



**Department
of Corrections**

Utah Correctional Standards Community Correctional Facilities

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INTRODUCTION

These Standards are intended as minimum standards for the operation of any Community Correctional Center (CCC) housing offenders under the jurisdiction of the Utah Department of Corrections. They in no way prohibit a CCC from providing greater services, security, or programs to enhance the operation of the facility–CCC.

INSPECTION PROCESS

The Utah Department of Corrections has established a means to allow CCC's to demonstrate compliance with these Standards. Regularly scheduled inspections of CCC's will be conducted monthly

The inspection process is designed to provide CCC's a systematic way to address deficiencies. The Utah Department of Corrections recognizes that some deficiencies may take an extended period of time to correct.

CCC's may be required to provide to the CCC inspector documentation to show compliance with individual Utah CCC Standards.

Each CCC will allow the inspector access to the CCC, announced and unannounced to conduct facility CCC inspections of compliance. During the inspection, the CCC will provide records of proof of compliance. Compliance proofs will be verification of policy, logs, and documents of events, CCTV review, and in-person interviews.

Following each inspection, the inspector shall brief the CCC representative of the findings of the visit and document all findings to create an annual report. A non-compliance standard shall be presented to the CCC and the Utah Department of Corrections for remediation actions to be taken, and a timeline shall be set forth for corrective actions to be completed. The CCC inspector shall submit a final list of the CCC ratings, allowing a final report of compliance for each CCC by July 1 each year.

Proofs and Processes needed to meet compliance:

Facility's Responsibility:

Personnel Policy Manual, which addresses, but is not limited to, the points below:

- A. Policies should be checked to ensure they are in compliance with the review date (24 months or less).**
- B. Provide access to the corresponding policy for inspector review.**

Responsibility of the Compliance Monitor:

- A. Review Policy to ensure one is in place and is being adhered to by the facility**
- B. With some standards, the compliance monitor will interview the staff to gain further insight from their perspective.**
- C. In some of the standards, the compliance monitor will interview an offender(s).**

FY-2027 PERFORMANCE STANDARDS & PRACTICES COMMUNITY CORRECTIONAL FACILITIES

ORGANIZATION

A-01 FACILITY STRUCTURE

The CCC shall have a policy defining its organizational structure (Chain of Command), to include: Personnel Policy Manual, and Post Orders, which minimally address:

- A. CCC operations administrator
- B. Personnel responsible for the day-to-day supervision, management, and observation of offenders
- C. Process that enables effective communication between line staff and administration
- D. Process for reporting CCC personnel issues

A-02 AGENCY-COMMUNITY CORRECTIONAL CENTER POLICIES

The CCC shall have a policy requiring a documented review of all policies to be conducted (at a minimum) every 2 years. The policy shall define the process for archiving and tracking any changes made during the review.

- A. When a CCC is out of compliance (past the review date), with written policy, notification to the CCC/Department administration is made, and a corrective action plan is put into place.
- B. When a policy(s) needs to be written/implemented (determined by the compliance monitor), written notification to the CCC is made, and a timeline is given as to when the new policy will be implemented.

A-03 MISSION STATEMENT & GOALS

The CCC shall have a policy outlining its mission statement and goals.

Written policy/procedure and practice provide and formulate goals for the CCC and assist staff in translating them into measurable objectives.

TRAINING, STAFF DEVELOPMENT, STAFFING, CODE OF CONDUCT, VOLUNTEERS

B-01 CODE OF CONDUCT

The CCC shall have a code of conduct/ethics policy that employees are required to be familiar with. The policy shall prohibit the unlawful discrimination of staff, offenders, volunteers, or visitors based on race, national origin, gender, sexual orientation, gender identity, color, religion, age, disability, or any other protected status.

The CCC shall have a written code of conduct that is provided to all staff, contractors, and volunteers. At a minimum, the code shall:

- A. Prohibit staff, contractors, and volunteers from using their official positions to secure privileges for themselves or others;
- B. Prohibit staff, contractors, and volunteers from engaging in activities that constitute a conflict of interest;
- C. Prohibit staff, contractors, and volunteers from accepting any gift or gratuity from, or engaging in personal business transactions with, an offender or the immediate family of an offender, and define acceptable behavior in the areas of campaigning, lobbying, or political activities.
- D. Has a code of conduct that provides clear expectations for all employees and includes guidelines for speech, expression, and social networking.
- E. Has a policy prohibiting sexual and any other forms of unlawful or improper harassment or discrimination in the workplace.
- F. Reporting unlawful or improper conduct, including how to report if the offending party is in the complainant's chain of command.

B-02 FACILITY STAFFING

The CCC shall have a policy requiring the 24-hour supervision of offenders by certified staff. The CCC shall have adequate staff at any given time to maintain a safe and secure CCC and provide offenders access to staff and services. The CCC shall be staffed with 24-hour coverage.

at any time the CCC is occupied by at least one offender.

B-03 CROSS GENDER STAFFING

Cross-Gender Supervision may occur as long as CCC/departments policy is adhered to. Cross gender pat searches may be performed when completed within the bounds of how the officer was trained and within the guidelines of Policy. Cross gender strip searching may only occur when exigent circumstances exist, and written documentation shall be completed.

B-04 NEW HIRE SCREENING

The CCC shall have a policy regarding the hiring of all new civilian, volunteer, contract, and Correctional/Law Enforcement Officer-certified employees. The policy shall include a screening and orientation process, consisting of;

- A. Criminal Background Check: BCI/Criminal History Report
- B. Warrants Check
- C. Certified staff shall go through the normal hiring process, which occurs for all certified staff
- D. Staff who are transferring from another department/division within the Department of Corrections can do so as long as it is accomplished within the parameters of policy.

B-05 VOLUNTEERS / CONTRACTORS

The CCC shall have a policy regarding volunteers/contractors in the CCC. The policy shall outline how volunteers/contractors are screened and approved. Volunteers/contractors shall receive appropriate training before interacting with Offenders.

Training may include the following:

- A. Policies outlining the volunteers' purpose
- B. Games offenders play
- C. Sexual Misconduct

- D. Cultural Diversity
- E. Communication with offenders
- F. Emergency plans
- G. Facility Organization
- H. Overview of the Criminal System
- I. Offender rules and regulations
- J. Risk and Hazards

B-06 P.O.S.T. CERTIFIED EMPLOYEE ORIENTATION

The CCC shall have a policy documenting the Officer In Training (OIT) training requirements for all newly sworn/certified Correctional and Peace Officers. The CCC shall have a process for assigning the new officer a mentor/trainer and tracking the officer's progress.

OIT Officers shall pass all aspects of the OIT manual/program while in training. The OIT mentor/trainer shall feel confident that the OIT Officer(s) can accomplish his/her job responsibilities on their own prior to signing off on all sections in the OIT manual.

Orientation Training may include, but not be limited to: facility policies and procedures, (Staff shall have access to the rules and regulations of the CCC) suicide prevention, offender rules and regulations, key control, emergency plans and procedures, cultural diversity, communication drills, facility policies and procedures, sexual misconduct, code of ethics, CCC goals and objectives, post orders, emergency plans, report writing, and use of force.

B-07 TRAINING & CERTIFICATION

The CCC shall have a policy determining the certification and training requirements of each employee, including those employees requiring Peace Officer Standards & Training (P.O.S.T.) certification. The CCC staff shall be certified by the State of Utah. The CCC should provide proof of training compliance by staff. The policy shall contain a process for developing and implementing initial/yearly required training (minimum of 40 hours of annual training), including such topics as (*Utah Code §53-6-202*);

- A. Legal Updates

- B. Facility Operations
- C. First Aid & CPR
- E. Suicide Prevention and Intervention/Mental Health
- F. De-Escalation/Crisis Intervention
- G. Use of Force/Arrest Control

The CCC shall provide annual training records to show that custody staff have completed their 40 hours of annual training needed to maintain their certification.

FIRE SAFETY AND EMERGENCY PROCEDURES / HAZMAT

C-01 FIRE INSPECTION, CODE, DRILLS & EQUIPMENT

The CCC shall have a policy requiring the inspection and compliance with any Federal Law, State Statute or Rule, and local ordinance involving any fire and life safety equipment, such as detectors, extinguishers, suppression equipment, and systems. The policy should require quarterly fire drills to be conducted and documented. The CCC shall have a process for resolving any corrective action or noted violations encountered within the CCC. The CCC shall have emergency exit routes posted. (NFPA 101 Life Safety Code, IFC 405.2)
(I-1 occupancy semi-annual, each shift all occupants)

The CCC's fire prevention regulation and practices ensure the safety of staff, offenders, contractors, and visitors. These include, but are not limited to:

- A. An adequate fire protection service.
- B. Availability of fire suppression equipment at appropriate locations throughout the CCC.
- C. Monthly inspection of fire and safety equipment.
- D. Quarterly fire drills shall be conducted at the CCC and documented
- E. Certification of fixed fire suppression systems, fire sprinklers/tags, and kitchen hood inspection
- F. There is an annual inspection by local or state fire officials or other qualified persons.
- G. CCC furnishings must meet fire safety performance requirements.
- H. Smoking/Vaping is not allowed in the CCC.

C-02 HAZARDOUS MATERIALS

The CCC shall have a policy covering the handling, use, training, and disposal of hazardous materials, in accordance with local, state, and federal laws/rules (29 CFR 1910.1200).

- A. Record of hazard materials training. An inventory is maintained of all hazardous materials in the facility. Inventories are maintained at the point of storage.

- B. Hazardous materials are drawn and issued only by trained and authorized personnel.
- C. Offenders are issued chemical agents and caustics in the quantity required to accomplish an immediate task.
- D. Use of all hazardous materials is consistent with the provisions and precautions listed in the Safety Data Sheet.
- E. Safety Data Sheets are maintained and available for each hazardous substance wherever hazardous substances are stored/used. Hard copy or online is sufficient.
- F. All flammable products are managed and controlled as hazardous materials and are stored in a flammable materials locker in accordance with state and local fire code.
- G. Disposal of hazardous chemicals is performed in a manner consistent with occupational health and safety codes. Offender involvement is not permitted in this activity or, alternatively, is allowed only under continuous direct staff supervision.
- H. Sharps containers are located in areas of use for the storage and/or disposal of sharps and contraband sharps requiring secure safe storage.

C-03 EMERGENCY RESPONSE PLAN: COOP / EOP

The CCC ensures that approved contingency plans are available to command staff and that these plans provide for a response to emergencies that will increase the likelihood of a successful resolution, providing for the safety of all involved and the security of the facility.

The CCC has written policies and procedures for response to emergency and non-emergency calls that occur within the facility and include:

- A. Evacuation plans consistent with State/County Department of Emergency Management plans;
- B. Man-made situations, including fires, offender disturbances, hostage situations, escapes/walkaways, and attempts; and civil or natural disasters, such as floods, earthquakes, chemical spills, hunger strikes, weather-related emergencies, bomb threats, External assault or terrorist activities, medical emergencies or epidemics, riots and disorder, and disruption of utilities or communications systems.
- C. The CCC provides 24-hour communications between the CCC and local emergency services.

- D. The CCC has a policy for requesting and responding to requests for mutual aid.
- E. The CCC has a policy authorizing the use of firearms and other emergency response weapons.
- F. The CCC policy outlines steps to control access in/out of the CCC during and following an emergency.
- G. The CCC has a policy for when to facilitate the immediate release of offenders from locked areas in case of an emergency.

These next steps G-M: Have limited dissemination and are restricted to those with a need to know. These include staff training on roles/responsibilities during an emergency.

- H. The facility provides a “safe haven” for staff
- I. Written agreements are in place with emergency response with the local fire department, hospital, and ambulance services.
- J. There is a predesignated command center
- K. There is a reliable method of positively accounting for the absence or presence of all staff and offenders.
- L. All staff receive mandatory annual training on individual staff requirements and expectations during an emergency. Emergency drills and simulations are conducted on a regular basis no less than quarterly.
- M. Emergency plans are securely stored and have restricted access
- N. During an emergency, the facility can control external communications from a CCC location.

FACILITY ACCESS

D-01 COMMUNITY CORRECTIONAL CENTER ACCESS

The CCC shall have a process for challenging the identification of individuals prior to their entering the restricted areas of the facility.

The CCC staff shall ensure that access by the general public without proper authorization is denied.

Listed in Policy but not limited to:

- A. Picture I.D. (Adult) confirming identity
- B. Clothing worn is within policy guidelines
- C. Contractors' equipment and tools will be inventoried prior to access and upon exiting the CCC.

D-02 COMMUNITY CORRECTIONAL CENTER DELIVERIES

The CCC shall have a process for searching all deliveries before entering the restricted area of the CCC.

- A. Check the I.D. of the driver/passenger of the delivery truck.
- B. Before unloading products, all deliveries should be confirmed.
- C. No offender shall have access to a product that has been delivered prior to staff searching and giving permission.
- D. No outside food shall be delivered to the CCC for offenders

FACILITY / PHYSICAL PLANT

E-01 COMMUNITY CORRECTIONAL CENTER GENERATOR

The CCC shall have a policy requiring regular load testing, maintenance, and inspection of all generators. Emergency generators are located in a secure area and tested weekly. Startup and full-load tests are conducted annually. The facility must have a significant amount of fuel on hand in case of an emergency. The CCC generator(s) shall provide power backup to critical security systems, such as:

- A. Emergency lighting
- B. Security access doors
- C. Control panels/computers

E-02 COMMUNITY CORRECTIONAL CENTER PERIMETER & LIGHTING

The CCC shall have a policy requiring a perimeter check to be conducted and logged, a minimum of once every 12 hours.

The CCC will provide sufficient lighting to maintain a safe and secure environment within living/working areas, exterior recreation yards, perimeter fencing, and parking lots.

At a minimum of at least weekly, housing and perimeter lighting shall be checked for burnt-out light bulbs.

Light poles and fixtures should be checked periodically for rust and other wear and tear, which may need to be fixed or replaced. Perimeter fencing check (if applicable) will include:

- A. Inspection of perimeter fencing for damage or loose components.
- B. No gaps in fencing or gates greater than 4 inches
- C. Any fence deterrent wire is securely attached
- D. No rusted-out or broken areas on the fencing
- E. Razor/barbed wire on fencing/buildings is attached, appropriately applied, and

installed. Inspections of the razor/barbed wire should be completed periodically to ensure the razor/barbed wire is still attached and has not been matted down by wind, rain, snow or other objects.

- F. Building additions or attachments, awnings, light posts, and other external features of the building and grounds do not provide access to the rooftops.

E-03 COMMUNITY CORRECTIONAL CENTER INSPECTIONS

The CCC shall have a policy requiring documented CCC inspections to be conducted at a minimum of weekly by staff. The policy must contain a process for reporting and tracking maintenance issues, along with identifying significant areas of interest, such as:

- CCC cleanliness
- Pest/Vermin control
- Internal/Exterior Structural Integrity
- Interior/Exterior lighting. Lights not working properly or burnt out blubs
- Security doors & locks

Inspection Process:

- A. Offender rooms will be inspected daily.
- B. Common areas will be inspected for cleanliness and orderliness as mandated by the cleaning schedules.
- C. Staff will inspect all areas for cleanliness, orderliness, damage, and violations of safety and health standards. Deficiencies will be documented and addressed if necessary.
- D. Sanctions will be imposed for offenders failing or refusing to maintain their rooms according to established standards.
- E. Action, which may include infractions, will be initiated to remedy problems related to cleanliness, maintenance, or safety.
- F. Maintenance issues needing to be addressed will be documented, and work orders will be placed for remedial action.
- G. Fire and Life Safety issues will be addressed and called into the safety office for

remedial action to take place.

TOOLS

F-01 COMMUNITY CORRECTIONAL CENTER TOOLS, EQUIPMENT & SHARPS

The CCC shall have a policy covering all tools, equipment, and sharps within the CCC, including a process for documenting and tracking.

- A. Tool, equipment, and sharps accountability.
- B. Lost, broken, damaged, and/or replaced tools, equipment, and sharps
- C. Tool, equipment, and sharps training (prior to their use).
- D. Check-in/check-out process of tools and equipment. Offenders do not work in tool cribs/where tools are stored to check out tools to other offenders. Officers check in/out the tools for the Offenders. A checkout log is maintained for all tools issued out to the Offenders as well as staff.
- E. Securing & storing: free access to the tool room should not occur. All tools should be accounted for at all times through the checkout process and documentation.
- F. A Master perpetual inventory of all tools is maintained, and subinventories are maintained in the kitchen and other areas where there are numerous tools.
- G. All tools, equipment, and sharps should be accounted for each day.
- H. Areas where tools are used on a consistent basis should be searched on a regular basis.
- I. A log should be kept for all broken and missing equipment/tools. Reports should be generated when tools are missing or have been disposed of due to no longer being used or no longer in possession.
- J. Shadow boards shall be kept up to date for tools (and how many) that are assigned to be on the board.
- K. CCC staff shall conduct a full tool and equipment control audit of all areas no less than every 6 months.

FOOD SERVICE / COMMISSARY

G-01 COMMUNITY CORRECTIONAL CENTER FOOD SERVICES

The CCC shall have a policy requiring nutritionally adequate meals to be provided to all residents, with the assistance of a Dietician. The policy shall require an annual inspection of the Kitchen/Culinary to be conducted by the local or State Health Department. The policy will define the process for;

- A. Approving menu/meals
- B. Preparing and approving all special diets
- C. Supervision of food preparation
- D. Food allergies
- E. Dietary restrictions
- F. Security restrictions

The CCC's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings.

Food service staff plan menus and substantially follow the plan. The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. Menu substitutions are recorded.

Therapeutic diets prescribed by a medical provider shall be followed according to the provider's written instructions or the written instructions of a local dietician.

CCC's shall have a written policy and procedure that includes:

- A. Special medical diets approved by the appropriate medical or dental personnel
- B. Special diets for offenders whose religious beliefs require adherence to religious

dietary laws; and food-allergy, vegetarian or vegan, and pregnancy/postpartum.

C. Prohibitions of the use of food as a disciplinary measure.

All orders for special diets shall be furnished to food service staff in writing. The list of Offenders requiring special diets shall be regularly reviewed for updates and cancellations.

The facility maintains a record of all meals served to offenders, and the time and date served are recorded.

All persons assigned to food service work, including offenders, are carefully screened and determined to be in good health and free from any communicable or infectious diseases, parasites, or open, infected wounds.

The CCC shall provide the opportunity for meals according to CCC policy
CCC staff shall document substitutions in the meals actually served, and substitutions must be of equal nutritional value.

The CCC shall retain accurate records of all meals served for a minimum of one year. Variations may be allowed during emergencies, for Offenders on work release, and for weekends and holidays, provided nutritional requirements are met.

FOOD HEALTH INSPECTION

H-01 FOOD SERVICE HEALTH INSPECTION

The CCC food service area, workers, and equipment must comply with all applicable health, safety, and sanitation laws and regulations. All food must be prepared in a safe manner, including cooking the food at the correct temperatures. The health inspector authority having jurisdiction shall conduct an inspection of the food service area of the facility at least once a year.

Adequate supplies of hot and cold water shall be available in the kitchen. Water required for cooking, washing, and rinsing shall be available in sufficient quantities at the temperatures required.

H-02 WEEKLY FOOD SERVICE INSPECTIONS

When meals are prepared in the CCC, the CCC shall have a written policy, procedure, and practice requiring weekly health, safety, and sanitation inspections by a CCC administrator or designee and food service manager. Records of the inspections and any corrective actions must be maintained at the CCC.

LAUNDRY SERVICES

I-01 COMMUNITY CORRECTIONAL CENTER LAUNDRY SERVICES

The CCC shall have a policy requiring laundry services to be provided or made available to all residents on a regular and routine basis.

- A. Washing machines and dryers are available at the CCC for offender use.
- B. The offender is responsible for bedding to be laundered regularly. Where applicable, bedding is to be turned in for laundering as scheduled by the CCC.
- C. Any bedding that is issued and is lost or damaged, the offender is responsible and will be charged for replacement costs.
- D. Offenders are responsible for washing their clothing on a regular basis.

SECURITY AND CONTROL

J-01 COMMUNITY CORRECTIONAL CENTER GENERAL SECURITY

The CCC strives to ensure the integrity of buildings, perimeter enclosure, equipment, utilities, and grounds as related to institutional security and safety.

Policy addresses systematic inspection of all equipment and areas of the CCC, and there are procedures to ensure compliance with policy and documentation of inspection activities.

- A. Control doors/staff stations and windows are inspected daily to ensure security. Staff station windows should be uncluttered to permit clear viewing to all areas.
- B. Emergency exit doors and keys are checked weekly to ensure they are in operating order.
- C. Buildings outside of the CCC are inspected at least weekly.
- D. All persons entering the CCC shall present identification and have a reason to be at the CCC.
- E. A systematic approach is used to address security weaknesses and deficiencies that are identified, and corrective actions are taken within a reasonable timeframe.
- F. Video surveillance may be used to enhance security measures and assist staff in monitoring the offenders and other aspects of the CCC.

J-02 COMMUNITY CORRECTIONAL CENTER STAFF STATIONS

The CCC shall have a policy defining those authorized to access operational /Staff Stations. The policy must express that offenders are prohibited from accessing operations.

The staff station(s) should be kept uncluttered, with the windows being free from papers restricting the view of the staff station staff. Some of the responsibilities of the staff include, but are not limited to:

- A. Written policy specifically limits access to the staff station to those persons with an

official need to enter.

- B. At no time will offenders be allowed to enter the staff station.
- C. Extreme care is exercised to ensure accurate identification of staff, public, or offenders before access or exit is permitted through controlled doorways and gates.
- D. The staff station staff maintains effective communication with the offenders' living area, security posts, and all areas of the CCC.
- E. Staff station staff are conversant with initial emergency response responsibilities and often serve as a relay for proper communication during said emergencies.
- F. CCC logs are maintained in the staff station.
- G. Screen access to the CCC and other areas of the CCC.
- H. Key control is often maintained in a staff station.

J-03 COMMUNITY CORRECTIONAL CENTER KEY & LOCK CONTROL

The CCC shall have a policy covering key & lock control, prohibiting offenders from using/handling security keys. The CCC shall have a process for;

- A. Routine key/lock inspections
- B. Lost or damaged keys
- C. Key accountability
- D. Emergency key access
- E. Training (care, handling, and use of keys/locks)
- F. All Keys shall be stored in a secure location
- G. A current inventory of all keys shall be maintained
- H. The CCC shall have a key control system requiring daily checks of keys
- I. Any duplicate of keys requires authorization by the CCC Director/Designee.
- J. A complete key inventory shall be completed once per quarter.

J-04 FAIR NOTICE OF SEARCH & PROHIBITED ITEMS

The CCC shall have a process to inform all persons visiting the CCC that they are subject to search, and which items are to be considered contraband/prohibited items.

- A. Visitors shall comply with all CCC rules, policies, and regulations.
- B. Visitors sign the application for visitation form, which states they have read, understand, and shall comply with the existing rules and regulations.
- C. No alcoholic beverages or illegal substances may be brought onto CCC property.
- D. No tobacco products, matches, lighter are allowed in the CCC
- E. All food items (gum, candy, etc.) from outside the CCC shall not be allowed
- F. If the rule violation is serious enough, a search of the property and person may be initiated due to the safety and security of the CCC.
- G. Visitors found in possession of contraband: may be detained and the matter referred to investigations, for criminal prosecution; and the visitor shall have visiting privileges suspended, restricted, or revoked, their name removed from the visiting list pending a review by the CCC director.
- H. Visitors may be subject to a search (e.g., property and /or vehicle search) prior to entering the CCC per se. Visitation shall be denied for failure to submit to such a search request.
- I. Visitors may refuse or stop a search at any time. If this occurs, the visitor shall be asked to immediately leave CCC property and shall not be allowed entrance.
- J. If illegal items are found during a search, the visitor shall be detained, and LEB shall be contacted.

J-05 OFFENDER SEARCHES

The CCC shall have a policy informing all residents that his/her person, property, clothing, and room/dorm housing area are subject to search at any time. The CCC policy shall define the process for Offender searches to include pat/frisk, strip, body cavity, and cross-gender. The policy shall require all staff to be familiar with and trained in the search processes.

- A. Upon admission, Offenders are to be strip-searched in accordance with Policy DE02.
- B. All offenders' property brought into a CCC will be searched
- C. Offenders may be searched at any time
- D. Offenders' room and property may be searched at any time
- E. Cross gender body frisk searches and strip searches may occur only with strict adherence to policy

J-06 FIREARMS

The CCC shall have a policy regarding the auditing and accounting for all department-issued/owned firearms. The policy shall define which firearms and munitions are authorized for use by the department within the CCC. The policy shall define the process for storing all firearms/weapons before entering the CCC.

- A. Staff who are authorized to use and carry a firearm and munitions shall be current on all training and qualifications.
- B. Staff shall not handle or use a firearm/munitions unless they are current on all certifications.
- C. Staff who are approved to carry a firearm and have access to munitions shall ensure all regular firearms/munitions are stored properly and routine maintenance is up to date.

J-07 RESTRAINTS

The CCC shall have a policy regarding the types of restraints approved for use on adult offenders and include the process for restraining female residents who are pregnant.

- A. Restraints will be used when CCC staff feel it necessary to gain compliance of an unruly Offender(s)
- B. Restraints will be used to assist Offenders from hurting themselves
- C. Restraints will be used when necessary for the safety and security of the CCC
- D. Restraints will be used when an offender is being transported to a secure facility
- E. In all cases, staff will determine when restraints are used when policy does not mandate the use of restraints.

REFERRALS, INTAKE, ORIENTATION AND RELEASE

K-01 COMMUNITY CORRECTIONAL CENTER REFERRALS

The CCC shall have a policy governing the process for referring, accepting, and denying new residents:

K-02 COMMUNITY CORRECTIONAL CENTER Offender ORIENTATION

The CCC shall have a policy requiring an orientation process for all new offenders being housed in the facility. The policy shall include a process for assisting offenders who have difficulty reading or understanding the orientation information. The policy shall require all offenders to have access to the orientation manual/facility rules and regulations, whether in hard-copy or electronic format, which contains the following information:

RECEIVING

- A. Each offender will receive a room key if applicable.
- B. Each offender will receive bedding (linen).
- C. Offenders will be issued an ID card.
- F. Offenders will provide urine samples as outlined in policy.

ORIENTATION

- G. Accessing medical care
- H. Accessing mental health care
- I. Facility classification process
- J. Access to communication devices (telephone, kiosk, or mail)
- K. Visiting process
- L. Grievance process
- M. Information for reporting sexual abuse and/or assault
- N. Reporting safety, medical, or mental health concerns
- O. Items provided to the Offender (clothing, bedding, toiletries, contraceptives, and hygiene)
- P. Facility policy access
- Q. Code of conduct
- R. Work schedule
- S. ADA requirements

- T. Offender trust account
- U. Health care services and Pill line
- V. Safety concern(s) process
- W. As per policy, Offenders shall be advised of expected behavior and shall be held accountable for his/her behavior.
- X. Leave time process
- Y. Offender accountability

K-03 COMMUNITY RE-ENTRY

The CCC shall have a process for offenders prior to transitioning/re-entering the community.

CCC offenders are released from the center once they meet the requirements for their program and are compliant with their conditions of parole. Release typically requires:

- A. No pending disciplinary action
- B. Treatment/program completion (this may be waived in certain circumstances) and approval for release
- C. Current on-center fees
- D. Regular payments towards restitution (if owed)
- E. Address approved by AP&P

K-04 RESIDENT RELEASE & TRANSFERS

The CCC shall have a process for releasing or transferring an offender in/out of the CCC.

OFFENDER LIVING CONDITIONS

L-01 COMMUNITY CORRECTIONAL CENTER OFFENDER LIVING CONDITIONS

The CCC shall have a process for offender access to safe, sanitary, and secure conditions, such as;

- A. Toilet
- B. Sink
- C. Shower
- D. Bunk
- E. Recreation area
- F. Hot & Cold potable water
- G. Table and seating
- H. Adequate lighting
- I. HVAC Temperatures in the CCC are monitored and adjusted when needed to ensure the proper temperatures are maintained for comfortable living during all four seasons: spring, winter, summer, and fall. To ensure the effectiveness of indoor air quality improvement efforts, regular monitoring and testing are essential.
- J. Clothing
- K. Bedding
- L. Eating utensils

L-02 COMMUNITY CORRECTIONAL CENTER ROOM/HOUSING STANDARDS

The CCC shall have a policy defining an offender's property matrix. The policy shall identify the allotted items of property permitted in a resident's room/living area. Written policy establishes offender room standards for safety and security of the CCC, as well as sanitation concerns.

- A. Offenders are responsible for using the approved cleaning solutions to clean surfaces in their assigned rooms
- B. Offenders are responsible for the cleaning and orderliness of their rooms

- C. Offender beds are to be made each morning.
- D. Trash is to be emptied on a daily basis.
- E. Offenders will be assigned as scheduled to clean common areas
- F. Offenders room and other areas will be inspected on a daily basis
- G. Nothing covers the room light in order to dim the lighting in the room
- H. There shall be no graffiti on the walls or elsewhere in the room.
- I. Personal Property and state-issued property shall be within the property matrix of the CCC policy. The CCC may also adjust the property levels due to safety and security reasons at the CCC.
- J. The room floor is to be free from clutter in case emergency access is needed
- K. Rooms shall be clean and well-kept.
- L. Room inspections on a regular basis is the best and most effective way to ensure room integrity. Each time cells and housing areas are searched and inspected, good documentation is necessary in order to avoid missing rooms and housing areas from being searched and inspected on a regular basis.

LEGAL

M-01 LEGAL SERVICES

The CCC shall have a policy requiring legal access to courts, legal counsel, supplies/materials, and legal communication (mail, email, telephone). The policy shall state that privileged legal communications shall not be monitored or recorded, and staff members may not read privileged legal mail. The policy must define the process by which privileged legal mail may be inspected for contraband in the presence of the offender. The CCC shall require the training of all staff when handling privileged legal mail or materials.

- A. Visits with attorneys will be scheduled to limit the disruption of the offender's:
 - 1. Participation in therapy or treatment groups;
 - 2. Employment or work search; and
 - 3. Educational groups.
- B. Offenders are responsible for paying their own legal expenses.

M-03 GRIEVANCES

The CCC shall have a policy establishing a multi-level grievance system to provide an administrative means for offenders to bring forward and address in writing complaints and concerns, which includes an appeal process. The policy shall provide a process for an offender to request assistance in bringing a grievance if the offender is unable to utilize the system due to a language barrier, disability, and/or mental illness. The policy shall prohibit retaliation against an offender who uses the grievance system by staff or other offenders. The policy shall require a time frame for submitting, answering, and logging all grievances. The policy shall include a process for returning non-grievable issues, such as:

- Board of Pardons and Parole
- GRAMA
- ADA

3 levels in the department/CCC Grievance process

- A. Level One, Informal: The Offender should obtain and complete the required form and submit it to the Center Designee within 14 business days.
- B. Level Two, Appeal: The Offender should complete and submit the required form, with accompanying documentation. It must be submitted within seven days after receiving a response from Level One.
- C. Level Three, UDC Administration: The offender should complete and submit the required form, with accompanying documentation, to CCC STAFF. It must be submitted within seven days after receiving a response from Level Two.
- D. A complete copy of the grievance procedures is available and will be furnished to any offender upon request.

OFFENDER INFRACTION / VIOLATIONS-SACTIONS

N-01 OFFENDER INFRACTIONS / VIOLATIONS

The CCC shall have a policy requiring the use of an offender infraction//violations-system to enforce administrative rule violations.

The CCC shall have a policy outlining the infractions with sanctions and incentives

- A. It is necessary to identify levels of misconduct or violations of CCC rules and regulations to ensure that the appropriate sanction is used.
- B. Infractions do not require a hearing.
- C. Infractions include violations of CCC rules, which may be handled informally by a supervisor.
- D. Minor misconduct (handled informally as an infraction), the staff member shall document the incident/conduct.
- E. Major violations include those acts of misconduct for which a serious or grievous loss can be imposed as a punishment.
- F. If an offender commits a criminal violation, depending on the severity of the charge, proper protocol goes into effect, i.e., BOPP/Court-ordered warrant.

N-02 INFRACTION / VIOLATIONS-SACTIONS

Staff can give out sanctions to the offenders for infractions, i.e., CCC restrictions, loss of leave time, wearing a GPS, etc. Staff can also give out incentives for good behavior from the offender, i.e., more store time, ear buds, more leave time, water bottle, etc.

- A. Offenders shall be held accountable for misbehavior, and the actions taken shall be fair and impartial.
- B. Efforts to instruct, encourage compliance, and recognize proper behavior should supplement the administration of sanctions.
- C. Sanctions should be related to the offense.
- D. A supervisor/designee shall review if the appropriate sanction is used.
- E. Warnings may be given for infractions.

- F. Result in loss of leave time (for those eligible for leave) or extra duty hours (those not eligible for or taking leave). Demerits may be satisfied within one week of issue. They are imposed at the rate of one hour multiplied by the resident's level.
- G. All infraction sanctions are imposed by a supervisor/designee.
- H. Addressing minor misconduct (handled informally as an infraction), the staff member shall document the incident.
- I. Major violations include those acts of misconduct for which a serious or grievous loss can be imposed as a punishment.
- J. If an offender commits a criminal violation depending on the severity of the charge, proper protocol goes into effect, i.e., BOPP/Court ordered warrant.

COMMUNICATION, MAIL, VISITATION

O-01 OFFENDER COMMUNICATION ACCESS

The CCC shall have a policy regarding all resident communication, including the processes for:

- A. Notification of denied communication
- B. Searching privileged (legal) materials
- C. Mail delivery
- D. Monitoring communication (privileged/non-privileged)
- E. Phone usage, offenders are allowed cell phones both on and off CCC property
- F. A CCC phone may be used upon approval from CCC staff.
- G. TTY machines are rarely used due to cell phone availability.

O-02 VIDEO, PHOTO, AND AUDIO RECORDING DEVICES

The CCC shall have a process regarding the use of any recording device (outlining appropriate use of technology to define what acceptable use/practice is for the CCC), entering the facility, such as;

- Video
 - Audio
 - Still-photography
 - Tablets when available
-
- A. The CCC shall have the ability to monitor all technology devices when in use.
 - B. Only approved communication devices shall be used.
 - C. Technology devices shall be used within the wi-fi parameters which are set by the facility.
 - D. Tablets (when available) serve a dual purpose: to enhance offender well-being and to aid in their successful reintegration into society. Their primary function is educational, though they can be utilized for various other beneficial activities.
 - E. Strict adherence to policy when offenders are using technology devices must be followed, or the safety and security of the facility could be in jeopardy.
 - F. Misuse of technology devices shall result in disciplinary sanctions/action for the

offender and possibly losing access to the technology devices all together.

O-03 COMMUNITY CORRECTIONAL CENTER OFFENDER VISITING

The CCC shall have a policy concerning all forms of Offender visiting, along with the process for approving and denying offenders' visitors. The policy shall include the rules & regulations section for the offender and visitor, covering such topics as;

- A. Dress code
- B. Required identification
- C. Visiting times/schedule
- D. ADA accommodations
- E. Visitors must be approved sponsors
- F. Visits may be terminated at any time at the discretion of the CCC staff.
- G. Both the offenders and visitors are aware of the rules and regulations governing the visit.
- H. Visiting is a privilege and may be suspended at any time when rules are broken.
- I. Both visitors and offenders shall comply with all visiting rules, policies, and procedures. Visitors shall read and acknowledge the visitor rules and regulations.
- J. Any violation of rules, policies, or procedures by offenders or visitors may result in a visit being immediately terminated and a suspension, termination, or revocation of visiting privileges for both the offender and visitor.
- K. If the rule violation is serious enough, a search of the property and person may be initiated due to the safety and security of the facility.

O-04 COMMUNITY CORRECTIONAL CENTER OFFENDER SPONSORS

The CCC shall have a policy requiring all offender sponsors to be screened for approval/denial, to include:

- Submitted the sponsor application form
- A completed criminal history background check (BCI)
- Documented sponsor compliance acknowledgment form

General Sponsor Guidelines

- A. All sponsor leave time must be with an approved sponsor. Sponsors apply online at corrections.utah.gov
- B. All sponsors will be informed of the offender's crime and of special conditions of probation/parole, as well as any other conditions that the CCC has imposed.
- C. Sponsors must be approved before leave applications may be submitted.
- D. There is no limit to the number of sponsors an offender is allowed.
- E. A sponsor may be approved for multiple offenders; however, only one offender may be taken on leave at a time.
- F. Both the offender and sponsor agree to abide by all of the terms of leave as explained in the Sponsor Application and Agreement.

OFFENDER OBSERVATION, MOVEMENT & COUNT

P-01 OFFENDER OBSERVATION

The CCC shall have a policy requiring the documented visual observation (security check, welfare check, and or walkthrough) of all offenders to be conducted at a minimum of once every two (2) hours.

- A. Documentation shall be entered into the log for observation/verification.
- B. Anything abnormal that is witnessed during the offender observation process shall be documented.

P-02 COMMUNITY CORRECTIONAL CENTER COUNT PROCESS

The CCC shall have a policy outlining the process for conducting informal, scheduled, off-property, out counts, and emergency offender counts, along with a process to address count discrepancies and or a recount. The count policy shall require:

- A. Minimum of four (4) counts in a 24-hour period
- B. Counting officers must use a physical count sheet (electronic or hard copy) At least two officers count the same group of offenders in each count area.
- C. Officers are required to count only living, breathing flesh when not conducting a positive ID count.
- D. All staff conducting counts must be trained in count procedures.
- E. Officers conducting the count do not allow distractions while in the count process nor do they routinely perform any other duties during this time.

Count process:

- F. Offenders will move immediately to and be in their room within five minutes of the count being announced. Offenders in therapy when the count is called are required to remain there until the count is cleared.
- G. No movement is allowed while the count is in progress

- H. Offenders must remain in their rooms until the count is cleared
- I. Counts are conducted at the times the CCC mandates.

P-03 COMMUNITY CORRECTIONAL CENTER OFFENDER ACCOUNTABILITY

The CCC shall have a policy requiring the accountability of all offenders, whether on/off-property. The policy shall define the process for verifying offender accountability, (when and how often the offender checks in with the CCC) by using such methods as:

- A. Security checks (Q-Check)
- B. Electronic monitoring
- C. Telephone verification
- D. On-site/in-person verification
- E. Headcounts (utilizing a count-sheet)
- F. Approval for off-CCC property must be obtained by the Offender.
- G. If an offender is unaccounted for and attempts to locate him/her have failed, walkaway notification and procedures shall go into effect.

P-04 COMMUNITY CORRECTIONAL CENTER TRANSPORTATION

The CCC shall have a policy covering the transportation of offenders off-property. The CCC shall have a process for documenting vehicle pre/post-trip inspections/searches.

P-05 OFF-PROPERTY LEAVE TIME

The CCC shall have a policy regarding offender off-property leave time requests. The policy shall include the process for approving, denying, and documenting the requests, along with a process of notifying the Offender of the results of the request. Policy outlines Offender leave times and other processes while the Offender is on leave from the CCC.

- A. Leave time for family, sponsored, recreational, religious, emergency, and other approved activities is available for Offenders but may be curtailed, restricted, or denied as deemed necessary by the CCC, i.e., disciplinary actions, safety and security needs, specialized programming, etc.

- B. During offender leave time, they are required to call the CCC at specified times whenever they change locations during leave time.
- C. When the Offenders are off CCC property for work search, employment will be within policy, and the Offender is responsible for checking in at the required time(s).

P-06 OUT-OF-STATE TRAVEL

The CCC shall have a policy regarding the request, approval, restrictions, and denial of out-of-state travel for offenders.

OFFENDER SERVICES AND PROGRAMS

Q-01 COMMUNITY CORRECTIONAL CENTER AVAILABLE PROGRAMMING

The CCC shall have a policy outlining the available programs/classes offered to offenders. All programs/classes being delivered shall require an associated curriculum or lesson plan to assist in delivering consistent content. All completed and uncompleted programs/classes shall be documented and tracked on behalf of the resident.

The CCC programming unit offers many therapeutic opportunities, such as:

- A. Substance abuse therapy
- B. Sex offender therapy
- C. Life skills.
- D. Offenders have the responsibility to participate in therapeutic groups if it is part of their parole agreement.
- E. The offender's level of participation is considered by the center for advancement decisions and when determining the offender's release date.
- F. Some therapy/programs the Offender may have to pay to be enrolled in

Compliance monitor should interview the offender

Q-02 TREATMENT PLANS

The CCC shall have a policy that outlines the procedures regarding the Department's operation of Treatment and Resource Centers (TRC). Policy should outline programs and/or transition services which will be provided to select Offenders enrolled in a (TRC) program.

Offenders who are eligible to participate in TRC programs:

- A. Offenders who have violated or are at risk of violating conditions of their supervision and are in need of targeted intervention.
- B. Offenders who have a documented history of difficulty performing successfully on parole.
- C. Offenders who are housed in a CCC and need to complete programming not available

at the CCC.

- D. Offenders who require the services of a TRC to comply with the conditions of supervision.
- E. Officers can refer an offender to a TRC program. Acceptance decisions will be provided to the referring officer by the TRC administrator.
- F. Offenders failing to meet TRC program requirements may be removed from the program.

Q-03 RELIGIOUS ACCESS

The CCC shall have a policy regarding religious access, complying with the Religious Land Use and Institutionalized Persons Act (RLUIPA) and other applicable state and federal laws.

OFFENDER SAFETY CONCERNS

R-01 COMMUNITY CORRECTIONAL CENTER OFFENDER SAFETY CONCERN

The CCC shall have a policy addressing offender safety concerns, with a process for;

- Reporting
 - Interviewing
 - Housing
 - Confidentiality
 - Documenting
-
- A. When screening offenders for placement in a CCC the screening supervisor is to check if the offender has any safety concerns.
 - B. If offenders report a safety concern staff will investigate the allegations.

OFFENDER FISCAL MANAGEMENT

S-01 OFFENDER ACCOUNTS

The CCC shall have a policy requiring the use of a system to track, disperse, and retain all resident funds (offenders may review their account balances at any time). (Staff will make the appropriate data entries to the offender trust accounting system) including a process for addressing residents on indigent status,(less than \$20.00 in their account) such as:

- A. Providing basic hygiene items
- B. Providing basic writing materials
- C. Use of Postal service (5 stamps per week. Stamps cannot accumulate from week to week).
- D. Laundry detergent and laundry facilities
- E. Aspirin or aspirin substitute
- F. Staff will monitor offenders' income and expenditures.

S-02 OFFENDER CENTER FEES

The CCC shall have a policy governing the process by which offender service fees are charged, collected, and/or waived.

- A. Offenders will pay \$6.00 a day while residing at a CCC and being collected weekly.
- B. All or part of offenders service fees may be waived when exigent circumstances exist.

OFFENDER PROPERTY

T-01 COMMUNITY CORRECTIONAL CENTER PROPERTY & EVIDENCE

The CCC shall have a policy defining the process for collecting, confiscating, storing, releasing, disposing, and tracking all resident property and evidence. All offender property shall be with-in policy of what is allowable and what is not.

- A. Document all confiscated property and the reason it was confiscated and placed into evidence.
- B. Incident reports should be generated when property is confiscated and placed into evidence.
- C. Staff can search an offender's property at any time due to the safety and security of the center.
- D. If the offender leaves without authorization, passaway, etc. notification will be made and if the property is not picked up, it may be donated to charity (after 30 days), kept at the CCC or destroyed.
- E. The property room shall be audited once per quarter.

ALCOHOL & DRUG DETECTION

U-01 ALCOHOL & DRUG DETECTION

The CCC shall have a policy covering the training and testing of offenders for alcohol & drug use.

Use of alcohol on or off center, non-prescribed medication or illegal substances are not permitted. Offenders may be required to start a substance abuse program, restart a program, restart a level or be removed for substance abuse.

OFFENDER STABILIZATION

V-01 COMMUNITY CORRECTIONAL CENTER Offender STABILIZATION PLAN

The CCC shall have a policy outlining the process and requirements needed, by which an offender completes the stabilization program.

It is policy of the Department that offenders ordered by the Board of Pardons and Parole (BOPP) for stabilization shall be assigned for transfer to a CCC.

- A. Offender shall complete orientation within two days of arriving at the CCC.
- B. Offender is expected to follow all rules of the CCC and abide by all conditions of parole as ordered by the BOPP.
- C. Find and maintain suitable employment.
- D. Locate a place of residence.
- E. Arrange for appropriate treatment or medication if deemed necessary and/or ordered by the BOPP.
- F. Offender will have adequate money available to leave the CCC.
- G. Take initial steps toward achieving each special condition of parole, as needed.
- H. Offender may be released when the requirements for stabilization have been met.
- I. Offender should not have any open violations or pending RIM responses when released from the CCC.
- J. Stabilization does not require completion of a CCC, but the offender shall abide by all conditions of parole as ordered by the BOPP.

CORRECTIONS EMERGENCY RESPONSE TEAM, USE OF FORCE, ISOLATION CELL

W-01 COMMUNITY CORRECTIONAL CENTER USE OF FORCE & USE OF FORCE REVIEW

The CCC shall have a Use of Force policy, which defines the levels of force approved for offenders and offenders being housed in the CCC. The policy shall require each Use of Force incident to be reviewed by a CCC administrator or supervisor, considering such topics as:

- A. Complies with policy
- B. Complies with state and federal law
- C. De-escalation tactics attempted
- D. Was the least amount of force necessary used during the incident
- E. Was the force retaliatory
- F. Was the offender/suspect offered medical assistance

Policy Requirements for Use of Force

- G. Restraints may be used on offenders to securely secure them from hurting themselves or others. The offender's behavior and attitude will dictate the use of restraints.
- H. CCC staff involved in a use-of-force incident to submit reports and supporting documentation
- I. Written policy establishes specific criteria for the use of electronic control devices
- J. All planned use-of-force incidents are videotaped. Those not planned use of force incidents are videotaped from the point that an uninvolved staff member can retrieve a video camera for this purpose.
- K. When possible, medical staff should be on site for the use of force incident.

W-02 ISOLATION CELL / ROOM-SECURE CELL

The CCC shall have a policy defining the process for using/housing an offender in an isolation cell/area, for security, medical, or mental health-related issues. The policy

shall include a process for;

- A. Supervisory Notification
- B. Medical/Mental health staff notification
- C. Review, step-down, and plan to return to normal status
- D. Complete documentation (secure cell questions, daily log, incident report etc.) shall be provided for each placement in the secure cell.
- E. Offenders shall not be detained in a secure cell for more than 72 hours, weekends and holidays.

MEDICAL AND MENTAL HEALTH SERVICES

X-01 LIFE-SAVING EQUIPMENT

The CCC shall have a policy regarding the use, storage, training, and inspection of all life-saving equipment, such as AEDs and NARCAN.

The health authority approves policies and procedures that ensure emergency supplies and equipment, including automatic external defibrillators (AEDs), NARCAN, and other life-saving emergency medicine and equipment, are readily available and in working order.

There are emergency medications, supplies, and medical equipment at the CCC for life-saving measures.

X-02 EMERGENCY MEDICAL & MENTAL HEALTH

The CCC shall have a policy requiring a minimum of one (1) staff member to be on duty who is trained in providing initial emergency medical/mental healthcare services, such as:

- A. First Aid
- B. CPR
- C. Suicide/Crisis Intervention
- D. Use of NARCAN
- E. Use of an AED

X-03 MENTAL HEALTH SERVICES

The CCC shall have a policy governing access to Mental Health Services. The policy shall define the process for Offenders requesting Mental Health Services.

Offenders have an orientation to mental health services available and how to access care to meet their mental health needs. Access may be gained by:

- A. referral from intake screening;
- B. referral by any staff member;
- C. notifying a CCC staff member/ correctional officer;
- D. request by a fellow Offender; and/or
- E. by notifying the staff at the pill line.
- F. All/any UDC staff member may refer to an offender by contacting a mental health services worker.
- G. crisis intervention services and treatment are available

X-04 ACCESS TO HEALTHCARE

The CCC shall have a policy governing offender healthcare access.

- A. Offenders shall be allowed access to health care services
- B. Offenders shall be responsible for the selection of their health care services and payment of debts incurred.
- C. Health care agencies may be requested to provide findings of treatment instructions to CCC staff

X-05 COMMUNITY CORRECTIONAL CENTER MEDICATION DISTRIBUTION (PILL-LINE)

The CCC shall have a policy governing the distribution of an offender's medication.

- A. All medications are inventoried and audited.
- B. Some medications will be retained for scheduled pill lines. Some over-the-counter medications may be retained in the room by the offender.
- C. The CCC should try to conduct a pill line behind a barrier so offenders do not have direct access to the medication in the room or on the medication cart.

X-06 AMERICANS WITH DISABILITIES ACT (ADA)

The CCC shall have a policy requiring compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, including the Code of Federal Regulations (CFR) at 28 CFR part 35 (Title II). The policy will provide for the implementation of reasonable physical

modifications to ensure each resident with a disability is housed in a room with necessary accessible elements, affording a safe and appropriate housing environment.

Any existing architectural barriers or inaccessible design features should comply with ADA design guidelines for detention and CCC's as soon as practicable. The policy should also provide that no otherwise eligible offender shall be unlawfully denied participation in available education, programming, or work opportunities on the basis of disability. Reasonable modifications and/or auxiliary aids shall be provided to allow the participation of eligible offenders with disabilities.

Upon entry to the CCC, offenders should be asked if any ADA accommodations are needed.

- A. Have they had any prior ADA accommodations, and do they have the necessary paperwork for such accommodations?

All Offenders with disabilities shall have the right to:

- B. Be housed in the most integrated setting that is appropriate to meet their needs.
- C. Offenders with disabilities shall not be housed in a manner that isolates them from people without disabilities; housing units cannot be designated by a disability (ex., "ADA unit," "Mental Health Unit"); appropriate medical, nutrition, clothing, equipment, and services commensurate with the established disability, and respond to an offender with a disability on a case-by-case basis.

Offenders with a disability should be housed in a room with the necessary accessible elements, affording a safe and appropriate housing environment. The CCC will also provide the necessary accommodations for offender programming and work opportunities.

Documentation of ADA requests shall be kept for verifications of aids, i.e., Shower chairs, Grab rails, wheelchairs, etc.

TRANSGENDER OFFENDERS

Y-01 TRANSGENDER OFFENDERS

The CCC shall have a written policy addressing transgender offenders and what responsibilities the CCC has for their care (the same as any other offender) while incarcerated.

HB252 requires offenders to be assigned housing based on their biological sex, which may not match what they identify as.

HB252 denies offenders the ability to initiate transitioning procedures, whether it be cross-sex hormone treatment, sex characteristic surgeries or puberty blockers, while under state supervision.

HB252 directs DHHS (Department of Health and Human Services) county sheriffs and state corrections to provide offenders with gender dysphoria and any co-occurring mental health disorders with access to psychotherapy, mental health care, and other necessary and appropriate treatments.”

SEXUAL ASSAULT / ABUSE

Z-01 SEXUAL ASSAULT AND ABUSE

The facility shall adopt and implement written policies and procedures to report sexual assault and or abuse.