
 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 3:001	REFERENCES: FCAC 14.02a-d, 15.12 FMJS 4.07(m), 4.09, 4.10, 4.13, 4.14, 4.15, 5.04, 5.03(b), & 5.06 Prison Rape Elimination Act of 2003 (Public Law 108-79) §115.429(e) ALDF-2A-22, 2A-30, 2A-31, 4D-22-1, 7D-19 CORE-2A-16, 2A-20, 4D-14
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Classification	 <hr/> Sheriff of Monroe County
	TOPIC: Assessment of Inmates/Detainees' Classifications	

[CORE-2A-20]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to objectively classify inmates/detainees safely and humanly for inmate/detainee housing and programs according to their assessment within 24 hours after intake unless extenuating circumstances (e.g., hurricane) exist. [FCAC 14.02a] The objective jail classification process is uniform for all inmates/detainees and follows the inmate/detainee throughout his or her incarceration. [ALDF-4D-22-1] [CORE-4D-14]

SCOPE:

This directive applies to all Classification Personnel and Marathon/Plantation Key (KV/PK) Intake/Release (I/R) Deputies.

PERSON RESPONSIBLE:

Classification Supervisor and KV/PK Intake/Release Deputies.

DEFINITION:

Objective Jail Classification - A process of assessing every jail inmate/detainee's custody and program needs using locally developed and validated instruments, one at intake and another after a period of confinement to identify the level of risk and needs presented by an inmate/detainee so that appropriate housing and program assignments can be made.

POLICY AND PROCEDURES:

Newly admitted inmates/detainees are separated from the general population during the admission process. Inmates/detainees are assigned to initial holding settings according to their immediate security needs, physical and mental condition, and other considerations. Inmates/detainees will not be assigned to long-term housing until after they are classified. [ALDF-2A-22]

Classification Interview Screen

The Classification Clerk/Deputy / KV/PK I/R Deputy will circle all items on the Classification Interview Screen that pertains to the inmate/detainee (e.g., religious preference and educational information). If the answer is "Yes", the Classification Clerk/Deputy / KV/PK I/R Deputy will forward the information to the appropriate division.

Identifies the inmate's interest and eligibility to participate in available programs. [FCAC 14.02c][CORE 2A-16]

After the Classification Interview Screen is completed, the Classification Clerk/Deputy / KV/PK I/R Deputy will assess the inmate/detainee by completing the Classification Decision Tree.

Classification Decision Tree [FCAC 15.12] [ALDF-2A-30] [CORE-2A-16]

The Classification Decision Tree is initially used prior to an inmate/detainee being placed a Housing Unit. [FCAC 14.02]

The decision tree may also be used to update and review an inmate/detainee's initial classification assessment.

The Classification Decision Tree is based upon the Classification Personnel / KV/PK I/R Deputy's assessment of eight security levels (two maximum, three medium and three minimum) depending on the inmate/detainee.

Each inmate/detainee is classified using verifiable and documented data according to the following guidelines:

- Current charges - Felony or misdemeanor and assaultive behavior
- Criminal History (includes prior assaultive and felony convictions and escape history)
- Past/present institutional behavior
- Pending detainer(s)
- Sentencing status - Pre (unsentenced) or

post (sentenced)

- Family ties or employment
- Special conditions (includes medical status, mental and emotional stability, protective custody, risk of sexual abusiveness/victimization, elderly, and juveniles) [ALFD-7D-19]

The above items have been found to be associated with future conduct and thus help identify the types of risk likely to be presented by the inmate/detainee. When considered together, these items also help determine the extent of risk likely to be presented by the items used in combination with other specified information when making decisions relating to the inmate/detainee.

In determining where to house a transgender or intersex inmate, the above classification criteria along with a case-by-case basis, ensuring the inmate's health and safety, and determining whether the placement would present management and/or security problems are taken into account. [BOC 8:031]

A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration. [BOC 8:031][Prison Rape Elimination Act of 2003 (Public Law 108-79) §115.429(e)]

An inmate/detainee's classification can reward the inmate/detainee for positive behavior and can affect the inmate/detainee's access to programs.

Depending on the circumstances, the inmate/detainee's classification recommendation level may be overridden by the supervisor who may assign a different classification level, either higher or lower, from that which is indicated by the decision tree. Rationale must be given on overrides.

Instructions for completing the Classification Decision Tree

The Decision Tree must be completed on initial assessments. You may complete a new Decision Tree for reassessments, but it is not

mandatory.

- **Name:** Enter inmate/detainee's full name (last name, first name and middle initial).
- **Decision Tree:** Begin with the most serious charge that the inmate/detainee has. Answer the question(s) "Yes" or "No" and follow to the classification level. Circle the type of assessment this is:
 - assessment (initial),
 - reassessment,
 - disciplinary, or
 - other (state reason).
- **Override:** If the Classification Clerk/Deputy / KV/PK I/R Deputy believes there are factors that warrant a custody classification which is different from that which is indicated by the tree, the Classification Clerk/Deputy / KV/PK I/R Deputy will circle "Yes" or "No". If "Yes", provide rationale and forward to the Classification Supervisor / KV/PK I/R Sergeant for approval/disapproval. Overrides may be recommended to higher or lower classification levels, depending upon the circumstances.
- **Supervisor:** The Classification Supervisor / KV/PK I/R Sergeant will then indicate "Approved" or "Disapproved" for the override and rationale and sign it.
- **High Risk:** The Classification Clerk/Deputy / KV/PK I/R Deputy will circle one or more of the boxes listed as it pertains to the inmate/detainee.
- **Special Condition:** The Classification Clerk/Deputy / KV/PK I/R Deputy will circle one of the boxes listed as it pertains to the inmate/detainee. [ALFD-7D-19]
- **Classification:** Enter the inmate/detainee's classification level once determined according to the decision tree.
- **Classified by:** The Classification Clerk/Deputy / KV/PK I/R Deputy completing the decision tree will enter his or her name

in a legible manner.

- **Identification Number:** The Classification Clerk/Deputy / KV/PK I/R Deputy will enter his or her identification number.
- **Date:** Enter the date of the assessment.
- **Comments by staff:** Enter any additional comments by other deputies regarding the inmate/detainee.
- **Next Reassessment Date:** If needed, enter the date that the next reassessment is to be done.

When the Classification Decision Tree is completed, the Classification Clerk/Deputy / KV/PK I/R Deputy will give the inmate/detainee the green copy and file the original form (white copy) in the inmate/detainee's classification file.

Classification Reassessment Scale [FCAC 14.02d] [ADLF-2A-31] [CORE-2A-16]

The Classification Reassessment Scale is used to update and review an inmate/detainee's initial classification assessment. The reassessment scale is completed when new information affecting the inmate/detainee's management is received (e.g., detainers or conviction on current charge, behavior). Classification will complete a reassessment for the following reasons: [BOC 8:031]

- Referrals
- Requests
- Incidents of sexual abuse
- Additional information that bears on the inmate's risk of abusiveness or victimization
- Every six months for transgender and intersex inmates

Classification reassessment does not necessarily result in a change of classification level or housing assignment. Its primary function is to monitor the inmate/detainee's adjustment and bring attention to problems that may arise.

Classification reassessment is similar to initial classification assessment, but places greater emphasis on institutional conduct to reflect the inmate/detainee's actual behavior while confined.

Reassessments may be warranted by disciplinary actions or when classification status is affected by additional charges or the disposition of charges. Also, reassessment may be done due to an inmate/detainee's request when appropriate and applicable.

Instructions for completing the Classification Reassessment Scale



- Name: Enter inmate/detainee's name (last name, first name).
- DOB: Enter the inmate/detainee's date of birth beginning with the month, day, and year (e.g., 10/12/50).
- Sex: Enter the inmate/detainee's sex (i.e., M, F, Unknown)
- Reassessment Reason: Check the one that pertains to the inmate/detainee (i.e., disciplinary or other).
- Today's Date: Enter the reassessment date.
- Next Reassessment Date: If needed, enter the date the next reassessment is schedule for.
- Questions: Answer the six questions. "Yes" answers must be explained.
- Inmate/detainee's prior classification: Enter the inmate/detainee's prior classification.
- Recommended classification: Enter the recommended classification.
- Sign and date the reassessment scale and give the form to the Classification Supervisor / KV/PK I/R Sergeant.
- Supervisor: The supervisor will circle "Approved" or "Disapproved" for the override

and must give rationale for either decision. The supervisor will sign and date the Classification Reassessment Scale and indicate the inmate/detainee's new classification level.

- If the inmate/detainee's classification custody color has changed, make a new inmate/detainee identification tag.

Inmate/Detainee Appeal

Any inmate/detainee who so desires may appeal his or her classification, in writing, in any of the three basic areas (i.e., security level, housing assignment, or programs) within ten days of the primary classification or reclassification by addressing the appeal to the Classification Division. [ALDF-2A-31] [CORE-2A-16]

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 3:002	REFERENCES: F.S.S. 944.275, 944.28 & 951.21 ALDF-5C-12
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Classification	 <hr/> Sheriff of Monroe County
	TOPIC: Awarding of Gain Time and Computation of Release Date	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish a guideline for sentenced inmates to be rewarded gain time based upon length of sentence, productive and acceptable work performance, behavior, and participation in educational programs as prescribed by Florida law. Pre-trial inmates participating in inmate worker work programs and educational programs may also accrue gain time which shall be awarded if sentenced. Inmates will not be compensated monetarily, with special housing, or with extra privileges. [ALDF-5C-12]

SCOPE:

This directive applies to all Classification Personnel.

PERSON RESPONSIBLE:

Classification Supervisor.

DEFINITIONS:

Statutory Gain Time - Standardized reduction in sentence awarded to sentenced inmates at the rate of five (5) days per month as per Florida State Statues.

Work/Good Time - Additional gain time awarded to a sentenced inmate worker at the rate of ten (10) days per month for satisfactory

performance of work, duties, and tasks assigned or if they cannot work for any reason (e.g., handicap, medical, protective custody) but obey all established rules and regulations. [ALDF-5C-12]

Program Extra Gain Time - Gain time that may be awarded to a sentenced inmate for participation and satisfactory completion in approved educational programs or various other self-betterment programs approved by the Bureau of Corrections. An inmate worker participating in programs beyond his or her normal workday is also eligible for extra gain time.

Credit for Time - The amount of time to be deducted from an inmate's sentence for incarceration prior to sentencing.

Concurrent Sentences - Multiple sentences running at the same time with one another.

Consecutive Sentences - Multiple sentences succeeding one another.

Contempt of Court (Civil) - An inmate charged with civil contempt completes a day of his or her sentence at the same time of the day when he or she was taken into jail custody for booking. No gain or credit time is to be awarded.

Contempt of Court (Criminal) - An inmate charged with criminal contempt completes a day of his or her sentence at midnight and is not eligible for gain time or credit time.

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	Previous Revision Date(s): 9/15/99, 1/19/11	
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POLICY AND PROCEDURES:

Statutory Gain Time

Statutory gain time is automatically credited at the rate of five (5) days per month once an inmate has been sentenced.

Statutory gain time will be computed by the Classification Division. Statutory gain time will be computed according to the Statutory Gain Time Table (see attachment 1).

Work/Good Time [ALDF-5C-12]

Work/good time will be awarded to inmate workers and vocational program participants at the rate of up to ten (10) days for each month of satisfactory work performance. If the inmate is unable to work (e.g., handicap, medical, protective custody) but obeys all established rules and regulations the above work/gain time will apply.

Forfeiture of work/good time for unsatisfactory performance or behavior by sentenced inmate workers will not be withheld unless it has been documented and the inmate has been afforded a hearing before the disciplinary committee which will recommend appropriate action for review by the Operations Commander.

Work/good time will be calculated from the remaining time of the sentence (which includes statutory gain time and credit for time served).

- All calculations for date of releases are generated in the computer under the Classification Division.
- If the computer is down, a manual computation will be generated by completing the Work/Good Time Manual Calculation Form.

Credit for Time

Jail Credit - An inmate shall be allowed credit for all time spent in any Florida County Jail, providing incarceration is for a Monroe County

offense(s) only. This jail credit will be for the detaining charge(s). If credit is awarded for another county, it will be up to the magistrate or the attorney to indicate number of days' credit.

Modification of Probation - When a violation results in a modification of the terms of probation to include jail time, the inmate shall receive credit for all allowable jail time.

Concurrent Sentences - When an inmate is sentenced on multiple charges, he or she is only entitled to credit against each sentence for the time spent in jail for the charge that led to that sentence.

Consecutive Sentences - When an inmate is held in jail on multiple charges, and at disposition receives consecutive sentences, he or she is only entitled to credit as per the magistrate order.

Credit Time Allowed for Time Served in Another Jurisdiction - Although the trial judge has inherent discretionary authority to award credit for time served in other jurisdictions, the inmate is not entitled to credit for time served under sentence of another jurisdiction even though a detainer has been placed on him/her by the demanding county. For example, a defendant serving a sentence in another county or another state is deprived of his freedom because of the sentence he or she is required to serve in that county or state and not because of county charges, detainers, or warrants unless the judge having jurisdiction over the county charge so decrees.



Contempt of Court (Civil) - An inmate charged with civil contempt completes a day of his or her sentence at the same time of the day when he or she was taken into jail custody for booking. No gain or credit time is to be awarded.

Contempt of Court (Criminal) - An inmate charged with criminal contempt completes a day of his or her sentence at midnight and is not eligible for gain time and credit time.

Whenever a sentence lacks clarity as to the judge's intentions regarding credit time, clarification will be obtained from the sentencing judge.

STATUTORY GAIN TIME TABLE MONROE COUNTY DETENTION FACILITIES

SENTENCE	DAYS IN SENTENCE	STATUTORY GAIN TIME
1 MONTH	30	5
2 MONTHS	60	10
3 MONTHS	90	15
4 MONTHS	120	20
5 MONTHS	150	25
6 MONTHS	180	30
7 MONTHS	210	35
8 MONTHS	240	40
9 MONTHS	270	45
10 MONTHS	300	50
11 MONTHS	330	55
12 MONTHS	360	60
1 YEAR	364	65
365 DAYS	365	65

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 3:003	REFERENCES: FCAC 14.09p, 14.14c,d FMJS 4.14 ALDF-7D-20 CORE-7D-04
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Classification	 <hr/> Sheriff of Monroe County
	TOPIC: Classification Folders	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that each inmate has a classification folder maintained during his or her length of incarceration. [ALDF-7D-20] [CORE-7D-04]

SCOPE:

This directive applies to all Classification Personnel.

PERSON RESPONSIBLE:

Classification Personnel.

POLICY AND PROCEDURES:

Each Inmate's Classification Folder Shall Contain the Following: [FCAC 14.14c]

- Booking Sheet with Photograph
- Copy of Criminal History
- Classification Interview Screen Form (includes religious preference) [FCAC 14.09p]
- Custody Decision Tree(s)
- Custody Reassessment Scale(s)

- Confinement Sheets

Additional information that may be contained in the inmate's classification folder includes:

- Incident Reports
- Sentencing information; case disposition (photo copies)
- Sustained Disciplinary and Investigative Reports [FCAC 14.14d]
- Segregation or special housing sheets
- Requests for information (e.g., special housing, inmate worker status)
- Pertinent medical information
- Answered Inmate Request Forms/ Grievances
- Special Confinement Forms (15 Minute, 30 Minute, and Hourly Observation Sheets--when applicable)

Flagging Classification Folders

Any inmate in special housing or programs shall have his or her file flagged for ease of identification and review.


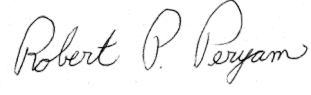
BOC - 3:003	Date of Original: Jan 1994	1
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Forward Classification Folder to Records

Upon release, the inmate's classification folder shall be forwarded to inmate records as soon as practical for retention as per state guidelines.

Classification Folders are Confidential

All classification folders are considered confidential and shall not be viewed by inmates or other person's not directly involved with the inmate.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Classification	 <hr/> Sheriff of Monroe County
	TOPIC: Contact Visitations	

[ALDF-5B-03][CORE-5B-01]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to allow each inmate the opportunity to have a contact visit under special circumstances.

for federal inmates will go to the Operations Commander who will call the Key West United States Marshall's Office for approval or denial.

SCOPE:

This directive applies to all Personnel.

Contact visits for immigration detainees are not allowed without the approval of Immigration and Customs Enforcement. All requests for contact visits for immigration detainees will go to the Operations Commander who will contact Krome Service Processing Center in Miami for approval or denial.

PERSON RESPONSIBLE:

Operations Commander and/or Major of the Bureau of Corrections.

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

POLICY AND PROCEDURES:

Any inmate may request a contact visit by filling out an Inmate Request Form and sending it to the Operations Commander. [Consent Decree 104]

Inmates may be allowed a contact visit(s) under the following conditions:

- By Court Order from a Judge presiding in Monroe County
- Depending on the inmate/detainee's classification and behavior [Consent Decree 104]
- The Sheriff will occasionally request a contact visit be allowed

Contact visit requests must be approved or disapproved by the Operations Commander or Major of the Bureau of Corrections. [Consent Decree 104]

If a contact visit is approved, all visitation rules and regulations shall be followed.

Contact visits for federal inmates are not allowed without the approval of the United States Marshall's Office. All requests for contact visits

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	Effective Date: 1/19/11	

Contact visits shall be held in the contact visitation room/designated area.



Inmates must wear their full uniform including inmate identification tag.

Visitors shall abide by the dress code policy posted in the lobby.

All visitors will be checked through a walk through magnetometer or be checked with a hand held magnetometer.

All visitors will be pat searched prior to and after the contact visit.

All inmates will be strip searched prior to returning to their housing assignment to ensure security and control of the facilities.

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	RESCINDS: KV & PK 3:009		
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	TOPIC: Housing Assignments and Requirements		

[ALDF-2A-33] [CORE-2A-17]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all inmates/detainees will be housed in a safe and humane manner under the supervision of a Dorm/Unit Deputy. Inmates/detainees will be housed according to their classification whenever possible.

SCOPE:

This directive applies to all Classification Personnel and Marathon/Plantation Key (KV/PK) Intake/Release (I/R) Deputies.

PERSON RESPONSIBLE:

Classification Personnel and KV/PK I/R Deputies.

DEFINITIONS:

Dangerous Felons - Inmates/detainees with a classification level of 1 or 2. Also, any level 3 inmates/detainees that are deemed to fit this category due to their present and/or prior

history.

Tempered - A mixture of hot and cold running water, under pressure, that is thermostatically controlled to temperatures ranging between 100 and 120 degrees Fahrenheit.

POLICY AND PROCEDURES:

Classification Assessment [FCAC 10.03]

Before reassignment from intake and short-term holding, there is an initial classification assessment of the inmate/detainee that considers safety and security issues. [ALDF-2A-25]

See written directive BOC - 3:001 for more information on the assessment of inmates/detainees' classifications.

Housing Assignments [FCAC 10.03] [ALDF-2A-30 & 2A-33] [CORE-2A-16]

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Dissemination Date: 7/16/14	Effective Date: 7/23/14	

The inmate/detainee classification assessments are used to separate inmates/detainees into groups that reduce the probability of assault and disruptive behavior. Whenever feasible, the following guidelines will apply to the Monroe County Detention Facilities.

Housing assignments will be based on the type of crime and the inmate/detainee's history. Housing assignments will not be based on bond amounts. These guidelines may be changed at any time to meet the needs of the facility.

Male and female inmates/detainees are housed separately and will be kept separated by normal sight and sound. [FCAC 15.01]

When both males and females are housed in a facility, at least one male deputy and one female deputy are on duty at all times. [ALDF-2A-08] [CORE-2A-05]

Dangerous felons are NOT to be housed with misdemeanants. [FCAC 15.02]

Elderly inmates are NOT to be housed in a cell with young assaultive inmates.

Inmates/detainees with potential vulnerabilities or tendencies of acting out with sexually aggressive behavior will be housed accordingly. [ALDF-4D-22-1] [CORE-4D-14]

NO inmate/detainee will be housed in a direct supervision unit unless approved by Classification / KV/PK I/R Deputy or they are placed in a lockdown cell within the direct supervision unit. [FCAC 22.01]

All inmate/detainee moves will be coordinated through Classification to protect the integrity of security separation. All inmate/detainee moves will be documented.

- Male Inmates/Detainees

- Unit A will house Administrative Confinement (AC), Disciplinary Confinement (DC), Protective Custody (PC), and dangerous felon inmates/detainees.
- Unit A-1 (Special Needs Unit) will house special need inmates/detainees and on special occasions may house PC

inmates/detainees.

- Unit B-1 (when needed) will house AC and PC inmates/detainees.
- Units C and D and Dorm H will house all inmates/detainees except dangerous felons. Inmates/detainees with out-of-county charges or holds from U.S. Marshal (USM), Immigration & Customs Enforcement (ICE), Border Patrol (BP), or Customs will also be housed here.
- Dorm E will house inside inmate workers and other non-assaultive inmates/detainees.
- Dorm F will house outside inmate workers, work release, and other non-assaultive inmates/detainees.
- Dorm G will house Jail In-house Treatment Program (JIP) and other non-assaultive inmates/detainees.
- The Marathon and Plantation Key Facilities will house all inmates except dangerous felons, BP holds, Custom holds, ICE holds, and USM holds.

NOTE: Inmates must be approved by the Medical Division to be housed in KV or PK.

- Female Inmates/Detainees

- Unit B will house AC, DC, PC, and dangerous felon female inmates/detainees in the lower level cells starting with cell 1. All other female inmates/detainees will be housed in the remaining cells.
- Unit B-1 (when needed) will house AC, DC, PC, and dangerous felons with all other female inmates/detainees being housed in Unit B.

- Juveniles [CORE-2A-20]

Unit J or Sickbay will house all juveniles. When there are juveniles of both genders being housed in this facility, the following will apply:

- Whichever gender has the majority will be housed in Unit B-1 or Sickbay.
- The gender with the minority will be housed in another area as best suited for their gender.
- KV/PK Female and Juvenile New Intakes

The Plantation Key and Marathon Detention Facilities shall hold their female and juvenile inmates/detainees in isolation housing until arrangements are made to transport to the Monroe County Detention Center.

- Medical [FCAC 15.05]

The Infirmary will be used to house all inmates/detainees that the Medical Division has requested special housing for.

NOTE: Medical has the final say on where inmates/detainees are housed in the Infirmary.

When indicated by Classification or Medical, single occupancy cells are provided to inmates/detainees that are maximum and close custody, have severe medical disabilities, suffer from serious mental illness, sexual predators, inmates/detainees likely to be exploited or victimized by others, or the inmate/detainee has other special needs for single-occupancy housing. These inmates/detainees do not have to be housed by themselves unless indicated. [ALDF-2A-34] [CORE-2A-18]

Housing Requirements

The number of inmates will not exceed the facility's rated bed capacity. [ALDF-1A-05]

Each inmate confined in a cell or room is provided with the following: [ALDF-1A-11]

- a sleeping surface and mattress that allows the inmate to be at least 12 inches off the floor.
- access to a writing surface and proximate area to sit

- a place to store clothes and personal belongings.
- Single cells provide at least 35 square feet of unencumbered space. At least 70 square feet of total floor space is provided when the occupant is confined for more than ten hours per day. [CORE 1A-06]
- Multiple-occupancy rooms/cells house between two and sixty-four occupants and provide 25 square feet of unencumbered space per occupant. When confinement exceeds ten hours per day, at least 35 square feet of unencumbered space is provided for each occupant. [CORE 1A-07]

Dayrooms with space for varied inmate activities are situated immediately adjacent to inmate sleeping areas. No dayroom encompasses less than 100 square feet of space, exclusive of lavatories, showers, and toilets. In Key West, dayrooms provide a minimum of 35 square feet of space per inmate, exclusive of lavatories, showers, and toilets, for the maximum number of inmates who use the dayroom at one time. [CORE-1A-08]

Dayrooms provide sufficient seating and writing surfaces. Dayroom furnishings are consistent with the custody level of the inmates who are assigned. [ALDF-1A-13]

Light levels in inmate cells/rooms are at least 20 foot-candles in the writing surface. Lighting throughout the facility is sufficient for the tasks performed. [CORE-1A-09]

All inmate cells/rooms provide access to natural light. [CORE-1A-09]

A ventilation system supplies at least 15 cubic feet per minute of circulated air per occupant, with a minimum of five cubic feet per minute of outside air. Toilet rooms and cells with toilets have no less than four air changes per hour unless state or local codes require a different number of air changes. Air qualities are documented by a qualified technician and are checked not less than once per accreditation cycle. [CORE 1A-10]

The air conditioner is turned on and off as needed to maintain the temperature at an acceptable comfort level. [ALDF-1A-20] [CORE-1A-10]

Smoking is not allowed in the facility. [ALDF-1A-21] [CORE-1A-11]

Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements. [ALDF-1A-22]

Physical plant designs facilitate continuous personal contact and interaction between staff and inmates in housing units. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance, of cell or detention room fronts and areas such as dayrooms and recreation spaces. [ALDF-2A-18] [CORE-2A-12]

Inmates have access to toilets and washbasins with temperature-controlled cold and either hot or tempered running water 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. Toilets are provided at a minimum ratio of one for every eight inmates. Urinals may be substituted for up to one-half of the toilets in male housing dorms/units. Sinks are provided at a minimum ratio of one for every eight inmates. All housing units with three or more inmates have a minimum of two toilets. [ALDF-4B-08] [CORE-4B-04]

Inmates have access to operable showers with tempered running water at a minimum ratio of one shower for every 12 inmates. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. [ALDF-4B-09] [CORE-4B-04]


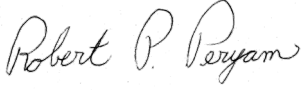
Inmates, including those in the infirmary area, have access to operable sinks with cold and hot or tempered running water at a minimum ratio of one basin for every eight inmates. [ALDF-4C-10] [CORE-4B-04]

Sufficient bathing facilities are provided in the infirmary to allow inmates to bathe daily. At least one bathing facility is configured and equipped to accommodate inmates who have

physical impairments or who need assistance to bathe. Water for bathing is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. [ALDF-4C-11]

Inmates in the infirmary have access to toilets and hand washing facilities 24 hours per day and are able to use toilet facilities without staff assistance. Toilets are provided at a minimum ratio of one for every eight inmates. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three or more inmates have a minimum of two toilets. [ALDF-4C-12]

Inmates with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. Housing used by inmates with disabilities, including temporary disabilities, is designed for their use and provides for integration with other inmates. Program and service areas are accessible to inmates with disabilities who reside in the facility. [ALDF-6B-04] [CORE-6B-03]

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 3:006	REFERENCES: FCAC 10.07
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Classification	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate/Detainee Identification	

[FCAC 10.07]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to have an established method of inmate/detainee identification.

Once the inmate/detainee is classified, a photo ID tag will be made by Classification Personnel and the inmate/detainee will be required to wear it at all times unless the inmate/detainee is sleeping or showering.

SCOPE:

This directive applies to the Intake/Release Deputies and Classification Personnel.

When the inmate/detainee is handed his or her photo ID, the armband shall be immediately retrieved and destroyed.

The inmates/detainees shall wear their ID tag on the bottom of the V on their issued uniform shirt.

PERSON RESPONSIBLE:

Classification Supervisor and Marathon/ Plantation Key (KV/PK) Intake/Release Deputies.

POLICY AND PROCEDURES:

When an inmate/detainee is admitted into the facility, the Intake/Release Deputy shall place an armband on the inmate/detainee with the inmate/detainee's name written on it.

The KV/PK facilities do not need to place an armband on the inmate/detainee if the inmate/detainee's photo identification (ID) tag is made upon admittance and immediately worn by the inmate/detainee.

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