

TITLE 81 - JAIL STANDARDS BOARD

CHAPTER 2 - STANDARDS FOR JAIL FACILITIES - PERSONNEL

001 Training. It is the policy of the State of Nebraska that the facility administrators and facility employees conform to minimum standards of training, staffing, and demeanor as established herein.

002 Training Coordinator. The facility shall have an organized training program that is planned and coordinated by a designated employee. Training shall be based on, and consistent with the facility's written policies and procedures and these Standards.

003 All newly appointed facility administrators and facility employees who work in an excess of two hundred (200) hours annually and are responsible for the security or supervision of inmates shall meet the following training requirements:

003.01 Facility Orientation Training. All new employees shall be provided orientation training on the facility's policies and procedures, organization, structure, programs and services, and task orientation to their particular job assignments, shift duties and equipment used. Orientation training shall be successfully completed within 3 months of employment. Orientation training shall include training in the following areas that are appropriate for the employee's job assignments:

003.01A Inmate supervision, inmate security, inmate management, and inmate rules, regulations and enforcement procedures;

003.01B Emergency procedures including fire evacuation;

003.01C Inmate admission, orientation, classification, and release procedures;

003.01D Inmate mail, telephone, visiting, exercise, recreation, and library services;

003.01E Food service, inmate hygiene and laundry, facility sanitation and maintenance;

003.01F Inmate work release, educational release, religious services and counseling programs;

003.01G Inmate medical and mental health services;

003.02 Initial Training. Satisfactory completion of a minimum of eighty (80) hours of initial training provided by the Nebraska Law Enforcement Training Center or an equivalent curriculum approved by the Board, is required. Such training shall cover, at a minimum, the following areas:

003.02A Correctional legal issues, inmate rights, officer rights and liability;

003.02B Interpersonal communications, human relations, crisis intervention, inmate supervision and inmate discipline;

003.02C Medical and mental health screening, medical problems, suicide prevention, psychological and behavioral aspects of incarceration, substance abuse and abnormal behavior;

003.02D Use of force and self defense;

003.02E Responding to jail escapes, fires, fights, riots and hostage situations;

003.02F Report writing;

003.02G Jail security and inmate classification.

003.03 The facility administrator and facility employees shall be considered to have satisfactorily completed the initial training if all academic and attendance requirements established by the Nebraska Law Enforcement Training Center or the certified training provider have been met and a certificate has been issued to the trainee.

003.04 After the effective date of these Standards, newly appointed facility administrators and facility employees shall receive the initial training as soon as possible, and it must be completed within the first year of employment.

003.05 The initial training requirements for the facility administrator

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and facility employees may be waived by the Board upon proof of comparable training. In order to evaluate the waiver request, the facility administrator will make the following information available to the Board upon request:

003.05A Course title, outline, and objectives;

003.05B Time(s) and date(s) of course;

003.05C Name of instructor(s) and qualifications

003.05D Examinations/student evaluation procedure;

003.05E Class roster and attendance records;

003.05F Copies of certificates issued, if any.

003.06 After the first year of employment, a minimum of eighteen (18) hours of yearly in-service training is required for facility administrators and facility employees of all jail facilities.

003.07 The yearly in-service training shall not be waived. College courses, university courses, seminars, correspondence courses, or other training programs may fulfill the in-service training requirement if they are of a nature that will increase the employee's value to his/her facility.

003.08 All facility employees shall successfully complete basic Red Cross First-Aid training or it's equivalent and training in cardio-pulmonary resuscitation techniques during the first 12 months of employment. Certification or training in these areas shall be kept current.

003.09 All facility employees authorized to use firearms shall receive training and be qualified in their use on at least an annual basis.

003.10 All facility employees authorized to use chemical agents, other weapons, or mechanical restraints shall receive training in their handling and use.

003.11 All facility employees shall receive training in the performance of the facility's written emergency plans and in the use of emergency equipment on at least an annual basis.

003.12 The facility shall maintain a complete and current record of all training received for each facility employee. Copies of any certificates issued shall also be maintained.

004 Staffing

004.01 After the effective date of these Standards, applicants for positions with responsibility for the security or supervision of inmates must meet the following minimum requirements to be considered for employment:

004.01A Citizen of the United States;

004.01B At least nineteen (19) years of age or older;

004.01C Be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more from which a pardon has not been received. At the time of employment, new employees shall be fingerprinted and their fingerprint cards shall be promptly submitted to the Nebraska State Patrol for a criminal history search; and

004.01D Have graduated from high school or possess a certificate which certifies an educational development of at least a high school graduation level.

004.02 All jail facilities shall maintain around-the-clock supervision of inmates by trained facility employees.

004.02A Female employees shall provide around-the-clock supervision of all female inmates housed in a jail facility.

004.02B The facility administrator shall insure that inmates are viewed personally by facility employees often enough to maintain their safekeeping, but in no event less than one time per hour and document it.

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004.02C Where audio or visual electronic surveillance is used, it should be located primarily in hallways, elevators, corridors, or at entrance and exit points of the security perimeter. Electronic surveillance shall not substitute for periodic personal observations by facility employees, as required in paragraph 004.02B.

004.02D Where electronic surveillance does not provide adequate continuous coverage, facility employees shall be stationed adjacent to the inmate housing areas to respond promptly to emergencies.

005 Demeanor. All facility employees shall maintain a professional demeanor in their contacts with inmates and the public.

005.01 Facility employees shall not use their official positions to secure privileges for themselves and shall not engage in behavior which conflicts with the interests of the jail facility.

005.02 Conversations and counseling with inmates as well as maintaining order and security shall be carried out in a positive and constructive manner.

005.03 Except as authorized by the facility administrator, no facility employee shall knowingly:

005.03A Deliver, aid, enable, or permit the delivery of any message, correspondence, literature, contraband, or anything else not necessary or proper to the discharge of their duties to or from any inmate.

005.03B Give or extend to any inmate any favors, including privileges of diet or clothing not common to all.

005.04 Every facility employee within the scope of their duties, shall exercise utmost vigilance to detect any violation, infraction, or evasion of these Standards.

EFFECTIVE DATE: August 8, 1980

REVISED DATE: February 9, 1983

REVISED DATE: April 1, 1984

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REVISED DATE: November 14, 1992

REVISED DATE: July 14, 1994

REVISED DATE: February 1, 2006

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CHAPTER 3 - STANDARDS FOR JAIL FACILITIES - RECORDS AND STATISTICS

001 It is the policy of the State of Nebraska that each jail facility, shall utilize a computerized Jail Management System, for record keeping. In addition, each facility administrator of a jail facility shall respond to all reasonable requests for statistical information made by the Jail Standards Board for the State of Nebraska.

002 Records and Statistics. All jail facilities shall maintain accurate and up-to-date records and statistics. The maintenance of the following records is required:

002.01 Admission/Release Form. Admission and release documentation containing the necessary descriptive information shall be completed for each inmate. This computerized documentation shall be submitted to Jail Standards according to Crime Commission specifications.

002.02 Inventory List. Upon admission, an itemized list of all property and money of each inmate shall be completed and verified in accordance with Chapter 4, paragraph 002.04. An accurate record of each inmate's expenditures or receipts of money shall also be maintained.

002.02A An itemized account of every debit and credit for every inmate shall be kept.

002.02B Every person depositing money in an inmate's account shall sign for and receive a receipt for such deposits.

002.02C The inmate's signature shall be required for all withdrawals of money from his/her account. However, when the inmate's signature can not be obtained, the identity of the person making the withdrawal together with an explanation for such action shall be shown on the inmate's account form.

002.03 Medical/Mental Health Screening Form. Upon admission, a medical/mental health screening shall be completed for each inmate. Accurate records of further health appraisals, if gathered, and all medical attention received shall also be kept.

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002.04 Record of Disciplinary Actions, Grievance Decisions or Other Incidents. Accurate records of all minor and major disciplinary infractions, disciplinary action taken in accordance with Chapter 13, paragraph 003, or grievance decisions made in accordance with Chapter 13, paragraph 004, shall be maintained for each inmate. A record shall be kept of all unusual or significant incidents, such as suicide or attempted suicide, homicide or attempted homicide, natural death, escapes or attempted escapes, assaults by inmates, other crimes or misconduct committed by inmates or staff in the facility, serious injury or illness of inmates or staff, any alleged serious infractions of the facility rules, fire or riot.

002.05 Telephone Calls. For the record keeping requirements, refer to Chapter 4, paragraph 002.05.

002.06 Visitor's Register. A visitor's register containing the date, the name of each visitor, and name of each inmate to be visited shall be maintained.

002.07 Food Records. In accordance with Chapter 11, paragraph 002, accurate summary records shall be maintained of all food service.

002.08 Classification Records. In type III facilities diagnostic, criminal history or other information used in the determination of classification for assignment to programs, activities, or housing shall be kept for each inmate.

003 Access to Inmate Records. Inmates, except for those committed to the Department of Correctional Services, shall have access to accurate summary information kept in their personal records. All jail records shall be safeguarded against unauthorized and improper disclosure. Guidelines for this disclosure shall be in accordance with the Nebraska Security, Privacy, and Dissemination of Criminal History Information Act of 1978.

004 Official Correspondence. Each facility administrator shall keep official correspondence between the facility and personnel of the Board for a period of at least one (1) year. The Board shall keep all official correspondence for a period of at least five (5) years.

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005 Records Maintenance. All records, forms, itemizations, registers, or inventories which are to be maintained pursuant to this Standard must be kept by the facility administrator for a period of at least five (5) years.

EFFECTIVE DATE: August 9, 1980

REVISED DATE: February 1, 2006

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CHAPTER 4 - STANDARDS FOR JAIL FACILITIES - ADMISSION AND RELEASE OF INMATES

001 It is the policy of the state of Nebraska that a meaningful admission and release process shall be employed when an inmate is detained in a jail facility. The admission and release process employed by any jail facility shall be consistent with the provisions established herein.

002 Admissions. The admission process shall include, but not be limited to, the following procedures:

002.01 Verification of Arrest. The booking officer shall, to the best of his/her ability, ascertain the identity of the inmate and the identity of the arresting officer and verify the legality of the admission. Inmate photographs shall be taken for identification purposes.

002.01A The arresting officer shall remain present during the admissions process until all pertinent information is recorded and the booking officer accepts custody of the inmate.

002.01B Persons who are unconscious, seriously injured or those persons who appear to present a substantial risk of serious harm to another person or a substantial risk of serious harm to themselves within the near future as defined by the Nebraska Mental Health Commitment Act shall not be admitted to the jail facility unless examined and approved for admission by a medical authority or a licensed mental health authority.

002.02 Admission Form. Admission documentation shall be completed by trained facility employees on every inmate admitted.

002.03 Search. In accordance with Chapter 6.006, all inmates shall be searched upon admission.

002.04 Property Control. Newly admitted inmates shall relinquish all property and money not permitted in the jail facility. An itemized inventory of all property and money shall be made and verified in writing. The property and money shall be stored until it is returned.

002.04A Inmates shall verify the inventory list with their signatures.

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002.04B If, for any reason, the inmate does not verify the inventory list upon admission, it shall be witnessed and signed by a second person with the reasons noted.

002.04C A copy of the inventory, verified or not, should be given to the inmates at time of admission.

002.04D Newly admitted inmates shall be permitted to retain their prescription eye glasses except where removal is necessary to protect the inmate or others from harm. Removal of eye glasses is authorized when an inmate is perceived as suicidal or is under the influence of drugs or alcohol.

002.05 Phone Calls. Newly admitted inmates shall be permitted to complete at least two (2) local or collect long distance phone calls, and a record shall be kept thereof for each inmate.

002.05A Each newly admitted inmate shall be allowed to make one (1) completed phone call to his legal representative during the admissions process.

002.05B Each newly admitted inmate shall be allowed to make one (1) additional completed phone call to his family or other party approved by the receiving authority within a reasonable length of time after the admissions process is completed.

002.06 Vermin Control and Hygiene. As soon as possible, but definitely within twenty-four (24) hours, newly admitted inmates shall shower or bathe.

002.07 Medical/Mental Health Screening. Inmates shall be screened and observed by trained facility employees upon admission to determine if immediate medical or mental health attention is required. If medical or mental health services are provided within the jail facility, the appropriate facility employee should perform the intake medical screening and their recommendations followed.

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002.08 Orientation. Newly admitted inmates shall be made aware of the jail facility's rules, procedures, programs and the rights to which they are entitled. Completion of the orientation shall be documented and signed by the inmate.

002.09 Inability to Process Inmate. After an intake medical screening has been completed and fitness for confinement established, the admission process may be delayed for such reasons as, but not limited to, intoxication, use of controlled substances or violent behavior. Admission should be completed at such time as the individual is capable of being processed in accordance with jail facility order and safety. Reasons shall be noted.

003 Release. The release process shall include, but not be limited to the following procedures:

003.01 Verification of Release. The releasing officer shall verify the identity of the inmate to be released and the authority of the release.

003.02 Property. Upon release, the inmate's personal property shall be returned. The inmate shall sign a receipt thereof. If the inmate will not sign the receipt, a second staff person shall witness the return of the property and sign the receipt with the reasons noted. A copy of the receipt shall be given to the inmate at the time of the release.

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