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Introduction to Minimum Standards

The Arizona Jail Standards provide non-binding minimum guidelines, voluntarily adopted by the Arizona Sheriff's Association as a means of:

- Improving the operation, and management of Arizona Jails; and
- Reinforcing and enhancing staff professionalism.

The standards are based on legal requirements, sound corrections practice, and the application of the experience of the Sheriffs and Jail Commanders of the State; however, they are not a substitute for professional judgment and common sense. The standards are most effective if used as a starting point in the development of the counties' jail operations plans and policy and procedures.

The Arizona Jail Standards have been written based on constitutional and statutory requirements. The standards are not, however, intended to establish legal authority. Each Sheriff's Office should involve its County Attorney to review policy, procedures, and practice.

Nothing contained in the "Minimum Standards for Jails in Arizona" shall be construed to prohibit a county agency operating a detention facility from adopting standards and requirements governing its own employees and facilities, provided that such rules meet or exceed and do not conflict with these standards.

Foreword

These standards reflect input received from the Arizona Detention Association serving as representatives of the Arizona Sheriff's Association.

The standards represent a consensus of professional opinion and research of legal requirements, other standards, and management experience. They are considered by those concerned to be the minimum conditions necessary to ensure the safe, efficient, effective, and legal operation of a jail. The standards serve as a basis for evaluating Arizona jails both individually and collectively, and for developing courses of action for needed improvements. They are subject to ongoing revision as legal precedents, existing problems, needs, and capabilities change.

Officials responsible for the management, operation, and funding of adult detention facilities should review these standards as a framework within which to plan and initiate changes necessary to meet contemporary corrections, practices, and requirements.

As per Arizona Revised Statutes, 11-441, paragraph 5, "The Sheriff shall: Take charge of and keep the county jail, including a county jail under the jurisdiction of a county jail district, and the prisoners therein."

Definitions

1. Administrators and Supervisors – Persons who have managerial responsibility for the jail or who supervise employees security assignments or activities in the jail.
2. Administrative Segregation – The act of confining an inmate to an individual housing cell or designated housing unit, that physically separates the inmate from the general population for specified reasons other than a penalty, thereby prohibiting contact between this inmate and the general population.
3. Attorney (of record) – A licensed lawyer (retained or court appointed) whose name appears in the case records or court docket of the case, or whom the inmate has named as his or her attorney.
4. Average Daily Population (ADP) – The number arrived at by totaling the number of meals served inmates during a specified period of time, divided by three or the sum of daily official inmate counts by the total number of days in the specified period.
5. Body Cavity Search – An inspection by qualified medical personnel of the anal or vaginal cavity of a person that is conducted visually, manually, by means of any instrument, apparatus or object, or in any other manner while the person is detained or confined.
6. Certification – The process by which a jurisdiction is officially acknowledged as operating a detention facility that is in compliance with the Minimum Standards for Jails in Arizona.
7. Classification – A system or process for determining the needs and requirements of inmates and for assigning them to housing units and programs. Elements of this determination include the following: security level; work assignments; special treatment services; allowance or denial of certain privileges; and other assignment as may be available.

8. Clergy – A clergyperson or minister from a recognized religious community outside the jail who is the spiritual leader for a particular inmate.
9. Contraband – Anything possessed by inmates or within the confinement facility which is declared illegal by law or which is expressly prohibited by those legally charged with the responsibility for the administration and government of the jail.
10. Corporal Punishment – The act of inflicting punishment directly on the body, such as beating, flogging, hitting, kicking, etc.
11. Disciplinary Isolation – The act of confining an inmate to an individual housing cell that physically separates the prisoner from the general population as a penalty, thereby prohibiting physical contact between the inmate and other inmates.
12. Emergency Operations Plan – Written documents that address specific actions to be taken in an emergency or catastrophe such as fire, flood, riot or other major disruption.
13. Fire Exit Drill – A practice drill that includes transmission of a fire alarm signal and simulation of emergency fire conditions that is conducted to familiarize jail personnel with the signals and emergency action required under varied conditions. Release of inmates to safe areas or the exterior of buildings is not required.
14. Frisk Search – A thorough search or “pat down” of an inmate’s clothes, body, and head, while the inmate is still clothed.
15. Fundamental Rights – Rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all inmates except in times of emergency or other such conditions beyond the control of the facility administrators. Such rights may include access to the courts, adequate food/nutrition, adequate lighting, adequate ventilation, temperature control, sanitation, medical care and access to a grievance mechanism.

16. General Population – Those inmates who have not been able to secure release within a reasonable time period after their initial booking and who are therefore classified and housed in areas which are not designated for temporary holding or temporary special housing.
17. Grievance Procedure – A method by which inmates may formally address complaints to the facility administration.
18. Health-Trained Personnel – Members of the jail staff that are trained in limited aspects of health care, including detention personnel and other personnel approved by the jail physician.
19. Holding Cell – a cell designed for the temporary holding of inmates.
20. Inmate Worker (trustee) – The classification of inmates who are given work assignments based upon a determination that they present a low security risk.
21. Impartial Hearing Officer – A staff person who is not involved or witness in the incident in question and who is empowered to determine issues of fact in an inmate disciplinary hearing.
22. Indigent Inmate – An inmate confirmed to have insufficient resources necessary to provide for basic needs.
23. Jail Support Staff – Those persons whose job functions does not reflect a primary responsibility for the security and/or supervision of inmates.
24. Juvenile – Offenders under the age of eighteen.
25. Key Control Center – A secure location inaccessible to unauthorized persons from whom facility keys are issued/returned.
26. Legal Correspondence – Mail addressed to or from an inmate clearly bearing the address of an attorney at law, a public defender, a law school legal clinic, court of law, or any office or

official of the federal, state or local government and administrators or grievance systems and members of the adult probation authority.

27. Life Safety Code – A handbook published by the National Fire Protection Association specifying minimum standards for fire safety in correctional facilities.
28. Major Renovation – A significant structural or design change in the physical plant of a jail facility.
29. May – Permissive or optional.
30. Official Count – An actual counting and recording of inmates confined in a facility by verifying the presence of each at a given time.
31. Permanent Log – A record of all significant activities that take place during the course of a day.
32. Personal Observation Check – A visual check by jail staff who observes inmates and their immediate surroundings without the use of mechanical or electronic, visual or audio monitoring equipment. This check is performed in such a manner that allows the observing staff to visibly identify the health, safety and security status of the inmates and permits immediate personal interaction or response to any situation.
33. Physical Force – Any violence, compulsion or constraint physically exerted upon or against a person's body by any means including the use of firearms, chemical agents, clubs or direct bodily contact.
34. Policy – A statement that reflects the philosophy of the organization, and defines the purpose for which the action is taken.
35. Privileges – Items or programs that may be temporarily suspended for disciplinary or classification reasons and which are generally provided to all inmates. Privileges may include

- access to entertainment, commissary, visits by friends, telephone calls to friends or family, snacks, dayroom access and program access.
36. Procedure – Provides a detailed description of how a policy is to be accomplished detailing the steps to be taken, the order in which they will be carried out, and by whom.
 37. Qualified Health Care Personnel – Physicians, dentists, nurses, nurse practitioners, physician assistants, psychiatrists, psychologists, psychiatric social workers, paramedics, emergency medical technicians, and others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for the health needs of inmates.
 38. Qualified Mental Health Personnel – Physicians, physician assistants, nurse practitioners, nurses, psychiatrists, psychologists, psychiatric social workers, and others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for the mental health needs of inmates.
 39. Qualified Nutritionist or Dietician – A person registered or eligible for registration by the American Dietetic Association, or has documented equivalency in education, training or experience.
 40. Reception – The period, during which an inmate undergoes admission processing, this may include orientation and initial classification prior to regular housing assignment.
 41. Recreation/Physical Exercise – Activities such as athletics and calisthenics which require at least a moderate degree of physical exertion.
 42. Restraining Device – Any mechanical contrivance, appliance, or object designed or fashioned to physically control or incapacitate a person. These include wrist manacles, ankle

manacles, restraining straps, chains, chairs and other such devices.

43. Safety Equipment – Firefighting equipment, including chemical extinguishers; hoses, nozzles and water supplies; alarm systems; sprinkler systems; self-contained breathing apparatus; emergency exits and fire escapes; and other firefighting equipment as may be provided. Also included are stretchers; first-aid kits; emergency alarms; and other such provisions and equipment.
44. Security Control Equipment/Devices – Firearms, weapons, lethal and non-lethal munitions, use of force devices, chemical agents and restraints. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supply, and other equipment used to maintain jail security.
45. Security Perimeter – A secure boundary which encloses the entire portion of the facility in which inmates are confined, including any area to which inmates may have access. Passage through this boundary must be strictly controlled.
46. Security Post – A location from which a staff person may perform jail duties.
47. Segregation (separation) – Whenever possible, to be physically set apart in order to prohibit bodily contact and, where possible, communication.
48. Shall – Mandatory and required for compliance.
49. Should – Recommended but not required for compliance.
50. Sick Call – A system through which each inmate reports and receives individualized and appropriate medical services for non-emergency illness or injury.
51. Strip Search – An inspection of the genitalia, buttocks, breasts, or undergarments of a person that is preceded by the removal

- or rearrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts, or undergarments and that is conducted visually, by means of any instrument, apparatus, or object, or in any other manner while the person is detained or confined.
52. Surveillance Check – A monitoring check of inmates, inmate occupied areas, inmate accessible areas and other jail areas by jail staff using electronic or mechanical, visual or audio monitoring equipment or by remote position of the monitoring staff.
 53. Therapeutic Seclusion – The placement and retention by qualified personnel of an inmate in a room for the purpose of containing a clinical situation (e.g., extreme agitation, threatening or assaultive behavior) that may result in a state of emergency.
 54. Variance – The process of receiving approval for a method of complying with the intent of a standard when strict compliance would cause unusual, practical difficulties or financial hardship. The alternative practice must not seriously affect the security of the facility, the supervision of inmates, or the safe healthful operation of the facility.
 55. Work or Education Release – A formal arrangement, sanctioned by law, whereby an inmate is permitted to leave confinement for approved employment in a job and/or participation in specific programs.

Arizona Revised Statutes

13-105. Definitions

In this title, unless the context otherwise requires:

1. "Act" means a bodily movement.
2. "Benefit" means anything of value or advantage, present or prospective.
3. "Calendar year" means three hundred sixty-five days actual time served without release, suspension or commutation of sentence, probation, pardon or parole, work furlough or release from confinement on any other basis.
4. "Community supervision" means that portion of a felony sentence imposed by the court pursuant to section 13-603, subsection I and served in the community after completing a period of imprisonment or served in prison in accordance with section 41-1604.07.
5. "Conduct" means an act or omission and its accompanying culpable mental state.
6. "Crime" means a misdemeanor or a felony.
7. "Criminal street gang" means an ongoing formal or informal association of persons whose members or associates individually or collectively engage in the commission, attempted commission, facilitation or solicitation of any felony act and who has at least one individual who is a criminal street gang member.
8. "Criminal street gang member" means an individual to whom two of the following seven criteria that indicate criminal street gang membership apply:
 - a. Self-proclamation.
 - b. Witness testimony or official statement.
 - c. Written or electronic correspondence.

- d. Paraphernalia or photographs.
 - e. Tattoos.
 - f. Clothing or colors.
 - g. Any other indicia of street gang membership.
9. "Culpable mental state" means intentionally, knowingly, recklessly or with criminal negligence as those terms are thusly defined:
- a. "Intentionally" or "with the intent to" means, with respect to a result or to conduct described by a statute defining an offense, that a person's objective is to cause that result or to engage in that conduct.
 - b. "Knowingly" means, with respect to conduct or to a circumstance described by a statute defining an offense, that a person is aware or believes that his or her conduct is of that nature or that the circumstance exists. It does not require any knowledge of the unlawfulness of the act or omission.
 - c. "Recklessly" means, with respect to a result or to a circumstance described by a statute defining an offense, that a person is aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or that the circumstance exists. The risk must be of such nature and degree that disregard of such risk constitutes a gross deviation from the standard of conduct that a reasonable person would observe in the situation. A person who creates such a risk but is unaware of such risk solely by reason of voluntary intoxication also acts recklessly with respect to such risk.
 - d. "Criminal negligence" means, with respect to a result or to a circumstance described by a statute defining an offense, that a person fails to perceive a substantial and unjustifiable risk that the result will occur or that the circumstance exists. The risk must

be of such nature and degree that the failure to perceive it constitutes a gross deviation from the standard of care that a reasonable person would observe in the situation.

10. "Dangerous drug" means dangerous drug as defined by section 13-3401.
11. "Dangerous instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
12. "Deadly physical force" means force which is used with the purpose of causing death or serious physical injury or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.
13. "Deadly weapon" means anything designed for lethal use. The term includes a firearm.
14. "Economic loss" means any loss incurred by a person as a result of the commission of an offense. Economic loss includes lost interest, lost earnings and other losses which would not have been incurred but for the offense. Economic loss does not include losses incurred by the convicted person, damages for pain and suffering, punitive damages or consequential damages.
15. "Enterprise" includes any corporation, association, labor union or other legal entity.
16. "Felony" means an offense for which a sentence to a term of imprisonment in the custody of the state department of corrections is authorized by any law of this state.
17. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to or may readily be converted to expel a projectile by

- the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.
18. "Government" means the state, any political subdivision of the state or any department, agency, board, commission, institution or governmental instrumentality of or within the state or political subdivision.
 19. "Government function" means any activity which a public servant is legally authorized to undertake on behalf of a government.
 20. "Intoxication" means any mental or physical incapacity resulting from use of drugs, toxic vapors or intoxicating liquors.
 21. "Misdemeanor" means an offense for which a sentence to a term of imprisonment other than to the custody of the state department of corrections is authorized by any law of this state.
 22. "Narcotic drug" means narcotic drugs as defined by section 13-3401.
 23. "Offense" or "public offense" means conduct for which a sentence to a term of imprisonment or of a fine is provided by any law of the state in which it occurred or by any law, regulation or ordinance of a political subdivision of that state and, if the act occurred in a state other than this state, it would be so punishable under the laws, regulations or ordinances of this state or of a political subdivision of this state if the act had occurred in this state.
 24. "Omission" means the failure to perform an act as to which a duty of performance is imposed by law.
 25. "Peace officer" means any person vested by law with a duty to maintain public order and make arrests.
 26. "Person" means a human being and, as the context requires, an enterprise, a public or private corporation, an unincorporated association, a partnership, a firm, a society, a government, a

- governmental authority or an individual or entity capable of holding a legal or beneficial interest in property.
27. "Petty offense" means an offense for which a sentence of a fine only is authorized by law.
 28. "Physical force" means force used upon or directed toward the body of another person and includes confinement, but does not include deadly physical force.
 29. "Physical injury" means the impairment of physical condition.
 30. "Possess" means knowingly to have physical possession or otherwise to exercise dominion or control over property.
 31. "Possession" means a voluntary act if the defendant knowingly exercised dominion or control over property.
 32. "Property" means anything of value, tangible or intangible.
 33. "Public servant" means any officer or employee of any branch of government, whether elected, appointed or otherwise employed, including a peace officer, and any person participating as advisor, consultant or otherwise in performing a governmental function. The term does not include jurors or witnesses. Public servant includes those who have been elected, appointed, employed or designated to become a public servant although not yet occupying that position.
 34. "Serious physical injury" includes physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.
 35. "Unlawful" means contrary to law or, where the context so requires, not permitted by law.
 36. "Vehicle" means a device in, upon or by which any person or property is or may be transported or drawn upon a highway,

waterway or airway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

37. "Voluntary act" means a bodily movement performed consciously and as a result of effort and determination.
38. "Voluntary intoxication" means intoxication caused by the knowing use of drugs, toxic vapors or intoxicating liquors by a person, the tendency of which to cause intoxication the person knows or ought to know, unless the person introduces them pursuant to medical advice or under such duress as would afford a defense to an offense.

11-441. Powers and duties

A. The sheriff shall:

1. Preserve the peace.
2. Arrest and take before the nearest magistrate for examination all persons who attempt to commit or who have committed a public offense.
3. Prevent and suppress all affrays, breaches of the peace, riots and insurrections which may come to the knowledge of the sheriff.
4. Attend all courts, except justice and police courts, when an element of danger is anticipated and attendance is requested by the presiding judge, and obey lawful orders and directions issued by the judge.
5. Take charge of and keep the county jail, including a county jail under the jurisdiction of a county jail district, and the prisoners therein.
6. Endorse upon all process and notices the year, month, day, hour and minute of reception, and issue to the person delivering it, on payment of fees, a certificate showing the names of the parties, title of paper and time of reception.

7. Serve process and notices in the manner prescribed by law and certify under the sheriff's hand upon the process or notices the manner and time of service, or if the sheriff fails to make service, the reasons for failure, and return them without delay. When returnable to another county, the sheriff may enclose such process or notices in an envelope, addressed to the officer from whom received, and deposit it postage prepaid in the post office. The return of the sheriff is prima facie evidence of the facts stated in the return.
 8. Secure, as soon as possible, the home of a deceased person located outside the boundaries of an incorporated city or town if the sheriff is unable to determine or locate the heirs or executor of the deceased person.
- B. The sheriff may in the execution of the duties prescribed in subsection A, paragraphs 1 through 4 command the aid of as many inhabitants of the county as the sheriff deems necessary.
 - C. The sheriff shall conduct or coordinate within the county search or rescue operations involving the life or health of any person, or may assist in such operations in another county at the request of that county's sheriff, and may request assistance from any persons or agencies in the fulfillment of duties under this subsection.
 - D. The sheriff may, in the execution of the duties prescribed in this section, request the aid of volunteer posse and reserve organizations located in the county.
 - E. The sheriff may assist in the execution of the duties prescribed in this section in another county at the request of that county's sheriff.
 - F. The sheriff may require any prisoner who is on work release to reimburse the county for reasonable expenses incurred in connection with the release.

31-121. Duty of sheriff to receive and provide for prisoners; contracts for furnishing food; city or town prisoners; employment; canteens; special services fund; insurance; education programs

1. The sheriff shall receive all persons who are committed to jail by competent authority and provide them with necessary food, clothing and bedding, the cost of which shall be a county charge or, if a county jail district has been established, a charge of the district, except as otherwise provided by law.
2. Notwithstanding subsection A of this section, the sheriff may establish procedures to recover from the inmate the cost of providing the inmate with necessary food. The cost to the inmate shall not exceed two dollars per day. All meal costs recovered from the inmate shall be used for meal preparation or to improve meal quality.
3. The county board of supervisors or board of directors of a county jail district may enter into contracts for furnishing food for persons who are confined in the county jail, but a contract shall not be made for a period longer than one year.
4. A person who is arrested by a peace officer employed by a city or town and who is charged in a municipal court as defined in section 22-401 may be housed in a county jail. The costs of this incarceration shall be paid by the city or town that established the municipal court in which the charges are to be filed. A person who is convicted in a municipal court may be sentenced to a county jail. The costs of this incarceration shall be paid by the city or town that established the municipal court in which the sentence was rendered. A person who is arrested by a peace officer employed by a city or town and who is charged in the superior court or a justice court may be housed in a county jail. The costs of this incarceration are a county expense. Two or more cities, towns or counties may enter into agreements with one another for joint or cooperative action pursuant to section 11-952.

5. Notwithstanding subsection D of this section, the cost for providing for prisoners committed to the county jail by competent authority of the county or any political subdivision in the county shall be borne by the county jail district in any county in which such district, pursuant to title 48, chapter 25, is established and operating.
6. Any prisoner who is accepted by the county jail may be employed as provided by section 31-141.
7. At the discretion of the board of supervisors or board of directors of a county jail district, the sheriff may maintain a canteen pursuant to this subsection at any jail facility under the sheriff's jurisdiction to sell to confined persons toilet articles, candy, tobacco products, notions and other sundries and may provide the necessary facilities, equipment, personnel and merchandise. The sheriff shall specify the commodities to be sold in the canteen. The sheriff shall fix the prices of the commodities at such amounts as will, as far as possible, render each canteen self-supporting.
8. A special services fund is established in the office of the county treasurer. The sheriff shall deposit any canteen and charge-a-call telephone profits, if such become available, in the special services fund. All profits resulting from inmate services shall also be deposited in the special services fund. The board of supervisors may insure against the damage or loss of canteen materials, supplies and equipment that are owned by the county jail facility.
9. The sheriff shall hold in trust all special services fund monies for the benefit and welfare of inmates. These monies may be used for the education and welfare of inmates, including the establishment, maintenance and purchase of items for resale and other necessary expenses incurred in operating the canteens.
10. The county board of supervisors or board of directors of a county jail district may authorize a biennial audit of the canteen operations at any jail facility referred to in this section. At the

end of each intervening fiscal year, the jail administration shall prepare a statement of operations. At least one copy of any audit report or statement of operations shall be posted both at the canteen and for inmates at designated areas.

11. Each county that operates a county jail shall offer an education program to serve all prisoners who are under eighteen years of age and prisoners who are pupils with disabilities, who are twenty-one years of age or younger and who are confined in the county jail. The county sheriff and the county school superintendent shall agree on the method of delivery of the education program.
12. This section does not prohibit a city or town from recovering incarceration costs pursuant to section 13-804.01.

11-459. Prisoner work, community service work and home detention program; eligibility; monitoring; procedures; home detention for persons sentenced for driving under the influence of alcohol or drugs; community service work committee; members; duties

1. The sheriff may establish a prisoner work, community service work and home detention program for eligible sentenced prisoners which shall be treated the same as confinement in jail and shall fulfill the sheriff's duty to take charge of and keep the county jail and prisoners.
2. A prisoner is not eligible for a prisoner work, community service work and home detention program if any of the following is applicable:
 - a. After independent review and determination of the jail's classification program, the prisoner is found by the sheriff to constitute a risk to either himself or other members of the community.
 - b. The prisoner has a past history of violent behavior.

- c. The prisoner has been convicted of a serious offense as defined by section 13-604 or has been determined to be a dangerous and repetitive offender.
 - d. Jail time is being served as a result of a felony conviction.
 - e. The sentencing judge states at the time of the sentence that the prisoner may not be eligible for a prisoner work, community service work and home detention program.
 - f. The prisoner is sentenced to a county jail and is being held for another jurisdiction.
3. For prisoners selected for the program the sheriff may require electronic monitoring in the prisoner's home whenever the prisoner is not at his regular place of employment or while the prisoner is assigned to a community work task. If electronic monitoring is required, the prisoner shall remain under the control of a home detention device which constantly monitors the prisoner's location in order to determine that the prisoner has not left his premises. In all other cases, the sheriff shall implement a system of monitoring using visitation, telephone contact or other appropriate methods to assure compliance with the home detention requirements. The sheriff may place appropriate restrictions on prisoners in the program including testing prisoners for consumption of alcoholic beverages or drugs or prohibiting association with individuals determined to be detrimental to the prisoner's successful participation in the program.
4. If a prisoner is required to be placed on electronic monitoring pursuant to subsection C of this section, the prisoner shall pay an electronic monitoring fee in an amount ranging from zero to full cost and thirty dollars per month while on electronic monitoring, unless, after determining the inability of the prisoner to pay these fees, the sheriff assesses a lesser fee. The fees collected shall be used by the sheriff to offset operational costs of the program.
5. Prisoners selected for the home detention program shall be employed in the county in which they are incarcerated. The

- sheriff shall review the place of employment to determine whether it is appropriate for a home detention prisoner. If the prisoner is terminated from employment or does not come to work, the employer shall notify the sheriff's office. Alternatively, or in addition, a community service work assignment may be made by the sheriff to a program recommended to the sheriff by the community service work committee. If a prisoner is incapable of performing community service or being employed, the sheriff may exempt the prisoner from these programs.
6. The sheriff may require that a prisoner who is employed during the week also participate in community service work programs on weekends.
 7. The sheriff may allow prisoners to be away from home detention for special purposes including church attendance, medical appointments or funerals. The standard for review and determination of such leave is the same as that implemented to decide transportation requests for similar purposes made by prisoners confined in the county jail.
 8. Community service work shall include public works projects operated and supervised by public agencies of this state or counties, cities or towns on recommendation of the community service work committee and approval of the sheriff. The community service work committee may also recommend and the sheriff may approve other forms of community service work sponsored and supervised by public or private community oriented organizations and agencies.
 9. The community service work committee is established in each county and is composed of two designees of the sheriff, a representative of the county attorney's office selected by the county attorney, a representative of a local police agency selected by the police chief of the largest city in the county and three persons selected by the county board of supervisors from the private sector. A sheriff's designee shall serve as committee chairman and schedule all meetings. The committee shall meet as often as necessary, but no less than once every three months, for the purpose of considering and recommending

appropriate community service work projects for home detention prisoners. The committee shall make its recommendations to the sheriff. Members are not eligible to receive compensation.

10. At any time the sheriff may terminate a prisoner's participation in the prisoner work, community service work and home detention program and require that the prisoner complete the remaining term of the prisoner's sentence in jail confinement.
11. If authorized by the court, a person sentenced pursuant to section 28-1381 or 28-1382 shall not be placed under home detention in a prisoner work, community service work and home detention program except as provided in subsections L through Q of this section.
12. By a majority vote of the full membership of the board of supervisors after a public hearing and a finding of necessity a county may authorize the sheriff to establish a home detention program for persons sentenced to jail confinement pursuant to section 28-1381 or 28-1382. If the board authorized the establishment of a home detention program, a county sheriff may establish the program. A prisoner placed under the program established pursuant to this subsection shall bear the cost of all testing, monitoring and enrollment in alcohol or substance abuse programs unless, after determining the inability of the prisoner to pay the cost, the court assesses a lesser amount. The county shall use the collected monies to offset operational costs of the program.
13. If a county sheriff establishes a home detention program under subsection L of this section, a prisoner must meet the following eligibility requirements for the program:
 - a. The provisions of subsection B of this section apply in determining eligibility for the program.
 - b. If the prisoner is sentenced under section 28-1381, subsection I, the prisoner first serves a minimum of twenty-four consecutive hours in jail.

- c. Notwithstanding section 28-1387, subsection C, if the prisoner is sentenced under section 28-1381, subsection K or section 28-1382, subsection D or F, the prisoner first serves a minimum of fifteen consecutive days in jail before being placed under home detention.
 - d. The prisoner is required to comply with all of the following requirements for the duration of the prisoner's participation in the home detention program:
 - 1. All of the provisions of sub sections C through H of this section.
 - 2. Testing at least once a day for the use of alcoholic beverages or drugs by a scientific method that is not limited to urinalysis or a breath or intoxication test in the prisoner's home or at the office of a person designated by the court to conduct these tests.
 - 3. Participation in an alcohol or drug program, or both. These programs shall be accredited by the department of health services or a county probation department.
 - 4. Prohibition of association with any individual determined to be detrimental to the prisoner's successful participation in the program.
 - 5. All other provisions of the sentence imposed.
 - e. Any additional eligibility criteria that the county may impose.
14. If a county sheriff establishes a home detention program under subsection L of this section, the court, on placing the prisoner in the program, shall require electronic monitoring in the prisoner's home and, if consecutive hours of jail time are ordered, shall require the prisoner to remain at home during the consecutive hours ordered. The detention device shall constantly monitor the prisoner's location to ensure that the prisoner does not leave the premises. Nothing in this subsection shall be deemed

to waive the minimum jail confinement requirements under subsection M, paragraph 2 of this section.

15. The court shall terminate a prisoner's participation in the home detention program and shall require the prisoner to complete the remaining term of the jail sentence by jail confinement if either:
 - a. The prisoner fails to successfully complete a court ordered alcohol or drug screening, counseling, education and treatment program pursuant to subsection M, paragraph 4, subdivision (c) of this section, section 28-1381, subsection J or L or section 28-1382, subsection E or G.
 - b. The prisoner leaves the premises during a time that the prisoner is ordered to be on the premises without permission of the court or supervising authority.
16. At any other time the court may terminate a prisoner's participation in the home detention program and require the prisoner to complete the remaining term of the jail sentence by jail confinement.
17. The sheriff may terminate the program at any time.
18. A person sentenced pursuant to section 28-1383 shall not be placed under home detention in a prisoner work, community service work and home detention program.

11-459.01. County prisoner complaints to entities; procedure

1. If a county operates a facility that provides medical and health services to inmates and the facility has been accredited by the national commission on correctional health care or the American correctional association, the board of supervisors of that county may require that a prisoner under the supervision of the county sheriff's office exhaust all internal grievance procedures before filing a complaint with any regulatory entity regulating health professions as defined in section 32-3101.

2. If a prisoner files a complaint with an entity pursuant to subsection A of this section, the prisoner shall attach a copy of the county sheriff's office final grievance response to the complaint.

31-162. Inmate health services fund; audit

1. The inmate health services fund is established in each county treasury consisting of monies received pursuant to section 31-161. The sheriff shall administer the fund.
2. The board of supervisors shall approve the use of fund monies to administer or provide health services to persons in the care of the sheriff.
3. The county board of supervisors or the board of directors of a county jail district shall authorize an annual audit or financial review of the inmate health services fund.

31-122. Receiving and keeping federal prisoners

1. The sheriff may receive and keep in the county jail any prisoner committed thereto by process or order issued under the authority of the United States until the prisoner is discharged according to law as if he had been committed under process issued under the authority of the state. Provisions shall be made by the United States for the support of such a prisoner.
2. A sheriff to whose custody a prisoner is so committed is answerable in the courts of the United States for the safekeeping of the prisoner, according to the laws thereof.

13-4075. Removal of prisoner to attend as witness; procedure; duty of sheriff

1. When the testimony of a material witness for the state or for defendant is required in a criminal action before a court of record, and the witness is a prisoner in the state prison, or a jail, an order for his temporary removal from such prison or jail, and for his production before the court, may be made by the court in which the action is pending, or by the judge thereof. If

the prison or jail is without the county in which the application is made, the order shall be made only upon the affidavit of the attorney for the state or for defendant, showing that the testimony is material and necessary. The granting of the order is in the discretion of the court or judge.

2. The order provided in subsection A of this section shall be executed by the sheriff of the county in which it is made, who shall bring the prisoner before the court, safely keep him and, when he is no longer required as a witness, return him to the prison or jail from which he was taken.

22-355. Sentence of imprisonment; authority to enforce

1. When a sentence of imprisonment is recorded, it shall state the date imprisonment is to begin, and a certified copy of the sentence shall be delivered to the sheriff, marshal or other officer, and shall be a sufficient warrant for execution of the sentence.

31-141. Enforcement of sentence imposing hard labor; employment of prisoners; definition

1. If a person is sentenced to serve a certain number of days in a county jail, the court imposing the sentence may order, in addition to any other sentence authorized by law, that the defendant be kept at hard labor during the term of the sentence, or for any part of such sentence.
2. When a person is sentenced to hard labor, the sheriff shall cause the prisoner to be kept constantly engaged in labor during every day, Sunday excepted. The sheriff may work such prisoners either inside or outside the jail.
3. The sheriff may require prisoners who have been sentenced to imprisonment in the county jail to perform such labor as he deems necessary, even if the prisoner was not sentenced to hard labor.

4. Prisoner who is held awaiting trial or sentencing and who consents in writing to perform labor may perform such labor as the sheriff determines is appropriate.
5. For purposes of this section, "hard labor" includes only labor skills that are within the ability of the prisoner.
6. Notwithstanding any other law, no prisoner given a work assignment or required to perform any labor under this section shall be considered an employee or to be employed by the county or the sheriff, regardless of whether the prisoner is compensated or not, nor shall an employee-employer relationship exist between the prisoner and the county or sheriff for any purpose and none of the rights or privileges otherwise accorded to employees by law shall accrue to such prisoners.

31-131. Operation of inmate industry program; special services fund; application of earnings

1. On approval of the county board of supervisors, the sheriff may operate an inmate industry program and for that purpose may employ personnel, purchase equipment and incur other necessary expenses for the operation and management of the program, making payment therefore through the use of monies in the special services fund established pursuant to section 31-121 and proceeds derived from the inmate industry program, or the sheriff may contract with private or public institutions within or without this state to operate an inmate industry program.
2. Any monies received in the operation of an inmate industry program shall be transmitted to the county treasurer for deposit in the special services fund. Monies deposited in the special services fund may be withdrawn by the sheriff for the operation of the inmate industry program. The special services fund is a continuing fund not subject to reversion.
3. Monies in the special services fund may be expended to pay the wages or salaries of prisoners who are sentenced to imprisonment in a county jail and who participate in the inmate industry program. The monies earned by a prisoner shall be

expended monthly by the prisoner for the following purposes in the order specified:

- a. If a court has ordered the prisoner to pay restitution pursuant to section 13-603, thirty per cent for the court ordered restitution.
 - b. Not less than thirty per cent, but not more than fifty per cent for the room and board costs of maintaining the prisoner at the county jail facility.
 - c. Thirty per cent for the support of the dependents of the prisoner, if any.
4. Any monies not expended by the prisoner for the purposes prescribed in subsection C of this section shall be paid to the prisoner on discharge.
 5. Any monies generated by the operation of an inmate industry program shall not be included under county expenditure limitations established pursuant to article IX, section 20, Constitution of Arizona.
 6. Except for monies in the special services fund, no funds from any other source shall be used for the operation of the inmate industry program.
 7. The county board of supervisors may authorize an annual audit of the inmate industry program. At the end of each fiscal year, the sheriff shall prepare a financial statement of operations of the county jail inmate industry program and shall submit a copy to the county board of supervisors.

31-125. Duty of sheriff to deliver judicial papers to prisoner

1. When a paper in a judicial proceeding is directed to a prisoner in the custody of a sheriff and is served upon the sheriff, he shall forthwith deliver it to the prisoner with a notation thereon of the time of service. If the sheriff neglects to do so he is liable to the prisoner for damages occasioned thereby.

31-105. Designation of jail in contiguous county; revocation of designation

1. If there is no jail in the county, or when a jail becomes unfit or unsafe for confinement of prisoners, the judge of the superior court may, by written order filed with the clerk of the court, designate the jail of a contiguous county for confinement of prisoners at the expense of the county or the county jail district from which they are transferred, and may at any time modify or annul the order.
2. A copy of the order, certified by the clerk of the court, shall be served on the sheriff or keeper of the jail designated, who shall receive all prisoners authorized to be confined in such jail, and who shall have the same responsibility for safekeeping the prisoners transferred as if he were sheriff of the county for whose use the jail is designated, and with respect to the prisoners so committed, he shall be deemed sheriff of the county from which they were removed.
3. When the jail in the county is made fit and safe for confinement of prisoners, the judge of the superior court in that county shall, by written order of revocation filed with the clerk of the court, declare that the necessity for the designation of another jail is terminated and that the prior order is revoked. The clerk of the superior court shall immediately serve a copy of the order of revocation upon the sheriff of the county where the prisoners are confined, who shall thereupon remove the prisoners to the jail of the county or county jail district from which they were removed. The cost of confining a prisoner from another county shall be the same as the average rate established by the confining county for prisoners held pursuant to section 31-121.

31-101. Common jails; duty of sheriff; use of jails

1. The common jails in the several counties and county jails under the jurisdiction of county jail districts shall be kept by the sheriffs of the counties in which they are respectively located. The jails shall be used for detention of persons committed to them in accordance with the provisions set forth in this chapter.

The cost of housing the persons committed to common jails by the city or county shall be paid pursuant to section 31-121, subsection D or E.

26-1058. Execution of confinement

1. A sentence of confinement adjudged by a military court, whether or not the sentence includes discharge or dismissal, and whether or not the discharge or dismissal has been executed, may be carried into execution by confinement in any place of confinement under the control of any of the forces of the national guard or in any jail, penitentiary or prison. Persons confined in a jail, penitentiary or prison are subject to the same discipline and treatment as persons confined or committed to the jail, penitentiary or prison by the courts of this state or of any political subdivision.
2. The omission of the words "hard labor" from any sentence or punishment of a court-martial adjudging confinement does not deprive the authority executing that sentence or punishment of the power to require hard labor as a part of the punishment.
3. The keepers, officers and wardens of city or county jails and of other jails, penitentiaries or prisons designated by the governor shall receive persons ordered into confinement before trial and persons committed to confinement by a military court and shall confine them according to law. A keeper, officer or warden shall not require payment of any fee or charge for receiving or confining a person. Confinement orders shall be signed by trial counsel.

48-4003. Functional powers and duties

1. A county jail district with the concurrence of the sheriff may enter into intergovernmental agreements with the United States, this state, any county, incorporated cities and towns and any other governmental entity to maintain and operate jails and juvenile detention facilities for the governmental entity or another county or county jail district for joint or cooperative construction, maintenance and operation of jail facilities and juvenile detention facilities.

2. Notwithstanding section 31-121 or any other provision of law, the district shall receive all persons committed to jail or juvenile detention by competent authority of the county or any political subdivision in the district. The cost of providing for such prisoners or detainees is a charge of the district.

48-4001. Establishment of district

1. The board of supervisors of a county may adopt a resolution to establish a county jail district in the county for the purpose of acquiring, constructing, operating, maintaining and financing county jails and jail systems and juvenile detention facilities, but only if the inclusion of juvenile detention facilities is jointly requested by the sheriff and the presiding judge of the juvenile court and the board of supervisors finds that the public interest, convenience and necessity will be served by including juvenile detention facilities, as provided by this chapter. The district shall be established on voter approval of a property tax or excise tax pursuant to section 48-4021.
2. The resolution shall set a date for a hearing on the resolution, not less than twenty-one nor more than forty days from the date of the resolution. The notice of the hearing shall be published once each week for at least three consecutive weeks before the hearing in a newspaper of general circulation in the county and shall be posted at least three weeks before the hearing in at least three public places in the county. The board shall meet at the time and place fixed for the hearing. At the hearing the board shall hear all persons who wish to appear in favor of or against establishment of the district.
3. If, after the hearing, it appears to the board that the public interest, convenience and necessity will be served by establishing the district, the board shall declare its findings and order the formation of the county jail district under a designated corporate name contingent on approval of a property tax or excise tax pursuant to section 48-4021. The board shall file a certified copy of the proceedings with the county recorder.

4. The board of supervisors may pay the necessary costs incurred in connection with the formation of the district from any monies available for that purpose.
5. The district includes the incorporated and unincorporated areas of the county.

41-2401. Criminal justice enhancement fund

1. The criminal justice enhancement fund is established consisting of monies collected pursuant to section 12-116.01 and monies available from any other source. The state treasurer shall administer the fund.
2. On or before November 1 of each year, each department, agency or office that receives monies pursuant to this section shall provide to the Arizona criminal justice commission a report for the preceding fiscal year. The report shall be in a form prescribed by the Arizona criminal justice commission and shall be reviewed by the director of the joint legislative budget committee. The report shall set forth the sources of all monies and all expenditures. The report shall not include any identifying information about specific investigations.
3. On or before December 1 of each year, the Arizona criminal justice commission shall compile all reports into a single comprehensive report and shall submit a copy of the comprehensive report to the governor, the president of the senate, the speaker of the house of representatives and the director of the joint legislative budget committee.
4. On the first day of each month, the state treasurer shall distribute or deposit:
 - a. 6.46 per cent in the Arizona automated fingerprint identification system fund established by section 41-2414.
 - b. 1.61 per cent to the department of juvenile corrections for the treatment and rehabilitation of youth who have committed drug-related offenses.

- c. 16.64 per cent in the peace officers' training fund established by section 41-1825.
- d. 3.03 per cent in the prosecuting attorneys' advisory council training fund established by section 41-1830.03.
- e. 9.35 per cent to the supreme court for the purpose of reducing juvenile crime.
- f. 8.56 per cent to the department of public safety. Fifteen per cent of the monies shall be allocated for deposit in the Arizona deoxyribonucleic acid identification system fund established by section 41-2419. Eighty-five per cent of the monies shall be allocated to state and local law enforcement authorities for the following purposes:
 - 1. To enhance projects that are designed to prevent residential and commercial burglaries, to control street crime, including the activities of criminal street gangs, and to locate missing children.
 - 2. To provide support to the Arizona automated fingerprint identification system.
 - 3. Operational costs of the criminal justice information system.
- g. 9.35 per cent to the department of law for allocation to county attorneys for the purpose of enhancing prosecutorial efforts.
- h. 6.02 per cent to the supreme court for the purpose of enhancing the ability of the courts to process criminal and delinquency cases, orders of protection, injunctions against harassment and any proceeding relating to domestic violence matters, for auditing and investigating persons or entities licensed or certified by the supreme court and for processing judicial discipline cases. Notwithstanding section 12-143, subsection A, the salary of superior court judges pro tempore who are appointed for the purposes provided in this paragraph shall, and the

salary of other superior court judges pro tempore who are appointed pursuant to section 12-141 for the purposes provided in this paragraph may, be paid in full by the monies received pursuant to this paragraph.

- i. 11.70 per cent to the state department of corrections for allocation to county sheriffs for the purpose of enhancing county jail facilities and operations, including county jails under the jurisdiction of county jail districts.
 - j. 1.57 per cent to the Arizona criminal justice commission.
 - k. 9.00 per cent to the state general fund.
 - l. 2.30 per cent in the crime laboratory assessment fund established by section 41-2415.
 - m. 7.68 per cent in the victims' rights fund established by section 41-191.08.
 - n. 4.60 per cent in the victim compensation and assistance fund established by section 41-2407.
 - o. 2.13 per cent to the supreme court for the purpose of providing drug treatment services to adult probationers through the community punishment program established in title 12, chapter 2, article 11.
5. Monies distributed pursuant to subsection D, paragraphs 3, 4, 7, 9, 11, 12, 13 and 14 of this section constitute a continuing appropriation. Monies distributed pursuant to subsection D, paragraphs 1, 2, 5, 8, 10 and 15 of this section are subject to legislative appropriation.
6. The portion of the eighty-five per cent of the monies for direct operating expenses of the department of public safety in subsection D, paragraph 6 of this section is subject to legislative appropriation. The remainder of the monies in subsection D, paragraph 6 of this section including the portion of the eighty-five per cent for local law enforcement is continuously appropriated.

7. The allocation of monies pursuant to subsection D, paragraphs 6, 7, 8 and 9 of this section shall be made in accordance with rules adopted by the Arizona criminal justice commission pursuant to section 41-2405.

36-731. Confinement; selection; jails; prohibition

1. After an afflicted person has been taken into custody pursuant to this article, the tuberculosis control officer or local health officer is responsible for selecting a facility or quarters suitable for the comfortable, safe and humane confinement of the afflicted person, if the person is not otherwise admitted or confined in a health care institution. The tuberculosis control officer or local health officer may authorize a sheriff, law enforcement agency, physician, health care provider, ambulance or ambulance service, guardian, conservator, parent, custodian, relative or friend to transport an afflicted person to a designated institution or location if the tuberculosis control officer or local health officer determines that the means of transportation are reliable and would not be detrimental to any person's health, safety or welfare.
2. An afflicted person who is not incarcerated on a criminal charge and who is the subject of an order or petition under this article shall not be confined in any prison or jail where those charged with crimes are incarcerated unless the afflicted person represents an immediate and serious danger to the staff or physical facilities of a hospital or any institution to which committed, or unless the afflicted person has failed to obey a court order or has failed to obey a lawful order of the tuberculosis control officer or local health officer issued pursuant to this article and the medical director of the receiving facility or designee has determined that no less restrictive confinement measures are appropriate. The court shall subsequently determine the appropriate level of confinement necessary during this initial consideration of the petition and the request for compulsory detention pursuant to section 36-726, subsection F.

15-913.01. Education program; county jails

1. Each county that operates a county jail shall offer an education program to serve all prisoners who are under eighteen years of age and prisoners with disabilities who are age twenty-one or younger and who are confined in the county jail. The county school superintendent and the sheriff in each county shall agree on the method of delivery of the education program.
2. The county school superintendent shall develop policies and procedures for the transfer of educational records of any prisoner confined in a county jail who has been transferred from a juvenile detention center or from any other public agency which has provided educational services to that prisoner.
3. A county may operate its county jail education program through an accommodation school that provides alternative education services pursuant to section 15-308, except that each pupil enrolled in the accommodation school county jail education program shall be funded at an amount equal to seventy-two per cent of the amount for that pupil if that pupil was enrolled in another accommodation school program.
4. If a county chooses not to operate its county jail education program through an accommodation school, the county school superintendent may establish a county jail education fund to provide financial support to the program. The county jail education fund for each program shall consist of a base amount plus a variable amount. For fiscal year 1999-2000 the base amount is fourteen thousand four hundred dollars and the variable amount shall be determined pursuant to subsection E of this section. The county treasurer shall deposit the appropriate amount into the county jail education fund from monies that are collected from the tax levy for county equalization assistance for education pursuant to section 15-994 after the monies are used pursuant to section 15-365, subsection F and before the monies are used to provide equalization assistance for education pursuant to section 15-971, subsection C, except that if a county jail education

program serves more than one county, payment into the fund shall be pursuant to subsection F of this section.

5. The variable amount shall be determined as follows:
 - a. Determine the number of days in the prior fiscal year that each pupil who is a prisoner and had been in the county jail for more than forty-eight hours received an instructional program of at least two hundred forty minutes. No school district may count a pupil as being in attendance in that school district on a day that the pupil is counted as a prisoner for the purposes of this paragraph.
 - b. Multiply the number of days determined under paragraph 1 of this subsection by the following amount:
 1. For fiscal year 1999-2000, ten dollars and eighty cents.
 2. For fiscal year 2000-2001 and each year thereafter, the amount for the prior year adjusted by any growth rate prescribed by law, subject to legislative appropriation.
 - c. For each pupil who is a child with a disability as defined in section 15-761, who is a prisoner and who had been in the county jail for more than forty-eight hours:
 1. Determine the amount prescribed in section 15-1204, subsection E, paragraph 1 or 2, multiply the amount by .72 and add seventy-two dollars for capital outlay costs.
 2. Divide the sum determined under subdivision (a) of this paragraph by one hundred seventy-five.
 3. Subtract the amount prescribed in paragraph 2 of this subsection from the quotient determined in subdivision (b) of this paragraph.

4. Determine the number of days in the prior fiscal year that the pupil received an instructional program of at least two hundred forty minutes.
 5. Multiply the amount determined in subdivision (d) of this paragraph by the difference determined in subdivision (c) of this paragraph.
 - d. Add the amounts determined in paragraph 3 of this subsection for all pupils with disabilities who are prisoners.
 - e. Add the sum determined in paragraph 4 of this subsection to the product determined in paragraph 2 of this subsection. This sum is the variable amount.
6. If a county jail education program serves more than one county, the county school superintendents and the sheriffs of the counties being served shall agree on a county of jurisdiction. The county treasurer shall pay the appropriate amount into the county jail education fund of the county of jurisdiction from monies collected pursuant to subsection D of this section as follows:
 - a. The total base amount shall be prorated among the counties based on the total number of days as determined under subsection E, paragraph 1 of this section that pupils who are prisoners from each county were served.
 - b. The variable amount shall be calculated separately for each county.
 - c. The county treasurer of each county that is not the county of jurisdiction shall pay its variable amount and its portion of the base amount to the county of jurisdiction.
 - d. The county treasurer of the county of jurisdiction shall deposit the monies received from the other counties pursuant to paragraph 3 of this subsection into the county

jail education fund and shall pay into the fund its variable amount and its portion of the base amount.

7. If a county operated a county jail education program through an accommodation school in the year before it begins to operate its county jail education program as provided in subsection D of this section, for the first year of operation as provided in subsection D of this section, the student count of the accommodation school shall be reduced by the average daily membership attributable to the accommodation school's county jail program in its last fiscal year of operation. The provisions of section 15-942 shall not apply to this reduction in student count.

41-1604.07 Earned release credits; forfeiture; restoration

1. Pursuant to rules adopted by the director, each prisoner in the eligible earned release credit class shall be allowed an earned release credit of one day for every six days served, including time served in county jails, except for those prisoners who are sentenced to serve the full term of imprisonment imposed by the court.
2. Release credits earned by a prisoner pursuant to subsection A of this section shall not reduce the term of imprisonment imposed by the court on the prisoner.
3. On reclassification of a prisoner resulting from the prisoner's failure to adhere to the rules of the department or failure to demonstrate a continual willingness to volunteer for or successfully participate in a work, educational, treatment or training program, the director may declare all release credits earned by the prisoner forfeited. In the discretion of the director forfeited release credits may subsequently be restored. The director shall maintain an account of release credits earned by each prisoner.
4. A prisoner who has reached the prisoner's earned release date or sentence expiration date shall be released to begin the prisoner's term of community supervision imposed by the court or term of probation if the court waived community supervision pursuant to section 13-603, except that the director may deny

or delay the prisoner's release to community supervision or probation if the director believes the prisoner may be a sexually violent person as defined in section 36-3701 until the screening process is complete and the director determines that the prisoner will not be referred to the county attorney pursuant to section 36-3702. If the term of community supervision is waived, the state department of corrections shall provide reasonable notice to the probation department of the scheduled release of the prisoner from confinement by the department. If the court waives community supervision, the director shall issue the prisoner an absolute discharge on the prisoner's earned release credit date. A prisoner who is released on the earned release credit date to serve a term of probation is not under the control of the state department of corrections when community supervision has been waived and the state department of corrections is not required to provide parole services.

5. Notwithstanding subsection D of this section, a prisoner who fails to achieve functional literacy at an eighth grade literacy level shall not be released to begin the prisoner's term of community supervision until either the prisoner achieves an eighth grade functional literacy level as measured by standardized assessment testing or the prisoner serves the full term of imprisonment imposed by the court, whichever first occurs. This subsection does not apply to inmates who are any of the following:
 - a. Unable to meet the functional literacy standard required by section 31-229.02, subsection A, due to a medical, developmental or learning disability as described in section 31-229, subsection C.
 - b. Classified as level five offenders.
 - c. Foreign nationals.
 - d. Inmates who have less than six months incarceration to serve on commitment to the department.
6. The department shall establish conditions of community supervision it deems appropriate in order to ensure that the

best interests of the prisoner and the citizens of this state are served. These conditions may include participation in a rehabilitation program or counseling and performance of community service work, except that if the prisoner was convicted of a violation of sexual conduct with a minor under fifteen years of age or molestation of a child under fifteen years of age, the department shall impose as a condition of community supervision a prohibition on residing within four hundred forty feet of a school or its accompanying grounds. If a prisoner who reaches the prisoner's earned release credit date refuses to sign and agree to abide by the conditions of supervision before release on community supervision, the prisoner shall not be released. When the prisoner reaches the sentence expiration date, the prisoner shall be released to begin the term of community supervision. If the prisoner refuses to sign and agree to abide by the conditions of release, the prisoner shall not be released on the sentence expiration date and shall serve the term of community supervision in prison. The department is required to supervise any offender on community supervision until the period of community supervision expires. The department may bring an offender in violation of the offender's terms and conditions before the board of executive clemency. For the purposes of this subsection, "school" means any public, charter or private school where children attend classes.

7. The director pursuant to rules adopted by the department shall authorize the release of any prisoner on the prisoner's earned release credit date to serve any consecutive term imposed on the prisoner. The release shall be for the sentence completed only. The prisoner shall remain under the custody and control of the department. The director may authorize the rescission of the release to any consecutive term if the prisoner fails to adhere to the rules of the department.
8. If a prisoner absconds from community supervision, any time spent before the prisoner is returned to custody is excluded in calculating the remaining period of community supervision.

9. A prisoner shall forfeit five days of the prisoner's earned release credits:
 - a. If the court finds or a disciplinary hearing held after a review by and recommendations from the attorney general's office determines that the prisoner does any of the following:
 1. Brings a claim without substantial justification.
 2. Unreasonably expands or delays a proceeding.
 3. Testifies falsely or otherwise presents false information or material to the court.
 4. Submits a claim that is intended solely to harass the party it is filed against.
 - b. For each time the prisoner tests positive for any prohibited drugs during the period of time the prisoner is incarcerated.
10. If the prisoner does not have five days of earned release credits, the prisoner shall forfeit the prisoner's existing earned release credits and shall be ineligible from accruing earned release credits until the number of earned release credits the prisoner would have otherwise accrued equals the difference between five days and the number of existing earned release credit days the prisoner forfeits pursuant to this section.
11. The director may authorize temporary release on inmate status of eligible inmates pursuant to rules adopted by the director within ninety days of any other authorized release date. The release authorization applies to any inmate who has been convicted of a drug offense, who has been determined to be eligible for participation in the transition program pursuant to section 31-281 and who has agreed to participate in the transition program.

Admission & Release

There shall be written policies and procedures which address the requirements of the admission and release process, and produce the documentation that evidences compliance with the following standards:

- A. Identifying information, including the arrestee's:
 - 1. Names and aliases;
 - 2. Age and date and place of birth;
 - 3. Race;
 - 4. Gender;
 - 5. Physical description;
 - 6. Address and telephone number;
 - 7. Marital status;
 - 8. Occupation and employer;
 - 9. Social security number;
 - 10. Drivers license number and state; and
 - 11. Emergency name and telephone number;
 - 12. Identifying characteristics (scars, marks, etc.);
 - 13. Fingerprints and photographs;
 - 14. A preliminary health screening (physical and mental);
 - 15. Arrestees with signs of untreated injury shall not be admitted prior to examination and/or treatment by qualified health care personnel.

16. Arrestees shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
17. Money shall be confiscated, counted in the arrestee's presence and secured.
18. The arrestee's signature shall be affixed to the completed inventory. If the signature cannot be obtained, the inventory shall be witnessed by another staff person.
19. The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during admission in consultation with the county attorney.
20. Arrestees should receive a shower, clean uniform clothing, personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap), mattress, blanket, bed linens and towel prior to being integrated into general population.
21. During admission, male and female arrestees shall not be placed in the same cell or unsupervised areas together.
22. The jail shall develop, implement, maintain, and update as necessary a set of generally applicable inmate rules. The rules shall be accessible to all inmates and shall provide information regarding confinement including sleeping hours, meals, mail, work assignments, telephone access, visitation, correspondence, medical care, hygiene, laundry, recreation, programs, rules of conduct, disciplinary procedures and grievance procedures. A staff member or translator shall assist the inmate in understanding the inmate rules if there is a literacy or language problem. The jail shall maintain signed acknowledgements from each inmate admitted that the rules were received by, and/or explained to them.

B. Official information, including:

1. Date and time of admission;
2. Date and time of arrest;
3. Offenses charged;
4. Authority for commitment (warrant, court commitment, etc.);
5. Name of arresting agency;
6. Name and signature of arresting/transporting officer; and
7. Name of jail booking officer.

The information listed above is the minimum information necessary to properly identify the inmate and to document the authority for booking the arrestee into jail.

C. Releasing inmates:

1. Inmate identification and release documentation shall be verified.
2. Upon an inmate's release to another agency, the jail shall document the following information:
 - (a) The identity of the receiving officer and the agency;
 - (b) The time and date of the release;
 - (c) The authority for release.
3. Upon the inmate's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or

transfer from the inmate, or the receiving officer, as appropriate.

Classification

There shall be written policies and procedures that address the requirements of proper inmate classification, and produce the documentation that evidences compliance with the following standards:

- A. Each jail shall have a written inmate classification system that specifies the criteria and procedures for determining the requirements of inmates and for assigning them to housing units and programs. Elements of this determination include the following: security level; work assignments; special treatment services; allowance or denial of certain privileges; and other assignments as may be available.
- B. Each classification system should be designed to include the following:
 - 1. Male and female inmates are housed separately by sight, touch and out of range of normal conversation.
 - 2. Violent and non-violent inmates are not placed in the same cell or unsupervised area(s) together.
 - 3. Male and female inmates are directly supervised if placed together for purposes of programming, transportation or other similar activities.
 - 4. Juvenile and adult inmates are separated in a manner consistent with Arizona Revised Statute § 31-124.
 - 5. Jails using inmate workers shall evaluate and select workers based on established criteria.
 - 6. Inmates participating in work or educational release programs shall be housed apart from the general population, whenever possible.

C. The overall goal of the inmate classification system shall be to promote the maximum level of safety and security of both inmates and staff.

Security

There shall be written policies that address proper security procedures for the facility, and produce the documentation that evidences compliance with the following standards:

- A. Each jail shall maintain the following minimum standards in regard to security of the facility:
 - 1. An established security perimeter.
 - 2. A secure Admission and Release area.
 - 3. Temporary weapons storage lockers or other secure storage will be available at designated entrances to the jail's security perimeter.
 - 4. If installed, surveillance systems that are operational should preclude the monitoring of shower, toilet and clothing exchange area.
 - 5. A communications system between central control area(s), staffed security posts and inmate occupied areas.
 - 6. Equipment necessary to maintain utilities, communications, security and fire protection in an emergency. Documentation supports that such equipment is tested and repaired or replaced as needed.

- B. Each jail shall have written policies and procedures, and practices that evidence the following minimum standards are maintained:
 - 1. Security control equipment and devices:
 - a. The jail administrator or designee authorizes the types, use, implementation or installation of security control equipment and devices.

- b. The jail administrator or designee supervises and documents the training of those authorized to use security control equipment and devices.
 - c. Storage areas for security and control devices shall be secured.
- 2. All inmates shall be searched as appropriate whenever entering the secure perimeter:
 - a. Procedures and practices governing searches of persons shall be developed and implemented in accordance with established guidelines.
- 3. A written emergency operations plan to include the potential evacuation of inmates shall be developed and implemented which addresses specific actions to be taken in an emergency:
 - a. Appropriate documentation to record routine information, emergency situations and unusual incidents shall be maintained.
- 4. Security counts and inmate observation:
 - a. An official count shall be conducted every shift to verify inmates physical presence and identification; this will be documented.
 - b. Personal observation checks of inmates shall be conducted at a minimum of once every sixty minutes at varying times and shall be documented.
 - c. Physically restrained inmates shall be personally checked by a staff member at a minimum of once every fifteen minutes and shall be documented.

5. Use of force:
 - a. Use of force shall be limited to instances of self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, escape or other crime, and controlling or subduing an inmate whose actions interfere with the orderly operation of the facility.
 - b. Use of force shall be limited to the amount of force necessary to control a given situation, and shall include established continuum of escalating and de-escalating force levels.
 - c. An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention.
 - d. Use of force incidents shall be documented and reviewed by the jail administrator or designee.

6. Contraband:
 - a. Contraband shall be defined in rules available to inmates.
 - b. All areas of the jail accessible by inmates shall be inspected for contraband and physical security deficiencies.
 - b. Housing areas shall be inspected at a minimum of once each month.
 - c. A security inspection of the entire jail shall be conducted at a minimum of once each month.

- d. Any discovered contraband or physical security deficiencies shall be addressed, documented, and the jail administrator or designee notified of the disposition.
7. Inmate Workers:
- a. No inmate shall be given control or authority over any other inmate.
8. Key Control:
- a. A key control system shall be maintained that is inaccessible to unauthorized persons.
 - b. There shall be a system for issuing and returning keys.
 - c. There shall be a system for documenting and repairing broken or malfunctioning keys or locks.
 - d. There shall be a set of duplicate keys maintained outside the jail's established security perimeter inaccessible to unauthorized persons.
 - e. Inmates shall be prohibited from handling jail security keys.
 - f. Outside access keys shall be strictly controlled.
 - g. Emergency keys shall be easily identifiable.
9. Chemical Control:
- a. Toxic, corrosive and flammable substances and tools shall be:

1. Stored in a secure area accessible only to authorized persons;
2. Used by inmates only under direct staff supervision;
3. Used only in accordance with manufacturer's instruction.
4. Materials Safety Data Sheets (MSDS) shall be maintained for all applicable chemicals and substances used in the facility.

Sanitation and Environmental Conditions

There shall be written policies that address proper sanitation and environmental conditions for the facility, and produce the documentation that evidences compliance with the following standards:

- A. All areas of a jail shall be maintained in a safe and sanitary condition, which shall include, but are not limited to:
 - 1. Cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates;
 - 2. Sanitation inspections;
 - 3. Regular maintenance and repairs.
- B. The jail shall be inspected annually by local or state authorities as required.
- C. The jail should be inspected routinely for insects, vermin and rodents. Necessary treatment shall be provided as needed by a licensed exterminator.
- D. The jail shall maintain adequate lighting in all areas routinely accessed by inmates and staff.
- E. The jail shall ensure that the following standards are met with regard to bedding, linens and clothing:
 - 1. Bedding and mattresses shall be in good repair and cleaned prior to being reissued;
 - a. All mattresses utilized will be in compliance with established fire safety guidelines.
 - 2. Clean bed linens and towels shall be exchanged routinely;

3. Issued clothing shall be exchanged or laundered routinely;
4. Blankets shall be cleaned or exchanged routinely;
5. Bedding, mattresses, towels and clothing shall be exchanged or cleaned when soiled;
6. Supply and equipment storage areas shall be clean and orderly.

G. Inmate Hygiene:

1. Each inmate shall be provided the opportunity for a shower as often as practical.
2. Each inmate shall be provided the opportunity for haircuts.
3. Shaving equipment and supplies shall be made available routinely. Issuance and retrieval of shaving equipment and supplies shall be documented.

H. The jail shall be inspected annually by a certified fire safety inspector:

1. The jail shall maintain documentation of the inspections and corrective measures taken.

I. The jail shall have a written fire safety/emergency evacuation plan that is reviewed and updated as needed:

1. The plan shall include quarterly fire prevention training and drills.
2. A current copy of the plan shall be maintained at the local fire department.
3. Training in emergency safety equipment shall be conducted routinely.

4. Facility exits shall be clear and free of any obstructions.

Communication

There shall be written policies that address inmate correspondence and communication, and produce the documentation that evidences compliance with the following standards:

- A. All procedures regarding inmate correspondence shall be in accordance with Arizona Revised Statute § 31-128.
- B. The jail shall comply with the following security procedures regarding inmate correspondence:
 - 1. Incoming inmate mail, correspondence and packages may be opened and inspected for contraband.
 - 2. The jail shall document procedures for the appropriate disposition of intercepted contraband items.
 - 3. Legal mail or correspondence shall be opened and inspected in the presence of the inmate. The jail shall document procedures for the Appropriate disposition of intercepted contraband items.
 - 4. Mail, correspondence and packages shall only be withheld, read or rejected based on legitimate governmental interests for the order and security of the jail.
 - 5. The inmate shall be notified in writing if mail is withheld or rejected.
 - 6. Outgoing mail or correspondence shall be forwarded and sealed without inspection unless based on legitimate governmental interests for the order and security of the jail.
 - 7. Indigent inmates shall receive an appropriate amount of writing materials, envelopes and postage.

- C. Inmates shall have access to telephones unless based on legitimate governmental interests for the order and security of the jail.
- D. Inmates shall have access to legal counsel of record including telephone contact, written communication, and confidential visits.

Visitation

There is a secure visiting area that physically separates the prisoner and visitor with capability for two-way conversation or provisions for video visitation.

- A. The visitation area shall be equipped with seating.
- B. Visitors shall be required to provide photo identification.
 - 1. Visitors shall register upon entry into the jail. The registry shall include the date, visitor names, prisoner visited.
- C. The jail shall provide general visitation hours that provide prisoners the opportunity for thirty minutes of visitation per week. A schedule of visiting hours shall be posted in prisoner and visitor areas.
- D. Written policy and procedures shall govern contact and special visits, when authorized.
- E. The jail shall establish visitor security controls to prevent contraband from entering the jail.
- F. Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail.
- G. Jails shall establish procedures for professional visits.

Medical

There shall be a designated jail physician, licensed to practice medicine in Arizona, who shall be responsible for health care services pursuant to a written agreement, contract or job description.

- A. Medical policies and procedures shall be specifically developed for the jail with initial approval documented by the jail physician and whenever revisions are made.
 - a. Health-trained personnel shall perform a medical, dental and mental health receiving screening on each prisoner upon arrival at the jail. Findings shall be recorded on a form approved by the jail physician. The receiving screening includes at least the following:
 - 1. Inquiry into:
 - a. Current illness and health problems
 - b. Dental problems
 - c. Mental health problems
 - d. Use of alcohol and drugs including types, amounts and frequency used, date or time of last use and history of any problems after ceasing use
 - e. Past and present treatment or hospitalization for mental disturbances or suicidal ideation
 - f. Possibility of pregnancy
 - g. Other health problems designated by jail physician
 - 2. Observation of:
 - a. Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating

- b. Body deformities and ease of movement
 - c. Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse
 - 3. Medical disposition of prisoner:
 - a. General population or
 - b. General population with prompt referral to appropriate health care or
 - c. Referral to appropriate health care service for emergency treatment or
 - d. Medical observation/isolation.
- D. Qualified health care personnel shall complete a health appraisal for each prisoner within fourteen days after arrival at the jail. If the inmate has received a health appraisal within the previous 90 days, a physician or designee shall determine whether a new health appraisal is required. Health appraisals shall include the following:
 - 1. Review of receiving screening
 - 2. Collection of additional data to complete the medical, dental, mental health and immunization history.
 - 3. Laboratory and/or diagnostic tests to detect tuberculosis and other suspected communicable diseases
 - 4. Recording height, weight, pulse, blood pressure and temperature
 - 5. Other tests and examination as determined necessary by the jail physician

6. Medical examination including review of mental and dental status
 7. Review of results of the medical examination tests and identification of problems by a physician or other qualified health care personnel
 8. Initiation of therapy when determined necessary by the jail physician
 9. Development and implementation of a treatment plan
 10. Mental health assessment
- E. The jail shall ensure policies and procedures provide, or make provisions for, twenty-four hour emergency health care.
- F. A sick call procedure shall be established and maintained so that an inmate reports for and receives appropriate medical services for non-emergency illness and injury.
- G. Medical care shall be performed by qualified health care personnel pursuant to written protocol or order of the jail physician. Verification of current credentials of each qualified health care personnel shall be maintained on file.
- H. The jail shall ensure that policies and procedures provide for a procedure whereby prisoners have an opportunity to report medical complaints to the jail physician directly or through other health-trained personnel.
- I. Medical requests shall be:
1. Recorded and maintained on file
 2. Reviewed by qualified health care personnel and treatment shall be provided as necessary.

- J. The jail shall ensure policies and procedures provide a method of recording entries in the health record in a format mutually approved by the jail physician and the jail administrator.
1. Health records are confidential and only accessible to personnel designated by the jail physician and/or the jail administrator.
 2. Staff may be advised of prisoners' health status only to preserve the health and safety of the prisoner, other prisoners of the jail staff.
- K. The jail shall ensure policies and procedures provide for the proper management of pharmaceuticals and address the following:
1. Physician orders
 2. Procedures for medication receipt, storage, dispensing and administration or distribution
 3. Secure storage and inventory of all controlled substances, syringes and needles
 4. Dispensing of medicine in conformance with federal and state laws
 5. Administration of medication by health-trained personnel and under the supervision of the health authority and jail administrator or designee
 6. Accountability for administering or distributing medication according to physicians' orders.
- L. No prisoner shall be denied health care.
- M. The jail physician or dentist shall provide prisoners with professional dental services as determined necessary.

- N. Prisoners evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel.
- O. The jail shall have a plan for identifying and responding to suicidal prisoners. The plan components shall include:
1. Identification - The receiving screening form contains observation and interview items related to the prisoner's potential suicide risk
 2. Training – Staff members who work with prisoners are trained to recognize verbal and behavioral cues that indicate potential suicide. The plan includes initial and annual training.
 3. Assessment – The plan specifies a suicide risk assessment. Only a qualified health professional may remove prisoners from suicide risk status
 4. Monitoring – The plan specifies the procedures for monitoring a prisoner who has been identified as potentially suicidal. A suicidal prisoner is checked at varied intervals not to exceed fifteen minutes. Regular documented supervision is maintained. Inmates are placed in a designated cell, all belongings removed, and other prevention precautions initiated as appropriate.
 5. Referral – The plan specifies the procedures for referring potentially suicidal prisoner and attempted suicides to mental health care provider or facility
 6. Communication – Procedures exist for ongoing communication between health care and correctional personnel regarding the status of suicidal prisoners
 7. Intervention – The plan addresses how to handle a suicide in progress, including first aid measures

8. Notification – The plan includes procedures for notifying the jail administrator, outside authorities, of completed or attempted suicides requiring medical hospitalization.
 9. Reporting – The plan includes procedures for documenting, monitoring, and reporting attempted or completed suicides.
 10. Review – The plan specifies procedures for medical and administrative review, inclusive of a mortality review within five (5) duty days, if a suicide or a serious suicide attempt, as defined by the suicide plan occurs
 11. Critical Incident Debriefing – The plan specifies the procedures for offering critical incident debriefing to affected staff and prisoners
- Q. Emergency medical equipment and supplies, as determined by the jail physician shall be available at all times, inventoried monthly and replenished as needed.
- R. There shall be written policy addressing the control of infectious diseases.
- S. Pregnant prisoners shall receive pre-natal care as determined necessary by the jail physician.
- T. A written policy regarding the use of medical restraints and therapeutic seclusion for prisoners under treatment for medical or mental illness shall specify the types of restraints that may be used and when, where, how and for how long restraints and therapeutic seclusion may be used.
1. Use shall be authorized by physician upon concluding that no other less restrictive treatment is appropriate.
 2. There shall be ten-minute checks by health-trained personnel for any prisoner placed in medical restraints or therapeutic seclusion.

Food Service

There shall be documentation that the food service operation complies with regulations of the local and/or state health department.

- A. Inmates shall be served meals at regularly scheduled intervals, not to exceed fourteen hours between meals.
- B. Menu cycles and contents shall be evaluated and approved annually by a qualified nutritionist or registered dietician.
- C. Records of food items served at meals shall be maintained. A sample of each item served shall be collected, annotated as to denote date and time served, and stored for 48 hours.
- E. The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion.
- F. All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations when required.
- G. No employee or inmate shall work in any area of food service operations if he/she is known to have or suspected of having a communicable disease, open wounds or sores, or respiratory infections.
- H. The jail shall institute policies and procedures that require:
 - 1. All food handlers will be required to wash their hands upon reporting for kitchen duty and after using the toilet.
 - 2. The food services manager or designee visually checks and questions prisoners and others working in food service each day for health and cleanliness prior to their beginning work. Any deficiencies are corrected immediately.
- I. The jail shall maintain security within the kitchen area

Recreation and Programming.

Exercise areas for inmates shall be provided and the facility shall ensure that inmates are offered at least three hours of exercise per week.

- A. The facility shall provide inmates access to reading materials.
- B. The facility shall provide inmates with access to hygiene articles and mail supplies.
- C. Inmate shall be afforded reasonable opportunity to practice their religious beliefs
- D. All inmates, regardless of gender, shall have equal access to programs, privileges, exercise, visitation, and work release opportunities, unless deemed to be a threat to the safety of staff, other inmates and/or the security of the facility

Inmate Discipline

There shall be written policies and procedures that address the requirements of proper inmate discipline and due process requirements for resolving violations of administrative rules and regulations.

Policy and procedures should establish the purpose of inmate discipline as a process which utilizes the disciplinary sanctions as a means of enforcing administrative rules and regulations governing inmate behavior.

- A. Rules and regulations governing the conduct of inmates shall be made available to each inmate.
- B. Inmate Rules shall specify prohibited acts or conduct, degrees of violations, ranges of penalties and disciplinary hearing procedures.

Administrative Segregation.

The jail shall have written policies and procedures that govern the administrative segregation of inmates from the general population.

- A. The jail should use administrative segregation to further the legitimate inmate management interest of the jail including but not limited to, safety, security, order and/or treatment.
- B. Administrative segregation may be employed to separate an inmate from the general population whenever one or more of the following exists:
 - 1. The inmate presents an inability to conform with established standards of behavior for general population;
 - 2. The inmate poses a threat to self, others, or the security of the facility;
 - 3. The inmate presents a need for protection as determined by the facility administrator;
 - 4. The inmate is at risk of spreading a communicable disease or is ordered by qualified medical personnel for medical reasons.
 - 5. An inmate awaiting disciplinary action as determined by the facility administrator.
 - 6. Isolation of an inmate is necessary pending investigation for a criminal violation committed while in the facility.
 - 7. Necessary to isolate in in-transit inmate or an inmate who is awaiting transfer.
 - 8. An inmate pending reassessment of classification.
 - 9. The jail administrator has otherwise determined that such segregation is necessary and in the best interests of the inmate, staff, or the safe and secure operation of the facility.

Grievance

There shall be established policies and procedures which provide the requirements and elements of an inmate grievance process.

Retaliation by staff for inmate grievances is prohibited.

Emergency Procedures and Responses

There shall be a policy and procedure for the development, implementation, distribution and review of emergency procedures, including the compatibility with other agencies, for each detention facility.

A. Emergencies to be considered include, but are not limited to:

1. Escapes
2. Fire Emergencies
3. Facility power failure
4. Hostage situations
5. Medical emergencies
6. Riots or inmate disturbances
7. Facility evacuation
8. Chemical Spills
9. Bomb Threats
10. Medical Disasters
11. Natural Disasters

Staffing

There shall be a policy and procedure for the hiring, staffing and evaluating of all jail staff and volunteers.

- A. Pre-employment background checks shall be conducted prior to hiring jail staff.
- B. The Sheriff or designee prior to employment shall review pre-employment background checks.
- C. The department mission statement and written code of ethics shall be made available to jail employees.

Staff Training

Support Staff shall receive training / orientation appropriate to their assignment:

- A. In an effort to insure the safety and security of the institution, all support staff shall be provided forty (40) hours of training during their first year of employment, appropriate to their specific assignments and conducive to a jail environment.
- B. Support staff shall receive in-service training each subsequent year of employment as appropriate.

Detention Officers shall receive training as follows:

- A. Training in and access to Jail Policies and Procedures
- B. Detention Officers shall attend or shall have attended a Basic Detention / Corrections Academy.
- C. Detention officer shall receive twenty-four hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues as appropriate.

Administrators and Supervisors shall receive training as follows:

In addition to the training required in section A, B & C, Administrators and Supervisors shall have received or shall receive within a reasonable amount of time, as appropriate:

- A. Basic Supervision Principles and Concepts
- B. Legal Aspects of Jail Management
- C. Labor Relations