

MCDC POLICY AND PROCEDURES MANUAL

INDEX

Revised 7/3/09

A

Acceptance of Arrestees.....	2-1 to 2-2
Acceptance of Court Clothing.....	6-1 to 6-2
Acceptance of Inmate Account Monies	1-1 to 1-2
Administrative Confinement and Protective Custody.....	4-1 to 4-4
Admissions of Arrestees.....	2-3 to 2-8
Animal Farm/Landscape Specialist Post Order.....	10-1 to 10-2
Assessment of Inmates' Classifications.....	3-1 to 3-5
Attorney Visits	5-1 to 5-3
Awarding of Gain Time and Computation of Release Date	3-6 to 3-10

B

Bail Bondsmen	2-9 to 2-12
Balancing of Cash Bonds	2-13 to 2-14b
Blood Testing of Sentenced Inmates.....	1-2 to 1-3
Bonds on Federal Inmates	2-15

C

Cameras.....	8-1 to 8-2
Canteen Clerk Post Order.....	10-3 to 10-5
Cash Balancing.....	1-6
Certifications (Law Enforcement/Dual Certified Officers)	1-7a to 1-7b
Chaplain (Volunteer) Post Order (DELETED/RESCINDED by 6:023).....	10-6
Chemical Testing for Substance Abuse	6-3 to 6-6
Civil Case Arrestees	2-16
Classification Folders.....	3-11 to 3-12
Classification Officer 1 Post Order	10-8 to 10-9
Classification Officer 2 Post Order	10-10 to 10-11
Classification and Security of "High Profile" Inmates.....	8-3 to 8-4b
Classification Supervisor Post Order	10-12 to 10-13
Code of Ethics	ix
Commander, Bureau of Corrections Post Order	10-14 to 10-16
Commissary Audit.....	6-7 to 6-8
Confinement Inmates; Health and Well-Being.....	4-11
Confinement Inmates; Rights, Privileges, Access to Programs and Services, and Deprivation of Authorized Items.....	4-5 to 4-10
Confinement Sheet and Watch Form	4-12 to 4-13
Contact Visitations	3-13 to 3-14
Contacts with Public, Media and Other Agencies.....	1-8a to 1-9

Index

Contractor Communication	1-10
Control of Contraband	8-5 to 8-8
Control of Tools, Culinary Equipment, and Medical Equipment	8-9 to 8-13
Control and Use of Force and Non-Deadly Weapons (Chemical Agents)	8-14 to 8-16
Correctional Emergency Response Team (CERT) Cell Extraction and Tactical Situations	8-17 to 8-21
Correctional Emergency Response Team (CERT) Members Application and Selection Process	8-22 to 8-24
Court Remanded Inmates	2-17 to 2-18
Courthouse Holding Cell Assistant Post Order	10-139 to 10-141
Courthouse Holding Cell Officer Post Order	10-17 to 10-19c
Crimes Within the Jail Facilities	8-102 to 8-103
Customer Service Statement	viii

D

Delousing New Inmates	2-19 to 2-20
Direct Supervision	8-113 to 8-118
Disciplinary Confinement	4-14 to 4-15
Disciplinary Hearings	4-16 to 4-26
Disciplinary Reports	4-27 to 4-34c
Disposal of All Trash and Recyclables	8-25 to 8-26
Distribution of Medication	7-1 to 7-2
DNA Testing of Sentenced Inmates	1-3 to 1-5
Dorm/Unit Officer Post Order	10-20 to 10-32
Duty Weapons	8-27 to 8-29

E

Employee Orientation Curriculum	1-11 to 1-15
Executive Assistant Post Order	10-33 to 10-35
Extradition Proceedings	2-21 to 2-26
Extraditions	2-108 to 2-109

F

Facility Housekeeping	6-9 to 6-12
Facility Secured Envelope Access	1-16 to 1-17b
Facility Security and Sanitation Inspections	1-18 to 1-19
Facility Tours	1-20 to 1-21
Federal Prisoner	2-27 to 2-28
Feeding of Inmates	6-13 to 6-15b
Felony Registration	2-29 to 2-31
Finger/Palm Prints and Photographs	2-32 to 2-36e
Fire Alarm Response	8-30 to 8-31
Fleet Maintenance/Inventory	9-1 to 9-2

Index

G

General Orders	1-22 to 1-26
Glossary.....	G-1 to G-7

H

Hazardous Materials.....	8-32 to 8-36
High Security Transport Belt	8-37 to 8-39a
Hospital Detail.....	8-40 to 8-48
Housing Assignments.....	3-15 to 3-17

I

Identification Technician and Assistant Post Order	10-142 to 10-144
In-Service Training	1-27
Index	I-1 to I-7
Inmate Account Deposits	1-28
Inmate Drinking Tumblers	6-16 to 6-17
Inmate Educational and Vocational Programs	6-18 to 6-19
Inmate Holds/Pick Up Orders	2-37 to 2-39
Inmate Identification	3-18
Inmate Mail	5-4 to 5-9
Inmate Marriages.....	6-20 to 6-23
Inmate Medical Fees	7-3 to 7-6
Inmate Movement	8-49 to 8-53
Inmate Movement Between Facilities.....	8-104 to 8-106
Inmate Narcotics and Alcoholics Anonymous Programs	6-24 to 6-25
Inmate Personal Hygiene	6-26 to 6-27
Inmate Processing Fee.....	1-74 to 1-76
Inmate Programs and Inmate Participation in Programs.....	6-28 to 6-30
Inmate Razor Issuance	6-31 to 6-33
Inmate Records.....	2-40 to 2-42
Inmate Request Forms.....	5-10 to 5-14
Inmate Reunification Bus Ticket Program.....	6-59 to 6-60
Inmate Uniforms	6-34
Inmate Visitation	5-15 to 5-19
Inmate Welfare Committee	6-35
Inmates Services Sergeant Post Order	10-36 to 10-38
Inmates Sentenced to Weekend Custody	2-43 to 2-45
Intake Interview.....	2-46 to 2-48
Intake Pat Searches.....	2-49 to 2-50
Intake/Release Officer (Certified) Post Order.....	10-39 to 10-44
Intake and Release Process	2-51 to 2-56

Index

Intake/Release of Property and Money	2-57 to 2-65
Intake/Release Sergeant Post Order	10-45 to 10-49
Intercom System and Hand Held Radios	1-29 to 1-30

J

Juveniles	2-66 to 2-68h
-----------------	---------------

K

Key Control	8-54 to 8-56
-------------------	--------------

L

Laundry	1-31 to 1-33
Laundry Officer Post Order	10-50 to 10-52
Law Library	6-36 to 6-40
Library	6-41 to 6-42

M

Mail Clerk/Librarian Post Order	10-53 to 10-56
Main Control Room Operator Post Order	10-57 to 10-58c
Maintenance Facility Specialist Post Order	10-59 to 10-60
Maintenance Shop and Tool Room Specialist Post Order	10-61 to 10-62
Maintenance Supervisor Post Order	10-63 to 10-65
Marchman Detainees	2-110 to 2-116
Medical Officer Post Order	10-66 to 10-67
Medical Receiving Screening Form	2-69 to 2-71
Medical Treatment for Inmates and Staff Injured in an Incident	8-61
Minor Infraction Warning Book	4-35 to 4-38

N

O

Observation of General Population and Special Inmates	8-62 to 8-64
Off-Duty and Extra-Duty Employment	1-71 to 1-73
Officer Down Alarm Response	8-57 to 8-58
Officer Down Test Unit and Monitors	8-59 to 8-60
Operations Commander Post Order	10-68 to 10-72

Index

Operations Secretary/Accreditation Specialist Post Order.....	10-73 to 10-75
Organizational Chart	vi
Out of State Extraditions	2-72 to 2-73

P

Population Count Principals and Procedures	8-65 to 8-72
Preparation of Court Folders	2-74 to 2-78
Procurement Clerk Post Order (DELETED).....	10-76
Programs Services Assistant Director Post Order (DELETED)	10-77
Programs Services Director Post Order	10-78 to 10-80
Programs Services Staff Assistant Post Order	10-81 to 10-83
Property Clerk Post Order	10-84 to 10-85
Public Lobby	1-34 to 1-35

Q

Quality Control Officer Post Order (DELETED)	10-86
---	-------

R

Radio Communications for Transportation Operations	9-3 to 9-5
Receptionist Post Order.....	10-87 to 10-89
Recommittals.....	2-79 to 2-80
Records Assistant Post Order	10-91 to 10-93
Records Director Post Order	10-94 to 10-96
Records Supervisor Post Order	10-97 to 10-98
Recreation.....	6-43 to 6-45
Releasing Information on Arrestees	2-81 to 2-82
Releasing Inmates to Other Agencies	2-83 to 2-84
Releasing Inmates to Probation.....	2-85 to 2-86
Relieving a Post.....	8-74 to 8-75
Religious Programs, Materials, Diets, and Clergy Visits.....	6-46 to 6-49b
Removal of Comfort Items.....	1-36 to 1-39
Reporting for Duty	1-40 to 1-41
Reporting of Serious or Unusual Incidents	8-76 to 8-79
Restraint Chair.....	8-80 to 8-84
Rover (Floor) Post Order.....	10-99 to 10-104
Rover (I/R Holding Cell) Post Order	10-105

Index

S

Safety Rules and Regulations.....	8-85 to 8-87
Search of Inmates and Facility	8-88 to 8-96b
Security and Storage of Inmate Records	2-87 to 2-88
Sexual Abuse/Assault Prevention and Intervention	8-107 to 8-112
Sexually Explicit Material.....	6-50
Shift Lieutenant Post Order.....	10-106 to 10-108
Shift Sergeant Post Order.....	10-109 to 10-113
Sick Bay Officer Post Order.....	10-114 to 10-115
Sick Call	7-7 to 7-8
Site Commander Post Order.....	10-116 to 10-120
Smoking Within the Monroe County Detention Facilities.....	1-42 to 1-43
Special Needs Unit (SNU) Officer.....	10-145 to 10-147
Specialized Training.....	1-44a to 1-44d
Standardization of Paper Log Entries.....	1-45 to 1-51
Standardization of Electronic Logbook Entries	1-79 to 1-91
State Prison Commitments	2-89 to 2-91
Subpoenas for Inmates	2-92
Suicide Prevention.....	7-9 to 7-17
Supplies Daily Operations.....	1-52 to 1-56
Support Services Commander Post Order.....	10-121 to 10-122a
Support Services Secretary/Financial Assistant Post Order.....	10-123 to 10-126

T

Telephone Courtesy.....	1-57
Teletypes	2-93 to 2-95
Touch Screen System Access Codes (DELETED).....	8-97
Transportation of Inmates	9-6 to 9-15
Transportation Officer Post Order.....	10-127 to 10-128
Transportation Supervisor Post Order.....	10-129 to 10-130
Trustees Assigned to Outside Agencies.....	1-58 to 1-59b
Trusty Program Field Supervisor (DOT) Post Order (DELETED).....	10-131
Trusty Work Assignments Criteria and Selection.....	6-51 to 6-56
Types of Releases.....	2-96 to 2-107

U

Unit A Officer Post Order	10-148 to 10-156
Use of Restraints	8-98 to 8-101

Index

V

Vehicle Inspections	9-16
Vehicle Logs	9-17
Victim Notifications	2-117 to 2-120
Vision Statement	vii
V.O.I.C.E. Corrections Program	1-60 to 1-63
V.O.I.C.E. Volunteer Post Order	10-133 to 10-134
Volunteer Orientation Curriculum	1-77 to 1-78
Volunteer Recruitment	1-67
Volunteer Religious Providers	6-61 to 6-62
Volunteers, Programs, and Quarterly Evaluations of All Volunteer Staff, Inmates, and Programs	1-64 to 1-66

W

Warrants Clerk/Supervisor Post Order (DELETED)	10-135
Work Release Program.....	6-57 to 6-58
Work Release Specialist Post Order.....	10-157 to 10-159
Written Directive System	1-68 to 1-70

X

Y

Z