
  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:001	<b>REFERENCES:</b> Prison Rape Elimination Act of 2003 (Public Law 108-79)
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Cameras	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that personal cameras will not be allowed in the secure areas of the facilities except for official Monroe County Sheriff's Office use or as authorized by the Major of the Bureau of Corrections. Security cameras will only be accessed by authorized personnel.

### **SCOPE:**

This directive applies to all personnel

### **PERSON RESPONSIBLE:**

All Personnel.

### **POLICY AND PROCEDURES:**

#### **Personal Cameras**

No cameras of any kind will be allowed into the secure areas of the facilities except for official Monroe County Sheriff's Office use.

The Major of the Bureau of Corrections or designee may authorize exceptions to this policy either by written or verbal order to the officer-in-charge.

### **Security Camera System**



Only command officers at the rank of Sergeant or above and Maintenance personnel may access the Server Room. At no time shall a non-ranking deputy or anyone from the support staff other than Maintenance personnel access the Server Room.

The Server Room is monitored by a camera that is connected to a recording device. The room is videotaped and recorded 24/7.

Sergeants and above can copy data from the camera system using their desk computers.

### **Installation or Updating Video Monitoring System [BOC:8031]**

When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency will consider how such technology may enhance the agency's ability to protect inmates from sexual abuse.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:002	REFERENCES: FCAC 10.11
	RESCINDS: Policy Directive 14	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 <u>Sheriff of Monroe County</u>
	TOPIC: Classification and Security of "High Profile" Inmates	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish and maintain a means to protect all staff members and other inmates from well-known violent inmates. These inmates are classified as "High Profile" inmates.

Correctional Staff, civilians, or inmates to be harmed.

- The nature of inmate's crime(s).

Once a week, the Classification committee which consists of the Operations Commander, Medical, and Classification Supervisor will review all inmates on "High Profile" status to determine rationale.

#### SCOPE:

This directive applies to all personnel.

Once an inmate has been classified as a "High Profile" inmate, the following will occur to ensure the safety and security of the facility:

#### PERSONEL RESPONSIBLE:

All personnel.

- The Classification Division will notify all personnel of the inmates that are considered "High Profile" status.

#### POLICY AND PROCEDURES:

The Classification Division will use the following rationale for classifying an inmate as "High Profile" status:

- The inmate has physically harmed or attempted to harm a deputy or correctional staff member.
- The inmate has made serious and/or actual threats to kill a deputy or correctional staff member.
- The inmate willfully creates or plans to create a disturbance that results in

- There will be at least two Certified Deputies present at all times when dealing with or escorting a "High Profile" inmate out of his or her cell. [FCAC 10.11]

- All "High Profile" inmates will have leg shackles and handcuffs applied prior to them leaving their assigned cell. The handcuffs will be applied through the food port access.

**NOTE: Anytime a High Profile inmate is being moved while handcuffed and shackled, the escorting deputies shall hold onto the inmate, and help stabilize the inmate, so he or she can maintain his**

or her balance.

- No other inmates, civilians, or auxiliary personnel are to be present in an area where a "High Profile" inmate is not secured in a cell or room.

### Visitation

Handcuffs and leg shackles shall remain on the "High Profile" inmate. After the visitation door is secured, the Deputies may go about their normal duties.

### Doctor, Dentist, Nurse, etc.

Handcuffs and leg shackles shall remain on the "High Profile" inmate **unless** a medical authority requests the removal of the handcuffs and/or leg shackles. **Only medical necessity will warrant the removal of the handcuffs and/or leg shackles.** The on duty sergeant will be notified of medical's decision. Two Deputies are to stay with the inmate during any medical call.

### Cleaning, Secured Phone Area, and Law Library

Leg shackles shall remain on the "High Profile" inmate.

If the inmate's behavior warrants their removal, handcuffs may be removed through the food port if the "High Profile" inmate is in a secured area. If the "High Profile" inmate is not in a secured area, the handcuffs shall remain on.

### Recreation and Secured Shower Area

High Profile inmates will have shackles removed prior to being placed in the shower. After shackles are removed, inmates will be placed in shower area and the fence will be closed. Inmates will then have handcuffs removed through port. If behavior warrants for shackles to be remain on, shift sergeant will be notified and it will be documented in the log book.

High Profile inmates will have shackles removed before being placed in recreation yard. Once in, the door will be secured. Handcuffs will be

removed through the food port.



### Outside the Facility

Handcuffs and leg shackles shall remain on the "High Profile" inmate.

One of the deputies on the detail will carry an authorized taser at all times when outside of the facility.

### Transportation Vehicles

Transportation vehicles are considered secured areas. Once a "High Profile" inmate is secured in the vehicle, only one certified deputy needs to be with the inmate. Two certified deputies are required when the inmate is being taken to, or removed from, the vehicle.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:003	<b>REFERENCES:</b> FCAC 11.02, 16.02(a,b) FMJS 3.02(f), 14.01, 14.02 F.S.S. 951.22 GOM Ch 54 MCDF Work Release Manual ALDF-2C-06
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Security	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Control of Contraband	

[FCAC 11.02]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that contraband articles of whatever nature shall not be introduced into this facility. Accordingly, no person, shall introduce into, or have in his or her possession within the confines of the facility any article of the contraband nature except as authorized in this order.

#### **SCOPE:**

This directive applies to all personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

#### **DEFINITIONS:**

Evidence - Any item that is to be securely kept for use in the prosecution of a criminal act. Items considered as evidence could include contraband, photographs, latent fingerprints, event reports, statements, articles of inmate's clothing, or personal belongings.

Chain-of-Custody - The documented person-by-person, storage, or possession of any item considered to be contraband or evidence.

Contraband - Contraband is any item or article inside the facilities, on the property of the facilities, or in the possession of an inmate that is neither:

- Issued;
- Approved for purchase through the commissary;
- Purchased through an approved source with official approval;
- Authorized and approved for delivery by mail; or
- Authorized and approved religious items as per written directive BOC - 6:018.

Any item or article not originally contraband shall be deemed contraband if it is passed from one inmate to another without authorization, if it is altered from its original condition, if it is in excessive amounts (e.g., soap, toothpaste, combs, toothbrushes, etc.), or if it is used for something other than its intended purpose.  
[FCAC 11.02]

## **POLICY AND PROCEDURES:**

### **Control of Contraband**

No inmate shall have in his or her possession or under his or her control any firearm or any instrumentality customarily used or designed to be used as a dangerous weapon, or any explosive substance. Inmates may use such tools and implements as are assigned to them by and under the supervision of authorized personnel.

No person, whether he or she is an inmate or other person, unless authorized by the Major of the Bureau of Corrections, shall introduce into or upon the grounds of the facility any of the following articles that are hereby declared to be contraband:

- Any intoxicating beverage;
- Any narcotic, drug, or substance prohibited by law;
- Any firearm or any instrument customarily used or designed to be used as a dangerous weapon;
- Any instrumentality of any nature that may be used as an aid in effecting or attempting to effect an escape; or
- Any other article, instrument, or substance specifically prohibited by the written directives of Bureau of Corrections.

No person, whether he or she be an inmate or other person, shall take any article whatsoever from the grounds of the facility without authorization from the Major of the Bureau of Corrections.

No inmate shall manufacture or have in his or her possession any alcohol or alcoholic beverage; any drug such as a hallucinogenic, barbiturate, narcotic, or central nervous system stimulant; or any substance prohibited by law.

No inmate shall have in his or her possession any tobacco, tobacco products, or tobacco accessories.

Any item (book, magazine, newspaper, etc) found altered from its original condition will be considered contraband and subject to rules for contraband. Examples are torn or removed page(s), book cover(s) torn or removed.

No money shall be given directly to or received by an inmate. Any money found in the possession of an inmate shall be considered contraband and shall be confiscated and deposited into the Inmate Welfare Trust Fund unless needed for a hearing or trial. [FCAC 16.02b]

- The exception to this is work release inmates that are allowed a maximum of \$50.00 in cash per week. Upon their return to the facility, work release inmates shall turn in all money over \$50.00 (e.g., tips) to the Detention Deputy to be deposited into their canteen account. [FCAC 16.02a] Money will be for food only. Any other purchases must be approved by work release coordinator.
- Work release inmates shall keep their weekly allowance of money in their work release locker except when they are entering or leaving the facility. [FCAC 16.02a]

**NOTE: Except as noted above, any inmate with cash in his or her possession will be charged with possession of contraband.**

### **Retention and Disposition of Contraband** [ALDF-2C-06]

Those contraband items retained for use in disciplinary hearings as evidence will be received and stored until such time as the Operations Commander approves for them to be destroyed or disposed of.



Contraband items to be used during outside court cases as evidence will be held by the Monroe County Sheriff's Office Property/Evidence Division as per General Operations Manual Chapter 54. The initial confiscating authority will establish the chain-of-custody, and ensure it is properly followed.

Any of the County's property taken from an inmate as contraband will be returned to the source if reusable. If reuse is not feasible, the item(s) will be disposed of in the normal manner.

Any monetary contraband found upon, or in the possession of, any inmate shall be confiscated and the proceeds deposited in the Inmate Welfare Fund.

When contraband found by any means is suspected to come from within the facility (e.g., kitchen tools, maintenance tools, armory or medical supplies), the discovering authority must document where and when the contraband was found.

- The discovering authority will then turn the contraband over to the Shift Supervisor along with an Incident Report.
- If investigation proves the contraband came from inside the facility, the Operations Commander will be advised of this finding and shall further investigate as to how the contraband got into the inmate's control.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:004	<b>REFERENCES:</b> FCAC 10.06 & 21.14 FMJS 2.10(b), 6.11, & 11.07 ALDF-2D-02, 2D-03 CORE-2D-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Security	 <hr/> <b>Sheriff of Monroe County</b>
	<b>TOPIC:</b> Control of Tools, Culinary Equipment, and Medical Equipment	

[FCAC 10.06 and ALDF-2D-02] [CORE-2D-01]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all tools, culinary equipment, and medical equipment shall be secured when not in use. A system of accountability and control shall be maintained. [FCAC 10.06a]

**SCOPE:**

This directive applies to all personnel.

**PERSON RESPONSIBLE:**

All Personnel.

**POLICY AND PROCEDURES:**

The Captain, Support Services will be the designated Tool Control Officer.

The Tool Control Officer or designee shall conduct an audit of all the tools quarterly.

Tools will be inventoried monthly by each division.

The control, accountability and use of tools, culinary equipment, and medical equipment in the Detention Facilities will be as follows.

**General Information** [FCAC 21.14]

Each tool, including kitchen knives and other hazardous kitchen implements, shall have its own hanging device and silhouette on a shadow board, as to identify each item. Tools of the same type will be stored individually and not stacked one upon the other. The silhouettes must closely resemble the outline of each tool so that a quick inspection of the board will reveal any missing tools.

Tools that cannot be adapted to the shadow board will be stored in a locked cabinet/room with an Inventory Control Sheet enclosed.

Hacksaws, files, and other metal cutting blades will be stored in a locked cabinet with an Inventory Control Sheet enclosed.

If a tool is removed from inventory, the corresponding silhouette will immediately be removed from the shadow board and/or the item removed from the Inventory Control Sheet.

All tools are classified as restricted.

## Maintenance Division

Facility Maintenance Personnel will be responsible for providing the following:

- Shadow Boards and Tool Control Sign Out/In Forms
  - Shadow boards are provided in secure areas of the facility to assist in inventorying and controlling tools.
  - All tools will be signed in/out utilizing the Tool Control Sign Out/In Form that will be located near the exit door.
- Upon reporting for duty, you shall conduct an itemized inventory of all tools. [FCAC 10.06a]

**NOTE: Any tool(s) that cannot be accounted for will be reported immediately to the facility Shift Supervisor and the Operations Commander. You shall complete an Incident Report and forward through your chain-of-command. [FCAC 10.06c]**

- Tools are issued to inmate workers only when closely supervised by a member of the Maintenance Staff or the detention staff.
- Only those tools required to effect repairs are removed from shadow boards or other secure storage areas, and they must be signed out. Immediately following completion of repairs, the tools shall be returned to the appropriate storage area, signed in, and properly secured.
- Broken or defective tools are returned to the Maintenance Supervisor for repair, replacement, or proper disposal as per Bureau of Corrections' policy.
- Inmate workers utilized in assisting Maintenance Personnel shall be referred to a Detention Deputy for pat searches following completion of work details.

## Medical Division [ALDF-2D-03]

The Medical Division Supervisor will be

responsible for ensuring that:

- All medical and dental equipment such as syringes, hypodermic needles, scalpels and other such equipment have proper security and accountability with a running inventory.
- Only the amount of equipment needed is removed from the central storage area and taken to medical and dental treatment areas.
- Control sheets are maintained for signing out medical and dental equipment by Medical Staff.
- Use of medical and dental equipment in the presence of inmate(s) is closely monitored.

## Kitchen Facilities [FCAC 15.14]

Production Chefs will be responsible for ensuring that:

- All kitchen culinary equipment is secured in a locked cabinet when not in use.
- Upon reporting for duty, you shall conduct an itemized inventory of all culinary equipment and knives utilizing the shadow board and inventory sheet.

**NOTE: Any knife that cannot be accounted for will be reported immediately to the facility Shift Supervisor, the Food Service Administrator, and the Operations Commander. You shall complete an Incident Report and forward to the facility Shift Supervisor.**

- When knives are signed out, it is to be recorded on the Knife Check Out/In Form. Once removed from the locked knives shadow box, the knives are to be immediately locked onto a tethered cable.
- All equipment is accounted for prior to the departure of kitchen personnel and inmate workers.
- Broken or worn items are disposed of under supervision of the Food Service Administrator as per Bureau of Corrections' policy. Replacement knives and other





kitchen implements are marked and inventoried prior to use.

### **Detention Staff**

Detention Staff shall be responsible for the following in regards to security and control of tools and equipment within the detention facility:

- Personnel assigned to the Main Control entry point shall positively identify private contractors and repair service personnel before allowing them entry into secure areas of the facility. All tools they are taking into the secured envelope must be listed on a Tool Control Sign In/Out Form for people coming in from the outside before they are allowed entrance so that we may have accountability upon their departure.
- Deputies will perform the following:
  - Remove inmates from the immediate working area of private contractors, repair service technicians, or Maintenance Personnel.
  - Closely monitor working areas to prevent inmate access to tools and materials.
  - Escort and monitor private contractors and repair service technicians while they are in the secure area of the facility.
  - Ensure that private contractors, repair service technicians, and Maintenance Personnel remove all tools and equipment from the facility when work is completed.
- Notify the Shift Supervisor of any missing tools or equipment immediately.
- Submit required Incident Reports on lost or missing tools and equipment as necessary.
- Escort private contractors or repair service technicians from the secure area of the facility upon completion of their tasks.
- The Maintenance Supervisor or designee shall verify all tools listed when the contractor/repair person entered the secure envelope are accounted for upon his or her departure and state the time out. Any lost tool shall be immediately reported to the Shift Supervisor. [FCAC 10.06c] Give the Tool Control Sign In/Out Form to the Accreditation Specialist for filing.
- The Shift Supervisor will initiate a search of affected areas when items are reported lost or there is reasonable suspicion that an inmate may be in possession of a missing item. Inmates who may have had access to the missing items will be detained in the work location until the items are found or the inmates are cleared. [FCAC 10.06b]
- When repairs are completed or work has ceased for the day, the Shift Supervisor/designee will ensure that working areas are thoroughly cleaned and inspected for contraband before allowing inmate access.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:005	<b>REFERENCES:</b> FCAC 9.07, 9.07(a-c), 10.08a, 10.17 FMJS 3.03 & 11.12 GOM Ch 31 ALDF-2B-01, 2B-04 thru 2B-08, 7B-15 CORE-2B-01, 2B-04 thru 2B-06 PBNDs 2008 Sec 18
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 4
	<b>CHAPTER:</b> Security	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Control and Use of Force and Non-Deadly Weapons (Chemical Agents and Tasers)	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish guidelines and procedures to be used in handling combative subjects in the detention setting using less-lethal force.

This directive shall be followed in conjunction with the General Operations Manual chapters 31-A and 31-B.

#### **SCOPE:**

This directive applies to all Shift Supervisors responsible for the dispensing of chemical agents and all personnel that are authorized to carry Oleoresin Capsicum Aerosol (O.C.A.) and Tasers.

#### **PERSON RESPONSIBLE:**

Shift Supervisor.

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

All certified staff members and those working under TEAs shall receive training in methods of self-defense prior to assignment to duties where force may be used. [FCAC 9.04]

In no event shall chemical agents (e.g., Oleoresin Capsicum Aerosol), tasers, or use of physical force be justifiable as punishment. [ALDF-2B-01] [CORE-2B-01]

When feasible, a supervisor will be called to the scene to calculate the appropriate response if available. When there is a calculated use of force anticipated, a medical professional will be consulted prior to the use of force.

**NOTE:** Situations in which consultation with medical staff is required include pregnant inmates/detainees, inmates/detainees with wounds or cuts, inmates/detainees with special medical or mental health needs. [PBNDs 2008]

Calculated use of force incidents shall be visually recorded in the following order:

- Introduction by team leader, time, date, and location
- Team leader will state the name of the camera operator
- Team members will state their name and title on video
- Team leader offers the inmate/detainee a

last chance to cooperate before the team takes action

- Camera operator will record the entire use of force action

The deployment and use of chemical agents provides Detention Deputies with the next level of force in a force continuum from verbalization and a show of force. Chemical agents will be used in accordance with appropriate statutory requirements. Containment and control with strong emphasis on humane treatment of the subject(s) is afforded by the use of this chemical agent.

Tasers are available in the Monroe County Detention Facilities. Tasers will be stored in the approved weapon lockers located in the control room areas of each facility when not in use. [FCAC 10.17a] Access is restricted to authorized personnel only.

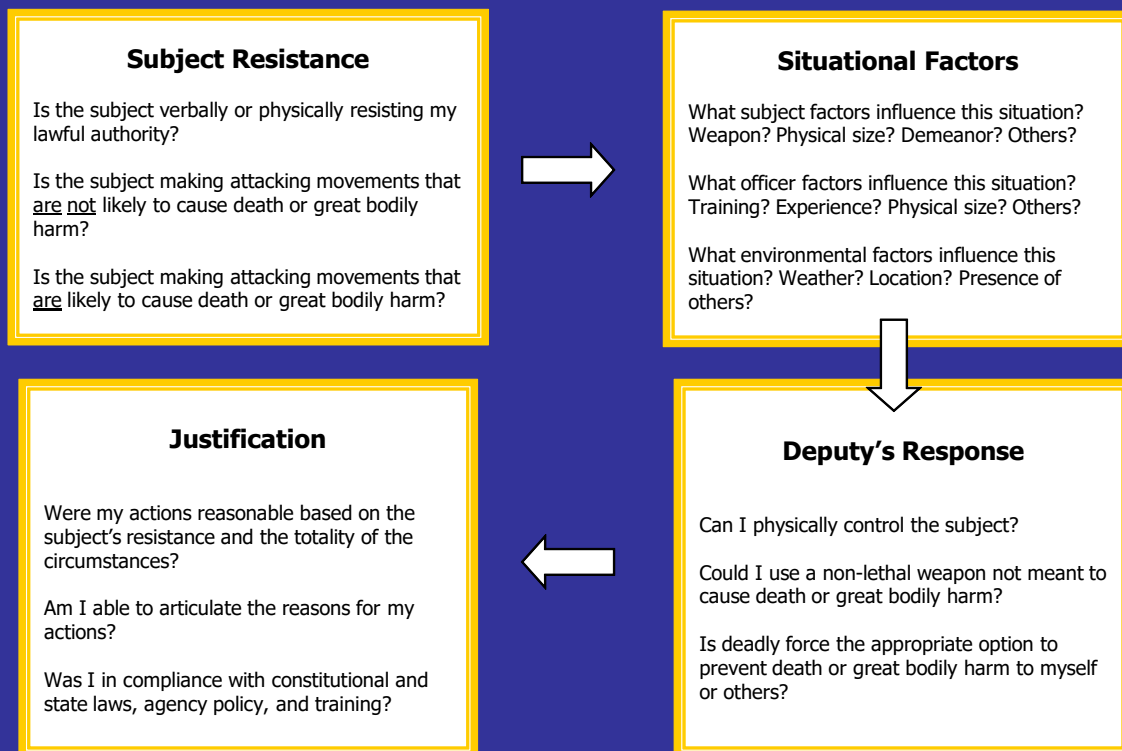
[FCAC 10.08a][ALDF-2B-04, 2B-05] [CORE-2B-04]

Sergeants are authorized by the facility administrator to check out and carry a taser while on duty. [FCAC 10.17b] See General Operations Manual Chapter 31-B for further policy information on tasers. [ALDF-2B-04] [CORE-2B-04]

In Key West, taser will be checked out utilizing the Weapons Custody Form. Tasers will be inventoried at the beginning of each shift by the on-coming Sergeant utilizing the Weapons Equipment Pass-On Form. The Sergeant shall note on the Weapons Equipment Pass-On Form any problems with the condition or expiration dates. [ALDF-2B-06] [CORE-2B-04]

In Marathon (KV) and Plantation Key (PK), the Sergeant will pass the taser on to the oncoming Sergeant/Acting Supervisor at shift change and

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record it on their Equipment Pass-On Form. [FCAC 10.17c][ALDF-2B-06] [CORE-2B-04]

### **Criteria for Use of Force** [ALDF-2B-01] [CORE-2B-01]

Use of force will only be used as a last resort and in accordance with appropriate statutory authority.

Criteria for the use of force including chemical agents and tasers are:

- Justifiable self-defense
- Protection of others to prevent serious injury or loss of life
- Prevent or suppress riots or disturbances
- Prevent willful destruction of property
- Prevent an inmate from completing a suicide attempt
- Prevent an escape from custody

### **General Rules for Use of Chemical Agents and Tasers**

The Major of the Bureau of Corrections has authorized chemical agents to be carried in the Monroe County Detention Facilities following the guidelines in this policy.

ONLY personnel thoroughly trained in the use of and treatment of individuals exposed to chemical agents are authorized to deploy same. [FCAC 9.07] [ALDF-7B-15]

Chemical agents will be stored only in designated secure areas. In addition to chemical agents stored in the designated secure areas, all personnel who are current in their chemical agents training will be allowed to carry chemical agents in the proper holder while on duty following all guidelines of this written directive. [FCAC 10.08a, 10.17a,b] [ALDF-2B-05]

The Major has also authorized tasers to be carried in the Monroe County Detention Facilities by the on-duty Sergeants. In the

Marathon and Plantation Key Facilities, acting Supervisors may carry tasers when the Sergeant is not on-duty. [ALDF-2B-04, 2B-08] [CORE-2B-04] [CORE-2B-06]

At no time will chemical agents or tasers be unnecessarily brandished, or used as an intimidating device, unless the Deputy is attempting to prevent further escalation of force.

Application of chemical agents against large groups of people will be by the authority of the Major of the Bureau of Corrections or the designated second in command.

Any time chemical agents or tasers are used for controlling a subject, the application of the agent or taser will end when the subject discontinues resistance or aggression. [FCAC 9.07a]

When a deputy finds it necessary to use a chemical agent or taser for subject control; the deputy will immediately contact a supervisor and advise him/her of the nature of the incident.

Chemical agents are irritating to the eyes, nose, and skin. Any time a deputy uses a chemical agent for the purposes of subject control; the Deputy will flush the subject's eyes with running water and ensure that the subject receives adequate medical attention as soon as possible. [FCAC 9.07b]

Any time a chemical agent is utilized, Medical Personnel, if on-duty, will evaluate the individual(s) and provide treatment if required. If Medical Personnel are not present at the KV/PK facilities, the Shift Supervisor shall notify the on-duty medical personnel at the Key West facility. After consultation, a decision will be made if the inmate needs to be seen by medical personnel. If the decision is that the inmate does not need to be seen, the inmate may stay at the KV/PK facility. If the decision is that the inmate should be seen, a transport will be arranged to the hospital. After the inmate is cleared by the hospital, arrangements will be made for the inmate to be transferred to the Key West facility. [FCAC 9.07c]

Any time a taser is utilized, Medical Personnel will evaluate the inmate(s) and provide medical treatment. In the KV/PK facilities, the Shift Supervisor shall notify the on-duty medical personnel at the Key West facility. After

consultation, a decision will be made if the inmate can wait until the next transportation run to KW, if a special transportation run to KW needs to occur, or if the inmate(s) needs to go to the hospital. If the decision is that the inmate should be seen at the hospital, a transport will be arranged to the hospital. After the inmate is cleared by the hospital, arrangements will be made for the inmate to be transferred to the Key West Facility's Medical Division. [FCAC 9.07]

#### **Reporting Procedure [ALDF-2B-07] [CORE-2B-05]**

The following reports will be generated upon the use of physical force to control inmates including the use of chemical agents or tasers:

- Incident Report;
- Subject Resistance Report; and
- Medical Post Use-of-Force Report.
- Routine and emergency distribution of security equipment

All reports will be forwarded to the Operations Commander for his or her review via the chain-of-command no later than the conclusion of the tour of duty.



#### **Use of Force After Action Review**

All use of force will have an after action review. The Operations Commander will schedule the Use of Force Committee to review each incident of use of force. [PBND 2008 Sec 18]



#### **Taser Orders and Repairs**

A designated Sergeant at the Key West Detention Center will handle all taser orders and repairs for the Key West facility.



A designated Sergeant from one of the satellite facilities will be responsible for all taser orders and repairs for both the Marathon and Plantation Key facilities.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 8:006	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 <u>Sheriff of Monroe County</u>
	TOPIC: Correctional Emergency Response Team (CERT)--Cell Extractions and Tactical Situations	

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  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 8:007	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 <u>Sheriff of Monroe County</u>
	TOPIC: Correctional Emergency Response Team (CERT)--Members Application and Selection Process	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:008	<b>REFERENCES:</b> FCAC 19.02 FMJS 12.05 CORE 7D-01-1
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Disposal of All Trash and Recyclables	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain a high standard of sanitation to include the daily disposal of all trash and garbage from all areas of the facility during scheduled time frames.

#### **SCOPE:**

This directive applies to all Personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

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

##### **Removal of all trash from the Dorms and Units**

After the evening meal, each Dorm/Unit Deputy will ensure that clean up is conducted and that all trash is bagged for pick-up by the floor inmate worker. The garbage containers shall be cleaned daily. [FCAC 19.02]

**NOTE: The Dorm/Unit Deputy is responsible for ensuring that no plates, tumblers, bowls, etc. from the meals are thrown in the trash. If so, the Deputy will have them removed and delivered to the Kitchen.**

The floor inmate worker will carry all trash bags to a staging area by the cargo elevators.

A crew of "outside" inmate workers will carry the trash bags to the truck dock using the cargo elevators, and place all trash bags into the dumpster.

##### **Removal of trash from all general areas (e.g., Administration, Visitation, Public Lobby)**

At the completion of their job task, all floor inmate workers will carry all trash bags to the cargo elevator staging area.

A crew of "outside" inmate workers will carry the trash bags to the truck dock using the cargo elevators, and place all trash bags into the dumpster.

The public lobby and visitation trash will be taken directly outside the building to the dumpster.



##### **Recycling Process (e.g., cardboard, pallets) [CORE 7D-01-1]**

All recycling containers will be staged by the cargo elevators at the same time all trashed bags are staged for disposal.

The "outside" inmate worker crew will sort out all recycling containers from the recyclables.



Cardboard will be placed in the appropriate recycling bins.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:009	<b>REFERENCES:</b> FCAC 10.08a, 10.09, 10.17a-d FMJS 3.06, 11.09 GOM Ch 31 ALDF-2B-04, 2B-06, 2B-07, 2B-08, 7B-14 CORE-2B-04, 2B-05, 2B-06, 7B-06
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	<b>CHAPTER:</b> Security	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> Weapons	

[ALDF-2B-04] [CORE-2B-04]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain the established procedures, safety, and security rules and regulations governing the availability, control, storage, issuance, and handling of firearms and ammunition to be used by qualified certified deputies in the performance of any special detail that would require the deputies to be armed. Personnel may use their private firearm for special details ONLY if the MCSO Firearms Instructor has inspected and approved such firearm and they have qualified with the weapon. Weapon depositories are maintained near the secure entrances to the facility. [FCAC 10.09, 10.17][ALDF-2B-08] [CORE-2B-06]

#### **SCOPE:**

This directive applies to all Certified Personnel.

#### **PERSON RESPONSIBLE:**

All Certified Personnel.

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

The introduction of weapons by outside entities

is prohibited. Deputies shall secure their duty weapons in a weapons locker before proceeding past the lobby or sally port areas. [FCAC 10.08b] The Jail Administrator/designee is the only person authorized to allow weapons, ammunition, chemical agents, electric weapons or batons inside the facility (e.g., hostage, riot, other emergency, etc.) [FCAC 10.08][ALDF-2B-08] [CORE-2B-06]

Employees on duty shall use only firearms or other security equipment that has been approved by the facility administrator and that they have trained and qualified on. [FCAC 9.05a][ALDF-2B-08] [CORE-2B-06]

See General Operations Manual Chapter 31 for guidelines governing the possession of authorized weapons carried by Monroe County Sheriff's Deputies.

MCSO authorizes detention deputies to carry a handgun to work in a private vehicle and to park such vehicle in the public parking lot provided the handgun is secured in the vehicle.

The doors and windows of the vehicle must be locked if a weapon is kept in the cab of the vehicle. If the cab of the vehicle can be accessed from the trunk, the trunk must be

locked. The trunk must be locked at all times.

For convertibles, a weapon must be placed in the trunk. If the vehicle is a Jeep or similar vehicle, with no top and no trunk, the weapon and any ammunition shall be secured prior to exiting the vehicle and immediately taken to the lobby area and secured in the weapon lockers behind Main Control as described below.

At no time will the vehicle be left unlocked while it is parked at any MCSO facility or grounds and the handgun is in the vehicle.

Fully certified and field trained detention deputies who weapons qualify with their personal firearm may bring that firearm to work and park in the secure area below the Key West facility if the following conditions are met:

- The deputy shall have a weapon grade metal lockbox in their vehicle. The lockbox shall be large enough to store the fully loaded weapon and two additional magazines required for uniformed duty details. All weapons shall be secured in the lockbox any time they are left in the vehicle while on MCSO property.
- The lockbox shall be secured in the trunk of the vehicle for security. If the vehicle does not have a trunk (pick-up truck, etc.); the lockbox shall be secured to the vehicle via a steel cable or chain. The glove compartment or center console shall not be considered lockboxes for the purpose of this directive.
- In the event the deputy drives a vehicle with no secure area (open air Jeep, etc.), the deputy shall bring the lockbox into the lobby area and secure the weapon and magazines in the weapon lockers behind Main Control as described below:
- All detention deputies taking a weapon and/or ammunition to or from main control pursuant to this directive shall:
  - Prior to exiting their vehicle, secure the weapon in an approved (by a MCSO Captain or above) case or container so that it is not visible or readily accessible;

- Immediately bring the weapon to the lobby area in the case or container. Such weapons shall not be removed from the case or container, made accessible, or displayed in any way; and
- Secure the weapon at main control without removing it from the case or container.

At NO TIME will a deputy leave their vehicle unsecured while a firearm is in the vehicle and on Sheriff's Office property.

Nothing in this policy authorizes the use of firearms, on behalf of MCSO, by detention officers while off duty or outside the scope of their employment. [FCAC 9.05b]

#### **Storage of firearms and ammunition within the facility [FCAC 10.08a, 10.17a]**

All firearms and ammunition will be stored in firearms lockers located in designated areas that is separate and apart from inmate housing or activity areas. In Plantation Key the armory is located in the Administration Trailer, in Key Vaca the armory is located in a locked room off of the ODR, and in Key West the Armory is located in Main Control. [ALDF-2B-08] [CORE-2B-04] [CORE-2B-06]

The keys to the firearms lockers will be located in the Key Watcher system.

Only a supervisor will be allowed to check out the key.

The supervisor will inventory all firearms, ammunition, tasers, taser cartridges, and supplies each shift utilizing the Weapon/Equipment Pass-On Form. Note on this form if any items are expired or in bad condition. [ALDF-2B-06][FCAC 10.17c] During inventory, if any firearm, less-lethal weapon or ammunition is missing, notify the chain of command. [FCAC 10.17d]

#### **Firearms Qualification [FCAC 10.17b]**

All personnel authorized to use firearms shall receive appropriate training, and have qualified with all firearms carried for law enforcement

purposes prior to assuming a post involving the use of such weapon. Firearms' training covers the use, safety, and care of firearms and constraints on their use. All personnel authorized to use firearms must qualify at least annually with any firearm(s) they may be required to use. [ALDF-7B-14] [CORE-7B-06]

#### **Issuance of Firearm and Ammunition [FCAC 10.17b]**

A supervisor will issue the deputy(s) assigned to the special duty(s) the following:

- One full set of leather
- One firearm
- A predetermined amount of rounds (ammunition) according to type of firearm.

The assigned deputy(s) will complete a Weapons Custody Form and a supervisor will sign the form before the deputy(s) may receive clearance to depart the facility. [ALDF-2B-06]

Firearms and Ammunition will only be moved inside the facilities when there are no inmates present.

#### **Handling of Firearm and Ammunition [ALDF-2B-08] [CORE-2B-06]**

Special Duty Deputy(s) will perform the following steps in accordance with the firearm instructions and qualifications standard when receiving a firearm and ammunition as assigned.

- Remove the firearm and rounds from the locker.
- Inspect the firearm to ensure proper operation.

Load the magazine and speed loaders. [ALDF-2B-08] [CORE-2B-06]

- Make the firearm safe and holster an empty weapon ensuring that all snaps are snapped.
- Store the extra rounds in the proper

compartment of the leather gear.

- Upon exiting the facility, load and holster a safe weapon at the weapon loading area.

#### **Return of Firearm and Ammunition**

Special Duty Deputy(s) will perform the following steps in accordance with the firearms instructions and qualifications standards when returning a firearm and ammunition.

Prior to entering the facility, unholster the firearm and unload at the weapon unloading area, ensuring that there are no rounds remaining in the firearm. [ALDF-2B-08] [CORE-2B-06]

- Return the unloaded firearm, ammunition, and full set of leather to a supervisor on duty who will place them back in the assigned firearm lockers.
- Log the date and time the weapon and ammunition was returned on the Weapons Custody Form. The supervisor must sign the form agreeing that all items were returned before the deputy(s) may receive clearance to depart the facility. [ALDF-2B-06] [FCAC 10.17c]

#### **Maintenance and Inspection of Agency Owned Firearms**

A designated MCSO Detention Armorer will quarterly visit each facility to inspect and clean each agency owned weapon. This inspection shall be documented on a weapons inspection form.

The Detention Armorer will be responsible for any repairs or maintenance required.

#### **Bulk Storage of Ammunition and Firearms**

Ammunition and firearms outside what is needed on a daily basis for special details will be stored in a safe kept in an area separate and apart from inmate housing and activity areas.



The Detention Armorer will be responsible for maintaining a running inventory of the bulk ammunition and a complete accounting for the

issuance of that ammunition.



The inventory shall be verified monthly on an inventory verification form.

**Discharge of a Firearm** [ALDF-2B-07] [CORE-2B-05]

Whenever a firearm or other weapon is discharged, the deputy shall immediately notify the Shift Supervisor or higher authority and complete an Incident Report, and if needed, a Use of Force Report no later than the conclusion of the tour of duty.

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	TOPIC: Fire Alarm Response	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:011	<b>REFERENCES:</b> FCAC 19.06(a,b), 19.07(a,b,c) ALDF-1A-02 CORE-1A-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Hazardous Materials	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to provide adequate control for all flammable, combustible, toxic, and caustic materials through a procedure governing the acquisition, storage, inventory, and use of such materials.

### SCOPE:

These procedures shall apply to All Personnel.

### PERSON RESPONSIBLE:

Operations Commander and Site Commanders.

### DEFINITIONS:

Flammable Liquid - A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid (see attachment 1).

Combustible Liquid - A substance with a flash point at or above 100 degrees Fahrenheit. Classified by flash point as a Class II or Class III liquid (see attachment 1).

Toxic Material - A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry

through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption (see attachment 1).

Caustic Material - A substance capable of destroying or eating away by chemical reaction (see attachment 1).

Flash Point - The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.

S.D.S. - A Safety Data Sheet issued by the substance manufacturer.

Working Supply - One spray bottle/aerosol can of each product required for use in the immediate area (not to exceed a combination of 10 items).

**NOTE 1: It is possible that a substance may possess more than one of the above properties; therefore, the safety requirements for all applicable properties should be considered.**

**NOTE 2: Substances that do not contain any of the properties discussed in the definitions but are labeled "Keep out of reach of children" or "May be harmful if swallowed" are not necessarily subject to the controls specified in the guidelines. Their use and control, including the quantities available,**

should be evaluated and addressed in agency policy. Questions concerning the use and control of any substance should be resolved by examining the manufacturer's S.D.S.

## **POLICY AND PROCEDURES:**

The Maintenance Supervisor and the Marathon (KV) and Plantation Key (PK) Shift Sergeant(s) shall compile and keep current a master list of all flammable, combustible, caustic, and/or toxic substances in or under their facility, including their locations and S.D.S. [FCAC 19.06(a)] For Marathon and Plantation Key Jail a copy of this information shall be kept in the Main Control Room. For Key West, the master list will be kept in maintenance and shall be supplied to the local fire department as needed. The master list should also contain an up-to-date list of emergency phone numbers (e.g., local fire department, poison control center).

### **Procurement of Hazardous Materials**

Staff members responsible for the requisitioning and purchasing of hazardous materials shall make every effort to purchase products that are non-toxic and non-flammable.

When purchasing hazardous materials, the vendor will be requested to provide S.D.S. for the materials purchased.

### **Storage Responsibilities**

Hazardous materials that are not in their original containers shall be labeled as to content. [FCAC 19.07c]

All storage rooms and cabinets will be properly secured and supervised by an authorized staff member when in use.

In emergency situations, or when requested, Main Control shall supply the Fire Department both (i.e., facility and Public Works) master lists of hazardous materials in their facility, including their locations, contents, and S.D.S. [FCAC 19.06(b)]

### **Storage of Hazardous Materials [FCAC 19.07(a)]**

All working supplies of items labeled as flammable, combustible, toxic, or caustic (hazardous materials) must be stored in designated secure areas that are inaccessible to inmates (e.g., store rooms, janitorial closets, bathrooms).

All bulk supplies of items labeled as flammable, combustible, toxic, or caustic (hazardous materials) shall be stored in approved caustic/flammable' cabinet(s).

Dangerous chemicals or hazardous substances shall not be stored or housed in the same area as food items.

All excess liquids should remain in their original container in the storage areas and tightly closed when not in use.

Doors and cabinets used for storage shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergencies.

### **Use of Hazardous Materials**

Issuance of hazardous materials will be under the supervision of authorized staff and only in amounts deemed necessary. They will be used only as specified in the S.D.S.

Inmates shall not be permitted to use or possess hazardous materials unless under supervision of a staff member.

### **Inventory Control [FCAC 19.07(b)]**

A list of types of flammable, combustible, caustic, and toxic substances shall be maintained in the facility.

**NOTE: Public Works and all contract agencies shall be responsible for controlling and securing their hazardous materials. They shall also provide Main Control with a master list of the types of hazardous materials they maintain along with their**



**locations and S.D.S.**

**Disposal of Hazardous Materials**

Disposal of liquid, solid, and hazardous materials will apply with applicable government regulations. [ALDF-1A-02] [CORE-1A-02]



Hazardous and flammable materials for disposal may be taken to the Cudjoe Key Transfer Station for proper disposal.

## COMMON FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES



CLASS I LIQUIDS	
Acetone	Benzine (petroleum ether)
Contact cement (flammable)	Denatured alcohol
Ethyl alcohol	Gasoline
Hexane	Lacquer
Lacquer thinner	Methyl ethyl ether
Methyl ethyl ketone	Naphtha Y, M, and P
Toluidi (toluene)	Xylene (xylol)

CLASS II LIQUIDS	CLASS III LIQUIDS
Agitene	Guardian fluid
Cleaning solvents	Linseed oil
Diesel fuel	Mineral oil
Kerosene	Neatsfoot oil
Mineral spirits	Paints (oil base)
Motor oil	Sunray conditioner

TOXIC SUBSTANCES	CAUSTIC SUBSTANCES
Ammonia	Caustic soda
Antifreeze	Lye
Chlorine	Muriatic acid
Defoliants	Sulfuric acid
Duplicating fluid	Tannic acid
Herbicides	
Methyl alcohol	
Pesticides	

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	BUREAU: Corrections	NO. OF PAGES: 1
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	TOPIC: High Security Transport Belt	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:013	<b>REFERENCES:</b> FCAC 6.09 & 8.05 F.S.S. 776.07(2), 944.241 GOM Ch 31 ALDF-2B-08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 5
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### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to provide protection for the public from prisoners requiring emergency or special medical treatment at a community hospital through the establishment of procedures, guidelines, and responsibilities. [FCAC 8.05f]

### SCOPE:

This directive applies to all Certified Personnel.

### PERSON RESPONSIBLE:

Operations/Site Commander.

### POLICY AND PROCEDURES:

#### Duty Assignment

When the Medical Division has determined that a hospital detail is required, the Shift Supervisor and the Operations Commander/designee shall be notified by the Medical Division. A weapons qualified Deputy(s) shall escort the prisoner to the hospital. The Shift Sergeant shall assign an appropriate Relieving Deputy(s) for shift change. [FCAC 8.05f]

The Shift Supervisor shall provide the assigned Deputy(s) with the following:

- Name, location, and room number of the hospital
- Name(s), number, and sex of prisoner(s) to be guarded
- Copy(s) of arrest sheet(s) with photograph and emergency room referral
- Required restraints (i.e., handcuffs and shackles)
- Other information necessary for proper security (e.g., escape risk, violent, or high bond)
- Hospital logbook with this policy attached inside the front cover

Two weapons qualified Deputies shall be assigned to the hospital detail when the prisoner is classified as an escape risk and/or has displayed violent behavior. [ALDF-2B-08]

#### Federal Prisoners

The U.S. Marshal's Office shall be notified immediately to make arrangements for the guarding of the prisoner. The Shift Supervisor shall be responsible for informing the U.S. Marshal's Office. The U.S. Marshal's Office will contact Support Services for scheduling if they need to use our Deputies for the guard detail.

## Duties and Responsibilities of Deputy(s)

The assigned Deputy(s) shall report to the duty station promptly as scheduled.

All prisoners shall be searched by the escorting Deputy(s) prior to arrival at the hospital.

The arrest sheet information and emergency room referral form shall be submitted to the hospital by the Deputy(s).

Hospital security shall be notified by the escorting Deputy(s) when a prisoner is admitted.

Carefully inspect the room, bed, bathrooms and hallways for weapons, contraband, and clothing.

Ensure that the inmate is properly restrained at all times with handcuffs and/or shackles placed in the locked position, except pregnant females. The restraint shall be secured to the wrist or ankle and the other end of the restraint shall be secured to the framework of the bed or wheelchair, when applicable. Any time the shackles must be removed from the bed frame, the inmate shall be directed (medical condition permitting) to assume a prone position on the bed. At that point, the inmate shall be handcuffed to the headboard of the bed before the shackles are repositioned.

Inmates being escorted to the bathroom shall be shackled at all times with the exception of pregnant females. Inmates whose medical treatment conflicts with shackles, shall be restrained by the use of handcuffs.

Inmates that are not pregnant shall be properly handcuffed and shackled to the bed upon the absence of the Deputy due to personal reasons (i.e., bathroom). The Deputy shall use the bathroom in the inmate's room.

Deputy(s) will maintain a good working relationship with all hospital personnel. Emergency medical conditions will take priority over security. In the event of a medical/security conflict, the Deputy(s) shall contact the Shift Supervisor for advice and direction.

Deputy(s) assigned to a hospital detail shall not leave his or her post for any reason until briefing the on-coming Deputy(s) and being properly

relieved.

Pertinent information shall be exchanged during briefing between the on-coming Deputy(s) and the off-going Deputy(s). Reviewing previous log entries and other available sources of information must also be accomplished. The on-coming Deputy(s) shall perform a shake down of the room.

Deputy(s) shall **immediately** contact the Shift Supervisor when the following occurs:

- The necessity for relief due to illness or required to be absent from post for three (3) minutes or more.
- The inmate is changing rooms or being moved for a test or therapy.
- Pertinent information (e.g., escape, unusual situations, requests, or any change in condition of the inmate).

The assigned Deputy(s) shall report by telephone to Main Control **every hour**.

The assigned Deputy(s) shall be in full uniform with weapon and handcuff keys in his or her possession at all times.

Persons requesting contact with the prisoner shall be properly identified.

Deputy(s) shall not fraternize with hospital staff or other patients.

Deputy(s) shall close curtains when other patients are receiving visitors in the same room.

Deputy(s) shall adhere to all hospital rules and regulations and the Monroe County Sheriff's Office Standards of Conduct.

- Firearms are to be worn in the hospital except in the operating room or the psychiatric ward at which time the firearms will be secured in the locker provided.
- Medications must be dispensed by hospital personnel ONLY.

The assigned Deputy(s) shall be directly responsible for the security and safety of the

inmate(s) guarded.

Deputy(s) shall park his or her vehicle in properly designated parking areas.

When the inmate is to be discharged, the Deputy(s) on duty shall immediately notify the Shift Supervisor. The Shift Supervisor shall then notify Medical, Classification, Transportation, and Support Services.

While on duty, Deputy(s) are permitted to read books, magazines, newspapers, or other material related to job assignment.

Deputy(s) will not leave the room when an inmate is being treated or examined.

During x-ray treatments, shackles or handcuffs may be removed, if necessary.

**NOTE: At no time will both restraints be removed at the same time. This does not apply to pregnant females.**

When the inmate must be taken temporarily to another room in the hospital, handcuffs and shackles will be used unless the female is pregnant. Only when a restraining device may harm the inmate will it be permissible to move the inmate with only one restraining device applied.

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.

### Log Book Documentation

A logbook shall be maintained on all inmates admitted to the hospital.

All entries in the logbook shall be accurate and neatly printed.

An entry shall be made at least every thirty (30) minutes.

All events and activities concerning the inmate shall be documented in the logbook. This includes, but is not limited to:

- Time of occurrences
- Inmate behavior
- Refusal of medical treatment
- Change in location
- Any unusual activity for the duration of the stay in the hospital
- All person(s) entering and leaving room

The on-coming Deputy(s) will read and sign the log prior to the Deputy's tour of duty.

### Deputy(s) Meals

Meals for the assigned Deputy(s) shall be provided by the hospital at the expense of the Monroe County Sheriff's Office.

Deputy(s) shall be required to eat at his or her duty station.

No drinking cups, food, drinks, food wrappers, or other debris are to be left in the room.

### Escape or Attempted Escape

The Deputy(s) shall immediately notify the Monroe County Sheriff's Office Dispatch in the event of an inmate escape.

The Deputy(s) shall notify the Shift Supervisor in the event of an escape or an attempted escape by the inmate.

The Deputy(s) will make every reasonable effort to apprehend the escaping inmate; however, the use of firearms is prohibited unless a clear and immediate threat of death or serious injury to the Deputy(s) or others exists.

### Rules pertaining to hospitalized inmate(s)

- Property

No property will be allowed or accepted at the hospital for the inmate.

- Inmate Meals

- The only food items given to the inmate will come from the hospital.
- The inmate's diet shall be prescribed by the hospital dietician only.

- Money

The inmate is prohibited from having any money in his or her possession. The inmates shall not be permitted to make money purchases or charge purchases of any nature while housed at a hospital.

- Writing and Reading Materials

If books, magazines, newspapers, writing materials and/or mail are provided by the facility (i.e., hospital or jail), they shall be inspected for contraband by the Deputy(s) before being issued to the prisoner.

- Telephone

The Deputy shall intercept all incoming calls to the room and shall only relay authorized messages.

With the exception of legal counsel, **NO** local or long distance call will be allowed.

Legal Counsel Calls:

- Incoming Phone Calls

- The Deputy will identify himself or herself and explain the following procedure to the caller.
- The Deputy will obtain the callers full name, firm name, and phone number.
- The Deputy will call the number given and verify the authenticity of the caller's identity.
- After verifying the authenticity, the Deputy will allow the inmate to communicate with the caller.

- Outgoing Phone Call Requests

- If the inmate requests to speak to his or her legal counsel, the Deputy should gather the following information:
  - Name of legal counsel, firm name, and phone number.
  - Location of Firm (i.e., local or long distance).
- The Deputy will place a call to verify the information gathered. Long distance calls will be made collect.
- Upon verification, the Deputy will relinquish the phone to the inmate.

- Documentation

All incoming/outgoing phone call information obtained shall be documented in the Hospital Log as follows:

- Name of legal counsel, firm name, and phone number
- Location of firm
- Time call placed
- Time call completed
- Status of Call (i.e., refused or accepted)

- Visiting

The inmate will not receive any visitors, with the exception of legal counselors and only in the presence of the Deputy(s).

- Attorneys [FCAC 6.09]

- The attorney shall visit during reasonable hours according to hospital rules.
- The attorney shall present identification.

**NOTE: Identification is Florida Bar Association Card and Drivers license. Detention staff will contact the jail or use the website to determine if Bar card is valid.**

- If the attorney cannot provide proper identification, the visit shall be denied, and an Incident Report shall be written and forwarded to the Shift Supervisor stating reason for refusal.

- Special Visits

Special visits must be approved by the Sheriff, Undersheriff, or Major of the Bureau of Corrections.



- Special Telephone Calls

Special telephone calls may be approved by the Sheriff, Undersheriff, Major of the Bureau of Corrections, or the Operations Commander.

- Hospital Go Bag

Deputies will secure the go bag which includes restraints, cell phone log book, etc. If deputies are unable to bring with, it will be brought to the location by a fellow deputy.



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[ALDF-2A-10] [CORE-2A-07]

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all inmate movement, whether individual or group, shall be monitored and/or supervised by Deputies to insure security, safety, and orderliness.

inmate's period outside of their assigned living unit. An escorting deputy(s) of a group of inmates will not permit an inmate to become detached from that group until arrival at their destination. The deputy will escort in a safe manner. The inmates will be in a single column formation with the deputy behind the last inmate and to the left or right of the formation.

### **SCOPE:**

This directive applies to all Certified Personnel.

It is the responsibility of all staff members to regularly monitor inmate movement. No inmate is allowed out of the living unit for any reason without proper identification/authorization. [FCAC 10.07]

### **PERSON RESPONSIBLE:**

All Certified Personnel.

### **Dorm/Unit Log Books**

The following format will be used for living areas sending inmates from their assigned dorms/units:

### **POLICY AND PROCEDURES:**

#### **Monitoring of Inmates During Movements**

All inmates will be escorted to and from any location in the facility by deputies or approved staff.

High risk inmates shall be escorted, handcuffed and shackled, by two (2) deputies at all times.

It is the duty of the escorting deputy(s) to keep the inmate(s) in view at all times during the

- Date
- Time Out
- Last Name of Inmate
- First Name of Inmate
- Destination
- Time Returned

The following format will be used for those areas receiving inmates from housing dorms/units to areas of activity.

- Date
- Time Received
- Last Name of Inmate
- First Name of Inmate
- Activity (To be noted if more than one activity occurs in the area.)
- Received From
- Time Returned

**Specific Inmate Movements are as Follows:**

Inmate to Medical

- Medical notifies the Medical Deputy when an inmate is needed.
- The Medical Deputy advises the Dorm/Unit Deputy to ensure the inmate is properly dressed.
- The Dorm/Unit Deputy advises the Medical Deputy that the inmate is ready for an escort.
- The inmate is escorted to Medical.
- Upon arrival at the destination, the Medical Deputy will place the inmate(s) in the Medical Holding Cell awaiting doctor call.

Inmate Returning From Medical

The Medical Deputy will advise the Dorm/Unit Deputy of the return of inmate(s). Inmates will be escorted back to dorm/unit.

Inmates Processing In/Out on Move Lists, Transportation Details, Pre-confinement Evaluations, Lockdown

- The Dorm/Unit Deputy shall pat search the inmate(s) and search the personal property



returning with the inmates.

Inmate Returning From the Dorms to Recreation

- The Rover shall, upon arrival at the dorm, begin to pat search all inmates going to recreation.
- Once all inmates have been pat searched, the Rover shall escort the inmates to the recreation yard.

Inmate Returning From Recreation to the Dorms

- Upon completion of recreation, the Rover shall pat search all inmates.
- The Rover shall escort the inmates to the dorm.
- Upon arrival at the dorm, the Rover shall return custody and control of the inmate(s) to the Dorm Deputy.
- The Dorm Deputy shall pat search all inmates returning to the dorm.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
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[ALDF-2D-01] [CORE-2D-01]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that strict procedures on key control shall be adhered to. Each facility shall have a key control system that includes, at a minimum: location of all locks and keys, complete inventory of all keys, written reports of security problems with locks and keys, absolute control of keys by staff--not inmates, use of lock controlling devices is closely monitored by staff, location of emergency keys away from facility, system ensuring missing keys are identified immediately, and key issuance records. [FCAC 10.05a-g]

#### **SCOPE:**

This directive applies to all Personnel.

#### **PERSON RESPONSIBLE:**

Operations/Site Commanders.

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

At no time will any security keys be handed to inmates. [FCAC 10.05d]

**Duplication of keys is unauthorized** except:

- ONLY the Major of the Bureau of Corrections, Operations Captain, or their Key Control designee(s) may duplicate any extra keys that may be required.
- Support Services Captain may duplicate vehicle keys ONLY.

All broken or lost keys must be immediately reported to Operations on an Incident Report. [FCAC 10.05f] The Operations/Site Commander or their Key Control designee is responsible for replacing lost or broken keys.

**NOTE: Individuals that lose key(s) may be responsible for the cost associated with replacing all locks and/or keys that are required to be changed due to that loss.**

Security Keys: Anytime any SECURITY keys are lost, Operations and the Shift Commander must be immediately verbally notified, and then you shall complete and submit an Incident Report. If SECURITY keys are lost after normal work hours, immediately verbally notify the Shift Commander. [FCAC 10.05f] The Shift Commander shall then be responsible for immediately calling the Operations Captain/Support Services Captain. If the Operations Commander is out of town, the Shift Commander shall call the Acting Operations Commander **AND** the Key Control designee. Security Keys are defined as any mogul or paracentric key that allows you access into or

within the secured envelope. This does not include individual offices.

All broken locks shall be reported to the Inmate Services Sergeant. [FCAC 10.05c]

A complete inventory of dorm/unit keys will be completed on the Dorm/Unit Head Count Sheet/Equipment Pass-On Form. [FCAC 10.05b] Any missing keys will be reported. [FCAC 10.05c]

The Support Services Captain or their Key Control designee(s) will keep control of all non-issued keys and will assign or replace keys as they are needed. They shall ensure that records are kept listing who keys were issued to and returned from. In addition to tracking issued keys, they shall also maintain a running inventory of all keys in their Key Watcher system and extra keys maintained in their key safe. [FCAC 10.05g]

Each individual that is issued keys is responsible for returning those keys to the Key Control designee upon their resignation or transfer so that the keys can be inventoried as being returned. The Key Control designee will reassign them to your replacement.

Authorized personnel will check out keys from the Key Watcher system as needed. All keys

checked out from the Key Watcher system shall be returned before leaving the facility.

The Security Sergeant shall print out a Live Key System Status Report at approximately 0600-1800 hours. Each report will be turned into the Inmate Services Sergeant to be review and turned in to Operations Captain. If somebody off-duty still has keys signed out, the Shift Commander shall call that employee and tell them to return the keys or determine if the keys were "passed on" to another employee. [FCAC 10.05g]

Except for office keys, personnel will not take home any mogul or paracentric key.

**NOTE: Mogul keys are heavy-duty security keys that are 3" long. Paracentric keys are heavy-duty security keys that are 4.5" long.**

The Inmate Services Sergeant is assigned the duties of maintaining the key watcher and scheduling for maintenance.



A full set of emergency keys for the Monroe County Detention Center will be maintained at the Cudjoe Sub-Station. The Marathon Jail's emergency keys will be maintained at the Marathon Sub-Station. The Plantation Key Jail's emergency keys will be maintained at the Plantation Key Sub-Station. [FCAC 10.05e]

MOGUL KEY 3" long



PARACENTRIC KEY 4 1/2" long



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:016	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Deputy Down Alarm Response	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Center that all emergency alarms will be controlled and directed by the Main Control Personnel.

### SCOPE:

This directive applies to all Main Control Personnel, Shift Sergeant, and Shift Lieutenant.

### PERSON RESPONSIBLE:

Main Control Personnel.

### DEFINITIONS:

Deputy Down Alarm - A deputy's duress alarm generated electronically by the deputy down monitor or by the personnel activating the panic button on the monitor. Every deputy on duty will wear a deputy down alarm.

### POLICY AND PROCEDURES:

#### Main Control Personnel Responsibilities

Main Control Personnel will follow the process listed below for all deputy down alarms:

- Announce, "We have a deputy down." Then dispatch all available deputies to the area in response to the alarm.
- Notify the Shift Lieutenant and Sergeant of the alarm.
- Attempt to identify the personnel whose deputy down monitor has been activated.
- If there is a surveillance camera in the area that will give you a view of the scene, activate the camera and monitor the scene.
- If the alarm is a false alarm, Main Control Personnel will announce, "Code five on the deputy down, code five."

**NOTE: To clear the deputy down alarm, the Main Control Personnel handling the emergency will acknowledge the alarm by clicking the red button on the screen.**

#### Shift Sergeant's Responsibilities

Report to the scene and assess the situation.

Take control of the situation and direct the deputy(s) responding as to the action to take.



Notify Main Control when the situation is under control.

### **Shift Lieutenant's Responsibilities**

Report to the scene. Receive the assessment of the situation from the Sergeant. Take action as necessary to assure the safety of the staff and inmate population is paramount.

### **Incident Report**

Once a valid alarm is clear, all personnel involved in the situation will complete an Incident Report and submit via the chain-of-command. False alarms do not require Incident Reports.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Deputy Down Test Unit and Monitors	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Center that all staff wearing a deputy down monitor will test this unit at least once per shift.

### SCOPE:

This directive applies to all personnel assigned to wear a deputy Down Monitor.

### PERSON RESPONSIBLE:

All Personnel with Deputy Down Monitor.

### DEFINITIONS:

Deputy Down Monitor - A unit that is used for emergency distress calls. It can be set to automatically activate when in the prone position or you can press the red button on the top rear side to activate.

### POLICY AND PROCEDURES:

All staff assigned a deputy Down Monitor will follow the process list below:

- Test monitor at least once per shift or workday, and more often if possible.

- To test Deputy Down Monitor, you can either:

- Insert monitor into the tester with the red button facing down. The test light will show a pass or fail light.



- Test via Main Control by activating the panic button then wait for Main Control to confirm that they received the alarm.

- If the monitor fails, change the battery.

- If the monitor still fails with a new battery, fill out a Daily Maintenance Report and attach the broken monitor to the report and place in the Maintenance box in the Administration area.

- Shift Personnel shall notify their Shift Supervisor of any broken monitors and obtain a replacement monitor if available. If unavailable, a replacement monitor may be obtained from Maintenance.



- Support Personnel shall notify their Supervisor of any broken monitors. Replacement monitors may be obtained from Maintenance.

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 8:018	REFERENCES:
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Marchman Acts	

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 WAS DIRECTIVE 8:018 WHICH WAS MOVED TO 2:034 ON 1/16/06

BOC - 8:018	Date of Original: 9/15/99	1
Dissemination Date: 12/30/05	Previous Revision Date(s):	Moved Date: 1/16/06



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:019	<b>REFERENCES:</b> FCAC 24.08 FMJS 7.08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Medical Treatment for Inmates and Staff Injured in an Incident	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all staff and inmates injured in an incident shall receive an immediate medical examination and treatment. Personnel trained in First Responder shall be on-duty at all times. [FCAC 24.08]

Medical treatment of injured inmates will be entered in the inmate's medical file and in the Subject Resistance Report, if appropriate. Inmates refusing medical treatment will be required to sign a Medical Release of Responsibility Form.

**NOTE: A family member or loved one of the injured person shall be notified in case of emergency (i.e., serious injury or death). A written record will be made of all attempts to contact family or loved ones. When contact is made, the name and relationship of the person spoken to will be noted.**

**SCOPE:**

This directive applies to all Personnel.



**PERSON RESPONSIBLE:**

All Personnel.

**POLICY AND PROCEDURES:**

Staff members or inmates injured in an incident will be taken to the clinic for an immediate medical examination and treatment unless the injury is of the nature that the person should not be moved.

If additional medical treatment is deemed necessary, the injured person will be transported to an appropriate medical facility as soon as possible.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:020	<b>REFERENCES:</b> FCAC 10.05 and 10.12 FMJS 11.13, 11.16, 11.20, 17.02 ALDF-2A-03, 2A-39, 6A-07 CORE-2A-02, 2A-20, 2A-24, 6A-06
	<b>RESCINDS:</b> Policy Directive 10	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Security	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Observation of General Population and Special Inmates	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities for the observation of general population and special inmates. All inmates shall be physically observed by a deputy at least every 30 minutes, when plausible, but on an irregular schedule. More frequent physical observation is required for those inmates who are mentally disordered or who demonstrate unusual or bizarre behavior. Suicidal inmates shall be under constant physical observation.

electronic means when deputies are not in the housing areas of facilities that are not direct supervision (i.e., Marathon and Plantation Key facilities).

These observations and rounds are in addition to the required head counts. See BOC - 8:021 for the guidelines on head counts.

Inmates will NOT be subjected to personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Inmate property is protected. [ALDF-6A-07] [CORE-6A-06]

### **SCOPE:**

This directive applies to all Certified Deputies.

### **Physical Observation of Direct Supervision Inmates**

A certified detention deputy is assigned within each of the direct supervision housing areas at all times. [FCAC 10.12]

### **PERSON RESPONSIBLE:**

Sickbay and Dorm/Unit Deputies.

### **POLICY AND PROCEDURES:**

At all times there shall be sufficient staffing to ensure detention deputies are posted within sight or hearing distance of inmates and can respond promptly to calls for help. [FCAC 10.12] [ALDF-2A-03] [CORE-2A-02]

The deputy will continuously move about the housing dorm/unit so that a personal physical observation of each inmate is made at least once every 30 minutes on an irregular schedule to ensure their state of well-being (i.e., they are alive, free from injury or assault, and that their needs are being tended to). Included in a security round will be observation of lighting, secured doors, locking mechanisms, showers bathrooms, and day room area. Fire doors will be checked by physically pulling on the handle.

Monitoring may be accomplished through

[CORE 2A-24][FCAC 10.05]

Physical observation will include a visual inspection of each individual housing dorm/unit and the area immediately surrounding the dorm/unit in order to ensure safety, security, and good order in the facility.

#### **Documenting Physical Observations/Visual Checks of Direct Supervision Inmates [FCAC 10.05]**

Physical observation checks will be documented in the housing dorm/unit log book. These will be logged under the log code "SR". The exact time that the sight check was made will be recorded. Should a deputy be unable to make his or her check as scheduled, the reason must be documented in the log book.

Unusual events or significant problems will be documented in the housing dorm/unit log book and/or on the proper forms.

#### **Physical Observation of Juvenile Inmates**

A certified detention deputy shall be assigned to provide continuous around-the-clock direct supervision and physical observation for all juvenile inmates to ensure their safety and security. [ALDF-2A-39] [CORE-2A-20]

Should a juvenile be removed from the housing unit for temporary housing, such as a Clinic holding cell, deputy supervision and physical observation must still be maintained at all times.

#### **Documenting Physical Observations/Visual Checks of Juvenile Inmates**

Physical observation checks will be documented a minimum of every 10 minutes on the Special Confinement.

All physical observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form.

#### **Physical Observation of Special Management Inmates**

Inmates exhibiting serious mental problems, suicidal tendencies, and special category inmates confined for protective custody, medical, administrative, disciplinary, and security reasons will be housed according to Bureau of Corrections written directives.

Deputies will continuously circulate throughout the housing unit so that a personal physical observation of each inmate is conducted at least every 15 minutes. This also provides around-the-clock close supervision and physical observation for inmates confined in single occupancy cells.

Special category inmates confined for protective custody, administrative, disciplinary, medical, and security reasons will be housed in cells on the first floor of the housing unit.

#### **Documenting Physical Observations/Visual Checks of Special Management Inmates**

Physical observation checks in the housing units and the Infirmary will be documented on the Special Confinement Sheet and Watch Form (either 15 or 30 minutes according to the inmate's classification) for those on lockdown status, and on the Special Confinement Sheet and 30 minute Watch Form for those not on lockdown status.

All physical observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form.

#### **Physical Observation of ICE Detainees**

Physical observation of ICE Detainees in confinement will be documented every 30 minutes on the Special Confinement Form.

#### **Physical Observation of Suicidal Risk Inmates**

Inmates identified by the medical staff as suicidal risks may be assigned to a multi-occupancy cell or a single-occupancy cell.

Suicidal inmates placed in a single-occupancy cell must be under direct observation by a deputy 24 hours a day.

Suicidal inmates with other medical problems shall be assigned to the Infirmary.

Inmates that are serious suicidal threats may be placed in medical restraints if deemed necessary by the medical staff or the Shift Lieutenant. The medical staff will be notified immediately whenever restraints are used.

Inmate(s) placed in medical restraints will be under direct observation by a deputy 24 hours a day.

#### **Documenting Physical Observations/Visual Checks of Suicidal Risk Inmates**

Physical observation checks will be documented every 15 minutes on the Special Confinement and 15 Minute Watch Form on all suicidal inmates, even if the suicidal inmate is under direct observation.

Level 2 psych inmates will be documented every hour on the Special Confinement and 30 minute Watch Form.

All physical observations must be documented contemporaneously (i.e., at the time you observe the inmate) on the Confinement Sheet and Watch Form.

#### **Physical Observation of Pod Facility Inmates (i.e., Marathon and Plantation Key)**

A certified detention deputy is assigned to the housing dorms each shift.



The deputy will move about the housing dorm so that a personal physical/visual observation of each inmate is made at least once every 30 minutes on an irregular schedule to ensure their state of well-being (i.e., they are alive, free from injury or assault, and that their needs are being tended to).

Physical observation will include a visual inspection of each individual housing dorm and the area immediately surrounding the dorm in order to ensure safety, security, and good order in the facility.

#### **Documenting Physical Observations/Visual Checks of POD Facility Inmates [FCAC 10.05]**

Physical observation checks will be documented in the housing dorm log book. These will be logged under the log code "SR". The exact time that the sight check was made will be recorded. Should a deputy be unable to make his or her check as scheduled, the reason must be documented in the log book.

Unusual events or significant problems will be documented in the housing dorm log book and/or on the proper forms.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 5
	CHAPTER: Security	 <hr/> Sheriff of Monroe County
	TOPIC: Population Count Principles and Procedures	

[ALDF-2A-17] [CORE-2A-11]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that physical accountability of inmates is maintained at all times. This accountability will be accomplished partially by a system of counts that include formal, emergency, informal, census and running counts to ensure around-the-clock accountability of all inmates within the Facility.

#### **SCOPE:**

This directive applies to all personnel assigned to do head counts.

#### **PERSON RESPONSIBLE:**

All Personnel.

#### **DEFINITIONS:**

As used in this document, the following definitions shall apply:

Formal Counts - Official counts that are conducted in an organized manner at specific times of the day or night when bodies shall be counted. There shall be no inmate movement during these counts. There will be no non-essential persons in the housing areas until after

count clears. A Face to Photo count is considered a formal count.

Emergency Counts - This is an official count taken at other than one of the times specified for an official formal count. Emergency counts will be taken when there is reason to believe an inmate is missing. A count may be necessary to determine how many inmates are unaccounted for and who they are. There shall be no inmate movement during these counts. Also, there will be no non-essential persons in the housing areas until after count clears.

Internal Census Counts - Counts made while inmates are working, engaged in daily living activities, or engaged in recreational activities. These counts shall be made at irregular times by detail Shift Supervisors, housing deputies, or any other official supervising inmates. Reports will only be made when an inmate is found to be missing.

Running Counts - A formal count maintained by the Intake/Release Sergeant on a 24 Hour Running Count Form listing all arrestees, releases, and the total count of all inmates.

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

## General Principles of Counting

Basic principles of counting within the facility shall be as follows:

- The basic formal count system within the facility provides for at least one formal inmate count per shift. [FCAC 10.04] Count times shall be arranged to provide as little interference with the daily work and activity schedules as is possible and still provide accountability of all inmates.
- While counting, deputies must allow nothing short of an emergency to distract them.
- There will be no non-essential persons in the housing areas until after count clears.
- Deputies must be positive they see a living human body before counting an inmate as present. [FCAC 10.04,10.05] Numerous escapes have been attempted by the skillful use of "dummies".
- Main Control will conduct an "all call" telling inmates to prepare for a headcount.
- At the time of a formal headcount, all inmates within the facility shall go to their bunks for count.
- When making night counts, flashlights shall be used judiciously, but enough light should be thrown on the inmate to ensure that a dummy is not being counted. Rather than count an inmate present on the basis of the sight of hair, shoes, or parts of clothing the deputy must be certain he or she is seeing human flesh and/or movement. [FCAC 10.04]
- The counting deputies will remain in the area counted until the unit is verified as correct. Inmates will not be allowed to relocate until Intake/Release has cleared count.
- Each Dorm/Unit Deputy shall maintain an up-to-the-minute count record in the dorm/unit logbook.
- Each count must be made accurately and promptly. If there is any doubt as to the

correctness of the count, a recount shall be taken.

- The counts must be regarded as a mutual responsibility of the deputies and the inmates, but it is the deputies' responsibility to remain in control and conduct the counts.
- Physical head counts will be conducted on an hourly basis between 11 p.m. and 6 a.m. and recorded in the dorm/unit logbook. Hourly basis means counts must be made less than 60 minutes apart. The physical head count includes a visual check of inmates. These will be logged under the log code "HC". [FCAC 10.05]
- A face to photo count will be conducted at 2300 hours. A face to photo count consists of matching the inmate to their inmate ID photo and Site Placement. [PBNDS 2008 Sec 11]
- Unit A1, B, B1, C, D, KV/PK ISO cells: For the face to photo count, the inmates will stand in their cells with their ID's in hand. The deputy will open door and the inmate will present the ID to the deputy for face to photo verification along with the site placement checking for accuracy. Once the inmates have been verified and counted, the cell is re-secured.
  - When two deputies are in the unit, both deputies will conduct the face to photo and remain until count clears.
- Dorm E, F, G, H, KV/PK: All inmates will line up in their respective pod. They will present the ID to the deputy for face to photo verification along with the site placement checking for accuracy. The deputy will instruct the inmate to return to their bunk and wait for count to clear.
- 2300 hours will also be an official headcount. Intake will call the Unit and Dorms for the headcount, giving the Deputies time to complete both counts.

**NOTE: These counts are in addition to the required security rounds/visual check of inmates. See BOC - 8:020 for the guidelines on security rounds. [FCAC**

10.05]

- Informal, irregular, or internal census counts shall be made by all employees supervising inmates to verify that all inmates are present. Typically, counts of this kind are made while inmates are working or engaged in recreational or other activities. These counts are reported only when an inmate is found to be missing.
- A Master Head Count Form shall be completed by the Intake/Release Control Room during the formal counts. The Intake/Release Sergeant/Deputy responsible for completing the Master Head Count Form must be provided up-to-the minute information regarding all inmate housing moves, work assignment changes, admissions, releases, admissions to the hospital, commitments, and any other changes that could affect accountability.

### **General Staff Responsibilities**

All staff shall be aware of possible system (computer) error.

All staff shall be aware of the specific manner of counting inmates in the different types of locations (i.e., housing unit, open type area, and a work area).

Staff will encourage inmates' acceptance of the count as a necessity.

### **General Count Procedures**

#### Official Formal Counts

There shall be four (4) official formal counts (lockdown counts) each 24 hours. [FCAC 10.04]

#### Dorm/Unit Head Count Form

All Dorm/Unit Head Count Forms shall be turned in to the Intake/Release Sergeant after each scheduled count is cleared.

- If after all counts are received and tabulated a discrepancy exists, a recount shall be made.

- No count shall be cleared until all counting errors have been corrected or until the cause of the error has been found and corrective action has been taken.

#### Face to Photo Count Form

All Face to Photo Count Forms will be filled out during the 2300 face to photo count and shall be turned in with the Shift's paperwork.

If the inmate does not have their ID, the inmate's name will be written on the face to photo form. The deputy will log and link the inmate(s) in SmartCOP. The names of the inmates will be sent to Classification via email.

#### Movement of Inmates [FCAC 10.04]

It will be the responsibility of all facility staff to ensure that when a count is being conducted, all inmate movement throughout the facility will cease. No changes in count location of any inmate will be made after the count is started.

All inmates will be counted at a specific location, generally in their assigned single cell, multiple occupancy cell, or work area.

All areas (locations) will conduct the count simultaneously.

All inmate movement ceases before the count begins and will remain as such until the facility count is correct and clear.

For face to photo count, after the inmates have been checked, they will remain quiet with no movement until the count has cleared.

Exceptions: Emergencies may necessitate the movement of inmates during count times. These movements will be authorized by the Shift Supervisor. They must be kept to a minimum and reported immediately to the Intake/Release Control Room.

#### Intake/Release Sergeant

The Intake/Release Sergeant shall have overall responsibility for tabulating a correct total population count on the Master Head Count Form as it pertains to each floor or section conducting a head count. [FCAC 10.04]

Administration Control Count: The Intake/Release Sergeant shall fill out the Administration Control Count (bottom portion of Master Head Count Form) utilizing the head counts from 0600 hours and forward to the Major of the Bureau of Corrections through the chain-of-command.

#### Floor Deputy

This deputy has the primary responsibility for conducting and completing an accurate (physical, face to photo) count of inmates assigned to his or her area (e.g., living unit, hospital, court, laundry, education, recreation, art class) and to jail booking on cell assignments and to have an accurate site placement.

### **Specific Count Procedures**

#### Running Count

The Intake/Release Sergeant has the primary and overall responsibility for the completion of an accurate count, as well as total inmate accountability within the facility. This Sergeant/designee has the responsibility of ensuring that the total count is current and correct at all times by maintaining a 24 Hour Running Count Form. This Sergeant must be prepared to produce up-to-the-minute information regarding all inmate housing moves, work assignment changes, admissions, releases, admissions to the hospital, commitments, and all other changes that affect inmates' location for count and accountability purposes. All inmate movements will be coordinated with the Intake/Release Control Room.

#### Running Count Form

Every evening at 0001 hours a new Running Count Form will be initiated and run continues until 2400 hours.

All information required on the form will be completed as applicable, upon admitting or releasing inmates.

The Running Count Form will be kept updated to show the grand total of the inmate population at all times.

The Running Count Form will be used to verify

all head counts conducted.

Upon completion of the each month, the Running Count Forms will be forwarded to the Operations/Site Commander to be placed in the monthly file.

#### Dorm/Unit Head Count Forms

The deputy who conducted the count in the indicated dorm/unit will fill these out. It will also be signed by the back-up/off-going deputy. Dorm/Unit Head Count Forms will be filled out and signed by the person in charge of a detail counting outside the Dorms/Units.

#### Exceptions

Emergencies may require additional counts for inmates assigned to other work details or for other reasons; however, all other such counts will be approved by the Shift Supervisor provided ample notice has been given before commencement of the count.

### **Count Call-Ins by Floor Deputy**

All counts on the Master Head Count Form will be verified against those called in by the Housing Dorm/Unit Deputies.

Counts called in will be accepted and verified by all dorms/units and floors. All official counts will be actual head counts.

If counts are not correct, the Dorm/Unit Deputies will be directed to recount areas that do not match the Master Head Count Form.

### **Cross Checking a Count**

If a count is incorrect in a particular dorm/unit or cell, a physical survey will be conducted to correct the system.

### **Shift Sergeants shall:**

Supervise and ensure all inmates are placed in their permanent assigned cells before the count is begun.

Ensure all inmate traffic to and from the floor ceases before, during, and until the count is



cleared by the Intake/Release Sergeant.

Verify the physical counts reported by the Dorm/Unit Deputies.

Ensure the Dorm/Unit Deputies begin their counts simultaneously when announced by the Intake/Release Sergeant. Counts will be conducted by the Dorm/Unit Deputies.

Ensure all Dorm/Unit Deputies telephonically contact the Intake/Release Control Room with their counts.

A "Floor Lock Down" will be retained until the Intake/Release Sergeant clears the total count.

After the count is cleared, ensure the Floor Rover retrieves all Dorm/Unit Head Count Forms and delivers them to the Intake/Release Sergeant who will then turn in all the head count paperwork to the Shift Lieutenant.

#### **Dorm/Unit Deputies shall:**

Personally conduct a head count of inmates in his or her assigned area of responsibility. If the count area entails work area, etc., the Inmate Supervisor is required.

During night counts, be especially cognizant of counting actual human flesh and/or seeing movement.

Upon concluding the Dorm/Unit count, call the results to the Intake/Release Control Room.

Ensure that before, during and until the floor count is clear, all inmates remain in their assigned area, and that all inmate traffic within the dorm/unit is idle.

Retain Dorm/Unit lock down until the Intake/Release Sergeant clears the total count.

If the count is accepted as correct, you and the back-up count deputy shall sign the Dorm/Unit Head Count Form and submit to the Intake/Release Control Room via the Floor Rover.

#### **All Staff**

Formal Counts will be conducted at the beginning of each shift, at 1100 or 1200 hours, at lights out lockdown, and at any other time so designated by the Intake/Release Sergeant or Shift Supervisor. These will be logged under the log code "HC". [FCAC 10.04] [ALDF-2A-17] [CORE-2A-11]

Each on-coming shift will conduct the formal count prior to accepting responsibility of the facility from the off-going shift. [FCAC 10.04]

Before a formal count is conducted, each section will secure their area and cease all inmate traffic until the count is correct and cleared. [FCAC 10.04]



All staff supervising inmates during formal counts will personally count those inmates and turn in a Dorm/Unit Head Count Form to the Intake/Release Control Room at the time the formal count is held.

Inmates out of their permanent assigned quarters (e.g., inmate workers, work and educational release, furloughs, and other approved temporary absences) will be counted as out. [ALDF-2A-17] [CORE-2A-11]

At no time will photo boards, index boxes, data cards, etc., be utilized in lieu of performing physical body counts.

The total count will include all inmates in and out of the facility.

**NOTE: All inter-cell, floor, or housing changes will be authorized by the Floor Deputy, Shift Sergeant, or Classification. However, all inmate moves will be coordinated through Classification to protect the integrity of security separation. All inmate moves will be documented. Information provided for documentation will include inmate name, cell-to-cell, unit-to-unit, or floor-to-floor movement date and signature of supervisor authorizing the move. This documentation will be forwarded to Classification immediately for proper cell assignment.**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:022	<b>REFERENCES:</b> FCAC 10.02 FMJS 14.15
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Relieving a Post	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to develop a system to be used by all on-coming and off-going personnel accepting and relinquishing a post.

### SCOPE:

This directive applies to all Certified Personnel.

### PERSON RESPONSIBLE:

Shift Sergeant.

### POLICY AND PROCEDURES:



The steps will be followed in this order.

- Off-going Deputies

- Pass on the radio
- Pass on man-down monitor (**Key West only**)
- Assist in conducting head count
- Pass on all information about the shift

- Pass on all keys
- Sign off of duty in the logbook
- On-coming Deputies
  - Ensure fully charged batteries are on post
  - Accept radio and check for damage and defects
  - Accept the man-down monitor and check for damage and defects (**Key West only**)
  - Conduct physical head count
  - Check all cell doors, fire doors, and doors to secure areas to assure they are locked
  - Call head count over to Intake/Release Control Room
  - Count keys and check for damage
  - Read last shifts entries in logbook
  - Sign on for duty in the logbook
  - Complete and forward the Dorm/Unit Head Count/ Equipment Pass-On Form
  - Perform physical check of all emergency equipment in your post

- Fill out required check lists (**Marathon and Plantation Key only**)
- Complete a housing inspection reporting all maintenance problems on the Daily Maintenance Report Form. Deposit form in mailbox marked Maintenance in the Administration area. [FCAC 10.02]

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:023	<b>REFERENCES:</b> FCAC 13.07I FMJS 3.02, 5.6,13.13 ALDF-2A-11 CORE-2A-08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Reporting of Serious or Unusual Incidents	

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

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that incidents resulting in physical harm or threaten the safety of any person in a facility, or threaten the orderly control and security of a facility, will be documented in an Incident Report and promptly reported to the appropriate supervisor or higher authority. [FCAC 13.07I]

**SCOPE:**

This directive applies to all personnel.

**PERSON RESPONSIBLE:**

All Personnel.

**POLICY AND PROCEDURES:**

Complete and accurate documentation of events and incidents within jail facilities is essential. [FCAC 13.07I] Written reports serve to keep staff informed of developments and problem areas within the facility and are instrumental in planning and implementation of Bureau of Corrections' policy.

Reports are not only circulated throughout the facilities, but they are subject to use by judges,

attorneys, media, and others; therefore, reports must be concisely written in good English and be neat and free from personal expression of opinions, emotions, and prejudices.

**Serious Incidents**

The following includes, but is not limited to, a listing of serious incidents requiring an Incident Report and immediate notification of a Supervisor or higher authority.

- Inmate/staff deaths
- Inmate/staff serious injuries
- Escapes
- Escapes involving anyone sentenced to death or awaiting trial for a capital offense
- Escapes or attempted escapes regardless of number, where violence was involved, hostages taken, and/or guns or other weapons used
- Strikes involving seven or more inmates
- Riots
- Hostage situations

- Bomb threats/detonation
- Fire
- Use of force involving the discharge of weapons or use of chemical agents, or use of force to control inmates
- Suicide
- Sexual battery

### Other Incidents

The following includes, but is not limited to, a listing of unusual incidents requiring an Incident Report and notification of a supervisor:

- Inmates secured (lockdown status)
- Claim of wrongful arrest
- Inmate later found to be a juvenile
- Unbookable persons (held beyond First Appearance Court - 24 hours)
- Medical refusal during booking
- Late release
- Inmates released without property
- Missing/unclaimed property
- Lost keys/equipment

### Supervisor Discretion

Shift Supervisors will use discretion in determining if an Incident Report should be prepared for non-significant occurrences such as routine cell movements, the finding of contraband during cell shakedowns, etc.

### Continuation Reports

Continuation reports will be prepared in addition to original Incident Report by any assisting deputies not filing original report following the examples below:

- Sexual Battery - This report shall document the following:
  - Date and time of alleged incident
  - Any shower taken by victim after the incident
  - Any clothing change by victim since the incident
  - Any bowel movement by victim since the incident
  - Time the victim was taken to Medical
  - A computer printout of the housing unit in which the alleged incident occurred will be attached to the Sexual Battery Report. Witnesses, if any, will be documented on the printout. Results of interviews with the victim and any witnesses will also be documented.
- Use of Force - Refer to the MCSO General Operations Manual, Chapter 31.
- Inmate Disciplinary Reports
  - Inmate disciplinary reports will be prepared when verbal counseling of inmates is not adequate for the circumstances involved.
  - Supervisors will review the reports to determine if Inmate Disciplinary Hearing action is required.

### Report Writing [FCAC 13.07I]

Incident Reports should be prepared immediately after an incident in order to be as accurate as possible.

All incident reports will be completed before personnel involved leave the facility. At least one supervisor will remain until staff completes reports.

The originator will thoroughly document the incident in chronological sequence providing the following minimum information.

- Who, what, when, where, why, and how individuals were involved
- Approximate times (recorded in military time)
- Witnesses or descriptions, if any
- Injuries to inmates or staff, if any
- Medical treatment or evaluations, if any
- Photos, if any
- Follow-up action, if any
- Witness Statement Forms, if any

Avoid the use of jail slang.



When quoting obscene language, use exact wording as stated.

Avoid use of the third person terms such as "this deputy," "this writer," or "the undersigned."

The "Nature of Incident" line on the Incident Reports will reflect the nature of the incident (e.g., sexual assault, escape, affray, inmate injury) and not just the name of the inmate.

When reports cannot be typed, they shall be written in block lettering using black ink.

Incident Reports will be submitted through the chain-of-command. Each supervisor will review reports for accuracy, grammar, spelling, neatness, and return those not meeting requirements.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:024	<b>REFERENCES:</b> FCAC 10.10, 10.19 (a,b,c) FMJS 3.03(a), 3.06 Emergency Restraint Chair Booklet from E.R.C., Inc. ALDF-2B-02, 2B-03, 2B-07 CORE-2B-02, 2B-03, 2B-05 PBND5 2008 Part 4 Sec 18
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Restraint Chair	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that only Certified Detention Staff trained in the use of the restraint chair and using approved restraint equipment shall place an inmate in a restraint chair. Utilization of the restraint chair shall be used only as a precaution against inmates who present a danger to themselves or others, display bizarre behavior which results in the destruction of county property, or make overt attempts to assault staff, visitors, or other inmates. [FCAC 10.19(a)] The restraint chair shall be only used to temporarily hold inmates. Advanced approval from the Facility Administrator/designee (i.e., the Shift Lieutenant or Shift Sergeant) authorizing the use of the restraint chair shall be obtained prior to placing an inmate in the restraint chair. [ALDF-2B-02 and 2B-03] [CORE-2B-02 and 2B-03]

#### SCOPE:

This directive applies to all Certified Personnel using the Emergency Restraint Chair.

#### PERSON RESPONSIBLE:

All Certified Personnel.

#### POLICY AND PROCEDURES:

The restraint chair shall NOT be used as punishment or in a way that causes undue physical pain or restricts the blood circulation or breathing of an inmate. [FCAC 10.10] [ALDF-2B-02] [CORE-2B-02]

Justification for the extended period of handcuffing shall be documented via an Incident Report and Subject Resistance Report. The handcuffs shall be replaced by the chair straps as soon as the Shift Supervisor or designee believes the inmate is no longer a danger to themselves or others.

Non-handcuffed inmates being restrained in the restraint chair shall be checked at intervals not to exceed 15 minutes for the following:

- Restraints are properly applied
- Blood circulation to the inmate's extremities
- General behavior and well being of the inmate

All restraining devices shall be applied in a humane manner and only for as long as absolutely necessary.

When it is necessary to use restraints on an uncontrollable or violent inmate, when possible, the inmate shall be placed in a single cell and shall be closely observed.

For safety reasons, normally one Sergeant and three Detention Deputies will participate in placing an inmate in a restraint chair. When seating the inmate in the restraint chair, the Detention Deputies will normally position themselves and apply the restraint equipment as follows:

- One Detention Deputy will stand behind the chair to control the inmate's head.
- One Detention Deputy will stand at the right arm and one Detention Deputy will stand at the left arm controlling the arm and shoulder of the inmate.
- One Detention Deputy will stand ready to control the inmate's legs.
- A Detention Deputy will verbally command the inmate to sit in the chair.

**NOTE: If a person is fully restrained in the restraint chair, you shall NOT use Oleoresin Capsicum (O.C.) spray or taser the person restrained. [FCAC 10.19c]**

The Medical Division must be notified to assess the inmate's medical and mental health condition, and to advise whether, on the basis of serious danger to self or others, the inmate should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical management, as appropriate. Continuous direct visual observation will be conducted by staff prior to an assessment by the health authority or designee. If the inmate is not transferred to a medical/mental health unit and is restrained in the restraint chair, the following minimum procedures are followed. [ALDF-2B-03] [CORE-2B-03]

- Visual observation is made at least every 15 minutes and documented on the Special Confinement and 15 Minute Watch Form [FCAC 10.19b]
- Restraint procedures are in accordance with

guidelines approved by the Medical Division

- All decisions and actions are documented. [FCC 10.19b]

### **Steps to Follow when Utilizing the Restraint Chair**

The following steps will be utilized when using the restraint chair:

- When possible, ensure that all of the inmate's personal property has been removed from him/her to include jewelry, glasses, shoes, boots, socks, coat, hat, and belt. The inmate should only be clothed in his or her uniform.
- Have the inmate sit in the seat, secure the lap belt free end in the lap belt clevis, and pull the handle until snug.

**NOTE: To loosen the lap belt, insert a standard handcuff key in the lap belt buckle and "push in" while pulling slack on lap belt. The inmate's back is to be flush against the backrest when seated.**

- Place the chain of the leg shackles behind the chain retainer.
- Attach the handcuff tether to the handcuffs.
- Release the right wrist from the handcuffs and secure it to the arm of the restraint chair with the right wrist strap and pull the belt snug.

**CAUTION: Do NOT cut off circulation to the hand.**

- Release the left wrist from the handcuffs and secure it to the arm of the restraint chair with the left wrist strap and pull the belt snug.

**CAUTION: Do NOT cut off circulation to the hand.**

**NOTE: To loosen wrist strap, insert a standard handcuff key in the wrist buckle, and "push in" while pulling slack on the wrist strap.**



- Retighten the lap belt if necessary.
- Fasten the shoulder strap by passing the free ends over the shoulders, under the armpits, and secure them to the shoulder strap clevises located on the back of the chair. Then tighten by pulling down on the shoulder strap handle.

**CAUTION: Do NOT wrap the straps around chest, head, or neck.**

- Secure the ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap clevis. Then pull the ankle strap handle until snug.
- Remove the leg shackles.

**CAUTION: Handcuffs and leg shackles must be removed as soon as possible to prevent injury.**

- Inmates must be monitored continuously and provided medical treatment when needed. The inmate shall be placed so that he or she is facing the deputy.
- A Special Confinement Sheet and 15 Minute Observation Form shall be started. [FCAC 10.19b] In Key West, Medical or a designee shall check the inmate at least once every 30 minutes for as long as the inmate is in the restraint chair. In Marathon/Plantation Key (KV/PK), the shift supervisor shall check the inmate at least once every 30 minutes for as long as the inmate is in the restraint chair.

**CAUTION: Belts and straps may need to be loosened to insure adequate blood flow. The restraint chair must always be used in the upright position. Leaving the chair on its side or back may cause injury or death to the inmate.**

#### **Restraint Chair Time Limit [FCAC 10.19c]**

Inmates should not be left in the restraint chair for more than two hours at a time. [FCAC 10.19 (c)] This time limit was established to allow for the inmate to calm down, and if needed, it allows

for the detention deputy to seek medical or psychological help for the inmate. This two-hour time limit may be extended, but only with the approval of the Shift Commander. This extended time period must not exceed eight hours for a total of no more than ten hours. If an inmate is restrained in the chair beyond two hours, he or she should be removed from the chair and allowed to walk under a deputy's escort for ten minutes and then placed back in the chair. A ten-minute walk should be allowed for each two hours of time restrained in the chair. The ten-minute walk should be noted on the inmate's Special Confinement Sheet.

There may be situations when an inmate may need to be restrained in the restraint chair for more than ten hours (e.g., without restraints it is likely that the inmate will engage in self-harm). The Operations Commander or designee and the Health Services Administrator or designee must jointly approve the use of the restraint chair for periods beyond ten hours. If an inmate is restrained beyond two hours in the restraint chair, he or she should be taken out of the chair, allowed to walk for ten minutes, and then placed back in the chair. A ten-minute walk should be allowed for each two hours of time restrained in the chair. The ten-minute walk should be noted on the inmate's Special Confinement Sheet.

#### **ICE Detainees**

If an ICE detainee is restrained for more than eight hours, the Operations Commander or designee shall notify the Assistant Field Office Director telephonically and provide updates every eight hours until the restraints are removed. [PBND 2008 Part 4 Sec 18]

#### **Removing Inmate from Restraint Chair**

An inmate may be removed from the restraint chair only under the direction of the Shift Sergeant or higher authority after a review of the original circumstances and inmate's current conditions has been made with Medical or Mental Health Staff, whichever is applicable.

Restraints shall be removed when an inmate's behavior improves to the point at which the restraints are no longer needed. A supervisor shall determine when restraints may be

removed.

If the inmate is violent, there shall be a minimum of two Detention Deputies present when restraints are removed.

Documenting the removal of the restraints and/or the removal of the inmate from the restraint chair needs to include date and time. This will be completed on the log book, and confinement sheet. [FCAC 10.19b]

Medical Staff should check the inmate for injuries following their removal from the restraint chair and document their examination in the Medical Progress Report.


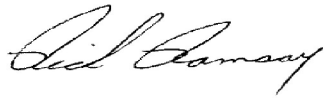
### **Inform On-Coming Shift**

The Shift Supervisor or designee shall notify on-coming Detention Deputies of all restrained inmates and their condition, attitude, and any other pertinent information.

### **Reports [FCAC 10.19(b)]**

In all cases where physical force was used to place the inmate in the restraint chair, an Incident Report and a Subject Resistance Report will be submitted by those deputies involved and forwarded to the Operations Commander via the chain-of-command no later than the conclusion of the tour of duty. [ALDF-2B-07] [CORE-2B-05]

No Subject Resistance Report is needed when the inmate voluntarily cooperates and sits in the restraint chair.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:025	<b>REFERENCES:</b> FCAC 13.02, 24.09 ALDF-1A-06, 1A-07, 1A-23, 1C-12 thru 1C-14, 4D-09, 7D-23, 7D-24 CORE-1A-05, 1C-08, 1C-09, 2A-09 PBNDS 2008 Ch 2 Sec 7
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Security	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Safety Rules and Regulations and Expected Practices	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to ensure the safety of all personnel including maintaining equipment designated for use in situations that threaten facility security in operational readiness. [FCAC 13.02]

#### **SCOPE:**

This directive applies to all personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

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

The facility conforms to applicable federal, state, and local building codes. [ALDF-1A-06]

Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to the security, custody, and supervision of inmates and, as needed, to operate the facility in conformance with the standards, rules, and regulations. [CORE-2A-09]

All work areas shall be kept clean and free of hazards at all times.

Appropriate clothing and shoes must be worn as per assigned detail.

The county shall provide safety glasses and shall replace any damaged safety glasses.

No one shall jump from the truck bed, platform, fences, or any other elevated areas.

Gasoline or naphtha shall not be used as a cleaning or degreasing agent.

Gasoline shall only be carried in approved gasoline containers.

The use of drugs and/or alcohol during working hours shall be grounds for termination.

All personnel are responsible for the following:

- Obey all safety procedures and signs.
- Follow instructions. If you are not sure of safety procedures, do not guess; ask your supervisor.
- Do something about unsafe conditions. Correct or report them immediately.
- Use the right protective equipment for the job and wear safe clothing.

- If there is an injury, get first aid promptly and notify your supervisor immediately.
- Use, adjust, and/or repair equipment only if qualified and authorized to do so.
- Get help to lift heavy loads.
- Avoid horseplay on the job site.

#### **Watch Calls “Officer Safety Check” [PBND 2008 Ch 2 Sec 7]**

Between the hours of 1800 to 0600, the Main Control Deputy will contact each Dorm and Unit to include Medical, Sick Bay, Rover Station, Laundry, Kitchen, Intake/Release, etc., for an Officer Safety Check every half hour.

Between the hours of 0600 and 1800 the Main Control Deputy will contact each Dorm and Unit every hour.

This will be logged into SmartCop.

Administrative sworn personnel will not be contacted for an Officer Safety Check.

#### **First Aid Kits [FCAC 24.09 and ALDF-4D-09]**

The Medical Division approves the contents, number, location, and procedures for monthly inspections of the kits and written protocols for use by nonmedical staff. When used by nonmedical staff, the Medical Division shall be notified so that they may restock the kit.

The Medical Division and facility administrator have determined that first aid kits will be available in the Key West Kitchen, Key West Intake/Release, Marathon Main Control, and Plantation Key Main Control areas.

First Aid Kits will be maintained by the Medical Division and are inspected at least monthly. Depleted items will be replenished.

#### **Defibrillator [ALDF-4D-09]**

An automatic external defibrillator is available for use at each facility.

#### **Extinguishers**

All fires must be immediately reported to Main Control. Any time an extinguisher is discharged, no matter how little, it must be reported so that it can be recharged since the extinguisher continues to leak after the seal has been broken.

#### **Vehicles**

All operators and passengers in a county vehicle or operating any equipment with seat belts, shall use and properly wear the seat belts.

Only authorized personnel shall operate equipment and vehicles.

No one shall ride in the bed of any pickup truck.

All loads or equipment carried on or in any vehicle shall be secured by whatever means necessary to prevent rolling or sliding about (e.g., tie down, blocks).

#### **Machinery/Equipment**

Employees must never operate machinery or equipment without authorization and training.

#### **Emergency Equipment**

Equipment designated for use in situations that threaten facility security will be inspected for operational readiness according to an established schedule (e.g., fire extinguishers, air packs, power generators, emergency lighting, batteries, tactical response equipment, etc.). [FCAC 13.02]

#### **Emergency Power and Communication**

Essential lighting and life-sustaining functions are maintained inside the facility and with the community in an emergency. Power generators automatically turn on during power outages to provide these functions. [ALDF-1C-12] [CORE-1C-08]

Preventive maintenance is guided by a plan that provides emergency repairs or replacement in

life-threatening situations. [ALDF-1C-13]

All equipment is in working order. Essential safety and security equipment is repaired or replaced immediately by qualified personnel. The use of padlocks for security locks on cell or inmate housing doors is prohibited. [ALDF-1C-14] [CORE-1C-09]

Emergency equipment and systems are tested at least quarterly with follow-up repairs or replacement as necessary.

Power generators are tested biweekly. The biweekly test of the generators will include an inspection of the oil, water, hoses, and belts for mechanical readiness to perform in an emergency situation.

The emergency generators will also receive quarterly testing and servicing from an external generator-service company. Among other things, the technicians will check starting battery voltage, generator voltage, and amperage output.

### Handling Materials

When lifting, use the large muscles of your legs rather than the small muscles of your back. Take a firm grip, secure a good footing, place the feet at a comfortable distance apart, keep the load close to your body, keep your back straight, bend your knees, and lift with your legs.

If the load is too heavy, get help. DO NOT STRAIN.

When working with another person carrying loads, let him/her know before setting down any material or equipment.

Fingers and toes should be kept in the clear before setting down any material or equipment.

When equipment is used to lift heavy or bulky objects, stand clear of the suspended or overhanging load.

Use caution when working with equipment near power lines.

The facility's potable water source and supply is provided by the Florida Keys Aqueduct Authority. The Aqueduct Authority has the water certified at least annually by an independent, outside source to ensure it is in compliance with jurisdictional laws and regulations. [ALDF-1A-07] [CORE-1A-05]

### Physical Plant



Separate and adequate space is provided for mechanical and electrical equipment. [ALDF-1A-23]

Adequate space will be provided for administrative, security, professional, and clerical staff. This space includes conference rooms, storage room for records, public lobby, and toilet facilities. [ALDF-7D-23]

Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: [ALDF-7D-24]

- An area to change clothes and to shower
- An area, room, and/or employee lounge that offers privacy from inmates and provides space for meals
- Access to exercise/physical training facilities and equipment
- Space for training
- Space for shift-change briefings
- Toilets and washbasins that are not used by inmates

### Water Supply

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:026	<b>REFERENCES:</b> FCAC 14.05, 14.06 FMJS 4.02, 4.03(a-c) F.S.S. 901.211 ALDF 2A-07, 2C-01, 2C-03, 2C-04, 2C-05 CORE 2A-04, 2C-01 thru 2C-04
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 7
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Search of Inmates and Facilities	

[ALDF-2C-01] [CORE-2C-01]

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that frequent unannounced searches of inmates and the housing areas of the facilities are conducted as often as is deemed necessary to ensure the safety and security of the staff, inmates, and facilities.

This is also done to determine the conditions that might impair the health or sanitation in a communal environment, to recover missing or stolen property, to prevent escapes, and other disturbances.

Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment, or indignity to the inmate.

#### SCOPE:

This directive applies to all Certified Personnel.

#### PERSON RESPONSIBLE:

All Certified Personnel.

#### DEFINITIONS:

**Body Cavity Search** - A visual, manual, and/or instrument inspection of an inmate's anal, oral, vaginal, ear, and/or nasal orifices. **It will be conducted by a Physician ONLY.** [FCAC 14.06]

**Visual Body Examination** - A search during which the inmate is required to remove all their clothing and the deputy conducting the search visually examines the inmate's body for contraband. An inmate is not to be physically touched by the deputy during a visual body examination. This procedure is sometimes referred to as a "strip search".

**Frisk Search** - A search of an inmate during which the deputy conducting the search uses his or her hands to "pat" or "frisk" all parts of the inmate's body to search for contraband. Inmates will not be required to remove their clothing during a frisk search.

**Housing Unit, Cell, Room or Area Search** - A thorough and systematic inspection of a living unit, cell, room, or other area of the facility.

**Outside Perimeter Search** - A search of the outside perimeter of the jail facility which includes all areas outside and immediately

surrounding the facility perimeter including the fencing. This also includes the public areas within the facility (e.g., lobby, public restrooms).

## **POLICY AND PROCEDURES:**

### **Purpose of Searches**

Searches are conducted to prevent introduction of weapons, drugs, or other dangerous contraband into the facilities.

To detect the manufacturing of weapons, escape devices, etc., within the facilities.

To enforce rules designed to eliminate causes of dissention and strife between inmates.

To check malicious waste or destruction of facility property.

To discover hazards to health, sanitation, or safety that may go unnoticed during a more routine inspection.

### **Searching Inmates**

The search of inmates requires expertise and proper attitude on the part of the deputy. An inmate should be informed quietly and simply of what is about to take place.

The inmate should not be touched anymore than is necessary to conduct a comprehensive search of his or her person. Any personal body search must be conducted with as much dignity as possible.

Intake - When person is presented for custody at a Monroe County Detention Facility, a deputy will frisk search the person. The person will then be directed into the Intake/Release area.

Frisk Search - Frisk searches are used in the daily routine of the facilities. It is also the type of search that is most likely to be performed improperly. These searches are performed prior to an inmate departing from the housing dorm/unit and upon return to a housing dorm/unit.

Deputies of the same gender as the inmate will conduct these searches.

If a deputy not of the same gender conducts a search of an inmate due to an emergency, the incident will be documented by the end of the work day.

### **How to do a Frisk Search**

A thorough frisk search must be performed in an orderly and systematic manner starting at the head and working toward the feet. The procedure for conducting a frisk search is as follows:

- Safety issue: When possible, wear rubber gloves when conducting any frisk search.
- Deputy will remove all property from pockets and turn them inside out.
- Examine the contents from the pockets.
- Place the items out of the person's reach.
- Do not touch the person's hair. Have them comb or run their hands through the hair.
- Visually inspect ears, mouth, hair and hands.
- Place the person in a controlled position; off balance, leaning forward with the person's hands against a wall or a counter, and their feet spread widely apart.
- Stand behind the person and slightly to the left or right.
- Proceed downward, examining all articles of clothing with both hands paying particular attention to collars, cuffs, belts, waistbands, and seams.
- Use the squeeze method of search (i.e., do not just pat the area, but gently and firmly squeeze between fingers and palms).
- Pay particular attention to the small of the back, the chest, and the area below the belt, but above the crotch.

- Cup hands around the person's wrist and run both hands up to the armpit. Apply the same method to each arm.
- Run both hands down the shirt front checking the shirt pockets and the stomach area.
- For females, check under the bra strap and band area.
- Inspect the belt and belt buckle carefully. Start at the front, place thumb and fingers around waistband and bring firmly around to meet in the back.
- Check the abdomen, groin area, buttocks, and hip area thoroughly.
- Check each leg using one hand at a time. Start at the top of the leg and search downward covering all areas of the leg.
- If the person has a prosthetic device, have the person remove it and check the inside for contraband.
- Have the person remove their shoes and socks.
- Search the shoes inside and out.
- If the insole of the shoe is loose, remove it and check for contraband.
- Examine the shoe for fake heels and soles.
- Examine the socks and turn them inside out.
- Check the feet, including the bottoms carefully.
- Upon completion of the search, have the person put their socks and shoes back on, and return all personal clothing and items removed from the pockets to the person.
- Any contraband found will be placed in a sealed envelope or bag.
- The person's name will be placed on the outside of the sealed envelope or bag.
- In the case of dangerous contraband, the

appropriate chain-of-custody documents will be completed.

### **How to do a Strip Search/Visual Body Examination**

**Per Florida State Statute 901.211, each strip search shall be performed by a person of the same gender as the arrested person and on premises where the search cannot be observed by persons not physically conducting or observing the search. Any observer shall be of the same gender as the arrested person. [FCAC 14.05]**

A strip search shall be performed by a deputy of the same gender as the inmate unless emergency conditions exist to make it impossible to do so. Unless an emergency situation exists, the written authorization of the Shift Sergeant, Lieutenant, or above must be obtained prior to the start of the strip search. [FSS 901.211]

A strip search for transgender and intersex inmates will only be conducted by a supervisor with medical personnel present except in exigent circumstances. [BOC 8:031]

All cross-gender strip searches will be documented. [BOC 8:031]

Procedures for conducting a strip search on an inmate are:

- Preserve the inmate's privacy as much as possible by conducting the search in private.
- Have the inmate remove his or her own clothing. Do not assist or remove clothing for him/her.
- With a flashlight, visually check the inmate's ears, mouth, nostrils, hair, and genital area.
- The inmate **will NOT** be instructed to squat and cough.
- The inmate will be instructed to stand, turn around, lean over, and spread his or her buttocks. The anus will be visually examined.
- Do not touch the inmate's body; have the



inmate move body parts as necessary.

- Inspect the feet including the area between the toes.
- All personal property and clothing will be searched including pockets, seams, and cuffs.
- Upon completion of the search, the inmate will be instructed to get dressed.
- If contraband is discovered, a Disciplinary Report and an Incident Report will be written and forwarded via the chain-of-command.

### **Suspected Contraband Inside a Body Cavity**

If a deputy believes that an inmate has contraband inside a body cavity:

- The inmate will be afforded the opportunity to remove the item. The deputy must pay particular attention to ensure that the item being removed does not pose any threat of harm to the deputy or others.
- Pregnant inmates will be taken to the hospital for examination of suspected contraband in a body cavity.
- If the inmate refuses to comply:
  - The inmate will be immediately restrained in handcuffs, waist chain, and shackles.
  - Pregnant inmates will be handcuffed in the front. Belly chains and shackles will not be used. Pregnant inmates will be escorted by two detention deputies.
  - The inmate must be observed carefully and not be left unattended for any reason.
  - Contact the Shift Lieutenant via the chain-of-command and forward an Incident Report. [FCAC 14.06]

### **Licensed Physician Required**

Manual or instrument body cavity examinations will only be conducted by a licensed physician when there is reasonable belief that the inmate is concealing contraband and when authorized by the facility administrator/designee. Health care personnel conduct the inspection in private. [FCAC 14.06 and ALDF-2C-05] [CORE-2C-04]

### **Reporting Requirement for Body Cavity Search**

If a body cavity search is conducted, an Incident Report will be forwarded via the chain-of-command to the Jail Administrator. [FCAC 14.06]

### **New Intakes** [FCAC 14.05]

**Per Florida State Statute 901.211, strip searches will NOT be conducted on any inmate arrested for traffic, regulatory, or misdemeanor offenses, except as noted below.**

Conditions under which an inmate that was arrested for a traffic, regulatory, or misdemeanor offense may be visually examined or a strip search conducted are as follows:

- The case is violent in nature, involves a weapon, or involves a controlled substance.
- There is probable cause to believe that the inmate is concealing a weapon, a controlled substance, stolen property.
- A Judge at first appearance has found that the inmate cannot be released on the inmate's own recognizance or bond and therefore incarcerated in a county detention facility.
- The procedures described earlier in the section titled "How to do a Strip Search/Visual Body Examination" will be used to conduct the visual examination or strip search.

A strip search of an arrestee at intake shall only be conducted when there is reasonable belief or suspicion that he or she may be in possession of

an item of contraband. The least-invasive form of search is conducted. Reasonable belief may be based on: [ALDF-2C-03] [CORE-2C-02]

- the arresting agency suspects the arrestee has contraband
- current charges or previous convictions for escape, possession of drugs or weapons, or crimes of violence;
- current or historical institutional behaviors of contraband possession or refusals to be searched; or
- contact with the public or exposure to public areas.

The following processing procedures will be used when conducting strip searches on new intakes:

- The Deputy will remove contents from arrestee pockets and person (e.g., watches, jewelry, rings). Remove his or her outer garments. The inmate will be issued a clean uniform. The outer garments, when removed from the inmate, shall be searched and placed in a bag marked with the inmate's name.
- All clothing, including undergarments, will be placed in a brown paper bag and then placed in the inmate's property bag. The inmate will be allowed to keep their white socks.
- The inmate will shower and should be afforded as much privacy as possible.

#### **Searching Inmate Workers and Work Release Inmates**

All inmate workers and work release inmates shall be strip searched when returning to the facility from outside work assignments. The strip search shall be performed by Intake and Release Deputies in the Intake and Release dress out area (Transportation hallway). The deputies shall follow the procedures for conducting a strip search outlined in this policy.

#### **General Population**

A strip search of general population inmates is only conducted when there is reasonable belief that the inmate may be in possession of an item of contraband or when the inmate leaves the confines of the facility to go on an outside appointment or work detail and upon return from such outside appointment or work detail. The least-invasive form of search is conducted. Reasonable belief may be based on: [ALDF-2C-04] [CORE-2C-03]

- reliable information that the inmate possesses contraband;
- discover of contraband in the inmate's living space;
- a serious incident in which the inmate was involved or where the inmate was present;
- refusal to be searched;
- contact with the public or exposure to public areas; or
- exposure to contact visits.

#### **Housing Search**

Visual bunk and cell inspections will be conducted after each meal for cleanliness and hygiene.

Beds are to be made and inmates should be at their assigned cell/bunk until inspection is completed.

**Thorough cell searches will be conducted on all inmates on a suicide watch at the beginning and the end of each deputy's shift.** A thorough cell search will be conducted on at least three other cells during each shift.

The purpose of a housing search is to:

- Prevent introduction of weapons or dangerous contraband into the housing area
- Discover and suppress contraband trafficking

- Detect weapons, escape devices, etc.
- Detect possible attempts or means of escape
- Enforce rules designed to eliminate the usual causes of inmate dissension and strife (gambling, petit theft, narcotics, etc.)
- Discourage theft of and trafficking in facility commissary items
- Check for any malicious waste or destruction of facility property
- Discover any hazards to health or safety that go unnoticed during routine inspections

Items of contraband to be searched for include, but are not limited to:

- Weapons
- Drugs
- Money
- Unauthorized food items
- Other recognized items of contraband, and
- Tobacco, tobacco products, and tobacco accessories.

### **Typical Hiding Areas for Contraband Items**

Typical locations within a housing area where weapons or other contraband are likely to be concealed include, but are not limited to:

- Bed frames, mattresses and/or linen
- Areas surrounding the toilets, showers, sinks and drains
- Door and window frames
- Ceilings
- Air ducts
- Lighting fixtures

- Televisions
- Personal property
- Trash containers

### **Sequence for Conducting a Housing Search**

The correct sequence for conducting a housing search is:

- Lock the inmates in their individual cells, on the recreation yard, in the dayroom with a deputy watching them, and/or secure the inmate workers in their work area.
- Do not return inmate workers to their housing areas prior to the search being completed.
- Enter the housing area; stop and scan, noting anything unusual or out of place.
- Select a starting point and start from left to right, top to bottom.
- Search one area or item completely before going on to the next area.
- Continue the search until completed, even if contraband is found.
- Confiscate items that are reusable property of the facility and return them to the proper area.
- Search the inmate when he or she is removed from the cell. Only one cell will be searched at a time.

### **Reports Required when Contraband is Found**

If contraband is found, a Disciplinary Report and an Incident Report shall be written and forwarded via the chain-of-command.

### **Contraband found in a Suicidal Inmate's Cell**

If a deputy discovers an item in a suicidal

inmate's cell or on the suicidal inmate that should not be there, the deputy shall immediately contact his or her immediate supervisor in addition to writing the required reports.

### **Log Book Entries Required**

Cell searches will be recorded in the housing area log book.

### **Work Areas, Utility Areas, and Vehicle Searches**

Searches of work areas, utility areas, and vehicles should be conducted in the same manner as a housing search.

#### **Outside Perimeter Searches**

The facility perimeter ensures inmates remain within the perimeter and that access by the general public is denied without proper authorization. Pedestrians and vehicles enter and leave at designated points in the perimeter. Safety vestibules and sally ports constitute the only breaches in the perimeter. [ALDF-2A-07] [CORE 2A-04]

The outside perimeter immediately surrounding the facility, including the lobby and public restroom areas, should be searched once per shift for contraband that may have been planted for inmates to retrieve. To help prevent escapes, walls, fences, exits, including exterior windows, shall also be inspected for defects once per shift. This is the responsibility of the Shift Commander/designee and shall be documented in the log book for each shift.

The purpose of an outside perimeter search is to:



- Prevent introduction of weapons or dangerous contraband into the housing area
- Discover and suppress contraband trafficking
- Detect weapons, escape devices, etc.
- Check for any malicious waste or destruction of facility property

Items of contraband to be searched for include:



- Weapons
- Drugs
- Money
- Food
- Tobacco, tobacco products, and tobacco accessories

Typical locations/items where contraband is likely to be concealed include, but are not limited to:

- Trash cans
- Trees, shrubs
- Parking lot
- Farm
- Trash (e.g., cups with lids, cigarette boxes, etc., should be picked up and physically checked to ensure that it is not concealing contraband)
- Lobby lockers
- Public restrooms

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	TOPIC: Touch Screen System Access Codes	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:028	<b>REFERENCES:</b> FCAC 10.10, 10.18 FMJS 13.15 ALDF 2B-02, 2B-02-1 CORE 2B-02, 2B-03-1 FSS 944.241
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 4
	<b>CHAPTER:</b> Security	 <hr/> Sheriff of Monroe County
	<b>TOPIC:</b> Use of Restraints	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that physical restraints shall be used only as a precaution against escape during transfer, for medical reasons at the direction of the medical staff, as a prevention against self-injury and/or injury to others, or property damage when there is approval from the Shift Supervisor/designee.

Restraints will be applied for only the amount of time absolutely necessary and the inmate will be monitored for proper circulation.

### **SCOPE:**

This directive applies to all Certified Personnel.

### **PERSON RESPONSIBLE:**

All Certified Personnel.

### **DEFINITIONS:**

Four/Five Point Restraint - A four/five point restraint secures an inmate's arms and legs (four points) and shoulders and waist (five points). The restraint chair falls under this definition.

### **GENERAL INFORMATION:**

Approved types of restraining devices include:

#### **Restraint Chair**

See written directive BOC - 8:024.

#### **Security Restraints**

- Handcuffs
- Shackles (leg restraints)
- Waist chains
  - One-person chain with cuffs
  - One-person box chains - waist chains with plastic box

### **POLICY AND PROCEDURES:**

#### **Supervisor Approval Required**

Application of restraints for other than routine reasons must be approved by the Shift Supervisor. [ALDF-2B-02] [CORE-2B-02]

## **Do Not Use Oleoresin Capsicum Spray or Taser when Inmate is Fully Restrained**

If a person is fully restrained in the restraint chair, the deputy shall NOT use oleoresin capsicum spray or taser the person restrained.

### **Restraint Time Limit**

Inmates placed in restraints will have the restraints removed every two hours. The inmate will be escorted and allowed to walk around ten minutes every two hours.

Inmates will be allowed to use the rest room.

If an inmate's behavior is still a threat to him/herself, the facility, or staff, documentation will be made, and the inmate will remain in restraints.

### **Selection of Security Restraints**

Selection of equipment will be based primarily upon the following criteria:

- Custody classification of the inmate within the facility
- Anticipated contact with the public
- Physical and mental health of the inmate
- History of violent or uncontrollable behavior
- Purpose and destination of movement
- As deemed necessary by the Escorting Deputy

### **General Rules for Use of Restraints**

Security restraints will be used under the following circumstances:

- Prevention of inmate self-injury or injury to others
- Prevention of property damage

- Subduing an unruly inmate
- In-house movement of special or high-risk inmates
- Transportation of inmates as a precaution against escape

Restraining devices will be used in a humane manner, only as necessary, and applied only as long as absolutely necessary.

Restraining devices shall NOT be used as punishment or in a way that causes undue physical pain or restricts the blood circulation or breathing of an inmate. [FCAC 10.10] [ALDF-2B-02] [CORE-2B-02]

When it is necessary to place restraints on an inmate due to violent or uncontrollable behavior, he or she will be placed in a single cell and will be placed on a 15 Minute Watch.

If his or her behavior remains uncontrollable for more than thirty minutes and cannot be sufficiently controlled through the use of restraints, contact the Medical Division for evaluation.

### **General Instructions for Use of Restraints**

#### Handcuffs

Single inmates, except pregnant females, should be handcuffed with their hands behind their body. [FCAC 10.18]

When placing handcuffs on a single inmate, the palms of the inmate's hands should be facing away from each other.

The handcuff should be snug against the inmate's wrists, but not so tight as to stop the blood circulation or injure the wrist.

The handcuffs will be double-locked.

Inmates may be handcuffed in front when using waist chains.

## Shackles

In addition to handcuffs, shackles will be placed on all single inmates except pregnant females. [FCAC 10.18]

If handcuffs cannot be utilized due to physical disability or medical reasons, shackles will be applied.

If an injury prevents the use of shackles, the hands will be handcuffed in back of the body or "boxed" in front if the use of handcuffs is possible. Boxed means a locked security box is placed over the top of the handcuffs covering the key holes.

When it is necessary to use a facility assigned set of handcuffs or shackles, it shall be the responsibility of the deputy that removes them to secure the inmate to return them to the proper facility from which they were originally removed.

## Restraining Chains

There are three types of restraining chains. Restraining chains are equipped with handcuffs only, shackles only, or both.

Restraining chains are always used for mass inmate movements outside of the facility such as court transport.

## Waist Chains and Box Chains

A waist chain with handcuffs is applied in the normal manner around the waist. Waist chains can also be connected to the leg shackles.

Once the inmate is handcuffed to the waist chain, the plastic box is applied over the center between both cuffs covering the keyholes preventing the handcuffs from turning. Once the plastic box is applied, a padlock is placed on the box to prevent removal of the handcuffs.

## **Reporting Requirements**

In all cases where physical force was used to place the inmate in restraints, an Incident Report and Subject Resistance Report will be submitted by those deputies involved and forwarded to the

Operations Commander via the chain-of-command.

No reports are needed when the inmate voluntarily cooperates when placing restraints on the inmate.

## **Inmate Segregation/Movement**

All inmates/detainees, male and female (except pregnant female), will have handcuffs applied behind the back prior to any movement outside of their cell or any caged area.

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

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

Prior to leaving the unit, the restraints will be removed except for Hi Profile inmates/detainees. Prior to returning to the unit, the restraints shall be placed back on the inmate/detainee.

During attorney/medical visits, the restraints will stay on the inmate/detainee. The multi-purpose room inside the unit will be locked. During this time at the request of the attorney/medical, the restraints may be removed.

The Dorm/Unit Deputy is responsible for escorting the inmate/detainee while being handcuffed.

Inmates who are in segregation will be shackled and handcuffed. While in the shower the handcuffs and shackles will be removed. Inmates will be handcuffed and shackled while being escorted to recreation yard. Restraints will be removed once secured in recreation yard.

Pregnant females will not have restraints applied.



## Restraints of Pregnant Inmates

Restraints shall not be used on female inmates during active labor, during delivery of a child, or postpartum recovery. Any deviation requires approval by, and guidance from the medical authority and is based on documented serious security risks. The Medical division provides guidance on the use of restraints on pregnant offenders prior to active labor and delivery. [FCAC 10.18][ALDF-2B-02-1] [CORE-2B-03-1]

The physician may request that restraints not be used for documentable medical purposes. The Detention Deputy or other deputy accompanying the pregnant inmate may consult with the medical staff; however if the deputy determines there is an extraordinary public safety risk, the deputy is authorized to apply restraints as limited:



- The type of restraint applied and the application of the restraint must be done in the least restrictive manner necessary.
- The Detention Deputy shall make written findings within 10 days after the use of restraints as to the extraordinary circumstance that dictated the use of restraints. These findings shall be kept by the Monroe County Sheriff's Office for at least five (5) years.
- When detention staff applies restraints in an extraordinary circumstance on a pregnant inmate, a supervisor will be notified immediately.

During the third trimester of pregnancy, or when requested by the physician treating the pregnant inmate, unless there are significant documentable security reasons noted by the department/correctional facility to the contrary that would threaten the safety of the inmate, the unborn child, or the public in general:

- Leg, ankle, waist restraints may not be used.
- If wrist restraints are used, they must be applied in the front so the pregnant inmate is able to protect herself in the event of a forward fall.

All restraints on a pregnant female must be done

in the least restrictive manner necessary in order to mitigate the possibility of adverse clinical consequences.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:029	<b>REFERENCES:</b> GOM Ch 34 ALDF-2C-06, 6C-02, 6C-19
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 _____ Sheriff of Monroe County
	TOPIC: Crimes Within the Jail Facilities	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that crimes within the jail facilities be documented and the subject(s) held accountable. When a crime is discovered which occurred within the jail facilities, the Shift Commander will be notified immediately.

### SCOPE:

This directive applies to all personnel.

### PERSON RESPONSIBLE:

All Personnel.



### POLICY AND PROCEDURES:

From time to time, a crime is committed within the detention facilities which need to be documented and the subject(s) held accountable. When such instances occur, the following procedures shall be followed.

- When a crime is discovered which occurred within a detention facility, the Shift Commander will be notified immediately.
- Appropriate medical attention will be provided to any party needing such attention.
- The Shift Commander, after obtaining a summary of the incident, will contact Communications and request an appropriate zone patrol unit respond to take an initial report. [ALDF-6C-02]
- If there is evidence associated with the crime, the Shift Commander will take measures to preserve that evidence in place. [ALDF-2C-06 & 6C-19]
- The Patrol Supervisor may consult with the Detention's Shift Commander concerning the reported crime. Due to the nature of the secure facility, an immediate response on Patrol's part may not be warranted due to call priority.
- When a patrol unit's response is not immediate, the Patrol Supervisor will inform the Detention's Shift Commander personally and advise on how to preserve evidence, document witness statements, etc. Detention personnel are not expected to conduct the investigation or do required reporting documentation for Patrol. [ALDF-2C-06 & 6C-19]
- Only the facility administrator or designee may authorize searches of a crime scene unless immediate action is necessary; in such cases, the facility administrator or designee is fully informed as soon as possible after the search. [ALDF-6C-19]

- The patrol unit's response will be immediate for crimes involving homicide, suicide, aggravated battery, sexual battery, escape, or an attempt of any of these.
- Depending on the crime, possible scene, and size of the initial investigation the Patrol Deputy may request that a Detention Deputy assist him/her during the on-scene investigation. This will expose Detention Staff to the requirements of a criminal investigation and reduce the time the Patrol Deputy is removed from patrol duties.
- The Patrol Deputy will devote the same time and quality level of investigation within the detention facility as he or she would on the outside.
- Crime Scene and Investigations will be notified as per existing protocol. [ALDF-6C-02]
- The Shift Commander will ensure that an Incident Report is also completed.
- As soon as possible, the Shift Commander will also ensure that the booking system is checked to see whether or not the inmate(s) is being released. This information will be provided to the road deputy and entered into the Incident Report. This information is imperative to ensure additional charges are brought against the inmate before being released.

**NOTE: General Operations Manual Chapters 35 and 54 have the guidelines for processing and reporting crime scenes to include collecting, preserving, and storing all evidence obtained at those crime scenes. [ALDF-6C-19]**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:030	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Security	 <u>Sheriff of Monroe County</u>
	TOPIC: Inmate Movement Between Facilities	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that inmate movement between facilities shall be primarily for the reasons of medical necessity, protective custody status, pre-disciplinary, or making room for inmates going to court.

#### SCOPE:

This directive applies to all Certified Personnel.

#### PERSON RESPONSIBLE:

All Certified Personnel.

#### POLICY AND PROCEDURES:

##### New Intakes at Marathon (KV) and Plantation Key (PK)

The Booking Deputy will run a criminal history (FCIC/NCIC) check on each new intake and complete a Classification Tree. If the inmate "scores" a 1 or 2 on the Classification Tree, the inmate MUST be transported to Key West for housing. A "score" of 3-8 does NOT require the inmate to be transported to Key West.

#### Acceptable Reasons to Move an Inmate from KV or PK to Key West (KW)

Inmates can be moved from KV or PK to KW for the following reasons:

- Medical
- Protective Custody
- Pending Disciplinary Report
- Making room for inmates going to court
- Females
- Juveniles
- Court

#### Special Circumstances

Inmates may be moved between facilities due to special circumstances. This movement will NOT occur unless discussed with Classification, KW Medical Staff, the respective Site Commander, and the KW Operations Commander. If the approval for inmate movement/housing has been granted by the KW Operations Commander, NO ONE of less ranking authority than the KW Operations Commander has the authority to override the decision.

## Medical Issues

Personnel from KV and PK will call the upper keys nurse ONLY during her working hours unless they are dealing with a use of force issue. If the situation is not a use of force and the upper keys nurse is not working, personnel from KV and PK WILL call the KW Medical Staff.

If the upper keys nurse sends an inmate to KW because of medical issue(s), he or she WILL call the KW Medical Staff.



### Transport Log

- Deputies who have received medial clearance to move an inmate between facilities WILL note the name of the nurse they received the medical clearance from on the transport log. The log will read "Medical per Nurse \_\_\_\_\_ (fill in the name of the nurse who gave the clearance)."
- If an inmate is moved to KW because of a known medical situation (e.g., medications), the log will read "Medical for housing".

## Communications Between Work Teams

Classification WILL fax a list of what inmates are approved for housing in KV and PK to the upper keys nurse and to the KW Medical Division.

Transportation will email a list of arriving transports, whenever possible, to Classification and PK. The list will be faxed the night before the expected new intakes.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 8:031	<b>REFERENCES:</b> FCAC 10.13, 30.01 FMJS 2.17, 11.19 Prison Rape Elimination Act of 2003 (Public Law 108-79) PBNDS 2.11 2011 ALDF-2A-09,2A-29,4D-22-1,4D-22-5 thru 4D-22-8, 6A-07 CORE-2A-06, 4D-13, 4D-14, 4D-15, 4D-16, 6A-06
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 24
	<b>CHAPTER:</b> Security	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Inmate Sexual Abuse/Assault/Harassment Prevention and Intervention (Prison Rape Elimination Act)	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to have a zero tolerance policy toward sexual battery, sexual abuse, or sexual harassment of any inmate incarcerated within Monroe County. [FCAC 30.01] The Monroe County Sheriff's Office will address the safety, psychological, social and medical needs of inmates who have been sexually assaulted; will thoroughly investigate each incident; and will control, discipline and prosecute those who sexually assault, sexually harassed or sexually abuse inmates incarcerated in Monroe County. [FCAC 30.01] [ALDF-6A-07] [CORE-6A-06]

#### **SCOPE:**

This directive applies to all Personnel.

#### **PERSON RESPONSIBLE:**

All Personnel.

#### **DEFINITIONS:**

Prison Rape Elimination Act (PREA) – Enacted by Congress in 2003 to address the problem of sexual abuse of persons in the custody of United States correctional agencies. PREA applies to all public and private institutions that house adult or juvenile inmates and is also relevant to community based agencies.

PREA Coordinator – The PREA Coordinator is the Support Services Captain in the Key West Jail Facility. The function of the PREA Coordinator is to develop, implement, and oversee efforts to comply with the PREA standards in all facilities. [§115.11(b)]

PREA Compliance Manager – The PREA Compliance Manager is the site Lieutenant for the Marathon Jail and Plantation Key Jail Facilities. The PREA Compliance Manager will serve as a point person for PREA related matters within the respective facility.

Agency head - means the principal official of an agency. The Sheriff is the agency head.

Androgynous - means being male and female; hermaphrodite, having both masculine and

feminine characteristics.

Biological Sex or Sex - means the genetic/biological/hormonal/physical characteristics (including genitalia), which are used to classify an individual as female, male, or intersex.

Bisexuality - means an individual is attracted to members of either sex.

Contractor - means a person who provides services on a recurring basis pursuant to a contractual agreement with the agency.

Cross-dresser - means a person who, on occasion, wears clothing considered typical for another gender, but who does not necessarily desire to change his/her gender.

Detainee - means any person detained in a lockup, regardless of adjudication status.

Direct staff supervision - means that security staff are in the same room with, and with reasonable hearing distance of, the resident or inmate.

Employee - means a person who works directly for the agency or facility.

Exigent circumstances - means any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

Facility - means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals.

Facility head - means the principal official of a facility. The Bureau Commander is the facility head.

Full compliance - means compliance with all material requirements of each standard except for de minimis violations, or discrete and temporary violations during otherwise sustained periods of compliance.

Gender - means a social construct based on a

group of emotional and psychological characteristics that classify an individual as feminine, masculine, androgynous, or other. Gender can be understood to have several components, including gender identity, gender expression, and gender role.

Gender Identity Expression - means an individual's sense of his/her own gender, as communicated to others through expression, appearance, identity, or behavior, regardless of the person's sex at birth.

Gender variant - means a person who has chosen not to conform to the societal gender norms associated with his/her external genitalia.

Gender nonconforming - means a person whose appearance or manner does not conform to traditional societal gender expectations.

Hermaphrodite - means a plant or animal that has both male and female reproductive organs.

Heterosexuality - means an individual is attracted to individuals of the opposite sex.

Homosexuality - means an individual is attracted to individuals of one's own sex.

Inmate - means any person incarcerated or detained in a prison or jail.

Inmate-On-Inmate Sexual Abuse/Assault -One or more inmates touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts. [FCAC 30.01]

Intersex - means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. A person with an intersex condition is born with sex chromosomes, external genitalia, or an internal reproductive system that is not considered "standard" for either male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Juvenile - means any person under the age of 18, unless under adult court supervision and

confined or detained in a prison or jail.

Juvenile inmate - means any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail.

Juvenile detainee - means any person under the age of 18 who is under adult court supervision and detained in a lockup.

Medical practitioner - means a health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A "qualified medical practitioner" refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Mental health practitioner - means a mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A "qualified mental health practitioner" refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Pat-down search - means a running of the hands over the clothed body of an inmate, detainee, or resident by an employee to determine whether the individual possesses contraband.

Review Team - is a group of line supervisors, investigators, and medical/mental health staff members who, at the direction of the PREA Coordinator, conduct an after-action review following incidents of sexual abuse with founded and unsubstantiated investigations, in order to change policies or practices to better prevent, detect, and/or respond to an incident of sexual abuse.

Security staff - means employees (Detention Deputy) primarily responsible for the supervision and control of inmates, detainees, or residents in housing units, recreational areas, dining areas, and other program areas of the facility.

Sexual orientation - means male or female homosexuality, heterosexuality or bisexuality, by

preference or practice.

Staff - means employees.

Staff-On-Inmate Sexual Abuse/Assault - Engaging in, or attempting to engage in, a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks, with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised, are always illegal, and by law, considered non-consensual and/or when no objections are raised, are always illegal, and subject to administrative and criminal disciplinary sanctions. [FCAC 30.01 and ALDF-4D-22-5] [CORE-4D-14]

Strip search - means a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.

Substantiated allegation - means an allegation that was investigated and determined to have occurred.

Transgender - means a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Transsexual - means a person who establishes a permanent identity with the opposite gender of his/her assigned sex. A transsexual may undergo medical treatment(s) to change his/her external genitalia so that it is in accord with his/her gender expression.

Transvestite - A term for a cross-dresser that is considered derogatory.

Unfounded allegation - means an allegation that was investigated and determined not to have occurred.

Unsubstantiated allegation - means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer - means an individual who donates



time and effort on a recurring basis to enhance the activities and programs of the agency.

Voyeurism - by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

## **POLICY AND PROCEDURES:**

Staff shall take seriously any and all statements from inmates that they have been victims of sexual abuse/assault/harassment.

All staff and inmates are responsible for being alert to signs of potential situations in which sexual assaults, sexual harassment and/or sexual abuse might occur. Inmates are prohibited from supervising, assuming any authority, or in any way exercising control over other inmates. [FCAC 10.13] [ALDF-2A-09] [CORE-2A-06]

### **Prevention Planning**

#### **Zero Tolerance of Sexual Abuse and Sexual Harassment; PREA Coordinator**

The Monroe County Sheriff's Office has a zero tolerance policy towards all forms of sexual abuse and sexual harassment. [§115.11(a)]

The agency shall designate an upper-level, agency-wide PREA Coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards. [§115.11(b)]

- The PREA Coordinator is tasked with auditing, collecting and maintaining information on each instance of alleged inmate-on-inmate sexual acts or abusive sexual contact, and each instance of staff-on-inmate sexual misconduct or sexual harassment. The Bureau Commander may assign a designee in periods of Coordinators absence.

- The PREA Coordinator will compile agency records and report the findings to the Bureau Commander addressing the following:

- Progress reports on standards implementation and/or compliance.
- Any deficiencies in standards, problems, and/or challenges that need to be addressed or resolved.
- To conduct audits to ensure compliance with agency policy, applicable federal or state laws, and PREA standards.
- To provide appropriate access and materials to auditors.

The Monroe County Sheriff's Office shall designate a PREA Compliance Manager for the Marathon Jail Facility and the Plantation Key Jail Facility with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards. §115.11(c)

### **Contracting with Other Entities for the Confinement of Inmates**

If the Monroe County Sheriff's Office finds it necessary to enter into contracts for the confinement of inmates with private agencies or other entities, including other government agencies, it shall include in any new contract or contracts renewal the entity's obligation to adopt and comply with PREA standards. [§115.12(a)]

Any new contract or contract renewal shall require the agency to monitor the contractor's compliance with the PREA standards. [§115.12(b)]

### **Supervision and Monitoring**

The Monroe County Sheriff's Office will develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect inmates against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take

into consideration, the following: [§115.13(a)]

- Generally accepted detention and correctional practices.
- Any judicial findings of inadequacy.
- Any findings of inadequacy from Federal investigative agencies.
- Any findings of inadequacy from internal or external oversight bodies.
- All components of the facility's physical plant, including blind spots or areas where staff or inmates may be isolated.
- The composition of the inmate population.
- The number and placement of supervisory staff.
- Institution programs occurring on a particular shift.
- Any applicable state or local laws, regulations, or standards.
- The prevalence of substantiated and unsubstantiated incidents of sexual abuse.
- Any other relevant factors.

In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan. Documentation will be recorded on the Supervision Log by the Shift Supervisor and forwarded to the PREA Coordinator. [§115.13(b)]

Whenever necessary, but no less frequently than once each year, each facility in collaboration with the PREA Coordinator will assess, determine, and document whether adjustments are needed to the following: [§115.13(c)]

- Staffing plan.
- The facilities deployment of video monitoring systems and other monitoring technologies.
- The allocation of facility resources available

to commit and ensure compliance to the staffing plan.

A shift supervisor shall randomly visit each unit/dorm to conduct unannounced jail rounds to identify and deter staff sexual abuse and sexual harassment. The unannounced shift supervisor rounds shall be conducted on both day and night shifts. [§115.13(d)]

- Each unannounced shift supervisor rounds shall be documented as a computer entry in SmartCop, the entry will be "SGT IN SGT OUT or LT. IN LT. OUT".
- Staff shall be prohibited from alerting other staff members that these unannounced supervisory rounds are occurring, unless such announcement is related to a legitimate operational function of the facility.

### **Juvenile Inmates**

A juvenile inmate shall not be placed in a housing unit in which the juvenile inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters. [§115.14(a)]

In areas outside of housing units/dorms, sight and sound separation between juvenile inmates and adult inmates shall be maintained. [§115.14(b)]

The Monroe County Sheriff's Office shall make best efforts to avoid placing juvenile inmates in isolation. Juvenile inmates shall not be denied daily large-muscle exercise and any legally required special education services and juvenile inmates shall have access to other programs and work opportunities to the extent possible. [§115.14(c)]

### **Limits to Cross-Gender Viewing and Searches [BOC 8:026]**

The Monroe County Sheriff's Office employees will not conduct any cross-gender strip searches, cross-gender visual body cavity searches, or cross-gender pat-down searches. [§115.15(a)(c)]

The facility does not permit any cross-gender pat-down searches of inmates absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision. [§115.15(b)]

Inmates/detainees will be allowed to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. [§115.15(d)]

- Prior to staff of the opposite sex entering an inmate dorm/unit, the unit/dorm deputy and entering deputy will announce their presence. [BOC 8:032]

Staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate's genital status. If the inmate's genital status is unknown, it may be determined [§115.15(e)]

- If the inmate's genital status is unknown, it may be determined through conversation with the inmate.
- The inmate will be asked whether they consider themselves male or female.
- During the intake process, transgender and intersex arrestees shall be given the opportunity to choose the sex of the intake deputy (search at intake) who will perform the pat-down search and sign the Search Preference Form.

Security staff will be trained to perform searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs. [§115.15(f)]

### **Inmates with Disabilities and Inmates Who Are Limited English Proficient**

The Monroe County Sheriff's Office shall take appropriate steps to ensure that inmates with disabilities or inmates who are Limited English

Proficient (LEP) have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment in accordance with Title II of the Americans with Disabilities Act, 42 U.S.C. Provisions will be accommodated by the PREA Coordinator and documented in the inmate's record. The following will be available: [§115.16(a)(b)]

- Interpreter services for the deaf or hard of hearing inmates.
- Interpreter services for Non-English speaking inmates.
- Reading of the material by staff to inmates.

At no time will inmate interpreters be used by any staff member to interpret or translate the report of sexual abuse, except in circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of the first response duties under section Staff First Responder Duties (§115.64) or the investigation of the inmate's allegations. [§115.16(c)]

### **Hiring and Promotion Decisions**

The Monroe County Sheriff's Office shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates who: [§115.17(a)]

- Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
- Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercions, or if the victim did not consent or was unable to consent or refuse.
- Has been civilly or administratively adjudicated to have engaged in the activity described above.

The agency shall consider any incidents of sexual harassment/abuse in determining

whether to hire or promote anyone or to enlist the services of any contractor and volunteer or anyone having contact with inmates. [§115.17(b)]

Before this agency hires any new employees who may have contact with inmates, it shall conduct the following: [§115.17(c)]

- Criminal background record checks.
- Consistent with federal, state, and local law, the agency makes its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

The Monroe County Sheriff's Office requires that a criminal background records check be completed before enlisting the services of any contractor or volunteer who may have contact with inmates. [§115.17(d)]

Criminal background records checks will be conducted by the Human Resources Department on all current employees, who may have contact with inmates at least every five (5) years. At least every five (5) years, the Programs Division Director or designee will be responsible for conducting background records checks on all volunteers and Public Works employees. The Marathon and Plantation Key Jail Lieutenant or designee will be responsible for conducting background records checks on volunteers in the Marathon and Plantation Key Jail. The Support Services Captain or designee will be responsible for conducting background records checks on all contract personnel. [§115.17(e)]

The Monroe County Sheriff's Office shall ask all applicants who may have direct contact with inmates about previous misconduct during the application/oral interview process. [§115.17(f)]

Employees must disclose any such misconduct. Any material omission(s) regarding such misconduct, or the provision of materially false information, shall be grounds for termination. [§115.17(g)]

## **Upgrades to Facilities and Technologies** [BOC 8:001]

The Monroe County Sheriff's Office will consider the effect of the design, acquisition, expansion or modification in reference to the facility's ability to protect inmates from sexual abuse when designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities. [§115.18(a)]

When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse. [§115.18(b)]

## **Responsive Planning**

### **Evidence Protocol and Forensic Medical Examinations**

The Monroe County Sheriff's Office is responsible for conducting administrative or criminal sexual abuse investigations (including inmate-on-inmate sexual abuse or staff misconduct). [§115.21(a)]

- When conducting a sexual abuse investigation, the agency investigators follow a uniform evidence protocol that maximizes the potential for obtaining useable physical evidence for administrative proceedings and criminal prosecutions. Refer to General Orders Chapter 54.

The protocol shall be developmentally appropriate for youth where applicable, and, as appropriate, shall be adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011. Refer to General Order Chapter 44. [§115.21(b)]

All victims of sexual abuse will be offered access to forensic medical examinations. Such examinations will be offered without financial cost to the victim. [§115.21(c)]

- Examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible.
- If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners.
- The agency shall document its efforts to provide SAFEs or SANEs.

The Monroe County Sheriff's Office shall attempt to make available to the victim a Victim Advocate from a rape crisis center. Efforts are fully documented. [§115.21(d)]

- If a victim advocate from a rape crisis center is not available to provide services, the agency will provide a qualified staff member from another community-based organization or qualified staff member.

If requested by the victim, a victim advocate shall accompany and support the victim through the forensic medical examination and interview process, and shall provide emotional support, crisis intervention, information, and referrals. [§115.21(e)]

### **Policies to Ensure Referrals of Allegations for Investigations**

The Monroe County Sheriff's Office shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment. [§115.22(a)]

Allegations of sexual abuse or sexual harassment must be referred for investigation to an agency with the legal authority to conduct criminal investigations, including the Monroe County Sheriff's Office when it conducts its own investigations unless the allegation does not involve potentially criminal behavior. [§115.22(b)]

- This policy is published on the agency website or made publicly available via other means. Any other policy regarding the referral of allegations of sexual abuse or sexual harassment for a criminal investigation is made publicly available via other means.

- All referrals of allegations of sexual abuse or sexual harassment for criminal investigations must be documented.

## **Training and Education**

### **Employee Training**

The Monroe County Sheriff's Office shall train employees who may have contact with inmates on the following: [§115.31(a)]

- Its zero-tolerance policy for sexual abuse and sexual harassment.
- How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures.
- Inmates' right to be free from sexual abuse and sexual harassment.
- The right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment.
- The dynamics of sexual abuse and sexual harassment in confinement.
- The common reactions of sexual abuse and sexual harassment victims.
- How to detect and respond to signs of threatened and actual sexual abuse.
- How to avoid inappropriate relationships with inmates.
- How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates.
- How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

New employees shall receive the training through orientation. A review of this policy is included.

Training shall be tailored to the gender of the

inmates in the facility. Staff shall receive additional training if the staff member is reassigned from a facility that houses only male inmates to a facility that houses only female inmates, or vice versa. [§115.31(b)]

The Facility Administrator/designee shall review and approve the policy and procedures and ensure that the facility:

- The Training Division and PREA Coordinator will coordinate the annual PREA training in accordance with PREA Guidelines and PBDNS 2011 Standards.
- Medical will receive annual SCAR training that consist of PREA Guidelines and PBDNS 2011 Standards.
- Any staff member that has a sustained allegation of sexual abuse or sexual assault will be subject to termination.
- When there are changes to the PREA Guidelines or ICE Standards, the PREA Coordinator will immediately implement the changes in the Kiosk.
- ICE detainees can contact the OIG via the posted phone number on the bulletin board and in the kiosk to confidentially report sexual abuse or assault.

The Monroe County Sheriff's Office shall provide refresher training every year to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures. Between training sessions, employees are provided with information about current policies regarding sexual abuse and harassment. [§115.31(c)]

Documentation that employees understand the training they have received shall be completed through employee signature or electronic verification. [§115.31(d)]

### **Volunteer and Contractor Training**

The Monroe County Sheriff's Office will ensure that all volunteers and contractors who have contact with inmates are trained on their responsibilities under the agency's sexual abuse

and sexual harassment prevention, detection, and response policies and procedures. [§115.32(a)]

The level and type of training is based on the services they provide and level of contact they have with inmates. All volunteers and contractors who have contact with inmates shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents. [§115.32(b)]

The Monroe County Sheriff's Office will maintain documentation that volunteers and contractors understand the training they have received. Contractors and volunteers shall read and sign the training received acknowledging understanding of the agency's zero tolerance policy. [§115.32(c)]

### **Inmate Education [CORE4D-13]**

During the intake process, inmates shall receive information explaining the agency's zero tolerance policy regarding sexual abuse/assault and how to report incidents or suspicions of sexual abuse or sexual harassment. [§115.33(a)]

- Inmates shall be informed through written materials such as the Inmate Handbook. The Handbook is provided to each inmate upon intake as well as available via kiosk.
- Inmates shall also be informed on the agency's Sexual Abuse/Assault Prevention and Intervention program via orientation video at first appearance.

Information is provided to inmates about sexual abuse/assault including: [ALDF-2A-29]

- Prevention/Intervention and self-protection measures inmates can take to reduce the likelihood of sexual abuse/assault. [FCAC 30.03a]
- Methods of reporting incidents of sexual abuse/assault. [FCAC 30.03c]
- Staff will immediately protect the inmate from the assailant.

- Treatment and counseling, social services and program options available to victims of sexual assault. [FCAC 30.03b]
- Confidentiality of information [FCAC 30.03d]

The Monroe County Sheriff's Office Bureau of Corrections will provide comprehensive education to inmates at first appearance of all new intakes processed in. The comprehensive education for inmates will include at a minimum: [§115.33(b)]

- Zero tolerance
- An inmate's right to be free from sexual abuse and sexual harassment.
- An inmate's right to be free from retaliation for reporting abuse.
- Agency sexual abuse response policies and procedures.

The Monroe County Sheriff's Office Bureau of Corrections will provide education to inmates upon transfer to ensure that all inmates are educated on the agencies most current sexual abuse policies and procedures. [§115.33(c)]

The Monroe County Sheriff's Office Bureau of Corrections shall provide inmate education information available in formats accessible to all inmates, including those who are limited in English proficiency (LEP), deaf, visually impaired, or otherwise disabled and inmates who have limited reading skills through the following: [§115.33(d)]

- Verbally during the intake process for inmates with limited reading skills or who are visually impaired to ensure inmates understand key issues and points concerning PREA.
- Written in both English and Spanish in the Inmate Handbook, and is provided to each inmate during the intake process as well as on the kiosk.
- Interpreters via the language line or deaf services.

The Monroe County Sheriff's Office Bureau of Corrections will maintain documentation of all training received by inmates on the inmate's individual jail booking folder. [§115.33(e)]

Key information about the agency's PREA policies is continuously and readily available or visible to inmates through posters, inmate handbooks, other written formats, and the kiosks located in units/dorms. [§115.33(f)]

### **Specialized Training - Investigations**

The Special Investigative Division's detectives who investigate allegations of sexual abuse will receive specialized training in conducting sexual abuse investigations in a confinement setting. [§115.34(a)]

Specialized training for investigators will include the following areas: [§115.34(b)]

- Techniques for interviewing sexual abuse victims.
- Proper use of Miranda and Garrity warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Monroe County Sheriff's Office will maintain written/electronic verification of an investigators completion of required specialized training in conducting sexual abuse investigations in a confinement setting. [§115.34(c)]

### **Specialized Training – Medical and Mental Health Care**

Full-time and part-time contracted medical and mental health staff, who regularly works in the facility, shall be trained on the following: [§115.35(a)]

- How to detect and assess signs of sexual abuse and sexual harassment.
- How to preserve physical evidence of sexual

abuse.

- How to respond effectively and professionally to all victims of sexual abuse/harassment.
- How and to whom to report allegations of suspicions of sexual abuse/harassment.

Agency medical staff does not conduct forensic medical examinations. [§115.35(b)]

The contracted health care provider's management will maintain documentation of all medical and mental health staff that has received specialized training in detecting, assessing, and responding to sexual abuse victims. [§115.35(c)(d)]

### **Screening for Risk of Victimization and Abusiveness** [FCAC 30.02][BOC 3:001, 2:021]

All inmates shall be screened, during intake, within 24 hours of arrival at the facility to assess their risk of being sexually abused by other inmates and/or for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. [§115.41(a)(b)][ALDF-4D-22-1]

The intake screening for inmates shall be conducted using an objective screening instrument tailored to both male and female inmates. [§115.41(c)]

The intake screening will consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: [§115.41(d)]

- Whether the inmate has a mental, physical or developmental disability.
- Inmate's age.
- Inmate's physical build.
- Whether the inmate has previously been incarcerated in prison or jail.
- Inmate's criminal history, whether history is exclusively nonviolent.
- Any prior convictions for sex offenses

against an adult or child.

- Whether the inmate is or is perceived to be homosexual, bisexual, transgender, intersex, or gender nonconforming.
- Whether the inmate has previously experienced sexual victimization.
- Inmates own perception of vulnerability.

The intake screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the facility, in assessing inmates for risk of being sexually abusive. [§115.41(e)]

At risk inmates will be identified at first appearance and added to the weekly classification review.

Within 30 days of the inmate's arrival at the facility, the Classification Division will reassess the inmate's risk of victimization or abusiveness, based on any additional relevant information received by the agency since the intake screening. [§115.41(f)]

An inmate's risk level shall be reassessed by the Classification Division when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. [§115.41(g)][BOC 3:001]

Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to questions asked below: [§115.41(h)]

- Whether the inmate has a mental, physical or developmental disability.
- Whether the inmate is or is perceived to be homosexual, bisexual, transgender, intersex, or gender nonconforming.
- Whether the inmate has previously experienced sexual victimization.
- Inmates own perception of vulnerability.

The Bureau of Corrections shall control dissemination within the facility of responses to



screening questions to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates. [§115.41(i)]

### Use of Screening Information

Information obtained from the risk screening process for inmates will be utilized to determine the placement of inmates in housing, beds, work assignments and other program assignments, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive. [§115.42(a)]

The Monroe County Sheriff's Office shall make individualized determinations about how to ensure the safety of each inmate. [§115.42(b)]

The Monroe County Sheriff's Office will make housing and program assignments for transgender and intersex inmates on a case-by-case basis. The Classification Division shall consider whether a placement would ensure the inmate's health and safety; and whether the placement would present management or security problems. [§115.42(c)]

Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats or safety experience by the inmate. [§115.42(d)]

Transgender or intersex inmates own views with respect to his or her own safety shall be given serious consideration by the facility. [§115.42(e)]

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates. [§115.42(f)]

The Monroe County Sheriff's Office shall not place homosexual, transgender or intersex inmates in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmates, other than to keep male inmates separate from female inmates in accordance with current Florida State Statutes and the Florida Model Jail Standards. [§115.42(g)]

### Protective Custody

Inmates at high risk for sexual victimization will not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers. [§115.43(a)]

Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If access to programs, privileges, education, or work opportunities is restricted, the following shall be documented: [§115.43(b)]

- The opportunities that have been limited.
- The duration of the limitation.
- The reasons for such limitations.

The Monroe County Sheriff's Office will assign such inmates to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days. [§115.43(c)]

If an involuntary segregated housing assignment is made pursuant to §115.42(a) of this section, the facility shall clearly document the following: [§115.43(d)]

- The basis for the facility's concern for the inmate's safety.
- The reason why no alternative means of separation can be arranged.

Inmates in involuntary segregated housing will be afforded a review at least every 30 days by Classification and forwarded to the PREA Coordinator to determine whether there is a continuing need for separation from the general population. [§115.43(e)]

## Reporting

### Inmate Reporting

The Monroe County Sheriff's Office will provide multiple internal ways for inmates to privately report to agency officials about: [§115.51(a)]

- Sexual abuse and sexual harassment.
- Retaliation by other inmates or staff for reporting sexual abuse and sexual harassment.
- Staff neglect or violation of responsibilities that may have contributed to such incidents.

Inmates who are victims of sexual abuse, will have the option to report the incident to staff members other than an immediate point of contact deputy. [ALDF-4D-22-7]

The Monroe County Sheriff's Office will provide a way for inmates to report abuse or harassment to a public or private entity or office that is not a part of the agency and is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to Sheriff's Office officials. Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials of the Department of Homeland Security. [§115.51(b)]

At a minimum, inmates will be provided with the following internal and external ways to make such reports: [§115.51(a)(b)][ALDF-4D-22-7]

- In writing - inmate request forms.
- Verbally or in writing to Detention Deputies during security rounds or other contacts.
- Verbally or in writing to medical staff during medical rounds or other contacts.
- By utilizing free calls from unit/dorm phones to the local Rape Crisis Center at \*956, which allows the inmate to remain anonymous upon request.
- Inmates can request from the Deputy or Shift Supervisor to make a private call to the PREA hotline.

- Inmates can submit a confidential complaint to the Professional Standards Division (also known as Internal Affairs or IA).

Any Monroe County Sheriff's Office staff member shall accept inmate sexual abuse/harassment reports made verbally, in writing, anonymously, and by third parties and shall promptly document any verbal reports by initiating an Incident Report detailing the inmate's verbal report of sexual abuse, and will forward it accordingly to the Shift Supervisor and PREA Coordinator. [§115.51(c)]

Monroe County Sheriff's Office staff can privately report allegations of sexual abuse and sexual harassment to their immediate supervisor, other agency supervisor, Human Resources Division, the PREA Coordinator, PREA Compliance Manager, or Bureau Commander. [§115.51(d)]

### Exhaustion of Administrative Remedies

The Monroe County Sheriff's Office has an administrative procedure for dealing with inmate grievances regarding sexual abuse. [§115.52(a)]

Agency policy shall not impose a time limit on when an inmate may submit a grievance regarding an allegation of sexual abuse. [§115.52(b)]

- The Monroe County Sheriff's Office may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.
- Inmate shall not be required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- Nothing in this section shall restrict the agency's ability to defend against an inmate lawsuit on the ground that the applicable statute of limitations has expired.

The Monroe County Sheriff's Office shall ensure that: [§115.52(c)]

- An inmate who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint.
- Such grievance is not referred to a staff member who is the subject of the complaint.

The Monroe County Sheriff's Office shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. [§115.52(d)]

- Computation of the 90-day time period shall not include time consumed by inmates in preparing any administrative appeal.
- The Monroe County Sheriff's Office may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the inmate in writing of any such extension and provide a date by which a decision will be made.
- At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

Agency policy and procedure permits third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of inmates. [§115.52(e)]

- If a third party files such a request on behalf of an inmate, the facility may also require the alleged victim to personally pursue any subsequent steps in the administrative process.
- If the inmate declines to have the third-party assistance or request processed on his or her behalf, the agency shall document the inmate's decision.

The Monroe County Sheriff's Office shall establish procedures for filing of an Emergency Grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse. [§115.52(f)]

- After receiving an Emergency Grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse, the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) shall immediately be forward to a shift supervisor, designee, or PREA Coordinator for review, at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within five (5) calendar days. The initial response and final facility decision shall document the agency's determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the Emergency Grievance.
- After an agency decision is made, a copy of the emergency grievance and all responses shall be forwarded to the PREA Coordinator.

The agency may discipline an inmate for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith. [§115.52(g)]

### **Inmate Access to Outside Confidential Support Services**

The Bureau Commander, PREA Coordinator or designee will ensure that inmates are provided with: [§115.53(a)]

Access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers, of local, state or national victim advocacy or rape crisis organizations.

- The current mailing addresses and telephone numbers, including toll-free hotline numbers, of local, state, and/or national victim advocacy or rape crisis organizations will be printed in the PREA brochure, available in print at intake or upon

request, and on dorm kiosks.

- Access to mailing addresses and telephone numbers for immigrant services agencies for persons detained solely for civil immigration purposes.
- Reasonable confidential communication between inmates and these organizations in a private setting in which conversations cannot be overheard.
- Privacy of communication. Corrections staff will treat written correspondence to or from victim advocates as legal or privileged mail.

Inmates are informed, prior to giving them access to outside support services, the extent to which such communications will be monitored. [§115.53(b)]

- The inmate is informed of the rules governing mandatory reporting for governing privacy, confidentiality, and/or privilege that apply for disclosures of sexual abuse made to outside victim advocates, including any limits to confidentiality under relevant federal, state, or local law.

The Monroe County Sheriff's PREA Coordinator shall maintain or attempt to enter into Memoranda of Understanding or other agreements with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse; and shall maintain copies of agreements or documentation showing attempts to enter into such agreements. [§115.53(c)]

### Third-Party Reporting

The Monroe County Sheriff's Office will provide a method to receive third party reports of inmate sexual abuse or sexual harassment. [§115.54]

- The agency publically distributes information on how to report inmate sexual abuse or sexual harassment on behalf of the inmates on the agency website.

## Official Response Following an Inmate Report

### Staff and Agency Reporting Duties

In accordance with training and reporting procedures as outlined in this policy, all Monroe County Sheriff's Office staff members, volunteers, contractors, and vendors are required to immediately report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a facility. [§115.61(a)]

- All staff are required to immediately report any retaliation against inmates or staff who report such incidents.
- All staff are required to immediately report any staff neglect or violation or responsibilities that may have contributed to an incident or retaliation.

Apart from reporting to designated supervisors or officials, The Monroe County Sheriff's Office staff members, volunteers, contractors, or vendors shall not reveal any information related to any incident of sexual abuse other than to designated supervisors or officials and those who need to know in order to make treatment, investigation, and other security and management decisions. [§115.61(b)]

Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioners shall be required to report sexual abuse pursuant to paragraph one (1) of this section and to inform inmates of the practitioner's duty to report, and the limitations of confidentiality, at the initiation of services. [§115.61(c)]

If the victim is under the age of 18 or considered a vulnerable adult under state or local Vulnerable Persons Statutes, staff will report the allegation(s) to the designated State or local services under applicable mandatory reporting laws. [§115.61(d)]

The Monroe County Sheriff's Office shall report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, using the reporting

procedures outlined in this policy. [§115.61(e)]

### **Agency Protection Duties**

When the agency or facility learns that an inmate is subject to a substantial risk of imminent sexual abuse, it shall take immediate action to protect the inmate. Immediate action may be completed by separating the victim's housing location from the abuser's housing location, such that there will be no possibility of contact between them. [§115.62]

### **Reporting to Other Confinement Facilities**

Upon receiving an allegation that an inmate was sexually abused while confined at another facility, the Bureau Commander or designee will notify, in writing, the agency head of the facility where the alleged abuse occurred. [§115.63(a)(b)]

- Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.

The Monroe County Sheriff's Office will fully document that such was provided. [§115.63(c)]

The facility head of the agency that receives the notification shall ensure that the allegation is investigated in accordance with these standards. [§115.63(d)]

- The Monroe County Sheriff's Office is required to fully investigate allegations received from other facilities/agencies according to these standards.

### **Staff First Responder Duties**

Upon learning of an allegation that an inmate was sexually abused, the first responding deputy to respond to the report shall be required to: [§115.64(a)]

- Separate the alleged victim and alleged abuser.
- Preserve and protect the crime scene until appropriate steps can be taken to collect

any evidence.

- If the abuse occurred within the past one hundred twenty (120) hours, or five (5) days, which still allows for the collection of DNA and physical evidence, the deputy shall ensure that the alleged victim not take any actions that could destroy the scene or physical evidence, including washing or showering, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
- If the abuse occurred within the past one hundred twenty (120) hours, or five (5) days which still allows for the collection of DNA and physical evidence, the deputy shall ensure that the alleged abuser does not take any actions that could destroy the scene or physical evidence, including washing or showering, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

The first responding deputy shall also complete the following:

- Immediately notify the on-duty Supervisor of the event.
- Administer first aid, if necessary, and ensure the inmate is taken to the Medical Division or obtains immediate medical treatment.
- Maintain a log in Smart Cop of events and chain of custody of evidence obtained.
- Document events by creating an incident report.

If the first responder is not a certified deputy, the responder shall be required to: [§115.64(b)]

- Request that the alleged victim not take any actions that could destroy physical evidence.
- Immediately notify security staff.

The supervisor responding to scene shall:

- Ensure alleged inmate victim and alleged inmate abuser are separated.
- Ensure alleged victim is evaluated by

medical; Notify Emergency Medical Services (EMS) if needed.

- Determine the location of the actual crime scene, if necessary and ensure the crime scene is preserved (see General Order 54 Evidence and Found/Recovered Property).

The Shift Supervisor shall:

- If evidence needs to be collected in an emergency, prior to the arrival of the detective, evidence collection will be done according to General Order 54 Evidence and Found/Recovered Property. Clothing that the victim was wearing at the time of the alleged assault shall be collected.
- Direct staff as needed to maintain control, taking care not to disturb the crime scene.
- Document all staff and inmates in the crime scene area as potential witnesses.
- Instruct medical staff responding that it is a potential crime scene and to use care; use crime scene tape if needed.
- The Shift Supervisor shall notify the Bureau Commander.

Medical staff responding to the scene shall:

- Administer necessary first aid, taking care not to disturb the crime scene or destroy evidence.
- Arrange for the victim to be transported to local hospital emergency room, or Rape Crisis Center for gathering of evidence and treatment.
- Document the findings to inmate's medical record.
- Refer the inmate to mental health services for evaluation and counseling.

The first responding deputy and shift supervisor shall ensure:

- Incident Report has been completed along with any supporting documentation.

- PREA Sexual Assault Checklist is completed and forwarded to the PREA Coordinator.

When a staff member(s) is alleged to be the perpetrator of inmate sexual abuse/assault/harassment, the Bureau Commander shall be advised immediately. The Bureau Commander shall refer the incident directly to Internal Affairs (I.A.). [FCAC 30.01]

The PREA Coordinator shall review the documentation for accuracy and request any additional information or documentation needed. If needed the PREA Coordinator may conduct additional interviews.

The investigator shall interview alleged victim and any witnesses, as well as collect and control evidence.

**NOTE: If the allegation involves an ICE detainee, the Bureau Commander or designee will notify the ERO and Field Office Director.**

**NOTE: The U.S. Immigration and Customs Enforcement Performance-Based National Detention Standard 2.11 will be followed if an ICE detainee is a victim of sexual assault. The Bureau Commander or designee will coordinate with the ICE Office of Professional Responsibility for investigation or referral of incidents of sexual assault to another investigative agency, and discipline and prosecution of assailants.**

### Coordinated Response

The Monroe County Sheriff's Office has a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators and supervision. See section Staff First Responder Duties above. [§115.65]

- All actions taken in response to an incident of sexual abuse will be coordinated among staff first responders, medical and mental health practitioners by the on duty Supervisor until relieved by a designated investigator who will assume control and

coordination efforts.

- The Bureau Commander, or designee, and medical staff will ensure the victim(s) receive all necessary immediate and ongoing medical, mental health, and support services.

#### **Preservation of Ability to Protect Inmates From Contact With Abusers**

Neither Monroe County Sheriff's Office nor any other governmental entity responsible for collective bargaining on the behalf of Monroe County Sheriff's Office shall enter into or renew any collective bargaining agreement or other agreement that limits the agency's ability to remove alleged staff sexual abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted. [§115.66(a)]

Nothing in this PREA Standard shall restrict the entering into or renewal of agreements that govern: [§115.66(b)]

- The conduct of the disciplinary process, as long as such agreements are not inconsistent with the provisions of PREA Standards §115.72 and §115.76.
- Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the staff member's personnel file following a determination that the allegation of sexual abuse is not substantiated.

#### **Agency Protection Against Retaliation**

Sexual assault/abuse and sexual harassment victims and witnesses shall be free from retaliation. The Monroe County Sheriff's Office shall protect all inmates and staff who report sexual abuse or sexual harassment from retaliation by other inmates or staff. [§115.67(a)]

- The PREA Coordinator shall maintain a PREA Retaliation List of active inmates and staff who have filed sexual assault/abuse and/or sexual harassment allegations.

Protection measures may include the following: [§115.67(b)]

- Housing changes or transfers.
- Removal of alleged staff member or inmate abuser from contact with victims.
- Emotional support services for inmates or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

For at least 90 days following a report of sexual abuse, the agency shall periodically monitor the conduct and treatment of inmates or staff who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse, to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation. The PREA Coordinator shall determine if continued monitoring is necessary after the initial 90 days. [§115.67(c)]

The following may be used to monitor and assess retaliation:

- Inmate Disciplinary Reports.
- Housing, job reassignments or program changes.
- Face-to-face conversation (if the inmate is still available).
- Verbal conversation.
- Staff reassignments.

Monitoring of inmates shall also include periodic status check. [§115.67(d)]

Any other individuals who cooperates with an investigation and expresses a fear of retaliation, the facility shall take appropriate measures to protect that individual against retaliation. If necessary, the Bureau of Corrections may use the following: [§115.67(e)]

- PREA Monitoring List (inmate).
- Reclassification of the inmate.

- Reassignment of inmate and/or staff member.

Monitoring shall cease if the allegations are unfounded. [§115.67(f)]

The PREA Coordinator shall be responsible for monitoring and documenting the inmate's treatment regarding retaliation.

- The inmate's demeanor and concerns shall be documented.
- Appropriate action shall be taken and documented when necessary.
- The supervisor of the reporting employee shall monitor the treatment of reporting staff.

### **Post-Allegation Protective Custody**

Any use of segregated housing to protect an inmate who is alleged to have suffered sexual abuse shall be subject to the requirements of PREA Standard §115.43. [§115.68]

### **Investigations**

#### **Criminal and Administrative Agency Investigations**

The Monroe County Sheriff's Office will investigate and document all allegations of sexual abuse and sexual harassment promptly, thoroughly, and objectively including third party and anonymous reports. [§115.71(a)][FCAC 6.21][CORE 4D-15]

- The Monroe County Sheriff's Office will carry out all investigations through to completion, regardless of whether the alleged abuser or victim remains housed or employed at the facility, or if the victim wishes not to press charges.

The Monroe County Sheriff's Office shall use investigators who have received special training pursuant to §115.34. [§115.71(b)]

Investigators shall gather and preserve direct and circumstantial evidence, including physical and DNA evidence when available; electronic

monitoring data; shall interview alleged victims, suspected perpetrators and witnesses, and shall review prior complaints and reports of sexual abuse or misconduct involving the suspected perpetrator. [§115.71(c)]

When the quality of evidence appears to support criminal prosecution, the agency shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution, [§115.71(d)]

Investigators will assess the credibility of the victim, suspect, or witness on an individualized basis, and shall not be determined by the person's status as inmate or staff to assess credibility. [§115.71(e)]

- The agency shall not require an inmate who alleges sexual abuse to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation.

Administrative Investigations shall include the following: [§115.71(f)]

- An effort to determine whether staff actions or failure to act contributed to the abuse.
- Documentation in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and the investigative facts and findings.

Criminal Investigations shall be documented in a written report that contains thorough description of physical, testimonial and documentary evidence and attaches copies of all documentary evidence where feasible. [§115.71(g)]

All substantiated allegations of conduct that appears to be criminal shall be referred for prosecution. [§115.71(h)]

All written reports of criminal and administrative investigations shall be retained as long as the alleged abuser is incarcerated or employed by the Monroe County Sheriff's Office, plus five (5) years. [§115.71(i)]

The departure of the alleged abuser or victim



from the employment, of the Monroe County Sheriff's Office, or control of the jail facility shall not provide a basis for terminating an investigation. [§115.71(j)]

Should it become necessary for an outside agency to investigate sexual abuse, the Monroe County Sheriff's Office will cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation. [§115.71(l)]

If the abuser is a staff member, the Bureau Commander shall be advised immediately and the investigation will be turned over to Internal Affairs investigators for possible referral to the State Attorney's Office for criminal charges.

### **Evidentiary Standards for Administrative Investigations**

The Monroe County Sheriff's Office shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated. [§115.72]

### **Reporting to Inmates**

Following an investigation into an inmate's allegation that he or she suffered sexual abuse in the facility, The Monroe County Sheriff's Office shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated or unfounded. [§115.73(a)]

If there has been a substantiated or unsubstantiated complaint (i.e. not unfounded) of sexual abuse committed by a staff member against an inmate, the agency must subsequently inform the inmate whenever. [§115.73(c)]

- The staff member is no longer posted within the inmate's unit.
- The staff member is no longer employed at the facility.
- The agency learned that the staff member had been indicted on a charge related to

sexual abuse within the facility.

- The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility.

Following an inmate's allegation that he or she has been sexually abused by another inmate, the agency shall subsequently inform the alleged victim whenever: [§115.73(d)]

- The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility.
- The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

All notifications, or attempted notification, to inmates described under this standard must be documented. [§115.73(e)]

### **Discipline**

#### **Disciplinary Sanctions for Staff**

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. [§115.76(a)]

Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse. [§115.76(b)]

Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. [§115.76(c)]

All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies. [§115.76(d)]

### **Corrective Action for Contractors and Volunteers**

Any contractor or volunteer who engages in sexual abuse shall be: [§115.77(a)]

- Reported to law enforcement, unless the activity was clearly not criminal, and shall be reported to relevant licensing bodies.
- Prohibited from contact with inmates.

The Monroe County Sheriff's Office shall take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer. [§115.77(b)]

### **Disciplinary Sanctions for Inmates**

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or a criminal finding of guilt for inmate-on-inmate sexual abuse; as outlined in the Florida Model Standards and Florida State Statutes. [§115.78(a)][BOC 4:006, 4:007]

Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the inmate's disciplinary history and the sanctions imposed for comparable offenses by other inmates with similar histories. [§115.78(b)]

The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to his or her behavior in determining the appropriate disciplinary sanction. [§115.78(c)]

The Monroe County Sheriff's Office will also consider whether to require the offending inmate to participate in interventions, as a condition, such as therapy, counseling, or other available programs designed to address and correct the underlying reasons or motivation for the abuse. [§115.78(d)]

All sexual activity between inmates is prohibited. The agency disciplines inmates for sexual conduct with staff only upon finding that the staff member did not consent to such contact. [§115.78(e)]

The agency prohibits disciplinary action for a report of sexual abuse made in good faith based upon reasonable belief that the alleged conduct occurred, even if an investigation does not establish evidence sufficient to substantiate the allegation. [§115.78(f)]

The Monroe County Sheriff's Office prohibits all sexual activity between inmates. [§115.78(g)]

- Although all sexual activity is prohibited between inmates, the facility will only deem such activity to constitute sexual abuse if it determines that the activity is coerced.

### **Medical and Mental Health Care**

#### **Medical and Mental Health Screening; History of Sexual Abuse**

All inmates at this facility who have disclosed prior sexual victimization or sexual abusiveness history, whether it occurred in an institutional setting or in the community, are offered a follow-up meeting with a medical or mental health practitioner within 14 days or the intake screening. [§115.81(a)(b)(c)]

Any information related to sexual victimization or sexual abusiveness that occurred in an institutional setting will be strictly limited to medical/mental health staff and the administration of the Bureau of Corrections to determine appropriate housing, bed assignments, work assignments, education and program assignments. Documentation will be maintained by medical/mental health staff, including secondary materials such as forms, logs, etc. [§115.81(d)]

Contracted medical/mental health staff members will obtain informed consent from inmates before reporting any information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18. [§115.81(e)]

### **Access to Emergency Medical and Mental Health Services [CORE 4D-16][FCAC 30.04]**

Inmate victims of sexual abuse shall receive timely and unimpeded access to emergency medical treatment and crisis intervention services which will be determined by the contracted medical/mental health staff according to their professional judgment. [§115.82(a)]

If no qualified medical/mental health staff are on duty at the time a report or recent sexual abuse is made, first responding Detention Deputy will take preliminary steps necessary to protect the victim and immediately notify the appropriate on-call contracted medical/mental staff member. [§115.82(b)]

Inmate victims of sexual abuse while incarcerated shall be offered timely information and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate. [§115.82(c)]

All treatment services will be provided to the victim without financial cost, and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. [§115.82(d)]

### **Ongoing Medical and Mental Health Care for Sexual Abuse Victims and Abusers [CORE 4D-16]**

The Monroe County Sheriff's Office will offer medical and/or mental health evaluation and, as appropriate, treatment to all inmates who have been victimized of sexual abuse in any prison, jail, lockup, or juvenile facility. [§115.83(a)]

The evaluation and treatment of such victims will include, as appropriate: [§115.83(b)]

- Follow-up services.
- Treatment plans.
- When necessary, providing referrals for the continued care for sexual abuse victims

following their transfer to, or placement in, other facilities, or their release from custody.

The Monroe County Sheriff's Office shall provide victims with medical and mental health services consistent with the community level of care. [§115.83(c)]

Inmate victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. [§115.83(d)]

If pregnancy results from sexual abuse while incarcerated, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services. [§115.83(e)]

Inmate victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate. [§115.83(f)]

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. [§115.83(g)]

The facility shall attempt a mental health evaluation is conducted of all inmate-on-inmate abusers within 60 days of learning of such abuse history and offers treatment when deemed appropriate by mental health practitioners. [§115.83(h)]

### **Data Collection and Review**

#### **Sexual Abuse Incident Reviews**

The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not be substantiated, unless the allegation has been determined to be unfounded. [§115.86(a)]

Sexual abuse incident reviews will be conducted within thirty (30) days of concluding the investigation. [§115.86(b)]

The review team shall include upper-level management officials and allows for input from

line supervisors, investigators and medical/mental health staff. [§115.86(c)]

The review team shall: [§115.86(d)]

- Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, and/or respond to an incident of sexual abuse or sexual harassment.
- Consider whether the incident or allegation was motivated by race, ethnicity, gender identity, lesbian, gay, bisexual, transgender, or intersex identification, status or perceived status, or gang affiliation; or was motivated or otherwise caused by dynamics within the facility.
- Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- Assess the adequacy of staffing levels in that area during different shifts.
- Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.
- Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to paragraphs above of this section, and recommendations for improvement to the Bureau Commander, PREA Coordinator and the PREA Compliance Manager.

The facility shall implement the recommendations for improvement, or shall document the reasons for not doing so. [§115.86(e)]

#### **Data Collection**

The Monroe County Sheriff's Office shall collect accurate, uniform data for every allegation of sexual abuse using a standardized instrument and set of definitions. [§115.87(a)]

The agency aggregates the Incident-based data at least annually. [§115.87(b)]

The standardized instrument includes, at a minimum, the data necessary to answer all questions from the most recent version of the Survey on Sexual Violence conducted by the Department of Justice. This shall be completed by the PREA Coordinator, or designee. [§115.87(c)]

The PREA Coordinator, or designee will maintain, review and collect data as needed from all available incident-based documented, including reports, investigation files, and sexual abuse incident reviews. [§115.87(d)]

The PREA Coordinator or designee will obtain incident-based and aggregated data from every facility with which the Monroe County Sheriff's Office contracts for the confinement of it inmates. [§115.87(e)]

Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice, no later than June 30. [§115.87(f)]

#### **Data Review for Corrective Action**

The PREA Coordinator and Bureau Commander will review data collected and aggregated from incident-based documents, reports, investigation files and sexual abuse incident reviews, in order to assess and improve the effectiveness of the Bureau of Corrections sexual abuse and sexual harassment prevention, detection, and response policies, practices, and training, including: [§115.88(a)]

- Identifying problem areas.
- Taking Corrective action on an ongoing basis.
- Preparing an annual report of findings and corrective actions for each facility as well as the agency as a whole.

The annual report will include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the facility's progress in addressing sexual abuse. [§115.88(b)]

The report shall be approved by the agency head. [§115.88(c)]

- The report shall also be made readily available to the public by the Monroe County Sheriff's Office.

When the agency redacts material from an annual report for publication, the redactions are limited to specific materials where publication would present a clear and specific threat to the safety and security of the facility. [§115.88(d)]

- The agency will indicate the nature of the redaction.

### **Date Storage, Publication, and Destruction**

The PREA Coordinator, or designee will ensure that the collected sexual abuse and sexual harassment data is securely retained. [§115.89(a)]



The Monroe County Sheriff's Office will make all aggregated sexual abuse data from all Detention facilities readily available to the public on an annual basis through the Sheriff's Office. [§115.89(b)]

Before making aggregated sexual abuse data publicly available, all personal identifiers will be removed. [§115.89(c)]

The PREA Coordinator, or designee, will maintain and retain sexual abuse data for at least ten (10) years after the date of its initial collection, unless Federal, State or local law requires otherwise. [§115.89(d)]

### **Audits**

The Monroe County Sheriff's Office will have independent audits by a PREA certified auditor. The audits will be pursuant to §115.401 through §115.405.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 8:032	<b>REFERENCES:</b> FCAC 22.01, 22.02, 22.03, 22.04, 22.05 FMJS 10.02, Ch 15
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Security	 Sheriff of Monroe County
	TOPIC: Direct Supervision	

[FCAC 22.04]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Sheriff's Office to operate the Key West Jail as a direct supervision detention facility.

deputy in direct supervision housing units.  
[FCAC 22.03]

Prior to staff of the opposite sex entering an inmate dorm/unit, the dorm deputy will announce their presence. [BOC 8:031]

**SCOPE:**

This directive applies to all personnel.

The Marathon and Plantation Key Facilities are not direct supervision jails. However, a deputy will be placed in the housing units whenever possible.

**PERSON RESPONSIBLE:**

All Personnel.

Each deputy will carry a radio. Each housing area has a deputy's telephone. The deputy's telephone and radio are not to be used by inmates. [FCAC 22.05]

**POLICY AND PROCEDURES:**

All certified staff will receive direct supervision jail training prior to assignment to direct supervision units. [FCAC 22.02]

**General Rules for Direct Supervision** [FCAC 22.04]

Inmates will not be housed in direct supervision units unless classification personnel approve the housing assignment. [FCAC 22.01]

All detention deputies and members of the staff will be called Deputy, Mr. Ms. or by the title of their position along with their last name. Inmates will not use deputies or staff members' first names or other terms. Inmates will be identified by their last names.

Sufficient staffing levels shall be maintained that provides direct supervision of inmates in direct supervision housing units. [FCAC 22.03]

All directives and requests from staff members are orders. Inmates must promptly and fully carry out the order without complaint. Even if an inmate feels the order is unjust, the inmate **must obey the order**. Inmates, after obeying the order, may file a complaint by completing an Inmate Request Form that documents his or her

Sufficient staffing levels shall be maintained that provides emergency back up to the housing

complaint.

Inmates are required to go directly to their assigned housing area during all unscheduled and scheduled head counts. Inmates must stand by their bunk and remain silent. Inmates are not to move after the count starts and until the deputy announces that the count has been completed. During head counts, the television and other instruments will be turned off.

Schedules for work, sick call, dining, recreation, laundry, visitation, church services, educational classes, and other programs will be posted on bulletin boards or otherwise announced. Inmates are responsible for following these schedules/announcements. Inmates must be fully dressed, including their identification card, and prepared to report on time for any scheduled activity or program.

Inmates are required to keep their living areas and cells clean. They must also assist in cleaning day rooms, showers and toilet areas. These areas must be ready for inspection at any time. Inmates will not deface any property belonging to Monroe County or to another inmate. Inmates shall not attach pictures or articles to walls, ceilings, beds, writing desks, doors or windows. Inmates shall store their pictures in their grey bins.

Inmates shall not give, loan, barter, exchange or sell any personal property, food, commissary items or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.

The television shall be turned on each morning after inspection is successfully completed. Televisions will be off during lockdown and during meal times. Television channels are selected by majority preference. The television is a privilege and may be withdrawn by any staff member when rules are not followed.

Tampering with, damaging or destroying county property and/or safety devices, such as smoke detectors, is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation of F.S.S. 806.13.

Smoking is NOT allowed. All tobacco products

and accessories are contraband. Inmates may be criminally charged with a third degree felony under F.S.S. 951.22.

Inmates shall not enter any cell, dorm, unit or other housing area except for their assigned cell, dorm, unit or housing area. The only exception to this rule is when an inmate is supervised and instructed by his or her work supervisor to enter these areas.

Inmates are encouraged to shower daily. All inmates MUST take at least two showers each week.

Inmates are responsible for their own personal property. Deputies shall not "watch" an inmate's personal property or "secure" an inmate's personal property except as allowed by policy.

Inmates are issued an identification card. This card must be worn on the bottom of the "v" on the inmate's uniform shirt at all times when they are outside of their assigned cell/bunk. Inmates who lose their identification card will receive disciplinary action and have an administrative fee assessed against their canteen account. The loss or removal of an inmate's identification card will result in a delay/denial of privileges, services and/or release.

Inmates will not remove bedding and linen (mattress, blanket, pillow, pillow case, sheets) from their assigned sleeping areas. These items shall not be used as rugs, tablecloths or for any other purpose other than their intended purpose. An inmate who loses his or her towel will be charged an administrative fee and this fee will be deducted from his or her canteen account.

Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted within the facility or on the facility grounds.

Inmates shall not pass items to and/or from other inmates in lockdown or in segregation.

Inmates shall not talk with other inmates in lockdown or in segregation.

Hats, headbands, caps, handkerchiefs, scarves and sunglasses are not authorized except when issued to work crews. When issued to a work crew member, the member may wear these items only on the outside of the facility.

Inmates shall not alter or mark their issued clothing.

Inmates shall not litter. Trash containers have been placed in selected locations for inmate use.

Inmates shall not leave any assigned area without first receiving permission from their supervisor.

Inmates are required to proceed directly and promptly to and from any designated area.

No inmate will be placed in charge of another inmate.

Inmates are required to immediately report any injury or accident to a staff member. Injuries and/or accidents must be reported no matter how minor the incident.

Inmates shall not run within the confines of the facility except in the recreation yard.

County sentenced inmates may work up to ten hours per day as outlined in the Florida Model Jail Standards.

Inmates are not allowed to have any keys in their possession.

Inmates shall not have any tools in their possession except when assigned to a supervised detail requiring tools.

Any inmate who leaves his or her assigned housing cell/bunk will display proper identification in accordance with the facility rules and regulations.

Inmates shall not move from bunk to bunk or from cell to cell without a deputy's permission.

Inmates shall sleep head to toe while in their bunks.

All inmates are issued a drinking cup upon admission into the facility. Loss of this cup will result in an administrative fee being charged to the inmate's canteen account.

During a pandemic or epidemic, a mask may be issued to inmates. Masks will be worn covering

mouth and nose when in common areas. Only when eating and exercising will the mask be allowed to be taken off. Masks will not have to be worn in a cell or in a bunk in the dorm area.

Inmates shall not cross any red line painted upon the floor without permission from a staff member.

Inmates shall not touch anything on a deputy's desk without permission from the deputy.

### **Statement of Prohibited Conduct**

Any inmate detained in any Monroe County Detention Facility is subject to the same Federal, State and Municipal laws and ordinances as any other citizen. Inmates who violate any laws or ordinances shall be prosecuted to the fullest extent of the law.

In addition to facing criminal penalties, inmates who break facility rules face disciplinary action. According to F.S.S. 951.05, inmates who violate facility rules and are found guilty by a disciplinary committee may be punished with up to 30 days of disciplinary segregation, loss of privileges and/or possible loss of gain time.