


<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:001</p>
	<p>SUBJECT:</p> <p>Cameras</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 1/10/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that personal cameras will not be allowed in the secure areas of the facilities except for official Sheriff's Office use or as authorized by the Commander, Bureau of Corrections.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Personal Cameras

1. No cameras of any kind will be allowed into the secure areas of the facilities except for official Sheriff's Office use.
2. The Commander, Bureau of Corrections, or Designee may authorize exceptions to this policy either by written or verbal order to the Officer-in-Charge.


B. Security Camera System

1. Only command officers at the rank of Sergeant or above, Identification personnel and Maintenance personnel may access the Video Storage Room. At no time shall a non-ranking officer or anyone from the support staff other than Identification and Maintenance personnel use his/her swipe card to access the Video Storage Room.

Security

Cameras

2. The Video Storage Room is monitored by a camera that is connected to a recording device. The room is videotaped and recorded 24/7. Using old password codes will result in an alarm being activated in the system. When the alarm sounds, the swipe card access and videotape will be checked. The person who accessed the room and used old password codes will answer directly to the Commander, Bureau of Corrections.
3. Anyone involved in an incident will NOT access the Video system to review, examine, "pull" and/or duplicate video from the incident. A person of at least one rank higher than the person(s) involved in the incident will be responsible for reviewing, examining, pulling and/or duplicating the video.
4. Every time a video segment is retrieved and duplicated, an entry shall be made in the video retrieval logbook located in the Video Storage Room.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:002</p>
	<p>SUBJECT:</p> <p>Classification and Security of "High Profile" Inmates</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 12/31/08

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I. POLICY:

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

II. REFERENCES:

FCAC 6.14 and FMJS 11:12.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. The Classification Department will use the following rationale for classifying an inmate as "High Profile" status:
1. The inmate has physically harmed or attempted to harm an officer or correctional staff member.
 2. The inmate has made serious and/or actual threats to kill an officer or correctional staff member.
 3. The inmate willfully creates or plans to create a disturbance that results in Correctional Staff, civilians, or inmates to be harmed.
 4. The nature of inmate's crime(s).

Security

Classification and Security of "High Profile" Inmates


- B. Once an inmate has been classified as a "High Profile" inmate, the following will take place to ensure the safety and security of the facility:
1. The Classification Department will notify all personnel of the inmates that are on "High Profile" status.
 2. There will be at least two Correction Officers present at all times when dealing with or escorting a "High Profile" inmate out of his/her cell.
 3. All "High Profile" inmates will have leg shackles and handcuffs applied prior to them leaving their assigned cell. The handcuffs will be applied through the food port access.
 4. No other inmates or Non-Correctional Officers are to be present in an area where a "High Profile" inmate is not secured in a cell or room.
 5. Visitation: Handcuffs and leg shackles shall remain on the "High Profile" inmate. After the visitation door is secured, the Officers may go about their normal duties.
 6. Doctor, Dentist, Nurse, etc.: Handcuffs and leg shackles shall remain on the "High Profile" inmate **unless** a medical authority requests the removal of the handcuffs and/or leg shackles. Only a medical necessity will warrant the removal of the handcuffs and/or leg shackles. Two Officers are to stay with the inmate during any medical call.
 7. Showering, Cleaning, and Law Library: Leg shackles shall remain on the "High Profile" inmate. Handcuffs may be removed if the "High Profile" inmate is secured in a cell/room and the inmate's behavior warrants their removal. If the "High Profile" inmate is not in a secured area, the handcuffs shall remain on.
 8. Recreation: If the inmate's behavior warrants their removal, leg shackles may be removed before placing the "High Profile" inmate on the recreation yard. After securing the inmate on the recreation yard, the handcuffs may be removed thru the food port.
 9. Phone: The roll-around phone will be taken to the "High Profile" inmate's cell door for phone calls. Unless approved by the Chain-of-Command, "High Profile" inmates will NOT use the phones in the dayroom.

Security

Classification and Security of "High Profile" Inmates

10. Outside the Facility: Handcuffs and leg shackles shall remain on the "High Profile" inmate. Also, the inmate will wear the "STUN BELT" and/or one of the officers on the detail will carry an authorized taser at all times when outside of the facility. When needed, borrow the stun belt from the KW Court Sergeant and return when done with it.

NOTE: The transportation vehicles are considered as holding cells; therefore, once a "High Profile" inmate is secured in the vehicle, only one officer needs to be with the inmate. Two officers are still required until the inmate is secured in the vehicle or when the inmate is being removed from the vehicle.
- C. Once a week, the Support Services Commander, Medical Director, and Classification Supervisor will review all inmates on "High Profile" status to determine rationale.

<p>MONROE COUNTY</p>  <p>DETENTION CENTER</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:003</p>
	<p>SUBJECT:</p> <p>Control of Contraband</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 7/3/09

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I. POLICY:

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

II. REFERENCES:

FMJS 14.01 & 14.02; F.S. 951.22; FCAC 7.02 & 11.02; and Monroe County Detention Facilities Work Release Policy and Procedures Manual.

III. SCOPE:

These procedures apply to All Personnel.

IV. DEFINITIONS:

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

1. Issued
2. Approved for purchase through the commissary
3. Purchased through an approved source with official approval
4. Authorized and approved for delivery by mail
5. Authorized and approved religious items as per policy and procedure 6:018.

Security

Control of Contraband

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

- B. Chain-of-Custody - The documented person-by-person, storage, or possession of any item considered to be contraband or evidence.
- C. Evidence - Any item that is to be securely kept for use in the prosecution of a criminal act. Items considered as evidence could include contraband, photographs, latent fingerprints, event reports, statements, articles of inmate's clothing, or personal belongings.

V. PROCEDURES:

A. Control of Contraband

- 1. No inmate shall have in his/her possession or under his/her control any firearm or any instrumentality customarily used or designed to be used as a dangerous weapon, or any explosive substance. Inmates may use such tools and implements as are assigned to them by and under the supervision of authorized personnel.
- 2. No person, whether s/he is an inmate or other person, unless authorized by the Chief of the Bureau of Corrections, shall introduce into or upon the grounds of the facility any of the following articles that are hereby declared to be contraband:
 - a. Any intoxicating beverage
 - b. Any narcotic, drug, or substance prohibited by law
 - c. Any firearm or any instrument customarily used or designed to be used as a dangerous weapon
 - d. Any instrumentality of any nature that may be used as an aid in effecting or attempting to effect an escape
 - e. Any other article, instrument, or substance specifically prohibited by the policies and procedures of the facility

Security

Control of Contraband

3. No person, whether s/he be an inmate or other person, shall take any article whatsoever from the grounds of the facility without authorization from the Chief of the Bureau of Corrections.
4. No money shall be given directly to or received by an inmate. Any money found in the possession of an inmate shall be considered contraband and shall be confiscated and deposited in the Inmate Welfare Trust Fund unless needed for a hearing or trial.
 - a. The exception to this is work release inmates that are allowed a maximum of \$30.00 in cash per week. Upon their return to the facility, work release inmates shall turn in all money over \$30.00 (e.g., tips) to the Property Officer to be deposited into their canteen account.
 - b. Work release inmates shall keep their weekly allowance of money in their work release locker except when they are entering or leaving the facility.

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

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


B. Disposition of Contraband

1. Those contraband items retained for use in disciplinary hearings as evidence will be received and stored until such time as the Operations Commander approves for them to be destroyed or disposed of.
2. Contraband items to be used during outside court cases as evidence will be held by the Sheriff's Office Property/Evidence Division. The initial confiscating authority will establish the chain-of-custody, and ensure it is properly followed.
3. **Any of the County's property taken from an inmate as contraband will be returned to the source if reusable. If reuse is not feasible, the item(s) will be disposed of in the normal manner.**

Security

Control of Contraband

4. Any monetary contraband found upon, or in the possession of, any inmate shall be confiscated and the proceeds deposited in the Inmate Welfare Fund.
5. When contraband found by any means is suspected to come from within the facility (e.g., kitchen tools, maintenance tools, armory or medical supplies), the discovering authority must document where and when the contraband was found.
 - a. The discovering authority will then turn the contraband over to the Shift Supervisor along with an Incident Report.
 - b. If investigation proves the contraband came from inside the facility, the Operations Commander will be advised of this finding and shall further investigate as to how the contraband got into the inmate's control.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:004</p>
	<p>SUBJECT:</p> <p>Control of Tools, Culinary Equipment, and Medical Equipment</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that all tools, culinary equipment, and medical equipment shall be secured when not in use. A system of accountability and control shall be maintained.

II. REFERENCES:

FMJS 2.09(b), 6.11, & 11.07 and FCAC 6.08 & 15.14.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

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

A. General Information

1. Each tool, including kitchen knives and other hazardous kitchen implements, shall have its own hanging device and silhouette on a shadow board, as to identify each item by name. Tools of the same type will be stored individually and not stacked one upon the other. The silhouettes must closely resemble the outline of each tool so that a quick inspection of the board will reveal any missing tools.
2. Tools that cannot be adapted to the shadow board will be stored in a locked cabinet with an Inventory Control Sheet enclosed.

Security

Control of Tools, Culinary Equipment, and Medical Equipment

3. Hacksaws, files, and other metal cutting blades will be stored in a locked cabinet with an Inventory Control Sheet enclosed.
 4. If a tool is removed from inventory, the corresponding silhouette will immediately be removed from the shadow board.
- B. Maintenance Department

Facility Maintenance Personnel will be responsible for providing the following:

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

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

3. Tools are issued to trusties only when closely supervised by a member of the Maintenance Staff or the detention staff.
4. Only those tools required to effect repairs are removed from shadow boards or other secure storage areas, and they must be signed out. Immediately following completion of repairs, the tools shall be returned to the appropriate storage area, signed in, and properly secured.
5. Broken or defective tools are returned to the Maintenance Supervisor for repair, replacement, or proper disposal as per department policy.

Security

Control of Tools, Culinary Equipment, and Medical Equipment

6. Trustees utilized in assisting Maintenance Personnel shall be referred to a Correction Officer for pat searches following completion of work details.
- C. Medical Department

The Medical Section Supervisor will be responsible for ensuring that:

1. All medical equipment such as syringes, hypodermic needles, scalpels and other such equipment have proper security and accountability.
 2. Only the amount of equipment needed is removed from the central storage area and taken to medical treatment areas.
 3. An inventory of all equipment is taken every two weeks.
 4. Control sheets are maintained for signing out medical equipment by Medical Staff.
 5. Use of medical equipment in the presence of inmate(s) is closely monitored.
- D. Kitchen Facilities

Production Chefs will be responsible for ensuring that:

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

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

3. When knives are signed out to trustees, it is to be recorded on the Knife Check Out/In Form.
4. All equipment is accounted for prior to the departure of kitchen personnel and trustees.

Security

Control of Tools, Culinary Equipment, and Medical Equipment

5. Broken or worn items are disposed of under supervision of the Food Service Administrator as per department policy. Replacement knives and other kitchen implements are marked and inventoried prior to use.

E. Detention Staff


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

1. Personnel assigned to the Main Control entry point shall positively identify private contractors and repair service personnel before allowing them entry into secure areas of the facility. All tools they are taking into the secured envelope must be listed before they are allowed entrance so that we may have accountability upon their departure.
2. Officers will perform the following:
 - a. Remove inmates from the immediate working area of private contractors, repair service technicians, or Maintenance Personnel.
 - b. Closely monitor working areas to prevent inmate access to tools and materials.
 - c. Escort and monitor private contractors and repair service technicians while they are in the secure area of the facility.
 - d. Ensure that private contractors, repair service technicians, and Maintenance Personnel remove all tools and equipment from the facility when work is completed.
 - e. Notify the Shift Supervisor of any missing tools or equipment immediately.
 - f. Submit required Incident Reports on lost or missing tools and equipment as necessary.
 - g. Escort private contractors or repair service technicians from the secure area of the facility upon completion of their tasks.

Security

Control of Tools, Culinary Equipment, and Medical Equipment

3. Main Control Personnel shall verify all tools listed when the contractor/repair person entered the secure envelope are accounted for upon his/her departure. Any lost tool shall be immediately reported to the Shift Supervisor.
4. The Shift Supervisor will initiate a shakedown of affected areas when items are reported lost or there is reasonable suspicion that an inmate may be in possession of a missing item. Inmates who may have had access to the missing items will be detained in the work location until the items are found or the inmates are cleared.
5. When repairs are completed or work has ceased for the day, the Shift Supervisor/Designee will ensure that working areas are thoroughly cleaned and inspected for contraband before allowing inmate access.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:005
	SUBJECT:	
	Control and Use of Force and Non-Deadly Weapons (Chemical Agents)	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Shift Supervisor

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish guidelines and procedures to be used in handling combative subjects in the correctional setting using non-lethal force. In no event shall chemical agents (e.g., Oleoresin Capsicum Aerosol) be justifiable as punishment. All certified staff members and those working under TEAs shall receive training in methods of self-defense prior to assignment to duties where force may be used.

II. REFERENCES:

FMJS 3.03 & 11.09; FCAC 5.03, 5.08, 6.10, & 8.05; and MCSO General Operations Manual, Chapter 31.

III. SCOPE:

These procedures apply to All Shift Supervisors responsible for the dispensing of chemical agents and All Personnel that are authorized to carry Oleoresin Capsicum Aerosol (O.C.A.).

IV. PROCEDURES:

- A. The deployment and use of chemical agents provides Correction Officers with the next level of force in a force continuum from verbalization and a show of force. Containment and control with strong emphasis on humane treatment of the subject(s) is afforded by the use of this chemical agent. Criteria for its use are to:
1. Prevent serious injury or loss of life
 2. Prevent or suppress riots or disturbances
 3. Prevent willful destruction of property

Security


Control and Use of Force and Non-Deadly Weapons (Chemical Agents)

4. Prevent an inmate from completing a suicide attempt
 5. Prevent an escape from custody
- B. Inmate Actions**
- | | Officers Response |
|---|---|
| 1. Cooperative, must be given directions. | 1. Presence with:
A. Body language
B. Persuasion
C. Direct Orders |
| 2. Not controlled by verbal directions or passive resistance. | 2. Presence with above and:
A. Chemical agent
B. Optional compliance by show of force |
| 3. Active resistance | 3. Presence with above and:
A. Chemical agent
B. Physical control of inmate by officers |
- C. General Rules For Use of Chemical Agents**
1. The Jail Administrator has authorized chemical agents to be carried in the Monroe County Detention Facilities following the guidelines in this policy.
 2. ONLY personnel trained in the use of chemical agents are authorized to deploy same. Chemical agents will be stored only in designated areas. In addition to chemical agents stored in the designated areas, all personnel who are current in their chemical agents training will be allowed to carry chemical agents in the proper holder while on duty following all guidelines of this policy and procedure.
 3. Any time a chemical agent is used, an "Use of Force Report" will be generated to document the use of the chemical agent.
 4. Any time a chemical agent is utilized, Medical Personnel, if on-duty, will evaluate the individual(s) and provide treatment if required. If Medical Personnel are not present, the Shift Supervisor shall have the individual(s) afflicted checked by outside medical personnel (e.g., E.M.S.) for possible treatment.

Security

Control and Use of Force and Non-Deadly Weapons (Chemical Agents)

5. At no time will chemical agents be unnecessarily brandished, or used as an intimidating device unless the Officer is attempting to prevent further escalation of force.
 6. Application of chemical agents against large groups of people will be by the authority of the Commander, Bureau of Corrections, or the designated second in command.
 7. Any time chemical agents are used for controlling a subject, the application of the agent will end when the subject discontinues resistance or aggression.
 8. Chemical agents are irritating to the eyes, nose, and skin. Any time an Officer uses a chemical agent for the purposes of subject control, the Officer will flush the subject's eyes with running water and ensure that the subject receives adequate medical attention as soon as possible.
 9. Any time an officer finds it necessary to use a chemical agent for subject control, the officer will immediately contact a supervisor and advise him of the nature of the incident.
- D. Reporting Procedure
1. The following reports will be generated upon the use of chemical agents:
 - a. Incident Report;
 - b. Use of Force Report;
 - c. Supervisory Review of Use of Force; and
 - d. Medical Report.
 2. All reports will be forwarded to the Operations Commander for his/her review via the chain-of-command.

MONROE COUNTY  DETENTION CENTER	CHAPTER: Security	NUMBER: 8:006
	SUBJECT: Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations	
	AREAS OF RESPONSIBILITY: Monroe County Detention Center	PERSON RESPONSIBLE: Shift Supervisor / CERT Coordinator

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Center, when possible, to train and maintain four teams of CERT members. These team members will conduct cell extractions, handle tactical situations, and perform other duties of the team as required by the Shift Supervisor within the scope of the teams' training.

II. REFERENCES:

FCAC 8.03 and the Correctional Emergency Response Team Training Manual.

III. SCOPE:

These procedures apply to All CERT Trained Members.

IV. PROCEDURES:

- A. Upon the Shift Supervisor evaluating the situation and determining the need for CERT, the following procedure will be followed as policy and in accordance with the Control and Use of Non-Lethal Weapons (Chemical Agents) policy in reference to the use of O.C.A.
1. The CERT members will be directed to suit up, and report to a designated location for briefing by the Shift Supervisor.
 2. The effected unit/area will immediately be placed into lockdown to avoid other subjects from becoming involved.
 3. Upon completion of the briefing by the Shift Supervisor, the Team Leader, having a good working knowledge of the team's tactical training, must conduct his/her own tactical assessment and consider, but not be limited to, the following items.

Security

Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations

- a. Determine threat level
 - b. Possible weapon(s) possession
 - c. Environmental surroundings
 - d. Number of occupants in cell or area
 - e. Assign the team member's duties as to their tactical responsibilities
- B. Upon the Team Leader completing his/her assessment, the Team Leader will brief the Commander, Bureau of Corrections, or his/her designee. The Team Leader will now take command of the scene and brief the team members. The briefings should include, but not be limited to:
1. The above listed items
 2. Any known past behavior(s) of the subject(s)
 3. Any team member's knowledge of the subject(s) history that may assist in determining the reason for his/her actions/present behavior
- C. The team members assume their assigned positions, and prepare to enter the unit/dorm or affected area.
- D. Assigned duties of the six team members
1. Team Leader (TL): The Team Leader (TL) "leads" the team. S/he should have superior verbal communication skills, excellent anger deescalation techniques, and be able to give the team specific commands under stress and during out-of-control conditions to an inmate(s) as the CERT RESPONSE.
 2. Equipment/Video Member (EQV): The Equipment/Video Member (EQV) is a critical component to the Unit. S/he must be able to maintain total control of him/herself during extreme stressful conditions while capturing the entire response on videotape. Meanwhile maintain self protection and, if needed, back up other team members. In addition the EQV carries essential and vital equipment for various situations and conditions that may face the entire CERT UNIT.

Security

Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations

3. CERT Member 1 (CERT-1): CERT-1 is the lead member that first goes in to handle an inmate during a physical confrontation. This member should be in superior physical condition. The largest, strongest, and best tactically trained person of the team is usually selected for this task. While size is not mandatory, CERT-1 should be one of the most experienced team members. The assistant Team Leader is usually given this position. S/he should be outfitted in total protective gear (consisting of flak jackets, protective head gear with shield, tac gloves and/or other necessary equipment) dependant on the type of response (e.g., riot baton, shield) to avoid injury during the pinning, control, and restraint process. Often inmates are most violent during the initial contact.
4. CERT Member 2 (CERT-2): CERT-2 is the second member who follows and coordinates movement and techniques with CERT-1. This individual should additionally be large, strong, and have extensive training and actual experience in handling violent inmate(s) under stressful conditions. S/he should be outfitted in protective gear as well, but not as extensive as the CERT-1.
5. CERT Member 3 (CERT-3): Have minimal protective gear on to allow for maximum speed, versatility, and flexibility.
6. CERT Member 4 (CERT-4): Same as CERT-3.

NOTE: Both the CERT-3 and CERT-4 are respectively the third and fourth members of the CERT UNIT. Their tasks may vary from active participation in a cell extraction or forced cell move, to providing back up or perimeter protection for CERT-1 and CERT-2. They act as additional eyes, ears, and arms for CERT-1 and CERT-2.

E. Cell Extraction (Basic example of a Forced Cell Move):

NOTE 1: There are numerous conditions that effect the forced cell move. It is up to the Team Leader to determine the threat level and what equipment (e.g., shield, O.C.A.) may be utilized prior to entering the cell/area.

NOTE 2: The EQV will begin recording from the Team Leader's briefing, and will end his/her recording at the end of the debriefing.

Security

Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations

1. The team lines up in numerical order nearest the side of the cell door lock.
2. The Team Leader advises the inmate to turn around to be handcuffed so that s/he can be moved.
3. If s/he refuses and is standing in front of the cell door, then s/he is ordered to move away from the door to the far wall by the Team Leader.
4. If s/he refuses, the team has no choice but to enter the cell.
5. When the team is in position, the leader orders the cell door open and the team rushes in and as a unit engages with inmate.
6. CERT-1 and CERT-2 pin the upper torso and arms with the Emergency Response Belt (ERB).
7. CERT-3 and CERT-4 pin and wrap the legs with their ERB's.
8. CERT-3 and CERT-4 will shout Contact 1 and Contact 2 assuring that they have the legs under control.
9. The legs will then be pulled out from under the inmate, while CERT-1 and CERT-2 support the inmates head and upper body from striking the bed, toilet, sink, etc.
10. The inmate is immediately pulled out of the cell backwards into the corridor (in some cases the inmate will be handcuffed and secured in the cell), flipped over onto his/her stomach, secured, handcuffed, and belted (ERB).
11. Secure and lock command will be said out loud by CERT-1-2-3-4, then the Team Leader will give the lift command.


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Correctional Emergency Response Team (CERT) Cell Extractions and Tactical Situations

12. The inmate is then transported.
13. Upon movement completion, and depending on subject(s) behavior, the following may occur.
 - a. All restraints are removed when the subject(s) is placed in another cell.
 - b. The subject is placed into the restraint chair according to policy and procedure.
 - c. The subject is placed in sickbay on the medical restraints bunk.

NOTE: All CERT members will carry one emergency response belt in its carrying case ready for deployment as needed ONLY when the team is called out.

- F. Upon completion of movement/extraction, CERT 1 or 2 will complete an Use of Force Report explaining their actions during the situation. The EQV will submit the videotape with the Use of Force Reports to the Team Leader. The Unit/Dorm Officer will complete the Incident Report. The Team Leader will submit the entire package via chain-of-command.
- G. The videotape and copies of the Use of Force Reports will be filed and kept for future reference both for training and legal use.

<p>MONROE COUNTY</p>  <p>DETENTION CENTER</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:007</p>
	<p>SUBJECT:</p> <p>Correctional Emergency Response Team (CERT) Members Application and Selection Process</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Team Commander / Team Coordinator</p>

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Center to conduct a selection process in the selection of the members for the Correctional Emergency Response Team (CERT). This selection process is designed to select the best candidates for the team. All candidates will complete the selection process and will be equally considered for the open position(s) available.

II. REFERENCES:

FCAC 8.03 and Coopers Minimum Standards for Law Enforcement.

III. SCOPE:

These procedures apply to All Certified Detention Personnel applying to be a member of the Correctional Emergency Response Team.

IV. PROCEDURES:

A. Upon the need for new team members, the Team Coordinator will advise the correctional staff via memo of the number of deputies needed to fill the opening(s) as well as the deadline date for when all CERT Applications are due. To be eligible the applicant must meet the following prerequisites:

1. Have at least one (1) year experience as a certified Detention Deputy or comparable law enforcement duties.
2. Have no disciplinary action greater than a letter of reprimand for one (1) year.
3. Have an above average annual evaluation rating.

Security

Correctional Emergency Response Team (CERT) Members Application and Selection Process

4. Certified Detention Deputies may apply if they have at least one (1) year CERT experience from another agency from the State of Florida. They would be required to attend the 72 hours of training.
- B. The CERT applications will be made available for all interested Certified Detention Deputies to complete and submit to the Team Coordinator via the chain-of-command.
- C. Upon receipt of the application by the Detention Deputy's Supervisor, that supervisor and any supervisors in that member's chain-of-command shall document their comments concerning the applying candidate.
- D. The application will then be forwarded to the Team Coordinator for review.
- E. The Team Coordinator will advise all Correctional Staff via memo of the date that the physical agility test (P.A.T.) will be held for all applicants. The P.A.T. will consist of the following test items that have been validated through the research effort of the Coopers Fitness Center in Dallas Texas and are predictive of job performance required in public safety service. The fitness scores indicate minimum standards for officers to be able to perform their duty regardless of sex, age, or handicapping conditions.
 1. Aerobic Capacity - 1.5 mile run in less than 16:28 (minutes & seconds)
 2. Anaerobic Power - 300 meter run in less than 71 seconds
 3. Muscular Endurance - 25 push ups (repetitions/1 minute)
 4. Muscular Endurance - 29 sit ups (repetitions/1 minute)
 5. Power (speed & strength) - vertical jump of at least 16 inches high
 6. Muscular Strength - 1 RM bench press - (.64 ratio of lb. pushed to body weight)
- F. Upon successfully completing the P.A.T., the applicant will be advised as to the date and time that the oral board is to be held.


Security

Correctional Emergency Response Team (CERT) Members Application and Selection Process

1. The oral board will be comprised of the Team Coordinator and three (3) team members.
 2. Each applicant will receive the same time and the same scenario questions.
- G. Upon completion of the oral boards, the oral board members will make their recommendation to the Team Commander for final approval.

NOTE: The Team Commander is the Bureau of Corrections Commander.

- H. Upon approval from the Team Commander, each selected member will be notified via memo of his or her appointment to the team.
- I. After the selected member accepts the appointment as a CERT member, the Team Coordinator will schedule the new member(s) to attend the required training courses.
- J. Upon the new members finishing their required training, each member will be activated as a CERT member and receive his/her black B.D.U. uniforms. The uniform will be worn as follows:
1. Properly ironed (starched), with the proper creases;
 2. Pant legs will be bloused to meet and/or cover the upper part of the boot; and
 3. You may wear any polishable black boots of a high top style above the ankle.
- K. Each member will receive one canister of Oleoresin Capsicum Aerosol (O.C.A.) to be used according to policy and procedures.
- L. Each member will be issued one beeper to be activated 24 hours a day. Once the member receives a beep, they will have 10 minutes to respond. The Team Coordinator will do random beeper checks.
- M. CERT members shall serve a minimum of 18 months from the date of acceptance before they may write a memo asking to be released from the team. Requests for release must be sent via the chain-of-command. Members may serve longer if they wish to do so. Each CERT member must maintain good standards within the department and above average performance evaluations.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:008</p>
	<p>SUBJECT:</p> <p>Disposal of All Trash and Recyclables</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 8/21/06

Page 1 of 2

I. POLICY:

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

II. REFERENCE:

FCAC 14.02 and FMJS 12.05.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Removal of all trash from the Units and Dorms

1. After the evening meal, each Unit/Dorm Officer will ensure that clean up is conducted and that all trash is bagged for pick-up by the floor trusty. The garbage containers shall be cleaned daily.


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

2. The floor trusty will carry all trash bags to a staging area by the cargo elevators.
3. A crew of "outside" trusties will carry the trash bags to the truck dock using the cargo elevators, and place all trash bags into the dumpster.

Security

Disposal of All Trash And Recyclables

- B. Removal of trash from all general areas (e.g., Administration, Visitation, Public Lobby)
1. At the completion of their job task, all floor trusties will carry all trash bags to the cargo elevator staging area.
 2. A crew of "outside" trusties will carry the trash bags to the truck dock using the cargo elevators, and place all trash bags into the dumpster.
 3. The public lobby and visitation trash will be taken directly outside the building to the dumpster.
- C. Recycling Process (e.g., cardboard, pallets)
1. All recycling containers will be staged by the cargo elevators at the same time all trashed bags are staged for disposal.
 2. The "outside" trusty crew will sort out all recycling containers from the recyclables.
 3. Cardboard will be placed in the appropriate recycling bins.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:009
	SUBJECT:	
	Duty Weapons	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Certified Personnel

REVISED DATE: 8/21/06

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain the established procedures, safety, and security rules and regulations governing the storage, issuance, and handling of firearms and ammunition to be used by qualified certified officers in the performance of any special detail that would require the officers to be armed. Personnel may use their private firearm for special details ONLY if the MCSO Firearms Instructor has inspected and approved such firearm.

NOTE: The introduction of weapons by outside entities is prohibited. Officers shall secure their duty weapons in a weapons locker before proceeding past the lobby or sally port areas. The Jail Administrator/Designee is the only person authorized to allow weapons, ammunition, chemical agents, or electric weapons inside the facility (e.g., hostage, riot, other emergency, etc.)

II. REFERENCES:

FMJS 11.09, FCAC 6.10 & 6.11, and Monroe County Sheriff's Office General Operations Manual Chapter 31.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Storage of firearms and ammunition within the facility

1. All firearms and ammunition will be stored in firearms lockers located within Main Control.
2. The keys to the firearms lockers will be located in the Key Watcher system.

Security

Duty Weapons

3. Only a supervisor will be allowed to check out the key.
- B. Issuance of Firearm and Ammunition
1. A supervisor will issue the officer(s) assigned to the special duty(s) the following:
 - a. One full set of leather
 - b. One firearm
 - c. A predetermined amount of rounds (ammunition) according to type of firearm.
 2. The assigned officer(s) will complete a Weapons Custody Form and a supervisor will sign the form before the officer(s) may receive clearance to depart the facility.
- C. Handling of Firearm and Ammunition
- Special Duty Officer(s) will perform the following steps in accordance with the firearm instructions and qualifications standard when receiving a firearm and ammunition as assigned.
1. Remove the firearm and rounds from the locker.
 2. Inspect the firearm to ensure proper operation.
 3. Load the magazine and speed loaders.
 4. Make the firearm safe and holster an empty weapon ensuring that all snaps are snapped.
 5. Store the extra rounds in the proper compartment of the leather gear.
 6. Upon exiting the facility, load and holster a safe weapon at the weapon loading area.

Security

Duty Weapons


D. Return of Firearm and Ammunition

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

1. Prior to entering the facility, unholster the firearm and unload at the weapon unloading area, ensuring that there are no rounds remaining in the firearm.
2. Return the unloaded firearm, ammunition, and full set of leather to a supervisor on duty who will place them back in the assigned firearm lockers.
3. Log the date and time the weapon and ammunition was returned on the Weapons Custody Form. The supervisor must sign the form agreeing that all items were returned before the officer(s) may receive clearance to depart the facility.

E. Firearms Qualification

All personnel authorized to use firearms shall receive appropriate training, and have qualified with all firearms carried for law enforcement purposes prior to assuming a post involving the use of such weapon. All personnel authorized to use firearms must qualify at least annually with any firearm(s) they may be required to use.

<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:010</p>
	<p>SUBJECT:</p> <p>Fire Alarm Response</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Control Room Personnel</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Center that all emergency alarms will be controlled and directed by Main Control Personnel.

II. REFERENCES:

FMJS 11.01 & 11.02 and FCAC 6.01.

III. SCOPE:

These procedures apply to All Control Room Personnel.

IV. DEFINITION:

Fire Alarm - An emergency alarm activated electronically by various devices (e.g., smoke detectors, pull boxes).

V. PROCEDURES:


- A. When a fire alarm registers on the touch screen system, the Control Room Personnel will do the following:
1. Notify the Shift Lieutenant and Sergeant.
 2. Dispatch all available officers to the indicated area to investigate.
 3. Await further instruction from the Shift Lieutenant or Sergeant.
 4. Contact the Key West Fire Department by using the dedicated phone line (red phone).

Security

Fire Alarm Response

5. If there is a surveillance camera in the area that allows you to monitor the situation, activate said camera.
 6. If the fire alarm is found to be a true fire in progress:
 - a. Implement the required procedures according to the Fire and Evacuation Plan.
 - b. Contact all personnel on the "Emergency Notification Chart" located in each Control Room.
 7. If the alarm is found to be a false alarm, contact the Key West Fire Department using the dedicated phone line and advise them of the false alarm.
- B. Shift Sergeant's Responsibilities
1. Respond to the indicated area and assess the scene.
 2. If it is found to be a true fire in progress, implement the procedures according to the Fire and Evacuation Plan.
- C. Shift Lieutenant's Responsibilities
1. Report to Main Control and receive an update of the situation.
 2. If it is found to be a true fire in progress, implement the procedures according to the Fire and Evacuation Plan.

NOTE: To clear the alarm from the Touch Screen System, the Control Room Personnel will follow the Touch Screen System Policy and Procedures.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:011</p>
	<p>SUBJECT:</p> <p>Hazardous Materials</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations/Site Commander</p>

REVISED DATE: 6/14/06

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I. POLICY:

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

II. REFERENCES:

FMJS 11.10 and FCAC 6.12.

III. SCOPE:

These procedures shall apply to All Personnel.

IV. DEFINITIONS:

- A. Flammable Liquid - A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid (see attachment 1).
- B. Combustible Liquid - A substance with a flash point at or above 100 degrees Fahrenheit. Classified by flash point as a Class II or Class III liquid (see attachment 1).
- C. Toxic Material - A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption (see attachment 1).
- D. Caustic Material - A substance capable of destroying or eating away by chemical reaction (see attachment 1).

Security

Hazardous Materials

- E. Flash Point - The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.
- F. M.S.D.S. - A Material Safety Data Sheet issued by the substance manufacturer.
- G. Working Supply - One spray bottle/aerosol can of each product required for use in the immediate area (not to exceed a combination of 10 items).

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

NOTE 2: Substances that do not contain any of the properties discussed in the definitions but are labeled "Keep out of reach of children" or "May be harmful if swallowed" are not necessarily subject to the controls specified in the guidelines. Their use and control, including the quantities available, should be evaluated and addressed in agency policy. Questions concerning the use and control of any substance should be resolved by examining the manufacturer's Material Safety Data Sheet.

V. PROCEDURES:

- A. The Maintenance Supervisor shall compile and keep current a master list of all flammable, combustible, caustic, and/or toxic substances in the Key West Facility, including their locations and M.S.D.S. A copy of this information shall be kept in the Main Control Room and shall be supplied to the local fire department as needed. The master list should also contain an up-to-date list of emergency phone numbers (e.g., local fire department, local poison control center). The Plantation and Marathon Facilities shall designate a Sergeant/Officer to be responsible for compiling a master list for their facilities.
- B. Procurement of Hazardous Materials
 - 1. Staff members responsible for the requisitioning and purchasing of hazardous materials shall make every effort to purchase products that are non-toxic and non-flammable.

Security

Hazardous Materials

2. When purchasing hazardous materials, the vendor will be requested to provide M.S.D.S. for the materials purchased.
- C. Storage Responsibilities
1. The Maintenance Supervisor, Animal Farm/Landscape Specialist, and Procurement Clerk/Supervisor shall be responsible for the control and accountability of all caustic, toxic, flammable, combustible, or hazardous fluids, substances or chemicals used in the Key West Facility. The Marathon and Plantation Facilities shall designate this responsibility to a Sergeant/Officer for their facilities.
 2. Hazardous materials that are not in their original containers shall be labeled as to content.
 3. All storage rooms and cabinets will be properly secured and supervised by an authorized staff member when in use.
 4. In emergency situations, or when requested, Main Control shall supply the Fire Department both (i.e., facility and Public Works) master lists of hazardous materials, including their locations, contents, and M.S.D.S.
- D. Storage of Hazardous Materials
1. All working supplies of items labeled as flammable, combustible, toxic, or caustic (hazardous materials) must be stored in designated secure areas that are inaccessible to inmates (e.g., store rooms, janitorial closets, bathrooms).
 2. All bulk supplies of items labeled as flammable, combustible, toxic, or caustic (hazardous materials) shall be stored in approved caustic/flammable' cabinet(s).
 3. Dangerous chemicals or hazardous substances shall not be stored or housed in the same area as food items.
 4. All excess liquids should remain in their original container in the storage areas and tightly closed when not in use.

Security

Hazardous Materials

5. Doors and cabinets used for storage shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergencies.
- E. Use of Hazardous Materials
1. Issuance of hazardous materials will be under the supervision of authorized staff and only in amounts deemed necessary. They will be used only as specified in the M.S.D.S.
 2. Inmates shall not be permitted to use or possess hazardous materials unless under supervision of a staff member.
- F. Inventory Control

The Maintenance Supervisor, Animal Farm/Landscape Specialist, and Procurement Supervisor/Clerk shall maintain a list of types of flammable, combustible, caustic, and toxic substances in the Key West Facility. The Marathon and Plantation Facilities shall designate a Sergeant/Officer to be responsible for maintaining a list for their facilities.


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

COMMON FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES

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

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

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

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:012
	SUBJECT:	
	High Security Transport Belt	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Certified Officers

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish guidelines for the use of the STUN TECH-High Security Transport Belt (H.S.T.B.)

II. REFERENCES:

FCAC 8.02, Electronic Controlling Device COP 917.09, and R.E.A.C.T. Belt System STUN TECH Course Guide.

III. SCOPE:

These procedures apply to All Certified Officers certified in the use of H.S.T.B. by STUN TECH.

IV. DEFINITIONS:

- A. H.S.T.B. - High Security Transport Belt
- B. R.E.A.C.T. - Remote Electronically Activated Control Technology

V. PROCEDURES:

The following procedures shall be adhered to at all times when using the H.S.T.B.

- A. The H.S.T.B. will be utilized only outside the Monroe County Detention Facilities for off-site transport when it has been determined by the Shift Supervisor or Operations/Site Commander, or when an inmate:
 1. Has a history of violence or escape attempts
 2. When there is reasonable belief there is a substantial risk for violence or escape
 3. Is classified as a high profile inmate

Security

High Security Transport Belt

- B. H.S.T.B. will **ONLY** be used by officers certified in the use of the H.S.T.B.
- C. When placing the H.S.T.B. on an inmate, there will be at least two officers present. If at all possible, have more than two officers as a "show of force" when placing the H.S.T.B. on the inmate.
- D. The inmate shall be warned and given a final chance to comply if at all possible prior to the device being activated. Verbal commands will be executed in an attempt to have the inmate become cooperative and avoid utilization (contact activation) of the device.
- E. If the H.S.T.B. has to be activated, the officers will help control the inmate if possible to avoid any unnecessary injury. After the inmate is secured, he or she shall be examined by medical personnel as soon as reasonably possible.
- F. When the H.S.T.B. is placed on an inmate, two forms will be filled out.
 - 1. Inmate/Prisoner/Defendant Notification Form
 - 2. R.E.A.C.T. Belt Implementation Form and Equipment Checklist
- G. If the H.S.T.B. was activated, an Incident Report and Use of Force Report shall also be filled out.
- H. Once the transport has been completed, the H.S.T.B. will be return to its secured storage area.
 - 1. If the H.S.T.B. was not activated, the two forms will be sent to the Inmate Services Sergeant to be filed.
 - 2. If the H.S.B.T. was activated, the two forms will be attached to the Incident Report and Use of Force Report and forwarded to the Inmate Services Sergeant through the Operations Commander.
- I. Restrictions

The following prohibitions apply to the use of H.S.T.B.

 - 1. Shall not be used as corporal punishment.
 - 2. Shall not be used on pregnant females.

Security

High Security Transport Belt

3. Shall not be used upon a person with known or suspected neuromuscular disease (e.g., muscular dystrophy, multiple sclerosis).
4. Shall not be used on a person who has a known or suspected heart disease.
5. Shall not be used for horseplay between staff or with persons from outside the department, or for playing pranks on anyone or anything.
6. Shall not be operated by untrained personnel.
7. Shall not be used on anyone less than eighty (80) pounds body weight.
8. Shall not be used to unlawfully threaten, coerce, harass, taunt, or abuse any person.
9. Shall not be used in the following areas:
 - a. Near propane
 - b. Near natural gas
 - c. Near petroleum products
 - d. Near drug laboratories/illicit manufacturing due to the possibility of the presence of ether or other explosive cutting agents

NOTE: H.S.B.T. is classified as intermediate weapon in the M.C.S.O. Use of Force Continuum.

J. Reasons for Activation

Once the H.S.B.T. has been applied to the inmate, an Officer shall describe the function of the device to the inmate and further advise him/her of the circumstances that could cause it to be activated per the Inmate/Prisoner/Defendant Notification Form. The reasons the H.S.B.T. may be activated are:

1. Any outburst or quick movement
2. Any hostile movement
3. Any tampering with the belt

Security

High Security Transport Belt

4. Any attempt to escape custody
5. Any loss of sight of inmate's hands by the Custodial Officer
6. Any overt act against any person within a fifty (50) foot vicinity


K. Storage and Check Out of H.S.T.B.

1. The H.S.T.B. shall be secured in the Transportation Office that shall be locked at all times when not in use; otherwise, the belts must be secured in a locked cabinet in the Transportation Office.
2. A log entry shall be made in the Stun Belt Logbook by the Transportation Supervisor/Designee and certified operator each time the H.S.T.B. is checked out for use.
3. Recharging of the receiver battery (battery in belt) and replacement of the 9 volt alkaline battery in the transmitter (activator) will be documented in the Stun Belt Logbook.

L. Maintenance

It is the Transportation Supervisor's responsibility to ensure that:

1. The receiver battery is charged anywhere from 72 hours to two weeks depending on the use of the belt, and replaced every two years.
2. The 9 volt alkaline battery in the transmitter will be replaced every three months.
3. The H.S.T.B. is inspected, tested, and inventoried at least once a month. Such test shall be recorded in the Stun Belt Logbook.
4. Repairs are made as needed.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:013</p>
	<p>SUBJECT:</p> <p>Hospital Detail</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities / Hospital</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations/Site Commander</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to provide protection for the public from prisoners requiring emergency or special medical treatment at a community hospital through the establishment of procedures, guidelines, and responsibilities.

II. REFERENCES:

FCAC 5.04, 6.09 & 8.05, F.S. 776.07(2), and MCSO General Operations Manual 31.6-31.12.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Duty Assignment

1. When the Medical Department has determined that a hospital detail is required, the Shift Supervisor and the Support Services Commander/Designee shall be notified by the Medical Department. A weapons qualified Officer(s) shall escort the prisoner to the hospital. The Shift Sergeant shall assign an appropriate Relieving Officer(s) for shift change.
2. The Shift Supervisor shall provide the assigned Officer(s) with the following:
 - a. Name, location, and room number of the hospital
 - b. Name(s), number, and sex of prisoner(s) to be guarded
 - c. Copy(s) of arrest sheet(s) with photograph and emergency room referral

Security

Hospital Detail

- d. Required restraints (i.e., handcuffs and shackles)
 - e. Other information necessary for proper security (e.g., escape risk, violent, or high bond)
 - f. Hospital logbook with this policy attached inside the front cover
3. Two weapons qualified Officers shall be assigned to the hospital detail when the prisoner is classified as an escape risk and/or has displayed violent behavior.

B. Federal prisoners

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

C. Duties and responsibilities of Special Detail Hospital Officer(s)

1. The assigned Officer(s) shall report to the duty station promptly as scheduled.
2. All prisoners shall be searched by the escorting Officer(s) prior to arrival at the hospital.
3. The arrest sheet information and emergency room referral form shall be submitted to the hospital by the Officer(s).
4. Hospital security shall be notified by the escorting Officer(s) when a prisoner is admitted.
5. Carefully inspect the room, bed, bathrooms and hallways for weapons, contraband, and clothing.
6. Ensure that the inmate is properly restrained at all times with handcuffs and/or shackles placed in the locked position. The restraint shall be secured to the wrist or ankle and the other end of the restraint shall be secured to the framework of the bed or wheelchair, when applicable. Any time the shackles must be removed from the bed frame, the inmate shall be directed (medical condition permitting) to assume a prone position on the bed. At that point, the inmate shall be handcuffed to the headboard of the bed before the shackles are repositioned.

Security

Hospital Detail

7. Inmates being escorted to the bathroom shall be shackled at all times. Inmates whose medical treatment conflicts with shackles, shall be restrained by the use of handcuffs.
8. The inmate shall be properly handcuffed and shackled to the bed upon the absence of the Officer due to personal reasons (i.e., bathroom). The Officer shall use the bathroom in the inmate's room.
9. Officer(s) will maintain a good working relationship with all hospital personnel. Emergency medical conditions will take priority over security. In the event of a medical/security conflict, the Officer(s) shall contact the Shift Supervisor for advice and direction.
10. Officer(s) assigned to a hospital detail shall not leave his/her post for any reason until briefing the on-coming Officer(s) and being properly relieved.
11. Pertinent information shall be exchanged during briefing between the on-coming Officer(s) and the off-going Officer(s). Reviewing previous log entries and other available sources of information must also be accomplished. The on-coming Officer(s) shall perform a shake down of the room.
12. Officer(s) shall **immediately** contact the Shift Supervisor when the following occurs:
 - a. The necessity for relief due to illness or required to be absent from post for three (3) minutes or more.
 - b. The inmate is changing rooms or being moved for a test or therapy.
 - c. Pertinent information (e.g., escape, unusual situations, requests, or any change in condition of the inmate).
13. The assigned Officer(s) shall report by telephone to Main Control **every hour**.
14. The assigned Officer(s) shall be in full uniform with weapon and handcuff keys in his/her possession at all times.

Security

Hospital Detail

15. Persons requesting contact with the prisoner shall be properly identified.
16. Officer(s) shall not fraternize with hospital staff or other patients.
17. Officer(s) shall close curtains when other patients are receiving visitors in the same room.
18. Officer(s) shall adhere to all hospital rules and regulations and the Monroe County Sheriff's Office Standards of Conduct.
 - a. Firearms are to be worn in the hospital except in the operating room or the psychiatric ward at which time the firearms will be secured in the locker provided.
 - b. Medications must be dispensed by hospital personnel ONLY.
19. The assigned Officer(s) shall be directly responsible for the security and safety of the inmate(s) guarded.
20. Log Book Documentation
 - a. A logbook shall be maintained on all inmates admitted to the hospital.
 - b. All entries in the logbook shall be accurate and neatly printed.
 - c. An entry shall be made at least every thirty (30) minutes.
 - d. All events and activities concerning the inmate shall be documented in the logbook. This includes, but is not limited to:
 - (1) Time of occurrences
 - (2) Inmate behavior
 - (3) Refusal of medical treatment

Security

Hospital Detail

- (4) Change in location
 - (5) Any unusual activity for the duration of the stay in the hospital
 - (6) All person(s) entering and leaving room
- e. The on-coming Officer(s) will read and sign the log prior to the Officer's tour of duty.
21. Officer(s) shall park his/her vehicle in properly designated parking areas.
22. When the inmate is to be discharged, the Officer(s) on duty shall immediately notify the Shift Supervisor. The Shift Supervisor shall then notify Medical, Classification, Transportation, and Support Services.
23. Officer(s) Meals
- a. Meals for the assigned Officer(s) shall be provided by the hospital at the expense of the Monroe County Sheriff's Office.
 - b. Officer(s) shall be required to eat at his/her duty station.
 - c. No drinking cups, food, drinks, food wrappers, or other debris are to be left in the room.
24. While on duty, Officer(s) are permitted to read books, magazines, newspapers, or other material related to job assignment.
25. Officer(s) will not leave the room when an inmate is being treated or examined.
26. During x-ray treatments, shackles or handcuffs may be removed, if necessary.

NOTE: At no time will both restraints be removed at the same time.

Security

Hospital Detail

27. When the inmate must be taken temporarily to another room in the hospital, handcuffs and shackles will be used. Only when a restraining device may harm the inmate will it be permissible to move the inmate with only one restraining device applied.
- D. Escape or Attempted Escape
1. The Officer(s) shall immediately notify the Monroe County Sheriff's Office Dispatch in the event of an inmate escape.
 2. The Officer(s) shall notify the Shift Supervisor in the event of an escape or an attempted escape by the inmate.
 3. The Officer(s) will make every reasonable effort to apprehend the escaping inmate; however, the use of firearms is prohibited unless a clear and immediate threat of death or serious injury to the Officer(s) or others exists.
- E. Rules pertaining to hospitalized inmate(s)
1. Property

No property will be allowed or accepted at the hospital for the inmate.
 2. Inmate Meals
 - a. The only food items given to the inmate will come from the hospital.
 - b. The inmate's diet shall be prescribed by the hospital dietician only.
 - c. Purchases from the cafeteria or vending machines are prohibited.
 - d. Food not provided by the hospital shall not be accepted.
 3. Money

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

Security

Hospital Detail

4. Writing and Reading Materials

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

5. Telephone

- a. The Officer shall intercept all incoming calls to the room and shall only relay authorized messages.
- b. With the exception of legal counsel, **NO** local or long distance call will be allowed.
- c. Legal Counsel

(1) Incoming Phone Calls

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

(2) Outgoing Phone Call Requests

- (a) If the inmate requests to speak to his/her legal counsel, the Officer should gather the following information:
 - 1) Name of legal counsel, firm name, and phone number.
 - 2) Location of Firm (i.e., local or long distance).

Security

Hospital Detail

- (b) The Officer will place a call to verify the information gathered. Long distance calls will be made collect.
- (c) Upon verification, the Officer will relinquish the phone to the inmate.

(3) Documentation

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

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

6. Visiting

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

7. Attorneys

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

NOTE: Identification is Florida Bar Association Card and Drivers license.

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

Security


Hospital Detail

8. Special Visits

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

9. Special Telephone Calls

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

MONROE COUNTY  DETENTION CENTER	CHAPTER:	NUMBER:
	Security	8:014
	SUBJECT:	
	Inmate Movement	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Center	All Certified Personnel

REVISED DATE: 9/15/99

Page 1 of 5

I. POLICY:

It is the policy of the Monroe County Detention Center that all inmate movement, whether individual or group, shall be monitored and/or supervised by Officers to insure security, safety, and orderliness.

II. REFERENCE:

FCAC 6.09.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. DEFINITIONS:

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

- A. Security Equipment - This term includes, but is not limited to, shackles, waist chains, handcuffs, or plastic restraints.
- B. Directed Inmates - Those inmates who are instructed to move to a particular location without constant visual monitoring such as moving to an elevator or visitation area.
- C. Escorted Inmates - Those inmates who are visually and physically escorted from one location to another within the facility such as those moving during transport, intake, release, or court and those inmates classified as special management.
- D. Special Management Inmates - Those inmates who are in a lockdown status.

Security

Inmate Movement

V. PROCEDURES:

A. Monitoring of Inmates During Movements

1. Directed Inmates

Those inmates classified as general population may be allowed to move from point to point without direct escort when possible. All Detention Personnel must remain vigilant and aware of all activity at all times.

2. Escorted Inmates

- a. All female inmates will be escorted to and from any location in the facility.
- b. Those inmates assigned to Special Management and inmates in the intake process or the infirmary will be escorted to their destination at all times.
- c. High risk inmates shall be escorted, handcuffed and shackled, by two (2) officers at all times.
- d. It is the duty of the escorting officer(s) to keep the inmate(s) in view at all times during the inmate's period outside of their assigned living unit. An escorting officer(s) of a group of inmates will not permit an inmate to become detached from that group until arrival at their destination.
- e. It is the responsibility of all staff members to regularly monitor inmate movement. No inmate is allowed out of the living unit for any reason without proper identification/authorization.

B. Unit/Dorm Log Books

1. The following format will be used for living areas sending inmates from their assigned units/dorms:
 - a. Date
 - b. Time Out
 - c. Last Name of Inmate

Security

Inmate Movement

- d. First Name of Inmate
 - e. Destination
 - f. Time Returned
2. The following format will be used for those areas receiving inmates from housing units/dorms to areas of activity.
- a. Date
 - b. Time Received
 - c. Last Name of Inmate
 - d. First Name of Inmate
 - e. * Activity
 - f. Received From
 - g. Time Returned

NOTE: * To be noted if more than one activity occurs in the area.

C. Specific Inmate Movement Are As Follows:

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

Security

Inmate Movement

2. Inmate Returning From Medical

The Medical Officer will advise the Unit/Dorm Officer of the return of inmate(s).

3. From the Unit/Dorm to the Law Library or Classroom

- a. The Housing Unit/Dorm Officer will advise all inmate(s) scheduled to attend class or go to the law library and ensure they are properly dressed.
- b. The Unit/Dorm Officer shall advise the Rover the need for an escort to include the number of inmates to be escorted.
- c. The Rover shall pat search and escort the inmate(s) to the destination (e.g., law library, classroom).
- d. Upon arrival at the destination, the Rover shall turn custody and control of the inmate(s) over to the class monitor or lock the inmate(s) in the law library.

4. From the Law Library or Classroom to the Unit/Dorm

- a. The Monitor shall advise the Rover of the need for an escort.
- b. The Rover shall pat search and escort the inmate(s) to the assigned Unit/Dorm.
- c. The Unit/Dorm Officer shall pat search the inmate(s) and search the personal property returning with the inmates.


5. From the Dorms to Recreation

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

Security

Inmate Movement

6. From Recreation to the Dorms
 - a. Upon completion of recreation, the Rover shall pat search all inmates.
 - b. The Rover shall escort the inmates to the dorm.
 - c. Upon arrival at the dorm, the Rover shall return custody and control of the inmate(s) to the Dorm Officer.
 - d. The Dorm Officer shall pat search all inmates returning to the dorm.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:015</p>
	<p>SUBJECT:</p> <p>Key Control</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Operations/Site Commanders</p>

REVISED DATE: 7/3/09

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities that strict procedures on key control shall be adhered to. Each facility shall have a key control system that includes, at a minimum: location of all locks and keys, complete inventory of all keys, written reports of security problems with locks and keys, absolute control of keys by staff--not inmates, location of emergency keys away from facility, system ensuring missing keys are identified immediately, and key issuance records.

II. REFERENCES:

FMJS 11.05 and FCAC 6.05.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. At no time will any security keys be handed to inmates.
- B. **Duplication of keys is unauthorized** except:
 - 1. ONLY the Operations/Site Commanders or their Key Control Designee(s) may duplicate any extra keys that may be required.
 - 2. Transportation may duplicate vehicle keys ONLY.
- C. All broken or lost keys must be immediately reported to Operations on an Incident Report. The Operations/Site Commander or their Key Control Designee is responsible for replacing lost or broken keys.

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

Security

Key Control

D. Security Keys

Anytime any SECURITY keys are lost, Operations and the Watch Commander must be immediately verbally notified, and then you shall complete and submit an Incident Report. If SECURITY keys are lost after normal work hours, immediately verbally notify the Watch Commander. The Watch Commander shall then be responsible for immediately calling the Operations Commander. If the Operations Commander is out of town, the Watch Commander shall call the Acting Operations Commander **AND** the Key Control Designee. Security Keys are defined as any mogul or paracentric key that allows you access into or within the secured envelope. This does not include individual offices.

- E. All broken locks shall be reported to Maintenance on a Daily Maintenance Report Form.
- F. A complete inventory of unit/dorm keys will be completed on the Unit/Dorm Head Count Sheet/Equipment Pass On Form. Any missing keys will be reported.
- G. The Operations/Site Commanders or their Key Control Designee(s) will keep control of all non-issued keys and will assign or replace keys as they are needed. They shall ensure that records are kept listing who keys were issued to and returned from. In addition to tracking issued keys, they shall also maintain a running inventory of all keys in their Key Watcher system and extra keys maintained in their key safe.
- H. Each individual that is issued keys is responsible for returning those keys to the Key Control Designee upon their resignation or transfer so that the keys can be inventoried as being returned. The Key Control Designee will reassign them to your replacement.
- I. Authorized personnel will check out keys from the Key Watcher system as needed. All keys checked out from the Key Watcher system shall be returned before leaving the facility.
- J. The Control Room Clerk/Sergeant shall print out a Live Key System Status Report at approximately 0600 and 1800 hours, and give this report to the Watch Commander. The Watch Commander shall review this report to ensure that keys have been returned by personnel no longer on duty. If somebody off-duty still has keys signed out, the Watch Commander shall call that employee and tell them to return the keys or determine if the keys were "passed on" to another employee.

Security

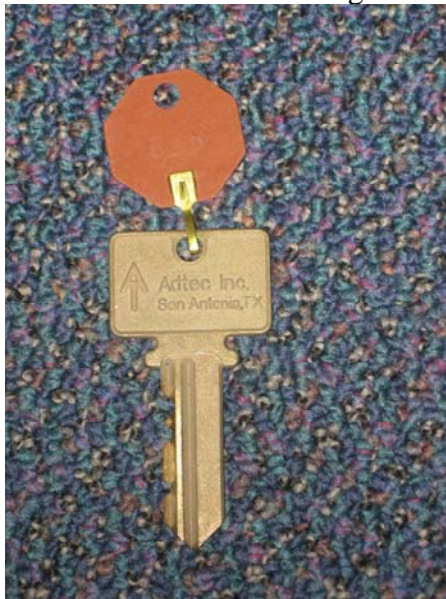
Key Control

- K. Except for office keys, personnel shall not take home any mogul or paracentric key.

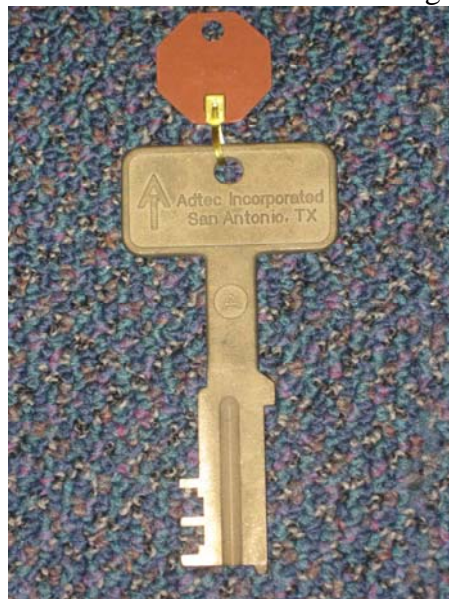
NOTE: Mogul keys are heavy-duty security keys that are 3" long. Paracentric keys are heavy-duty security keys that are 4.5" long.


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

MOGUL KEY 3" long



PARACENTRIC KEY 4 1/2" long



<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:016</p>
	<p>SUBJECT:</p> <p>Officer Down Alarm Response</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Main Control Personnel</p>

REVISED DATE: 12/31/08

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Center that all emergency alarms will be controlled and directed by the Main Control Personnel.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel assigned to the Main Control Room.

IV. DEFINITION:

Officer Down Alarm - An officer's duress alarm generated electronically by the officer down monitor or by the personnel activating the panic button on the monitor.

V. PROCEDURES:

A. Main Control Personnel will follow the process listed below for all officer down alarms:


1. Announce, "We have an Officer down." Then dispatch all available officers to the area in response to the alarm.
2. Notify the Shift Lieutenant and Sergeant of the alarm.
3. Attempt to identify the personnel whose officer down monitor has been activated.
4. Wait for response from the Shift Sergeant and/or Shift Lieutenant for further instructions.

Security

Officer Down Alarm Response

5. If there is a surveillance camera in the area that will give you a view of the scene, activate the camera and monitor the scene.
 6. Once the Shift Lieutenant/Sergeant is present in the Control Room, if s/he wishes to take control of the situation, acknowledge that control is now his/hers.
 7. If the alarm is a false alarm, Main Control Personnel will announce, "Code five on the officer down, code five."
- B. Shift Sergeant's Responsibilities
1. Report to the scene and assess the situation.
 2. Take control of the situation and direct the officer(s) responding as to the action to take.
 3. Notify Main Control when the situation is under control.
- C. Shift Lieutenant's Responsibilities
1. Report to Main Control and receive an up-date on the situation.
 2. Monitor the situation, control and direct the situation as seen fit.
- D. Once a valid alarm is clear, all personnel involved in the situation will complete an Incident Report and submit via the chain-of-command. False alarms do not require Incident Reports.

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

MONROE COUNTY  DETENTION CENTER	CHAPTER: Security	NUMBER: 8:017
	SUBJECT: Officer Down Test Unit and Monitors	
	AREAS OF RESPONSIBILITY: Monroe County Detention Center	PERSON RESPONSIBLE: All Personnel with Device

REVISED DATE: 6/14/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Center that ALL STAFF WEARING A OFFICER DOWN MONITOR will test this unit at least once per shift.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel assigned to wear an Officer Down Monitor.

IV. DEFINITION:

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

V. PROCEDURES:


All staff assigned an Officer Down Monitor will follow the process list below:

- A. Test monitor at least once per shift or workday, and more often if possible.
 - 1. To test Officer Down Monitor, you can either:
 - a. Insert monitor into the tester with the red button facing down. The test light will show a pass or fail light.


Security

Officer Down Test Unit and Monitors

- b. Test via Main Control by activating the panic button then wait for Main Control to confirm that they received the alarm.
 2. If the monitor fails, change the battery.
 3. If the monitor still fails with a new battery, fill out a Daily Maintenance Report and attach the broken monitor to the report and place in the Maintenance box in the Administration area.
- B. Shift Personnel shall notify their Shift Supervisor of any broken monitors and obtain a replacement monitor if available. If unavailable, a replacement monitor may be obtained from Maintenance.
- C. Support Personnel shall notify their Supervisor of any broken monitors. Replacement monitors may be obtained from Maintenance.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:018</p>
	<p>SUBJECT:</p> <p>Marchman Acts</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Intake/Release Sergeant</p>

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MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:019
	SUBJECT:	
	Medical Treatment for Inmates and Staff Injured in an Incident	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Personnel

REVISED DATE: 8/21/06

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities that all staff and inmates injured in an incident shall receive an immediate medical examination and treatment. Personnel trained in First Responder shall be on-duty at all times.

II. REFERENCE:

FMJS 7.08 and FCAC 19.09.


III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. Staff members or inmates injured in an incident will be taken to the clinic for an immediate medical examination and treatment unless the injury is of the nature that the person should not be moved.
- B. If additional medical treatment is deemed necessary, the injured person will be transported to an appropriate medical facility as soon as possible.
- C. Medical treatment of injured inmates will be entered in the inmate's medical file and in the Use of Force Report, if appropriate. Inmates refusing medical treatment will be required to sign a Medical Release of Responsibility Form.

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

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:020
	SUBJECT:	
	Observation of General Population and Special Inmates	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Unit/Dorm Officers & Medical Officers

REVISED DATE: 7/3/09

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities that all maximum and medium security inmates shall be personally observed by an officer at least every hour, but on an irregular schedule. More frequent observation is required for those inmates who are mentally disordered or who demonstrate unusual or bizarre behavior. Suicidal inmates shall be under constant observation. At all times correctional officers are posted within sight or hearing distance of inmates and can respond promptly to calls for help.

II. REFERENCES:

FMJS 11.12, 11.14, & 17.02; FCAC 6.15 & 6.16; and Consent Decree 45 & 48.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Observation of General Population Inmates

1. Direct Supervision

- a. A certified correctional officer is assigned within each of the direct supervision housing areas at all times.
- b. The officer will continuously move about the housing Unit/Dorm so that a personal visual observation of each inmate is made at least every hour.
- c. Observation checks will be documented in the housing Unit/Dorm logbook. The exact time that the sight check was made will be recorded. Should an officer be unable to make his/her check as scheduled, the reason must be documented in the logbook.

Security

Observation of General Population and Special Inmates

- d. A personal visual observation of each inmate in general population will be made by an officer at least every hour, but on an irregular schedule to ensure their state of well-being (i.e., they are alive, free from injury or assault, and that their needs are being tended to).
 - e. Observation will include a visual inspection of each individual housing unit/dorm and the area immediately surrounding the unit/dorm in order to ensure safety, security, and good order in the facility.
2. Unusual events or significant problems will be documented in the housing Unit/Dorm logbook and/or on the proper forms.

B. Observation of Juvenile Inmates

1. Officers shall be assigned to provide continuous around-the-clock supervision and observation for all juvenile inmates.
2. Should a juvenile be removed from the Housing Unit for temporary housing (such as a Clinic holding cell), officer supervision and observation must still be maintained at all times.
3. Observation checks will be documented every 15 minutes on the 15 Minute Observation Sheet.

C. Observation of Special Management Inmates


1. Inmates exhibiting serious mental problems, suicidal tendencies, and special category inmates confined for protective custody, medical, administrative, disciplinary, and security reasons will be housed according to department policy.
2. Officers will continuously circulate throughout the Housing Unit so that a personal visual observation of each inmate is conducted at least every 15 minutes.

Security

Observation of General Population and Special Inmates

3. Observation checks in the Housing Unit and the Infirmary will be documented on the 15 or 30 Minute Watch Form for those on lockdown status, and on the 1 Hour Watch Form for those not on lockdown status.
 4. Special category inmates confined for protective custody, administrative, disciplinary, medical, and security reasons will be housed in cells on the first floor of the Housing Unit.
 5. Officers will continuously circulate throughout the Housing Unit to provide around-the-clock close supervision and visual observation for inmates confined in single occupancy cells.
- D. Observation of Suicidal Risk Inmates
1. Inmates identified by the medical staff as suicidal risks may be assigned to a multi-occupancy cell or a single-occupancy cell.
 2. Suicidal inmates placed in a single-occupancy cell must be under direct observation by an officer 24 hours a day.
 3. Suicidal inmates with other medical problems shall be assigned to the Infirmary. Inmates that are serious suicidal threats may be placed in medical restraints if deemed necessary by the medical staff or the Shift Lieutenant. Inmate(s) placed in medical restraints will be under direct observation by an officer 24 hours a day. The stun belt will NOT be used on suicidal inmates.

NOTE: The medical staff will be notified immediately whenever restraints are used.
 4. Observation checks will be documented every 15 minutes on the 15 Minute Watch Form on all suicidal inmates (levels 1-3), even if the suicidal inmate is under direct observation. Level 4 suicidal inmates will be documented every hour on the 1 Hour Watch Form.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:021</p>
	<p>SUBJECT:</p> <p>Population Count Principles and Procedures</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 12/31/08

Page 1 of 8

I. POLICY:

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

II. REFERENCES:

FMJS 2.10(e) & 11.06 and FCAC 6.06 & 6.07.

III. SCOPE:

These procedures apply to the All Personnel assigned to do head counts.

IV. DEFINITIONS:

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

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

Security

Population Count Principles and Procedures

- C. Internal Census Counts - Counts made while inmates are working, engaged in daily living activities, or engaged in recreational activities. These counts shall be made at irregular times by detail Shift Supervisors, housing officers, or any other official supervising inmates. Reports will only be made when an inmate is found to be missing.
- D. Running Counts - A formal count maintained by the Intake/ Release Sergeant on a 24 Hour Running Count Form listing all arrestees, releases, and the total count of all inmates.

V. PROCEDURES:

A. General Principles of Counting

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

1. The basic formal count system within the facility provides for at least one formal inmate count per shift. Count times shall be arranged to provide as little interference with the daily work and activity schedules as is possible and still provide accountability of all inmates.
2. While counting, officers must allow nothing short of an emergency to distract them.
3. There will be no movement of inmates during official formal counts. There will be no non-essential persons in the housing areas until after count clears.
4. Officers must be positive they see a living human body before counting an inmate as present. Numerous escapes have been attempted by the skillful use of "dummies".
5. Fifteen minutes prior to a formal headcount, Main Control will conduct an "all call" telling inmates to prepare for a headcount.
6. At the time of a formal headcount, all inmates within the facility shall go to their bunks for count.
7. All inmates must be seated on their bunks with their head and shoulders clearly visible to the officer conducting the count.

Security

Population Count Principles and Procedures

8. Officers assigned to units A1, B, B-1, C, and D will enter each cell to count inmates during a formal headcount.
9. When making night counts, flashlights shall be used judiciously, but enough light should be thrown on the inmate to ensure that a dummy is not being counted. Rather than count an inmate present on the basis of the sight of hair, shoes, or parts of clothing the officer must be certain s/he is seeing human flesh and/or movement.
10. The counting officers will remain in the area counted until the unit is verified as correct. Inmates will not be allowed to relocate until Intake/Release has cleared count.
11. Each Unit/Dorm Officer shall maintain an up-to-the-minute count record in the Unit/Dorm logbook.
12. Each count must be made accurately and promptly. If there is any doubt as to the correctness of the count, a recount shall be taken. Visually identify inmates on each count; perform a name to face count. "DO NOT RELY ON A ROLL CALL."
13. The counts must be regarded as a mutual responsibility of the officers and the inmates, but it is the officers' responsibility to remain in control and conduct the counts.
14. Counts will be conducted on an hourly basis between 11 p.m. and 6 a.m. and recorded in the Unit/Dorm logbook. Hourly basis means counts must be made less than 60 minutes apart.
15. Informal, irregular, or internal census counts shall be made by all employees supervising inmates to verify that all inmates are present. Typically, counts of this kind are made while inmates are working or engaged in recreational or other activities. These counts are reported only when an inmate is found to be missing.
16. A Master Head Count Form shall be completed by the Intake/Release Control Room during the formal counts. The Intake/Release Sergeant/Officer responsible for completing the Master Head Count Form must be provided up-to-the minute information regarding all inmate housing moves, work assignment changes, admissions, releases, admissions to the hospital, commitments, and any other changes that could affect accountability.

Security

Population Count Principles and Procedures

B. General Staff Responsibilities

1. All staff shall be aware of possible system (computer) error.
2. All staff shall be aware of the specific manner of counting inmates in the different types of locations (i.e., housing unit, open type area, and a work area).
3. Staff will encourage inmates' acceptance of the count as a necessity.

C. General Count Procedures

1. Official Formal Counts

There shall be four (4) official formal counts (lockdown counts) each 24 hours.

2. Unit/Dorm Head Count Form

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

- a. If after all counts are received and tabulated a discrepancy exists, a recount shall be made.
- b. No count shall be cleared until all counting errors have been corrected or until the cause of the error has been found and corrective action has been taken.

3. Movement of Inmates

- a. It will be the responsibility of all facility staff to ensure that when a count is being conducted, all inmate movement throughout the facility will cease. No changes in count location of any inmate will be made after the count is started.
- b. All inmates will be counted at a specific location, generally in their assigned single cell, multiple occupancy cell, or work area.
- c. All areas (locations) will conduct the count simultaneously.
- d. All inmate movement ceases before the count begins and will remain as such until the facility count is correct and clear.

Security

Population Count Principles and Procedures

e. Exceptions

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

4. Intake/Release Sergeant

- a. The Intake/Release Sergeant shall have overall responsibility for tabulating a correct total population count on the Master Head Count Form as it pertains to each floor or section conducting a head count.
- b. Administration Control Count - The Intake/ Release Sergeant shall fill out the Administration Control Count (bottom portion of Master Head Count Form) utilizing the head counts from 0600 hours and forward to the Commander, Bureau of Corrections, through the chain-of-command.

5. Floor Officer

This officer has the primary responsibility for conducting and completing an accurate (physical) count of inmates assigned to his/her area (e.g., living unit, hospital, court, laundry, education, recreation, art class).

D. Specific Count Procedures

1. Running Count

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

Security

Population Count Principles and Procedures

b. Running Count Form

- (1) Every evening at 0001 hours a new Running Count Form will be initiated and run continues until 2400 hours.
- (2) All information required on the form will be completed as applicable, upon admitting or releasing inmates.
- (3) The Running Count Form will be kept updated to show the grand total of the inmate population at all times.
- (4) The Running Count Form will be used to verify all head counts conducted.
- (5) Upon completion of the each month, the Running Count Forms will be forwarded to the Operations/Site Commander to be placed in the monthly file.

2. Exceptions

- a. Emergencies may require additional counts for inmates assigned to other work details or for other reasons; however, all other such counts will be approved by the Shift Supervisor provided ample notice has been given before commencement of the count.
- b. Unit/Dorm Head Count Forms - The officer who conducted the count in the indicated Unit/Dorm will fill these out. It will also be signed by the back-up/off-going officer. Unit/Dorm Head Count Forms will be filled out and signed by the person in charge of a detail counting outside the Units/Dorms.

E. Count Call-Ins by Floor Officer

1. All counts on the Master Head Count Form will be verified against those called in by the Housing Unit/Dorm Officers.
2. Counts called in will be accepted and verified by all units/dorms and floors. All official counts will be actual head counts.
3. If counts are not correct, the Unit/Dorm Officers will be directed to recount areas that do not match the Master Head Count Form.

Security

Population Count Principles and Procedures

F. Cross Checking a Count

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

G. Shift Sergeants shall:

1. Supervise and ensure all inmates are placed in their permanent assigned cells before the count is begun.
2. Ensure all inmate traffic to and from the floor ceases before, during, and until the count is cleared by the Intake/Release Sergeant.
3. Verify the physical counts reported by the Unit/Dorm Officers.
4. Ensure the Unit/Dorm Officers begin their counts simultaneously when announced by the Intake/Release Sergeant. Counts will be conducted by the Unit/Dorm Officers.
5. Ensure all Unit/Dorm Officers telephonically contact the Intake/Release Control Room with their counts.
6. A "Floor Lock Down" will be retained until the Intake/Release Sergeant clears the total count.
7. After the count is cleared, ensure the Floor Rover retrieves all Unit/Dorm Head Count Forms and delivers them to the Intake/Release Sergeant who will then turn in all the head count paperwork to the Shift Lieutenant.

H. Unit/Dorm Officers shall:


1. Personally conduct a head count of inmates in his/her assigned area of responsibility. If the count area entails work area, etc., the Inmate Supervisor is required.
2. During night counts, be especially cognizant of counting actual human flesh and/or seeing movement.
3. Upon concluding the Unit/Dorm count, call the results to the Intake/Release Control Room.

Security

Population Count Principles and Procedures

4. Ensure that before, during and until the floor count is clear, all inmates remain in their assigned area, and that all inmate traffic within the Unit/Dorm is idle.
 5. Retain Unit/Dorm lock down until the Intake/Release Sergeant clears the total count.
 6. If the count is accepted as correct, you and the back-up count officer shall sign the Unit/Dorm Head Count Form and submit to the Intake/Release Control Room via the Floor Rover.
- I. All Staff
1. Formal Counts will be conducted during shift changes.
 2. Each on-coming shift will conduct the formal count prior to accepting responsibility of the facility from the off-going shift.
 3. Before a formal count is conducted, each section will secure their area and cease all inmate traffic until the count is correct and cleared.
 4. All staff supervising inmates during formal counts will personally count those inmates and turn in an Unit/Dorm Head Count Form to the Intake/Release Control Room at the time the formal count is held.
 5. Inmates out of their permanent assigned quarters will be counted as out.
 6. At no time will photo boards, index boxes, data cards, etc., be utilized in lieu of performing physical body counts.
 7. The total count will include all inmates in and out of the facility.

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

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:022</p>
	<p>SUBJECT:</p> <p>Relieving a Post</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Shift Sergeant</p>

REVISED DATE: 1/10/08

Page 1 of 2

I. POLICY:

It is the policy of Monroe County Detention Facilities to develop a system to be used by all on-coming and off-going personnel accepting and relinquishing a post.

II. REFERENCES:

FMJS 11.03 and FCAC 6.04.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

The steps will be followed in this order.

A. Off-going Officers

1. Pass on the radio
2. Pass on man-down monitor (**KW only**)
3. Assist in conducting head count
4. Pass on all information about the shift
5. Pass on all keys
6. Sign off of duty in the logbook


B. On-coming Officers

1. Ensure fully charged batteries are on post

Security

Relieving a Post

2. Accept radio and check for damage and defects
3. Accept the man-down monitor and check for damage and defects (**KW only**)
4. Conduct physical head count
5. Call head count over to Intake/Release Control Room
6. Count keys and check for damage
7. Examine flashlight for good working order
8. Read last shifts entries in logbook
9. Sign on for duty in the logbook
10. Complete and forward the Unit/Dorm Head Count/ Equipment Pass-On Form
11. Perform physical check of all emergency equipment in your post
12. Fill out required check lists (**KV & PK only**)
13. Complete a housing inspection reporting all maintenance problems on the Daily Maintenance Report Form. Deposit form in mailbox marked Maintenance in the Administration area.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:023</p>
	<p>SUBJECT:</p> <p>Reporting of Serious or Unusual Incidents</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that incidents resulting in physical harm or threaten the safety of any person in a facility, or threaten the orderly control and security of a facility, will be documented in an Incident Report and promptly reported to the appropriate supervisor or higher authority.

II. REFERENCES:

FCAC 6.01 and FMJS 3.02 & 13.13.

III. SCOPE:

These procedures apply to All Personnel.

V. PROCEDURES:

- A. Complete and accurate documentation of events and incidents within jail facilities is essential. Written reports serve to keep staff informed of developments and problem areas within the facility and are instrumental in planning and implementation of departmental policy.
- B. Reports are not only circulated throughout the facilities, but they are subject to use by judges, attorneys, media, and others; therefore, reports must be concisely written in good English and be neat and free from personal expression of opinions, emotions, and prejudices.
- C. Serious Incidents - The following includes, but is not limited to, a listing of serious incidents requiring an Incident Report and immediate notification of a Supervisor or higher authority.
 - 1. Inmate/staff deaths
 - 2. Inmate/staff serious injuries

Security

Reporting of Serious or Unusual Incidents

3. Escapes
 4. Escapes involving anyone sentenced to death or awaiting trial for a capital offense
 5. Escapes or attempted escapes regardless of number, where violence was involved, hostages taken, and/or guns or other weapons used
 6. Strikes involving seven or more inmates
 7. Riots
 8. Hostage situations
 9. Bomb threats/detonation
 10. Fire
 11. Use of force involving the discharge of weapons or use of chemical agents, or use of force to control inmates
 12. Suicide
 13. Sexual battery
- D. Other Incidents - The following includes, but is not limited to, a listing of unusual incidents requiring an Incident Report and notification of a supervisor:
1. Inmates secured (lockdown status)
 2. Claim of wrongful arrest
 3. Inmate later found to be a juvenile
 4. Unbookable persons (held beyond First Appearance Court - 24 hours)
 5. Medical refusal during booking

Security

Reporting of Serious or Unusual Incidents


6. Late release
 7. Inmates released without property
 8. Missing/unclaimed property
 9. Lost keys/equipment
- E. Supervisor Discretion - Shift Supervisors will use discretion in determining if an Incident Report should be prepared for non-significant occurrences such as routine cell movements, the finding of contraband during cell shakedowns, etc.
- F. Continuation Reports - Continuation reports will be prepared in addition to original Incident Report by any assisting officers not filing original report following the examples below:
1. Sexual Battery - This report shall document the following:
 - a. Date and time of alleged incident
 - b. Any shower taken by victim after the incident
 - c. Any clothing change by victim since the incident
 - d. Any bowel movement by victim since the incident
 - e. Time the victim was taken to Medical
 - f. A computer printout of the housing unit in which the alleged incident occurred will be attached to the Sexual Battery Report. Witnesses, if any, will be documented on the printout. Results of interviews with the victim and any witnesses will also be documented.
 2. Use of Force - Refer to the MCSO General Operations Manual, Chapter 31.
 3. Inmate Disciplinary Reports
 - a. Inmate disciplinary reports will be prepared when verbal counseling of inmates is not adequate for the circumstances involved.
 - b. Supervisors will review the reports to determine if Inmate Disciplinary Hearing action is required.

Security

Reporting of Serious or Unusual Incidents

G. Report Writing

1. Incident Reports should be prepared immediately after an incident in order to be as accurate as possible.
2. The originator will thoroughly document the incident in chronological sequence providing the following minimum information.
 - a. Who, what, when, where, why, and how individuals were involved
 - b. Approximate times (recorded in military time)
 - c. Witnesses or descriptions, if any
 - d. Injuries to inmates or staff, if any
 - e. Medical treatment or evaluations, if any
 - f. Photos, if any
 - g. Follow-up action, if any
 - h. Witness Statement Forms, if any
3. Avoid the use of jail slang.
4. When quoting obscene language, use exact wording as stated.
5. Avoid use of the third person terms such as "this deputy," "this writer," or "the undersigned."
6. The "Nature of Incident" line on the Incident Reports will reflect the nature of the incident (e.g., sexual assault, escape, affray, inmate injury) and not just the name of the inmate.
7. When reports cannot be typed, they shall be written in block lettering using black ink.
8. Incident Reports will be submitted through the chain-of-command. Each supervisor will review reports for accuracy, grammar, spelling, neatness, and return those not meeting requirements.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:024
	SUBJECT:	
	Restraint Chair	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Certified Personnel

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that only Certified Detention Staff trained in the use of the restraint chair and using approved restraint equipment shall place an inmate in a restraint chair. Utilization of the restraint chair shall be used only as a precaution against inmates who present a danger to themselves or others, display bizarre behavior which results in the destruction of county property, or make overt attempts to assault staff, visitors, or other inmates. The restraint chair shall be only used to temporarily hold inmates. Approval from the Shift Lieutenant or Designee authorizing the use of the restraint chair shall be obtained prior to placing an inmate in the restraint chair.

II. REFERENCES:

FMJS 11.11 & 3.03(a) and the Emergency Restraint Chair Booklet from E.R.C., Inc.

III. SCOPE:

These procedures apply to All Certified Personnel using the Emergency Restraint Chair.

IV. PROCEDURES:

- A. Justification for the extended period of handcuffing shall be documented via an Incident Report and Use of Force Report. The handcuffs shall be replaced by the chair straps as soon as the Shift Supervisor or designee believes the inmate is no longer a danger to themselves or others.
- B. Non-handcuffed inmates being restrained in the restraint chair shall be checked at intervals not to exceed 15 minutes for the following:

Security

Restraint Chair

1. Restraints are properly applied
 2. Blood circulation to the inmate's extremities
 3. General behavior and well being of the inmate
- C. All restraining devices shall be applied in a humane manner and only for as long as absolutely necessary.
- D. When it is necessary to use restraints on an uncontrollable or violent inmate, when possible, the inmate shall be placed in a single cell and shall be closely observed.
- E. For safety reasons, normally one Sergeant and three Detention Deputies will participate in placing an inmate in a restraint chair. When seating the inmate in the restraint chair, the Detention Deputies will normally position themselves and apply the restraint equipment as follows:
1. One Detention Deputy will stand behind the chair to control the inmate's head.
 2. One Detention Deputy will stand at the right arm and one Detention Deputy will stand at the left arm controlling the arm and shoulder of the inmate.
 3. One Detention Deputy will stand ready to control the inmate's legs.
 4. A Detention Deputy will verbally command the inmate to sit in the chair.
- NOTE: If a person is fully restrained in the restraint chair, you shall NOT use O.C. spray or taser the person restrained.**
- F. The following steps will be utilized when using the restraint chair:
1. When possible, ensure that all of the inmate's personal property has been removed from him/her to include jewelry, glasses, shoes, boots, socks, coat, hat, and belt. The inmate should only be clothed in his/her uniform.
 2. Have the inmate sit in the seat, secure the lap belt free end in the lap belt clevis, and pull the handle until snug.

Security

Restraint Chair

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

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

CAUTION: Do NOT cut off circulation to the hand.

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

CAUTION: Do NOT cut off circulation to the hand.

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

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

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

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

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

11. Inmates must be monitored continuously and provided medical treatment when needed. The inmate shall be placed so that s/he is facing the officer.

Security

Restraint Chair

A Special Confinement Sheet and 15 Minute Observation Form shall be started. In Key West, Medical or a designee shall check the inmate at least once every 30 minutes for as long as the inmate is in the restraint chair. In KV/PK, the shift supervisor shall check the inmate at least once every 30 minutes for as long as the inmate is in the restraint chair.

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

NOTE: If a person is FULLY restrained in the restraint chair, you shall NOT use O.C. spray or taser the person restrained.

- G. Inmates should not be left in the restraint chair for more than two hours at a time. This time limit was established to allow for the inmate to calm down or sober up, and if needed, it allows for the correctional officer to seek medical or psychological help for the inmate. This two-hour time limit may be extended, but only with the approval of the Shift Commander. This extended time period must not exceed eight hours for a total of no more than ten hours. If an inmate is restrained in the chair beyond two hours, s/he should be removed from the chair and allowed to walk under an officer's escort for ten minutes and then placed back in the chair. A ten-minute walk should be allowed for each two hours of time restrained in the chair. The ten-minute walk should be noted on the inmate's Special Confinement Sheet.
- H. There may be situations when an inmate may need to be restrained in the restraint chair for more than ten hours (e.g., without restraints it is likely that the inmate will engage in self-harm). The Operations Commander or his/her designee and the Health Services Administrator or his/her designee must jointly approve the use of the restraint chair for periods beyond ten hours. If an inmate is restrained beyond two hours in the restraint chair, s/he should be taken out of the chair, allowed to walk for ten minutes, and then placed back in the chair. A ten-minute walk should be allowed for each two hours of time restrained in the chair. The ten-minute walk should be noted on the inmate's Special Confinement Sheet.

Security

Restraint Chair


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

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

- J. If the inmate is violent, there shall be a minimum of two Detention Deputies present when restraints are removed.
- K. The Shift Supervisor or designee shall notify on-coming Detention Deputies of all restrained inmates and their condition, attitude, and any other pertinent information.
- L. The Shift Supervisor or designee shall ensure a supplemental Incident Report is completed, documenting the removal of the restraints and/or the removal of the inmate from the restraint chair. The date, time, and reason the restraints and/or inmate was removed must be included, along with the name of the approving supervisor.

NOTE: This information shall be documented in the Shift Supervisor's logbook and the inmate's record.

- M. Medical Staff should check the inmate for injuries following their removal from the restraint chair and document their examination in the Medical Progress Report.
- N. In all cases where physical force was use to place the inmate in the restraint chair, an Incident Report and an Use of Force Report will be submitted by those officers involved and forwarded to the Operations Commander via the chain-of-command. No Use of Force report is needed when the inmate voluntarily sits in the restraint chair.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:025
	SUBJECT:	
	Safety Rules and Regulations	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Personnel

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to ensure the safety of all personnel including maintaining equipment designated for use in situations that threaten facility security in operational readiness.

II. REFERENCE:

FCAC 8.02.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. All work areas shall be kept clean and free of hazards at all times.
- B. Equipment designated for use in situations that threaten facility security will be inspected for operational readiness according to an established schedule (e.g., fire extinguishers, air packs, power generators, emergency lighting, batteries, tactical response equipment, etc.).
- C. All operators and passengers in a county vehicle or operating any equipment with seat belts, shall use and properly wear the seat belts.
- D. Appropriate clothing and shoes must be worn as per assigned detail.
- E. The county shall provide safety glasses and shall replace any damaged safety glasses.
- F. No one shall jump from the truck bed, platform, fences, or any other elevated areas.

Security

Safety Rules and Regulations

- G. No one shall ride in the bed of any pickup truck.
- H. Only authorized personnel shall operate equipment and vehicles.
- I. All loads or equipment carried on or in any equipment or vehicle shall be secured by whatever means necessary to prevent rolling or sliding about (e.g., tie down, blocks).
- J. Gasoline or naphtha shall not be used as a cleaning or degreasing agent.
- K. Gasoline shall only be carried in approved gasoline containers.
- L. The use of drugs and/or alcohol during working hours shall be grounds for termination.
- M. All personnel are responsible for the following:
 - 1. Obey all safety procedures and signs.
 - 2. Follow instructions. If you are not sure of safety procedures, do not guess, ask your supervisor.
 - 3. Do something about unsafe conditions. Correct or report them immediately.
 - 4. Use the right protective equipment for the job and wear safe clothing.
 - 5. If there is an injury, get first aid promptly and notify your supervisor immediately.
 - 6. Use, adjust, and/or repair equipment only if qualified and authorized to do so.
 - 7. Get help to lift heavy loads.
 - 8. Avoid horseplay on the job site.
- N. Extinguishers and First Aid Kits
 - 1. All fires must be immediately reported to Main Control. Any time an extinguisher is discharged, no matter how little, it must be reported so that it can be recharged since the extinguisher continues to leak after the seal has been broken.
 - 2. First Aid Kits will be maintained by the Medical Department.

Security


Safety Rules and Regulations

O. Handling Materials

1. When lifting, use the large muscles of your legs rather than the small muscles of your back. Take a firm grip, secure a good footing, place the feet at a comfortable distance apart, keep the load close to your body, keep your back straight, bend your knees, and lift with your legs.
2. If the load is too heavy, get help. DO NOT STRAIN.
3. When working with another person carrying loads, let him/her know before setting down any material or equipment.
4. Fingers and toes should be kept in the clear before setting down any material or equipment.
5. When equipment is used to lift heavy or bulky objects, stand clear of the suspended or overhanging load.
6. Use caution when working with equipment near power lines.

P. Machinery

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

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:026
	SUBJECT:	
	Search of Inmates and Facilities	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Certified Personnel

REVISED DATE: 1/10/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that frequent unannounced searches of inmates and the housing areas of the facilities are conducted as often as is deemed necessary to ensure the safety and security of the staff, inmates, and facilities. This is also done to determine the conditions that might impair the health or sanitation in a communal environment, to recover missing or stolen property, to prevent escapes, and other disturbances. Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment, or indignity to the inmate. If a body cavity search is conducted, an Incident Report will be forwarded via the chain-of-command to the Jail Administrator.

II. REFERENCES:

FMJS 4.02, FCAC 9.04 & 9.05, and F.S. 901.211.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. DEFINITIONS:

- A. Body Cavity Search - A visual, manual, and/or instrument inspection of an inmate's anal, oral, vaginal, ear, and/or nasal orifices. **It will be conducted by a Physician ONLY.**
- B. Visual Body Examination - A search during which the inmate is required to remove all their clothing and the officer conducting the search visually examines the inmate for contraband. An inmate is not to be physically touched by the officer during a visual body examination. This procedure is sometimes referred to as a "strip search".

Security

Search of Inmates and Facilities

- C. Frisk Search - A search of an inmate during which the officer conducting the search uses his/her hands to "pat" or "frisk" all parts of the inmate's body to search for contraband. Inmates will not be required to remove their clothing during a frisk search.
- D. Housing Unit, Cell, Room or Area Search - A thorough and systematic inspection of a living unit, cell, room, or other area of the facility.
- E. Outside Perimeter Search - A search of the outside perimeter of the jail facility to include the public areas within the facility (e.g., lobby, public restrooms).

V. PROCEDURES:

A. Purpose of Searches

1. To prevent introduction of weapons, drugs, or other dangerous contraband into the facilities.
2. To detect the manufacturing of weapons, escape devices, etc., within the facilities.
3. To enforce rules designed to eliminate causes of dissention and strife between inmates.
4. To check malicious waste or destruction of facility property.
5. To discover hazards to health, sanitation, or safety that may go unnoticed during a more routine inspection.

B. Searching Inmates

The search of inmates requires expertise and proper attitude on the part of the officer. An inmate should be informed quietly and simply of what is about to take place. The inmate should not be touched anymore than is necessary to conduct a comprehensive search of his/her person. Any personal body search must be conducted with as much dignity as possible.

1. Intake

When custody of an inmate is received at a Monroe County Detention Facility, an officer will frisk search the inmate. The inmate will then be directed into the Intake/Release area.

Security

Search of Inmates and Facilities

2. Frisk Search

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

C. How To Do a Frisk Search

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

1. Do not reach into pockets. Have the person empty his/her pockets and turn them inside out.
2. Examine the contents from the pockets. Place the items out of the person's reach.
3. Do not touch the person's hair. Have them comb or run their hands through the hair.
4. Visually inspect ears, mouth, hair and hands.
5. Place the person in a controlled position; off balance, leaning forward with the person's hands against a wall or a counter, and their feet spread widely apart.
6. Stand behind the person and slightly to the left or right.
7. Proceed downward, examining all articles of clothing with both hands paying particular attention to collars, cuffs, belts, waistbands, and seams.
8. Use the squeeze method of search (i.e., do not just pat the area, but gently and firmly squeeze between fingers and palms).
9. Pay particular attention to the small of the back, the chest, and the area below the belt, but above the crotch.

Security

Search of Inmates and Facilities

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

D. How To Do a Strip Search/Visual Body Examination

1. A strip search will be conducted as deemed necessary on inmates after a contact visit; outside detail; furlough; work release; when an inmate is violent in nature and is suspected of having dangerous contraband; when an inmate is suspected to be concealing a weapon, controlled substance, stolen property; or after an escape attempt.

Security

Search of Inmates and Facilities

2. A strip search shall be performed by an officer of the same gender as the inmate unless emergency conditions exist to make it impossible to do so. If an emergency situation does exist, the Shift Lieutenant's approval must be obtained prior to the start of the strip search.
3. Procedures for conducting a strip search on an inmate are:
 - a. Preserve the inmate's privacy as much as possible by conducting the search in private.
 - b. Have the inmate remove his/her own clothing. Do not assist or remove clothing for him/her.
 - c. With a flashlight, visually check the inmate's ears, mouth, nostrils, hair, and groin area.
 - d. The inmate **will NOT** be instructed to squat and cough, as this is an outdated method. The inmate will be instructed to stand, turn around, lean over, and spread his/her buttocks. The anus will be visually examined.
 - e. Do not touch the inmate's body; have the inmate move body parts as necessary.
 - f. If an officer believes that an inmate has contraband inside a body cavity:
 - (1) The inmate will be afforded the opportunity to remove the item. The officer must pay particular attention to ensure that the item being removed does not pose any threat of harm to him/herself or others.
 - (2) If the inmate refuses to comply:
 - (a) The inmate will be immediately restrained in handcuffs, waist chain, and shackles.
 - (b) The inmate must be observed carefully and not be left unattended for any reason.
 - (c) Contact the Shift Lieutenant via the chain-of-command and forward an Incident Report.

NOTE: Body cavity searches will only be conducted by a licensed physician.

Security

Search of Inmates and Facilities

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

E. New Intakes

NOTE: Per F.S.S. 901.211, each strip search shall be performed by a person of the same gender as the arrested person and on premises where the search cannot be observed by persons not physically conducting or observing the search. Any observer shall be of the same gender as the arrested person. Strip searches will NOT be conducted on any inmate arrested for a traffic, regulatory, or misdemeanor offense, except as noted below in 2.a-d.

1. The following processing procedures will be used when conducting strip searches:
 - a. The inmate will be asked to take all personal contents from his/her pockets and person (e.g., watches, jewelry, rings) and to remove his/her outer garments. The inmate will be issued a clean uniform. The outer garments, when removed from the inmate, shall be searched and placed in a bag marked with the inmate's name.
 - b. All clothing, including undergarments, will be placed in a brown paper bag and then placed in the inmate's property bag. The inmate will be allowed to keep their white socks.
 - c. The inmate will shower and should be afforded as much privacy as possible.

Security

Search of Inmates and Facilities

2. Conditions under which an inmate that was arrested for a traffic, regulatory, or misdemeanor offense may be visually examined or a strip search conducted are as follows:
 - a. The case is violent in nature, involves a weapon, or involves a controlled substance.
 - b. There is probable cause to believe that the inmate is concealing a weapon, a controlled substance, stolen property, or is an outside trusty returning from work detail.
 - c. A Judge at first appearance has found that the inmate cannot be released on the inmate's own recognizance or bond and therefore incarcerated in a county detention facility.
 - d. The procedures described in Section D (How To Do a Strip Search/Visual Body Examination, page 5 and 6) will be used to conduct the visual examination or strip search.
- F. Housing Search
1. Visual bunk and cell inspections will be conducted after each meal for cleanliness and hygiene. Beds are to be made and inmates should be at their assigned cell/bunk until inspection is completed. Thorough cell searches will be conducted on all inmates on a suicide watch at the beginning and the end of each officer's shift. Also, a thorough cell search will be conducted on at least three other cells during each shift. The purpose of a housing search is to:
 - a. Prevent introduction of weapons or dangerous contraband into the housing area
 - b. Discover and suppress contraband trafficking
 - c. Detect weapons, escape devices, etc.
 - d. Detect possible attempts or means of escape
 - e. Enforce rules designed to eliminate the usual causes of inmate dissension and strife (gambling, petit theft, narcotics, etc.)

Security

Search of Inmates and Facilities

- f. Discourage theft of and trafficking in facility commissary items
 - g. Check for any malicious waste or destruction of facility property
 - h. Discover any hazards to health or safety that go unnoticed during routine inspections
2. Items of contraband to be searched for include, but are not limited to:
- a. Weapons
 - b. Drugs
 - c. Money
 - d. Unauthorized food items
 - e. Other recognized items of contraband, and
 - f. Tobacco, tobacco products, and tobacco accessories.
3. Typical locations within a housing area where weapons or other contraband are likely to be concealed include, but are not limited to:
- a. Bed frames, mattresses and/or linen
 - b. Areas surrounding the toilets, showers, sinks and drains
 - c. Door and window frames
 - d. Ceilings
 - e. Air ducts
 - f. Lighting fixtures
 - g. Televisions
 - h. Personal property
 - i. Trash containers

Security

Search of Inmates and Facilities


4. The correct sequence for conducting a housing search is:
 - a. Lock the inmates in their individual cells, on the recreation yard, in the dayroom with an officer watching them, and/or secure the trusties in their work area. Do not return trusties to their housing areas prior to the search being completed.
 - b. Enter the housing area; stop and scan, noting anything unusual or out of place.
 - c. Select a starting point and start from left to right, top to bottom.
 - d. Search one area or item completely before going on to the next area.
 - e. Continue the search until completed, even if contraband is found.
 - f. Confiscate items that are reusable property of the facility and return them to the proper area.
 - g. Search the inmate when he/she is removed from the cell. Only one cell will be searched at a time.
 - h. If contraband is found, a Disciplinary Report and an Incident Report shall be written and forwarded via the chain-of-command.
 5. Cell searches will be recorded in the housing area logbook.
 6. If an officer discovers an item in a suicidal inmate's cell or on the suicidal inmate that should not be there, the officer shall immediately contact his/her immediate supervisor.
 7. Searches of work areas, utility areas, and vehicles should be conducted in basically the same manner as a housing search.
- G. Outside Perimeter Searches

The outside perimeter immediately surrounding the facility, including the lobby and public restroom areas, should be searched once per shift for contraband that may have been planted for inmates to retrieve. This is the responsibility of the Shift Commander/Designee.


Security

Search of Inmates and Facilities

1. The purpose of an outside perimeter search is to:
 - a. Prevent introduction of weapons or dangerous contraband into the housing area
 - b. Discover and suppress contraband trafficking
 - c. Detect weapons, escape devices, etc.
 - d. Check for any malicious waste or destruction of facility property
2. Items of contraband to be searched for include:
 - a. Weapons
 - b. Drugs
 - c. Money
 - d. Food
 - e. Tobacco, tobacco products, and tobacco accessories
3. Typical locations/items where contraband is likely to be concealed include, but are not limited to:
 - a. Trash cans
 - b. Trees, shrubs
 - c. Parking lot
 - d. Farm
 - e. Trash (e.g., cups with lids, cigarette boxes, etc., should be picked up and physically checked to ensure that it is not concealing contraband)
 - f. Lobby lockers
 - g. Public restrooms

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:027</p>
	<p>SUBJECT:</p> <p>Touch Screen System Access Codes</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

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<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:028</p>
	<p>SUBJECT:</p> <p>Use of Restraints</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Certified Personnel</p>

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that physical restraints shall be used only as a precaution against escape during transfer, for medical reasons at the direction of the medical staff, as a prevention against self-injury and/or injury to others, or property damage when there is approval from the Shift Supervisor/Designee. Restraints will be applied for only the amount of time absolutely necessary and will be monitored for proper circulation.

NOTE: Restraints shall never be used as punishment.

II. REFERENCES:

FMJS 3.03(a) & 11.11 and FCAC 6.13.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. GENERAL INFORMATION:

Types of restraining devices used are as follows:

A. Security Restraints

1. Handcuffs
2. Shackles (leg restraints)

NOTE: The detention facilities shall maintain a sufficient number of sets of handcuffs and shackles for use in providing safety and security for inmates and staff. Many times this equipment is used to transport the inmates outside the facility for a required service or to reassign the inmate to a new facility.

Security

Use of Restraints

3. Waist chains
 - a. One-man chain with cuffs
 - b. One-man box chains - waist chains with plastic box
- B. Medical Restraints - Soft padded leather devices used to secure the wrists and ankles to a bunk or bed.
 1. Medical restraints may be applied to an inmate under the authority of Licensed Medical Personnel on duty.
 2. Medical restraints shall be stored in the Medical Department.
 3. Accountability and inventory of the medical restraints shall be the responsibility of the Medical Department.
- C. Restraint Chair - See policy and procedure 8:024.

V. PROCEDURES:

A. Determination for Use of Security Restraints

Security restraints will be used under the following circumstances:

1. Prevention of inmate self-injury, injury to others, or property damage
2. Subduing an unruly inmate
3. In-house movement of special or high-risk inmates
4. Transportation of inmates as a precaution against escape

B. Selection of Security Restraints

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

1. Custody classification of the inmate within the Facility
2. Anticipated contact with the public
3. Physical and mental health of the inmate

Security

Use of Restraints

4. History of violent or uncontrollable behavior
 5. Purpose and destination of movement
 6. As deemed necessary by the Escorting Officer
- C. General Rules for Use of Restraints
1. Restraining devices will be used in a humane manner, only as necessary, and applied only as long as absolutely necessary.
 2. Restraining devices shall NOT be used as PUNISHMENT or in a way that causes undue physical pain or restricts the blood circulation or breathing of an inmate.
 3. When it is necessary to place restraints on an inmate due to violent or uncontrollable behavior, s/he will be placed in a single cell and will be placed on a 15 Minute Watch. If his/her behavior remains uncontrollable for more than thirty minutes and cannot be sufficiently controlled through the use of restraints, contact Medical for evaluation.
 4. In all cases where physical force was use to place the inmate in restraints, an Incident Report and an Use of Force Report will be submitted by those officers involved and forwarded to the Operations Commander via the chain-of-command. No reports are needed when the inmate voluntarily cooperates when placing restraints on the inmate.
- NOTE: If a person is fully restrained with medical restraints secured to a bed or restrained in the restraint chair, you shall NOT use O.C. spray or taser the person restrained.**
- D. General Instructions for Use of Restraints
1. Handcuffs
 - a. When placing handcuffs on a single inmate, the palms of the inmate's hands should be facing away from each other. The handcuff should be snug against the inmate's wrists, but not so tight as to stop the blood circulation or injure the wrist. The handcuffs will be double-locked.

Security

Use of Restraints

- b. Single inmates, except pregnant females, should be handcuffed with their hands behind their body. Pregnant females who will be handcuffed in front. Inmates may be handcuffed in front when using waist chains.

2. Shackles

- a. In addition to handcuffs, shackles will be placed on all single inmates except pregnant females. If handcuffs cannot be utilized due to physical disability or medical reasons, shackles will be applied.

NOTE: Pregnant females shall not be placed in shackles.

- b. If an injury prevents the use of shackles, the hands will be handcuffed in back of the body or boxed in front if the use of handcuffs is possible.

- 3. When it is necessary to use a facility assigned set of handcuffs or shackles to transport an inmate outside the facility, it shall be the responsibility of the officer that removes them after they are no longer needed to secure the inmate to return them to the proper facility.


4. Restraining Chains

- a. Restraining chains are equipped with handcuffs only, shackles only, or both.
- b. Restraining chains are always used for mass inmate movements outside of the facility such as court transport.

5. Waist Chains and Box Chains

- a. A waist chain with handcuffs is applied in the normal manner around the waist. Waist chains can also be connected to the leg shackles.
- b. Once the inmate is handcuffed to the waist chain, the plastic box is applied over the center between both cuffs covering the keyholes preventing the handcuffs from turning. Once the plastic box is applied, a padlock is placed on the box to prevent removal of the handcuffs.

- E. Application of restraints for other than routine reasons must be approved by the Shift Supervisor.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:029</p>
	<p>SUBJECT:</p> <p>Crimes Within the Jail Facilities</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 8/21/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities that crimes within the jail facilities be documented and the subject(s) held accountable. When a crime is discovered which occurred within the jail facilities, the Watch Commander will be notified immediately.

II. REFERENCES:

MCSO General Operations Manual, Chapter 34.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:


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

- A. When a crime is discovered which occurred within a detention facility, the Watch Commander will be notified immediately.
- B. Appropriate medical attention will be provided to any party needing such attention.
- C. The Watch Commander, after obtaining a summary of the incident, will contact Communications and request an appropriate zone patrol unit respond to take an initial report.
- D. If there is evidence associated with the crime, the Watch Commander will take measures to preserve that evidence in place.

Security

Crimes Within the Jail Facilities

- E. The Patrol Supervisor may consult with the Corrections Watch Commander concerning the reported crime. Due to the nature of the secure facility, an immediate response on Patrol's part may not be warranted due to call priority.
- F. When a patrol unit's response is not immediate, the Patrol Supervisor will inform the Corrections Watch Commander personally and advise on how to preserve evidence, document witness statements, etc. Corrections personnel are not expected to conduct the investigation or do required reporting documentation for Patrol.
- G. The patrol unit's response will be immediate for crimes involving homicide, suicide, aggravated battery, sexual battery, escape, or an attempt of any of these.
- H. Depending on the crime, possible scene, and size of the initial investigation the Patrol Deputy may request that a Corrections Officer assist him/her during the on-scene investigation. This will expose Correctional Staff to the requirements of a criminal investigation and reduce the time the Patrol Deputy is removed from patrol duties.
- I. The Patrol Deputy will devote the same time and quality level of investigation within the correctional facility as s/he would on the outside.
- J. Crime Scene and Investigations will be notified as per existing protocol.
- K. The Watch Commander will ensure that an Incident Report is also completed.
- L. As soon as possible, the Watch Commander will also ensure that the booking system is checked to see whether or not the inmate(s) is being released. This information will be provided to the road deputy and entered into the Incident Report. This information is imperative to ensure additional charges are brought against the inmate before being released.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:030</p>
	<p>SUBJECT:</p> <p>Inmate Movement Between Facilities</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Certified Personnel</p>

EFFECTIVE DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities that inmate movement between facilities shall be primarily for the reasons of medical necessity, PC status, PDR, or making room for inmates going to court.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Certified Personnel.

III. PROCEDURES:

A. New Intakes at KV and PK

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

B. Acceptable Reasons to Move an Inmate from KV or PK to KW

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

1. Medical
2. Protective Custody
3. Pending Disciplinary Report
4. Making room for inmates going to court

Security


Inmate Movement Between Facilities

5. Females
 6. Juveniles
 7. Court
- C. Special Circumstances
- Inmates may be moved between facilities due to special circumstances. This movement will NOT occur unless discussed with Classification, KW Medical Staff, the respective Site Commander, and the KW Operations Commander. If the approval for inmate movement/housing has been granted by the KW Operations Commander, NO ONE of less ranking authority than the KW Operations Commander has the authority to override the decision.
- D. Medical Issues
1. Personnel from KV and PK will call the upper keys nurse ONLY during her working hours unless they are dealing with a use of force issue. If the situation is not a use of force and the upper keys nurse is not working, personnel from KV and PK WILL call the KW Medical Staff.
 2. If the upper keys nurse sends an inmate to KW because of medical issue(s), s/he WILL call the KW Medical Staff.
 3. Transport Log
 - a. Officers who have received medial clearance to move an inmate between facilities WILL note the name of the nurse they received the medical clearance from on the transport log. The log will read "Medical per Nurse _____ (fill in the name of the nurse who gave the clearance).
 - b. If an inmate is moved to KW because of a known medical situation (e.g., medications), the log will read "Medical for housing".
- E. Communications Between Work Teams
1. Classification WILL fax a list of what inmates are approved for housing in KV and PK to the upper keys nurse and to the KW Medical Department.

Security

Inmate Movement Between Facilities

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

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Security	8:031
	SUBJECT:	
	Sexual Abuse/Assault Prevention and Intervention	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Personnel

REVISED DATE: 8/21/06

Page 1 of 6

I. POLICY:

It is the policy of the Monroe County Detention Facilities to have a zero tolerance policy toward sexual battery or sexual abuse of any inmate incarcerated within Monroe County. The Sheriff's Office will address the safety, psychological, social and medical needs of inmates who have been sexually assaulted; will thoroughly investigate each incident; and will control, discipline and prosecute those who sexually assault or sexually abuse inmates incarcerated in Monroe County.

II. REFERENCES:

Prison Rape Elimination Act of 2003 (Public Law 108-79) and FCAC 5.10, 5.11, 6.21, 9.15, 9.16, & 19.19.

III. SCOPE:

These procedures apply to All Personnel.

IV. DEFINITIONS:

Inmate-on-Inmate Sexual Abuse/Assault - One or more inmates, through word and/or action, coercing, pressuring, intimidating, or forcing another inmate to engage in a partial or complete sexual act. Sexual acts or contact between inmates, even when consensual and/or when no objections are raised, are prohibited acts.

Staff-on-Inmate Sexual Abuse/Assault - Engaging in, or attempting to engage in any sexual act with any inmate and/or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when consensual and/or when no objections are raised, are always illegal.

Security

Sexual Abuse/Assault Prevention and Intervention

V. PROCEDURES:

Staff shall take seriously any and all statements from inmates that they have been victims of sexual abuse/assault and respond supportively and non-judgmentally. Any inmate who alleges that s/he has been sexually abused/assaulted shall be offered immediate protection.

A. Prevention. All staff and inmates are responsible for being alert to signs of potential situations in which sexual assaults and/or sexual abuse might occur. Inmates are prohibited from supervising, assuming any authority, or in any way exercising control over other inmates.

1. Screening and Classification:

- a. All inmates entering the facility are screened by Medical and Classification Personnel and housed appropriately.
- b. During the intake screening procedures, staff shall review available documentation for any indication that an inmate has a history of sexually aggressive behavior.
- c. Classification Personnel shall note, in the inmate's file, the history of an inmate who has engaged in sexual abuse or sexual battery.
- d. Staff shall refer any inmate with a history of sexually aggressive behavior to Medical Personnel so the inmate can be referred, if necessary, to mental health services for an assessment and possible treatment.

2. Identification of sexually aggressive inmates:

- a. Staff members should attempt to identify sexually aggressive inmates.
- b. Staff members shall fully document any incidents involving sexual abuse or sexual assault of an inmate.

B. Staff Training.

1. All staff shall be trained to:

- a. Recognized the physical, behavioral, and emotional signs of sexual assault;

Security

Sexual Abuse/Assault Prevention and Intervention

- b. Understand the identification and referral process when an alleged sexual assault occurs; and
 - c. Have a basic understanding of sexual assault prevention and response techniques.
 2. New employees shall receive training in sexual abuse/assault prevention and intervention as part of their orientation.
 - a. This training will include a review of this policy.
 - b. It will also include training on staff responsibilities to prevent and report sexual assaults and sexual abuse.
 3. For existing staff, more extensive information about the program shall be included as a part of the Annual Retraining Module.
- C. Inmate Education. Upon intake, each inmate receives an inmate handbook. A section of this handbook discusses the Prison Rape Elimination Act (PREA). This discussion includes:
 1. How inmates can protect themselves from becoming victims while incarcerated;
 2. Treatment options available to victims of sexual assault/abuse; and
 3. Methods of reporting incidents of sexual abuse/assault.
- D. Prompt and Effective Intervention: Staff sensitivity toward inmates who are victims of sexual abuse/assault is critical. Staff shall take seriously all statements from inmates that they have been victims of sexual assault/abuse and respond supportively and non-judgmentally. Any inmate who alleges that s/he has been sexually assaulted/abused shall be offered immediate protection from the assailant and will be referred for a medical examination as well as a clinical assessment of the potential for suicide or other related symptomatology.

Security

Sexual Abuse/Assault Prevention and Intervention

1. The agency shall provide services to victims and shall conduct investigations of sexual abuse/assault incidents. Information concerning the identity of an inmate-victim reporting a sexual assault/abuse, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.
 2. When a staff member(s) is alleged to be the perpetrator of inmate sexual abuse/assault, the Bureau Commander shall be advised immediately. The Bureau Commander shall refer the incident directly to Internal Affairs (IA). The timely reporting of all incidents and allegations is of paramount importance.
 3. When an inmate(s) is alleged to be the perpetrator of sexual abuse/assault, it is the Criminal Investigations Unit's (CIU) responsibility to ensure that the incident is promptly investigated and charges filed.
 4. When an inmate(s) is alleged to be the perpetrator of sexual abuse/assault, staff shall immediately notify the on-duty supervisor, who shall notify the Operations Commander and the Medical Department. The Operations Commander will immediately notify the Bureau Commander and the CIU.
 5. Staff shall immediately provide for the physical safety (e.g., separating the assailant from the victim) of the inmate who reports being sexually assaulted/abused. Medical personnel shall promptly inform the Watch Commander of their initial findings and treatment recommendations.
- E. Investigation and Prosecution. If an inmate alleges sexual assault/abuse, a sensitive and coordinated response is necessary.
1. Staff shall preserve the crime scene, protect the inmate-victim and contact Medical Personnel.
 2. Personnel from the CIU and/or IA shall determine the need to take the inmate-victim to a local hospital for an examination.

Security


Sexual Abuse/Assault Prevention and Intervention

- a. The results of the physical examination and all collected physical evidence are to be handled by the CIU and/or IA.
 - b. Appropriate infectious disease testing, as determined by the Medical Staff or by Hospital Personnel may be necessary part of the investigation process.
 - c. The CIU and/or IA shall determine the need to have the suspect(s) examined by Medical Personnel in order to collect physical evidence.
3. The investigation and any resulting criminal charges will be handled by the CIU and/or IA in conjunction with the State Attorney's Office.
 4. Any administrative action deemed necessary will be handled by personnel from the Bureau of Corrections.
- F. Dorm/Unit Officer
1. The Dorm/Unit Officer shall promptly advise the Watch Commander of any inmate who has been or claims to have been sexually assaulted/battered.
 2. The Dorm/Unit Officer will instruct the inmate NOT to shower and to place his/her linen or any item that was used or contaminated during the assault/battery in a paper bag for possible evidence.
 3. The Dorm/Unit Officer will tape off the area where the alleged crime occurred with CAUTION tape to preserve the crime scene.
 4. When an inmate reports s/he has witnessed a sexual assault/battery or has been sexually assaulted/ battered, the Dorm/Unit Officer will complete an Incident Report.
- G. Watch Commanders
1. Upon a report from a Dorm/Unit Officer that an inmate has allegedly been sexually abused/ assaulted, the Watch Commander shall inform the Operations Commander.

Security

Sexual Abuse/Assault Prevention and Intervention

2. The Watch Commander will notify the Classification Officer.
 3. The Watch Commander will pass along the information to the on-coming Watch Commander concerning the alleged crime and the status of the victim/offender.
- H. Facility's Medical Department
1. Inmates who have allegedly been sexually abused/ assaulted will be brought to the Medical Department for evaluation.
 2. The Medical Department shall ensure that urgent medical treatment is provided, obvious injuries are treated, and the patient is stabilized.
 3. CIU and/or IA will determine if the inmate needs to be taken to the Emergency Room for an examination.
 4. The Medical Department shall ensure a referral is made to mental health for crisis intervention and follow-up counseling.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Security</p>	<p>NUMBER:</p> <p>8:032</p>
	<p>SUBJECT:</p> <p>Direct Supervision</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 8/21/06

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I. POLICY:

It is the policy of the Monroe County Sheriff's Office to operate the Key West Jail as a direct supervision detention facility.

II. REFERENCES:

FMJS Chapter 15 and FCAC Chapter 16.

III. SCOPE:

These procedures apply to all personnel.

IV. PROCEDURES:

- A. All certified staff will receive direct supervision jail training prior to assignment to direct supervision units.
- B. Inmates will not be housed in direct supervision units unless classification personnel approve the housing assignment.
- C. Sufficient staffing levels shall be maintained that provides direct supervision of inmates in direct supervision housing units.
- D. Sufficient staffing levels shall be maintained that provides emergency back up to the housing officer in direct supervision housing units.
- E. The Marathon and Plantation Key Facilities are not direct supervision jails. However, an officer will be placed in the housing units whenever possible.

Security

Direct Supervision

V. GENERAL RULES FOR DIRECT SUPERVISION

- A. All correctional officers and members of the staff will be called Officer, Mr. Ms. or by the title of their position along with their last name. Inmates will not use officers or staff members' first names or other terms. Inmates will be identified by their last names.
- B. All directives and requests from staff members are orders. Inmates must promptly and fully carry out the order without complaint. Even if an inmate feels the order is unjust, the inmate **must obey the order**. Inmates, after obeying the order, may file a complaint by completing an Inmate Request Form that documents his/her complaint.
- C. Inmates are required to go directly to their assigned housing area during all unscheduled and scheduled head counts. Inmates must stand by their bunk and remain silent. Inmates are not to move after the count starts and until the officer announces that the count has been completed. During head counts, the television and other instruments will be turned off.
- D. Schedules for work, sick call, dining, recreation, laundry, visitation, church services, educational classes, passing of medications and other programs will be posted on bulletin boards or otherwise announced. Inmates are responsible for following these schedules/announcements. Inmates must be fully dressed, including their identification card, and prepared to report on time for any scheduled activity or program.
- E. Inmates are required to keep their living areas and cells clean. They must also assist in cleaning day rooms, showers and toilet areas. These areas must be ready for inspection at any time. Inmates will not deface any property belonging to Monroe County or to another inmate. Inmates shall not attach pictures or articles to walls, beds, writing desks, doors or windows. Inmates shall store their pictures in their grey bins.
- F. Inmates shall not give, loan, barter, exchange or sell any personal property, food, commissary items or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.
- G. The television shall be turned on each morning after inspection is successfully completed. Television channels are selected by majority preference. The television is a privilege and may be withdrawn by any staff member when rules are not followed.

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- H. Tampering with, damaging or destroying county property and/or safety devices, such as smoke detectors, is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation of F.S. 806.13.
- I. Smoking is NOT allowed. All tobacco products / accessories are contraband. Inmates may be criminally charged with a first degree felony under F.S. 951.22.
- J. Inmates shall not enter any cell, dorm, unit or other housing area except for their assigned cell, dorm, unit or housing area. The only exception to this rule is when an inmate is supervised and instructed by his/her work supervisor to enter these areas.
- K. Inmates are encouraged to shower daily. All inmates MUST take at least two showers each week.
- L. Inmates are responsible for their own personal property. Officers shall not “watch” an inmate’s personal property or “secure” an inmate’s personal property except as allowed by policy.
- M. Inmates are issued an identification card. This card must be worn on the bottom of the “v” on the inmate’s uniform shirt at all times when they are outside of their assigned cell/bunk. Inmates who lose their identification card will receive disciplinary action and have an administrative fee assessed against their canteen account. The loss or removal of an inmate’s identification card will result in a delay/denial of privileges, services and/or release.
- N. Inmates will not remove bedding and linen (mattress, blanket, pillow, pillow case, sheets, and towel) from their assigned sleeping areas. These items shall not be used as rugs, tablecloths or for any other purpose other than their intended purpose. An inmate who loses his/her assigned towel will be charged an administrative fee and this fee will be deducted from his/her canteen account.
- O. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted within the facility or on the facility grounds.
- P. Inmates shall not pass items to and/or from other inmates in lockdown or in segregation.
- Q. Inmates shall not talk with other inmates in lockdown or in segregation.
- R. Hats, headbands, caps, handkerchiefs, scarves and sunglasses are not authorized except when issued to work crews. When issued to a work crew member, the member may wear these items only on the outside of the facility.

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- S. Inmates shall not alter or mark their issued clothing.
- T. Inmates shall not litter. Trash containers have been placed in selected locations for inmate use.
- U. Inmates shall not leave any assigned area without first receiving permission from their supervisor.
- V. Inmates are required to proceed directly and promptly to and from any designated area.
- W. No inmate will be placed in charge of another inmate.
- X. Inmates are required to immediately report any injury or accident to a staff member. Injuries and/or accidents must be reported no matter how minor the incident.
- Y. Inmates shall not run within the confines of the facility except in the recreation yard.
- Z. County sentenced inmates may work up to ten hours per day as outlined in the Florida Model Jail Standards.
- AA. Inmates are not allowed to have any keys in their possession.
- BB. Inmates shall not have any tools in their possession except when assigned to a supervised detail requiring tools.
- CC. Any inmate who leaves his/her assigned housing cell/bunk, will display proper identification in accordance with the facility rules and regulations.
- DD. Inmates shall not move from bunk to bunk or from cell to cell without an officer's permission.
- EE. Inmates shall sleep head to toe while in their bunks.
- FF. All inmates are issued a drinking cup upon admission into the facility. Loss of this cup will result in an administrative fee being charged to the inmate's canteen account.
- GG. Inmates shall not cross any red line painted upon the floor without permission from a staff member.
- HH. Inmates shall not touch anything on an officer's desk without permission from the officer.

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VI. STATEMENT OF PROHIBITED CONDUCT

- A. Any inmate detained in any Monroe County Detention Facility is subject to the same Federal, State and Municipal laws and ordinances as any other citizen. Inmates who violate any laws or ordinances shall be prosecuted to the fullest extent of the law.
- B. In addition to facing criminal penalties, inmates who break facility rules face disciplinary action. According to F.S. 951.05, inmates who violate facility rules and are found guilty by a disciplinary committee may be punished with up to 30 days of disciplinary confinement, loss of privileges and/or possible loss of gain time.
- C. Inmates who repeatedly, knowingly and willfully violate facility rules will be prosecuted under F.S. 951.07. Conviction under this statute carries a maximum penalty of 60 days in jail and/or a \$500 fine.