



Brooks County Jail Standard Operating Procedure

The following is a list of personnel for contact position in this Standard Operating Procedures Manual:

Sheriff.....Mike Dewey

Jail Operations Administrator.....Capt. Scott Boutwell

Chief of Administration.....Lt. Darlene Wooten

Chief of Corrections.....Lt. Courtney Giddens

- Call- In: If an employee calls in on their schedule shift that person will notify the shift supervisor 3 hours before their schedule shift. Shift supervisor will notify the Jail Administrator. All employees that call in are granted one day if they are sick, emergency ect. If the employee sees that he/she will not be able to come the following day he/she needs to notify the shift supervisor 3 hour prior to their schedule shift. upon returning back to work, that person will have to have a Dr. excuse showing that he/she are able to perform his/ her regular job duties.
- Insubordination – Defiance of Authority, refusal to carry out proper orders, insolence, arguing with supervisor, using obscene language towards supervisor will NOT be tolerated and shall call for immediate action.
- Making false, malicious, unfound or irresponsible statements against other employees, supervisors, or elect officials with intent to destroy or damage the reputation or authority of said official, will NOT be tolerated.
- Rude, boisterous play which adversely affects production, discipline or morale, quarreling, or inciting a quarrel will NOT be tolerated.
- Fighting or threatening to inflict bodily harm on another will Not be tolerated.
- Gambling during working hours with civilians or other officers will NOT be tolerated.
- No officers will play any web games or check web pages such as MySpace, Tagged or Face Book. If caught, such activities will result in immediate action.
- Drinking, using intoxicating drugs, selling same, or reporting for work impaired by intoxicating drinks or drugs will NOT be tolerated.
- Your off duty time is your own, if it does not reflect a bad image on this Department. Drinking and becoming boisterous at nightclubs will NOT be tolerated and will be dealt with SEVERLY.
- Loafing or sleeping on the job will NOT be tolerated.

- Deliberate misrepresentation, falsification, exaggeration, or concealment of information entered on Official Documents will NOT be tolerated.
- Theft, actual or attempted, or wrongful appropriation or property not rightfully your own shall be dealt with SEVERLY.
- Deliberate damage, destruction, or unauthorized use of department property will NOT be tolerated.
- The shift schedule is to be adhered to for duty assignments and off days. There will be no changes made unless the supervisor or acting supervisor is notified.

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TITLE ESTABLISHMENT OF JAIL OPERATIONS MANUAL			POLICY NUMBER 2014-XXX	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
<input checked="" type="checkbox"/> NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER GA Standards for Adult Pre-Trial Detention Facilities-1.04	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

It is the policy of the Brooks County Sheriff's Office to provide its employees with a series of General Orders providing guidance and directives relevant to the operation and administration of the Brooks County Jail. Through the issuance of this General Order, the sheriff hereby establishes the Jail Operations Manual as the official departmental policy to which all Jail division personnel shall conform in performance of their official duties as a detention officer employed by the Brooks County Sheriff.

II. PROCEDURE

A. DEFINITIONS

Agency

The Brooks County Sheriff's Office

General Orders

Written directives from the Sheriff announcing changes in Agency rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order. General Orders are consecutively numbered. They will state the year and Order number (Example: 1998-01).

Special Orders

Self-canceling or temporary written directives by the Sheriff or his designee. Special Orders will include the effective dates and the date of issue. Special Orders are normally used by the Sheriff to affect the employment status of Jail Officers or to change assignments.

Memoranda

A written document used to disseminate general information from the Sheriff or his designee.

Standard Operating Procedures (SOPs)

A written directive from the Sheriff which explains the specific procedures to be followed under certain circumstances. Standard Operating Procedures will remain in effect until rescinded or updated.

B. Overview

1. A Jail Operations Policy and Procedure Manual is hereby established. All personnel assigned to the Jail Operations Division are responsible for knowing, understanding, and conforming to the Manual's contents. Any questions about this Manual shall be brought to the attention of the jail officer's immediate supervisor.

This Manual provides only internal Agency guidance. It is not intended to, does not, and may not be relied on to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. No limitations are hereby placed on otherwise lawful actions that the Agency may undertake.

This Manual is intended to be comprehensive. If, at any time, the current contents of the Manual conflict with earlier Agency statements, policies, procedures, or rules, the content of the current version of the Manual will be the controlling factor. Should a situation arise upon which an Agency policy or procedure predating this Manual relates to a subject not covered by the Manual, the prior statement controls, but this situation should be brought to the attention of the Jail Officer's immediate supervisor or the Sheriff.

This Manual is a composite of current policies, procedures and rules pertaining to the Agency. All existing manuals, orders, or other regulations that are in conflict with the contents of this Manual are hereby revoked. Those orders and regulations that are not revoked shall remain in effect.

Any section, sub-section, item, clause, or phrase which is found to be in contravention of the laws of this State, or of the United States, or the decisions of the Courts of this State or the United States Supreme Court shall

be null and void. All other sections, sub-sections, items, clauses and phrases shall remain in full force and effect.

2. The Manual was written to emphasize safety issues, areas of high liability, and the overall efficiency and effectiveness of general agency operations. Additional requirements pertaining to specialized areas within the Agency will be addressed at a divisional level.

C. Responsibility/Distribution

1. Copies of the Manual shall be issued by serial number to all personnel of the Division, and shall remain the property of the Agency.
2. Each Jail Officer shall be responsible for the maintenance and care of their Manual and shall update the Manual as revisions, deletions, and additions are made.
3. Distribution shall be through the shift supervisor who will maintain the distribution log. Jail Officers shall initial the distribution log after receiving each addition, revision, or deletion to the Manual.
4. Employees who are issued a copy of the Manual shall return it upon separation of employment with the Brooks County Sheriff's Office. Employees unable to produce their assigned copy of the Manual shall be required to compensate the Brooks County Sheriff's Office for replacement costs, with a notation of the loss placed in their personnel folder.
5. Employees who are issued a copy of the Manual are required to report the loss/theft of the manual as soon as possible, upon discovery that their copy is missing.

D. Additions/Deletions/Revisions

1. All clarification and changes to this Manual will be in the form of general orders, special orders, memoranda and standard operating procedures.
2. Supervisors shall conduct annual inspections of their subordinates' Manuals to ensure they are current.
3. Maintaining, updating, publishing, or distributing electronic copies of the Manual shall be the responsibility of the **Designated Person**.

TITLE MISSION STATEMENT FOR JAIL OPERATION			POLICY NUMBER 2014-XXX
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
<input checked="" type="checkbox"/> NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER GA Standards for Adult Pre-Trial Detention Facilities-1.06
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

POLICY

It is the policy of the Brooks County Sheriff's Office to establish the philosophy under which the Jail Operations Division will function, and provide a clear explanation of the over all mission for the division.

The Brooks County Sheriff establishes the following Mission Statement which identifies the department's organizational philosophy and practices.

MISSION STATEMENT

The purpose of the Brooks County Jail is to provide the highest degree of security for the citizens of Brooks County, and safety for both the staff and the inmates of the detention system in a professional and cost efficient manner. The facility staff has the responsibility to provide and operate a facility as efficiently and effectively as possible while performing its mission, and planning creatively today for future criminal justice needs.

The facility will provide secure, constitutional and humane care for adult male and female inmates consistent with the United States and the State of Georgia Constitutions and Georgia Jail Standards for:

Inmates on pretrial status until disposition of their cases;

Post trial inmates sentenced to the facility until their sentence has been served.

The facility will serve the needs of all user agencies and individuals including inmates, staff, law enforcement, judicial authorities, attorneys, community service

providers, clergy, and visitors.

The philosophy of the facility is predicated upon two underlying assumptions:

Incarceration is, in and of itself, punishment.

All inmates shall be accountable for their actions while confined in the Brooks County Jail.

The Brooks County Sheriff recognizes that detention of pretrial inmates is not for punishment, as guilt has not yet been determined. The purpose of pretrial detention is:

To ensure appearance of the accused at trial.

The purpose of Post trial incarceration is:

Punish through loss of freedom and deter from further criminal and or antisocial behavior.

To incapacitate those who may commit additional crimes.

To aid and assist those inmates who show a desire and interest in self-improvement. This will be accomplished by allowing selected inmates to participate in educational, religious, mental health, substance abuse and employment counseling and treatment services.

Additionally, the Brooks County Jail must meet three basic responsibilities for its user constituencies, which include the inmate population, facility staff, visitors to the center and other professionals who use or visit the facility. These responsibilities are Safety, Security, and Service.

With regard to safety, the Brooks County Jail will protect all persons who enter the facility. A safe, secure and orderly environment for all users, staff, inmates and visitors will be achieved to assure they are not subjected to physical, emotional or psychological abuse, and to minimize personal danger while in the facility. Inmate disciplinary and grievance procedures shall be followed to maintain facility order and resolution of grievances.

With regard to service, The Brooks County Jail shall be aware of the need to reduce prisoner idleness and to conserve and promote human dignity when possible. Inmate labor will be utilized to minimize operational costs and minimize idleness in such areas as facility sanitation, food services, and laundry services. Inmates will have access to services for self development, general counseling, alcohol and drug counseling, and adult basic education programs in order to prepare themselves for eventual return to the community.

With regard to security, the Brooks County Jail will provide adequate numbers of

trained detention personnel whose primary responsibilities are to ensure facility security, staff, inmate and visitor safety, inmate care and supervision required for response to basic needs of inmates consistent with a constitutional and humane environment, and the encouragement and reinforcement of positive inmate behavior. Personal supervision of inmates will be utilized to the fullest extent possible to promote safety and respond to the basic needs of inmates.

SECTION I ADMISSIONS

GENERAL REQUIREMENTS:

- A female officer is to be readily available to assist with the booking and searching of female inmates.
- Post and periodically rotate the names of approved bonding companies.
- Make sure that at any time during the admission process you ask an arrestee for his social security number, do so under the rules of the Privacy Act of 1974.

SPECIFIC DEPARTMENTAL REQUIREMENTS:

- Persons and positions that will carry out job assignments shown for admissions/PERSON OR POSITION should be identified. (Post Orders)
- Specific procedures for handling cash transactions should be developed.
- Specific procedures for admitting and housing handicapped inmates should be developed.
- If determined necessary, the agency should develop policies for the following types of release: Temporary Release; Dismissal of Charges; Transfer to Another Facility; Release to a Detainer; Completion of a Sentence.
- If utilized, agency should develop a system to account for the time served by convicted misdemeanant sentenced to the facility.

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TITLE RECEIVING INMATES		POLICY NUMBER 1.01	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01, 8.21, 8.22, 8.23, 14.06; OCGA §42-4-12
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks County Jail works in cooperation with officers escorting/transporting inmates to the facility to ensure their admission is safe and secure.

II. PROCEDURES

- A. All criminal justice agencies housing inmates in the Brooks Jail facility have been informed, by the Sheriff or his designee, of the procedures for delivering inmates to the facility, including required documents/forms, and the location of the inmate receiving area. Additionally, these agencies are informed of medical screening protocols for admitting inmates into the facility, and the required procedures if admission of the inmate to the facility is deferred for medical reasons.
- B. Officers and deputies escorting/transporting inmates to the Brooks Jail facility are to notify the booking deputy via radio that they are enroute.
- C. Communications will inform the booking deputy that an officer is enroute to the facility, the ETA, the number and sex of inmates.
- D. If the escorting officer or deputy is unfamiliar with the facility, the booking officer is to provide the escorting officer directions to the receiving area.

- E. The booking officer is to obtain the following information from the escorting or transporting officer or deputy:
 - 1. Sex and age of inmate;
 - 2. Estimated time of arrival (ETA);
 - 3. Number of inmates; and
 - 4. If the inmate is displaying aberrant behavior.
- F. If a female inmate is being brought into the facility, a female detention officer is required, and arrangements are to be made for one to assist in receiving and booking the inmate.
- G. The detention officer is to proceed to the area designated for receiving inmates (e.g., sallyport) prior to the escorting officer/deputy's arrival at the facility.
- H. Upon arrival at the receiving area the booking officer is to:
 - 1. Ensure that the door leading from the receiving area to the facility is secure.
 - 2. Make a quick visual check to ensure there is nothing in the area that could be used as a weapon.
 - 3. Visually check to verify if the occupants of the vehicle awaiting entrance into the area should or should not be granted entrance into the area.
- I. Once the escorting officer/deputy and inmate have arrived in the area designate for receiving inmates, it is to be secured.
- J. The booking deputy is to instruct the escorting officer/deputy to:
 - 1. Remove his keys from the ignition and secure them.
 - 2. Secure his weapon in the weapons locker while the inmate remains under the booking deputy's visual supervision.
- K. The booking officer is to assist the escorting officer/deputy in removing the inmate from the vehicle and into the facility.
- L. The escorting officer/deputy is not to be allowed to leave the facility until the booking deputy completes the pre-admission procedures (Policy 1.02).

TITLE PRE-ADMISSION PROCEDURES			POLICY NUMBER 1.02
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01; OCGS §4204012
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

No prisoner will be admitted into the custody of the Brooks Jail facility until the escorting officer/deputy has been positively identified; the commitment papers have been verified; and the inmate's health condition has been evaluated.

II. PROCEDURES

A. Identifying Escorting Officer

1. If the booking deputy admitting inmates is not familiar with escorting officer/deputy, the detention deputy is to request to examine the escorting officer/deputy's badge and picture I.D. that provides the officer/deputy's name and rank/title, agency name and Chief Executive's signature.
2. If the escorting officer/deputy is unable to produce the requested identification, an effort should be made to identify the officer/deputy through other means.
3. If the escorting officer/deputy cannot be positively identified, the inmate is to be refused admission into the facility in accordance with Section F of these procedures.

4. In the event that the escorting officer/deputy produces an identification that does not conform to his physical description, the detention deputy is to notify the shift supervisor. Neither the escorting officer/deputy nor the inmate are to be admitted into the admissions area or allowed to leave the security perimeter until they have been properly identified.

B. Frisk upon Admission

1. All inmates are to be frisk searched by the booking deputy immediately upon the inmate's admission into the facility.
2. Female inmates are to be frisk searched by female deputies/officers, if possible.
3. Any personal property taken during the frisk is to be inventoried and stored in accordance with Policy 1.04.
4. Inmates being admitted for an intoximeter test are not allowed to smoke until after the test has been administered.

C. Identifying Inmates

Inmates are to be identified upon admission by examining driver's licenses and other credentials.

D. Commitment Papers

1. After the inmate has been frisked, the booking deputy is to request to examine the documents authorizing commitment.
2. Persons may be admitted into the Brooks Jail facility under any of the following writs/orders:
 - a) Arrest warrants issued by any Superior or County level court in the State of Georgia or municipal court in the County of Brooks or fugitive warrants issued by any state.
 - b) Peace/good behavior warrant issued in the County of Brooks.
 - c) Traffic citations issued in the County of Brooks, or by the police of any municipality contracting jail services with Brooks County.
 - d) Writs/orders issued by any Superior Court in Georgia, any Court in the County of Brooks, or any municipal court within Brooks County for the confinement of the individual for contempt of court.
 - e) Writs/orders issued by any court of Brooks County or municipal court of any city contracting jail services with Brooks County, for execution of sentence.

- f) Court orders or orders from the Attorney General of Georgia specifying the detention of a state witness.
 - g) Verified GCIC/NCIC message verified with the originating agency providing written confirmation that outstanding charges exist for the person. Confirmation should include a detailed description, charges, jurisdiction, and warrant numbers.
 - h) Transfer orders or detainer from the U.S. Bureau of Prisons or Georgia Department of Corrections.
 - i) Orders of extradition from any state.
3. The booking deputy is to ensure that the commitment papers are complete, legible, and valid.
 4. If the escorting officer/deputy presents an order other than those listed above, the booking deputy is to summon the shift supervisor to approve the inmate's admission into the facility.
 5. If the escorting officer/deputy does not provide an order authorizing confinement, the inmate is to be refused admission into the facility in accordance with Section F of these procedures.
 6. Inmates being admitted into the facility pending results of any intoximeter test or other drug/alcohol tests are an exception to this procedure.

E. Condition of the Person

1. Before a person is admitted into the facility, the booking deputy is to observe the person's physical condition.
2. If the person is unconscious, seriously ill, seriously injured, or seriously intoxicated (normally, with a blood alcohol content above .28 grams %) the booking deputy is to refuse admittance of the person into the facility in accordance with Section F of these procedures. If necessary the booking deputy is to assist in providing first aid to the person. Refusal to admit a person to the facility is to be based on the person's current medical condition.
3. The arresting/transporting agency is responsible for seeking and obtaining emergency treatment of the person's immediate medical needs at a healthcare facility or with a healthcare provider (OCGA §42-4-12). After treatment has been administered by qualified medical personnel, the transporting/escorting deputy or officer will return to the jail with the person, and the person is to be admitted to the facility.

4. If the person has a minor injury, the booking deputy is to ensure the person is provided the necessary first aid and notation is made of the injuries on the Medical Receiving Screening Form in accordance with Policy 1-7.

F. Refusal of Person

1. Prior to refusing a person's admittance into the facility, the booking deputy is to notify the shift supervisor so that he/she may review the reasons for the refusal.
2. Upon approval of the refusal the booking deputy is to provide a copy of the completed Refusal of Person Form to the escorting officer/deputy.
3. The booking deputy is also to record in the daily log the name of the person that was refused, his/her date of birth, social security number (if subject is willing to provide it), a description of the circumstances surrounding the refusal, the supervisor's name, date and time.

TITLE JUVENILES		POLICY NUMBER 1.03	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 6.06; 10.06; 11.04; 16.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks Jail facility does not hold persons charged with criminal offenses who are under the age of seventeen and at least 15 years of age for more than six (6) hours, unless ordered to do so by a Superior Court Judge. Under no circumstances shall a juvenile charged with a status or non-criminal offense be admitted to the Brooks County Jail.

II. PROCEDURES

- A. In the event a person who is or claims to be a juvenile is admitted into the facility, the booking deputy is to immediately separate him to a location where he cannot have physical contact with adult inmates.
- B. The booking deputy is to verify the person's age by examining his driver's license or having his parents/legal guardian furnish a copy of his birth certificate.
- C. If the person is verified to be a juvenile the booking deputy is to contact the juvenile intake officer to determine if the person is to be released or detained.
- D. If the juvenile is to be released, the booking deputy is to release the juvenile to his parents/legal guardian. The deputy is to instruct the child's parents/legal guardian of the child's offense and when to contact the juvenile court.

- E. Juveniles ordered to be detained by the juvenile intake officer are to be transferred to the designated approved juvenile detention facility as soon as possible. Under no circumstances is a juvenile to be held for more than six (6) hours in the Brooks Jail facility.
- F. A juvenile as defined in this policy may be held at the jail up to 24 hours if the nearest secure residential facility is more than 70 miles from the jail, and if all of the following are true: **[NOTE: Most jails in Georgia will not be able to meet all of these requirements]**
 - 1. The juvenile is being detained for a Class A felony act, Class B felony act, or any serious violent felony act defined in OCGA §17-10-6.1. (Murder, Armed Robbery, Kidnapping, Rape, Aggravated Child Molestation, Aggravated Sodomy);
 - 2. The juvenile is awaiting a detention hearing;
 - 3. The juvenile's detention hearing is scheduled within 24 hours of the time the juvenile was taken into custody excluding weekends and legal holidays;
 - 4. There is no existing acceptable alternative placement for the juvenile;
 - 5. The jail provides separation by sight, sound, and touch between juveniles and adult offenders, including no incidental or accidental contact.
 - a) The juvenile must be kept under constant visual supervision;
 - b) There are separate program and activity staff for the juvenile.
- G. Juveniles are to be fingerprinted, photographed and booked in accordance with Georgia Law and GCIC Reporting Manual regulations.
- H. Juveniles are not to be strip searched unless the booking deputy has probable cause to believe they are concealing contraband (see Policy 3.02).
- I. Before the juvenile is released, his property is to be returned in accordance with Policy 1.18.
- J. Juveniles to be tried as adults and the court has ordered detention in the jail pending adjudication, are to be housed in accordance with Policy 2.01.

TITLE CONFISCATION OF PROPERTY		POLICY NUMBER 1.04	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 2.05; 10.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

A thorough inspection and inventory is made of all property confiscated from inmates being admitted into the Brooks Jail facility.

II. PROCEDURES

- A. When property is confiscated from an inmate being admitted into the facility, the booking deputy is to thoroughly examine each item for damage and contraband.
- B. A description of the items taken is to be made on a Personal Property Inventory Form.
- C. The items are then to be placed in a type of container and labeled.
- D. After all of the items have been listed, the deputy, the inmate, and a witness are to sign in the spaces provided. One copy of the inventory is to be given to the inmate and one copy is to be placed in the inmate's file.
- E. Once the property has been labeled, it is to be stored at the designated location by the booking deputy.

TITLE ALIENS/DIGNITARIES		POLICY NUMBER 1.05 (A)	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Aliens admitted to the Brooks County Jail facility are to be positively identified and processed into the facility unless they are verified to be a Consular Officer or diplomat.

II. PROCEDURES

A. Illegal/Legal Aliens

1. In the event a foreign citizen is admitted into the facility, the Detention Officer is to obtain at least one of the following documents from the inmate:
 - a) I-94 (arrival/Departure Document). This form is provided to all aliens legally admitted into the United States;
 - b) Passport indicating a visa was issued; or
 - c) Permanent Resident Alien Card (Green Card).
2. If the inmate does not produce a copy of one of these documents, or if verification of these documents is needed, the Detention Supervisor is to call the Law Enforcement Support Center (LESC) at 802-872-6050, or the Enforcement Division of the Immigration and Customs Enforcement (ICE) in Atlanta at (404) 893-1369.

3. Aliens are to be admitted, classified, and housed in the same manner as other inmates.

B. Dignitaries

1. In the event a newly admitted inmate claims to be assigned to a foreign consulate, the Detention Officer is to obtain the inmate's personal identification.
2. If the inmate is unable to produce the proper credentials or if verification is needed, the Detention Officer is to call:
 - a) U.S. Department of State during working hours:
 - Diplomats (202) 657-1404 or 647-1402
 - Non-Diplomats (202) 647-1405 or 647-1406
 - Consular (202) 647-1664 or 647-1604
 - Others (202) 647-4005
 - b) After normal hours the Command Center of the Office of Security U.S. Department of State:
 - (202) 647-2412
 - (202) 647-1512
3. Once the inmate's status is verified as a Consular Officer or diplomat, he is to be immediately released.

NOTE: by treaty, Consular officers of foreign nations are immune from arrest for criminal and traffic offenses unless so ordered by a federal magistrate. Consular immunity does not normally extend to members of officer's families or to employees of consular officers.

TITLE NATIONALITY AND LAWFUL STATUS OF ALIENS		POLICY NUMBER 1.05 (b)	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

It shall be the policy of the Brooks County Sheriff's Office to strictly comply with O.C.G.A. § 42-4-14. This statute states the following:

- A. The jail must make a reasonable effort to determine the nationality of persons when such person is confined in the jail for any period of time.
- B. If the jail identifies the inmate as a foreign national, the Sheriff or his designee shall make a reasonable effort to determine if the inmate has been lawfully admitted into the United States, and if lawfully admitted, that such lawful status has not expired.
- C. If the verification of lawful status cannot be made from documents in possession of the inmate, verification shall be made within 48 hours through a query to the Law Enforcement Support Center (LESC) of the United States Department of Homeland Security.
- D. If it is determined the inmate has not been lawfully admitted to the United States, the Sheriff or designee shall notify the United States Department of Homeland Security.
- E. No person shall be denied bond or the opportunity to be released from custody solely on the basis of this law. Unless the jail receives a valid notification of pending charges from the United States Department of Homeland Security or another agency, the inmate will be eligible for release from custody pursuant to the admissions and release policy of the Brooks County Sheriff's Office.

II. PROCEDURES

- A. Upon admissions to the jail all proper booking procedures as outlined in the admissions and release policy will be followed. (This includes the person's name, DOB, SSN, nationality, medical, mental health, address, height, weight, emergency notification, etc.)
- B. If there is a language barrier between jail staff and the inmate, an interpreter must be contacted to assist with the booking and identification process.
- C. If jail staff suspects the inmate is a foreign national, jail staff will ask the inmate to provide documentation that he/she lawfully entered the United States, and that such law status is still valid.
- D. If the inmate is unable to provide documentation indicating their lawful status, jail staff shall contact the U.S. Immigration and Customs Enforcement Law Enforcement Support Center to determine the inmate's lawful status in the United States.
 - 1. Queries to the LESC can be made through NLETS using a query code of "IAQ". These types of queries ask for the person's name, DOB, offense code, and place of birth (POB).
 - 2. If the POB is unknown, use "XX".
 - 3. Under offense code, use the UCR code for the offense, or use "0399", which is a general immigration offense code.
 - 4. Typically, a response can be obtained within 2 hours.
 - 5. If additional guidance for making such an inquiry is necessary, contact the LESC at 802-872-6050.
- E. Possible LESC responses include the inmate may be here unlawfully, the inmate has been identified for deportation, or "No Match" (which indicates the inmate may or may not be in the United States unlawfully.) One type response includes a message to contact the LESC for instructions on getting a detainer for the inmate.
- F. If the inmate is still in custody upon receiving this type of response, the inmate should not be released until after contacting the LESC at the number provided in the response for further directions from the LESC. If the inmate has already been released prior to such notification from LESC, advise LESC of this fact.

- G. Responses of illegal status are automatically forwarded to the local Immigration and Customs Enforcement Office by the LESC. During regular business hours, the local office should contact the **Brooks** County Jail. After regular business hours, contact the Atlanta ICE office at 404-893-1369 to report the person as an illegal alien. The number is staffed by ICE 0600 – 2200 Hours daily. Inmates who the jail suspects to be illegal aliens shall not be detained solely because the after hours number is not available.
- H. Inmates identified as illegal aliens should not be detained on the basis of being an illegal alien, unless the LESC or the local ICE office specifically provides written instructions for detaining the inmate as an illegal alien. The existence of an arrest warrant must be verified with ICE within 24 hours of the placement of the detainer. (Refer to Policy 1.06)
- I. This procedure does not relieve the jail of the requirement to notify the appropriate consulate of foreign nationals as outlined in the aliens/dignitaries policy.
- J. Maintain a record of all communication with ICE, including NLETS queries, letters, faxes, phone conversations, etc. in the inmate's file.

TITLE WARRANTS CHECK			POLICY NUMBER 1.06
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER NONE
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

A check is made of all inmates incarcerated in the Brooks Jail facility to ensure that no other outstanding charges exist.

II. PROCEDURES

- A. Once an inmate has been admitted to the facility, the booking deputy is to initiate a check for any outstanding charges against the inmate. This check is to include a review of local warrants and information from the GCIC/NCIC network.
- B. In the event other charges are outstanding on the inmate, the booking deputy is to contact the originating agency to verify the charges and place a detainer on the inmate.
- C. When a detainer is placed on an inmate, the booking deputy receiving the hold is to verify the following information within 24 hours:
 1. Inmate's name;
 2. Charges;
 3. Warrant numbers;
 4. Reporting Officer's name and badge number;

5. Originating agency;
6. Agency's telephone number; and
7. Other commitment papers.

NOTE: If a legal warrant is not received within 24 hours, the inmate is not to be released without authorization from the supervisor.

- D. The supervisor will record this information on the booking form and write "Hold" across the booking form.
- E. If the detainer is placed by telephone, the booking deputy is to verify the hold with a return call requesting a GCIC message.
- F. To clear a detainer the booking deputy is to contact the person/agency that placed the hold and verify its status.
- G. In the event the detainer is no longer valid, the booking deputy is to write "detainer cleared" on the Booking Checklist, the person's name who cleared the hold, date, time, and the officer/deputy's name who received the authorization.

TITLE BOOKING CHECKLIST			POLICY NUMBER 1.07
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01, 10.02, 14.12, 17.04
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

All inmates incarcerated in the Brooks Jail facility are fingerprinted, photographed, and booked in accordance with Georgia Law and GCIC regulations.

II. PROCEDURES

- A. A Booking Checklist (See Sample) is to be attached to the file of every inmate being admitted into the facility by the booking deputy, to ensure all required procedures are completed for each inmate.
- B. As each step in the admissions/booking process is completed, the deputy conducting the procedure is to check off and initial the step as being completed, and list the date and time each step is completed.
- C. The booking checklist is to remain with the inmate's file until the inmate is released from custody.
- D. Arrest Booking Report
 1. An Arrest Booking Report is to be completed by the arresting officer/deputy in accordance with GCIC Records Manual for all persons being admitted into the facility.
 2. The booking deputy is to review this form for legibility and completeness.

3. Once the form has been reviewed, the booking deputy is to use the information on the report to record the inmate's personal identifying information and charges, the arresting officer's name and agency, and the time of admission to the jail in the log or JMS.
4. The booking deputy will ask the arrestee to provide his/her Social Security Number in accordance with the Right to Privacy Act. The arrestee cannot be compelled to provide this information, but providing the information allows the jail to more quickly verify the arrestee's identity, thereby speeding up the booking process.
5. The booking deputy will complete the property inventory in accordance with Policy 1.04 and sign the form in the space designating the inmate and his property were received.
6. The booking deputy is to take the jail's copy of the Arrest/Booking report and place it in the inmate's file. All other copies of the report are to be returned to the arresting agency.

E. Fingerprints

1. Materials necessary for fingerprinting inmates are located (location). Surplus supplies are stored in the (location). The booking deputy is to maintain an adequate inventory of fingerprint materials to meet the needs of the facility.
2. All inmates incarcerated in the facility are to be fingerprinted during their admission in accordance with guidelines established by the current GCIC Records Manual.
3. Persons housed for all outside agencies are to be fingerprinted by the facility staff. Fingerprints are obtained and submitted to GCIC using the live-scan device. If the arresting agency wants a copy of the fingerprints the booking officer will print a fingerprint card for that agency. Do not override live-scan report errors. It is the responsibility of the arresting agency to ensure inmates are fingerprinted in accordance with GCIC regulations [although the jail might have an agreement to assist in this task].
4. Inmates displaying violent behavior are to be placed in a holding cell and fingerprinted after the inmate becomes more cooperative.

F. Offender Based Tracking Number (OBTN)

1. The booking deputy will verify successful submittal of the fingerprint record, by checking the message screen on the live-scan device.

2. To the extent possible, the booking deputy is to ensure OBTN information indicates successful submittal of the arrest information prior to the arrestee posting bail and being released.
 - a) If the jail receives information from GCIC that the arrest record was rejected subsequent to the release of the arrestee, the person receiving such notification will immediately report the information to his/her immediate supervisor.
 - b) If the jail receives notification from GCIC that the prints submitted do not match the personal information provided on the arrest/booking form, the person receiving such notification will immediately report the information to his/her immediate supervisor.
 - c) The information in the log or JMS will be corrected by the designated person to reflect the proper identify of the person associated with the fingerprints.

G. Photographs

1. A camera is provided in the booking area for photographing inmates. Instructions for operating the camera are provided in the same location.
2. Photographs are to be made of each inmate booked into the Brooks Jail facility, including one frontal and one side profile view. If the inmate is wearing glasses, two photographs are to be made; one with glasses and one without.
3. Photographs are to be included in the fingerprint submission through the live-scan device.

H. Application for Appointment of Counsel

1. Every inmate incarcerated for an indictable offense who claims to be indigent and requests the assistance of an attorney is to be provided an Application for the Appointment of Counsel.
2. In the event the inmate needs assistance in completing the form, the booking deputy is to provide the necessary assistance.
3. Upon return of the application from the inmate, the booking deputy is to provide the necessary notary public services as required.
4. Once the application is completed, the booking deputy is to send it to the appropriate court for review.

I. Medical Screening

1. The booking deputy is to complete a Medical History Form or Medical Receiving Screening Form on each inmate admitted into the facility.
2. The deputy conducting the medical screening is to ensure that the inmate understands each question concerning his medical history and/or physical condition.
3. In the event an inmate has a non-emergency injury/illness the booking deputy should note the injury/illness, initiate the steps to provide the necessary medical treatment in accordance with Policy 5.04, and document the action taken on the Medical History Form.
4. If the inmate indicates a "yes" response to any question, the booking deputy will ask the inmate to provide the last time he/she took any prescribed medication for the condition. If the inmate indicates there has been a lapse in taking the medication, the box for medical referral to that condition should be checked.
5. If the inmate indicates a history of an infectious disease, medical referral for that condition should be checked.
6. If the inmate has a visible injury, or complains of an immediate medical need, the block for medical referral should be checked.
7. The Booking Deputy shall complete a Suicide Risk Assessment at Booking Form (see sample).
 - a) Inmates that are deemed acute suicide risks shall be kept under observation until medical staff has taken responsibility for observing the inmate.
 - b) Medical staff will determine the degree and duration of supervision needed to protect the inmate from self-harm.
8. Once the medical screening process is completed, the booking deputy is to include these forms in the inmate's medical record and forward them to the medical section.
9. If any of the medical referral blocks are checked, the booking deputy will immediately notify medical staff for follow up.

TITLE ESTABLISHMENT OF BOND			POLICY NUMBER 1.08
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01; 10.03
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks Jail facility provides all eligible inmates an opportunity to post bond.

II. PROCEDURES

- A. Once the inmate has completed the booking process, the booking deputy is to review all charges pending against the inmate to determine his bond amount in accordance with procedures B – F.
- B. Persons incarcerated for the following felony offenses shall have their bond established only upon petition to a Superior Court Judge. These offenses include:
 1. Rape;
 2. Aggravated sodomy;
 3. Armed robbery;
 4. Murder;
 5. Aircraft Hijacking and hijacking a motor vehicle;
 6. Perjury;
 7. Treason;

8. Aggravated Child Molestation;
 9. Aggravated Battery;
 10. Manufacturing, distributing, delivering, dispensing, administering, selling, or possession with intent to distribute any Schedule I or II controlled substances.
 11. Trafficking in cocaine, illegal drugs, marijuana, or methamphetamine;
 12. Trafficking in ecstasy;
 13. Other offenses as described in OCGA §17-6-1.
- C. Inmates who have been arrested for one of the following offenses after having been previously convicted or presently on bail, released on own recognizance, probation, or parole for one of these same offenses may have their bond established only upon petition to a Superior Court Judge. These offenses include:
1. Burglary in any degree;
 2. Aggravated assault;
 3. Arson;
 4. Kidnapping, and;
 5. All offenses listed in Section B.
- D. Inmates incarcerated for felony offenses other than those listed in Section B and C of these procedures shall have their bond established by a magistrate.
- E. Persons incarcerated for misdemeanor offenses shall have their bond established by a magistrate. A list of bond amounts for misdemeanor offenses that has been approved by the magistrate is provided in the area. Under no circumstances is a person incarcerated for a misdemeanor to have bond denied.
- The only exception will be persons arrested for DUI, who will not be released on bond until six (6) hours after the completion of the booking process. OCGA § 17-6-1 authorizes jails to delay posting of bond for violations of DUI up to six (6) hours following booking.
- F. Persons incarcerated for a peace/good behavior warrant may have their bond established by a magistrate or the Sheriff. Bond for a peace warrant shall not exceed \$1,000.00.
- G. In the event a judge or magistrate establishes a bond by telephone, the booking deputy is to confirm the bond with a return call unless the judge is personally known by the booking deputy receiving the call.

- H. Once the bond has been established, the booking deputy is to inform the inmate of the amount and include it with the warrant.
- I. Bond shall be posted in accordance with Policies 1.14 thru 1.18.

TITLE TELEPHONE CALLS UPON ADMISSION			POLICY NUMBER 1.09
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01; 10.05; 8.48
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks Jail facility provides all inmates being admitted into the facility a reasonable number of telephone calls to secure counsel, bail or contact family or friends.

II. PROCEDURES

- A. A telephone is provided in the booking area of the facility for inmate use.
- B. Once the booking process has been completed and the bond amount established, the booking deputy is to allow the inmate to make at least three local or collect telephone calls.
- C. In the event the inmate is exhibiting destructive behavior or presenting an immediate danger, the inmate's access to the phone is to be temporarily withheld until he becomes more cooperative.
- D. The booking deputy is to log all calls made by the inmate.
- E. The booking deputy may monitor the inmate's phone conversation with persons other than counsel, provided rules to this effect are posted in full view of inmates using the telephone. This should also be logged. *Sheriffs' Association recommends, if you have a collect phone system that you provide the inmate with a free call, unless it's long distance, at the time of booking.*

TITLE CONFISCATION OF CLOTHING AND MONIES		POLICY NUMBER 1.10	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.49; 8.50; 10.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

All clothing for newly admitted inmates being housed in the Brooks Jail facility is confiscated and replaced with inmate uniforms.

II. PROCEDURES

- A. As an inmate is being strip searched in accordance with Policy 3.02, he is to hand the booking deputy each piece of clothing as it is removed.
- B. After all of the inmate's clothing has been delivered to the booking deputy, the deputy is to thoroughly examine each item for damage and contraband. The inmate's underwear is to be returned to the inmate after inspection.
 1. Inmates will not be allowed to keep bras with under-wires while housed at the Brooks County Jail.
 2. In the event an inmate is not allowed to keep her bra, the jail will issue a clean and sanitized sports bra to her for use while housed at the jail (See Policy 1.12).
 3. The inmate will be required to return issued sports bras to the jail upon release, or pay for replacement of a damaged bra (See Policy 1.18). Returned sports bras will be cleaned and sanitized by the jail laundry for re-issuance (See Policy 5.15).

- C. A description of the clothing taken including any damage is to be made on an Inmate Property Form.
- D. The deputy is to place a label on each item of clothing with the inmate's name and identification number and place it in a property container that is also labeled with the inmate's name, identification number, and date of dress-in.
- E. The deputy and inmate are to both sign and date the Inmate Property Form. Once copy of the form is provided to the inmate and the other is placed in the inmate's file.
- F. The booking deputy is to store the inmate's clothing in the designated location once it is labeled and packaged.
- G. All monies are taken from inmates and placed in an inmate fund. The booking officer will prepare a receipt for money and after having the inmate sign it give one copy to the inmate and place the other copy in the inmate's file. The inmate may order things from the jail commissary and an accurate record will be kept of the same. At no time shall the inmate be allowed to have any money in his possession.

TITLE SHOWERING			POLICY NUMBER 1.11
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.08
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

All newly admitted inmates to be incarcerated in the general population area of the Brooks Jail detention facility are showered before entering the housing area.

II. PROCEDURES

- A. A shower stall is provided for newly admitted inmates in the designated area of the facility.
- B. After the inmate has removed his clothing in accordance with Policy 1.10 the booking deputy is to provide the inmate with delousing soap, wash towel, and a bath towel.
- C. The deputy is to instruct the inmate to shower.
- D. The booking deputy will obtain approval from medical staff before directing a pregnant female inmate to use delousing soap. If the use of delousing soap is not approved by medical staff, the inmate will be directed to shower using regular soap.
- E. After the inmate has completed the shower, the booking deputy is to initial the Booking Checklist certifying the inmate was strip searched and showered.

TITLE ISSUANCE OF CLOTHING		POLICY NUMBER 1.12	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.49, 15.11, 15.12, 15.13, 15.15, 15.16
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

All newly admitted inmates being admitted into general population of the Brooks Jail facility are issued a detention uniform, linen supplies, and a hygiene kit.

II. PROCEDURES

- A. Inmate uniforms and linen supplies are stored in the designated area of the facility. These items are cleaned in accordance with Policy 5.15. The booking deputy is to ensure the facility maintains an adequate supply to meet its needs.
- B. Once the inmate has completed his shower the booking deputy is to return to the inmate his personal underwear.
- C. After determining the inmate's appropriate sizes, the deputy is to provide the inmate one uniform and one pair of sandals. Uniforms are provided in sizes (S, M, L, XL). Sandals are available in men's sizes (7 – 12) and women's sizes (5 – 10).
- D. Once the inmate has dressed, the booking deputy is to provide him with the following linen supplies:

2 sheets

1 mattress

1 blanket

1 towel

1 washcloth

E. The deputy is to also provide the inmate with a hygiene kit that contains:

Toothbrush

Toothpaste

Soap

Deodorant

Feminine hygiene items (as needed)

F. After the inmate has been issued a uniform and other supplies, the booking deputy is to complete an inventory of all items issued on the Facility Property Form. Both the inmate and the officer are to sign this form indicating the items were issued to the inmate.

TITLE ORIENTATION			POLICY NUMBER 1.13
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01, 10.07, 14.11
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

A thorough orientation about the Brooks Jail facility is provided to all inmates being admitted into general population. This orientation includes a review of inmate rules, programs and services.

II. PROCEDURES

- A. The inmate handbook for the Brooks Jail facility provides detailed information concerning inmate rules, programs and services. These handbooks are stored in the booking area.
- B. The booking deputy is to issue a copy of the inmate handbook to each inmate being admitted into inmate housing.
- C. The booking deputy is to ensure the inmate understands the rules and programs/services that are available. If the deputy suspects or is informed that the inmate cannot read, the deputy is to read and explain the rules and programs/services that are available to the inmate.
- D. In the event an inmate does not understand or speak English, his orientation will be delayed until jail staff can recruit someone to communicate with the inmate in his language. Until the inmate's orientation is completed he will be housed in the administrative separation (see Policy 2.6). Arrangements are to be made to maintain communications with the inmate while he is confined.

- E. After the inmate has reviewed the handbook, the booking deputy and the inmate are to sign the Orientation Form in the designated space. This form is to be placed in the inmate's file.
- F. The use of a video has proved to be a very efficient way of completing orientation. However, face to face contact is still necessary.

TITLE CASH BOND		POLICY NUMBER 1.14	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER NONE
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Cash bonds may be set by the appropriate court for certain misdemeanors as well as ordinance violations under a blanket order signed by the judge. The Sheriff may collect the bail fees and return them to the proper court and it should be the policy of the agency to do the same. Ex: (speeding 75 in a 55 – 300.00 cash bond).

II. PROCEDURES

- A. There are additional assessments to be added to the total bond amount once the bail has been established:
1. An additional 10%, up to \$100.00, is to be added to the original bond amount and designated for the Peace Officers and Prosecutors Training Act.
 2. An additional 10% of the original bond amount, up to \$100.00 for the Indigent Defense Fund is to be added.
 3. An additional 10% of the original bond amount (no maximum limit) to be added for the Jail Construction and Staffing Fund (Jail fund), provided the governing authority has adopted an ordinance authorizing the jail fund.
- B. An inmate may post a cash bond with cash, traveler's check, or a cashier's check equal to the total amount of the bond.

- C. After receiving the cash or check, the booking deputy is to ensure that it is for the correct amount.
- D. The cash/check is to be stored in the designated location by the booking deputy.
- E. The deputy is to complete a Bond Form in accordance with Policy. 1.15.
- F. After the inmate has signed the bond, the deputy will provide the inmate a receipt for the cash or check received.
- G. After the bonding procedures have been completed, the inmate is to be released in accordance with Policy 1.18.

TITLE PROPERTY BOND			POLICY NUMBER 1.15
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.03
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

Inmates may be released on a property bond, provided the surety owns property equal to or exceeding the amount of the bond. Surety can also offer cash in lieu of a property bond.

II. PROCEDURES

- A. Before approving a person to sign as a surety on a property bond, the booking deputy is to ensure:
1. The surety's property is located in Brooks County;
 2. The property is improved real estate;
 3. The surety provides a warranty deed, current real estate tax receipt, or current year amortization schedule (mortgage loan statement from bank) to substantiate ownership;
 4. The equity in the real estate must be at least equal to the amount of the bond; and
 5. All owners of record (those shown on the deed) must sign the affidavit on the bond.
- B. Once the surety has been approved, the bond form should be completed with the following required information:
1. Name of county in which defendant is to appear;

2. Name of the principal (**the inmate**). This name must be identical to the name under which the inmate is booked. If booked under an alias, insert the alias followed by the designation "A/K/A" and the inmate's correct name;
 3. The name of the surety who is pledging the security for the bond;
 4. Name of current Governor of this state;
 5. Amount of bond; 3 add-on fees as described in Policy 1.14, Paragraph A, 1-3;
 6. The correct date the bond is signed;
 7. The correct date on which defendant must appear in court;
 8. The offense(s) with which the defendant is charged;
 9. Signatures of the principal (**inmate**) and the surety signed in the county where the prisoner is actually released;
 10. Signatures of the Sheriff and booking deputy witnessing the signature of the inmate and surety above are to be made in the county where the inmate is actually released.
- C. The following information goes in the property affidavit:
1. Name and county in which the surety pledged is being approved;
 2. Name of surety;
 3. Amount of the bond; 3 add-on fees as described in Policy 1.14, Paragraph A, 1-3;
 4. Signature of surety and complete address of the property pledged, plus the residential address and telephone number of the surety, if different from above;
 5. Signatures of the Sheriff and booking deputy from the county which is actually approving the security pledged.
- D. The following information is generally placed on the back of the Bond Form:
1. Name and address of defendant should be written at the top;
 2. Insert the proper court (Superior, State, etc.) and the name of the county in which the defendant is to appear;
 3. Insert the term of court (e.g., "December term");
 4. Name of defendant under the notation "THE STATE VS." with the charges placed to the right immediately opposite defendant's name;

5. Insert the amount of bond; 3 10% add-ons. Reference Policy 1.14 Paragraph A, 1-3.
 6. The booking deputy who accepts the bond at the facility in the county which is releasing the inmate signs and dates the back of the bond, indicating he has checked the bond and it is in order and acceptable.
- E. In the event the surety's property is in another city or county, he must have the Sheriff of that jurisdiction approve the bond.
- F. After the inmate's bond has been posted, he is to be released in accordance with Policy 1.18.

TITLE PROFESSIONAL BONDSMEN		POLICY NUMBER 1.16	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER NONE
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates eligible for property bond may enter into a contractual agreement with a professional bondsman to serve as surety on their bond.

II. PROCEDURES

- A. Inmates may secure the services of a professional bondsman as a surety on their bond.
- B. Only those bondsmen approved by the Sheriff may serve as surety for any bonds written at the Brooks Jail facility.
- C. A list of available bondsmen is provided in the public lobby. Company names are to be rotated so that each company's name is on the top of the list for a week's period. No employee of the Sheriff will recommend the services of any bonding company.
- D. Bondsmen approved by the Sheriff to write bonds in Brooks County may not make approved bonds through the facility that are returnable to other counties. These bonds must be approved by the Sheriff in that county.
- E. A list of rules and regulations governing the conduct of bondsmen is posted in the public lobby.

- F. When the bondsman arrives at the facility, he is to enter the public lobby to meet with the inmate requesting his services. Bondsmen are not to be allowed in the detention facility office or booking area.
- G. Once the area is secured, the inmate will be escorted into the room by the booking deputy.
- H. In the event the inmate and bondsman do not reach an agreement on the terms and conditions of the bond contract, the inmate is to be escorted by the booking deputy to the housing/holding area. After the inmate has been removed, the bondsman will be allowed to leave.
- I. Before signing the bond, the bondsman must furnish a Power of Attorney authorizing him to write bonds in the name of the bonding company.
- J. After all bonds have been completed in accordance with Policy 1.15, the inmate is to be released in accordance with Policy 1.18.

TITLE MILITARY RECOGNIZANCE BOND		POLICY NUMBER 1.17	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER NONE
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks Jail facility maintains a recognizance bond system for the release of persons engaged in the military service.

II. PROCEDURES

- A. Every person engaged in active military service who is incarcerated for a misdemeanor with a bond of no more than \$400.00 plus expenses is eligible to be released on a military recognizance bond.
- B. Before the inmate is released, the Military Recognizance Bond Form (See Sample) is to be completed by the inmate's commanding officer or his lawfully delegated subordinate.
- C. The terms and conditions of the military recognizance bond will be withdrawn only upon the inmate posting the required bond, or otherwise released by the Sheriff, his designee, or the appropriate court.
- D. Once the bond has been completed, the inmate's property is to be returned in accordance with Policy 1.18 and the inmate is to be released into the custody of military personnel.

TITLE RELEASE PROCEDURES		POLICY NUMBER 1.18	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.01, 10.13, 10.15
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Before an inmate is released from the Brooks Jail facility, the staff is to verify the inmate's identity, that facility and inmate property are returned, no outstanding charges exist, and the inmate knows when to appear in court.

II. PROCEDURES

- A. When a surety for a bond has been approved, the booking deputy is to verify that no outstanding warrants or detainers exist for the inmate.
 1. If detainers or warrants exist, the deputy will notify the surety, to let the surety decide if he wishes to pursue signing the bond.
 2. If the surety still wants to sign the bond, proceed to Step B. Before continuing the release process, the deputy should contact the agency holding the warrant or placing the detainer to advise the inmate is making bond, and ask their ETA to pick up the inmate.
- B. Once the inmate has been verified as having no warrants outstanding, he is to be escorted to the location for release.

- C. The booking deputy is to inspect the inmate's cell for contraband and cleanliness after he has been removed. The inmate's assigned mattress, sheets, soap and personal property should have been removed from the cell. Once all items have been removed and the cell search is complete, the cell is to be locked and the search documented on the Facility Property Form. Any property damage should be noted and taken care of.
- D. Inmates who are completing sentences are to be released at 0800 hours.
- E. The booking deputy is to review the release documents to ensure they are complete.
- F. The booking deputy is to verify that the inmate being released match the photographs in his file and, if necessary, the fingerprints that were taken at the time of booking.
- G. The booking deputy is to return all personal property confiscated and not held as evidence, from the inmate upon admission. Both the deputy and the inmate are to sign the Arrest Booking Form and the Inmate Property Form. In the event the inmate is being released to another agency, the inmate's property is to be released to the escorting deputy.
- H. The booking deputy is to provide the inmate with a court date card for the day he is to appear in court.
- I. An inmate being released on a bond for another county in which a court date was not set is to be instructed to contact authorities in that county to confirm the court date.
- J. An inmate having further questions regarding his case or charges is to be advised to contact the appropriate prosecutor.
- K. An inmate desiring the release of an impounded vehicle is to be instructed to contact the arresting agency for its release.
- L. The booking deputy is to show the inmate as released and the authority (justification) for release in the jail management system.
- M. If the inmate has no outstanding warrants or detainers, he is to be escorted out of the secure inner perimeter of the facility to the lobby. If there are outstanding warrants or detainers, he is to be released into the custody of the transporting officer from the other agency.

TITLE RELEASE ON OWN RECOGNIZANCE			POLICY NUMBER 1.19
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.04
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks Jail facility allows eligible inmates to be released on their own recognizance.

II. PROCEDURES

A. To determine if an inmate is eligible for release on his own recognizance, the shift supervisor is to review the following criteria:

1. Seriousness of charges;
2. Amount of bond;
3. Residence in the community;
4. Immediate family in the community;
5. Employed; and
6. Criminal record.

NOTE: All own recognizance bonds must be approved by the Sheriff. GSA recommends obtaining a judge's order for all own recognizance bonds.

B. The booking deputy is to verify all information provided by the inmate.

- C. Once the information has been verified, the booking deputy is to complete a bond in accordance with Policy 1.15
- D. After the inmate has signed the bond, the booking deputy is to release the inmate in accordance with Policy 1.18.

TITLE EARLY RELEASE OF CONVICTED COUNTY INMATES			POLICY NUMBER 1.20
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.14
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks County Jail allows eligible inmates that are sentenced to serve county time to be released early, based on their behavior.

II. PROCEDURES

- A. Inmates sentenced to serving county time or sentenced for violation of probation for felony charges, can be released according to the following schedule:
1. For inmates who cause a disturbance, are uncooperative, or are in disciplinary separation each day served is equivalent to one day of their sentence (will serve 100% of sentence).
 2. Inmates who are cooperative and are not working, confined to their cells receive an earned day for every two days served. **(will serve equivalent 66 2/3% of sentence).**
 3. Inmates assigned to inmate worker status may earn a day for every day of good work. (will serve 50% of sentence).
 4. Except for inmates described in sub-section 5, inmates must serve no less than one half of their sentence.

5. By law (OCGA §42-4-7) inmates are allowed to receive up to 4 days of earned time for each day they perform work on an authorized work detail. This extra earned time credit is **NOT** available to inmates in the following cases:
- a) A second DUI conviction or guilty plea within five (5) years of a previous DUI conviction, guilty plea, or plea of Nolo.
 - b) A misdemeanor of a high or aggravated nature;
 - c) A crime against a family member (as defined in OCGA §19-13-1)
- B. Inmates sentenced for a misdemeanor of a high and aggravated nature are entitled to earn no more than (4) days credit per month. (OCGA §17-10-4).
- C. The booking deputy is to maintain and review records for determining the appropriate release date for each inmate.
- D. When the inmate has completed his sentence, he is to be released in accordance with Policy 1.18.

SECTION II CLASSIFICATION

GENERAL REQUIREMENTS:

This chapter provides an objective inmate classification system that will not only meet the unique characteristics of jail operations, but also be flexible enough to accommodate use in a variety of jail settings. Equally important, is that the use of objective classification will provide the facility with a classification system that will enhance correctional decision making, thus augmenting the ability of jails to better manage their resources.

Such a system requires the use of standardized instruments or decision making aids. These instruments, in turn, are grounded in a structured format that meets the following four criteria:

- o **Validity:** The system must be capable of achieving the classification goals set by user agencies.
- o **Reliability:** The system must promote similar classification decisions for comparable offenders.
- o **Equity:** The system must use decision-making items that are non-discriminatory and consistent with commonly accepted societal values.
- o **Utility:** The system must be efficient, simple to use, and easy to understand.

Classification forms, together with instructions for completing them, were developed.

SPECIFIC DEPARTMENTAL REQUIREMENTS:

- o The facility administrator should evaluate the facility to determine the numbers and types of different inmate housing areas available, and should examine the characteristics of the inmate population in order to develop a system for appropriately separating and housing different types of inmates.

INDEX OF POLICIES:

- 2.1 [Inmate Classification System](#)
- 2.2 [Administrative Separation](#)
- 2.3 [Inmate Worker Assignments](#)
- 2.4 [Classification Rating Review](#)
- 2.5 [Suicide Prevention](#)
[Forms](#)

TITLE INMATE CLASSIFICATION SYSTEM		POLICY NUMBER 2.01	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 10
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 11.01, 11.02, 11.03, 11.04, 11.05, 11.06, 11.07, 11.08, 8.51
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To maintain facility safety, security and order, the Brooks County Jail uses an inmate classification system which houses and separates inmates according to their behavior and special needs.

II. PROCEDURES

A. The Brooks County Jail classification system is composed of three (3) subsystems, holding classification, general classification, and classification rating review. Separation is maintained among categories in each subsystem.

B. Definitions

1. General Population

Inmate living and sleeping areas in general housing shall be designed to provide adequate confinement, reasonable privacy, sight and sound surveillance, and protection for inmates and staff. Inmates will be classified and assigned to housing areas according to the following definitions:

a) Maximum – High Risk

1) Behavior

An inmate who poses a real and continuous risk to the security of the facility, safety of the staff, visitors, and other inmates. Examples include but are not limited to: extreme escape risk, extremely assaultive, homicide risk, evidence of emotional instability, or conviction of a serious disciplinary infraction within the facility.

2) Housing

Preferably single-bunked cells with slider doors and with strictly controlled access.

3) Staff Level

Sufficiently close supervision/surveillance to prevent breaches of security.

b) Close – High Risk

1) Behavior

The inmate is classified as a high risk because of current offense or conviction within the past five years. Separate housing is not required, but due to chronic supervisory problems and occasional assaultiveness controlled access to and from other inmates is mandatory.

2) Housing

Multiple cell or small podular units with controlled access.

3) Staff Level

Sufficiently close supervision/surveillance to prevent breaches of security.

c) Medium – Medium Risk

1) Behavior

The inmate is typically a pretrial detainee. There is no known or assessed propensity for violence or escape. The inmate may be fearful of bodily harm or submissive by nature. Commits nuisance offenses.

2) Housing

Physical separation required, but can be podular or multi-celled type environment.

3) Staff Level

Moderate staff supervision/surveillance, controlled environment.

d) Minimum – Low Risk

1) Behavior

An inmate normally charged with misdemeanors or those doing jail time for misdemeanors. They are considered a low security risk. All inmate workers must fall within this category.

2) Housing

Can be podular or dormitory type environment.

3) Staff Level

Allowed movement within minimum surveillance.

- e) Female inmates are to be classified according to the same criteria as male inmates. Female inmates are to be separated by sight and touch from male inmates. Scheduling of inmate programs, services and activities shall prevent contact with male inmates. Female inmates are to be provided the same access to services, activities and programs as male inmates.

NOTE: Most small and medium size jails use only a 2 prong scoring system for female inmates (*Low risk/high risk, as opposed to maximum, medium, minimum*); however, the risk potential is still evaluated using the same criteria as for males.

- f) Inmates are to be classified as inmate workers according to Policy 2.3. Inmate workers are to be housed in a minimum security area apart from other inmates, and are to be allowed certain privileges that other inmates do not receive.

2. Special Management Inmates

a) Juveniles

Juveniles who are subject to trial as adults are to be separated by sight, sound, and touch from adult inmates. Juveniles charged with a criminal offense who are not subject to trial as adults may be temporarily housed as provided for in state law (up to 6 hours), but shall have living space separate and removed from the adult population. Separation within the juvenile section shall conform to applicable general housing considerations. Inmate Workers shall not have access to occupied juvenile quarters.

Note: Juveniles charged with status offenses or non-offender violations shall not be housed in the Brooks County Jail.

b) Communicable Diseases

Based on written guidelines approved by the facility physician, all inmates with active communicable diseases are to be isolated. To determine if such segregation shall be made in the absence of medically trained personnel at the time of booking, prior to placement in a living area, a screening shall be made of the inmate in accordance with Policy 1.2.

c) Mentally Disordered Inmates

Mentally disordered inmates shall, on proper documentation from a physician or mental health professional, be separated from the general population. If such advice/information is not readily available, the inmate is to be segregated and the necessary documentation secured within 24 hours or at the next scheduled sick call, whichever occurs first.

d) Administrative Separation

Any inmate whose continued presence poses a threat to life of self or others, property, facility operation, or who is awaiting investigation of a rule violation should be classified and housed in administrative separation in accordance with Policy 2.2.

C. Inmates shall not be given a classification rating because of race, color, creed, religion or national origin.

D. The Jail Administrator/Chief Jailer or his designee shall review the facility's physical plant frequently to assess the facility's capability to house and separate inmates according to the classification system.

E. In the event the facility cannot appropriately house an inmate because of his classification rating, the Sheriff or designee will make arrangements for housing the inmate elsewhere.

F. Holding Classification

1. While waiting to be processed or to post bond, inmates will be placed in holding cells. Sentenced inmates will not be housed in holding cells, but will be processed through the intake procedures and housed in the general population.

2. Inmates will not be housed in holding cells for more than eight (8) hours.

3. Before assigning an inmate to a holding cell, the Intake/Release Officer is to evaluate the inmate's current charges, criminal history, and observed or reported behavior. Using this information, the Intake/Release Officer will assign the inmate to the appropriate holding cell.

4. Separation of inmates in holding cells will be made according to the following criteria.

a) Violence prone male;

- b) Non-violence prone male;
- c) Violence prone female;
- d) Non-violence prone female;
- e) Intoxicated arrestee;
- f) Suicidal arrestee
- g) At-risk for sexual/physical assault

G. Classification Process

1. The Classification Assessment Form is to be used by the Classification Officer during the classification interview. The Classification Officer shall complete the form utilizing inmate records, medical records, other relevant sources (such as history of convictions), and information provided by the inmate during the interview.
 - a) The questions on the Classification Assessment Form are designed to assist the Classification Officer in recalling the questions that need to be asked.
 - b) If the inmate gives an affirmative answer to any question, the Classification Officer should ask more questions concerning the significance and details of the inmate's reply.
 - c) If clarification or additional information is needed to determine Medical Emergency Potential, Escape Potential, or potential of being sexually/physically assaulted, the Classification Officer should complete a Supplemental Interview Form.
2. Classification Assessment
 - a) When determining a classification rating, the Classification Officer is to use information obtained from the current charges, inmate classification interview, criminal records check, observed behavior and facility medical records.
 - b) Prior to assigning a classification rating, the Classification Officer is to interview the inmate to obtain pertinent information. The inmate's responses to the Classification Officer questions are to be recorded on the Assessment Form. In the event the inmate refuses, nonparticipation in the interview may result in an error in the inmate's classification rating (over classification).
 - c) Information obtained during the interview may be verified by using the following sources.
 - 1) Local records;
 - 2) GCIC records;
 - 3) Georgia Department of Corrections records;

- 4) Probation Officers;
 - 5) Arresting deputies
 - 6) Employers, family members; and
 - 7) Other acceptable investigative methods.
- d) Using information from the criminal records check, inmate interview, observed behavior and inmate records, the Classification Officer is to complete the Classification Assessment Form.
 - e) When a classification rating has been assigned, the Classification Officer will notify the Shift Supervisor of the rating and coordinate the housing assignment.
 - f) All documents supporting the classification rating shall be placed in the inmate's file.
 - g) In the event the inmate is identified as having a medical or psychological problem, the Classification Officer is to notify the appropriate medical personnel.
 - h) In the event the inmate is determined to be a suicide risk, the Classification Officer is to assign the inmate to isolation, submit a written report to the Jail Administrator to ensure appropriate in-person supervision is provided, and to notify the appropriate medical personnel for screening and assessment.
 - i) In the event the Classification Officer has articulable reason(s) to believe the inmate is potentially at risk of sexual/physical assault, he shall inform his supervisor of the reason(s) for his concern, and the supervisor shall assist with determining an appropriate cell assignment for the inmate.
 - j) The Classification Officer is to maintain the appropriate records indicating the inmate's location in the facility.
 - k) The inmate's classification rating shall remain in effect until it is reviewed in accordance with Policy 2.4.

3. Initial Custody Classification Assessment

The initial Custody Assessment is used during initial classification to establish an inmate's recommended custody rating. This custody rating is based upon the classification officer's assessment of seven factors, each of which is to be assigned a numerical score. These factors have been found to be associated with future conduct and, thus help identify the types of risks likely to be presented by the inmate. When considered together, the factors also help determine the extent of risk likely to be presented by the inmate. The custody rating recommendation derived from these factors is used, in combination with other specified information, when making decisions relating to the inmate's housing assignment and supervision requirements. The custody rating

recommendation may be altered due to management considerations that warrant special attention or intervention by staff.

a) Completion Policy

The Initial Custody Assessment is completed during the admission process.

b) Section I – Identification

- 1) Inmate Name. Enter inmate's full name, last name, followed by first name and middle initial.
- 2) Booking Number. Enter inmate's identifying number.
- 3) Assessment Date. Enter date assessment is completed, use numbers to represent month, day and year.
- 4) Classification Officer. Last name of officer completing the scale.
- 5) Identifying number for officer completing the scale.

c) Section II – Maximum Custody Evaluation

Items one through four are intended to identify the inmate who presents a serious risk to the safety, security, and orderly operation of the facility. Inmates who score seven or above on the first four items are recommended for maximum custody without totaling the scores for the remaining items.

- 1) Severity of Current Charge(s)/Convictions. Use charges unless inmate has been convicted at time scale is completed. Determine the most serious charge/conviction, using the Severity of Offense Chart. Enter the number of points associated with the severity category into which inmate's most serious charge or conviction falls.
- 2) *Prior Offense History* – Exclude the current offense(s). Determine the most serious prior conviction and rank it on the Severity of Offense Chart. Enter the number of points associated with the severity category into which inmate's most serious conviction falls. If inmate has no record of prior convictions, enter 0.
- 3) *Institutional Assault History* – Consider any incarcerations including current admission. Enter the appropriate number of points for inmate's most serious assault conviction. Documented institutional disciplinary sanctions for fighting (if not prosecuted criminally) would be included in this category. If inmate has not been found guilty of assault while confined, enter 0.

- 4) *Escape History* – Consider any escapes or attempted escapes, including current admission. Enter the number of points corresponding to inmate's most serious escape or attempt. Escapes from correctional settings or programs are to be recognized if the inmate was found guilty of the escape or attempt by an institutional disciplinary committee, regardless of court prosecution and conviction status.
- 5) *Maximum Custody Score* – Add points for factors 1-4, and enter total in the box designated "maximum custody score." If this score is 7 or greater, inmate is to be assigned to maximum custody. The remaining factors do not need to be totaled unless the maximum custody score is 6 or less.

d) Section III – Comprehensive Custody Evaluation

This section establishes a custody score for the inmate who is not immediately identified as a maximum custody risk on the first four items.

- 1) *Institutional Disciplinary History* – Consider inmate's entire disciplinary history including current admission. If inmate has received no disciplinary reports or minor reports with no segregation time, enter 0.
- 2) *Prior Felony Convictions* – Excluding the current offense, consider inmate's entire background of convictions. Enter the number of points associated with the number of felony convictions.
- 3) *Alcohol/Drug Abuse* – Using the best information available, determine whether substance abuse has led to emotional, social, or legal problems. The degree of personal disruption is the key when assessing this factor. If abuse has been related to assaultive behavior, score the item in the highest category. Inmate self-report, together with prior arrest record are expected to be the most frequent sources of information.
- 4) Enter the number of points associated with your evaluation of the extent of abuse.
- 5) *Comprehensive Custody Score*: Enter the total score from items 1-8 in the box.

e) Section IV – Scale Summary and Recommendations

Custody level indicated by scale.

- 1) Using the custody classification chart, enter the code which indicates the custody level indicated by the scale.

- 2) *Special Management Concerns* – This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing and/or supervision. The Special Management Concerns Evaluation form can be used to document why a particular concern is checked. The following special management considerations are to be checked on the form if they exist (check all that applies):
- (a) *Protective Custody* – Individuals who may require protective custody to ensure their safety and well-being include criminal justice personnel, witnesses, known informants, inmates with known enemies in the facility, homosexuals, inmates of thin/frail or effeminate appearance, inmates with unresolvable language barriers, and inmates charged with heinous/notorious crimes.
 - (b) *Psychological Impairment* – Inmate has been examined by mental health staff and found to be incapable of functioning in any unit other than a highly structured treatment environment because he or she constitutes a danger to self or others.
 - (c) *Mental Deficiency* – Inmate has been examined by mental health staff and found to have difficulty interacting with others due to limited comprehension and communication skills.
 - (d) *Escape Threat* – Inmate has made significant threats to escape or has a documented history of escape(s) and/or attempted escape(s).
 - (e) *Serious Violence Threat* – Inmate has a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson. This conduct may have occurred while confined or while in the community.
 - (f) *Known Gang Affiliation* – Inmate is known to be a member of a racial, political or religious group that uses violence to achieve its goals within a correctional setting and/or in the community and this affiliation is considered to be a management issue in the facility.
 - (g) *Known Management Problem* – Inmate has a documented history of management problems while confined and/or disruptive behavior while in the community. Inmate is known to have incited, provoked, and/or agitated peers; disrupted facility operations; and/or to have demonstrated a substantial lack of cooperation with authority figures.

- (h) *Suspected Drug Trafficker* – Inmate has repeatedly been charged with and/or convicted of offenses related to the sale and/or manufacture of illegal drugs in a correctional setting, or has substantial financial resources that may be used to bribe staff, other inmates, or visitors in order to facilitate drug trafficking.
 - (i) *Suicide Risk* – Inmate has been examined by mental health staff and is considered to be at risk for attempting to take his or her own life.
 - (j) *Medical Problems* – Inmate has medical problems which may require special housing or supervision. This includes inmates that have been diagnosed by medical staff as having a communicable disease.
 - (k) *Physical Impairment* – Inmate presents physical impairments which may require special housing or supervision.
 - (l) *Other* – Inmate presents other management considerations that may involve special housing and/or supervision requirements.
- 3) *Override Recommendation* - If the assessing officer believes there are factors that warrant a custody classification which is different from the one indicated by the scale reference III A on the classification form, enter “1” for yes and provide rationale. Otherwise enter “2” (No). Overrides may be recommended to higher or lower levels, depending upon the circumstances.
 - 4) *Recommended Custody Level* – After reviewing the scale score and all other information which may justify an override, enter the code indicating the recommended custody level. This will be the same code as referenced on classification form III A above, if no override is recommended.
 - 5) *Recommended Housing* – Enter the recommended housing assignment.
 - 6) This section must be signed and dated by the classifying officer.
- f) **Section V – Supervisor Approval of Override**

Supervision approval is required if the classification officer recommends a scale override.

- 1) *Custody Level Approved* – Enter the custody level approved by the supervision. Written rationale must be provided if this level is different from above.
- 2) *Housing Assignment Approved* – Enter the housing assignment approval.
- 3) This section must be signed and dated by the supervisor.

TITLE ADMINISTRATIVE SEPARATION		POLICY NUMBER 2.02	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 10.02, 11.04, 11.05, 11.06, 11.10
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure facility safety and security, the Brooks County Jail classifies and separates inmates whose continued presence poses a serious threat to themselves, others, or the facility.

II. PROCEDURES

- A. An inmate should be placed in administrative separation when he:
1. Requests separation for his own protection or the staff determines that separation is necessary for the inmate's own protection;
 2. Is awaiting investigation or hearing of a serious inmate rule violation and/or criminal act;
 3. Is charged with an infamous crime;
 4. Is a witness in a civil case; or
 5. Requires medical isolation.
- B. Assignment to administrative separation is to be made by the Shift Supervisor or his designee.
- C. When a person is assigned to administrative separation, the Shift Supervisor or his designee is to complete an administrative separation order detailing the reasons or basis for the assignment including:
1. Observations or reports from jail staff of persistently disruptive, potentially disruptive, or abnormal behavior which requires removal of the inmate from the general population;

2. Report from a physician or nurse;
 3. Apparent need for protection;
 4. Recommendation of judge, District Attorney, or arresting agency; and
 5. Information indicating the need for administrative separation is discovered during the classification process.
- D. Provided an inmate's behavior permits, the living conditions and privileges of administrative separation or medical isolation are to approximate those available to inmates assigned to general housing
- E. An inmate in administrative separation whose actions or behavior endanger the safety of others or the security of the facility may be moved temporarily to disciplinary detention, pending a hearing before the hearing officer/Disciplinary Committee.
- F. The Inmate Supervision Officer is to conduct in-person direct supervision of inmates in administrative separation at irregularly scheduled intervals not to exceed thirty (30) minutes.
- G. If Administrative Separation results in the inmate being housed in an isolation setting, medical staff will personally interview and observe the inmate at least three (3) times a week, to identify the development of any medical or mental health concerns.
- H. Each inmate assigned to administrative separation shall have his classification status reviewed once every seven days for the first two months after admission, and at least every 30 days thereafter to determine if he can be returned to general housing.
- I. Release from administrative separation may be authorized by the Jail Administrator or Sheriff or his designee, the hearing officer/disciplinary committee, or the medical authority when appropriate.
- J. A permanent log is to be maintained to record the following information about inmates held in administrative separation;
1. All admissions including the date, reasons, and authorizing authority.
 2. All releases and reasons for releases;
 3. Signatures of staff and officials visiting inmates with the date and time of the visit; and
 4. Unusual activity or behavior of inmates. This includes any misbehavior that is to be recorded and forwarded for possible disciplinary action.

TITLE INMATE WORKER ASSIGNMENTS			POLICY NUMBER 2.03
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 12.01, 12.02, 12.03, 12.04, 12.05, 12.06, 12.07, 12.08
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks County Jail utilizes inmate workers in positions of limited responsibility to provide an efficient supplement to the facility work force.

II. PROCEDURES

- A. Any staff member wishing to recommend an inmate for inmate worker status is to make a verbal or written recommendation to the Sheriff.
- B. The following criteria are to be considered by the Sheriff when assigning an inmate to inmate worker status:
 1. The seriousness of the inmate's offense, danger to the community and to himself and the sentence imposed;
 2. Previous attempts to escape by the inmate;
 3. The inmate's ability to understand directions;
 4. A fourteen (14) day observation period in addition to the inmate's day-to-day behavior;
 5. Appropriate medical and health screening; and
 6. Willingness to work.

- C. Under no circumstances shall an unsentenced inmate be forced by facility staff to do work in the facility other than personal housekeeping which is necessary to keep his living area clean.
- D. Before assigning an inmate to inmate worker status the Sheriff or his designee is to conduct a personal interview with the inmate to explain the tasks involved and the consequences of his actions.
- E. The Chief Jailer is to provide all newly assigned inmate workers orientation and training commensurate to the complexity of their duties. During this orientation, inmate workers are to be provided a copy of the Inmate Workers Rules.
- F. The Chief Jailer is to ensure all inmate workers are provided uniforms appropriate to their job assignments.
- G. All inmate workers returning to the facility from outside work details or food service work areas are to be strip searched by the Intake/Release Officer in accordance with Policy 3.2.
- H. Inmate workers working in other areas within the facility are to be frisked upon leaving the work area and returning to their living quarters in accordance with Policy 3.1.
- I. Inmates are to receive permission from the Shift Supervisor before leaving their designated work area. Inmates found outside their designated work area without permission shall be subject to the appropriate disciplinary action.
- J. Under no circumstances shall any inmate be used for any purpose resulting in the private gain to any individual except:
 - 1. Work on private property because of natural disasters;
 - 2. Community service work programs; and
 - 3. Work release programs.

TITLE CLASSIFICATION RATING REVIEW		POLICY NUMBER 2.04	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 6
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 11.01, 11.02, 11.03, 11.04, 11.05, 11.06, 11.07, 11.08
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure that inmates are appropriately housed and classified, the Brooks County Jail regularly reviews classification assignments.

II. PROCEDURES

- A. Each month the Jail Administrator is to prepare a schedule indicating the inmates whose classification ratings are to be reviewed. The first custody reclassification will be completed 30 days after the initial classification, with each subsequent reclassification every 90 days thereafter.
- B. All classification reviews are to be made by the Jail Administrator. The Jail Administrator has the authority to:
 1. Review initial classification ratings;
 2. Conduct periodic review of classification ratings; and
 3. Hold reclassification hearings.
- C. Reasons used for reclassifying an inmate include but are not limited to:
 1. The inmate's inability to adjust to a particular situation or housing assignment;
 2. Request from the inmate;

3. Request by a staff person; and
 4. Legal status change of the inmate.
- D. At any time, an inmate may initiate a review of his classification rating. The inmate is to indicate in his written request for review the reasons for the review (e.g., new legal status, new commitment status, arrival of known enemy). The request is to be forwarded by the Shift Supervisor to the Jail Administrator for scheduling.
- E. Inmates are not required to attend hearings concerning minor or routine classification matters. These include:
1. Routine awarding of good time credits;
 2. Non-significant job changes;
 3. Screening of cases to meet inmate manpower needs (e.g., trusties); and
 4. Scheduled reviews.
- F. Inmates are permitted to appear before the Jail Administrator when consideration is being given to changing the inmate's classification rating. Exceptions to this would include such instances as when the inmate's:
1. Behavior would disrupt the meeting.
 2. Physical or mental condition precludes understanding of or participation in the process;
or
 3. Inability to attend (e.g., hospitalized, out to court).
- G. The Custody Reclassification Assessment Form will be completed by the Chief Jailer during the reclassification process.
- H. The Reclassification Assessment Form
1. Section I – Identification
 - a) Inmate Name: Enter inmate's full name, last name followed by first name and middle initial.
 - b) Booking Number: Enter inmate's identifying number
 - c) Status: Indicate inmate status as a pre-sentenced or sentenced prisoner.

- d) **Reclassification Reason:** Circle the reason that best describes why the reclassification is being done. Routine means the reclassification is being done per the time frame described by policy. Disciplinary should be circled if the reclassification is the result of a disciplinary infraction. Use the "other" code to indicate any other special circumstances which may require a reclassification, such as recent need for administrative segregation.
- e) **Reassessment Date:** Enter date reassessment is completed, use numbers to represent month, day and year
- f) **Classification Officer:** Last name of officer completing the scale

2. Section II: Maximum Custody Scale

Items one through four are intended to identify the inmate who presents a serious risk to the safety, security, and orderly operation of the facility. Inmates who score seven or above on the first four items are recommended for maximum custody without totaling the scores for the remaining items.

- a) *Severity of current charge(s)/convictions.* Use charges unless inmate has been convicted at time scale is completed. Determine the most serious charge/conviction, using the Severity of Offense Chart. Enter the number of points associated with the severity category into which the inmate's most serious charge or conviction falls.
- b) *Prior offense history.* Exclude the current offense(s). Determine the most serious prior conviction and rank it on the Severity of Offense Chart. Enter the number of points associated with the severity category into which the inmate's most serious conviction falls. If the inmate has no record of prior convictions, enter 0.
- c) *Institutional assault history.* Consider any incarcerations including current admission. Enter the appropriate number of points for the inmate's most serious assault conviction. "Conviction" could include a finding of guilty in a jail disciplinary hearing. If the inmate has not been found guilty of assault while confined, enter 0.
- d) *Escape history* – Consider any escapes or attempted escapes, including current admission. Enter the number of points corresponding to the inmate's most serious escape or attempt. Escapes from correctional settings or programs are to be recognized if the inmate was found guilty of the escape or attempt by an institutional disciplinary committee, regardless of court prosecution and conviction status.
- e) **Maximum custody score.** Add points for factors 1-4, and enter total in the box designated "maximum custody score." If this score is 7 or greater, inmate is to be assigned to maximum custody. The remaining factors do not need to be totaled unless the maximum custody score is 6 or less.

3. Section III – Comprehensive Custody Evaluation

This section is designed to establish a custody score for the inmate who is not immediately identified as a maximum custody risk on the first four items.

- a) Number of disciplinary convictions. Enter the number of points associated with the number of disciplinary convictions since the last classification date.
- b) Most serious disciplinary conviction. Determine the most serious disciplinary conviction, using the Disciplinary Severity categories. Enter the number of points associated with the severity category for the inmate's most serious conviction during this period of confinement.
- c) Prior felony convictions. Excluding the current offense consider the inmate's entire background of convictions. Enter the number of points associated with the number of felony convictions.
- d) Alcohol/drug abuse. Using the best information available determine whether substance abuse has led to emotional, social, or legal problems. The degree of personal disruption is the key when assessing this factor. If abuse has been related to assaultive behavior, score the item in the highest category. Inmate self-report, together with prior arrest record are expected to be the most frequent sources of information.
- e) Enter the number of points associated with your evaluation of the extent of abuse.
- f) Comprehensive Custody Score: Enter the total score from items 1-8 in the box.

4. Section IV: Scale Summary and Recommendations

- a) Custody level indicated by scale. Using the custody classification chart, enter the code which indicates the custody level indicated by the scale.
- b) Special management concerns. This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing and/or supervision. The following special management considerations are to be checked on the form if they exist (check all that apply):
 - 4) Protective custody. Individuals who may require protective custody to ensure their safety and well-being include criminal justice personnel; witnesses; known informants; inmates with known enemies in the facility; homosexuals; inmates of thin/frail appearance; male inmates with effeminate appearance or manner, or reporting other inmates are making sexual overtures, or reporting sexual assault; inmates with unresolvable language barriers; and inmates charged with heinous/notorious crimes.
 - 5) Psychological impairment. Inmate has been examined by mental health staff and found to be incapable of functioning in any unit other than a highly structured treatment environment because he or she constitutes a danger to self or others.

- 6) Mental deficiency. Inmate has been examined by mental health staff and found to have difficulty interacting with others due to limited comprehension and communication skills.
 - 7) Escape threat. Inmate has made significant threats to escape or has a documented history of escape(s) and/or attempted escape(s).
 - 8) Serious violation threat. Inmate has a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson. This conduct may have occurred while confined or while in the community.
 - 9) Known gang affiliation. Inmate is known to be a member of a racial, political or religious group that uses violence to achieve its goals within a correctional setting and/or in the community and this affiliation is considered to be a management issue in the facility.
 - 10) Known management problem. Inmate has a documented history of management problems while confined and/or disruptive behavior while in the community. Inmate is known to have incited, provoked, and/or agitated peers; disrupted facility operations; and/or to have demonstrated a substantial lack of cooperation with authority figures.
 - 11) Suspected drug trafficker. Inmate has repeatedly been charged with and/or convicted of offenses related to the sale and/or manufacture of illegal drugs/controlled substances within the community or a correctional setting, or has substantial financial resources that may be used to bribe staff, other inmates, or visitors in order to facilitate drug trafficking.
 - 12) Suicide risk. Inmate has been examined by mental health staff and is considered to be at risk for attempting to take his or her own life.
 - 13) Medical problems. Inmate has medical problems which may require special housing or supervision. This includes inmates that have been diagnosed by medical staff as having a communicable disease.
 - 14) Physical impairment. Inmate presents physical impairments which may require special housing or supervision.
 - 15) Other. Inmate presents other management considerations that may involve special housing and/or supervision requirements.
- c) Override recommendation. If the assessing officer believes there are factors that warrant a custody classification which is different from the one indicated by the scale reassessment classification form line 3 A enter "1" for yes and provide rationale. Otherwise enter "2" (No). Overrides may be recommended to higher or lower levels, depending upon the circumstances.

- d) Recommended custody level. After reviewing the scale score and all other information which may justify an override, enter the code indicating the recommended custody level. This will be the same code as line 3 A on the reassessment classification form, if no override is recommended.
- e) Recommended housing. Enter the recommended housing assignment.
- f) This section must be signed and dated by the classifying officer.

5. Section V: Supervisor Approval of Override

Supervisor approval is required if the classification officer recommends a scale override.

- a) Custody level approved. Enter the custody level approved by the supervisor. Written rationale must be provided if this level is different from above.
 - b) Housing assignment approval. Enter the housing assignment approval.
 - c) This section must be signed and dated by the supervisor.
- I. The Jail Administrator is to notify inmates of reclassification decisions, and to change housing assignments accordingly.
 - J. The Jail Administrator is to review the classification system annually to ensure that the goals of the Brooks County Jail are met.

TITLE SUICIDE PREVENTION		POLICY NUMBER 2.05	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER NONE
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The admission of a suicidal detainee presents a unique challenge to the detention facility staff. The special relationship that exists between the detention facility, as caretaker, and the detainee, as charged, places upon the facility a legal burden to protect both the safety and health of the detainee. Heightened security measures are necessary to ensure the detainee's suicidal ideation cannot be executed.

II. PROCEDURES

A. Training

1. All detention officers shall receive three (3) hours of initial suicide prevention training within two months of employment. This will be followed by two (2) hours of annual training in suicide prevention.
2. Training will include why detention facility environments are conducive to suicidal behavior, potential predisposing factors to suicide, high-risk suicide periods, warning signs and symptoms, and components of this suicide prevention policy.

B. Identification/Screening

1. Intake screening for suicide risk must take place immediately upon booking and prior to cell assignment.
2. This screening must include inquiry regarding:
 - a) Past suicide ideation and/or attempts;
 - b) Current ideation, threat or plan;

- c) Prior mental health treatment/hospitalization;
 - d) Recent significant loss (job, relationship, death of a family member/close friend, etc.);
 - e) Degree of intoxication;
 - f) History of suicidal behavior by family members/close friend;
 - g) Suicide risk during prior confinement; and
 - h) Arresting/transporting officer(s) belief that detainee is currently at risk.
3. Refer detainees determined to be a suicide risk to appropriate mental health or medical personnel.

C. Communication

Suicide risk concerns and observations must be communicated immediately between:

- 1. The arresting/transporting officer(s) and detention facility staff;
- 2. And among detention facility staff; and
- 3. Detention facility staff and the suicidal detainee.

D. Housing

- 1. Isolation of suicidal detainees should be avoided.
- 2. Whenever possible, house in general population, located in close proximity to staff.
- 3. Acutely suicidal detainees should be housed in suicide-resistant; protrusion-free cells.
- 4. Removal of a detainee's clothing (excluding belts and shoelaces), as well as use of physical restraints (e.g. handcuffs, straightjackets, leather straps, etc.) should be avoided whenever possible, and only utilized as a last resort for periods in which the detainee is physically engaging in self-destructive behavior.

E. Levels of Supervision

- 1. *Close Observation* is observed for the detainee who is not actively suicidal, but expresses suicidal ideation and/or has a recent prior history of self-destructive behavior. This detainee should be observed by detention officers at staggered intervals not to exceed every 15 minutes.
- 2. *Constant Observation* is reserved for the detainee who is actively suicidal, either by threatening or engaging in the act of suicide. This detainee should be observed by a staff member on a continuous, uninterrupted basis.

3. Other supervision aids, (e.g. closed circuit television, detainee companions/watchers, etc.) can be utilized as a supplement to, but never as a substitute for, the above observation levels.

F. Intervention

This detention facility policy regarding interventions is fourfold:

1. All staff members who come into contact with detainees shall be trained in standard first aid and cardiopulmonary resuscitation (CPR);
2. Any staff member who discovers a detainee attempting suicide shall immediately respond, survey the scene to ensure the emergency is genuine, alert other staff to call for medical personnel, and begin standard first aid and/or CPR; and
3. Staff should never presume that the detainee is dead, but rather initiate and continue appropriate life-saving measures until relieved by arriving medical personnel.
4. In addition, a first aid kit, pocket mask or mouth shield, Ambu bag, and rescue tool (to quickly cut through fibrous material) will be contained in Booking and Housing Control.

G. Reporting

1. In the event of a suicide attempt or suicide, the Jail Administrator and the Sheriff will be notified immediately.
2. Following the incident, the victim's family shall be immediately notified by the Sheriff or his designee.
3. All staff members who came into contact with the victim prior to the incident will submit a statement as to their full knowledge of the detainee and incident.

H. Follow-up/Administrative Review

1. The Detention Facility Administrator will conduct an administrative review for every completed suicide as well as serious suicide attempts (i.e. requiring hospitalization), to include:
 - a) Critical review of the circumstances surrounding the incident.
 - b) Critical review of detention facility procedures relevant to the incident.
 - c) Synopsis of all relevant training received by the involved staff;
 - d) Pertinent medical and mental health services/reports involving the victim; and
 - e) Recommendations, if any, for change in policy, training, physical plant, medical or mental health services, and operational procedures.
2. All staff members involved in the incident shall participate in the administrative review.

3. All staff members involved in the incident will be offered critical incident debriefing and counseling.
4. Incidents of suicide, attempted suicide, or placement of inmates on suicide watch will be included in the medical director's quarterly report to the Sheriff. (See Policy 5.09)

CRIMINAL OFFENSE CLASSIFICATION SCALE

Highest:

Murder
Rape
Sodomy
Armed Robbery

Aggravated Assault Against a Peace Officer
Aggravated Battery Against a Peace Officer

High:

Manslaughter
Robbery
Escape
Arson
Child Molestation:

Controlled Substance (Trafficking)
Burglary
Incest
Aggravated Assault
Rioting
Child Abuse

Moderate:

Assault (Simple)
Robbery
Sexual Abuse
Gambling
Theft By Taking (Felony)

Drug Possession Theft
Sexual Abuse
Prostitution
Controlled Substance (Possession)

Note: Felonies not listed above should be rated as Moderate.

Low:

Non-Support
D.U.I.
Eluding A Peace Officer
Theft By Taking (Misdemeanor)

Reckless Driving
Trespass
Disorderly Conduct

Note: All other misdemeanors not listed should be rated as LOW.

Brooks County Sheriff's Office

Disciplinary Severity Scale

- Highest:** Assaulting Any Person
Fighting with Another Person
Threatening Another with Bodily Harm, or Any Offense Against his Person or Property
Extortion, Blackmail, Protection, Demanding, or Receiving Money or anything of Value in Return for Protection
Engaging in Sexual Propositions or Threats to Another
Escape
Attempting or Planning Escape
Setting a Fire
Tampering With or Blocking Any Locking Device
Adulteration of Any Food or Drink
Possession of Contraband
Rioting
Encouraging Others to Riot
Engaging in, or Encouraging A Group Demonstration
Giving or Offering Any Official or Staff Member a Bribe or Anything or Value
Giving Money or Anything of Value to, or Accepting Money or Anything of Value from, a Prisoner, a Member of His Family, or His Friend
- High:** Destroying, Altering, or Damaging Government Property or the Property of Another
Stealing
Misuse of Authorized Medication
Loaning of Property or Anything of Value for Profit or Increased Return
Possession of Anything Not Authorized for Retention or Receipt through Regular Institutional Channels
Encouraging Others to Refuse to Work or To Participate in Work Stoppage
Refusing to Obey an Order of Any Staff Member
Insolence Toward a Staff Member
Lying or Providing False Statement to a Staff Member
Conduct that Disrupts or Interferes with the Security or Orderly Running of the Institution
Counterfeiting, Forging, or Unauthorized Reproduction of Any Document, Article Identification, Money, Security, or Official Report
Participating in Unauthorized Meeting or Gathering
Failure to Stand Count
Interfering with Taking of Count
Making Intoxication or Being Intoxicated
Tattooing or Self Mutilation

Brooks County Sheriff's Office

Disciplinary Severity Scale

Moderate: Indecent Exposure
Mutilating or Altering Issued Clothing
Refusing to Work
Unexcused Absence from Work or Any Assignment
Malingering or Feigning Illness
Failure to Perform Work as Instructed by Supervisor
Being in an Unauthorized Area
Using Abusive or Obscene Language
Unauthorized Use of Mail or Telephone
Unauthorized Contacts with the Public
Correspondence or Conduct with a Visitor in Violation or Posted Regulations

Low: Wearing a Disguise or Mask
Failure to Follow Safety or Sanitation Guidelines
Using Any Equipment or Machinery Contrary to Instructions or Posted Safety Standards
Smoking Where Prohibited
Gambling, Preparing, or Conduction a Gambling Pool, Possession of Gambling Paraphernalia
Being Unsanitary or Untidy, Failure to Keep One's Person and Quarters in Accordance with Posted Standards

SECTION III SECURITY INSPECTIONS

GENERAL REQUIREMENTS:

None **SPECIFIC DEPARTMENT**

REQUIREMENTS:

- A location for the temporary storage of evidence / contraband, must be identified.
- An individual must be identified to serve as the Evidence Custodian.
- Specific procedures for the inspection of service delivery vehicles, prior to their departure from the facility, should be developed.

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TITLE FRISK SEARCH		POLICY NUMBER 3.01	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 08/01/2014	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.03, 10.01, 10.08, 10.09, 12.06, 16.16, 23.04, 25.05
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure facility security and order, inmates are frisk searched upon admission, when entering or leaving the housing area, and whenever a deputy has reasonable suspicion that an inmate may be concealing contraband.

II. PROCEDURES

- A. A determination of the type of search to be conducted will be based on time, location, and circumstances. All non-scheduled searches and the scope involved are to be justified in accordance with policy.
- B. Inmates are to be frisked by detention staff members of the same sex unless one is not available, and there is an articulable, reasonable belief that delaying the frisk search poses an immediate threat to the safety, security, and good order of the facility. In the event a detention deputy is frisking a person of the opposite sex, the deputy is to use the back of the hand to check sensitive areas.
- C. To conduct a frisk search in the Brooks detention facility, the following steps are to be taken:
 1. Instruct the inmate to stand approximately two feet from the wall, spread his feet shoulder width apart and lean against the wall. If more than one inmate is to be searched, the inmates are to be spread more than one arm's length apart. If the inmate is handcuffed, the detention deputy should leave the inmate handcuffed during the frisk.

2. Direct the inmate not to move in any manner until instructed to do so.
 3. The deputy is to position himself behind the inmate in order to control any sudden movement by the inmate.
 4. Using both hands, start at the inmate's forehead and run the fingers or a large tooth comb through the hair.
 5. Continue to use both hands, check around the shirt collar by grasping the material with the fingers. Run both hands across the top of the shoulders, up and down each sleeve, one arm at a time ensuring to check the insides of the arms and armpits.
 6. Using one hand at a time, inspect the chest, stomach, and back areas by grasping the inmates clothing as it is checked. Particular attention should be given to the lower back area.
 7. Remove the inmate's belt. Do not allow the inmate to remove his own belt. Examine the belt to insure it does not conceal contraband or a weapon.
 8. Continuing to use one hand at a time, move the fingers around the inside of the waistband.
 9. Move the hands down the inmate's back to the buttocks emptying all pockets. (Caution should be taken in examining wallets.)
 10. Examine the lower abdomen and crotch area.
 11. Using both hands start at the groin area and check each leg, one at a time. Grasp the pants legs as inspection is made.
 12. Instruct the inmate to remove his shoes and extend each foot backward so that it may be examined. While the inmate is still leaning against the wall, inspect each shoe and return it to the inmate.
 13. After tobacco products and matches (not lighters) taken during the search have been examined, they are to be returned to the inmate. **NOTE: This would not apply in tobacco-free facilities.**
- D. If contraband is located or believed to be concealed under the inmate's clothing, or the inmate will be placed into the inmate population, he is to be strip searched in accordance with Policy 3.02.
- E. Any contraband confiscated during the frisk is to be disposed of in accordance with Policy 3.06.

TITLE STRIP SEARCHES		POLICY NUMBER 3.02	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 08/01/2014	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.03, 10.08, 10.09, 10.10, 10.11, 10.12, 12.06, 16.16, 23.04, 23.05
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

- A. Strip searches are conducted in the Brooks detention facility as necessary to prevent the introduction of contraband/weapons.
- B. All inmates assigned to the housing unit must be strip searched before leaving the booking/admission area.

II. PROCEDURES

- A. An inmate detained or confined in the Brooks County detention facility pursuant to lawful arrest or court order shall be subjected to a strip search when the detention deputy, with the concurrence of the shift supervisor, has probable cause to believe that the inmate is concealing evidence of the commission of a criminal offense, including fruits or tools of a crime, contraband or a deadly weapon, which could not be otherwise discovered, or when it is necessary for any legitimate medical or hygienic reason. The only exception to the probable cause requirement is if the inmate will be placed into the inmate population. (Unable to bond out within eight (8) hours of booking)
- B. Strip searches are to be conducted in an area that is secure and separate from other inmates. Only staff members who are the same sex as the inmate and who are conducting the search are to be present.
- C. To conduct a strip search, detention deputies are to perform the following steps:

1. Instruct the inmate to remove his clothing. As each article of clothing is removed, the inmate is to hand it to the detention deputy so that it may be checked for contraband.
 2. After the inmate is undressed, examine his body for any tape or bandages that may conceal contraband. If a bandage is removed, it should be replaced with a fresh bandage.
 3. Instruct the inmate to lean forward so the detention deputy can run a large tooth comb through his hair.
 4. Direct the inmate to turn so his left side is facing the deputy. Instruct the inmate to lean toward the deputy in order for the area inside and behind his ears to be examined with the aid of a flashlight. Repeat this process for the right ear.
 5. Direct the inmate to face the deputy and tilt his head back so the nostrils can be checked.
 6. Instruct the inmate to bend his head down, open his mouth, and wiggle his tongue back and forth. Ask the inmate if he wears dentures. If dentures are worn, tell the inmate to remove them so the dentures and mouth can be checked.
 7. Have the inmate raise his arms so the armpits can be checked with the aid of a flashlight.
 8. Inspect both of the inmate's hands including between the fingers and under the nails.
 9. Examine the pubic area for lice with the aid of a flashlight. Instruct the inmate to raise his testicles so the groin area can be checked. Have the inmate squat and cough.
 10. Examine the bottom of the inmate's feet and between the toes by having the inmate raise one foot at a time.
 11. Return the inmate's clothing or issued uniform so he can redress.
- D. Any contraband located during the search is to be handled in accordance with Policy 3.6.
- E. Before the strip search is performed, the detention deputy is to complete the Strip Search Authorization Form and receive written supervisory approval.
- F. Strip searches may be authorized upon return of the inmate to the secure inner perimeter of the facility from areas outside of the secure inner perimeter. This would include work details and court appearances. Additionally, strip searches may be authorized following contact interaction between inmates and non-agency personnel. Non-agency personnel are defined as personnel not on the payroll of the agency, including, but not limited to volunteers, visitors, medical personnel, attorneys, vendors, etc.

TITLE BODY CAVITY SEARCHES		POLICY NUMBER 3.3	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.03, 10.10, 10.11, 10.12
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Body cavity searches are conducted of inmates when a deputy has articulable, reasonable suspicion that an inmate is concealing contraband in a body cavity, or when authorized to conduct a strip search of the inmate.

II. PROCEDURES

- A. Visual body cavity searches shall be based upon a detention staff member's reasonable belief, with the concurrence of the shift supervisor, that the inmate is concealing a weapon or other contraband, and shall be performed as part of a strip search (See Policy 3.02).
- B. Visual body cavity searches are to be conducted in an area that is secure and separate from other inmates. Only staff members that are the same sex as the inmate and who are conducting the search should be present. Medical staff must be immediately accessible.
- C. If during a visual body cavity search a deputy sees contraband in a cavity, he is not to remove the contraband. The inmate is to be instructed to remove the contraband himself. In the event the inmate refuses to remove the contraband, the deputy is to escort the inmate to the appropriate medical personnel to remove the contraband.

- D. All digital (probing) body cavity searches shall be based upon probable cause that the inmate is concealing a weapon or contraband. Before the search is conducted the **responsible officer** should obtain a search warrant authorizing the search, unless there is a legitimate medical reason justifying a warrantless search.
- E. Digital body cavity searches shall be conducted only by appropriate medical personnel.
- F. Before the search is conducted, the inmate should be provided the opportunity to voluntarily remove any contraband.
- G. Any contraband or evidence obtained as the result of a body cavity search is to be handled in accordance with Policy 3.6, and the detention deputy will prepare and submit an incident report detailing the circumstances that required the search, who conducted and witnessed the search, where and when the search was conducted, and how the evidence or contraband was recovered.

TITLE CONTRABAND SEARCHES		POLICY NUMBER 3.04	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.03, 23.29
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure safety of staff, inmates and visitors, and to maintain facility security and order, the staff of the Brooks detention facility conducts frequent searches of the facility for contraband.

II. PROCEDURES

A. Cell Searches

1. Cell searches are conducted at the discretion and under the direction of the shift supervisor. The frequency of cell searches must be reasonable in number and time based on the classification of inmates.
2. When conducting a cell search, at least two detention deputies are to be present.
3. Inmates are to be strip searched in accordance with Strip Search Policy (before and/or after) they are removed (to and/or from) a secure location.
4. Each cell is to be searched individually in a thorough and systematic manner. A list of items that inmates are permitted to possess is provided in Appendix 3B.
5. Empty cells are to be checked for any contraband that may be concealed in the cell.
6. While conducting the search, detention deputies should be conscious of both sanitation and security concerns.
7. Cells should be left approximately the way they were found. Inmates' personal property is to be respected and is not to be inappropriately discarded, broken, or misplaced.

8. After the cells have been searched, the dayroom and lavatory/shower areas and all inmate accessible areas are to be searched.
9. Any contraband, evidence or personal property seized in the facility shall be disposed of in accordance with Procedure K of this policy.
10. Upon completion of the search, a report shall be made by the deputies to the facility administrator to include:
 - a) Cell location;
 - b) The time and date of the search;
 - c) Deputies conducting the search; and
 - d) Listing of any contraband or personal property confiscated, reasons for taking the items and the disposition.

B. Indoor/Outdoor Recreation Areas

The indoor and outdoor recreation areas are to be searched by the **responsible officer** before and after each recreation period.

C. Multipurpose Room

The multipurpose room is to be searched by the **responsible officer** before and after each use.

D. Intake Area

The intake area and adjacent support facilities area are to be searched at least twice per shift by the **responsible officer**. The second search can be made in concert with the relieving deputy at the start of the relieving shift, which would also count as the first search by the relieving shift.

E. Property Room

The property room and property storage areas are to be searched at least once per shift by the **responsible officer**.

F. Laundry

The laundry area is to be searched at least once daily by the **responsible officer**.

G. Lobby Area

The reception/visiting area, including both restrooms, is to be searched on a regular and continuous basis by the **responsible officer** at least once at the beginning of each shift.

H. Commissary

The commissary is to be searched at least once daily by the **responsible officer**.

I. Mechanical/Equipment Room

The mechanical/equipment room is maintained by the maintenance personnel and is to be searched at least once per week by the **responsible officer**.

J. Common Area

Hallways, elevators, unsecured closets, and other similar areas are to be searched by the **responsible officer** on an as needed basis.

K. Disposition and Documentation

1. In searching the areas listed above, deputies should attempt to detect vandalism to facility equipment, improper storage of property, contraband, potential weapons, litter, and necessary maintenance for facility equipment.
2. In the event deputies locate contraband while conducting searches in the areas listed above, the property is to be disposed of in accordance with Policy 3.06.
3. A report is to be completed after all searches which includes the time, and date, area searched, persons conducting the search, any contraband identified and its disposition.

TITLE SERVICE DELIVERY AND PICKUP INSPECTIONS		POLICY NUMBER 3.05	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.06, 23.29
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To prevent the unauthorized access to or release of property, contraband, or personnel from the Brooks detention facility, all service deliveries and pickups are inspected/approved by facility staff

II. PROCEDURES

- A. All vehicles making service deliveries and pickups are to enter the facility by the service entrance.
- B. The **responsible officer** is to ensure security is not breached by the introduction of contraband into the facility.
- C. Narcotics/weapons and other potentially dangerous supplies are to be brought into the facility, away from inmates and under adequate staff escort to prevent unauthorized access.
- D. Contents of all containers delivered to the facility are to be checked by the **responsible officer** against the accompanying invoice to verify receipt of the merchandise.
- E. Large boxes, barrels and other similar containers being removed from the facility are to be opened and inspected by the **responsible officer** to insure an inmate is not concealed inside.
- F. Loose loads such as refuse are to be inspected by the **responsible officer** with a prodding device.
- G. Before a vehicle is permitted to leave the security perimeter of the facility, the **responsible officer** is to visually inspect the vehicle.

TITLE DISPOSITION OF PROPERTY		POLICY NUMBER 3.06	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.29, 24.09
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The staff of the Brooks detention facility shall document the confiscation, storage and disposition of all property and contraband confiscated in the facility.

II. PROCEDURES

A. Personal Property

1. Personal property that is confiscated from inmates during admission into the facility is to be stored in accordance with Policy 1.10.
2. When an inmate's property is confiscated after being admitted into the facility, the inmate is to be provided a confiscated property receipt. The inmate is to designate on the property receipt his preference of how the property is to be disposed by checking, signing and dating the appropriate blocks. One copy of this form is to be provided to the inmate and one copy is to be placed in the inmate's file.
3. Inmates sentenced to the custody of the Georgia Department of Corrections are to be provided with a Notice of Property Disposition. Within 10 days after acknowledging receipt of the notice, the property is to be properly disposed.
4. An inmate filing an appeal is not to have his property disposed of until after the appeal. Once the appeal has been litigated, another Notice of Property Disposition is to be provided to the inmate.

B. Evidence in Criminal Proceedings

1. Property taken as evidence of a crime is to be photographed before it is moved, if possible.
2. Once photographed, evidence is to be marked with the confiscating deputy's initials, date, and time.
3. All evidence taken is to be placed in sealed containers.
4. Evidence Forms are to be completed by the **responsible officer** on all property/evidence seized. One form is to be attached to the original report, one copy attached to the evidence, and one copy provided to the inmate.
5. A chain of custody is to be maintained for all evidence. To avoid breaking this chain, a minimum number of deputies are to handle the evidence.
6. Evidence is to be secured in the Evidence Room by the **responsible officer** until it can be checked by the evidence custodian.

C. Evidence in Disciplinary Proceedings

1. When property is confiscated as evidence in a disciplinary hearing, it is to be placed in a sealed container and delivered to the **responsible officer** for storage in the Evidence Room.
2. If the inmate has a valid claim for confiscated property, the **responsible officer** is to provide the inmate with a receipt for the property and attach one copy of the receipt to the evidence.
3. Provided that property is not to be used in a criminal proceeding, no formal chain of custody needs to be maintained.

TITLE HEAD COUNTS			POLICY NUMBER 3.07
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.02, 23.21, 23.29
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The staff of the Brooks detention facility shall conduct routine head counts to account for all inmates incarcerated in the facility.

II. PROCEDURES

- A. Formal inmate head counts are to be conducted at a minimum of each shift change and before and after each mass movement of inmates.
- B. Informal checks of inmates are to be made frequently by detention staff to verify all inmates are present.
- C. The master count record is to be maintained in the admissions area. The Shift Supervisor maintains the count record and is to be provided up-to-the-minute information regarding all inmate moves, work assignments, program participation, and any other change that could affect the accounting for an inmate.
- D. Before the inmate supervision officer conducts a formal head count in a cell block, he is to announce that inmate count procedures are in effect and all inmates are to go to their cells. After all of the cells have been locked, the inmate supervision officer is to check each cell to verify the inmate's presence by name.
- E. When checking areas other than cell blocks (e.g., dormitories, laundry) two detention deputies are to be present. Inmates are to line up along one wall in the room. There is to be no inmate movement. One deputy is to watch to insure no inmates move while the other officer counts.

- F. When conducting checks at night, the deputy checking inmate should use a flashlight judiciously. The inmate supervision officer is to ensure the inmate he counts is visibly breathing and human flesh is visible.
- G. Under no circumstances are inmates to assist with inmate counts.
- H. Any interruptions occurring during a formal count shall require the count to be started over.
- I. Once the check is completed, the inmate supervision officer is to record the count in the daily log.
- J. When an inmate is not accounted for during a head count, the inmate supervision officer is to repeat the count procedures to verify if an error was made.
- K. If the inmate is not located, the inmate supervision officer is to notify the shift supervisor and conduct a check of the entire facility to verify that the inmate is not still in the facility.
- L. The inmate supervision officer is also to review the admissions and release records to ensure the inmate has not been released.
- M. In the event the inmate cannot be located, the inmate supervision officer is to implement emergency procedures for an escape in accordance with Policy 6.5.

TITLE IN-PERSON SURVEILLANCE			POLICY NUMBER 3.08	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.22, 23.23, 23.24, 23.29	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure the safety and security of inmates and the facility, inmates in the Brooks detention facility are provided direct, in-person surveillance on a routine basis.

II. PROCEDURES

- A. Detention staff shall not rely solely on closed circuit television to supervise inmates. Direct, in-person surveillance is to be made of every inmate in the general population at staggered intervals at least every 60 minutes.
- B. Inmates confined to special housing or housing and dayrooms which contain potentially incompatible inmates, multiple occupancy holding areas, or padded/rubberized rooms/cells are to receive in-person surveillance at staggered intervals of at least every 30 minutes.
- C. Inmates who are suicidal, assaultive, escape risks, mentally/emotionally disordered, or recovering from intoxicants shall receive in-person surveillance of at least every 15 minutes.
- D. Each in-person surveillance check is to be documented in the daily log to include the deputy's name, date, and time.
- E. Surveillance/Supervision of Inmates
 1. Detention deputies are to be attentive to rule infractions, escape attempts, or other potential disturbances. A deputy shall not enter a high security area by him/herself.

2. When conducting surveillance checks, detention deputies are not to fraternize, gossip, or show favoritism to inmates. When interacting with inmates, staff members are to treat each inmate in a firm, and fair manner. Staff members should not humiliate/embarrass or intimidate inmates.
3. Facility staff shall not make loans to or accept loans from inmates, or enter into any business arrangements, furnish any outside supplies, or accept any payment from inmates.
4. In the event an inmate asks the advice of a staff member, the employee is to ensure he fully understands the inmate's situation before giving advice. If the employee feels he is unable to provide the proper guidance, he should refer the inmate to or notify the appropriate persons. Staff members are to recognize their limitations and not promise something they do not have authority to provide. Legitimate requests should be honored.
5. If during a surveillance check a detention deputy notes any circumstances that may adversely affect the safety of an inmate or staff member, or the safety and security of the facility, he is to institute the steps necessary to correct the problem.
6. The deputy is to notify the shift supervisor of the problem, the corrective action taken, and the results of his actions. This information is also to be recorded in the daily log.

TITLE WEAPONS INSPECTION			POLICY NUMBER 3.09
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.09, 23.10, 23.11, 23.29, 24.10, 24.12, 24.13, 24.14
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

To ensure weapon accountability, availability and maintenance, in the Brooks detention facility, inspections are conducted of the facility arsenal on a routine basis.

II. PROCEDURES

- A. Weapons shall not be allowed in the confines of the Brooks detention facility unless authorized by the facility administrator or his designee. Deputies escorting inmates into the facility are to secure their firearms and other weapons in the lockbox located in the vehicle sally port or other secure location before entering the admissions area. Deputies entering the facility through other entrances shall secure their weapons prior to entering the detention area.
- B. All facility firearms, chemical agents, stun guns, and other offensive or defensive weapons are to be stored in the weapons vault. This area is to remain easily accessible to the Shift Supervisor in the event of an emergency and should never be accessible to inmates.
- C. The Shift Supervisor is to inspect the weapons vault each shift to ensure it is secure and that all weapons are accounted for. This check is to be recorded in the daily log.
- D. The Shift Supervisor will inventory the weapons vault weekly to account for the condition/operability of each weapon. This inventory is to be recorded on a weapon inventory sheet and stored in the weapons logbook. In the event a weapon needs to be repaired or replaced, the Shift Supervisor will submit a work order/replacement order to the facility administrator.

- E. Weapons are to be distributed from the weapons vault by the Shift Supervisor only upon authorization from the Sheriff or Jail Administrator. Persons issued weapons are to be properly trained in the safe operation of the weapon. When a weapon is issued, the Shift Supervisor will record the issuing, receiving and authorizing deputy's names, the weapon's serial number, time and date in the weapons log book.
- F. When a weapon is returned, the Shift Supervisor will inspect the weapon for cleanliness and damage, and record the returning and receiving deputy's names, date, and time in the weapons log book.

TITLE PHYSICAL PLANT INSPECTIONS		POLICY NUMBER 3.10	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.20, 8.33, 23.07, 23.15, 23.29
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks County detention facility physical plant is routinely inspected to ensure the safety and security of the physical plant.

II. PROCEDURES

- A. The Jail Administrator will maintain a Checklist for Inspecting the Facility Physical Plant.
- B. The Shift Supervisors are to conduct physical plant inspections of the facility weekly. High security areas are to be inspected daily.
- C. Deputies conducting inspections are to both visually and physically check the physical plant on an irregular schedule.
- D. In the event part of the physical plant needs repairing, the Jail Administrator will be notified in writing so arrangements can be made to repair the damage. If the facility security is endangered by the damage, efforts will be made immediately to correct the problem.
- E. After the Shift Supervisor has conducted the physical plant inspection, he is to complete the inspection checklist and record the inspection on the daily log.

TITLE EQUIPMENT INSPECTIONS			POLICY NUMBER 3.11	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.29, 8.33, 9.05, 23.01, 23.08, 23.13, 23.29, 24.04	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Security/emergency equipment in the Brooks County detention facility is routinely inspected to ensure its safe operation

II. PROCEDURES

- A. The Jail Administrator will maintain a Checklist for Inspecting the Facility Security Equipment.
- B. The Shift Supervisor will conduct inspections of facility security/emergency equipment weekly.
- C. Jail Officers conducting equipment inspections are to both visually and physically check security/emergency equipment on an irregular schedule.
- D. In the event equipment has been damaged or is not serviceable (such as low fuel/oil in the emergency generator, etc.), a work/replacement order shall be forwarded so the necessary repairs can be scheduled. Substitute equipment will be used while a piece of equipment is being repaired.
- E. After the Shift Supervisor has conducted the equipment inspection, he is to complete the equipment inspection checklist and record the inspection on the daily log.

TITLE KEY CONTROL		POLICY NUMBER 3.12	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 9.13, 23.01, 23.06, 23.11, 23.29
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure key accountability, availability and maintenance, a key accountability inspection is conducted on a routine basis.

II. PROCEDURES

- A. Facility keys are stored in Central Control. Under no circumstances are keys to be left unattended (e.g., desk drawers, counters). A set of alternative/backup keys will be accessible to staff.
- B. The Shift Supervisor will inventory all keys on the key board at the beginning and end of each shift and record the inventory in the key logbook.
- C. Only detention deputies of the Brooks County detention facility are authorized to possess facility keys. Under no circumstances is an inmate to possess facility keys.
- D. The Shift Supervisor will record the release and return of keys in the key logbook. Officers exchanging keys are to notify the Shift Supervisor of the exchange so a notation can be made in the logbook.
- E. Keys allowing access out of the security perimeter shall be carried only when there is a specific need.
- F. Deputies are not to refer to key or lock numbers/names in the presence of inmates.
- G. At the end of a shift each detention deputy is to return any keys assigned to him to the key storage area.

- H. In the event a key is lost or stolen, the detention deputy is to immediately report the missing key to the Shift Supervisor. In the event the key was lost inside the facility, inmates are to be locked in their cells, and a search conducted of the facility in accordance with Policy 3.4. A report is to be completed by the deputy detailing the circumstances surrounding the incident to include the key lost, date, approximate time and location, and efforts taken to recover the key.
- I. Malfunctioning keys/locks are to be reported to the Shift Supervisor. Repairs are to be made only upon authorization from the Jail Administrator by a qualified locksmith.
- J. If a security door is compromised because of a lost key or malfunctioning lock, efforts are to be taken to safeguard the door through alternative means.

TITLE TOOL CONTROL			POLICY NUMBER 3.13	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.11, 23.12	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure tool accountability, control, and maintenance in the Brooks County detention facility, inspections are made of the facility tool storage area on a routine basis.

II. PROCEDURES

- A. The Jail Administrator will maintain a list of all tools belonging to the Brooks County detention facility.
- B. The Shift Supervisor will maintain a running inventory sheet that reflects when and who checked out a tool, when the tool was returned and whether the tool is still out.
- C. The Shift Supervisor will inventory and account for all tools at the beginning and end of each shift.
- D. A shadow board is provided for the secure storage of tools. Only one tool is to be placed in each shadow area.
- E. Tools that cannot be placed on the board are to be stored in the locked box located in the tool storage.
- F. Each tool is to be marked with a letter and number. The letter designates the area to which the tool is assigned (i.e., P – Programs, M – Maintenance) and the number designates the inventory number.

- G. Tools that may be used to injure persons, damage property, or facilitate an escape are to be marked with a two inch wide red paint stripe. Under no circumstances is an inmate to possess one of these tools without direct, in-person supervision.
- H. Individuals conducting contract work in the facility shall have a detention deputy assigned to accompany them while working in the facility. The detention deputy shall require the contract worker to ensure all of his/her tools are accounted for before being allowed to leave the facility.
- I. In the event a tool is lost or stolen, the detention officer will report the incident to the Shift Supervisor. This report is to include the tool, identification number, when the tool was lost, date, time, deputy to whom the tool was assigned, and steps that have been taken to recover the tool.
- J. Detention officers are to notify the Shift Supervisor of tools needing to be repaired or replaced. Tools that are to be repaired or replaced are not to be removed from the board until the new tool has been received and marked.
- K. When a tool is discarded, the Shift Supervisor will record its disposal in the tool log and deposit the tool in a trash receptacle away from the facility.

TITLE CAUSTIC MATERIALS			POLICY NUMBER 3.14	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.44, 9.18, 23.11	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To control inmate accessibility, all caustic materials are stored in a secure location and dispensed only to detention staff members.

II. PROCEDURES

- A. The Shift Supervisor will inventory and maintain an adequate supply of caustic material (i.e, janitorial and laundry supplies) to meet the needs of the facility.
- B. All flammable, hazardous, poisonous, and toxic materials are to be stored in the locked cabinet. These materials are to remain in the original containers until dispensed for usage.
- C. All containers holding caustic materials are to be marked with a two inch wide red band to designate the material as dangerous.
- D. Only detention staff members are to be issued caustic materials. The Shift Supervisor will issue the materials required only after recording the receiving deputy's name, date, time, type of material and amount of material.
- E. When an inmate uses cleaning supplies of a caustic nature, a detention deputy is to be present to provide direct supervision.
- F. After the caustic material has been used, all unused portions are to be returned to storage through the Shift Supervisor. The Shift Supervisor will record the officer's name, date, time, type of material and amount of material.

SECTION IV PHYSICAL PLANT MAINTENANCE AND INSPECTIONS

GENERAL REQUIREMENTS:

- Arrangements are to be made for regularly scheduled inspections of the detention facility for fire safety and health / sanitation purposes.

SPECIFIC DEPARTMENTAL REQUIREMENTS:

None

INDEX OF POLICIES:

- 4.01 [Sanitary Standards Compliance](#)
- 4.02 [Housekeeping Duties and Inspections](#)
- 1.03 [Fire Inspections](#)
- 4.04 [Fire Drill](#)
- 4.05 [Environmental Control Systems](#)
- 4.06 [Vermin Inspection and Control](#)
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TITLE SANITARY STANDARDS COMPLIANCE			POLICY NUMBER 4.01	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.01, 15.02, 15.03, 15.05	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure a healthy and sanitary environment for both inmates and staff, the Brooks Detention facility complies with state and local health and sanitation code requirements.

II. PROCEDURES

- A. The Jail Administrator will update the facility procedures concerning state and local health and sanitation codes as required. An annual review, at a minimum, is to be performed.
- B. The Jail Administrator will implement the steps necessary for the Brooks Detention facility to comply with the applicable health and sanitation codes.
- C. The Jail Administrator is to ensure the facility is inspected at least quarterly by the authorized state and/or local officials for compliance with health and sanitation codes.
- D. In-house weekly inspections are to be conducted by the Shift Supervisor or his designee to ensure compliance with health and sanitation codes.
- E. The Inmate Supervision Officer on each shift shall conduct a daily inspection of the inmate living areas to ensure cleanliness and proper sanitation of sleeping eating, shower, and bathroom areas of the housing unit. Inmate mattresses will be sanitized before re-issuance. The findings of these inspections and any needed corrective measures taken will be recorded in the Inmate Supervision Officer's daily log.
- F. The Jail Administrator will review all inspection reports completed by outside agencies and/or in-house personnel.

- G. A written report is to be submitted to the Sheriff by the Jail Administrator which outlines all health and sanitation deficiencies noted during an inspection, the corrective action taken/planned, and the time required to implement the corrections.
- H. A permanent record is to be maintained by the Jail Administrator of all inspection reports and reports of corrective action.

TITLE HOUSEKEEPING DUTIES AND INSPECTIONS			POLICY NUMBER 4.02	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2	
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.02, 15.03, 15.04, 18.10	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure a healthy and sanitary living and work environment for inmates and staff, the Brooks Detention facility maintains strict sanitation practices throughout the facility.

II. PROCEDURES

- A. Inmates are responsible for maintaining living space within the cell block areas in a clean, sanitary and orderly manner. This area includes the cells, dayrooms, showers, and toilets.
- B. At ____ hours, the Shift Supervisor will issue the necessary cleaning supplies to each inmate housing area and instruct inmates to clean their cell and common areas.
- C. Detention officers are to periodically check inmates cleaning the cell block area to monitor their progress.
- D. Inmates using caustic materials are to be provided direct supervision to ensure all supplies are used correctly, returned, and secured in accordance with Policy 3.14.
- E. In the event an inmate does not carry out his housekeeping duties or share equally in his cell block cleaning, the Shift Supervisor is to ensure disciplinary charges are filed against him.
- F. The Shift Supervisor will inspect all cell blocks daily before ____ hours to ensure they have been cleaned as directed.

G. Between ____ hours, the Shift Supervisor will provide authorized Inmate workers the supplies necessary to clean facility common areas in accordance with their assigned duties (see Policy 2.7). The following areas are to be cleaned by Inmate workers daily:

1. Hallways and stairs;
2. Multi-purpose and visiting areas;
3. Admissions area

The conference rooms and recreation areas are to be cleaned on an as-needed basis as directed by the Shift Supervisor.

H. The shift Supervisor will inspect the common areas cleaned by inmate workers before ____ hours daily.

I. Kitchen and food service areas are to be cleaned by the authorized inmate workers after each meal. Food service equipment, serving utensils and eating utensils are to be cleaned after each use.

J. The Shift Supervisor is to inspect all food service areas and equipment after each meal is served to ensure it is cleaned, orderly and sanitary.

K. Each staff member is to organize his work area before leaving at the end of their shift. Areas restricted to inmates including the dispatch and control rooms are to be cleaned by staff between **2300-0700** hours. Inmates will not be allowed access to these areas, not even for cleaning purposes.

L. Restricted areas cleaned by facility staff are to be inspected daily by the Shift Supervisor before ____ hours.

M. After each area is inspected, the officer conducting the check is to record the area as being cleaned in the daily log.

N. Inmate workers performing cleaning duties unsatisfactorily are to be removed from inmate worker status in accordance to Policy 2.7.

TITLE FIRE INSPECTION			POLICY NUMBER 4.03	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 9.01, 9.02, 9.03, 9.04, 9.08, 9.10, 9.16	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To maintain fire safety in the Brooks Detention facility, inspections are routinely conducted and Life Safety Code standards are strictly followed.

II. PROCEDURES

- A. The **responsible officer** shall be familiar with all local and state regulations governing fire safety in detention facilities and implement the steps necessary for the facility to comply with these standards.
- B. The **responsible officer** shall ensure the facility is inspected at least twice a year by a certified local or state fire marshal.
- C. Bi-monthly inspections are to be conducted by the **responsible officer** or his designee to ensure facility compliance with applicable fire regulations.
- D. The Jail Administrator shall review all inspection reports completed by outside agencies and/or in-house personnel, and submit a plan to the Sheriff to correct all deficiencies noted within a reasonable period of time.
- E. The facility administrator shall submit a written report to the Sheriff that outlines all fire safety deficiencies noted during an inspection, the corrective action taken/planned, and the time required to implement the correction.
- F. The facility administrator shall maintain a permanent record of all fire inspection reports and corrective actions.

TITLE FIRE DRILL		POLICY NUMBER 4.04	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 9.07, 9.09
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Fire drills are conducted in the Brooks Detention facility on a monthly basis.

II. PROCEDURES

- A. All facility staff shall be familiar with the facility fire evacuation plan in accordance with Policy 6.7.
- B. The shift supervisor shall ensure a fire drill is conducted monthly.
- C. When conducting a fire drill, it is not necessary for inmates to be moved during the drill. Inmates shall be shown the evacuation route(s). Staff shall walk through the evacuation procedures.
- D. Once a quarter, staff will practice inmate movement using minimum security inmates and the exercise yard as the staging area for the drill.
- E. When the drill is complete, the supervisor shall debrief staff on their performance.
- F. The shift supervisor is to record the fire drill on the daily log.

TITLE ENVIRONMENTAL CONTROL SYSTEMS			POLICY NUMBER 4.05
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.05, 15.06, 15.10, 8.34, 8.36, 8.39, 18.42, 18.43
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks Detention facility maintains environmental control systems at a level that ensures a healthy and comfortable living and working environment.

II. PROCEDURES

A. Electrical System

1. Electrical master-control panels for the detention facility are located _____. All electrical panels and switches are to be labeled in order that they may be readily identified.
2. Only the Shift Supervisor is authorized to access electric panels. Under no circumstances shall any inmate be provided access to electric control panels.
3. An emergency electric generator is located "location". The Shift Supervisor on each shift will be trained in the safe operation of the generator. Inspection of the generator is to be conducted in accordance with Policy 3.11.

B. Lighting System

1. Lighting in the detention facility is to be controlled by the detention staff. Under no circumstances are inmates to be provided any control of lighting within the facility.
2. The facility staff is to control lighting in the following manner:
 - a) One half our before dusk the outside perimeter lights are to be turned on;
 - b) Normal lighting in hallways within facility is to be left on 24 hours a day;

- c) At 2250 hours, the Shift Supervisor will announce lights out in 10 minutes. At 2300 hours, lights in the detention cells are to be dimmed to an after hours level;
 - d) At 0630 hours the Shift Supervisor will switch on normal lighting in the housing area and announce wake-up;
 - e) One half after sunrise, outside perimeter lights are to be turned off.
3. Staff members shall note any lights needing to be replaced and submit a work order to the Shift Supervisor.
 4. The Jail Administrator's initial inspection and annual inspections thereafter, are to ensure the lighting system provides illumination of 20 foot candles at 30 inches above the floor, and that any lights that have burned out or are not working properly be replaced.

C. Heating and Cooling System

1. The controls for the facility heating and cooling systems are located _____. Switches shall be labeled in order that they are readily identified.
2. The facility staff is to set the heating and cooling system to maintain the following temperatures ranges:
 - a) Unoccupied area—not less than 60 degrees Fahrenheit
 - b) Occupied areas—68-85 degrees Fahrenheit

D. Water System

1. The facility administrator is to ensure there is an adequate supply of hot or tempered water under pressure to meet the facility needs.
2. Inmates are to be provided access to water fountains and/or combination units with potable water and single service cups.
3. All plumbing and toilet fixes are to be maintained in good repair. In the event a toilet or plumbing fixture malfunctions, a work order to immediately repair the fixture is to be submitted to the Jail Administrator.
4. If the toilet or plumbing fixtures are under repair, the detention deputies are to ensure an alternative toilet location is made available for inmates.

E. Waste and Garbage Removal

1. Waste and trash are removed from all areas of the facility at least once every day. Garbage in the kitchen and other food service areas is to be removed after every meal is served.

2. Trash dumpsters are provided for the disposal of trash
3. The **responsible agency/company** empties the facility dumpsters on a routine basis. In the event these dumpsters become overfilled, the sanitation **company/agency** is to be notified and informed of the dumpster's condition. The current contact number(s) for the sanitation company are located in dispatch.

F. Ventilation

1. Ventilation within the facility is provided with fans and air conditioning.
2. Vents controlling ventilation within the facility are to be adjusted only by qualified maintenance personnel.
3. The Jail Administrator will schedule for the ventilation system to be examined on an annual basis by a mechanical engineer or a qualified HVAC specialist to ensure it provides an air-exchange of at least fifteen (15) cubic feet per minute.

G. Noise

1. The noise level in the inmate occupied areas is not to exceed 70 decibels in the day and 45 decibels at night. (Both levels, A-Scale)
2. The detention staff is responsible for controlling noise in the facility to ensure it does not become unreasonable.

TITLE VERMIN INSPECTION AND CONTROL			POLICY NUMBER 4.06	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2	
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.07	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To control vermin and pests, the Brooks Detention facility ensures regular inspections of the facility are conducted. The facility maintains a contract for the services of a professional pest exterminator

II. PROCEDURES

- A. When conducting daily housekeeping inspections, facility staff members are to look for potential vermin and pest problems.
- B. To prevent vermin control problems, inmates are not allowed to keep open food in their cell area.
- C. Upon discovery/notification of a pest/vermin control problem, the Jail Administrator will contact the pest exterminator under contract with the facility to correct the problem.
- D. The Jail Administrator shall maintain a contract for services with a licensed pest exterminator. These services are to include:
 1. Yearly inspection of the facility for vermin/pests.
 2. Scheduled pest control services.
 3. Emergency pest control services.
 4. Consultation services to prevent pest problems.

- E. When an exterminator is spraying for pests, the Jail Administrator or Shift Supervisor will assign a detention officer to escort the exterminator throughout the facility, including individual cells.
- F. After the exterminator has completed his work, the Jail Administrator or Shift Supervisor will sign the invoice provided by the exterminator as proof of services rendered.
- G. All pest control problems and visits by the pest exterminator shall be logged in the daily log by the Shift Supervisor.

SECTION V: SERVICES, PROGRAMS AND ACTIVITIES

GENERAL REQUIREMENTS:

- Facility physician is to issue standing orders for the handling of dental emergencies and formulary.
- Inmate funds are to be handled through an inmate account system.
- Upon admission, medical folders are to be initiated for each inmate.

SPECIFIC DEPARTMENTAL REQUIREMENTS:

- Determine if and how contact visitation will occur.
- Develop an inmate handbook.
- Identify a Hearing Officer / Disciplinary Committee.
- Identify volunteer positions and develop job descriptions for each.
- Identify a Grievance Coordinator.
- Develop policies and procedures for an Inmate Work Release Program and Inmate Education Program.
- Develop procedures for feeding inmates in administrative separation.
- Identify local Ministerial Association to make recommendations concerning the visits of spiritual advisors.

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5.02	Qualified Medical Personnel	5.19	Legal Access
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TITLE PROHIBITION AGAINST DISCRIMINATION		POLICY NUMBER 5.01	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 20.08
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Except for those inmates with a prohibitive security rating, all inmates in the Brooks Detention Facility are allowed equal access to all services, programs and activities regardless of their age, sex, race, religion or country of national origin.

II. PROCEDURES

- A. All inmates are to be allowed equal access to the facility services, programs and activities. The only restriction of an inmate's access to a service, program or activity occurs when the facility security, order, or ease of operation is compromised by the participation of the inmate.
- B. If an inmate's access to any program is denied by the facility staff, the Shift Supervisor will record the inmate's name, date, type of program, and the reason for withholding his participation.
- C. In the event an inmate claims that his access to the facility's programs has been unfairly restricted, his complaints are to be handled in accordance with the facility grievance system (Policy 5.21).

TITLE QUALIFIED MEDICAL PERSONNEL		POLICY NUMBER 5.02	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.01, 14.02, 14.03, 14.04, 14.05, 14.06, 14.08, 14.09
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks Detention Facility contracts with qualified and appropriately licensed personnel for the provision of medical services for inmates.

II. PROCEDURES

- A. The Sheriff will maintain a written agreement between the Brooks Detention Facility and the **designated medical facility** for the provision of medical, mental health, and dental services to the facility.
- B. The Sheriff will maintain a written agreement between the Brooks Detention Facility and the **designated medical doctor** for the provision of medical, mental health, and dental services to the facility. There will also be a written agreement with a designated nurse, if necessary.
- C. The facility administrator is to maintain access to the provision of dental and mental health services for inmates.
- D. Inmates are to be provided with the necessary medical treatment as directed by the designated medical physician.
 1. Medical staff shall be provided written policy (rules and protocols) for the delivery of inmate health services by the medical director or physician in charge.

2. The policies shall be reviewed at least annually by the medical director or physician in charge for needed revisions.
 3. Detention staff shall ensure that inmates are taken to medical appointments within the facility and external medical facilities in a timely manner, unless the inmate's behavior poses an immediate threat to the safety of detention or medical personnel.
 4. Medical staff will inform detention personnel of any special accommodations needed to meet the inmate's health needs, or infection control measures needed during the escort/transport.
 5. Detention staff will immediately notify the facility medical provider if the inmate will be late, or will miss the scheduled appointment. Detention staff will prepare a written report detailing the reason(s) the appointment was delayed or missed, and forward the report to the jail administrator after it is approved by the shift supervisor.
- E. Provision of medical treatment by persons other than the designated medical doctor is to be in accordance with established emergency procedures.
 - F. The designated physician shall not have any restrictions imposed upon him by the facility administrator regarding the practice of medicine.
 - G. Under no circumstances are detainees/inmates to be permitted to participate in any form of medical or drug experimentation. This does not preclude the use of normal laboratory and diagnostic services required for the proper evaluation and treatment of specific inmate medical problems.
 - H. All medical personnel working in the Brooks Detention Facility shall comply with state license and/or certification regulations as required.
 - I. The facility medical provider will maintain health records on each inmate evaluated/treated by medical personnel, or referred to medical personnel by detention staff in conformance with Policy 5.09.
 - J. All medical personnel are required to comply with appropriate security regulations of the facility.
 - K. All complaints arising from the provision of medical services are to be immediately forwarded in writing to the facility administrator.

TITLE HEALTH APPRAISAL		POLICY NUMBER 5.03	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.06, 14.12, 14.13
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

A complete health appraisal is conducted of all inmates within 14 days of admission, which includes a physical, examination, questions regarding dental health, and psychological screening.

II. PROCEDURES

- A. A health appraisal for each inmate is to be conducted within 14 days after admission.
- B. Health appraisal, health history, vital signs, and other data are to be collected by health trained or qualified health care personnel.
- C. The health appraisal is to include:
 1. A review of the Health History Form and/or the Medical Receiving Screening Form;
 2. Collection of additional information to complete medical, dental, psychiatric and immunization histories;
 3. Administration of laboratory and/or diagnostic tests when applicable to detect communicable diseases, including venereal diseases and tuberculosis;
 4. Height, weight, pulse, blood pressure, and temperature;

5. Administration of other tests and examinations as appropriate;
 6. Completion of a medical examination with comments about current mental and dental status;
 7. When appropriate, additional investigation may be conducted into alcohol and drug abuse, and other related problems.
- D. Review of the results of the medical examination, tests and identification of problems is to be conducted by a physician.
 - E. Any physical health, dental, or mental health problems identified during the appraisal will be referred to qualified personnel for further examination or treatment as deemed appropriate.
 - F. All data and records resulting from health appraisals will be maintained in the inmate's medical record.

TITLE NON-EMERGENCY MEDICAL SERVICES			POLICY NUMBER 5.04 (A)
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.09, 14.14, 14.15, 14.19, 14.28
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

Medical complaints of inmates in the Brooks Detention Facility are collected daily and acted upon by trained medical personnel.

II. PROCEDURES

- A. Inmates are informed of the medical complaint procedures during orientation.
- B. The facility provides for sick call.
- C. Request for Medical Services Forms are available upon request. After the inmate has completed the request form and given his consent to be examined and treated, it is to be returned to the Shift Supervisor for initial action. Upon completion, the request is to be filed in the inmate's medical file.
- D. If an inmate requests a grievance form to complain about his/her healthcare as provided while in custody, the inmate shall be given such grievance form. Upon receipt of the medical grievance, the **designated person** shall forward the grievance to the medical provider for investigation and response. The medical grievance will be retained in the inmate's medical record.
- E. The shift supervisor is to ensure all forms and grievances are picked up prior to completion of the shift during which the forms are delivered.

- F. All medical request forms are to be forwarded to qualified health personnel for the appropriate triage and treatment.
- G. Inmates requiring treatment by the designated physician are to be escorted by detention staff for the examination.
- H. Detention staff will escort inmates to medical appointments within and outside the facility in a timely manner.
 - 1. If the inmate's behavior poses an immediate threat of harm to medical or detention staff, or other inmates, the shift supervisor shall immediately notify the facility medical provider of the situation and seek further guidance regarding the medical appointment and scheduled exam/evaluation/treatment of the inmate.
 - 2. The shift supervisor will ensure a written report of the incident is prepared and submitted to the jail administrator for review, and any required follow up.
- I. If an inmate's classification precludes attendance at sick call, alternative arrangements are to be made to provide these services.
- J. When requested by medical personnel, staff is to remain outside the examination room during the examination.
- K. When an inmate is to receive healthcare from a provider external to the jail, the escorting detention staff shall present the inmate and all pertinent medical information regarding the inmate to the provider.
- L. Upon return of the inmate from an outside appointment, detention staff will bring back all documentation regarding the findings/treatment of the inmate prepared by the outside provider, and give the documentation to the facility medical provider.
- M. In the event an inmate refuses medical treatment, a Refusal of Medical Treatment Form is to be completed and placed in the inmate's medical file.
- N. All prescriptions and treatment orders are to be administered as ordered.

TITLE CHARGES TO INMATE ACCOUNTS FOR HEALTH CARE PROVIDED			POLICY NUMBER 5.04(B)	
DISTRIBUTION JAIL OPERATIONS DIVISION			EFFECTIVE DATE 01/01/2009	PAGE OF 1 6
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER	
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Pursuant to OCG.A: 42-4-51; 42-4-70; and 42-4-71, county jails may recover certain health care costs from inmates housed in their custody.

A reasonable amount of costs may be deducted from the inmate's commissary account for medical treatment of injuries inflicted by the inmate upon himself/herself or others.

- A. Each inmate will be charged a fee of \$5.00 for requesting medical treatment with the exception of services deemed necessary by the facility or medical emergencies. (See sections VI.A and VI. E of this policy)
- B. Nothing in this Standard Operating Procedure (SOP) will be construed to relieve the governing authority or the Brooks County Jail having the physical custody of an inmate from its responsibility to provide and pay for any needed medical and hospital care rendered to such county inmate.

II. APPLICABILITY:

This procedure is applicable to all inmates.

III. RELATED DIRECTIVES:

- A. NCCHC 1997 Adult Standard: P-01
- B. O.C.G.A.: §§42-4-51 42-4-70, and 42-4-71

IV. DEFINITIONS:

- A. Reasonable Deduction: A reasonable deduction to recover costs will be any amount up to, but not exceeding, the documented costs associated with a willful act on the part of an inmate. The specific types of costs are enumerated in other sections of this SOP.
- B. Emergency: A condition that, in the judgment of the health care provider or other responsible staff, requires medical attention that cannot wait until the next regularly scheduled sick call.
- C. Medical Treatment: Each visit initiated by an inmate to an institutional physician, a physician's assistant or a nurse practitioner, registered nurse, licensed practical nurse, medical assistant, dentist, dental hygienist, optometrist, or psychiatrist for examination or treatment.
- D. Chronic illness: Any condition that requires periodic monitoring and treatment in order to prevent deterioration of health, minimize pain, and maintain activities of daily living. In addition to the common diseases monitored in the chronic illness clinics (hypertension, diabetes, pulmonary, seizure disorders, HIV and TB infection), this may also include diseases such as Hepatitis C, Rheumatoid arthritis and other autoimmune disorders from an inflammatory process or trauma diagnosed with objective data (x-ray evidence), etc.

V. ATTACHMENTS

None

VI. PROCEDURE

The Brooks County Jail may use the following procedures to recover a portion of costs (up to limits as specified herein) from inmates, resulting from self-initiated visits or treatment deemed necessary as a result of willful acts.

- A. Medical Deductions for Self-Initiated Visits

Medical treatment, which is requested by an inmate, is subject to a \$5 charge per request. This includes sick call and non-emergency or routine "walk-ins" during the day.

1. Verifications of service(s) provided will be documented by the health care personnel in the inmate's health chart or medical log.
2. The retention rate of this documentation will be for one (1) year.
3. The Business Office will deduct the appropriate charge from the inmate's account.
4. Such deduction is limited to \$5.00 for each occurrence, provided that the balance of the inmate's account is not reduced below \$10.00
5. Documentation will be made in the inmate's account to indicate all charges. If the inmate receives sufficient funds that bring the account balance to more than \$10.00, the deduction will be made at this time.
6. The inmate's account will be frozen until the costs are paid from additional funds received. As deposits to the inmate's account are made that result in a balance greater than \$10.00, uncollected medical fees can be recovered.
7. At the time of transfer, all monies on the books in the inmate's account will transfer with the inmate as will any documentation on frozen accounts. If the inmate is returned to this facility, then the monies can be recovered.
8. Administrative review of charges assessed (or waived) will be conducted to the extent deemed necessary to ensure compliance with this SOP.

B. Medical Confidentiality of the Accounting Notification

Notification of a charge to an inmate for medical services rendered must preserve the confidentiality of medical information. Such notification must have all medical information blacked out or otherwise removed before leaving the control of the health care unit.

C. Resolution of Disputes/Appeals

Inmates will have the opportunity to appeal charges assessed. This will be afforded the inmate through the grievance process (Policy 5.21), except that any appeal of charges assessed must be submitted within five (5) working days following the date service was rendered. Otherwise, charges assessed for self initiated medical (or dental) treatment will not be a grievable issue.

D. Guarantee of Access to Medical Care

Nothing in this SOP will be construed to authorize anyone to refuse medical care to an inmate merely because he or she has insufficient funds to cover cost.

E. Medical Services deemed necessary and exempt from the fee.

Medical services initiated by the institution, or required by this facility or by state law, will be exempt from the fee. Such services will continue to be provided at no costs to the inmates. Examples include services such as the following:

1. Intake screening and diagnostics process
2. Communicable diseases screening treatment
3. Physicals or other required periodic exams
4. Services scheduled by a health care provider (follow-up care deemed to be medically necessary may not be charged)
5. Examination following use of force
6. Chronic care illness as defined in Section IV. D

In order to be exempted from co-pay, the condition must be listed on the Problem List by a physician or advanced clinical provider a clinical encounter a minimum of every six months. The inmates should be enrolled in a chronic illness clinic for the purpose of monitoring (e.g. general medicine). On the other hand, services requested during a chronic care clinic deemed to be unrelated to the chronic care condition will be charged.

7. Pre-natal and obstetrical visits
8. Emergencies as defined in Section IV. B

Note: Sports-related injuries will only be charged at \$5.00 unless the injury can be shown to be the result of a “willful act” in which case other charges may be assessed in keeping with paragraph “F”. In addition, self inflicted injuries will be charged subject to review for appropriateness by Mental Health Staff. Injuries sustained on a work detail will not be charged as long as they meet the definition of “emergency” in Section IV. B.

9. Treatment for mental disorders and medical care directly related to symptoms associated with the mental disorder.
10. Other services may be charged at the discretion of health care provider; however, these would not include services requested such as a request for laboratory test results or medication refill requests that do not result in an actual health care encounter.

F. Medical expenses from willful acts

A reasonable deduction (as defined in Section IV) from an inmate's account may be made for medical costs associated with injuries inflicted by an inmate upon him/herself or others. Documentation of costs associated with service(s) provided, including copies of invoices for outside medical services will be furnished to the business office to support charges deducted from a county inmate's account. These charges may exceed the \$5.00 charge for self-initiated care.

G. Inmate Health Insurance

1. OCGA §42-4-51 allows county jails to require inmates to furnish information regarding their personal health insurance for the purpose of off-setting the costs of medical care rendered the inmate while in custody. This information includes the name and the address of the insurer and the inmate's policy number.
2. Medical care will not be denied the inmate based upon the inmate's refusal to provide insurance information.
3. If the inmate's insurance company is billed for medical service(s) provided to the inmate, there will not be a \$5.00 copay deducted from the inmate's account.
4. The above statute also allows jails to pursue civil action against the inmate if the inmate fails to provide the required information. In determining whether to pursue civil action, the sheriff will consider the cost of the medical service(s) rendered to the inmate compared to the cost of the civil action.

5. Inmates with insurance who do not provide this information are prohibited by law from receiving earned-time credit reduction to their sentence(s).
- H. Sums deducted from the inmate's account for medical co-pay shall be reimbursed to the inmate if the inmate is found not guilty or otherwise exonerated of all criminal charges related to his/her detention at the jail.

TITLE EMERGENCY MEDICAL SERVICES		POLICY NUMBER 5.05	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.02, 14.06, 14.07, 14.09, 14.16, 14.17, 14.18
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event an inmate requires emergency medical care, the Brooks Detention Facility staff shall make the initial response, and EMS and appropriate medically trained personnel are to continue necessary treatment.

II. PROCEDURES

- A. In the event a staff member discovers an inmate or staff member who is in need of emergency medical attention, he/she is to immediately notify the Shift Supervisor of the situation and his location.
- B. The Shift Supervisor is to summon appropriate assistance to the area including emergency medical personnel and detention staff.
- C. Security procedures in effect for entrance in the cell areas are to be observed. Upon entering the area, staff members are to immediately administer first aid to the injured/sick person.
- D. Once medically trained personnel have arrived, the detention staff is to permit them to examine and treat the patient as required. Detention staff members are not to interfere with medical personnel's examination or treatment of an inmate but are to ensure that facility security is maintained.

- E. In the event the injured person is an inmate and it is determined upon examination that he needs to be transported to the hospital, the shift supervisor is to ensure he is transported and supervised in accordance with Policy 6.09.
 - 1. The facility's medical provider shall deliver, or have delivered to the hospital, pertinent information regarding the inmate's medical history as reported to facility medical personnel, to aid the hospital in rendering appropriate treatment to the inmate.
 - 2. Upon return of the inmate to the facility, the hospital will provide the jail with follow-up care instructions.
 - 3. All information regarding the treatment/findings/diagnoses of the inmate at the hospital will be furnished by the hospital to the facility medical provider.
- F. If the person was injured as the result of a criminal offense, once he has been medically stabilized, the detention staff is to secure and investigate the crime scene in accordance with Policy 6.01.
- G. The staff member discovering the injured party is to complete an incident report that details the time, date, location, identity of the injured, how they were discovered, and actions taken.
- H. The shift supervisor is to record the incident and actions taken in the daily log.

TITLE TREATMENT OF COMMUNICABLE DISEASES		POLICY NUMBER 5.06	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.06, 14.13
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates with active communicable diseases in the Brooks County Detention Facility are isolated from other inmates, tested/examined for infection, and provided the necessary treatment.

II. PROCEDURES

- A. A listing of common communicable diseases and their symptoms is provided in the booking area.
- B. Inmates believed to have an active communicable disease are to be placed in administrative separation, separate from other inmates until they can be examined by the designated physician in accordance with Policy 5.4(A).
- C. Inmates who have tested negative for having an active communicable disease are to be returned to their original housing assignment.
- D. Treatment is to be provided to inmates incarcerated in medical isolation in accordance with the designated physician's orders.
- E. While incarcerated in medical isolation, inmate access to all programs and activities is as approved by the designated physician.
- F. When necessary, the designated physician may order that inmates be hospitalized in accordance with Policy 6.9.

TITLE DENTAL TREATMENT		POLICY NUMBER 5.07	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.06, 14.20
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Dental complaints of inmates in the Brooks County Detention Facility are collected daily and acted upon by trained medical/dental personnel.

II. PROCEDURES

- A. Dental care for inmates in the Brooks County Detention Facility is provided by dental or medical personnel licensed by the State of Georgia.
- B. Inmates requesting dental care are to complete a Request for Medical Services Form in accordance with Policy 5.04(A).
- C. Inmates requiring emergency dental care are to receive the necessary treatment as soon as possible depending upon the nature and severity of the complaint. Toothache remedies and medication for pain are to be dispensed only in accordance to the facility formulary or under medical direction.
- D. Upon notification of a dental emergency, the Shift Supervisor will contact the designated dentist or other appropriate personnel or refer to the standing order on dental emergencies.
- E. When the dentist/medical staff has completed an inmate's examination/treatment, an entry is to be made on the inmate's medical record detailing the treatment provided.
- F. Inmates who wear dentures are to keep them on their person. Dental adhesives for adhesive purposes may be obtained from the commissary.

TITLE INMATE MEDICATION		POLICY NUMBER 5.08	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.24, 14.25
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Medication is administered to inmates in accordance with the designated physician's orders. An inventory is maintained for all medication stored and distributed in the facility.

II. PROCEDURES

- A. Detention staff shall not permit inmates to possess prescription medication or medication subject to abuse.
- B. All medication, syringes, needles and surgical instruments are to be stored in the designated medical cabinet. This cabinet is to be accessible by facility staff at all times and should never be accessible by inmates.
- C. The Jail Administrator will ensure that all prescriptions received shall be approved through the facility physician and labeled with:
 1. A prescription number
 2. Type of medication
 3. Prescribed dosage
 4. Time to be administered
 5. Date of prescription

6. If it is refillable
 7. Inmate's name
 8. Physician's name
- D. A current medication administration record (MAR) is to be maintained. Those inmates, for whom emergency medication has been prescribed, shall be readily identified on the MAR.
 - E. Detention deputies are responsible during their respective shifts for ensuring that medication is administered to inmates in each cell block in accordance with the designated physician's orders. Under no circumstances shall an inmate be allowed to administer medication to another inmate.
 - F. Facility staff members shall not administer medication to an inmate from another inmate's prescription.
 - G. Non-prescription medication is to be administered in compliance with standing formulary orders.
 - H. Staff members are not to touch medication. It is to be administered to inmates in single dosages under sanitary conditions.
 - I. The deputy administering the medication is to observe the inmate closely to ensure it was actually swallowed.
 - J. The deputy is to inspect the inside of the inmate's mouth and have him move his tongue around to ensure the medication is not hidden in the inmate's mouth.
 - K. After the medication has been administered, the deputy is to record the date, time, type of medication, dosage administered, all refusals, and his signature on the MAR for the affected inmate.
 1. Refusals of a medication by an inmate will indicate why the inmate refused the medication.
 2. Refusals will be signed by the inmate, or by the shift supervisor as witness to the refusal.
 - L. All medication not distributed is to be returned and securely stored in the medication cabinet.
 - M. At the beginning and end of each shift, the shift supervisor is to review the MAR to ensure that all prescriptions are being correctly administered at regular intervals. The shift supervisor is to conduct an inventory to account for all medication administered during his shift.

- N. Medical staff will review the MAR each day, and follow up on all refusals of medications by inmates and reports of missed medication.
- O. All prescription medication not used for thirty days is to be destroyed, or returned to the medical provider at the written direction of the medical provider. The Jail Administrator shall destroy the medication in the presence of at least one witness. The destruction of the medication is to be recorded in a jail incident report.
- P. Inmate complaints of missed medication should be immediately investigated by Shift Supervisor.

TITLE MEDICAL RECORDS			POLICY NUMBER 5.09
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.12, 14.13, 14.26, 14.27
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

Medical records maintained at the facility are kept separate and secure from confinement records. Confidentiality of medical records is to be maintained.

II. PROCEDURES

- A. The Booking Deputy shall ensure the inmate health screening form filled out during the booking process is forwarded to the facility medical provider for inclusion in the inmate's medical record.
- B. The facility medical provider will maintain patient records on each inmate evaluated/treated by its staff. These records will be equivalent in content and form to acceptable medical records maintained in private medical practices, and will include pertinent information regarding each encounter between an inmate and medical personnel.
 1. These records will be used in the preparation of a quarterly report evaluating the delivery of health services to the inmates, and should include all medical data not only from the inmate's current incarceration, but previous stays at the jail.
 2. The records will be used to create a quarterly report; each quarterly report will include medical grievances or complaints regarding healthcare received from the inmates.
 3. The quarterly report will be submitted to the sheriff for review.

4. Following the sheriff's review, there shall be a meeting between facility medical provider staff, detention staff, and the sheriff to discuss and identify strengths and weaknesses in the delivery of inmate healthcare.
 5. Strategies for correcting deficiencies on the part of medical or detention staff will be developed and implemented upon the approval of the sheriff and medical director or designated physician.
- C. The physician/patient privilege extends to all medical records. All medical records are private and confidential. No part of an inmate's medical file is to be made part of his confinement record.
 - D. Access to medical/mental health records is to be controlled by the facility physician or his designee.
 - E. Upon written consent from the inmate, an inmate being transferred to another facility may have copies of his file forwarded to the receiving agency. A copy of the signed consent form is to be placed in the inmate's medical file.

TITLE HYGIENE		POLICY NUMBER 5.10	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.09, 15.16, 15.17, 15.18, 15.19
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To maintain inmate health and hygiene, the necessary personal hygiene items are provided to inmates as needed.

II. PROCEDURES

- A. Hygiene kits and replacement items are stored in the facility. It is the responsibility of the Jail Administrator to maintain an adequate supply of hygiene items to meet the needs of the facility.
- B. Inmates can purchase personal hygiene items through the jail commissary.
- C. Indigent inmates are to be provided personal hygiene items as needed.
- D. Inmates are provided daily access to the showers.
- E. During issuance of hygiene items, each inmate is assigned a personal razor. Razors, soap, and other shaving supplies are stored **(location)**. Every morning between **0730 and 0830** hours, the Shift Supervisor will distribute shaving supplies to inmates. While the inmates are shaving, the detention officer and or the Shift Supervisor shall closely supervise inmates to prevent improper use of razors. After the inmates have completed shaving, the detention officer and/or the Shift Supervisor account for all razors to ensure each has been returned.
- F. Inmates requiring special shaving materials other than razors and soap are required to have prior approval from the Jail Administrator.

TITLE COMMISSARY			POLICY NUMBER 5.11
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 2.09, 2.10, 20.03
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The Brooks County Detention Facility operates a commissary for inmates to purchase approved items.

II. PROCEDURES

- A. The Jail Administrator is to maintain an adequate inventory of commissary supplies to meet the needs of the facility.
- B. Each inmate is to be provided access to a list of items that may be purchased and their prices. A list of items is included in the inmate handbook and posted in the inmate living area.
- C. The Jail Administrator is to establish prices of items as near to their fair market value as possible. Profits from the commissary are not to directly benefit any employee of the facility.
- D. Store calls are to be held 2 days a week. Before obtaining orders, the Shift Supervisor is to announce "store call in five minutes".
- E. As each order is obtained, the Shift Supervisor is to have the inmate sign his account card authorizing withdrawal of funds for the purchase.
- F. Under no circumstances are inmates allowed to purchase or possess more than thirty-five (35) dollars in commissary items.

- G. Staff members are prohibited from purchasing items from the inmate commissary.
- H. Once the store call is completed, the Shift Supervisor is to record it in the daily log.
- I. The agency's annual financial audit is to include the commissary fund to ensure that all monies are accounted for through generally accepted accounting procedures.

TITLE MENU PLANNING		POLICY NUMBER 5.12	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks County Detention Facility uses menus which ensure that all meals are palatable and nutritionally adequate.

II. PROCEDURES

- A. The head cook or contractor is responsible for supervising the planning and cooking of all meals.
- B. The head cook or contractor is to develop a menu of meals to be used on a rotating cycle. This menu is to be reviewed and approved in consultation with a trained dietician.
- C. Inmates are to be fed nutritionally adequate meals in accordance with the recommended dietary allowances of the National Academy of Sciences.
- D. Each menu is to be documented to include:
 1. Date and type of meal to be served
 2. Food items to be served
 3. Size of portions served
 4. Beverages served

- E. Upon authorization by the facility administrator or his designee, the head cook or contractor is to prepare special meals to conform to an inmate's religious beliefs or medical needs.
- F. Before approving a special religious diet for an inmate, the facility administrator is to consult with the facility Chaplin or religious authority to verify the diet's requirements.
- G. Special medical diets are to conform as closely as possible to the food served to other inmates. Inmates in segregation/isolation are to be served the same meal as other inmates.
- H. The head cook or contractor is to maintain a daily written record of all meals served to include:
 - 1. Menu
 - 2. Number of meals served
 - 3. Number/type of special meals
 - 4. Number of meals refused
- I. Keep 3 days of sample food meals in case of suspected food poison for investigated purpose.

TITLE FOOD STORAGE AND PREPARATION			POLICY NUMBER 5.13
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 18.07, 18.09, 18.10, 18.11
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

To prevent the spread of infection, ensure palatability and minimize the introduction of contaminants, food is stored and prepared in the Brooks County Detention Facility according to generally accepted food handling procedures.

II. PROCEDURES

- A. The facility shall maintain an adequate supply of fresh, dry and frozen goods for the preparation of meals.
- B. The Head Cook or contractor shall ensure food supplies are rotated on a monthly basis according to expiration dates, to ensure supplies are used before their expiration dates.
- C. Food supplies that have not been used before their expiration date or perishable items that have spoiled are to be disposed and their disposal properly documented.
- D. Before each meal is prepared, the Shift Supervisor is to inform the Head Cook or contractor of the number of meals that will be needed. No one except the shift supervisor or his designee is to change this number.
- E. The Head Cook or contractor is to directly supervise the preparation and serving of all meals.

F. Food service workers are to:

1. Wear clean clothing daily
2. Use proper hair restraint
3. Maintain good hygiene
4. Do not have any open cuts or wounds

G. Frozen food is to be thawed out at appropriate temperatures using refrigeration.

H. All meat and poultry prepared for inmates is to be USDA government inspected.

I. The Head Cook or contractor is to ensure all inmates receive equal portions of food.

J. Inmates shall not receive food prepared outside the facility (i.e. brought in by visitors).

K. The Head Cook or contractor is to conduct an inspection of the food preparation area to ensure that safe and sanitary conditions are maintained.

TITLE FEEDING PROCEDURES		POLICY NUMBER 5.14	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 18.02, 18.07, 18.08
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To maintain facility security during meals, the Brooks County Detention Facility staff checks for contraband, accounts for eating/serving utensils and supervises meal consumption.

II. PROCEDURES

A. Meals are to be served according to the following schedule

1. Breakfast 0700 Hours
2. Lunch 1200 Hours
3. Dinner 1700 Hours

B. In the event an inmate housed in the facility returns to the facility after a scheduled meal, he/she is to be provided a comparable meal.

C. Meals are to be delivered by trustees to the inmate dayrooms/dining hall.

D. The detention deputy is to inspect each food cart for contraband before it is allowed into the cell block.

E. All trays and utensils are to be counted before they are allowed into each cell block.

- F. The detention deputy will hand each inmate his/her meal; inmates will not be used to hand another inmate his/her meal.
- G. The detention deputy is to provide inmates adequate time to consume their meals.
- H. During meals, detention deputies are to provide the supervision necessary to maintain facility security and order and to ensure an inmate is not deprived of his food.
- I. After the meal, inmates are to return their utensils and trays to the food cart under supervision for removal by inmate worker.
- J. Prior to removal of food carts, the detention deputy is to account for all utensils and trays. A missing tray or utensil requires an immediate shakedown of the cell block in accordance with Policy 3.04.

TITLE LAUNDRY		POLICY NUMBER 5.15	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 15.11, 15.12, 15.13, 15.14, 15.15
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

To ensure a sanitary environment, laundry is cleaned in the Brooks County Detention facility on a continual basis.

II. PROCEDURES

- A. Clean laundry and linen items are stored in the laundry room.
- B. The Jail Administrator is responsible for inventorying clothing and linen and maintaining an adequate supply to meet the needs of the facility.
- C. Laundry items are to be cleaned according to the following schedule:
 1. Kitchen worker's clothing and kitchen towels are to be washed daily
 2. Work release inmate's clothing is to be washed daily
 3. Clothing, underwear, and towels are to be washed twice a week
 4. Linens are to be washed once a week
 5. Mattress covers are to be washed/disinfected twice a month and before reissuing to another inmate.
 6. Common use items are to be washed/disinfected when returned by inmates and prior to reuse.
 7. Inmate worker clothing is to be cleaned appropriately.

- D. When an inmate is released, his clothing (except personal clothing) and linens are to be turned in, accounted for, and cleaned along with other laundry.
- E. The Shift Supervisor is to supervise laundry services.
- F. The Shift Supervisor is to maintain a record of the laundry cleaned for each cell block, including the article type, day and date.

TITLE MAIL		POLICY NUMBER 5.16	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 16.01, 16.02, 16.03, 16.04, 16.05, 16.06, 16.07
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates in the Brooks County Detention facility are allowed to send and receive mail unless there is documented justification for a limitation of mail privileges.

II. PROCEDURES

- A. The Shift Supervisor will stamp/mark all incoming inmate mail with the date received. Mail is to be processed and delivered to the inmate within 24 hours of receipt excluding weekends and holidays provided it meets the requirements of these procedures.
- B. All incoming mail that is not identified as privileged is to be opened and inspected for contraband by the Shift Supervisor.
- C. Incoming non-privileged mail is subject to be read by facility staff.
- D. Any money enclosed in an inmate's mail is to be intercepted and credited to the inmate's account. The Shift Supervisor is to forward a receipt to the inmate that includes the amount of money, date, officer's name and disposition of money. This receipt is to be attached to the envelope.
- E. Hardbound books are to be accepted through the mail only if they are sent directly from the publishers.
- F. Mail clearly marked as being sent from attorneys, court officials, government officials, and the media is considered privileged mail.

- G. Incoming privileged mail is to be opened and inspected for contraband only in the inmate's presence. When inspecting privileged mail, the deputy is to "thumb" through and separate the pages to ensure contraband has not been concealed. Facility staff shall not read or censor privileged mail.
- H. If an inmate is no longer incarcerated in the facility, the Jail Administrator is to forward mail to the inmate. If the amount of postage does not allow for forwarding, or if no forwarding address is available, the mail is to be marked accordingly and returned to the sender. In either case, proper documentation of his action is to be made by Jail Administrator.
- I. Upon written request, indigent inmates are to be provided sufficient writing material and postage to send at least three non-privileged letters a week. Free postage/delivery is to be provided to indigent inmates for legal correspondence.
- J. The Shift Supervisor is to pick up all outgoing mail from each cell block by end of the day (**before 2200 hours**). The Shift Supervisor is to check each piece of mail to ensure it has a return address. Upon being approved for mailing correct postage is affixed.
- K. Outgoing non-privileged mail will be received unsealed, inspected for contraband, and read.
- L. The Shift Supervisor is to delete the necessary funds for postage from the inmate's account. A notation of postage used for indigent inmates is to be recorded in the daily log.
- M. The Shift Supervisor is to have all outgoing mail ready for pick-up by the U.S. Postal Service before **0930 hours, Monday through Saturday**.
- N. Censorship Guidelines
 - 1. Mail is to be censored when it contains:
 - a) Plans for escape
 - b) Threats of bodily harm to another
 - c) Plans for riot or any disorder in any institution
 - d) Plans for the production of any weapons, explosive drugs or alcohol
 - e) Threats of blackmail or extortion
 - f) Evidence of a crime
 - g) Encouragement of homosexual behavior

2. Packages are to be censored (withheld from an inmate) when they contain prohibited items.
3. Mail is not to be censored when the content involves disrespectful comments, inaccurate statements, vulgar language or accusations that endanger a person's reputation.
4. If only part of a piece of mail threatens facility security, facility staff is to withhold delivery of the entire mail and permit the author to remove the dangerous part. Facility officials are never to delete part of a letter themselves and then deliver it.
5. When mail has been censored, it is to be forwarded to the Jail Administrator to review the justification of the censorship.
6. The Jail Administrator will send notice to the inmate and author of the mail, whether it was an inmate or outside correspondent, that incoming or outgoing mail was censored.
7. In the event the mail contains evidence of a crime, the Shift Supervisor is to seize the letter and forward to the Jail Administrator. The Jail Administrator will forward the letter to the appropriate authorities.
8. When mail is censored, the author is to be provided seven calendar days to protest the censorship to the facility administrator or his designee. (A due process hearing must be held before a person other than the person who made the original censorship decision.)
9. The facility administrator or his designee is to respond to the appellant's protest within ten calendar days.
10. In the event the censorship decision is reversed the mail is to be delivered without undue delay.
11. The facility administrator or his designee is to maintain a record of the proceedings including a photocopy of the original mail (if possible) and the censorship notice which was placed in the inmate's file.
12. After the protest period has passed, the Jail Administrator will return the original mail to the author with a copy of the censorship notice attached.

TITLE VISITATION		POLICY NUMBER 5.17	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.58, 16.09, 16.10, 16.11, 16.12, 16.13, 16.14, 16.15
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates in the Brooks County Detention Facility are provided the opportunity to visit with friends and family at least twice a week.

II. PROCEDURES

- A. Inmate visitation is to occur in the visitation area of the jail. Visitation is to occur twice a week, with a minimum visitation time of 30 minutes per visit. Each inmate will be allowed two visitations each week.
- B. Persons visiting inmates are to enter the facility through the public lobby.
- C. In cases of extreme hardship, family emergency, or when family members are unable to meet during regularly scheduled visiting hours, the Jail Administrator may allow inmates to receive visitors at times other than those already scheduled.
- D. Inmates and visitors are required to abide by visitation rules at all times.
- E. Visitation rules and regulations are posted in the visitation area and in the inmate handbook.
- F. Each inmate is to submit to the Shift Supervisor a list of five (5) names and addresses of proposed visitors. The Shift Supervisor is to review the list to ensure compliance with the following guidelines.

1. Persons under the age of eighteen (18) may visit only if they are a member of the inmate's immediate family and are accompanied by an adult parent or legal guardian.
 2. Persons on probation, parole, or other forms of conditional release must obtain permission from both their supervising officer or agency and the Jail Administrator.
 3. Persons with a criminal record are not to be automatically excluded from visiting. The nature and extent of the individual's criminal record and any history of recent criminal involvement is to be weighed against the benefits of visitation.
 4. Persons shown by substantial evidence to constitute a threat to the facility security and order are to be excluded from the approved visiting list.
- G. The Shift Supervisor will distribute copies of the inmate's approved visitor list to the inmate, inmate's file, and the detention officer working the visitor reception area. Inmates will be informed of excluded visitors.
- H. Inmates in disciplinary separation may have their non-privileged visitation withheld for periods up to length of confinement in disciplinary segregation, but shall be allowed one non-privileged visit every 30 days while in disciplinary segregation.
- I. In the event an individual is excluded from an approved visitor list, the Jail Administrator will provide the affected inmate with a notice of exclusion and the reasons for exclusion. The inmate may appeal the exclusion to the facility administrator or his designee within three calendar days. The facility administrator or his designee is to notify the inmate of the appeal decision within ten calendar days of receipt of the appeal.
- J. Without approval of the facility administrator, members of the press are not to be provided any more access to inmates than provided to the general public.
- K. Before allowing a non-privileged visitor to meet with an inmate, the detention officer will ensure the visitor's name is on the approved list.
- L. The detention officer will record the visitor's name, address, relationship with the inmate, date and time in the Visitor Registry.
- M. The number of persons visiting an inmate at one time may be limited if the visiting area is overcrowded or the ability to supervise inmates is impaired.

- N. The Shift Supervisor may request that a visitor be searched by a detention staff member of the same sex if he has reasonable suspicion the person is concealing weapons or contraband. A visitor's refusal to consent to a search may be grounds for refusing their visit and grounds for removing their name from the approved visitors list.
- O. In the event a visitor is found to be concealing contraband, the deputy locating the contraband is to hold the person, implement steps to investigate the offense, and prosecute the offender.
- P. The deputy locating the contraband is to submit a written statement to the investigating deputy detailing the discovery of the contraband.
- Q. Before allowing visitors or inmates into the visiting area, the detention officer is to inspect the area to ensure it is free of contraband.
- R. When inside the security perimeter, visitors are to be escorted by the detention officer.
- S. Inmates are to be escorted to the visiting area by a detention officer. If an inmate is a high security risk, no more than one inmate is to be escorted at a time.
- T. Before and after a non-privileged contact visit, inmates are to be frisk/strip searched by the detention officer in accordance with policies 3.01 and 3.02. Inmates shall be frisked before and after contact visitation with legal representatives.
- U. During visitation, the Jail Administrator shall assign adequate personnel to ensure the facility security and order is not endangered. Personnel are to be stationed in the public lobby to register visitors and are to periodically walk through the visitation area to maintain control.
- V. The Shift Supervisor may terminate the visitation at any time if:
 - 1. A visitor or inmate violates facility visitation rules
 - 2. A visitor fails or refuses to provide sufficient identification or falsifies identifying information
 - 3. Inmate or visitor refuses to submit to the necessary search procedures
 - 4. Inmate or visitor is discovered to be possessing contraband
 - 5. Termination of the visit is deemed necessary by the Shift Supervisor to maintain facility security and order
 - 6. Terminated visits will be noted in the daily log

- W. In the event a visitation is terminated for a visitor's violation of facility rules, the Jail Administrator shall remove the person's name from the approved visitor's list. The Jail Administrator will provide the affected inmate a notice of exclusion in accordance with these procedures.
- X. When the visitation period is complete, the detention deputy is to escort the inmate back to his housing area. When inside the security perimeter the visitor is to be escorted out of the facility by the detention deputy.
- Y. Once the visitor and inmate have been removed, the detention officer will inspect the visitation area for contraband.

TITLE TELEPHONES		POLICY NUMBER 5.18	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.57, 16.08
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates in the Brooks County Detention Facility are provided reasonable and private access to a telephone. Any limitation on this access is posted in a conspicuous location.

II. PROCEDURES

- A. Telephones are provided for use by inmates.
- B. No unreasonable limitations are to be placed on the number of local calls an inmate makes.
- C. It is the responsibility of the detention officer supervising inmate housing to ensure equitable access to telephones by all inmates.
- D. Inmates are not to be allowed to receive incoming telephone calls. In a true emergency, a message will be taken and delivered to the inmates.
- E. A sign stating that non-privileged telephone conversations may be monitored by facility staff is to be posted at every phone available to inmates, and in the inmate handbook.
- F. Inmates calling their attorney or probation/parole officers are to notify the Shift Supervisor to ensure the call is not monitored and the confidentiality of the conversation is maintained.

G. Inmate requests to call attorneys, judges or probation/parole officers at reasonable times are to be honored unless the attorney, judge or probation/parole officer submits a written request to the Jail Administrator stating to what degree and under what circumstances calls are to be restricted.

TITLE LEGAL ACCESS		POLICY NUMBER 5.19	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 16.14, 16.15, 17.01, 17.02, 17.03, 17.04, 17.05
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates in the Brooks County Detention Facility are provided adequate, effective, and meaningful access to the courts.

II. PROCEDURES

- A. Attorneys are permitted to confidentially visit with inmates between **0700-2300** hours. During the first 24 hours, there are to be no time restrictions.
- B. Attorney visitation may be limited only if the visit will cause an unnecessary disruption that endangers the facility security and order (e.g., meal time, recreation, lights out).
- C. Upon entering the facility, attorneys are to register in the visitation log in accordance with Policy 5.17.
- D. Detention staff shall be readily available to a visiting attorney in case of an emergency.
- E. Mail from attorneys to inmates is to be handled in accordance with Policy 5.16.
- F. Inmates claiming to be indigent and without legal counsel shall be provided an Application for Appointment of Counsel.
- G. Inmates who do not otherwise have an attorney are to be provided access to the county law library and the materials necessary to prepare and process legal documents.

- H. Inmate Request Forms are provided upon request for inmates to document their request for legal materials. Inmates may be charged for photocopying as appropriate.
- I. When completed, the inmate is to return the Request Form to the detention deputy to forward to the Jail Administrator.
- J. The Jail Administrator will make the necessary arrangements to obtain the requested materials for the inmate.
- K. The Shift Supervisor is to inform the inmate of the arrangements made and the expected date of delivery of the requested materials. Disposition of the inmate's request is to be documented on the Inmate Request Form and stored in the inmate's file.
- L. The Jail Administrator is to ensure all original legal materials are returned to the law library before the overdue date imposed by the library.
- M. Inmates are to be held accountable for all returnable legal materials damaged, lost or destroyed while in their possession.
- N. The Jail Administrator is to charge the inmate with the appropriate rule violation for any damage to legal materials borrowed from the library.
- O. Paper and writing instruments for inmates to prepare legal materials are available from the commissary for both indigent and non-indigent inmates.
- P. Provided inmates are allowed access to meaningful legal assistance, assistance in preparing legal documents from other inmates is not necessary.
- Q. When appearing in court, inmates are permitted to wear civilian clothes.
- R. Before an inmate is permitted to change into dress clothes, the Shift Supervisor is to examine the garments to ensure they are free of contraband.

TITLE DISCIPLINARY PROCEDURES			POLICY NUMBER 5.20
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 7
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 21.01, 21.02, 21.03, 21.04, 21.05, 21.06, 21.07, 21.08, 21.09, 21.10, 21.11, 21.12, 21.13, 21.14, 21.15
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The disciplinary process must be fair and systematic so that no person, staff or inmate may plead ignorance of the rules or bias in the procedure. Hasty, arbitrary decisions and/or corporal punishment shall not be allowed.

II. PROCEDURES

A. Definitions and Classes of Disciplinary Offenses:

1. Violations: An inmate shall only be subject to discipline for those violations described in the posted rules, or those which have been or may be prescribed by state law. If the offense committed constitutes a crime, the Facility Administrator shall refer the case to the appropriate prosecuting attorney for possible charges. Whether or not the offense constitutes a crime, the inmate shall be subject to disciplinary action.
2. Violation Classification: Violations shall be classified as Minor, Major, or Serious according to the following descriptions.
 - a) ***Minor*** violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation. Such violations shall include but not be limited to:

- 1) Failure to comply with any deputy's lawful orders
 - 2) Profanity, derogatory remarks or gestures to any member of the staff, visitors, or fellow inmates
 - 3) Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows
 - 4) Loud talking or unnecessary noise after lights out
 - 5) Talking through windows to person(s) on the exterior of the jail
 - 6) Failure to perform routine duties such as cleaning housing areas and making beds during prescribed hours
 - 7) "Horse Playing", teasing or verbally harassing another inmate
- b) Major offenses shall include persistent minor rule violations, cases where a determination is made that the remedy for a minor violation serves no deterrent effect, and rule violations which cannot be considered minor, but do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the offense. Such violations shall include but not be limited to:
- 1) Repeated minor violations
 - 2) Disobeying a deputy
 - 3) Lying to a deputy
 - 4) Fighting, molesting
 - 5) Minor damage of facility property (less than \$50)
 - 6) Abusing commissary, visiting, telephone and/or recreation privileges
 - 7) Abusing food services
 - 8) Attempting to control the behavior of other inmates through coercion, force, or threat; assigning work to other inmates
 - 9) Disrupting religious, medical or food services, or any other facility activity or program
 - 10) Smoking in bed or any other prohibited area
 - 11) Stoppage or placement of foreign matters into toilet or sinks

12) Retention of any medication issued at this facility or from any other source

13) Writing on the walls or furniture

14) Possession of anything not on the list of "Permitted" items or authorized by the facility staff

c) Serious violations shall include acts which constitute violations of statutory law and/or present an immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the violation. Such acts shall include but not be limited to:

1) Repeated major violations

2) Assault on another inmate or staff member

3) Escape, attempted escape or aiding another in escape

4) Possession of alcoholic beverages or unauthorized drugs

5) Theft

6) Damage of facility property (in excess of \$50)

7) Interfering with security operations of the facility

8) Arson

9) Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon

10) Creating or inciting a riot

11) Malicious destruction, alteration, or misuse of property

B. When a deputy witnesses or has reported a violation of rules, he is to identify the seriousness of the violation and determine whether it can be informally handled.

C. If the offense can be resolved informally, and the resolution is appropriate, the deputy does not have to file a written report. Once the violation is informally handled, the detention deputy is to notify the shift supervisor of the violation and the action taken. The shift supervisor is to maintain a written record of the incident in the daily log.

D. If the violation cannot be resolved informally, the detention deputy is to complete a Rule Violation Report that fully states the violations committed, time and date, and a detailed description of the incident.

- E. The shift supervisor is to log the Rule Violation Report in the daily log.
- F. In the event the inmate is displaying violent behavior, or if there is reason to believe the inmate will inflict injury upon himself or others, he is to be confined in an isolation cell in accordance with Policy 2.6. When such action is required, the shift supervisor is to be immediately notified.
- G. The Rule Violation Report is to be completed and filed within 24 hours after discovery that an infraction as occurred.
- H. The shift supervisor shall review the report and formally classify the violation status.
- I. In the event the violation is classified as being minor, the shift supervisor is to assess the appropriate penalty and inform the detention officer of the decision. The shift supervisor is to record the penalty in the daily log and notify the Jail Administrator of the change in the inmate's status.
- J. If violations are classified as major or serious, the facility administrator is to provide the inmate with written notification of the charges, inform the inmate of the date, time, and location of his/her hearing, and that the inmate can present evidence and witnesses at the hearing (**NOTE: at least 24 hours advanced notice**) and that the inmate has the right to waive the hearing,.
- K. If the inmate waives the hearing, the inmate is to sign a Waiver of Hearing Form. If the inmate refuses to sign the form, the hearing will take place. Upon waiver of the hearing, the shift supervisor is to proceed with assessing evidence and appropriate punishment in accordance with procedures. The shift supervisor is to record the penalty in the daily log, disciplinary log, and notify the inmate and the Jail Administrator of the charge in the inmate's status.
- L. If the inmate does not waive the hearing, the shift supervisor is to assign an impartial deputy to investigate the violation report. The investigating deputy is to make a complete investigation within 48 hours including witnesses, perpetrator, victim, and physical evidence. The investigator shall complete a written report and submit it to the designated hearing officer.
- M. The designated hearing officer shall schedule a hearing and notify the inmate of the date and time of the hearing.

- N. If the inmate requests assistance in preparing his defense, the hearing officer is to interview the inmate and determine the inmate's ability to understand the hearing process. If the hearing officer determines that the inmate needs assistance, a deputy is to be assigned to provide the necessary assistance. If the inmate requests a specific officer to assist, the hearing officer shall make every effort to honor the request, but shall ensure there is no conflict of interest for the designated officer.
- O. The hearing is not to occur sooner than 24 hours after formal notification of the charges being delivered to the inmate.
- P. In the absence of an approved continuance, the disciplinary hearing is to occur within 3 working days of the receipt of the investigation report.
- Q. Upon the showing of cause, a continuance of five working days may be granted by the Jail Administrator. Only two continuances shall be granted. Continuance shall not permit extension of the total adjudication process more than 20 working days. Continuance beyond 20 working days may be granted for mental/medical health, court, escape, and by request from the prosecuting agency.
- R. The hearing is to be informal with no formal rules of evidence being imposed. Inmates have no right to be represented by legal counsel (attorney).
- S. The inmate has a right to be present throughout the hearing except during the deliberation or when the institutional or individual security would be jeopardized by the inmate's presence.
- T. During the hearing, the prosecuting officer is to read the evidence against the inmate, question witnesses, and present physical evidence. The inmate's advocate will be provided the opportunity to cross examine prosecution witnesses. Inmates are not allowed to cross-examine witnesses.
- U. The inmate is to be provided the opportunity to call witnesses, to testify and present evidence on the inmate's behalf.
- V. Witnesses are to be allowed to testify for the inmate unless one or more of the following are established:
 - 1. The calling of testimony of the witness would jeopardize institutional security
 - 2. The calling or testimony of the witness would jeopardize any individual's safety
 - 3. The testimony of the witness would not be supportive of the inmate's defense
 - 4. The testimony of the witness would be irrelevant to the issues before the Jail Administrator

5. The testimony of the witness would, in the discretion of the Jail Administrator, be merely cumulative of other testimony. In the event that proposed testimony is ruled to be merely cumulative, however, the inmate may select the witnesses who will appear to present admissible testimony
- W. If a witness is denied from testifying, the Jail Administrator is to document the reason in the hearing record. When the hearing is completed the Jail Administrator is to determine if the inmate is guilty of the violations charged.
- X. In deliberating the inmate's guilt, the criteria for the hearing officer's determination is whether the evidence substantiates that more probably than not that the inmate committed the violation. (Preponderance of the evidence) If the inmate is found guilty, the jail administrator shall inform the inmate of the decision, and the evidence relied upon to reach that decision.
- Y. The Jail Administrator is to announce that the inmate is guilty or not guilty. A not guilty finding without substantive evidence ends the hearing and use thereof. If the inmate is found not guilty but there is evidence of misconduct, evidence from the hearing may be held for future reference in identifying a trend of inmate behavior.
- Z. The Jail Administrator is to record the findings of the hearing and the punishment on the appropriate forms.
- AA. The Jail Administrator is to record the penalty in the daily log and notify the shift supervisor of the change in the inmate's status.
- BB. The inmate may appeal a conviction in the disciplinary hearing for the following reasons:
 1. Procedural error
 2. Submission of new evidence
 3. Prejudice
 4. Insufficiency of evidence for a finding that it was more probable than not the inmate committed the prohibited act
 5. Other appropriate acts
- CC. The inmate must file the written appeal and reason(s) for the appeal within three working days. While awaiting the appeal decision, the inmate is not to have his punishment.
- DD. The Sheriff is to review the inmate's appeal. The Sheriff will issue his decision within five working days. As part of his decision, the Sheriff may:

1. Reduce the charges
2. Reverse the decision
3. Concur with the Jail Administrator's decision
4. Return the charges to the Jail Administrator for a rehearing

TITLE GRIEVANCE PROCEDURES			POLICY NUMBER 5.21
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 22.01, 22.02, 22.03, 22.04, 22.05, 22.06
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

The inmate grievance system is made available to all inmates to ensure the systematic and equitable review of inmate complaints.

II. PROCEDURES

- A. The following areas cannot be grieved under the grievance system of the Brooks County Detention Facility:
1. Any matter over which the Brooks County Detention Facility has no control: (e.g., parole/probation decisions, sentences, loss of mail by the postal services).
 2. Disciplinary actions are not to be reviewed under the grievance system. Rather, challenges to disciplinary charges are to be filed under appeal procedures provided in Policy 5.20.
 3. Routine administrative transfers of inmates from different areas without any loss of rights or privileges to facilitate ease of facility operations.
- B. Once an inmate has established a pattern for filing frivolous and unfounded grievances, an initial investigation will proceed informally. If the grievance is not substantiated a notation is made in the daily log and the matter is closed. If it appears the grievance is well founded, it shall follow normal grievance procedures.

- C. If an inmate has a complaint, the detention deputy receiving the complaint is to attempt to resolve the complaint informally. Under no circumstances shall deputies attempt to discourage or dissuade inmates from filing a grievance.
- D. If the inmate is complaining of the commission of a prohibited act by a detention deputy, a violation of the inmate's civil rights, or a criminal act, the deputy shall refer the inmate to the formal grievance system and shall not attempt to resolve the complaint informally.
- E. Once a complaint is handled informally, the detention deputy shall notify the shift supervisor of the complaint and action taken. A record is to be maintained by the Jail Administrator in the Grievance Log Book.
- F. If the inmate's complaint is not handled informally, he may file a written grievance within five days of discovery or when he reasonably should have discovered the incident.
- G. Inmate Grievance Forms may be obtained upon request from the detention deputy.
- H. The grievance shall state fully the time, date, names of facility, staff and inmates involved witnesses, and a narrative of the incident.
- I. If the inmate is unable to complete the grievance form himself, he may obtain assistance from another inmate or detention deputy in completing the grievance form.
- J. No staff member is to subject any inmate to harassment, curtailment of privileges or punishment of any type for filing a grievance. Any staff member interfering with the reporting of a grievance in any way may be subject to immediate dismissal.
- K. Upon receipt of a grievance, the Jail Administrator shall log the complaint in the Grievance Log Book and provide the inmate with written acknowledgement of receipt of the grievance.
- L. The Jail Administrator shall order an investigation of the incident to begin within 24 hours of receipt of the complaint. An impartial member of the staff is to investigate the grievance and submit a written report of his findings and recommendation to the Jail Administrator.
- M. The Jail Administrator shall provide a written response to the inmate within 15 days of receiving the complaints. The response is to include the investigation findings, reasons for the findings, and action taken.

- N. Upon receiving formal response to the grievance, the inmate has three calendar days to accept the findings and action taken, and so acknowledge by signature, or appeal to the Sheriff. If the inmate appeals the decision, he is to provide written reasons on the grievance form and return it to the Jail Administrator.
- O. The Jail Administrator shall forward the grievance form with appeal to the Sheriff for review.
- P. The Sheriff is to review, investigate and respond to the appeal within 10 days. The Sheriff may:
 - 1. Concur with the grievance coordinator's response
 - 2. Request further investigation by the grievance coordinator or other staff
 - 3. Provide his own solution to the problem
- Q. During his investigation, the Sheriff may personally interview the inmate to resolve the grievance.
- R. Upon response of the Sheriff to the appeal, the department grievance system is terminated. After the inmate has exhausted all administrative remedies offered by the department, he may resort to other avenues for the resolution of the problem.
- S. In the event an inmate files a large number of meritless and frivolous grievances, his grievances are to receive special handling.
- T. Based on the recommendations of the Jail Administrator, the Sheriff is to determine if an inmate is to have his grievances referred for special handling.
- U. If the inmate is placed on the "abuses list", the Jail Administrator is to maintain written documentation of the reasons for the decision.
- V. The Jail Administrator is to meet with the inmate to explain that his grievances are to be referred for special handling and how future grievances are to be handled.
- W. While the inmate's grievances are referred for special handling, the grievance coordinator is to review each grievance filed by the inmate. Grievances having merit are to be forwarded for processing through regular channels. Grievances that do not have merit are to be retained and a response provided to the inmate stating the reasons for not processing the grievance.

- X. The grievance coordinator shall review the inmate's file each month to determine if special handling is still necessary. If the need for continued special handling of the inmate's grievances is indicated, the grievance coordinator will notify the Facility Administrator.
- Y. The grievance coordinator shall make a recommendation to the facility administrator recommending when the inmate grievances should be returned to the regular process.
- Z. An inmate's grievances shall not be processed through the special handling for more than four consecutive months.

TITLE RECREATION		POLICY NUMBER 5.22	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.56, 8.60, 20.02
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

The Brooks County Detention Facility provides inmates reasonable access to recreation/exercise activities.

II. PROCEDURES

- A. The Jail Administrator shall develop a schedule for inmate recreation and post it in each dayroom.
- B. Inmates are to be released from their cells into the dayroom at **0700** hours daily. While in the dayroom, inmates are to be provided access to leisure activities.
- C. Library services are to be provided in accordance with Policy 5.25.
- D. When televisions and radios are available, inmates are to be permitted to watch television and listen to radio from **0900-2300** hours daily in the dayroom.
- E. The volume of radio and television are to be maintained at a level that does not disturb other inmates.
- F. In the event of a special program, movie, or sports event, the Shift Supervisor may permit inmates to watch television beyond **2300** hours provided the noise level is maintained at a low level.
- G. Inmate participation in recreational activities can be temporarily withheld or suspended for the remainder of the shift for misbehavior.

H. Outdoor Recreation

1. An area is provided for the secure outdoor recreation of inmates.
 2. Inmates are to be provided an average of four hours of exercise/recreation a week except where the facility security and order is threatened.
 3. If weather conditions do not permit outdoor recreation, inmates are to be provided a comparable amount of indoor recreation.
 4. The Jail Administrator is to maintain an adequate supply of recreation equipment to meet the needs of the facility.
 5. Before and after each recreation period, the Shift Supervisor is to inspect the recreation yard for contraband.
- I. Inmates of incompatible classifications are not to be mixed during recreation periods.
- J. While supervising inmate recreation periods, staff members are not to become involved in a game or allow their attention to be diverted.
- K. The detention officer supervising housing is to watch for potential problems and keep the recreation period on schedule.
- L. Equipment that may be a security risk is to be carefully monitored and access controlled when not in use.
- M. The Shift Supervisor is to record the time and dates inmates were provided recreation in the daily log. If inmates are not permitted to participate in outdoor recreation, the reasons for the restriction are to be listed.

TITLE RELIGIOUS SERVICES		POLICY NUMBER 5.23	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.56,20.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Inmates in the Brooks County Detention Facility are provided equal opportunity to exercise their religious beliefs subject only to those limitations necessary to maintain facility security and order.

II. PROCEDURES

- A. Inmates are to be provided the opportunity to worship and practice any recognized religion.
- B. Inmates are to be provided access to the appropriate clergymen and the opportunity to adhere to dietary restrictions and other requirements of the faith.
- C. Inmates are permitted to possess one approved religious medallion/insignia and religious study material.
 1. Inmates may submit requests for special items that are integral parts of the observance of their religious faith (e.g., menorah, yarmulke, scarf, prayer rug, etc.).
 2. Upon receiving such a request, **the designated person** will contact a local cleric of the inmate's professed religion to learn the minimum prescribed requirements or use of the requested item, and the effect it would have on the inmate's practice of that religion if the item is withheld. The cleric will also be advised of any security concerns, and asked to assist with suggestions for special accommodation or suitable alternatives, if necessary.
 3. Each request will be considered on a case-by-case basis, with consideration given to the security concerns based upon the inmate's classification and housing assignment.

4. After evaluation of the cleric's guidance and security concerns, the request will be honored only to the extent that will not jeopardize the safety, security, and good order of the facility.
 5. The inmate's request, any grievance associated with the request, all documentation related to evaluating the request/grievance including the action(s) taken, and the facility's response, will be placed and maintained with the inmate's file.
- D. Religious literature may be obtained by subscriptions, clergy, and/or the facility library.
 - E. Religious services are offered regularly. All inmates are provided the opportunity to attend these services. Inmates are to express their desire to participate in these programs by completing an Inmate Request Form and delivering it to the detention officer supervising inmate housing. Under no circumstances is an inmate to be compelled to participate or attend these services.
 - F. Clergymen and religious advisors wishing to hold services or conduct programs in the jail must make application to the Sheriff or local Ministerial Association, which in turn will make a recommendation to the Jail Administrator.
 - G. When clergymen or religious advisors arrive at the facility to meet with inmates, the Shift Supervisor is to check their identification card and escort them to the multi-purpose room.
 - H. The detention deputy supervising inmate housing is to escort inmates wishing to participate in religious services to the **multi-purpose room**.
 - I. Under no circumstances are inmates from incompatible classifications to be mixed together in a religious service.
 - J. The Jail Administrator is to assign adequate staff to the jail to ensure the facility security and order are maintained during scheduled religious services.
 - K. Once the services are completed, inmates are to be escorted by the detention officer or Shift Supervisor back to their cell block.
 - L. After the inmates have been removed from the area, the clergymen/ religious advisors are to be escorted by a detention officer out of the facility.
 - M. The Shift Supervisor is to record in the daily log that religious services were held. The Inmate Request Forms completed by inmates wishing to attend the services are to be included in the inmate's file along with the notation of whether attendance was permitted.

- N. Inmates wishing to meet privately with their clergy are to document their request on an Inmate Request Form and deliver it to the detention officer supervising their housing unit.
- O. The Jail Administrator is to schedule a meeting with the clergy to counsel the inmate at the detention facility.
- P. The Shift Supervisor is to inform the inmate of the arrangements made for him to receive religious counseling.
- Q. When the clergy arrives, he is to be identified and escorted to a secured location for individual counseling.
- R. After the inmate has been escorted to the secured location the detention deputy is not to remain in the room unless requested to do so by the clergy. Clergy is to be provided immediate access to summon detention staff.
- S. After the counseling session is completed, the inmate is to be escorted to the cell area and the clergyman is to be escorted out of the facility.
- T. The Shift Supervisor is to ensure the Inmate's Request Form is properly completed to include the disposition of the request, and placed in the inmate's file.

TITLE LIBRARY SERVICES			POLICY NUMBER 5.24
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 20.05, 20.06
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

Inmates in the Brooks County Detention Facility are provided access to a general library that is located within the facility.

II. PROCEDURES

- A. The general library in the Brooks County Detention Facility includes a collection of books and magazines.
- B. The facility administrator is to ensure inmates are provided access to the library.
- C. Inmate Request Forms are provided for inmates to document their requests for reading materials. Inmates are to return Request Forms to the detention officer supervising the housing unit when completed.
- D. The Shift Supervisor is to pick up the completed Inmate Request Forms and check the library to identify if the requested materials are available.
- E. If the requested materials are checked out, the Shift Supervisor is to notify the inmate the material is presently unavailable.
- F. Before providing an inmate with requested materials, the Shift Supervisor is to record the book's title, author, due date and inmate's name.
- G. Books held for more than ten days are considered overdue.
- H. An inmate is not to possess more than **four** library books in his cell at any one time.

- I. In addition to general library materials, inmates are provided access to the following basic law library materials through the facility's general library:
 - 1. Black's Law Dictionary
 - 2. Lafave and Scott Criminal Law
 - 3. Molar Georgia Criminal Law
 - 4. Davis and Schulman Georgia Practice and Procedure
 - 5. The Official Code of Georgia, annotated, or those volumes of the Official Code of Georgia which include the Georgia Constitution, Crimes and Punishment, Criminal Procedure, Law Governing Jails and Prisons, Domestic Relations, and Evidence
- J. Inmate access to the law library is to be conducted in accordance with Policy 5.19.
- K. Inmates are to be held accountable for all materials damaged, lost, or destroyed while in their possession.
- L. The Shift Supervisor is to charge the inmate with the appropriate disciplinary violation in accordance with Policy 5.20.
- M. The Shift Supervisor is to check with the Library Log before an inmate is released to ensure that all library books have been returned.

SECTION VI: UNUSUAL OCCURRENCES AND EMERGENCY PROCEDURES

GENERAL REQUIREMENTS:

- Officers should have access to a **Hazardous Materials Response Guidebook**.

SPECIFIC DEPARTMENTAL REQUIREMENTS:

- Agency to specify through General Orders person / agencies to be contacted in the event of an emergency.
- Develop an evacuation plan that identifies primary and secondary routes.
- Designate location to transport / house inmates in the event of mass arrests or an evacuation for hazardous waste spill or fire.

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TITLE CRIMES WITHIN THE FACILITY		POLICY NUMBER 6.01	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 6.10, 21.09, 23.23, 24.07, 24.09
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Deputies of the Brooks County detention facility take the necessary steps to investigate any crimes that occur within the facility bringing the investigation to a logical conclusion.

II. PROCEDURES

- A. Detention deputies shall respond to all complaints of criminal offenses within the facility as soon as possible.
- B. If upon arrival at a scene of an incident, the responding deputy determines that inmates are being unruly/disorderly, he shall implement steps to separate inmates/lock them down in accordance with Policy 6.03.
- C. If there are injuries involved, the deputy, if possible, shall administer first aid and shall summon appropriate medical assistance.
- D. The Shift Supervisor shall take charge of the crime scene, protect and preserve evidence and identify potential witnesses.
- E. The Jail Administrator will evaluate the incident/offense and determine if the incident should be handled informally, and recommend to the sheriff that the incident be investigated by department personnel, or be investigated by an outside agency.
- F. Incidents shall be investigated by personnel specially trained in specific instances (murder, sex crime, etc.).

- G. If the incident is to be investigated by department personnel, the department deputies shall proceed with the investigation under the direction of the Jail Administrator.
- H. In the event it is determined the incident should be investigated by an outside agency, the facility administrator with approval of the Sheriff will contact another law enforcement agency and request their assistance.
- I. The crime scene is to be completely processed according to the following procedures:
 - 1. The integrity of physical evidence is ensured.
 - 2. An area perimeter and a search plan are developed.
 - 3. Evidence discovered is photographed and sketched before it is handled and packaged for protection.
 - 4. Certain items are preserved for fingerprinting.
 - 5. Evidence is labeled immediate to ensure its proper identification.
 - 6. The chain of possession is maintained.
 - 7. A log of the names of all persons allowed into the crime scene, the time they entered, the time they exited, and the purpose of their presence shall be established and become part of the permanent record of the incident.
- J. All evidence confiscated for use in a criminal prosecution shall be handled in accordance with Policy 2.06.
- K. The integrity of witnesses shall be ensured using the following procedures:
 - 1. Possible witnesses/suspects are isolated from other inmates.
 - 2. Suspects shall be given the Miranda Warnings and a waiver properly obtained.
 - 3. Witnesses/suspects shall be allowed to give full statements.
- L. When the investigation is complete, designated deputies shall prepare a written report detailing the date, crime committed, victim, perpetrator, witnesses, narrative of the incident, listing of evidence obtained and its disposition, deputies involved, and charges pressed, if any.

TITLE USE OF FORCE		POLICY NUMBER 6.02	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.25, 23.26, 23.27, 23.28, 24.10, 24.15
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

Detention deputies in the Brooks County detention facility use the minimum amount of force necessary to control inmates.

II. PROCEDURES

- A. In the event an inmate becomes uncooperative, the deputy shall direct the inmate to conduct the desired behavior.
- B. If the inmate continues to be uncooperative, the deputy shall summon backup help to physically control the inmate.
- C. Detention deputies shall use the only the degree of force necessary to physically control an inmate.
- D. Staff members should use only a method or weapon to control an inmate that they have been trained to use and that has been approved by the agency.
- E. Detention deputies may use their fist, foot, riot baton, or similar weapons only when one or more of the following circumstances exist, and then only to the extent that such force is reasonable.
 1. When an inmate in custody attempts to escape;
 2. When two or more persons assault a deputy;
 3. When an individual of obvious physical superiority or aggressiveness assaults a deputy;

4. When an individual commits or is attempting to commit an attack on a third party.
- F. Before a deputy uses physical force, the inmate must have demonstrated the ability and opportunity to harm the deputy or a third party and express verbally or through his actions his intent to use force against the deputy or the third party.
- G. Detention deputies may use deadly force against another person only if the deputy or another person's life is in immediate danger.
- H. Under no circumstances are staff members to use excessive force to control inmates. Any staff member determined to have used excessive force shall be disciplined appropriate with a minimum of **three days** suspension and up to termination and prosecution.
- I. After physical force has been used against a person, and he has been subdued, staff members shall provide the inmate with the appropriate medical treatment. As soon as possible the inmate is to be examined by medical personnel in accordance with Policy 5.04(A).
- J. Any other inmate(s) (other than the inmate subdued by force) injured during the incident shall receive attention from medical staff as soon as possible in accordance with Policy 5.04(A).
- K. Injured staff members or other persons (not inmates) shall receive appropriate medical care as soon as possible.
- L. Medical treatment shall be provided if a person has obviously suffered physical injury, requests a medical examination, or more than slight physical force was employed.
- M. Anytime a deputy uses physical force, he/she shall complete a use of force report that includes:
 1. A detailed description of the incident;
 2. Type and amount of physical force used;
 3. Justification of such force;
 4. Any impairment or injury caused by the use of force;
 5. A list of participants and witnesses;
 6. Action taken pursuant to the incident, especially medical treatment;
 7. Photographs of both the person and deputies involved and any injuries received;

- 8. Any disciplinary charges filed against the inmate.
- N. The Jail Administrator shall review all use of force reports.
- O. In the event the deputy is accused of using excessive force, the Jail Administrator shall assign a deputy uninvolved with the incident to investigate the incident and report his/her findings to the Sheriff.

TITLE MINOR DISORDER			POLICY NUMBER 6.03
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.05, 6.10, 23.23, 23.25, 23.26, 23.27, 24.07
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of a fight or minor disorder in the Brooks County detention facility, staff will attempt to resolve the incident with the minimum number of injuries to staff or inmates and minimal disruption to facility security and order.

II. PROCEDURES

- A. In the event inmates become unruly, the detention deputy shall immediately order inmates to separate and go to the area designated by the deputy.
- B. If the inmates do not disperse, the deputy shall request assistance from other deputies.
- C. While waiting for back-up staff, the detention deputy is to repeat the order for inmates to disperse and move to the area designated by the deputy.
- D. Detention deputies are not to enter an area with unruly inmates until back-up assistance has arrived.
- E. Once back-up staff arrives, the detention deputies shall enter the affected area and separate inmates. Use of force shall be applied only to the amount necessary in accordance with Policy 6.2.
- F. Once the unruly inmates have been separated and the disturbance resolved, the Shift Supervisor will submit a written report to the Jail Administrator detailing the type of incident, inmates involved, time, date, cause of the incident, response to the incident including use of force, and medical treatment provided.

- G. The original detention deputy shall initiate disciplinary charges against the appropriate inmates.
- H. Prosecution of criminal charges committed by inmates during the incident must be with the approval of the Jail Administrator.

TITLE RIOT		POLICY NUMBER 6.04	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.05, 6.10, 8.38, 23.20, 23.23., 23.25, 23.26, 23.27, 24.01, 24.07
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event of a riot in the Brooks County detention facility, staff will attempt to resolve the incident with a minimum number of injuries to staff, inmates and visitors, and minimal damage to the facility.

II. PROCEDURES

- A. Upon determination that a riot is about to occur or is occurring, the detention officer supervising the inmates is to order the inmates to separate and move to the areas designated by the officer.
- B. If inmates refuse to disperse as directed, the detention officer is to summon backup assistance and order the cell block and facility to be locked down.
- C. The detention officer is to have the ranking officer on duty notified of the incident and its status.
- D. At the direction of the ranking officer on duty the dispatcher is to notify the Sheriff, Jail Administrator, detention staff, EMS, Fire Department, and other emergency personnel by standing order.
- E. When necessary to prevent escapes (security perimeter subject to being breached), deputies are to be stationed around the exterior perimeter of the detention facility. If additional personnel are necessary, assistance is to be requested from:
 1. Any Police Department in the jurisdiction of XXXX County.
 2. Georgia State Patrol

3. Georgia Department of Corrections

- F. Inmates not wishing to take part in the riot should be provided the opportunity to leave the affected area.
- G. In the event hostages are taken, negotiations are to proceed in accordance with Policy 6.06.
- H. If negotiations are unsuccessful, the Sheriff or Jail Administrator is to provide authorization for a tactical response by the emergency evacuation team.
- I. In the event of a fire, the facility sprinkler system is to be activated. Inmates may be evacuated upon authorization from the facility administrator or his designee. Evacuation is to be conducted in accordance with Policy 6.07. Personnel are to be assigned to the area receiving evacuated inmates to prevent an escape.
- J. During the riot, the Jail Administrator or his designee is to maintain notes on major occurrences during the riot and the responses made by staff and inmates.
- K. Upon termination of the riot, inmates are to be strip searched, moved to a secure area, provided fresh clothing and placed in secure housing.
- L. A head count is to be conducted as soon as reasonably possible to account for all inmates.
- M. Injured persons are to be provided the necessary first aid.
- N. If chemical agents were used, inmates are to be provided the opportunity to shower as soon as possible.
- O. A facility contraband search is to be conducted of the affected areas in accordance with Policy 3.04.
- P. Designated deputies are to complete written reports detailing their involvement in the incident and submit them to the shift supervisor.
- Q. The Jail Administrator is to designate deputies to assess any damage that occurred as a result of the riot.
- R. The Jail Administrator is to assign personnel to clean up the damage resulting from the riot as soon as the affected areas have been photographed.
- S. The Jail Administrator is to begin an investigation of the incident, its causes, and any corrective action that may be taken to prevent reoccurrence in the future.
- T. Efforts should be made to identify instigators of the riot. These persons are to be isolated from other inmates. Appropriate disciplinary and criminal charges are to be filed against the riot leaders and participants.

TITLE ESCAPE			POLICY NUMBER 6.05
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.01, 23.24, 23.25, 23.26, 23.27, 23.29
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of an escape from the Brooks County detention facility, detention staff shall secure the security perimeter, notify the appropriate law enforcement agencies and direct the search for the escapee.

II. PROCEDURES

- A. Upon identification of a possible escape, the detention deputy shall notify the dispatcher giving:
 1. Escape exit or route and direction, if known, and whether a deputy(s) is in pursuit;
 2. Name of escapee;
 3. Sex and race of escapee;
 4. Detailed description (i.e., age, hair color and length, eye color, facial hair, scars, clothing, and other identifiable features);
 5. Propensity for violence. If armed, description of weapon(s).
- B. If the inmate is possibly still in the facility, the Shift Supervisor shall have the entire facility locked down, and no one is to enter or leave the facility.
- C. A head count is to be conducted to account for all inmates.
- D. The detention staff is to search the entire facility.

- E. The Shift Supervisor shall examine the inmate log to determine if the inmate is participating in a program in the facility or is away from the facility (i.e., in court).
- F. At the direction of the Shift Supervisor, the dispatcher is to notify the detention staff, local law enforcement agencies, Sheriff, Jail Administrator, and Georgia State Patrol of the escape.
- G. The Shift Supervisor shall coordinate the search for the escapees. The search pattern, intensity, and duration are at the direction of the Sheriff.
- H. If any search team member locates the escapee or information that may assist in the search, he is to immediately report it to the search command post.
- I. Deputies shall use the minimum amount of force necessary to regain control and custody of the inmate (see Policy 6.03).
- J. If the escapee is apprehended, the arresting deputy is to immediately handcuff and search the inmate prior to arrest. The deputy is to notify dispatch of the arrest and return the inmate to the facility.
- K. The arresting deputies are not to question the inmate without the proper Miranda Warnings being given. If the inmate makes an unprompted, self-incriminating statement, it is to be documented by the arresting deputies.
- L. Upon termination of the escape, the dispatcher is to notify the persons contacted according to section F above. The Shift Supervisor is to ensure all weapons are returned in accordance with Policy 3.09.
- M. The Shift Supervisor is to record the incident in the daily log detailing the inmates' name, how he escaped, and if recaptured, how it was done.
- N. Designated deputies shall submit written reports to the shift supervisor to include the escapee's name, date, time, method of escape, where and if he was recaptured, and the agencies involved.

TITLE INMATE DEATH OR SUICIDE			POLICY NUMBER 6.06
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.05, 14.17, 21.09, 23.23, 23.29, 24.01, 24.09, 24.16
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of an inmate's attempted suicide or death, facility staff shall provide first aid, assist emergency personnel, preserve the scene, and assist in the subsequent investigation.

II. PROCEDURES

- A. In the event a detention deputy discovers an inmate who appears dead or has made a physical attempt to commit suicide, the deputy shall immediately call for assistance and provide first aid in accordance with Policy 5.05. Security procedures in effect for entrance into the cell area are to be observed.
- B. At the earliest opportunity, the dispatcher is to notify the Sheriff and facility administrator of the incident and its status.
- C. The detention staff shall preserve the incident scene to ensure that the affected area is not tainted or disturbed, in accordance with Policy 6.01. Medical personnel shall not be prevented from providing the necessary medical treatment. Any alterations made to the scene by medical personnel are to be described in the incident report. Detention staff shall assist medical personnel in providing emergency medical services.
- D. As soon as reasonably possible the Shift Supervisor is to request an **outside law enforcement agency** to conduct an investigation of the incident in accordance with Policy 6.01. The Brooks County Sheriff's Office is also to conduct an investigation of the incident for administrative purposes.

- E. Officers from the **responding law enforcement agency** shall have jurisdiction over the scene of the death. In the event the medical examiner arrives, he is to work with the investigating deputies in collecting evidence and investigating the incident.
- F. When the inmate is pronounced dead by a medical doctor at the scene, the coroner is to be notified. If death is apparent and medical personnel are not on the scene, the coroner is to be notified.
- G. All personal property of the inmate not taken by law enforcement officers as part of the investigation is to be held and turned over to the next of kin. A receipt for the property is to be placed in the inmate's file.
- H. The facility administrator is to personally notify the inmate's immediate family of the inmate's death.
- I. In the event the inmate's family lives in another jurisdiction, the Jail Administrator is to request the police or Sheriff's office in that jurisdiction to personally notify the family of the inmate's death.
- J. If the inmate was being held for another agency, the Jail Administrator is to inform the Sheriff or Chief of Police of the other agency of the incident.
- K. If necessary, the Sheriff or Chief of Police of the other agency is to be informed of the facts of the case.
- L. When the body is removed, the medical examiner is to perform a post mortem examination or autopsy and prepare a written report of his findings.
- M. Facility staff members participating in the incident are to complete a written report including:
 - 1. Inmate's Name
 - 2. Date of Birth
 - 3. Social Security Number
 - 4. Location of death
 - 5. Time found
 - 6. Last time checked
 - 7. Narrative describing the incident and actions taken.
- N. Upon completion of the investigation, the investigating agency is to submit a copy of the report and its findings to the Sheriff or Chief of Police.

- O. If the inmate was waiting to be picked up by the Georgia Department of Corrections, the Jail Administrator is to notify the Department of the inmate's death.
- P. If there are any holds or detainers on the inmate, the Jail Administrator is to notify the appropriate law enforcement agencies.
- Q. The inmate death or suicide shall be included in the medical provider's quarterly report, in accordance with Policy 5.09.

TITLE FIRE PROCEDURES		POLICY NUMBER 6.07	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.04, 9.09, 9.15, 23.20, 23.21, 23.29, 24.05
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event of a fire in the Brooks County detention facility, the detention staff is to secure the area, evacuate inmates, and initiate the necessary steps to extinguish the fire.

II. PROCEDURES

- A. Upon determination of a fire in the facility, the responding deputy shall immediately activate the fire alarm and summon assistance to the affected area.
- B. Upon notification, by standing order, the dispatcher shall call the fire department, EMS, and utility companies and advise them of the exact location of the fire.
- C. Time permitting, evacuation shall not commence until the arrival of backup deputies. The inmates are to be escorted out of the affected area in accordance with the evacuation plan. The shift supervisor is to ensure adequate personnel are assigned to supervise evacuated inmates. The use of law enforcement personnel from other agencies (with approval of the sheriff) may be used for this purpose.
- D. Visitors are to be escorted out of the facility in accordance with the evacuation plan.
- E. Inmates in unaffected areas are to be locked down.
- F. Detention deputies are to utilize self-contained air packs and other fire fighting equipment and attempt to extinguish the fire.

- G. The designated deputy is to meet firemen and other emergency personnel at the entrance to the facility and escort them to the affected area.
- H. Detention deputies shall help EMS personnel provide the necessary first aid to injured persons.
- I. As soon as reasonably possible, an inmate head count is to be conducted. Ideally, inmate head counts are conducted immediately before and immediately after movement.
- J. Once the fire is extinguished, the designated persons are to assess the damage and determine if the affected area can be used. If the area cannot be used, the Shift Supervisor is to make alternative arrangements for inmates assigned to the affected area.
- K. Upon departure of the responding agencies the Shift Supervisor is to assign personnel to clean up the affected area.
- L. As soon as reasonably possible, inmates are to be returned to secure housing.
- M. Designated deputies are to complete reports detailing their involvement in the incident.
- N. If necessary, the Jail Administrator is to request the incident be investigated by **an outside law enforcement agency.**

Note: Put facility specific fire evacuation directions/floor plan routes here.

TITLE HOSTAGE INCIDENT		POLICY NUMBER 6.08	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 4
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.04, 23.23, 23.25, 23.26, 23.27, 23.29, 24.01, 24.02
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event of a hostage incident in the Brooks County detention facility, the detention staff will secure the scene, initiate steps to negotiate the release of the hostages and attempt to resolve the incident with the minimum amount of harm to inmates, hostages, and staff.

II. PROCEDURES

- A. In the event persons are taken hostage in the Brooks County detention facility, the detention deputy controlling the area where the incident occurs shall immediately order the facility to be locked down and establish an inner security perimeter around the affected area.
- B. The dispatcher shall notify the designated emergency personnel including the Sheriff, Jail Administrator, facility staff, local law enforcement agency, and EMS.
- C. Inmates not participating in the incident are to be provided the opportunity to leave the area. These inmates are to be escorted to other secure housing.
- D. The detention deputy is to attempt to isolate the hostage takers and limit their view of what is going on in the facility.
- E. As soon as possible, the detention staff is to conduct a head count to account for all inmates.

- F. The detention staff shall attempt to identify the inmates involved in the incident, the number and types of their weapons, their exact location, the number of hostages, their condition and their names. The Shift Supervisor is to obtain the files of the inmates involved for use by the response team.
- G. Unless the hostage takers begin making demands, negotiations are to be postponed until a trained negotiator arrives.
- H. When available, the tactical response team is to move into position in the event they are needed.
- I. The Sheriff or Jail Administrator is to make the determination whether a rescue by force is to be made.
- J. Unless the hostages or nonparticipating inmates are grievously injured or their lives are in immediate danger, a tactical response is to be withheld.
- K. During negotiations, the following terms will not be discussed as negotiable items:
 - 1. Provision of weapons to inmates
 - 2. Inmate's freedom
 - 3. Safety of hostages
 - 4. Drugs and alcohol
- L. The Sheriff or Jail Administrator is to make all news releases to the media. He is to establish a rapport with the reporters and enlist their support involving behind the scene activities and intelligence.
- M. If a deputy is taken hostage, he has no authority while in the custody of inmates.
- N. A deputy should follow these guidelines if taken hostage:
 - 1. If the deputy has any security lock keys, he should attempt to throw them to an area that is inaccessible to inmates.
 - 2. The deputy should not act foolishly and should be cautious of heroics.
 - 3. The deputy should remain calm, be cooperative and obey the hostage taker's demands without appearing either servile or antagonistic.
 - 4. The deputy should look for a protected place where he could dive or roll to in the event authorities or inmates attempt to assault the location with force.

5. The deputy should keep a low profile and avoid the appearance of observing crimes that inmates commit, while noting unlawful activities. The deputy should avoid interfering with inmates' discussions or activities. Without being conspicuous, the deputy should attempt to remember the leaders, agitators and other inmates who are actively involved in the incident so they can be identified later. Hostages should not refer to an inmate by name if the inmate's face is covered.
 6. The deputy should be conscious of his body language as well as his speech. The deputy should not say or do anything to arouse hostility or suspicion. If the hostage takers want to talk, the deputy should act neutral and be a good listener. The deputy should be cautious about making suggestions to the hostage takers, since he may be held responsible if something goes wrong.
 7. The deputy should be reluctant to give up his identification or uniform. He should be especially resistant to changing clothes with an inmate.
 8. The deputy should try to drink water and eat even if not hungry.
 9. The deputy should think of persuasive reasons why the hostage takers should keep the hostages alive and not harm them. He should encourage them to let the authorities know of his whereabouts and condition. He should also suggest possible ways where the hostages may benefit the captors if set free.
 10. If the captors want a message transmitted, the deputy should do so accurately and without editing it.
 11. In most negotiable situations, as time goes on, the hostages become increasingly safer in their situation.
 12. The deputy should try to remain objective and realize that it is a common factor in hostage incidents that a hostage and his captor begin to sympathize with each other. This sympathetic bond begins to take effect quite soon and continues to grow throughout the incident.
 13. If there is an assault and shots are fired, the deputy should drop quickly to the floor and seek cover, keeping his hands over his head. When appropriate the deputy should identify himself and not resist being apprehended.
- O. Upon release of the hostages, they are to be provided the necessary medical treatment immediately. As soon as possible, written statements should be obtained from the hostages that provide the details of the incident.
- P. Written reports are to be completed by the designated personnel that detail their involvement in the incident. The reports are to be delivered to the Sheriff.

Q. A follow up investigation is to be conducted by the Jail Administrator and the designated deputy/agency to identify the cause of the incident, and corrective action to be taken to prevent reoccurrence in the future. All reports shall be forwarded to the Sheriff.

TITLE HOSPITALIZED INMATES		POLICY NUMBER 6.09	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 1
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.20, 23.31, 24.08
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event an inmate from the Brooks County detention facility requires hospitalization, adequate personnel will be assigned to securely escort and supervise the inmate while he is in the hospital.

II. PROCEDURES

- A. If an inmate requires hospitalization, the Shift Supervisor is to assign adequate personnel to securely escort the inmate to the hospital.
- B. While the inmate is being examined, upon request of medical personnel, the escorting deputy is to remain outside the door of the examination room. If not required, the escorting deputy is to remain in the room out of the way of medical personnel.
- C. Upon determination that the inmate is to be admitted to the hospital, arrangements are to be made for assigning the inmate to a private room.
- D. Armed detention deputies are to provide direct supervision of the inmate 24 hours a day. Supervision of the inmate is to continue until he is released or diagnosed by the designated physician as being incapacitated.
- E. Upon release of the inmate, he is to be escorted back to the detention facility by detention personnel.
- F. Continued treatment of the inmate is to be provided in accordance with the designated physician's instructions.

TITLE MASS ARRESTS			POLICY NUMBER 6.10
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 8.62, 10.04, 23.29, 24.01, 24.06
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of a mass arrest, the detention staff will admit, process, classify, and house inmates with the least disruption possible to the facility security and order.

II. PROCEDURES

- A. Upon notification of a mass arrest, the Shift Supervisor is to send persons from non-essential positions in the facility, including administrative and supervisory positions, to the admissions area.
- B. The Shift Supervisor is to ensure each inmate is frisked and processed into the facility in accordance with policies in Chapter 1.
- C. The Shift Supervisor is to assign personnel to the booking procedures to streamline the admission process.
- D. Efforts are to be made to separate the leaders of the group from the other members.
- E. Unless otherwise specified, inmates eligible for bonding or releases on own recognizance (ROR) are to be released as soon as they have been processed.
- F. If additional personnel are required to supervise process and/or transport inmates, the Shift Supervisor is to request assistance from:
 1. Off duty personnel
 2. Road deputies

3. Other local and state law enforcement agencies

- G. In the event that holding and detention cells are filled to capacity, the Shift Supervisor with approval by the Jail Administrator or Sheriff is to arrange for inmates to be housed at other locations.
- H. The Shift Supervisor is to ensure all essential services, including food and medical, are provided to inmates.
- I. All routine facility operations are to be resumed as soon as reasonably possible.

TITLE BOMB THREAT		POLICY NUMBER 6.11	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 3
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.04, 9.15, 23.20, 24.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event of a bomb threat, the detention staff is to notify the appropriate emergency personnel to remove or disarm the device if it is located; search the facility; and if necessary evacuate the facility.

II. PROCEDURES

- A. The deputy receiving a bomb threat is to obtain as much information as possible.
- B. The deputy is to record the exact wording of the threat location, time of detonation, design type, and other descriptive information on the Bomb Threat Checklist.
- C. The deputy receiving the threat is to immediately notify the Shift Supervisor and facility administrator.
- D. Upon authorization of the Shift Supervisor, the dispatcher is to notify the fire department, EMS, and other key emergency personnel.
- E. All deputies in the facility are to be notified that a bomb threat has been received.
- F. Deputies are not to transmit on their portable radios, cut on/off lights or use any other switching device that may detonate the device.
- G. Deputies are to secure inmates in their cells and escort visitors out of the facility.

- H. The Shift Supervisor is to establish a central control (**location**) to direct all search procedures. All available personnel are to report to the control area to receive instructions.
- I. The Shift Supervisor is to determine if the facility will be evacuated. In making a decision to evacuate the facility, the supervisor is to consider such facts as:
 - 1. Knowledge of an existing threat to the agency by groups or individuals who have the ability and opportunity to carry out the threat;
 - 2. An impending incident in the surrounding area that would indicate to a prudent person that harm would come to the facility;
 - 3. If an evacuation would cause excessive bodily harm or physical damage;
 - 4. If sufficient time is available to conduct a thorough search of the target area;
 - 5. If the threat was staged to hide other criminal activity that may go on during the confusion.
- J. If a decision is made to evacuate the building, inmates are to be evacuated to the emergency evacuation yard in accordance with the fire evacuation plan (See Policy 6.07).
- K. When conducting a search for the bomb, the search should progress from the most public to the most private area.
- L. Beginning with the outer perimeter, deputies are to be assigned to search the grounds and parking areas surrounding the entire facility, public lobbies and bathrooms, hallways, and visitation areas, offices, program areas, storage areas, dayrooms and cells.
- M. Deputies shall search each area completely before moving on to the next. Inside areas should be searched in three stages:
 - 1. From floor to waist high
 - 2. Waist high to ceiling
 - 3. Ceiling
- N. If a suspicious package is located, it is to be left undisturbed and the bomb disposal team notified.
- O. Deputies are to evacuate the area and attempt to isolate the bomb without moving it.

- P. Upon their arrival, the bomb technicians and/or E.O.D. member's authority for disarming or moving the device supersedes all other deputies.
- Q. Upon conclusion of the search, the incident is to be turned over to the GBI or other investigative agency upon approval by the sheriff.
- R. Designated deputies are to submit written reports detailing their involvement in the incident to the Shift Supervisor.

TITLE HAZARDOUS MATERIALS			POLICY NUMBER 6.12
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.04, 23.29, 23.30, 24.01
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of a hazardous waste spill, detention staff will take the necessary steps to evacuate, transport and supervise inmates with the least disruption possible to the facility security and order.

II. PROCEDURES

- A. In the event of a hazardous waste spill near the facility, the Shift Supervisor is to identify the exact location of the spill and its distance from the facility. The supervisor is to refer to the **Hazardous Materials Response Guidebook** and consult with the appropriately trained personnel to identify if the facility should be evacuated.
- B. The Shift Supervisor is to ensure adequate security personnel are available for the safe and secure transportation and housing of inmates. Upon determination that the facility is to be evacuated, the Shift Supervisor (with approval of the sheriff) is to request assistance from surrounding local and state law enforcement agencies including:
 1. Department road deputies
 2. All local Police departments
 3. Georgia State Patrol

4. Georgia Bureau of Investigation
 5. Other state and local law enforcement agencies
- C. Ankle chains and handcuffs for the transportation of mass numbers of inmates are stored in the facility. Each inmate is to be appropriately restrained and separated using the available devices according to classification.
 - D. Before moving inmates, a head count is to be conducted of each group to include their names and identification numbers. The transport deputy is to maintain a copy of the names of the inmates he transports.
 - E. Inmates are to be transported by vehicle to an emergency housing facility.
 - F. Upon total evacuation of the facility, the Shift Supervisor is to ensure the entire facility is double checked for any staff or inmates that may be secured inside.
 - G. Care should be taken not to unnecessarily compromise the facility's classification system.
 - H. Upon arrival at the emergency housing location another head count is to be conducted of inmates as they enter the facility.
 - I. While the inmates are in the emergency housing, detention staff is to provide adequate direct supervision of inmates.
 - J. Arrangements are to be made by the facility administrator to ensure that essential inmate services including food and medical treatment are provided.
 - K. Upon determination that the detention facility is safe for re-occupancy, inmates are to be returned to the facility according to procedures B-H.
 - L. All inmates reentering the facility are to be searched in accordance with policy.
 - M. All routine facility operations are to be resumed as soon as reasonably possible.

TITLE NATURAL DISASTER			POLICY NUMBER 6.13
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 5.04, 12.08, 23.20, 23.21, 23.29, 24.01, 24.05, 24.08
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event of a natural disaster (i.e., tornado, severe thunderstorm) the staff of the Brooks County detention facility will take the necessary steps to move/evacuate inmates, escort, and supervise inmates with the least disruption possible to the facility security and order.

II. PROCEDURES

- A. The Shift Supervisor is to inform all facility staff whenever a storm warning has been issued for the Brooks County area.
- B. The Shift Supervisor is to be prepared to manually start the emergency generator in the event it is necessary.
- C. In the event a severe thunderstorm warning is issued, the Shift Supervisor is to ensure all inmates are inside the facility. During any electrical storm, inmates are not to use the telephone or shower.
- D. If a tornado or hurricane warning is issued, the detention deputies are to move inmates to the safest part of the facility away from exterior windows unless evacuation is required (see Policy 6.12). Inmates of different classifications are not to be unnecessarily mixed together.
- E. In the event of an earthquake, all inmates are to be evacuated to the emergency evacuation yard in accordance with Policy 6.07.

- F. The Shift Supervisor is to evaluate the facility's physical plant to determine if any part of the structure has been weakened or rendered unsafe. If the structure has been adversely affected, the supervisor is to make arrangements for the safe and secure transportation and housing of inmates.
- G. After the storm or earthquake is over, detention staff shall conduct a heard count to account for all inmates.
- H. Injured persons are to be identified and treated in accordance with Policy 5.05.
- I. Inmate workers may be used to begin clean up of the facility area and assist in the community (see Policy 2.07).

TITLE FOOD POISONING			POLICY NUMBER 6.14
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 14.07, 14.14, 14.15, 14.28. 18.10
APPROVED BY Sheriff Mike Dewey			DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013

I. POLICY

In the event an inmate develops food poisoning, the Brooks County detention staff will take steps to identify the cause, prevent further infection of staff and inmates, and provide the necessary medical treatment.

II. PROCEDURES

- A. The Jail Administrator is to ensure the facility takes the appropriate steps to prevent food poisoning by proper storage of food, cooking, and cleaning of food preparation areas in accordance with policy.
- B. In the event an inmate develops the symptoms of food poisoning, the Shift Supervisor is to immediately isolate the inmate and implement steps for acquiring emergency medical treatment (Policy 5.05).
- C. The Shift Supervisor is to acquire a sample of food served to the inmate for analysis. If any food suspected of being contaminated remains, it is to be destroyed.
- D. The inmate is to be examined by the designated physician.
- E. If the inmate is diagnosed as having food poisoning, he is to be treated according to the designated physician's orders.

- F. Other inmates served the food suspected of being contaminated are to be closely observed by detention staff in the event they develop symptoms of food poisoning.
- G. NOTE: The Sheriffs' Association recommends keeping samples of 9 meals, so that they can be analyzed in the event of suspected food poisoning.**

TITLE HUNGER STRIKE		POLICY NUMBER 6.15	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 18.06, 24.01
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event an inmate goes on a hunger strike, the detention staff will attempt to identify the reasons for the hunger strike, resolve the strike, and monitor the inmate's condition until the hunger strike is resolved.

II. PROCEDURES

- A. An inmate's hunger strike may be detected by the inmate's declaration, other inmate's information, and/or staff observation.
- B. Upon identification that an inmate is on a hunger strike, declared or undeclared, the Shift Supervisor and Facility Administrator shall be notified.
- C. Staff members are to make a reasonable effort to determine the reason why the inmate is on a hunger strike and resolve the problem.
- D. After the inmate has refused nine (9) consecutive meals, he is to be placed in medical isolation, examined by the designated physician in accordance with policy.
- E. Medical personnel are to measure the inmate's weight and vital signs each day he is on a hunger strike. These measurements are to be recorded in the inmate's medical file.
- F. The Jail Administrator is to maintain a record of all activities and food intake by the inmate.

- G. The inmate's commissary privileges are to be discontinued during the hunger strike to facilitate accurate monitoring of dietary intake.
- H. Upon determination by the designated physician that an inmate's hunger strike has developed into a life threatening situation, the Facility Administrator or his designee is to be immediately advised. The county attorney is to be requested to seek a court order to force feed the inmate.

TITLE WORK STOPPAGE		POLICY NUMBER 6.16	
DISTRIBUTION JAIL OPERATIONS DIVISION		EFFECTIVE DATE 01/01/2009	PAGE OF 1 2
X NEW AMEND RESCINDS	NUMBER N/A	SOURCE Georgia Jail Standards	APPLICABLE STANDARD NUMBER 23.02, 23.18, 23.10
APPROVED BY Sheriff Mike Dewey		DATE 04/10/2010 03/25/2011 04/30/2012 03/28/2013	

I. POLICY

In the event of a work stoppage, the Brooks County detention facility will use the alternate personnel to staff necessary security positions, provide protection for personnel that work in the facility and negotiate for the return of the staff.

II. PROCEDURES

- A. In the event of an adverse job action, the Shift Supervisor is to hold the current shift on duty and notify the Jail Administrator and Sheriff of the job action.
- B. All employees with management functions are to be notified to report to work.
- C. Inmates are to be locked down until essential posts are staffed. Emphasis is to be placed on assigning employees to posts that provide for inmate supervision and safety.
- D. The Jail Administrator is to establish a schedule that requires a minimum number of work details and programs.
- E. In the event additional personnel are required to operate the facility, the Jail Administrator is to request assistance from:
 - 1. Department patrol division
 - 2. Local law enforcement agencies from the surrounding area
 - 3. Georgia State Patrol and other State Law Enforcement Agencies
 - 4. Georgia National Guard and Reserves

- F. The Jail Administrator is to attempt to communicate with leaders of the adverse job action to:
 - 1. Identify the reasons for the job action
 - 2. Begin negotiations to hasten the resolution process
 - 3. Communicate disciplinary sanctions that can and will be taken against employees participating in the job action.
- G. The Sheriff will make arrangements to provide employees not participating in the job action a safe and secure working environment, transportation to and from work and parking areas.
- H. During the job action the Facility Administrator or his designee is to maintain a record of major activity occurring as a result of the job action and the response taken.
- I. Upon termination of the job action, the Facility Administrator is to release personnel assisting in maintaining operations, resume normal operations and commence appropriate discipline and or legal action against personnel participating in the job action.