



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.17 Inmate Housing

EFFECTIVE:	REVISED:	RESCINDS:
1 OCTOBER 1999	13 November 2017	13 September 2010

A. PURPOSE: The purpose of this procedure is to describe the space, furnishings and other related requirements for inmate housing areas of the Detention Facility.

B. SCOPE: This procedure shall apply to all Corrections Personnel.

C. POLICY: It is the policy of the Leon County Detention Facility to house inmates in accordance with Florida Corrections Accreditation Commission Standards, Florida Model Detention Facility Standards and applicable Statutory requirements.

D. DEFINITIONS:

CLOSE SUPERVISION – Regular, documented, physical observation of an inmate by certified correctional staff or members of the medical staff at intervals not to exceed 15 minutes [FMJS 1.07].

CLOSELY MONITORED - Regular documented, physical observation of an inmate by certified correctional staff or members of the medical staff at intervals not to exceed 30 minutes or as specified by medical authority and/or the Detention Facility Administrator or his designee [FMJS 1.07a].

DIRECT OBSERVATION – Continuous visual observations 24 hours each day [FMJS 1.03].

HOLDING CELL – Any cell used to hold inmates awaiting some process, such as booking, interrogation or court appearance [FMJS 1.04b].

DETENTION FACILITY HEALTH AUTHORITY – Prison Health Services staff

JMS – Detention Facility Management System

SINGLE CELL - A cell that contains sleeping space for a single inmate [FMJS 1.04e].

SPECIAL NEEDS INMATES – Inmates who have been determined by the qualified Detention Facility Health Authority to be mentally ill, suicidal, and alcoholic or drug addict going through withdrawal; or inmates who pose a threat to staff, other inmates, or property [FMJS 5.04].

TEMPERED - A mixture of hot and cold running water, under pressure, that is thermostatically controlled to temperatures ranging between 100 and 120 degrees Fahrenheit [FMJS 1.06].

E. PROCEDURE:

1. HOUSING SEPARATIONS

- a.** Male and female inmates are kept separate by normal sight and sound and are housed separately. Male staff shall not enter female housing areas unless accompanied by a female staff member, except in an emergency [FMJS 5.02 FCAC 10.02].
- b.** Dangerous felons are housed separately from misdemeanants [FMJS 5.03b FCAC 10.03].
- c.** Single cells shall be used to house maximum security inmates and may be utilized for the following inmates as classification and/or medical staff deem appropriate:
 - 1)** Inmates with severe medical disabilities;
 - 2)** Inmates suffering from serious mental illness;
 - 3)** Sexual predators;
 - 4)** Inmates likely to be exploited or victimized by others or requesting special housing for his/her protection;
 - 5)** Inmates who have special needs for single housing.
- d.** Handicapped inmates shall be housed in a manner that shall provide for their safety and security. Rooms, cells and housing units used by handicapped inmates shall be equipped for their use and provide for their integration with general population. Appropriate facility programs and activities shall be accessible to all handicapped inmates.
- e.** Inmates participating in Sheriff's Outside Work Crews shall be separated from general population inmates as practical and are housed separately.
- f.** Inmates who are codefendants or are likely to testify against each other shall be placed on the classification separation list by the discovering staff member or upon notification, the classification unit will initiate the action.
- g.** Inmates who are expected to or have in the past become involved in a disturbance, shall be separated as practical.

- h. The Detention Facility provides special housing to inmates for medical reasons on orders of the qualified Detention Facility Health Authority. Specific procedures pertaining to medical practices, orders and specific authority shall be described in the Detention Facility's Medical Policies and Procedures [FCAC 10.06].

2. SPECIAL NEEDS INMATES

- a. **Special Needs Housing** - Segregation of an inmate to an individual room or unit, separated from general population inmates. Any cell or housing area used to house persons with special needs such as mental illness or who exhibit suicidal tendencies and those who must be observed on a more frequent basis [FMJS 1.43]
- b. Special needs inmates who have severe medical disabilities or illness, or suffering from mental illness, or alcoholic or drug addict going through withdrawal, shall be housed under Close Supervision and examined by medical staff within 48 hours of such placement [FMJS 5.04 FCAC 10.20].
- c. Special needs inmates identified by the qualified Detention Facility Health Authority as being suicidal or a danger to themselves are not housed in a single cell, by themselves unless under direct observation with documented physical observations of the inmate by certified correctional officers or members of the medical staff at intervals not to exceed 15 minutes. The qualified Detention Facility Health Authority must certify in writing the inmate poses no further danger to him/herself before being removed from direct observation [FMJS 5.04 FCAC 10.05].
 - 1) After being released from direct observation the inmate will begin the step down transitional plan. The inmate will not be housed in general population until the plan is completed.
 - 2) The first 24 hours the inmate will be on close supervision with 15 minute documented observations and the inmate's clothing and linen will be returned.
 - 3) The next 24 hours the inmate will be on an hourly documented observation.
 - 4) After completion of the 24 hours of hourly observation the inmate must be seen by mental health before release to general population.
- d. Special needs inmates who pose a threat to staff, or other inmates, or property shall be separated and closely monitored [FMJS 5.04 FCAC 10.04, 10.08].
- e. Persons brought to the Detention Facility for detoxification (Marchman Act) reasons shall be housed in Medical under close supervision and only released upon meeting the statutory requirements of the Marchman Act [FMJS 5.05 FCAC 10.07, 19.14].

f. Inmates may be released from special needs status for the following reasons:

- 1) The inmate is discharged from the facility time served, bonded out, transferred to another facility, or released by court order.
- 2) The situation which might have compromised security and order is resolved.
- 3) The inmate no longer poses a threat to him/herself or others, as determined by competent Medical authority.
- 4) The inmate withdraws his/her request for Protective Custody, and such withdrawal is accepted by the Detention Facility Administrator or his designee.
- 5) An investigation pending a trial for a criminal act, which precipitated special needs of the inmate is completed, or trial is completed and the inmate's presence in general population would not threaten facility security and order, or the safety of the inmate or others.

g. Custody status of all special needs_inmates shall be reviewed by classification/medical staff every thirty days. Qualified Detention Facility Health Authority shall determine when an inmate is to be released/removed from medical isolation.

h. Special needs inmates shall be afforded, so far as possible to maintain security and order, those basic items necessary for personal use and hygiene; receive laundry, hair care services and exchange of clothing, linen and bedding comparable to those available to the general population of the facility; have the opportunity to shave and shower at least three (3) times per week; shall be afforded opportunities to write and receive letters on the same basis as general population inmates; have access to reading and legal materials; have opportunities for visitation comparable to general population inmates; shall be offered outdoor exercise privileges; and shall be allowed reasonable telephone access. Exceptions, based on reasonable belief of self-injury shall be documented in the inmate's JMS classification event log and/or the electronic housing journal. If there is reasonable belief that an inmate will use an item for self-injury, the inmate may be deprived of the item or permitted to use the item only under the strict and continuous supervision of an officer. These items include, but are not limited to:

- 1) Prescribed medication – Documented in the inmate's medical file.
- 2) Regular Detention Facility clothing or clothing appropriate to the medical or mental state of the inmate.
- 3) Personal grooming items
- 4) Eating utensils

3. HOLDING AREAS

- a. Inmates are held no longer than eight (8) hours in holding cells awaiting processing. Holding areas shall be equipped with enough sitting space for the occupants and toilet facilities [FCAC 10.22].

4. HOUSING ASSIGNMENTS

- a. Inmates are assigned to housing units based on an established objective classification system. Inmates, who exhibit or who have demonstrated history of aggressiveness toward other inmates, or who have special classification needs as previously identified, are housed appropriately [FCAC 10.8].

5. HOUSING AREA FURNISHINGS AND EQUIPMENT

- a. Sinks and showers provide cold and either hot or tempered running water [FMJS 5.08 FCAC 10.09].
- b. All cell/rooms are adequately ventilated and illuminated [FMJS 5.08 FCAC 10.10].
- c. Accommodations are provided to inmates for reading and writing during non-sleeping hours, including tables, seating, reading materials and stationary [FMJS 5.08 FCAC 10.11].
- d. Hair grooming equipment is available to inmates through the Housing Pod Officer. Grooming equipment shall be accounted for each shift. Broken or malfunctioning equipment will be replaced as soon as possible. If requested, professional grooming services may be arranged by the classification supervisor depending upon the ability of the inmate to pay for the services and custody status [FMJS 5.08 FCAC 10.13].
- e. General population inmates are allowed to bathe daily, and at a minimum shall bathe twice weekly FMJS 5.08 FCAC 10.14].
- f. Drinking cups are issued during the Detention Facility admission process. Inmates are permitted to exchange or clean the issued cup daily [FMJS 6.08 FCAC 10.15 10.16]. Sheriff's work crews operating outside the building may be issued disposable drinking cups at breaks and meals. These cups shall be disposed of after use.
- g. Each room/cell is equipped with a drinking fountain, sink and toilet which shall be kept clean by the inmate. Each inmate shall be responsible for cleaning their own living area. Correctional Staff shall make cleaning assignments in General Population Housing Areas for the purpose of cleaning day rooms, showers and recreational areas [FMJS 5.08 FCAC 10.15].

- h. Correctional Staff shall inspect their assigned Pod/Post, assuring that sinks, toilets, floor drains, and showers are in good repair. Utility closets, pipe chases, corridors and ventilation ducts are to be kept clean and free of clutter. Broken or malfunctioning equipment shall be reported to the Maintenance Section for repair or replacement FMJS 5.08 FCAC 10.17, 10.18].
- i. Containers are provided to inmates for storing authorized property in their rooms [FMJS 5.08 FCAC 10.19].

APPROVED: _____

A handwritten signature in blue ink, appearing to read "K. Petersen", is written over a horizontal line.

DEPARTMENT OF DETENTION CHIEF