

Pennington County Sheriff's Office



Jail Policies

For Public-Security Restricted

Revised December 1, 2017

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PCJ 100.01: Mission Statement

Chapter: Administration

Order No:

Effective: January 1, 2013

Revised: November 26, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-7A-01, 7D-03; SDCL 24-11-2

Classification: Public

I. Policy

- A. The Pennington County Jail is established in accord with South Dakota Codified Law to provide for community safety, facility security, and the welfare of staff and inmates.

II. Definitions

- A. None

III. General Information

- A. A written statement describes the mission, philosophy, and goals of the facility.

IV. Procedural Guidelines

- A. The Jail Commander reviews and revises the Jail's Mission Statement as needed.

PCJ 100.01 Appendix A: Mission, Vision and Values

Our Mission

It is the mission of the Pennington County Jail to protect society by confining inmates in controlled environments that are safe, humane, cost-efficient, appropriately secure, and provide appropriate and effective supervision of inmates utilizing the principles of direct supervision and governing national standards. The staff and management of the Pennington County Jail are committed to the preservation of the human rights and dignity of the inmate population as prescribed by the Constitution of the United States and the laws of the state of South Dakota. At a minimum, no inmate shall leave the jail in worse physical or mental condition than he or she was admitted.

Our Vision

It is the vision of the Pennington County Jail to be recognized as the model of adult correctional facilities and represent the best attributes of the community by providing correctional services that are fair, impartial, effective and in compliance with American Correctional Association standards.

Our Values

Honesty: We shall in all instances be truthful and forthcoming in all matters.

Integrity: We shall ensure our personal and professional actions reflect our code of conduct, our high standards of professionalism, and our loyalty to each other, the organization and the community.

Professionalism: We will hold ourselves and others accountable to the highest standards of conduct as set forth by the Sheriff's Office, the county government and the citizens of Pennington County. We will cultivate a staff and management team of honest, forward-looking, inspiring and competent individuals that will challenge the status quo and strive to continually improve our operations.

Respect: We value differences, opinions and diversity with dignity, within both the organization and the community.

Teamwork: We will consistently strive to work together to foster cohesiveness and accomplish one common goal, our mission. We will utilize the talents of all members of the team in a capacity that best serves the organization. We will support our team members both professionally and personally.

Communication: We will be effective in providing knowledge and information to the agency, holding authorities, court system and community. We will report, through written word or word of mouth, those things that should be reported and keep silent about

matters which are to remain confidential according to law and rules of the organization.
We will respect the privacy of all individuals and ensure confidentiality at all times.

PCJ 100.02: Goals and Objectives

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-01-02
Classification: Public

I. Policy

- A. The Pennington County Jail has established measurable goals and objectives that are reviewed at least annually and updated, as needed.

II. Definitions

- A. None

III. General Information

- A. Goals and objectives will be measurable and time frames will be identified for each step.
- B. Input is received from all levels of personnel regarding goals for the next year.
 - 1. Information is received in either formal or informal meetings.

IV. Procedural Guidelines

- A. The Jail Commander, Administrative Assistant, Security Captain and Support Captain meet with each functional area supervisor to prepare and write the goals and objectives for the year.
- B. Progress on goals is reviewed throughout the year.
 - 1. Unmet time lines are re-established with an explanation as to why the original time line was not achieved.
- C. Medical goals are reviewed at the Quarterly Medical Meeting.
 - 1. The review is documented in the Quarterly Medical Meeting Minutes.
- D. Yearly, the Jail Commander:
 - 1. Reviews the operations and programs of each functional area with the function supervisor.
 - 2. Reports the goals to the Sheriff's Command Staff and provides information on the next year's goals.

PCJ 100.03: Policies and Procedures

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-06-08
Classification: Public

I. Policy

- A. The Jail Commander will maintain a manual containing all procedures for institutional security and control and detailed instructions on implementing these procedures. These written directives are the official guide to the organization, operations and employee performance or conduct.

II. Definitions

- A. None

III. General Information

- A. The manual shall contain information on inmate classification, physical plant inspections, inmate counts, contraband control, key control, tool and equipment control, emergency procedures and inmate programs and activities.
- B. All employees have access to the Policy and Procedure Manual on the Pennington County Sheriff's Office internal website.

IV. Procedural Guidelines

- A. Annually, all employees participate in the review and formulation of policies and procedures.
- B. Employees send their revision/new policy suggestions to their supervisor.
- C. The Supervisors approve/disapprove the revisions and forward to the designated staff for editing.
- D. The designated staff revises/formats the policy suggestions.
- E. Revisions are forwarded to the Jail Commander for review.
- F. Upon approval, policies are sent to the Sheriff for a signature.
- G. Staff is notified via email of all revised/new policies prior to their implementation.
- H. The Pennington County Sheriff's Office internal website is updated.

PCJ 100.04: Administrator

Chapter: Administration

Order No:

Effective: January 1, 2013

Revised: November 9, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-7B-01-02, 7D-05

Classification: Public

I. Policy

- A. The Jail Commander, who manages the Pennington County Jail, is appointed by the Sheriff. The Commander is to whom all Jail employees are responsible.

II. Definitions

- A. None

III. General Information

- A. The Jail Commander position is continuous except for assignment to a position of equal responsibility.
- B. The Jail Commander possesses, at a minimum:
 - 1. Bachelor's degree in an appropriate discipline
 - a. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.
 - 2. Five years of related administrative experience
 - 3. Demonstrated ability and leadership
- C. The Jail Commander keeps the Sheriff informed of any major development in the facility, staff, and inmate morale, population data, major problems and plans for resolving them.

IV. Procedural Guidelines

- A. None

PCJ 100.05: Organizational Chart

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-04-05
Classification: Public

I. Policy

- A. To ensure the jail runs efficiently and responsibly, an organizational chart provides lines of responsibilities of supervisors and the chain of command from line staff to the Sheriff.

II. Definitions

- A. None

III. General Information

- A. All positions within the jail are guided by job descriptions.

IV. Procedural Guidelines

- A. The Jail Commander or designee:
 - 1. Develops an organizational chart, which groups similar functions into manageable units and which clearly shows responsibilities of supervisors.
 - 2. Submits the organizational chart to the Sheriff for review, comment, approval, or revision
- B. Annually, the jail Commander reviews the organizational chart with management staff during the goals and objectives and budget process to determine if the chart continues to accurately depict the structure.
 - 1. Any changes are submitted to the Sheriff for approval.

PCJ 100.06: Communications

Chapter: Administration
Order No:
Effective: November 2, 2012
Revised: October 24, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-11
Classification: Public

I. Policy

- A. The Pennington County Jail maintains various channels of communication with staff for the efficient operations of the facility.

II. Definitions

- A. None

III. General Information

- A. Communication is provided to ensure effective coordination efforts, delegation of authority and responsibility and dissemination of information.
- B. Meetings are formally documented and disseminated to the appropriate staff.

IV. Procedural Guidelines

- A. Daily Meetings
 - 1. Before the beginning of each shift, the Shift Supervisor briefs all members of the shift on any pertinent information. This may include:
 - a. Reviews of memos;
 - b. New policies or procedures;
 - c. Pass-on information from previous shifts;
 - d. Security staff meeting information;
 - e. Special announcements; and/or,
 - f. Any other information that needs to be communicated
 - 2. The off going cellblock officer will brief the oncoming cellblock officer of any significant events on the cellblock.
- B. Weekly Meetings

1. Medical, Mental Health and Security staff meets to discuss the mental health needs of inmates
2. Security staff meets to review the classifications of special management inmates.

C. Monthly Meetings

1. Command Staff and Jail Security Supervisors review and personnel issues, upcoming changes, security issues, etc.
2. Command Staff and Support Staff Supervisors meet to review problems, formulate solutions, and to pass on information regarding the direction of the facility.
3. Staff briefings are held

PCJ 100.07: Monitoring and Assessment

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: December 6, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-06, 7D-09
Classification: Public

I. Policy

- A. To ensure the facility is responsible and efficient, the Jail Commander or designee evaluates compliance with policies and procedures by inspecting and reviewing operations and programs.

II. Definitions

- A. **Major Incident-** An event which disrupts normal operations or results in a serious threat to the security, health, or safety of inmates or staff
- B. **Population Data-** information collected about inmate population including race and sex

III. General Information

- A. None

IV. Procedural Guidelines

- A. The Jail Commander or designee visits each housing unit weekly to allow staff and inmates informal access to administrative staff and to informally observe living and working conditions.
- B. Annually, the Jail Commander evaluates compliance with policies and procedures.
 1. The Jail Commander submits a report of the findings along with corrective plans to the Sheriff.
- C. Annually, the Jail Commander compiles the following information to present to the Sheriff:
 1. Major developments in each department and administrative unit;
 2. Major incidents;
 3. Population data;
 4. Assessment of staff and inmate morale; and,

5. Major problems and plans for solving them.

PCJ 110.06: Inventory

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: December 19, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-15
Classification: Public

I. Policy

- A. An inventory control of property, supplies and other assets is maintained by the Pennington County Jail to ensure the facility is efficient and responsible.

II. Definitions

- A. None

III. General Information

- A. Equipment and furniture valued more than \$5,000 receive a county identification number from the Auditor's Office and is placed on the equipment/furniture inventory.

IV. Procedural Guidelines

- A. Equipment/Furniture
 - 1. Annually, the designated staff physically inventories all equipment and furniture listed on the equipment/furniture inventory.
 - 2. Any discrepancies found are forwarded to the Jail Commander
 - 3. The noted discrepancies are forwarded to the Sheriff's Office and Auditor's Office.
- B. Food Items
 - 1. Any commodity ordered, received, and used is inventoried.
 - 2. A copy of the inventory is forwarded to the Support Captain monthly.
- C. Keys/ Inmate Items
 - 1. The designated staff inventories staff keys, inmate hygiene items, inmate bedding, and inmate clothing yearly.
 - 2. The designated staff forwards the report to the Jail Commander.

PCJ 110.07: Purchasing / Supplies

Chapter: Administration
Order No:
Effective: December 10, 2012
Revised: November 30, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-10, 7D-15
Classification: Public

I. Policy

- A. To ensure items are always available and purchased at the most economical price, the Pennington County Jail will maintain a centralized purchasing control system to obtain supplies and materials.

II. Definitions

- A. None

III. General Information

- A. On a routine basis each department (maintenance, medical, kitchen, etc.) will assess the need for further supplies.
 - 1. Requests will be submitted to the centralized purchasing staff member.
 - 2. Orders will be made on an as needed basis.
 - 3. Orders will be made while working within budgetary guidelines and/or restraints.
- B. All items, which can be obtained on state bid, are purchased through the listed vendor or from a local vendor who can meet or beat the state bid price. Those that cannot are purchased through local suppliers with the lowest price quote.
- C. Specifications are reviewed for all facility furnishings prior to purchase to ensure the furnishings meet the fire safety performance requirements.

IV. Procedural Guidelines

- A. The Jail Commander annually reviews the space and equipment requirements.
- B. The Jail Commander reports deficiencies to the Sheriff's Department and plans with the department for the effective use of space and equipment.
- C. Bids will be sent out to all items costing in excess of \$25,000.

1. The Jail Commander writes the specifications for the item needed.
2. The Jail Commander obtains approval from the Sheriff.
3. The Jail Commander submits the bid specifications to the Auditor's Office. The Auditor's Office will advertise for bids, open the sealed bids at a specified time with the Sheriff and Jail Commander in attendance, and the Sheriff will present the bids with recommendation to the County Commissioners.

PCJ 110.08: Fiscal Management

Chapter: Administration
Order No:
Effective: November 18, 2014
Revised: October 9, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-10-12
Classification: Public

I. Policy

- A. The Pennington County Jail maintains fiscal management of all income and expenditures on an ongoing basis to ensure the facility is administered efficiently and responsibly.

II. Definitions

- A. None

III. General Information

- A. The Sheriff has ultimate authority and responsibility over all fiscal matters in the department.
 - 1. Financial reports are forwarded to the Sheriff on an ongoing basis.
- B. The Jail Commander is responsible to oversee the daily fiscal management and operations of the facility.
 - 1. The Commander reviews and approves all vouchers and billings to other agencies.
- C. Methods for collecting, safeguarding and disbursing monies comply with accounting procedures are practiced.
 - 1. All daily cash transactions are verified. Any discrepancies are reported immediately.
 - 2. All employee timecards are reviewed for accuracy.
- D. Purchase orders are utilized to manage pending and incoming orders.
- E. An audit is conducted annually in accordance with generally accepted government auditing standards.

IV. Procedural Guidelines

- A. None

PCJ 110.09: Position Control/Staffing

Chapter: Administration

Order No:

Effective: November 23, 2012

Revised: November 9, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-06, 2A-08-09, 2A-14, 7D-13

Classification: Public

I. Policy

- A. All positions in the Pennington County Jail will be based on budget authorization. Adequate staff is scheduled to provide for full coverage of security posts ensuring safe, healthy and secure facility operations.

II. Definitions

- A. **Budget Authorization-** Authorized funds to be spent for a given period of time.
- B. **Emergency-** A significant disruption of normal facility procedure, policy or activity caused by riot, escape, fire, natural disaster, employee action or other serious incident.

III. General Information

- A. The Jail Commander:
 - 1. Keeps on hand a current list of positions filled and vacant;
 - 2. Provides for the efficient, effective assignment of full time personnel
- B. Staffing levels are:
 - 1. Determined on an ongoing basis to ensure inmates have access to staff, programs and services.
 - a. Contingency plans are maintained to continue facility operations in the event of any emergency.
 - b. Adequate levels are maintained to ensure no inmate or group of inmates are given control or authority over other inmates.
 - 2. Based on work load requirements and also the character and needs of the inmates supervised.
 - a. All supervisors regularly assess work load requirements and annually submit budget requests to the Jail Commander
 - 1) All budget requests describe staffing needs and recommendations, work load requirements and goals for the upcoming year.

- C. Scheduling accounts for the number of staff needed for essential positions.
 - 1. When both male and females are housed in the facility, at least one security staff member of each sex is on duty at all times.
 - 2. Holidays, regular days off, vacations, average sick leave, military leave, as well as short term position vacancies are taken into consideration.
- D. Transfer, assignment and selection of employees are based on facility need and the ability of the employee to perform the job.

IV. Procedural Guidelines

- A. In the event of an emergency, the Jail Commander:
 - 1. Immediately notifies the Sheriff so Emergency Staffing Procedures can be implemented;
 - 2. Assigns manpower to most effectively provide for the safety and security of the inmates and employees;
 - 3. Contacts the following so staffing levels are met:
 - a. Off duty correctional officers
 - b. Support staff
 - c. Sheriff deputies/reserves
 - d. Other local law enforcement agencies
 - 4. Ensures Medical staff is available
 - a. Emergency Medical Services are notified and made aware of the facility's staffing situation.
- B. Annually, the Jail Commander:
 - 1. Reviews the number of staff positions and recommends to the Sheriff any additions or deletions;
 - 2. Submits to the Sheriff a proposed salary budget based on the staff positions required to operate the jail.

PCJ 110.11: Commissary

Chapter: Administration

Order No:

Effective: April 7, 2015

Revised: April 6, 2015

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-66, 5C-25-26

Classification: Public

I. Policy

- A. Inmate commissary is available for inmates to purchase items that are not furnished by the facility to reduce the negative impact of confinement.

II. Definitions

- A. **Indigent-** An individual with no funds or source of income
- B. **Child Support Inmate-** An inmate held in custody due to non-payment of child support.

III. General Information

- A. Commissary service is provided by an independent vending company.
- B. Inmates have access to commissary unless security concerns dictate otherwise.
 - 1. Child support inmates do not have access to commissary.
 - a. All funds placed on their accounts go towards bond.
- C. Commissary is delivered twice a week.
- D. Select cellblocks are equipped with vending machines that inmates can access throughout the day using vending smart cards.
- E. A list of items available through commissary, their prices, and limits are available on the kiosk located on each cellblock.
- F. Money must be on inmates' accounts prior to ordering.
- G. Excess revenues derived from operation of commissary are used for the benefit of inmates.
- H. If an inmate is released before the order is filled, the order will be cancelled and the inmate account is refunded.
- I. If an inmate is released prior to the filled order being delivered, the order will be held for seven (7) days. After that time, it goes to the indigent commissary stock.

IV. Procedural Guidelines

- A. Inmates place their commissary order using the kiosk on the cellblock.
- B. Commissary orders are processed by vending company staff.
- C. Maintenance staff delivers the commissary to cellblocks.
- D. The Cellblock Officer calls the inmate to the officer's station to verify their order.
 - 1. The Officer notes any discrepancies on the commissary receipt.
- E. The commissary receipt is returned to the Accountant/Bookkeeper.
 - 1. Any discrepancies are forwarded to the vending company staff who makes the corrections.
- F. Weekly, invoices are sent to the Accountant to be processed for payment.

PCJ 110.12: Inmate Financial Transactions

Chapter: Administration
Order No:
Effective: December 2, 2013
Revised: November 19, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-23, 7D-11, 7D-16
Classification: Public

I. Policy

- A. The Pennington County Jail ensures all inmate funds are properly accounted for by using acceptable accounting procedures.

II. Definitions

- A. **Cash-** paper currency
- B. **Coin-** non-paper currency
- C. **Money Movement Log-** An accountability sheet for inmate monies.

III. General Information

- A. Inmates are not permitted to carry cash or coin into the secure side of the facility.
- B. Receivables that are debited from an inmate's account (to include but not limited to):
 - 1. Administration fees:
 - a. 24/7 fee
 - b. Card fee
 - c. Copies
 - d. Haircut fee
 - e. Mail
 - f. Notary Service
 - g. Sheriff's warrant fee
 - 2. Medical Charges:
 - a. Acetaminophen 325 mg
 - b. Antacids
 - c. Diarrest

- d. Ibuprofen
- e. Lip Balm
- f. Sick Call

3. Housing Fee:

- a. County board
- b. Federal board work release
- c. Job Search
- d. Room and board
- e. School/work release
- f. School release
- g. Work release
- h. Job search/school- County board
- i. Order to Show Cause (OTSC) – work release
- j. Order to Show Cause (OTSC) – Job Search
- k. Work release- County board
- l. Work release- Electronic monitoring

4. Other fees:

- a. Damage to jail property
- b. Drug test
- c. Synthetic drug test

C. Inmates may release money from their account to friends or family by use of the kiosk on the cellblock.

- 1. The request specifies the amount to be released and the name of the person that the money is to be released to.

D. At the time of release; if the inmate has a debt balance, any money on their account will be collected for that debt balance.

E. All transactions related to the inmate's account will be made as a debit entry in the inmate accounting system.

F. The inmate accounting system is reconciled weekly by designated staff.

- G. Monthly, the Inmate Trust Fund checking account is reconciled
- H. Any discrepancies are reported to the Administrative Assistant

IV. Procedural Guidelines

A. Money at intake

1. At the time of booking, each inmate's funds are given to the Booking Officer in the inmate area.
2. Any cash taken from the inmate is counted by the Booking Officer.
3. The amount of cash taken is noted on the inmate's Custody Authorization sheet.
 - a. Any coin taken from the inmate is counted by the Booking Officer.
 - b. The amount of coin is noted on the Custody Authorization Sheet.
 - c. The coin is then placed in a sealed envelope in the inmate's property.
4. The Booking Officer and inmate sign and dates the Custody Authorization Sheet
5. The cash and Custody Authorization sheet is given to the Booking Clerk to verify the amount
6. The Booking Clerk opens an account in the inmate accounting system for the inmate to include their name and amount deposited
7. The inmate is given a receipt

B. Release of money

1. The inmate must generate a general request on the inmate kiosk.
2. The request must specify the amount to be released and the name of the person that the money is to be released to.
3. The Cellblock Officer forwards the request to the booking department
4. The Booking Clerk generates a check from the inmate's account to the person indicated on the inmate request.
5. The Booking Clerk verifies the identification of the person receiving the money.
6. The person receiving the money signs and dates the inmate request indicating they have received the money.

C. Releases

1. At the time of release, the Booking Clerk closes the inmate's account in the inmate accounting system.

2. The inmate accounting system generates a check (if the inmate does not have a debt balance) at the time of the account being closed
3. If the inmate has debt owed to the jail, the inmate accounting system collects any and all receivables due.
4. The inmate signs the bottom portion of the check stub verifying the inmate has had money returned to him/her.

D. Cash/Money Orders Received Through the Mail

1. The receptionist confiscates any cash or money orders that come into the facility through the mail.
2. The mail is logged into the computer indicating the following:
 - a. The date the inmate will receive the money, and,
 - b. Contact name and return address if available.
3. Money is logged on the Money Movement log and given to the bookkeeper.
4. Any money orders received are given to the designated staff for the inmate to endorse.
 - a. If the inmate wishes to place the money order in their property, it will be noted on the money movement log.
 - b. Money orders are given to the Booking Tech to be placed in the inmate's property.
5. The money is added to the inmate's account using the inmate accounting system.
6. A copy of the receipt is placed in the envelope with the inmate's mail.
7. The mail is taken to the cellblock by the officer at shift change.

E. Bank deposits

1. Weekly, the Bookkeeper/ Accountant removes the money boxes from the following locations:
 - a. Booking;
 - b. Lobby kiosk; and,
 - c. Work release kiosk.
2. The money is reconciled with the inmate accounting system.
3. The Bookkeeper prepares the weekly bank deposits.

4. Any discrepancies are investigated and reported to the Administrative Assistant.
5. Weekly, the deposits are taken to the bank.

PCJ 110.14: Inmate Fees for Room and Board

Chapter: Administration

Order No:

Effective: April 7, 2015

Revised: April 6, 2015

Approved by: Sheriff Kevin Thom

Reference:

Classification: Public

I. Policy

- A. Inmates sentenced to the Pennington County Jail will be charged a daily room and board fee for expenses by the County

II. Definitions

- A. None

III. General Information

- A. The fee will be approved by the Sheriff
- B. The bookkeeper is responsible to maintain records identifying inmates sentenced to the Pennington County Jail.
- C. Reports are available to show the amount owed and paid for room and board.
- D. A negative balance will be created if the inmate does not have the money on their account to pay the room and board fee
 - 1. Any money placed on an inmate account will be collected for past due fees at a pre-determined percentage rate.
- E. Inmates in the Work Release program are subject to separate fees and will not be charged the room and board fee.
- F. Inmates being held on child support charges are subject to separate fees and are not charged a room and board fee.
 - 1. If the inmate has also been sentenced to confinement on additional criminal charges, the inmate will be charged a room and board fee. Room and board fees cease once the additional sentence has been satisfied.

IV. Procedural Guidelines

- A. On a daily basis (Monday through Friday), the bookkeeper runs a report identifying inmates who are sentenced to the Pennington County Jail.

- B. The bookkeeper places the inmates' names and sentence end dates in the "Room & Board" group in the inmate accounting system.
- C. The inmate accounting system charges each inmate's account that is included in the "Room & Board" group on a daily basis until the end date is reached.
- D. Monthly, the Accountant deposits money collected for room and board into the identified account at the Pennington County Treasurer's Office.

PCJ 140.03: Computation of Time Served

Chapter: Administration
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5C-12
Classification: Public

I. Policy

- A. Jail time is accurately calculated and recorded to ensure inmate's correct release date.

II. Definitions

- A. **Criminal Justice Professionals-** Professionals who are part of the criminal justice system, i.e. probation, parole, court services officers, social services officers, attorneys (prosecuting or defense) and paralegals.
- B. **Good Time-** Time earned by an inmate while working as a trustee that is deducted from an inmate's sentence, allowing the inmate to be released early.

III. General Information

- A. The jail computes sentence lengths based upon a 24 hour day.
- B. Credit for time served which is granted by the court will be included in the computation of time to be served.
- C. Good time may be credited to an inmate's sentence.
 - 1. The designated staff in charge of trustee assignments is responsible to calculate good time and enter it into the computer.
 - 2. The Disciplinary Hearing Officer is responsible to enter any good time taken away due to disciplinary action.
- D. The inmate or criminal justice professional request time served records in writing.

IV. Procedural Guidelines

- A. The Transport Deputy/Officer records the court results on the Court Information Form.
- B. The form is given to the Court Clerk who enters the information into the computer.
- C. The computer system calculates the release date.
- D. Staff re-verifies the release date prior to any inmate being released.

PCJ 140.04: Inmate Access to Records

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-13, 7D-21
Classification: Public

I. Policy

- A. To maintain confidentiality of inmate records, no records will be released without a signed Release of Information Consent Form unless the release of information is required by statute.

II. Definitions

- A. **Inmate Record-** Information concerning the individual's criminal and medical history, behavior and activities while in custody, including but not limited to: commitment papers, court orders, detainers, personal property receipts, visitors' list, photographs, type of custody, disciplinary infractions and actions taken, grievance reports, work assignments, program participation, and miscellaneous correspondence.

III. General Information

- A. All information to be provided to an inmate from their file will be carefully reviewed to ensure that the release of the information will not endanger either the inmate or others.

IV. Procedural Guidelines

- A. An inmate requesting access to their active file must submit a request in writing or via the inmate kiosk to the Security Captain.
 - 1. The reason for the request; and,
 - 2. The inmate needs to explain what portions of the active file are requested
- B. If access is denied, the Security Captain responds in writing via the inmate kiosk including the reasons for denial.
- C. If the request is approved, the Security Captain or designee provides copies of the records to the inmate.
- D. The Security Captain or designee documents in the records management system those records provided to the inmate.

PCJ 140.05: Release of Inmate Records

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-21
Classification: Public

I. Policy

- A. Confidentiality of information regarding the inmate is maintained by staff and volunteers to protect inmate's privacy.

II. Definitions

- A. **Correctional Agencies-** County, state, tribal, or federal agencies that provide housing for inmates, i.e. jails and prisons.
- B. **Judicial Agencies-** County, state, tribal, or federal agencies who are part of the court system, i.e. attorney, paralegals, and judges.
- C. **Law Enforcement-** Local, state, tribal, or federal government agencies assigned to enforce laws, i.e. investigators, patrol, probation, parole and court service officers.

III. General Information

- A. Standard information that may be released about an inmate without their authorization includes the following:
 - 1. Inmate's name
 - 2. Date of birth
 - 3. Date of arrival to facility
 - 4. Criminal charges
 - 5. Amount of bond
 - 6. Court date
 - 7. Inmate global identification number
- B. Exceptions to the above are released when deemed appropriate by the Jail Commander of Sheriff:
 - 1. Information required by law enforcement, correctional and judicial agencies.
 - 2. The inmate has specifically authorized the release of information. (See below)

- C. Requests for comment on inmate behavior will be responded to by the Security Captain or designee.
- D. Character reference requests by an inmate cannot be given by jail staff but may be requested by the inmate's attorney or the Security Captain.
- E. Prior to the release of information, not included in the above categories, a Release of Information form must be completed.
 - 1. The Form is signed and dated by the inmate and one staff member.
- F. A copy of the Release of Information Form and request for information will be maintained in the inmate's file.

IV. Procedural Guidelines

- A. The Security Captain or designee determines if the inmate should complete a Release of Information Form.
- B. When a Release of Information Form is needed, the Security Captain or designee:
 - 1. Has the inmate and one staff member sign and date the form.
 - 2. Gathers the appropriate information from the inmate's file and/or Record Management System;
 - 3. Reviews the information for potential disruption to facility operations, staff and/or inmate safety prior to release and,
 - 4. Reports any concerns to the Jail Commander.
- C. Once approved, the Security Captain or designee faxes, mails, or e-mails the information to the requesting agency.
- D. The Security Captain or designee files the request and the Release of Information Form (if applicable) in the inmate file.

PCJ 150.01: Statistical Information

Chapter: Administration

Order No:

Effective: January 1, 2013

Revised: November 30, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: None

Classification: Public

I. Policy

- A. The Pennington County Jail maintains statistical information on inmates. The information is part in overall research and decision making capacity relating to both inmate and operational needs.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. The Assistant To complies monthly statistics to include the following:
 - 1. Average daily population;
 - 2. Length of stay;
 - 3. Racial/gender population;
 - 4. Work release;
 - 5. Intakes/ Releases;
 - 6. Board bill; and,
 - 7. Meals.
- B. Yearly, the Assistant To completes a summary report to include, but not limited to the following areas:
 - 1. Statistics concerning the inmates' population
 - 2. Operational costs
 - 3. Inmate racial/gender factors

- C. Annually, the Jail Commander incorporates the statistics in the decision making process as it relates to inmate and operational needs.

PCJ 150.02: Master Index and Daily Records

Chapter: Administration
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-16, 7D-19-20, 7D-22
Classification: Public

I. Policy

- A. The Pennington County Jail will maintain a continuous record of the identity and location of each inmate in the facility and will maintain amassed records during incarceration.

II. Definitions

- A. **Inmate Locator Board-** A dry erase board located in Booking that tracks inmates in classification cellblocks only, inmates housed in other facilities, inmate housed in booking and those not yet entered into the jail software system.
- B. **Headcount-** An accountability of inmates in which the Correctional Officer physically counts the number of inmates in his/her assigned area.

III. General Information

- A. Record keeping consists of an accurate record of all inmates admitted and released within the facility.
- B. The contents of inmate records are identified and separated according to a format approved by the Jail Commander.
- C. The electronic record keeping systems and data for inmate records are protected from unauthorized access.
 1. Staff is assigned a login including a password for network access to the record keeping systems.
 2. Each record keeping system has an individual login and password process.
- D. A complete listing of all inmates officially assigned to the facility will be maintained within the jail software program.
 1. Inmate rosters are printed for Booking and Correctional Staff.
- E. The following information is maintained and stored electronically or filed if the records are written:
 1. Personnel on duty,

2. Inmate population count,
3. Admissions and release of inmates,
4. Shift activities,
5. Entry and exits of physicians, attorneys, and other visitors,
6. Unusual occurrences

F. Intake booking information is recorded for every person and contains the following:

1. Picture,
2. Booking number,
3. Name and aliases of person,
4. Current address (or last known address),
5. Date, duration of confinement, and a copy of the court order or other legal basis for commitment,
6. Name, title, and signature of delivering officer,
7. Specific charges,
8. Sex,
9. Age,
10. Date of birth,
11. Place of birth,
12. Race,
13. Present or last place of employment,
14. Health status, including and current medical or mental health needs,
15. Emergency contact (name, relation, address, and phone number),
16. Driver's license and social security number,
17. Notation of cash and all property,
18. Additional information concerning special custody requirements, service needs or other identifying information.

G. Custody records on all inmates committed or assigned to the facility include the following:

1. Intake/booking information
2. Court generated background information,
3. Cash or property receipts,
4. Reports of disciplinary actions, incidents or crime(s) committed while in custody,
5. Records of program participation, including work release or trustee programs and accumulated “good time,”
6. Disposition of court hearings,
7. Work assignments,
8. Classification records

IV. Procedural Guidelines

- A. At the beginning of each shift, jail staff account for each inmate incarcerated by conducted a headcount.
 1. Any discrepancies during the headcount that cannot be resolved are brought to the attention of the Shift Supervisor.
 2. The count is called into the Supervisor
 3. The Shift Supervisor logs each count on the Headcount spreadsheet which is maintained as a permanent record.

PCJ 150.04: Research

Chapter: Administration
Order No:
Effective: November 23, 2012
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-18
Classification: Public

I. Policy

- A. The Jail Commander shall ensure that any research done in the jail complies with state and federal guidelines for the use and dissemination of research findings and with accepted professional and scientific ethics.

II. Definitions

- A. **None**

III. General Information

- A. Inmate participation is restricted to non-medical, non-pharmaceutical, and non-cosmetic research.
- B. No inmate shall be involved in any research without his written consent.
- C. No research which may be detrimental to staff or inmate shall be conducted in the facility.
- D. Research proposals need to include a clear description of the research design and methods.

IV. Procedural Guidelines

- A. Any person wanting to conduct a research project on the jail must complete the following:
 - 1. Submit a written proposal to the Sheriff or Jail Commander for review and approval
- B. A research agreement is prepared and signed by the researcher
- C. All research findings are submitted to the Sheriff prior to publication or dissemination.

PCJ 160.01: Volunteer Coordination Screening and Selecting

Chapter: Administration
Order No:
Effective: January 1, 2013
Revised: November 23, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7B-03, 7C-02, 7F-04-05
PCSO: GP2-23
Classification: Public

I. Policy

- A. Pennington County Jail utilizes volunteers in the facility to enhance and expand the services and programs offered to the inmates.

II. Definitions

- A. **Volunteers-** An individual who donates his or her time and effort to enhance the activities and programs of the agency.
- B. **Regular Volunteers-** Volunteers that come into the facility more than once a month and are subject to more complete screening and orientation.
- C. **Short-term Volunteers-** Volunteers that are used on an infrequent basis and will be provided the abbreviated screening and orientation to the facility.

III. General Information

- A. The use of volunteers broadens community resources for the facility and increases public awareness and involvement in corrections.
- B. Volunteers are encouraged to assist the Pennington County Jail in providing a variety of programs to the inmates.
- C. The selection of new programs and/or classes to be offered in the Jail is approved by the Support Captain and the Jail Commander.
- D. Volunteer supervision is conducted by the Programs Officer.
- E. The Support Captain and Programs Officer meet regularly with volunteers to seek suggestions for improving the programs
 - 1. Volunteer and/or facility concerns are also discussed.
- F. Volunteers may contribute suggestions regarding the establishment of policy and procedures pertaining to the volunteer services program.
- G. The performance of all volunteers will be evaluated on an ongoing basis by staff.

1. Any misconduct is reported to the Support Captain for review and action.
 2. Staff will inform the Support Captain of any volunteer concerns or suggestions.
- H. Potential volunteers must be:
1. A person of good character
 2. 21 years of age
 3. Sufficiently mature to handle the responsibilities involved
- I. Ex-inmates may be accepted as volunteers, subject to approval of the Jail Commander using the same criteria for considering an ex-inmate for a staff position.
- J. Relatives of inmates may not serve as volunteers.
- K. Volunteers may be terminated for just cause
- L. All persons entering the facility are required to pass through a metal detector.
1. Refusal to do so will disqualify persons from entering
 2. When deemed necessary for the security of the facility, any individual may be requested to submit to a search.
- M. At no time will volunteers be allowed to remove any jail property from the facility without prior approval from the program staff.

IV. Procedural Guidelines

- A. Prospective regular volunteers complete an application for volunteer services and background check.
- B. A criminal record check is conducted on all volunteers.
 1. Falsifying information will result in loss of volunteer privileges
- C. Volunteers offering a specific skill or educational background for tutorial, pastoral vocational, or other benefit will provide proper credentials
- D. All backgrounds and applications are reviewed by the Programs Officer and forwarded to and reviewed by the Jail Commander for final determination.
- E. Once approved, all volunteers receive training/orientation prior to assignment.
- F. Volunteers are briefed on all rules and procedures including:
 1. Code of Ethics;
 2. Hostage policy;
 3. Confidentiality of all information gained through their institutional activities;

4. Staff sexual misconduct;
 5. Chain of command; and,
 6. Responsibility to staff while in the facility,
- G. All volunteers agree in writing, to abide by all institutional rules, especially those relating to the security and confidentiality of information.

PCJ 200.01: Building and Safety Codes

Chapter: Physical Plant
Order No:
Effective: December 10, 2012
Revised: November 30, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-07
Classification: Public

I. Policy

- A. The Pennington County Jail, through yearly inspection, ensures that the compliance with fire safety codes are met and maintained to ensure the safety of all persons within the facility. The facility conforms to applicable federal, state, and local building codes.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

A. Fire Codes

1. The Rapid City Fire Department conducts a yearly inspection ensuring compliance with applicable fire codes.
2. The facility has an automatic fire alarm and automatic detection system ensuring the timely response to a fire in the facility.
3. The Rapid City Fire Department approves any variances, exceptions or equivalences that do not constitute a serious life safety threat to the occupants of the facility.

B. Reports

1. All inspection reports are forwarded to the Jail Commander who ensures that any deficiencies are addressed and corrected as soon as possible.
2. All inspection reports and corrective action reports are on file in the administrative offices.

PCJ 210.01: Design Concept

Chapter: Physical Plant
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1A-05, 2A-18, 2A-33
SDCL: 24-11-19
Classification: Public

I. Policy

- A. Pennington County Jail's design and construction provides a safe environment for staff, volunteers, contractors, public and inmates free from injury and illness.

II. Definitions

- A. **Rated Inmate Capacity-** The maximum number of inmates the facility can house safely.

III. General Information

- A. The jail is designed and constructed to:
 - 1. Facilitate continuous personal contact and interaction between staff and inmates
 - 2. Facilitate continuous staff observation of cell fronts, dayrooms and recreation areas
 - 3. Provide appropriate public access to criminal justice agencies, attorneys, community agencies, families and others having a legitimate need to conduct business within the jail
 - 4. House inmates separately according to their classification level and gender
- B. The jail is designed and constructed with a rated inmate bed capacity.

IV. Procedural Guidelines

- A. The Jail Commander and the Security Supervisors monitor:
 - 1. The operation of the jail design to ensure that it continues to facilitate:
 - a. Continuous personal contact and interaction between staff and inmates
 - b. Staff observation of cell fronts, dayrooms, and recreation areas
 - 2. The jail's daily population to ensure the population does not exceed the rated bed capacity.

3. Inmate housing, to ensure inmates are housed according to their classification and gender.
 - a. Female inmates are housed separately from male inmates, according to South Dakota Codified Law 24-11-19
4. The Jail Commander and the Security Supervisors provide jail personnel to be available 24 hours a day to assist the public needing to conduct business within the jail.

PCJ 220.01: Structural Specifications

Chapter: Physical Plant

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1A-06, 1A-11-13, 1A-22, 2A-51, 4B-08, 4B-09, 6B-04

Classification: Public

I. Policy

- A. The Pennington County Jail is designed to provide all inmates and employees with safe and healthy living and working conditions. All facility planning related to the physical plant conforms to federal regulations.

II. Definitions

- A. None

III. General Information

- A. All facility planning relating to the physical plant conforms to federal regulations.
- B. Facility policy requires the following minimum structural specifications:
 1. The Booking/Release area is located within the security perimeter, but separated from inmate living quarters contains:
 - a. A vehicle sally port
 - b. A booking area
 - c. Access to drinking water
 - d. Access to telephone facilities
 - e. Operable toilets and washbasins
 - f. Showers
 - g. Private interviewing room
 - h. Secure storage of inmate personal property
 - i. Temporary holding cells with sufficient facilities
 - j. Sufficient fixed seating for the rated capacity of the Booking area.
 2. Living Quarters

- a. Cells are located immediately adjacent to dayroom/recreation
- b. Each inmate's cell in the facility, including those in segregation has:
 - 1) A toilet above floor level
 - 2) A bed at least twelve (12) inches above floor level
 - 3) A desk and writing space and stool
 - 4) Washbasins with hot and cold running water
 - 5) A break away hook to hang wet towels
 - 6) Access to a shower
 - 7) Natural light
 - 8) An intercom to communicate with staff
 - 9) An observation window
 - 10) An area for storage of personal items
- c. Dayrooms
 - 1) Dayrooms have adequate space for varied activities and are located immediately adjacent to inmate's cells.
 - 2) Each dayroom has easily accessible washbasins, toilets and showers.
 - 3) Each cellblock provides adequate space for janitorial closets,
 - a) Each janitorial closet is equipped with a sink and cleaning supplies.
 - 4) Each dayroom has sufficient seating and writing surfaces for every inmate using the dayroom at any one time.
 - 5) Dayroom furnishings are consistent with the level of custody housed in that area.
 - 6) One shower is available for every twelve inmates.
- d. Program Rooms
 - 1) The facility has two (2) program rooms which are available for conducting church services, educational programs, visitation, and other programs.
 - 2) Location of the program room allows for adequate staff supervision during programs.

e. Facilities

- 1) Each cell has a toilet and washbasin with hot and cold running water ensuring inmates have access to facilities twenty four hours a day.
- 2) Water temperatures are monitored on a monthly basis by designated personnel, ensuring the temperatures are maintained at an acceptable level, 100 degrees to 120 degrees Fahrenheit.

f. Special Management Housing

- 1) Segregated Housing units provide living conditions that approximate those of the general population, with only the exception which provide adequate security levels. All special management inmates are housed in single-occupancy cells.
- 2) All cells in segregation allow for inmate contact with staff and these inmates have the same accessibility to staff as those in the general population.

C. Special Considerations

1. Male and female inmates are provided separate sleeping quarters.
2. Inmates with disabilities, including temporary disabilities, are housed in a manner which provides for their safety and security.
3. Exits- Each housing unit has at least two identifiable exits for prompt evacuation of staff and inmates during an emergency.

IV. Procedural Guidelines

A. None

PCJ 230.00: Smoking

Chapter: Physical Plant
Order No:
Effective: December 3, 2012
Revised: November 20, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1A-21
SDCL: 34-46-14
Classification: Public

I. Policy

- A. No smoking is allowed in the Pennington County Jail due to serious health concerns and in compliance with South Dakota Codified Law

II. Definitions

- A. None

III. General Information

- A. Inmates are not authorized to possess tobacco products, matches, lighters or any other instrument that could be used to light a tobacco product.
- B. Staff or visitors are not authorized to possess tobacco products, matches, lighters, or any other instrument that could be used to light a tobacco product within the secure portion of the Jail.

IV. Procedural Guidelines

- A. Upon admittance into custody, all tobacco products are confiscated and placed in the inmate's property.
- B. Inmates who are found in possession of tobacco products, lighter or matches are in violation of Inmate Rules.

PCJ 230.01: Environmental Conditions

Chapter: Physical Plant

Order No:

Effective: December 10, 2012

Revised: November 26, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1A-07, 1A-14-15, 1A-18-20, 4B-09

Classification: Public

I. Policy

- A. Qualified, independent sources inspect living conditions of the Pennington County Jail to ensure and verify compliance with minimum environmental health standards.

II. Definitions

- A. None

III. General Information

- A. Lighting throughout the facility is appropriate for the task to be performed.
 - 1. All inmate cells/rooms have access to natural light.
 - 2. Lighting in inmate cells/ rooms is at least 20 foot candles at desk level and personal grooming areas.
 - 3. Inspection on the light levels is every three years unless there is a deviation from the type of lighting currently used.
- B. Interior surfaces and colors are chosen to reduce glare.
- C. The ventilation system provides at least 15 cubic feet per minute of circulated air per occupant with a minimum of five cubic feet per minute outside air.
 - 1. Toilet rooms and cells with toilets will maintain no less than four air changes per hour.
 - 2. Air quality and quantity is tested yearly by Pennington County Buildings and Grounds, more frequent testing may be directed by the Jail Commander.
- D. Temperatures are maintained at comfortable winter and summer levels.
 - 1. Temperatures are monitored daily by Buildings and Grounds Staff throughout the facility computer system.

- E. Noise levels in housing units do not exceed 70 decibels in daytime hours and 45 decibels in nighttime hours.
 - 1. Noise level monitoring is every three years unless there is a significant increase in population or structural modifications made to the facility.
- F. The City of Rapid City monitors and tests water sites throughout the city on a regular basis.
 - 1. The South Dakota State Department of Environmental and Natural Resources conducts testing on all city water sources every three years.
- G. Water temperatures are maintained at safe levels of 100 degrees to 120 degrees Fahrenheit.
 - 1. Water temperatures are tested monthly by designated personnel.

IV. Procedural Guidelines

- A. Independent, outside resources are contracted to inspect and document living conditions.
- B. Designated personnel provide escort.
- C. Completed reports are submitted to the Jail Commander for deficiency correction.
- D. The Jail Commander or designee ensures corrective action is taken.

PCJ 230.02: Environmental Responsibility

Chapter: Physical Plant
Order No:
Effective: November 18, 2014
Revised: October 24, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7D-01-1
Classification: Public

I. Policy

- A. The Pennington County jail recognizes its responsibility to examine and implement strategies, when feasible and appropriate, that allow for continued cost effective management and superior performance while improving environmental sustainability.

II. Definitions

- A. None

III. General Information

A. Recycling

- 1. Soda bottles and aluminum/tin cans
 - a. Collection barrels are located on cellblocks containing soda machines.
 - b. A collection barrel is located in the employee break room for plastic bottles and cans.
 - c. Larger collection bins are located on the loading dock.
 - d. Tin cans from the kitchen are taken to the loading dock barrels.
- 2. Paper
 - a. Shredder bins are located throughout the facility.
 - b. Excess papers that may contain confidential information are disposed of in these locked bins.
 - c. Biweekly, containers are emptied by the contracted company.
 - 1) The contracted company will shred the paper and take to a recycling facility.

B. Energy Conservation

- 1. Lighting in select administration areas are motion sensitive.

- a. The lights will turn off after a period of no movement detected.

IV. Procedural Guidelines

A. Plastic Bottles

1. Inmates give empty soda bottles to the cellblock officer for disposal.
2. The cellblock officer disposes of the bottle in the collection barrel.
3. Maintenance staff empties the cellblock collection barrels on a regular basis.

PCJ 250.01: Administrative and Staff Areas

Chapter: Physical Plant

Order No:

Effective: December 10, 2012

Revised: November 26, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-7D-23-24, 7E-05

Classification: Public

I. Policy

- A. The Pennington County Jail is designed to ensure that all levels of staff are provided with adequate space to carry out their responsibilities safely and effectively.

II. Definitions

- A. None

III. General Information

- A. The facility provides adequate space of all administrative, security, professional, and clerical staff, this space includes:
 - 1. Conference rooms
 - 2. Storage rooms for records
 - 3. Public lobby with toilet facilities
- B. Staff needs are met through providing adequate spaces in locations that are convenient for use.
- C. Staff is provided with the following:
 - 1. Men's and women's locker rooms allowing staff to change clothes and shower.
 - 2. Employee break room
 - a. Offers privacy from inmates
 - b. Provides space for staff to eat meals
 - 3. Briefing/Training Room and storage for training equipment
 - 4. Toilet and washbasins that are not used by inmates
 - 5. Access to exercise/physical training facilities and equipment
- D. All parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

IV. Procedural Guidelines

A. None

PCJ 260.01: Security

Chapter: Physical Plant

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-04, 2A-01, 2A-07, 2A-10, 2B-05

Classification: Public

I. Policy

- A. The Pennington County Jail's physical plant supports the orderly and secure functioning of the facility.

II. Definitions

- A. None

III. General Information

- A. The facility's perimeter is controlled by a Control Room which is staffed 24 hours a day.
- B. The Control Room Operator monitors and coordinates the facility's security, Life Safety Panel and communications system.
 1. A wash basin and toilet are readily accessible to the Control Room Operator.
 2. There are multiple communication systems between the Control Room and inmate occupied areas.
 3. The facility perimeter provides that inmates remain within the perimeter and access to the public is denied without proper authorization.
 4. A sally port system is utilized between inmate areas and public access areas.
 5. All law enforcement and authorized vehicles enter and leave the vehicle sally port adjacent to booking.
- C. Security equipment is accessible only to authorized persons.
- D. The facility's security equipment is as follows:
 1. Radios
 2. Keys
 3. Restraints
 4. Oleoresin Capsicum Spray

5. Taser
 6. Cell Buster
- E. All security equipment is stored in an area separate from the inmate housing area or activity areas. Oleoresin Capsicum is stored on the non-secure portion of the facility.
- F. The Taser, Cell Buster and limited Oleoresin Capsicum Spray is stored in the Shift Supervisor's office in the designated shadow box and is accessible to authorized personnel only.
- G. The facility has exits that are properly positioned, clear of obstruction, and distinctly and permanently marked to ensure the timely evacuation of inmates and staff in the event of a fire or other emergency.
1. All housing areas and places of assembly for fifty or more persons have at least two exits.
 - a. All housing units have at least two evacuation routes.
 - b. Evacuation routes are posted on each cellblock.
 2. The Rapid City Fire Department approves of all emergency evacuation routes/exits during their yearly inspection of the facility.

IV. Procedural Guidelines

- A. The Control Room Operator:
1. Continually monitors all internal traffic;
 2. Verifies the identity of all incoming personnel for authorization within the facility;
 3. Verifies all inmate movement with the Housing Officer and/or Shift Supervisor; and,
 4. Makes immediate notification to the Shift Supervisor regarding any internal/external security breaches, fire alarms, bomb threats and facility disruptions.

PCJ 300.01: Control Room

Chapter: Security

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-01, 2A-10

Classification: Internal

PCJ 300.01.1: Audio/Visual Equipment Malfunction

Chapter: Security

Order No:

Effective: December 3, 2012

Revised: November 15, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01, 2A-10

Classification: Internal

PCJ 300.02: Inmate Supervision

Chapter: Security

Order No:

Effective: July 11, 2016

Revised: June 28, 2016

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-03, 2A-05, 2A-09, 2A-18
Prison Rape Elimination Act of 2003, National PREA Standards, 28, C.F.R. Part 115

Classification: Public

I. Policy

- A. Pennington County Jail maintains safe, secure institutional operations by providing staff necessary for full coverage of all security posts.

II. Definitions

- A. **None**

III. General Information

- A. The Correctional Officer's posts are located in or immediately adjacent to each housing unit facilitating personal contact and interaction between staff and inmates.
- B. The Cellblock Officer's primary responsibilities are to maintain security, by effectively managing inmate's behavior.
- C. Correctional Offices are able to respond promptly to emergency situations which may occur in the housing unit.
- D. At least one male and one female officer are on duty in the facility at all times.
- E. No inmate or group of inmates is given control or authority over other inmates.
- F. Inmates identified as emotionally disturbed, experiencing drug or alcohol withdrawal, or having other physical or mental problems are closely observed.
- G. Inmates considered suicidal require close observation
- H. Inmate activities are documented in the inmate contact journal.
- I. Status checks/or rounds are documented in the record management system.
- J. Each cellblock has an interview room that is to be used for professional visits.
 - 1. First priority is given to legal counsel.

2. The Cellblock Officer searches the room before and after the visit.
- K. Day room recreation includes television, board games, cards, etc.
1. The Cellblock Officer supervises the use of recreational supplies and initiates disciplinary action against inmates who abuse them.
- L. Correctional Officers assigned to cell blocks which house inmates of the opposite sex will be sensitive to the inmate's privacy.
1. This can be accomplished by a doorbell or verbal announcements.

IV. Procedural Guidelines

- A. The Cellblock Officer directly and continually supervises inmates in their assigned housing unit for the duration of the shift, unless relieved by another correctional officer
- B. Correctional officers:
1. Are required to interact and observe inmate behavior for signs of depression, hostility, injuries, changes in mood, and eating habits, unusual behavior, illness or anything else warranting concern.
 2. Speak with the inmates, answers questions, and assesses the general mood while continually monitoring the cellblock activity.
 3. Disable the housing unit control panel when leaving the workstation.
- C. Cellblock Officers document frequent but irregular status checks/or rounds at least every 30 minutes per cellblock, with the exception of the Work Release unit which is at least every 60 minutes, in the Record Management System.
1. If a Correctional Officer is aware of or made aware that an inmate is nude or partially nude, the Correctional Officer will:
 - a. Tell the inmate they must cover themselves.
 - b. Give the inmate an appropriate amount of time to cover themselves.
 - c. After the appropriate amount of time, the Correctional Officer can again ask if the inmate is covered.
 2. If the Correctional Officer feels the inmate is delaying in an attempt to hide contraband or conceal prohibited activities, the Correctional Officer has the following options:
 - a. Call for back up (i.e., Correctional Officers of the same sex as the inmate).
 - b. Call for a supervisor
 - c. Proceed to the cell and investigate

- 1) If the Correctional Officer chooses this option and finds the inmate nude or in a state of nudity, an incident report must be written outlining the situation and the factors relied upon by the officer to proceed.
- D. Cellblock Officers supervise the serving of meals and monitoring eating of meals.
- E. The Cellblock Officer ensures all inmates have access to the use of the recreation yard.
1. The Cellblock Officer:
 - a. Supervises inmates using the indoor/outdoor recreation areas, and,
 - b. Initiates disciplinary action for any abuse of equipment or disruptive behavior.
 2. The Cellblock Officer checks the recreation area for contraband and vandalism at the beginning of their shift and periodically thereafter.
 3. The Cellblock Officer may not mix inmates from separate cellblocks in the recreation area.

PCJ 300.03: Post Orders

Chapter: Security
Order No:
Effective: January 1, 2013
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-04
Classification: Public

I. Policy

- A. The Security Captain will maintain correctional officer post orders for each security post. Correctional officers will read and become familiar with the post orders and follow the guidelines they provide.

II. Definitions

- A. **Post Order-** General instructions for the correctional officer assigned the post including all scheduled and unscheduled duties by time of day and day of week.

III. General Information

- A. All post orders are reviewed annually by supervisory staff and updated as necessary.
- B. All personnel who assume a new post must read the appropriate post order.
- C. Correctional officers and designated staff document that they have read the post orders by signing the post order section of the shift inventory.
- D. Post orders are used both as a training tool and an operations manual in order to provide consistency in post operations and inmate management.

IV. Procedural Guidelines

- A. Annually, the Security Captain sends out individual sections of the post orders for review by designated staff. Each employee:
 - 1. Reviews the current post order for their assigned section and compares it to current practices:
 - 2. Makes suggestions for revisions and/or verifies current working practice; and,
 - 3. Submits suggestions to the Security Captain.
- B. The Security Captain compiles the data and makes it available to the Security Supervisors for review.
- C. The designated Security Supervisor:

1. Makes the appropriate revisions to the master computerized copy of the post orders; and
 2. Make copies for each specific security post and a complete copy for the Security Captain.
- D. The Security Captain files the original signed post order with the Jail Commander or designee.

PCJ 300.04: Logs and Reports

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-11
Classification: Public

I. Policy

- A. Correctional staff maintains a log and prepare written reports to record routine information, emergency situations and unusual incidents.

II. Definitions

- A. **Incidents-** Fire alarms with location, medical emergencies (include names), fights (include names), alarms with location, emergency lockdown (include reason), shakedowns (cells involved), forced blood draws (include name), emergency personnel on and off cellblock (i.e., Fire Department, Ambulance, etc) and other occurrences or emergencies that require notation.

III. General Information

- A. The Corrections Officer Activity Log is the official record/history of activities that occur on each cellblock for a 24-hour period of time.
- B. All records and internal documents are considered confidential.
- C. Information that requires documentation:
 - 1. Opening and closing of night tour doors;
 - 2. Meals- Meals arrived, meals served, trays off pod;
 - 3. Supervisors on the cellblock;
 - 4. Key counts;
 - 5. Shift change;
 - 6. Security rounds;
 - 7. Volunteers on and off the cellblock;
 - 8. Fire drills;
 - 9. Command Staff on the cellblock;
 - 10. Cell Searches;

11. Cellblock walk through;
12. Staff lunch break;
13. Laundry exchange;
14. Medications or nurse on and off the cellblock;
15. Mental health on and off the cellblock;
16. Mail (when distributed);
17. Recreation yard: Open/Closed, which cellblock, at what time;
18. The opening of cell doors during hours of lock down;
19. Any professional visits, attorneys, Department of Social Services, etc. on pod and when they left (names are not required);
20. Commissary passed out (time only – not by name); and,
21. Inmate Movement both on and off the cellblock:
 - a. To court – (by name other than morning court. For morning court, just list time);
 - b. To medical (name);
 - c. Trustees (name and location where going);
 - d. New Intakes (name and cell assigned);
 - e. Releases (name); and,
 - f. Programs (name and which program).

IV. Procedural Guidelines

- A. The Cellblock Officer in each housing unit documents all housing area activities on the computer generated Corrections Officer Activity Log.
- B. Correctional staff prepares and submits typed reports as required or directed by the Shift Supervisor in the Record Management System.
- C. The Shift Supervisor reviews all reports and Correctional Officer Activity Logs in a timely fashion, generally by the end of duty day.
- D. The Security Lieutenant reviews all housing reports generated by staff and reviewed by supervision.
- E. The Booking Lieutenant reviews all booking reports generated by staff and reviewed by supervision.

- F. The Support Captain reviews all Medical and Work Release reports generated by staff and reviewed by supervision.
- G. The Security Captain reviews all major facility issue reports.

PCJ 300.05: Post Checks

Chapter: Security

Order No:

Effective: July 11, 2016

Revised: June 28, 2016

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-11-12

Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 15

Classification: Public

I. Policy

- A. Post checks of all areas of the facility are conducted to maintain facility security, ensure proper supervision of staff/inmates and to ensure proper operation of the facility.

II. Definitions

- A. **Post Check:** An inspection conducted by the on-duty supervisor to ensure the proper operation of the facility.

III. General Information

- A. None

IV. Procedural Guidelines

- A. The Shift Supervisor or designee visits and inspects every area of the facility at least once during each shift.
 - 1. The following will be checked for any security concerns that may need to be addressed such as, but not limited to,
 - a. Open doors;
 - b. Missing screws;
 - c. Unsanitary conditions;
 - d. Unsafe conditions, etc
 - 2. Inmates are interacted with in the halls to ensure they are appropriately attired and going to their destination.
- B. The Shift Supervisor enters the cellblock:
 - 1. Observes and confers with the Cellblock Officer to assess their concerns and job performance.

- a. Assesses and addresses inmate morale and concerns;
 - b. Checks for any security, safety, issues related to the Prison Rape Elimination Act of 2003, and sanitation issues that need to be corrected;
 - c. Interacts with staff and inmates; and,
 - d. Corrects any deficiencies found.
2. Ensures an entry is logged into the Correctional Officer's Activity Log on the computer documenting the Shift Supervisor's post check
- C. The Shift Supervisor checks the facility equipment for unsafe or unsanitary conditions.
- D. Correctional officers do not notify other officers of the Shift Supervisor's rounds occurring unless there is a legitimate facility need.

PCJ 300.06: Inmate Counts

Chapter: Security
Order No:
Effective: January 1, 2013
Revised: November 21, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-17
Classification: Public

I. Policy

- A. The Pennington County Jail maintains safe and secure institutional operations through a comprehensive system of 24 hours a day inmate accountability. This includes counts and record keeping systems for all inmates including those assigned to work and school release and on other temporary release programs.

II. Definitions

- A. **Inmate Roster Board-** The roster board in booking displays the total inmate population counts and the exact location of each inmate in booking and on designated classification cellblocks.
- B. **Cellblock Roster-** Roster of all inmates assigned to a cellblock.
- C. **Inmate Head Count Records-** The total number of inmates recorded by the Shift Supervisor at the beginning of each shift.

III. General Information

- A. General Count Guidelines:
 - 1. Each count must be made accurately and promptly;
 - 2. Inmates must be visually identified or location verified (i.e. trustees, work details) on each count;
 - 3. Each count will be called into the Shift Supervisor; and,
 - 4. Inmate movement will be held to a minimum until counts are complete;

IV. Procedural Guidelines

- A. Inmate Roster Board
 - 1. The Booking Tech is responsible for maintaining the inmate roster board.
 - 2. The Shift Supervisor ensures that the Inmate Roster Board is updated and accurate at all times.

3. The Shift Supervisor ensures the Booking Tech is provided with up to the minute information regarding all inmate moves, admissions, releases, and custody changes, or any other changes which could affect the accountability.

B. Housing Unit Count Procedures

1. Normally, inmate head counts are conducted during shift change lockdowns.
 - a. All inmates, except trustees on work assignments, are locked in their assigned cells.
 - b. All Cellblock Officers record inmate counts on the cellblock shift log noting the exact time and total count and the officer's initials.
 - c. A count is conducted by the off-going officer and logged in the shift log.
 - d. The oncoming Correctional Officer conducts a count with a new cellblock roster and records this count in the shift log – verifying that both counts during lockdown match.
2. All oncoming headcounts are called into the Shift Supervisor.
 - a. The Shift Supervisor ensures the total institutional count is correct and all inmates are accounted for.
 - b. All counts are recorded on the inmate headcount sheet in the computer.

C. Census Checks

1. During rounds, the Correctional Officer accounts for the locations of all inmates assigned to the housing unit.
2. Any inmates that leave the cellblock are noted in one of the following:
 - a. In the event tracking system,
 - b. The cellblock log.
3. Any reassigned inmates are noted on the cellblock roster and reflected in the current number of inmates.

PCJ 300.07: Inmate Movement

Chapter: Security
Order No:
Effective: January 1, 2013
Revised: October 11, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-10
Classification: Internal

PCJ 300.08: Weekly Trip East

Chapter: Security
Order No:
Effective: December 2, 2013
Revised: November 20, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-27
Classification: Internal

PCJ 300.09: Inmate Transports

Chapter: Security
Order No:
Effective: October 1, 2013
Revised: August 30, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1B-06
Classification: Internal

PCJ 300.09.01: Inmate Transports- Community Service Trustee Transports

Chapter: Security
Order No:
Effective: December 17, 2012
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1B-06
Classification: Internal

PCJ 300.10: Accountability for Security Equipment

Chapter: Security

Order No:

Effective: April 7, 2015

Revised: April 6, 2015

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2B-06

Classification: Internal

PCJ 300.11: Cell and Area Searches

Chapter: Security

Order No:

Effective: December 2, 2013

Revised: November 20, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2C-01, 2C-06

Classification: Internal

PCJ 300.11.2: Evidence Procedures-Criminal Prosecution

Chapter: Security

Order No:

Effective: January 31, 2013

Revised: January 17, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2C-06

Classification: Internal

PCJ 300.11.3: Evidence Procedures-Disciplinary Actions

Chapter: Security

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2C-06

Classification: Internal

PCJ 300.11.4: Evidence Procedure-Law Enforcement Collection of Evidence

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2C-06
Classification: Internal

PCJ 300.12: Strip Searches

Chapter: Security

Order No:

Effective: July 11, 2016

Revised: June 28, 2016

Approved by: Sheriff Kevin Thom

Reference: Florence v. Board of Chosen Freeholders of County of Burlington, 2012 U.S. LEXIS 2712 (April 2, 2012)

Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

To control the introduction, movement, and possession of contraband in the Pennington County Jail, Correctional Officers will conduct a strip search any time:

- A. An arrestee will be placed in general population/housing of the jail such that they will have contact with other prisoners, irrespective of the nature of the crime for which they are being held, and without suspicion that they are holding contraband.
- B. Misdemeanor arrestees who are not going to be placed in general population/housing and who are not going to have contact with other prisoners while being processed, shall only be strip searched when there is reasonable suspicion to believe that they are concealing contraband or weapons that would be revealed by conducting a strip search.
- C. An inmate has had exposure or potential exposure to the public with knowledge that they will return to the facility (i.e. work-release inmates; weekenders; returning outside medical transports; court returns, and self-turn-ins).
- D. An inmate enters or leaves the security perimeter.
- E. An inmate's cell is searched.

II. Definitions

- A. **Strip Search:** Directing the arrestees to disrobe and submit to a visual inspection. As part of the inspection, the arrestees may be required to manipulate their bodies. It would include the re-arrangement of clothing such that an officer can visually see the genitals, or buttocks of a male or female, or breast of a woman.
- B. **Pat or Frisk:** Means a manual search of a clothed person and includes a visual inspection of the open mouth.
- C. **Cross-gender-strip-search:** The strip search of a person by a member of the opposite gender.

- D. **Contraband:** Any item which is prohibited from possession in the jail irrespective of whether the item would be considered illegal for possession in a public environment, i.e. cigarettes, lighter, matches etc.
- E. **Reasonable Suspicion:** Facts and circumstances based upon observations or information that would lead a reasonable correctional officer to believe that the person to be searched was concealing contraband.
- F. **Exigent Circumstance:** an emergency condition which if not immediately attended to may jeopardize the health and safety of persons in the facility including arrestees, inmates, and staff
- G. **Body-Cavity Search:** means a manual or instrument search of a person's oral, anal, vaginal, or other body cavity, performed by medical personnel. Body cavity searches shall not be conducted without a search warrant and only by medically trained personnel, such as a physician, physician assistant, registered nurse, licensed practical nurse or paramedic, in a private location under sanitary conditions

III. General Information

- A. Reasonable Suspicion may be supported by one or more of the following:
 - 1. Current offense for which they have been brought in on:
 - a. All felony charges;
 - b. Misdemeanor drug charges;
 - c. All crimes of violence;
 - 2. Recent arrests for weapons or drugs;
 - 3. Conduct of individual that would indicate they are concealing something;
 - 4. Items felt during pat-down or indicated during electronic detention (i.e. metal detector) search;
 - 5. Information from a reliable source
- B. Cross-gender strip searches are prohibited unless exigent circumstances exist which would not allow the delay of the search until an officer/employee of the same gender arrives.
- C. All strip searches are to be conducted in a discrete manner which provides for the privacy of the individual being searched.
 - 1. Inmates identified as transgender or intersex will be asked their preference for which sex of officer will conduct the strip search.

- a. If, during the search, the inmate is discovered to have genitalia of the opposite sex, the search will continue and upon completion, be fully documented.
- D. At no time shall personnel touch an inmate who is being strip searched unless exigent circumstances exist.

IV. Procedural Guidelines

- A. When an inmate is moved from holding to a housing unit, the Correctional Officer will conduct a strip search.
1. The Correctional Officer obtains a set of correct size jail clothing for the inmate.
 2. The Correctional Officer explains to the arrestee that he/she is going to be strip searched and issued jail clothing.
 3. The Correctional Officer escorts the inmate to the change-out room in booking
 4. The Correctional Officer instructs the inmate to remove his/her clothing one item at a time, searches each item, and lays the item out of reach of the inmate.
 5. The Correctional Officer conducts a careful visual inspection of the inmate's body.
 - a. If illegal contraband is detected, the Correctional Officer will take possession of the contraband and notify law enforcement.
 - b. If contraband is detected that is not illegal, the Correctional Officer will take possession of contraband and place it in the inmate's property.
 - c. If any signs of injury or illness are observed, the Correctional Officer will notify medical staff after the strip search is completed.
 6. The Correctional Officer issues or returns the clothing to the inmate without delay.
- B. Any time an inmate has been outside of the secure perimeter and had any opportunity to obtain contraband, the Correctional Officer will conduct a strip search upon their return to the Jail.
1. The Correctional Officer explains that the inmate will be strip searched and the reason for the search.
 2. The Correctional Officer will escort the inmate to an area as close to the point of entry as possible that provides privacy to conduct the strip search.
 3. The Correctional Officer will conduct the strip search and document any contraband confiscated during the search.

4. The Correctional Officer will document the strip search in the inmate's contact journal.
- C. Any time an inmate's cell is going to be searched, the Correctional Officer first strip searches the inmate unless the inmate is out of the housing unit (i.e., court) or a "backup officer" is not available.
1. The Correctional Officer will tell the inmate that his/her cell has been selected for search and that he will be strip searched as well.
 2. The Correctional Officer will escort the inmate to an appropriate location in the housing unit that provides adequate privacy for the strip search.
 3. The Correctional Officer will conduct the strip search and document any contraband confiscated during the search.
 4. The Correctional Officer will document the strip search in the inmate's contact journal.

PCJ 300.12.1: Pat Searches

Chapter: Security

Order No:

Effective: July 11, 2016

Revised: June 28, 2016

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2C-01

Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. Jail Staff conduct frequent pat searches to prevent the introduction of contraband into the facility and movement of contraband within the facility.

II. Definitions

- A. **Contraband-** Any item(s) not issued by the Jail, purchased from the commissary, or authorized by the Jail Administration, or any permissible items converted into something other than its original purpose. This includes unauthorized amounts of permissible items.
- B. **Intersex-** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.
- C. **Frisk, Pat or Squeeze Search-** A search during which an inmate is not required to remove their clothes and the Correctional Officer thoroughly pats all parts of the body and clothing to detect contraband or weapons by touch only. Pat searches by correctional officers of the opposite sex can only be conducted in emergency circumstances when there are no other options.
- D. **Transgender-** A person whose gender identity (i.e. internal sense of feeling male or female) is different from the person's assigned birth sex.

III. General Information

- A. Pat searches are conducted:
 - 1. Any time an inmate is brought into the facility;
 - 2. The inmate has access to the public (taken outside the secure part of the facility or has a contact visit);
 - 3. Any time an inmate leaves or enters a cellblock, to include the booking area;
 - 4. Any time there is reasonable suspicion that the inmate may have contraband.
- B. During the intake process, the Booking Officer/Rover pat searches the inmate while still in the Law Enforcement Lobby to detect weapons or contraband.

- C. Inmates that are being transported outside of the secure perimeter are thoroughly pat searched before restraints are applied and before their removal upon their return to the facility.
- D. Male Correctional Officers pat search male inmates
 - 1. Male Correctional Officers may pat female inmates when a female Correctional Officer is not available and correctional officer safety is an immediate concern.
 - 2. Whenever a male Correctional Officer pat searches a female inmate, an Incident Report will be written regarding the safety concerns pertaining to the pat search.
- E. Female Correctional Officers pat search male and female inmates and inmates identifying as transgender or intersex.
 - 1. Unless there is a female on the cellblock, the female inmate can be sent to booking and released without a search.
 - 2. If a female inmate is not going to pass back through an area, then they don't have to be searched (i.e. – Inmate being sent back to booking due to housing issues).
 - 3. If the female inmate is not returned to the same housing area, this does not require search. The inmate will be searched prior to going to their new housing area.
- F. It is recommended that staff wear gloves whenever in contact with an inmate

IV. Procedural Guidelines

- A. The Correctional Officer puts on gloves.
- B. The Correctional Officer has the inmate remove all items from their pockets.
 - 1. If in the Law Enforcement Lobby- the inmate places the items on the desk.
 - 2. If in the facility- there should be nothing in the pocket.
- C. The Correctional Officer has the inmate stand with feet apart and arms extended outward with fingers apart.
- D. The Correctional Officer begins the search standing to the rear of the inmate, systematically covering all parts of the inmate's body, starting at the top:
 - 1. Grasp the inmate's collar and run fingers along it, feeling for any hidden items,
 - 2. Proceed downward, running hands over his/her shoulders,
 - 3. Search each of the arms separately,
 - 4. Run both hands down the outside of one of the inmate's arms to the shirt cuff,

5. Make sure there is nothing in the inmate's hand,
 6. Move hands up the inside of the arm to the armpit,
 7. Search the other arms the same way.
 8. Run hands down the shirt front, checking the pocket and stopping at the inmate's beltline,
 9. Check the back using the same process,
 10. Run fingers around the inside of the waistband,
 11. From the waistline, run hands down the inmate's buttocks,
 12. Move both hands to one leg; Run them carefully down the leg checking all around it.
 - a. Repeat the process on the other leg.
 13. Run hands over the inmate's lower abdomen and crotch carefully.
 14. Have the inmate remove their shoes and inspect.
- E. Any contraband that possession of constitutes a criminal act, is turned over to the arresting officer.
- F. Contraband that is not illegal to possess but not allowed in the facility, is placed in the inmate's property.

PCJ 300.12.2: Canine Searches

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2C-01, 2C-06
Classification: Public

I. Policy

- A. To prevent inmates from hiding drugs in the Pennington County Jail, periodic searches will be conducted using trained canines.

II. Definitions

- A. **Contraband-** Any item(s) not issued by the Jail, purchased from the commissary, or authorized by the Jail Administration, or any permissible items converted into something other than its original purpose. This includes unauthorized amounts of permissible items.

III. General Information

- A. Canines may be used to search for contraband only with the permission of the Jail Commander or designee.
 - 1. Canines will search property and living areas only.
 - 2. Canines are not permitted to be used to search inmates.
 - 3. Prior to canines searching an area, all inmates will be searched and removed from the area to be searched.

IV. Procedural Guidelines

- A. When using canines to detect criminal activity, the Shift Supervisor will seek approval from the Jail Commander or designee.
- B. The Shift Supervisor will notify the Housing Officer to secure all inmates out of the vicinity of the canine.
 - 1. In order to conduct an effective search, the Shift Supervisor will direct the Housing Officer to secure the inmates somewhere other than the cells being searched, i.e. recreation yards.
 - 2. During the search, the Shift Supervisor will maintain that no inmates come in contact with the canine at any time.

- C. The canine will be escorted from the facility at the point in which the search concludes.
- D. Any contraband discovered will be secured by the Shift Supervisor as per the Evidence Policy.
- E. All staff involved will complete an incident report.

PCJ 300.12.3: Body Cavity Search

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2C-05
Classification: Public

I. Policy

- A. The manual or instrumental inspection of inmate body cavities will be conducted based on reasonable belief the inmate is carrying contraband, weapons or evidence and only when authorized by the Jail Commander or designee. Body cavity searches will only be conducted by medical personnel.

II. Definitions

- A. **Body Cavity Search-** Visual search or a manual internal inspection of body cavities for contraband such as illegal drugs, money, jewelry, or weapons. It is far more invasive than the standard strip search that is typically performed on individuals taken into custody, either upon police arrest or incarceration at a jail.

III. General Information

- A. The Jail Commander or designee will make all decisions to have manual or instrumental inspections of body cavities.
 - 1. The least invasive form of search is conducted.
- B. Body cavity searches will be conducted at a private location determined by the Health Authority.
- C. No body cavity searches will be performed by Correctional Staff at the Pennington County Jail.

IV. Procedural Guidelines

- A. Upon reasonable suspicion, the Jail Commander or designee authorizes the search.
- B. The Jail Commander or designee coordinates with the Medical Department, Law Enforcement and an outside medical facility to have the inmate searched.
- C. The inmate is transported to an outside medical facility and searched by qualified medical personnel.
- D. Any evidence recovered is handled using all evidentiary rules.
- E. The inmate is returned to the facility.

- F. Discovery of contraband is used to determine classification of inmate.
- G. An Incident Report is completed by jail personnel detailing the reasons for the search and outcome of procedure.

PCJ 300.12.4 Body Scanner

Chapter: Security
Order No:
Effective: December 1, 2017
Revised:
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2C-01
Classification: Public

I. Policy

- A. The Pennington County Jail utilizes a Body Scanner as an approved method of controlling the introduction and possession of contraband within the secure portion of the facility.

II. Definitions

- A. **Body Scanner-** A whole-body security screening device which utilizes ionizing radiation in order to detect contraband, weapons, and similar items, hidden inside and outside an inmate's body.

III. General Information

- A. Full body scanning is performed using the Body Scanner by a trained operator.
 1. Generally, the operator is the same gender as the inmate being scanned.
- B. An inmate will be scanned any time:
 1. An arrestee will be placed in general population/housing of the jail such that they will have contact with other inmates.
 2. When there is reasonable suspicion to believe that they are concealing contraband or weapons.
 3. An inmate has had exposure or potential exposure to the public with knowledge that they will return to the facility (i.e. returning from furlough, medical transports where the inmate was out of sight of the transporting officer).
- C. Inmate's cumulative exposure levels are tracked using the Body Scanner's software.

IV. Procedural Guidelines

- A. Inmates will be scanned immediately prior to be sent from booking to a housing unit.
- B. All inmate will be asked if they have body piercings, implants or prosthesis, and if females, are they pregnant.

1. Medical will conduct a pregnancy test on females reporting to be pregnant prior to scanning.
 2. Pregnant inmate shall not be scanned.
- C. Any inmate who refuses to be scanned will be immediately segregated and the supervisor notified immediately.
- D. Inmates will enter the scanner wearing only one (1) striped shirt and one (1) striped pants with their footwear in hand.
- E. The operator shall announce “scanning” so staff in the immediate area can step outside the designated scanning area.
- F. If not indicates of contraband is detected, the inmate is sent to their destination.
- G. If an indication of contraband is detected:
1. The supervisor is notified immediately.
 2. The operator asks the inmate what they are concealing and if it can be removed.
 - a. If the contraband can be removed by the inmate, a booking officer of the same gender shall observe the removal.
 3. If the inmate refuses or cannot remove the contraband, the inmate will be immediately segregation from other inmates.
- H. Inmates segregated due to detection of contraband or refusal to be scanned will be removed from segregation only after clearing the Body Scanner.
- I. After an inmate is cleared from the Body Scanner, care is exercised to ensure the inmate does not come into contact with inmate who have not been scanned or areas that may contain contraband.

PCJ 300.14: Key Control

Chapter: Security
Order No:
Effective: April 7, 2015
Revised: April 6, 2015
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2D-01
Classification: Public

I. Policy

- A. Jail staff shall provide for maximum security and safety of the facility, staff, and inmates by the strict control, monitoring, and accountability of all keys in the jail.

II. Definitions

- A. **Morse Watchman Keywatcher III Cabinet-** A locked, electronic cabinet housing all operational keys authorizing staff access by using the thumbprint for identification.
- B. **Non-Security Key:** Any institutional key that if lost, would not allow unauthorized access to security equipment, security devices, weapons, hazardous or toxic chemicals to allow unauthorized egress from the secure part of the facility.
- C. **Security Key:** Any facility key which, if lost or duplicated would jeopardize the security of the institution, employees, visitors, or inmates or directly or indirectly facilitate an escape.

III. General Information

- A. To ensure security, keys will:
 - 1. Be carried or secured on the staff members' person at all times.
 - 2. Not be referred to by any number in the presence of inmates.
 - 3. Not be duplicated by any staff member without written approval of the Jail Commander.
 - 4. Not be taken from the facility without prior approval from the Jail Commander.
 - 5. Be checked out and in each shift through the Keywatcher.
 - a. Keys will not be passed from one staff person to another when changing shifts or assignments.
- B. A key box containing duplicates of all keys in use at the Jail is kept in the administration area.
 - 1. The Jail Commander will appoint a staff member to maintain the key box.

2. A key to the key box will be kept in the safe.
 - a. The combination will be changed annually and disseminated only to the following: Sheriff, Commander, Administrative Assistant III, Accountant and Assistant To.
3. The keys from the key box are only to be used in an emergency.
4. A key control file will be maintained listing the following:
 - a. Number of keys available for use,
 - b. Location of all keys in use and in reserve, and,
 - c. Log-out sheet.

C. Operational key sets are:

1. Assembled for each post according to the key set schedule.
 - a. A list of key set numbers and keys per set will be maintained on each post.
2. Identified by the Morse Watchman Keywatcher Fob as to which work station it is signed out to.
 - a. Keys not returned to the Keywatcher within the slotted time after being checked out will generate an alarm.

D. Emergency keys:

1. One set will be kept in the Control Room and the Law Enforcement Dispatch Center.
2. Are only issued in emergency situations or for training purposes.
 - a. A Captain, Lieutenant, Sergeant or the Jail Commander must approve the issuance of keys for training purposes.
3. Are issued by the Control Room Operator who will log the following on the Key Control Log:
 - a. Date
 - b. Key (Interior or Exterior)
 - c. Time out
 - d. Time in
 - e. Correctional Officer accessing key
 - f. Authorizing authority

- g. Control Room Operator issuing key
- 4. Are not taken into the housing area except in the event of a real emergency or approved training session.

IV. Procedural Guidelines

- A. Prior to starting a shift, the staff member:
 - 1. Checks out an operational key set from the Keywatcher box;
 - 2. Counts the keys on the key ring; and,
 - 3. Logs the key set number and physical count in the computer.
 - a. Count discrepancies are reported to the Shift Supervisor immediately.
- B. If any keys are lost or misplaced:
 - 1. The Correctional Officer immediately reports the loss to the Shift Supervisor with the following:
 - a. When the loss was discovered;
 - b. Circumstances surrounding the loss; and,
 - c. The key's identification number.
 - 2. An immediate search is initiated and precaution is taken in accordance to the type of key lost.
 - a. When security keys are lost, proper security precautions must be taken to preclude unauthorized use of the keys.
 - 3. The Jail Commander is immediately notified of the loss of key(s).
 - 4. An Incident Report is submitted to the Jail Commander prior to the end of the shift.
- C. If the Morse Watchman Keywatcher fails:
 - 1. The key box key is retrieved by the Shift Supervisor from the safe;
 - 2. The keys will be manually released from the key box for use;
 - 3. A key roster is manually maintained of each key set taken or returned;
 - 4. The Security Captain or Jail Commander is notified of the key exchange; and,
 - 5. The key roster is filed with the Jail Commander when the key system is functioning.

PCJ 300.15: Tool Control

Chapter: Security

Order No:

Effective: December 2, 2013

Revised: November 19, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2D-02-03

Classification: Internal

PCJ 300.16: Use of Force and Restraints

Chapter: Security
Order No:
Effective: January 1, 2013
Revised: November 29, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2B-01-02, 2B-07, 7B-16
SDCL: 22-18-2
Classification: Public

I. Policy

- A. All security and custody personnel are trained in approved methods of self-defense and the use of force as a last resort to control inmates.
- B. The use of force is restricted to instances of justifiable self-defense, protection of others, protection of property and prevention of escapes, and used only as a last resort and when it is necessary to control inmates and in accordance with South Dakota Codified Law (SDCL) 22-18-2.

II. Definitions

- A. **Force (Control)** - The actions an officer takes to stop potentially dangerous and unlawful behavior, to protect the officer or another from injury or death, to protect subjects from injuring themselves, or in the protecting of property from damage. This may include the use of physical force when necessary.
- B. **Force (Resistance)** - The action a subject takes to attempt to evade an officer's attempts of control. Physical force may be used to counter this force when required.
- C. **South Dakota Codified Law (SDCL) 22-18-2-** Justifiable force used by public officer in performance of duty—Assistance or direction to officer. To use or attempt to use or offer to use force or violence upon or toward the person of another is not unlawful if necessarily committed by a public officer in the performance of any legal duty or by any other person assisting the public officer or acting by the public officer's direction.
- D. **Use of Force Continuum-** Guidelines as to how much force may be used against a resisting subject in a given situation.

III. General Information

- A. Physical force is never justified as means of punishment.
- B. Only sufficient physical force is used to overcome resistance.
- C. Physical force may be applied under the following conditions:

1. To prevent or halt unlawful violence to persons or property;
2. To prevent or halt the commission of any other offense;
3. To prevent or halt an individual from harming him/herself;
4. To preserve the peace;
5. To maintain order;
6. To prevent or halt an interference with the unlawful possession of contraband.

D. Use of force should not be implemented until adequate staff is available.

1. Availability of adequate staff will reduce the potential that injury will occur to the inmate or staff.
2. If force is required, the Shift Supervisor may call for adequate staff from the following areas:
 - a. Booking Officer;
 - b. Rover;
 - c. Transport;
 - d. Support Staff (i.e. Training Sergeant, Property Sergeant, Classification Officer); and/or,
 - e. Law Enforcement.

E. Use of force continuum deemed appropriate by the Pennington County Jail:

1. Officer presence;
2. Verbal communication;
 - a. Voice commands and other verbal communications used by officers when addressing or communicating with suspects or members of the inmate population are to be temperate and tactful.
 - 1) Are to be temperate and tactful.
 - b. Staff must give clear instructions to the inmate.
3. Control & Restraint;
 - a. Physical force, to include pain compliance holds and other use of force techniques in which the officer has been trained; may be used when required to ensure that the facility is not damaged, that the inmate or inmates are protected from themselves or others, or to ensure that staff are not harmed.

- b. When approved restraint equipment is used for other than security or transportation, the Shift Supervisor authorizes their use.
 - 1) A Correctional Officer may decide to apply restraints if there is an immediate and urgent need to restrain an inmate who is uncontrollably violent to self, others, or property.
 - 2) The Correctional Officer must report this to the Shift Supervisor as soon as the situation is stabilized.
 - c. Approves restraint equipment that may be used by the Pennington County Jail staff is:
 - 1) Handcuffs;
 - 2) Leg Irons;
 - 3) Belly Chains;
 - 4) Soft Restraints;
 - 5) Safety Cell; and,
 - 6) Restraint Chair.
 - d. Restraint equipment is authorized to be used only as a control measure when absolutely necessary.
 - e. Restraint equipment is never to be used as a form of punishment.
 - f. Handcuffs and other restraint devices (flex-cuffs, soft leather restraints, etc.) are authorized for use by the correctional officers to control and restrain suspects.
 - g. The Shift Supervisor will assess the situation ensuring justifiable use of restraints. Restraints are only applied under the following circumstances:
 - 1) When all other reasonable methods have failed to control the situation.
 - 2) When the person is uncontrollably violent toward self, others, or property.
 - 3) When moving an inmate from one cellblock to another for disciplinary reasons.
4. Advanced Taser/Chemical Agents
- a. Electronic incapacitation devices, as approved by the Sheriff, may be used for their intended purposes when appropriate.

- b. Chemical incapacitation products, including Oleoresin Capsicum (OC) sprays, may be used for their intended purposes, when appropriate, in attempting to control and restrain inmates.
- F. All persons injured in an incident will receive immediate medical attention.

IV. Procedural Guidelines

- A. After the Shift Supervisor has determined that verbal communication has failed to resolve the situation and force is required, the Supervisor may call for adequate staff.
- B. When appropriate additional personnel are on scene, the Shift Supervisor determines if force is to be implemented.
- C. The Shift Supervisor directs all staff regarding their assigned duties, including use of the hand held video camera, when available.
- D. The Shift Supervisor or designee may communicate to the inmate one of the following:
 - 1. Lockdown;
 - 2. Get on the ground; and
 - 3. Kneel on the bunk, with hands on the wall; etc.
- E. Upon refusal to comply with directives the Shift Supervisor should/may communicate intent to use additional force, i.e. Taser/Oleoresin Capsicum (OC) is deployed.
- F. During the use of force, the Shift Supervisor and additional staff secure the inmate in restraints.
- G. Once in restraints the Shift Supervisor directs the staff to take the inmate to one of the following safe areas:
 - 1. Holding cell;
 - 2. Housing cell; or,
 - 3. Four Point Restraint Chair/Safety Cell.
- H. The designated staff member:
 - 1. Removes restraints through the cell pass thru, if available.
 - 2. Directs the inmate to kneel on the bunk or lie face down on the bunk to remove restraints when no pass through is available.
- I. If an inmate refuses to cooperate with staff in the removal of restraints, the Shift Supervisor assigns correctional staff to ensure their safety and the prompt removal of the restraints at the soonest possible time.

1. Inmates are checked at least every 15 minutes.
 2. All status checks are documented on the Restraint/Safety Cell Form.
 3. The inmate is to be transferred to the 4-point restraint chair upon continual refusal to follow directives in the removal of restraints.
- J. If injuries were suffered by inmates or staff, immediate medical attention is provided.
- K. A report is submitted by medical staff to the Shift Supervisor describing any injuries received and treatment given no later than the end of shift.
- L. The Shift Supervisor copies the information received by medical staff to the Incident Report.
- M. The Shift Supervisor notifies on-call as soon as possible when force is used that result in any injury.
- N. A written report by all correctional officers involved is completed no later than the conclusion of shift including the following:
1. An accounting of events leading to the use of force,
 2. Reasons for employing force,
 3. Description of any injuries suffered, and treatment given.
- O. The Security Captain reviews all use of force reports in a timely fashion and forward them to the Jail Commander for review.

PCJ 300.16.2: Four Point/Security Restraints

Chapter: Security
Order No:
Effective: July 20, 2012
Revised: June 5, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2B-03, 2B-07
Classification: Public

I. Policy

- A. The use of the Four Point Restraint/ Security Restraints is for inmates who are displaying uncontrollably violent behavior. The Four Point Restraint/Security Restraints are provided to prevent an inmate from injuring themselves or others.

II. Definitions

- A. **None**

III. General Information

- A. The Four Point Restraint Chair is authorized to be used only as a control measure when absolutely necessary and never as a form of punishment.
- B. The restraint chair will only be authorized under the following circumstances:
 - 1. When all other reasonable methods have proven ineffective.
 - 2. When the person is uncontrollably violent toward self, others, or property.
- C. Medical staff does not participate in non-medical restraint of inmates except for monitoring their health status.
- D. All inmates who are restrained are provided nursing care, diet and hygiene needs.

IV. Procedural Guidelines

- A. The Shift Supervisor must obtain authorization from the on-call **prior** to the use of the Four Point Restraint Chair.
 - 1. The Shift Supervisor may initiate use of the four point restraint chair if there is imminent danger.
 - 2. As soon as possible thereafter, the Shift Supervisor will consult the on-call.
- B. Upon approval to restrain an inmate in the restraint chair, the Shift Supervisor and Correctional Staff will follow manufacturer's recommendation to place inmate in the restraint chair.

1. If inmate is violently banging head, helmet will be used.
 2. If inmate is spitting, spit mask will be used.
- C. The Shift Supervisor will assign a staff member to directly supervise the inmate until medical staff can assess the inmate.
1. After hours, Medical on-call will conduct an on-site assessment as soon as possible.
 2. Medical staff will assess the inmate's medical condition and may recommend that Four Point Restraints be discontinued in order to protect the health of the inmate.
- D. Inmates who are restrained are visually observed at least every 15 minutes by a correctional officer to ensure their safety and the prompt removal of the restraints at the soonest possible time.
- E. The correctional officer will document their visual observation on the restraint observation checklist form.
- F. If the inmate is extremely self destructive or uncontrollable, the Shift Supervisor assigns a staff member to continually monitor the inmate.
- G. The Shift Supervisor will assess the inmate's condition and review the restraint observation checklist form at least every 60 minutes to ensure the removal of the restraints at the soonest possible time.
- H. If the inmate's condition worsens, the Shift Supervisor will contact the on-call immediately.
- I. The Shift Supervisor will notify the on-call if the behavior continues for more than four hours.
1. The on-call will conduct an on-site evaluation and assessment.
 2. The on-call will notify the Facility Physician or designee (Physician Assistant or Medical Staff) to assess the inmate's medical and mental health condition and advise whether, on the basis of serious danger to self or others, the inmate should be placed in a medical/mental health unit for emergency involuntary treatment.
- J. A written report by all officers, medical, and mental health staff involved will be completed no later than the conclusion of shift. The report will include the following:
1. An accounting of events leading to the use of the four point restraint chair.
 2. Contact with designated administrative staff for approval.
 3. Detailed observations from staff regarding the inmate's behavior.

4. Visits, assessments from the on-call, medical staff and/or facility physician.
5. Nursing care, diet and hygiene care given.

PCJ 300.16.3: Use of Force Analysis

Chapter: Security
Order No:
Effective: July 20, 2012
Revised: June 5, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF 2B-01
Classification: Public

I. Policy

- A. It is the policy of the Pennington County Jail that all reports in which force is used is significant enough it will be reviewed by the Jail Commander or his designee.

II. Definitions

- A. **Jail Commander Staff:** Administrative staff including the Security Lieutenant, Support Lieutenant and Jail Commander.
- B. **Force:** An aggressive act committed by any person which does not amount to assault, and is necessary to accomplish an objective.
- C. **Use of Force Analysis:** Review of use of force reports to determine if staff were in compliance with Jail Use of Force Policy and procedures.

III. General Information

- A. The use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority.
- B. In no event is physical force used as punishment.

IV. Procedural Guidelines

- A. The Shift Supervisor will email all Use of Force reports to the Jail Command Staff.
- B. The Security Lieutenant will review the Use of Force report and may appoint a review board to further review incident reports and, if necessary, conduct interviews of those individuals involved in the incident.
- C. Once the board has completed the review of the incident, a written analysis will be submitted to the Jail Commander within 48 hours.
- D. The results of the analysis will be reviewed with the individuals involved and a copy of this analysis will be kept on file.

PCJ 300.18: Use of Chemical Weapons (Oleoresin Capsicum)

Chapter: Security

Order No:

Effective: July 20, 2012

Revised: May 31, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05, 2B-04, 2B-06, 2B-07, 7B-15

Classification: Public

I. Policy

- A. The use of chemical weapons (OC) is authorized to control inmates displaying aggressive behavior and to reduce the potential of injury to staff, inmates and visitors.

II. Definitions

- A. None

III. General Information

- A. All correctional staff receives training on the use of Oleoresin Capsicum (OC) and in the treatment of inmates exposed to Oleoresin Capsicum prior to cellblock assignment.
- B. Trained staff is authorized to use chemical weapons (Oleoresin Capsicum Spray) under the following conditions:
 - 1. When an inmate exhibits violent or potentially violent behavior that threatens the safety of others.
 - a. After attempts to subdue the inmate by conventional means of persuasion, escort control, or pressure point control techniques have not been or appear unlikely to be effective.
 - b. When any of the conventional means may involve injury to staff or inmates.
 - 2. When it is unsafe for personnel to approach an inmate in order to implement escort or pressure point control techniques.
 - 3. To disperse unruly or rioting crowds threatening the safety and security of the facility, inmates, staff or visitors.
 - 4. To defend oneself or another from physical harm or possibly death.
 - 5. Oleoresin Capsicum may only be used after sufficient warning of its intentional use has been given to the inmate and then only if the inmate continues to take an aggressive posture or makes aggressive movements towards staff or others.

- C. Monthly, the designated staff member will conduct an inventory/inspection of all Oleoresin Capsicum canisters issued to staff.
 - 1. The inventory will also include the canisters kept in stock.
 - a. The purpose of the inventory is to ensure that the product remains within the manufacturer's recommended shelf life.
 - b. Those canisters that have reached the manufacturer's recommended shelf life will be replaced from stock.
 - c. Completed Inventories are submitted to the Security Lieutenant by the 1st of each month.

IV. Procedural Guidelines

- A. The responding officer gives verbal commands to the inmate(s).
- B. Failure to follow commands resulting in the use of Oleoresin Capsicum, the officer will attempt to spray the inmate in the area of the forehead and eyes from a distance of at least 3 feet but no more than 10 feet away.
- C. When safe to approach the inmate, the responding staff will restrain the inmate and place in the upright position to avoid possible asphyxiation.
- D. The responding staff will escort the inmate to a safe location (booking shower, holding, cell, etc.) free of O.C. spray for decontamination of inmate and cell or housing area.
 - 1. Any part of the body that is contacted by the spray is to be rinsed with water as soon as possible.
 - 2. If unable to place the inmate in a shower, inmate will be provided towels to decontaminate.
 - 3. The inmate will be provided a change of clothing and linen where applicable.
- E. Medical staff will respond to the incident when medical attention is necessary.
- F. After the use of Oleoresin Capsicum Spray, the staff person(s) involved in the incident will immediately report to the supervisor verbally all circumstances involving the use of OC.
- G. Each staff person(s) involved will complete an Incident Report in the designated record management system prior to the end of the shift.
 - 1. The report will include the following:
 - a. Written accounts from all staff involved in the incident.
 - b. Medical treatment reports if medical attention if required.

2. The Shift Supervisor will review all reports for accuracy.
 3. The Security Lieutenant will review the reports for accuracy and follow-up information and make notification to the Jail Commander.
- H. The Shift Supervisor will replace any empty canisters where applicable and report this in writing on the incident report.

PCJ 300.18.1: Use of Taser

Chapter: Security
Order No:
Effective: November 18, 2014
Revised: February 28, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-05, 2B-01, 2B-04-2B-07
Classification: Public

I. Policy

- A. The use of a Taser weapon is authorized to control inmates displaying aggressive behavior and to reduce potential injury to staff, inmates and visitors.

II. Definitions

- A. **Taser:** Conducted Electrical Weapons (CEW)

III. General Information

- A. Only trained staff is authorized to use the Taser on inmates under the following conditions:
 - 1. An inmate exhibits violent or potentially violent behavior that threatens the safety of others.
 - a. Attempts to subdue an inmate by other means have been, or will likely be ineffective.
 - b. There is reasonable expectation that it will be unsafe for Officers to approach within contact range of the inmate.
 - 2. To control unruly or rioting crowds threatening the safety and security of the facility, inmates, staff or visitors.
 - 3. To defend oneself or another from physical harm.
 - 4. To prevent damage to the facility.
 - 5. The use of the Taser on late-term pregnant females is to be avoided if possible to prevent possible complications from a secondary injury or fall.
- B. Whenever practical, prior to discharging the Taser, the staff person will warn the inmate that if the inmate does not comply with the Officer's direction the Taser will be used.
- C. Probes are not to be removed if the shaft is so deep as to prevent probe from hanging loosely or the probe is imbedded in the head/face, groin or women's breast.

1. Medical staff will need to assess these situations and determine if the probes can be removed by medical staff or if the inmate is to be transported to a medical facility.
 2. Probes may be removed by trained personnel.
- D. The Taser is to be worn by:
1. The Shift Supervisor on all shifts.
 2. Second Floor Rover or designee.
 3. The Security Lieutenant or their designee.
- E. The Taser(s) and cartridges are stored in the Administration hallway in a locked shadow box.
1. Daily, the Shift Supervisor will inventory all items relating to the Taser.
 2. Any discrepancies will be immediately reported to the Security Lieutenant and Jail Commander.
- F. Staff authorized to use the Taser to be re-certified according to Taser International's recommendation and guidelines.

IV. Procedural Guidelines

- A. Verbal commands will be given to the inmate(s).
- B. If the inmate fails to follow commands resulting in the use of the Taser; the supervisor will clearly state, "Taser clear" indicating that the use of the Taser is imminent.
- C. During a successful shock, available staff, following the direction of the Shift Supervisor or designee, will immediately respond to the inmate to gain control and restraint.
- D. The restraining staff will escort the inmate to a secure location after successful submission.
- E. Medical staff, when available will respond to the incident to evaluate the inmate and remove the probes.
 1. Authorized staff are to wear rubber gloves when removing the probes from the skin.
 2. Instant sanitizing gel or spray is to be administered to each puncture site and a band-aid applied.
 3. Medical personnel or the Shift Supervisor will make a determination if the inmate is to be transported to a medical facility for follow-up medical evaluation.

4. Attention is to be given to potential of secondary injuries the inmate may have received from falling after being incapacitated by the Taser.
- F. The Shift Supervisor or their designee will collect the air cartridge probes and several AFID's from the scene to be placed in an evidence envelope.
- G. The Shift Supervisor will download the following detailed information utilizing the Taser Data Port:
1. Date
 2. Time
 3. Number of times the Taser was activated
 4. Length of time the Taser was activated.
- H. Each staff person(s) involved will complete an Incident Report in the designated record management system prior to the end of the shift.
1. The report will include the following:
 - a. Written accounts from all staff involved in the incident.
 - b. Medical treatment reports if medical attention is required.
 2. The Shift Supervisor will review all reports for accuracy.
 3. The Security Lieutenant will review the reports for accuracy and follow-up information and make notification to the Jail Commander.
- I. The Shift Supervisor will fill out an Evidence Form.
- J. The Shift Supervisor will attach the following items:
1. An Evidence Form
 2. A copy of the incident report
 3. The Evidence Envelope
 4. The Taser Data Port download
 5. Place it in the Security Lieutenant's office.

PCJ 300.19: Security Equipment Inspections

Chapter: Security

Order No:

Effective: January 1, 2013

Revised: November 26, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-13-14, 2A-13

Classification: Internal

PCJ 300.16.1: Use of Restraints for Transport

Chapter: Security
Order No:
Effective: January 1, 2013
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2B-02
Classification: Public

I. Policy

- A. Restraints are used only as a precaution against escapes during transport and only when necessary to prevent self-injury, injury to others or damage to property. Restraints are never applied as punishment.

II. Definitions

- A. **Double Lock-** The mechanism that is built into the restraints that keeps the restraints from being accidentally tightened once applied.

III. General Information

- A. Acceptable restraints to be used during transport are:
 - 1. Handcuffs;
 - 2. Legcuffs;
 - 3. Belly Chain/Belt; and,
 - 4. Multiple Cuff Chain.
- B. Use of restraints for other than transport must be approved by the Jail Commander or designee.
- C. Extra consideration is given to pregnant inmates.

IV. Procedural Guidelines

- A. Jail staff or transportation staff apply the appropriate restraints tight enough only to restrict movement, but not so tight as to inflict pain or injury.
- B. Jail staff or transportation staff double locks the restraints once applied.

PCJ 300.20: Urinalysis Testing Procedure

Chapter: Security
Order No:
Effective: October 1, 2013
Revised: August 31, 2013
Approved by: Sheriff Kevin Thom
Reference: None
Classification: Public

I. Policy

- A. The Pennington County Jail may request a urine sample from any inmate in the Pennington County Jail to detect the use of illicit drugs.

II. Definitions

- A. **None**

III. General Information

- A. Samples may be collected from inmates randomly or when there is reason to believe the inmate has been using illegal drugs.
- B. Specimen collection is observed by a Correctional Officer of the same sex.
- C. Proper protection procedures, such as the use of gloves by the Correctional Officer will be used.
- D. The current fee for the testing will be charged to the inmates account. Federal inmates are not charged.
- E. Positive tests will result in a test every five days until the test is negative.

IV. Procedural Guidelines

- A. The Correctional Officer taking the sample puts on gloves.
- B. The inmate giving the samples washes their hands prior to giving the sample to prevent possible contamination.
- C. The Correctional Officer gives the collection cup to the inmate.
- D. The Correctional Officer witnesses the body fluid flow from the inmate into the container.
- E. Once the collection cup is filled by the inmate, they give it to the Correctional Officer to be tested.

- F. The inmate watches the Correctional Officer open the sealed panel dip test and dip the sample. Once completed, the officer places the completed dip test on the back counter of the desk and waits for five minutes for test to be read.
 - 1. If the sample returns a negative result, the sample is discarded by the inmate.
- G. If result is positive, the sample is poured from the collection cup into a specimen cup.
- H. The inmate watches the Correctional Officer apply the secured seal and initial it.
- I. The Correctional Officer will fill out the Chain of Custody Form with the following information:
 - 1. Specimen Date (date collected)
 - 2. Type of drug screen box will be checked (R53 regular or 473 synthetic)
 - 3. Identification Number (inmates first name, last name and social security number)
 - 4. Date (current date- same as the specimen date)
 - 5. Initials of officer taking sample
 - 6. Comments (leave blank)
- J. The Correctional Officer puts the cup in the small plastic baggie with the absorbent material that is provided in the kit.
- K. The Correctional Officer places the plastic baggie and container in the mailer box and seal with packaging tape.
- L. All test items touched by bodily fluids are discarded in a red biohazard bag.
- M. The Work Release Coordinator collects all samples and takes them to the Post Office.

PCJ 300.21: Video Arraignment

Chapter: Security
Order No:
Effective: October 1, 2013
Revised: August 31, 2013
Approved by: Sheriff Kevin Thom
Reference: None
Classification: Public

I. Policy

- A. To minimize the security risk for moving large groups of inmates to the Courthouse, inmates arrested in Pennington or Custer County on state, local or city charges are arraigned via the video arraignment system whenever possible.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. The designated staff member provides a court list with the names of all inmates scheduled for their first court appearance before a Judge of the 7th Circuit Court to all cellblocks and booking via email.
- B. After the morning unlock, the Correctional Officer on each cellblock and in booking reviews the court list and inform those inmates on the cellblock or booking that they are scheduled for court and that they need to be ready for court when their name is called.
- C. The inmates are staged in a designated area of the cellblock by the Correctional staff.
- D. The Court Officer calls the Cellblock/Booking Officers via radio and the Control Room Operator informing the correctional officers to send the inmates to the Programs Room for court.
- E. The Cellblock/Booking Officers call the Control Room Operator requesting a secure elevator and also informs them of the exact number of inmates going to the first floor for court.
- F. The Control Room Operator secures the elevator and takes the inmates to the first floor.
- G. The Court Officer directs the inmates into the Court/Programs Room.

H. As inmates complete their initial appearance, the Court Officer sends them back to their cellblocks.

PCJ 300.22: Joint Terrorism Task Force

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-7B-03, 7G-01
Classification: Public

II. Policy

- A. The Jail Commander or designee will attend the quarterly meeting of the Joint Terrorism Task Force (JTTF) to obtain information pertinent to the operation of the Pennington County Jail.

III. Definitions

- A. **None**

IV. General Information

- A. The Joint Terrorism Task Force is comprised of local law enforcement agencies.

V. Procedural Guidelines

- A. The Jail Commander or designee attends the Joint Terrorism Task Force quarterly.
- B. The Joint Terrorism Task Force discusses the following topics:
 - 1. A list of known terrorist inmates in local custody (if applicable)
 - 2. Intelligence regarding inmates with suspected terrorist ties
 - 3. Information regarding specific incidents, events, or threats affecting the facility that have a possible terrorism connection.
 - 4. Any suspect information on matters with potential terrorism connections that is returned on a desirable applicant.
- C. The Jail Commander or designee reports back to Security Supervisors all potential safety and security issues.
- D. The Security Lieutenant and Security Supervisors devise a plan to safeguard the facility, visitors, staff and inmate population.

PCJ 310.01: Fire Prevention

Chapter: Emergencies
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-02, 1C-07-09
Classification: Public

I. Policy

- A. The Pennington County Jail provides a safe institutional environment through established and approved fire practices and inspections: weekly fire and safety inspections by qualified department staff; monthly inspections by a qualified fire and safety officer; quarterly testing of fire safety equipment; and, annual inspection by local fire officials.

II. Definitions

- A. **Qualified Fire and Safety Officer:** An individual specially trained in the fire safety standards and inspections.

III. General Information

- A. Each unit/cell block within the facility has a readily accessible fire extinguisher.
- B. All Post Orders specifically describe the location of all emergency equipment for each unit/post.
- C. Air packs are located in the booking and administrative area enabling responding correctional officers easy access.
- D. The Rapid City Fire Department Station #1 is the primary response unit to the facility.
- E. Fire and Safety Inspections are conducted weekly by a qualified staff member.
- F. A quarterly inspection/evaluation will be conducted by the Fire Safety Officer of the following systems:
 - a. All emergency equipment
 - b. Ensure all emergency exit doors open properly
 - c. Ensure evacuation plans are posted
 - d. Test group release
- G. Annual inspections are conducted by the Rapid City Fire Department and/or the South Dakota State Fire Marshal.

- H. All Policies and Procedures relating to the fire safety are reviewed annually by the Rapid City Fire Department or the State Fire Marshal to ensure continued compliance with applicable codes.

IV. Procedural Guidelines

- A. The Jail Commander or designee ensures all jail staff is attentive to maintaining good housekeeping standards to augment fire safety including:
 - 1. Maintaining a smoke free environment;
 - 2. Proper disposal of trash at least daily and enforcement of limitations on combustible materials in inmate cells;
 - 3. Proper storage of all flammables;
 - 4. Reporting of fire hazards such as altered electrical outlets, overloaded electrical units, expended fire extinguishers, and improper trash storage;
- B. The Security Lieutenant or designee conducts monthly and quarterly inspections.
- C. The Security Captain or designee conducts weekly inspections.
- D. The Security Lieutenant submits written reports of the monthly and quarterly inspections to the Security Captain.
- E. The Security Captain issues the appropriate directives to ensure the deficiencies are corrected.
- F. The Supervisor assigned to correct the deficiencies reports, in writing, to the Jail Commander or designee how and when the deficiencies were corrected.

PCJ 310.02: Control of Flammable, Toxic and Caustic Substances

Chapter: Emergencies
Order No:
Effective: December 2, 2013
Revised: November 20, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-11
Classification: Public

I. Policy

- A. Pennington County Jail staff in cooperation with Buildings and Grounds control procurement, storage, inventory, and use of all substances which are classified as flammable, toxic, or caustic. The least dangerous product is used for a particular task to increase the safety and security of both staff and inmates.

II. Definitions

- A. **Caustic material-** A substance capable of destroying or eating away by chemical reactions.
- B. **Chemical Hazard Rating-** System that identifies the health, flammability, reactivity and special hazards for many common chemicals on a scale of 0-4.
- C. **Flammable-** Any product which may ignite or explode when exposed to flame, sparks, or excessive heat. Flammable materials used in the facility include: oil based paints, thinner, alcohol and aerosols.
- D. **Hazardous materials-** Refers to any flammable, toxic or caustic materials.
- E. **Material Safety Data Sheets (MSDS) -** Information on potential hazards, safe handling, emergency procedures, storage and disposal of chemicals.
- F. **Toxic-** Any product which is poisonous and may if ingested, inhaled, or absorbed destroy the life and health of plants, animals, and humans.

III. General Information

- A. Toxic materials used within the facility include: bleach, scouring cleansers, dish and laundry detergents, mop soap and glass cleaner.
- B. Caustic materials used in the facility include: floor stripper, bowl cleanser, drain cleaner and oven cleaner. The Jail Maintenance Supervisor maintains a master index of all flammable, caustic and toxic substances used in the jail and the Material Safety Data Sheet (MSDS) for each item.
- C. Inmate workers are not allowed to use diluted products with a hazardous rating for (3) or (4) health, flammability and reactivity.

IV. Procedural Guidelines

- A. All cleaning and maintenance materials are purchased by Pennington County Buildings and Grounds. The Jail Maintenance Supervisor:
 - 1. Reviews the Material Safety Data Sheet of all hazardous materials to ensure the least dangerous products are being purchased.
 - 2. Labels and stores all hazardous materials per the Material Safety Data Sheet.
- B. Jail Maintenance instructs and supervises maintenance trustees in diluting products per the manufacturer's recommendation prior to storing or using the products in an inmate occupied area.
- C. The Jail Commander reviews all cleaning and maintenance materials prior to use in the facility to determine if they are appropriate for the correctional setting.

PCJ 310.03: Emergency Power

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-12-15

Classification: Internal

PCJ 310.04: Emergency Communications

Chapter: Emergencies

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-12

Classification: Internal

PCJ 310.05: Preventive Maintenance

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-14
Classification: Public

I. Policy

- A. The Pennington County Jail will promptly and accurately report maintenance problems in order to minimize and prevent unsafe physical plant conditions.

II. Definitions

- A. None

III. General Information

- A. All cleaning and maintenance materials are purchased by Pennington County Buildings and Grounds.
- B. The Jail Commander reviews all cleaning and maintenance materials prior to use in the facility to determine if they are appropriate for the correctional setting.

IV. Procedural Guidelines

- A. Maintenance Staff:
 - 1. Perform routine daily maintenance checks throughout the facility to identify any needed repairs or other deficiencies and ensure that regular inspections are conducted to prevent dangerous conditions.
 - 2. Keep a file of documentation of all repairs and maintenance service performed in the facility, including:
 - a. Maintenance request forms,
 - b. Repair bills,
 - c. Service contracts,
 - d. Other reports.
- B. The Building and Grounds Staff and in-house Maintenance Staff review the log daily and make repairs based on priority.

- C. Any employee encountering an equipment failure or other maintenance problem in any area of the facility describes in detail the problem on the computerized Maintenance Log.
- D. The Shift Supervisor reports emergencies that affect the safety and security of staff and inmates to Buildings and Grounds immediately for repair.

PCJ 310.06: Duress Alarm Response

Chapter: Emergencies

Order No:

Effective: June 1, 2013

Revised: May 17, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01

Classification: Internal

PCJ 310.07: Emergency Release

Chapter: Emergencies

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01-04

Classification: Internal

PCJ 310.08: Housing Unit Control Panel Power Shut Down/Restore

Chapter: Security

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: None

Classification: Internal

PCJ 310.09: Initial Emergency Response

Chapter: Emergencies

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01, 4D-08

Classification: Internal

PCJ 310.10: Escape-Secure Facility

Chapter: Emergencies

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.10.1: Escape-Walk Away from Work Release

Chapter: Emergencies

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.10.2: Escape-During Transport

Chapter: Security
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-05
Classification: Internal

PCJ 310.10.3: Escape-Federal Prisoner

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.11: Bomb Threat

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 2, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01, 1C-05

Classification: Internal

PCJ 310.11.1: Bomb Found in Facility

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 2, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01, 1C-05

Classification: Internal

PCJ 310.11.2: Bomb Explosion

Chapter: Emergencies

Order No:

Effective: December 2, 2013

Revised: November 19, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-01, 1C-05

Classification: Internal

PCJ 310.12: Fire Emergency

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 2, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-02, 1C-05

Classification: Internal

PCJ 310.13: Natural Disaster-Tornado

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.14: Disturbance/Riot

Chapter: Emergency Procedures

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.15: Hostage Plan

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.16: Emergency Medical Plan

Chapter: Emergencies

Order No:

Effective: November 19, 2012

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4C-08, 4D-08

Classification: Internal

PCJ 310.17: Inmate Work Stoppage

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.18: Emergency Facility Lockdown

Chapter: Emergencies

Order No:

Effective: January 1, 2013

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 310.19: Evacuation Procedures

Chapter: Emergencies

Order No:

Effective: November 19, 2012

Revised: November 5, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF -1C-01-04

Classification: Internal

PCJ 310.20: Incapacitated Control Room Operator

Chapter: Security

Order No:

Effective: January 1, 2013

Revised: December 4, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-1C-05

Classification: Internal

PCJ 320.01: Disciplinary Offenses

Chapter: Disciplinary
Order No:
Effective: November 18, 2014
Revised: October 28, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-3A-01-02
Classification: Public

I. Policy

- A. To maintain safety, security, and order, the Pennington County Jail has written rules of inmate conduct specifying acts prohibited within the facility and penalties that may be imposed for various degrees of violations. The written rules are reviewed annually and updated as necessary.

II. Definitions

- A. **Major Infraction-** a rule violation involving a grievous loss and requiring imposition of due process procedures. Major infractions include:
 - 1. Violations that may result in disciplinary detention or administrative segregation;
 - 2. Violations for which punishment may tend to increase an inmate's sentence;
 - 3. Violations that may result in forfeiture, such as loss of good-time or work time; and,
 - 4. Violations that may be referred for criminal prosecution.
- B. **Major Rules-** Rules which, when violated, may present an immediate threat to security or the safety of inmates, staff or visitors. Persistent minor rule infractions may constitute a major rule violation.
- C. **Minor Rules-** All acts which, when committed, interfere with the orderly operation of the facility, but do not present an immediate threat to security or the safety of inmates, staff or visitors.

III. General Information

- A. Major Rules
 - 1. 1.1 Inmates will not assault, threaten to assault, conspire to assault, or bring bodily harm to any other inmate, staff, visitor or volunteer.
 - 2. 1.2 Inmates will not attempt to escape, conspire to escape, make escape plans, discuss escape with any other inmate, encourage or assist any other inmate in attempting to escape, or have escape paraphernalia in his/her possession.

3. 1.3 Inmates will not light or set any fire, conspire to set fire, encourage any other inmate to set a fire, or have a lighter or matches in his/her possession.
4. 1.4 Inmates will not make, fashion, possess or conspire to obtain any weapon.
5. 1.5 Inmates will not make, use, possess bring into the facility, or conspire to bring into the facility any drugs, drug paraphernalia, liquor, tobacco or other intoxicants.
6. 1.6 Inmates will not have sexual contact with any other person or engage in any sexual acts or demonstrate inappropriate sexual behavior while in the custody of the jail.
7. 1.7 Inmates will not tamper with or obstruct any security devices, cameras or other safety equipment. Inmates will not attempt to lock an officer in a cell.
8. 1.8 Inmates will not attempt to bribe or steal from any other inmates, staff, visitors or volunteers.
9. 1.9 Inmates will not lie or deceive a staff person in order to leave their cellblock or program area while attending a program activity, the jail facility or assigned work area.
10. 1.10 Inmates will not obstruct, hinder, encourage or assist any other inmate in obstructing or hindering any shake down, search or count.
11. 1.11 Inmates will not engage in or encourage any other inmate to engage in any conduct that could be considered to seriously threaten the safety of inmates or staff or the security of the facility.
12. 1.12 Inmates will not write on, deface, damage or paste/post items on the cell walls, ceilings, bunks, tables, or other jail property or program equipment. Inmates will be charged for the repair or replacement cost of damaged jail property.
13. 1.13 The Officer's workstation is off limits to all inmates. Inmates will not reach over the counter of the workstation, touch or attempt to touch or operate any equipment at the Officer's workstation.
14. 1.14 Inmates will not lie or knowingly deceive a staff person.
15. 1.15 Inmates will not participate in acts of self-mutilation, purposely injuring themselves or attempting to injure self, or permitting others to injure them.
16. 1.16 Tattooing or having tattooing materials in your possession is prohibited.
17. 1.17 Attempting to commit or aiding another person to commit any major rule violation shall be considered the same as commission of the offense.
18. 1.18 Three violations of any written minor rule within a two-month period will be considered a major rule violation. The Jail Commander or his designee will

give a verbal notice to the inmate that future violations of minor rules shall constitute a major violation. Such verbal notices will be documented in the inmate's activity log.

19. 1.19 Inmates will not attempt to control the behavior of other inmates through coercion, force, threats, "strong-arming" or attempting to assign work duties to other inmates. This includes receiving money or property for the purpose of extortion, blackmail, or protection.
20. 1.20 Refusing to work, encouraging others to refuse to work, or willfully failing to perform work as instructed by your supervisor. (Trustees who refuse to work are subject to loss of jobs and good time.)
21. 1.21 Must be in possession of identification badge at all times unless relinquished to jail staff. Intentional damage to or loss of identification badge may result in disciplinary action and/or charges to inmate account for a replacement badge.
22. 1.22 Inmates will not be in any cell that is not assigned to him/her.
23. 1.23 Inmates will not misuse in anyway authorized medications.
24. 1.24 Inmates will not make, possess, or conspire to attain contraband. This includes altering an item for anything other than its intended purpose. (Altering your razor and/or sharing it with others is also a violation of this rule)
25. 1.25 Inmate will follow all instructions of Jail Staff without hesitation, argument, or derogatory remarks unless the instructions constitute a criminal act.

B. Major Rule Sanctions

1. Verbal counseling, warning, or reprimand.
2. Disciplinary detention not to exceed a total of 60 days.
3. Loss of commissary (not to exceed 30 days).
4. Loss of recreation/program activities (not to exceed 30 days).
5. Loss of visitation (personal only, not to exceed 30 days, and only applicable when violation involves visitation).
6. Mandatory classification review after completion of disciplinary sanctions to determine if a reclassification is necessary.

C. Minor Rules

1. 2.1 Inmates will be courteous and respectful to all other inmates, staff, visitors and professionals at all times.

2. 2.2 Inmates will shower regularly and keep their cell/personal living area neat and clean. Bunks will be neatly made at all times other than when sleeping.
3. 2.3 All cell doors must be secured at all times.
4. 2.4 Inmates will not loan, barter, trade, give away, or sell any items to other inmates or staff.
5. 2.5 Inmates will not gamble or play games with anything at stake.
6. 2.6 Inmates will not save food or make home brew. Inmates will not keep any other food items in their cells other than approved commissary items.
7. 2.7 Personal valuables are allowed only with authorization. (Authorized valuables kept by an inmate are the sole responsibility of the inmate. The jail is not responsible for items being lost, stolen or damaged).
8. 2.8 Inmates will not stare, gesture, yell or whistle to any person inside or outside the facility.
9. 2.9 Only inmates who are assigned to the upper level will be allowed on that level. No loitering on the upper level or on the stairwell.
10. 2.10 Inmates will not wear any clothing other than that which is officially issued to them. Issued clothing must be worn in accordance to uniform regulation.
11. 2.11 All Job Search, School/Work Release Trustees will sign out before leaving their housing unit and sign in immediately upon returning to their housing unit.
12. 2.12 Exercising, lying or sitting on the dayroom floor as well as feet on the furniture or tables is not permitted.
13. 2.13 Inmates are to notify the correctional officer in charge before entering the shower. Inmates must properly wear assigned shirt, pants and footwear to and from the shower.
14. 2.14 Inmates will not engage in any conduct that could be considered disruptive to normal operations of the jail.
15. 2.15 Transferring money or property to, or accepting money or property from another inmate, a member of another inmate's family or friend without prior permission from the Jail Commander or designee is prohibited.
16. 2.16 Unauthorized communication such as note passing or gesturing is prohibited.
17. 2.17 Comply with the provision of the Inmate Handbook.
18. 2.18 Receiving any items from other inmates, including but not limited, to money, property, commissary, phone usage, books, magazines, newspapers, hygiene items, etc. is prohibited.

D. Minor Rule Sanctions

1. Verbal counseling, warning, or reprimand.
2. Confinement to cell (not to exceed 48 hours.)
3. Loss of recreation/program activities (not to exceed 48 hours).
4. Loss of commissary (not to exceed 48 hours).
5. Three violations of any written minor rule within a two-month period will be considered a major rule violation. The Commander or designee will give verbal notice to the inmate that future violations of minor rules shall constitute a major rule violation. Such verbal notices will be documented in the inmate's activity log.

IV. Procedural Guidelines

- A. None

PCJ 320.03: Inmate Handbook

Chapter: Disciplinary
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-27-29
Classification: Public

I. Policy

- A. An inmate handbook is provided to every inmate of the Pennington County Jail that provides an overview of the Jail's operations.

II. Definitions

- A. None

III. General Information

- A. An Inmate Handbook contains:
 - 1. All chargeable offenses, ranges of penalties,
 - 2. Disciplinary procedures,
 - 3. How to access health services,
 - 4. The grievance system,
 - 5. Services, programs and eligibility requirements
 - 6. Explanation of all fees, charges or copayments that may apply,
 - 7. Information about sexual abuse/assault
 - a. Prevention/intervention
 - b. Self-protection
 - c. Reporting
 - d. Treatment and counseling
 - 8. Visitation information, to include transportations options for visitors; and,
 - 9. Pretrial release options
- B. Interpretive services for individuals who do not speak English will be provided.
 - 1. Staff may be able to assist.

2. Community resources may be utilized.
 3. A Spanish Inmate Handbook is available.
- C. An Orientation Video is shown daily to the inmate population reviewing the handbook information.

IV. Procedural Guidelines

- A. Booking Staff assigns an Inmate Handbook prior to sending a new intake to housing.
1. If the inmate speaks/reads Spanish, a Spanish Handbook will be provided.
- B. The Cellblock Officer conducts an initial orientation providing the inmate with information regarding cellblock operation, rules and expected behavior.
1. If the inmate is unable to read, or does not speak or read English, the Cellblock Officer will inform the Shift Supervisor.
 - a. The Shift Supervisor will assign a staff member or make arrangements for a translator to read the handbook to the inmate.
- C. The inmate initials the Inmate Property Accountability sheet acknowledging receipt of the inmate handbook.
- D. The Correctional Officer files the Inmate Property Accountability sheet in a three ringer binder provided on the cellblock, where it will remain until the inmate is released.

PCJ 320.04: Resolution of Minor Infractions

Chapter: Disciplinary
Order No:
Effective: October 1, 2013
Revised: September 20, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6C-01
Classification: Public

I. Policy

- A. A Correctional Officer may resolve a minor rule violation informally with application of short term sanctions. The process is designed to reduce paperwork, enable a prompt and fair disposition of minor offenses, and enable the inmate to avoid the record entry of any disciplinary action.

II. Definitions

- A. **Informal Resolution-** A process which enables appropriate sanctions for minor rule violations between an inmate and the Correctional Officer or employee who reports the infraction.
- B. **Disciplinary Status-** Confinement to one's cell and loss of privileges.

III. General Information

- A. Any of the following can be denied if abused or if access to them threatens security:
 - 1. Visitation;
 - 2. Mail;
 - 3. Commissary;
 - 4. Stamps; and/or,
 - 5. Phone.
- B. If any items are denied, the reasons must be thoroughly documented on an Incident Report
- C. The imposition of any sanction/suspension of one or more privileges for longer than 48 hours will require the officer to inform the inmate of their right to hearing.

IV. Procedural Guidelines

- A. When a staff member observes an inmate violation a minor rule, or finds evidence of a rule violation they may:

1. Verbally reprimand or counsel the inmate;
 2. Assign cleaning detail;
 3. Issue the inmate a written warning; and/or,
 4. Recommend a lockdown for the inmate;
- B. The staff member immediately notifies the Shift Supervisor of any disciplinary action.
- C. The inmate is locked down immediately if the inmate's behavior is disruptive and is a threat to the safety and security of the facility.
- D. The Housing Officer submits a written report of the incident to the Shift Supervisor.
- E. The Shift Supervisor:
1. Reviews the Incident Report,
 2. Interviews the reporting staff member; and,
 3. Interviews the inmate and any witnesses if necessary;
 4. Determines, based on the Incident Report, whether or not the inmate should remain on lockdown status; and,
 5. Documents their review and any pertinent investigation on the lower portion of the Incident Report.
- F. If the Supervisor decides that no action is necessary, or there is insufficient evidence, the findings of this investigation are documented on the Incident Report.
1. The Incident Report is removed from the inmate's file and forwarded to Security Lieutenant for review.
- G. The Cellblock Officer:
1. Fills out a Notice of Disciplinary Lockdown.
 - a. If the disciplinary lockdown exceeds 8 hours, the Shift Supervisor must sign the Notice of Disciplinary Lockdown.
 2. Informs the inmate of the decision by providing the inmate a copy of the Notice of Disciplinary Lockdown.
 3. Places the original Notice of Disciplinary Lockdown in the 'To be Filed' box in Booking for placement in the inmate file.
- H. If the inmate thinks the actions taken are unjust, they may write an appeal to the Hearing Officer.
1. The appeal must be submitted within 24 hours of the incident.

- I. The Hearing Officer's decision must be completed within 3 days of receipt of the appeal. (Excluding weekends and holidays)
- J. The Hearing Officer (Booking Sergeant) decides whether or not the action was justified.
 - 1. If justified, no additional sanctions are imposed and the report will remain in the inmate's file.
 - 2. If unjust, the Report is removed from the inmates file, forwarded to the Security Lieutenant for review, and filed for statistical purposes.
- K. The inmate may appeal the Hearing Officer's decision by submitting an appeal to the Booking Lieutenant within 24 hours of receipt of the Hearing Officer's decision.
- L. The Booking Lieutenant will respond in writing within 15 days of receipt of the appeal (excluding weekends and holidays).
- M. Once the Booking Lieutenant has reached a decision and notified the inmate of the decision, there can be no further appeals within the department.

PCJ 320.05: Pre-Hearing Investigation

Chapter: Disciplinary
Order No:
Effective: October 1, 2013
Revised: September 23, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-3A-02, 6C-05
Classification: Public

I. Policy

- A. When an alleged major rule violation is reported, an appropriate investigation is begun within 24 hours of the time the violation is reported. The investigation is completed without unreasonable delay, unless there are exceptional circumstances for delaying the investigation.

II. Definitions

- A. **Notice of Rule Violation (NOR) Investigator-** Person assigned to conduct the investigation on the incident in question.

III. General Information

- A. The investigation and required forms will be completed no later than 48 hours after the assignment.
- B. If exceptional circumstances cause a delay, the circumstances will be documented and forwarded to the Shift Supervisor.

IV. Procedural Guidelines

- A. The Shift Supervisor assigns a staff member to investigate the circumstances surrounding the incident and prepare, if warranted, a "Notice of Rule Violation."
- B. The assigned correctional staff interviews/reviews:
 - 1. The inmate;
 - 2. Witnesses;
 - 3. The reporting staff and/or Incident Report; and,
 - 4. Any video recording or physical evidence pertaining to the incident.
- C. The Notice of Rule Violation (NOR) Investigator documents the appropriate information into the Notice of Rule Violation template:
- D. The Investigating Officer completes the Notice of Rule Violation containing the following information.

1. Inmate's name, housing location and booking number;
 2. Specific rules violated;
 3. Time and location of rule violation;
 4. Description of the incident and those involved;
 5. Inmate behavior information;
 6. Staff witnesses;
 7. Disposition of physical evidence;
 8. Action taken, including use of force;
 9. Reporting staff member's signature; and,
 10. Date and time of report.
- E. The designated correctional officer submits the final draft of the Notice of Rule Violation to the Hearing Officer and the Shift Supervisor.

PCJ 320.06: Major Rule Violation Disciplinary Report

Chapter: Disciplinary
Order No:
Effective: October 1, 2013
Revised: August 21, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-3A-02, 6C-03-04
Classification: Public

I. Policy

- A. All jail staff is responsible for enforcing facility rules and regulations and taking necessary disciplinary action for violations. When rule violations require formal resolution, the staff member will prepare a disciplinary report and forward it to the Shift Supervisor.

II. Definitions

- A. **Major Offenses-** Rules, when violated may present an immediate threat to security or the safety of the inmates, staff or visitors. Persistent minor rule infractions may constitute a Major Rule Violation.
- B. **Incident Report-** A description of an event including: who, what, when, where, why, how and what action was taken.

III. General Information

- A. If the inmate is alleged to have committed a crime, the Shift Supervisor notifies the Jail Commander or designee who decides if the Law Enforcement officials outside the jail division should be notified.
- B. When a disciplinary action is filed within the jail, the Shift Supervisor makes sure all department policies and procedures concerning paperwork and disposition of physical evidence are followed.

IV. Procedural Guidelines

- A. When a staff member witnesses a major rule violation, they:
 - 1. Contact the Shift Supervisor via radio or telephone;
 - 2. Complete an Incident Report;
 - 3. Submit the Incident Report to the Shift Supervisor by the end of the shift; and,
 - 4. Notify the inmate that an Incident Report has been submitted to the Shift Supervisor.

- B. The Shift Supervisor reviews all major Incident Reports and determines if major disciplinary action is necessary.
1. If deemed necessary, the Shift Supervisor initiates the investigation by assigning a staff member to conduct the investigation.
 2. The Shift Supervisor may also determine a violation warrants no formal discipline to exceed 48 hours and may implement such lockdown.

PCJ 320.07: Criminal Offenses

Chapter: Disciplinary
Order No:
Effective: January 1, 2013
Revised: October 31, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-3A-02, 6C-02
Classification: Public

I. Policy

- A. To maintain safety, security and order, inmates who commit acts which are in violation of the laws of the United States, State of South Dakota, or the City of Rapid City may be subject to prosecution.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. When a staff member becomes aware of a violation of the law, the staff member notifies the Shift Supervisor.
- B. The staff member prepares an Incident Report and takes whatever immediate action is required.
- C. The Shift Supervisor notifies Dispatch and makes a request for service.
- D. The Shift Supervisor provides all appropriate information and evidence to the responding law enforcement officer.
- E. The Security Lieutenant reviews the incident report and follows up with the Jail Commander regarding criminal prosecution.

PCJ 320.08: Pre-Hearing Lockdown

Chapter: Disciplinary
Order No:
Effective: January 1, 2013
Revised: November 5, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-3A-02, 6C-06
Classification: Public

I. Policy

- A. The Pennington County Jail shall segregate an inmate charged with a rule violation before a disciplinary hearing only when necessary to protect the inmate's safety or the security of the facility.

II. Definitions

- A. **None**

III. General Information

- A. This segregation is not punitive, and the inmate is given the same privileges as general population inmates unless the safety of the inmate or the facility is threatened.
- B. The inmate's pre-hearing status is reviewed by the Security or Booking Lieutenant within 72 hours, including weekends and holidays.
- C. Lockdowns are to be on the inmate's housing unit unless an in-cell lockdown would not remedy the situation and the inmate presents a security threat. The inmate may then be moved to Cellblock 6 or 7.
- D. Inmates will not be kept in a pre-hearing lockdown status longer than 7 days before a hearing is held.
- E. If, due to the complexity of the case or other circumstances, the hearing cannot be held within this time period, the reasons will be documented with a copy being provided to the inmate.

IV. Procedural Guidelines

- A. A Correctional Officer immediately notifies the Shift Supervisor if they believe an inmate scheduled for a major disciplinary hearing presents a threat to their safety, the safety of other inmates or staff, or the security of the facility.
- B. If the Shift Supervisor agrees, the inmate may be immediately locked down pending the disciplinary hearing.
- C. The Correctional Officer completes an Incident Report detailing the reasons that the inmate was locked down.

- D. If the lockdown is granted, the inmate's status is reviewed within 72 hours by the Security or Booking Lieutenant(s).
 - 1. The results of the review are documented in the inmates contact journal on the Incident Report.
 - 2. If the lockdown is continued, the inmate's status is reviewed within 72 hours.
- E. The Security Lieutenant determines if the lockdown status will institute a change in classification following the disciplinary outcome.

PCJ 320.10: Disciplinary Hearing and Sanctions

Chapter: Disciplinary
Order No:
Effective:
Revised: June 19, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-50, 3A-01, 6C-07-17
Classification: Public

I. Policy

- A. To prevent violation of an inmate's right to due process and also prevent arbitrary application of discipline, the Pennington County Jail maintains a Disciplinary Hearing Officer to resolve cases of major rules violations and to hear inmate's appeals of minor violation decisions.

II. Definitions

- A. **Disciplinary Hearing Officer-** A staff member appointed by the Jail Commander, who has not been directly involved in the incident being reviewed and; therefore, can conduct an impartial hearing.
- B. **Minor Offenses-** All acts which when committed interfere with the orderly operation of the facility but do not present an immediate threat to security of inmates, staff or visitors.
- C. **Major Offenses-** Rules, when violated, may present an immediate threat to security or the safety of the inmates, staff or visitors. Persistent minor rule infractions may constitute a Major Rule violation.

III. General Information

- A. When an inmate violates a major rule, and the sanctions anticipated for the violation will exceed 48 hours in duration, the inmate is entitled to due process; which includes a formal disciplinary hearing.
 1. Inmates may request a staff member to assist them in a disciplinary hearing.
 2. A staff representative is appointed by the Disciplinary Hearing Officer when it is apparent that an inmate is not capable or collecting and presenting evidence effectively on their behalf.
- B. Disciplinary hearings are convened as soon as practical but no later than seven (7) days excluding weekends and holidays after being charged with a violation.
 1. A hearing may be postponed or continued for a reasonable period with good cause.

- C. The inmate will receive a written copy of the violation(s) against them.
 - 1. This written notice will contain the specific rule(s) alleged to have been violated, along with a summary of how the rule(s) were allegedly violated.
 - 2. This written copy will be given to the inmate at least 24 hours prior to the scheduled hearing.
 - 3. The hearing may be held within 24 hours with written consent from the inmate
- D. Inmates have an opportunity to make a statement and present documentary evidence at the disciplinary hearing.
 - 1. Inmates can also request witnesses to testify on their behalf. If denied, the reasons are stated in writing.
 - 2. The inmate will be present at the hearing unless:
 - a. The inmate waives, in writing, their right to be present.
 - b. The inmate's actions present a clear threat to the safety and security of the facility. This will be documented in the Disciplinary Hearing Officer's report.
 - c. The inmate may be excluded from the hearing during the times witnesses are testifying if the Disciplinary Hearing Officer feels the testimony should be given in confidence.
 - 3. Any reason for excluding the inmate will be documented in the Disciplinary Hearing Officer's final report.
- E. The inmate may, by written waiver, refuse to have the hearing and not consent the charges of possible sanction, such waiver may be used as an admission of guilt.
- F. All hearings will be tape-recorded. The tapes will be kept until the appeal process has been completed.
- G. Attorneys may not be present at any disciplinary hearing.
- H. Decisions are based solely on information obtained in the hearing process, including staff reports, the statements of inmate charged, and evidence derived from witnesses and documents.
- I. The Disciplinary Hearing Officer may impose longer or shorter periods of disciplinary status if aggravating or mitigating factors warrant.
 - 1. These factors are addressed at the hearing and are documented on the disciplinary hearing report.
 - 2. The Security Captain or designee approves any continuous confinement in disciplinary status for over 30 days.

3. The maximum sanction that may be imposed is a total 60 days on disciplinary status for all violations arising from a single incident.
 - a. Any sanction of up to 72 hours may be served in disciplinary detention housing.
 - 1) All sanctions served in disciplinary detention are served as straight time.
 - 2) Once the sanction is served, the inmate is moved to the appropriate cellblock classification.
 - b. Any sanction of up to 48 hours on disciplinary status is served in the inmate's original housing area, unless the situation warrants his segregation.
 4. Inmates serving 10 days or more may be given privileges in addition to those allowed for disciplinary status inmates as a management tool.
 5. Any reward for good behavior will be authorized by the security and support staff during their regular meeting and review of special management inmates.
 6. A trustee found guilty of any major violations automatically loses trustee status/
 - a. Good time may be taken away if an inmate is found guilty of a rule infraction.
 - b. They may later reapply for trustee status.
- J. The Security Captain or designee reviews all disciplinary hearings and dispositions to assure conformity with policy and regulations.
- K. The Jail Commander will be notified of:
1. Any discipline exceeding thirty (30) days;
 2. Discipline and/or sanctions outside the normal protocol; and/or,
 3. Increase in disciplinary infractions.

IV. Procedural Guidelines

- A. The Investigating Officer sends an electronic copy of the Notice of Rule Violation to the Disciplinary Hearing Officer.
- B. The Disciplinary Hearing Officer assigns a date and time to the Notice of Rule Violation (NOR) and gives the finalized copy to the Shift Supervisor.
- C. The Shift Supervisor advises the Housing Officer to serve the Notice of Rule Violation (NOR) on the inmate within an acceptable time frame, but no less than 24 hours before the hearing.

- D. The Housing Officer reviews the Notice of Rule Violation (NOR) with the inmate and:
 - 1. Initials and dates receipt of the Notice of Rule Violation;
 - 2. Gives the inmate a copy;
 - 3. Has the inmate sign receipt of the Notice of Rule Violation.
- E. The inmate signs that they:
 - 1. Deny the allegation(s) and request a hearing;
 - 2. Waive their right hand to a hearing but will submit a statement on their behalf;
 - 3. Admit the allegation(s)
- F. The Housing Officer gives the signed copy back to the Disciplinary Hearing Officer.
- G. The Disciplinary Hearing Officer reviews the Notice of Rule Violation for the inmate decision:
 - 1. If the inmate requests a hearing, the Disciplinary Hearing Officer proceeds with tape recorder at the time scheduled.
 - a. The Disciplinary Hearing Officer interviews:
 - 1) The inmate;
 - 2) Any witnesses;
 - 3) The Housing Officer, if necessary;
 - b. The Disciplinary Hearing Officer reviews the incident report and any available video recording.
 - 2. If the inmate waives his right to a hearing, but submits a statement on their behalf, the Disciplinary Hearing Officer:
 - a. Reviews the inmate statement;
 - b. Reviews the incident report and available recording; and,
 - c. Speaks with the Housing Officer, if necessary.
 - 3. If the inmate pleads guilty, the Disciplinary Hearing Officer:
 - a. Reviews the incident report and available recording; and,
 - b. Speaks with the Housing Officer, if necessary.
- H. If the inmate is found guilty, the Disciplinary Hearing Officer decides any sanctions to be imposed and the specific length of time the inmate is to be on disciplinary status.

1. No disciplinary action is taken before the Disciplinary Hearing Officer hears and decides on a rule violation case.
 2. Staff may recommend disciplinary action, but the Disciplinary Hearing Officer makes the final decision.
 3. The Disciplinary Hearing Officer informs the inmate that they may appeal the decision.
- I. The Disciplinary Hearing Officer documents the hearing results in a Disciplinary Hearing report.
1. One copy is given to the inmate;
 2. A copy is given to the Security Captain for review; and,
 3. The original hearing report is filed in the inmate's active file.
- J. If the inmate is found not guilty, the Disciplinary Hearing Officer makes note in the Disciplinary Hearing report.

PCJ 320.14: Appeal

Chapter: Disciplinary
Order No:
Effective: January 1, 2013
Revised: November 5, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6C-11, 6C-14-18
Classification: Public

I. Policy

- A. The Hearing Officer's decision is based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged and evidence derived from witnesses and documents. Inmates have the right to appeal the decisions of the Disciplinary Hearing Officer.

II. Definitions

- A. **Disciplinary Hearing Officer-** A staff member appointed by the Jail Commander or designee, who has not been directly involved in the incident being reviewed and, therefore, can conduct an impartial hearing.

III. General Information

- A. Inmates have the right to appeal the decisions of the Disciplinary Hearing Officer.
 - 1. An inmate may appeal the Hearing Officer's decision to the Booking Court Liaison Lieutenant.
 - 2. An inmate may appeal the Booking Court Liaison Lieutenant's decisions to the Security Captain.
 - 3. An inmate may appeal the Security Captain's decision to the Jail Commander.

IV. Procedural Guidelines

- A. An inmate must submit either a written appeal or an electronic appeal outlining the reason for the appeal within three days after the inmate receives the Hearing Officer Report.
- B. The Booking Court Lieutenant will review the appeal and disciplinary record and either affirm or reverse the Hearing Officer's decision.
 - 1. The Booking Court Liaison Lieutenant either affirms or reverses the decision of the hearing officer within fifteen days of the appeal.
 - 2. The Booking Court Liaison Lieutenant submits their response in writing or via electronic communication to the inmate.

- a. The Booking Court Liaison Lieutenant's decision will be documented in the form of a memo outlining the reason for affirming or reversing the appeal.
 - b. The communication is filed or delivered to the inmate within fifteen days of receipt of the appeal (excluding weekends and holidays).
 - c. If written communication a copy of this memo will be placed in the inmates file and in the disciplinary record.
 - d. If an inmate is found not guilty of an alleged rule violation, the Booking Court Liaison Lieutenant removes the disciplinary report from the inmate file.
- C. Inmates may appeal the Booking Court Liaison Lieutenant's decision to the Security Captain.
1. A request outlining the reason for the appeal must be submitted within three days of receiving the memo from the Booking Court Liaison Lieutenant.
 2. The Security Captain will review the case and notify the inmate in writing or via electronic notification of the decision within fifteen working days of receiving the appeal.
 3. Copies of the appeal will be forwarded to the Jail Commander.
- D. Inmates may appeal the Security Captain's decision to the Jail Commander.
1. A request outlining the reason for the appeal must be submitted within three days of receiving the memo from the Security Captain.

PCJ 330.01: Special Management Operations-Inmates

Chapter: Security

Order No:

Effective: November 3, 2014

Revised: October 31, 2014

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-44, 2A-48-48, 2A-52, 2A-54-58, 2A-60-64, 2A-66, 4C-33

Classification: Public

I. Policy

- A. The Pennington County Jail maintains safe, secure housing for inmates whose behavior or security needs indicate they require more restrictive controls other than are available in the general housing units.

II. Definitions

- A. **Administrative Segregation-** When an inmate is removed from general population and housed in an area other than general housing; providing a higher degree of control and supervision. When the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates, or the security or orderly running of the institution. A non-punitive status.
- B. **Classification Committee-** A group consisting of line staff, supervisory staff, medical and mental health staff, and the classification officer who meet weekly to discuss and determine special management classification status based on behavior history and inmate interviews.
- C. **Disciplinary Detention-** Restrictive controls based on short term disciplinary issues with the inmate.
- D. **Involuntary Protective Custody-** For those inmates who are considered by to staff to require protective custody but do not volunteer to sign consent for such placement.
- E. **Lockdown Pending-** A precautionary measure used to determine housing needs.
- F. **Protective Custody-** A type of confinement used to protect an inmate (or other person) from harm, either from outside sources or other inmates.
- G. **Special Management-** General term referring to any inmate placed on Administrative Segregation, Disciplinary Detention, Protective Custody, Involuntary Protective Custody or Lockdown Pending.
- H. **Special Management Form-** A permanent log used for inmates on a special management status that contains the minimum information: name, number, housing location, date admitted, type of infraction/reason for admission, tentative release date, special medical/psychiatric problems/needs.

III. General Information

- A. At any time the Jail Commander or designee can order immediate segregation when it is necessary to protect an inmate or others, or to preserve or restore the safety and security of the facility.
 - 1. The action is reviewed within seventy two (72) hours by the appropriate authority.
- B. An inmate may be assigned to administrative segregation for any of, but not limited to, the following reasons:
 - 1. The inmate has demonstrated behavior which is a serious threat to the themselves, staff and other inmates, or facility property. Such displayed behavior includes:
 - a. Aggressive behavior;
 - b. Sexual predator;
 - c. Violence;
 - d. Assaultiveness;
 - e. High escape risk;
 - f. An inmate who requires immediate mental health evaluation and must be separated from general population inmates;
 - g. An inmate who is awaiting a disciplinary hearing and in the judgment of staff may become disruptive or dangerous if left in general population; and/or,
 - h. An inmate who is awaiting transfer to a higher security institution.
- C. The reasons for the inmate's assignment to administrative segregation status must be clearly documented in the inmate's contact journal and/or incident reports
- D. The Classification Committee or the Jail Commander or designee, must authorize the release of an inmate from administrative segregation.
- E. Conditions of confinement for inmates classified to special management will approximate as closely as possible, the conditions of general population.
- F. Inmate in special management have the same access to healthcare as inmates in general population.
- G. Special management inmates receive laundry exchange, bedding and linen, and haircuts on the same basis as general population inmates. Exceptions are permitted only when determined necessary.

- H. Segregated inmates are not allowed group participation in programs, however, they have access to some of the same programming and services as general population inmates, unless curtailed to protect the inmates, others, or to maintain facility security.
- I. Authorized items/activities for segregated inmates include:
 - 1. One hour out of cell, five times a week, to shave and shower and make phone calls;
 - 2. Visitation (may be scheduled at special times, if deemed necessary);
 - 3. Uninterrupted mail services;
 - a. Magazines and hard cover books are not allowed in maximum security cellblocks.
 - 4. Reading materials;
 - a. Legal and recreational
 - 5. Commissary;
 - 6. Educational services;
 - 7. Religious guidance/counseling;
 - 8. Social services;
 - 9. Basic personal hygiene items; and,
 - 10. Prescribed medications and continued medical services.
- J. No inmate will be held in a cellblock without clothing, mattress, blanket or pillow.
 - 1. These items may be removed only if the inmates is suicidal or destroys these items.
 - 2. The items will be returned as soon as possible.
- K. The Shift Supervisor, a qualified health care official, and program staff (when requested) will visit the inmate and staff daily.
 - 1. The Shift Supervisor will regularly visit the area and conference with the correctional officers assigned.
- L. All inmates in segregation are closely supervised by correctional staff.
 - 1. The correctional officer conducts rounds at least every 30 minutes on an irregular basis.
 - 2. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation.

3. Suicidal inmates are under continuous observation until seen by a mental health professional.
4. Subsequent supervision routines are in accordance with what is ordered by the mental health professional.
5. Officers work closely with medical/mental health staff when special contracts are initiated so they can more effectively manage segregated inmates.

IV. Procedural Guidelines

- A. When segregation is authorized, a written report is submitted by the housing officer and/or supervisor stating the reason(s) for segregation.
- B. The Shift Supervisor:
 1. Changes the inmate's classification as appropriate;
 2. Generates the Inmate Notice of Reclassification;
 - a. One copy is given to the inmate,
 - b. One copy is placed in the inmate's file.
 3. Notifies medical staff;
 4. Logs the following information on the Administrative Segregation Log:
 - a. Inmate name;
 - b. Inmate booking number;
 - c. Supervisor employee number;
 - d. Classification status;
 - e. Date placed on the classification; and,
 - f. Notification date and time reported to medical staff.
- C. Health care personnel provide a medical assessment of the inmate within twelve (12) hours of the classification.
 1. The assessment is documented on the Special Management form and in the electronic medical record.
- D. The inmate is changed into red and white stripes by the Housing Officer.
- E. Designated Command Staff:
 1. Reviews the incident report on the next business day;
 2. Approves or disapproves the classification; and,

3. Generates the administrative segregation paperwork based on a summary of the reason(s) for said classification.
 - a. The original administrative segregation letter is provided to the inmate.
 - b. A copy of the letter is provided to:
 - 1) The Jail Commander;
 - 2) Medical;
 - 3) The inmate's file; and,
 - 4) The Housing Officer.
4. Changes the inmate's classification in the records management system;
5. Updates the Administrative Segregation Log to reflect the final disposition of the inmate being reviewed for administrative segregation; and,
6. Generates an alert and sanction update in the records management system.

PCJ 330.01.1: Special Management Operations-Staffing

Chapter: Security
Order No:
Effective: April 7, 2015
Revised: April 6, 2015
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-54
Classification: Public

I. Policy

- A. The Pennington County Jail maintains safe, secure housing for inmates whose behavior or security needs indicate they require more restrictive controls other than are available in the general housing units.

II. Definitions

- A. **Special Management-** General term referring to any inmate placed on Administrative Segregation, Disciplinary Detention, Protective Custody, Involuntary Protective Custody or Lockdown Pending.

III. General Information

- A. Correctional staff assigned to work directly with inmates who are housed on the cellblock predominately for segregated inmates is selected based on criteria to include, but not limited to:
 - 1. Completion of a minimum of six months of their twelve month probationary period and,
 - 2. A minimum of 8 hours of classroom and scenario training on topics including, but not limited to:
 - a. Supervising special management and maximum security inmates;
 - b. Inmate games and manipulation;
 - c. Restraints;
 - d. Use of force; and,
 - e. Staff and inmate communication.
 - 3. A minimum of 40 hours of on-the-job training on the maximum security cellblock that is conducted and evaluated by a supervisor.
- B. The officer's performance is evaluated at least annually.

- C. The Shift Supervisor will assess the effectiveness of the officer's management practices and the effects of the assignment on the employee.
 - 1. There are provisions for rotation to other duties.
- D. The Security Lieutenant coordinates and supervises the classroom and on-the-job maximum security training.
- E. Shift supervisors conduct annual evaluations of each correctional officer.

IV. Procedural Guidelines

- A. Upon hire, the Training Coordinator schedules the maximum security training.
 - 1. The training is scheduled for approximately six (6) months from the time the Correctional Officer is projected to complete initial training.
- B. The Shift Supervisors, through daily post checks, assesses the officer's management of the cell block and the effect of the assignment on the officer.
 - 1. If determined the officer is not proficient in their current duties, the officer's immediate supervisor contacts the officer to discuss an action plan.
 - 2. The supervisor submits a memo to file outlining the concerns and a review date for further evaluation, delaying the training until such time that the officer is proficient.
- C. The Security Lieutenant schedules the classroom and on-the-job training.
 - 1. The Shift Supervisor(s) assist in the classroom training.
 - 2. A Shift Supervisor is assigned to the on-the-job training
- D. The Shift Supervisor continuously evaluates the trainee for proficiency and determines if the officer is qualified to run maximum security.

PCJ 330.02: Protective Custody

Chapter: Security

Order No:

Effective: November 3, 2014

Revised: October 31, 2014

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-46, 2A-48-49, 2A-56-57, 2A-60-64, 2A-66

Classification: Public

I. Policy

- A. Inmates are classified to Protective Custody only after it is determined that no other alternative exists for their or others protection.

II. Definitions

- A. **Classification Committee-** A group consisting of line staff, supervisory staff, medical and mental health staff, and the classification officer who meet weekly to discuss and determine special management classification status based on behavior history and inmate interviews.
- B. **Protective Custody-** A form of separation from the general population for inmates requesting protection from other inmates for reasons of health or safety.
- C. **Involuntary Protective Custody-** A form of separation from the general population for inmates requiring protection from other inmates for reasons of health or safety.

III. General Information

- A. Any inmate may voluntarily request protective custody by submitting a request to the cellblock officer.
- B. Any inmate may be placed on involuntary protective custody by a staff member when it is determined that such action is warranted for the protection of the inmates or others in the jail.
- C. Protective custody is not a punitive measure; it is used only when no reasonable safe alternative is available.
- D. Inmates assigned to this classification status are not allowed group participation in programs.
- E. Inmates will have access to the same programming and services as general population inmates unless security dictates otherwise.
- F. Authorized items/activities for segregated inmates include:
 - 1. One hour out of cell, five times a week, to shave and shower and make phone calls,

2. Visitation (may be scheduled at special times if deemed necessary),
 3. Uninterrupted mail services,
 - a. Magazines and hard cover books are not allowed in maximum security cellblocks.
 4. Reading materials (legal & recreational),
 5. Commissary,
 6. Educational services,
 7. Religious guidance/counseling,
 8. Social services,
 9. Basic personal hygiene items, and,
 10. Prescribed medications and continued medical services.
- G. The goal when an inmate is placed on Voluntary or Involuntary Protective Custody is to make every effort to correct the situation, thus enabling the inmate to return to general population.
- H. The Classification Committee:
1. Reviews the status of all inmates on Voluntary or Involuntary Protective Custody every seven (7) days for the first sixty (60) day and then every thirty (30) days thereafter;
 2. Reviews any alternatives and assistance available to the inmate to return to general population;
 3. Considers the original reason for the Protective Custody and if it is still warranted;
 4. Presents the decision in writing to the inmate; the original will be filed in the inmate's active file; and,
 5. Refers to the Security Captain any inmate that has been on Protective Custody status for ninety (90) days or longer for review and action.
- I. An inmate may appeal any Classification Committee's decision to the Security Captain.

IV. Procedural Guidelines

- A. Voluntary Protective Custody
1. When the Cellblock Officer receives a request for protective custody, the officer:

- a. Secures the inmate either in their cell or in another suitable location to separate the inmate from the general population;
 - b. Contacts the Shift Supervisor;
 - c. Interviews the inmate;
 - d. Has the inmate complete the request for Protective Custody form;
 - e. Completes an incident report.
2. The Shift Supervisor:
- a. Responds to the affected cellblock;
 - b. Interviews the inmate;
 - 1) Attempts to find other alternatives suitable for the inmates as well as the security of the facility;
 - 2) Ensures the request form is completed in its entirety, detailing the reasons protective custody is necessary.
 - c. Finds suitable housing for the inmate.
 - 1) If no other suitable housing can be obtained, the inmate may be locked down on the cellblock.
 - d. Explains Protective Custody and its limitations to the inmate;
 - e. Changes the classification status of the inmate in the computer system;
 - f. Enters the activity in the inmate's activity log;
 - g. Sends an e-mail to medical staff;
 - h. Updates the Special Management Log;
 - i. Generates the Inmate Notice and distributes to:
 - 1) The Housing Lieutenant,
 - 2) Classification Officer;
 - 3) The inmate; and,
 - 4) The inmate's file.
 - j. Instructs the Booking Tech to update the inmate's housing assignment;
 - k. Reviews the incident report.

B. Involuntary Protective Custody

1. The staff member placing an inmate on Involuntary Protective Custody:
 - a. Secures the inmate in a cell;
 - b. Advises the Shift Supervisor;
 - c. Submits and incident report to the Shift Supervisor detailing:
 - 1) The inmate's behavior;
 - 2) Statements made;
 - 3) Why protective custody would be in the best interest of the inmate.
2. The Shift Supervisor:
 - a. Responds to the affected cellblock;
 - b. Interviews the cellblock officer to determine the validity of the situation;
 - c. Interviews the inmate;
 - d. Attempts to find other alternatives that would be suitable for the inmate as well as the security of the facility;
 - e. Finds suitable housing for the inmate;
 - 1) If no other suitable housing can be obtained, the inmate may be locked down on the cellblock.
 - f. Explains Involuntary Protective Custody and its limitations to the inmate;
 - g. Changes the classification status of the inmate in the records management system;
 - h. Enters the activity in the inmate's activity log;
 - i. Sends an e-mail to medical staff;
 - j. Updates the Special Management Log;
 - k. Generates the Inmate Notice and distributes to:
 - 1) The Security Lieutenant,
 - 2) Classification Officer,
 - 3) The inmate; and,
 - 4) The inmate's file.
 - l. Instructs the Booking Tech to update the inmate's housing assignment;

m. Reviews the incident report.

PCJ 330.03: Disciplinary Detention

Chapter: Special Management
Order No:
Effective: November 3, 2014
Revised: October 31, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-47, 2A-65
Classification: Public

I. Policy

- A. More secure housing is provided for inmates who require a higher degree of physical control because they have been found guilty of committing a serious rule violation.

II. Definitions

- A. None

III. General Information

A. General guidelines

1. An inmate may be housed in disciplinary detention only after an impartial due process hearing.
2. No inmate will be confined in disciplinary detention for more than thirty (30) days without approval by the Jail Commander or designee.
3. Inmates confined in disciplinary detention will be provided the same program services and privileges as inmate assigned to administrative segregation and protective custody status.

B. Conditions of confinement

1. Programs and services that approximate those provided to the general population, to the degree possible, ensuring the protection of the inmate and facility security.
2. Authorized items/activities for inmates in disciplinary detention include:
 - a. One hour per 24 hours out of cell for recreation/exercise;
 - b. An additional 30 minutes to shower and shave daily;
 - c. Limited telephone privileges consisting of calls related specifically to access to judicial process and family emergencies as determined by the Jail Commander or designee;
 - d. Crisis intervention counseling;

- e. Leisure and legal library services;
 - 1) Hardcover books are not allowed in maximum security cellblocks
 - f. Religious counseling and materials;
 - g. Visitation (May be scheduled at special times if deemed necessary);
 - h. Uninterrupted mail services;
 - 1) Magazines are not allowed in maximum security cellblocks
 - i. Basic personal hygiene items; and,
 - j. Prescribed medications and continued medical services.
3. When segregated inmates are denied any usually authorized items or activity, a written report is submitted to the Jail Commander.

C. Release

1. The release decision is contingent on the amount of time assigned in disciplinary detention and the inmate's conduct while on disciplinary detention status.
2. Incidents of misconduct while on disciplinary detention status may result in the possible implementation of new disciplinary proceedings and possible imposition of additional disciplinary time.

IV. Procedural Guidelines

- A. None

PCJ 330.04: Review of Special Management Status

Chapter: Special Management
Order No:
Effective: November 3, 2014
Revised: October 31, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-48-49, 2A-57-58
Classification: Public

I. Policy

- A. Pennington County Jail utilizes a Classification Committee to review inmates on Involuntary and Voluntary Protective Custody, Administrative Segregation and Lockdown Pending to determine on-going classification and special management status.

II. Definitions

- A. **Administrative Segregation-** When the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmate or the security or orderly running of the institution an inmate is removed from general population and housed in an area other than general housing; providing a higher degree of control and supervision.. This is a non-punitive status.
- B. **Classification Committee-** A group consisting of line staff, supervisory staff, medical and mental health staff, and the classification officer who meet weekly to discuss and determine special management classification status based on behavior history and inmate interviews.
- C. **Designee-** Security and/or Support Lieutenant.
- D. **Involuntary Protective Custody-** For those inmates who are considered by staff to require protective custody but do not volunteer to sign consent for such placement.
- E. **Lockdown Pending-** A precautionary measure used to determine housing needs.
- F. **Protective Custody-** A type of confinement used to protect an inmate (or other person) from harm, either from outside sources or other inmates.
- G. **Special Management-** General term referring to any inmate placed on Administrative Segregation, Disciplinary Detention, Protective Custody, Involuntary Protective Custody or Lockdown Pending.
- H. **Special Management Form-** A permanent log used for inmate on a special management status that contains the minimum information: name, number, housing location, date admitted, type of infraction/reason for admission, tentative release date, special medical/psychiatric problems/needs.

III. General Information

- A. Special management classifications are reviewed every seven (7) days for the first sixty (60) days; then every thirty (30) days thereafter.
- B. A review sheet will be provided to members of the Classification Committee prior to the meeting so that each member is familiar with the inmates being reviewed.
- C. Special management inmates:
 - 1. May submit correspondence to the Classification Committee containing their reason(s) for removal or any other information they wish the Committee to review.
 - 2. Have the opportunity to speak with the Classification Committee once a month during their special management classification.
- D. The Classification Committee reviews the following when deciding special management classifications:
 - 1. The initial reason for the classification;
 - 2. The inmate's behavior history for the past thirty (30) days;
 - 3. Any relevant medical and/or mental health information;
 - 4. The inmate's correspondence and/or visit with the Committee; and,
 - 5. Any extenuating circumstances.
- E. An inmate's sanctions may be modified or enhanced depending on the inmate's most recent behavior history.
 - 1. A report is made and forwarded to the Security Captain or designee if an inmate is deprived of any usually authorized item.
- F. The Classification Committee's decision is given to the inmate in writing; a copy is scanned into the inmate's file.
 - 1. The inmate may appeal the Committee's decision to the Security Captain or designee.
- G. A record of the Classification Committee meeting is kept.

IV. Procedural Guidelines

- A. A prepared review sheet is distributed to members of the Classification Committee.
- B. The Classification Committee:
 - 1. Speaks with eligible inmates on their cellblocks;

2. Reviews any submitted correspondence;
 3. Reviews any behavior history;
 4. Reviews any other pertinent information; and,
 5. Decides whether there is continued justification for the current classification.
- C. The decision is presented in writing to the inmate.

PCJ 330.05: Conditions of Confinement-Housing

Chapter: Special Management
Order No:
Effective: January 1, 2013
Revised: October 30, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-51, 2A-56-58, 2A-64
Classification: Public

I. Policy

- A. Conditions of confinement for inmates classified as special management will approximate as closely as possible the conditions of general population and restrictions will be of the least possible means to adequately supervise and safeguard inmates and staff.

II. Definitions

- A. **Special Management Inmates-** Individuals whose behavior presents a serious threat to the safety and security of the facility, staff, general inmate population or themselves. Special handling and/or housing is required to regulate their behavior.

III. General Information

- A. Special management inmates are housed in cells which are:
 - 1. Well ventilated;
 - 2. Adequately lighted;
 - 3. Maintained in sanitary conditions;
 - 4. All cells are equipped with bed and toilet facilities; and,
 - 5. Only one inmate will be housed in each cell.
- B. No inmate on special management status will be confined without clothing, mattress, blankets and pillows unless exhibiting seriously disturbing behavior in which case these items would be considered a danger to the inmate.
 - 1. All inmates on special management status will be issued the normal institutional clothing.
 - 2. All inmates will receive linen and clothing exchange equal to those housed in general population.
- C. Inmates will be allowed to keep an acceptable amount of personal hygiene items. (One item of each variety)

1. If determined necessary, the Jail Commander or designee may require a retrievable personal hygiene kit be used.
2. Restrictions on personal items/property will be considered and listed for each individual classified special management status.

IV. Procedural Guidelines

- A. Upon determination that an inmate will be classified to special management status, the Shift Supervisor reviews the appropriate housing area.
- B. Should an inmate exhibit seriously disturbing behavior, the Shift Supervisor reviews the necessary limitation to the inmate's hygiene, linen, bedding and personal property.
- C. The Shift Supervisor removes only that which is absolutely necessary to safeguard the security of the institution, staff and inmate.
 1. No inmate will remain without a minimum of one layer of clothing or a security garment.
 2. Removal of the inmate mattress and/or blankets will only be until such time that the inmate behavior is under control.
- D. The Shift Supervisor or Cellblock Officer makes notification to the inmate of the restricted items and why.
- E. The Shift Supervisor updates any changes to classification within the Cellblock Roster 'Matrix' for correctional staff review.
- F. Security staff generates a written report of the incident and sanctions imposed.
- G. The Security Lieutenant reviews the written report.
- H. The Classification Committee reviews on an on-going basis any restrictions imposed and remove any restrictions at the earliest possible time.

PCJ 330.05.1: Programs Participation

Chapter: Special Management
Order No:
Effective: January 1, 2013
Revised: October 31, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-56, 2A-58, 2A-61-66
Classification: Public

I. Policy

- A. Conditions of confinement for inmates classified as special management will approximate as closely as possible the conditions of general population. Dayroom, recreation and programming restrictions will be of the least possible to adequately supervise and safeguard inmate and staff.

II. Definitions

- A. **Special Management Inmates-** Individuals whose behavior presents a serious threat to the safety and security of the facility, staff, general inmate population or themselves. Special handling and/or housing is required to regulate their behavior.

III. General Information

- A. Providing documented security or safety considerations do not prevent delivery of such programs for limited periods, the following programs and activities will be available to inmates in locked housing units.
 - 1. Indoor recreation and exercise will be provided not less than five times each week unless security or safety considerations dictate otherwise.
 - 2. Inmates are to be able to shower and shave daily. If there is documentation the inmate presents a serious danger to self or others or jeopardizes institutional security, the opportunity to shower and shave will be limited to three times per week.
 - 3. Crisis counseling and other social services will be provided to inmates on an in cell basis.
 - a. Correctional staff will notify the Supervisor of inmates who are in need of crisis intervention counseling.
 - b. The Shift Supervisor will make the necessary arrangements for this service.
 - 4. Inmates may possess approved educational materials, ordered through approved channels, provided such materials do not constitute a security risk.

5. Leisure reading materials will be available in each locked unit.
 - a. Magazines and Hardcover books are not allowed in maximum security cellblocks
6. Law library facilities will be available to special management inmates upon request. Arrangements will be made based on the inmate's classification level and behavior.
7. Religious counseling and materials provided by approved religious representatives will be permitted. Religious materials may be subject to some limitations.
8. Social and legal correspondence will be permitted for special management per institutional procedures.
9. Social and legal phone calls will be permitted but may be limited to specific hours in accordance with staff availability.
10. Social and legal visits will be permitted for all inmates in locked down status, provided that the inmate is not under an imposed visiting restrictions.
11. Commissary will be permitted for inmates in non-disciplinary status.
 - a. The amount of purchases to be retained and type of packaging may be limited for legitimate storage and security reasons.
 - b. Inmates in this status will order commissary items from a list and will have the order delivered to them in their cells.
12. All participation or refusal to participate in recreation, showers, meals, staff interviews, visits, or other major unit activities will be logged in the inmate's Activity Log.

IV. Procedural Guidelines

A. The Cellblock Officer:

1. Follows the guidelines of the Special Management Form and matrix when allowing recreation, dayroom and movement of the inmate.
2. Makes notification to the inmate of the designated dayroom and recreation time.
3. Annotates refusal and/or conducted dayroom times on the Special Management Form.
4. Conducts a cell shakedown not less than 3 times per week and annotates on the Special Management Form.
5. Requires the inmate showers a minimum of 3 times per week.

- B. The Shift Supervisor and Jail Medical reviews the Special Management Form daily.
- C. The Programming Officer reviews with the Security Lieutenant any requests to access the Law Library/Library Cart.
- D. The Security Lieutenant determines access to Law Library/Library Cart based on the inmate behavior and security risk.
- E. Limitations regarding access to dayroom and recreation is determined by the Shift Supervisor and reviewed by the Security Lieutenant.
- F. The Classification Committee reviews on-going restrictions on a weekly basis and reinstates regular sanctions as soon as it is safe to do so.

PCJ 330.05.2: Meal Restrictions

Chapter: Special Management

Order No:

Effective: April 7, 2015

Revised: April 6, 2015

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-56, 2A-58-59

Classification: Public

I. Policy

- A. Conditions of confinement for inmates classified as special management will approximate as closely as possible the conditions of general population. Meal restrictions will be of the least possible to adequately supervise and safeguard inmate and staff.

II. Definitions

- A. **Finger Foods-** Alternate meal that provides the same food being served to all other inmates, with the exception that the foods are placed in a Styrofoam container or Styrofoam cup as applicable.
- B. **Veggie Loaf-** An alternate meal that meets the basic caloric intake value applicable to all other inmates, but is given in the form of a loaf at each meal
- C. **Special Management Inmates-** Individuals whose behavior presents a serious threat to the safety and security of the facility, staff, general inmate population or themselves. Special handling and/or housing are required to regulate their behavior.

III. General Information

- A. Inmates will be provided normal facility meals.
 - 1. Alternate meal service/restricted diets may be provided based on health or safety considerations only and meet the basic nutritional requirements.
 - a. Finger foods are to replicate the same diet and food being served to all other inmates, with the exception that the foods are placed in a Styrofoam container or Styrofoam cup as applicable.
 - b. The veggie loaf must meet the basic caloric intake value applicable to all other inmates.
 - 2. Use of the veggie loaf as a restricted diet must have the approval of the Jail Commander or designee and the Health Authority.
 - a. Any indication the use of the diet would not be medically appropriate is not to be taken into consideration by the Jail Commander or designee.

3. Restricted diets:
 - a. Should not be routinely imposed, but rather, should be used as a last resort for those individual inmates who continually misbehave while assigned to special management.
 - b. Is to be discontinued at the earliest possible time when it is believed the inmate's behavior no longer presents a health, safety or security issue.
 - c. Cannot exceed seven days.
4. Inmate behavior that could result on a restricted diet may include, but is not limited to:
 - a. Failure to return meal trays;
 - b. Assaultive behavior towards jail staff;
 - c. Throwing meal trays or food; and/or,
 - d. Any other behavior in which it is determined that regular meal service would create a health, safety or security issue for either the inmate or staff.
5. Whenever possible, prior to implementation of the restricted diet, the inmate is to be informed that continued misconduct will result in a restricted diet.

IV. Procedural Guidelines

- A. If an inmate displays one or more of the behaviors listed above, the Cellblock Officer:
 1. Informs the inmate of the consequences of said behavior, and ,
 2. Makes notification to the Shift Supervisor.
- B. The Shift Supervisor:
 1. Makes a determination if the alternate diet is warranted;
 2. If so, which type:
 - a. Finger foods or,
 - b. Veggie loaf
 3. Contacts the Jail Commander or designee for approval of the veggie loaf;
 4. Upon approval of the veggie loaf, makes notification to Jail Medical Staff.
- C. Medical Staff reviews the inmate's medical chart and contacts the Health Authority for approval when veggie loaf is ordered.
- D. When finger foods are implemented, or upon approval for the veggie loaf, the Shift Supervisor:

1. Makes an entry into the Procedural Tab of the records management system for notification of Kitchen Staff, and,
 2. Makes an entry into the Cellblock Roster 'Matrix' for notification of correctional staff.
- E. An incident report is completed.
- F. The meal restriction is removed at the earliest possible time.

PCJ 340.01: Access to Courts/Legal Counsel

Chapter: Inmate Rights
Order No:
Effective: January 1, 2013
Revised: November 20, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-01-02
Classification: Public

I. Policy

- A. The Pennington County Jail will support the inmate's right to have access to courts, attorneys, and authorized legal or professional representatives.

II. Definitions

- A. None

III. General Information

- A. Staff will make every effort to ensure all communications either verbal or written between professionals and an inmate is confidential and uncensored.
- B. Inmates will have access to their authorized legal representatives during non-lockdown hours only.
 - 1. Professional visits with a special management inmate will need to have a scheduled appointment.
 - 2. Visiting professionals will stop at the front desk and provide proper identification.
- C. Mail to attorneys or the courts is uncensored but may be searched in accordance with the policy on mail.
- D. Phone calls to attorneys are provided free of charge and are not censored or recorded.

IV. Procedural Guidelines

- A. Professional Visits
 - 1. The receptionist inputs the professional's name and the name of the inmate to be visited into the visitor screen of the computer system and on a Professional Visitor Pass.
 - 2. The professional gives the pass to the Housing Officer.
 - 3. The Housing Officer:

- a. Signs their initials, identification number and the start time on the pass;
- b. Logs the visitor in the activity log; and,
- c. Permits the visitor and the inmate to speak privately in the cellblock interview room or other available location.

B. Attorney Calls

1. An inmate may access their attorney by utilizing the inmate phone system:
 - a. Entering their identification number;
 - b. Entering their PIN number created from the Turnkey Kiosk;
 - c. Entering their attorney number.
2. If an inmate has to call an attorney collect, or the operator indicates that the call is subject to monitoring at any time, the inmate needs to submit a request form to the Shift Supervisor so the number can be programmed as “free” and “do not record.”
3. If an inmate needs to contact an out-of-state attorney, a request form will need to be submitted to the Shift Supervisor so the phone number can be programmed in to the phone system as “free” and “do not record.” This will only apply if the inmate is actively represented by the attorney in a pending case.

PCJ 340.04: Access to Law Library/Services

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-62, 6A-03
Classification: Public

I. Policy

- A. Inmates have access to legal materials to facilitate the preparation of documents if there is not adequate free legal assistance to help them with criminal, civil, and administrative legal matters.

II. Definitions

- A. **Legal Documents-** Affidavits, motions, orders or like documents that constitute pleadings before a court. For the purpose of this policy, legal documents are limited to those documents required for writs for habeas corpus, complaints testing conditions of confinement, or direct appeals from an inmate's sentence or conviction.
- B. **Conditions of Confinement-** Those lawsuits that alleged in their initial pleadings that an employee or officer of the Pennington County Sheriff's Office is holding the inmate plaintiff under circumstances or conditions that violate rights under the United States Constitution or Federal Law

III. General Information

- A. Inmates have access to supplies and services related to legal matters.
- B. The Jail will make provisions for inmates who are not represented by an attorney to obtain copies of legal documents necessary to obtain access to the courts in actions appealing an inmate's sentence or presenting a constitutional challenge to the conditions of an inmate's confinement.
- C. The Jail is not obligated to provide copies of documents to inmates pursuing general civil claims other than those challenging conditions of confinement.
- D. Adequate study space is provided to allow inmates access to legal materials.
- E. The Law Library Cart is available to all cellblocks on a predetermined rotation.

IV. Procedural Guidelines

- A. The Pennington County State's Attorney advises the Jail Commander of reference materials to be supplied via the Law Library Cart.
- B. The inmate requests use of the Law Library Cart via the inmate kiosk.

- C. The designated employee follows the process for assigning programs.
- D. The Housing Officer(s) rotate the annex Law Library Cart and the main jail Law Library Cart as scheduled.
- E. The inmate utilizes the cart in the interview room of the cellblock with the exception of the inmates assigned to the second floor of the main jail, who utilize the cart within their immediate housing area.

PCJ 340.05: Inmate Access to the News Media

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-04
Classification: Public

I. Policy

- A. Pennington County Jail permits inmate access to the news media subject only to the limitations necessary to maintain order and security.

II. Definitions

- A. **News Media Representative-** A person whose principle or secondary employment is to gather or report news for one of the following:
 - 1. A general circulation newspaper;
 - 2. A news magazine of a local or national circulation;
 - 3. A local, national, or international news service;
 - 4. A radio or television news program of a station holding a Federal Communications Commission license.
- B. **News Conference-** An interview conducted with multiple media representatives.

III. General Information

- A. Inmates may correspond with media.
- B. Media interviews will be conducted during normal visitation hours.
 - 1. Only one interview will be granted per day and news conferences are not permitted.
 - 2. Interviews will not last longer than 20 minutes.
 - 3. Interviews will be considered a regular visit and inmates do not get an additional visit for the day.
- C. News media representatives will not be allowed on the secure side of the facility.
- D. The Jail Commander may suspend all media visits during an institutional emergency and for a reasonable time after the emergency.
- E. The Jail Commander may deny a news media interview for the following reasons:

1. Inmate's attorney disapproves the interview.
2. Judge having jurisdiction disapproves the interview.
3. Inmate is physically or mentally unable to participate which must be substantiated by a physician, psychologist or psychiatrist.
4. Inmate refuses to sign the written consent.
5. The interview would adversely affect the order of the facility.
6. Inmate is a "protection" case and information regarding his/her whereabouts would endanger the inmate's safety.
7. Inmate is under disciplinary sanctions and not allowed visits.

IV. Procedural Guidelines

- A. Inmate submits a request to the Jail Commander or designee for the news media interview containing the following information:
 1. News media representative who will conduct the interview;
 2. Estimated time of the interview;
 3. Name of inmate's attorney;
 4. Name of judge having jurisdiction over the inmate's case; excluded for post-trial inmates.
- B. The inmate, inmate's attorney or new representative submits written approval of the interview from the judge and attorney to the Jail Commander.
- C. Inmate completes the consent form.
- D. The security staff places the consent form in the inmate's file.
- E. The Jail Commander or designee approves or denies the interview within 48 hours (excluding weekend and holidays) after receiving all required written documentation.

PCJ 340.06: Protection From Abuse

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-07, 6B-01
Classification: Public

I. Policy

- A. To ensure inmates are treated fairly and their rights are protected, Pennington County Sheriff's Office staff will protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage or harassment.

II. Definitions

- A. **Cruel and unusual punishment-** any punishment that is inhumane or violates basic human dignity

III. General Information

- A. Under the Eight Amendment of the United States Constitution, inmates have the right to be free of cruel and unusual punishment.
- B. All employees will treat inmates respectfully, courteously and professionally.
- C. Through inspections, Staff will ensure that inmates are housed in a clean, safe, well-ordered environment protecting all persons from injury, illness and disease.
- D. Discipline will be administered in a fair, firm and consistent manner. Corporal punishment will be never used.
 1. Inmates have a right to address their grievances through the Jail's grievance procedure.
 2. Inmates have a right to seek relief through the courts if they perceive a violation of their rights while incarcerated.
 3. Retaliation, punishment or intimidation of inmates who exercise their rights is strictly prohibited.
- E. All employees who handle inmate personal property do so with professionalism and care ensuring there is no unnecessary damage or loss.
- F. All inmates will receive medical care through Sick-Call Requests, routine physicals or by staff initiating a request to have an inmate seen by medical personnel.

IV. Procedural Guidelines

- A. An inmate submits a complaint verbally, in writing and/or via the inmate kiosk.
- B. Complaints of mistreatment are investigated by the Shift Supervisor and a written report will be submitted to the Security Lieutenant.
- C. The Security Lieutenant reviews the allegations and makes a recommendation to the Security Captain.
- D. The Security Lieutenant responds in writing to the inmate regarding their allegations.
- E. A record of the allegations and outcome is maintained in the Inmate Record Management System.

PCJ 340.07: Searches for Evidence of a New Crime

Chapter: Inmate Rights
Order No:
Effective: January 1, 2013
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6C-19
Classification: Public

I. Policy

- A. When an inmate is suspected of a new crime, searches for evidence of the crime will follow provisions for the preservation of evidence as well for the protection of the inmate's legal rights.

II. Definitions

- A. **Contraband-** Any item(s) not issued by the Jail, purchased from the commissary, or authorized by the Jail Administration, or any permissible items converted into something other than its original purpose. This includes unauthorized amounts of permissible items.
- B. **Routine Search-** A regular examination of the facility, to include inmates' cells and property.

III. General Information

- A. Routine searches are conducted for the following purposes:
 - 1. Prevent the introduction of weapons or other dangerous contraband
 - 2. Detect the manufacture of weapons and escape devices inside the facility
 - 3. Discourage theft and "trafficking" of institutional supplies
 - 4. Prevent waste and destruction of institutional supplies
- B. The Jail Commander or designee authorizes any search conducted for the purpose of obtaining evidence when an inmate is suspected of a new crime or having unauthorized items.
 - 1. If immediate action is taken, the Jail Commander or designee is to be notified as soon as possible after the search.

IV. Procedural Guidelines

- A. Searches for Evidence of Crime:
 - 1. The Correctional Officer secures the area where the crime was committed.

2. The Correctional Officer notifies the Shift Supervisor.
3. The Shift Supervisor notifies the Jail Commander or designee who will review the situation.
4. If a search is authorized, the Shift Supervisor contacts the Pennington County Sheriff's Office Patrol Supervisor and requests assistance in conducting the search for evidence.

B. Contraband:

1. Contraband found during search is confiscated and signed over to the Shift Supervisor.
2. The Correctional Officer completes an Incident Report clearly describing the contraband and when and where it was found.
3. The Incident Report is forwarded to the Shift Supervisor.
4. The Shift Supervisor reviews, initials and dates the report and forwards it to the Jail Commander or designee.
5. If the contraband becomes evidence in a criminal manner, Law Enforcement Personnel provides the Shift Supervisor a written receipt of all items taken.

PCJ 340.08: Personal Grooming

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-08
Classification: Public

I. Policy

- A. The Pennington County Jail allows inmates freedom in personal grooming except when a valid interest justifies otherwise.

II. Definitions

- A. None

III. General Information

- A. All inmates are permitted freedom in personal grooming as long as their appearance does not conflict with the facility's requirements for safety, security, identification, and hygiene.
- B. All regulations concerning personal grooming will be as least restrictive as possible.
- C. Razors are available for use between 0730 hrs and 0830hrs daily.
 - 1. Razors are checked out by the Housing Officer and must be returned after use.
 - 2. Inmates who are suicidal are offered access to razor-less shaving cream.
 - 3. Inmates who present a security risk will be provided alternate means to shave which may include the use of razor-less shaving cream.
- D. Inmate haircuts are available on a monthly basis unless otherwise scheduled by the contracted cosmetologist.
- E. Inmates may request a haircut outside normally scheduled hours pending a court appearance and upon the availability of the cosmetologist.

IV. Procedural Guidelines

- A. An inmate requests a razor from the Housing Officer.
- B. The Housing Officer removes a razor from the razor box and corresponding cell number.
 - 1. A razor is kept in each slot for all designated cells.

2. Razors are only replaced:
 - a. Upon request by the inmate;
 - b. At such time that a different inmate is assigned to the corresponding cell and only upon request for a razor by the inmate.
 - c. The Housing Officer marks the inmate last name, first name and cell number on each razor issued.
 3. Razors are inspected upon return for parts and tampering.
- C. An inmate requests a haircut by submitting a request via the housing unit kiosk.
- D. The Bookkeeper:
1. Verifies availability of funds,
 2. Debits the amount for the haircut; and,
 3. Schedules the appointment.

PCJ 340.09: Grievance Procedures

Chapter: Inmate Rights
Order No:
Effective: November 9, 2012
Revised: October 29, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-07, 6B-01
Classification: Public

I. Policy

- A. The Pennington County Jail provides a formal grievance procedure to provide a system for the inmate population to address real and/or perceived wrongs relating to any condition which the inmate believes to be harmful to their welfare or safety.

II. Definitions

- A. **Grievance-** A circumstance or action considered unjust and grounds for complaint or resentment and/or a response to that circumstance in the form of a written complaint filed with the appropriate body.

III. General Information

- A. Grievances generally fall under one of three categories:
 - 1. An existing policy, procedure or condition in the Pennington County Jail which they perceive to be harmful to his/her welfare or safety;
 - 2. The attitude or behavior of an employee or other inmate towards the complainant which is perceived to be unjustified or unreasonable;
 - 3. The absence of policy and procedure dealing with conditions or routines which, because of their absence, cause existing conditions or routines to be perceived to be harmful or injurious to the welfare or safety of the complainant.
- B. Grievances are to be timely, generally submitted within 5 days of receiving a response to a specific request.
- C. Grievances which are vague will be returned to the inmate for clarification.
- D. Grievances signed by more than one inmate will not be accepted.
- E. No grievance will be accepted if it contains:
 - 1. Obscene language,
 - 2. Sexual connotations,
 - 3. Items that do not apply to the matter being grieved.

- F. Paper grievances may be submitted in the absence of access to the inmate kiosk.
- G. Appeals to the Support Captain and/or Security Lieutenant:
 - 1. Must be forwarded within 24 hours of the date appearing on the Supervisor's response section of the grievance;
 - 2. The letter of appeal must indicate why the inmate believes the response of the Supervisor does not answer their complaint.
- H. Should the inmate feel that the Security Lieutenant did not answer their complaint, they may appeal to the Security Captain.
- I. Appeals to the Security Captain:
 - 1. Must be forwarded within 24 hours of the date that the Lieutenant responded;
 - 2. The letter of appeal must indicate why the inmate believes the response of the Lieutenant did not answer their complaint.
- J. Once the Support Captain and Security Captain have responded, there can be no further appeals within the department.

IV. Procedural Guidelines

- A. If an inmate cannot resolve their concern through security or medical staff by submitting an inmate request, they submit an electronic grievance through the inmate kiosk.
 - 1. The inmate states the specific nature of their complaint;
 - 2. Explain what efforts (if any) they have taken to resolve the problem by other means.
- B. The Shift Supervisor checks Turn-Key for grievances each shift.
 - 1. Grievances dealing with medical issues are forwarded to the Medical Supervisor.
 - 2. Grievances dealing with food services are forwarded to the Support Captain.
 - a. The Support Captain prints a copy of the grievance and reviews it with the Kitchen Supervisor.
 - b. The Support Captain responds to the inmate on behalf of the kitchen staff.
- C. The Supervisor responds to the inmate within 72 hours.
 - 1. If this time period is not sufficient, the inmate concerned will be informed of the reason for the delay.

2. Complaints that threaten an inmate's immediate health and welfare are responded to immediately.
- D. The Shift Supervisor and/or Support Captain forwards a printed copy of the completed grievance to the administrative area.
 - E. The designated administrative staff scans the inmate grievance and attaches a copy to the Grievance Log Excel spreadsheet.
 - F. Should the inmate not feel that the Supervisor's response answers their complaint; they may appeal the response.
 1. Food services and medical grievances are appealed to the Support Captain.
 2. All other grievances are appealed to the Security Lieutenant.
 - G. Upon receipt of an appeal from the inmate, the Support and/or Security Captain:
 1. Conducts an additional investigation of the complaint, if necessary;
 2. Provides a written response to the inmate within 72 hours (excluding holidays and weekends);
 3. Should additional time be required to complete an investigation and prepare a response, the inmate is informed.

PCJ 340.10: Access to Diplomatic Representation

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-06
Classification: Public

I. Policy

- A. Foreign Nationals are allowed access to the Diplomatic Representatives of their country of citizenships through visitation or phone calls.

II. Definitions

- A. **None**

III. General Information

- A. When dealing with Foreign Nationals, treaties with other countries can impose additional obligations.
- B. The Jail Commander or designee, if requested, will assist inmates in making contact with foreign diplomatic representatives.
- C. Diplomatic Representatives must present proper identification in order to be approved for a visit.
- D. A list of speed dial numbers associated with each Foreign Consulate is maintained and updated by an Immigration and Customs Enforcement representative annually and posted next to each cellblock's inmate phones.

IV. Procedural Guidelines

- A. An inmate may use the inmate phone system to contact a foreign consulate:
 - 1. Dial 611;
 - 2. Follow and enter the prompts as directed to get to the correct Consulate area/number.
- B. The inmate should submit an electronic request via the inmate kiosk to request assistance in contacting a Foreign Consulate.
- C. The Housing Officer will attempt to assist the inmate and/or forward the request to the Shift Supervisor.

- D. The Shift Supervisor will attempt to assist the inmate, if necessary, and/or contact the Immigration and Customs Enforcement representative for assistance when needed.

PCJ 340.11: Medical, Mental, Physically Impaired Inmates

Chapter: Inmate Rights

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-30, 4C-40, 6B-08

Classification: Public

I. Policy

- A. Jail staff identifies and makes accommodations for inmates with special needs to ensure the inmate's safety, security and access to services and programs.

II. Definitions

- A. **Special Needs-** A mental and/or physical condition such as the chronically ill, those with communicable disease, the physically handicapped, the frail and elderly, the terminally ill, inmates with special mental health and the developmentally disabled.

III. General Information

- A. Staff and offenders have access to a qualified individual who is educated in the problems and challenges faced by offenders with physical and/or mental impairments, programs designed to educate and assist disabled offenders and legal requirements for the protection of offenders with disabilities.
- B. Resources available with information on how to assist offenders with physical and/or mental impairments and referral agencies include:
 - 1. Nursing staff
 - 2. Mental Health Staff
 - 3. Black Hills Workshop
 - 4. South Dakota Division for the Hearing Impaired
 - 5. Behavior Management Systems
- C. Inmates will be provided with the appropriate resources to understand the facility rules and regulations.

IV. Procedural Guidelines

- A. During intake the Correctional Officer determines through the intake questionnaire whether there is a mental or physical impairment.

- B. The Intake Officer makes notification to the Shift Supervisor if it is determined there is a physical or mental impairment.
- C. The Shift Supervisor determines whether to refer the inmate to medical or mental health services.
- D. Medical and/or Mental Health Staff devise a housing plan with the Classification Officer, Security Lieutenant, and/or Classification Committee.

PCJ 340.12: Notification of Death of Immediate Family Members

Chapter: Inmate Rights
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5A-03, 5B-03
Classification: Public

I. Policy

- A. Inmates will be notified in a timely manner of a verifiable death or critical illness of an immediate family member.

II. Definitions

- A. **Immediate Family Member-** Spouse, children/step-children, grandchildren, parent/step-parent, brother/sister, grandparent, mother/father-in-law, sister/brother-in-law

III. General Information

- A. None

IV. Procedural Guidelines

- A. Upon notification of a death of an inmate's family member, the Shift Supervisor contacts the notifying agency to verify the information.
 - 1. If additional verification is needed, local law enforcement, the hospital or funeral home can be contacted.
 - 2. At the discretion of the Shift Supervisor, a family member can be granted a special visit to inform the inmate of the death.
 - 3. The Shift Supervisor can also grant the inmate a phone call to a family member to be informed of a death.
- B. The Shift Supervisor contacts the Jail's lay clergy, if available, and requests that they come to the jail to visit with the inmate.
- C. If the clergy is not available, the Shift Supervisor informs the inmate of the death and inquires if the inmate would like to have clergy contacted to come in to visit.
- D. The Shift Supervisor also notifies the Mental Health Worker of the death.
- E. The Mental Health Worker, when possible, meets with the inmate.

- F. In the event the Mental Health worker is unavailable, the Shift Supervisor contacts the Crisis Care Center for an inmate consultation.

PCJ 340.12.1: Humanitarian Visits for Family Illness

Chapter: Inmate Rights
Order No:
Effective: January 1, 2013
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5A-03, 5B-03
Classification: Public

I. Policy

- A. Jail Staff will notify inmates, in a timely manner, of a verifiable critical illness or death of an immediate family member and when possible, will allow a visit to the family member.

II. Definitions

- A. **Immediate Family Member-** Spouse, children/step-children, grandchildren, parent/step-parent, brother/sister, grandparent, mother/father-in-law, sister/brother-in-law

III. General Information

- A. Inmates may be permitted to go to the bedside under escort or alone when security and transportation permits.
- B. Authorization will depend on the following factors:
 - 1. Charges and level of security of inmate;
 - 2. Charge status (sentenced or unsentenced);
 - 3. Escape risk;
 - 4. Availability of deputies for transport;
 - 5. Classification level;
 - 6. Past behavior history;
 - 7. Location of visit.

IV. Procedural Guidelines

- A. Upon notification that an inmate's family member is critically ill, the Shift Supervisor verifies the information by contacting the hospital or other health care authority that is involved in the case.

- B. If the inmate requests a furlough, the Shift Supervisor advises the inmate to contact the court.
- C. If the furlough request is time sensitive, the Shift Supervisor assists the inmate in making the request.

PCJ 350.01: Zero Tolerance

Chapter: Prison Rape Elimination Act (PREA)

Order No:

Effective: June 22, 2017

Revised: June 8, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-22-2, 4D-22-7; SDCL 22-22-7.6; Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. The Pennington County Jail complies with the standards set forth in the Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115 in support of eliminating sexual abuse in confinement and maintaining a safe environment for inmates.

II. Definitions

- A. See Appendix I

III. General Information

- A. Pennington County Jail maintains zero tolerance toward all forms of sexual abuse/harassment/misconduct.
- B. South Dakota Codified Law 22-22-7.6 specifies that sexual acts between any person employed at a jail and detainees is a felony which is punishable by two years in a state penitentiary and a \$2,000.00 fine.
- C. All staff and volunteers having contact with inmates will be trained on the Prison Rape Elimination Act's standards.
 1. Each employee will receive refresher training every two years.
 - a. Current policies regarding sexual abuse/harassment/misconduct will be provided yearly.
 2. Volunteers will receive refresher training yearly.
- D. All inmates will receive information explaining the facility's zero tolerance of sexual abuse/harassment/misconduct and ways of reporting upon intake and then more comprehensive education within the specified time frame.
 1. Education will be provided in formats accessible to all inmates (i.e. Spanish, etc.)

2. Posters and handbooks containing key information will be continuously available and visible for inmates.
- E. All inmate will be screened upon intake for risk of sexual victimization or sexual abusiveness within seventy two (72) hours of arrival at the facility.
1. The screening information will be used to inform housing, bed, work, education, and program assignments with the goal of keeping separate those deemed high risk of being victimized from those at high risk of being sexually abusive.
 2. A reassessment will be conducted during the fourteen-day physical, but can be done at any time as relevant information becomes available.
- F. Pennington County Jail provides multiple methods for reporting sexual abuse/harassment/misconduct.
1. Written letter, grievance, request, etc.;
 2. Verbal;
 3. Anonymous reports;
 4. Contacting a rape crisis center; and/or,
 5. Third party reports.
- G. Pennington County Jail staff may also privately report sexual abuse/harassment/misconduct.
- H. All reports or allegations of sexual abuse/harassment/misconduct are documented and investigated.
1. If determined criminal in nature, the internal investigation immediately ceases and is turned over to law enforcement.
 2. All reasonable efforts will be made to protect inmates and staff who report sexual abuse/harassment//misconduct from retaliation by other inmates or staff.
 - a. Command Staff will monitor all incident reports, complaints, and/or grievances for possible retaliation.
 3. Inmate will be notified of the outcome of the investigation.
 - a. The notification will be documented.
- I. Command Staff will notify the United States Marshal Services (USMS) the next business day of any report of sexual abuse/harassment/misconduct involving a USM inmate.

- J. All facilities will provide victims of sexual abuse access to outside victim advocacy, medical and mental health care.
 - 1. Medical and mental health care will be provided to the victim.
- K. Inmates who make deliberate, malicious, or false reports will be subject to disciplinary sanctions and criminal prosecution.
 - 1. Reports made in good faith will not be subject to disciplinary or criminal action.
- L. Inmates who are found guilty of violating this policy will be subject to disciplinary sanctions and criminal prosecution, if deemed criminal in nature.
- M. Termination will be the presumptive disciplinary sanction for staff who has engaged in sexual abuse.
 - 1. Disciplinary sanctions for violation of policies relating to sexual abuse (other than actually engaging in sexual abuse), harassment, and/or misconduct shall be commensurate with the nature and circumstances of the acts committed, staff member's disciplinary history, and sanctions imposed for comparable offenses by other staff with similar histories.
 - 2. All terminations for violations of agency sexual abuse of 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.
- N. Inmates and/or staff who are found guilty of violating this policy will be subject to disciplinary sanctions and criminal prosecution if determined criminal in nature.
- O. The facility will conduct an incident review at the conclusion of every sexual abuse investigation unless the investigation unless the incident is determined to be unfounded.
- P. Sexual abuse data will be kept, reviewed, and securely retained.
 - 1. Sexual abuse data will be made publicly available at least annually through the website of the Pennington County Sheriff.
 - a. All personal identifiers will be removed.
- Q. This policy will be published on the website of the Pennington County Sheriff.

IV. Procedural Guidelines

- A. **None**

PCJ 350.01 Appendix I: Definitions

- A. **Administrative Investigation-** Investigation conducted within the facility that determines whether a facility rule or policy, that may not be criminal in nature, was violated.
- B. **Aggressor-** Any person committing sexual abuse/harassment/misconduct against another. The aggressor may be the same or different gender as the victim.
- C. **Consent-** To give permission for something to happen.
- D. **Contracted Employees-** Staff who are hired for a specific job providing service to the agency but are not considered general staff. Example- CBM Food Service
- E. **Contractor-** Individual who provides a recurring service to the facility or agency which allows the individual access to inmates.
- F. **Exigent Circumstances-** Any set of temporary or unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.
- G. **Garrity Warning-** Advisement of rights to employees during an internal investigation.
- H. **Gender Nonconforming-** A person whose appearance or manner does not conform to traditional societal gender expectations.
- I. **Intersex-** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
- J. **Miranda Rights-** warning given to individuals prior to interrogation to protect the person from self-incrimination and to preserve the admissibility of their statement in criminal proceedings.
- K. **Pat Search-** Search conducted by confinement staff which staff runs their hands over the clothed body of an inmate to determine the existence of contraband.
- L. **Prison Rape Elimination Act of 2003 (PREA)-** Federal law passed in 2003 that aimed to curb sexual abuse/harassment/misconduct in detention settings by developing national standards that created zero tolerance toward sexual violence and made detention facilities more accountable.
- M. **Retaliation-** Any act of vengeance, covert or overt action, or threat of action taken against an individual in response to their claim of sexual abuse/harassment/misconduct or cooperation in the reporting or investigation of such, regardless of the disposition of the complaint. Examples include, but are not limited to:
 - 1. Unnecessary discipline;
 - 2. Verbal or physical intimidation or threats;

3. Unnecessary changes in housing classification;
4. Unnecessary changes in work or program assignments;
5. Unjustified denials of privileges or services; and/or,
6. Any action to compromise the victim or witness's safety including refusal or failure to protect.

N. Sexual Abuse-

1. Inmate on inmate sexual abuse includes the following if the victim does not or cannot consent, refuses, or is coerced by overt or implied threats of violence:
 2. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 3. Contact between the mouth and the penis, vulva, or anus;
 4. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and,
 5. Any other intentional touching, either by directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
6. Staff on inmate sexual abuse includes any of the following:
 7. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
 8. Contact between the mouth and the penis, vulva, or anus;
 9. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 10. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 11. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 12. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in (a)-(e) of this section;
 13. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate; and,

14. Voyeurism by a staff member, contractor, or volunteer.

O. Sexual Harassment-

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and,
2. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

P. Sexual Misconduct- All forms of sexual behavior prohibited by this policy regardless of whether it is consensual. Examples include, but are not limited to:

1. Statements, comments or innuendo directly or indirectly concerning the actual or perceived sexual orientation of any person;
2. Inmate or close relationships with another inmate defined as any relationship beyond the boundaries of a professional relationship;
3. Intimate conversation or correspondence with an inmate; and/or,
4. Creating an intimidating, hostile or offensive environment by engaging in or permitting sexually offensive behavior or language that is directed at or observable by others.

Q. Sexual Violence- General term for all forms of sexual abuse/harassment/misconduct.

R. Staff- All direct employees of the Pennington County Jail, contracted employees, contractors, volunteers who have access to inmates.

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

T. Substantiated Allegation- Outcome of an investigation in which the event was determined to have occurred.

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

V. Unfounded Allegation- Outcome of an investigation in which the event was determined not to have occurred.

W. Unsubstantiated Allegation- Outcome of an investigation that provided insufficient evidence to make a final determination as to whether or not the event occurred.

X. Victim's Advocate- A trained individual who provides emotional support to victims of sexual violence.

- Y. **Volunteer**- Individual who donates time and effort on a recurring basis at a detainment facility.
- Z. **Voyeurism**- An invasion of an inmate's privacy by a staff member, contractor, volunteer for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in their cell to perform bodily functions; requiring an inmate to expose their buttocks, genitals, or breasts; or taking images of all or part of an inmate's body or of an inmate performing bodily functions.
- AA. **Zero Tolerance**- Policy of strict, uncompromising enforcement of rules/laws.

PCJ 350.02: Reporting

Chapter: Prison Rape Elimination Act (PREA)

Order No:

Effective: July 11, 2017

Revised: June 27, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-22-2, 4D-22-7-8; Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. The Pennington County Jail provides multiple methods for inmates and staff to report sexual abuse/harassment/misconduct and/or retaliation in compliance with the Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115.

II. Definitions

- A. See Appendix I

III. General Information

- A. Facilities will accept multiple methods of reporting sexual abuse/harassment/misconduct and/or retaliation to include, but not limited to:
 - 1. Written letter, grievance, request, etc.;
 - a. Inmates are provided access to tools necessary to make a written report if requested, including but not limited to: writing utensil, paper, and envelope. - 2. Verbal reports;
 - a. All verbal reports are documented immediately by the person receiving the report.
 - 3. Anonymous reports;
 - 4. Contacting a rape crisis center, and/or,
 - 5. Third party reports.
- B. All staff members are required to report any knowledge, suspicion, or information they receive regarding any of the following:
 - 1. Any incident of sexual abuse/harassment/misconduct occurring in any facility;
 - 2. Any act of retaliation against inmates or other staff who have reported such an incident; and/or,

3. Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
- C. Staff is prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
 - D. All reasonable efforts will be made to protect inmates and staff from retaliation for reporting sexual abuse/harassment/misconduct.
 - E. Employees accused of sexual abuse/harassment/misconduct will be afforded their rights and due process in accordance with the Pennington County Employee Handbook, Garrity rules and other applicable laws.
 - F. There is no time limit for reporting sexual abuse/harassment/misconduct.

IV. Procedural Guidelines

- A. Report of abuse occurring at another facility
 1. In the event an allegation is received that an inmate was sexually abused while confined at another facility, the Jail Commander or designee notifies the head of the facility or appropriate investigative agency where the alleged abuse occurred.
 - a. Notification is provided as soon as possible, but not later than seventy two (72) hours after receiving the allegation. The following information is documented:
 - 1) Date and time of call to the agency and/or investigative agency;
 - 2) Name of person(s) spoken to regarding the allegations; and,
 - 3) The type of details related to the agency and investigative agency.
- B. Reporting of abuse occurring at a Pennington County Facility
 1. Upon receipt of any allegation an inmate has been sexually abused while in the facility's care, law enforcement is notified as soon as possible.
- C. Third party report of abuse occurring at the Pennington County Jail
 1. Upon notification from another agency that an inmate has reported abuse allegedly occurring while in custody of the Pennington County Jail; the Jail Commander or designee immediately reports the allegation to the Chief Deputy or Sheriff and ensures the allegation is investigated in accordance with the Prison Rape Elimination Act (PREA) standards, and is investigated by law enforcement if criminal in nature.
 2. Third parties, including fellow inmates, family members, attorneys, outside advocates, and others, permitted to assist filing reports allegations, grievances,

and requests for administrative remedies relating to allegations of sexual abuse, and are permitted to file such requests on behalf of inmates.

3. If the allegation involves the Jail Commander, or if the Commander is not available at the time of the allegation, the employees reports directly to the Chief Deputy or Sheriff.
4. All reports or allegations received regarding sexual abuse or sexual harassment are documented, regardless of the outcome.

PCJ 350.03: Admission Assessment

Chapter: Prison Rape Elimination Act (PREA)

Order No:

Effective: July 11, 2017

Revised: June 27, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-22-1, 4D-22-3-4; Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. The Pennington County Jail complies with the standards set forth in the Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115 through screening inmates for risk of either sexual abusiveness or sexual vulnerability upon admission.

II. Definitions

- A. See Appendix I

III. General Information

- A. All inmates will be screened upon admission for risk of sexual victimization or sexual abusiveness within twenty four (24) hours of arrival to the facility.
 1. The screening information will be used to inform housing, bed, work, education and program assignments with the goal of keeping separate those deemed high risk of being victimized from those at high risk of being sexually abusive.
 2. Inmates identified as high risk for victimization or abusiveness will be assessed by mental health or other qualified professional.
 3. Within thirty (30) days or sooner if further relevant information becomes available, a reassessment will be completed.
- B. The screening will include, but is not limited to:
 1. Whether the inmate has a mental, physical, or developmental disability;
 2. Age;
 3. Physical build;
 4. Incarceration history;
 - a. Prior history of institutional violence or sexual abuse.
 5. Criminal history;

- a. Violent vs non-violent,
 - b. Sex offenses against adult or child.
 - 6. History of sexual victimization or abusiveness;
 - 7. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, or gender non-conforming.
 - 8. Inmate's own perception of vulnerability; and,
 - 9. Any other specific information about individual inmate that may indicate heightened needs for supervision, additional safety precautions, or separation from other inmates.
- C. Inmates may not be disciplined for refusing to answer any question on the screening.
- D. The Pennington County Jail will implement appropriate controls on the dissemination within the facility in order to ensure any sensitive information is not exploited to the inmate's detriment by staff or other inmates.

IV. Procedural Guidelines

- A. **None**

PCJ 350.04: Investigations

Chapter: Prison Rape Elimination Act (PREA)

Order No:

Effective: July 11, 2017

Revised: June 27, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-22-2; Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. The Pennington County Jail investigates any allegation of sexual abuse/harassment/misconduct in support of the Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115.

II. Definitions

- A. See Appendix I

III. General Information

- A. The Pennington County Jail conducts administrative investigations of any allegation of sexual abuse/harassment/misconduct.
 - 1. Any allegations determined criminal in nature are immediately referred to law enforcement.
 - a. The administrative investigation ceases until the criminal investigation is complete.
 - b. The facility cooperates fully with outside agencies conducting investigations.
- B. Staff conducting administrative investigations receives specialized training.
- C. All administrative investigations are completed in a prompt, thorough, and objective manner.
 - 1. Investigations continue even if the alleged victim and/or alleged perpetrator have left the facility.
- D. The disposition of an administrative investigation will be one of the following: substantiated, unsubstantiated, or unfounded.
 - 1. An investigator uses the 'preponderance of evidence' standard in determining whether allegations of sexual abuse/harassment/misconduct are substantiated.
- E. The final report includes, at a minimum:

1. An effort to determine whether staff actions or failures to act contributed;
 2. A description of the physical and testimonial evidence;
 3. Reasoning behind credibility assessments; and,
 4. The investigative facts and findings.
- F. Any disciplinary sanctions are during the formal disciplinary process upon completion of the administrative investigation.
- G. All written reports are retained as long as the alleged abuser is incarcerated or employed by the agency, plus five years.

IV. Procedural Guidelines

- A. The investigator:
1. Reviews any available electronic monitoring data;
 2. Reviews any prior complaints and reports of sexual abuse/harassment/misconduct involving the alleged perpetrator(s);
 3. Interviews victim, alleged perpetrator(s), and witnesses;
 4. Determines if there is a preponderance of evidence to substantiate the allegation;
 5. Prepares the final report; and,
 6. Informs the victim of the outcome of the investigation.
 - a. The notification is documented.

PCJ 350.05: Response to Sexual Abuse/Harassment/Misconduct

Chapter: Prison Rape Elimination Act (PREA)

Order No:

Effective: July 11, 2017

Revised: June 27, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-22, 4D-22-2, 4D-22-6-8, 2A-29; Prison Rape Elimination Act of 2003, National PREA Standards, 28 C.F.R. Part 115

Classification: Public

I. Policy

- A. The Pennington County Jail conducts an investigation whenever an allegation of sexual abuse/harassment/misconduct or threat or sexual abuse is reported and provides appropriate medical and/or mental health treatment.

II. Definitions

- A. See Appendix I

III. General Information

- A. The Pennington County Jail requires mandatory training for staff, volunteers, and contractors to prevent, detect, and respond to sexual abuse/harassment/misconduct and/or retaliation.
- B. The Inmate Handbook contains the following information which is available to the inmates:
 - 1. Prevention/Intervention of sexual abuse;
 - 2. Self-protection;
 - 3. Reporting sexual abuse; and,
 - 4. Treatment and counseling.
- C. Inmates who are victims of sexual abuse/harassment/misconduct may report the incident to any jail staff member, volunteer, third party, or contractor.
- D. The jail's response to any sexual abuse allegation is a coordinated effort among security, medical and mental health staff.
- E. All alleged acts of sexual abuse deemed criminal in nature are referred to law enforcement for investigation.
- F. Inmates who are victims of sexual abuse occurring within the facility are provided appropriate medical treatment and counseling.

IV. Procedural Guidelines

A. Sexual Harassment/Misconduct

1. Immediately upon receiving a report of sexual harassment/misconduct occurring within the facility, the person receiving the report contacts the Shift Supervisor.
2. The Shift Supervisor coordinates with security staff to take immediate measures ensuring the safety of the reported victim. The measures include, but are not limited to:
 - a. Ensuring the victim is separated from the alleged perpetrator(s);
 - b. Separation from alleged staff abuser, if applicable;
 - c. Monitoring the conduct and treatment of victim for potential retaliation.
3. The Shift Supervisor notifies the Jail Commander or designee; who notifies the Chief Deputy or Sheriff.
4. The Jail Commander or designee provides direction on the administrative investigation.
5. The administrative investigation is suspended if sexual abuse is discovered and is immediately turned over to law enforcement.

B. Sexual Abuse

1. Immediately upon receiving a report of sexual assault of an inmate occurring within the facility, the person receiving the report contact the Shift Supervisor.
2. The Shift Supervisor coordinates with security staff to take immediate measures ensuring the safety of the reported victim. The measures include, but are not limited to:
 - a. Ensuring the victim is separated from the assailant(s);
 - b. Separation from alleged staff abuser, if applicable;
 - c. Preserving any forensic evidence, to include:
 - 1) Preserving inmate clothing of the victim and alleged perpetrator(s);
 - a) Evidence procedures will be followed (see policy PCJ 300.11.2);
 - 2) Sealing off the vicinity where the assault took place;
 - 3) Not allowing the victim or alleged perpetrator(s) to shower, brush teeth, change clothes, urinate, etc.

d. Notifying the Pennington County Sheriff's Office Law Enforcement Division of the alleged sexual abuse.

1) The Pennington County Sheriff's Office Law Enforcement Division provides direction on any further actions to take until the deputy or investigator arrives on scene.

3. The Shift Supervisor notifies the Jail Commander or designee; who notifies the Chief Deputy or Sheriff.
4. Arrangements are made by the deputy or investigator to have the inmate transferred to the Emergency Room of Rapid City Regional Hospital, when appropriate, for physical examination, collection of evidence, and/or any prophylactic treatment.
 - a. Treatment includes, but is not limited to, testing for pregnancy and sexually transmitted disease.
5. The Jail Medical Staff provides medical care, if needed, to the inmate prior to the inmate being transferred to Rapid City Regional Hospital.
 - a. Any forensic evidence collected by medical staff is given to the investigator assigned to the case.
6. The alleged perpetrator(s) is placed on administrative segregation, if applicable.
7. If the alleged perpetrator(s) is a staff member; the staff member will be separated from the victim pending further instruction from the Jail Commander or designee.

C. Sexual Harassment/Misconduct or Abuse

1. Medical offers services as appropriate; to include but not limited to: follow-up medical care, treatment plans, and referrals if necessary.
2. Mental health is notified to provide services for the victim; to include but not limited to, treatment plans and referrals as necessary.
3. The Jail Commander reviews with mental health, medical services and Command Staff to determine if the victim can be housed at the Pennington County Jail or, if in the victim's best interest and safety, the inmate should be moved to another facility.
 - a. If it is the recommendation that the inmate be moved to another facility, the Chief Deputy or Sheriff is contacted for final approval.
4. All staff involved completes an incident report. The Shift Supervisor routes all reports to Command Staff for review prior to the end of the shift.
5. All case records and medical records associated with the claims of sexual abuse are scanned in the records management system.

- a. Medical records associated with the sexual assault are available only to Command Staff, medical staff, and designated clerical staff who are assigned the responsibility of imaging and retrieving medical records or for the investigation and prosecution of a criminal case.
 6. Upon completion of the law enforcement investigation, the administrative investigation begins per policy PCJ 350.04.
 7. Inmate and staff involved are monitored for retaliation per policy PCJ 350.02.
- D. Command Staff notify the United States Marshal Service (USM) the next business day of any report of sexual abuse/harassment/misconduct involving a USM inmate.

PCJ 400.01: Booking Procedures

Chapter: Booking
Order No:
Effective: December 8, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-19-26, 4C-23, 4C-29
Classification: Public

I. Policy

- A. Jail staff will properly admit and process new inmates to ensure they are being legally detained in the Jail.

II. Definitions

- A. **National Crime Information Center (NCIC)** - database used to search for identity, warrants, holds etc.
- B. **Suicide Screening Form-** The form used by the Booking Officer to gather mental health status of inmate both current and historically.

III. General Information

- A. New inmates are separated from general population during the admission process.
- B. New inmates are assigned to the waiting area or holding cell according to:
 - 1. Their immediate security needs,
 - 2. Their physical needs, and/or,
 - 3. Their mental condition.

IV. Procedural Guidelines

- A. After an inmate is accepted into custody, Booking Staff begins the booking process.
- B. Booking Staff:
 - 1. Reviews the information in the records management system to ensure inmate information is completely filled out;
 - 2. Confirms the age and gender of the new inmate ensuring the arrestee can legally be detained;
 - 3. Completes booking wristband containing:
 - a. Name,

- b. Date of birth and,
 - c. Property bag number.
 - d. Wristband is removed when inmate is sent to housing or released.
- C. Booking staff inventories the inmate's property.
- D. Narcotic/Controlled medication is counted/inventoried by the Booking Officer with one other staff person using the Receipt of Controlled Substance form.
 1. The Booking Officer places the medication in a zip lock bag and puts the bag into the locked medical cabinet located in Booking.
 2. If medication must be dispensed to inmate and no Medical Staff is available, the Shift Supervisor contacts the on-call nurse for approval.
 - a. The Shift Supervisor fills in the date/time; number dispensed and clearly signs the Receipt of Controlled Substance Form.
 - b. The Shift Supervisor places the medication back into the zip lock bag and returns it to the locked medical cabinet.
- E. Booking staff queries National Crime Information Center (NCIC):
 1. To obtain verifying documentation of vital statistics;
 2. To check if inmate has any outstanding wants and warrants; and,
 3. To review and receive record of the inmate's criminal history for the Classification Officer's use.
- F. Booking staff enters or reviews required information into the records management system:
 1. Criminal charges;
 2. Any needed court appointments, holds, jail time or sentences for the inmate;
 3. The intake screening questions for medical staff review;
 4. The suicide screening form questions for mental health staff review;
 5. The inmate's personal property; and,
 6. Jail issued property given to the inmate.
- G. Booking staff deposits any money the inmate came to jail with into their inmate account.
- H. Booking staff:
 1. Photographs the inmate;

2. Completes the scan of the inmate's fingerprints, if necessary;
 3. Collects the inmate's Deoxyribonucleic Acid (DNA), if necessary; and,
 4. Notates in the records management system that each booking procedure was completed with their employee identification number.
- I. Prior to being sent to a housing unit, booking staff issues all inmates an identification card.
1. The identification card contains:
 - a. Inmate's full name;
 - b. Booking number;
 - c. Master identification number; and,
 - d. Picture.
 2. Booking staff informs the inmate that loss, misuse or exchange of the identification card will result in disciplinary actions.

PCJ 400.01.01: Self Turn-In(s)

Chapter: Booking

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: None

Classification: Public

I. Policy

- A. Jail Staff will maintain adequate records of time served for all inmates who are Self-Turn-Ins and notify the proper authorities of non-completed sentences.

II. Definitions

- A. **Self-Turn-In-** Inmate court ordered to report to the Pennington County Jail to serve a sentence. Arrangements for a Self-Turn-In date and time are made with their assigned Court Services Officer or can be set by the Magistrate Judge at the time of sentencing.
- B. **Weekender-** Inmate who turns themselves into the Pennington County Jail and are ordered to serve their Jail sentence in portions. (Example: inmate serving a 10 day sentence 2 days at a time). The Administrative Record will indicate the exact dates the inmate will be serving and the completion date of their sentence.
- C. **Administrative Record-** Official form created by the Court Services Officer or the Clerk of Courts which states the following information.
 - 1. Start date of sentence;
 - 2. Inmate name;
 - 3. Inmate charge;
 - 4. The sentencing judge;
 - 5. The assigned Court Services Worker/Probation Officer (if required);
 - 6. The total number of days to be served;
 - 7. The projected completion time of the sentence;
 - 8. The court ordered costs to house the inmate or the amount to be collected at the time the inmate comes to jail.

III. General Information

- A. None

IV. Procedural Guidelines

A. Self-Turn-In Form

1. After receipt of the Administrative Record, the Jail Court Clerk reviews the record to ensure that it specifically states the start date and the projected completion date of the sentence.
2. The Jail Court Clerk:
 - a. Adds the name and start time of the inmate to turn in to the computer generated Self-Turn-In log, alphabetically; and,
 - b. Places the Administrative Record sheet in the Self-Turn-In file cabinet in booking, by turn in date.
3. Daily at the start of Shift 1, Booking Staff pulls all expected Self-Turn-In forms for that day, from the Self-Turn-In file cabinet in Booking, and places them on the Self-Turn-In shelf near the Booking Technician station.

B. Booking Procedures

1. Booking Staff uses means of identification to verify that the person turning themselves in is the person named in the court order:
 - a. Checks the photo ID;
 - b. Previous jail photos;
 - c. Identification from the Court Services Officer.
2. Booking Staff turn away any person that cannot be identified by the jail staff.
3. Booking Staff follows the normal booking procedures for processing of the Self-Turn-In.
4. The Booking Staff uses the 'Rebook' screen in the Record management system to process a "Weekender".

C. No shows

1. Booking Staff places all Self-Turn-In forms in the Jail Court Clerk "in box" in booking, for any inmates who have failed to report at their scheduled time.
2. The Jail Court Clerk:
 - a. Contacts the Court Services Officer and/or the Clerk of Courts to notify them of the inmate that failed to report for their sentence; and,
 - b. Returns the Administrative Record sheet to the Clerk of Courts.

D. Release Procedures

1. Booking Staff follows normal procedures to release both categories of Self-Turn-Ins.
 - a. Booking Staff uses the Record management system to release “Weekenders” which includes the amount of time served and the next date and time the inmate is to return to Jail.
 - b. Booking Staff verifies the inmate has served the appropriate amount of time prior to release.
2. The Booking Staff places the Administrative Record sheet in the Jail Court Clerk “in box” after the release is complete.
3. The Jail Court Clerk:
 - a. Fills in the Administrative Record Return Receipt portion; and,
 - b. Returns the Administrative Record sheet to the Court Services Officer and or/the Clerk of Courts.
4. Booking Staff tears down “Weekender” status files, to be imaged in the standard manner upon completion of the sentence.

PCJ 400.02: Inmate Orientation

Chapter: Booking
Order No:
Effective: April 7, 2015
Revised: April 6, 2015
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-27-29, 4C-01-02
Classification: Public

I. Policy

- A. To provide necessary information to inmates to help their adjustment to the jail, all inmates admitted to the facility are provided with an orientation, advising them of all programs, services and rules and regulations of the facility.

II. Definitions

- A. **None**

III. General Information

- A. Upon admittance to the Pennington County Jail, each inmate will be provided an Inmate Handbook.
- B. An orientation video is played daily on all cellblocks.
- C. Inmates that are unable to read will have the Inmate Handbook read to them.
 1. A Spanish Inmate Handbook is available.
 2. Inmates unable to understand English will have an interpreter arranged through the Shift Supervisor.

IV. Procedural Guidelines

- A. Booking Orientation
 1. The Booking Officer advises the inmate of the following information:
 - a. What they are charged with;
 - b. The bond amount;
 - c. Telephone calls (collect) process; and,
 - d. Booking procedures
- B. Housing Orientation

1. The Correctional Officer provides the following orientation immediately when the inmate arrives on the cellblock:
 - a. Classification procedures;
 - b. Rules of inmate behavior;
 - c. Lockdown times;
 - d. Phone and vending procedures;
 - e. Mail and visiting procedures;
 - f. Sick Call and grievance procedures;
 - g. Inmate identification requirements;
 - h. Pretrial release options;
 - i. Description of services, programs, and eligibility requirements; and,
 - j. Answer any questions.
2. The Correctional Officer:
 - a. Orientates the inmate to their cell,
 - b. Completes an inspection of the condition of the cell; and,
 - c. Documents the findings on the Accountability Sheet.
3. The inmate signs for the acceptance of the cell and the Correctional Officer will document their employee number.

C. Daily Orientation

1. The designated Correctional Officer starts the Orientation Video located in the Supervisor's office on the first floor of the Pennington County Jail at 1515 hrs daily.
2. All Correctional Officers turn the cellblock televisions to channel 3 and the orientation video begins playing.

PCJ 400.03: Inmate Property Inventory

Chapter: Booking
Order No:
Effective: April 7, 2015
Revised: April 1, 2015
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-20-21, 2A-23-24, 4B-03, 6A-07
Classification: Public

I. Policy

- A. All inmates and their personal property will be thoroughly searched by staff upon arrival to the facility to ensure that all personal items do not threaten the safe operation of the jail. All inmate property will be carefully inventoried and securely stored to avoid loss or theft and false claims.

II. Definitions

- A. None

III. General Information

- A. Inmates will be provided adequate and safe storage, given an itemized receipt for all of their property, including money and can request their clothing be cleaned.
- B. Property storage
 - 1. All clothing and other inmate property are securely stored in an assigned clothing bag.
 - a. A large, clear plastic bag will be placed in the assigned property bag that all incoming property will be placed in. (Coats and shoes do not need to go into the plastic bag)
 - 2. All rings and small jewelry will be placed in a small brown envelope.
 - a. The envelope is to be labeled with the contents; inmate name; Correctional Officer's name; and the identification number.
 - b. The envelope will then be placed in the plastic bag.
 - 3. Excessive property not fitting in the plastic bag is taken to Evidence by the arresting officer.
 - a. This will be noted in the records management system. (See Policy PCJ 400.03.1 Excessive Property)

IV. Procedural Guidelines

- A. All inmates and property are searched by Correctional Staff upon arrival in the law enforcement lobby.
- B. Any property or money seized is inventoried in the inmate property section of the records management system including the clothing the inmate is wearing.
- C. The Correctional Officer completes the Property Identification tag.
 - 1. The Property Identification tag will include the following (in large letters written with black marker):
 - a. Inmate's name;
 - b. Correctional Officer's name and identification number;
 - c. The bag number;
 - d. Money amount;
 - e. Date and time; and,
 - f. Clothing sizes.
 - 2. The Identification tag is placed in the front of the property bag, so that it is visible through the bag.
 - a. The yellow copy of the property tag is put in the "In Custody" basket to be filed.
- D. All money is placed in an envelope by the correctional staff.
 - 1. The amount is written on the envelope along with the name of the inmate and the Correctional Officer's last name and identification number.
 - 2. The envelope is given to the Booking Technician when the inmate enters into the booking area.
- E. If the inmate is uncooperative, the inmate is searched in the Law Enforcement Lobby by Correctional Officers prior to being escorted to a holding cell.
 - 1. The inmate's property is placed in a bucket and inventoried by Booking Staff.
- F. The Booking Officer places the property bag on the hooks behind the Booking Technician's area until the inmate is changed out.
- G. The Correctional Officer ensures the remainder of the inmate's property (clothes currently worn) is seized and put in property bag.
- H. The Booking Tech:
 - 1. Enters the inventory of the inmate's property and the assigned property bag number found on the bag label into the records management system;

2. Prints an itemized list of the inmate's property to be given to the inmate for review;
3. Deposits money into the accounting system; and,
4. Prints a receipt for the inmate.

PCJ 400.03.01: Excessive Property

Chapter: Booking
Order No:
Effective: December 8, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: None
Classification: Public

I. Policy

- A. Booking Staff will not accept inmate property brought to the Pennington County Jail by the arresting officer that cannot be stored in the Jail's property storage system (i.e., suitcases, bedrolls, backpacks, etc.) due to space constraints.

II. Definitions

- A. **None**

III. General Information

- A. Pennington County Jail will store only the amount of property that will fit into the property storage bag issued to every inmate admitted to the jail.
- B. Inmates are notified if excessive property is taken to Evidence.

IV. Procedural Guidelines

- A. The Booking Officer:
 - 1. Determines what property will be stored at the jail;
 - 2. Informs the arresting agency that any property not accepted by the jail will need to be taken to the Evidence building for storage;
 - 3. Searches excess property for items that should remain at the Pennington County Jail such as:
 - a. Medication;
 - b. Money; and,
 - c. Valuables such as rings, jewelry, etc.
- B. The Booking Officer fills out a Property Tag with the following information:
 - 1. Inmate's name;
 - 2. Current date and time;

3. Description of the property (example: blue Nike backpack containing various items of clothing and shoes);
 4. Booking Officer's name and identification number; and
 5. Arresting Officer's name and identification number.
- C. The Booking Officer secures the property tag to the excess property. (If there is more than one bag, a separate bag will be attached to each item indicating this is 1 of 2, 2 of 2, etc.)
- D. The Arresting Officer transports the property to Evidence.
- E. The Booking Officer:
1. Notates in the records management system the inmate has property at Evidence; and,
 2. Reviews with the inmate any property that has been taken to the Evidence building for storage, and, upon their release they must pick it up at that location.
- F. Upon release from the custody, booking staff instructs the inmate they have property stored at the Evidence building and they are responsible to pick it up.

PCJ 400.03.02: Disposal of Inmate Property

Chapter: Booking
Order No:
Effective: November 3, 2014
Revised: October 31, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-24
Classification: Public

I. Policy

- A. The Pennington County Jail makes reasonable accommodation for unclaimed inmate property. It will be held for a period of thirty (30) days after notification or discovery.

II. Definitions

- A. **Destroyed Property-** Property that will be taken to the local landfill
- B. **Identified Property-** Property that was left behind by known ownership
- C. **Inmate Personal Property Release Authorization-** A form that is filled out by an inmate releasing personal property to the person(s) with contact information.
- D. **Unidentified Property-** Property that is found without known ownership

III. General Information

- A. Donated Property
 - 1. Property with value will be donated to the following agencies:
 - a. Boys Club Thrift Center
 - b. Salvation Army/Cornerstone Mission
 - c. Cell Phones for Soldiers/Second Wave
 - d. Pennington County Jail- Shoes, Clothes
- B. Disposal
 - 1. Items of limited value will be disposed of.

IV. Procedural Guidelines

- A. Inmate(s) who have no one to release property to may have their property disposed of immediately.
 - 1. The inmate notates on the Inmate Personal Property Release Authorization to dispose of property.

- B. All unidentified and identified personal property found is turned over to the Booking Supervisor along with an incident report indicating ownership, if known and attempts made to contact the owner.
- C. After thirty (30) days, all unidentified and unclaimed property is evaluated for disposal or donation.
- D. The booking supervisor will indicate on the original incident report the disposition of the property.

PCJ 400.03.05: Personal Clothing Laundering

Chapter: Booking
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4B-03
Classification: Public

I. Policy

- A. Pennington County Jail maintains inmate clothing in accordance with appropriate safety and sanitation needs. An inmate may request their clothing laundered and/or correctional staff may determine that laundering is necessary when not requested by the inmate.

II. Definitions

- A. **None**

III. General Information

- A. None

IV. Procedural Guidelines

- A. If the inmate wants their clothes washed, they submit an Inmate Request form via the inmate kiosk.
- B. The rover:
 - 1. Retrieves the correct property bag, washes, and dries the clothing;
 - 2. Returns the clothing to the correct property bag;
 - 3. Returns the bag to the correct location on the property shelf; and,
 - 4. Completes the request by noting the property has been wash.

PCJ 400.04: Fingerprints/Photographs

Chapter: Booking
Order No:
Effective: December 8, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-21
SDCL: 23-5
Classification: Public

I. Policy

- A. Pennington County Jail Staff fingerprint and photograph all persons taken into custody in accordance with South Dakota Codified Law 23-5 and as means of positive identification of jail inmates.

II. Definitions

- A. **Operator License Number (OLN)** - Driver's license number.
- B. **Process Control Number (PCN)**- The number that is given on the fingerprint card which is established by the Live Scan Electronic Fingerprint Machine for identification through the South Dakota Division of Criminal Investigations.
- C. **South Dakota Codified Law (SDCL) 23-5**- South Dakota Codified Law chapter detailing criminal identification.

III. General Information

- A. All inmates will be fingerprinted using the Live Scan Electronic Fingerprint Machine. These prints will be electronically sent to the South Dakota Division of Investigation.
- B. Fingerprints will be taken for all felony charges, Class 1 misdemeanor charges and any alcohol/drug related charges and anyone charged with a non-traffic Class 2 misdemeanor as defined by South Dakota Codified Law 23-5. A list of printable charges is located at the Live Scan Electronic Fingerprints Machine station.
- C. Class 2 misdemeanor charges that do not require fingerprints are those offenses that arise solely out of the violation of the fish, game, conservation or traffic laws of South Dakota with the exception of a person charged with driving under the influence (DUI), eluding and open container in a motor vehicle.
- D. All inmates who are booked into the Jail are photographed using the records management system.
 - 1. Subjects wearing eye glasses are photographed one while wearing their glasses and once without their eye glasses.

IV. Procedural Guidelines

- A. Fingerprints are taken using the Live Scan Electronic Fingerprint Machine.
 1. Booking Staff enters the following information into the system:
 - a. Inmate name;
 - b. Physical description;
 - c. Place of birth;
 - d. Social Security Number;
 - e. Charge description;
 - f. Date of charge;
 - g. Proper operator license number (OLN); and,
 - h. Arresting agency.
 2. The inmate is fingerprinted.
 3. Booking staff reviews the prints to ensure no print was missed.
 4. The fingerprint card is printed off and attached to the Fingerprint Information Sheet.
 5. The process control number (PCN) is entered into the inmate's file in the records management system.
 6. The fingerprint card and information sheet are routed to the Warrant's Division.
- B. Photographs are taken using the records management system.
 1. Booking staff:
 - a. Instructs the inmate to stand in the designated spot;
 - b. Instruct the inmate to look straight forward for the first picture;
 - c. Instructs the inmate to turn their head to the left for the second picture;
 - 1) Steps "b" and "c" are repeated for inmate's wearing glasses.
 - d. Save the pictures under the inmate's current booking number;
 - e. Print and laminate the picture to be used as the inmate's identification care; and,
 - f. Print off the inmate's Property Accountability Sheet from the records management system that contains the inmate's photograph.

- C. Booking Staff notates their employee identification number in the “BK Procedures” box indicating fingerprints and photographs were completed for the inmate.

PCJ 400.05: Blood Draws

Chapter: Booking

Order No:

Effective: December 8, 2014

Revised: October 29, 2014

Approved by: Sheriff Kevin Thom

Reference: None

Classification: Public

I. Policy

- A. Blood samples are drawn for determination of alcohol and/or drug content only when requested by the Pennington County Sheriff's Office, Rapid City Police Department, South Dakota Highway Patrol or another law enforcement agency.

II. Definitions

- A. **None**

III. General Information

- A. Law Enforcement Responsibilities:
 - 1. Requesting a blood technician to draw blood from an inmate; and,
 - 2. To ensure sufficient numbers of officers are available to assist in the event blood is to be taken against the wishes of the arrestee.
- B. Jail Responsibilities:
 - 1. Provide a place to conduct the blood draw;
 - a. Booking Staff will place a cell mattress on the floor between Holding Cells 1 and 2 to protect the inmate in the event of a struggle.

IV. Procedural Guidelines

- A. Upon notification of a blood draw, the Shift Supervisor determines if the inmate is going to cooperate or if a forced blood draw will be necessary.
- B. The Shift Supervisor has correctional officers stand by and only directs them to become involved in the event law enforcement officers are unable to handle the situation.
- C. Jail staff assesses the inmate for injuries immediately following the forced blood draw.
 - 1. Jail Medical staff is notified if medical attention is needed.

- D. All jail staff involved in the incident complete an incident report prior to the end of the shift and submit it to the Shift Supervisor.

PCJ 400.06: Booking Telephone Access

Chapter: Booking
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6A-05
Classification: Public

I. Policy

- A. Jail staff will provide new inmates the opportunity to complete at least one telephone call during the admission process and will assist new inmates, as needed, to notify persons of their admission to custody.

II. Definitions

- A. **None**

III. General Information

- A. Collect call phones are available in the booking area.
- B. Use of the phones is at the discretion of the Booking Officer, who ensures the booking process is not delayed.
- C. The Booking Officer may allow the inmate to make a local call that cannot be made collect from the booking counter phone.
- D. Only local calls are made from the staff phone.

IV. Procedural Guidelines

- A. The Booking Officer does the following when an inmate requests to use the booking telephone:
 - 1. Check the inmate's charge(s) and/or a possible protection order;
 - 2. If there is no protection order listed, the inmate is asked if there is a protection order in place with anyone from past charges;
 - 3. Asks the inmate for the first and last name and phone number of who they want to call;
 - 4. Places the phone call and ask to speak to the person the inmate named; and,
 - 5. Asks the person if they want to speak to the inmate about helping them bond out of jail.

- B. If person accepts the call, the Booking Officer;
 - a. Tells the inmate to keep the conversation to bond issues and is warned about getting angry and that using profanity will end the call.
 - b. Documents the phone call.
- C. The Booking Officer informs the inmate of access to telephones on the housing units.

PCJ 400.07: Initial Health Screening

Chapter: Booking
Order No:
Effective: July 31, 2017
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-19, 2A-21, 4C-22, 4C-36
Classification: Public

I. Policy

- A. Health trained staff will conduct an initial medical, dental, and mental health screening on all inmates upon arrival at the facility to ensure those who are in need of medical attention are referred immediately for emergency care.

II. Definitions

- A. None

III. General Information

- A. Health appraisal information is collected on inmates in order to classify and respond to their medical conditions.
 - 1. The Health Authority approves the receiving screening procedures.

IV. Procedural Guidelines

- A. Prior to accepting custody, the Booking Officer observes intakes for the following:
 - 1. Behavior, to include state of consciousness, mental status, appearance, conduct, tremor, and sweating;
 - 2. Body deformities, ease of movement, etc.;
 - 3. Skin condition, including trauma markings, bruises, lesions, jaundice, rashes and infestation, recent tattoos, and need needle marks or other indications of drug abuse;
 - 4. Obvious pain or bleeding or other symptoms suggesting need for emergency service;
 - 5. Visible signs of trauma or illness requiring immediate emergency or doctor's care;
 - 6. Appearance of being under the influence of alcohol or any mood altering substance;
 - 7. Any visible signs of alcohol/drug withdrawal symptoms;

8. Behavior suggesting risk of suicide; and,
 9. Risk of assault to staff or other inmates.
- B. Any inmate who is unconscious or semiconscious, experiencing severe/uncontrolled bleeding or otherwise urgently in need of medical attention, is refused admission into Pennington County Jail until such time as medical clearance can be obtained from a health care facility or physician.
- C. The Booking Officer assesses the intake for use of intoxicants (alcohol and/or drugs).
1. Intakes that appear to be under the influence of alcohol are tested using a Preliminary Breath Test (PBT) and other evaluation methods listed below.
 - a. Inmate may be refused initial admission if any of the following are present:
 - 1) PBT for adults greater than .4;
 - 2) PBT for male juveniles greater than .30;
 - 3) PBT for female juveniles greater than .28;
 - 4) Pupils dilated or constricted and unresponsive to light;
 - 5) Pulse greater than 120/minute;
 - 6) B/P diastolic 110 min or greater; systolic 200 or greater or less than 80; or,
 - 7) Unresponsiveness.
 - b. Inmates exhibiting any of the above conditions after admission are referred to facility or community health care services for further evaluation.
 2. Inmates who appear under the influence of drugs are monitored through assessment of pupil dilation, blood pressure, pulse and responsiveness.
- D. After acceptance of custody, the inmate is asked a series of questions inquiring into the following:
1. Any past history or serious infectious or communicable illness, and any treatment or symptoms and medications;
 2. Current illness and health problems, including communicable disease;
 3. Dental problems;
 4. Mental health problems;
 5. Use of alcohol and other drugs;

- a. Types of drugs used,
 - b. Mode of use,
 - c. Amounts used,
 - d. Frequency of use,
 - e. Date and time of last use, and,
 - f. Any history of problems that may have occurred after ceasing use (ie-convulsions).
6. Past and present treatment or hospitalization for mental disturbance or suicide;
 7. Possibility of pregnancy; and,
 8. Other health problems in which an inmate has been seen by a physician.
- E. Licensed healthcare staff review all completed intake screenings.

PCJ 400.08: Acceptance of Custody

Chapter: Booking
Order No:
Effective: December 8, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-19
Classification: Public

I. Policy

- A. Jail Staff will accept custody of an inmate after arresting law enforcement officials provide the proper intake documentation showing the inmate is legally committed and is not in need of immediate medical attention.

II. Definitions

- A. **None**

III. General Information

- A. Any illegal drugs, weapons, ammunition or other contraband is turned over to the arresting officer for evidence or disposal.
 - 1. In the event the arresting officer has left, the item(s) will be placed in a secure gun locker until the arresting officer can return to take possession.
- B. Any perishable food items are disposed of and a notation is made in the inmate file.
- C. Self turn in inmates will report to the Jail without personal property. The exception is currency that will be applied to their Jail account.
 - 1. Work Release inmates are allowed to retrieve their personal property after being processed.
 - 2. The Correctional Officer will search the property for contraband and unauthorized items.
- D. A strip search will be conducted before going to housing.

IV. Procedural Guidelines

- A. The Booking Officer:
 - 1. Instructs the inmate to remove all personal property from their person, including outerwear;

2. Completes a thorough pat search of the inmate; and,
 3. Verifies that the arresting officer has completely filled out all required screens in the records management system.
- B. If an inmate appears to be under the influence, the Booking Officer administers a Preliminary Breath Test (PBT).
- C. The Booking Officer asks the inmate the Admission Questionnaire to determine if medical treatment is needed prior to accepting custody.
1. If the inmate states they need medical treatment, they are assessed by Medical Staff to determine if the inmate needs to be sent out for medical treatment.
 2. The Booking Officer immediately notifies Medical Staff via intercom or radio transmission prior to accepting custody, if the inmate:
 - a. Is unconscious;
 - b. Is exhibiting symptoms of tuberculosis;
 - c. Has an open wound;
 - d. Has an infection; and/or,
 - e. Is diabetic and did not bring medications.
- D. Once the Booking Officer has determined or Medical Staff has given approval for acceptance of custody, the Booking Officer accepts custody and allows the arresting officer to leave.
- E. The Booking Officer notifies Medical Staff via e-mail or telephone after accepting custody of the inmate if:
1. The inmate is placed on Detox Protocol;
 2. The inmate is placed on suicide watch;
 3. A non-emergent medical issue is identified such as a diabetic with medications, wheelchair needs, casts, appendage braces, etc.
- F. The Booking Officer completes the Suicide Prevention Screening questionnaire.
- G. The inmate's property is thoroughly searched by the Booking Officer and inventoried in the records management system.
- H. After the search of property is completed, the Booking Officer escorts the inmate into the Booking area

PCJ 400.09: Supervision of Booking Area

Chapter: Booking

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: None

Classification: Public

I. Policy

- A. The Booking Area is staffed at all times to ensure the safety of inmates and to maintain the security of the area.

II. Definitions

- A. **Security Round-** Every inmate is visually observed or accounted for by a staff member by walking to all areas, to include holding cells and waiting areas, for the purpose of ensuring all inmates and the facility are secure.
- B. **Special Management Sheet-** Form on which documentation of an inmate is made to keep record of dayroom time, recreation yard time, visitation, commissary, etc.

III. General Information

- A. At least one male and one female staff member are on duty in the facility at all times.
- B. Incoming inmates are separated from the general population during the admission process.
- C. The Booking Officer supervises all inmates in the Booking, Waiting Area and Holding cells for mood and behavior changes or possible medical problems.

IV. Procedural Guidelines

- A. The Booking Officer:
 - 1. Conducts a security round at least every 30 minutes;
 - 2. Closely observes inmates with physical or emotional problems; and,
 - 3. Documents the security round in the Jail Management System.
- B. The Booking Officer confines any inmate that is disruptive or has a contagious medical condition to a Holding cell.
- C. The Booking Officer instructs cooperative inmates to sit in the Waiting area and informs them of expected behavior and privileges of being in the Waiting area.

- D. The Booking Officer processes and transfers inmates from Booking to housing as soon as possible.
- E. A Special Management Sheet is started for all inmates that are housed in Booking longer than 12 hours.
 - 1. The Shift Supervisor documents the reason in the Jail Management System.

PCJ 400.12: Uncooperative Arrestee

Chapter: Booking
Order No:
Effective: January 1, 2013
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2B-01, 2B-03, 2B-07
Classification: Public

I. Policy

- A. Pennington County Jail will process uncooperative/violent arrestees in such a manner as to avoid injury to the inmate and staff whenever possible. Every effort is made to ensure uncooperative arrestees are booked safely, at the earliest opportunity.

II. Definitions

- A. **None**

III. General Information

- A. If Law Enforcement requests a copy of the incident, the Booking/Court Liaison Lieutenant or designee will make a copy and forward it to the arresting officer.

IV. Procedural Guidelines

- A. Upon notification from Dispatch that a violent or combative person is being brought to the Jail, the Control Room Operator or Front Desk notifies the Shift Supervisor and the Booking Officer.
- B. The Shift Supervisor and the Booking Officer prepare for the arrival of the inmate by ensuring a holding cell is available and enough staff is available to handle the situation.
- C. The Control Room Operator secures the garage door once the vehicle is in the Sally Port.
- D. The Shift Supervisor and Booking Officer:
 - 1. Meet the Law Enforcement Officer in the vehicle sally port.
 - 2. Try to verbally calm the inmate before trying to remove them from the vehicle.
- E. The inmate is escorted into the Law Enforcement Lobby where they will be searched for any weapons or contraband.
 - 1. An attempt to obtain a Preliminary Breath Test (PBT) is conducted.
 - 2. As much of the inmates property as possible is removed.

3. The inmate is escorted to the nearest available holding cell.
- F. If the arrestee is exhibiting behavior indicating the need for continued restraints to prevent him from injuring himself or others or damaging property, the Booking Officer notifies the Shift Supervisor for possible placement into the 4-Point Restraint Chair.
 - G. The Shift Supervisor immediately requires all staff involved to submit an Incident Report.

PCJ 400.13: Sex Offender Notification

Chapter: Booking
Order No:
Effective: December 8, 2014
Revised: October 29, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-18
SDCL: 22-24B-2 through 22-24B-35
Classification: Public

I. Policy

- A. The Pennington County Jail identifies convicted sex offenders in custody and requires them to supply a destination address to the local law enforcement agency prior to release in an effort to maintain community safety.

II. Definitions

- A. **SDCL-** South Dakota Codified Law

III. General Information

- A. Pennington County Jail requires all convicted sex offenders in custody to read and sign the Sex Offender Registration Responsibilities form prior to release.
 - 1. This form is intended to provide a clear understanding of their responsibilities as a convicted sex offender as defined by SDCL-22-24B-7 and 22-24B-12.
- B. Convicted sex offenders are identified within the records system by an alert.
 - 1. Sex offenders in custody will have an active hold put in their file that prevents them from being released without filling out the required paperwork.

IV. Procedural Guidelines

- A. Monday through Friday, the Security Lieutenant or designee runs a report of sex offenders in jail.
 - 1. The list is emailed to the Rapid City Police Department Compliance Officer.
 - 2. An active hold is placed on all sex offenders in custody.
- B. Release from Custody
 - 1. The Booking Officer has the sex offender fill out the form with required information.
 - a. The hold is resolved once the inmate has filled out the form.

2. The form is routed to Administration for delivery to the Compliance Officer.

PCJ 400.14: Bonding

Chapter: Booking

Order No:

Effective: October 1, 2013

Revised: August 10, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: None

Classification: Public

I. Policy

- A. To ensure the proper legal release of inmates, Booking Staff will not release anyone from the facility without receipt of correct bond and ensure proper disposition of paperwork.

II. Definitions

- A. **Cash/Surety Bond-** Release of an inmate that requires cash to be paid. Inmates have option to post full amount themselves or go through a bondsman.
- B. **Personal Recognizance Bond (PR)** – Release of an inmate from jail that doesn't require money put up as collateral.
- C. **Power of Attorney Bond (POA)** – Release of an inmate that requires a voluntary admission of guilt and cash bond paid. No court appearance required for this type of bond.

III. General Information

- A. The Booking Officer or Booking Clerk will explain and assist the inmate as much as possible with the bonding options available.
- B. Personal Recognizance Bonds are given only by Judges and may be at the request of Law Enforcement or the Jail Commander or designee.
- C. Other County/State Bonds
 1. All out of county cash bonds will be verified by reviewing the warrant and bond conditions sent to Booking.
 2. If the inmate cannot post bond, they will be scheduled for transport to that county at the earliest available time.
 3. All out of state cash bonds will be considered as a 'no bond' and will be scheduled for review/transport by scheduling a Needs Court Date.

IV. Procedural Guidelines

- A. Cash Bond

1. If the intake has sufficient cash available to post bond according to the bond schedule, the Booking Officer/Booking Tech:
 - a. Completes the Appearance Bond Form;
 - b. Has the inmate sign the form;
 - c. Collects correct amount of cash and writes or prints out a receipt.
 - d. The following information will be noted on the bond:
 - 1) The inmate's name;
 - 2) Charge;
 - 3) Amount of bond;
 - 4) Court date;
 - 5) Process control number;
 - 6) Name of person(s) posting the money on the second page of the bond;
 - 7) Docket number (if available);
 - e. Attach the receipt and check to the back of the original copy of the bond;
 - f. Ensure that there is the Booking Officer or Booking Tech signature and inmate's signature on the second page;
 - g. Place the bond into the bond box;
 - h. Give the inmate copies of the bond and receipt;
 - i. Brief the inmate on bond conditions.
2. If the inmate does not have the cash to post bond, but can have friend/family bring in the cash, the Booking Officer/Booking Tech assists the inmate in making phone calls.
3. Family or friends bringing bond money to the facility are directed by the Receptionist or Control Room Operator if after hours, to the public elevator and down to the booking pass through on the ground floor.
4. The Booking Officer/Booking Tech:
 - a. Carefully counts the money received;
 - b. Writes out or prints out a receipt.

B. Power of attorney (POA) cash bonds

1. The Booking Tech:
 - a. Fills out the POA bond copy ensuring all fields with inmate's information are completed;
 - b. Check marks the Power of Attorney box;
 - c. Prints check and attach to back of white copy.
 - d. Puts in bond box after inmate and Booking Officer/Booking Tech sign the copy.
 - 1) Canary yellow copy goes in the Administration box,
 - 2) The inmate takes the pink copy and,
 - 3) The goldenrod copy stays in POA book.

C. Bondsman

1. The inmate may be given a call to the bondsman and to arrangements for collateral and co-signers.
2. The Booking Officer/Booking Tech gives the necessary information to the bonding agency by making a copy of the Custody Authorization and passing it to the bonding agent.
3. If the bonding agent needs to talk with the inmate, they will be directed to one of the visitation booths.
4. The bonding agent completes their paperwork and passes a copy of the bond to the Booking Officer/Booking Tech via the secure pass-through.
5. The Booking Officer/Booking Tech:
 - a. Ensures the Process Control Number, if required, is annotated on the bond and the bond is signed by the bonding agent and the inmate.
 - b. Ensures a proper court date is listed.
 - 1) The bond is placed in the bond box.

PCJ 400.15: Safety Cell

Chapter: Booking

Order No:

Effective: December 10, 2012

Revised: November 27, 2012

Approved by: Sheriff Kevin Thom

Reference: None

Classification: Public

I. Policy

- A. The use of the Safety Cell is for inmates who are displaying uncontrollably violent behavior and is provided to prevent an inmate from injuring themselves or others. The Safety Cell is never used as a form of punishment.

II. Definitions

- A. **None**

III. General Information

- A. The use of the Safety Cell is authorized to be used only as a control measure when absolutely necessary.
- B. Authorization from the Jail Commander, Security Captain, Support Services Captain, Chief Deputy, or Sheriff is required prior to an inmate being placed in the Safety Cell.
- C. The Safety Cell will only be authorized under the following circumstances:
 - 1. When all other reasonable methods have failed to control the situation
 - 2. When the person is uncontrollably violent towards self, others, or property
- D. Medical staff does not participate in the non-medical use of the Safety Cell except for monitoring the inmate's health status.
- E. All inmates who are placed in the Safety Cell are provided nursing care, diet and hygiene needs.

IV. Procedural Guidelines

- A. The Shift Supervisor makes contact with the On-Call for approval of the use of the Safety Cell.
- B. Upon approval, the Shift Supervisor assigns a staff member to directly supervise the inmate until Medical Staff can assess the inmate.
- C. Medical staff, in conjunction with the Shift Supervisor, evaluates the situation and determines if the inmate is to be kept in the Safety Cell.

- D. A Correctional Officer:
1. Visually observes the inmate at least every 15 minutes to ensure their safety
 2. Documents their visual observation on the Restraint/Safety Cell Observation Checklist form.
- E. If the inmate is extremely self-destructive or uncontrollable:
1. The Shift Supervisor assigns a staff member to continually monitor the inmate;
 2. Staff documents the status checks on the Restraint/Safety Cell Observation Checklist Form.
- F. The Shift Supervisor assesses the inmate's condition and reviews the Restraint/Safety Cell Observation Checklist Form at least every 60 minutes to ensure the inmate's removal from the Safety Cell at the soonest possible time.
1. The Shift Supervisor contacts the On-Call immediately if:
 - a. The inmate's condition worsens
 - b. The behavior continues
- G. The Jail Commander or designee:
1. Conducts an on-site evaluation and assessment;
 2. Seeks additional professional consultation to determine the individual's level of competency.
- H. A written report by all correctional staff involved is completed no later than the conclusion of shift. The report will include the following:
1. An accounting of events leading to the use of the Safety Cell
 2. Contact with the On-Call for approval
 3. Detailed observations from staff regarding the inmate's behavior
 4. Visits, assessments from the Jail Commander or designee and Medical staff
 5. Nursing care, diet, and hygiene care given.

PCJ 400.16: Juveniles

Chapter: Booking
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-37
Classification: Public

I. Policy

- A. Juveniles are not housed in the Pennington County Jail. Juveniles are housed at the Western South Dakota Juvenile Services Center.

II. Definitions

- A. **Juvenile:** A person under the age of eighteen.

III. General Information

- A. If an arresting officer brings an inmate into the facility and if there is any question as to whether or not the arrestee is an adult, Booking Staff exercises all available means to determine the arrestee's age.

IV. Procedural Guidelines

- A. Jail staff:
 - 1. Immediately separates any juvenile inmate from adult inmates;
 - 2. Immediately notifies the Shift Supervisor;
 - 3. Inspects the arrestee's identification for authenticity;
 - 4. Questions the arrestee and the arresting officer; and,
 - 5. Telephones any relatives named by the arrestee.
- B. The Shift Supervisor:
 - 1. Makes necessary arrangements to have the juvenile transported to the Juvenile Services Center upon confirmation of the inmate's age; and
 - 2. Ensures all reports regarding the incident are completed prior to the end of shift.

PCJ 400.17: Issuing Of Jail Clothing

Chapter: Booking
Order No:
Effective: December 2, 2013
Revised: November 20, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-26, 4B-03
Classification: Public

I. Policy

- A. Pennington County Jail will provide inmates with properly fitted, climatically suitable, durable and presentable clothing that preserves security and acceptable personal hygiene.

II. Definitions

- A. **Changed Out-** Term used when an inmate is given jail issued clothing after intake or prior to release when the inmate is given back their street clothes.
- B. **Set Up-** Contains inmate identification card, inmate handbook, two blankets, two sheets, two towels, one cup (that will contain a tooth brush, tooth paste, rubber spoon and one comb), and the rest of the standard issue of jail clothing.
- C. **Standard Issue-** Contains one pair of pants, one top, two t-shirts, three pairs of socks and three pairs of underwear/panties.

III. General Information

- A. Inmates will be changed out prior to being sent to housing.
- B. Clothing/shoe sizes are determined during the intake process.

IV. Procedural Guidelines

- A. The Booking Officer escorts the inmate a change-out room.
- B. Inmates being sent to housing are strip searched.
- C. The Booking Officer obtains the inmate's jail clothing and shoes.
- D. The inmate's street clothing is collected, searched and placed into the property bag.
 - 1. Heavily soiled street clothes will be washed in the booking area.
- E. Inmates are given one pair of pants, a top and shoes. Female inmates may be given panties for hygiene reasons.
- F. Inmates are given the opportunity to shower.

- G. The Booking Officer obtains the linen portion of the set-up from the rack and places it on the counter with the rest of the inmate's standard issue.
- H. The Booking Officer gives inmates being placed in to a holding cell two blankets.

PCJ 410.01: Intake Assessment

Chapter: Classification
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-25, 4D-22-3-4
Classification: Public

I. Policy

- A. Pennington County Jail will assess each inmate during the first seventy-two (72) hours of incarceration for the appropriate custody level and housing.

II. Definitions

- A. None

III. General Information

- A. Inmates are initially screened for special security risks upon intake to include, but not limited to:
 - 1. Security risk;
 - 2. Behavior problem;
 - 3. Mental health case;
 - 4. Sexual predator;
 - 5. Vulnerable to a sexual predator; and/or,
 - 6. Other special security risk.
- B. The Shift Supervisor considers the nature of the inmate's charges, the amount of the bond, any history of escape attempts, any need for protective custody, and any prior behavior history.
 - 1. Inmates are screened within twenty-four (24) hours of arrival for tendencies of acting out with sexually aggressive behavior.
 - a. Inmates with a history of sexual aggressive behavior are identified, monitored, and counseled.
 - b. Mental health or medical staff assess inmates identified as high risk with a history of sexually assaultive behavior.

2. Inmates are screened within twenty-four (24) hours of arrival for potential vulnerabilities of sexual victimization.
 - a. Inmates identified as vulnerable to sexual victimization are identified, monitored, and counseled.
 - b. Mental health or medical staff assess inmates identified as high risk for sexual victimization.
 3. For those inmates with special medical, mental health, self-harm, and/or security risks; the Shift Supervisor determines housing, supervision and care. Special arrangements are documented in the electronic records management system.
- C. All new intakes may be assigned to a classification cellblock or, if classified, may be assigned directly to the appropriate housing unit.

IV. Procedural Guidelines

- A. The Booking Officer:
1. Completes the inmate intake form, which includes medical, mental health, and self-harm screening questions.
 2. Upon identifying any medical, mental health, or self-harm issues, notifies the Shift Supervisor who determines what, if any, arrangements are made for special housing, supervision, and/or care.
 3. Documents any special housing, supervision, or care instructions in the electronic records management system.
- B. If the inmate is exhibiting behavior indicating the inmate should not be housed in the jail, the Shift Supervisor notifies the Jail Commander or designee to determine if the inmate should be transferred to a more appropriate facility.
- C. Correctional officers on the classification cellblock supervise new intakes, observe behavior, and document observations that may affect classification.

PCJ 410.02: Classification

Chapter: Classification
Order No:
Effective: December 8, 2014
Revised: September 4, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-30, 2A-32
Classification: Public

I. Policy

- A. Pennington County Jail classifies inmates for appropriate housing, supervision and care to reduce medical, mental health, self-harm, and assaultive risks. Classification is not punitive.

II. Definitions

- A. **Classification Officer-** A duty assignment to classify inmates appointed to a staff member by the Jail Commander.
- B. **Minimum Custody-** Inmates that require some supervision, but are considered to be no threat in the jail or to the community. Minimum classification inmates generally are housed in the least secure area of the jail and are permitted to be considered for trustee work.
- C. **Medium Custody-** Inmates that require more supervision than minimum but are considered not to be a serious threat of violence in the jail or to the community.
- D. **Maximum Custody-** Inmates that require constant supervision in the most secure area of the jail, and are considered dangerous, violent, and/or an escape threat, or considered to be a management problem.

III. General Information

- A. The Booking Officer and/or Shift Supervisor assess each intake to determine an initial housing assignment in the booking area, in the Classification Cell Block, and/or in a housing unit.
- B. The Classification Officer and/or Shift Supervisor classify inmates into groups for appropriate housing, supervision and care.
- C. The Classification Officer and/or Shift Supervisor review the classification every 45 days and in response to changes in inmate behavior or circumstances.
- D. The inmate may appeal the classification decision, as set forth below.
- E. In special circumstances, behavior contracts may be utilized to monitor, document and supervise inmate behavior.

IV. Procedural Guidelines

- A. During the intake process, the Booking Officer and/or Shift Supervisor review the following factors to determine an initial housing assignment:
 - 1. Mental and emotional stability;
 - 2. Criminal history and behavioral history known from prior incarcerations;
 - 3. Medical status;
 - 4. Age;
 - 5. Need to keep separate;
 - 6. Pending wants and warrants; and,
 - 7. Prior keep-apart alerts.
- B. The Classification Officer and/or Shift Supervisor conduct initial classifications daily, excluding holidays.
 - 1. Classification decisions regarding the level of custody required, housing assignments and participation in programs are made by assessing the following:
 - a. Scoring on the classification form;
 - b. Inmate behavior reports;
 - c. Security issues, including criminal history information;
 - d. Escape history;
 - e. History of assaultive behavior;
 - f. Age;
 - g. Keep separates;
 - h. Medical and mental health needs;
 - i. Information obtained from inmate interviews or from staff.
- C. Inmate management and housing assignment are based on classification, gender, legal status, custody needs, special problems/needs and behavior.
- D. The Classification Officer and/or Shift Supervisor document all classification decisions.
- E. Inmates may request a change in the current housing assignment or classification level by submitting an inmate request to the Classification Officer.

1. The Classification Officer reviews all requests and responds in writing within seventy-two (72) hours, excluding holidays and weekends.
 2. The reason for an inmate housing assignment change is documented in the inmate's contact journal, prior to the inmate being moved.
- F. An inmate may appeal a classification decision by submitting a written request to the Security Lieutenant, explaining the basis of the appeal.
1. The Security Lieutenant reviews the appeal and responds in writing to the inmate within 72 hours, excluding holiday and weekends.
 2. The inmate may appeal the decision of the Security Lieutenant by submitting a final appeal in writing to the Security Captain, explaining the basis of the final appeal.
 3. The Security Captain reviews the final appeal and responds in writing to the inmate within 72 hours, excluding holidays and weekends.
- G. In special circumstances, the Classification Officer may work with mental health, medical or Shift Supervisors to develop a behavior contract for a particular inmate.
1. A behavior contract details:
 - a. Specific restrictions;
 - b. Housing assignment;
 - c. Program limitations, and/or;
 - d. Incentives for appropriate behavior.
- H. Staff who work closely with the inmate have the opportunity to give recommendations for the contract.
- I. The contract will be revised and approved by the Security Lieutenant or Booking Lieutenant.
- J. The Classification Officer reviews the inmate's behavior weekly to determine the effectiveness of the behavior contract.
- K. A review date is established on the contract, at which time the contract will be extended, modified or terminated.

PCJ 410.05: Classification and Programs

Chapter: Classification
Order No:
Effective: December 17, 2014
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-6B-05
Classification: Public

I. Policy

- A. Pennington County Jail makes every effort to provide appropriate programs and services for inmates including those inmates classified as special management. Approval for programs is based on the inmate's desire to participate, classification level, and behavior records. Discrimination based on an inmate's disability is prohibited.

II. Definitions

- E. None

III. General Information

- L. Included in the initial classification are suggestions for programs which might meet the needs of the inmate.
- M. New inmates who are not classified, are not eligible for program attendance until after classification.

IV. Procedural Guidelines

- A. Inmates must submit a request to attend a specific program.
- B. All program attendance is authorized by the Security Captain or designee with input from security.
- C. Programming for classification levels is as follows:
 - 1. General population inmate may participate in all programs on a scheduled basis.
 - a. Program restrictions may be imposed for general population inmates in an effort to modify inappropriate behavior or when security concerns necessitate restrictions.
 - 1) Such restrictions are reviewed in the Support Staff Meeting.
 - 2) Program restrictions are evaluated regularly ensuring restrictions are lifted in a timely manner.

2. Trustee:
 - a. May participate in all programs on a scheduled basis, if it does not conflict with their work responsibilities.
 - b. May have access to the recreation area during evenings and weekends, at the discretion of the housing officer.
3. Segregated inmates:
 - a. Are not allowed group participation in programs.
 - b. Have the same programming and services as general population inmates unless curtailed to protect the inmate or they have access to the same programs and services as general population inmates, however, behavior and security concerns may necessitate exceptions.
4. Disciplinary detention inmates:
 - a. Are restricted from programs while serving disciplinary sanctions.
 - b. They request to attend programs after completion of the sanctions.
 - c. The inmate's behavior record is reviewed and program approval is based on the inmate's behavior.
5. Inmates considered high security risks:
 - a. May be restricted to on-pod activities, including on-pod recreation, law library, on-pod access to counseling and religious programming.
6. Inmates segregation for protective custody:
 - a. May have the same restrictions as those for high-risk inmates when necessary to protect their welfare.

PCJ 410.06: Change of Classification Status

Chapter: Classification
Order No:
Effective: December 8, 2014
Revised: November 17, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-31
Classification: Public

I. Policy

- A. Jail Classification staff will regularly review an inmate's classification and, as appropriate, revise such classification in view of changes in the inmate's behavior or circumstances. Classification decisions may be appealed.

II. Definitions

- F. None

III. General Information

- A. The Classification Officer:
 - 1. Will review an inmate's classification every 45 days or in view of changes in the inmate's behavior or circumstances.
 - 2. May revise such classification, as appropriate, and will notify the inmate of any such change and the reasons for the change.
- B. At any time, the Shift Supervisor, Lieutenant, Captain or Jail Commander may change an inmate's classification for the safety and security of the jail.
- C. The inmate is notified of any classification change and of the right to appeal the classification decision.

IV. Procedural Guidelines

- A. The Classification Officer reviews the classification of an inmate:
 - 1. Every forty-five (45) days;
 - 2. After an inmate is found guilty of major rule violation; and/or,
 - 3. When inmate requests such a review.
- B. The Classification Officer:
 - 1. Documents the classification review and any changes to the classification; and,

2. Informs the inmate of any change to the inmate's classification and the reasons for the change, within twenty-four (24) hours thereof.

C. Inmate appeal of classification

1. An inmate may appeal a classification decision by submitting a written request to the Security Lieutenant, explaining the basis of the appeal.
2. The Security Lieutenant reviews the appeal and responds in writing to the inmate within seventy-two (72) hours, excluding holiday and weekends.
3. The inmate may appeal the decision of the Security Lieutenant by submitting a final appeal in writing to the Security Captain, explaining the basis of the final appeal.
4. The Security Captain reviews the final appeal and responds in writing to the inmate within seventy-two (72) hours, excluding holiday and weekends.

PCJ 420.01: Food Service Management

Chapter: Food Service
Order No:
Effective: August 1, 2014
Revised: July 11, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-04-08
Classification: Public

I. Policy

- A. Pennington County Jail food service operations are managed by a qualified food service management company that operates the food service in compliance with all applicable state and federal laws and American Correctional Association standards.

II. Definitions

- A. None

III. General Information

- A. The Food Service Supervisor is responsible for the overall operations of the kitchen, to include, but not limited to:
 - 1. Purchasing/Inventory
 - a. A comparative pricing system is used to ensure favorable pricing.
 - b. Minor purchases may be acquired through local vendors without submitting a bid sheet.
 - c. Inventory is controlled on a first-in/first-out basis.
 - 2. Record keeping
 - a. Menus;
 - b. Information on waste;
 - c. Food and storage temperatures;
 - d. Food costs; and,
 - e. Nutritional accounting.
 - 3. Ensuring sanitary procedures are followed
 - a. Food items are stored at appropriate temperatures and no longer than recommended by the dietitian.

- b. Food preparation areas and service items are cleaned according to sanitary standards.
- B. Food service staff plans menus and follows the plan.
 - 1. Menu planning takes into consideration food flavor, texture, temperature, appearance, and palatability.
 - a. Seasonal fruits and vegetables are included.
 - 2. Menus are prepared in four-week cycles.
 - a. All menus will be evaluated quarterly by a qualified dietician to verify adherence to basic daily servings.
 - b. Dietary allowances are reviewed at least annually by a qualified dietician to ensure recommended daily allowances are met.
 - 3. Menu substitutions are documented.
 - a. A dietician reviews all substitutions to ensure nutritional value.
 - 4. The eating preferences of inmates are continually reviewed.
 - a. Menus will be adjusted within reason to reflect the eating preference of inmates.
 - 5. Medical and/or religious diets will be observed.
 - a. Any special diet order is equivalent to a regular diet in terms of nutritional adequacy, palatability and variety, to the degree possible.

IV. Procedural Guidelines

- A. Daily, the Food Service Supervisor or designee:
 - 1. Inspects the kitchen and storage areas;
 - a. Any discrepancies are immediately corrected.
 - 2. Documents the amount of food consumed daily; and,
 - a. The perpetual inventory is properly adjusted and a monthly cost per meal is determined.
 - 3. Ensures temperature records are kept current and within acceptable ranges.

PCJ 420.03: Meal Records

Chapter: Food Service
Order No:
Effective: December 10, 2012
Revised: November 30, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-06
Classification: Public

I. Policy

- A. The Food Service staff maintains accurate records of all meals served.

II. Definitions

- A. None

III. General Information

- A. All menus are filed in the Food Service Supervisor's office.
 - 1. A copy is kept by the Support Captain.
 - 2. Any substitutions and/or modifications are documented and also filed.

IV. Procedural Guidelines

- A. The Western South Dakota Juvenile Service Center and City/County Drug and Alcohol Facility e-mail the facility headcount to food services.
- B. Before each meal, the cook receives the facility inmate headcount from the Booking Tech.
- C. The Booking Tech calls food services if meals need to be added for the Booking area.
- D. The Booking Tech annotates the change on the inmate roster and forwards to the Sheriff's Office.
- E. The cook is responsible for recording each meal count on the Daily County Sheet.
- F. The Food Service Supervisor:
 - 1. Transfers the information on the Daily Count Sheet to the Monthly Meal County Log.
 - 2. At the end of each month, calculates the total number of breakfasts, lunches and dinners served to inmates.
 - 3. Submits the meal count stats and invoices to the Sheriff's Office weekly.

4. Provides a copy of the invoices to the Jail Commander and Support Captain.

PCJ 420.06: Therapeutic/Religious Diets

Chapter: Food Service
Order No:
Effective: January 1, 2013
Revised: November 12, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-09-10
Classification: Public

I. Policy

- A. The Pennington County Jail provides inmates therapeutic and religious diets as approved while still providing a nutritionally balanced diet.

II. Definitions

- A. Therapeutic Diet – A diet prescribed by a health care practitioner as part of the patient’s medical treatment. Therapeutic diets can be ordered by physicians, physician’s assistants, or nurse practitioner.

III. General Information

- A. All therapeutic diet menus conform as closely as possible to food served to the other inmates.
- B. Inmates that are provided with a religious diet cannot:
 - 1. Refuse the meal unless ill;
 - 2. Give away or trade food;
 - 3. Take a non-diet tray;
 - 4. Intentionally waste or destroy food; and/or,
 - 5. Order commissary items that are inconsistent with the religious diet provided.
- C. Any inmate who fails to follow the conditions of the religious diet is subject to the following disciplinary action:
 - 1. First Violation: Written warning of the violation and possible removal from the religious diet.
 - 2. Second Violation: The religious diet will be cancelled.

IV. Procedural Guidelines

- A. Therapeutic Diets:

1. Booking Staff documents the therapeutic diet on the inmate's Medical Screening during intake.
2. The Booking Officer informs Medical Staff of the inmate's condition. In the absence of Medical Staff, the Shift Supervisor is notified.
3. Medical staff interviews the inmate and discusses their medical dietary needs.
4. Upon identification of need for a therapeutic diet, Medical Staff will follow the standing protocol for special diets and enter the appropriate diet in the computer for Kitchen Staff review.

B. Religious Diets:

1. An inmate submits an inmate request via the inmate kiosk explaining the reason for the diet and specific requirements.
2. All religious diets are verified and approved through the facility chaplain or local religious resources.
3. Upon verification of the specific requirements of the religious diet requested, correctional staff input a special diet notation in records management system.

C. Food Service staff documents each therapeutic and religious diet served in the Therapeutic Diet Notebook.

PCJ 420.08: Safety Training

Chapter: Food Service
Order No:
Effective: December 31, 2012
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-12
Classification: Public

I. Policy

- A. To prevent injuries, all staff and inmate workers in the Food Service are trained in the safe use of the equipment and safety procedures to be followed.

II. Definitions

- A. None

III. General Information

- A. Both inmate and civilian employees will be trained regularly in the following areas:
 - 1. Fire plan;
 - 2. First aid procedures;
 - 3. Use of safety devices for equipment in the department, including fire extinguishers;
 - 4. Use and storage of hazardous tools;
 - 5. Accident prevention techniques for food service areas; and,
 - 6. Proper report procedures for accident and hazardous conditions.

IV. Procedural Guidelines

- A. None

PCJ 420.09: Food Service Sanitation/Health Inspections

Chapter: Food Service
Order No:
Effective: August 1, 2014
Revised: July 11, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-11, 4A-15
Classification: Public

I. Policy

- A. The Pennington County Jail provides adequate health protection for all staff and inmates by requiring that the food service unit and equipment meet established state health and safety codes.

II. Definitions

- A. None

III. General Information

- A. Refrigerator and dishwasher water temperatures are checked daily by food service personnel.
- B. All food storage temperatures in the kitchen are monitored by Pennington County Buildings and Grounds using the Honeywell Energy Management Computer System.

IV. Procedural Guidelines

- A. Daily Inspections
 - 1. Daily inspections are conducted and documented by food service personnel.
 - 2. All inspection sheets are turned into the Food Service Supervisor for review and directives to correct any deficiencies prior to the end of the day.
 - 3. All inspections sheets are kept on file in the Food Service Supervisor's office.
- B. Weekly Inspections
 - 1. Weekly inspections are conducted by the designated staff person.
 - 2. Weekly reports of the Fire/Safety/Sanitation inspections are compiled for review and directives on corrective action when necessary.
- C. Annual Inspections
 - 1. Annual inspections are conducted by the South Dakota Department of Health officials.

2. A written report is submitted to the Jail Commander.
 - a. The Support Captain ensures any deficiencies noted during the inspection are corrected immediately.

PCJ 420.09.1: Food Storage

Chapter: Food Service
Order No:
Effective: December 10, 2012
Revised: November 30, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-02, 4A-16
Classification: Public

I. Policy

- A. The Pennington County Jail ensures food storage areas are temperature controlled to maintain hygienic and sanitary conditions.

II. Definitions

- A. None

III. General Information

- A. Dry storage of shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit.
- B. Refrigerated foods are maintained at 35 degrees to 40 degrees Fahrenheit.
- C. Frozen foods are maintained at 0 degrees Fahrenheit or below.

IV. Procedural Guidelines

- A. Twice daily, Food Service Staff checks the temperatures of all food storage areas to ensure temperature ranges are maintained.
 - 1. Temperatures are recorded on the Daily Check Sheet.
 - 2. The Daily Check Sheet is maintained on file by the Food Service Supervisor.
- B. Food Service Staff notifies Jail Maintenance if temperatures become too warm.
- C. Jail Maintenance arranges for outside repair, if necessary.
- D. During the weekly inspection, the Security Captain or designee reviews and records all food service temperatures.

PCJ 420.10: Food Service

Chapter: Food Service

Order No:

Effective: January 1, 2013

Revised: November 30, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4A-01, 4A-17-18

Classification: Public

I. Policy

- A. Meals are prepared, delivered and served under conditions that minimize regimentation and under staff supervision.

II. Definitions

- A. **None**

III. General Information

- A. Inmates are provided three meals a day, two of which are hot.
- B. Meals are served according to established schedules, ensuring there are no more than 14 hours between the evening and morning meals.
 - 1. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met.
 - 2. Inmates are given at least twenty minutes of dining time for each meal.
- C. Correctional Officers maintain control of meal service but at the same time allow inmates to eat in a relaxed atmosphere, with as little regimentation as possible
 - 1. All inmates are served the same types of meals and same size of servings, except those inmates on medically approved special diets or those inmates approved alternative meal service.
 - 2. Inmates with special trays are identified by kitchen staff and provided their meals at the same times as all other inmates.
- D. Meals are never used as a disciplinary tool.

IV. Procedural Guidelines

- A. Inmates present one at a time in a uniformed line for meal service.
 - 1. The Housing Officer may utilize a check system at their discretion when handing out trays.

B. The Housing Officer documents in the records management system:

1. Delivery of meals;
2. Meal refusals; and,
3. Collection and verification of all trays.

PCJ 420.11: Food Service Health/Sanitation Procedures

Chapter: Food Service
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-13
Classification: Public

I. Policy

- A. To prevent illness, Jail staff ensure all food preparation and consumption are conducted in a clean, safe environment. The highest possible level of safety and sanitation practices are maintained.

II. Definitions

- A. None

III. General Information

- A. All food service personnel and trustees receive a test for tuberculosis.
- B. Signs are visible placed in the kitchen instructing individuals to wash their hands, serving as a reminder for cleanliness.

IV. Procedural Guidelines

- A. Kitchen trustee are instructed to shower daily by the Housing Officer and are informed of their access to clean laundry on a daily basis.
- B. All kitchen staff and trustees are monitored daily for health and cleanliness by the Food Services Supervisor or designee.
 - 1. Inmates showing signs of illness are sent back to their cellblocks.
 - 2. A re-assessment is done by Medical staff prior to the inmate returning to work.
- C. All individuals wash their hands upon reporting to work and after using the toilet facilities.
 - 1. Wash basins and toilet facilities are readily accessible to the food service area.
 - 2. All individuals working in the food service area wear hair nets while on duty and wear disposable plastic gloves when handling food.
- D. The Food Service Supervisor or cook on duty:

1. Supervises the trustees to ensure food service equipment including counter tops, floors and sinks are thoroughly cleaned and sanitized after each use.
2. Ensures proper sanitizing procedures are used (i.e., water temperatures and cleaning supplies).

PCJ 430.01: Facility Sanitation Inspection

Chapter: Sanitation and Hygiene
Order No:
Effective: October 1, 2013
Revised: September 23, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1A-01
Classification: Public

I. Policy

- A. The Pennington County Jail maintains a clean, healthy environment by complying with applicable state sanitation regulations. Thorough weekly and monthly sanitation inspections of all areas are conducted.

II. Definitions

- A. **Qualified Fire/Safety/Sanitation Officer-** A person whose training, education and or experience specifically qualifies them to do the job. At a minimum, the qualified individual must: (1) be familiar with the appropriate codes and regulation and their requirements; (2) be able to use the appropriate instruments for measuring and documenting code compliance; (3) be able to complete checklist and prepare the necessary reports; and (4) have the authority to make corrections when deficiencies are found.

III. General Information

- A. Staff members keep their designated work areas clean at all times.
- B. Written housekeeping plans are followed daily for all areas of the facility.
- C. All inmate cleaning activities are supervised by staff to ensure the work is thorough and complete.

IV. Procedural Guidelines

- A. Cellblock Officers daily inspect their assigned housing units to ensure inmate living areas are kept clean and orderly, this also includes cells, showers and recreation areas.
- B. Inmate pod orderlies and other inmate volunteers maintain the cleanliness of the general housing areas under the Cellblock Officer's direction.
- C. Each inmate cleans their room and is reprimanded when housekeeping is not satisfactory.
- D. Weekly sanitation inspections are completed by the Security Captain or designee.
 - 1. All areas of the facility are checked to ensure:

- a. Order and cleanliness;
 - b. Lighting and ventilation equipment is working properly;
 - c. Vermin and pest free; and,
 - d. No health and safety hazards exist.
- E. The Jail Commander or designee reviews all completed weekly inspection reports and issues the appropriate directives to ensure any deficiencies found are corrected.
- F. Monthly sanitation inspections are completed by the Security Lieutenant, a qualified Fire/Safety/Sanitation Officer who completes the Sanitation Checklist and submits a detailed report of the inspection to the Security Captain for review.
- G. The Security Captain issues the appropriate directives to ensure any deficiencies found are corrected immediately.
- H. Annual inspections of the facility are completed by the South Dakota Department of Health to ensure compliance with all state health codes and other applicable laws and regulations.
- I. A copy of the annual inspection is provided to the Health Authority.

PCJ 430.03: Waste Disposal

Chapter: Sanitation and Hygiene
Order No:
Effective: October 1, 2013
Revised: September 23, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1A-02, 4C-18
Classification: Public

I. Policy

- A. Liquid, solid, and toxic wastes from institutional operations will be collected, stored, and disposed of in a manner that protects the health and safety of inmates, staff and visitors and is in compliance with all applicable regulations and statutes.

II. Definitions

- A. None

III. General Information

- A. Treatment of effluent and sewage is managed by the City of Rapid City in compliance with the applicable requirements of the state agency regulating water pollution control and the Federal Environmental Protection Agency.
- B. Trash is collected and removed in such a manner as to avoid creating a menace to health and as often as is necessary to maintain sanitary conditions.
 - 1. Combustible refuse containers are located throughout the living quarters and the facility.
 - 2. All receptacles and containers are emptied and cleaned daily.
- C. Toxic waste is disposed of according to the label directions for each particular product.
- D. Medical waste is disposed of in accordance with South Dakota State Health Department regulations and requirements.
- E. Sharps and biohazard wastes are disposed of properly.
- F. Biohazard bags are available in medical and the maintenance storage area for the disposal of biohazard materials (i.e. items contaminated with blood any body fluids)
- G. All sharps are disposed of in the containers labeled for sharps located in medical and on each housing unit.
- H. All persons who participate in disposing of biohazard waste are supplied with proper protective clothing appropriate for the task. Items available include:

1. Latex gloves;
 2. Gowns;
 3. Protective eye wear; and/or,
 4. Masks.
- I. All biohazard waste containers are kept secured at all times.
1. A certified medical waste disposal company is contracted through Pennington County.
 2. Jail Maintenance supervisory staff disposes of all biohazard waste.
- J. The decontamination of medical and dental equipment complies with local, state and federal regulations.

IV. Procedural Guidelines

- A. Housing Officers collect the unit garbage daily during the 1400 lockdown and stage them next to the cellblock entryway.
- B. Maintenance Trustees collect the cellblock garbage according to the daily schedule.
- C. Maintenance staff takes the collected garbage to the outside trash bin to ensure that odors and excess accumulation of trash is prevented.
- D. All food service garbage is delivered to the trash container daily by kitchen staff.
- E. The refuse collector empties the container on a pre-agreed schedule. Annual inspections of the facility are completed by the South Dakota Department of Health to ensure compliance with all state health codes and other applicable laws and regulations.
- F. A copy of the annual inspection is provided to the Health Authority.

PCJ 430.04: Housekeeping

Chapter: Sanitation and Hygiene
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1A-04, 5C-08, 5C-11
Classification: Public

I. Policy

- A. Trustees perform supervised cleaning of the facility to maintain acceptable sanitation standards.

II. Definitions

- A. None

III. General Information

- A. The Jail housekeeping plan specifies trustee cleaning duties and a system of evaluating the cleaning.
- B. The Jail provides inmates the opportunity to participate in work assignments related to facility maintenance and grounds upkeep.
- C. Pretrial and unsentenced inmates are not required to participate in any work assignments, but may volunteer for them.
- D. Inmate working conditions comply with all applicable federal, state, or local work safety laws and regulations.
- E. Each inmate is required to maintain sanitary living area conditions and will be responsible for the cleanliness of their cell and living area, including:
 - 1. Walls;
 - 2. Floors;
 - 3. Sink;
 - 4. Toilet;
 - 5. Windows; and,
 - 6. Other property within the cell
- F. Cleaning supplies and materials are issued to each inmate daily by the Housing Officer.

G. Correctional staff supervise the inmates use of the cleaning supplies ensuring proper use and care for these materials.

H. Maintenance Trustee

1. Trustees report to and are supervised by the staff person in charge of the work area they are assigned to.
2. Trustees perform the following duties as directed in the assigned areas:
 - a. Empty garbage;
 - b. Sweep and mop dayroom floors;
 - c. Vacuum and shampoo carpets;
 - d. Clean and sanitize restrooms;
 - e. Clean windows and fixtures;
 - f. Re-stock supplies; and,
 - g. Other tasks as required.
3. Pennington County Buildings and Grounds schedule working hours for the work release trustees assigned to their area.

I. Library Trustee

1. The library trustee reports to and is supervised by Programs staff.
2. The library trustee does not work on weekends, except under the direct supervision of appropriate staff.

J. Laundry Trustee

1. The Maintenance Supervisor schedules the laundry trustees work hours.
2. The laundry trustees are to maintain the laundry room in a well ordered manner by conducting the following on a daily basis:
 - a. Sweep and mop the floors;
 - b. Clean and sanitize the clothing storage bins and folding tables;
 - c. Clean and sanitize the restroom;
 - d. Clean windows and fixtures; and,
 - e. Empty the lint filters.

K. Special Work Assignments

1. The Maintenance Supervisor schedules special work assignments:
 - a. Scrubbing and waxing floors,
 - b. Sanding and painting throughout the secure side of the facility
2. The supplies and materials are issued to inmates/trustees by the Maintenance Supervisor with instructions on a maintenance task assignment form.

IV. Procedural Guidelines

- A. None

PCJ 430.05: Inmate Clothing, Bedding, Linen Issuance and Return

Chapter: Sanitation and Hygiene
Order No:
Effective: December 2, 2013
Revised: November 20, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4B-01-05
Classification: Public

I. Policy

- A. The Pennington County Jail provides each inmate a clean set of facility-issued clothing, linen and bedding upon admission in order to maintain adequate sanitation and hygiene standards.

II. Definitions

- A. None

III. General Information

- A. Adequate space is provided for the storage and issuance of clothing, bedding and cleaning supplies.
- B. All inmates will be supplied with clothing, bedding and linen sufficient to provide comfortable, sanitary, and environmentally suitable conditions during confinement.
 1. Care of all clothing and bedding supplies issued to an inmate becomes the responsibility of that inmate and the inmate is held accountable for its use.
 2. Inmates may be charged for damaged, destroyed, or lost items.
- C. Main Jail/Annex Clothing, Bedding & Linen
 1. One uniform shirt (2 uniform shirts if housed in annex)
 2. One pair of uniform pants (2 uniform pants if housed in annex)
 3. Two T-shirts
 4. Three pair of socks
 5. Three pair of underwear
 6. One pair of clogs
 7. Female inmates may purchase sport bras through commissary.
 8. Two blankets

9. Two sheets
 10. Two towels
- D. Inmates assigned to the Work Release Facility will be issued the following when they report to Work Release:
1. 2 Sheets
 2. 2 Blankets
 3. 2 Towels--laundered by the inmate
 4. 2 Sets of Greens—Laundered by the inmate (Issued only to kitchen runners and laundry trustees)

IV. Procedural Guidelines

- A. Immediately following the admission shower, Correctional Staff supplies the inmate with:
1. 1 Striped Top
 2. 1 Striped Bottom
 3. 1 Pair Clogs
- B. Correctional Staff washes inmates personal clothing that is excessively soiled using the washer and dryer in the intake area.
1. Only one inmate's clothing is washed at a time.
 2. The inmate name and property number is written on the dry erase board above the corresponding washer or dryer.
- C. Correctional Staff prepares a setup including:
1. Bedding
 2. Linen
 3. Cup with:
 - a. Identification Card
 - b. Toothbrush
 - c. Toothpaste
 - d. Flex Spoon
 - e. Comb

4. Remaining clothing depending on location
- D. All issued clothing is logged into the Inmate Record Management System by the Booking Technician.
- E. Correctional Staff annotate on the Inmate Property Accountability Form:
1. Issued sizes
 2. Date
 3. Employee number verifying issuance of mandated items
 4. Check box 'main jail' or 'annex'
- F. On pod, the Housing Officer informs the inmate at orientation they are responsible for the loss or intentional damage of clothing, or bedding.
- G. The inmate signs the Inmate Accountability Form verifying receipt of all items and responsibility for them.
- H. Upon release, the Housing Officer:
1. Inventories clothing, bedding and linens;
 2. Inspects clothing, bedding and linens;
 3. Dates and Initials accountability of items; and
 4. Places items in grey linen buckets
- I. The Housing Officer sends the inmate to booking with flex spoon, cup, inmate handbook and inmate identification card only.
- J. Booking Staff verifies and retrieves flex spoon, cup, inmate handbook and inmate identification card.

PCJ 430.05.1: Laundry Exchange

Chapter: Sanitation and Hygiene
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4B-01-05
Classification: Public

I. Policy

- A. To maintain a healthy environment, Jail Staff will exchange inmates' dirty laundry for clean clothing, bedding and linen.

II. Definitions

- A. **None**

III. General Information

- A. Adequate space is provided for the storage and issuance of clothing, bedding and cleaning supplies.
- B. Facility issued clothing and linen is laundered according to established schedules.
- C. There is no delay in the replacement of unserviceable laundry.
- D. All inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary, and environmentally suitable conditions during confinement.
- E. Care of all clothing and bedding supplies issued to an inmate becomes the responsibility of that inmate and the inmate is held accountable for its use.
- F. Inmates may be charged for damaged, destroyed, or lost items.
- G. Main Jail/Annex Clothing, Bedding and Linen
 - 1. One uniform shirt (2 uniform shirts if housed in annex)
 - 2. One pair of uniform pants (2 uniform pants if housed in annex)
 - 3. Two T-shirts
 - 4. Three pair of socks
 - 5. Three pair of underwear
 - 6. One pair of clogs

7. Female inmates may wear their own wireless bra and/or request the wire to be removed by staff.
 8. Two blankets
 9. Two sheets
 10. One pillow case (Issued only to inmates without an integrated pillow)
 11. Two towels
- H. Inmates assigned to the Work Release Facility will be issued the following when they report to Work Release:
1. 1 Pillowcase
 2. 2 Sheets
 3. 2 Blankets
 4. 2 Towels--laundered by the inmate
 5. 2 Sets of Greens—Laundered by the inmate (Issued only to kitchen runners and laundry trustees)
- I. Assigned staff is responsible for the clothing issuance and laundry operations ensuring the supply of clothing will be maintained at a level that exceeds the amount needed to supply the facility's maximum inmate population.
1. All clean laundry is stored separately from dirty laundry.
 2. A supply of clean clothing for new inmates is maintained on shelves in the intake area.
 3. The facility maintains an adequate supply of laundry.
 4. Items placed into service are laundered prior to being distributed.
- J. Laundry trustees report to and are supervised by Maintenance Staff.
1. Trustees assigned to the laundry area wash facility issued clothing, linen and bedding as scheduled by the supervising staff.
 2. Trustees exchange laundry only under the direct supervision of the Housing Officer.
 3. Laundry trustees are issued the necessary sewing supplies to repair worn or damaged clothing.

IV. Procedural Guidelines

- A. Maintenance Staff places clean laundry on a cart for each cellblock scheduled for laundry exchange and moves the cart to the housing unit.
- B. The Housing Officer announces that inmate laundry exchange will occur and that all inmates are to be in only striped top, pants and clogs.
 1. The Housing Officer locks down all inmates.
 2. The trustee and/or Maintenance Staff place all clean clothing in front of the corresponding cell.
 3. The Housing Officer begins opening one door at a time and collects one for one all linen.
 - a. Inmate may not refuse to exchange any item.
 - b. Sheets are done every other laundry exchange.
 - c. Blankets are done every other month during a separate exchange.
 4. The Housing Officer inspects each item returned and issued for:
 - a. Damage
 - b. Correct replacement sizes
 5. The Housing Officer continues to the next cell allowing for the inmate to exchange the stripes they are currently wearing.
 6. The Housing Officer returns to each cell to collect striped tops and bottoms.
- C. All dirty laundry is placed in laundry carts and moved to the Jail's laundry by trustees.
- D. Maintenance Staff supervises the laundry being washed, dried and folded by trustees.
- E. After washing and drying, Maintenance Staff inspects all items for wear and damage
 1. These items are pulled from use and replaced with new items.

PCJ 430.06: Inmate Hygiene

Chapter: Sanitation and Hygiene

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4B-06-09, 2D-02

Classification: Public

I. Policy

- A. All inmates are required to maintain their personal hygiene and are given the opportunity and the necessary supplies to do so.

II. Definitions

- A. None

III. General Information

- A. Each new inmate, when they are admitted to the facility, is issued the following hygiene articles:
 - 1. 1-ounce cup of liquid soap
 - 2. Tube of toothpaste
 - 3. A toothbrush
 - 4. One comb
 - 5. Toilet paper
 - 6. Female inmates are provided sanitary napkins or tampons upon request.
- B. Inmates may purchase additional hygiene items through the commissary.
- C. Inmates with special hygiene needs will be evaluated by Medical Staff and, if needed, the appropriate hygiene items will be provided.
- D. Showers and washbasins with temperature controlled (100°-120° Fahrenheit) hot and cold running water are located in each cellblock.
- E. Each inmate is encouraged to shower daily.
 - 1. One shower is available for every twelve inmates.
- F. Inmates are provided a razor daily upon request.

1. Razors are checked out to inmates by the Housing Officer and must be returned after use.
 2. Inmates who are suicidal are offered access to razor-less shaving cream.
 3. Inmates who present a security risk will be provided alternative means to shave which may include the use of razor-less shaving cream.
- G. Jail issued clothing is exchanged and laundered for all inmates.
- H. Haircutting is provided by a licensed cosmetologist.
1. Inmates fill out a cash-out for the purpose of a haircut.
 2. Only those inmates who have filled a cash-out and have money in their account will be put on the list to receive a haircut.
 3. All equipment will be inventoried when the cosmetologist enters and leaves the facility.

IV. Procedural Guidelines

- A. Booking Staff issues an inmate hygiene items upon change out.
- B. If the inmate reports special hygiene needs, Booking Staff refers the inmate to an Inmate Sick Call available through the inmate kiosk located in the housing unit.
- C. Razors- the Housing Officer offers razors upon request from 0730 to 0830 each day to applicable inmates.
1. New intakes names' and cell numbers' are marked in permanent marker.
 2. The inmate returns the razor to the officer in the same condition as issued.
 3. The razor is inspected for parts and tampering.
 4. The Housing Officer places the razor in the corresponding hole in the inmate razor box.
 5. Old razors are replaced upon request of the inmate.
- D. Haircutting- Inmates request haircuts via the housing unit kiosk.
1. The Bookkeeper:
 - a. Verifies availability of funds;
 - b. Debits the amount for a haircut; and,
 - c. Schedules the appointment.
 2. The cosmetologist's tools are inventoried upon arrival and departure.

3. A Correctional Officer supervises haircuts in the designated area.

PCJ 430.07: Enforcement of Inmate Hygiene and Sanitation

Chapter: Sanitation and Hygiene

Order No:

Effective: December 10, 2012

Revised: November 28, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4B-06-09, 2D-02

Classification: Public

I. Policy

- A. Pennington County Jail requires inmates to maintain acceptable personal hygiene and sanitation while incarcerated.

II. Definitions

- A. None

III. General Information

- A. Inmates are expected to maintain a minimum level of hygiene and sanitation.
- B. Inmates shall normally be given the opportunity to shower at least three (3) times per week and are required to shower at least once per week in order to maintain a minimally acceptable level of personal hygiene to protect the health and safety of the inmate, other inmates, and staff.
- C. Inmates failing to keep one's person and/or cell neat and clean, and/or committing acts which create hazardous conditions are subject to disciplinary actions and may be moved to another clean cell.
- D. Clothing exchange will occur no less than 2 times per week.
 - 1. Inmates failing to exchange clothing may be subject to disciplinary actions.
 - 2. Inmates who fail to meet hygiene requirements over an extended period of more than two (2) consecutive weeks may be subject to the forced hygiene intervention.
- E. Forced hygiene interventions may only be authorized by a licensed medical care provider.
- F. The criteria considered for forced intervention may include:
 - 1. Communicable disease risk;
 - 2. Medical conditions, including but not limited to:
 - a. Body sores;

- b. Skin conditions, as directed by qualified medical personnel.
 3. Health hazards;
 4. Mental health status that creates risk to the inmate without hygiene intervention; and
 5. Offensive, unsafe, or otherwise poor hygiene practices which could cause undue risk to the inmate or others, if the inmate was not required to shower.
- G. The following criteria will be considered when authorizing a forced hygiene intervention:
 1. Inmate has failed to meet hygiene requirements over an extended period of more than two (2) consecutive weeks.
 2. Correctional Staff has not witnessed inmate using water from sink or shower to clean self;
 3. Documentation of complaints from inmates, staff or visitors; and,
 4. Inmate hygiene is creating a hazard condition for others.
 5. A licensed medical provider has issued a valid forced hygiene intervention order.
- H. A formal Use of Force Review shall be conducted on all forced hygiene interventions and shall include:
 1. Efforts taken to gain the inmates compliance prior to initiation of the intervention;
 2. Staff involved; and
 3. Notification to Command Staff.

IV. Procedural Guidelines

- A. The Correctional Officer:
 1. Directs the inmate to clean their cell and/or shower regularly;
 2. Generates an Incident Report for non-compliance.
- B. The Shift Supervisor notifies the Security Lieutenant or designee, Jail Medical, and Mental Health.
- C. Mental health completes an evaluation to ensure that the inmate's actions are not indicators of serious mental illness.
- D. Medical staff refer inmate to be seen by a licensed medical provider.

- E. Correctional Officers continue to monitor and document until inmate complies with the minimum standard of cleanliness.
- F. Correctional staff reports any complaints by others inmates, visitors or staff.
- G. The Security Lieutenant or designee continues to monitor and follow up with Mental Health and Medical.
- H. The Jail Commander or designee may authorize a forced hygiene intervention.
- I. The Shift Supervisor or designee formulates an action plan; discusses it with correctional staff, and videotapes the use of force.
- J. Prior to a forced hygiene intervention, the inmate is given a warning that force is imminent for non-compliance;
 - 1. At the minimum, the inmate is given the opportunity to voluntarily shower and is warned that failure to comply will result in forced hygiene intervention; and,
 - 2. Videotaping the forced hygiene intervention shall include these attempted non-force alternatives.
- K. If the inmate still fails to comply, staff shall proceed with the forced hygiene intervention.
 - 1. Medical staff is present to assess the inmate after forced hygiene intervention and provide necessary medical care.
 - 2. All staff involved in a forced hygiene intervention provides an Incident Report to the Shift Supervisor.
 - a. The Incident Report is forwarded to the Jail Commander or designee before the end of shift.

PCJ 440.01: Facility Physician

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-01-02
Classification: Public

I. Policy

- A. The Pennington County Jail facilitates and provides for the delivery of health care services, including medical, dental, and mental health services, under the control of the designated health authority. All medical, psychiatric and dental matters involving medical judgment are the sole province of the physician and dentist respectively and are not countermanded by non-clinicians.

II. Definitions

- A. **Health Authority-** The health administrator, or agency responsible for the provision of health care services; the responsible physician/medical provider may be the health authority.
- B. **Health Care Services-** A system of preventative and therapeutic services that provide for the physical and mental well being of a population. Includes medical and dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services and environmental conditions.
- C. **Responsible Physician-** An individual licensed to practice medicine and provide health services to the inmate population and/or the physician at an institution with final responsibility for decisions related to medical judgments.

III. General Information

- A. The Jail Commander ensures that all medical care is delivered under the general direction of the facility physician, using certified medical providers.
- B. The Facility Physician and Jail Commander ensure the quality and accessibility of all health services provided within the facility through periodic reviews and open lines of communication.
- C. Health care services will provide for the physical and mental well being of the inmates and are not compromised for security reasons.
- D. The Pennington County Jail is supportive of the contract physician in making medical services accessible to the inmates.
 - 1. The responsibilities of the health authority include:

- a. Establishing a mission statement that defines the scope of health care services;
- b. Developing mechanisms, including written agreements, when necessary, to assure that the scope of services is provided and properly monitored;
- c. Developing a facility's operational health policies and procedures;
- d. Identifying the type of health care providers needed to provide the determined scope of services;
- e. Establishing systems for the coordination of care among; multidisciplinary health care providers;
- f. Developing a quality management program; and,
- g. Decision making about the deployment of health resources and the day-to-day operations of the health services program

IV. Procedural Guidelines

- A. None

PCJ 440.02: Monitoring Medical Services

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-24-25, 7D-07, 7D-25-26
Classification: Public

I. Policy

- A. To ensure the medical services are operating according to the facility policies, health care administrative meetings are held quarterly to discuss and report on the health care delivery system and the health environment.

II. Definitions

- A. None

III. General Information

- A. Quarterly, medical clerical staff will collect the following information for presentation to the Jail Commander and Health Authority:
 - 1. The number of inmates who received a health appraisal/screening or other services by the facility medical staff;
 - 2. The number and type of operative procedures performed;
 - 3. The number of laboratory referrals, x-rays, and other test procedures ordered by the medical provider;
 - 4. The number of tuberculosis (TB) and human immunodeficiency virus (HIV) tests administered and the total number of positive reactions.
 - a. South Dakota Department of Health conducts all HIV tests within the facility and results of these tests are confidential; therefore, the number of positive results are counted by those individuals who voluntarily give this information;
 - 5. The number of inmates hospitalized and the reasons for the hospitalization;
 - 6. The number of consultation referrals, specifying the reason for the referral;
 - 7. The number of emergency service referrals;
 - 8. The number of dental procedures performed;
 - 9. Weekly inventories of controlled substances, needles, and syringes;

10. Number of serious injuries/illnesses;
 11. Any deaths; and,
 12. Number of offsite transports
- B. Annually, the facility's medical program and policies are reviewed by the Health Authority, the Jail Commander, and Medical Staff and updated as necessary.
1. Each policy bears the date of implementation and date of the most recent revision.

IV. Procedural Guidelines

- A. Quarterly, the Health Authority or designee conducts a random internal medical record review of at least 10% of all active medical records.
- B. The Nurse Practitioner or designee reviews and reports on the following:
1. Implementation of medical orders and procedures;
 2. Implementation of treatment plans;
 3. Completeness and legibility of medical records;
 4. Medication administration and documentation;
 5. Counter signatures for verbal orders.
 6. The results of this review are included in the next quarterly medical statistical report to the Jail Commander.
- C. Quarterly meetings are conducted with the Jail Commander, Physician, Nurse Practitioner, Support Captain and other healthcare providers which may include the Pharmacist, Mental Health Representative, Dentist or others so designated to discuss health care services. The monthly statistical report of the health care services provided is also available.
- D. On a quarterly basis, the Quality Improvement Committee, which may include the Jail Commander, Physician, Dentist, Nurse Practitioner, Pharmacist, Support Captain, Mental Health representative or other designated professional, meets to establish and review:
1. Objective standards for use in monitoring the quality of care,
 2. Develop corrective action plans based on monitoring findings,
 3. Assess the effectiveness of corrective actions,
 4. Admission evaluations,
 5. Sick call services,

6. Chronic call services,
 7. Inmate grievances,
 8. Nursing services,
 9. Pharmacy services,
 10. Diagnostic services,
 11. Adverse patient occurrences, including deaths,
 12. Disaster drills,
 13. Environmental inspection reports,
 14. Inmate grievances,
 15. Changes effected since the last reporting period including corrective action (if necessary),
 16. Infection control practices and findings,
 17. Chart reviews conducted by the Charge Nurse or designee,
 18. Number of inmate and staff injuries and methods of prevention or corrective measures taken.
- E. Minutes of the meeting are kept and distributed to those attending.
- F. Infection control issues are incorporated in the quarterly meetings.
1. A copy of the Fire/Safety/Sanitation monthly report is forwarded to the Health Authority for review.
 2. All infectious diseases are reported to the County Health Department, as required by Federal Law.
- G. The Support Captain represents the medical department during the weekly Support Staff meetings held with the Jail Commander or designee.
- H. The Nurse Practitioner conducts monthly meetings with medical staff to review administrative procedural issues.
- I. Minutes are maintained of these meetings and a copy is forwarded to the Jail Commander.

PCJ 440.04: Sick Call/Non-Emergency Medical Assistance

Chapter: Medical
Order No:
Effective: January 1, 2013
Revised: November 23, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-02-03, 4D-19, 6A-09
SDCL: 28-14-7
Classification: Public

I. Policy

- A. All Pennington County Jail inmates are able to express medical complaints daily. All medical complaints are reviewed by qualified medical personnel to ensure appropriate medical attention and to enable early detection of illness.

II. Definitions

- A. **None**

III. General Information

- A. Sick calls are completed by the inmate through the inmate message system.
- B. Correction staff may assist inmates who have difficulty in completing a sick call request.
- C. All health care encounters including medical and mental health interviews, examinations and procedures are conducted in a setting that respects the inmate's privacy.
 - 1. Female inmates are provided a female escort for encounters with a male health care provider.
- D. All inmates have access to health care.
 - 1. Indigent inmates will be provided medical care.
 - a. A negative balance will be created on the inmate's account.
 - b. Should the inmate receive money, accumulated medical charges will be deducted from the inmate's account.
- E. In-house doctor's clinic is conducted at a minimum of 2 times a week by the facility physician or a physician's assistant supervised by a facility physician to examine those inmates who require such services.

- F. If at any time an inmate cannot be brought to the medical services area due to illness, behavior, security reasons or any other reason, the facility physician may examine the inmate in the housing unit.
- G. Inmate medical charges
1. Over the counter (OTC) medications
 - a. Non-Aspirin 0.15
 - b. Antacids 0.15
 - c. Ibuprofen 0.15
 - d. Diarrest 0.20
 - e. Lip Balm 0.15
 2. Sick call charges
 - a. Inmate sick calls that require a visit or assessment by a nurse in medical or on the cellblock result in a charge of \$5.00.
 3. Health Care Liens
 - a. In accordance with South Dakota Codified Law (SDCL) 28-14-7, the cost of health care while incarcerated will be filed as a lien against the inmate.
 - b. An inmate will not be liened for the following medical care:
 - 1) Over the counter (OTC) medications;
 - 2) Sick calls;
 - 3) 14 day physical; and/or,
 - 4) Medical care received due to an injury received while incarcerated.

IV. Procedural Guidelines

- A. Sick calls are triaged at a minimum once daily by medical staff.
1. Sick call assessments are completed in medical or on the cellblock, whichever is most appropriate for the required care and exam.
 2. Upon reviewing a sick call, medical staff initiate the appropriate over the counter care and if necessary cases are referred as follows:
 - a. Schedule for provider clinic conducted 2 times weekly;
 - b. Schedule for physician's office or Sioux San Health Clinic; or,
 - c. Urgent care or emergency room for immediate care.

PCJ 440.04.01: Inmate Payment for Medical Related Items

Chapter: Medical
Order No:
Effective: December 10, 2012
Revised: November 29, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-02, 6A-09
SDCL 28-14-7
Classification: Public

I. Policy

- A. The Pennington County Jail provides quality medical care in the most timely and cost efficient manner possible and, when possible, has the inmates assume some financial responsibility for their care.

II. Definitions

- A. **Co-Pay Charge:** A specified amount of money, approved by the Sheriff, an inmate will pay for medical services while incarcerated at the Pennington County Jail.
- B. **Indigent Inmate:** An inmate who is without sufficient funds in their account to pay for medical services provided in or outside the facility.
- C. **Over-the-Counter Medication (OTC):** Non-prescription medications provided to inmates to minimize undiagnosed discomfort.

III. General Information

- A. All inmates are advised in writing at the time of admission of the guidelines to the co-pay program.
- B. Inmates will be assessed a \$5.00 co-pay charge for each visit with nursing staff.
 - 1. Exceptions are visits with the nursing staff for 14-day assessments and visits initiated by the nursing staff or correctional staff due to an injury occurring within the jail.
 - 2. Co-pay fees may be waived for offenders with chronic diseases that include, but not limited to: cardiovascular, hypertension, diabetes, pulmonary, and seizure disorders.
 - 3. Co-pay fees may be waived when appointments or services include follow-up appointments are initiated by medical staff.
- C. Inmates will be charged for over-the-counter (OTC) medication.
- D. An inmate access to healthcare, programs, services and activities is not precluded by inability to pay.

1. A negative balance will be created in the inmate's account for co-pay charges.
 - a. Any money placed into an inmate's account will first go toward the payment of any co-pay charge or over-the-counter (OTC) medication.
- E. Pennington County Health and Human Services may lien the inmate for any medical services rendered or prescription medication provided while the inmate is incarcerated at Pennington County Jail in accordance with South Dakota Codified Law 28-14-7.

IV. Procedural Guidelines

- A. A Sick Call Request is completed for each nursing staff encounter that is charged to the inmate and documentation is entered in the jail management system.
 1. Inmates are not charged for follow-up visits initiated by medical staff.
- B. A list of charges for nurse visits and over-the-counter medication is generated by medical staff.
 1. Administrative staff deducts the charge from the inmate's account.
- C. Inmates sign an Inmate Medical Registration Form at their 14-day physical, declaring they understand a lien may be filed against them for the cost of any health care provided to them while incarcerated at Pennington County Jail
- D. Monthly, administrative staff writes a check to the Pennington County Treasurer's Office for monies collected from medical related charges.

PCJ 440.05: Basic Medical Equipment

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2D-03, 4C-38, 4D-09

Classification: Public

I. Policy

- A. Pennington County Jail provides adequate basic equipment and space for inmate medical services.

II. Definitions

- A. None

III. General Information

- A. The Health Authority will determine the required, basic medical equipment and the contents of all emergency medical kits.
- B. A sealed first aid kit is located on each pod and in Booking.
 - 1. The kits are checked weekly during the safety and security inspection to ensure seal is intact.
 - 2. Kits are immediately restocked after use.
- C. The Automated External Defibrillator (AED) is located in Booking.
- D. Medical and dental instruments, equipment, and supplies (syringes, needles and other sharps) are controlled and inventoried.
 - 1. If determined a medical or dental instrument is missing; it is immediately reported to the Charge Nurse.

IV. Procedural Guidelines

- A. None

PCJ 440.06.01: Disaster Plan

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-09
Classification: Public

I. Policy

- A. The Pennington County Health Authority approves the health aspects of the Pennington County Jail disaster plan. The medical staff is aware and understands the disaster plan procedures. Drills are conducted in order to maintain a trained medical response to any disaster. Healthcare personnel are included in the drills.

II. Definitions

- A. **Disaster:** An incident within the facility involving ten or more inmates/staff who are injured.

III. General Information

- A. Triage Evaluation
 - 1. Highest Priority (Immediate):
 - a. Respiratory arrest or airway obstruction,
 - b. Cardiac arrest (witnesses),
 - c. Severed artery,
 - d. Severe bleeding (uncontrolled),
 - e. Cervical spine injury (stabilized),
 - f. Severe head injuries with unconsciousness,
 - g. Open chest or abdominal wounds,
 - h. Major or complicated burns,
 - i. Severe shock,
 - j. Burns of the respiratory tract,
 - k. Tension,
 - l. Pneumothorax,

- m. Complications of medical problems (for example, obstetrical, cardiac disease, diabetes, seizures, hypothermia, poisoning),
 - n. Joint fractures with no distal pulse,
 - o. Fractured femur.
2. Second Priority:
- a. Back injuries with or without spinal cord damage,
 - b. Moderate blood loss (usually less than 2 pints),
 - c. Severe burns,
 - d. Open or multiple fractures (major),
 - e. Staple abdominal injuries,
 - f. Eye injuries (open wounds make it highest priority),
 - g. Stable drug overdose.
3. Lowest Priority (hold/delayed):
- a. Minor lacerations or soft tissue injuries,
 - b. Minor or simple fractures,
 - c. Sprains,
 - d. Those who, because of the seriousness of their injuries, have little chance for survival (for example, patient unconscious from head injury and with brain exposed; severe burns of second and third degree more than 40% of the body),
 - e. Death,
 - f. Decapitation,
 - g. No pulse for over 20 minutes (except with cold water drowning and extreme hypothermia),
 - h. Severed trunk,
 - i. Fall from high places with multiple injuries and fractures, and not breathing,
 - j. Incineration.

IV. Procedural Guidelines

- A. In the event of an internal disaster:

1. The Shift Supervisor notifies medical staff to respond to the scene.
 2. Unless otherwise directed, the Booking waiting area is the triage area as it is easily accessible to ambulance personnel and to medical equipment located in the medical department.
 3. The Control Room Operator notifies Pennington County Emergency Services Communications Center (9-911) of the internal disaster and request ambulance service to be notified and to respond.
 4. On-duty medical staff or trained emergency medical personnel triage the injured.
 5. Trained correctional officers report to the scene as requested by medical staff to provide first aid to the less traumatized.
 6. Booking staff prepares the triage area with blankets, pillows, mattresses, towels and medical supplies. The medical supplies are located in the medical in the emergency assessment bag.
 7. The Emergency Medical Services Incident Commander notifies Rapid City Regional Hospital informing them of the disaster and estimated number of persons injured.
 8. The Control Room Operator notifies the Jail Commander. The Jail Commander will notify the Sheriff and, if deemed necessary, the Pennington County Health Authority.
- B. The Nurse Practitioner, on-duty medical staff or emergency trained medical personnel with a response time of four minutes, triage those inmates who could be moved safely without further injury and assign a correctional officer to begin moving those inmates to the triage area for further triage/treatment.
1. The Nurse Practitioner assigns a nurse to treat/exam and triage the inmates moved to the triage area. In absence of Nurse Practitioner and medical, the Shift Supervisor initiates 911 emergency systems and the disaster calling tree.
 2. The Nurse Practitioner, medical staff and jail staff remains on the scene triaging those inmates who cannot be moved safely and assists the paramedics with basic and advanced life support.
 3. Triage tags are securely attached to the inmate. Triage personnel indicate the injuries and treatment provided.
- C. The Shift Supervisor or designee determines which victims are to be transported by ambulance and which victims are to be transported in a patrol vehicle. Sheriff's Office deputies are called to assist in the security during transport and at the hospital.
1. Prior to transport, each inmate is logged out of the jail by the Booking staff on the Disaster Transport Log. The information noted is:

- a. The inmate's full name;
 - b. Booking number;
 - c. Master identification number;
 - d. Charges;
 - e. The transporting officer; and,
 - f. The inmate's destination.
2. The transporting officer is instructed to contact the designated jail staff member with the inmate's medical status and name of treating physician.
 3. The designated jail staff member reviews security requirements of inmates transported and arrange for appropriate level of security prior to the transporting officer leaving the hospital.
- D. The Shift Supervisor verifies the in-house count and the status of each inmate in the hospital. A detailed list is sent to the Jail Commander.
- E. The Nurse Practitioner informs the Jail Commander of the names, diagnosis and treatment of each inmate.
- F. A progress sheet is initiated or continued on each inmate by the Nurse Practitioner or designee on a daily basis and reviewed with the Jail Commander.

PCJ 440.07: Medical Personnel Qualifications

Chapter: Medical
Order No:
Effective: December 10, 2012
Revised: November 28, 2012
Approved by: Sheriff Kevin Thom
Reference: 4-ALDF-2A-15, 4D-03, 4D-05
Classification: Public

I. Policy

- A. To ensure health services are provided in a professionally acceptable manner, all Pennington County Jail health care providers have appropriate state or federal licensure, certification or meet registration requirements.

II. Definitions

- A. **South Dakota Nurse Practice Act (NPA)** – Laws enacted by the South Dakota State Legislatures to protect patients' safety and to guide the scope of practice for all levels of nurses.

III. General Information

- A. The duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority.
- B. A contract with a private healthcare provider specifies the duties of healthcare personnel and will be considered as a written job description.
- C. Each health care provider will have a current license or certificate. A copy is kept in each employee's file.
- D. Nursing services and duties are performed in accordance with professionally recognized standards of nursing practice and the South Dakota Nurse Practice Act (NPA).

IV. Procedural Guidelines

- A. Annually, the Jail Commander and the Health Authority review the medical service department and personnel requirements, assessing the access to health care staff and services.
- B. A staffing plan is developed and implemented from an analysis of services to be provided to include inmate population (to include number of bookings), types of sick calls and other statistical information.

PCJ 440.07.1: Medical Staff Training Requirements

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4D-08, 7B-09

Classification: Public

I. Policy

- A. To prevent breeches in safety and security, all medical personnel complete a formal orientation/training prior to assignment.

II. Definitions

- A. None

III. General Information

- A. The Training Sergeant evaluates all agency pre-service, in-service, and specialized training programs.
- B. The Nurse Supervisor ensures all medical personnel are adequately trained to perform effectively in their assigned duties.
- C. Orientation/Training for new Medical Service personnel consists of the following:
 - 1. Basic security procedures/regulations/contraband;
 - 2. Classification levels;
 - 3. Purpose/goals;
 - 4. Policies and procedures;
 - 5. Appropriate conduct with inmates;
 - 6. Interpersonal communication and relation skills;
 - 7. Cardiopulmonary resuscitation and first aid;
 - 8. Emergency procedures;
 - 9. Universal precautions;
 - 10. Key control;
 - 11. Rights and responsibilities of employees;

12. Occupational exposure;
 13. Personal protective equipment;
 14. Biohazard waste disposal; and,
 15. Overview of the correctional field.
- D. Annually, each licensed medical staff person is responsible for providing proof of continuing education hours appropriate for their licensing.
1. All staff is encouraged to attend other seminars, lectures, etc., throughout the year to further their education development.
 2. Attendance/review is documented on all training provided to medical service personnel.

IV. Procedural Guidelines

- A. At least annually, the Nurse Supervisor meets with the Training Sergeant to determine and establish the training goals for Medical Service Personnel.
- B. All new Medical Service personnel receive 40 hours of orientation/training prior to assignment and complete all tasks outlined on the On-the Job Training Checklist.
- C. Health Service personnel annually receive at least 40 hours of continuing education or staff development that is appropriate to their positions.
- D. Health Service personnel are required to maintain current certification in cardiopulmonary resuscitation (CPR).

PCJ 440.09: Mental Health Evaluation/Services

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4C-27-28, 4C-30-31, 4C-34, 4C-40, 4D-20

Classification: Public

I. Policy

- A. Pennington County Jail conducts a mental health screening upon admission and a post admission mental health assessment of all inmates. Inmates who are found to be suffering from serious mental illness or developmental disabilities are referred for care.

II. Definitions

- A. **None**

III. General Information

- A. Mental health services are approved by the mental health authority.
- B. Crisis intervention and Management
 1. Inmates who show signs of mental illness at intake or during their stay are referred to medical or mental health staff.
 - a. The inmate is evaluated and may be referred for a psychiatric evaluation or treatment by the contract agency. Inmates may also be referred to Indian Health Services or through community agencies as directed by medical or mental health staff.
 2. Crisis intervention and the management of acute psychotic episodes are managed as follows:
 - a. Interviewing and counseling by medical or mental health staff;
 - b. Emergency committal to Rapid City Regional West through an assessment by a law enforcement officer;
 - c. Emergency committal to Rapid City Regional West initiated by the Jail's mental health staff utilizing the commitment process; and/or,
 - d. Evaluation and treatment by the contract agency
 3. All commitments and placements in non-correctional facilities are managed according to state law.

C. Mental Health Services

1. Inmates found to be suffering from a serious mental illness or developmental disabilities are provided mental health services to prevent deterioration.
 - a. This may be accomplished through mental health counseling, medical and special management.
2. These services include, but are not limited to, those provided by qualified mental health professional who meets the educational and license/certification criteria specified by their respective professional discipline.
3. When appropriate, inmates are referred for placement in facilities specifically designated for handling that type of inmate.

IV. Procedural Guidelines

A. Mental Health Screening Upon Admission

1. Upon intake, each inmate is screened for risk of suicide, current or past history of psychiatric hospitalization and psychiatric medication.
2. Medical staff follows up with inmates who are on current psychiatrist medication.

B. Mental Health Referral

1. Inmates referred for mental health treatment receive a comprehensive evaluation by a licensed mental health professional.
2. The evaluation is completed within fourteen days of the referral request date and includes the following:
 - a. Review of mental health screening and appraisal data;
 - b. Direct observation of behavior;
 - c. Collection and review of additional data from individual diagnostic interviews and tests assessing personality, intellect and coping abilities;
 - d. Compilation of the individual's mental health history;
 - e. Development of an overall treatment/management plan with appropriate referral, to include transfer to mental health facility for inmates whose psychiatric needs exceed the treatment capability of the facility.

C. Mental Health Appraisal

1. A mental health assessment is conducted by medical staff during the fourteen day assessment. During the fourteen day assessment, the following items will be reviewed:
 - a. Available records of inpatient and outpatient psychiatric treatment;

- b. History of psychiatric hospitalization and outpatient treatment;
 - c. Current psychotropic medication and history of treatment with psychotropic medication;
 - d. Education history;
 - e. Assessment of current suicidal potential and person-specific circumstances that increase suicide potential;
 - f. Review of history of psychotherapy, psycho-educational groups, and classes or support groups;
 - g. History of alcohol and drug usage/treatment;
 - h. Assessment of drug and alcohol abuse and/or addiction;
 - i. History of sex offenses/sexual abuse-victimization and predatory behavior through criminal history;
 - j. History of cerebral trauma or seizures;
 - k. Emotional response to incarceration/assessment of current mental status;
 - l. Assessment of potential for violence and person-specific circumstances that increase violence potential through criminal history review; and,
 - m. Assessment of current mental status and condition
2. Medical and Mental Health Status recommend, when appropriate, housing, job assignments and program participation for special inmates.
 3. Inmates who require acute mental health services beyond that available at the jail or those whose adaptation to the correctional environment is significantly impaired are transferred to an appropriate facility as soon as possible, as determined by a qualified mental health professional.
 4. Medical staff maintains a list of referral sources and the protocol for each referral.
 5. Results of the evaluation become part of the inmate's health record.

PCJ 440.10: Students/Interns

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-10
Classification: Public

I. Policy

- A. Medical students may obtain expertise in their chosen field by completing an approved internship at the Pennington County Jail.

II. Definitions

- A. None

III. General Information

- A. Any students, interns or residents delivering healthcare in the facility, as part of a formal training program, work under staff supervision commensurate with their level of training.
 - 1. There will be a written agreement between the facility and educational facility that covers the scope of work, length of agreement, and liability issues.
 - 2. A records check will be conducted on all approved students/interns.
 - 3. Students/Interns agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information.
- B. The school of the student or intern will approve of the internship position and grant the student to participate in the program.
- C. The Jail Commander must authorize a student to participate in the medical intern program at the jail.
- D. The Medical Provider supervises medical students and ensures that they are assigned duties within the capabilities of their training.
- E. The Charge Nurse oversees nursing students and ensures they are assigned duties within the capabilities of their training.

IV. Procedural Guidelines

- A. None

PCJ 440.11: Inmate Assistance

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-11
Classification: Public

I. Policy

- A. Pennington County Jail inmates may be allowed to perform familial duties commensurate with their level of training.

II. Definitions

- A. None

III. General Information

- A. Duties that can be performed by an inmate under staff supervision are:
 - 1. Housekeeping duties that include scrubbing, waxing, dusting, or general cleaning;
 - 2. Maintenance duties that include painting, repair of fixtures or furniture, or installation of fixation or furniture;
 - 3. Peer support and education hospice activities;
 - 4. Assist impaired offender on a one-on-one basis with activities of daily living; and,
 - 5. Suicide companion/buddy if qualified and trained through a formal program that is part of suicide prevention plan.
- B. Duties that cannot be performed by an in-house trustee in the medical department under any circumstances are:
 - 1. Performing direct patient care;
 - 2. Scheduling health care appointments;
 - 3. Determining access of other care services;
 - 4. Handling or having access to surgical equipment, syringes, needles, medications or health records; and,
 - 5. Operation diagnostic or therapeutic equipment.

IV. Procedural Guidelines

A. None

PCJ 440.12.01: Medication Administration

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2D-03, 4C-04, 4C-38, 4D-17, 4D-24

Classification: Internal

PCJ 440.12.03: Refusal of Life-Sustaining Medication

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-15
Classification: Public

I. Policy

- A. To prevent serious complications detrimental to an inmate's health, medical staff identifies individuals who are refusing life sustaining medication and immediately advise the medical provider.

II. Definitions

- A. **Informed Consent-** The agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, or procedure.

III. General Information

- A. All examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care.
- B. If an inmate refused to take medications, medical and mental health staff must assess whether or not the inmate is suicidal or psychotic and whether or not stopping the medications may be potentially life threatening.
- C. The following medications may be potentially life threatening to the individual if stopped:
 - 1. Anticonvulsants,
 - 2. Hypertensive medications,
 - 3. Diabetic medications,
 - 4. Anticoagulants, and/or
 - 5. Other medication deemed necessary by the medical provider.

IV. Procedural Guidelines

- A. The inmate is asked to sign a Medical Refusal Form after medical staff has explained the possible consequences to discontinue use of the prescribed medication.

1. If inmate refuses to sign Medical Refusal Form, medical staff will document the refusal by having a staff member witness.
- B. The medical and/or mental health provider is notified if an inmate is refusing life-sustaining medications and/or is deemed suicidal or psychotic.
- C. If inmate is psychotic and/or suicidal, the mental health counselor visits the inmate and an evaluation and/or observation is instituted.
- D. Medical staff evaluates the inmate refusing life-sustaining medication daily as ordered by medical provider.
- E. If inmate refuses medical staff assessment, the inmate is seen at next clinic date or sooner if condition warrants.

PCJ 440.13: Collection of Forensic Information

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: NCCHC J-66

Classification: Public

I. Policy

- A. The Pennington County Jail medical staff will not participate in the collection of evidence or conduct intrusive examinations, psychological profiles or similar procedures, unless an inmate consent is obtained, or a court order is presented specifically requiring the Pennington County medical staff to conduct the procedure.

II. Definitions

- A. **None**

III. General Information

- A. The role of health care staff is to serve the health needs of inmate-patients. This position of its members as neutral, caring, health care professionals is compromised when they are asked to collect information from inmates to be used against them.
- B. The arresting agency, the prosecution, or defense attorney are responsible for coordinating with outside medical personnel for the collection of forensic specimens.
- C. Pennington County Medical staff will not collect any specimens that will be used for evidence against the defendant, unless court ordered, or no other alternative exists.
- D. Pennington County Jail Medical staff will not participate in forced blood draws.

IV. Procedural Guidelines

- A. Court orders must specifically state the Pennington County Jail Medical Staff is designated to carry out the collection of evidence.
 - 1. If the court order is non-specific about who is to gather the required evidence, the arresting agency is responsible for assuring the collection without using Pennington County Jail medical staff person.
 - 2. If no court order exists and the inmate consents to the collection of the specimen, medical personnel have the inmate sign a "Consent to Collect Specimen for Legal Purposes" form.
 - a. A signature of a witness is required on the consent form.

- b. A copy of the consent form goes to the requesting legal authority.
 - c. The original consent form is maintained in the inmate medical file.
3. The specimen is sealed and a chain of custody form is initiated and attached to the specimen.

PCJ 440.14: Diagnostic Services

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: NCCHC J-28

Classification: Public

I. Policy

- A. Diagnostic services are available to provide appropriate treatment for inmates' medical conditions. The Pennington County Jail maintains a current registration with Clinical Laboratory Improvement Amendments (CLIA #43D0875329).

II. Definitions

- A. None

III. General Information

A. On-Site Testing

1. The following diagnostic testing is conducted within the facility in order to provide for an appropriate level of medical services within the facility by obtaining immediate test results:
 - a. Quick strip test
 - b. Multiple-test dipstick urinalysis
 - c. Finger-stick blood glucose testing
 - d. Human chorionic gonadotropin (hCG) urine test
 - e. X-rays
 - f. EKGs
2. The Charge Nurses ensures there is a procedure manual and training for each testing device, including procedures for calibration of testing devices where appropriate.

B. Off-Site Testing

1. Laboratory and radiographic procedures are ordered by the Health Authority or treating physician/medical provider.

2. Orders for laboratory or radiographic procedures are performed in a timely manner and copies of all results are placed in the medical file.
3. Medical staff maintains a list of all off-site diagnostic testing facilities.

IV. Procedural Guidelines

- A. None

PCJ 440.15: Intra System Transfer Health Screening

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-23
Classification: Public

I. Policy

- A. All intra system transfers will receive a health screening immediately upon arrival at the Pennington County Jail. All findings are recorded in a format approved by the health authority.

II. Definitions

- A. **Intra System Transfers-** are those individuals transferred from Pennington County City/County Alcohol and Drug (Detox), Adams Street, and the Western South Dakota Juvenile Services Center (WSDJSC).

III. General Information

- A. None

IV. Procedural Guidelines

- A. Immediately upon admittance to the booking area, booking personnel will conduct a New Intake Officer Screening:
 - 1. If inmate is being treated for medical or dental or mental problems;
 - 2. If inmate is on medication; and,
 - 3. If inmate has a current medical dental or mental health complaint.
- B. The inmate is observed to assess:
 - 1. General appearance and behavior;
 - 2. Physical deformities,
 - 3. Evidence of abuse and/or trauma.
- C. The booking personnel notify Medical Staff or the Shift Supervisor of a medical emergency or concerns.
- D. If an inmate has a medical condition requiring evaluation before being booked, the inmate is referred to an appropriate health care facility.

- E. The inmate is referred to the emergency room for emergency treatment if medical personal are unavailable.

PCJ 440.16: Health Appraisal of Inmates

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-24-26
Classification: Public

I. Policy

- A. Health appraisal information is collected on inmates so that their health care needs may be met in an efficient and timely manner.

II. Definitions

- A. **Self-Care-** Maintenance for a condition which can be treated by the inmate and may include over-the-counter (OTC) medications.

III. General Information

- A. The procedures and forms used for collecting health appraisal information are approved by the health authority.
- B. The health authority determines the conditions for period health examinations for inmates.
- C. Medical staff review all completed intake screenings. (PCJ Policy 400.07)
- D. Inmates who appear to be in need of special services will have an additional evaluation by Medical staff and/or Mental Health staff.
 - 1. Conditions which may require additional evaluation and development of a treatment plan include, but not limited to:
 - a. Chronically ill or those with communicable diseases;
 - b. Physical disabilities;
 - c. Terminally ill inmates;
 - d. Suicidal inmates;
 - e. Inmates with a Preliminary Breath Test (PBT) of .25 to .30
 - f. Pregnant inmates; and/or
 - g. Inmates needing prostheses.

- E. Inmates will receive a comprehensive health appraisal within fourteen (14) days of admission.
1. This appraisal is conducted by qualified medical staff.
 2. If there is documented evidence of a health appraisal within the previous 90 days, a new health appraisal within the 14-day time frame is not required except as determined by the designated health authority.
 - a. The previous appraisal is reviewed and testing, examinations, etc. are updated as necessary.
 3. Inmates in custody longer than one year will receive an annual health appraisal.
 4. The health appraisal includes the following:
 - a. A review of the receiving screening results; the collection of additional data to complete the medical, dental, mental health and immunization histories;
 - b. Laboratory and/or diagnostic tests deemed necessary by the health authority to detect communicable diseases including:
 - 1) Sexually transmitted diseases;
 - 2) Tuberculosis;
 - 3) Additional tests as determined by the medical staff and health authority;
 - c. Recording of height, weight, pulse, blood pressure and temperature;
 - d. A physical examination including comments about mental status and dental screening;
 - e. A review of the significant finding of the health assessment and tests, and identification of problems by a physician medical provider.
 - f. Development and implementation of a care plan if necessary; including recommendations concerning housing assignment, trustee assignment and program participation.
 5. An inmate suffering from a serious physical/mental disorder or developmental disability is immediately referred for care.
 - a. Medical staff maintains a list of referral sources and protocol for referrals.
 6. When appropriate, additional investigation should be carried out regarding the abuse of alcohol or other drugs, including:
 - a. Type of substance abused;

- b. Mode of use;
 - c. Amount and frequency of use;
 - d. Date and time of last use;
 - e. Current or previous treatment for chemical abuse;
 - f. Current or previous medications for chemical abuse;
 - g. Current or past health problems related to abuse such as:
 - 1) Hepatitis;
 - 2) Seizures;
 - 3) Traumatic injuries;
 - 4) Infections;
 - 5) Liver Diseases;
 - 6) History of hospitalization and/or taking of medications from physical or mental disorders;
 - 7) The procedures and forms used for collecting the health assessment data are approved by the health authority;
7. Health education and medical services (such as inoculation and immunization) are provided to take advance measures against disease and instruction in self-care for chronic condition.
- a. Subjects for health education may include:
 - 1) Personal hygiene and nutrition;
 - 2) Communicable diseases;
 - 3) Effects of smoking;
 - 4) Dental Hygiene;
 - 5) Chemical Abuse;
 - 6) Fetal alcohol syndrome;
 - 7) Liver disease;
 - 8) Back care/physical fitness; and,
 - 9) Chronic diseases.

IV. Procedural Guidelines

A. Licensed health care staff reviews each completed health screen.

PCJ 440.17: Dental Care and Screening

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-20
Classification: Public

I. Policy

- A. Routine and emergency dental care is provided to each inmate under the direction and supervision of a licensed dentist. The decontamination of dental equipment complies with local, state and federal regulations.

II. Definitions

- A. None

III. General Information

- A. At intake, a dental screening is conducted through questions during the booking process.
 - 1. Instruction on dental hygiene is provided in the Inmate Handbook.
 - 2. All inmates receive fluoride toothpaste and a toothbrush.
- B. Dental care is available for those inmates experiencing acute dental problems such as severe pain and/or infection necessary to maintain nutritional intake.
- C. The inmate will be transported to an outside facility if the condition warrants, and as deemed necessary by a health care provider.
- D. In order to prioritize an inmate's dental needs, the medical staff utilizes the following criteria for scheduling dental care:
 - 1. Priority I
 - a. Pain- acute exacerbation of a chronic problem.
 - b. Trauma- broken tooth due to chewing, falls, fights, etc.
 - c. Swelling caused by infection large deep cavities.
 - d. Periodontal disease.
 - 2. Priority II
 - a. Deep cavities- visually obvious but with no patient complaints.

- b. Periodontal- gums swollen, bleed easily, visible calculus, and may be painful.
 - c. Needs instructions on brushing.
 - 3. Priority III
 - a. Obvious cavities that are no problem to the patient complaints.
 - b. Periodontal- less severe than Priority II.
 - 4. Priority IV
 - a. No obvious cavities.
 - b. Slight periodontal disease
- E. Dental clinic is available bi-weekly.
 - 1. The medical staff coordinates and determines who will be seen based on evaluations and the priority system.
- F. Dental examination and treatment provided include:
 - 1. Examination of hard and soft tissue by means of illumination light, mouth mirror and exploration;
 - 2. X-rays for diagnosis, if deemed necessary;
 - 3. Dental pain to include sensitive fillings;
 - 4. Extractions of non-restorable teeth;
 - 5. Gross debridement of symptomatic areas; and,
 - 6. Repair of partials and dentures, if needed.
- G. The charting system identifies oral health conditions and specifies the priorities for treatment by category.
 - 1. There is an individualized treatment plan, to include education for each inmate receiving dental care.
- H. Procedures for new dentures, partials, crowns, root canal therapy, teeth cleaning and oral surgery are not provided by the Pennington County Jail.
 - 1. Consultation through a dental specialist is available when necessary.
- I. Readmitted inmates having had a dental examination by the facility dentist within the previous 6 months are not required to be reexamined unless after a review of the inmate's dental records, the dentist deems necessary.

IV. Procedural Guidelines

- A. A dental screening is completed at the 14 day physical.
 - 1. Inmates are scheduled for dental clinic as needed.
- B. Inmates submit a sick call via the cellblock kiosk.
 - 1. Medical staff assesses the inmate.
 - 2. If needed, the inmate is scheduled for dental clinic based on prioritization.
 - 3. The inmate's account is charged for the medical assessment.

PCJ 440.18: Health Care Specialists

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-05-06
Classification: Public

I. Policy

- A. Pennington County Jail medical service and facility physicians or dentists utilize health care specialists within the community when an inmate's illness or condition requires such services.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. An inmate who is in need of a health care specialist (i.e., orthopedic, ear/nose/throat (ENT), cardiologist, etc.) is referred by the medical provider.
- B. Medical staff:
 - 1. Makes arrangements for an appointment with the health care specialist;
 - 2. Notifies the Sheriff's Office Transport section of the appointment; and,
 - 3. Enter the appointment into the inmate's computer file.
- C. Transportation is done according to the Inmate Transports policy.

PCJ 440.19: Personal Physician/Dentist, Prosthetic Devices and Eyeglasses

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-35, 4D-16
Classification: Public

I. Policy

- A. Medical or dental adaptive devices (eyeglasses, hearing aids, dentures, wheelchairs or other prosthetic devices) are provided when the health of the offender would otherwise be adversely affected, as determined by the responsible physician or dentist.

II. Definitions

- A. **Prosthetic Devices:** An artificial device used to replace a missing body part, such as a limb, tooth, eye, or heart valve.
- B. **Assistive Devices:** Any device that is designed, made, or adapted to assist a person perform a particular task. E.g. crutches, canes, wheelchairs.

III. General Information

- A. Medical staff coordinates with medical provider to ensure the inmate's health and dignity is maintained, as well as the security of the institution.

IV. Procedural Guidelines

- A. All requests for personal physician or dentists are referred to the nurse practitioner or designee. All primary health care is coordinated by the facility physician.
 - 1. Denial of a request for inmate's personal physician is returned to the inmate clearly specifying the reasons for the denial.
 - 2. If the request is approved by the facility physician/medical provider, clerical staff fills out a Doctor's Treatment Sheet with the following information:
 - a. Inmate's name;
 - b. Booking number;
 - c. Date, time, and location of appointment;
 - d. Medical complaint;
 - e. Current medication and allergies, if any; and,

- f. Responsible party for payment
 3. Clerical staff places the treatment sheet into an envelope with the following information:
 - a. Inmate's name;
 - b. Booking number;
 - c. The physician/dentist's appointment;
 - d. The date and time of the appointment; and,
 - e. Business address
 4. The envelope is given to the transport office.
 - a. The appointment is also logged in the electronic medical records system.
 5. The inmate is informed that an appointment has been made.
 - a. The date and time is not made known to the inmate for security reasons.
 6. If the personal physician/dentist wishes to consult with the facility physician or designee regarding the inmate's care, the medical staff provides the name and telephone number of the facility physician/medical provider.
 - a. If the personal physician/dentist wishes to review the inmate's medical file, the inmate must sign a Release of Information form authorizing the review.
 7. The inmate is responsible for all expenses and must have costs either prepaid or have "money in hand" at the time of the appointment. Billing or accounts are not acceptable.
 - a. The inmate signs the Responsibility for Payment for Medical Services form.
- B. The Shift Supervisor is notified when an inmate is admitted or returned from the hospital with a prosthetic device or assistive device. The correctional officer takes the following steps:
1. Consults with medical staff to determine if devices provided are deemed necessary to maintain health.
 2. Inspects the device and review the inmate's file to determine whether or not the device itself or the inmate's history and behavior with the device pose any security risk.
 - a. If so, consults with the medical staff to determine the inmate's medical need for the device.

- b. If the medical staff recommends that the device remain with the inmate and/or the inmate be placed on Involuntary Protective Custody, every effort is made to follow their recommendation.
 - c. The Shift Supervisor determines whether Involuntary Protective Custody is necessary.
 - d. If the medical staff, by consultation with ordering physician, decides that the inmate's health is not jeopardized by the removal of the device during confinement, the device is removed, inventoried and stored.
- C. If inmate requests glasses, when deemed appropriate by medical staff, the inmate is transported to a community optometrist.
- 1. The inmate is responsible for the cost of the optometric exam and the eyeglasses. This can be prepaid or inmate must have "money in hand."
 - a. If eyeglasses are accidentally broken:
 - 1) An incident report is written as to how the eyeglasses were broken (e.g. daily living, recreation).
 - 2) This report is turned in to medical for review and the decision to repair the eyeglasses is made on an individual basis.
 - b. If eyeglasses are intentionally broken:
 - 1) The inmate is responsible for the repair of the eyeglasses if they are broken intentionally or during an altercation.
 - 2. Contact Lens and/or eyeglasses are allowed if it is the only visual aid available for the inmate.
 - a. Sunglasses or tinted lenses are allowed if a medical condition can be verified necessitating their use.
 - b. Saline solution if available on each cellblock. The inmate must submit a request via the kiosk.
 - c. Personal eye care products must be approved by medical staff.
- D. An inmate requesting elective surgery is reviewed by the facility physician. The decision-making process for elective surgery includes:
- 1. Necessity to correct a substantial functional deficit;
 - 2. Existing pathological process which threatens the well-being of the inmate over a period of time.

PCJ 440.20: Transportation for Needed Care

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-05-06, 4C-08
Classification: Public

I. Policy

- A. Any inmate, as determined by medical provider who requires medical, mental, or dental health care services beyond the resources of the facility, is transported in a timely manner to a facility that can provide such care.

II. Definitions

- A. None

III. General Information

- A. Referral Sources
 - 1. Emergency Care
 - a. Rapid City Regional Hospital Emergency Room, 434 Fairmont Boulevard.
 - b. Sioux San Indian Health Services, 3200 Canyon Lake Drive.
 - 2. Urgent Care
 - a. Regional Urgent Care, 2201 Jackson Boulevard, Suite 102.
 - b. Sioux San Indian Health Services, 3200 Canyon Lake Drive

IV. Procedural Guidelines

- A. The Nurse Practitioner or designee reviews an inmate's request/condition to determine whether the inmate's condition could be attended to through the facility's resources (current medical staff, facility physician or contracted provider).
 - 1. If necessary, the Nurse Practitioner or designee consults with the facility physician.
 - a. The inmate will be advised of the decision and how they will be cared for.
 - 2. When it has been determined by the facility physician/medical provider, dentist or medical staff that outside health care services is necessary, medical staff makes arrangements for such services.

- B. Upon assessment of inmate's medical status, medical staff:
 - 1. Prioritizes the need for care according to the severity of the medical condition and urgency for medical evaluation by a practitioner; and,
 - 2. Determines the most appropriate method of transportation.
- C. The Nurse Practitioner or designee coordinates any outside medical appointments with the Shift Supervisor.
- D. Medical staff coordinates with security personnel in determining conditions of transportation and necessary security precautions.
 - 1. All inmates are transported in a manner that is safe and secure, yet does not endanger the inmate's health or medical condition.
 - a. The Shift Supervisor assigns a correctional officer or contacts a deputy to transport the inmate to the designated appointment.
 - b. The transporting officer remains in contact with the Shift Supervisor via hand held radio and/or land line.
 - 2. A Doctor's Treatment Sheet is sent with the transporting officers.
 - 3. The health care providers sign the Doctor's Treatment Sheet with the assessment and orders for continued care.
 - 4. The transporting officer returns the paperwork and relays and pertinent information to medical staff and security supervision.

PCJ 440.21: Pre-Transport Health Appraisal

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: 4-ALDF-4D-27
Classification: Public

I. Policy

- A. Prior to any transportation of any inmate to another facility, the inmate's medical records will be evaluated by nursing staff in order to assess the inmate's suitability for travel.

II. Definitions

- A. **None**

III. General Information

- A. A nurse, either Registered or Licensed Practical, will review an inmate's sustainability to transport.

IV. Procedural Guidelines

- A. Upon notification that an inmate is to be transferred to another facility, a nurse reviews each inmate's medical file and begins to prepare the transport information sheet recording the following information:
 - 1. Times of medication/possible side effects; if any, that would affect the transport;
 - 2. Health conditions, treatments and allergies;
 - 3. Behavior management problems;
 - 4. Special treatment (Such as elevation of limbs, etc.);
 - 5. Special requirement for observation and care during transport (eating, sleeping, fluid intake);
 - 6. Evaluation completed for presence of communicable diseases; and,
 - 7. Special precautions required by transporting officers.
- B. A copy of the Medical Transfer Sheet is given to the transport officer and the original is filed in the inmate's medical file.
- C. Medical staff:

1. Ensures all information is easily understood by the transport officers and, if deemed necessary, a brief training session for special circumstances will be provided ensuring the inmate's medical needs are met during transport.
2. Prepares the necessary amount of medication for the trip, along with specific instructions for administration are furnished for the transport officers.

PCJ 440.22: Use of Medical Restraints

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-21
Classification: Public

I. Policy

- A. The use of medical/psychiatric restraints and therapeutic seclusion is implemented only to the extent that would be appropriate for use on the general public. The use is authorized by the Health Authority and approved by the Jail Commander only upon reaching the conclusion that no other less restrictive treatment is appropriate.

II. Definitions

- A. **None**

III. General Information

- A. The use of the following restraints requires notification and/or approval from the Jail Commander or designee.
 - 1. Soft restraints;
 - 2. Safety Cell; and,
 - 3. Four Point Restraint Chair
- B. Subsequent approval of the Health Authority and the Jail Commander to employ restraints or seclusion is based on the determination that no other less restrictive methods are appropriate as part of the treatment regimen.
- C. The Health Authority, qualified medical staff, or mental health worker may authorize the use of restraints after reaching the conclusion that less intrusive measures are not successful.
- D. The use of medical/psychiatric restraints or therapeutic seclusion will only be approved if the inmate poses an imminent or immediate threat to self or others.
 - 1. All less restrictive or intrusive measures have been employed or have been judged by the treating physician or psychiatrist to be inadequate.
- E. Use of medication to restrain an inmate is done only in a life threatening situation and only when ordered by the courts or attending physician as part of the health care treatment regimen.

- F. A treatment plan is implemented with the primary goal being the removal of restraints as soon as possible.

IV. Procedural Guidelines

- A. Restrained inmates are:
 - 1. Assessed by medical staff;
 - 2. Visually observed at least every 15 minutes by correctional staff to ensure their safety and the prompt removal of the restraints at the soonest possible time.
 - a. The documentation of the visual observation is recorded on the restraint observation checklist form.
- B. The Shift Supervisor assesses the inmate's condition and reviews the Restraint Observation form at least every 60 minutes to ensure the removal of the restraints at the soonest possible time.
 - 1. If the inmate's condition worsens, the Shift Supervisor contacts the Jail Commander immediately.
 - a. The Jail Commander contacts the Health Authority and requests a re-assessment of the restraints.
 - 2. Inmates who have been restrained for four hours require an onsite evaluation and assessment by the Charge Nurse.
 - a. The Charge Nurse notifies the Jail Commander and the Health Authority for additional consultation/review every 24 hours.
 - 3. All inmates who are restrained are provided appropriate attention in regard to regular meals, showering and use of the toilet facilities.
- C. An Incident Report is completed by all staff involved in all situations requiring the use of medical restraints.
 - 1. Incident reports are turned into their immediate supervisor before the end of the shift.
- D. Removal of restraints is documented in the Restraint Checklist Form.

PCJ 440.23: Inmate Health Education

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-21
Classification: Public

I. Policy

- A. Medical Staff provides health education and wellness information to inmates regarding their individuals health needs.

II. Definitions

- A. None

III. General Information

- A. Medical staff maintains educational information on the following:
 - 1. Available community resources
 - 2. Dangers of self-medication
 - 3. Dental hygiene
 - 4. Effects of smoking
 - 5. Family planning including appropriate referrals
 - 6. Human immunodeficiency virus (HIV) infections and acquired immune deficiency syndrome (AIDS)
 - 7. Hypertension
 - 8. Immunizations
 - 9. Nutrition
 - 10. Other communicable diseases
 - 11. Personal hygiene
 - 12. Physical fitness
 - 13. Self-care for chronic care or disabilities
 - 14. Self-examination for breast cancer/testicular cancer

15. Alcohol and other drug problems
16. Tuberculosis
17. Venereal disease
18. Prenatal care
19. Methicillin-resistant Staphylococcus aureus (MRSA)
20. Diabetes
21. Asthma
22. Pregnancy
23. Post-Partum
24. Hepatitis A,B,C

IV. Procedural Guidelines

- A. During the inmate's 14 day physical medical staff provides information to educate the inmate on any common ailments or conditions observed.
- B. If the inmate is in need of education materials which are not readily available, the medical staff makes every effort to gather the information for the inmate.

PCJ 440.24: Suicide Prevention and Intervention

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-29-32
Classification: Public

I. Policy

- A. To effectively supervise and prevent those with potential suicide risks from harming themselves, all inmates admitted into the Pennington County Jail receive an initial mental health (suicide) screening at the time of admission by mental health trained personnel.

II. Definitions

- A. **None**

III. General Information

A. Levels of Suicide Prevention Supervision

- 1. Thirty minute cell checks:
 - a. This level is for an inmate when there is some risk of suicide even when individuals are not expressing suicidal ideation or exhibiting suicidal behavior.
- 2. Fifteen minute cell checks:
 - a. This level is for an inmate who is not considered imminently dangerous but whose behavior indicated emotional instability.
 - b. This inmate is typically housed in the observation cell or holding cell one in the booking area.
- 3. Constant Supervision:
 - a. This level is for an inmate who is an imminent danger to self.

B. Training

- 1. All officers will receive instruction on suicide prevention and detection in the new officer-training schedule.
- 2. Additional training/information on suicide will be made available to the Correctional Officers at least annually.

3. The training will include but not be limited to:
 - a. Identifying the warning signs and symptoms of impending suicidal behavior;
 - b. Understanding the demographic and cultural parameters of suicidal behavior; including incidence and variations in precipitating factors;
 - c. Responding to suicidal and depressed inmates;
 - d. Communicating between correctional and health care personnel;
 - e. Using referral procedures;
 - f. Housing observation;
 - g. Suicide-watch level procedures; and,
 - h. Follow-up monitoring of inmates who make a suicide attempt

IV. Procedural Guidelines

- A. The Booking Officer completes the Suicide Prevention Screening Guideline Form on all new intakes.
 1. The instructions and an explanation of the questions to be asked can be found in the Supplemental Guide.
 2. The screening includes but is not limited to:
 - a. Inquiry into whether the inmate:
 - 1) Has a present suicide ideation;
 - 2) Has a history of suicidal behavior;
 - 3) Is presently prescribed psychotropic medication;
 - 4) Has a current mental health complaint;
 - 5) Is being treated for mental health problems;
 - 6) Has a history of inpatient and outpatient psychiatric treatment; and,
 - 7) Has a history of treatment for substance abuse.
 - b. Observation of:
 - 1) General appearance and behavior;
 - 2) Evidence of abuse and/or trauma;

- 3) Current symptoms of psychosis, depression, anxiety, and/or aggression.
 - c. Disposition of the inmate:
 - 1) Cleared for general population;
 - 2) Cleared for general population with appropriate referral to mental health care service; and/or,
 - 3) Referral to appropriate mental-health care service for emergency treatment.
 - d. The disposition of the inmate is indicated on the Suicide Screening Form.
- B. If the screening indicates potential suicide risk, the Shift Supervisor and Mental Health staff (if available) reviews the inmate's history and current situation and determines the level of suicide prevention supervision to be instituted.
 1. In the absence of Mental Health staff:
 - a. The Shift Supervisor or designee attempts to contract with the inmate that suicide is not an option while in Pennington County Jail.
 - b. The Crisis Care Center may also be contacted for an emergency evaluation. The recommendation of the Crisis Care Center may be substituted for Mental Health.
 2. Depending on the inmates' response, the level of supervision is established to determine the level of watch necessary;
 - a. A thirty minute watch;
 - b. A fifteen minute watch; or,
 - c. A constant watch.
 3. Restrictions may be applied, which may include but are not limited to the following, and the reasons must be clearly documented:
 - a. A suicide prevention garment and blanket;
 - b. Hygiene items under supervision only;
 - c. Use of shaving gel to shave;
 - d. Library books as authorized by the Shift Supervisor; and/or,
 - e. Limited commissary.

4. The level of supervision instituted is marked on the Suicide Prevention Screening Guideline Form and a Suicide Prevention Observation Checklist Form is initiated, documenting the following:
 - a. Inmate name;
 - b. Booking number;
 - c. Cell location;
 - d. Date & Time precautionary watch was initiated;
 - e. Reason precautionary watch was initiated;
 - f. Who the watch was approved by;
 - g. When medical was notified; and,
 - h. And visual checks on the inmate are documented according to the level of supervision initiated on the Suicide Prevention Observation Checklist.
5. If the inmate is in need of immediate hospitalization, the Jail Commander or designee is called immediately.
 - a. The Jail Commander or designee, with input from Mental Health/Medical, is the determining authority of when a mental evaluation will be requested.
 - b. If appropriate, the Jail Commander or designee authorizes the Shift Supervisor or Mental Health Worker to assess and refer the inmate for appropriate treatment.
 - c. The Mental Health staff may file an Emergency Commitment Application with the State's Attorney's Office if emergency treatment is required.
 - d. In the absence of Mental Health staff, a Sheriff's Deputy may be contacted to determine if the inmate's behavior presents a danger to themselves or others and qualifies for emergency treatment.
 - e. The Sheriff's Deputy transports the inmate to a mental health facility.
6. If the inmate was intoxicated during the initial suicide screening and a level of suicide prevention supervision was initiated, staff may re-screen the inmate and attempt to contract with the inmate to reduce or remove the watch.
 - a. Mental Health staff and the Shift Supervisor are notified before any change in suicide prevention supervision.
 - b. If Mental Health staff is not available and the inmate is taken off a watch by the Shift Supervisor, the form is sent to medical and mental health for review, signatures and then filed in the inmate's file.

- c. When available, Mental Health staff reviews inmates who are kept on a watch the following business day.
 - d. Within 72 hours an inmate who has been placed on a precautionary watch is reviewed by the Shift Supervisor, medical or Mental Health staff (if available) using the Precautionary Suicide Screening form.
 - 7. Inmates may be housed on a cellblock if, in the estimation of the person completing the assessment; the inmate is not in danger of harming themselves.
 - a. Whenever possible the inmate will be housed on a lower level; unless the inmate is on lockdown status.
 - b. The cellblock roster will be updated to indicate the level of watch.
 - c. Attendance at programs may be authorized providing the person is not violent.
 - 8. Mental Health staff meets with inmates on a routine level of supervision as deemed necessary.
- C. Staff who determine that an inmate who is currently housed may be a risk of suicide:
 - 1. Notifies the Shift Supervisor of the inmate's name, cell number and reason they believe the inmate is suicidal.
 - 2. The Mental Health staff completes the Suicide Precautionary form and determines the watch level necessary to ensure the inmate's safety.
 - 3. In the absence of Mental Health staff:
 - a. The Shift Supervisor or designee attempts to contract with the inmate that suicide is not an option while in Pennington County Jail.
 - b. The Crisis Care Center may also be contacted for an emergency evaluation. The recommendation of the Crisis Care Center may be substituted for Mental Health.
 - c. Depending on the inmate's response, the level of supervision is established to determine the level of watch necessary.
 - 4. Inmates may be housed on a cellblock if, in the estimation of the person completing the assessment; the inmate is not in danger of harming themselves.
 - a. Whenever possible the inmate will be housed on a lower level.
 - b. The cellblock roster will be updated to indicate the level of watch.
 - c. Attendance at programs may be authorized providing the person is not violent.

5. Inmates who are assessed as being in immediate danger to themselves are to be housed in Holding cell 1, Holding cell 8, or in booking with the appropriate cell checks for the level of watch assigned.
6. Mental Health staff meets with inmates on a routine level of supervision as deemed necessary.

D. Discovery of Attempted Suicide

1. If any jail staff discovers a suicide attempt (inmate hanging, slashed wrists or neck, drug overdose, etc.):
 - a. Immediately notifies the Control Room via portable radio announcing “Signal 20” and giving the exact location.
 - b. Administers first aid.
 - c. Hanging victims are immediately cut down.
2. The Control Room Operator immediately notifies the Shift Supervisor, Medical staff, and rover to immediately respond to the location and, of necessary, calls for an ambulance via 9-911. (If Medical or Mental Health staffs have left for the day, a copy of the Incident Report is forwarded for their review the following day.)
3. After receiving medical treatment, the Shift Supervisor places the inmate on constant observation and instructs all involved staff to complete an Incident Report describing the events and actions surrounding the suicide attempt.
 - a. If the inmate is transported for emergency medical attention, the Jail Commander is notified.
 - b. The incident report is submitted to the Jail Commander before the end of the shift.
4. Depending on the severity of the attempt, a Sheriff’s deputy or Mental Health staff may be contacted to interview the inmate to determine if an emergency mental evaluation is to be requested through the State’s Attorney’s Office.

E. If the suicide attempt is successful, Death of an Inmate procedure would be implemented.

1. As soon as practical after a serious suicide attempt or successful suicide, the Jail Commander or designee convenes an evaluation meeting for those staff members involved with the inmate or actual incident to discuss what possible signs and symptoms were overlooked and what actions could be taken to prevent a similar incident from occurring.
2. A Critical Incident Stress Debriefing (CISD) may be conducted.

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3. The Jail Commander submits copies of the Incident Reports and the evaluation to the Sheriff.

PCJ 440.25: Infectious Disease

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-14
Classification: Public

I. Policy

- A. To protect the health of other inmates and staff; inmates with infectious diseases are housed according to care, precautions and instructions deemed necessary by Medical staff.

II. Definitions

- A. **Infectious Disease-** An illness that may be transmitted to others.
- B. **Body Fluids-** Any fluids secreted by the body including, but not limited to, blood, semen, saliva, urine, feces, etc.
- C. **Universal Precautions (UP)** – Defined by the Centers for Disease Control (CDC) as a set of precautions designed to prevent transmission of HIV, hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

III. General Information

- A. Inmates with an infectious disease will be housed according to the care, precautions, and instruction deemed necessary by Medical staff.
 - 1. Standard precautions will be followed in all cases of infectious disease.
- B. Jail staff should practice universal precautions whenever they may be exposed to blood or other body fluids.
- C. Jail staff having open cuts, sores, or weeping dermatitis should refrain from coming into direct contact with another person's blood or other bodily fluids.
 - 1. All cuts and open sores should be covered at all times with water-resistant bandages and/or gloves.
- D. Infectious disease testing will be done upon inmate request and/or as deemed necessary by the facility physician. Testing is available for employees through Community Health, South Dakota Department of Health or their primary physician
- E. Education

1. Infectious disease education to include disease process, diagnosis, and treatment, follow up and standard precaution education materials are available from medical upon request.
2. All staff receives education on infectious diseases and standard precautions during the orientation process.
 - a. Booking Officers receive additional training.

F. Transfer

1. Transporting officers and the receiving facility must be provided with necessary information for continuation of medical care and provide safety for inmate and correctional staff.
2. The medical information is provided on the Inmate Transfer sheet.
 - a. The sheet is signed by the inmate at the time of transport.

G. Release

1. All inmates with infectious disease are referred to their family physician, Community Health Center, South Dakota Department of Health and/or any resource as deemed necessary by a practitioner and/or Medical staff.

H. Reporting

1. The rules of health care provider/patient confidentiality are followed. Further information disclosure will be based on the laws of the State of South Dakota.
2. Correctional facility staff may consult local, regional or state health departments for guidance in preventing and controlling any infectious disease not subject to mandatory disease reporting in South Dakota.

I. Monitoring and Review

1. A multi-disciplinary committee meets at least quarterly to review and discuss communicable disease and infection control activities.

J. In-House Trustees

1. A review of accepted standard operating procedures for all tasks and work areas is mandatory for all inmate workers, with effective monitoring of work practice.
2. The Support Captain monitors the procedures being used by inmates to ensure the procedures are being used in an acceptable manner

K. Maintenance

1. Gloves are used for all trash collection, and cleaning up any body fluids and cell cleaning where body fluids can be involved.

2. Cellblock officers oversee the pod orderly tasks and compliance.

L. Kitchen

1. The collection of used utensils, dishes, trays and garbage disposal is done utilizing gloves.
2. Food Service staff oversees compliance with the use of gloves and cleaning supplies.

M. Laundry

1. Gloves are to be worn at all times when encountering soiled linens.
2. Laundry that is soiled with bloody and body fluids from a known contagious disease source, or parasites, is placed in a water soluble laundry bag to be placed directly into the wash tubs.

IV. Procedural Guidelines

A. Medical staff or the Shift Supervisor:

1. Reports the infectious disease to the South Dakota Department of Health, if applicable;
2. Advises correctional and maintenance staff if the inmate needs to be moved to the Booking Area or can remain in their current housing;
 - a. If the inmate is moved, their cell is properly cleaned and disinfected according to instructions from Medical staff before another inmate is moved into the cell.
 - b. Medical staff determines when an inmate can be moved back into general population.
3. Instructs the kitchen to use only disposable utensils, trays, and cups for meal service for the inmate, if applicable;
4. Advises correctional staff of any specific precautions to be taken; and,
5. Documents all actions taken and necessary information in the records management system.

PCJ 440.26: Continuity of Care

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-04
Classification: Public

I. Policy

- A. The Pennington County Jail provides individual care when medical needs dictate from admission to discharge from the facility to ensure proper treatment of the inmate's specific illness or injury.

II. Definitions

- A. None

III. General Information

- A. Upon intake or as deemed necessary, a Release of Information is obtained from the inmate in order to request or release the inmate's medical records.
 - 1. All transfer and medical records will be reviewed by qualified medical staff upon receipt.
 - 2. Necessary steps to maintain continuity of care are initiated.
- B. Pre-admission medical appointments are handled per policy PCJ 440.20 Transportation for Needed Care.
- C. At the time of release, the inmate is given a list of medication and physicians to continue medical care, if needed.
 - 1. When ordered by the medical provider, medication will be released with the inmate.
- D. If needed, the inmate is referred to a specialist as required while incarcerated.

IV. Procedural Guidelines

- A. None

PCJ 440.28: Special Medical Procedures

Chapter: Medical
Order No:
Effective: April 7, 2015
Revised: April 6, 2015
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-36
Classification: Public

I. Policy

- A. The medical staff has approved standing orders in the treatment of special medical conditions to provide consistent, effective care.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. Alcohol Assessment for Detoxification
 - 1. Inmates who appear to have consumed alcohol are administered a preliminary breath test (PBT) prior to acceptance into the facility for custody.
 - 2. Inmates are not accepted into the facility without medical clearance through the emergency room if they present the following signs/symptoms:
 - a. Unconscious or unresponsive to pain stimuli;
 - b. Obvious trauma or injuries;
 - c. Presence of seizures;
 - d. Pupils which do not react to light;
 - e. Abnormal vital signs:
 - (1) Systolic blood pressure more than 200;
 - (2) Diastolic blood pressure more than 110;
 - (3) Heart rate more than 120 per minute;
 - (4) Elevated temperature of more than 102 degrees orally;

- (5) Respiratory rate of more than 40 per minute;
3. The Detox Protocol Check sheet is initiated for ongoing assessment of inmates with a preliminary breath test (PBT) of more than .25.
 - a. The Detox Protocol Check sheet continues until the preliminary breath test (PBT) is less than .25.
 - b. Inmates are monitored at least 3 times within the initial 8 hours of incarceration. They will be monitored for:
 - (1) Vital signs;
 - (2) Level of consciousness;
 - (3) Seizures;
 - (4) Pupil reaction;
 - (5) Increasing tremors;
 - (6) Hallucinations; and/or,
 - (7) Vomiting.
 - (8) If difficult to arouse, then check pain threshold
 - c. Medical is notified of inmates whose vital signs cannot be taken due to their assaultive behavior.
 - d. The action taken and/or directions given by medical are noted in the "Instructions given" portion of the Detox Protocol Check sheet.
 - e. Intoxicated inmates are not allowed to eat food within the first four hours following admission.
 - f. Booking officers maintain awareness of inmate's condition and notify medical staff and the Shift Supervisor when deemed appropriate.

B. Intoxicated Pregnant Intakes

1. Intoxicated pregnant intakes with a preliminary breath test (PBT) of .08 or more or who show signs of drug abuse, are referred to City/County Alcohol and Drug (CCADP) to determine if they meet the legal grounds for an emergency commitment.
2. The Shift Supervisor, mental health or medical staff completes the Emergency Committal Application form.
 - a. The following information is added to the bottom of the form:
 - 1) The person's preliminary breath test (PBT) reading.

- 2) If the person is using drugs describe their behavior and appearance (i.e.: Dilated pupils, etc.).
 - b. No information is entered on the back of the form.
3. Sign and date the application and fax both sides of the document to City/County Alcohol and Drug (CCADP) (394-6767).
4. City/County Alcohol and Drug reviews the information and faxes back approval or denial of the application.
 - a. If the application is accepted, a City/County Alcohol and Drug hold is entered in the records management system.
 - b. The application is placed in the inmate file.
 - 1) Inmates are not given a copy of the application.
 - c. If the application is denied, place the application in the inmate file.

C. Medication for Intoxicated Inmates

1. Prescription medications are not given until medical clearance is received.
 - a. A recent preliminary breath test (PBT) is needed.
2. Intoxicated inmates are assessed by medical prior to the administration of any high priority medication.
3. The Booking Officer contacts the on-call nurse if an intoxicated inmate on high priority medication enters the facility.
4. Liquid antacid may be given if vomiting is not present.
5. Aspirin is not given.
6. Tylenol may be given if PBT is less than .2 and requested for discomfort by the inmate.

D. Chest Pains

1. Take vital signs:
 - a. Blood Pressure;
 - b. Pulse; and,
 - c. Respiration.
2. Watch for symptoms:
 - a. Chest and arm pain;

- b. Sweating;
 - c. Shortness of breath; and,
 - d. Appearance to be in distress
3. Nitroglycerine (Nitro stat) 4 mg sublingual if inmate has nitroglycerin.
- a. Allow one tablet (under tongue) every 5 min. up to three (3) tablets.
 - b. If no relief, send to hospital via ambulance.
4. NOTE: Nitroglycerin tablets must be kept on person at all times. Do not take from inmates.

E. Low Blood Sugar

1. When blood sugar is less than 60 or an inmate reports that they are having symptoms of low blood sugar and the blood sugar is 70 or less:
- a. Provide inmate with a container of juice;
 - b. Inmate is to recheck blood sugar in 15 minutes;
 - c. If blood sugar remains less than 80 repeat the juice and recheck blood sugar in 15 minutes; and,
 - d. Continue this process until the blood sugar is greater than 80.
 - e. After the blood sugar is 80 and if it is after supper meal, at bedtime or it will be greater than 1 hour before a meal, inmate is to receive a snack lunch from the kitchen.

PCJ 440.30: Automatic External Defibrillator

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-09
Classification: Public

I. Policy

- A. In the event of cardiac arrest, the Jail possesses an automatic external defibrillator (AED) to be used in conjunction with cardiopulmonary resuscitation (CPR) to electrically shock the heart to reinstate a rhythm.

II. Definitions

- A. None

III. General Information

- A. Only persons trained in the use of an automatic external defibrillator (AED) and whose training is current are authorized to use the AED.
- B. The cardiopulmonary resuscitation (CPR) instructor also provides appropriate training in the use of the automatic external defibrillator (AED) to the correctional staff of the Pennington Country Jail.
 - 1. Training records will be maintained.
- C. The CPR and AED Instructor coordinates with the Facility Physician and, as appropriate, with local emergency response agencies.
- D. Physician oversight is provided by the facility's contracted health authority and includes:
 - 1. Development and review of policies and procedures defining the standards of patient care and utilization of the AED, and,
 - 2. Review of response documentation and rescue data for all uses of the AED.
 - 3. Overseeing the initial and continuing AED training.
- E. The AED is located in the Booking Supervisor's office located adjacent to the booking area at Pennington County Jail.
- F. The AED Instructor ensures the AED is inspected and tested in accordance with the manufacturer's recommendations.

1. Expendable supplies stored with the AED are replaced after use and whenever otherwise needed.

IV. PROCEDUAL GUIDELINES

- A. Should a trained person become aware of a victim of an apparent heart attack, immediately call for assistance and for the delivery of the AED from the Supervisor's office to the scene of the incident.
 1. This can be accomplished by a radio transmission announcing a "Code Blue-AED necessary at _____ (location specified)" or by use of the intercom system within the facility announcing to the control room to issue a radio transmission for "Delivery of the AED is necessary to _____ (location specified)".
- B. Any call for the use of the AED shall be paired with the Control Room.
 1. The Control Room Operator notifies Emergency Response Team (911) and informs them that an AED has been sent to the scene.
 2. After the AED has been sent to the scene and after the Emergency Response Team has been notified, the Control Room Operator will notify the Shift Supervisor that such action has been taken.
- C. AED is only used as described in the training curriculum of the Pennington County Jail.
- D. Any call for and any use of the AED is documented using the AED Use Reporting and an Incident Report as soon as possible by the person who initiated the call for the AED, prior to the conclusion of the shift of the incident, and submitted to the Shift Supervisor and the Jail Commander.

PCJ 440.31: Informed Consent

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-27, 4D-15; SDCL-34-12C-2
Classification: Public

I. Policy

- A. All examinations, treatments, and procedures affected by informed consent laws within the community are likewise observed for inmate care.

II. Definitions

- G. **Informed Consent-** The agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the treatment, examination, or procedure.

III. General Information

- A. Healthcare is rendered against an inmate's will only in accordance with South Dakota Codified Law (SDCL) 34-12C-12

IV. Procedural Guidelines

- A. Informed consent documents for inmate care are in a language understood by the inmate.
 - 1. If informed consent documents are not available in that person's language (i.e. a language not common in the local area), an interpreter who speaks the same language as the inmate is contacted to read and explain the informed consent document.
 - 2. If the interpreter believes the inmate understands the document, the interpreter is asked to sign the document stating the document has been translated into the language of the inmate and to the best of the interpreter's knowledge, the inmate understands the document.
- B. Any inmate has the right to refuse both emergency and non-emergency medical, dental, and mental healthcare.
 - 1. If treatment is refused, the inmate must sign a Refusal of Medical Care form.
 - a. If the inmate refused to sign the refusal form, it must be signed by two witnesses.

2. The consequences of their refusal is explained to them and documented as such.
 3. The form is then sent to medial and reviewed by a qualified health care professional.
- C. If there is a concern about the mental competency of an inmate who refuses critical or acute care, an evaluation will be completed by a qualified mental health professional.
1. If the inmate is found incompetent, treatment may be provided according to South Dakota Codified Law (SDCL) 34-12C-2.
- D. Emergency medical care will be rendered by medical staff and/or emergency medical services in the event the inmate is incapacitated.

PCJ 440.31.1: Medical Research

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-18
Classification: Public

I. Policy

- A. No inmate at the Pennington County Jail will participate in research for medical, pharmaceutical or cosmetic experiments.

II. Definitions

- A. None

III. General Information

- A. This policy does not preclude individual treatment of an inmate based on their needs for a specific medical procedure that is not generally available.

IV. Procedural Guidelines

- A. When an inmate's medical condition is such that there is a need for a special medical procedure, the Facility Physician or Medical Provider makes the determination of medical need.
- B. The treating physician or medical provider ensures the inmate is adequately educated concerning the reason that the treatment has been deemed necessary.
- C. The inmate completes a formal consent form authorizing the treatment.

PCJ 440.32: Notification of Next of Kin

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-12
Classification: Public

I. Policy

- A. Individuals designated by the inmate are notified in case of serious illness, serious injury or death, unless security reasons dictate otherwise. If possible, permission for notification is obtained from the inmate.

II. Definitions

- A. None

III. General Information

- A. Notification will be made without prior permission from the inmate, if the inmate is unable to consent because of a serious injury, illness or death.

IV. Procedural Guidelines

- A. During the booking process, the Booking Tech completes the portion of the booking screen pertaining to the inmate's emergency contact person or next of kin.
- B. Medical staff or the Shift Supervisor obtain permission from the inmate if possible and make contact with an inmate's next of kin, legal guardian or personal representative. The following information is released:
 - 1. The nature of the illness or injury;
 - 2. The name and phone number of the attending physician;
 - 3. The name and location of the hospital. (This information may be withheld for security reasons); and,
 - 4. Any visitation restrictions while the inmate is hospitalized.
- C. Jail staff are as understanding and responsive as possible, but will not make comment on events that may be later litigated areas.
- D. Release of the following information should be referred to the Jail Commander or designee:

1. Specific events surrounding the illness or injury or comments concerning hazardous conditions that may or may not relate to the causation of the illness or injury;
 2. Specific treatment or lack thereof;
 3. Specific causation for the illness or injury.
- E. Medical staff or the Shift Supervisor will record the information on the inmate's contact journal.

PCJ 440.33: Death of an Inmate

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-23
Classification: Public

I. Policy

- A. In the event of a death occurs within the facility staff will immediately implement procedures to preserve the scene, notify proper authorities, and provide complete reports and documentation.

II. Definitions

- A. None

III. General Information

- A. None

IV. Procedural Guidelines

- A. All deaths involving any person under the supervision of the Pennington Country Jail require the notification of the following:
 - 1. The Jail Commander;
 - 2. The Sheriff; and,
 - 3. The Pennington County Coroner.
- B. In the event the death is suspected to be of unnatural causes (i.e., suicide, homicide), the Shift Supervisor assigns a staff person to monitor movement into and out of the secure perimeter.
- C. Inmates housed near the scene are to be temporarily relocated and supervised in another area of the facility, until they can be interviewed by the proper authorities.
- D. The Shift Supervisor coordinates with the investigator to ensure all witnesses are identified.
 - 1. The Control Room operator/Receptionist provides the investigator a list of all visitors within the facility and the purpose of their business.
 - 2. All medical and security staff is available to assist the coroner or investigator.

- E. The Jail Commander ensures a debriefing is held with all staff directly involved when the investigators have cleared the scene.
- F. All staff involved submits a written report to the Jail Commander by the end of shift.
- G. If the deceased is an inmate, the Jail Commander:
 - 1. Notifies the inmate's next of kin or legal guardian;
 - 2. Notifies the appropriate courts or other jurisdictions having active cases with the inmate;
 - 3. Directs the Shift Supervisor to inventory all property of the deceased and place in secure storage; and,
 - 4. Directs booking staff to complete routine book-out procedures.
- H. A mortality review is conducted within 30 days of the death. The following may participate in the mortality review:
 - 1. Sheriff;
 - 2. Jail Commander;
 - 3. Pennington County Coroner;
 - 4. Facility Physician; and,
 - 5. Other persons as deemed appropriate
- I. A complete review of the inmate's medical file is conducted.
 - 1. Documentation of the review is made and kept in the inmate's file.
 - 2. Release of this information is at the discretion of the Sheriff and the Jail Commander.
- J. If deemed necessary, a post-mortem examination may be requested.

PCJ 440.34: Involuntary Treatment with Psychotropic Medication

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-17
SDCL 24-11-49 through 24-11-54
Classification: Public

I. Policy

- A. An inmate may be involuntarily treated with psychotropic medication if it is determined that the inmate suffers from a severe mental illness which is likely to improve with treatment, and that without treatment, the inmate poses a likelihood of serious harm to self or others. (SDCL 24-11-49)

II. Definitions

- A. **Danger to Others** – a reasonable expectation that the person will inflict serious physical injury upon another person in the near future, due to a severe mental illness, as evidenced by the person’s treatment history and the person’s recent acts or omissions which constitute a danger of serious physical injury for another individual. Such acts may include a recently expressed threat if the threat is such that, if considered in the light of its context or in light of the person’s recent previous acts or omissions, it is substantially supportive of an expectation that the threat will be carried out. (SDCL 27A-1-1(6))
- B. **Danger to Self** – A reasonable expectation that the person will inflict serious physical injury upon himself or herself in the near future, due to a severe mental illness, as evidenced by the person’s treatment history and the person’s recent acts or omissions which constitute a danger of suicide or self-inflicted serious physical injury. Such acts may include a recently expressed threat if the threat is such that, if considered in the light of its context or in light of the person’s recent previous acts or omissions, it is substantially supportive of an expectation that the threat will be carried out; or a reasonable expectation of danger of serious personal harm in the near future, due to a severe mental illness, as evidenced by the person’s treatment history and the person’s recent acts or omissions which demonstrate an inability to provide for some basic human needs such as food, clothing , shelter, essential medical care, or personal safety, or by arrests for criminal behavior which occur as a result of the worsening of the person’s severe mental illness. (SDCL 27A-1-1(7))
- C. **Hearing Panel** – A panel consisting of two medical representatives and a representative appointed by the Sheriff. The medical representatives may include a physician, physician assistant, or nurse practitioner; however, at least one shall be a

physician. No panel member may have participated in the prisoner's current diagnosis, evaluation, or treatment. (SDCL 24-11-50)

- D. **Severe Mental Illness** – Substantial organic or psychiatric disorder of thought, mood, perception, orientation, or memory which significantly impairs judgment, behavior, or ability to cope with the basic demands of life. Intellectual disability, epilepsy, other developmental disability, alcohol or substance abuse, or brief periods of intoxication, or criminal behavior do not, alone, constitute severe mental illness. (SDCL 27A-1-1(24))

III. General Information

- A. No person who serves on the hearing panel, who is the attending physician or who orders or participates in the involuntary treatment with psychotropic medication of a prisoner may be held civilly or criminally liable for the treatment if the person performs these duties in good faith and in a reasonable manner according to generally accepted medical or other professional practices.
- B. If an emergency, involuntary treatment of an inmate with psychotropic medication may be administered without panel review for up to a maximum of ten days if the treatment is ordered by two physicians.

IV. Procedural Guidelines

- A. Jail health care staff can recommend, to the Jail medical provider, involuntary treatment of an inmate with psychotropic medication if an inmate is deemed a serious threat to self or others and refuses prescribed psychotropic medication.
- B. The Jail medical provider reviews the inmate's medical records to confirm the inmate suffers from a severe mental illness.
 - 1. If there is no diagnosis of severe mental illness, the Jail medical provider refers the case to the Jail mental health provider.
 - 2. If the Jail mental health provider confirms that the inmate suffers from a severe mental illness, the Jail medical provider continues with the involuntary treatment process.
- C. The Jail medical provider confirms that the inmate is refusing psychotropic medication for the severe mental illness.
 - 1. The Jail medical provider consults with the Jail designated health authority and mental health services provider to determine if involuntary treatment is recommended.
 - 2. If it is agreed that involuntary treatment is necessary, the Jail medical provider continues with the involuntary treatment process.

Emergency Treatment

- A. The Jail medical provider may make the determination that an inmate is in imminent danger of serious injury without psychotropic medications.
- B. The Facility Physician and another physician must order treatment with psychotropic medication in writing, including the reasoning for the emergency treatment without panel review.
 - 1. Details include: why, when, where, and how the medication will be administered.
- C. The medication will be given at the direction of the health authority by medical personnel.
 - 1. The inmate is monitored for adverse reactions and side effects.
- D. Correctional staff will assist in restraining the inmate for the safety of staff and inmate.
- E. Upon 10 consecutive days of treatment, if the inmate remains non-compliant with medication a panel review is initiated.

Panel Review

- A. The Jail medical provider convenes a hearing panel for the purpose of authorizing involuntary treatment.
 - 1. The Jail medical provider provides a written notice of the hearing to the inmate at least forty-eight hours in advance of the hearing stating the inmate's rights:
 - a. The right to attend the hearing;
 - b. The right to present evidence;
 - c. The right to cross examine witnesses; and,
 - d. The right to representation by a disinterested lay advisor knowledgeable about psychological issues.
 - 2. After consideration of all of the facts, the panel may order involuntary treatment with psychotropic medication by majority vote of the panel if the physician is in the majority.
 - a. The inmate may appeal the decision to the Circuit Court.
 - 3. If the involuntary treatment of the inmate with psychotropic medication exceeds thirty days, the Jail medical provider arranges for a physician/medical provider, who is not the attending physician, to review the inmate's medical record at least every thirty days and make a written determination whether involuntary treatment with psychotropic medication may be continued.
 - 4. On behalf of the Sheriff, the Jail medical provider maintains records of any involuntary treatment with psychotropic medication to include:

- a. Frequency of use of the treatment;
- b. Any available medical history of an inmate's prior mental illness; and,
- c. Such other information as deemed necessary by the Sheriff to facilitate the management of prisoners.

PCJ 400.34 Appendix A: Involuntary Psychotropic Medication Hearing Panel Review

Pennington County Sheriff's Office

Pennington County Jail

Involuntary Psychotropic Medications Hearing Panel

Inmate Name: _____ JMS Number: _____

A hearing before an Involuntary Medication Treatment Panel was held on (date) _____ for the purpose of considering treatment with involuntary psychotropic medications for the named inmate.

The Panel has heard testimony and/or taken evidence and makes the following findings:

_____ 1. There is sufficient information indicating the presence of severe mental illness as defined by state law (SDCL 27A-1-1) and Pennington County Sheriff's Office Jail Policy PCD 440.34.

_____ 2. The severe mental illness is likely to improve with treatment, and

_____ 3. Without treatment it is likely that the inmate will pose a threat of serious physical injury to himself or others.

_____ 4. There is NOT sufficient information to indicate the presence of severe mental illness as defined by the state law (SDCL 27A-1-1) and Pennington County Sheriff's Office Jail Policy PCD 440.34.

_____ 5. The severe mental illness is NOT likely to improve with treatment.

Other factors or observations considered by the Panel:

As a result of the records information presented to and the observation of the Panel on this date, the Panel makes the following determinations for treatment of the inmate:

_____ 1. The inmate's current severe mental illness is likely to improve with treatment the involuntary administration of psychotropic medications and that the administration of such medications and review of such usage shall proceed according to South Dakota Codified laws 24-11-49 through 24-11-54, inclusive and other applicable South Dakota law.

_____ 2. The inmate's current severe mental illness does NOT provide sufficient cause to require the involuntary application of psychotropic medication according to South Dakota Codifies laws 24-11-49 through 24-11-54, inclusive, and other applicable South Dakota law.

Other findings:

Signed:

Psychiatrist: _____ Date: _____

Physician/PA/NP: _____ Date: _____

County Sheriff's Representative: _____ Date: _____

PCJ 440.35: Medical Records

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-13, 4D-26, 4D-28
Classification: Public

I. POLICY

- A. The Pennington County Jail staff will establish and maintain inmate medical records according to a set format in order to organize and preserve information and to protect the security and confidentiality of information in compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Health care records are available to, and are used for documentation by, all health care practitioners in each clinical encounter with inmates.
- B. Reasonable access is provided as determined by the Jail Commander and records are released according to pre-established guidelines.
- C. Active health records are maintained separately from confinement records.
- D. Each document in the medical file indicates a legible signature, title of each documenter, place, and the date and time of documentation.
- E. Only licensed nurses may receive and transcribe a physician's order.
- F. Medical records are kept electronically in a medical records system.
 1. Only staff authorized by the facility physician is allowed access to these files.
- G. The health record file is complete and contains the following items:
 1. Identifying information on each sheet:
 - a. Inmate name,
 - b. Identification number; and/or,

c. Date of birth.

2. Completed receiving screening and health assessment forms that indicate medical issues;
3. 14 day assessments;
4. Outside facility transfer sheet;
5. Nurses notes/contact journals;
6. Prescribed medications and their administration (medication sheets);
7. Results of consultations (e.g. dental, mental health, other) and off-site referrals;
8. Discharge summary of hospitalizations and other termination summaries;
9. Immunization records, if any;
10. Sick call forms, indicating date, place, and time of medical encounters;
11. Health service reports;
12. Progress reports;
13. Consent and refusal forms;
14. Release of information forms;
15. All findings, diagnoses, treatments and dispositions; and,
16. Laboratory, x-ray and diagnostic studies.

H. Health records remain confidential and are not released without properly signed Release of Information forms.

1. Only information necessary to protect the health and safety of the inmate is provided to department staff.
2. Health record information is transmitted to specific and designated physicians or medical facilities in the community upon the written authorization of the inmate.
3. Only information specifically requested is released.
4. No records that have been received from another facility or institution are released regardless of what the release form requests.
 - a. These records may be obtained independently from the original institution by the requesting party.
 - b. The only exception would be as a result of a valid court order.

5. The signed release form is scanned into the inmate's chart and becomes a part of the permanent record.
 - I. A summary of the health record is transferred when the inmate is transported to another facility in order to facilitate continuity of care.
 - J. Records are maintained in inactive files for 10 years.

IV. PROCEDURAL GUIDELINES

- A. None

PCJ 440.36: Special Needs Inmates

Chapter: Medical

Order No:

Effective: July 31, 2017

Revised: July 19, 2017

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-4C-07, 4C-40, 4D-14, 6B-06-08

Classification: Public

I. POLICY

- A. There is a treatment plan for inmates who require close medical supervision, including chronic and convalescent care. This plan includes directions to medical and jail staff regarding their roles in the care and supervision of the inmate.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Treatment plans are approved by the facility physician, dentist or mental health worker. The plan may include the following:
 - 1. Course of therapy to include diet, exercise and medications;
 - 2. Roles of qualified health care personnel in carrying out the therapy;
 - 3. Short and long term goals and the methods by which these goals will be pursued;
 - 4. Type and frequency of diagnostic testing (if required);
 - 5. Frequency of follow-up medical evaluations and adjustments to treatment plan;
- B. Security staff will consult with medical staff concerning appropriate treatment and housing assignment.
 - 1. Special treatment or housing considerations are noted in the inmate's contract journal.

IV. PROCEDURAL GUIDELINES

- A. Inmates with special needs receive a health assessment by medical staff as soon as possible.
 - 1. Inmates with special needs are scheduled for evaluation by the Facility Physician/Medical Provider as soon as possible.

2. Progress and status of all special needs inmates are reviewed by medical staff on an individual basis as determined by the health authority.
3. If additional input (food services, programs, etc.) is necessary, the Medical Supervisor or designee will request that the status of the inmate be reviewed at the weekly Support Staff Meeting.
4. Re-evaluation is conducted by the Facility Physician/Medical Provider appropriate to the inmate's individual needs.
 - a. Any modification to the inmate treatment plan is noted in the inmate medical file.
 - b. The appropriate department will be notified of any modification in the treatment plan.
5. The inmate is scheduled for re-evaluation by the Facility Physician/Medical Provider as necessary.
6. Inmates having a special need which requires close medical supervision and care may have a special needs treatment plan developed. Special needs which could require a treatment plan include the following:
 - a. Inmates with serious communicable diseases;
 - b. The chronically ill;
 - c. The physically disabled;
 - d. The frail & elderly;
 - e. The terminally ill;
 - f. Inmates with serious mental health needs;
 - g. The developmentally disabled; and,
 - h. Pregnant offenders.
7. The treatment plan includes instructions regarding the inmate's diet, exercise adaptation to the correctional environment, medication, type and frequency of diagnostic testing, and the frequency of follow-up for medical evaluation and adjustment to the treatment modality.
 - a. After the development of a Special Needs Treatment Plan, Medical Staff will complete a care plan.
 - b. The individual care plan will be documented in the inmate's contract journal.

- c. A copy will be kept in the housing unit to ensure Correctional Officer's easy access and review of the inmate's special needs.
- B. Staff and inmates have access to an appropriately trained and qualified individual who is educated in the problems and challenges faced by inmates with physical and/or mental impairments, programs designed to educate and assist disabled inmates and all legal requirements for the protections of inmates with disabilities.
- C. Appropriately trained individuals are assigned to assist disabled inmates who cannot otherwise perform basic life functions.
- D. Inmates with disabilities are provided with education, equipment facilities and support necessary to perform self-care and personal hygiene in a reasonably private environment.
- E. There is communication between the Jail Commander or designee and the Facility Physician or designees prior to the following actions being taken regarding patients who are diagnosed as having significant medical or mental health illnesses or disabilities:
 - 1. Housing assignment
 - 2. Work assignments
 - 3. Program assignments
 - 4. Disciplinary measures
 - 5. Admissions to and transfers from institutions

PCJ 440.37: Severe Mental Illness/Special Needs Inmates

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-34, 4C-40
SDCL 27A-9
Classification: Public

I. POLICY

- A. A post-admission screening is conducted and a referral for care made for inmates who are severely mentally ill or significantly retarded whose adaptation to the correctional environment is significantly impaired.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. None

IV. PROCEDURAL GUIDELINES

- A. During the booking process, the Booking Officer evaluates each inmate for possible signs of significant mental illness or mental retardation that may complicate the adaptation to the correctional environment.
- B. Pending a review form Medical staff or a mental health agency, the Shift Supervisor may decide to have an inmate housed in locked status with approval form the Jail Commander or his designee, depending on the severity of the inmate's condition.
 - 1. This action is reviewed for appropriateness as soon as possible but no later than 72 hours.
- C. Medial staff reviews the screening section of all newly admitted inmates in order to ascertain mental status information.
 - 1. A follow-up visit or referral is conducted on each inmate whose records reveal a history of mental illness or mental retardation to Mental Health Staff.
- D. A post admission evaluation of all inmates is conducted by Medical staff during the fourteen day health assessment. The post admission mental health evaluation includes:
 - 1. History of psychiatric hospitalization and outpatient treatment;

2. Current psychotropic medication;
 3. Suicidal ideation and history of suicidal behavior;
 4. Drug usage;
 5. Alcohol usage;
 6. History of expressively violent behavior;
 7. History of cerebral trauma or seizures; and,
 8. Emotional response to incarceration.
- E. The Nurse Supervisor or designee consults with Mental Health staff and the Shift Supervisor for inmates who are exhibiting behavior which could indicate severe mental illness/significant retardation or other special needs prior to determining:
1. Housing assignment;
 2. Program assignment;
 3. Work assignment limitations;
 4. Disciplinary measures; and,
 5. Transfers in or out of the facility.
- F. Mental Health staff notifies the Jail Commander or designee of inmates whose mental condition is beyond the range of services available in the facility.
1. The Jail Commander or designee directs direct Mental Health staff to complete the necessary paperwork in order to commit the inmate to the psychiatric unit at Rapid City Regional Hospital under SDCL- 27A-9.
 2. A Sheriff's deputy is contacted for transport.
- G. All staff involved completes an Incident Report.
1. The Shift Supervisor forwards all reports to the Jail Commander for review prior to the end of shift.

PCJ 440.38: Food Refusal

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-1C-05
Classification: Public

I. POLICY

- A. Pennington County Jail's medical staff will monitor an inmate's medical and psychological well-being in the event an inmate refuses to eat or initiates a fast.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Correctional staff monitors inmates to determine if they exhibit a change in normal eating patterns (i.e. hunger strikes, skipping meals because of depression, fasting, etc.).
- B. If the inmate is on a religious fast, consultation with a religious representative is made by the Jail Commander or designee.

IV. PROCEDURAL GUIDELINES

- A. Staff notifies Medical Staff and the Shift Supervisor in the event an inmate has not eaten for three (3) consecutive meals.
- B. Medical staff will review the situation and initiate a meal watch.
 - 1. The inmate's contact journal is annotated.
 - 2. The cellblock roster is annotated to reflect the inmate is on a meal watch.
- C. The Commander or designee is notified immediately when an inmate is placed on a meal watch.
- D. The Facility Physician/Medical Provider is notified immediately if a meal watch is implemented on a diabetic inmate.
- E. Correctional staff will remove all commissary food items from the inmate's possession and place them in the inmate's property to allow for adequate monitoring of food intake during the hunger strike or meal refusal.

- F. Correctional staff shall physically offer a meal tray to the inmate during each scheduled meal service, three times daily, regardless of the inmate's verbal statement of food refusal.
- G. Meal refusal of food/fluid intake is documented in the inmate's contact journal.
- H. Medical Staff:
 - 1. Obtains a baseline weight and vital signs;
 - 2. Checks the status of inmates on meal watch daily to re-evaluate the need for a continued watch;
 - 3. Checks and documents weight and vital signs every third day;
 - 4. Checks ketones as directed by the physician;
 - 5. Conducts a daily assessment of skin turgor and mucus membranes at the direction of the physician;
 - 6. Encourages the inmate to take water, explaining they should at least drink fluids to prevent dehydration and damage to their kidneys; and,
 - 7. Records all data in the inmate's medical record.
- I. For non-diabetic inmates, the Facility Physician is notified if the meal watch lasts longer than seven (7) days.

PCJ 440.39: Female Health Care Issues

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2B-02-1, 4C-13
Classification: Public

I. POLICY

- A. Pregnant inmates are provided with health care, comprehensive counseling, and assistance in keeping with their personal desire regarding a pregnancy. These services are provided through community resources as requested by the inmate.

II. DEFINITIONS

- A. **Pregnancy Management-** Provisions that include pregnancy testing, routine and high-risk prenatal care, management of chemically addicted pregnant inmates, comprehensive counseling and assistance, appropriate nutrition, and postpartum follow-up.

III. GENERAL INFORMATION

- A. The Pennington County Jail will not provide inmates with birth control pills.
 - 1. Inmates currently taking birth control pills are not allowed to continue with their prescription unless prescribed by a physician for the medical purpose of hormonal control.
- B. Pregnant inmates will be provided with special health care counseling, regular examinations and treatment, and such dietary supplements as determined by the attending physician.
 - 1. The medical file will contain documentation of care provided and the outcome of each pregnancy, if carried to term while still incarcerated at the Pennington County Jail.
 - 2. If deemed a high-risk pregnancy, the attending physician/medical provider may refer the inmate to a specialist to obtain proper medical care for the inmate and her unborn child.
 - 3. Inmates may request to visit with a community resource of their choice regarding planning for their pregnancy.
 - 4. Medical staff will make necessary arrangements with security staff for confidential visitation between an inmate and a representative of the community resource.

- C. Restraints will not be used on inmates during active labor unless approved by the medical authority.
 - 1. The medical authority provides guidance on the use of restraints on pregnant offenders prior to active labor and delivery.
- D. Inmates will not be permitted to bring their newborn child back into the facility.
 - 1. The Jail Commander may allow special visitation sessions.

IV. PROCEDURAL GUIDELINES

- A. Medical staff is notified upon intake if an inmate may be pregnant or has recently delivered an infant.
- B. Medical staff speaks with the inmate and a pregnancy test is completed.
- C. Upon verification of pregnancy, Medical Staff schedules the inmate for prenatal appointments as directed by the Facility Physician or his designee. And
- D. Inmates who are pregnant and diagnosed as chemically addicted are closely monitored by Medical staff and the attending physician for withdraw symptoms and given the proper treatment providing for the safety of the inmate and her unborn child.

PCJ 440.41: Peer Review

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4D-25
Classification: Public

I. Policy

- A. To ensure inmates are receiving medical care from competent providers, the Pennington County Jail conducts peer reviews not less than every two years.

II. Definitions

- H. **Peer Review-** The process of having patient care provided by a clinician reviewed and evaluated by a peer with seminal credentials. An external peer review is completed by a medical professional not employed by the facility being reviewed.

III. General Information

- A. None

IV. Procedural Guidelines

- A. The Jail Commander contacts providers in the community with similar credentials as those employed/contracted within the jail.
- B. A written agreement specifying needs and expectations is signed by both parties.
- C. The reviewer is provided access to files specific to their area of practice.
- D. The final report is provided to the Health Authority and the Jail Commander.
- E. The Health Authority and Jail Commander take action as necessary.

PCJ 440.42: Chronic Care

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-19
Classification: Public

I. POLICY

- A. Inmates with chronic conditions are identified, monitored and receive periodic care and treatment to ensure their health care needs are met.

II. DEFINITIONS

- A. **Chronic Care** – Health care provided to patients over a long period of time: health care services provided to patients with long-term health conditions or illnesses. Care usually includes initial assessment, treatment, and periodic monitoring to evaluate the patient’s condition.
- B. **Chronic illness** – A disease process or condition that persists over an extended period of time. Chronic illnesses include diabetes, hypertension, asthma, Human Immunodeficiency Virus (HIV), seizures, and mental health diagnosis.

III. GENERAL INFORMATION.

- A. The Health Authority will determine the frequency an inmate with a chronic illness will be seen in clinic.

IV. PROCEDURAL GUIDELINES

- A. Identification of Chronically ill:
 - 1. Health-trained staff conducts the initial health screening upon intake and notifies medical staff of any medical concerns.
 - a. Medical staff may refuse to accept an inmate if it is believed that proper medical care cannot be provided by the institution.
 - 2. Medications taken by the inmate are identified and current prescriptions are provided in a timely manner.
 - 3. Initial assessment includes history of treatment to determine the timing of initial medical visit.
 - a. A Release of Information form is completed for the primary care provider of the inmate.

4. All prescribed medications are identified, verified with the prescribing physician and provided with a stop date which reflects the necessary screening that are scheduled for a medical visit for laboratory testing needed.
5. Care provided by specialist consultation is approved by the medical director and provided in a timely manner as specified by the specialist consultant.
6. Inmates with chronic conditions are set up for chronic clinic appointment which will be documented in the electronic medical records system. The frequency of all subsequent visits is scheduled as deemed appropriate by the physician/medical provider.
7. Follow-up appointments are documented in the electronic medical records system.

PCJ 440.43: Medical Care of Inmates Transferred to Segregation

Chapter: Medical
Order No:
Effective: July 31, 2017
Revised: July 19, 2017
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-45
Classification: Public

I. POLICY

- A. Inmates in segregation have the same access to healthcare as inmates in general population. The health authority determines the frequency of physician visits to segregation units.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. When an inmate is transferred to segregation, medical is notified immediately and provide an assessment and review as indicated by the protocols established by the health authority.
- B. If at any time, an inmate cannot be brought to medical services for any reason, such as illness or behavior reasons, the medical provider may examine the inmate in the housing unit.
- C. Security measures will be at the discretion of the Shift Supervisor.

IV. PROCEDURAL GUIDELINES

- A. Unless medical attention is needed more frequently, each inmate in segregation receives a daily visit from a medical provider.
 - 1. The inmate on segregation is notified that the medical provider is available.
 - 2. Contacts and the response form the inmate are documented.

PCJ 450.01: Programs and Equal Opportunities to Programs

Chapter: Inmate Programs

Order No:

Effective: December 10, 2012

Revised: November 26, 2012

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-6B-02-05, 5A-01-02, 5A-04, 5A-09

Classification: Public

I. POLICY

- A. All inmates are allowed and encouraged access to programs and work assignments without regard to inmate's race, religion, national origin, sex, disability, or political view.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. The jail offers inmate programs, with the goals of:
 - 1. Providing a constructive release of stress resulting from incarceration
 - 2. Providing educational and vocational counseling programs to introduce inmates to new activities and community resources they can use when released
 - 3. Providing programs that contribute to facility security by reducing disruptive behavior
 - 4. Recognizing inmates with special needs and helping to meet those needs.
- B. Depending on volunteer and staff availability, the jail offers programs in a variety of areas including:
 - 1. Recreational and leisure time activities
 - 2. Religious services
 - 3. Educational programs
 - 4. Chemical dependency programs
 - 5. Vocational counseling
- C. Program participation is encouraged, but all inmates have the option to refuse to participate in a facility program if they choose.

- D. The Jail Commander will ensure no inmate will be denied access to any program or service work assignment, housing unit, classification status, or program solely on the basis of race, national origin, gender, religion, creed, physical/mental disability, political belief or other statutory or regulatory prescribed category.
 - 1. Inmates are not eligible to participate in programs until classified.
 - 2. General population inmates may participate in all programs on a scheduled basis.
 - 3. Trustee inmates may participate in all programs on a scheduled basis, if the program does not conflict with their trustee work responsibilities.
 - 4. Program and service areas are accessible to inmates with disabilities who reside in the facility.
- E. Inmates are restricted from programs while serving disciplinary detention.
- F. High security risk inmates may be restricted to on-pod activities; this includes Protective Custody inmates.
- G. Administrative Segregation inmates are not allowed group participation in program.
 - 1. The same programming and services are available unless restricted based on security or behavior issues.

IV. PROCEDUAL GUIDELINES

- A. An inmate will submit an electronic request from the inmate kiosk for the intended program.
- B. The designated staff will
 - 1. Sort the requests by Program.
 - 2. Review inmate classification and disciplinary infractions.
 - 3. Run a check on all programs as each class has a limited size.
 - a. Put Inside Jail Activity in Event Type;
 - b. Put the Program name in Event;
 - c. List the Date the program will take place on (From & Thru);
 - d. Search Events from the top icon;
 - e. Print the results:
 - 1) Right click and find Print/Export;
 - 2) Select it;

- 3) Check the box for Inmate, Pod/Block, and event;
 - 4) Select Print from the icon.
4. Assign the inmates to Programs
- a. Go to Event Tracking
 - b. Find inmate by:
 - 1) Scrolling through the Inmates Names or;
 - 2) Set cursor on an inmate and begin typing the inmate's last name.
 - c. Place cursor on the inmate:
 - 1) Hold the cursor down and drag the name over to the Event/Program;
 - 2) Drop the inmate off at that program.
 - d. Select "Activity Type" as "Inmate Programs";
 - e. Select "Recurring";
 - f. Select "Weekly";
 - g. "Start Date" (use current date)
 - h. Set the inmate up for 10 occurrences with the exception of:
 - 1) Law Library
 - 2) REACT
 - i. Select the day of the week the program is being held on;
 - j. Type in the start time and end time found on Programs list,
 - k. Select "Save"
 - 1) If a box that says there are conflicting schedules appears, select yes.
 - 2) If the same program shows up, do not duplicate the schedule.
 - 3) If the dialogue box reflects a different conflict select ok and save it again.
- C. The Classification Committee, Lieutenant or Captain will determine denial of any program.

PCJ 450.02: Inmate Counseling

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 23, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5A-03
Classification: Public

I. POLICY

- A. To prevent or mitigate a mental health crisis, the Pennington County Jail provides access to counseling for inmates who display or have been diagnosed as having mental health problems.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Mental health staff is available to provide short term counseling to inmates in the jail.
 - 1. These counseling sessions are for the purpose of one-to-one counseling and are not intended to be used for the purpose of a psychological evaluation.
- B. The following guidelines are to be used to determine when to call a mental health professional or seek outside community assistance:
 - 1. Inmate displays depressed behavior (crying, non-responsive etc.), have expressed thoughts of suicide, displays unusual behavior (i.e. hallucinations, sudden mood changes, etc.) or the officer feels the inmate is in need of professional assistance;
 - 2. Inmate is dealing with a crisis (death of a family member, or serious illness of a family member) that affect the inmate's behavior and the officer feel the inmate is in need of professional assistance;
 - 3. The inmate attempts suicide or commits an act of self-mutilation; and/or,
 - 4. Inmate requests to meet with a mental health professional
- C. Inmates wishing to participate in counseling are given the following options:
 - 1. Attendance in facility programming;
 - 2. Assistance in contracting an ordained minister for religious counseling;

3. Professional private short-term counseling through a community mental health agency or institutional mental health care counselor at the inmate's own expense;
4. Submit an inmate request to be seen by a jail mental health professional.

IV. PROCEDUAL GUIDELINES

- A. Correctional Officers notify the Shift Supervisor when any of the above guidelines are present.
- B. The Shift Supervisor reviews and determines with the Officer which one of the following combinations of actions is to be taken:
 1. Continue to monitor the inmate;
 2. Contact Mental Health staff;
 3. Contact Behavior Management Systems staff to come in for an emergency session;
 4. Utilize the Crisis Care Center via designated laptop;
 5. If the inmate states they have thoughts of suicide; a suicide contract and suicide watch are initiated;
 6. Move the inmate to a holding cell as deemed appropriate and contact the mental health worker;
 7. Contact the inmate's clergy or the Jail Chaplain;
- C. The action taken is documented in the inmate's contact journal. An Incident Report is completed and forwarded to Administrative Staff.
- D. In the absence of a written court order, an inmate who is to participate in private counseling sessions is to submit a written request to the Security Lieutenant who:
 1. Verifies the courts request;
 2. Authorizes the counselor access to the secure perimeter to conduct one to one visitation;
 3. Arranges for the inmate to be transported to the counseling appointments if appropriate; or,
 4. Authorizes the inmate to transport themselves to the appointment if the inmate is classified as an outside trustee.

PCJ 450.06: Inmates Attending Drug/Alcohol Treatment

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5A-04
Classification: Public

I. POLICY

- A. The Pennington County Jail provides programming for inmates with drug and alcohol and addiction problems.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. The programs are intended to:
 - 1. Educate inmates about substance abuse
 - 2. To begin the counseling process and encourage these inmates to continue to seek help after their release.
 - 3. To help chemically dependent inmates begin a quality recovery program.
- B. Inmates who attend alcohol and drug treatment programs outside the jail are considered to be in the custody of the jail.

IV. PROCEDURAL GUIDELINES

- A. Inmates that have been ordered by the court to attend treatment may be assessed by City/County Alcohol and Drug.
- B. A written agreement of understanding is signed by the inmate and the treatment facility prior to the inmate attending treatment.
- C. Inmates meeting the requirements for treatment outside of the facility are transferred to the facility by the Pennington County Sheriff's Office or the treatment facility.
 - 1. If the inmate is still serving a sentence a non-escape agreement will be used.
 - 2. Unescorted activities outside of the treatment facility must be approved.

PCJ 460.03.2: Child Support Program

Chapter: Inmate Opportunities
Order No:
Effective: December 17, 2012
Revised: December 3, 2012
Approved by: Sheriff Kevin Thom
Reference: None
Classification: Public

I. POLICY

- A. As an alternative to incarceration, the Pennington County Sheriff's Office operates a Child Support Enforcement Program for non-payment of child support as part of the Work Release program at the Pennington Country Jail.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Inmates will be evaluated by the Work Release Coordinator prior to entry into the Child Support Enforcement Program at Work Release.
- B. Inmates in the Child Support Program will sign and comply with the Pennington Country Work Release Rules.
- C. Those inmates not willing to follow the program rules may be disciplined or possible removed from the program.
- D. Child support inmates are not allowed to have any cash on them.
- E. Criteria for entering the Child Support Enforcement Program are as follows:
 - 1. Must be sentenced to Pennington County Jail on all charges;
 - 2. No holds from any other agency;
 - 3. No conviction of a violent crime in the last 12 months;
 - 4. No current protection orders/no contact orders;
 - 5. Must not be housed with any other inmate(s) that have current protection/no contract orders against them; and,
 - 6. Must be willing to follow the facility rules and directives

IV. PROCEDURAL GUIDELINES

- A. Inmates seeking employment are set up for job search by the Work Release Coordinator.
 - 1. Inmates seeking employment document all job contacts on the Job Search form. The correctional staff on duty checks these forms for accuracy.
 - 2. Job searching guidelines:
 - a. Monday thru Friday;
 - b. 0830-1130; return for lunch; 1230-1630;
 - c. Weather permitting
 - 3. Inmates who find employment report it to the Work Release staff.
 - 4. Work Release staff completes:
 - a. Employment verification with the employer; and,
 - b. Fill out an Inmate Verification form.
 - 5. Any unemployed inmates are required to volunteer for community service events on Wednesdays and Saturdays of each week.
- B. Inmates that have employment report it to the Work Release staff upon intake.
- C. Work Release staff completes:
 - 1. Employment verification with the employer; and
 - 2. Fill out an Inmate verification form.
- D. Inmates at Work Release for child support turn in their entire check.
 - 1. Work Release fees are determined from the net pay of each paycheck turned in.
 - a. 60% of the net pay of each check will be applied to the Child Support Bond.
 - b. 40% of the net pay will be applied to the Work Release fees.
 - 2. After the bond is paid, any remaining money is used to pay past or current owed fees.

PCJ 460.04: Electronic Monitoring

Chapter: Inmate Opportunities
Order No:
Effective: October 1, 2013
Revised: September 23, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-36, 5B-17
Classification: Public

I. POLICY

- A. The Pennington County Jail maintains a Work Release Program; including electronic monitoring and on site residence, to allow an inmate to maintain their employment, search for employment or attend school while serving a court ordered sentence.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Inmates must be sentenced to the electronic monitoring (EM) program on all charges in order to participate in electronic monitoring.
- B. Violation of the electronic monitoring rules may result in the suspension of EM privileges by the court.
- C. Inmates sentenced to the EM Program will be classified as unemployed or employed:
 - 1. Unemployed inmates will be allowed a maximum of 2 weeks for Job Search.
 - a. Outside programs will not be allowed during job search.
 - b. The standard room and board fee will be charged to the inmate's account, which will be suspended once the inmate begins to pay electronic monitoring fees.
 - 2. Employed Inmates will be allowed EM privileges.
- D. Random alcohol and urinalysis testing will be conducted during the inmate's involvement in the program.
 - 1. Costs associated with testing are the responsibility of the inmate and will be collected at the time the test is administered.
 - 2. Inmates must call in each morning to be notified if they are required to report for a breathalyzer or urinalysis test.

- E. Inmates must notify electronic monitoring staff and their employer if medical issues prevent them from being at work or their residence during established times.
- F. Inmate EM orientation will include the following:
 - 1. An overview of the inmate guidelines;
 - 2. Verification of prescribed medications;
 - 3. Scheduling of job search or inmate work schedule; and,
 - 4. Identification of the inmate's intended residence.
- G. All electronic monitoring equipment must be returned or the inmate may be criminally charged for any lost or intentionally damaged equipment.

IV. PROCEDURAL GUIDESLINES

- A. The courts notify the jail via judgment or Jail Turn-In form when an inmate is authorized Electronic Monitoring.
- B. The Work Release Coordinator or designee sets up an orientation date at the Work Release Facility.
- C. At orientation, the inmate:
 - 1. Provides a current work schedule;
 - 2. Turns in one week of EM fees in the amount of \$105.00; and,
 - 3. Provides a urinalysis.
 - a. Inmate results must be negative;
 - b. Inmates with a positive test will be denied participation.
 - 1) The inmate may retest after 10 days and then once every 10 days until the test is negative;
 - 2) The Work Release Supervisor contacts the Court Service Officer to notify them of the denial.
- D. The designated work release staff initiates the electronic monitoring as per the EM manual and vendor guidelines.
- E. Designated clerical staff collects fees at the 24/7 facility, beginning the first Tuesday after release on electronic monitoring.
- F. Designated staff monitor the EM system for alerts via system messages to the designated cellphone(s). (See EM operations manual)

- G. The Work Release Supervisor determines where the inmate is to turn in to be released and notifies the inmate.
- H. The Work Release Supervisor collects all electronic monitoring equipment.
 - 1. If the equipment is over 6 months old, it will be returned to the electronic monitoring company.
 - 2. If less than 6 months old, it may be cleaned and reassigned.

PCJ 460.05: Final Release

Chapter: Booking
Order No:
Effective: January 25, 2013
Revised: January 14, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-13, 5B-18, 7F-02
SDCL: 22-22-36, 22-22-37
Classification: Public

I. POLICY

- A. Inmates are not released from the Pennington County Jail without verification of identity, receipt of correct paperwork, (when appropriate) or appropriate authorization for release.

II. DEFINITIONS

- A. **Rebound Program** – An intensive case management program designed to help individuals who have a history with the criminal justice system and have experienced problems related to alcohol abuse, substance abuse, and mental illness. Personal attention is given to each client and tools are offered to achieve a successful reentry into the community. The Rebound team develops individual case plans to assist with obtaining needs such as: food, clothing, housing, employment, transportation, social security benefits, official identification, and medical needs.
- B. **South Dakota Codified Law (SDCL) 22-22-37** – Law requiring sex offenders to register annually with the local law enforcement agency.
- C. **South Dakota Codified Law (SDCL) 22-22-36** – State law requiring sex offenders to update their address within three days of the address change.

III. GENERAL INFORMATION

- A. Inmates held for thirty days or more that will be released to the community are provided with information about community resources such as Rebound.
- B. Inmates may be released when:
 - 1. They have made bond;
 - 2. They have been found not guilty and ordered to be released by the presiding Judge;
 - 3. Ordered released by the court with jurisdiction;
 - 4. Completion of court ordered sentence;
 - 5. Sentence has been modified by the court having jurisdiction; or,

6. Transfer to other facilities having jurisdiction.
- C. Sex offenders are provided a form listing their registration responsibilities per South Dakota Codified Laws (SDCL) 22-22-36 and 22-22-37.
- D. Mail received for persons no longer in custody may be forwarded to the correct address, if known. If the address is unknown, the mail is returned to the sender.
- E. Mail received for inmates who are on temporary transfer is forwarded or held in their property until they return to the facility.

IV. PROCEDURAL GUIDELINES

- A. Prior to an inmate's release, the Court Clerk will calculate the release date and record the type of release on the booking card and in the computer.
- B. Daily, the Third Shift Booking Supervisor will:
 1. Verify which inmates are to be released via the Jail Management System, reviewing the release calculations.
 2. Post the list of inmates to be released on the Locator Board in Booking.
- C. Booking Staff:
 1. Verify the identity of the person to be released by comparing the photo, name and booking number on the inmate's jail issued identification card with the inmate to be released.
 - a. If there is a question the booking officer will verify the identity with the Custody Authorization Card and booking photos.
 - b. Once verified, the Jail issued identification card will be collected and disposed of.
 2. Check for any detainers and complete a warrant inquiry, ensuring the inmate has no outstanding warrants.
 3. Record the results of the warrant inquiry in the records management system.
 4. Use the records management system to release an inmate from the jail management system.
 - a. Close the inmate's account and return the correct amount to the inmate upon release;
 - b. Notify registered victims or the Office of Victims Assistance that the inmate is being released from custody;
 - c. Document the notification of the registered victim;

- d. Escort the inmate to be released to the change out cell, where they will be given their personal clothing;
- e. Re-inventory the inmate's personal property and have the inmate sign the receipt of personal property; and,
- f. Have the inmate sign a money receipt upon receiving their money.
 - 1) Any unsettled grievances or lost property will be addressed by the Supervisor.
 - 2) If the Supervisor cannot resolve the issue, the issue will be documented on an Incident Report.
- g. Have the inmate sign any remaining paperwork associated with their release such as bonds.
 - 1) Sex offenders sign the acknowledgment form listing their registration responsibilities.
- h. Ask the inmate if they have any medications in the facility.
 - 1) Medical staff will review the inmate's condition and instruct the inmate of any follow-up appointments and any prescriptions which are necessary and possible community options available to the inmate in order to have the prescription filled.
 - 2) Medical staff, when necessary, will supply the inmate with an adequate amount of medication to last the inmate until their follow up doctor's appointment.
 - 3) If deemed necessary, medical staff will provide any special procedures prior to release i.e., medication or medical review.
- i. Inquire as to whether the inmate needs transportation, food, clothing, or follow-up medical attention.
 - 1) Inmates who are in need of services will be provided with a list of available community services, such as Rebound.
- j. Escort the inmate to the Release Sally Port or the Law Enforcement Lobby.
- k. Notify the Control Room the inmate is cleared to be released.

PCJ 500.01: Trustee Assignments

Chapter: Program and Activity
Order No:
Effective: November 18, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5C-06 through 5C-11
Classification: Public

I. POLICY

- A. The Pennington County jail provides a variety of work assignments that afford inmates an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after their release.

II. DEFINITIONS

- A. **In-House Trustee** – An inmate worker that will not perform any duties outside of the secure perimeter of the Pennington County Jail.
- B. **Outside Trustee** – An inmate worker that will perform duties outside of the secure perimeter of the Pennington County Jail.

III. GENERAL INFORMATION

- A. Trustee Assignment is a privilege not a right; therefore, any inmate may be disapproved for patterns of bad behavior, negative leadership, and/or inappropriate communications with staff, inmates, visitors or volunteers.
- B. Inmates may be removed from trustee status for documented rule violations, poor work performance, or by the Lieutenant, Captain or Jail Commander for safety and security reasons.
- C. Outside trustees will be housed at the Work Release housing unit.
- D. Inside trustees will be housed in the Main Jail.
- E. Any trustee with access to the outside will be strip searched prior to returning to the secure perimeter.
- F. All trustees will be supervised, either by the jail staff they are assigned to, or by the staff of the agency they are working for.
- G. Sentenced inmates may be eligible for good time.
- H. Pre-trial and un-sentenced inmates may volunteer for work detail.
- I. Federal inmates are not eligible.

- J. Inmates will be cleared by medical.
 - 1. Mental and physical clearance will be reviewed.
 - 2. Some assignments may require a tuberculosis (TB) test.
- K. Inmate will be assigned to trustee duties according to the needs of the jail.
 - 1. Possible details:
 - a. Kitchen,
 - b. Laundry,
 - c. Maintenance,
 - d. Library
 - e. Grounds,
 - f. Station,
 - g. Humane Society,
 - h. Garden; and/or,
 - i. Community service.
- L. Inmate working conditions comply with applicable federal, state and local work safety regulations.
- M. The required workday approximates the workday worked within the community.
- N. Trustees may receive written recognition of the competencies that they may have acquired.

IV. PROCEDURAL GUIDELINES

- A. Inmates submit a trustee application by using the kiosk on the cellblock.
- B. The Programs/Trustee Officer reviews the request:
 - 1. Eligibility:
 - a. Sentenced inmates take precedence over non-sentenced inmates.
 - b. Unsentenced inmates cannot have a bond higher than \$5,000.00 unless approved by the Support Captain.
 - c. Automatic not eligible:
 - 1) Parole Holds;

- 2) United States Marshal (USM) Holds;
 - 3) Immigrations and Customs Enforcement (ICE) Holds;
 - 4) South Dakota State Penitentiary (SDHP) Hold-Writs; and,
 - 5) Disapproval from the Medical Department
- d. Inmates who have probation violations with or without bond may be considered depending on current charge and sentence on original charge (i.e., whatever charge put them on probation).
- 1) If the inmate had no South Dakota State Penitentiary (SDHP) time suspended or their original charge was a misdemeanor and they will not be sent to the South Dakota State Penitentiary; they are eligible for trustee.
 - 2) Probation violations/holds are reviewed by the Support Captain when the bond and original charge do not meet the established eligibility.
 - 3) 24/7 probation violations are eligible for inside trustee duties without approval by Support Captain.
- e. Inmates classified to Administrative Segregation during this incarceration or during a previous incarceration within the last 5 years, need approval from the Support Captain.
- f. Inmates with Major Rule Violations within the last 30-60 days are ineligible for trustee status until they have a minimum of 30 days good behavior.
- C. All applications are reviewed by medical staff for any medical issues both mental and physical that may prevent the inmate from performing trustee duties.
- D. Once the trustee is assigned, the Classification officer is notified if they inmate's classification requires an override to minimum security.
- E. The Programs/Trustee Officer:
1. Documents the detail assigned and the hours to be worked in the records management system;
 2. Adds the inmate name, booking number, charge, trustee start date, stop date (sentence end), date to medical and trustee assignment on the "Work Release Eligibility Roster."
- F. The Programs Officer calculates any good time and adjusts the inmate's out date accordingly.

1. The out date is calculated from the date of trustee assignment when an inmate is sentenced;
2. Inmates sentenced at a later time are given credit for time accrued prior to sentencing.

PCJ 500.07: Good Time Calculation

Chapter: Program and Activity
Order No:
Effective: November 18, 2014
Revised: November 5, 2014
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5C-12
Classification: Public

I. POLICY

- A. Pennington County offers inmates reductions in their sentences by performing work duties which also provides them opportunities to improve themselves by learning job skills.

II. DEFINITIONS

- A. **Trustee** – An inmate who performs work detail either within or outside the facility.
- B. **Good Time** – A system whereby a convicted offender is credited a set amount of time, which is subtracted from his or her sentence, for specified period of time served as a trustee.

III. GENERAL INFORMATION

- A. All Pennington County Jail inmates may apply to participate in the trustee program, unless specifically noted in the court judgment or ineligibility.
- B. For every five (5) days of trustee status, inmates will be credited one (1) day of good time.
- C. The sentencing judge does not need to authorize early releases and does not need to be notified of early releases.
- D. Trustees who violate jail rules may lose all or part of their good time.
 - 1. The Disciplinary Procedure and Appeal Process will be followed when an inmate violates jail rules.
 - a. The Hearing Officer will adjust the good time after determining disciplinary sanctions.
 - 2. A copy of the hearing board's decision will be sent to the court of jurisdiction and the Court Service Officer when appropriate.

IV. PROCEDURAL GUIDELINES

- A. Once an inmate has been classified as a trustee, the Program/Trustee Officer calculates the new release date taking into account the good time earned.
 - 1. This information is entered in the records management system.
- B. If an inmate quits trustee, the Program/Trustee Officer adjusts the trustee good time to the date of the inmate's resignation, pending disciplinary action.
- C. The Shift Supervisor initiates disciplinary action against the inmate, including a Notice of Rule Violation when the intention is to remove earned good time.

PCJ 510.10: Educational Programs

Chapter: Program and Activity

Order No:

Effective: October 1, 2013

Revised: September 23, 2013

Approved by: Sheriff Kevin Thom

Reference: ACA: 4-ALDF-2A-66, 5A-09-10

Classification: Public

I. POLICY

- A. The Pennington County Jail provides inmates the opportunity to improve their educational levels through access to educational materials and instruction. Inmates are also informed of educational resources available in the community upon their release.

II. DEFINITIONS

- A. **Adult Basic Education Program (ABE)** – program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation necessary to function effectively in society, on a job, or in the family.
- B. **Career Learning Center** – Inmates housed in Work Release may attend Career Learning Center to identify job interests and job skills. The purpose of this program is to develop long term employment for inmates.

III. GENERAL INFORMATION

- A. The Adult Basic Education Program (ABE) is provided to the inmates through the Rapid City Area schools.
- B. The Rapid City Area Schools system provides an instructor for the program.
- C. Advanced educational studies are available by individual request.

IV. PROCEDURAL GUIDELINES

- A. Adult Basic Education Program
 - 1. An assessment is completed on all individuals requesting Adult Basic Education (ABE) to determine if they are appropriate for the program.
 - 2. The results of the assessment and the inmate's educational level are discussed with the inmate.
- B. Advanced Educational Studies

1. If an inmate asks for a correspondence course and educational materials are not available through the facility program unit, the Support Services Captain screens the request to determine if they should be allowed in the facility.
2. If approved, the inmate signs an agreement stating the jail will not be held responsible for lost or stolen educational materials.
3. Also discussed with the inmates are available educational alternatives after release from the jail.

PCJ 520.01: Exercise and Recreation

Chapter: Program and Activity
Order No:
Effective: November 23, 2012
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4C-41, 5C-01-03
Classification: Public

I. POLICY

- A. Inmates have access to exercise opportunities and equipment, including at least one-hour daily of physical exercise outside the cell, and recreation yards, when weather permits. Inmate are also provided opportunities to participate in leisure-time activities outside the cell on a daily basis.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Inmates with appropriate classification levels have access to a variety of dayroom recreational materials, including:
 - 1. Board games;
 - 2. Cards;
 - 3. Television;
 - 4. Puzzles;
 - 5. Books; and,
 - 6. Art supplies, puzzles can be purchased through commissary
- B. Inmates with appropriate classification levels are offered at least one hour per day in the recreation yard scheduled by the officer.
- C. One evening per week may be designated as Movie Night. Inmates may request a specific movie; however, jail staff will ensure that the movie selected is appropriate for a jail setting.
- D. Special activities, including games, holiday-related programs and musical groups might be scheduled in addition to daily activities.

1. Jail staff coordinating the activity ensures there is proper and adequate supervision.
 2. The number of inmates allowed to participate in special activities will be determined by the type of activity.
- E. Recreational equipment and supplies are inspected regularly for damage and possible safety hazards.
1. Repair needs are reported to the maintenance personnel as soon as possible.
 2. The recreation yard may be closed if the equipment is damaged or unsafe.

IV. PROCEDURAL GUIDELINES

- A. The Cellblock Officer inspects all cellblock recreational materials regularly.
1. Requests for replacement items are sent to the Support Captain when necessary.
 2. The Cellblock Officer monitors the use of cellblock recreation equipment. Inmates who abuse them are subject to disciplinary action.
- B. The Cellblock Officer:
1. Inspects and searches the recreation yard before use.
 2. Monitors the inmates in the recreation yard.
- C. The Cellblock Officer has the authority to close the recreation yard if there is any indication of any rule violation occurring or if the game/activity becomes too aggressive.
1. Activities in the recreation yard may include: basketball, handball, aerobic exercise, walking/jogging and hacky sack.
 2. The number of inmates using the recreation yard at any one time will be limited to six.
 3. Inmates from different cellblocks may not use the indoor recreation yard at the same time.
 4. Eating and drinking in the recreation yard is prohibited.
 5. The recreation area is also available to inmates to meet the requirements of physical therapy requirements of inmate treatment plans when necessary.
 6. The recreation yard will be closed at 2130hrs.
- D. The Cellblock Officer reports inactive inmates to Medical staff for individual consideration.

- E. Any injury that is a result of exercising or recreation is immediately reported to the Cellblock Officer.
 - 1. Proper medical attention is given to the inmate. Unless the injury is urgent, inmates must submit a sick call request.

PCJ 530.04: Legal Mail

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-09, 6A-01-01, 6A-04
Classification: Public

I. POLICY

- A. The Pennington County Jail will permit inmates to send sealed letters to specified officials and organizations. Mail to inmates from the specified officials, except the news media, may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing or if the sending party is unknown.

II. DEFINITIONS

- A. **Privileged mail**– Mail to or from officials of federal, state and county courts, Legal Aid Services; county and state officials and officers, including the Governor and County Commissioners; the inmate’s attorney (must be clearly marked “attorney-client mail”); the Sheriff, and the news media.

III. GENERAL INFORMATION

- A. Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following:
 - 1. Courts;
 - 2. Counsel;
 - 3. Pennington County Jail officials;
 - 4. State and local chief executive officers;
 - 5. Paroling authorities;
 - 6. American Civil Liberties Union (ACLU); and/or,
 - 7. Other organizations and officials as designated by the Jail Commander
- B. Unlimited postage is provided to indigent inmates for the purpose of privileged mail.
- C. Mail to inmates from this specied class of persons and organizations will be opened to inspect for contraband and only in the presence of the inmate, unless waived in writing.

IV. PROCEDURAL GUIDELINES

- A. Incoming correspondence from any of the above parties is opened in the presence of the inmate by the Housing Officer and inspected for contraband but not read for content.
 - 1. Justification to read this class of mail may include reasonable cause to believe the letter contains a plan to breach the facility rules, or violate federal or state law.
 - 2. The Security Captain determines if legal mail is to be reviewed.
- B. The Security Captain provides notice in writing any time legal mail is being reviewed for content.

PCJ 530.06: Telephone Access

Chapter: Program and Activity
Order No:
Effective: December 10, 2012
Revised: November 27, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-11-12, 6A-02
Classification: Public

I. POLICY

- A. The Pennington County Jail will permit inmates reasonable access to telephones in order to maintain essential community and legal contacts.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Inmates are ensured access to reasonably priced telephone services.
 - 1. The inmate telephone contract complies with state and federal regulations and is based on rates and surcharges that are commensurate with those charged to the general public for like services.
 - 2. The inmate phone system also provides a broad range of calling options.
- B. Inmates are limited to 15 minutes for each phone call so as to allow equal access to the phones.
 - 1. The inmate telephone contract complies with state and federal regulations and is based on rates and surcharges that are commensurate with those charged to the general public for like services.
 - 2. Legal phone calls are uncensored and not recorded.
- C. Inmates, who do not have an attorney of record, may call an attorney of their choice in an attempt to obtain representation.
- D. Inmates with hearing and/or speech disabilities are allowed access to a Telecommunications Device for the Deaf (TDD). Inmate phones are also equipped with volume control for inmates with hearing impairments.

IV. PROCEDURAL GUIDELINES

- A. During regular dayroom hours, inmates may use the cellblock collect phones located in each dayroom.

- B. Inmates who are unable to contact their attorney because the attorney's phone number has not been entered into the jail's phone system are instructed by the Cellblock Officer to submit an Inmate Request listing the attorney's phone number to the Support Captain.
- C. The Support Captain ensures the phone number is entered into the jail's phone system as "free" and "do not record."
- D. Inmates' attempting to contact an out-of-state attorney, has to call collect, or the operator indicates the call is subject to monitoring at any time, are instructed by the Cellblock Officer to submit a request form to the Support Captain.
- E. The Support Captain ensures the number is entered into the jail's phone system as "free" and "do not record."
- F. The Receptionist during weekly hours and the Control Room Operator after hours and weekends, take incoming messages from attorneys.
- G. The Receptionist and/or Control Room Operator send the cellblock an e-mail listing the inmate, attorney's name and phone number.
- H. The Cellblock Officer:
 - 1. Delivers the message to the inmate;
 - 2. Responds to the e-mail with "message delivered;" and,
 - 3. Logs in the inmate Activity Log that the message has been delivered.

PCJ 530.07: Professional Visitation

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-01-04, 5C-21, 6A-02
Classification: Public

I. POLICY

- A. The Pennington County jail accommodates professional visits as time and staff allow.

II. DEFINITIONS

- A. **Criminal Justice Professionals** – Professionals who are part of the criminal justice system, i.e. probation, parole, court services officers, social services officers, attorneys (prosecuting or defense) and paralegals.
- B. **Other Professionals** – Professionals not part of the criminal justice system or Religious Advisory Committee, i.e., counselors, clergy, etc.
- C. **Professional Visitation Pass** – Form filled out prior to entering the secure perimeter with the following information used to track visitors' location/movement: Name, identification number (if given a badge), inmate name(s), and cellblock locations(s).
- D. **Religious Advisory Committee** – Ordained and/or recognized religious leaders representing each historical religious groupings. Members are allowed access to all part of the jail to provide religious liaison and counsel to the inmates of the Pennington County Jail.

III. GENERAL INFORMATION

- A. Professional Visitation within the secure perimeter is allowed for those visitors who are part of the criminal justice system, Religious Advisory Committee, or otherwise authorized by administration.
 - 1. Other Professional visitation not allowed within the secure perimeter will be conducted via the video visitation monitors.
 - 2. Photo identification is required.
 - 3. Clergy who are not part of the Religious Advisory Committee must provide documentation of religious leadership.
 - a. Certificate of ordination is acceptable documentation.

- B. Items not allowed within the secure perimeter:
 - 1. Weapons,
 - 2. Purses,
 - 3. Briefcases,
 - 4. Tobacco products,
 - 5. Lighters,
 - 6. Matches,
 - 7. Cell phones,
 - 8. Beepers, etc.
- C. Laptops are allowed with prior authorization from Jail Commander or designee.
- D. Professional visitation is not allowed during the following times:
 - 1. When preparing for court,
 - 2. Meal times,
 - 3. Lockdown times,
 - 4. Emergency situations within the facility.
- E. If space is not available, the visitor will be asked to wait until space becomes available.
- F. Inmates may decline to see any visitor.

IV. PROCEDURAL GUIDELINES

- A. All professional visitors check in through the Front Desk Receptionist of the jail lobby during regular business hours.
 - 1. After 5:00 p.m., professionals will check in with the Control Room Operator.
- B. The Receptionist/Control Room Operator verifies identification.
- C. If the visitor is a Criminal Justice Professional:
 - 1. The Receptionist/Control Room Operator has the professional fill out the Professional Visitation Pass.
 - a. During regular business hours; the Receptionist keeps the pink copy of the pass.

- b. After regular business hours; the Control Room Operator keeps the pink and yellow copy.
 2. The Receptionist/Control Room Operator issues an identification badge if professional does not already have one.
 - a. The Receptionist/Control Room Operator keeps the professional's identification until the professional leaves the facility.
 3. The Receptionist/Control Room Operator informs the visitor of the inmates' locations(s).
 4. During regular business hours, the professional gives the Control Room Operator the yellow copy of the Professional Visitor Pass.
 5. Upon entering the cellblock, the professional presents the Professional Visitation Pass to the Cellblock Officer.
 6. The Cellblock Officer:
 - a. Records the professional's arrival time on the pass.
 - b. Keeps the pass at the officer's desk until the visit concludes.
 - c. Directs the professional to an interview room with the inmate.
 7. Upon conclusion of the visit, the Cellblock Officer records the departure time of the professional.
 8. If visiting more than one inmate, the professional repeats steps 6-10 for each inmate.
 9. The professional returns the pass to the Receptionist/Control Room Operator on the way out of the facility.
 10. The Receptionist/Control Room Operator returns the visitor's identification in exchange for the badge.
 11. The Receptionist/Control Room Operator logs the visit(s) in the computer system using the times on the Visitation Pass.
- D. If the visitor is a Religious Advisory Committee member:
 1. The Receptionist/Control Room Operator verifies the visitor is on the Religious Advisory Committee.
 2. The Receptionist/Control Room Operator has the visitor sign the Programs/Volunteer sign-in book with their name and arrival time.
 3. The Receptionist/Control Room Operator gives the visitor a "Clergy" badge if they don't already have one.

- a. The visitor's identification is kept at the front desk/control room during the visit.
 4. Upon completion of visit(s), the Receptionist/Control Room Operator returns the visitor's identification in exchange for the "Clergy" badge.
 5. The visitor writes their departure time in the Programs/Volunteer sign-in book.
- E. If the visitor is any other Professional:
1. The Receptionist:
 - a. Verifies the identity and affiliation of the visitor;
 - b. Contacts the Cellblock Officer to inquire if the inmate will accept the visit;
 - c. Logs the visit in the computer under the inmate's booking number;
 - d. Directs the visitor to a video visitation booth;
 - e. Informs the Cellblock Officer of which booth to put the inmate in; and,
 - f. Starts the video visitation monitor.
 2. The visit ends when either the inmate or the visitor hangs up.

PCJ 530.08: Visitation

Chapter: Inmate Programs
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-01-04
Classification: Public

I. POLICY

- A. The Pennington County Jail allows inmates visitation under conditions which are consistent with the security of the facility to maintain ties with their families and community.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Sufficient space is provided for inmate visitation and for appropriate screening and searching of inmates and visitors.
- B. Lockers are provided for the storage of visitors' coats, handbags and other personal items not allowed within the visiting area.
- C. Every inmate is allowed at least one 20 minute visit three times a week.
 - 1. Length of visits is limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitation.
 - 2. Visits for inmates on special management must be scheduled one day in advance.
- D. Visitation is completed via television monitors.
- E. Visitors over the age of 18 must present their government issued identification i.e. driver's license, tribal id, military id, etc. at each visitation check in.
- F. Visits are limited to 3 persons (including infants and children) per visit.
 - 1. Visitors under the age of 18 are allowed to visit only when accompanied by an adult.
 - 2. The number of visitors may be limited by the Jail Commander or his designee for security precautions.

- a. The reason(s) for the limitation will be documented in the inmate's file.
- G. Special visits may be approved by the Security Lieutenant when special conditions exist, i.e. family emergency, etc.
- H. Visits between inmates housed in the facility are authorized by the Security Captain only.
- I. Inmates may request extended visits for visitors traveling distances of over 150 miles.
 - 1. The request is to be approved by the Shift Supervisor.
 - 2. Documentation of distance will be required.
- J. Visits may be denied:
 - 1. The inmate or the visitor is disruptive or dangerous.
 - 2. The visitor appears to be under the influence of drugs or alcohol.
 - 3. The visitor refuses to show or does not possess identification.
 - 4. The inmate refused the visit.
 - 5. Any weapon or contraband is detected on the visitor.
 - 6. The visitor violates any rules of the facility.
 - 7. The Jail Commander or designee denies the visit for security reasons.

IV. PROCEDURAL GUIDELINES

- A. The visitor contacts the receptionist on the day they wish to visit, either in person or by phone, during the designated time frame for visitation scheduling.
 - 1. The visitor provides the following:
 - a. Name(s) of the inmates(s) they wish to visit.
 - b. Time(s) they wish to visit
 - c. Name(s) of the visitor(s)
 - d. Date(s) of birth
 - e. Relationship(s) to inmate(s)
 - 2. The receptionist logs the above information into the computer system.
 - 3. The receptionist confirms the time of the visit prior to the visitor leaving/hanging up.
- B. The receptionist completes a warrants check on all visitors.

1. The Pennington County Sheriff's Office Warrants Division is immediately notified of any positive warrant check.

C. Prior to starting a visit, the receptionist:

1. Verifies the identities of the visitor(s);
2. Informs the visitor(s) which booth to go to and how to operate the visitation equipment;
3. Announces when visitors may go to their respective booths; and,
4. Connects the inmate's visitation monitor to the visitor's monitor via computer.

PCJ 530.08.01: Department of Social Services Visitation

Chapter: Program and Activity
Order No:
Effective: June 3, 2013
Revised: May 29, 2013
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-01-04
Classification: Public

I. POLICY

- A. The Pennington County Jail accommodates the Department of Social Service visits between inmates and children as time and staff allows in order to maintain ties with their families.

II. DEFINITIONS

- A. **Department of Social Services (DSS):** Professionals who are part of the criminal justice system, i.e. child welfare, social services.
- B. **Skype:** Computer software that allows a spoken conversation with someone over the Internet, frequently also viewing by webcam.
- C. **DSS Visitation:** Visitation either by Skype or on-sight face to face communication, under the supervision of the DSS staff.

III. GENERAL INFORMATION

- A. Department of Social Services (DSS) visitation within the secure perimeter is allowed for those visitors who are part of the criminal justice system.
 - 1. Photo identification is required.
 - 2. Prior arrangements must be made through the front desk staff.
- B. Items not allowed within the secure perimeter:
 - 1. Weapons,
 - 2. Purses or Diaper bags,
 - 3. Tobacco products,
 - 4. Lighters,
 - 5. Matches,
 - 6. Cell phones, and/or;
 - 7. Beepers, etc.

8. Cameras may be allowed under certain circumstances with prior approval from the Jail Commander or designee.
- C. On sight DSS visitation is allowed from 1400-1500 in the vacant programming room on 1st floor.
 1. Consideration will be given to after-hours visitation as deemed appropriate by the Shift Supervisor.
 2. If space is not available, the visitor will be asked to wait until space becomes available.
 - D. Skype visitation will occur upon the availability of the interview room on each cellblock, excluding maximum security.
 - E. Skype visitation is not allowed during the following times:
 1. Court preparation,
 2. Meal times,
 3. Lockdown times,
 4. Emergency situations within the facility.
 - F. The laptops designated for DSS Skype visitation will be maintained in the supervisor's office.
 - G. Inmates may decline to see any visitor.

IV. PROCEDURAL GUIDELINES

- A. DSS staff makes contact with front desk staff twenty-four hours prior to the anticipated visit.
- B. The front desk staff verifies the requested means of visitation:
 1. Contact visit;
 2. Skype; or,
 3. Video visitation.
- C. The front desk staff logs the visit(s) in the computer.
- D. The DSS employee checks in through the front desk of the jail lobby prior to the scheduled visit.
 1. After 5:00pm, check in is with the Control Room Operator.
- E. The Receptionist/Control Room Operator:
 1. Verifies the visit;

2. Verifies identification;
 3. Issues a No Escort Required badge;
 4. Maintains the DSS employee's identification until they leave the facility;
 5. Calls the staging officer to have the program room unsecured;
 6. Directs DSS staff and visitors in to the secure side, directing them to the 1st floor program room; and,
 7. Calls the cellblock to have the inmate sent down.
- F. When a Skype visit is scheduled, the Receptionist/Control Room Operator notifies the Shift Supervisor.
1. The Shift Supervisor makes arrangements for the laptop to be utilized in the inmate's cellblock interview room.
 2. The Cellblock Officer or Shift Supervisor connects the visit for the inmate.
- G. When video visitation is scheduled, the Receptionist/Control Room Operator notifies the Cellblock Officer to put the inmate in an available booth.

PCJ 530.09: Contact Visits

Chapter: Program and Activity
Order No:
Effective: November 23, 2012
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2C-04, 5B-01-04
Classification: Public

I. POLICY

- A. The Pennington County Jail allows inmates contact visits to maintain ties with their families.

II. DEFINITIONS

- A. **Family-** Spouse (includes common law), children, grandchildren, stepchild, parent, stepparent, brother, sister, grandparent, mother-in-law, father-in-law, sister-in-law (wife of brother), brother-in-law (husband of sister).
- B. **Prohibited Attire-** Dresses, skirts, pants and shorts exposing more than three inches above the knee, including slits, when standing; clothing that exposes breast/chest area, genital area or buttocks; sheer or transparent garments; strapless or “spaghetti” strap tops; clothing exposing the midriff area; gang affiliated clothing.
- C. **Strip Search-** An examination of an inmate’s/residents naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual’s clothing while it is not being worn.

III. GENERAL INFORMATION

- A. Inmates of the Pennington County Jail may be granted one 30-minute contact visit with family every 60 days under the following conditions:
 - 1. Inmate has been incarcerated for 60 days or more.
 - 2. Inmate has not previously had a contact visit within the past 60 days.
 - 3. Inmates awaiting transfer to another long-term facility i.e. state or federal institutions, may be granted a contact visit if incarcerated for 30 days or more.
 - a. Any variations from the 30-day rule will be reviewed by the Security Lieutenant.
 - 4. Family members traveling a distance of 150 miles or more may be granted one 60-minutes contact visit every 60 days.
 - a. Verification of residence must be provided prior to the visit.

- B. Contact visits will be conducted in the Multipurpose Room under staff supervision.
- C. Visitors are required to present identification during check in for their visit.
 - 1. Those 18 years and older are required to show picture identification showing date of birth.
 - a. Accepted picture identification include: state issued driver's license, state issued identification, military identification and tribal identification.
 - 2. Birth certificate(s) adoption paperwork for all children showing proof the inmate is the legal parent.
 - 3. Common law spouses are required to bring documentation proving same residency for the past 5 years i.e. phone bill, water bill, cable bill, etc.
- D. Visitors are not allowed to enter the secure area of the facility with: handbags, paper sacks, any other type of carrying case, cell phones or pagers, tobacco or tobacco products, lighters/matches, food or drink, cameras or any other type of electronic device, weapons.
 - 1. These items may be stored in the coin-operated lockers in the lobby or lift in your vehicle.
- E. Visitors will pass through the metal detector.
 - 1. Visitors may be pat searched for security reasons and upon the approval of the Jail Commander.
- F. Inmates and visitors are allowed to briefly embrace and kiss at the beginning and end of their visit.
 - 1. No physical contact is allowed during the visit.
- G. Inmates cannot receive any items, gifts, money, jewelry or documents during the visit.
- H. Contact visits may be denied/terminated for the following reasons:
 - 1. Inmate behavior has been disruptive to facility operations and/or is a security risk.
 - 2. Visitor does not provide proper identification/documentation.
 - 3. Visitor behavior is disruptive.
 - 4. Visitor is under the influence of drugs and/or alcohol.
 - 5. Visitors wearing prohibited attire or altered clothing once inside the visiting area.

IV. PROCEDURAL GUIDELINES

- A. Inmates request a contact visit by submitting a visit request form with the following information:
 - 1. Names of visitors (limit of 3),
 - 2. Relationship of visitors,
 - 3. Ages/date of birth of visitors,
 - 4. Addresses of visitors.
- B. The designated Shift Supervisor reviews the request.
 - 1. If denied, supervisors must document reason for denying a contact visit.
 - a. Documentation is kept in the inmate's file.
 - b. Supervisors notify the Security Lieutenant any time a contact visit has been denied.
 - 2. Once approved, the Supervisor schedules the date and time for the contact visit.
- C. Clerical staff sends out letters notifying family of their scheduled visit.
- D. Visitors check in with the front desk at least 15 minutes prior to the start of the visit providing the required identification.
- E. Clerical staff informs visitors, staff will be out to escort them to their visit.
- F. Correctional staff pat searches inmates going to contact visit.
- G. Staff briefs the visitors on the rules while escorting them to the visiting area.
- H. Upon completion of the contact visit, inmates are sent to booking to be strip searched by the designated officer.

PCJ 530.10: Visitor Registration

Chapter: Inmate Programs
Order No:
Effective: December 10, 2012
Revised: November 26, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-5B-04
Classification: Public

I. POLICY

- A. Visitors are required to register upon entry into the facility and may also be searched under specific circumstances to ensure the safety of the facility.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. Each visitor will check in with the Receptionist during normal business hours and with the Control Room after business hours and on weekends.
- B. Each visitor over the age of 18 is required to present their government issued identification, i.e. driver's license, tribal ID or military ID.
 - 1. No person under the age of 18 is allowed to visit without being accompanied by an adult.
- C. Searches of visitors will include use of metal detection equipment and visual inspection.
 - 1. If there continues to be reasonable suspicion that the visitor is carrying contraband, a further consensual search may be undertaken.
- D. Pat or strip searches will not be conducted on visitors unless authorized by the Jail Commander and then only with reasonable cause when the security of the facility and the welfare of inmates and staff is clearly endangered.
 - 1. If a visitor refuses a search, the visit will be denied and the receptionist will note the reason for denial on an incident report.
- E. The Receptionist will maintain a record of all approved visitors & each visit is documented in the computer.
- F. Any unusual incidents will be documented and forwarded to the Jail Commander or designee.

IV. PROCEDURAL GUIDELINES

A. The Receptionist:

1. Verifies identity with the visitors' picture identification;
2. Directs visitor(s) where to go.

B. Visitor(s) pass through metal detector.

1. If the metal detector sounds, the visitor is asked to come back through and remove any possible items that may have set the detector off.
2. The visitor again passes through the metal detector.
3. If the metal detector again sounds, the Receptionist uses the hand held metal detector to scan over the visitor.
4. Once cleared, the visitor is allowed to proceed to their visit.

PCJ 540.01: Library Services

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-2A-63, 2A-66, 5C-05
Classification: Public

I. POLICY

- A. The Pennington County Jail provides reading and reference materials for the recreational and educational benefit of the inmates.

II. DEFINITIONS

- A. None

III. GENERAL INFORMATION

- A. The Jail maintains a variety of reading and reference books and other materials.
- B. Hardcover books and magazines are not allowed in maximum security cellblocks.
- C. The Support Captain coordinates and supervises the reading and reference books and other materials.
 - 1. The Support Captain or designee will select materials that serve the interests and need of the inmates and the Jail.
 - a. Input from inmates and the reading levels of the inmates will be considered in such selection.
 - b. Materials will be selected to meet the educational and recreational needs of the inmates, from the supply of materials available.

IV. PROCEDURAL GUIDELINES

- A. Library materials are delivered to inmate housing units on library carts.
- B. The library carts are regularly restocked with a rotating selection of books and other recreational materials.
- C. The Program Officer:
 - 1. Conducts a quarterly review of the contents of the library materials and makes recommendations for improvement, as appropriate.
 - 2. Arranges to replace lost or worn out books, as needed.

3. Assigns a trustee to manage the library materials:
 - a. Sorting and managing the books;
 - b. Rotating materials on the cellblock carts;
 - c. Making minor repairs to the library books;
 - d. Informing the program staff of materials that need replacement; and,
 - e. Delivering library materials to the housing units.
- D. The Housing Officer searches the library carts, books and materials before the cart is removed from or returned to the housing unit.

PCJ 550.01: Religious Advisory Committee

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 9, 2012
Reference: ACA: 4-ALDF-5C-18-22
Classification: Public

I. POLICY

- A. The Pennington County Jail supports a Religious Advisory Committee to provide religious liaison and counsel to the inmates and to advise the Jail Commander on religious programming

II. DEFINITIONS

- A. **Religious Advisory Committee-** Composed of a representative from each historical religious grouping within the Rapid City area and one Jail staff member designated by the Jail Commander. Members are allowed access to all parts of the jail to provide religious liaison and counsel to the inmates of the Pennington County Jail.
- B. **Volunteer Lay Chaplain-** Designated member of the Religious Advisory Committee who conducts visitation with the inmates, makes necessary referrals to the appropriate Religious Advisory Committee members, and participates in planning approved religious programs. The volunteer Lay Chaplain has physical access to all areas of the facility to minister to inmates and staff.

III. GENERAL INFORMATION

- A. The Jail organizes and maintains a Religious Advisory Committee to provide religious liaison and counsel to inmates and to advise the Jail on religious programming.
- B. The Jail designates a Lay Chaplain to conduct visitation, make referrals and participate in planning religious programs.
- C. All Religious Advisory Committee members are ordained and/or recognized religious leaders of their faith, with the exception of the Jail staff member designated by the Jail Commander.

IV. PROCEDURAL GUIDELINES

- A. The Religious Advisory Committee members monitor the Jail's religious programming to ensure equal representation of all faiths.
 - 1. The Religious Advisory Committee members review the credentials and written applications of those who wish to volunteer for religious programs, recommends approval or denial of such applicants, and monitors the approved volunteers.

2. The Support Captain presents to the Religious Advisory Committee an outline of new religious programs, if any, and how the programs will be conducted.
3. The Religious Advisory Committee approves or denies the programs.

B. Visitation

1. The Religious Advisory Committee members act as volunteer chaplains for the inmates of the Jail and are allowed access to all housing areas of the facility.
2. The Religious Advisory Committee members may conduct one-on-one visitation with inmates, as requested by the inmate.
3. The Religious Advisory Committee members assist inmates in contacting religious leaders of an inmate's faith, if not represented by those on the Religious Advisory Committee.
 - a. The person to be contacted must have the appropriate credentials from the faith's judicatory and may minister to the inmate under the supervision of the volunteer Lay Chaplain.

C. Qualifications/Appointments

1. Prior to appointment by the Jail Commander or designee, each prospective member of the Religious Advisory Committee, that is not a Jail staff member, must:
 - a. Complete a volunteer application;
 - b. Show proof of ordination;
 - c. Show picture identification;
 - d. Submit a letter from their own congregation stating that they wish to be represented by the applicant; and,
 - e. Submit two letters from other area ministers who know of and approve of their ministry.
2. The Religious Advisory Committee reviews each applicant and makes a recommendation to the Support Captain.
3. The Jail Commander makes the final decision of all appointments to the Religious Advisory Committee.

PCJ 550.02: Religion

Chapter: Program and Activity
Order No:
Effective: January 1, 2013
Revised: November 23, 2012
Approved by: Sheriff Kevin Thom
Reference: ACA: 4-ALDF-4A-10, 5C-17-18, 5C-21-24
Classification: Public

I. POLICY

- A. Inmates are allowed the opportunity to participate in practices of their religious faith, unless deemed a threat to the security of the facility and/or the safety of staff, volunteers or inmates.

II. DEFINITIONS

- A. **Religious Advisory Committee-** Composed of a representative from each historical religious grouping within the Rapid City area and one jail staff member designated by the Jail Commander. Members are allowed access to all parts of the jail to provide religious liaison and counsel to the inmates of the Pennington Country Jail.
- B. **Volunteer Lay Chaplain-** The Jail Commander designates a member of the Religious Advisory Committee to serve as the volunteer Lay Chaplain. The Lay Chaplain conducts visitation with the inmates, makes necessary referrals to the appropriate Religious Advisory Committee members, and participates in planning approved religious programs. The volunteer Lay Chaplain has physical access to all areas of the facility to minister to inmates and staff.

III. GENERAL INFORMATION

- A. Program Supervision
 - 1. All religious programs offered in the Jail are under the direction and supervision of the Support Captain and the Religious Advisory Committee.
 - 2. Religious professionals and volunteers who want to provide or participate in scheduled religious programs must submit a volunteer application.
 - a. The Religious Advisory Committee and the Jail Commander or designee will approve each religious volunteer.
 - b. They also must successfully complete a volunteer orientation.
 - 3. All religious programs are conducted by authorized and approved religious professionals or volunteers.
- B. Program Availability

1. Religious services and programs will be available to all inmates on a voluntary basis-no inmate will be compelled to attend.
 2. The number of inmates attending a religious program may be restricted to maintain order and security.
 3. The Jail will provide the necessary space and equipment to operate approved religious programs.
 - a. Non-inmate clerical staff is available for confidential materials.
 4. The Religious Advisory Committee, in cooperation with the Jail Commander or designee, develops and maintains communications with faith communities and approves donations of equipment or material for use in religious programs.
 5. It is the intent of the Jail to have religious books and other materials available from various sources, although it should be understood that the Jail is not obligated to make such purchases.
- C. All religious volunteers must check-in at the reception area or the Control Room after hours and on weekends, prior to being authorized admittance into the facility.
1. All religious volunteers are subject to search and must comply with all facility regulations and staff directives.
 2. Persons conducting religious programs are responsible for supervising inmates attending such programs.
 3. Jail staff periodically monitors the programs to ensure adequate security.
- D. A schedule of all religious programs is available on each cellblock.
1. The Jail schedules religious programs based on space, time, volunteer availability and staff availability.
 2. Special programs may be scheduled for other times with the approval of the Support Captain.
 3. The maximum number of volunteers/professionals conducting a religious program is four, unless prior approval for additional persons is obtained from the Support Captain.
- E. Religious Materials
1. Inmates may have access to religious publications of their faith, subject to the security and safety of the jail.
 2. The Support Captain, with the assistance of the Religious Advisory Committee when required, will review all religious literature entering the institution, under the following guidelines:

- a. It is brought in by ordained ministers or mailed from publishers;
- b. Meets all security requirements for the inmate's classification/housing level
- c. It is not of a nature intending to incite disruptions or create security problems.

F. Marriage

1. No special arrangements will be made by the Jail staff to accommodate a marriage.
2. Marriages are not scheduled by the Jail, but may take place during regular visitation times through the visitation booth.
3. It is the responsibility of the person who is not incarcerated to make arrangements for the person to perform the ceremony.
4. One additional visitor will be permitted to act as a second witness to the union.
5. Marriage between inmates is not permitted.

G. Religious Medallions/Objects

1. All religious medallions/objects must be approved by the Support Captain.
 - a. They must not interfere with the safe and orderly conduct of the Jail.
 - 1) Other objects of religious nature may be retained by inmates, subject to security inspection and regulations regarding authorized property.
2. To possess an Eagle Feather for religious purposes, inmates must comply with Federal Regulation 22.22.

IV. PROCEDURAL GUIDELINES

A. To attend a program or visit with a member of the Religious Advisory Committee:

1. An inmate submits a request via the kiosk
2. The Program Officer reviews the request.
 - a. Only those inmates approved for a program may attend.
3. The inmate is scheduled for the program or the Religious Advisory Committee member is notified of the inmate's request.

B. To request a visit with their own clergy:

1. The inmate submits a request via the kiosk.

- a. Inmates who have requested a visit by their clergy and have been approved by the Support Captain may be permitted to conduct face to face visitation within the secure portion of the Jail.

- 1) Consideration for approval of such visits includes:

- i. Verification that the inmate is a member of the organized religion of which they are requesting the visit;
 - ii. Verification that the inmate and the clergy of the organized religion have an established relationship in which the inmate and the clergy wish to continue.
 - iii. If it cannot be verified that there is a clearly established relationship between the clergy and the inmate, or that the inmate is a member of the organized religion with which the clergy represents, then the visit is conducted through the normal visitation booth.
 - iv. Emergency visits are allowed, if approved by the Jail Commander or designee.

- C. Inmates classified as minimum security and housed in Work Release may attend one worship service or one bible study per week outside of the Jail, if in the Rapid City area and if approved by the Work Release Coordinator.

- 1. The inmate must complete an inmate request form with the following information:

- a. Name of the church;
 - b. Address and phone number of the church;
 - c. Date and time of services/bible study;
 - d. Transportation to be used; and,
 - e. Name of the pastor.

- 2. Trustees are transported by an adult designated by the church who will be attending the services with the inmate.

- a. If no transport is available, the inmate may be approved to walk to the services or take public transportation.
 - b. An inmate who fails to follow these guidelines is not allowed to participate in religious activities outside the jail and may be subject to further disciplinary action.

- D. Baptism

1. Baptism may be allowed in the facility as long as it does not interfere with the normal operations of the facility.
2. It is the inmate's responsibility to make the initial contact with the clergy.
3. If the clergy agrees to perform the baptism, the inmate may request the ceremony by submitting a written request to the Support Captain or designee listing the following:
 - a. Name, address and phone number of clergy to perform the ceremony;
 - b. Name of the organized religion; and,
 - c. Estimated length of the ceremony.
4. The Support Captain or designee reviews the request, contacts the clergy to ensure that the ceremony does not interfere with the normal operation of the facility and if appropriate, sets a time for the ceremony.
 - a. Full or partial submersion baptisms are not permitted.