



Sheriff Martin Cuellar

Webb County Sheriff's Department
www.webbcountytx.gov/sheriff.html

JAIL OPERATIONS MANUAL

WEBB COUNTY SHERIFF'S OFFICE

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JAIL OPERATIONS MANUAL WEBB COUNTY SHERIFF'S DEPARTMENT

OVERVIEW:

The manual contained herein shall constitute the official policy of the Webb County Sheriff's Department relating to the operations of the Webb County Jail.

All personnel shall adhere in all respects to the provisions of this policy document. All jail personnel shall be given a copy of this manual and instructed to become familiar with it in its entirety.

PURPOSE: The Jail Operations Manual is published in an effort to clearly identify, delineate, and define the policies and procedures to be employed in the jail. Care has been taken to assure that these policies conform to current applicable case laws, legislation and standards as set forth by the Texas Commission on Jail Standards.

Failure to comply with these policies by any employee of the Sheriff's Department will constitute grounds for disciplinary action against the employee.

ORGANIZATIONAL STRUCTURE: The Sheriff of Webb County is vested constitutionally as the chief custodian of the county jail. A Jail Administrator is assigned primary duties to assure safe and suitable conditions in the jail in accordance with the provisions of this manual. The Jail Administrator reports directly to the Sheriff and Executive Assistant. All personnel assigned to the jail report through the appropriate chain of command to the Jail Administrator. The Administrator shall develop an organizational chart subject to review by the Sheriff and the Executive Assistant, clarifying personnel post in relationship to command structure. The Jail Administrator shall be responsible for reviewing and updating the organizational chart.

SUPPLEMENTAL AUTHORITY: In addition to this manual, the Jail Administrator shall be responsible to ensure that all provisions of the regulations of the Texas Commission on Jail Standards, applicable case law, and legislation are followed explicitly. Further, the Jail Administrator shall be responsible for having forms, records and documents developed to supplement this manual.

REVISIONS OF THE MANUAL: Revisions to this manual shall be approved in writing by the Sheriff. Jail personnel shall be given a copy of the revised pages with instructions to maintain an updated manual.

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TEXAS COMMISSION ON JAIL STANDARDS

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February 5, 2010

Sheriff Martin Cuellar
Sheriff, Webb County
902 Victoria St.
Laredo, TX 78040

Dear Sheriff Cuellar:

Several of your facility's operational plans have recently been reviewed and approved. Following is a list of all your plans and their most recent approval date:

- EMERGENCY PLAN:** Approved 12/21/09
- FIRE PREVENTION PLAN:** Approved 02/04/10
- CLASSIFICATION PLAN:** Approved 12/21/09
- HEALTH SERVICES PLAN:** Approved 02/04/10
- MD/SUICIDE PREVENTION PLAN:** Approved 02/04/10
- SANITATION PLAN:** Approved 12/21/09
- DISCIPLINE PLAN:** Approved 02/04/10
- GRIEVANCE PLAN:** Approved 12/21/09
- RECREATION/EXERCISE PLAN:** Approved 12/21/09
- EDUCATION/REHABILITATION PLAN:** Approved 12/21/09
- LIBRARY PLAN:** Approved 12/21/09
- TELEPHONE PLAN:** Approved 12/21/09
- CORRESPONDENCE PLAN:** Approved 02/04/10
- COMMISSARY PLAN:** Approved 12/21/09

Judge Donna S. Klaeger, Burnet, Chair
Stanley D. Egger, Abilene, Vice Chair
Irene A. Armendariz, El Paso

Albert L. Black, Austin
Jerry W. Lowry, New Caney
Larry S. May, Sweetwater

Sheriff Gary Painter, Midland
Dr. Michael M. Seale, M.D., Houston
Sheriff Tam Terry, Panhandle

From the Sheriff

The Webb County Jail staff is committed to the preservation of the basic human rights and dignity of the inmate population, as prescribed by the Constitution of the United States and the Texas Commission on Jail Standards. Be it known that the staff of the Webb County Jail will ensure a high standard of safety and security for the community, detention officers, and inmates. The staff of the Webb County Jail will maintain programs, available to every inmate that will encourage and foster self-respect and dignity. Every measure will be undertaken to ensure each inmate of the Webb County Jail receives fair and humane care in a safe environment.

CONDUCT

While in this institution inmates are expected to obey all rules and regulations at all times. Inmates who do not obey the rules will face disciplinary actions. State detainees who are found guilty of violating the jail rules and regulations may lose "goodtime" credit. A copy of your disciplinary record will be sent to the court or agency you have been sentenced to.

The rules of the facility are explained to inmates during orientation in English and Spanish and read to illiterate inmates.

The rules of conduct are posted in each cell block of the facility in English and Spanish.

If an inmate violates a rule or regulation of the facility he/she may face a disciplinary board who will decide what sanctions he/she will face if found guilty. The inmates may also waive their rights to a hearing for a minor infraction by signing a disciplinary waiver. If inmates break the law while they are in jail, criminal charges may be filed against them.

Inmates may also be removed from general population housing and placed in administrative housing in a pre-disciplinary status.

DISCIPLINARY SANCTIONS

MAJOR VIOLATIONS: Sanctions may include:

- Suspension of privileges for no more than 30 days
- Disciplinary segregation for no more than 30 days
- Loss of good time credit
- Removal from work detail or programs
- Restitution for damage to jail property

MINOR VIOLATIONS: Sanctions shall be limited to:

- Counseling
- Verbal or written reprimand
- Loss of privileges for a period not to exceed 15 days.
- Disciplinary segregation for a period not to exceed 15 days

DUE PROCESS PROCEDURES

Inmates accused of violating rules of conduct shall be written up on an incident report which shall be forwarded to the shift supervisor. The shift supervisor will determine if the infraction merits a warning to the inmate or if the incident report will be forwarded to the disciplinary committee. In either case, the appropriate recommendation must be indicated on the incident report and a copy maintained in the main incident report file and in the inmate's permanent file.

Inmates written up with the recommendations for the incident to be taken before the disciplinary committee must be served with a notice of the claimed violation or charges against him/her and a copy of the incident report within 24 working hours of the infraction. The inmate will be allowed to sign the notice of the rule violation which shall be witnessed by the officer that serves him/ her. If the inmate refuses to acknowledge that he/she has been served, by his/her signature, the space indicating his/her refusal to sign shall be filled out accordingly and witnessed by the officer. If an inmate does not understand the English language, the incident will be explained to him/her in his/her native language if possible. When inmate is illiterate, the entire disciplinary hearing and process will be conducted and explained orally. The officer shall witness the inmate's signature and sign his/her name in the appropriate space.

A disciplinary board will be comprised of neutral members and the hearing will be strictly impartial. The board may be composed of a sergeant, a deputy, a county jailer, or any combination. The board will hear testimony from the inmate charged with the infraction within seventy-two hours after being served, but no earlier than twenty-four hours.

An inmate may be allowed to call relevant witnesses and present documentary defensive evidence in their defense if permitting him/ her to do so will not jeopardize institutional safety or correctional goals. They shall be given the opportunity to be heard in person and the evidence the board has against him/her shall be disclosed. The names of informants may not

be disclosed. The committee shall document any refusal to allow the presentation of witnesses or evidence. The committee shall also document the questions asked and testimony given by the accused. Any guilty finding shall be predicated upon substantial evidence to believe that the inmate is guilty of the alleged charge. A written report of the board's findings shall be made part of the inmate's permanent record and the inmate shall be notified by written statement indicating the evidence relied upon and reasons for the disciplinary action taken. An inmate may be allowed to get help from another inmate or staff member if they are illiterate or if their case is too complex for them to handle on their own.

In no case may the sanctions imposed by the committee be increased. All inmates shall be afforded the right to appeal the board's decision to the Sheriff or designee in writing. The Sheriff or designee will review all pertinent facts and either uphold, reduce, or overturn the committee decision.

The disciplinary committee shall impose sanctions as fairly and impartial as possible. No inmate shall be racked up pending a hearing unless the staff or inmates are at risk.

APPEAL

Inmates that have pled not guilty or no contest will be informed of their right to appeal the findings of the disciplinary board. All inmates that have been assessed punishment will be informed of their right to appeal that punishment.

The appeal must be made in writing to the Captain within ten (10) days, and must state specific reasons for the appeal. The Captain will respond in writing within ten (10) days of receiving same. If the inmate is not satisfied with the Captain's decision, he/she may appeal in writing to the Jail Commander within ten (10) days. The Jail Commander will respond in writing within ten (10) days of receiving same.

If the inmate still feels that he/she has not been treated fairly after the Jail Commander has responded he/she may make a written appeal to the Sheriff within ten (10) days of receiving same. The Sheriff's decision will be final.

MAJOR VIOLATION

1. Major prohibited acts; (Acts Classified as offenses under State/Federal Law)
2. Inciting Riotous Behavior
 - Fighting
 - Inciting a Fight
 - Threatening
 - Coercion
 - Throwing or Propelling Objects or Substances
3. Setting of Fires
4. Sexual Abuse
 - Sexual Solicitation
 - Nudity
 - Indecent Exposure
 - Sexual Activity
5. Possession of Stolen Property
6. Destruction of County Property
7. Trafficking
8. Impending Detainees headcount
9. Impending the Security of housing unit
10. Falsely Reporting an Emergency
11. Feigning Injury or illness
12. Bribery
13. Recklessness
14. Tampering
15. Mutilation
16. Possession or manufacture of:
 - Tattoo paraphernalia
 - Altered items



- Gang graffiti clothing
17. Possession or Manufacture of:
 - Weapon
 - Escape devices
 - Distilling / brewing
 - Alcoholic beverages
 18. Possession or manufacture of:
 - Narcotics
 - Narcotics paraphernalia
 - Inhalants
 - Chemical agents
 - Unauthorized drug or medication
 - Tobacco
 19. Hoarding of medication
 20. Excessive noise
 21. Interference with:
 - Disruption of any institutional activity
 - Court related proceedings
 - Official communication or communication devices
 - Security operations
 22. Violation of Procedures:
 - Feeding
 - Class programs
 - Recreation
 - Commissary
 - Medication consumption
 - Work assignment
 - Treatment program
 23. Inciting or Encouraging Communication with Persons outside the Facility
 24. Disrespect to staff
 25. Threatening staff
 26. Refusal to follow written or oral directives
 27. Graffiti on wall/windows/doors/uniforms/and linens

MINOR INFRACTION

1. Gambling
2. Malingering
3. Horseplay
4. Disrespect to other inmates
5. Lying to or about other inmates
6. Yelling at other inmates
7. Disorderly cell or bunk area
8. Inadequate or partial uniform
9. Inadequate personal hygiene
10. Violation of written or posted rule
11. Abuse of intercom system
12. Present in an unauthorized area
13. Entering or exiting an area without permission
14. False self identification
15. Failure to response to staff questions
16. Defacing property
17. Possession of unauthorized clothing, linen or bedding
18. Possession of contraband
19. Unauthorized contact
20. Unauthorized passing of items
21. Unauthorized equipment use
22. Unauthorized taking of items into or out of unit
23. Unauthorized changing bed assignment
24. Unauthorized absence from work or activity
25. Obstruction of light fixtures

GRIEVANCE

Inmates are allowed to file a grievance whenever they believe they have been subjected to one or more of the following: 1) violation of your civil rights, 2) A criminal act, 3) An unjust denial or restriction of inmate privileges, 4) A prohibited act by facility staff. To file a grievance the detainee must request a Grievance Form from the Floor Officer.

The Grievance shall include dates, times, names and any other pertinent information concerning the complaint. The Grievance must then be forwarded to the Grievance Officer. The inmate will receive a written response within 15 days. If he/she does not agree with the decision of the Grievance Officer the inmate can appeal to the Grievance Board within 10 days.

Inmate may appeal a decision by the grievance board to the Jail Captain, then to the Jail Commander, and finally to the Sheriff.

All appeals must be in writing and within 10 days of a decision. The decision of the Sheriff will be final.

INMATE BOOKING NUMBER

Upon your arrival in the Webb County Jail, during the booking process, you will be assigned a Booking Number. It is very important that you memorize this number because you will be using it on jail correspondence, commissary orders, and when submitting any request forms to officers. The booking number will also be used by your family and friends when depositing money to your account.

PERSONAL CLOTHING

All personal clothing removed during the booking process will be placed in the property room for safe keeping. When you are released, your personal clothing will be returned to you. If you are sentenced to the Texas Department of Criminal Justice, you will not be allowed to take your personal clothing. Prior to your release to T.D.C.J. you must fill out a Property Authorization Release Form and return it to the property officer. This form must include the name of the person authorized to pick up your clothing. Inmates released to another agency (S.A.F.E. P., State Jail, B.O.P., etc) will be allowed to wear their personal clothing. Personal Clothing left in our agency must be picked up within 30 days of your transfer or it will be donated to a charitable organization. Please note rule may be subject to change. Webb County Jail is not responsible for items you keep and will only compensate up to \$50.00 total for damage to or loss of property they store.

PERSONAL ITEMS

Personal property such as cell phones, jewelry, glasses, billfold, keys, etc... , must be turned over to the booking officer upon your arrival. The booking officer will issue you a booking receipt for all items removed and said receipt must be kept on your person until your release date. All property written on the receipt will be placed in a security box for safe keeping. If your personal property was not released to you during the release process, you may pick-up said items Mondays thru Friday from 8:00 am to 12:00 pm and from 1:00 pm to 5:00 pm. Please note persons picking up their property must present a PHOTO ID and PROPERTY RECEIPT. All personal property must be picked up within 30 days from the time of release or it will be donated to charitable organizations.

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MONEY

The U.S. Currency removed by the booking officer during the booking process will be documented on your booking receipt and it will be placed into the detainees account. While you are in custody you will be allowed to purchase items from Commissary with money from your account. The Booking Number assigned to you during the booking process will be your account number. Money may be deposited to your account by your family members and friends by mail only in a money order form or cashiers check. No cash will be accepted.

TELEPHONE

Telephones are available in your cell block. All calls made thru said phones are collect and will be charged to the person accepting the call. Telephone calls are limited by the telephone company and will automatically cut off. Telephones in the cell blocks will be turned on at 7:00 am and turned off Sunday thru Thursday at 11:00 pm and Friday and Saturday at 12:00 am (midnight). Any misuse of the telephone privileges such as harassing, annoying and or threatening calls may lead to suspension of telephone privileges and/or *criminal* charges. Telephones in cell blocks may also be turned of due to breach of security or transferring of detainees to other agencies.

VISITATION

During the booking process you must fill out an Inmate Visitation Form. This form must have the names of the relatives you are requesting to see during your visitation. Visitors must be immediate family only. Visitation can be cancelled at any time for security breaches in the facility. Visitation is a **privilege** not a right. Inmate will have access to visitation after his third day of incarceration.

VISITATION IS A PRIVILEGE, NOT A RIGHT. JAIL STAFF RESERVES THE RIGHT TO REFUSE VISITATION TO ANYONE!

- VISITORS MUST OBEY ALL DIRECTIVES FROM THE JAIL STAFF
- NO ONE UNDER 17 YEARS OF AGE ALLOWED IN THE BUILDING UNLESS ACCOMPANIED BY AN ADULT
- VISITORS HAVE PROPER VALID PICTURE IDENTIFICATION (ANY GOVERNMENT TYPE ID)
- VISITORS MUST BE ON THE VISITATION LIST
- VISITORS CAN NOT HAVE BEEN INCARCERATED IN OUR JAIL WITHIN THE LAST SIX MONTHS
- VISITORS MUST DRESS PROPERLY:
 - NO SHORTS, NO HATS, NO SUNGLASSES
 - NO SLEEVELESS SHIRTS OR DRESSES
 - NO SPANDEX PANTS, SHORTS OR OTHER FORM FITTING CLOTHING SKIRTS MUST BE AT KNEE LEVEL
 - NO LOW CUT, BACKLESS OR TRANSPARENT SHIRTS
 - NO HAND CARRIED ITEMS (CAMERAS, CELL PHONES, PAGERS, VIDEO CAMERAS)
 - NO WEAPONS (GUNS, KNIFES, MACE, AND AMMO)
- DISORDERLY CONDUCT WILL NOT BE TOLERATED
- NO CIGARETTES, LIGHTERS, OR MATCHES ALLOWED IN THE BUILDING
- CHILDREN LEFT OUTSIDE MUST BE SUPERVISED BY AN ADULT
- NO DRINKS OR FOOD ALLOWED IN THE BUILDING
- TWO CHILDREN WITH ONE ADULT VISITOR ALLOWED PER VISIT. ADULT VISITOR ACCOMPANYING CHILDREN MUST BE ON THE VISITATION LIST.

VISITATION SCHEDULE

MONDAY

1ST FLOOR MALES

7:30- 12:00 & 2:30 - 4:00

2nd Floor CELL B, C, H 7:30-12:00

CELL P 2:30-4:00

3rd Floor CELL J 7:30-12:00

CELL F 2:30 - 4:00

4th Floor CELL L 7:30-12:00

CELL H 2:30- 4:00

TUESDAY

1ST FLOOR FEMALES

7:30-12:00 & 2:30-4:00

2nd Floor CELL K, G 7:30-12:00

CELL E 2:30-4:00

3 rd Floor CELL G, H 7:30-12:00

CELL O, P 2:30-4:00

4th Floor CELL K 2:30-4:00

WEDNESDAY

2nd Floor CELL D 7:30-12:00

CELL F, N 2:30-4:00

3rd Floor CELL B C 7:30-12:00

CELL G 2:30-4:00

4th Floor CELL B 7:30-12:00

CELL G 2:30-4: 00

THURSDAY

2ND Floor CELL O 7:30AM-12:00 PM

CELL J 2:30PM -4:00 PM

3rd Floor CELL M 7:30AM-12:00 PM

CELL N 2:30PM -4:00 PM

4th Floor CELL O 7:30AM -12:00 PM

CELL P 2:30 PM -4:00 PM

FRIDAY

2nd Floor CELL M 7:30 AM -12:00 PM
 CELL L 2:30 PM -4:00 PM
3rd Floor CELL D 7:30 AM -12:00 PM
 CELL E 2:30 PM -4:00PM
4th Floor CELL J 7:30 AM -9:30 AM
 CELL M 9:30AM -12:00PM
 CELL C 2:30PM -4:00 PM

SATURDAY

2 nd Floor	3 rd Floor	4 th Floor
2-H 7:30-8:00	3-H 7:30-8:00	4-B 7:30-8:00
2-C 8:30-9:00	3-O 8:30-9:00	4-H 8:30-9:00
2-J 9:00-9:30	3-P 9:00-9:30	4-L 9:00-9:30
2-O 9:30-10:00	3-M 9:30-10:00	4-K 9:30-10:00
2-P 10:00-10:30	3-N 10:00-10:30	4-J 10:00-10:30
2 M 10:30-11:00	3-F 10:30-11:00	4-M 10:3-11:00
2-K 11:00-11:30	3-K 11:00-11:30	4-G 11:00-11:30
2-E 11:30-12:00	3-J 11:30-12:00	4-C 11:30-12:00
2-G 12:00-11:30	3-E 12:00-12:30	4-O 12:00-12:30
2-D 12:30-1:30	3-B 12:30-1:00	4-P 12:30-1:00
2-F 1:00-1:30	3-C 1:00-1:30	4- N 1:00- 1:30
2-L 1:30-2:00	3-D 1:30-2:00	
2-N 2:00-2:30	3-G 2:00-2:30	
2-B 2:30-3:00	3-L 2:30- 3:00	
1 ST FLOOR Female Quarters 8:00-12:00	1 ST FLOOR Male Inmates 12:00-3:00	

COMMISSARY

Inmates of Webb County Jail may purchase items from the commissary with money from their inmate account. These items include food, candies, chips, drinks, writing materials, clothing and personal hygiene etc. Commissary Personnel will issue out lists, pick up lists and deliver items. Commissary is a privilege not a right. Commissary is operated by a civilian company so check your order to make sure you receive what was ordered. The Jail Commander has placed a \$ 75.00 limit on total commissary order.

Your family may send funds for your commissary account in the form of a money order or cashier's check only. Please mail to:

Name of Inmate and Jail Cell Number
PO. Box 6009
Laredo, Texas 78042

Money order instructions:

Pay to the Order of:

- Webb County Law Enforcement Center - Inmate Trust Fund
- Inmates Name and Date of Birth

Name and address of Sender

MEDICAL SERVICES

Medical services are available to all inmates at the Webb County Jail. If you need Medical Assistance, you must submit a written request to the Medical Department. Inmate having a medical emergency must notify the floor Officer immediately.

Medical department will dispense medication twice a day or as needed. Inmates should take medication at the time it is dispensed and should not hoard any medication. Inmates have the right to refuse medication or medical services. .

Attention Inmates: You are hereby put on notice that if you are able to pay for Medical Service, Webb County will require reimbursement for any such services provided to you during your incarceration in the Webb County Jail. Webb County will initiate legal court proceedings for any services provided under the Texas Code of Criminal Procedure, Article 104.002.

However, you will not be denied medical services because of your inability to pay.

MAIL RULES

All incoming or outgoing correspondence from the General Public may be open and read (non-privileged). If contraband is discovered in the envelope, it will be confiscated and the inmate advised of the action. Inmates may receive books and magazines from the Publishers.

Envelopes must include the following:

1. On the upper left corner of the envelope detainees must include: Full name of detainee, cell block, booking number, and complete address of the Jail. (P.O. BOX 6009 LAREDO, TEXAS 78042)
2. On the middle area of the envelope the name and complete address of the person who you are mailing to.
3. The envelope must have the correct postage; otherwise it will be returned to the cell block.
4. Outgoing mail must be unsealed at all times.
5. Envelopes should not have markings, and drawings.

If inmate is no longer present at facility, all incoming mail will be returned to sender.

PRIVILEGE MAIL

Outgoing Privileged mail shall not be opened or interfered with. Incoming Privilege Mail may be opened in front of the inmate and search limited to locating contraband. Privileged mail will not be read.

Incoming or outgoing mail from the following persons or organizations is considered privileged mail:

1. Officials of the Federal, State, and Local Courts
2. Federal Officials and Officers, including the President of the United States
3. State Officials and officers, including the Governor and the Commission on Jail Standards.
4. Letters to bonafide news media
5. Inmate's Attorney (s)

CELLS AND DAY ROOM

All inmates are responsible for keeping their cell and day room area clean at all times. Detainees may use any equipment that is available for them in the day-room at anytime the cell is not locked-down. Lock down for the facility is Sunday thru Thursday at 11:00 pm Friday & Saturday at 1:00 am. Clothing may not be hung over bunks or cell bars to obstruct officer's view. Inmates may not deface, destroy nor tamper with any county property (walls, windows, light fixtures, cell doors, uniforms, blankets, covers and towels, etc ...). No pictures, handkerchief, papers or any other material may be placed or glued on walls, windows, lights, in cell blocks. Detainees wishing to place clothing to dry can do it from 8:00 pm to 7:00am.

LAUNDRY

Laundrying of clothing shall be furnished twice a week unless work, climatic conditions, illness or other factors necessitate more frequent exchange to assure cleanliness. Inmates will not be issued clean clothing unless they turn in their dirty laundry (uniform, towel, cover, blanket). Inmates may not hoard any extra clothing or linens in their cells or they will face disciplinary actions. If the court requires the inmate to wear civilian clothing for a court hearing, he/she is responsible for having his/her family bring suitable clothing for said hearing. Otherwise the inmate will be given the clothing he wore when he was detained.

FOOD

Meals are served three times a day to all inmates. Inmates requiring special diets must be approved by the Jail Physician. Inmates shall not hoard food in their cells; otherwise they will face disciplinary actions.

INMATE PROGRAMS

1. **WORK DETAIL:** The Classification Department may assign detainees to work in areas such as Kitchen, Laundry, or Clean up detail. These inmates are expected to do the best job they can. Inmates may not supervise any other inmate. Inmates serving state time may be assigned as workers on a volunteer basis.
2. **EDUCATION:** Certain educational programs are available at the jail for detainees. Anyone wishing to participate must fill out a request form and turn it into the Educational Officer. Not all inmates may be eligible.
3. **RELIGIOUS SERVICES:** A variety of religious services are offered from Sunday thru Saturday. Inmates wishing to participate must notify the floor officer. No inmate will be forced to participate in any services.
4. **LIBRARY:** A library is available at the Jail. Anyone wishing to participate must submit a request form to the Education Officer.
5. **WRIT ROOM:** A writ room is available at the jail for all inmates. Inmate wishing to work on legal matters must submit a request form to the Education Officer.
6. **RECREATION:** All inmates will be given the opportunity to participate in physical recreation or physical exercise at least one hour three times a week. Inmates are expected to show good sportsmanship during this time.

INMATE REQUEST

Inmates having special needs or questions shall fill out an "Inmate Request Form" and turn it in to the Floor Officer or forward it to the appropriate person. Detainees having reasonable complaints or questions about the jail operations please fill out a request and turn it into the Floor Officer.

ADMISSION OF INMATES

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- A. **GENERAL POLICY:** It shall be the policy of the Webb County Sheriff's Department to admit inmates into the jail as quickly and expeditiously as possible. Sheriff's personnel shall comply with department requirements in regards to other agency representatives such as bondsmen and officers from other jurisdictions. However, booking efficiency shall **not** conflict with proper security, prisoner security, prisoner identification and accuracy of documentation.

In **no** instance shall an inmate be accepted into custody unless accompanied by a valid commitment document. Officers assigned as booking officers shall be thoroughly familiar with locally used commitment documents.

- B. **SECURITY MEASURES:** All personnel assigned to the booking section shall observe the following security precautions:

1. **Facility:** Adequate visual perimeter checks of the outside area shall be made. Entrance into the sallyport area shall be restricted to vehicles containing prisoners and accompanying officers. Video monitors and remote controlled sallyport doors shall be operated so that only one vehicle at a time is permitted into the sallyport area. Prisoners are not permitted to exit a vehicle until both sallyport doors are secured.

2. **Weapons check:** The accompanying officer shall exit his vehicle leaving the prisoner(s) inside the secured vehicle. The officer shall secure his weapon, ammunition, baton, and tear gas in the weapons storage receptacle. Once secured, the sallyport control officer shall instruct the officer to escort the prisoner(s) through the outer vestibule door while the inner vestibule door remains closed. Once the officer and prisoner(s) have entered the vestibule, the outer door shall be closed and the inner vestibule door will open for the escorting officer to escort the prisoner(s) into the facility.

3. **Identification of accompanying officer:** The accompanying officer shall submit his or her official agency identification including photographs, to the sallyport control officer for inspection. No substitute identification will be accepted. After officer identification has been established, the sallyport officer shall open the inside vestibule door and instruct the accompanying officer to escort the prisoner(s) to the booking desk.

- C. **BOOKING PROCEDURES:**

Booking procedures shall be accomplished in the order as specified below:

1. **Prisoners requiring emergency action:** The admissions officer assigned to the booking desk shall visually check the physical condition of the prisoner. If the prisoner is injured or ill, the booking officer shall immediately summon the duty nurse, who shall determine if the prisoner is acceptable for admission.

2. **Identification of special inmates:** The booking officer shall ascertain if the prisoner is severely handicapped, a juvenile, a particularly infamous inmate; a gang member shall remain in the first floor holding cell for a period of 48 hours. After the 48 hours, the classification department will be responsible for moving the inmate to his assigned cell, or if the prisoner should be considered "special" for other reasons. Persons under the age of seventeen 17 years **shall not** be accepted, except when certified by a duly authorized court order. Reasonable efforts should be made to obtain a translator in instances where the inmate speaks neither English nor Spanish. Special security procedures should be arranged for an infamous, or highly publicized, prisoner.
3. **Inmate search:** Each prisoner shall be "frisk" searched upon entry into the facility. In no instance shall an officer "frisk" search prisoners from the opposite sex. Officers shall refrain from making personal remarks to the prisoners during searches. If weapons, illegal substances or other contraband is discovered as a result of the search, the booking officer shall immediately confiscate the substance and generate a report detailing the incident which shall be maintained in the jail records file. The contraband shall be packaged as appropriate and forwarded to the evidence and property section.
4. **Telephone calls by inmate:** Inmates must be allowed one completed telephone call immediately after booking, but in no case longer than four hours after arrival. After the prisoner has completed that call, it shall be noted on the prisoner's telephone log. The prisoner shall sign the log acknowledging that a call has been completed. A telephone directory shall be made available if requested by inmates.
5. **Completion of booking log:** An official entry will be made in the booking log for each inmate accepted into custody.
6. **Collection of prisoner valuables:** Each inmate will submit their personal possessions such as jewelry, wallets, purses, and other valuables to the booking officer. The booking officer shall inventory and list all items confiscated in the presence of the inmate with a concise description of each on the inmate's property box. A receipt will be signed by the inmate. If the inmate refuses to sign the receipt, the booking officer shall summon another staff member to witness the refusal, and note the receipt as "inmate refuses to sign" and have the staff witness countersign the document. Inmate property shall be stored in the inmate property box and sealed. The seal number and property box shall be sealed. The seal number and property box number shall be documented in the log book.

Exceptions:

- a. Bench warrant inmates from TDCJ will be permitted to retain stationary, stamps, legal materials, and personal hygiene articles.
- b. Inmate will be permitted to retain legitimate religious medals and medallions on special request if the medal or medallion is less than 1 ½ inches in diameter and does not contain sharp edges or other design characteristics which may cause a security concern. Metal chains shall not be permitted to accompany the medal or medallion.

7. **Inmate trust fund:** A trust fund shall be initiated for each inmate during the admission process. Trust fund functions shall include:
- a. Count all U.S. coins and currency in the inmate's possession, in his presence, prepare a receipt for the inmate to sign. Follow procedures described in 6 above.
 - b. Issue a receipt to the inmate and place the money in the cash register.
 - c. Any person may deposit a money order in the inmate's account at the visitor control center. Receipts shall be prepared and distributed by personnel assigned to visitor control center. No cash or personal checks shall be accepted.
 - d. All transactions including deposits and withdrawals shall be recorded promptly by the officer assigned to the inmate trust fund.
 - e. Expenditures, may be made by the inmate, for purchase of commissary items.
 - f. Inmates may be given special permission to release funds in order to pay attorneys, court costs, bondsmen, or for other reasons as approved by the supervisor assigned responsibility for the inmate trust fund. Request for such release of funds shall be submitted to the supervisor.
 - g. The inmate trust fund shall be closed in one of the following manners:
 - (1) **Release:** as part of the releasing process, the inmate shall be given his or her balance in a check.
 - (2) **Transfer:** When an inmate is transferred to another agency, the trust fund officer shall issue a check for the balance of the inmate's account made payable to the inmate. The check shall be given to the representative of the agency.
 - (3) **Death:** If an inmate dies while incarcerated, his or her trust fund shall be held in abeyance until claimed by the deceased inmate's next of kin.
 - h. The trust fund supervisor shall review all documents and records maintained by the jail relating to the inmate trust fund. Periodic audits shall be performed.
8. **Identification of inmates:** Identification officers shall process each inmate to ensure that positive identification is performed on each inmate. Identification functions shall include:
- a. Recording alias names used by the inmate on appropriate admissions form.
 - b. Entering the inmate's fingerprints on fingerprint card and attaching to admissions record.
 - c. Photographing the inmate and attaching the photographs to admissions record.
 - d. Classifying prints to cross reference existing files.
9. **Completion of booking card:** A jail booking card shall be initiated on each inmate. This card shall be the official record of custody. An active file shall be maintained on each inmate in custody in the inmate's record section. Once released or transferred, the card shall be filed in an inactive status. The booking card shall be updated as events which occur in the justice system change the inmate status. An updated booking card shall be maintained in the booking section. Each inmate shall be assigned a booking number.
10. **Separation of inmates by gender:** After admission, female inmates shall be separated from male inmates by sight and sound. In no instance shall females and males be allowed to congregate without constant and direct supervision.

- 11. Confiscation of clothing:** If it is determined that bond has not been made or is not imminent, male and female inmates will be escorted to their respective dressing areas. Officers of the opposite gender **will not** supervise inmates in the clothing or shower areas.

The property officer shall:

- a. Instruct the inmate to remove all clothing.
 - b. Inspect each item of clothing for contraband or vermin.
 - c. Initiate a property tag for the inmate, listing all articles surrendered.
 - d. Instruct the inmate to sign property tag, if inmate refuses to sign, procedures outlined in number 6 above apply.
 - e. Sterilize the clothing if vermin exists.
 - f. If the clothing is extremely soiled, the property officer shall place in net type bag and forward it to laundry for washing. The clothing shall be returned to the property officer for storage. Place the property in a clothing bag and mark it clearly with inmate's name and date it was received, and the name of the officer that received the property.
 - g. Store the bag in proper sequence. Items which are too large for storage in the property bag will be marked and stored on shelves in the property room.
- 12. Strip search:** A thorough strip search will be conducted on each arrestee that an officer has individualized reasonable suspicion to believe may be carrying or concealing contraband.

Individualized suspicion must be based upon:

- The arrestee's demeanor
- The arrestee's past record
- The nature of the arrestee's charges

Strip searches shall be conducted only by an officer of the same gender as the arrestee. Officers assigned the duty will refrain from making any personal remarks about the inmate and will conduct the search with the greatest degree of dignity possible for the inmate.

Strip searches will be conducted in a closed area away from the view of other persons. The officer conducting the search will make note of any marks, scars, or deformities. If contraband is discovered will initiate an incident report detailing the circumstances and will forward the contraband through the proper channels. If the officer discovers any injuries or illnesses that may require medical attention, the officer will immediately notify the medical staff for possible medical treatment.

- 13. Inmate shower:** Following strip search, the booking officer shall instruct each inmate to shower. Soap and towels shall be distributed to each inmate.
- 14. Physical examination:** Each inmate shall be examined by the duty nurse in accordance with procedures authorized by the medical director. Medical information which may be pertinent to the housing, classification, and work assignments of the

inmate shall be forwarded to the classification. Examples of such information may include (but are not limited to):

- a. Infections or other contagious diseases.
 - b. heart or respiratory conditions.
 - c. conditions which require special diets.
 - d. other conditions which may limit or restrict activities performed by the inmate.
- Official records shall be maintained by the medical director and his or her staff.

15. Issuance of jail clothing: After the physical examination is completed, each inmate will be issued jail clothing, a hygiene kit and instructed to dress. Inmates will then be escorted to a holding cell area until they are summoned by the classification staff.

RELEASE AND TRANSFER DOCUMENTS

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- A. GENERAL POLICY:** Every reasonable effort shall be made to release or transfer prisoners as expeditiously as is practical. However, releasing policies shall not preclude accuracy in preparing documents, ascertaining positive identification, or checking the individual for outstanding warrants.
- B. TRANSFER TO A MEDICAL FACILITY:** No inmate shall be transferred to an outside medical or psychiatric facility without written authorization from a court or responsible medical authority. In the absence of the jail medical director, the nurse shall authorize such transfers. If the inmate is transferred, the releasing officer shall:
1. Secure the services of a transportation officer to escort the inmate.
 2. Make appropriate entries in transfer records.
 3. Notify the inmate's court of record of the transfer.
 4. Notify the inmate's family (if known) in serious situations.
- C. TEMPORARY RELEASE:** Temporary release shall only be granted in compliance with a valid court order. When such court order is received, the releasing officer shall notify the supervisor of the booking section and comply with the court order in its entirety.
- D. RELEASE (PERMANENT):** Personnel assigned to the booking section shall be responsible for the releasing of an inmate. The releasing officer shall be responsible for delivering the inmate to the releasing area.
- E. TRANSFER OF AN INMATE TO TDCJ:** Upon receipt of properly prepared delivery order, personnel assigned to the booking section shall direct the releasing officer to prepare those inmates so named for transfer. Each inmate to be transferred to TDCJ shall be instructed to notify a relative or friend to pick up personal property effects at the Webb County Jail after inmate transfer. If the inmate so agrees, the property shall be donated to a charitable organization. If after 60 days from date of transfer, no person has claimed the inmate's property, it will be donated to a charitable organization. The transportation department shall arrange for a transporting officer to transport the inmate on the date specified in the order. The transportation officer shall transport the inmate, then return the executed order to the proper authority.
- F. RELEASE / TRANSFER PROCEDURES:** Except as specified in the above situations, releases and transfers shall be accomplished in the following manner:
1. All requests and orders for inmate release and transfer shall be received in the booking section. Personnel assigned to the booking section shall carefully review all documentation to ensure accuracy. It is extremely important that inmates not be released while other charges, warrants, or holds against the same inmate may be outstanding.

Once personnel verify that the inmate should be released and/or transferred, the releasing officer shall be notified.

2. The releasing officer shall then contact the floor control officer of the floor housing the inmate and have inmate ready for release or transfer. The releasing officer shall make arrangements to have the inmate escorted to the property area and the floor control officer shall update internal records accordingly.
3. The inmate shall then sign for the personal property and dress as required by the situation. The inmate shall then be escorted to the release area. A copy of the property receipt shall be forwarded to the releasing officer.
4. The inmate shall be given his or her property and sign accordingly. In instances in which the inmate is released to another agency representative, a check for the balance of the money account shall be made payable to the inmate and given to the representative.

G. THE INMATE'S IDENTITY SHALL THEN BE VERIFIED THROUGH THE FOLLOWING PROCEDURES:

1. The releasing officer shall observe the inmate and compare him or her with a photograph if available.
2. The releasing officer shall compare signatures on the property receipt forms with booking signatures.
3. The releasing officer shall enter the inmate's right index fingerprint on the releasing section of the booking card and compare it with the previously recorded index print at time of admission.
4. The releasing officer shall escort the inmate to the jail exit or release inmate to the appropriate agency representative after verifying the representative's identity.
5. Once all documentation is completed, the releasing officer shall return all documents to the records section where they shall be filed in an inactive status.

RECORDS AND PROCEDURES

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- A. ADMISSIONS RECORDS:** Appropriate entries in the booking log shall be recorded promptly for each inmate accepted into custody, and the booking officer shall enter all required information into the computer terminal.
- B. BOOKING PERSONNEL SHALL MAINTAIN:**
1. Daily record of inmate's confined.
 2. Record of each inmate including:
 - a. booking information
 - b. medical information
 - c. classification assigned
 - d. personal property receipts
 - e. commitment documents
 - f. transfer orders
 - g. release orders
 - h. date of booking and release
 - i. disciplinary action
 - j. unusual occurrences
 - k. other information relating to the inmate
 3. Record of receipts and expenditures of money for each inmate's account.
 4. Separate, written, record of incidents of physical harm or serious threat thereof.
 5. Names of persons involved.
 6. Description of incident.
 7. Action taken.
 8. Date and time of occurrence.
 9. Reported to the Sheriff within 24 hours.

CLASSIFICATION AND SEGREGATION OF INMATES

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A. PROCEDURES FOR CLASSIFICATION AND SEPARATION OF INMATES:

The purpose of this plan will be to classify and house Webb County Jail inmates in the least restrictive housing available without jeopardizing the safety of the correctional staff, the other inmates, and the general public.

The following risk factors will be utilized in determining the appropriate custody level:

1. Current offense or conviction.
2. Offense history.
3. Escape history.
4. Institutional disciplinary history.
5. Prior convictions.
6. Stability factors.

Race, ethnicity, or religious preference will not be included and will not have any bearing on determining the appropriate custody level of inmate.

- B. CUSTODY LEVELS AND SPECIAL HOUSING NEEDS:** Will include minimum, medium, and maximum custody, administrative separation, disciplinary separation, and medical/mental health housing. Maximum and minimum custody level inmates will be housed separately. All other custody levels will be kept separate. Under certain circumstances, including periods of peak capacity, high medium custody levels may be housed with maximum custody inmates and low medium custody level inmates may be housed with low custody levels.

Inmates of different custody levels may simultaneously participate in work and program activities as long as they are under direct and visual supervision.

NO JUVENILES WILL BE HOUSED IN WEBB COUNTY JAIL unless they have been legally certified as an adult by an appropriate jurisdiction. If it is discovered that there is a juvenile in custody, he is immediately isolated and returned to the arresting agency.

Female inmates will be separated by sight and sound from male inmates. When under direct, visual and proximate supervision, males and females may participate in work and program activities.

Persons assigned to a detoxification cell will be transferred to a holding cell or housing area as soon as they can properly care for themselves.

A person confined to a violent cell will be reassessed and documented every twenty-four hours for continuance of status.

Inmates who require protection or those who require separation to protect the safety and security of the facility will be housed in administrative separation. Specific information will be documented indicating the need for administrative separation and the status of the inmate placed in administrative separation will be reviewed and documented every thirty days for continuance of status. Inmates housed in administrative separation will retain access to services and activities unless the continuance of the services and or activities would adversely affect the facility.

Single cells will be utilized for disciplinary or administrative separation, and inmates in such housing will be allowed access to a shower and day room for one hour each day.

All inmates, regardless of their specific classification and housing assignment, will be afforded the opportunity of appealing their classification assessment, reassessment, housing, custody level and program or work assignment.

A custody reassessment review will be conducted for each inmate every sixty days for reclassification purposes. A computer-generated report will be utilized in obtaining a listing of inmates requiring reclassification review.

Intake screening shall be completed immediately on all inmates admitted for purposes of identifying any medical, mental health, or other special needs that require placing inmates in special housing units.

Witnesses not charged with a crime will be housed separately from all other inmates. Trustees, work release, and all other alternative program inmates will be housed separately from the general population. Any inmates found to have communicable disease will be isolated until medically released. Cells for housing disabled inmates will be accessible. No juveniles will be housed in the facility unless they have been certified as an adult. If it is discovered that a juvenile is in custody, they will immediately be isolated and returned to the arresting agency. An initial custody assessment shall be completed on all newly admitted inmates prior to housing assignments to determine custody levels.

The classification officer will also obtain all immediate special needs forms that have been forwarded from the jail intake section. This information will be included in the initial classification assessment. After the inmate information reports and the immediate special needs forms have been reviewed, the classification officer will prepare a criminal history report which will include a local criminal record check and a T.C.I.C./N.C.I.C. summary. Classification files will be checked for prior records and cases with current classification profiles will be reactivated.

New inmates, and those with prior profiles requiring an updated classification interview, will be individually contacted and interviewed.

After interviews have been completed, all data collected, including cases which have been reactivated, will be reviewed and a specific classification designation and cell assignment will be recommended. The medical department will review the cell assignment roster and make further recommendations and/or adjustments if necessary. A formal cell assignment roster will be compiled and issued to appropriate staff. The inmates will then be collected and transferred to their designated housing quarters.

All records including classification assessments, reassessments, housing, custody level, programs and work assignments and appeals will be maintained by classification section.

An annual objective classification audit review will be conducted. The purpose of this audit will be to assess the following features:

1. Inmates are being classified prior to placement in inmate housing.
 2. Inmates are being housed according to their assigned custody level.
 3. The override rate is not excessive.
 4. Staff is completing classification forms in an accurate and timely manner.
- C. Housing Scheme- Jail Administrator shall maintain a housing scheme consistent with custody level separation requirements, Inmate's custody level shall not exceed construction security level.
- D. Training- All staff whose duties include classification shall under go at least four hours training on the principles, procedures, and instruments for classification assessments, housing assignments, reassessments and inmate needs.

**WEBB COUNTY JAIL
CLASSIFICATION AUDIT CRITERIA**

I. ANNUAL AUDIT

- 30 maximum custody records
- 30 medium custody records
- 30 minimum custody records
- 30 disciplinary custody records
- 30 administrative custody levels
- 30 overrides:
 - 15 records indicating a higher custody level
 - 15 records indicating a lower custody level
- 30 reassessments:
 - 10 records indicating a higher custody level
 - 10 records indicating a lower custody level
 - 10 records indicating a change in custody level

II. MONTHLY AUDIT

- 3 maximum custody records
- 3 medium custody records
- 3 minimum custody records
- 3 disciplinary custody records
- 2 overrides:
 - 1 record indicating a higher custody level
 - 1 record indicating a lower custody level
- 3 reassessments:
 - 1 record indicating a higher custody level
 - 1 record indicating a lower custody level
 - 1 record indicating no change in level

Female inmates are separated by sight and sound of male housing area. Witnesses not charged with a crime are housed in separate cells away from all other inmates. First offenders awaiting trial are separated from convicts.

Trustees, work release, and all other alternative program inmates are separated from the general population.

WEBB COUNTY JAIL CLASSIFICATION

DATE: _____ TIME: _____ A.M. P.M.

SECOND FLOOR

DISP/CELL....A (3) = _____
 STATE
 MAX/MED---B (16)= _____
 STATE
 MED/MINI---C (16)= _____
 ST/ADM SEG/ 10-88
 MIN/MED----D (8) = _____
 STATE/ ADM SEG
 MAX/MED----E (8) = _____
 FED/MF
 MAX/MED----F (8) = _____
 STATE/QUARANTINE
 MINI/MED---G (16) = _____
 STATE
 MINI/MED---H (16)= _____

 DISP/CELL---I (3) = _____
 FEDQUARANT
 MAX/MED---J (16)= _____
 FEDERAL
 MAX/MED--K (16)= _____
 STATE/ ADM SEG
 MAX/MED--L (8) = _____
 STATE/ ADMSEG
 MAX/MED--M (8) = _____
 STATE/ ADM SEG
 MAX/MED--N (8) = _____
 STATE/QUARANTINE
 MINI/MED---O (16) = _____
 FED/T/B
 MED/MAX---P (16)= _____
 DETOX
 CELL J106----(8) = _____
 HOLDING
 CELL J109----(8) = _____
 HOLDING
 CELL J88----(1) = _____
 HOLDING
 CELL A----- (8) = _____
 TOTAL= _____

KNOWLEDGE BY :
 CORPORAL/SGT.: _____

THIRD FLOOR

DISP/CELL----- (3) A= _____
 M.H./ MEDICAL
 MED/MAX----- (16) B= _____
 STATE/ (10-88)
 MAX/MED----- (16) C= _____
 STATE/ ADM SEG
 MAX/MED----- (8) D= _____
 ST/*10-96*
 MAX/MED----- (8)E= _____
 STATE/ ADM-PC
 MAX/MED----- (8) F= _____
 STATE
 MINI/MED----- (16)G= _____
 STATE
 MAX/MED----- (16) H= _____

 DISP/CELL---- (3) I= _____
 STATE/ MF
 MAXI/MED-- (16) J= _____
 STATE/ MF
 MAXI/MED-- (16) K= _____
 STATE/ ADM SEG
 MAX/MED--- (8) L= _____
 STATE/ ADM SEG
 MAX/MED--- (8) M= _____
 STATE/ADM SEG
 MAX/MED--- (8) N= _____
 STATE
 MINI/MED-- (16) O= _____
 STATE
 MED/MAX-- (16) P= _____
 DETOX
 CELL J107---- (8) = _____
 FEMALE HOLDING
 CELL J110---- (5) = _____
 HOLDING
 CELL J95---- (1) = _____
 HOLDING
 CELL B----- (5)= _____

FOURTH FLOOR

ST/QUARANTINE/TS
 MAX/MED--(16) B= _____
 ST/QUARANT(MF)
 MAX/MED--(16) C= _____
 ST/QUARANT/HPL
 MED/MINI--(16) G= _____
 STATE/
 MED/MINI--(16) H= _____

 DISP/CELL--(3) I= _____
 STATE/ P.C
 MAX/MED --(16) J= _____
 STATE
 MINI/MED--(16) K= _____
 STATE/ HPL
 MAX/MED---(8) L= _____
 STATE/ADMIN SEG

 DISP/CELL--- (3) I= _____
 STATE/ TS
 MAX/MED---(8) N= _____
 STATE
 MINI/MED--(16) O= _____
 ST/QUARANTINE
 MINI/MED---(16) P= _____

 FEMALES QUARTERS
 MAX/MED---(8) 101= _____
 MED/MINI--(24) 102= _____

 TRUS/MED-(8) J195= _____
 TRUS/MED-(8) J197= _____

 HOLDING
 CELL J108----(5)= _____
 VIOLENT
 CELL J111----(1)= _____
 INFIRMARY-A(1)= _____
 INFIRMARY-B(1)= _____
 HOLDING
 CELL C -----(8)= _____

CLASSIFICATION: _____

**WEBB COUNTY JAIL CELL
CLASSIFICATION SCHEME**

1ST FLOOR

FEMALE SECTION:

101	MAXIMUM/MEDIUM ASSESSMENT	8 BEDS
102	MINIMUM/MEDIUM ASSESSMENT	24 BEDS
110	TEMPORARY HOLDING CELL	5 INMATE CAPACITY

MALE SECTION:

A	TEMPORARY HOLDING CELL	8 INMATE CAPACITY
B	TEMPORARY HOLDING CELL	5 INMATE CAPACITY
C	TEMPORARY HOLDING CELL	8 INMATE CAPACITY
79	MEDICAL, ULTRAVIOLET, X-RAY, TB TREATMENT	
88	HOLDING CELL	1 BED
95	HOLDING CELL	1 BED
106	DETOXIFICATION CELL	8 INMATE
107	DETOXIFICATION CELL	8 INMATE CAPACITY
108	TEMPORARY HOLDING CELL	5 INMATE CAPACITY
109	TEMPORARY HOLDING CELL	8 INMATE CAPACITY
111	PADDED CELL/VIOLENT CELL	1 INMATE CAPACITY
195	TRUSTEE/MINIMUM ASSESSMENT	8 BEDS
197	TRUSTEE/MINIMUM ASSESSMENT	8 BEDS

2ND FLOOR

A	DISCIPLINARY SEGREGATION	3 SINGLE CELLS
B	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
C	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
D	MAXIMUM ASSESSMENT/ADMINISTRATION SEGREGATED CELL	
E	MAXIMUM ASSESSMENT	8 SINGLE CELLS
F	MAXIMUM ASSESSMENT	8 SINGLE CELLS
G	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
H	MAXIMUM ASSESSMENT	16 BEDS
I	DISCIPLINARY	3 SINGLE BEDS
J	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
K	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
L	MEDIUM/MAXIMUM ASSESSMENT	8 SINGLE CELLS
M	MEDIUM/MAXIMUM ASSESSMENT	8 SINGLE CELLS
N	MEDIUM/MAXIMUM ASSESSMENT	8 SINGLE CELLS
O	MEDIUM/MAXIMUM ASSESSMENT	16 CELLS
P	MEDIUM/MAXIMUM ASSESSMENT	16 CELLS

3RD FLOOR

A	DISCIPLINARY	3 SINGLE CELLS
B	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS
C	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS
D	MEDIUM/MAXIMUM ASSESSMENT	8 SINGLE CELLS
E	MEDIUM/MAXIMUM ASSESSMENT MENTAL/PSYCHIATRIC CELL	8 SINGLE CELLS
F	MAXIMUM/MEDIUM ASSESSMENT	8 SINGLE CELLS
G	MAXIMUM/MEDIUM ASSESSMENT	16 BEDS
H	MAXIMUM/MEDIUM ASSESSMENT	16 BEDS
I	DISCIPLINARY SEGREGATION	3 SINGLE CELLS
J	MAXIMUM/MINIMUM ASSESSMENT	16 BEDS
K	MAXIMUM/MINIMUM ASSESSMENT	16 BEDS
L	MAXIMUM ASSESSMENT	8 SINGLE CELLS
M	MAXIMUM ASSESSMENT	8 SINGLE CELLS
N	MAXIMUM ASSESSMENT	8 SINGLE CELLS
O	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS
P	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS

4TH FLOOR

B	MAXIMUM/MEDIUM ASSESSMENT	16 BEDS
C	MAXIMUM/MEDIUM ASSESSMENT	16 BEDS
G	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS
H	MEDIUM/MAXIMUM ASSESSMENT	16 BEDS
J	MINIMUM/MEDIUM ASSESSMENT	16 BEDS
K	MAXIMUM/MEDIUM ASSESSMENT	16 BEDS
L	MAXIMUM ASSESSMENT	8 SINGLE CELLS
M	MAXIMUM ASSESSMENT	8 SINGLE CELLS
N	MAXIMUM ASSESSMENT	8 SINGLE CELLS
O	MINIMUM/MEDIUM	16 BEDS
P	MINIMUM/MEDIUM	16 BEDS

EXPLANATION OF PRIMARY SECURITY LEVEL SPLITS

CURRENT OFFENSE ASSAULTIVE FELONY

Is the current offense an assaultive felony crime?

PRIOR ASSAULTIVE FELONY CONVICTION

Is there a conviction history of one or more assaultive felony crimes? Consideration may be given to the elapsed time of the prior conviction which may be grounds for an override after completion of the primary security level assignment form.

ESCAPE HISTORY

Is there a current offense or prior record of an Escape from (Secured) Custody, Escape from Felony Arrest or Jail, or an Attempt to escape from (Secured) Custody, Felony Arrest or Jail? If the circumstances surrounding the incident, or the elapsed time, of the prior conviction does not warrant a higher security level, mark "no" in the box and continue.

THREE OR MORE FELONY CONVICTIONS

Is there a record of three or more prior felony convictions, not including the current offense, in the past five years of street time (street time is defined as that period of time not spent in a correctional facility)? Juvenile felony type convictions are included if they fall within the last five year period.

DETAINER, WARRANTS OR PENDING OFFENSES

Excluding the offenses, are there any outstanding warrants, detainers or pending offenses which may pose a security risk?

KNOWN PAST/PRESENT INSTITUTIONAL BEHAVIOR PROBLEM

A serious behavior problem is one in which assaultive behavior or serious acts or threats of aggression against staff or other inmates has occurred. Are there any major infractions (major infraction is defined as violations of rules and regulations which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety) resulting in a finding of guilt during this or previous incarceration?

PRE-SENTENCE OR POST SENTENCE

Is the current offense pending or has a sentence been rendered? If there are multiple offenses, all offenses must be resolved to be considered post sentence.

EXPLANATION OF PRIMARY SECURITY LEVEL SPLITS

CURRENT OFFENSE FELONY OR MISDEMEANOR

Is the most serious, current conviction a felony or misdemeanor? If the most serious offense is a civil offense, consider it a misdemeanor offense.

FAMILY TIES OR EMPLOYMENT

Is there immediate family in the community? Has the inmate resided in the area for longer than a year? Has the inmate been steadily employed in the area for six months or longer?

HIGH RISK FACTORS

If the inmate poses a grave threat to self, staff or fellow inmates, document the specific reason in the designated area. A high-risk designation may or may not require an override to the security level assignment.

SPECIAL CONDITIONS

If an inmate has a need or condition that requires special attention, document the specific reason in the designated area. A special condition may or may not require an override to the security level assignment.

OVERRIDE

If it is determined that circumstances requiring deviation from the primary security level assignment resulting in a security designation other than that determined by the primary security level assignment form, it is considered an override (i.e., court ordered). If the override is used, document the reason in the designated area.

RECOMMENDED SECURITY DESIGNATION

Determine the recommended security designation if different from that which was identified.

SIGNATURE OF ASSESSMENT STAFF MEMBER AND DATE ASSESSMENT COMPLETED

Annotate the signature of the assessment staff member and the date the assessment was completed.

SUPERVISORY REVIEW OF OVERRIDE

Supervisory personnel will annotate whether the Recommended Override Designation is approved or disapproved.

WRITTEN EXPLANATION OF DISAPPROVAL

Supervisory personnel will document the specific reasons for the decision in the designated area.

EXPLANATION OF PRIMARY SECURITY LEVEL SPLITS

FINAL SECURITY DESIGNATION

Supervisory personnel will indicate the Final Security Designation.

SIGNATURE OF SUPERVISOR AND DATE OF OVERRIDE REVIEW

Supervisory signature and date of override review.

RECOMMENDED HOUSING ASSIGNMENT

Annotate the recommended housing assignment.

CUSTODY LEVEL DEFINITIONS

Maximum Custody Level (High and Close Custody):

Inmates receiving a maximum custody level assessments are identified as those usually confined for serious offenses of violence, who possess an extensive level of criminal sophistication and who may or may not have demonstrated a propensity for violence in an institutional setting. Such inmates require close supervision and maximum security.

Medium Custody Level (Medium Assaultive and Escape, Medium and Medium Pre-Sentenced):

Inmates receiving a medium custody assessments level are identified as those usually confined for felony offenses, who possess a moderate level of criminal sophistication and who have not demonstrated a propensity for violence in an institutional setting. Such inmates require moderate supervision, may participate in certain work and program activities, and qualify for medium security.

Minimum Custody Level (Minimum, Low Minimum and Very Low Minimum):

Inmates receiving a minimum custody level assessment are identified as those usually confined for lesser offenses, who possess a lower level of criminal sophistication and who have not demonstrated a propensity for violence in an Institutional setting or a disregard for the institutional rules and regulations. Such inmates require less supervision, may participate in work anti-program activities, and qualify for minimum security.

ASSAULTIVE OFFENSE LISTING

A. ASSAULTIVE, FELONY OFFENSES:

The following is a partial listing identifying the types of assaultive, felony offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Aggravated Assault	F3
Aggravated Assault by Pub Servant	F1
Aggravated Assault with SBI	F2
Aggravated Assault Empl/PO	F3
Aggravated Assault WDW	F2
Aggravated Assault WDW/PO	F1
Aggravated Assault WDW WPN	F3
Aggravated Kidnapping Rel Victim	F2
Aggravated Kidnapping	F1
Aggravated Sexual Assault	F1
Aggravated Sexual Assault Child	F1
Aggravated Sexual Assault Adult	F1
Aggravated Robbery	F1
Arson SBI/Death	F1
Assault WBI TYC/TDC	F3
Burglary of Building Armed/Deadly Weapon	F3
Capital Murder in Comm/Cited Offenses	FC
Capital Murder Remuneration	FC
Capital Murder Multiple	FC
Capital Murder PO/Firearm	FC
Capital Felony W/Felony	FC
Criminal Negligent Homicide	FS
Deadly Assault PO SBI	F1
Deadly Cond Discharge Firearm Hab/Build/Veh	F3
Deadly Cond Discharge Firearm Individuals	F3
Injury to Disabled SBI	F1
Injury to Elderly WBI	F3
Injury to Elderly SBI	F1
Injury to Child WBI	F3
Injury to Child SBI	F1
Intoxicated Assault W/Veh SBI	F3
Kidnapping	F3
Manslaughter	F2
Murder Intended SBI Cause Death/Passion	F2
Murder Intended SBI Causing Death	F1
Murder Intentionally Cause Death	F1
Murder While Committing Felony	F1
Murder Intent Cause Death	F1
Murder SBI W/Death	F1

ASSAULTIVE OFFENSE LISTING

A. ASSAULTIVE, FELONY OFFENSES (continued):

The following is a partial listing identifying the types of assaultive, felony offenses as defined by the Decision Tree and as addressed in the Penal Code.

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Retaliation	F3
Robbery	F2
Sexual Assault	F2
Sexual Assault Adult	F2
Sexual Assault Child	F2
Aggravated Assault Against Pub Servant	F1
Taking/Attempting To Take Weapon from PO	FS
Voluntary Manslaughter	F2
Assault Fam/Mem More Than 2 Times	F3
Injury to Invalid BI	F3
Injury to Invalid SBI	F1
Injury to Child SBI	F3
Injury to Child /Crim Neg	FS
Injury to Elderly/Crim Neg	FS
Injury to Elderly Reckless SBI	F3
Injury to Invalid Reckless SBI	F3

B. ASSAULTIVE, MISDEMEANOR OFFENSES:

The following is a partial listing identifying the types of assaultive, misdemeanor offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Assault Causes BI	MA
Deadly Conduct W/Firearm	MA
Harrassment	MB
Violation of Protective Order	MA
Assault	MA
Assault Fam/Mem 1 st Time	MB
Assault Fam/Vio	MC
Injury to Child/Reckless	MA
Injury to Elderly Crim/Neg	MA

C. ESCAPE OFFENSES:

The following is a partial listing identifying the types of escape offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Escape from Custody	MA
Escape from Felony Arrest/Jail	P3
Implements for Escape	P2
Facilitating as Escape	MA
Unauthorized Absence from Community Correctional Facility	FS

OFFENSE LISTING

I. CLASSIFICATION OF OFFENSES

Offenses are designated as misdemeanors or felonies:

A. CLASSIFICATION OF MISDEMEANORS

Misdemeanors are classified according to the relative seriousness of the offense into three categories:

1. Class A Misdemeanor: MA

Punished By:

- A. A fine not to exceed \$4,000;
- B. Confinement in jail for a term not to exceed one year; or
- C. Both such fine and imprisonment.

2. Class B Misdemeanor MB

Punished By:

- A. A fine not to exceed \$2,000;
- B. Confinement in jail for a term not to exceed 180 days; or
- C. Both such fine and imprisonment.

3. Class C Misdemeanor MC

Punished By:

- A. A fine not to exceed \$500.

OFFENSE LISTING

B. CLASSIFICATION OF FELONIES

Felonies are classified according to the relative seriousness of the offense into five categories:

1. Capital Felony: FC

Punished By:

A. An individual adjudged guilty of a capital felony in a case in which the state seeks the death penalty shall be punished by confinement in the institutional division for life or by death. An individual adjudged guilty of a capital felony in a case in which the state does not seek the death penalty shall be punished by confinement in the institutional division for life.

B. In a capital felony trial in which the state seeks the death penalty, prospective jurors shall be informed that a sentence of life imprisonment or death is mandatory on conviction of a capital felony. In a capital felony trial in which the state does not seek the death penalty, prospective jurors shall be informed that the state is not seeking the death penalty and that a sentence of life imprisonment is mandatory on conviction of the capital felony.

2. First Degree Felony: F1

Punished By:

- A. Confinement in the institutional division for life or for any term not more than 99 years or less than 5 years; and
- B. A fine not to exceed \$10,000.

3. Second Degree Felony: F2

Punished By:

- A. Confinement in the institutional division for life or for any term not more than 20 years or less than 2 years; and
- B. A fine not to exceed \$10,000.

OFFENSE LISTING

B. CLASSIFICATION OF FELONIES (continued)

Felonies are classified according to the relative seriousness of the offense into five categories:

4. Third Degree Felony: F3

Punished By:

A. Confinement in the institutional division for life or for any term not more than 10 years or less than 2 years;

B. A fine not to exceed \$10,000; and

5. State Jail Felony Punishment: FS

Punished By:

A. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than 2 years or less than 180 days;

B. A fine not to exceed \$10,000;

C. Punished for a third degree felony if it is shown that a deadly weapon was used or exhibited during the commission of the offense or during immediate flight following the commission of the offense.

EXPLANATION
OF
PRIMARY SECURITY LEVEL REASSESSMENTS SPLITS

CURRENT OFFENSE ASSAULTIVE FELONY

Is the current offense an assaultive felony crime?

PRIOR ASSAULTIVE FELONY CONVICTION

Is there a **conviction** history of one or more assaultive felony crimes? Consideration may be given to the elapsed time of the prior conviction which may be grounds for an override after completion of the primary security level reassessment form.

ESCAPE HISTORY

Is there a current offense or prior record of an Escape from (Secured) Custody, Escape from Felony Arrest or Jail, or an Attempt to Escape from (Secured) Custody, Felony Arrest or Jail? If the circumstances surrounding the incident or the elapsed time of the prior conviction does not warrant a higher security level, mark "no" in the box and continue.

THREE OR MORE FELONY CONVICTIONS

Is there a record of three or more prior felony **convictions**, not including the current offense, in the past five years of street time (street time is defined as that period of time not spent in a correctional facility)? Juvenile felony type convictions are included if they fall within the last five year period.

DETAINER, WARRANTS OR PENDING OFFENSES

Excluding the offenses, are there any outstanding warrants, detainers or pending offenses which may pose a security risk?

MAJOR DISCIPLINARY ACTION

Are there any major infractions (major infraction is defined as violations of rules and regulations which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety) resulting in a finding of guilt since the last classification assessment or reassessment?

PRE-SENTENCE OR POST SENTENCE

Is the current offense pending or has a sentence been rendered? If there are multiple offenses, all offenses must be resolved to be considered post sentence.

EXPLANATION
OF
PRIMARY SECURITY LEVEL REASSESSMENTS SPLITS

CURRENT OFFENSE FELONY OR MISDEMEANOR

Is the most serious, current conviction a felony or misdemeanor? If the most serious offense is a civil offense, consider it a misdemeanor offense.

FAMILY TIES OR EMPLOYMENT

Is there immediate family in the community? Has the inmate resided in the area for longer than a year? Has the inmate been steadily employed in the area for six months or longer?

HIGH RISK FACTORS

If the inmate poses a grave threat to self, staff or fellow inmates, document the specific reason in the designated area. A high-risk designation may or may not require an override to the security level reassessment.

SPECIAL CONDITIONS

If an inmate has a need or condition which requires special attention, document the specific reason in the designated area. A special condition may or may not require an override to the security level reassessment.

OVERRIDE

If it is determined that circumstances requiring deviation from the primary security level reassessment resulting in a security designation other than that determined by the primary security level reassessment form, it is considered an override. If the override is used, document the reason (i.e., court ordered, etc.) in the designated area.

RECOMMENDED SECURITY DESIGNATION

Determine the recommended security designation if different from that which was identified.

SIGNATURE OF REASSESSMENT STAFF MEMBER AND DATE REASSESSMENT COMPLETED

Annotate the signature of the reassessment staff member and the date the reassessment was completed.

EXPLANATION
OF
PRIMARY SECURITY LEVEL REASSESSMENTS SPLITS

SUPERVISORY REVIEW OF OVERRIDE

Supervisory personnel to annotate whether the Recommended Override Designation is approved or disapproved.

WRITTEN EXPLANATION OF DISAPPROVAL

Supervisory personnel to document the specific reasons for the decision in the designated area.

FINAL SECURITY DESIGNATION

Supervisory personnel to indicate the Final Security Designation.

SIGNATURE OF SUPERVISOR AND DATE OF OVERRIDE REVIEW

Supervisory signature and date of override review.

RECOMMENDED HOUSING ASSIGNMENT

Annotate the recommended housing assignment.

CUSTODY LEVEL DEFINITIONS

Maximum Custody Level (High and Close Custody):

Inmates receiving a maximum custody level reassessments are identified as those usually confined for serious offenses of violence, who possess an extensive level of criminal sophistication and who may or may not have demonstrated a propensity for violence in an institutional setting. Such inmates require close supervision and maximum security.



EXPLANATION
OF
PRIMARY SECURITY LEVEL REASSESSMENTS SPLITS

CUSTODY LEVEL DEFINITIONS

Medium Custody Level (Medium Assaultive and Escape, Medium and Low Medium):

Inmates receiving a medium custody reassessments level are identified as those usually confined for felony offenses, who possess a moderate level of criminal sophistication and who have not demonstrated a propensity for violence in an institutional setting. Such inmates require moderate supervision, may participate in certain work and program activities, and qualify for medium security.

Minimum Custody Level (Minimum, Low Minimum and Very Low Minimum):

Inmates receiving a minimum custody level reassessment are identified as those usually confined for lesser offenses, who possess a lower level of criminal sophistication and who have not demonstrated a propensity for violence in an institutional setting or a disregard for the institutional rules and regulations. Such inmates require less supervision, may participate in work and program activities, and qualify for minimum security.

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Health Services Plan

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- A. The Health Services Plan will provide medical, mental and dental services for inmates on a 24-hour basis while confined in the Webb County Jail.

B. ROUTINE MEDICAL SERVICE

1. Inmates may request medical, eye, dental, or mental service daily by:
 - a. Making an oral request to the nurse making rounds for medical, eye, dental or mental services or;
 - b. A written request for medical, eye, dental, or mental service to the jailer on duty.
2. When a request for medical, eye, dental, or mental services is submitted to the jailer on duty, it will be submitted to the nurse for approval and referral to appropriate care provider.
3. If the request is approved, the required medical attention will be given in the jail medical department.
4. All inmate exams, consultations and other procedures will be performed in the Medical department with the utmost of dignity for inmate.
5. The doctors for medical, eye, dental, and mental examination and/or treatment will be employed by the Webb County Jail.

C. EMERGENCY MEDICAL SERVICE

1. Emergency medical service is available around the clock by notifying the jailer on duty who will ensure that assistance and treatment is provided.
2. Emergency medical service personnel will be accompanied by an officer when transporting an inmate for medical services to assure their safety and to secure the inmate until returned to the jail.
3. Adequate first aid equipment and patient evacuation equipment will be kept and maintained at Medical department.

D. CHRONIC CARE

Any inmate with a chronic condition, that requires continuous care shall be issued medication, in accordance with a medical doctor's written instruction. These instructions shall be read by all on-duty, jail personnel so that the care will continue uninterrupted from shift to shift.

E. CONTROL OF MEDICATION

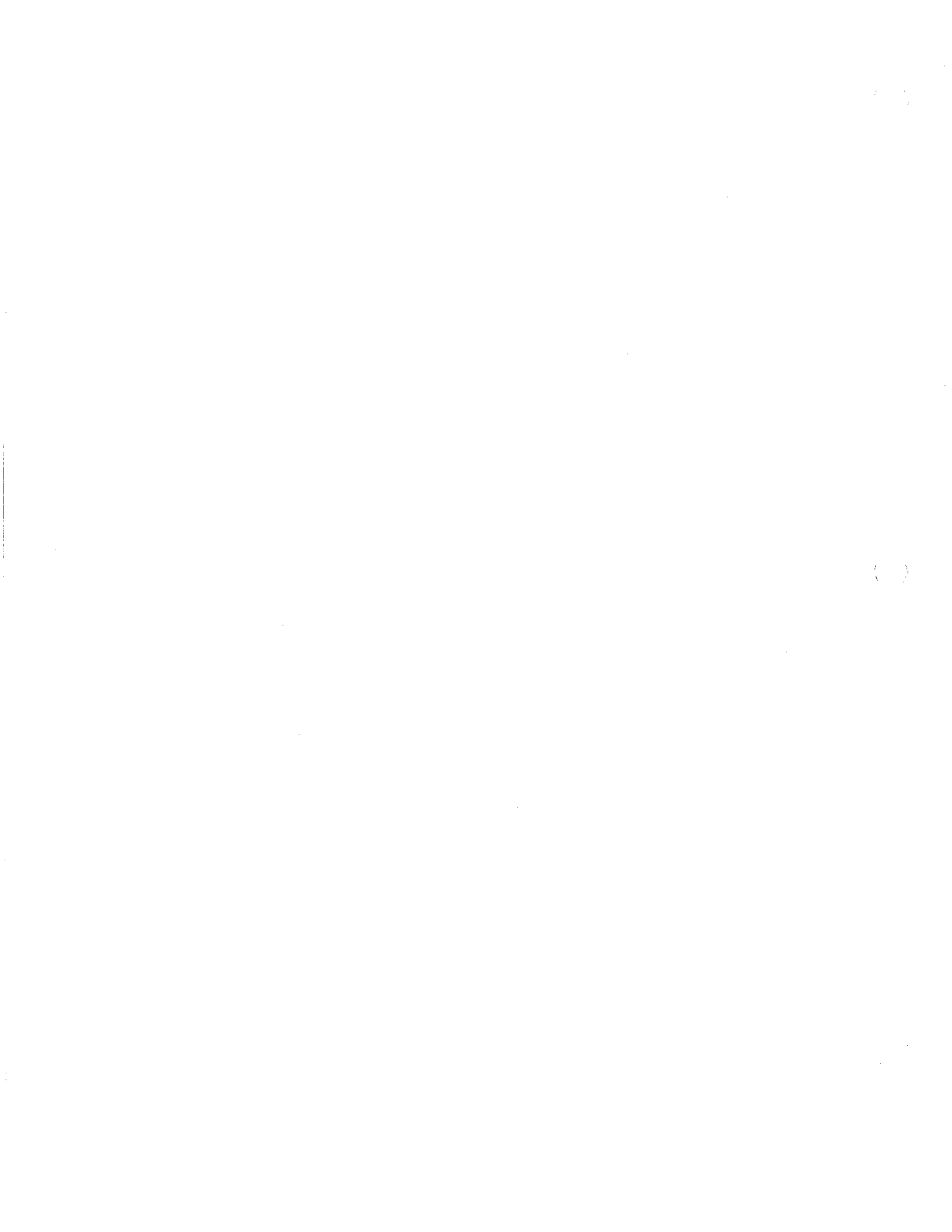
1. The only prescription drugs or medication administered to any inmate shall be those prescribed by a doctor.
2. Persons authorized to dispense drugs and medications for sick call shall be a member of the Webb Jail medical staff.
3. Records shall be maintained of all prescriptions and over the counter medications, to include:
 - a. daily inventory of medication in medical storage room by nurse supervisor.
 - b. dispensation log, including person dispensing, type, and dosage of medication.
 - c. inmate medical records shall be filed separately in alphabetical order and authorized medical personnel shall have access.
 - d. unused or expired medication is sent back to the pharmacy of purchase. Used syringes, needles and hazardous waste are picked up for disposal by Stericycle Company out of Conroe, Texas once a month.
4. All prescriptions, over the counter medications, syringes, needles, housekeeping supplies and aerosol containers shall be inventoried and stored in the medical storage room under maximum security. Only authorized medical staff shall have access to these items.
5. No inmate shall be allowed access to any drugs or medications, except those prescribed for them.
6. Any drugs or medication in the possession of an inmate at the time of admission shall be confiscated, stored in medical section until it can be verified that the contents are in fact the medication claimed.

F. ADMINISTERING DRUGS OR MEDICATION

1. The medication shall be given to each receiving inmate personally and inmate shall be observed to ensure that medication is ingested. If there is reason to believe an inmate is not ingesting the medication, in an attempt to hoard it, the pills will be crushed or the capsules emptied into a water cup, ensure that the medication is dissolved and that the inmate drinks the solution. Prior to preparing any medication in this manner, the nurse will contact the doctor or pharmacist to verify that the effects of the medication will not be altered.
2. Note on the inmate medical form anytime an inmate refuses to take prescribed medication drugs.

G. LONG TERM CARE

1. Any inmate who has a condition that requires long term medical or convalescent care shall be admitted to Mercy Regional Medical Center, Laredo, Texas.



2. Any inmate admitted to any medical institution shall be kept under 24 hour guard furnished by the Sheriff.

H. MEDICAL RECORDS

1. The booking officer shall execute the medical evaluation form as a part of the classification process. This form becomes the basis for the medical record which shall be maintained. Any medical referrals, subsequent diagnosis and treatment instructions shall be kept in this record. Additionally, any refusals of medical care or procedures shall be properly documented and kept.
2. Medical records shall be made available to inspectors of the Texas Commission on Jail Standards for inspection.
3. Medical records are confidential and shall only be accessible to authorized personnel.

MENTAL DISABILITIES/SUICIDE PREVENTION PLAN

A. OBJECTIVE

The Webb County Jail has implemented this plan to assist in flagging those inmates who are potentially suicidal or have severe mental disabilities and to provide appropriate care for those inmates internally and through other available agencies. This plan has been coordinated with the facility medical director, and with Laredo State Center.

B. TRAINING

1. All staff of the Webb County Sheriff's Department who comes in contact with detainees shall be trained in suicide detection and prevention.
2. New recruits shall receive such instruction through the training academy at Laredo Community College. Current staff shall receive such instruction through scheduled training seminars. All jail suicide detection and prevention training (8 -12 hours in duration) shall be coordinated through the training division of the Webb County Sheriff's Department.
3. At least once a year, the training division shall administer recurring and updated instruction in the area of suicide detection and prevention.
4. All staff who comes in contact with detainees shall be trained in standard first aid, as well as cardiopulmonary resuscitation (CPR). The source will be the American Red Cross, standard first aid course.
5. All staff presently employed will receive the aforementioned training and will receive 8 to 12 hours of training at least once yearly.
6. The training material will include, but not be limited to:
 - a. Webb County Jail, standard operating procedures including recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.
 - b. Texas Commission on Jail Standards, minimum standards.
 - c. Basic county corrections officer course #1007 (T.C.L.E.O.S.E.)
 - d. Suicide detection and prevention in Jails #3501 (T.C.L.E.O.S.E.)
 - e. In addition, intake screening staff will receive annual training on suicide detection and intervention by Laredo State Center for Mental Health and Mental Retardation.

C. IDENTIFICATION

1. Whenever a detainee is brought to the Webb County Jail, he will be screened at booking, utilizing the approved mental disabilities/suicide intake screening form. Any known or declared previous attempts of suicide will place the inmate at high risk. If an inmate refuses to answer questions or is unable to respond, he will be closely monitored until he can be properly screened.
2. Any inmate responding inappropriately on the intake screening form or who has attempted suicide will be reported immediately to medical staff for additional evaluation, hospitalization, or other referrals as appropriate.

D. COMMUNICATION

1. Each shift shall advise appropriate oncoming staff of inmates requiring special attention and/or incidents which have occurred. An observation log will be maintained of checks made on those inmates requiring frequent observation. Pertinent information will be maintained in the inmate file, as appropriate.

E. HOUSING

1. Inmates who have made passive threats of suicide or are mentally disabled will be assigned to multiple occupancy housing or other special housing if recommended by facility doctor or mental health professional.
2. Passive inmates who are mentally retarded will be housed to ensure their protection, as appropriate.
3. If necessary, for the safety of the inmate, clothing and bedding will be removed until the inmate is stabilized. Paper gowns will be provided for these inmates. If restraints are necessary, padded restraints will be used and checked regularly. Only the Sheriff or his designee can authorize the removal of clothing, bedding, or the use of restraints.

F. SUPERVISION

1. Audio monitoring is provided in all housing of the jail, but does not replace personal observation.
2. All suicidal/mentally disabled inmates who are considered low risk will be checked at 15 minute intervals.
3. Moderate risk inmates will be checked at fifteen minute intervals.
4. High risk inmates will receive continuous observation.
5. The correctional officer will speak to the inmate at each check, check the inmate and cell closely and document the observation as appropriate.

G. INTERVENTION

1. Any staff that discovers a detainee attempting suicide shall:
 - a. immediately respond to initiate first aid, as well as alert other staff to immediately call paramedics/ambulance;
 - b. extricate the victim, protecting the head and neck as much as possible;
 - c. have someone immediately call for paramedics/ambulance;
 - d. give appropriate first aid
2. Medical department will be advised of need for mental health services as soon as possible after the attempt, and mental health services will be provided to inmate.
3. If necessary, for the protection of the inmate, he/she will be transferred to a facility better equipped to manage with severe mental disabilities.

H. REPORTING

1. In the event of a suicide attempt or completed suicide, the shift supervisor shall immediately advise the watch commander. The watch commander shall subsequently notify other appropriate police officials through the department's normal chain of command, including but not limited to, the Sheriff, jail administrator, investigation division, and internal affairs division.
2. In addition to departmental notification, the following outside agencies will be notified:
 - office of the justice of the peace, and
 - within 30 days, the office of the attorney general (custodial death report.)
3. All staff who comes in contact with the detainee prior to suicide attempt/suicide shall be required to submit a statement as to their full knowledge of the detainee and the incident.
4. Immediately following the suicide attempt/suicide, the shift supervisor shall collect all pertinent written documentation regarding the detainee, including but not limited to, the intake screening form, intake observation form, and all inmate statements available. The shift supervisor shall request inmate *written* statements from all inmates having any knowledge of the suicide attempt/suicide. The shift supervisor shall then present it to the watch commander for departmental investigation.
5. The Sheriff or his designee shall appoint an individual within the Webb County Sheriff's Department to notify the victim's family in the event of a serious suicide attempt (i.e., requiring hospitalization) or completed suicide. Every reasonable attempt should be made to personally notify the victim's family in the event of a completed suicide. No information shall be released to the media until the immediate family has been notified of the serious

suicide attempt/suicide. After the victim's family has been notified, only known pertinent facts shall be released to the media by the Sheriff or his designee.

6. A record (computerized or manual) of all suicide attempts shall be kept in the booking area for use in future booking and processing procedures.

I. FOLLOW-UP REVIEW

1. Following a jail suicide or attempt, should any staff become adversely affected by the incident, they shall be encouraged to seek "critical incident counseling" through the department or appropriate outside agency. Such voluntary counseling and/or referral shall be strictly confidential.
2. In the event of a serious suicide attempt (i.e., requiring hospitalization), or completed suicide, an administrative review shall be conducted, independent from all other investigative efforts. The review, authorized by the Sheriff or designee, shall include a comprehensive examination of the incident, including:
 - a. Critical review of circumstances surrounding the incident;
 - b. Critical review of procedures relevant to the incident;
 - c. Synopsis of all relevant training received by involved staff;
 - d. Pertinent medical services and mental health reports involving the victim;
 - e. Recommendations, if any, for change in policy, training, physical plant, medical or mental health, and operational procedures.
3. A report shall be generated from the administrative review and forwarded to the Sheriff or designee for appropriate action.

SUPERVISION OF INMATES

CHAPTER 275

1. Regular Observation by Corrections Officers. Every facility shall have the appropriate number of corrections officers at the facility 24 hours each day. Facilities shall have an established procedure for visual, face-to-face observation of all inmates by corrections officers at least once every hour. Observation shall be performed at least every 30 minutes in areas where inmates known to be assaultive, potentially suicidal, mentally ill, or who have demonstrated bizarre behavior are confined. There shall be a two-way voice communication capability between inmates and staff at all times. Closed circuit television may be used, but not in lieu of the required personal observation.
2. Corrections Officer Training and Licensing. Personnel employed or appointed as jailers or guards of county jails shall be licensed as per the requirements of the Texas Commission on Law Enforcement Standards and Education under the provisions of the Texas Administrative Code, Title 37. Personnel employed or appointed as jailers or guards at facilities operated under vendor contract with a county or city shall be subject to the same qualifications, training, and testing procedures as county jailers.
3. Corrections Officer Pay. Pay for corrections officers should be equivalent to that of other appointed deputies of similar grade, status, and/or tenure whose daily duties require frequent, close, and risky contact with violators of the law.
4. Staff. Inmates shall be supervised by an adequate number of corrections officers to comply with state law and these standards. One corrections officer shall be provided on each floor of the facility where 10 or more inmates are housed, with no less than 1 corrections officer per 48 inmates or increment thereof on each floor for direct inmate supervision. This officer shall provide visual inmate supervision not less than hourly. Sufficient staff to include supervisors, correctional officers and other essential personnel as accepted by the commission shall be provided to perform required functions. A plan, concurred in by Commissioners' Court and Sheriff's Department, that provides for adequate and reasonable staffing of a facility, may be submitted to the Commission for approval. This rule shall not preclude the Texas Commission on Jail Standards from requiring staffing in excess of minimum requirements when deemed necessary to provide a safe, suitable, and sanitary facility, nor preclude submission of variance requests, as provided by statute or these rules.
5. Census. Inmates shall be physically counted by a corrections officer at frequent and regular intervals, no less than once per day.

6. Searches for Contraband. For the protection of corrections personnel and inmates:

- a. any items brought into the security perimeter of the facility by anyone **should** be searched for contraband;
- b. any inmate who leaves the security perimeter of the facility shall be thoroughly searched for contraband before re-entering the security perimeter;
- c. there shall be regular and irregular searches of the entire facility area for contraband which shall be noted in a permanent facility record;
- d. searches for contraband should be timed so that they cannot be anticipated by the inmates.

SUPERVISION OF INMATES

271.14

1. **Rounds:** The primary duty of each floor officer is to continually observe the inmates assigned to his/her area of responsibility. A face-to-face visual check of each inmate and each cell shall be performed a minimum of once each hour. Rounds shall be logged on the floor log noting any unusual observation. Officers shall conduct rounds at irregular intervals without establishing a recognizable or predictable pattern. There shall be correction officers at the facility 24 hours each day.
2. **Inmate Counts:** A picture count of all inmates shall be conducted during each shift. Additional counts shall be conducted when inmate disturbances or other events may warrant such action. Counts shall be conducted by floor officers and logged accordingly. The floor control center officer shall at all times, maintain a record of all inmates physically present on his/her floor. Entries shall be made each time an inmate enters or exits the floor.
3. **Cell Searches:** Physical searches of cells shall be conducted frequently and at irregular intervals as well as any time an officer may have reason to believe that a danger to inmates or to staff may be reduced by performing a cell search. Officers accomplishing cell searches shall be accompanied by at least one back-up officer who shall station himself or herself in a safe position outside the cell block and observe the searching officer. If contraband is discovered, a report shall be initiated, the contraband confiscated and forwarded to the evidence section. Officers are advised to perform thorough searches without maliciously destroying inmate property or otherwise unnecessarily disrupting cell block order. General cleanliness of the cell block shall also be assessed during cell searches. Each inmate including pre-trial and sentenced inmates is responsible for maintaining a clean and healthy cell in his or her immediate area. Any inmate refusing to clean his or her immediate area may be subject to disciplinary action.
4. **Inmate Searches:** An inmate search, either frisk search or strip search, may be conducted at any time an officer determines that an inmate may be carrying contraband. Officers are advised to be especially alert for adverse inmate reaction while the search is being conducted. Officers shall afford the inmate being searched the greatest degree of dignity possible under the circumstances.

5. **Movement of inmates:** No inmates shall be permitted to leave his or her assigned cell block without authorization. All movement shall be documented and logs shall be maintained by the floor control officer. No inmate shall be permitted to leave the facility without written permission which shall be maintained in booking section. Inmates shall be allowed access to day rooms within their respective cell blocks in accordance with existing posted schedules. Inmates shall not be allowed to enter restricted areas except to perform required cleaning and maintenance duties under direct and constant supervision by a staff member. Restricted areas shall include, but not limited to:
- a. The floor control center.
 - b. The visitor control center.
 - c. The records office.
 - d. Medical storage areas.
 - e. Maintenance areas.
 - f. The bank and property area.
 - g. Other areas as specified.
6. **Key and Weapon Control:** No weapons, ammunition, personal keys, tear gas, nor baton shall be permitted in the facility. All facility keys carried in the jail shall be either carried inside the clothing of the person or affixed to the correctional staff. Under no circumstances shall inmates be allowed to have possession of any keys.
- a. **Security Door Keys:** The control officer will issue security door keys to the incoming correctional staff and document the exchange in the key control log books on relief. The outgoing officer will render his keys to the incoming officer who has assumed duty. Under no circumstances shall anyone remove security door keys for the facility.
 - b. **Duplicate Keys:** A master set of duplicate keys shall be maintained by the jail administrator. The master set shall contain duplicates for all keys of locks in the building. Access to the master set shall be limited to the jail administrator, his immediate subordinate and the ranking supervisor on duty. There shall be no duplication of keys without the authority of the jail administrator. Upon termination, all employees shall surrender all jail keys in their possession to the jail administrator or his designee.
7. **Contraband.** Contraband is defined as anything that is illegal or not allowed in the jail. If contraband is found on the inmate, the officer who first discovers the contraband shall follow the below stated procedures:
- a. Remove the contraband from the inmate;
 - b. Tag the contraband including the inmate's name and date confiscated;
 - c. Generate an incident report including a chain of custody report; providing details of the discovery;
 - d. Forward the contraband to the ranking supervisor. On receipt of the contraband report, the ranking supervisor shall make a determination as to the seriousness of the offense and take one of the following steps:

- If the contraband is jewelry, money or other valuables, the supervisor may opt to return it to the inmate's property or trust fund and not pursue disciplinary action.
- If the contraband is of a dangerous nature (i.e., sharpened tool, hand made weapons, etc.) the supervisor may opt to pursue in-house disciplinary action and forward the contraband to the jail administrator or his designee for disposition.
- If the contraband is prohibited by the state or federal law, (items such as dangerous drugs, controlled substances or weapons), the supervisor may opt to file criminal charges with the appropriate agency. In such instances, the contraband shall be forwarded to the evidence section.

8. Equipment Operation: The jail administrator shall ensure that regular inspections are performed on all security equipment systems. This effort shall be coordinated with the appropriate maintenance personnel. Any security system which is found inoperable shall be repaired as soon as possible. All personnel shall follow security procedures in operating systems. The jail administrator shall ensure that officers are properly trained in the operation of electronic doors, video surveillance equipment, voice communications systems and other security systems.

9. Corrections Officer:

- a. Shall meet the requirements of the Texas Commission on law enforcement officer standards and education;
- b. Shall have one corrections officer on each floor housing 10 or more inmates;
- c. Shall have one corrections officer per floor per 48 inmates or increment thereof.

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PERSONAL HYGIENE

277

Each inmate, unless intoxicated, shall be issued the following upon admission:

1. Clean facility clothing;
2. One safe, clean and serviceable mattress.
3. One clean mattress cover.
4. One clean blanket.
5. One clean towel.
6. Sandals.

Clothing worn by inmates while confined shall be changed and/or laundered at least once a week.

Washable items, such as mattress covers and towels, shall be changed and/or laundered at least once a week.

After inmates are furnished facility clothing, the inmates' personal clothing shall be cleaned, or disinfected, and stored.

Mattresses not in use shall be stored and disinfected before being reissued. Blankets shall be laundered or dry cleaned at least every three (3) months.

PERSONAL HYGIENE:

Any inmate held, over 72 hours, and unable to supply themselves with personal care items, either because of indigence or absence of inmate commissary, shall be furnished the following:

1. Toothbrush
2. Dentifrice
3. Soap
4. Comb
5. Shaving implements
6. Toilet paper available at all times

Inmates shall be required to shower at least every other day, but are encouraged to shower daily. The Sheriff shall require a shower and/or haircut whenever clearly justified for health and/or sanitary reasons.

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SANITATION PLAN

279

The sanitation plan will provide rules and regulations for inmates and staff to follow to keep the facility clean, thereby creating a healthy atmosphere for the inmate while confined in the Webb County Jail.

Daily work schedule:

Each inmate shall be assigned with the responsibility of cleaning his/her immediate living area. This shall include:

1. Toilets
2. Wash Basins
3. Showers
4. Floors
5. Bunks

The person responsible for cleaning of the jail corridors, kitchen, laundry, and other areas shall be work detail (prisoners) of the Webb County Jail, supervised by a correctional officer.

Inspection:

A. Daily inspection of the jail facility by jail personnel for cleanliness and maintenance shall include:

1. Toilets, washbasins, showers, and other equipment
2. Storage closets
3. Garbage containers
4. Clean washing aids such as brushes, dishcloths, and other hand aids shall be used for dishwashing operations and no other purpose.
5. Counters, shelves, tables, equipment, and utensils with which food or drink comes in contact shall be kept in a clean condition and in good repair.
6. All garbage cans in kitchen shall be water tight and have covers that fit securely.
7. A well ventilated place shall be provided for storing and drying mops and other cleaning tools.
8. Excessive storage of food in cells and day rooms is strictly prohibited.

B. Water and sewage systems not part of a city system and food preparation areas shall be inspected at least annually by health authorities and a record kept for each inspection.

FOOD SERVICE

281

Food shall be served three times in any twenty-four hour period. If more than fourteen hours pass between each meal, supplemental food shall be served.

Care shall be taken that:

1. A balanced meal is served each meal period.
2. Hot foods are served reasonably warm.
3. Cold foods are served reasonably cold.
4. Inmates shall not be allowed to store food in cells or day rooms.
5. Special physician prescribed diets shall be followed closely.
6. All leftover food stored in the kitchen must be covered and dated for freshness.
7. All garbage cans in kitchen shall have covers that fit securely.

* Meals for the jail facility shall be prepared in the jail kitchen by the cook on duty.

* Meals shall be served to inmates under the supervision of the jailers on duty.

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DISCIPLINE PLAN

283

This plan is established pursuant to the requirements of chapter 283, Texas Commission on Jail Standards. This plan delineates responsibilities, requirements, policies, and procedures for inmate's disciplinary procedures while incarcerated at the Webb County Jail facilities.

A. RULES AND PROCEDURES

Inmates shall be made aware of the rules and regulations of the jail. These rules include inmate rights, privileges, and required inmate conduct. These rules shall be brought to the attention of the inmates by furnishing individual copies of the rules and regulations to each inmate at the time of admission to the jail. Persons who only read Spanish shall be furnished a copy in Spanish. Others shall receive a copy in English. The rules and regulations shall be read to illiterate inmates upon their admission to the jail. Rules shall be read in Spanish to those who only understand Spanish. Every effort shall be made to ensure that inmates who only speak and comprehend a language other than English or Spanish are informed of the jail rules and regulations.

B. DISCIPLINARY ACTION TO BE APPLIED UNIFORMLY

Disciplinary action shall be applied uniformly in dealing with inmates. Any disciplinary action (except informal handling by staff in minor acts of non-conformance or minor rule violations) shall be presented to the discipline board in a written form as a notice of the infraction and recommendation of action.

C. PROCEDURES

1. Inmate rules, applicable to the Webb County Jail, are contained in the Webb County Sheriff's Department Inmate Handbook. Each inmate will be provided a copy of the handbook when admitted to the jail. In addition, a copy of the handbook will be maintained on each floor.
2. Inmates accused of violating rules of conduct shall be written up on an incident report which shall be forwarded to the shift supervisor. The shift supervisor will determine if the infraction merits a warning to the inmate or if the incident report will be forwarded to the disciplinary committee. In either case, the appropriate recommendation must be indicated on the incident report and a copy maintained in the main incident report file and in the inmate's permanent file.
3. Inmates written up with the recommendations for the incident to be taken before the discipline committee must be served with a notice of the claimed violation or charges against him/her and a copy of the incident report within 24 working hours of the infraction. The inmate will be allowed to sign the notice of the rule violation which shall be witnessed by the officer that serves him/her. If the inmate refuses to acknowledge that he/she has been served, by his/her signature, the space indicating his/her refusal to sign shall be filled out accordingly and witnessed by the officer. If an inmate does not understand the English language, the incident will be explained to him/her in his/her native language if possible. When inmate is illiterate, the entire disciplinary hearing and process will be conducted and explained orally. The officer shall witness the inmate's signature and sign his/her name in the appropriate space.

4. A disciplinary board will be comprised of neutral members, and the hearing will be strictly impartial. The board may be composed of a sergeant, a deputy, a county jailer, or any combination. The board will hear testimony from the inmate charged with the infraction within seventy-two working hours after being served, but no earlier than twenty-four hours.
5. An inmate may be allowed to call in relevant witnesses and present documentary defensive evidence in their defense if permitting him/her to do so will not jeopardize institutional safety or correctional goals. They shall be given the opportunity to be heard in person and the evidence the board has against him shall be disclosed. The names of informants may not be disclosed. The committee shall document any refusal to allow the presentation of witnesses or evidence. The committee shall also document the questions asked and testimony given by the accused. Any guilty finding shall be predicated upon substantial evidence to believe that the inmate is guilty of the alleged charge. A written report of the board's findings shall be made part of the inmate's permanent record and the inmate shall be notified by a written statement indicating the evidence relied upon and reasons for the disciplinary action taking.
6. An inmate may be allowed to get help from another inmate or staff member if they are illiterate or if their case is too complex for them to handle on their own.
7. In no case may the sanctions imposed by the committee be increased. All inmates shall be afforded the right to appeal the board's decision to the Sheriff or designee in writing. The Sheriff or designee will review all pertinent facts and either uphold, reduce, or overturn the committee decision.
8. The disciplinary committee shall impose sanctions as fairly and impartial as possible. No inmate shall be racked up pending a hearing unless the staff or inmates are at risk.
9. Under no circumstances will any of the following measures be employed:
 - a. Deviation from normal feeding procedures.
 - b. Corporal punishment, meaning punishment inflicted directly on the inmate's body.
 - c. Administration of any form of disciplinary action or supervision by inmates.
 - d. A deprivation of clothing or bedding (except those inmates who destroy bedding or clothing, and a decision to deprive those inmates of such articles shall be reviewed and documented no less than every 24 hours).
 - e. The use of a violent cell for disciplinary purposes.
 - f. The deprivation of items necessary to maintain an acceptable level of personal hygiene.
 - g. The deprivation of correspondence privileges when the offense is unrelated to a violation of the jail rules on correspondence. In no case shall privileged correspondence be suspended.
 - h. Denial of recreation or exercise.
10. The following forms of discipline are acceptable:

MINOR INFRACTIONS:

- A. Counseling**
- B. Verbal or written reprimand**
- C. Loss of privileges for a period not to exceed fifteen days**

D. Disciplinary segregation for a period not to exceed fifteen days

MAJOR INFRACTIONS:

- A. Disciplinary segregation for a period of up to thirty days.**
- B. Loss of privileges for up to thirty days.**
- C. Loss of good conduct credit.**
- D. Removal from work detail programs.**
- E. Restitution for damage to jail property.**

11. Appeals Procedure:

- a. Inmates that have pled not guilty or no contest will be informed of their right to appeal the findings of the disciplinary board. All inmates that have been assessed punishment will be informed of their right to appeal that punishment.
- b. The appeal must be made in writing to the captain within ten (10) days, and must state specific reasons for the appeal. The captain will respond in writing within ten (10) days of receiving same. If the inmate is not satisfied with the captain's decision, he/she may appeal in writing to the jail administrator within ten (10) days. The jail administrator will respond in writing within ten (10) days of receiving same.
- c. If the inmate still feels that he/she has not been treated fairly after the jail administrator has responded, he/she may make a written appeal to the Sheriff within ten (10) days. The Sheriff will respond in writing within ten (10) days of receiving same.
- d. The Sheriff's decision will be final.

D. INFRACTION CATEGORIES.

Two categories of disciplinary offenses have been established: Major and Minor.

**VIOLATION OF THE FOLLOWING RULES
CONSTITUTES MAJOR INFRACTIONS**

MAJOR INFRACTIONS

SEVERITY SCALE

- | | |
|--------------------------------------------------------------------------------------|----------|
| 1. Major prohibited acts:
Acts classified as offenses
Under state/federal laws | Highest |
| 2. Inciting riotous behavior | Highest |
| 3. Fighting | Highest |
| 4. Inciting a riot | High |
| 5. Threatening | High |
| 6. Coercion | High |
| 7. Setting of fires | Highest |
| 8. Sexual abuse | Highest |
| 9. Sexual solicitation | High |
| 10. Nudity | Moderate |
| 11. Indecent Exposure | High |
| 12. Possession of stolen property | Highest |
| 13. Trafficking | Highest |
| 14. Impeding inmate headcounts | Moderate |
| 15. Impeding the security of housing unit | Moderate |
| 16. Falsely reporting an emergency | High |
| 17. Bribery | Highest |
| 18. Recklessness | High |

19. Tampering	Highest
20. Destruction of property	Highest
21. Mutilation	High
22. Possession of tattoo paraphernalia	High
23. Possession of altered items	Moderate
24. Possession or manufacture of weapons	Highest
25. Possession or manufacture of escape devices	Highest
26. Possession or manufacture, distilling or brewing alcoholic beverages	Highest
27. Possession or manufacture of inhalants	Highest
28. Possession or manufacture of chemical agents	Highest
29. Possession or manufacture of unauthorized drugs or medication	Highest
30. Possession or manufacture narcotics/narcotic paraphernalia	Highest
31. Hoarding of medication	Highest
32. Feigning injury or illness	High
33. Excessive noise	Moderate
34. Throwing or propelling objects	Highest
35. Interference with court related proceedings	Highest
36. Interference with official communication or communication device	Highest

37. Interference with security operations	Highest
38. Disruption of any institutional activity	High
39. Violation of feeding procedures	Moderate
40. Violation of mail procedures	Moderate
41. Violation of visitation procedures	Moderate
42. Violation of program procedures	Moderate
43. Violation of recreation procedures	Moderate
44. Violation of commissary procedures	Moderate
45. Violation of medication consumption procedures	Moderate
46. Violation of work assignment procedures	Moderate
47. Violation of treatment program procedures	Moderate
48. Inciting or encouraging communications with persons outside the facility	Moderate
49. Refusal to follow written or oral directives	Moderate
50. Disrespect towards staff	Moderate

Under no circumstances will any disciplinary action be taken on a major infraction without a formal hearing. If an inmate is to pay for damaged property, he/she must have a hearing (no waiver allowed) and be found guilty. The actual costs incurred may then be deducted from his/her commissary account.

**VIOLATION OF THE FOLLOWING RULES
CONSTITUTES MINOR INFRACTIONS**

MINOR INFRACTIONS

SEVERITY SCALE

1. Gambling	Moderate
2. Abuse of intercom system	Moderate
3. Present in an unauthorized area	Moderate
4. Entering or exiting an area without permission	Moderate
5. Unauthorized equipment use	Moderate
6. Unauthorized taking of items into or out of cells/floor/any other area of the facility	Moderate
7. Unauthorized absence from work or activity	Moderate
8. Malingering	Low
9. Smoking in unauthorized area/time	Low
10. Unauthorized changing of bed assignments	Low
11. False self-identification	Moderate
12. Failure to respond to staff questions	Moderate
13. Possession of unauthorized clothing linen or bedding	Low
14. Possession of contraband	Moderate
15. Defacing property	Moderate

16. Unauthorized contact	Low
17. Unauthorized passing of items	Low
18. Horseplay	Low
19. Disrespect towards other inmates	Moderate
20. Lying to or about other inmates	Moderate
21. Yelling at other inmates	Moderate
22. Disorderly cell or bunk area	Low
23. Inadequate or partial uniform	Low
24. Inadequate personal hygiene	Low
25. Violation of written or posted rule	Low
26. Sexual activity	Low
27. Obstruction of view	Low

An inmate may waive his/her hearing for a minor infraction provided the proper notification (24-hour-notice) is given prior to the signing of the waiver.

THE WAIVER SHALL INCLUDE:

- A. THE APPROPRIATE IDENTIFICATION OF CHARGES.
- B. THE ALLOWABLE SANCTIONS.
- C. THE SANCTIONS OFFERED BY THE WAIVER.

Disciplinary sanctions will never be imposed without a signed waiver or a disciplinary hearing.

**WEBB COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION
DISCIPLINE BOARD**

DATE: _____ TIME: _____

TO: _____ B#: _____

ALLEGED VIOLATION: _____

DATE OF OFFENSE: _____ CODE: _____

YOU ARE BEING REFERRED TO THE DISCIPLINE BOARD FOR THE ABOVE CHARGE.

THE HEARING WILL BE HELD ON _____ AT _____ AM/PM

YOU WILL ALSO HAVE THE RIGHT TO CALL RELEVANT WITNESSES AT THE HEARING AND TO PRESENT DOCUMENTARY EVIDENCE ON YOUR BEHALF, PROVIDED CALLING YOUR WITNESS WILL NOT JEOPARDIZE INSTITUTIONAL SAFETY OR DECLARED UNNECESSARY BY THE HEARING OFFICER. NAMES OF WITNESSES YOU WISH TO CALL SHOULD BE LISTED BELOW. BRIEFLY STATE WHAT EACH PROPOSED WITNESS WOULD BE ABLE TO TESTIFY TO.

NAME: _____ CELL #: _____

CAN TESTIFY TO: _____

NAME: _____ CELL #: _____

CAN TESTIFY TO: _____

NAME: _____ CELL #: _____

CAN TESTIFY TO: _____

THE HEARING OFFICER WILL CALL THOSE WITNESSES WHO ARE REASONABLY AVAILABLE AND WHO ARE DETERMINED TO BE RELEVANT FOR AN UNDERSTANDING OF THE CIRCUMSTANCES SURROUNDING THE CHARGE. REPETITIVE WITNESSES MAY BE ASKED TO SUBMIT WRITTEN STATEMENTS. IF ADDITIONAL SPACE IS NEEDED, USE REVERSE SIDE OF THIS FORM.

INMATE NAME

DATE: _____

NOTIFYING OFFICER

DATE: _____

**WEBB COUNTY JAIL
DISCIPLINARY BOARD
WAIVER OF APPEARANCE**

I _____ HAVE BEEN ADVISED OF MY RIGHT TO APPEAR BEFORE
THE DISCIPLINARY BOARD ON _____ . I DO NOT WISH TO
APPEAR AND HEREBY WAIVE THAT RIGHT.

_____ B# _____ DATE _____
INMATE SIGNATURE

_____ DATE _____
STAFF MEMBER



I SAW INMATE _____ AT _____
INMATE NAME AND B# TIME/DATE
AT _____ , AND ADVISED INMATE OF HIS/HER RIGHT
TO APPEAR BEFORE THE DISCIPLINARY BOARD ON _____ . THE
INMATE DECLINED TO APPEAR AT THE HEARING, BUT REFUSES TO SIGN A WAIVER OF
APPEARANCE.

STAFF MEMBER

SECOND STAFF MEMBER

WEBB COUNTY JAIL
INMATE WAIVER OF DISCIPLINARY HEARING

FROM: JAIL ADMINISTRATOR/CAPTAIN/LIEUTENANT/SERGEANT

TO: _____
NAME OF INMATE CELL AND/OR CELL BLOCK

_____ DATE _____ DATE CONFINED

RULE VIOLATION: 1. _____
2. _____
3. _____

MAXIMUM SANCTIONS ALLOWED FOR MINOR INFRACTIONS IS 15 DAYS.
MAXIMUM SANCTIONS ALLOWED FOR MAJOR INFRACTIONS IS 30 DAYS.

LOSS OF TELEVISION: _____ DAYS.
LOSS OF VISITATION: _____ DAYS.
LOSS OF TELEPHONE: _____ DAYS.
LOSS OF COMMISSARY: _____ DAYS.

I CERTIFY THAT I HAVE BEEN INFORMED OF MY RIGHT TO A DISCIPLINARY HEARING. I HEREBY WAIVE MY DISCIPLINARY HEARING AND MY RIGHT TO APPEAL THIS DECISION.

SANCTIONS GIVEN: _____ DAYS IN SEPARATION WITHOUT PRIVILEGES.

STARTING DATE: ____/____/____

ENDING DATE: ____/____/____

INMATES SIGNATURE

DISCIPLINARY OFFICER

DATE

SIGNATURE OF JAIL ADMINISTRATOR (CHIEF OR CAPTAIN) REVIEWING SANCTIONS: _____

**WEBB COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION
DISPOSITION OF DISCIPLINARY BOARD**

INMATE _____ B# _____

VIOLATION _____ CODE # _____

VIOLATION DATE _____

THE STATEMENT OF THE CHARGES WAS READ ALOUD AND FULLY EXPLAINED TO
THE INMATE BY HEARINGS OFFICERS _____

PLEA ENTERED OF _____

INMATE'S POSITION _____

WITNESSES INTERVIEWED (STATEMENT ATTACHED) _____

FINDING FACT _____

CONCLUSION _____

DISPOSITION: GUILTY NOT-GUILTY

BASED UPON _____

SANCTIONS IMPOSED () DISCIPLINARY SEGREGATION _____ DAYS

FROM _____ TO _____

PRIVILEGES SUSPENDED _____ DAYS

() VISITATION FROM _____ TO _____

() TELEPHONE _____ TO _____

() COMMISSARY _____ TO _____

() OTHER _____ TO _____

INMATE SIGNATURE

DATE _____

Hearings Officer Member Member

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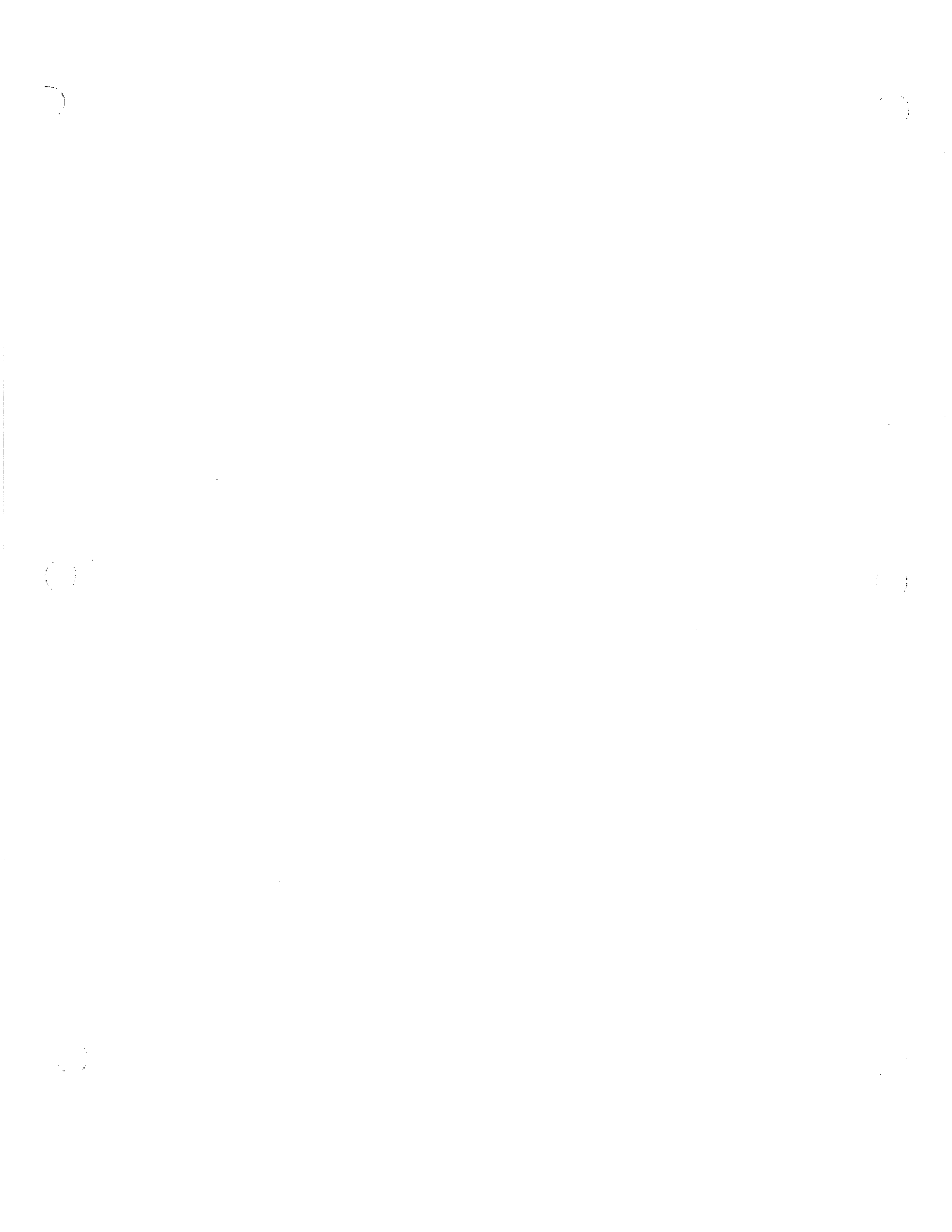
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Library Plan

The objective of the library plan is to give the opportunity and means for inmates to satisfy their needs for reasonable amounts and types of reading materials while confined in the Webb County Jail. Any material requested must be of reasonable literary or entertainment value, approved by the Sheriff or his designee. The jail facility library will be made available to all inmates by submitting a request to the education officer. Inmates requesting special books will be supplied through this source. Inmates desiring to check out books from the Laredo Public Library will submit the request to the education officer. Inmates requesting books from either source will be responsible for the condition of the book when returned. Inmates will be requested to pay for any destruction or mutilation of a book, and may result in loss of library privileges. Every attempt will be made to satisfy foreign language reading materials requested.

- A. Library hours are from 8:00 A.M. to 5:00 P.M. (Monday-Friday).
- B. Inmates are allowed to the library room upon request and with a minimum of twice per week upon availability.
- C. There is a maximum of three books per inmate to be checked out.
- D. Inmates can check out library books for a maximum of five days.



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INMATE EDUCATION AND REHABILITATION

287

OBJECTIVE: The objective of the education and rehabilitation plan is to make available to inmates the benefits of educational rehabilitation programs while confined in the Webb County Jail. All inmates are eligible to participate in any rehabilitation program available.

Continued participation in either or both programs is dependent upon the inmates' proper behavior. The privileges may be suspended for infraction of the rules.

An inmate education program shall be established in the Webb County Jail as a joint effort between the Sheriff's Department and local educational agencies. The program shall consist of course offerings in basic literacy, high school equivalency (G.E.D.), English as a second language, and other topics which may be specified by the Jail Administrator and representatives of the local education agency.

A. Rehabilitation

The following community resources will be utilized for testing and counseling:

1. Texas Mental Health and Mental Retardation Department
 - Psychoanalysis testing for mental disorders
2. Texas Department of Human Resources
 - Child and Family Welfare
3. BASTA Program
 - Counseling on drug addiction
 - Counseling on HIV
4. Victory Outreach
 - Counseling on alcohol abuse

B. Other Programs:

Other inmate programs and activities may be authorized by the Jail Administrator or his superior in the chain of command. Programs may utilize volunteers and/or community resources. Specific guidelines governing programs not detailed in this manual shall be established by the Jail Administrator or his designee.

RECREATION AND EXERCISE

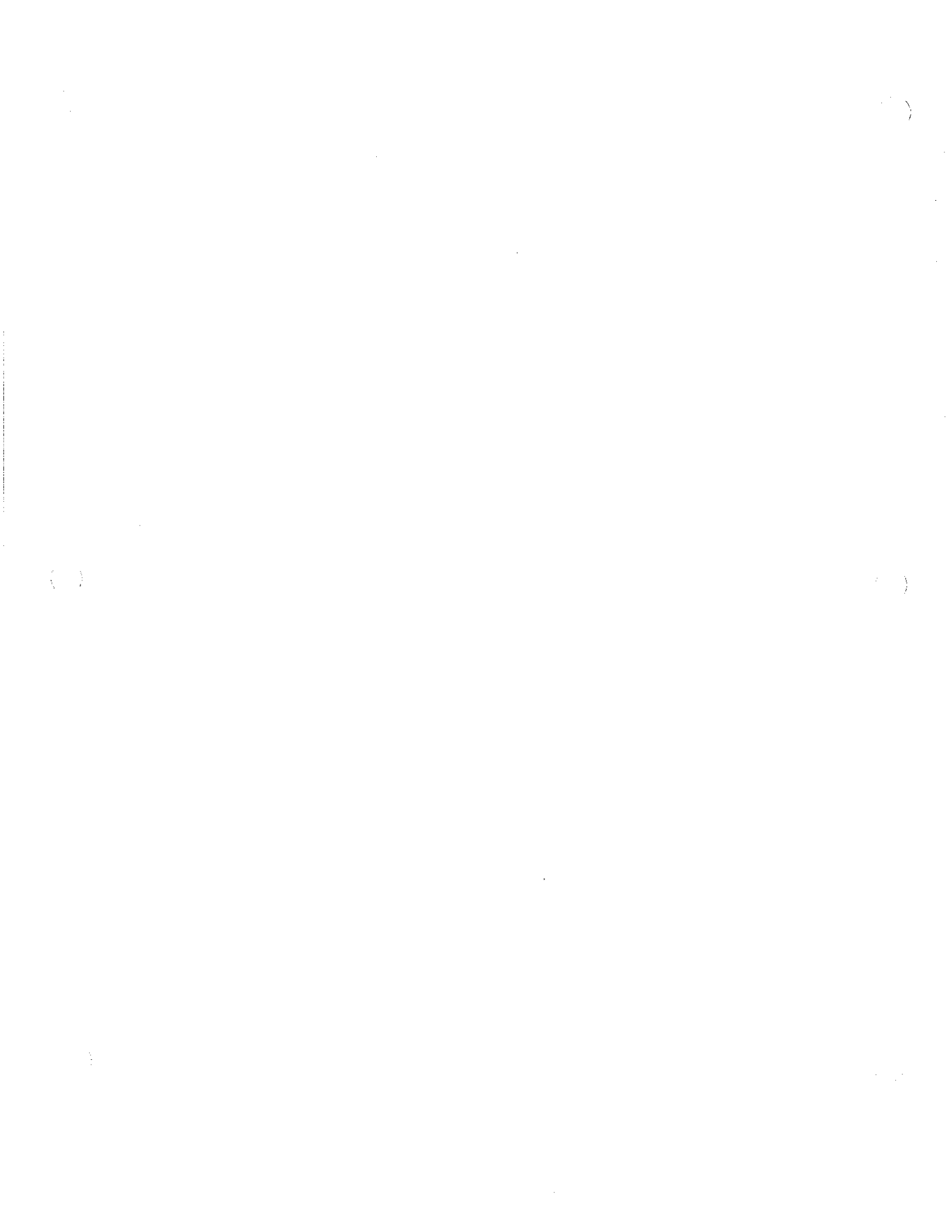
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1. Each inmate will be allowed one hour of supervised physical exercise or physical recreation at least three days per week. All recreation activities shall be documented and a record kept.
2. Inmates housed in administrative segregation, female inmates and other special classification of inmates shall be scheduled for recreation, but shall be separated from general population inmates. A Recreation Officer shall be assigned to supervise recreation, control equipment, and schedule inmates.
3. SUNLIGHT – Inmates confined longer than ten (10) days shall be allowed access to sunlight no less than once weekly.
4. DAY ROOMS – Day rooms are provided for reading, writing, or other indoor activities. Activities such as arts, crafts, cards, dominoes, checkers, chess, and other similar diversions are considered as possible nonphysical recreational activities. A television and radio are available for day room viewing and listening.

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DISPOSITION OF GRIEVANCE BY THE SHERIFF

Inmate's Name: _____

Date Appealed: _____

Cell Number: _____

Date Confined: _____

Grievance Number: _____

1. Your grievance has been reviewed and the following action will be taken:

2. The grievance has been reviewed and rejected because it is without merit and the action taken by the grievance review board is affirmed (or the recommended action of the grievance review board will be affirmed).

Date: _____

Sheriff

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DISPOSITION OF GRIEVANCE BY THE JAIL ADMINISTRATOR

Inmate's Name: _____ Date Appealed: _____

Cell Number: _____ Date Confined: _____

Grievance Number: _____

Your grievance/appeal has been reviewed and disposed of as follows:

1. The grievance has been reviewed and the following action will be taken:

2. The grievance has been reviewed and rejected because it is without merit and the action taken by the grievance review board is affirmed (or the recommended action of the grievance review board will be affirmed).

Date: _____

Jail Administrator

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DISPOSITION OF GRIEVANCE BY THE CAPTAIN

Inmate's Name: _____ Date Appealed: _____

Cell Number: _____ Date Confined: _____

Grievance Number: _____

1. Your grievance/appeal has been reviewed and the following action will be taken:

2. The grievance has been reviewed and rejected because it is without merit and the action taken by the grievance board is affirmed. (Or the recommended action of the grievance review board will be affirmed).

If the grievance has been rejected and you wish to proceed further, you may appeal this decision to the Jail Administrator within ten (10) working days.

Date: _____

Captain

DISPOSITION OF GRIEVANCE BY GRIEVANCE REVIEW BOARD

To: _____ Date of Appeal: _____
Inmate Name

Cell Number: _____ Date Confined: _____

Grievance Number: _____

1. Your grievance has been reviewed and the following corrective action will be recommended:

2. The grievance has been reviewed and rejected because it is without merit and action taken by the grievance board is affirmed.

If grievance is rejected and you wish to proceed further, you may appeal this decision to the captain within (10) days.

Date: _____

Member: _____

Chairman Review Board

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INMATE GRIEVANCE

To: Grievance Officer

From: _____

Cell and/or Block _____
Name of Inmate

Date Filed: _____

Date Confined: _____

Sir:

I wish to file a grievance. I certify that my statement is true and correct to the best of my knowledge and belief.

STATEMENT

Please print or write legibly. Include all dates, times, and names of persons involved, including witnesses if necessary).

Your signature

Seal this completed form in an envelope and it will be delivered unopened to the grievance officer the same day or the next normal working day.

emergency exists and will report such emergencies and actions taken on an incident report form.

5. The Sheriff or his designee has the authority to provide meaningful relief of substantiated grievance (i.e., reinstatement of good time, additional visitation privileges, etc.)
6. The Webb County Jail shall maintain records of all grievances filed, including investigations conducted, resolutions recommended and action taken.
7. Grievance information regarding inmates and employees will be kept strictly confidential. In no case will information be released without the specific approval of the Sheriff or his designee.

C. GRIEVANCE BOARD

1. The grievance board shall consist of three members who are neutral and impartial and shall not include anyone involved in the claimed violation or charges. The board may consist of a sergeant, a deputy, a county jailer or any combination.
2. The grievance board will advise the inmate in writing, no less than twenty-four (24) hours prior to convening the board as to the day, time and place of the hearing. An inmate has the right to be present at the hearing. When more than two (2) inmates sign the grievance, they may select two representatives to be present at the grievance board hearing.
3. The chairperson of the board shall determine whether or not the inmate is capable of presenting his case at the hearing. If the chairperson determines it is necessary, he/she shall appoint representation by staff or an inmate.
4. Inmate(s) may present evidence, written documents and call witnesses to establish the validity of the complaint. All witnesses are subject to questioning by the inmate and the board.
5. The board's decision will be made by majority vote and reported to the inmate in writing within 15 days. The written report will include the names of all board members, witnesses appearing, a review of evidence, testimony and findings regarding each of the allegations, the action taken, the reason for the action taken and the inmate's right to appeal.

D. APPEAL PROCESS

If the decision made by the grievance board is adverse to the inmate, he/she may appeal to the captain within ten (10) days of receiving the decision. The inmate will submit a written statement to the captain asking for a review of the grievance and the decision made. If the decision made by the captain is adverse to the inmate, he/she may appeal to the Sheriff.

1. The Sheriff or his designee will review the grievance and will:
 - a. Resolve the grievance
 - b. Refer the grievance
 - c. Request an investigation by the internal affairs officer
 - d. Reject the grievance
2. The Sheriff will notify the inmate, in writing, of his decision as soon as possible, and, in any event, within 10 days. The Sheriff's decision will be final and the inmate is deemed to have exhausted his remedies.
3. Any attempt by a staff member to interfere with the presentation of a grievance or any attempt at reprisal will result in disciplinary action.
4. Situations requiring emergency administrative action should be marked as an emergency and presented to the shift supervisor or his designee. This procedure is available twenty-four (24) hours per day, seven days a week. The shift supervisor is responsible for determining that an

INMATE GRIEVANCE PROCEDURE

It is the departmental policy to provide a fair and accessible administrative procedure to resolve inmate grievances as a prerequisite to seeking judicial remedy and to provide a formal review of inmate's grievances when an inmate has been unable to resolve them through informal methods.

A. GRIEVANCES

1. Grounds for initiation of a grievance:
 - a. violation of civil rights;
 - b. criminal act;
 - c. unjust denial or restriction of inmate privileges;
 - d. prohibited act by facility staff.

B. INMATE GRIEVANCE PROCEDURE

Whenever an inmate feels his/her grievance has not been resolved satisfactorily through informal needs, he/she can pursue formal procedure:

1. Submit a written statement of the grievance to the shift supervisor. Grievances will be submitted in an envelope or forms provided by the Jail which permit the inmate to retain a copy. The envelope will be sealed by the inmate and sent to the shift supervisor through the regular jail mail system, or if the inmate desires, through the U. S. Postal Service. Correctional personnel will be informed that the sealed envelope, addressed to the shift supervisor, will not be opened by anyone other than the shift supervisor or his/her designee.
2. Upon receipt, the grievance will be reviewed by the shift supervisor or his designee. The shift supervisor or his/her designee will:
 - a. Determine whether it is a complaint or grievance;
 - b. Resolve the matter;
 - c. Refer the grievance to the appropriate staff member for corrective action as soon as possible. The staff member will notify the inmate and the shift supervisor or designee, in writing, as to whether each of the allegations are substantiated, and the action he/she has taken or ordered taken in respect to the grievance;
 - d. Appoint a grievance board to hear the grievance for the purpose of recommendations or;
 - e. Refer the grievance to the internal affairs officer for an investigation in cases alleging staff misconduct, criminal acts and factual disputes of a material nature. The findings shall be submitted in writing to the inmate, captain, and jail administrator.

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INMATE WORK ASSIGNMENTS

289

A. Assignment of an inmate to worker status:

The classification officer shall assign an inmate to a work assignment in the jail if the inmate meets the criteria for the worker.

1. Pre-trial shall NOT be forced to work (other than performing housekeeping duties in their immediate area).
2. Classification criteria may vary depending on the type of work to be performed.
3. A medical fitness report shall be prepared by the duty Nurse stating that the inmate considered for work assignment is physically and medically approved for assignment.
4. Only the classification officer or his superiors in the chain of command may assign an inmate as a worker.
5. Any jail employee may request that an inmate be considered for work assignment, but final determination is vested in the classification section.
6. Any authorized jail employee may dismiss an inmate worker for cause, in such cases, a report shall be written and forwarded to the classification section.
7. No inmate worker shall be assigned supervisor duties over any other inmate or staff member.
8. Safety instruction training and precaution shall be strictly followed when inmate workers are exposed to potentially dangerous equipment or procedures.
9. All inmate work assignments shall be real work. (NOT MAKE WORK).
10. All inmate work assignments shall be supervised by corrections officers.
11. Inmates should not be required to work more than 48 hours a week, except in emergencies.
12. Only inmates classified in a trustee status should be assigned to work outside the security perimeter.

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TELEPHONE PLAN

OBJECTIVE

The objective of the inmate telephone plan is to provide inmates the opportunity to maintain communications with family, friends, and attorney.

- I. Immediately after booking but in case later than four hours after arrival, a person shall be permitted to make at least two completed telephone calls. Toll calls shall be made on a prepaid or collect basis. If inmate is indigent or otherwise unable to make a call, he/she will be allowed to use the County telephone.

- II. In addition to providing each inmate required access to telephone during the booking process, collect telephones are available for inmate use in cells or day rooms. Inmates are advised to use appropriate courtesy in using the telephones. Telephone directories shall be available to inmates upon request. Generally, inmates shall not be authorized to receive incoming telephone calls. Special procedures may be initiated by the ranking supervisor on duty to allow an inmate to receive emergency calls which shall be verified to determine if true emergency.

CORRESPONDENCE PLAN

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The objective of the correspondence plan is to provide for the handling of privileged and non-privileged correspondence, both outgoing and incoming, and for the collection and distribution of that correspondence.

1. GENERAL INFORMATION:

Stationery supplies are provided through the inmate commissary. If requested, indigent inmates shall be supplied writing materials sufficient to correspond with their attorneys and the courts. They shall be furnished paper, pencils, envelopes and stamps to post at least three letters a week for all other correspondence. Inmates may correspond with any party including inmates in the Webb County Jail through the U. S. Postal Service with no limit in number. They may also receive correspondence in any quantity, amount, and number of pages. They shall be allowed to retain such materials in reasonable amounts so as to not create a fire hazard. Detainees may receive books and magazines from the publishers.

The following materials shall **NOT** be delivered to the inmates:

- a. Inflammatory writing containing information regarding the manufacture of explosives, weapons, or drugs.
- b. Writings containing material that a reasonable person would construe as written solely for the purpose of communicating information designed to achieve the breakdown of jails through inmate strikes or riots.
- c. Hardcore pornography consisting of specific factual information or photographs resulting in detrimental outcomes to the rehabilitative efforts encouraging deviate criminal sexual behavior.

2. OUTGOING NON-PRIVILEGED MAIL:

Mail shall be collected and forwarded to a United States Post Office on a regular schedule by the Mail Officer. Outgoing mail is subject to being read and censored provided a legitimate penological interest exists. If it is censored a copy of the original correspondence shall be retained. If discovered, the contraband shall be delivered to the Jail Administrator or his designee representative for disposition. Returned mail shall be returned to the inmate who originally sent the correspondence.

3. INCOMING NON-PRIVILEGED MAIL:

Incoming mail may be opened and read. It may also be censored provided a legitimate penological interest exists. A copy of the original should be retained. If contraband is discovered, it shall be confiscated and the inmate advised of the action.

4. INCOMING PRIVILEGED MAIL:

Mail addressed to the following persons or organizations shall NOT be opened or interfered with unless a search warrant is obtained.

- a. Officials of the federal, state, and local courts.
- b. All federal officials and officers, including the President of the United States of America.
- c. State officials and officers, including the Governor and the Commission on Jail Standards.
- d. Letters to bona fide news media.
- e. The inmate's attorney.

Privileged mail may be opened only in the presence of the inmate with inspection limited to locating contraband. Whenever jail officials have probable cause to suspect that the incoming letter is part of an attempt to formulate, devise, or otherwise effectuate a plan to escape from the jail, or to violate state or federal laws, officials shall obtain a search warrant prior to opening and reading the mail of the individual involved.

5. OUTGOING PRIVILEGED MAIL:

Outgoing mail to privileged correspondents shall not be opened or interfered with unless a search warrant is obtained.

COMMISSARY PLAN

Commissary shall be established to allow inmates to purchase various items if they have funds available. The commissary operation shall be contracted with an outside vendor. Neither the Sheriff nor any employee of the Webb County Sheriff's Department or their immediate families shall have a financial interest in the commissary. All items sold in the commissary shall be approved by the Jail Administrator or his designee. The trust fund officer shall coordinate efforts with commissary personnel to ensure that purchase amounts are posted to each inmate's trust fund balance. If an inmate claims shortage of an item, the outside vendor will be notified and deliver the missing item or items that same day.

COMMISSARY SCHEDULE:

- ALL COMMISSARY SHEETS SHOULD BE TURNED IN BY MONDAYS 10A.M.
- ITEMS WILL BE ISSUED TUESDAYS 8:00 A.M. TO 8:00 P.M.
- ALL COMMISSARY SHEETS SHOULD BE TURNED IN BY THURSDAYS 10A.M.
- ITEMS WILL BE ISSUED FRIDAY 8:00 A.M. TO 8:00 P.M.

ANY INMATE WISHING COMMISSARY ITEMS WILL FILL OUT A COMMISSARY SHEET AND TURN IT IN TO A CORRECTIONS OFFICER BY THE DATES AND TIMES STATED ABOVE.

The Commissary is audited annually by The County Auditor, in accordance with Local Government code, 351.0415 and reports are submitted to the Commission no later than ten days following completion. All expenditures of commissary proceeds are made in accordance with Local Government Code.



VISITATION PLAN

Inmates shall be allowed visits of two (2) general types: Official and Unofficial.

1. OFFICIAL VISITS:

An attorney or his authorized representative shall be allowed to visit his/her inmate client at any time. Attorneys are encouraged to schedule visits between 8:00 a.m. and 5:00 p.m. on weekdays.

- a. Attorneys shall sign the attorney visiting log when entering the visitor control center and submit a valid bar identification card to the visitor control officer.
- b. Attorneys may carry briefcases, books, purses, and other necessary items to the visiting booth. However, all materials as well as the attorney are subject to search.
- c. Attorneys shall be afforded privacy in visiting with their clients.
- d. When the attorney completes the visit, he or she shall return to the visitor control center, log "OUT" on the attorney visiting log, and receive his or her bar card identification. Bail bondsmen shall be allowed to visit clients but shall not be permitted access to restricted areas of the jail.

Other official visitors shall include representatives of the courts or other justice agencies. The ranking officer on duty shall coordinate visits of this nature, taking appropriate steps to ensure proper security. No weapons shall be permitted in the jail at any time.

2. UNOFFICIAL VISITS:

Fall into two categories:

a. Family Visits:

All visitors shall be permitted to visit on the dates and times as scheduled by the Jail Administrator for the duration as specified unless such a visit would cause a security breach. No more than two (2) children may accompany an adult making a visit at one time. Visitors may not be allowed to carry handbags, purses, briefcases or other items which might be used to conceal items of contraband into the visiting area.

b. Special Visits:

Special Visits may be granted by the supervisor on duty for a variety of reasons including, but not limited to:

Hardship imposed if visit is not approved, minister or priest requests to visit and agreed to by inmate. Visitors must be immediate family only. Inmate is required to conduct business not related to his or her criminal case. Press may wish to interview inmate. In no instance shall an inmate be granted a press interview without the Jail Administrator first receiving written permission from the inmate.

Photographs and filming shall not be permitted in any restricted area of the jail without the expressed permission of the Jail Administrator, Executive Assistant, or the Sheriff.

3. Visitation shall follow the below listed general procedures:

- a. Times approved for regular visitation shall be published in the inmate handbook. All inmates will receive a minimum of two visitations a week with a minimum of twenty minutes duration each, one of which will be on an evening or weekend.
- b. Visitors shall submit official identification to the visitation officer and sign the visitor log. State driver's license, DPS, I.D. passport, agency identification card or birth certificate shall be acceptable. (Identification should include a recent photograph.) Children accomplished by an adult are not required to produce I.D. Visitation will be regulated to provide the security and prevention of weapons or contraband.

4. SPECIAL VISITATION:

- A. The Jail Administrator will consider the approval of a contact visit with an inmate.
- B. An inmate may refuse to be visited.
- C. Visitors may be searched prior or after entering the secured area of the jail.
- D. Visitation may be extended for one (1) hour if visitors are from out of town.
- E. Visitors who have been incarcerated within the Webb County Jail will not be allowed to visit until six (6) months have passed from day of release.

5. EMERGENCY VISITS:

- A. Any emergency message for visitation having to do with a serious illness, accident or death shall be forwarded immediately to the ranking supervisor on duty.
- B. All officers are advised to closely observe any inmate who has received an emergency or Traumatic message.
- C. The classification section shall be notified whenever an inmate receives an emergency Message which may affect his behavior.

VISITATION RULES

VISITATION RULES:

- A. Anyone under the age of 17 must be accompanied by an adult.
- B. Visitor must be on inmate's visitation list.
- C. Only one child per adult/guardian. There will be no leaving of the building to get other children to visit. No children will be left outside unattended.
- D. Visitor must have proper ID (out of state ID/DL, TXDL, TXID) and must be current.
- E. Visitor must be properly attired (dressed). No stretch pants, sunglasses, shorts, hats, sleeveless shirts, or dresses. NO spandex pants/shorts. Low cut or backless shirts or blouses/dresses. Skirts and dresses must be at knee level.
- F. Visitor conduct:

Visitors are required to keep accompanied children as orderly as possible during visit so others will not be disturbed. In the event that a visitor is unable to control his/her child, the visit will be terminated and visitor will be escorted out of the building.
- G. Disorderly conduct will not be tolerated.
- H. Follow all directives from jail staff.
- I. The jail staff reserves the right to refuse visitation to anyone.
- J. No items or articles of clothing or personal property will be allowed.

ALL VISITORS ARE SUBJECT TO SEARCH – THIS INCLUDES CHILDREN.

VISITATION SCHEDULE

MONDAY

1ST FLOOR MALES

7:30- 12:00 & 2:30 – 4:00

2nd Floor CELL B, C, H 7:30-12:00
CELL P 2:30-4:00

3rd Floor CELL J 7:30-12:00
CELL F 2:30 – 4:00

4th Floor CELL L 7:30-12:00
CELL H 2:30- 4:00

TUESDAY

1ST FLOOR FEMALES

7:30-12:00 & 2:30-4:00

2nd Floor CELL K, G 7:30-12:00
CELL E 2:30-4:00

3rd Floor CELL G, H 7:30-12:00
CELL O, P 2:30-4:00

4th Floor CELL K 2:30-4:00

WEDNESDAY

2nd Floor CELL D 7:30-12:00
CELL F, N 2:30-4:00

3rd Floor CELL B C 7:30-12:00
CELL G 2:30-4:00

4th Floor CELL B 7:30-12:00
CELL G 2:30-4: 00

THURSDAY

2ND Floor CELL O 7:30AM-12:00 PM
CELL J 2:30PM -4:00 PM

3rd Floor CELL M 7:30AM-12:00 PM
CELL N 2:30PM -4:00 PM

4th Floor CELL O 7:30AM -12:00 PM
CELL P 2:30 PM -4:00 PM

FRIDAY

2nd Floor CELL M 7:30 AM -12:00 PM
CELL L 2:30 PM -4:00 PM

3rd Floor CELL D 7:30 AM -12:00 PM
CELL E 2:30 PM -4:00PM

4th Floor CELL J 7:30 AM -9:30 AM
CELL M 9:30AM -12:00PM
CELL C 2:30PM -4:00 PM

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SATURDAY

2 nd Floor	3 rd Floor	4 th Floor
2-H 7:30-8:00	3-H 7:30-8:00	4-B 7:30-8:00
2-C 8:30-9:00	3-O 8:30-9:00	4-H 8:30-9:00
2-J 9:00-9:30	3-P 9:00-9:30	4-L 9:00-9:30
2-O 9:30-10:00	3-M 9:30-10:00	4-K 9:30-10:00
2-P 10:00-10:30	3-N 10:00-10:30	4-J 10:00-10:30
2-M 10:30-11:00	3-F 10:30-11:00	4-M 10:30-11:00
2-K 11:00-11:30	3-K 11:00-11:30	4-G 11:00-11:30
2-E 11:30-12:00	3-J 11:30-12:00	4-C 11:30-12:00
2-G 12:00-12:30	3-E 12:00-12:30	4-O 12:00-12:30
2-D 12:30-1:30	3-B 12:30-1:00	4-P 12:30-1:00
2-F 1:00-1:30	3-C 1:00-1:30	4-N 1:00-1:30
2-L 1:30-2:00	3-D 1:30-2:00	
2-N 2:00-2:30	3-G 2:00-2:30	
2-B 2:30-3:00	3-L 2:30-3:00	
1 ST FLOOR Female Quarters 8:00-12:00	1 ST FLOOR Male Inmates 12:00-3:00	

RELIGIOUS PRACTICES PLAN

It shall be the policy of the Webb County Sheriff's Department to allow ministers and priests to conduct religious services and programs for inmates incarcerated in the jail. No inmate shall be forced to participate in any religious program against his/her will, nor shall any inmate receive special favors or benefits for participation.

The Sheriff shall not be obligated to provide religious services for ALL faiths, but should strive to accommodate the faith and denominations of the majority of inmates assigned to his custody. All ministers, priests and lay persons assigned or volunteering to conduct religious activities in the jail shall be subject to screening procedures as established by the jail administrator or his superior in the chain of command.

Religious services shall be conducted on each inmate living floor.

An inmate that wishes to carry out any religious practice that would ordinarily violate facility rules or require a special accommodation must make a written request explaining what he/she wishes to do and providing evidence that the request is bonafide. This request will be forwarded to the Jail Commander for review to determine whether the request can be accommodated without presenting undue burden or endangering the safety and security of the facility, and provide a written response to the inmate's request, including reasons for any denial. Jail Commander will approve or disapprove. Inmates may use the established inmate grievance procedure to send the Sheriff a request for review of denials they believe to be unjust. The Sheriff's decision shall be final.

DECISION TREE
Revised November 5, 1998

C. ASSAULTIVE, FELONY OFFENSES:

The following is a partial listing identifying the types of assaultive, felony offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Aggravated Assault	F3
Aggravated Assault by Pub Servant	F1
Aggravated Assault with SBI	F2
Aggravated Assault Empl/PO	F3
Aggravated Assault WDW	F2
Aggravated Assault WDW/PO	F1
Aggravated Assault WDW WPN	F3
Aggravated Kidnapping Rel Victim	F2
Aggravated Kidnapping	F1
Aggravated Assault Against Pub Servant	F1
Aggravated Sexual Assault	F1
Aggravated Sexual Assault Child	F1
Aggravated Sexual Assault Adult	F1
Aggravated Robbery	F1
Arson SBI/Death	F1
Assault WBI TYC/TDC/Public Servant	F3
Assault Fam/Mem More Than 2 Times	F3
Burglary of Building Armed/Deadly Weapon	F1
Capital Murder in Comm/Cited Offenses	FC
Capital Murder Remuneration	FC
Capital Murder Multiple	FC
Capital Murder PO/Fireman	FC
Capital Felony W/Felony	FC
Criminal Negligent Homicide	FS
Deadly Assault PO SBI	F1
Deadly Cond Discharge Firearm Hab/Build/Veh	F3
Deadly Cond Discharge Firearm Individuals	F3
Injury to Disabled SBI	F1
Injury to Elderly WBI	F3
Injury to Elderly SBI	F1
Injury to Child WBI	F3
Injury to Child SBI	F1
Injury to Invalid BI	F3
Injury to Invalid SBI	F1
Injury to Child SBI	F3
Injury to Child/Crim Neg	FS
Injury to Elderly/Crim Neg	FS
Injury to Elderly/Reckless SBI	F3
Injury to Invalid Reckless SBI	F3

DECISION TREE
Revised November 5, 1998
OFFENSE LIST

Assaultive, Felony Offenses: (continued)

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Injury to Child/Reckless	FS
Injury to Disabled Person	FS
Intoxicated Assault W/Vehicle SBI	F3
Kidnapping	F3
Manslaughter	F2
Murder Intended Sal Cause Death/Passion	F2
Murder Intended SBI Causing Death	F1
Murder Intentionally Cause Death	F1
Murder While Committing Felony	F1
Murder Intent Cause Death	F1
Murder SBI W/Death	F1
Retaliation	F3
Robbery	F2
Sexual Assault	F2
Sexual Assault Adult	F2
Sexual Assault Child	F2
Taking/Attempting to Take Weapon from PO	FS
Unlawful Restraint W/SBI	F3

RELIGIOUS PRACTICE REQUEST ASSESSMENT FORM

Inmate Name: _____ B# _____ Date: _____

Religious preference indicated at booking _____

Religion related to request _____

Clear statement of offender request and/or religious issue involved _____

Is the object or practice mandated for all who practice this religion? ____ yes ____ no

Has the claim/request been verified through a religious authority? ____ yes ____ no

Information provided by religious authority _____

Name and Title _____

Address / Telephone _____

Of Religious Authority

Relevant considerations:

____ safety and security of facility
____ inadequate supervision available

____ unable to verify religious requirement
____ item(s) requested excessively valuable
or dangerous

____ no usable space available
____ inmate safety issue

Recommendation: ____ Approve ____ Disapprove

Reason for denial: _____

Signature

DECISION TREE
Revised November 5, 1998
OFFENSE LIST

D. ASSAULTIVE MISDEMEANOR OFFENSES:

The following is a partial list identifying the types of assaultive, misdemeanor offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Assault of Elderly or Disabled	MA
Assault Causes BI	MA
Assault by Threat or Touch	MC
Assault Fam/Mem 1 st Time	MB
Assault FamViol	MC
Deadly Conduct W/Firearm	MA
Harassment	MB
Stalking	MA
Unlawful Restraint VictimUnder 14	MB
Violation of Protective Order	MA

E. ESCAPE OFFENSES:

The following is a partial list identifying the types of escape offenses as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Escape from Custody	MA
Escape from Felony Arrest/Jail	F3
Implements For Escape	F2
Facilitating an Escape	MA
Unauthorized Absence from Community Correctional Facility	FS

DECISION TREE
Revised November 5, 1998
OFFENSE LIST

F. OTHER OFFENSES DEFINED AS CRIMES AGAINST PERSONS:

The following is a partial list identifying the types of crimes against persons as defined by the Decision Tree and as addressed in the Penal Code:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>
Abandoning or Endangering a Child Without Intention Of Returning	F3
Abandoning a Child With Intention of Returning	FS
Abandoning a Child in Dangerous Circumstances	F2
Intoxication Manslaughter	F2
Terroristic Threat	MB

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EMERGENCY PROCEDURES

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I. GENERAL POLICY:

Special procedures are hereby established to be enforced during emergency or special situations. All officers and other staff members shall notify their immediate supervisors immediately when an emergency situation is discovered so that the ranking supervisor may take charge of the situation as soon as possible. Life threatening concerns should be treated as top priority. Security concerns should be superseded, only by life threatening concerns.

A. ESCAPE

Escape from jail shall not apply to inmates assigned to work release status. Any officer who discovers an escape from custody shall:

1. Notify the ranking supervisor on duty via the chain of command.
2. Secure the immediate area from which the escape appeared to have been made.
3. Segregate and secure all inmates in the immediate escape area.
4. Prepare a list of all personnel who may have been in the escape area.
5. The ranking officer on duty shall proceed immediately to the escape area and notify the radio dispatcher of the escape including name, age, and description of the escapee and other pertinent information which may be available.
6. Place an immediate freeze on all inmate movement in the entire facility and order an inmate, picture, head count.
7. Collect all information available on the escapee such as classification records, booking records, visitation records, etc. and advise the criminal warrant division.
8. Interview all inmates who were available at the time of the escape to establish additional leads.
9. Prepare a comprehensive report of the escape including all details.

B. RIOT or REBELLION

In the event a riot, rebellion, or major disturbance occurs in the facility, the officer or other staff member first observing the occurrence shall take whatever means may be necessary to notify the ranking officer of the riot. In the event the ranking officer cannot be notified, the control center officer on the floor of the occurrence should be notified. Emergency measures should then be taken by the ranking supervisor to:

1. Contain the riot to as small an area as is possible (cell, cell block, section or floor) by securing all entrances and exits to the contained area.
2. Lockdown all inmates in the facility.
3. Establish an emergency command post from which to direct operations.

4. If the riot is not contained and dispersed as this point, the supervisor shall:

- a. order all civilians, except medical personnel, out from the jail.
- b. order all available officer personnel to a ready position.
- c. contact Jail Administrator for instruction.

5. If the riot assumes major proportions, the ranking supervisor shall:

- a. direct the radio dispatcher to broadcast a call for assistance.
- b. issue officer personnel riot control equipment and order them to the riot area in the ready position.

Only the Sheriff, Executive Assistant, or Jail Administrator is authorized to order chemical agents or fire hoses to quell a riot.

C. ASSAULTS OR ABUSE

No staff member or other inmate shall be allowed to assault or abuse an inmate. No staff member shall passively allow another staff member or another inmate to assault an inmate.

Physical force may be employed against an inmate only if necessary for self protection, protection of others, or protection of the inmate from himself/herself. In such instances only reasonable force given the situation shall be used. If an officer or staff member observes an inmate being abused by any staff member, the officer or staff member shall:

1. Intervene to stop the abuse.
2. Obtain medical and/or first aid attention as required.
3. Report the incident to the ranking supervisor on duty via the chain of command, who, in turn, shall report the incident to the Jail Administrator.
4. Prepare a written incident report in accordance with established procedures.
5. The Jail Administrator or his designee shall relieve the accused staff member pending outcome of investigation.
6. Notify internal affairs of the incident and summon an investigator immediately to investigate the matter.

D. CIVIL DISASTERS AND OTHER EMERGENCIES

The Jail Administrator shall be responsible to ensure that all jail personnel are trained to react prudently to all emergency situations. Each officer shall report emergency situations to his/her supervisor. Officers shall react reasonably to such situations. Evacuation procedures shall be followed when needed.

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E. FIRE

Fire drills will be conducted monthly and records maintained to insure that all personnel are aware of the availability of the fire fighting equipment and trained to utilize it properly.

Actions to be taken by jail personnel in the event of fire:

- a. notify the dispatcher as to the dimension and location of the fire.
- b. attempt to contain the fire without entering cells by the use of available fire fighting equipment.
- c. if the fire is too far out of control, evacuate the affected inmates to designated evacuation areas as set out in evacuation plan. Dispatcher on duty will notify:

local fire department

Sheriff and/or Jail Administrator

local police department

In the event that the fire cannot be contained on a single floor and if the Jail Administrator, Executive Assistant, or the Sheriff so authorize, the building may be evacuated in accordance with the facility evacuation plan. Prior to ordering the evacuation of the facility, the Jail Administrator, Executive Assistant, or Sheriff shall ensure that the following steps are completed:

- a. the radio dispatcher has summoned all available units to assist.
- b. a call up of off-duty personnel has begun
- c. all civilians excepting medical personnel are ordered out of the area.

After any fire has been extinguished, the following steps shall be completed:

- a. medical aid shall be provided as required.
- b. exhaust fans have been turned on.
- c. an area clean up will begin.
- d. inmates shall be returned to their cells (if conditions permit)
- e. an inmate count shall be conducted.
- f. an incident report shall be prepared and an investigation initiated if so warranted.

The Sheriff or his designee will make the determination when the jail is safe for the inmates to be returned and normal jail operations resumed. The fire prevention and suppression plan was developed with the assistance provided by the Laredo Fire Department.

EVACUATION PROCEDURES

1. Alarm goes off.
2. Floor c.o.i.c. checks floor control board for area and dispatches floor c.o. to area.
3. Floor c.o.i.c. calls main control room and advises of exact location and the cause of alarm.
4. Floor c.o.i.c. goes to area and returns to floor control room and advises of exact location and the cause of the alarm.
5. Floor control room advises main control room of situation.
6. Main control room advises radio room to advise fire department, Sheriff, administrative assistant, and jail administrator.
7. Floor c.o.'s go to fire location with fire hose, air-pak, fire extinguishers, and combat fire.
8. Main control room advises floor control room to evacuate the fire location in an orderly manner.
9. Floor c.o.i.c. directs and counts inmates out of their cells and instructs them to proceed to room 380 in case of minor fire or disturbance, and down the stairway to sallyport in case of a major fire or disturbance to await transportation if necessary.
10. Floor c.o.i.c. advises floor control c.o.i.c. to advise main control room of any damage or casualties.
11. After quelling disturbance or combating fire, inmates are returned to their cells and accounted for.
12. All equipment, inmates, and personnel are accounted for and secured.

II. TRAINING

Training of staff for emergency situations shall be provided immediately upon employment and no less than each calendar quarter for all jail personnel to include fire, emergency, evacuation drills, and location and use of equipment.

RECORD OF FIRE AND EVACUATION DRILLS

Drills shall be conducted at least quarterly and immediately upon the employment of new or additional personnel.

DATE OF DRILL	PARTICIPANTS	DRILL COORDINATOR	TIME

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FIRE PREVENTION PLAN

chapter 263

The fire prevention plan will create a fire hazard free environment in the Webb County Jail.

Fire Prevention:

Trash will not be allowed to accumulate in:

1. Cells and day rooms
2. Runs
3. Pipe chases
4. I. D. room
5. Closets and storage areas
6. Kitchen area
7. Laundry area

Combustible material will be stored:

1. In metal lockers or metal containers.
2. Away from wood, paper, etc.

The following will not be permitted in the cells or day rooms:

1. Electrical cooking/heating devices
2. Make shift wiring
3. Drop cords
4. Extension cords

Inspection

Daily, during inspection of cells and living area, fire hazards will be observed and corrected immediately by the jailer on duty.

1. Wiring
2. Storage areas
3. Grease build up in kitchen area
4. Inmate living area
5. Testing and inspection of fire alarms, detectors, smoke removal systems, and fire extinguishers for function ability
6. Self-contained breathing apparatus (air pak)

A quarterly fire hazard inspection is conducted by the jail hazard inspector Compliance Officer using a fire hazard inspection checklist, which is evaluated and revised as necessary each quarter, in conjunction with the inspection.

The fire inspector will be the Laredo Fire Marshall who shall inspect the facility no less than annually.

The fire inspector will furnish the Sheriff a written record of the inspection and record any deficiencies. The Sheriff will cause deficiencies to be corrected, or report the deficiencies to commissioners' court for their consideration and correction.

A fire plan will be posted throughout the jail in conspicuous locations.

RECORD OF FIRE AND EVACUATION DRILLS

Drills shall be conducted at least quarterly and immediately upon the employment of new or additional personnel.

DATE OF DRILL	PARTICIPANTS	DRILL COORDINATOR	TIME

Fire Suppression:

1. Fire drills will be conducted monthly and records maintained to insure that all personnel are aware of the availability of the fire fighting equipment and trained to utilize it properly.

Actions to be taken by jail personnel in the event of fire:

- a. notify the dispatcher as to the dimension and location of the fire.
- b. attempt to contain the fire without entering cells by the use of available fire fighting equipment.
- c. if the fire is too far out of control, evacuate the affected inmates to designated evacuation areas as set out in evacuation plan. Dispatcher on duty will notify:

local fire department

Sheriff and/or Jail Administrator

local police department

In the event that the fire cannot be contained on a single floor and if the Jail Administrator, Executive Assistant, or the Sheriff so authorize, the building may be evacuated in accordance with the facility evacuation plan. Prior to ordering the evacuation of the facility, the Jail Administrator, Executive Assistant, or Sheriff shall ensure that the following steps are completed:

- a. the radio dispatcher has summoned all available units to assist.
- b. a call up of off-duty personnel has begun
- c. all civilians excepting medical personnel are ordered out of the area.

After any fire has been extinguished, the following steps shall be completed:

- a. medical aid shall be provided as required.
- b. exhaust fans have been turned on.
- c. an area clean up will begin.
- d. inmates shall be returned to their cells (if conditions permit)
- e. an inmate count shall be conducted.
- f. an incident report shall be prepared and an investigation initiated if so warranted.

The Sheriff or his designee will make the determination when the jail is safe for the inmates to be returned and normal jail operations resumed. The fire prevention and suppression plan was developed with the assistance provided by the Laredo Fire Department.

FIRE INSPECTION REPORT

1. Is there an approved emergency evacuation plan posted?
Yes _____ No _____
2. Are extension cords, make shift wiring, heating or cooking devices being used?
Yes _____ No _____
3. Does jail facility have an exit lighting system in good working order?
Yes _____ No _____
4. Does facility have a fire alarm system in good working order?
Yes _____ No _____
5. Type of fire detection system in facility?
Smoke alarms Other
6. Are corridors and exits free of obstruction?
Yes _____ No _____
7. Is hazardous combustible materials stored in or near the jail?
Yes _____ No _____
8. If yes, are the above materials stored in metal lockers?
Yes _____ No _____
9. Is there an emergency illumination system in good working order in the facility?
Yes _____ No _____

10. Is there sufficient number of approved fire extinguishers?

Yes _____ No _____

11. Are fire extinguishers regularly checked and dated by authorized persons?

Yes _____ No _____

12. Is there grease build up in the kitchen and/or inmate living area?

Yes _____ No _____

13. Is the facility inspected semi-annually by an approved fire inspector?

Yes _____ No _____

14. Are fire exit and evacuation drills being held quarterly as required by Texas Commission on Jail Standards?

Yes _____ No _____

Date of inspection: _____

Name and title of inspector: _____

FIRE MARSHALL INSPECTION

Date: _____

1. Type building.

2. Building construction:	walls	floors
	roof	no. of stories

3. Is there an approved emergency evacuation plan posted?

Yes _____ No _____

4. Does electrical system meet local electrical code?

Yes _____ No _____

5. Are extension cords being used?

Yes _____ No _____

6. Is master electrical switch located for quick access?

Yes _____ No _____

7. Is heating and cooling system in safe working order?

Yes _____ No _____

8. Has gas system been checked for leaks within the last 12 months?

Yes _____ No _____

9. Are approved metal connectors used for gas appliances?

Yes _____ No _____

10. Does facility have emergency electrical system?

Yes _____ No _____

11. In good working order?

Yes _____ No _____

12. Are fire drills for correctional officers conducted?

Yes _____ No _____

13. Does facility have a fire alarm system?

Yes _____

No _____

14. Type of fire detection:

smoke alarms
manual pull types

heat detectors

15. Is yard kept so as not to become hazardous?

Yes _____

No _____

16. Are corridors and exits free of obstruction?

Yes _____

No _____

17. Are exit doors operable?

Yes _____

No _____

18. Is hazardous combustible material stored in or near jail?

Yes _____

No _____

19. Are approved plastic cans used in cells?

Yes _____

No _____

20. Are approved metal cans with lids used in kitchen?

Yes _____

No _____

21. Is there sufficient number of approved fire extinguishers?

Yes _____

No _____

22. Are fire extinguishers regularly checked and dated?

Yes _____

No _____

23. Type of extinguishers: condition:

24. Is there grease build up in kitchen?

Yes _____ No _____

25. Are flammable floor cleaners used?

Yes _____ No _____

26. Are correctional officers training to use fire extinguishers?

Yes _____ No _____

Remarks: _____

Officer: _____

EVACUATION PROCEDURES

1. Alarm goes off.
2. Floor c.o.i.c. checks floor control board for area and dispatches floor c.o. to area.
3. Floor c.o.i.c. calls main control room and advises of exact location and the cause of alarm.
4. Floor c.o.i.c. goes to area and returns to floor control room and advises of exact location and the cause of the alarm.
5. Floor control room advises main control room of situation.
6. Main control room advises radio room to advise fire department, Sheriff, administrative assistant, and jail administrator.
7. Floor c.o.'s go to fire location with fire hose, air-pak, fire extinguishers, and combat fire.
8. Main control room advises floor control room to evacuate the fire location in an orderly manner.
9. Floor c.o.i.c. directs and counts inmates out of their cells and instructs them to proceed to room 380 in case of minor fire or disturbance, and down the stairway to sallyport in case of a major fire or disturbance to await transportation if necessary.
10. Floor c.o.i.c. advises floor control c.o.i.c. to advise main control room of any damage or casualties.
11. After quelling disturbance or combating fire, inmates are returned to their cells and accounted for.
12. All equipment, inmates, and personnel are accounted for and secured.



Webb County Sheriff's Office
902 Victoria St., Laredo, TX 78040
_____ , 2009

THE FOLLOWING IS A REMINDER OF POLICIES AND PROCEDURES TO BE ADHERED TO:

1. AFTER EVERY MEAL, ALL MEAL TRAYS WILL BE REMOVED FROM CELLS AND SENT TO KITCHEN. C.O.I.C. WILL BE RESPONSIBLE FOR ACCOUNTING FOR NUMBER OF TRAYS USED AND NUMBER OF TRAYS RETURNED TO KITCHEN. NO TRAY WILL BE ALLOWED TO REMAIN LONGER THAN ONE HOUR AFTER MEAL HAS BEEN SERVED. IF AN INMATE MISSES MEAL DUE TO COURT, OR ANY OTHER OFFICIAL ACTIVITY, C.O.I.C. WILL REQUEST A SANDWICH AND DRINK FROM KITCHEN. IF IT IS SUPPER THAT IS MISSED, THEN C.O.I.C. WILL ORDER SANDWICH AND MILK PRIOR TO KITCHEN CLOSING AND KEEP IN OFFICE UNTIL INMATE RETURNS.
2. C.O.I.C. WILL ENSURE THAT NO CLOTHING HANGS FROM CELL BARS. IF IT IS NECESSARY TO DRY CLOTHING, SAID CLOTHING WILL BE HUNG IN A MANNER SO AS NOT TO OBSTRUCT OFFICERS' VIEW. ANY CLOTHING THAT IS NOT EITHER GREY OR BLACK, OR COUNTY ISSUE, IS DEEMED TO BE CONTRABAND AND WILL BE CONFISCATED. ANY CLOTHING THAT HAS BEEN ALTERED FROM ITS ORIGINAL FORM IS CONSIDERED CONTRABAND AND WILL ALSO BE CONFISCATED.
3. C.O.I.C. WILL ENSURE THAT DAILY REVIEW SHEETS BE FILLED OUT AND SUBMITTED TO SUPERVISOR IMMEDIATELY AFTER CONDUCTING REVIEW AND HEADCOUNT. INCOMING SHIFT WILL NOT ASSUME SHIFT UNTIL ALL ITEMS ON SHEET AND HEADCOUNT ARE CORRECT. SHIFT SUPERVISOR WILL BE RESPONSIBLE TO ENSURE THIS POLICY IS ENFORCED.
4. CELLS 197 AND 195 WILL REMAIN CLOSED AT ALL TIMES. TRUSTEES THAT ARE NOT WORKING WILL REMAIN IN THEIR CELLS UNTIL CALLED FOR WORK. AT NO TIME WILL ANY TRUSTEE/INMATE BE ALLOWED TO ROAM HALLS OR ALLOWED TO LEAVE THEIR AREA WITHOUT ESCORT. INMATES MUST BE DIRECTLY SUPERVISED AT ALL TIMES. TELEPHONE USE ON FIRST FLOOR IS RESTRICTED TO THE TELEPHONES IN CELLS. IF A SHIFT SUPERVISOR DEEMS IT NECESSARY, AN INMATE MAY BE ALLOWED THE USE OF COUNTY TELEPHONE FOR LOCAL CALLS. THIS SHOULD BE ALLOWED ONLY BETWEEN 5:00 P.M. AND 8:00 P.M.
5. WHEN AN INMATE REQUESTS AN INMATE REQUEST FORM, OFFICER WILL ASK INMATE AS TO THE NATURE OF HIS/HER REQUEST. IF OFFICER CAN HANDLE REQUEST, THEN HE/SHE SHOULD. IF OFFICER IS UNABLE TO HANDLE REQUEST, THEN OFFICER WILL HAVE INMATE FILL OUT REQUEST FORM AND IMMEDIATELY FORWARD TO APPROPRIATE DEPARTMENT AND/OR SUPERVISOR. UNDER NO CIRCUMSTANCES SHALL INMATE REQUEST BE IGNORED OR INTERFERED WITH.

6. INMATE TRUSTEES WILL NOT BE ALLOWED TO STAY IN FLOOR OFFICE NOR ALL PURPOSE ROOMS BEYOND THE REQUIRED TIME NECESSARY TO COMPLETE TASK. WHEN TASKS ARE COMPLETED, INMATES WILL BE PLACED BACK IN THEIR CELLS UNTIL NEEDED AGAIN. ANY INMATE THAT IS TAKEN OUT OF CELL WILL BE REQUIRED TO WEAR A COUNTY ISSUE UNIFORM. NO EXCEPTIONS.
7. THE FOLLOWING PROCEDURE WILL BE FOLLOWED FOR ALL HEADCOUNTS:
 1. OBTAIN INMATE LISTS.
 2. PROCEED TO CELL, ENSURE THAT LIST IS CURRENT AND CORRESPONDS TO FLOOR/CELL.
 3. HAVE OFFICER ON DUTY ACCOMPANY RELIEVING OFFICER.
 4. HAVE INMATE GET UP; STAND FAST ON SIDE OF CELL OR ENTRANCE TO CELL IF AN EIGHT-MAN CELL.
 5. CALL OUT INMATE BY COMPLETE NAME.
 6. VISUALLY VERIFY INMATE'S PRESENCE AND IDENTIFY (HAVE INMATE ANSWER AND WALK ACROSS CELL OR INTO CELL IF EIGHT-MAN CELL).
 7. CHECK INMATE'S NAME OFF OF LIST.
 8. IF THERE IS A DISCREPANCY IN THE COUNT, REPEAT PROCEDURE OUTLINED IN 1 TO 7 ABOVE.
 9. IF THERE IS STILL A DISCREPANCY, IMMEDIATELY CONTACT SUPERVISOR.
 10. ONCE HEADCOUNT AND REVIEW SHEET ARE COMPLETED, THEN AND ONLY THEN MAY AN INCOMING SHIFT PROPERLY RELIEVE OUTGOING SHIFT.
 11. C.O.I.C. AND SUPERVISORS WILL BE DIRECTLY RESPONSIBLE TO ENSURE THIS PROCEDURE IS COMPLIED WITH.
8. OFFICER MUST REMAIN TO THE FLOOR/ DUTY STATION THEY ARE ASSIGNED TO UNTIL THEY ARE PROPERLY RELIEVED. IF OFFICER MUST LEAVE FLOOR, THEY MUST FIRST OBTAIN PERMISSION FROM SHIFT SUPERVISOR.
9. ONLY C.O.I.C. SHOULD BE IN FLOOR OFFICE. OFFICER SHALL REMAIN ON FLOOR AND PROVIDE CONTINUOUS SUPERVISION OVER INMATE POPULATION. AT MEAL TIME, OFFICER SHOULD USE OFFICE ONE AT A TIME.
10. ONLY EMERGENCY MESSAGES WILL BE DELIVERED TO INMATES. SHIFT SUPERVISOR WILL DETERMINE IF MESSAGE IS EMERGENCY AND DELIVER SAID MESSAGE. SHIFT SUPERVISOR WILL MONITOR INMATE RECEIVING SAID MESSAGE FOR POSSIBLE PROBLEMS.



Webb County Sheriff's Office
902 Victoria St., Laredo, TX 78040
_____, 2009

GUIDELINES FOR SEGREGATION

ADMINISTRATIVE SEGREGATION:

THOSE INMATES THAT REQUIRE PROTECTION, OR THOSE WHO REQUIRE SEPARATION TO PROTECT THE SAFETY AND SECURITY OF THE FACILITY. THIS TYPE OF SEGREGATION M – Y INCLUDE:

PROTECTION
HIGH RISK INMATES
HEINOUS CRIMES
HOMOSEXUAL/BI-SEXUAL

THESE INMATES WILL *MAINTAIN ALL PRIVILEGES*, WITH THE EXCEPTION BEING THAT THE DOORS TO THEIR CELLS WILL REMAIN CLOSED AT ALL TIMES. IN ADDITION, ~~THESE CELLS THESE INMATE CELL DOORS~~ WILL BE OPENED INDIVIDUALLY FOR ONE HOUR EACH MORNING SO THAT THESE INMATES MAY SHOWER. TELEPHONE CALLS, BY REQUEST, WILL BE ALLOWED AT THIS TIME. AT NO TIME WILL THESE INMATES BE DEPRIVED OF THOSE ITEMS NEEDED TO MAINTAIN A DECENT LEVEL OF HYGIENE SUCH AS TOILET PAPER, RAZOR, SOAP, AND TOOTHBRUSH.

MEDICAL SEGREGATION:

THIS TYPE OF SEGREGATION TO BE USED THE SAME AS IN ADMINISTRATIVE SEGREGATION WITH THE EXCEPTION THAT DRS/MEDICAL DEPARTMENT ORDERS ARE TO BE CLOSELY ADHERED TO.

DISCIPLINARY SEGREGATION:

THIS TYPE OF SEGREGATION IS TO BE USED AS IN ADMINISTRATIVE SEGREGATION WITH THE EXCEPTION BEING THAT THESE INMATES *MAY NOT BE ALLOWED THEIR PRIVILEGES* FOR A GIVEN TIME AS DETERMINED BY DISCIPLINARY BOARD. AT THE END OF THEIR SANCTIONS, THESE INMATES WILL BE RECLASSIFIED BY CLASSIFICATION SECTION TO A CELL DEEMED APPROPRIATE. AT NO TIME WILL ANY INMATE UNDER ANY TYPE OF SEGREGATION BE DEPRIVED OF THEIR RIGHT TO:

* CORRESPONDENCE (EXCEPT IF VIOLATION INVOLVED THE RULES - CONCERNING CORRESPONDENCE. AT NO TIME WILL PRIVILEGED MAIL BE INTERFERED WITH.)

* RECREATION THE SCHEDULE FOR THIS ACTIVITY WILL BE WORKED SO THAT CONTACT WITH GENERAL POPULATION WILL BE MINIMIZED.

Commander Jose Pepe Salinas
Jail Administrator
Webb County Jail

Martin Cuellar
Sheriff

(956) 523-4500
Phone

(956) 523-5059
Fax

Webb County Sheriff's Office
902 Victoria St., Laredo, TX 78040

TO: All Jail Personnel

FROM: Commander Jose Pepe Salinas

RE: Hospital Tour of Duty (2nd Notice)

DATE: _____, 2009

Any officer assigned to work at hospital will adhere to the following:

Officer will wear full uniform and weapon.

Officer will have handcuffs and leg irons.

Officer will be aware of all possible escape routes.

Officer will be aware of potential dangers from inmate's friends, relatives, attorneys, and enemies.

Officer will not allow any type of visitation, unless it has been previously approved by **ADMINISTRATION**. Officer will not allow inmate to make or receive any telephone calls unless they have been previously approved by **ADMINISTRATION**.

Any and all inmates are to be handcuffed and/or leg ironed at all times.

Inmates are never to be left unsupervised for any reason at all.

Officers will not sleep, nap, or "Close the eyes, just to rest."

Officers will not have any personal visits while on duty.

Officers will not "tie up" the telephone with personal telephone calls.

Officers will ----- call supervisors for any emergencies that may arise.

Officers will ----- call supervisors for any attempts to violate hospital duty rules by anyone.

Officers will not now allow any gifts, presents, packages, or any other items for any inmate, unless previously approved by **ADMINISTRATION**.

In case of any emergencies (fire-flood, earthquake, or any other natural disaster), ensure inmate safety and maintain your responsibility of custody.

REMEMBER! INMATE SAFETY AND WELL BEING IS OUR ULTIMATE RESPONSIBILITY. THIS MAY BE BEST ACCOMPLISHED BY FOLLOWING RULES, HAVING BOTH A PROFESSIONAL ATTITUDE AND APPEARANCE, AND BY MAINTAINING ALERTNESS DURING TOUR OF DUTY.

Commander Jose Pepe Salinas
Jail Administrator



Sheriff Martin Cuellar

Webb County Sheriff's Department
www.webbcountytexas.gov/sheriff.html

WEBB COUNTY JAIL

HEALTH SERVICES PLAN ADDENDUM: PREGNANT FEMALES

1. MEDICAL SERVICES

Female inmates will be interviewed and assessed during the booking process to identify possible pregnancy; inmates may be tested to confirm the pregnancy. Pregnant inmates will be referred to a doctor for medical evaluation and care. Prenatal care and checkups will be conducted as directed by the doctor. Pregnant inmates will also have access to regular sick call by submitting a written request.

2. MENTAL HEALTH

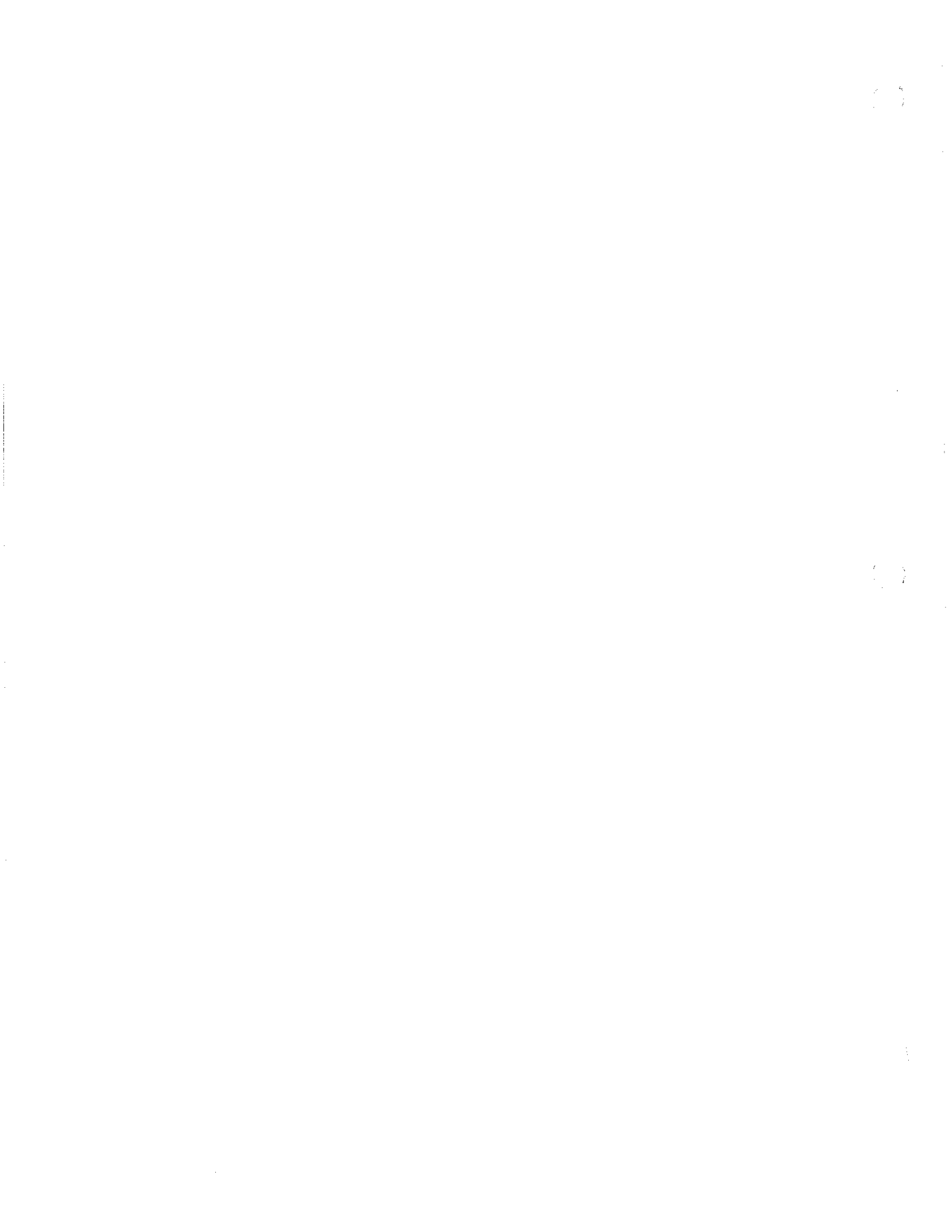
Known pregnant inmates may request mental health services by submitting a written request for services. A magistrate will be notified in writing or by electronic notice within 72 hours if a pregnant inmate is suspected to have mental illness or mental retardation.

3. NUTRITIONAL REQUIREMENTS

Pregnant inmates will be provided an adequate and balanced diet as outlined in a menu approved by a licensed dietician or as specifically directed by doctor's orders.

4. SPECIAL HOUSING

Pregnant inmates will be housed according to their classification custody level. Inmates with special needs will be referred to a doctor for evaluation. Pregnant inmates may be housed in medical separation if recommended by doctor's orders.





Sheriff Martin Cuellar

Webb County Sheriff's Department
www.webbcountytx.gov/sheriff.html

WEBB COUNTY JAIL

HEALTH SERVICES PLAN ADDENDUM: PREGNANT FEMALES

5. WORK ASSIGNMENTS

Pregnant inmates shall be afforded the same privileges as other inmates, including the opportunity to participate in work assignments or programs. Pregnant inmate work assignments will be determined with regard to term of pregnancy, current physical condition, and medical evaluation. Under no circumstances will work assignments for pregnant inmates involve activity that would cause physical harm or injury.

6. RESTRAINTS

Documentation of use of restraints on known pregnant inmates during labor, delivery and recovery shall include, but not limited to, the following: the events leading up to the need for restraints, the time the restraints were applied, the justification for their use, observations of the inmate's behavior and condition, and the time the restraints were removed.

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Sheriff Martin Cuellar

Webb County Sheriff's Office
www.webbcountytx.gov/sheriff.html

WEBB COUNTY JAIL FACILITY H1N1 2009 PLAN

- 1. UPON INTAKE IF AN INMATE SHOWS SIGNS AND OR SYMPTOMS OF A COLD OR FLU THAT INMATE WILL BE GIVEN A MASK TO WEAR DURING THE INTAKE PROCESS. ONCE INTAKE IS COMPLETED HE OR SHE WILL BE ISOLATED FOR 72 HOURS IN A MEDICAL CELL OR PLACED IN A SINGLE ONE MAN CELL BY CLASSIFICATION DEPARTMENT, INMATE MUST BE PLACED UNDER OBSERVATION. A PINK COLORED FORM WILL BE USED FOR VISUAL PURPOSES SO THAT SECURITY STAFF WILL IDENTIFY AND NOT MOVE ANYONE FROM THE ASSIGNED CELL. HE OR SHE WILL BE GIVEN A NASAL SWAB AND THIS SWAB WILL BE SENT TO THE LAB TO DETERMINE THE TYPE OF FLU. DURING THE 72 HOURS OF OBSERVATION THERE WILL BE NO RECREATION, COURT OR REGULAR VISITS FOR THIS INMATE(S). AFTER 72 HOURS IF THERE IS NO CHANGE IN VITAL SIGNS THE INMATE MAY BE RELEASED PENDING UPON LAB WORK AND PROVIDER ORDERS.**
- 2. ALL INMATES AFTER BEING ASSESSED BY MEDICAL WILL BE PLACED IN A 72 HOUR MEDICAL OBSERVATION IN DESIGNATED HOUSING AREAS PROVIDED BY CLASSIFICATION DEPARTMENT; DURING THIS TIME MEDICAL STAFF WILL CONDUCT DAILY ROUNDS TO INSURE NO ONE IS EXPERIENCING SIGNS AND OR SYMPTOMS OF A COLD OR FLU. IF ANY ONE SHOWS ANY SIGNS OR SYMPTOMS THAT INMATE(S) WILL BE PLACED IN A MEDICAL CELL OR IN A SINGLE ONE MAN CELL DESIGNATED BY CLASSIFICATION DEPARTMENT. HE OR SHE WILL BE GIVEN A NASAL SWAB AND THIS SWAB WILL BE SENT TO THE LAB TO DETERMINE THE TYPE OF FLU. PINK COLORED MEDICAL OBSERVATION FORMS WILL BE USED FOR VISUAL PURPOSES SO THAT SECURITY STAFF WILL IDENTIFY AND NOT MOVE ANYONE FROM ASSIGNED CELL. DURING THE 72 HOURS OF OBSERVATION THERE WILL BE NO RECREATION, COURT OR REGULAR VISITS. IF THE INMATE HAS TO BE MOVED WITHIN THE FACILITY A MASK WILL BE PROVIDED FOR PROTECTION. AFTER THE 72 HOURS IF THERE IS NO CHANGE IN VITAL SIGNS THE INMATE MAY BE RELEASED PENDING UPON LAB WORK AND PROVIDER ORDERS.**

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES FOR USE IN CONTROLLING H1N1

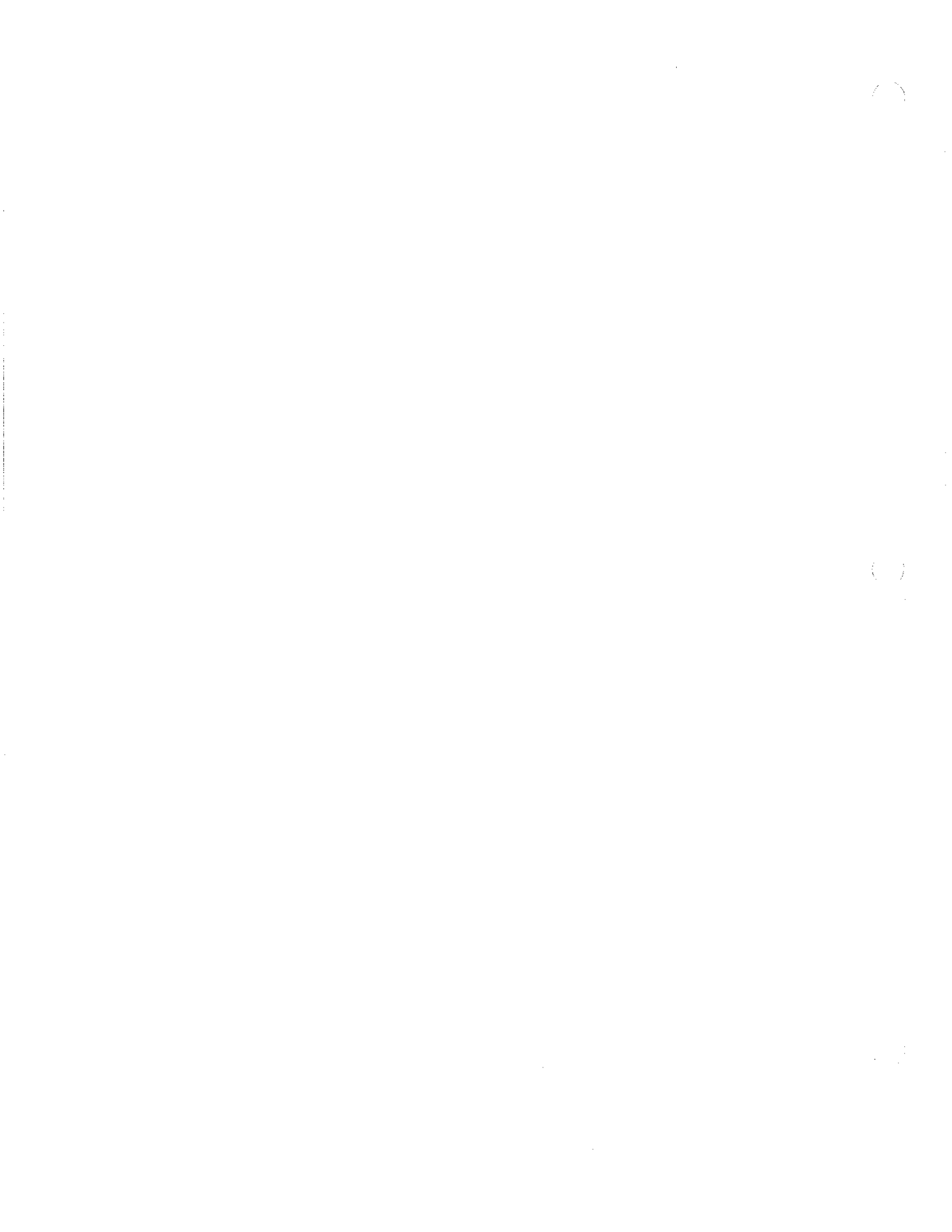
- Any person suspected/confirmed of having flu should be given a surgical mask to cover their cough in the presence of others. For example:
 - o Any movement in hallways outside of isolation
 - o While being evaluated by medical
 - o Offsite transport
 - o Any kind of care or treatment that requires contact within 6 ft.
- Medical Staff should always wear PPE when assessing inmates with flu like symptoms.

No exceptions. (gown, surgical mask, gloves, eyewear optional)

- All staff, medical and security, should wear PPE when entering into any area where flu inmates have been isolated such as a medical observation cell or a dorm/pod. No exceptions. (gown, surgical mask, gloves, eyewear optional)
- PPE should be used by Security during the securing and/or transport of any person confirmed/suspected of H1N1 , Provide this person with a surgical mask to cover their cough before securing and/or transporting. A mask should be worn by the inmate for the entire transport and a new surgical mask provided for the return transport. (Surgical mask, gloves, eyewear optional)

• PPE may not be necessary when, for example:

1. Walking or standing in the hallway outside of cell or dorm/pod in which flu inmates have been isolated.
2. Working in an area where no one is symptomatic of flu.
3. Passing a food tray or object into a cell via the food flap where there is no direct contact with the inmate. However, gloves should be used to retrieve any item from the cell via the food flap. Remember to wash hands after removing gloves.
4. If 6ft or more is maintained between persons, it is generally not necessary to wear PPE. For example: observing inmates in the recreation yard or cage.



The Use of Facemasks and Respirators

When crowded settings or close contact with others cannot be avoided, the use of facemasks or respirators in areas where transmission of swine influenza A (H1N1) virus has been confirmed should be considered as follows:

1. Whenever possible, rather than relying on the use of facemasks or respirators, close contact with people who might be ill and being in crowded settings should be avoided.
2. Facemasks+ should be considered for use by individuals who enter crowded settings, both to protect their nose and mouth from other people's coughs and to reduce the wearers' likelihood of coughing on others; the time spent in crowded settings should be as short as possible.
3. Respirators- should be considered for use by individuals for whom close contact with an infectious person is unavoidable. This can include selected individuals who must care for a sick person (e.g., family member with a respiratory infection) at home.

These interim recommendations will be revised as new information about the use of facemasks and respirators in the current setting becomes available.

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For more information about human infection with swine influenza virus, visit the [CDC Swine Flu website](#).

1 Unless otherwise specified, the term "facemasks" refers to disposable masks cleared by the U.S. Food and Drug Administration (FDA) for use as medical devices. This includes facemasks labeled as surgical, dental, medical procedure, isolation, or laser masks. Such facemasks have several designs. One type is affixed to the head with two ties, conforms to the face with the aid of a flexible adjustment for the nose bridge, and may be flat/pleated or duck-billed in shape. Another type of facemask is pre-molded, adheres to the head with a single elastic band, and has a flexible adjustment for the nose bridge. A third type is flat/pleated and affixes to the head with ear loops. Facemasks cleared by the FDA for use as medical devices have been determined to have specific levels of protection from penetration of blood and body fluids.

2 Unless otherwise specified, "respirator" refers to an N95 or higher filtering face piece respirator certified by the U.S. National Institute for Occupational Safety and Health (NIOSH).

3 Three feet has often been used by infection control professionals to define close contact and is based on studies of respiratory infections; however, for practical purposes, this distance may range up to 6 feet. The World Health Organization uses "approximately 1 meter"; the U.S. Occupational Safety and Health Administration uses "within 6 feet." For consistency with these estimates, this document defines close contact as a distance of up to 6 feet.

Recommendations for Surgical Mask and N95 (mask) use in the Correctional Setting

Definition of Facemask

"Unless otherwise specified, the term "facemasks" refers to disposable masks cleared by the U.S. Food and Drug Administration (FDA) for use as medical devices. This includes facemasks labeled as surgical, dental, medical procedure, isolation, or laser masks. Such facemasks have several designs. One type is affixed to the head with two ties, conforms to the face with the aid of a flexible adjustment for the nose bridge, and may be flat/pleated or duck-billed in shape. Another type of facemask is pre-molded, adheres to the head with a single elastic band, and has a flexible adjustment for the nose bridge. A third type is flat/pleated and affixes to the head with ear loops. Facemasks cleared by the FDA for use as medical devices have been determined to have specific levels of protection from penetration of blood and body fluids."(USA.Gov)

In areas where there is a high probability of mass exposure due to crowded areas (i.e. correctional setting) the risk of infection can be reduced through a combination of actions.

- Frequent hand washing
- Covering coughs
- Having ill persons stay home
- Having personnel stay home if they have been exposed to a positive case of Swine Flu
- Minimize contact with others in housing areas
- Quarantine of inmates/personnel with confirmed or probable swine influenza cases
- Unnecessary social contact

What is the difference between a surgical mask and an N95 (mask/respirator)?

The main purpose of a mask is to help prevent particles (droplets) being expelled into the environment by the wearer.

Masks are also resistant to fluids, and help protect the wearer from splashes of blood or other potentially infectious substances. They are not necessarily designed for filtration efficiency, or to seal tightly to the face. N95

(Mask/Respirators) are intended to help reduce the wearer's exposure to airborne particles. Some, including the ones recommended here resemble surgical face masks. They are made to define national standards, such as the United States NIOSH-approved N99 respirator, or the similar (but not identical) European standard EN149:2001 FFP3 respirator. The standards define the performance required of the respirator, including filtration efficiency. When worn correctly, they seal firmly to the face, thus reducing the risk of leakage.

Reference

What is the correct way to use a mask?

If it's not air-tight, it's not right!

The mask should fit snugly over the face, with the colored side out and the metal strip at the top. Position the strings to keep the mask firmly in place over the nose, mouth and chin. Mould the metallic strip to the bridge of the nose. Do not touch the mask again until it is removed. Medical Department should discard the mask as clinical waste according to local policy. Inmates should place the mask in a plastic bag, then into domestic waste, and then wash hands. Go to a safe area and replace the mask at once, if it is damaged or soiled.

Follow your infection control policy. The mask is just one of several infection control precautions. Hand hygiene is particularly important after removing the mask.

Key points

- Wearing a mask or N95 (Mask/Respirator) is just one way to prevent the spread of Influenza. Other important precautions include good personal hygiene, especially hand hygiene, and gloves, aprons, gowns, visors, and goggles when appropriate.
- Wearing a mask is not a guarantee of protection against influenza.
- Healthcare workers should wear an N95 mask or mask with higher filtration.
- Possible or probable influenza patients should wear a surgical face mask
- Close contact and is based on studies of respiratory infections. The World Health Organization uses "approximately 1 meter"; the U.S. Occupational Safety and Health Administration uses "within 6 feet. 6 feet will be considered close contact within the correctional setting.

Interim recommendations for Facemask and Respirator Use. Retrieved May 01, 2009 from

http://www.cdc.gov/swineflulmasks.htm?s__cid=tw__epr__76

CARE AND USE OF DISPOSABLE N95 MASK

As you may be aware, certain items are likely to be in short supply during the upcoming flu season due to the predicted increase of the H1N1 virus in the United States. Therefore, the CDC and The Institute of Medicine have issued guidelines for the reuse of disposable N-95 masks. If supplies of N95 masks become limited it is acceptable to wear a disposable surgical mask over the N95 mask so that it may be reused.

The N-95 mask available for your use in the facility, the 3200 Series N95 Respirator/Surgical Mask is NIOSH approved and meets ASTM fluid-resistant standards. It is latex free, collapse resistant and meets CDC guidelines.

The Guidelines for the care and use of the N95 mask are as follows.

- Two (2) masks will be issued to staff providing direct care to symptomatic inmates. You must put your name on them with a black marker.
- Before providing care or any direct contact with a symptomatic inmate, wash your hands and fit snugly the N95 mask to the contours of your face. Cover N95 mask with a surgical mask or clear plastic face shield.
- After providing care dispose of the surgical mask in the appropriate trash receptacle. If you used a plastic face shield over your N95 mask clean with disinfectant and allow to dry before reusing the plastic face shield.
 - Remove gloves, wash hands and remove the N95 mask.
- Hang or place the N95 mask in the designated area. Hanging is preferable.

The mask may feel slightly damp on the inside due to your respirations.

- Wash hands again.
- Alternate use of the two N95 masks issued to you.
- Remember to wash hands before and after handling of the N95 mask.
- Dispose of any N95 mask that becomes damaged (e.g. creased or torn).

Swine Flu Advisory

Inmates housed in this facility may be at heightened risk for influenza

If any of the following apply to you DO NOT enter the facility

- Travel to or from Mexico in the last 7 days
- Cough, sneezing, running nose, sore throat, fever or any other suspicions of having the flu
- Medical conditions that put you at increased risk for medical complications from influenza

AVISO RESPECTO A LA GRIPE PORCINA

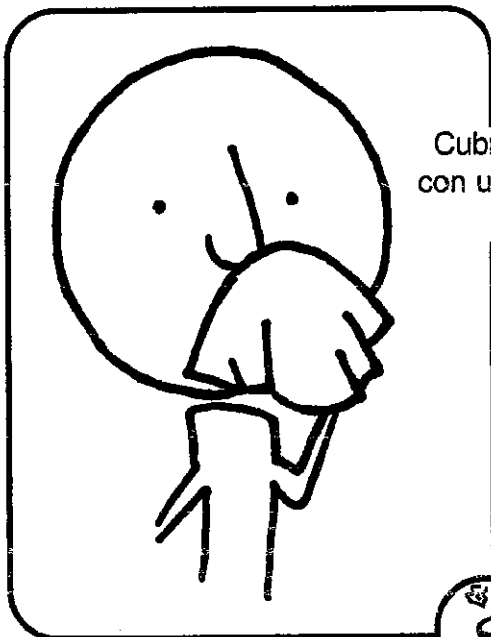
Los reclusos confinados en esta institución pueden presentar un mayor riesgo de contraer la influenza.

Si alguna de las siguientes condiciones son pertinentes en su caso, NO PUEDE ENTRAR a la institución:

- 1) si ha viajado a México o vino de México en los últimos siete (7) días,
- 2) si tiene tos, estornudos, secreción nasal, dolor de garganta, fiebre [o cualquier sospecha de tener catarro],
- 3) padecimientos médicos que aumenten sus riesgos de presentar complicaciones asociadas con la influenza

¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

Cubra sus tos



Cubra su boca y nariz
con un kleenex cuando
tosa o estornude

o
tosa o estornude en la
manga de su camisa,
no en sus manos.



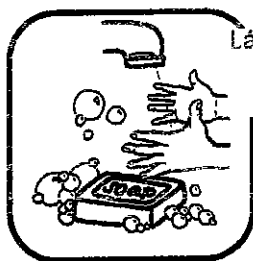
Deseche el kleenex
sucio en un basurero.



Quizás le pidan ponerse una
mascarilla quirúrgica para
proteger a otras personas.

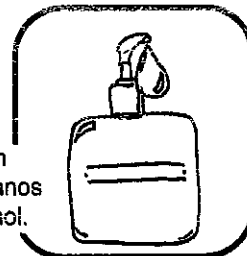
Lávese las manos

después de toser o estornudar.



Lávese las manos con
jabón y agua tibia
por 20 segundos

o
límpielas con un
limpiador de manos
a base de alcohol.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us

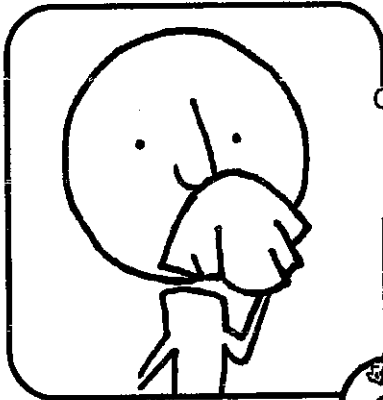


Minnesota
Antibiotic
Resistance
Collaborative



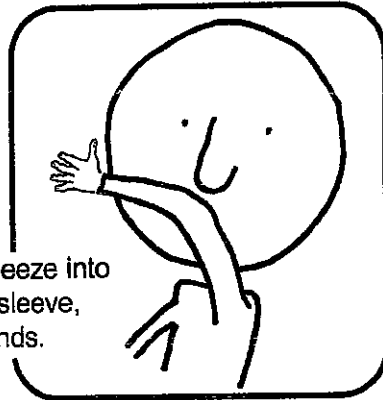
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze or

cough or sneeze into your upper sleeve, not your hands.

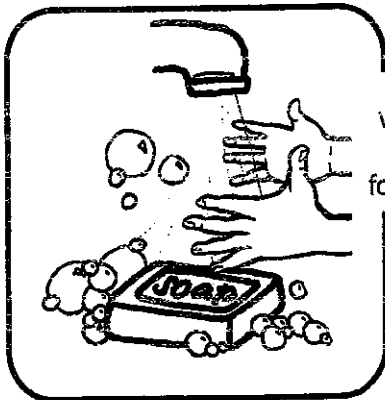


Put your used tissue in the waste basket.



Clean your Hands

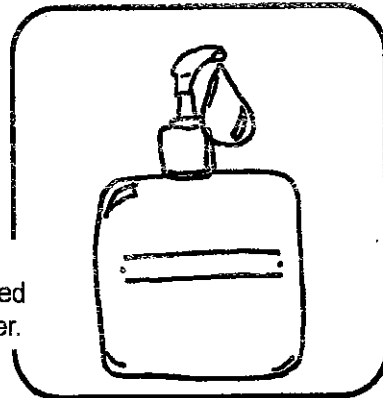
after coughing or sneezing.



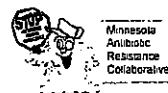
Wash hands with soap and warm water for 20 seconds

or

clean with alcohol-based hand cleaner.



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FLU YOU...

FOUR SIMPLE THINGS YOU CAN DO TO PROTECT YOURSELF, YOUR FAMILY AND YOUR FRIENDS

1 COVER YOUR COUGHS & SNEEZES.

- Cover your mouth and nose with a tissue.
- Put your tissue in the trash can.
- No tissue? Cough or sneeze into your upper sleeve, not your hands.

2 WASH YOUR HANDS.

- Wash hands with warm, soapy water for at least 10-15 seconds OR use a hand sanitizer after:
 - Coughing or sneezing
 - Using the bathroom
 - Caring for a sick person
 - Handling garbage, animals, and animal waste

DURING FLU SEASON

3 CLEAN LIVING & WORK AREAS.

- Clean area with household detergents.
- Sanitize surfaces with bleach or alcohol.

4 KEEP YOUR DISTANCE.

- Avoid crowds.
- During outbreaks, work from home, if possible.
- Limit your travel.
- Stay at home if you are sick, and keep your family at home if they are sick.

ADEPH
EMERGENCY PREPAREDNESS
Alabama Department of Public Health

www.adph.org/pandemicflu

ADPH-CEP-Pan Flu5 11/16/06 dd

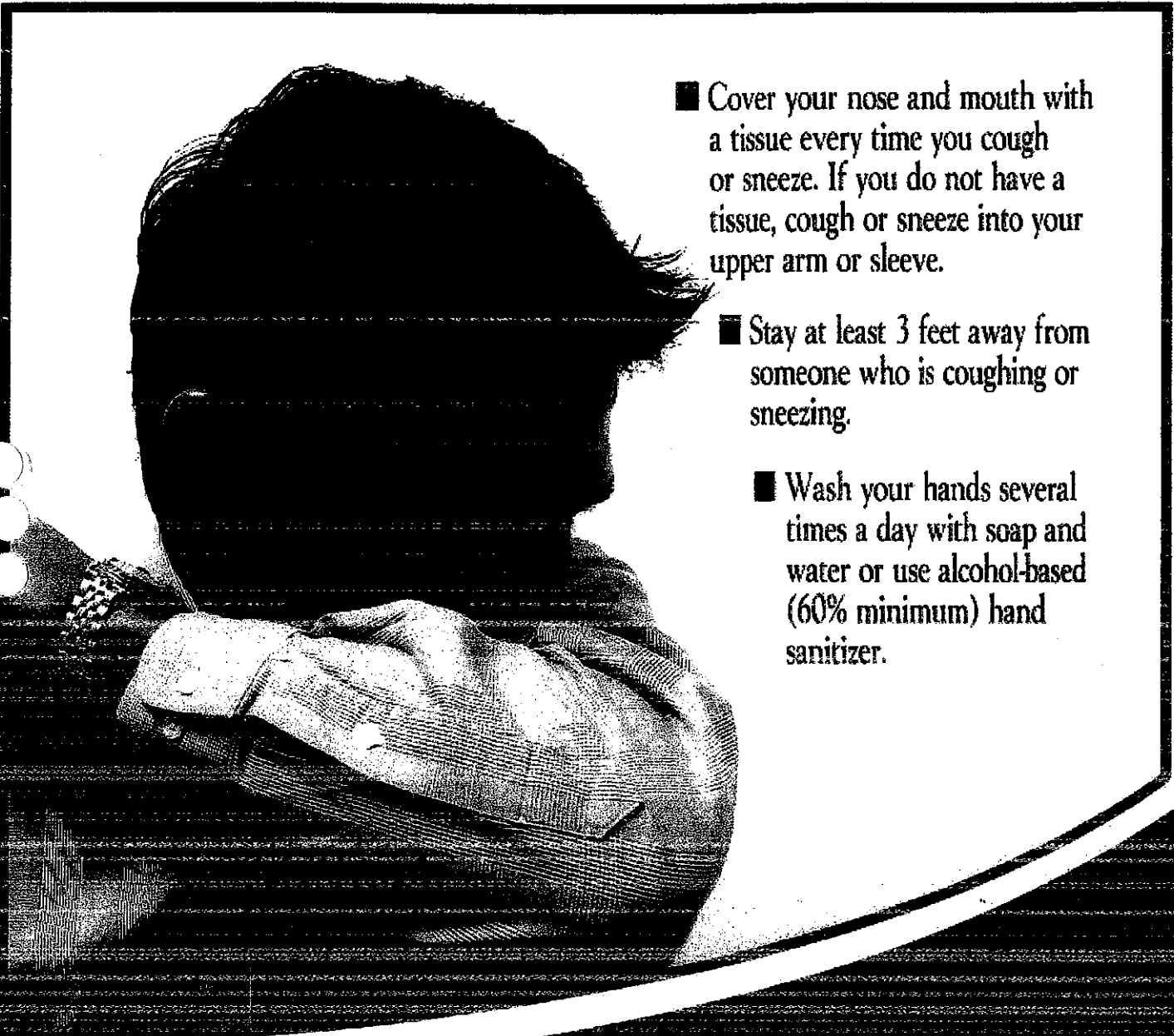


BLEACH

Did you cover your cough?

PANDEMIC FLU

YOUR HEALTH IS IN YOUR HANDS

- 
- Cover your nose and mouth with a tissue every time you cough or sneeze. If you do not have a tissue, cough or sneeze into your upper arm or sleeve.
 - Stay at least 3 feet away from someone who is coughing or sneezing.
 - Wash your hands several times a day with soap and water or use alcohol-based (60% minimum) hand sanitizer.

ADPH-CEP-PanFLU4-1/18/08 DD

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EMERGENCY PREPAREDNESS

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For more information, please call 1.866.264.4073 • www.adph.org

22

23

24

CLEANING STERILIZING

Influenza (Flu) virus can be killed by a two-step process. First, clean surfaces with household detergents. Second, follow with a sterilizing solution. The table below gives you directions on how to clean and sterilize to kill the flu virus.

STEP 1: CLEAN

Agent

Household Detergents:

Dishwashing liquid, laundry detergent, or hand soap.

Recommended Use

Wipe surfaces, like work desks, phones, food preparation areas, door knobs, faucets, and other frequently used items.

Precautions

Follow label warnings.



STEP 2: STERILIZE

Agent

Household Bleach:

Dilute 3/4 cup of bleach (Clorox) into one gallon of water.

Rubbing Alcohol:

(70% isopropyl alcohol or 60% ethyl alcohol)
Do not dilute; use straight from bottle.
Products with lower alcohol concentrations will not work.

Recommended Use

Disinfect material and areas contaminated by flu virus. Apply on smooth surfaces and other surfaces where bleach can not be used.

Precautions

Follow label warnings. Remember: Use in a well-ventilated area and wear gloves while using bleach. Do not inhale, because bleach and alcohol are flammable and toxic. Keep bleach and alcohol away from heat sources, electrical equipment, and flames. Allow surface to dry completely.

Keep bleach and rubbing alcohol away from children and pets. If swallowed, do not encourage vomiting. Call Alabama Poison Center at 1-800-462-0800.

ADEPH
EMERGENCY PREPAREDNESS
Alabama Department of Public Health

www.adph.org/pandemicflu



Did you wash your hands?

PANDEMIC FLU

YOUR HEALTH IS IN YOUR HANDS



- 1: Use soap and warm water.**
- 2: Scrub for 20 seconds.**
- 3: Rinse.**
- 4: Dry with paper towel.**
- 5: Use towel to turn off faucet and turn door handle.**

ADPH-CEP-PanFLU3-11/8/06 DD

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Sheriff Martin Cuellar

Webb County Sheriff's Office

www.webbcountytexas.gov/sheriff.html

- 3. UPON DISCHARGE OR TRANSFER OF AN INMATE MEDICAL DEPARTMENT WILL PROVIDE THEIR MEDICATION DESIGNATED BY POLICY AND ALSO ASSESS VITAL SIGNS IF NEEDED PRIOR TO LEAVING TO INSURE HE OR SHE IS CLEARED TO LEAVE; THIS WILL BE DONE FOR INMATES THAT ARE EXPERIENCING SIGNS AND OR SYMPTOMS PRIOR TO LEAVING. IF VITAL SIGNS ARE ABNORMAL, DISCHARGE OR TRANSFER WILL BE DISCUSSED WITH TRANSPORTING AGENTS AND OR DESIGNATED FAMILY MEMBER.**

- 4. TRAINING WILL BE PROVIDED BY A DESIGNEE OF THE WEBB COUNTY SHERIFF'S OFFICE TO ALL STAFF MEMBERS ON THE SIGNS AND SYMPTOMS OF THE H1N1 VIRUS AS WELL AS SOME WAYS OF PREVENTION OF THE VIRUS.**

OUTBREAK RESPONSE PLAN

Thirteen Action Steps to Take Right Away

1. Instruct and ensure that medical and security staff wear personal protective equipment (PPE) when in direct contact with known or suspected flu patients. When circumstances require direct contact from outside vendors with flu patients (lab tech, x-ray), make sure PPE is worn by visitor.
2. **Identify, examine and isolate** patients complaining of symptoms highly suggestive of H1N1 FLU. Use quick test kits as recommended to help distinguish flu from cold symptoms. Identify primary contacts (cellmates, close contact co-workers) and monitor these individuals daily over next 48 hrs.
3. Screen and continue to monitor remaining population to identify as yet unreported symptomatic patients.
4. Ask your local health dept. to perform viral cultures to verify the presence of H1N1 at the time of outbreak. Final culture results typically take a few days. Meanwhile, maintain a dialogue with the health dept. to keep them aware of the facility isolation and containment plan. Update the health dept. as warranted.
5. Immediately notify the medical staff, who then immediately notifies the Head Nurse Ramiro Elizondo. Head Nurse immediately notify Doctor Arturo Garza-Gongora. If need be Doctor Garza-Gongora will contact the City Health Department.
6. Initiate your plan to inform all facility security and medical staff of the possible H1N1 outbreak and describe the facility response plan. Most questions can be anticipated in advance. Also inform the inmates of what steps are being taken and reinforce education measures used in the pre-outbreak plan.
7. Immediately intensify your facility cleaning activities for frequently touched surfaces as determined in the pre-outbreak plan.
8. Take steps necessary to protect the FLU WATCHLIST patients from H1N1 infection. Monitor these individuals closely. Isolate from general population when necessary and feasible.
9. Through Jail Commander notify customer of H1N1 outbreak and steps taken in response. Keep customer updated of status change as warranted.
10. Post signage at entrance gates and visitation area warning visitors that H1N1 outbreak has occurred at the facility.
11. During an outbreak schedule daily mandatory meeting of Jail supervisors to update current status and to coordinate response plan.
12. If Webb County Jail encounters problems receiving or maintaining stock supplies notify Jail Commander.
13. Stay aware and informed of security and medical staff employees absenteeism.

WEBB COUNTY JAIL SWINE FLU PROTECTION GUIDELINES

Think when you evaluate and/or come in contact with an inmate complaining of cough, sore throat, vomiting, diarrhea, headache, runny nose, and muscle aches. These are all signs of the Swine Influenza A (H1N1) Virus. There are respiratory precautions that you can take to protect yourself and others.

- WEAR A FACE MASK, EYE PROTECTION AND GLOVES.
- WASH YOUR HANDS AFTER REMOVING YOUR GLOVES AND OFTEN DURING YOUR SHIFT.
- DO NOT TOUCH YOUR FACE WITH YOUR HANDS. THIS AVOIDS INTRODUCING ANY CONTAMINANTS INTO YOUR EYES, MOUTH, AND NOSE AREA.
- CLEAN, WITH DISINFECTANT, ALL CONTAMINATED SURFACES BETWEEN INMATES.
- INSTRUCT INMATES TO COVER THEIR MOUTH WHEN THEY COUGH AND ALSO TEACH THEM THE IMPORTANCE OF HANDWASHING TO CONTROL THE SPREAD OF INFECTION.
- HANDWASHING IS KEY TO REDUCING THE SPREAD OF INFECTION AND ALL FACILITY STAFF AND INMATES SHOULD BE INSERVICED REGARDING THESE PRODEDURES.
- THE FACILITY SHOULD ADJUST THEIR CLEANING SCHEDULE TO INCREASE THE FREQUENCY OF DISINFECTION OF ALL SURFACES TO AVOID SPREAD OF CONTAMINENTS.
- IF AN OUTBREAK OF SWINE FLU IS CONFIRMED AT THE FACILITY, PROVIDE PERSONAL PROTECTION ITEMS TO ALL FACILITY STAFF.
- THOUGHT SHOULD BE GIVEN ON HOW BEST ISOLATE THOSE SHOWING SIGNS AND SYMPTOMS OF FLU TO AVOID THE SPREAD TO NON INFECTED INMATES. THAT WILL VARY FROM FACILITY TO FACILITY DEPENDING ON DESIGN AND RESOURCES.

UP TO DATE INFORMATION REGARDING THE SPREAD OF THIS VIRUS CAN BE FOUND AT THE WEBSITE LISTED BELOW. The CDC is constantly updating this site to provide the most current information and to keep you informed.

<http://www.cdc.gov/swineflu/investigation.htm>

PROCEDURES FOR WEBB COUNTY JAIL EMPLOYEES AT RISK FOR H1N1 (SWINE)

INFLUENZA

Webb County Jail is committed to taking steps necessary to ensure a safe and healthy work environment. This commitment includes precautionary measures and policies designed to address the risk of exposure to and the spread of the H1N1 (Swine) flu. Effective immediately, the following procedures are to be followed in addressing H1N1 risk situations:

1. Employees who have close household contact with a confirmed case of H1N1 flu should not report to work.
2. Employees who are currently experiencing respiratory or other flu like symptoms with fever should not report to work.
3. Employees who experience the acute onset of respiratory symptoms while at work should (a) immediately report the need to be relieved from duty to their immediate supervisor; (b) be relieved from their work assignment; and (c) immediately be dismissed from the facility.
4. Employees who exhibit symptoms of H1N1 flu while at work and our Medical Department determines a present risk to their own health and/or the health and safety of others, will be relieved from work and asked to immediately leave the facility.
5. In the event facility supervisors have reason to believe that employees may have been exposed to H1N1, Webb County Jail Supervisors will notify all potentially exposed employees and others of the possible exposure and provide guidance regarding precautionary measures consistent with advice of medical professionals and the Center for Disease Control guidelines, to limit employee risk of contracting the illness.
6. Any employee who is positively diagnosed with H1N1 whether while at work or on leave should immediately notify his or her supervisor. Information regarding an employee's health and diagnosis will be maintained as confidential medical information and will be provided only to those with a business related need to know the information. Consistent with medical leave policy, employees will be required to provide a release to return to work from their health care provider prior to their return from leave.
7. It is important that employees educate themselves about the symptoms of H1N1 and, just as importantly, the appropriate procedures and precautionary measures you can take to keep yourself, your family, and your co-workers healthy.

