIES:

The Receptionist/inmate Visitation Clerk duties and responsibilities shall consist of, but not be limited to the following:

- Accountable for Inmate visitation petty cash

funds.

- Visitor Lockers - at the end of each month, collect funds from the visitor's lockers in the lobby, Count and have another clerk verify the amount, then complete a deposit slip and take the deposit to finance. Making sure a finance staff member signs for receipt of the locker funds and you have a copy of the sign receipt and deposit slip for your file.
- (Remove Bullet) Provide information to the public to include the following:
  - (Change Bullet type) Facility rules, regulations and policies
  - Provide directions to the Monroe County Detention Center in Key West, Marathon, or Plantation Key
  - Verify inmate locations for visitors visiting at the facilities
  - Answer telephones. Refer and transfer caller's to various extensions within the Monroe County Sheriff's Office and Bureau of Corrections for more detailed information.
  - Ensure the organization and cleanliness of the facility lobby, visitation office, hallway, visitation booths, lockers and restrooms.

- All phone, countertops, chairs will be wiped down at the end of each visits.
- Maintain and report any equipment malfunction to the proper agency department.

### **Receptionist Duties**

- Greet all visitors and staff entering the Detention Facility in Key West, the deputies in the KV/PK facilities will follow the same directive.
- Logging each visitor into the facility with their valid ID and log them out when their business is completed.
- Verify visitors are dress according to facility rules and regulations.
- Each visitor will be instructed to walk through the magnetometer for clearance of any contraband.
- Contact the appropriate department or staff member, requested by the visitor.
- Direct visitor to the proper area. To wait for their escort from the appropriate department.
- Visitors requesting to use the lobby restroom must have a valid ID. The visitation clerk will take the visitor ID, Log the visitor into the Lobby restroom log, with their last and first name and the time in. Then give the visitor the restroom key. When the visitor returns the restroom key, their ID will be given back to the visitor and Log the time the visitor returns the restroom key.
- Assist family and friends in adding money into the inmate's welfare account using the Touchpay system in the lobby.
- Assist family and friends when signing up for inmate video visitation on the lobby computer.
- Direct the visitor to the lobby phone to contact specific departments for inmate information, i.e.; Inmate Records, Property, Classification, Canteen, Chaplain or

Warrants.



### **Inmate Visitation Clerk**

- Assist court appointed Attorney's, Doctors, and Community Organizations, who requested clearance to see a specific inmate. Check the Main Control folder for approved clearance memos.
- Help visitors who want to sign up for inmate video visitation on the Visitation computerized system in the lobby.
- Print the daily inmate visitation schedule from the visitation computerized system.
- Check each visitor coming to the facility for an on-sit visit for active warrants, restraining orders, trespassing orders, etc. If a visitor has a warrant.
- Sign the visitor in and continue with the visitation process. Do NOT inform the visitor of the warrant.
- Notify the Shift Commander. The Receptionist/Visitation clerk will not get involved with the visitor after notifying the Shift Commander.
- The Shift Commander will verify the warrant. If active, the Shift Commander will stay in visitation in case the visitor tries to leave.
- If the Shift Commander detains the visitor and takes him/her to Intake/Release to be processed, then:
  - The Shift Commander and Receptionist/Inmate Visitation Clerk will remove the visitor's identification and all valuables from the blue locker. The Shift Commander will document these items on a Property Form and process them into the Property room.
  - If the visitor was with a friend or family member, the Receptionist/Inmate Visitation Clerk will inform the Shift Commander. It will be the Shift Commander's responsibility to inform

them of the situation.

- When signing a visitor in, ensure that each visitor has valid photo identification and issue a visitor tag. (New Bullet) Make sure the visitor is appropriately dressed in accordance with the visitation dress policy.
- Direct each visitor to the lockers provided to secure their personal items that are not allowed, phone, keys, purse, wallets, any kind of electronic devices etc. In the locker provided in the lobby.
- Direct each visitor to pass through the magnetometer and ensure that they are not in possession of any contraband.
- Escort/direct each visitor to a visitor's station.
- Monitor the visitors via camera while they are visiting with the inmates.
- When visitation is completed, the visitor will return their visitors tag the clerk will return their identification and sign the visitor's time out of the facility on the log.
- Maintain the visitor and restroom logged documentation daily and file away monthly for future reference as set forth through state law.
- Complete all visitation and locker funds monthly and quarterly reports for the Programs Director.
- Make sure the BOC employee sign-in log is up to date and completed each day and all pages accounted for and turned to the Programs Staff Assistant.
- Abide by the BOC policy and procedures for Inmate Visitation Days/Hours/Rules.
- Assist the Inmate Mail Clerk as needed.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:030	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Records Assistants	

#### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Records Assistants in the detention facilities. The Records Assistants are responsible for ensuring proper processing of all arrest and release paperwork, maintaining accurate and current inmate records, and for the security and safekeeping of these records. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### **SCOPE:**

This post order applies to the individuals assigned duties as Records Assistants.

#### **SUPERVISOR:**

Records Supervisor.

#### **DUTIES AND RESPONSIBILITIES:**

The Records Assistants' duties and responsibilities shall consist of, but not be limited to:

- Inspection of Arresting Documents

The Deputy's documents must be accurate and in order prior to releasing the arresting deputy. Deputies with incomplete documents shall be directed to complete the paperwork and then return documents. Staff will not delay bookings while deputies make corrections. Assistance should be given when practical to the arresting deputy. Check the following for completeness and accuracy:

- Inmate's full name and AKAs
- Address
- Date of Birth
- Physical description
- Place of Birth
- Social Security Number
- Location, date, and time of offense
- Location, date, and time of arrest
- Capias number(s)
- Charge(s) and Florida State Statute or local ordinance number(s)
- Agency report number

- Arresting deputy's signature and agency identification number
- Victim Notification
- Deputy Assessment Form
- Attorney Assessment Form

- Notarization

If a document has not been notarized as per Florida State Statutes, the arresting document will be returned to the transporting deputy for proper execution.

- Enter the inmate's name and information into the computer using the established guidelines to obtain a MNI number.
- The Clerk of the Courts will assign the court case number and send it to Records. Records will add the number to the computer when it arrives.

- Inmate Records File

Ensure that inmate records are complete and that they contain all arrest documents and any subsequent documents concerning the inmate during incarceration. File inmate records alphabetically in accordance with established procedure.

- Records Security

Ensure that inmate records are protected from theft, loss, tampering and destruction. Records files are not to leave the area unless the Records Manager or Supervisor authorizes the removal.

- Maintenance of Special Logs

FCIC/NCIC, Bondsman Register, First Appearance Log, Bonding before first appearance and the Hold Board.

- Inmate Status Changes

Process all changes in cases and sentence such as bond reductions, add-on charges, holds and sentences.



- Release Dates

Will be computed by the Classification Division. A copy of the release date will be given to the Records Division.

- Other Duties

Coordinate and document all other inmate dispositions such as extraditions, teletypes, recommitments, verifications, remanded, etc.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:031	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Records Manager	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Records Manager. The Records Manager is responsible for ensuring that all proper paperwork for admissions and releases has been done. He or she is also responsible for supervising all personnel under his or her division to ensure that complete and accurate records of inmates are maintained. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Records Manager.

### SUPERVISOR:

Records Director.



### DUTIES AND RESPONSIBILITIES:

The Records Manager's duties and responsibilities shall consist of, but not be limited to:

- Review and sign off on all records supervisor time sheets.
- Review and approve all time off requests.
- Prepare all training material associated with the Records Division.
- Keep up-to-date with all changes relating to the operations of the Records Division.
- Order and assign all computer equipment.
- Hold training classes on related computer needs.
- Prepare and email the juvenile report.
- Prepare all work schedules for the Records Division.
- Change and update Florida State Statutes in the CJIS System.
- Attend all CJIS meetings with various divisions.
- Arrange for all assigned employees to have training on the FCIC/NCIC terminal.
- Maintain and distribute the felony/misdemeanor offenses report.
- Maintain and evaluate the current Arrest Booking System for enhancements to be forwarded to Data Processing for changes.

- Prepare all destruction requests for records to Tallahassee.
- Distribute all general orders to subordinates.
- Review all Incident Reports received and forward a copy to your supervisor, if needed. The original Incident Report must be returned to the Inmate Services Sergeant.
- Review and maintain inmate records requests.
- Prepare Notice of Injury and Accident Investigation Reports and forward through the chain-of-command.
- Prepare statistical reports for administration.
- Prepare searches from the CJIS system for administration as deemed necessary.
- Attend any meetings that have been approved by the administration.
- Attend yearly meetings for updates on extradition, FCIC/NCIC, etc.
- Review daily workload for each employee.
- Maintain all court needed supplies for the Monroe County Detention Facilities.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:032	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Records Supervisor	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Records Supervisor. The Records Supervisor is responsible for the accountability and secure maintenance of facility documents and all inmate records, the retrieval and research of information, and supervision of the records staff. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned as Records Supervisors.

### SUPERVISOR:

Records Manager.

### DUTIES AND RESPONSIBILITIES:

The Records Supervisors' duties and responsibilities shall consist of, but not be limited to:

- Ensure the privacy, security, and preservation of facility records, and establish a schedule for destruction of these records. The schedule will be submitted to the



Records Manager for perusal before destruction of records occurs.

- Retrieve, research, and assemble copies of documents upon request.
- Correspond with the Finance Division to correct errors associated with improperly processed bail bonds.
- Receive and document all cash and surety bonds.
- Assure that restricted information is not released to unauthorized persons.
- Research and prepare correspondence for the Records Manager on subpoenas, etc.
- Assist in special projects as directed by the Records Manager.
- Maintain a daily log of all activities that occur during tour of duty for the Records Manager.
- Review intake and release documents of all arrestees.
- Administrative Duties
  - Schedule personnel to meet daily facility demands.
  - Review and sign off on all time sheets of personnel under your supervision.

- Observe and evaluate performance of personnel.
- Identify and recommend appropriate training needs.
- Counsel personnel when required.
- Schedule vacations for personnel.
- Ensure inmate workers are under direct supervision when cleaning the Records Room.

**NOTE: Inmate workers shall never be allowed in the Records Filing Area.**

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:033	<b>REFERENCES:</b> FCAC 22.03b FMJS 11 & 15.03
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Post Orders	 Sheriff of Monroe County
	TOPIC: Rover (Floor)	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Floor Rover. The Floor Rover responsibility is to ensure the personal safety of staff and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations which may arise in which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Floor Rovers

### SUPERVISOR:

Shift Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Floor Rovers' duties and responsibilities shall consist of, but not be limited to:

### General Duties

- Be attentive to your duties at all times.
- Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.
- Ensure you pass on information to the relieving Floor Rover regarding any ongoing activities, existing emergencies, or conditions.
- Notify the Shift Sergeant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.
- Answer the telephone professionally (i.e., Rover's Station, Deputy Taylor).
- All agency owned equipment will be used for agency business only.
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.

### Specific Duties

- Ensure that you are trained in the use of equipment issued to you.

- Ensure that all assigned inmates obey the rules and regulations.
- Ensure that all assigned inmates complete their duties.
- Never allow yourself to get into a position where you will be subjected to a surprise attack by the inmates.
- At no time will you engage in idle conversation with the inmates.
- Only authorized persons will be permitted on your post.
- Do not leave your post for any reason unless properly relieved or authorized by the Shift Sergeant.
- If an inmate is injured, it is your responsibility to make the proper notifications (i.e., Medical, Main Control, and Shift Supervisor).
- Maintain proper control and inventory of all tools and equipment.
- Maintain proper key control. No keys will ever be given to an inmate for any reason.
- Be familiar with the manual/emergency override system for all doors.
- Inmates are not permitted to roam the facility unsupervised.
- Prior to opening a security door, a visual scan must be made to determine that conditions are normal and the deputies are prepared for inmate movement.
- All doors to include, but not limited to, housing doors and isolation doors will be kept locked.
- All unusual incidents such as fights, injuries, etc., must be reported to your Shift Sergeant verbally and in writing indicating who, what, when, where and how.
- All requests from staff and inmates must be handled as expediently and confidential as

possible. Do not discuss the nature of the request with inmates other than the inmate putting in the request. Channel all requests to the proper person. If a request is urgent and needs to be handled immediately and you are unable to handle it, then notify the Shift Sergeant.

- Be responsible for the safety and security of all inmates in your assigned area.
- Check all doors for maintenance problems at least once during your tour of duty.
- Pat search each inmate when he or she is received from the Dorm/Unit Deputy. You will also pat search inmates before returning them to the Dorm/Unit Deputy.
- Know the location and proper use of Fire Extinguishers in your area.
- Recreation Yards
  - The Rover will inspect ALL recreation yards' including their exercise implements and issued recreational equipment for cleanliness, contraband, and to ensure all are serviceable at the beginning of each shift. The Rover shall also inspect the main recreation yard between each group of inmates using it and the unit recreation yards each time they open or close.
  - The Rover shall complete a Recreation Yard and Equipment Inspection Checklist and note any problems they saw. Any deficiencies found throughout the Rover's shift will also be noted on this checklist which will be turned in at the end of the Rover's shift.
  - A Daily Maintenance Report Form shall be completed on any deficiencies that were found throughout your shift. This form is to be placed in the Maintenance basket on the table by the mailboxes.
  - If any issued recreational equipment (e.g., basketball) need to be replaced, the Rover will fill out an In-House Requisition Form. This form is to be placed in the Supply basket on the table

by the mailboxes.

- Court Movements

Ensure inmates are ready for pickup/delivery for court at all times designated on the court call list or as instructed by any of your supervisors.

- Housing Checks

Housing checks will be conducted every hour under normal operating conditions. During housing checks the following conditions should be observed; however, do not limit your observation just to the following list. Report any noted discrepancy to your Shift Sergeant immediately.

- Dorm Deputies Safety
- Unusual Occurrences
- Unusual Objects
- Security doors and locks
- Water leaks
- Contraband
- Inmate behavior (grouping of inmates)

- Shakedowns and Searches (Further procedures for searches are in BOC directive 8:026.)

- When the Shift Supervisor deems a shakedown or search is necessary, the shakedown or search shall be conducted under the supervision and direction of the Shift Supervisor.
- During the normal course of duty, you will usually search and look through your area for contraband or maintenance needs.
- Shakedowns/Searches are to be performed in a manner that leaves the inmate's living area in the same condition as it was when you first started the shakedown/search.

- Sick Call/Medical

- Upon assembly by the Dorm/Unit Deputy and direction of the Medical Division, inmates will be escorted to sick call/medical.
- Medical emergency response shall be coordinated between yourself, the Dorm/Unit Deputy, Medical Division, and the Shift Supervisor.

- Deputy Radios/Telephones

- Each deputy will carry a radio. The radio is to be left on the assigned channel at all times. No unnecessary communications will be made on the radio.
- Routine communications will be maintained between affected areas via the institutional telephone.
- The deputy's telephone will be used for communications within the facility.
- In cases of emergency, the incoming calls shall be routed to the Shift Supervisor. The Shift Supervisor shall take the necessary action to verify the emergency, and notify the deputy.
- The deputy's telephone and radio are not to be used by the inmate population.
- The radio is to be maintained on your belt at all times when not in use.
- Follow BOC directive 1:023 for proper telephone courtesy procedures.

- Emergencies

- All emergencies shall be reported to Main Control via radio or telephone. Main Control will verify that the Shift Supervisor is apprised of the situation.
- You shall evacuate inmates to the areas designated by the Facilities Fire and Evacuation Plan when directed by your Shift Supervisor.

- You are to notify the Medical Division first regarding any medical type emergency. You are to follow-up immediately with notification to your Shift Supervisor and Main Control. In the event the Medical cannot be immediately contacted, you are to notify Main Control of the event.
- Your primary duty is to supply emergency back up to Dorm/Unit Deputies. [FCAC 22.03b]

- Maintenance

- Emergency maintenance requests shall be reported immediately to the Shift Sergeant on duty for his or her coordination.
- Other maintenance request shall be documented on a Daily Maintenance Report Form and forwarded to the Shift Sergeant at the end of the shift.

- Visitation (Complete procedures are in BOC directive 5:004.)

You will work the visitation areas as needed. You will escort inmates to and from visitation booths in the dorm area.

- Shift Relief

- The on-coming deputy will report to his or her duty post approximately five (5) minutes early.
- The off-going deputy will go over the conditions in the area with the on-coming deputy (e.g., security, special instructions).
- Notify the Shift Supervisor immediately if any problem exists.



- Breaks

- You will relieve Deputies for break(s) as directed by the Shift Supervisor.
- You will be relieved for break(s) as directed by the Shift Supervisor.

Any member taken hostage has **NO** authority, regardless of rank, while under duress.

Refer to BOC 8:009 for the proper care and safe handling of firearms along with the circumstances and conditions under which the use of firearms is authorized.

Execute all other duties, assignments, and special orders as may be directed.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Rover (Intake/Release Holding Cells)	

#### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Holding Cell Rover. The Holding Cell Rover is responsible for observing inmates in the Intake/Release holding cells to prevent suicides. If further instruction is needed, you are directed to consult your supervisor. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

#### SCOPE:

This post order applies to the individuals assigned duties as Holding Cell Rovers.

#### SUPERVISOR:



Intake/Release Sergeant.

#### DUTIES AND RESPONSIBILITIES:

**NOTE: Normally this position is only staffed when there are enough personnel on a shift that it can be staffed without overtime.**

The Intake/Release Holding Cell Rover's responsibilities and duties shall consist of, but not be limited to:

- The Intake/Release Holding Cell Rover shall continuously observe all inmates in holding cells in the Intake/Release area.
  - Special Confinement Sheets (Complete procedures are in BOC directive 4:004.)  
  
Fill out your Special Confinements Sheets fully. All observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form. Confinement sheets that are done exactly every 15 minutes or exactly every hour are suspicious.
  - If the Intake/Release Holding Cell Rover has suspicions that an inmate is contemplating suicide, he or she shall immediately notify the Intake/Release Sergeant and Medical.
  - If there are no inmates in the holding cells, the Intake/Release Holding Cell Rover will become a regular Floor Rover and perform regular Floor Rover duties.
  - At no time will the Shift Supervisor position an Intake/Release Holding Cell Rover in a position where they cannot be immediately freed-up from to go to Intake/Release when an inmate is placed into an Intake/Release Holding Cell.
- Execute all other duties, assignments, and special orders as may be directed.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Shift Lieutenant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Shift Lieutenant. The Shift Lieutenant is responsible for the overall supervision and training of subordinate personnel and for ensuring strict compliance with the Bureau of Corrections and Monroe County Sheriff's Office written directives, Florida Model Jail Standards, County Civil Service Rules and Regulations, and other operating directives. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Shift Lieutenants

### SUPERVISOR:

Operations Commander.

### DUTIES AND RESPONSIBILITIES:

The Shift Lieutenant's duties and responsibilities shall consist of, but not be limited to:

### General Duties

- Ensure custody, control, discipline and the physical well being of inmates are maintained.
- Provide administrative support, plan, coordinate, and supervise the daily operations of your assigned shift.
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- Ensure you pass on information to the relieving Shift Lieutenant regarding any ongoing activities, existing emergencies, or conditions.

### Specific Duties

- Conduct shift roll call and presentation of training topics.
- Ensure that staffing is adequate to meet security and operational requirements.
- Plan and coordinate personnel duty assignments.
- Investigate accidents, deaths, contraband, and irregular or unusual incidents to include gathering and preserving evidence.

- Ensure the accurate and timely submission of Incident Reports and in-house investigations.
- Inspect and initiate appropriate corrective action in the areas of inmate housing, security, and sanitation.
- Conduct daily security inspections and take corrective action as necessary.
- Log Entries

Monitor log entries to ensure they are consistent. Pay special attention to the following entries that are required for accreditation:



- Head counts
- At a minimum, hourly physical head counts and 30 minute security rounds between 2300-0600
- Razor call
- Mail pick-up and delivery
- Inmate workers going to/coming back from work (linked to inmate)
- Recreation given in the dorms (linked to inmate)
- Recreation yard open/closed in the units
- Food served (approximately at 0630, 1200, and 1800 hours). No more than 14 hours between meals.
- Inmate movement
- Drills
  - The Shift Lieutenant will conduct at least one fire drill on his or her shift once each quarter as scheduled.
  - The Shift Lieutenant will also conduct one of the following drills on his or her shift each month as scheduled:
    - Hostages

- Riot with a deputy down with major trauma (The Medical Department must respond to this drill and submit triage sheets.)
- Hurricane Preparedness or Evacuation
- Epidemic Disease (The Medical Department must respond to this drill and submit triage sheets.)
- Bomb Threat to the Facility
- Escape of an Inmate(s)
- Death of an Inmate (The Medical Department must respond to this drill and submit triage sheets.)
- Mass Disaster with mass trauma (The Medical Department must respond to this drill and submit triage sheets.)
- Missing Staff and/or Inmate
- Mass Arrest
- Out-of-County Evacuation
- Mass Migration
- Ensure that all logs, forms, and key inventories are maintained as required.
- Perform administrative functions such as:
  - Vacation, holiday and compensatory time approval
  - Probationary and annual evaluations
  - Employee training and familiarization
  - Personnel counseling
  - Personnel disciplinary actions
- Maintain record of events in the Shift Lieutenant's logbook and keep the Operations Captain advised of the operational status of your assigned shift.
- Review all records and documents concerning your shift.
- Assume command in the absence of the

Operations Captain.

- Act as the liaison deputy between the fire department and the facility during a fire emergency.
- Initiate fire evacuation plans as required.
- Export video from the camera system using own access code. The Shift Lieutenant is to log on to complete the task and log off when complete.
- Personal contact and interaction between staff and inmates is required and will be facilitated. Designated department heads shall visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates to informally observe living and working conditions.
- Oversee the kitchen operations and the feeding of the inmates.
- Monitor the Front Lobby Area.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:036	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Shift Sergeant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Shift Sergeant. The Shift Sergeant is responsible for maintaining the security of the facility, custody of inmate population, and other major segments of the detention programs during any shift. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Shift Sergeants.

### SUPERVISOR:

Shift Lieutenant.

### DUTIES AND RESPONSIBILITIES:

The Shift Sergeant's duties and responsibilities shall consist of, but not be limited to:

#### General Duties

- Ensure custody, control, discipline and the physical well being of inmates are maintained.

- Provide administrative support and supervise the daily operations of your assigned shift.
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- Ensure you pass on information to the relieving Shift Sergeant regarding any ongoing activities, existing emergencies, or conditions.
- Be attentive to your duties at all times.
- Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.
- Notify the Shift Lieutenant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.
- Answer the telephone professionally (i.e., "Watch Deputy, Sergeant Taylor").
- All agency owned equipment will be used for agency business only.
- Male staff will not be allowed to enter the female housing unit unless escorted by the female deputy.

## Specific Duties

- Counts

Supervise the official counts of inmates and clear with 100% accuracy.

- Meals

Ensure meals are served on schedule and that meal procedures are followed (e.g., utensil/tray accountability). Coordinate to correct any schedule conflicts. All inmate meals will be randomly checked daily for temperature of food and correct portions.

- Sanitation & Security Inspections

Conduct general sanitation and security inspections of inmate living and common areas. During walk through, review general condition and report noted deficiencies to Maintenance on a Daily Maintenance Report Form.

- Medication Distribution & Sick Call

Ensure that the deputies assist medical personnel in administering medication and that inmates are promptly processed for sick call either in the Unit/Dorm or at the medical area.

- Programs/Recreation/Library

Ensure that all programs take place as scheduled.

- Inmate Court Call-Outs

Ensure that all inmates scheduled for court appearances are processed and ready for transport at the scheduled time periods.

- State Prisoner Transport

Coordinate inmate wake-up call and processing of departing inmates for on-time departure.

- Facility Security

**NOTE: This is one of the most important**

**functions performed by staff and supervisors to ensure the facility's integrity.**

- Inmate Shakedowns: Be especially cognizant that security is maintained during shakedown procedures. This is one of the most important functions performed by staff and supervisors to ensure the Facility's integrity.

- Prevent the introduction of contraband by analyzing working procedures and making recommendations.

- Continually supervise staff to keep them from becoming complacent during the daily work routine.

- Supervise assigned deputies as they perform security checks of security windows, doors, and perimeter walls. Report all discrepancies immediately.

- Be well informed of all duties to be performed by deputies under your supervision.

- Remain alert and regularly patrol all areas that come directly under your supervision.

- Assume responsibility and act within the level of your authority to enforce discipline issues, respond to staff and inmate questions, submit recommendations for security enhancement and/or procedures and take corrective measures when necessary.

- Incident Reports

- Ensure that Incident Reports are warranted and properly written.

- Review all Incident Reports to ensure that they are clear, concise, and complete.



- Review cameras to substantiate claims or investigate incidents. If a designee is selected, will use own access log on to export video. Will log off when complete.

- If an Incident Report lacks the basic essential facts, is unclear, and/or is poorly written, you will instruct your staff to rewrite the report.
- Forward all Incident Reports to the Inmate Services Sergeant via the chain-of-command.
- Deputy Rule Violations
  - As a supervisor you are responsible for maintaining discipline and order for correcting and/or reporting rule violations.
  - Depending on the severity of the offense, there are different options you may propose.
  - Refer to the Monroe County Sheriff's Office General Operations Manual for further procedures.
- Administrative Duties
  - Prepare the daily duty roster.
  - Develop an annual leave schedule.
  - Schedule personnel to meet daily security and operational requirements.
  - Verify time and attendance on all time sheets of personnel under your supervision.
  - Observe and evaluate performance of deputies on posts.
  - Identify and recommend appropriate training needs.
- Counsel and advise staff when required.
- Investigate and forward all information to the Inmate Services Sergeant via the chain-of-command of all facility assaults, escapes, contraband trafficking, organized criminal activities, etc.
- Prepare comprehensive investigative reports when required.
- Assist in developing and/or recommending changes to policies, procedure, and post orders relating to security and submit via the chain-of-command.
- Exercise control over inmate visitors, official visitors, and mail.
- Shift Briefings

Report for duty and call the roll: Relay any pertinent information from the previous shift. Be specific on information relayed concerning unusual incidents and situations relating to intelligence.
- Rule Violation(s)

When you become aware of possible rule violation(s) by staff, it is your responsibility to review and investigate the issue. After all facts are known and the report is complete, you will present the issue to the Shift Lieutenant.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:037	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Sick Bay Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Sick Bay Deputy. The Sick Bay Deputy is responsible for insuring the personal safety and security of staff and inmates entrusted to the Sick Bay Area and to safeguard Monroe County Sheriff's Office property. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as the Sick Bay Deputy.

### SUPERVISOR:

Shift Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Sick Bay Deputy's duties and responsibilities shall consist of, but not be limited to:



- Adhere to all applicable procedures in the Dorm/Unit Deputy Post Order.
- Frequently observe all inmates in Sick Bay.

- Special Confinement Sheets (Complete procedures are in BOC directive 4:004.)

Fill out your Special Confinements Sheets fully. All observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form. Confinement sheets that are done every 15 minutes on an irregular schedule.

- Be alert for abnormal or violent inmate behavior and theft by inmates.
- Keep juveniles separate from adults and females separate from males.
- Supervise clinic cleaning details.
- Maintain required forms and logs.
- Provide inmates the opportunity for showering, shaving, and other hygienic needs.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:038	REFERENCES: FCAC 1.02 ALDF-7D-05
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Site Commander	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Site Commanders at the Marathon and Plantation Key Detention Facilities.

The Site Commanders are responsible for the overall operation, personnel, safety, care, and security control of his or her Detention Facility. [FCAC 1.02]

Each Site Commander is the administrator of their facility and is responsible for all staff under their command. [FCAC 1.02] [ALDF-7D-05]

The Site Commanders report directly to the Operations Commander.

### SCOPE:

This post order applies to the individual assigned duties as the Site Commander of their facility.

### SUPERVISOR:

Operations Commander.

### DUTIES AND RESPONSIBILITIES:

The Site Commander's duties and responsibilities shall consist of, but not be limited to:

### Meetings

Conduct and document Sergeants' Meetings at least once per month. Approve the draft meeting minutes before the final version is posted.

When needed, conduct meetings with the appropriate personnel to review written directives and to ensure compliance with all Federal, State, and County laws.

### Emergency Procedures

Main Control Operators will notify the Site Commander in any emergency or event according to the Emergency Notification Chart which is located in each facility's control room.

The Site Commander is responsible for updating site-specific policies, procedures, post orders, and emergency procedures until they are incorporated in the Bureau of Corrections Written Directive Manual.

These procedures should ensure that the security of the facility is not compromised and that the safety and well being of staff and inmates are of prime consideration.

### Review of Unusual Occurrences

The Site Commander will review all incidents concerning unusual occurrences. These

include, but are not limited to:

- Use of Force
- Inmate placed in administrative or disciplinary segregation
- Contraband
- Removal of person from lobby or public areas of facility

The reports required to be reviewed for the above incidents would include some or all of the following:

- Incident Report
- Subject Resistance Report
- Notice of Injury Report - Deputy
- Accident Investigation Report - Deputy
- Injury Report - Inmate

#### **Facility Weekly Security and Sanitation Inspection**

A weekly inspection of the entire facility shall be conducted by the Site Commander/designee to include security, sanitation, and special attention to the storage and supply areas containing hazardous materials.

A weekly inspection report will be generated and turned into the corrections Accreditation Specialist.

This weekly inspection report will include provisions for recording deficiencies and corrective actions.

- Forward all inspections results to the Operations Commander.
- Forward results of all inspections for Maintenance, Public Works, and Shift Supervisors to review and conduct appropriate corrective action.
- Ensure that all unsanitary items are cleaned or replaced

#### **Facility Tours**

The Site Commander will approve or disapprove all non-law enforcement tours of the facility. The Shift Supervisor may approve tours for a law enforcement deputy or Sheriff Office employee.

#### **Inmate Contact Visitation**

Contact visits must be approved by the Operations Commander, or Major of the Bureau of Corrections.

#### **Deprivation of Authorized Items/Programs in Segregation**

The Site Commander must approve any restriction of items and/or programs for inmates in any type of segregation.

In the event the authorized item(s) poses an immediate threat to the inmate or deputies, the Deputy is authorized to remove these items. He or she must then notify the Shift Supervisor as soon as possible.

#### **Log Entries**

Monitor log entries to ensure they are consistent. Pay special attention to the following entries that are required for accreditation:

- Head counts
- Hourly counts and 30 minute rounds (at a minimum) between 2300-0600
- Razor call
- Mail pick-up and delivery
- Inmate workers going to/coming back from work (link to inmate)
- Recreation given in the dorms (link to inmate)
- Recreation yard open/closed in the units
- Food served (approximately at 0630, 1200, and 1800 hours). No more than 14 hours between meals.

- Inmate movement

## Drills

The Site Commander will conduct at least one fire drill on each shift once each quarter as scheduled.

The Site Commander will also ensure that each shift conducts the following drills each month as scheduled:

- Hostage Situation
- Riot with a deputy down with major trauma (The Medical Department must respond to this drill and submit triage sheets.)
- Hurricane Preparedness or Evacuation
- Epidemic Disease (The Medical Department must respond to this drill and submit triage sheets.)
- Bomb Threat to the Facility
- Escape of an Inmate(s)
- Death of an Inmate (The Medical Department must respond to this drill and submit triage sheets.)
- Mass Disaster with mass trauma (The Medical Department must respond to this drill and submit triage sheets.)
- Missing Staff and/or Inmate
- Mass Arrest
- Out-of-County Evacuation
- Mass Migration

## Key Control

The Site Commander/designee shall maintain an electronic and/or written inventory of all keys within the facility.

The Site Commander/designee shall assign

keys to posts and deputies as needed. These will be tracked on electronic and/or written equipment inventory reports/lists.

## Goals and Objectives

Provide input on the Sheriff's Office goals and objectives. The Operations Commander will ensure that all employees under his or her command are aware of the goals and objectives and are diligently working to meet them.

## Additional Duties and Responsibilities

Assist in the planning and budgeting process by submitting equipment needs, capitol improvement plans, and recommendations.

Ensure accurate information is passed up and down the chain-of-command either written or verbally.

Submit necessary reports required for accreditation and Florida Model Jail Standards (FMJS) compliance proof.

When applicable, submit quarterly input to the Operations Commander to be included into the Corrections Bureau's quarterly report. Input should consist of major incidents, major developments and achievements, major problems and plans for solving same, and assessment of staff and inmate morale.



Ensure continuous compliance with training and quality assurance standards of the Monroe County Sheriff's Office, FMJS, and accreditation standards through inspections, reviewing reports, talking with subordinates, reviewing standards, etc.

Agency designated PREA Compliance Manager for the facility. See BOC 8:031 for further information.



Review complaints and take action when necessary concerning employee problems.

Work diligently toward improving morale, staffing, and reducing overtime.

Execute all other duties, assignment, and special orders as may be directed.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:039	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Support Services Commander	

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 WAS DIRECTIVE 10:039 WHICH WAS RESCINDED BY 10:021 ON 1/20/10

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:040	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Administrative Assistant	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Administrative Assistant. The Administrative Assistant is responsible for administrative support and financial duties to the Operations Captain. The work involves typing, computer knowledge of word processors and spreadsheets, maintaining logs and files, receptionist duties, research, and special administrative projects. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Administrative Assistant.

### SUPERVISOR:

Operations Captain.

### DUTIES AND RESPONSIBILITIES:

The Administrative Assistant's duties and responsibilities shall consist of, but not be limited to.

- Route subpoenas to the Shift Supervisor to

serve on the named individual.

- When requested, schedules employee depositions.
- Schedules and posts special attorney visits (e.g., when they need to take electronic devices into the secured envelope, when they need a larger room to conduct depositions, etc).
- Approves and posts attorney's interpreters, investigators, paralegals, and psych doctors to visit their clients.
- Coordinates and tracks inmate grievances.
- Coordinate obtaining items needed for public records requests and then invoice the requester.
- Inform Finance monthly of how much we owe the inmate medical insurance company utilizing the 0600 head count.
- Ensure that a New Employee Identification Card Request Computer Information form is completed on all new contract employees.
  - Maintain a Contract Employee Identification Log with the appropriate information logged into the log.
  - Submit the request form to the Identification Division to have a criminal history (FCIC/NCIC) background check

done on the individual.



- Forward to the Operations Captain for final approval/disapproval.
- Inform the appropriate division whether the individual is approved or disapproved to work in the detention facilities and log the results in the Contract Employee Identification Log.

- Draft and coordinate input needed for the quarterly and annual reports.
- Coordinate RFPs and do other RFP related work as requested.
- Process all requisitions through the Operations Commander.
- Transcribe letters, memorandums, minutes from meetings, and other information as requested.
- Type and proof letters, memorandums, and any other documents required.
- May draft responses for appropriate signature for routine/general inquiries.
- Edit and proof reports. Identify apparent errors and correct them or coordinate and follow up for corrective action.
- Research data, on occasion, and prepare or assist in the preparation of information for meetings or presentations.
- Order supplies for Operations.
- Set up and maintain files.
- Receive visitors, answer questions, and provide general information.
- Receive, sort, and distribute internal mail.
- Exercise independent judgement with respect to real or potential problems and, on own initiative, bring to the attention of appropriate member with recommended action.
- Screen telephone calls and direct inquiries

to the appropriate division.

- Cover other positions when required due to their absence. These positions will include visitation, receptionist and fingerprint technician.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:041	REFERENCES: None
	RESCINDS: Policy Directive 4	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Transportation Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Transportation Deputy. The Transportation Deputy is responsible for the safety, security, and timely transportation of inmates to and from local and out of county destinations. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individuals assigned duties as Transportation Deputies.

### SUPERVISOR:

Transportation Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Transportation Deputies' duties and responsibilities shall consist of, but not be limited to:



- Prior to transport, conduct a complete inspection of the transport vehicle to include interior and exterior, fluid levels (e.g., gas, oil, water), doors, locks, and windows.
- Inventory vehicle emergency and security equipment.
- Be familiar with inmate classifications such as escape risks, behavioral problems, medical precautions, security risks, and inmates who require caution during transport.
- Ensure that inmates are properly dressed and have appropriate outerwear as dictated by weather conditions. Inmates being transported between jails, courts, and outside inmate worker work details shall be in the appropriate inmate uniform as well as stenciled MCDC underwear.
- Prior to leaving the facility, ensure that all required documents are in order to include the arrest report, the court list, court documents, medical appointments, etc.
- All inmates are to be transported with full restraints (handcuffs, shackles, and belly chained) except for pregnant females and VERIFIED medical injuries. Any medical condition claimed by an inmate must be verified with medical staff only before a decision not to apply a restraint.
- Before placing inmates in the transport vehicle, check the inmate's name against the transportation list to verify that the correct person is being transported.

- Neither the driver nor passengers will smoke in the vehicle at anytime.
- During daily routine movement between facilities, Transportation Deputies will pick up and deliver courier mail to each facility.
- Maintain radio communications with the Dispatch Division while in county. When out of county, maintain communications via cell phone.
- Be thoroughly familiar with transportation procedures in Bureau of Corrections (BOC) Written Directives Manual chapter 9 and General Operations Manual (GOM) chapter 60.
- Be especially familiar with emergency procedures regarding escapes, use of deadly force, security during transport, vehicle accidents and breakdowns, and notification procedures.

**NOTES: Procedures for use of force are in directives BOC 8:005 and GOM chapters 31, 31A, and 31B.**

**Procedures for escapes are in directives BOC EP:005 and GOM chapter 60.**

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:042	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Transportation Sergeant	

#### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Transportation Sergeant.

The Transportation Sergeant is responsible for coordinating inmate movement and ensuring the security and safety of all inmates.

He or she shall also ensure all vehicles assigned to the detention facilities are well maintained both mechanically and visually.

#### SCOPE:

This post order applies to the individual assigned duties as the Transportation Sergeant.

#### SUPERVISOR:

Captain, Support Services.

#### DUTIES AND RESPONSIBILITIES:

The Transportation Sergeant's duties and responsibilities shall consist of, but not be limited to:



- Plan scheduling of leave with subordinates.
- Ensure that daily and monthly inspection of all Monroe County Detention Facilities

vehicles are completed and appropriate action taken.

- The daily inspection forms shall contain, at a minimum, the inspection of the engine oil, gas, tires, safety equipment, including fire extinguishers, etc. to ensure all are in serviceable condition.
- Ensure all logs/inspections are maintained on a daily basis and are kept on file for the appropriate amount of time per the State of Florida General Records Schedule.
- Coordinate prisoner pick-ups and/or drop-offs with various facilities including mental health transports. Responsibility includes overseeing safe and expeditious pick-ups/drop-offs.
- Ensure all vehicles are well maintained both mechanically and visually.
- Participate in training new transportation personnel, scheduling staff, and planning and supervising the day-to-day operations regarding inmate movement or transportation.
- Conduct feasibility studies and recommend purchase of specialized equipment. Monitor bureau expenditures on a monthly basis. Prepare requisitions for material, equipment, and supplies.



- Prepare employee performance evaluations.
- Counsel employees on work related problems.
- Stay current with changes in law enforcement, and related legal, police, and court procedures affecting record keeping.
- Coordinate all court holding activities.
- Coordinate work assignments with the Court Security Sergeant when necessary to handle to work load.
- Ensure all inspections are conducted as required in the court holding area and all documentation is forwarded to the Law Enforcement Accreditation Specialist within one week.

Execute all other duties, assignments, and special orders as may be directed.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:043	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Trusty Program Field Supervisor (DOT)	



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WAS DIRECTIVE 10:043 WHICH WAS DELETED ON 7/3/09

BOC - 10:043	Date of Original: 9/15/99	1
Dissemination Date: 6/25/09	Previous Revision Date(s):	Delete Date: 7/3/09

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:044	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: V.O.I.C.E. Volunteer (Volunteer Observers Impacting Community Effort)	



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WAS DIRECTIVE 10:044 WHICH WAS DELETED ON 8/22/11

BOC - 10:044	Date of Original: Jan 1994	1
Dissemination Date: 8/15/11	Previous Revision Date(s): 9/15/99	Deletion Date: 8/22/11

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 10:045	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Warrants Clerk/Supervisor	

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WAS DIRECTIVE 10:045 WHICH WAS DELETED ON 7/3/09

BOC - 10:045	Date of Original: 9/15/99	1
Dissemination Date: 6/25/09	Previous Revision Date(s):	Delete Date: 7/3/09

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:046	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Transportation and Extradition Specialist	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Transportation and Extradition Specialist. The Transportation and Extradition Specialist is responsible for ensuring that proper documentation is received and sent on all inmates being transported to and from the Monroe County Detention Facilities. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as Transportation and Extradition Specialist.

### SUPERVISOR:

Transportation Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Transportation and Extradition Specialist's responsibilities and duties shall consist of, but not be limited to:

### General Duties

- Be attentive to your duties at all times.
- Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.
- Ensure you pass on information regarding any ongoing activities, transports and extraditions especially any existing emergencies or conditions.
- Notify the Transportation Sergeant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.
- Answer the telephone properly (e.g., Courthouse Holding, Taylor speaking).
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- All agency owned equipment will be used for agency business only.

### Specific Duties

- Receive court docket list from court security for the next court day, and alert Transportation Division, Medical, and Classification of any changes.

BOC - 10:046

Date of Original: 6/14/06  
Previous Revision Date(s):



1

Dissemination Date: 12/23/11

Effective Date: 12/30/11

- Look up classification codes.
- Type and post daily court holding list for the following day.
- Coordinate transport reports for the night run (e.g., KW/KV/PK courts, classification movement, ICE movements, pick-ups in PK).
- Assist in coordinating the transport of inmates to and from the courthouse, other agencies, and court ordered programs by calling the prospective agencies including Intake/Release, Medical, and Classification.
- Contact persons outside the Sheriff's Office to coordinate inmate movements. This includes State Attorney Offices, Governor's Office, and fugitive and transportation units of other agencies, outside transport agencies, out-of-state District Attorneys, Probation Offices, Judges, and Court Clerks' Offices.
- Reviews warrants and related records for prisoner transportation.
- Ensures that prisoner paperwork is complete and accurate
- Operate the vehicle sally port doors and holding area doors from the Control Room control panel.
- Review all logs and ensure the following entries are present prior to submitting to supervisor:
  - List of inmates delivered to their destination, the date delivered, and the name of the deputy that delivered the inmates.
  - Inmate names moved to or from courtrooms and the times.
- The Court Holding inmate worker is the ONLY inmate allowed in the Control Room, and then he or she must be under direct supervision by a certified deputy.
- Maintain good communications with the Transportation Sergeant to ensure prompt action in any emergency or last minute situations.
- Receive all court associated paperwork from court security (e.g., Court Minutes, Court Orders).
- Ensure that all doors are secured at all times, especially the sally port door.
- Complete monthly reports
  - Governor's Office - reference completed signed waivers and out-of-state extraditions.
  - Monthly Statistics Report
  - Monthly Cost Comparison
  - Monthly Transport Invoice
- Organizes and maintains files of general and confidential nature.
- Order supplies for Court Holding.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:046	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Transportation and Extradition Specialist	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Transportation and Extradition Specialist. The Transportation and Extradition Specialist is responsible for ensuring that proper documentation is received and sent on all inmates being transported to and from the Monroe County Detention Facilities. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as Transportation and Extradition Specialist.

### SUPERVISOR:

Transportation Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Transportation and Extradition Specialist's responsibilities and duties shall consist of, but not be limited to:

### General Duties

- Be attentive to your duties at all times.
- Only that material necessary for performance of duties shall be permitted or as approved by the Major of the Bureau of Corrections.
- Ensure you pass on information regarding any ongoing activities, transports and extraditions especially any existing emergencies or conditions.
- Notify the Transportation Sergeant of all alarms, emergencies, unusual events, or special tasks concerning your area as soon as feasible.
- Answer the telephone properly (e.g., Courthouse Holding, Taylor speaking).
- Comply with all existing policies, procedures, and directives not specifically rescinded or superseded herein.
- All agency owned equipment will be used for agency business only.

### Specific Duties



- Receive court docket list from court security for the next court day, and alert Transportation Division, Medical, and

Classification of any changes.

- Look up classification codes.
- Type and post daily court holding list for the following day.
- Coordinate transport reports for the night run (e.g., KW/KV/PK courts, classification movement).
- Assist in coordinating the transport of inmates to and from the courthouse, other agencies, and court ordered programs by calling the prospective agencies including Intake/Release, Medical, and Classification.
- Contact persons outside the Sheriff's Office to coordinate inmate movements. This includes State Attorney Offices, Governor's Office, and fugitive and transportation units of other agencies, outside transport agencies, out-of-state District Attorneys, Probation Offices, Judges, and Court Clerks' Offices.
- Reviews warrants and related records for prisoner transportation.
- Ensures that prisoner paperwork is complete and accurate
- Operate the vehicle sally port doors and holding area doors from the Control Room control panel.
- Review all logs and ensure the following entries are present prior to submitting to supervisor:
  - List of inmates delivered to their destination, the date delivered, and the name of the deputy that delivered the inmates.
  - Inmate names moved to or from courtrooms and the times.
- The Court Holding inmate worker is the ONLY inmate allowed in the Control Room, and then he or she must be under direct supervision by a certified deputy.

- Maintain good communications with the Transportation Sergeant to ensure prompt action in any emergency or last minute situations.
- Receive all court associated paperwork from court security (e.g., Court Minutes, Court Orders).
- Ensure that all doors are secured at all times, especially the sally port door.
- Complete monthly reports
  - Governor's Office - reference completed signed waivers and out-of-state extraditions.
  - Monthly Statistics Report
  - Monthly Cost Comparison
  - Monthly Transport Invoice
- Organizes and maintains files of general and confidential nature.
- Order supplies for Court Holding.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:047	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Identification Technician	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Identification Technician. The Identification Technician is responsible for conducting background checks for the purpose of identification, comparing fingerprints to establish identity, entering fingerprint information into the computer, checking for alias known as (AKAs), writing reports to support their findings, appearing in court as an expert witness, conducting fingerprint classes when requested, supply information on all phases of identification procedures, fingerprints the public, and accept fingerprint evidence (latent prints) for the purpose of entering into Afix Tracker and/or MorphoTrak (AFIS & IAFIS) to search latent prints against the databases. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the individual assigned duties as the Identification Technician.

### SUPERVISOR:

Programs Services Director.

### DEFINITIONS

Afix Tracker - System (local database) for entering and searching latent prints.

MorphoTrak - System for entering and searching latent prints. This system searches AFIS state prints and IAFIS for a wider search of federal prints.

### DUTIES AND RESPONSIBILITIES:

The Identification Technician's responsibilities and duties shall consist of, but not be limited to:

- Criminal History Checks for Contract Employees

Run FCIC/NCIC reports and attach them to the New Employee I.D. Card Request form for the Operations Commander to review.

Run FCIC/NCIC reports on all contractors every five years. [BOC 8:031]

- Comparing Fingerprints

Fingerprint comparisons will be made when requested by any entity interested in establishing the true identity of an individual.

- Report Writing

You shall write and provide reports to support your findings when fingerprint

comparisons are made.

- Court Appearances

When requested, you shall provide testimony in court as an expert witness about your fingerprint comparison findings.

- Fingerprint Classes

When requested, provide information and training for class as required by Florida Department of Law Enforcement (FDLE) Standards.

- Fingerprinting the Public

- Fingerprint and provide knowledge to the general public.
- Fingerprint transmission to FDLE.
- Hardcard.
- Re-registration and updates of sexual offenders.

- Afix Tracker and MorphoTrak

Databases for searching latent prints have been established in Afix Tracker and MorphoTrak. You will accept fingerprint evidence (latent prints) and enter fingerprint cards into Afix and/or MorphoTrak.

- Information

You shall provide knowledgeable information on all phases of identification procedures.

returned to the key watcher box.

Afternoon Shift: Retrieve the keys from the key watcher. Follow the same procedure as above from the morning shift money verification.

At no time will multiple employees be accessing the cash box. All collected money will be turned in each day.

If the Executive Secretary is out of the office, the Programs Director will collect the funds, secure them in the Directors office and turn them into the Executive Secretary upon their return.



At no time will the petty cash box be moved to someone else's desk or office, except in an emergency.

Execute all other duties, assignments, and special orders as may be directed.

### Collection of Fees/Petty Cash Procedures

Morning Shift: Retrieve the keys from the key watcher.

Money Verification: When the fingerprint shift is completed in the morning, the money will be the collected and turned into the Executive Secretary or designee. The petty cash box will be verified by two employees on the petty cash verification sheet. The cash box will then be placed in the fingerprint desk drawer and the drawer will be locked. The key ring will be

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:048	REFERENCES: ALDF-4C-40
	RESCINDS: 10:046 SNU Deputy	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Special Needs Unit (SNU) Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties, responsibilities, and operations of the Special Needs Unit (SNU). The SNU Deputy is responsible for the personal safety of staff and inmates entrusted to his or her area following standard methods of security and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all medical staff and promoting a team effort that ultimately meets the goals of the unit which are to identify, stabilize, and manage these special need inmates. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor or Mental Health Liaison.

### SCOPE:

This post order applies to the deputies assigned duties in the Special Needs Unit.

### SUPERVISOR:

Shift Sergeant.

### DUTIES AND RESPONSIBILITIES:

The SNU Deputy must comply with the Dorm/Unit Deputy Post Order. Additional responsibilities and duties shall consist of, but not be limited to:

- Frequently observe all inmates in your housing area.
- Special Confinement Sheets (Complete procedures are in BOC directive 4:004.)  
  
Fill out your Special Confinements Sheets fully. All observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form. Confinement sheets that are done exactly the same amount of minutes apart (e.g., every 14 minutes, every 15 minutes, every 60 minutes, etc.) for extended periods of time are considered suspicious.
- SNU Deputies will document unusual occurrences in their logbook (e.g., inmate pacing all night, bizarre behaviors, physical and/or verbal altercations, homicidal ideation, suicidal ideation). SNU Deputies shall also notify the Mental Health Liaison or nurse on duty of all unusual occurrences.
- SNU Deputies will provide a safe environment and interact in a therapeutic manner with these inmates. The SNU Deputy shall be patient and understanding within the scope of a professional detention deputy.
- The Mental Health Liaison will update SNU deputies working in the unit of special needs of inmates as needed. The SNU Deputy shall communicate inmate needs back to the



#### Mental Health Liaison.

- Per the inmate handbook, TV channel selection will be by majority preferences. T.V. volume will be low during nighttime hours. No violent shows or "R" rated shows are allowed (e.g., Jerry Springer, Spanish Jerry Springer, etc.).
- The Mental Health Liaison will provide educational as well as an occasional entertaining video for the inmates to watch at various times not to interfere with the daily operations of the facility. These videos will be removed daily by the Mental Health Liaison and stored in the Medical Division.
- Table games, puzzles, and reading materials are encouraged. New items being placed in the unit shall be approved by the Operations Commander and the Medical Division. They shall be marked by the Medical Division. Library books shall be placed in this unit excluding specific types of books (e.g., murder mystery) that the Mental Health Liaison gives to the Librarian. These books will not be marked by the Medical Division.
- When an inmate has an outside visitor (visitation or contact visitation), log the inmate's name into your logbook (the name of the visitor is not necessary).
- The cleaning supply door shall remain locked at all times. Plastic bags are to be locked up and no plastic bags are to be tied to the sit-up board or in their cells. All chemicals are to remain locked in the supply room unless in use.
- Programs are encouraged in the unit and will be coordinated through the Operations Commander. [ALDF-4C-40]
- Classification of SNU inmates [ALDF-4C-40]
  - The doctor will coordinate with the Mental Health Liaison to determine which inmates are to be assigned to this unit, when an inmate may be removed from the unit, and where they will be housed in the unit. The Medical Staff

will work closely with the Classification Division in classifying these inmates looking closely at the enemy list, etc. If housing is not specified by Medical, Classification shall assign a cell accordingly.

- If a security conflict arises between Medical and Corrections, the Operations Commander will be notified by the Shift Commander for final solution.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:049	REFERENCES: FMJS 11 & 15.03
	RESCINDS: Policy Directive 3 & 5	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Unit A Deputy	

### PURPOSE:

The purpose of this post order is to establish guidelines for the duties, responsibilities, and operations of the Unit A Deputies. The Unit A Deputies responsibilities are to ensure the personal safety of staff and inmates entrusted to his or her area following standard methods of security, and to safeguard Monroe County Sheriff's Office property. The work involves working cooperatively with all staff and promoting a team effort that ultimately meets the goals of all concerned and provides direct supervision to the inmates. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

### SCOPE:

This post order applies to the deputies assigned duties as the Unit A Deputies.

### SUPERVISOR:

Shift Sergeant.

### DUTIES AND RESPONSIBILITIES:

The Unit A Deputy must comply with the Dorm/Unit Deputy Post Order unless a specific area has been modified in the following

procedures. Modified and/or additional responsibilities and duties shall consist of, but are not limited to what is listed in this directive. Consistency between shifts is important. The Unit A Deputies shall not deviate from anything listed in this directive unless told to do so by a supervisor.

### Housing Assignments

Inmates on high profile (HP), signal 20, psych obs, and suicide watch should be housed on bottom tier.

Inmates housed will include administrative segregation confinement (AC), protective custody (PC), disciplinary segregation confinement (DC), pre-disciplinary segregation confinement (PDR) new intake, and reclassification inmates. Those that are Hi Pro and ICE will have designated placard on all doors.

Inmates placed in Unit A on PDR for fighting will be housed on separate tiers, when feasible.

### High Profile Inmates

- Two deputies must be present when high profile inmates are moved. High profile inmates shall always wear handcuffs and shackles when out of their cell except:
  - When showering in the secure shower

area, remove both the handcuffs and shackles.

- When using the rec yard, remove both handcuffs and shackles.
- Also, follow the Classification and Security of "High Profile" Inmates written directive (BOC 8:002).

### Handcuffs

All inmates will have handcuffs applied prior to any movement outside of their cell or any secure area.

The handcuffs will be applied through the food port access. The handcuffs will be removed once the inmate is locked in their cell, secure shower area, secure phone area, or on the recreation yard.

When removing only one inmate from a two man cell, both inmates will be handcuffed through the food port. After removing one inmate from the cell and securing the door, then remove the handcuffs through the food port on the inmate left in the cell.

**NOTE: See BOC directive 8:002 for specific information on restraints for high profile inmates. High profile inmates deemed an extreme safety risk will be handcuffed in the back at all times until classification states otherwise.**

### Recreation/Out of Cell Schedule

Inmates will be allowed out of their cell as per the Recreation/Out of Cell Schedule for Unit A. If inmates refuse their out of cell time it must be documented. A MAXIMUM of eight inmates may be out at one time when two deputies are present. This does not include court, medical, law library, visitation, Disciplinary Report hearings, etc.

If inmates refuses recreation/shower, inmate is removed from cell for inspection/search regardless.

### Recreation Yard

The recreation yard shall remain locked at all times. Inmates using the recreation yard will be locked in the yard during their allotted time.

### Telephones

- Dayroom Phone

The inmates in Unit A are allowed to use the dayroom phones during their recreation/out of cell time except DC inmates (attorney only).

### Janitor's Closet

- The janitor's closet door shall be unlocked only when the DEPUTY is getting cleaning materials and supplies from the janitor's closet. Inmates shall NOT be allowed in the janitor's closet. The deputy shall take out the cleaning supplies as needed.
- The janitor's closet shall remain locked at all times.

### Meals

- The Floor Rover/designee along with the tray crew shall deliver the food to Unit A.
- When the trays are delivered to the unit, count all items (e.g., trays, spoons, fruit).
- All trays unwrapped, checked, and waned by deputy.
- Monitor the food trays for complete meals, quality, quantity, etc., prior to distributing the trays to the inmates. You are to maintain visual contact with each tray for each individual inmate to ensure stealing or contamination does not occur.
- When two deputies are in the unit, have one deputy serve the top tier while the other deputy serve the bottom tier.
  - Only open one food port at a time. Close that food port before you open another.

- Serve only one cup of juice per inmate.
  - Serve one tray and one spoon to each inmate.
  - Remove any plastic wrap before serving the trays to inmates, check and wand trays.
- The deputies are to retrieve the trays and clean up. Count all trays when returned to ensure they have all been collected. Place the trays in the vestibule.

### **Medication Pass**

You will escort the nurse to the appropriate cells for medication pass. The med carts shall be locked in the multipurpose room or another room that can be locked. There will be no inmate movement while the nurse is in the unit.

### **Attorney Visits**

Attorneys shall use the multi-purpose room. The door is to be locked once both are in the room.

### **Inmate Worker(s)**

- Search the inmate workers as they enter Unit A.
- The inmate worker is only allowed into the unit after all recreation and showers are completed.
- Keep the inmate worker under close supervision. If he speaks with anyone in a cell, it is an automatic disciplinary action.
- The inmate worker is to clean. All cleaning supplies will be accounted for prior to the inmate worker leaving.
- Search inmate workers before returning them to their dorm.

### **Time-frame of normal duties**

- 0600
- Head count/food port check
  - Equipment pass-on sheet (inventory janitor's closet)
  - 1st round (and continue throughout the day)
  - Breakfast chow in (See E. above)
  - Inspect ALL cells. Each inmate's personal belongings must fit in their bin, on their desk, and within a maximum of two paper bags. Inmates who have been approved to have legal materials in their cells are allowed to have a maximum of two banker boxes for their legal materials.
  - Start Recreation/Out of Cell Schedule (See C. above). Ensure you keep track of your cleaning supplies that they might be utilizing (See D. above).
  - Medical pass and attorney visits will take place throughout the day (See G. and J. above).
  - Lunch chow in (See E. above)
  - Continue Recreation/Out of Cell Schedule (See C. above).

- 1800
- Head count/food port check
  - Equipment pass-on sheet (inventory janitor's closet)
  - 1st round (and continue throughout the day)
  - Inmate mail delivered to inmates by 1830
  - Supper chow in (See E. above)
  - Inspect ALL cells. Each inmate's personal belongings must fit in their bin, on their desk, and within a maximum of two paper bags. Inmates who have been approved to have legal materials in their cells are allowed to have a maximum of two banker boxes for their legal materials.
  - Continue Recreation/Out of Cell Schedule (See C. above).

### **Always DO the following:**



- Make your rounds.
- Make irregular rounds.
- Keep the closet doors secure.

- Ensure enemies are never let out at the same time or housed in the same cell.
- Fill out your special confinements sheets fully. All observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form. Confinement sheets that are done exactly every 15 minutes or exactly every hour are suspicious. (Complete procedures are in BOC directive 4:004.)
- Inspect/search all incoming and outgoing inmate bins/other items.
- Inspect all cells on assigned tier at least once each shift, each day. Inspect for security problems like lights out, food ports or door locks jammed, etc. Any discrepancies/issues to be noted and maintenance report done.
- Make sure classification status on confinement sheet, classification roster, and site placement sheet match.
- Complete your cell inspections.
- Provide hygiene items upon request. (toilet paper, tooth paste, etc.)
- Make sure all razors are accounted for and that the blade is in the razor when returned.
- Distribute incoming mail, request forms, etc. to the inmates in a timely manner.
- Stay with or monitor civilians, including nurses, when they are in Unit A. Don't leave them unattended.
- All inmates change into a striped uniform when they come to the unit. Only striped uniforms are to be stocked in Unit A.
- Inmates that are isolated due to quarantine will have their day number documented on the site placement.
- Those that are isolated as new intakes for the specified amount of time designated by medical will receive the same rights afforded

to the rest of inmate population in that unit.

- After phone use, phones will be decontaminated and cleaned before next set of inmates allowed out.

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:050	<b>REFERENCES:</b> FMJS 9.05 & 9.10 MCDF Work Release Manual
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Post Orders	 _____ Sheriff of Monroe County
	TOPIC: Inmate Operations/Work Release Specialist	

**PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Inmate Operations/Work Release Specialist. The Inmate Operations/Work Release Specialist is responsible for overseeing daily operations of the Work Release Program ensuring that the program operations are in compliance with agency and Bureau of Corrections' written directives and federal, state, and local laws and regulations. The Inmate Operations/Work Release Specialist will ensure that only inmates who are low-risk offenders participate in the program. This entails stringent screening on several levels. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

**SCOPE:**

This post order applies to the individual assigned duties as the Inmate Operations/Work Release Specialist.

**SUPERVISOR:**

Programs Services Director.

**DUTIES AND RESPONSIBILITIES:**

The Inmate Operations/Work Release Specialist

responsibilities and duties shall consist of, but not be limited to:

- Research and approve inmate eligibility for participation in work release. This includes, but is not limited to:
  - Assessment of court orders or court minutes
  - Review of criminal history (FCIC/NCIC)
  - Warrants check
  - Review of institutional behavior, if applicable
  - Verify Florida residency
  - Medical screening by the Medical Staff
  - JIP clearance (if required)
  - Facility Administrator clearance
- Maintain a list of remanded and cleared inmates approved for work release.
- Maintain a database of all inmates that have applied for work release regardless of approval or denial.
- Orient all new work release inmates to the rules and regulations of the program.



- Ensure each work release inmate signs all pertinent forms.
- A new mug shot will be required.
- Contact Records to establish whether or not a victim has been listed on the inmate's record. If there is a victim, follow the procedures in BOC directive 2:035 for work release victim notifications.
- Verify the inmate's employment if the inmate already has a job. If the inmate does not have a job, interview the inmate and have him/her fill out a job application to help determine the type of work for which he or she would be best suited.
- Make weekly telephone calls to check on the inmate's job performance and work habits. The Work Release Specialist shall also make periodic and unscheduled job site checks. Check work site times in/out to verify inmate travel time. All contact with the employer and the inmate shall be logged in on the inmate's case notes.
- Approve or deny requested forms of transportation. Preferred methods of transportation shall be bicycle, walking, or pick-up and drop-off by employer.
- Work in conjunction with the employer to determine the inmate's work schedule.
- Provide detention related case management for work release inmates including drug screening and urinalysis, response to inmate requests and grievances, and completion of disciplinary reports as warranted.
- When a work release inmate fails to return to the place of confinement, the Work Release Specialist will work in conjunction with Security Staff in completing a checklist, obtaining a case number, preparing event reports, securing inmate's property, and making every effort to determine the inmate's whereabouts.
- In the event of a hurricane prediction for the Florida Keys, inform all employers that work release details will be cancelled until the Sheriff lifts the dangerous weather advisory.
- Maintain bicycles and issue to work release inmates that require transportation.
- Prepare monthly/quarterly reports.
- Collect and provide clothes/uniforms for work release inmates.
- Conduct locker searches.
- Work closely with Intake/Release Staff including maintaining relations to enable and encourage communication with all detention staff.
- On-call 24 hours for emergencies and available for schedule changes.
- Works as liaison between the Clerk's office and the local and out of county Bondsmen's.
- Ensure Bondsmen are up to date on their eligible requirements and posted on a list for the agency and inmates to review monthly.
- Covers the Program Staff Assistant position when needed.
- Clerical duties:
  - Answer inmate/detainee requests
  - Answers phones
  - Accept and distribute mail
  - Notary services
  - Completes requisitions for supplies from inside and external source
  - Complete monthly reports

Personal Contact outside entities such as:

- Clerk of Courts
- Public Defenders Office
- Private Attorneys
- Judicial Assistants

- Judges
- Community Business Owners
- Department of Motor Vehicles
- Social Security Administration
- Bondsmen

Execute all other duties, assignments, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 10:051	<b>REFERENCES:</b> ALDF-2A-05 and 2A-06 CORE 2A-03, 2A-03-1
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Post Orders	 <u>Sheriff of Monroe County</u>
	TOPIC: Support Services Lieutenant	

#### **PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Support Services Lieutenant. The Support Services Lieutenant is responsible for various administrative duties. The work involves typing, computer knowledge, research, and special administrative projects. The Support Service Lieutenant reports directly to the Captain, Bureau of Corrections.

#### **SCOPE:**

This post order applies to the individual assigned duties as the Support Services Lieutenant.

#### **SUPERVISOR:**

Captain Bureau of Corrections.

#### **DUTIES AND RESPONSIBILITIES:**

The Support Services Lieutenant's duties and responsibilities shall consist of, but not be limited to:

##### Budget

Assist in the planning and budgeting process.

Prepare accurate budget documents and monitor status of allocated funds.

Determine funding requirements regarding office needs, equipment, personnel, etc.

##### Contract Employees

Review the F/NCIC printout for all contract employee requests, and then approved or disapproved them to work in the detention facilities according to their criminal history.

##### Contracts

Assist in the Request for Proposals and contract process.

Monitor all contracts for compliance.

##### Facility Inspection

Periodically, conduct in-depth inspections of the entire facility utilizing the shifts weekly inspection report. This inspection shall include security, sanitation, food handling, tool control, Safety Data Sheets, and special attention to the storage and supply areas containing hazardous materials ensuring we are in compliance with Florida Model Jail Standards (FMJS) and accreditation standards. Ensure appropriate corrective action is taken.

### Felony Offender Registration

Monitor and ensure compliance with the felony offender registration process, including the DNA database, and submittal of records to Florida Department of Law Enforcement (FDLE).

### Goals and Objectives

Assist in the development of annual Goals and Objectives that will provide improvements in quality and/or quantity of services, operations, and/or fiscal management.

### Meals

Ensure meals are served on schedule and that proper hygiene (hair nets and gloves when serving) is followed. Coordinate to correct any schedule conflicts. All inmate meals will be randomly checked weekly for temperature of food and correct portions.

### Written Directives

Assist in developing and/or recommending changes to written directives.

Review proposed written directive changes to ensure they meet FMJS, accreditation standards, and all Federal, State, and County Laws. When needed, meet with the appropriate personnel to discuss the proposed revisions. Identify any inconsistencies and recommend changes where applicable.

Thoroughly understand the Bureau of Corrections Division Directives Manual and draw reasonable comparisons to FMJS and accreditation requirements.

Explain written directives to subordinate personnel when necessary.

### Quarterly Reports

Submit input for the quarterly reports to the Major of the Bureau of Corrections via the Operations Commander. These reports shall include:

Major incidents (e.g., deaths, escapes, fire, etc.)

Major developments or achievements

Major problems and plans for solving same

Assessment of staff and inmate morale

Transportation stats

Inmate Services notable events spreadsheet

### Coordinate Training for all employees

Is the point of contact for coordinating all training for corrections' employees.

### Sex Offender Registration

Monitor and ensure compliance with the sexual offender registration and re-registration process and submittal of records to FDLE.

### Supervision

As a supervisor you are responsible for maintaining discipline and order and for correcting and/or reporting rule violations. Depending on the severity of the offense, there are different options you may propose. Refer to the MCSO General Operations Manual for further procedures. You will plan, coordinate, and supervise personnel in the following areas:

Food Services Division

Maintenance Division

Court Holding Security/Transportation Division

Classification Division

Inmate Services Division/Appeals for D.R.'s

Miscellaneous Contracts

FTO Program

### Unit/Dorm Inspections

Review daily housing inspections and maintenance reports.

Note any problems and ensure the deputy is corrected on any problem areas.

### Transportation

Oversee Transportation and work as a liaison between court holding and court security.

### Classification

Assure classification procedures are followed.

Oversee reports such as recidivism, releases, intakes, and others affiliated Crystal Reports.

### Inmate Services

Assure Inmate Services procedures are being followed.

Oversee quarterly reports requested and information maintained of emergency shutdowns, suicides, attempted suicides, deputy and inmate assaults, contraband finds, etc.

### Misc. Administrative Duties

The Administrative Lieutenant will act as the BOC liaison for agencies such as DEA, FBI, ICE, SAO, PD, FWC, etc.

Establish and maintain good working relationships with other law enforcement and criminal justice agencies and furnish data as required.

Attend staff meetings as required.

Ensure accurate information is passed up and down the chain-of-command.

Will coordinate facility access for attorney and doctor visits with inmate population. Will coordinate interviews of inmates by law enforcement agencies, Special Operations and detectives.

Research data, on occasion, and prepare or assist in the preparation of information for meetings or presentations.

Agency designated PREA Coordinator. See BOC 8:031 for further information.

Assist and/or plan in shakedowns and searches as needed

Be knowledgeable of computer programs.

Assume responsibility and act within the level of your authority to enforce discipline issues, respond to staff and inmate questions, submit recommendations for security enhancement and/or procedures, and take corrective measures when necessary.

Prepare comprehensive investigative reports when required.

Assist in developing and/or revising plans for movement of inmates by bus or other transportation.

Personal contact and interaction between staff and inmates is required and will be facilitated. Designated department heads shall visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions. [ALDF-2A-05 and 2A-06] [CORE-2A-03 and 2A-03-1]

### **Facility Weekly Security and Sanitation Inspection**

A weekly inspection of the entire facility shall be conducted by the Operations Captain / designee to include security, sanitation, and special attention to the storage and supply areas containing hazardous materials.

A weekly inspection report will be generated and turned into the corrections Accreditation Specialist.

This weekly inspection report will include provisions for recording deficiencies and corrective actions.

- Forward all inspections results to the Major, Bureau of Corrections.
- Forward results of all inspections for Maintenance, Public Works, and Shift Supervisors to review and conduct appropriate corrective action.

Ensure that all unsanitary items are cleaned or replaced.

## **Disciplinary Hearing**

The Support Services Lieutenant will review the committee's decision on all Disciplinary Reports. The Support Services Lieutenant will then approve or disapprove the decision. The Support Services Lieutenant may mitigate the committee's decision, but can never enhance/increase the penalty.

## **Disciplinary Hearing Appeal Review**

If an inmate is found "in violation" upon the conclusion of the Disciplinary Committee's Hearing, it is his or her right to appeal the decision within five (5) days to the Support Services Lieutenant by filling out an Inmate Request Form.



If the inmate appeals the decision, the Support Services Lieutenant will review the reports and the committee's decision once more, and inform the inmate of his or her final decision. The Support Services Lieutenant may mitigate the committee's decision, but can never enhance/increase the penalty.

## **Key Control**

The Support Services Lieutenant /designee shall maintain an electronic and/or written inventory of all keys within the facility.

The Support Services Lieutenant /designee shall assign keys to posts and deputies as needed. These will be tracked on electronic and/or written equipment inventory reports/lists.

Execute all other duties, assignment, and special orders as may be directed.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 10:052	<b>REFERENCES:</b>
	<b>RESCINDS:</b> KV & PK 1:004, 1:005, 1:006, 1:007, 1:015	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 4
	<b>CHAPTER:</b> Post Orders	 Sheriff of Monroe County
	<b>TOPIC:</b> Marathon/Plantation Key Dorm Deputy/Shift Supervisor	

**PURPOSE:**

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Marathon and Plantation Key staff. The Marathon and Plantation Key Deputies/Sergeants have responsibilities that are unique to their facilities and must be knowledgeable of these in addition to BOC 10:009 Dorm/Unity Deputy Post Order and BOC 10:036 Shift Sergeant Post Order. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor.

**SCOPE:**

This post order applies to the individuals assigned as Deputies and Supervisors at the Marathon and Plantation Detention Facilities.

**SUPERVISOR:**

Shift Sergeant, Site Commander.

**DUTIES AND RESPONSIBILITIES:**

The Dorm/Unit Deputy's duties and

responsibilities shall consist of, but not be limited to:

**Facility Operations**

- Perimeter Checks
  - Perimeter checks will be done at least three times per shift or as directed by the Shift Supervisor. The Shift Supervisor is responsible for ensuring that this is done and for logging the checks in SmartCop.
  - Perimeter checks require, at minimum, walking the complete perimeter of the facility fencing, checking chaseway doors, all outside facility doors, the doors to the outbuildings and gates.
  - All exterior fencing shall be visually observed from top to bottom for breaches or evidence of escape or intrusion attempts. Examples include, cuts in the fencing or wire, clothing or other material over the fence or objects leaning on or over the fence.
  - Any problems or security breaches shall be reported to the Shift Supervisor immediately. Any maintenance issues

discovered shall be documented with a work order.

- Perimeter checks are to be logged in the control room e-log following the format of, "Perimeter check conducted by D/D Taylor, all secure."

- Facility Maintenance

- The night shifts are responsible for the daily cleaning of the isolation cells and areas outside of the dormitory. Cleaning/maintenance projects in the control room using inmate labor are discouraged. When approved by the Site Commander, they will require the presence of two officers, one to run the control room and one to monitor the laborers. The names of the inmate workers and their time in/out of the control room shall be logged in the control room e-log. If inmate labor is used in the control room special precautions must be taken to ensure that they do not have access to sensitive materials or information (Emergency Procedures, Criminal Histories, Camera Views etc.).
- The day shifts are responsible for the cleaning of the outside areas using inmate workers approved for outside work.

- Camera System

- The camera system or actual observation by staff will be utilized prior to opening the facilities main door or gates for pedestrian or vehicle traffic.
- Prior to an officer entering any area where a potential danger exists, the camera system will be utilized to scan and check the area whenever possible.
- The camera system will be kept up and running at the work stations set up for that use.
- The camera system is not a substitute

for actual physical checks on suicidal inmates.

- In the event of a complete or partial camera system failure, notification of the Site Commander and the manufactures help desk shall be immediate.

- The assigned designee to export video from the camera system will log on and log off one the task is complete.

- Fire Alarms

- Fire Alarms shall be promptly investigated by first checking the alarm panel for the alarm location.
- The alarm can be silenced at any time by pressing the "Silence" button on the control panel. If an audible alarm is necessary at a later time, it can be manually activated.
- Using staff and cameras, check the alarm areas for smoke and/or fire.
- The "Reset" command will restore the system to its normal protection mode.
- If a fire or problem is found, make the notifications and take action in accordance with the facilities fire and evacuation plan immediately.

- Daily Shift Inspections

Once each shift the Shift Supervisor or their designee will inspect the facility using the daily shift inspection checklist.

Medical refrigerator temperature will be checked daily and logged.

- Doors and Building Access

- Exterior doors & gates will be closed and locked whenever someone is not passing through them.

- During perimeter checks and outside maintenance, there shall always be one locked gate between the dorm fire exit(s) and any unsecured area.
  - Interior doors to inmate housing areas will be closed and locked whenever someone is not passing through them.
  - Before opening a security door a visual scan must be made to determine that conditions are normal, whenever possible.
  - Positive Identification of all individuals must be made prior to permitting them access to the facility.
  - It is everyone's responsibility to ensure that all weapons, electronic control devices, knives and ammunition are removed before entrance to the facility. If you suspect that a person still has a weapon on, he/she will be refused admittance and the supervisor will be summoned immediately.
  - All visitors, new intakes and returning inmate workers will be scanned with a handheld metal detector as they enter the facility.
  - It is everyone's responsibility to monitor inmate worker movement and admittance to authorized work areas.
- Control Room Weapons
    - A ready to fire MCSO issued firearm will be maintained in a weapons locker located in the control room.
    - Unless needed for an emergency, inventory, or maintenance, the weapons locker shall remain closed and locked at all times.
    - Notification to the Site Commander is required anytime a firearm is removed from the locker for a purpose other than daily inspection; notification shall be made as soon as safely possible.
- The firearm may only be removed for a life safety emergency where death or serious bodily injury is eminent and can be prevented by the presence of or use of a firearm.
  - All MCSO General Orders reference firearms and Deadly Force must be followed.
  - When no longer needed, the firearm shall be returned to locked storage and a report shall be written.
- Plantation Key Courthouse Alarms

The courthouse alarms are not wired to any location other than the Plantation Key Detention Facility. They depend upon our assistance in the event of an emergency. Alarms are located in the courtrooms, lobby and judicial offices. If an alarm is activated at any time other than during announced testing, follow these steps:

    - Call the front desk Court Deputy at 305-852-7109, ask if they need any assistance and confirm they are aware of the alarm.
    - If there is no answer at 305-852-7109, dial 911, explain the circumstances and ask for road patrol deputies to respond.
    - In the event of an alarm outside of normal business hours, follow the above instructions and contact the court deputy sergeant.
    - More specific instructions are posted at the control room alarm panel.
- Isolation and Holding Cells
    - Inmates in isolation shall be placed on a confinement watch appropriate for their status. Unless otherwise directed by the Shift Supervisor, the Dorm Officer is responsible for completing the confinement forms. A new form will be

started at midnight or when their status changes.

- All food ports to the confinement cells shall be kept closed and locked when not being used to pass food trays, allow for phone calls or as a means to secure Hi Profile inmates.

- Supervision

The dorms shall be operated under the principals of direct supervision whenever possible. The Dorm Officer is allowed out of the dorm for meal and restroom breaks. The Shift Supervisor may direct the dorm officer to conduct other tasks outside of the dorm such as assisting with transportation or the processing of new intakes. Unless otherwise directed or occupied, the duty post of the Dorm Officer is the dormitory and isolation areas.

- New Intakes

Whenever possible, a female deputy shall search a female intake and male deputy shall search male intake. If a same sex deputy is not available every attempt shall be made to find one from another division. If none is available the search shall be witnessed by a second deputy and an incident report will be written. In Key West it is required to have the nurse on scene.

Execute all other duties, assignments, and special orders as may be directed.