

December 8, 2015

To All Bureau of Corrections Members,

The primary objective of the Bureau of Corrections is to provide for the public safety by maintaining care, custody, and control of those incarcerated in the Bureau of Corrections Facilities. To this end, the Bureau of Corrections has extensively revised the MCDC Policy and Procedure Manual; therefore, this manual is being reissued in its entirety.

This manual is designed to provide correctional staff with a basic understanding of their roles, duties, and responsibilities and to enhance their professionalism. This manual is developed to comply with county and state mandates.

This manual is intended to be incorporated in the training and promotional advancement process of the Bureau of Corrections employees.

This manual is intended to be responsive to the employees and inmates of the Bureau of Corrections. Recommendations for changes or improvements should be submitted to my office following the steps listed in BOC - 1:028.

Major Tim Age
Commander, Bureau of Corrections

BUREAU OF CORRECTIONS WRITTEN DIRECTIVES MANUAL TABLE OF CONTENTS

Revised: 3/25/24

POLICY NUMBER	REVISED DATE	SUBJECT
		Records of Changes
		CHAPTER 1 - ADMINISTRATIVE
BOC - 1:001	8/22/23	Acceptance of Inmate Account Monies during Incarceration
BOC - 1:002	5/17/13	DNA Testing of Sentenced Inmates
BOC - 1:003	6/9/11	Cash Balancing (RESCINDED by BOC - 2:019)
BOC - 1:004	1/19/11	Certifications (Law Enforcement, Dual Certified Deputies, and Power to Serve Warrants)
BOC - 1:005	6/9/11	Contacts With Public, Media and Other Agencies
BOC - 1:006	9/7/23	Contractor Communication
BOC - 1:007	5/25/16	Employee Orientation Curriculum
BOC - 1:008	7/15/20	Facility Secured Envelope Access
BOC - 1:009	5/17/13	Facility Security and Sanitation Inspections
BOC - 1:010	3/25/24	Facility Tours
BOC - 1:011	12/19/14	General Orders
BOC - 1:012	9/7/23	In-Service Training
BOC - 1:013	8/22/23	Inmate Account Deposits
BOC - 1:014	9/7/23	Intercom System and Hand Held Radios
BOC - 1:015	5/22/22	Laundry
BOC - 1:016	9/7/23	Public Lobby
BOC - 1:017	2/5/24	Removal of Comfort Items and/or Property
BOC - 1:018	8/13/18	Reporting for Duty
BOC - 1:019	2/5/24	Smoking Within the Monroe County Detention Facilities
BOC - 1:020	11/15/21	Specialized Training
BOC - 1:021	3/25/24	Standardization of Paper Logbook Entries
BOC - 1:022	3/7/14	Supplies Daily Operations
BOC - 1:023	5/05/00	Telephone Courtesy
BOC - 1:024	12/24/19	Inmate Workers Assigned to Outside Agencies
BOC - 1:025	9/7/10	V.O.I.C.E. Corrections Program (DELETED)
BOC - 1:026	8/22/23	Volunteers, Programs, & Quarterly Evaluations of All Volunteer Staff, Inmates, & Programs
BOC - 1:027	8/22/23	Volunteer Recruitment
BOC - 1:028	5/25/16	Written Directive System for the Bureau of Corrections
BOC - 1:029	8/21/06	Off-Duty and Extra-Duty Employment
BOC - 1:030	8/22/238/22/11	Inmate Processing Fee
BOC - 1:031	7/18/16	Volunteer Orientation Curriculum
BOC - 1:032	2/5/24	Standardization of Electronic Logbook Entries

POLICY NUMBER	REVISED DATE	SUBJECT
CHAPTER 2 - ADMISSIONS AND RELEASES		
BOC - 2:001	5/22/22	Acceptance of Arrestees
BOC - 2:002	9/2/20	Admissions of Arrestees
BOC - 2:003	1/15/21	Bail Bondsmen
BOC - 2:004	7/18/16	Balancing of Cash Bonds
BOC - 2:005	5/17/13	Bonds on Federal Inmates
BOC - 2:006	9/15/99	Civil Case Arrestees
BOC - 2:007	12/12/12	Court Remanded Inmates
BOC - 2:008	12/30/11	Delousing New Inmates
BOC - 2:009	5/17/13	Extradition Proceedings
BOC - 2:010	5/17/13	Federal Prisoner
BOC - 2:011	5/17/13	Felony Registration
BOC - 2:012	4/14/23	Finger/Palm Prints and Photograph
BOC - 2:013	5/17/13	Inmate Holds/Pick Up Orders
BOC - 2:014	5/17/13	Inmate Records
BOC - 2:015	5/17/13	Inmates Sentenced to Weekend Custody
BOC - 2:016	5/17/13	Intake Interview
BOC - 2:017	7/15/20	Intake Pat Searches
BOC - 2:018	4/18/17	Intake and Release Process
BOC - 2:019	5/22/22	Intake/Release of Property and Money
BOC - 2:020	12/19/14	Juveniles
BOC - 2:021	7/23/14	Medical Receiving Screening Form
BOC - 2:022	5/17/13	Out of State Extraditions(DELETED)
BOC - 2:023	5/17/13	Preparation of Court Folders
BOC - 2:024	5/17/13	Recommittals
BOC - 2:025	9/7/23	Releasing Information on Arrestees
BOC - 2:026	1/16/06	Releasing Inmates to Other Agencies
BOC - 2:027	3/25/24	Releasing Inmates to Probation
BOC - 2:028	5/17/13	Security and Storage of Inmate Records
BOC - 2:029	5/17/13	State Prison Commitments
BOC - 2:030	9/15/99	Subpoenas for Inmates
BOC - 2:031	5/17/13	Teletypes
BOC - 2:032	7/29/14	Types of Inmate Releases
BOC - 2:033	5/17/13	Extraditions(DELETED)
BOC - 2:034	3/25/24	Marchman Detainees
BOC - 2:035	8/22/23	Victim Notifications
BOC – 2:036	4/18/17	Sexually Violent Predator Civil Commitment
BOC – 2:037	5/29/23	First Appearance

CHAPTER 3 - CLASSIFICATION

BOC - 3:001	12/19/14	Assessment of Inmates/Detainees' Classifications
BOC - 3:002	4/16/20	Awarding of Gain Time and Computation of Release Date
BOC - 3:003	2/5/24	Classification Folders
BOC - 3:004	5/29/23	Contact Visitations
BOC - 3:005	1/15/21	Housing Assignments and Requirements
BOC - 3:006	1/20/10	Inmate Identification

POLICY NUMBER	REVISED DATE	SUBJECT
CHAPTER 4 - CONFINEMENT AND DISCIPLINARY		
BOC - 4:001	1/15/21	Administrative Confinement and Protective Custody
BOC - 4:002	3/1/21	Confinement Inmates; Rights, Privileges, Access to Programs and Services, and Deprivation of Authorized Items
BOC - 4:003	3/1/21	Confinement Inmates; Health and Well-Being
BOC - 4:004	1/15/21	Confinement Sheet and Watch Form
BOC - 4:005	3/1/21	Disciplinary Confinement
BOC - 4:006	9/25/23	Disciplinary Hearings
BOC - 4:007	9/5/22	Disciplinary Reports
BOC - 4:008	3/25/24	Minor Infraction Warning Book
BOC - 4:009	12/8/15	Disciplinary System –ICE Detainees
CHAPTER 5 - INMATE COMMUNICATION		
BOC - 5:001	12/10/23	Attorney Visits and Telephone Calls
BOC - 5:002	5/29/23	Inmate/Detainee Mail, Video messages, Text messages and Photographs
BOC - 5:003	12/14/18	Inmate Request Forms
BOC - 5:004	12/10/23	Inmate Visitation
BOC - 5:005	5/25/16	Deaf or Hearing Impaired Inmates
CHAPTER 6 - INMATE SERVICES		
BOC - 6:001	2/5/24	Acceptance of Court Clothing
BOC - 6:002	9/24/01	Chemical Testing for Substance Abuse
BOC - 6:003	2/5/24	Commissary Requirements and Fair Market Value Audit
BOC - 6:004	9/25/23	Facility Housekeeping
BOC - 6:005	7/18/16	Food Service and Feeding of Inmates
BOC - 6:006	9/7/23	Inmate Drinking Tumblers (DELETED)
BOC - 6:007	12/10/23	Inmate Educational, Vocational, and Treatment Programs
BOC - 6:008	12/10/23	Inmate Marriages
BOC - 6:009	2/5/24	Inmate Narcotics and Alcoholics Anonymous Programs
BOC - 6:010	9/25/23	Inmate/Detainee Personal Hygiene
BOC - 6:011	12/10/23	Inmate Programs and Inmate Participation in Programs
BOC - 6:012	1/15/21	Inmate Razor Issuance
BOC - 6:013	9/5/22	Inmate Uniforms
BOC - 6:014	2/5/24	Inmate Welfare Committee and Commissary Operations
BOC - 6:015	5/29/23	Law Library/Pro se Inmates
BOC - 6:016	4/14/23	Library
BOC - 6:017	1/15/21	Recreation
BOC - 6:018	2/5/24	Religious Programs, Materials, Diets, Tablet, & Clergy visits
BOC - 6:019	2/5/24	Sexually Explicit Material
BOC - 6:020	8/19/19	Inmate Worker Work Assignments Criteria and Selection
BOC - 6:021	7/15/19	Work Release Program
BOC - 6:022	8/22/23	Inmate Reunification Bus Ticket Program (DELETED)
BOC - 6:023	7/3/09	Volunteer Religious Providers (MOVED to 6:018)

POLICY NUMBER	REVISED DATE	SUBJECT
BOC – 6:024	5/22/22	Inmate Worker Injury
BOC – 6:025	3/25/24	Inmate Tablet Program
CHAPTER 7 - MEDICAL		
BOC - 7:001	5/25/16	Distribution of Medication
BOC - 7:002	12/19/14	Inmate Medical Fees
BOC - 7:003	9/25/23	Sick Call
BOC - 7:004	3/22/18	Suicide Prevention
CHAPTER 8 - SECURITY		
BOC - 8:001	5/17/13	Cameras
BOC - 8:002	2/5/24	Classification and Security of "High Profile" Inmates
BOC - 8:003	7/15/19	Control of Contraband
BOC - 8:004	5/25/16	Control of Tools, Culinary Equipment, and Medical Equipment
BOC - 8:005	3/25/24	Control and Use of Force and Non-Deadly Weapons (Chemical Agents and Tasers)
BOC - 8:006	1/20/10	Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations (DELETED)
BOC - 8:007	1/20/10	Correctional Emergency Response Team (CERT) Members Application and Selection Process (DELETED)
BOC - 8:008	5/17/13	Disposal of All Trash and Recyclables
BOC - 8:009	4/6/16	Weapons
BOC - 8:010	4/30/10	Fire Alarm Response (RESCINDED BY BOC - EP:007)
BOC - 8:011	4/14/23	Hazardous Materials
BOC - 8:012	4/7/11	High Security Transport Belt (DELETED)
BOC - 8:013	9/7/23	Hospital Detail
BOC - 8:014	2/5/24	Inmate Movement
BOC - 8:015	7/15/20	Key Control
BOC - 8:016	9/25/23	Deputy Down Alarm Response
BOC - 8:017	6/14/06	Deputy Down Test Unit and Monitors
BOC - 8:018	1/16/06	Marchman Acts (MOVED to BOC - 2:034)
BOC - 8:019	8/21/06	Medical Treatment for Inmates and Staff Injured in an Incident
BOC - 8:020	7/15/19	Observation of General Population and Special Inmates
BOC - 8:021	12/15/16	Population Count Principals and Procedures
BOC - 8:022	9/25/23	Relieving a Post
BOC - 8:023	2/5/24	Reporting of Serious or Unusual Incidents
BOC - 8:024	9/2/20	Restraint Chair
BOC - 8:025	12/19/14	Safety Rules and Regulations and Expected Practices
BOC - 8:026	7/15/20	Search of Inmates and Facility
BOC - 8:027	6/14/06	Touch Screen System Access Codes (DELETED)
BOC - 8:028	9/7/23	Use of Restraints
BOC - 8:029	12/30/11	Crimes Within the Jail Facilities
BOC - 8:030	12/10/23	Inmate Movement Between Facilities
BOC - 8:031	8/19/19	Inmate Sexual Abuse/Assault Prevention and Intervention
BOC - 8:032	3/1/21	Direct Supervision

POLICY NUMBER	REVISED DATE	SUBJECT
CHAPTER 9 - TRANSPORTATION		
BOC - 9:001	1/19/11	Fleet Maintenance/Inventory
BOC - 9:002	5/22/22	Radio Communications for Transportation Operations
BOC - 9:003	5/22/22	Transportation of Inmates
BOC - 9:004	7/23/14	Vehicle Inspections
BOC - 9:005	9/5/22	Vehicle Logs (DELETED)
CHAPTER 10 - POST ORDERS		
BOC - 10:001	2/5/24	Animal Farm/Landscape Specialist
BOC - 10:002	2/5/24	MCSO Commissary Clerk
BOC - 10:003	7/3/09	Chaplain (Volunteer) (RESCINDED by BOC - 6:023)
BOC - 10:004	3/1/21	Classification Clerks
BOC - 10:005	12/30/11	Classification Clerk 2 (RESCINDED by BOC – 10:004)
BOC - 10:006	3/1/21	Classification Supervisor
BOC - 10:007	8/17/17	Chief of the Bureau of Corrections
BOC - 10:008	5/17/13	Courthouse Holding Cell Deputy
BOC - 10:009	4/18/17	Dorm/Unit Deputy
BOC - 10:010	12.11.17	Executive Assistant
BOC - 10:011	3.1.21	Inmates Services Sergeant
BOC - 10:012	9/25/23	Intake/Release Deputy
BOC - 10:013	9/25/23	Intake/Release Sergeant
BOC - 10:014	8/22/23	Laundry Deputy
BOC - 10:015	3/25/24	Mail Clerk/Librarian
BOC - 10:016	12/14/18	Main Control Room Operator
BOC - 10:017	9/25/23	Maintenance Facility Specialist
BOC - 10:018	3/25/24	Maintenance Assistant
BOC - 10:019	5/25/16	Maintenance Supervisor
BOC - 10:020	1/15/21	Medical Deputy
BOC - 10:021	3/1/21	Operations/Support Services Commander
BOC - 10:022	11/15/21	Accreditation Specialist
BOC - 10:023	6/14/06	Procurement Clerk (DELETED)
BOC - 10:024	6/14/06	Programs Services Assistant Director (DELETED)
BOC - 10:025	2/5/24	Programs Services Director
BOC - 10:026	8/22/23	Programs Services Staff Assistant
BOC - 10:027	9/7/23	Property Clerk
BOC - 10:028	9/24/01	Quality Control Deputy (DELETED)
BOC - 10:029	2/5/24	Receptionist/Inmate Visitation Clerk
BOC - 10:030	9/7/23	Records Assistant
BOC - 10:031	9/25/24	Records Manager
BOC - 10:032	9/7/23	Records Supervisor
BOC - 10:033	12/14/18	Rover (Floor)
BOC - 10:034	12/30/11	Rover (I/R Holding Cell)
BOC - 10:035	12/24/19	Shift Lieutenant
BOC - 10:036	8/17/17	Shift Sergeant

POLICY NUMBER	REVISED DATE	SUBJECT
BOC - 10:037	12/10/23	Sick Bay Deputy
BOC - 10:038	3/1/21	Site Commander
BOC - 10:039	1/20/10	Support Services Commander (RESCINDED by 10:021)
BOC - 10:040	12/14/18	Administrative Assistant
BOC - 10:041	5/18/12	Transportation Deputy
BOC - 10:042	5/25/16	Transportation Sergeant
BOC - 10:043	7/3/09	Inmate Worker Program Field Supervisor (DOT)
(DELETED)		
BOC - 10:044	8/22/11	V.O.I.C.E. Volunteer (DELETED)
BOC - 10:045	7/3/09	Warrants Clerk/Supervisor (DELETED)
BOC - 10:046	8/22/23	Transportation and Extradition Specialist
BOC - 10:047	4/16/20	Identification Technician
BOC - 10:048	5/18/12	Special Needs Unit (SNU) Deputy
BOC - 10:049	3/1/21	Unit A Deputy
BOC - 10:050	7/15/19	Inmate Operations/Work Release Specialist
BOC - 10:051	3/1/21	Support Services Captain
BOC – 10:052	11/15/21	Marathon/Plantation Key Dorm Deputy/Shift Supervisor
	9/15/99	Glossary
	5/29/23	Index

RECORD OF CHANGES

Make the appropriate entry on all changes

IDENTIFICATION OF CHANGE		DATE ENTERED	BY WHOM ENTERED (Rank, Signature, and ID #)
CHANGE #	EFFECTIVE DATE		
1	10/18/99	10/18/99	Mary Cohen s8002
2	5/5/00	5/1/00	Mary Cohen s8002
3	9/29/00	9/1/00	Mary Cohen s8002
4	4/16/01	3/19/01	Mary Cohen s8002
5	9/24/01	8/29/01	Mary Cohen s8002
6	1/16/06	12/30/05	Mary Cohen s8002
7	5/29/06	5/19/06	Mary Cohen s8002
8	6/14/06	6/2/06	Mary Cohen s8002
9	8/21/06	8/11/06	Mary Cohen s8002
10	1/10/08	12/28/07	Mary Cohen s8002
11	12/31/08	12/23/08	Mary Cohen s8002
12	7/3/09	6/25/09	Mary Cohen s8002
13	1/20/10	1/11/10	Mary Cohen s8002
14	4/30/10	4/21/10	Mary Cohen s8002
15	9/7/10	8/30/10	Mary Cohen s8002
16	1/19/11	1/11/11	Mary Cohen s8002
17	4/7/11	3/30/11	Mary Cohen s8002
18	6/9/11	6/1/11	Mary Cohen s8002

RECORD OF CHANGES

Make the appropriate entry on all changes

IDENTIFICATION OF CHANGE		DATE ENTERED	BY WHOM ENTERED (Rank, Signature, and ID #)
CHANGE #	EFFECTIVE DATE		
19	8/22/11	8/15/11	Mary Cohen s8002
20	12/30/11	12/23/11	Mary Valdez s8851
21	5/18/12	5/11/12	Mary Valdez s8851
22	6/21/12	6/14/12	Mary Valdez s8851
23	10/31/12	10/31/12	Mary Valdez s8851
24	12/5/12	12/5/12	Mary Valdez s8851
25	12/12/12	12/5/12	Mary Valdez s8851
26	05/17/13	05/10/13	Mary Valdez s8851
27	7/29/13	7/23/13	Mary Valdez s8851
28	9/30/13	9/23/13	Mary Valdez s8851
29	3/7/14	2/28/14	Mary Valdez s8851
30	7/23/14	7/21/14	Mary Valdez s8851
31	7/29/14	7/23/14	Mary Valdez s8851
32	12/19/14	12/12/14	Mary Valdez s8851
33	2/27/15	2/20/15	Mary Valdez s8851
34	8/9/15	8/3/15	Mary Valdez s8851
35	8/17/15	8/27/15	Mary Valdez s8851
36	12/8/15	12/2/15	Mary Valdez s8851

RECORD OF CHANGES

Make the appropriate entry on all changes

IDENTIFICATION OF CHANGE		DATE ENTERED	BY WHOM ENTERED (Rank, Signature, and ID #)
CHANGE #	EFFECTIVE DATE		
37	4/6/16	4/6/16	Mary Valdez s8851
38	5/25/16	5/18/16	Mary Valdez s8851
39	7/18/16	7/18/16	Mary Valdez s8851
40	12/15/16	12/15/16	Mary Valdez s8851
41	4/18/17	4/11/17	Mary Valdez s8851
42	8/17/17	8/10/17	Mary Valdez s8851
43	10/31/17	10/31/17	Mary Valdez s8851
44	12/11/17	12/04/17	Mary Valdez s8851
45	3/22/18	3/15/18	Mary Valdez s8851
46	8/13/18	8/7/18	Mary Valdez s8851
47	12/14/18	12/7/18	Mary Valdez s8851
48	7/15/19	7/15/19	Mary Valdez s8851
49	8/19/19	8/13/19	Mary Valdez s8851
50	12/24/19	12/18/19	Mary Valdez s8851
51	4/15/20	4/9/20	Mary Valdez s8851
52	7/15/20	7/8/20	Mary Valdez s8851
53	9/2/20	8/26/20	Mary Valdez s8851
54	1/15/21	1/12/21	Mary Valdez s8851

RECORD OF CHANGES

Make the appropriate entry on all changes

IDENTIFICATION OF CHANGE		DATE ENTERED	BY WHOM ENTERED (Rank, Signature, and ID #)
CHANGE #	EFFECTIVE DATE		
55	3/1/21	2/26/21	Mary Valdez s8851
56	7/5/21	7/1/21	Mary Valdez s8851
57	11/15/21	11/15/21	Mary Valdez s8851
58	5/22/22	5/20/22	Mary Valdez s8851
59	9/5/22	9/2/22	Mary Valdez s8851
60	4/14/23	4/13/23	Mary Valdez s8851
61	5/29/23	5/23/23	Mary Valdez s8851
62	8/22/23	8/16/23	Mary Valdez s8851
63	9/7/23	8/31/23	Mary Valdez s8851
64	9/25/23	9/19/23	Mary Valdez s8851
65	12/10/23	12/4/23	Mary Valdez s8851
66	2/5/24	1/29/24	Mary Valdez s8851
67	3/25/24	3/18/24	Mary Valdez s8851