Department of Corrections

Utah Correctional Standards

Secure Facilities

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

INSPECTION PROCESS

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

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

The facility housing offenders may be required to provide the Utah Correctional Standards inspector documentation to show compliance with the individual Utah Correctional Standards. Open records requests received by UDC for records uploaded in the Utah Correctional Standards monitoring software/system will be denied according to the Utah Government Records Access and Management Act, 63 G-2-101, et seq. (GRAMA), and the requester will be informed that the records need to be requested from the respective facility.

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

Following each inspection, the inspector shall brief the facility 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 facility and the Utah Department of Corrections for remediation actions to be taken, and a timeline set forth for corrective actions to be completed. The facility inspector shall submit a final list of facility ratings, allowing a final report of compliance for each facility by July 1 each year.

The following will be the methodology used for determining whether or not a facility is in compliance with the standard.

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 comply 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 inmate(s).**

FY-2027 PERFORMANCE STANDARDS & PRACTICES
SECURE CORRECTIONAL FACILITIES

ORGANIZATION

A-01 FACILITY STRUCTURE

The facility shall have a policy defining its organizational structure (Chain of Command), to include: A Personnel Policy Manual, which addresses, which minimally addresses:

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

A-02 AGENCY POLICIES

The facility 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-03 MISSION STATEMENT

The facility shall have a policy outlining its mission statement.

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

B-01 CODE OF CONDUCT

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

The facility 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 inmate 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. 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 facility shall have a policy requiring the 24-hour supervision of inmates by certified staff to include, cross gender supervision.

The facility shall have adequate staff (with Peace Officer Standards and Training Certification (POST)) and shall provide supervision of state inmates at any given time to maintain a safe and secure facility and provide inmates access to staff, programs, services, and emergent mental health and health care. The facility shall be staffed with 24-hour coverage at any time the facility is occupied by at least one inmate.

B-03 CROSS GENDER STAFFING

Cross-Gender Supervision may occur as long as facility policy is adhered to. Cross gender pat searches may be performed when completed with-in the bounds of how the officer was trained and with-in 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 facility shall have a policy regarding the process for hiring new employees, requiring a BCI/Criminal History Report and interview.

The facility shall establish written policies and procedures that require criminal records check on all staff members prior to hiring. The records check shall include, but not be limited to, the following:

A. Criminal Background Check
B. Warrants Check
C. The facility shall have written policies and procedures to ensure compliance with all federal/state/county/municipal employment practices.
D. All staff shall go through the normal hiring process as outlined in policy.

B-05 EMPLOYEE ORIENTATION

The facility shall have a policy regarding the orientation for all new certified staff. New employee orientation/training should occur prior to them having interaction with inmates.

A. The facility shall have a process for assigning the new employee a mentor/trainer during the orientation period.

B. The facility will have a written training, staff development, and evaluation plan.
C. The training program is coordinated by a designated qualified employee.
D. Training is based on, and consistent with, the facility's written policies and Procedures.
E. Prior to assuming duties, all employees shall receive training in the facility under the supervision of a qualified officer. Training may include the following:

1. Facility policies and procedures
2. Suicide prevention
3. Use of force
4. Report writing
5. Inmate rules and regulations
6. Control room operations
7. Key control
8. Emergency plans and procedures
9. Cultural diversity
10. Communication drills
11. CPR/First Aid
12. Sexual misconduct
13. Working conditions
14. Code of ethics
15. Personnel policy manual
16. Employees' rights and responsibilities
17. Overview of criminal justice
18. Tour of the facility
19. Facility goals and objectives
20. Facility organization
21. Staff rules and regulations
22. Program overview

B-06 VOLUNTEERS

The facility shall have a policy regarding the orientation and training for Volunteers.

Volunteer Policies:

The facility shall have a policy regarding volunteers in the facility. The policy shall outline how volunteers are screened and approved. Volunteers shall receive appropriate training before interacting with inmates. Training may include the following:

A. Policies outlining volunteers purpose
B. Games inmates play
C. Sexual Misconduct
D. Cultural Diversity
E. Communication with inmates
F. Emergency plans
G. Facility Organization
H. Overview of the Criminal System
I. Inmate rules and regulations

B-07 TRAINING & CERTIFICATION FOR CERTIFIED STAFF

The facility 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. Custody staff shall be certified by the State of Utah. The facility should provide proof of training and 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

D. Suicide Prevention and Intervention/Mental Health
E. De-Escalation/Crisis Intervention
F. Use of Force
G. Firearms/Less-Lethal training if applicable
H. The liability of taking shortcuts and or not following policy and procedure i.e., law suites, loss of employment etc.

The facility shall provide annual training records to show that all staff have completed their annual hours of ongoing training to maintain their certification and job expectations.
All training shall be documented.

B-08 NON-CERTIFIED STAFF TRAINING & ORIENTATION

The facility shall have a policy regarding the orientation for all Non-Certified employees. New non-certified employee orientation/training should occur prior to them having interaction with inmates.

Non-certified staff shall receive initial training prior to working around incarcerated persons.

CPOs shall receive specific job related training. This training is to be different from the professional staff training. Documentation should show this training is completed on an annual basis with a minimum of 16 hours training annually.

Staff who are hired and work in the facility (Control Point Operator/Control Room) (CPO) prior to being certified should have limited interactions with inmates until they are certified.

Full-time CPO’s shall have limited face-to-face interaction with incarcerated persons. CPO’s should mostly interact with incarcerated persons through control barriers i.e., plexiglass, speakers, etc.

FIRE SAFETY AND EMERGENCY PROCEDURES / HAZMAT

C-01 FIRE INSPECTION, CODE, & EQUIPMENT

The facility 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 facility shall have a process for resolving any corrective actions or noted violations encountered within the facility.

The facility's fire prevention regulation and practices ensure the safety of staff, inmates, 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 facility.
C. Monthly inspection of fire and safety equipment.
D. Certification of fixed fire suppression systems, Fire sprinklers/tags, Kitchen hood inspection.
E. There is an annual inspection by local or state fire officials or other qualified persons.
F. Facility furnishings for inmates, meet fire safety performance requirements.
G. Flammable, toxic, and caustic materials are controlled and used safely.
H. Smoking/vaping is not allowed in the facility.

C-02 HAZARDOUS MATERIALS

The facility 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. .
B. An inventory is maintained of all hazardous materials in the facility. Inventories are maintained at the point of storage.

C. Hazardous materials are drawn and issued only by trained and authorized personnel.
D. Inmates are issued chemical agents and caustics in the quantity required to accomplish an immediate task..
E. Use of all hazardous materials is consistent with the provisions and precautions listed in the Safety Data Sheet.
F. Safety Data Sheets are maintained and available for each hazardous substance wherever hazardous substances are stored/used. A hard copy or online is sufficient.
G. 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.
H. Disposal of hazardous chemicals is performed in a manner consistent with occupational health and safety codes. Inmate involvement is not permitted in this activity or, alternatively, is allowed only under continuous direct staff supervision.

C-03 FIRE DRILLS

The facility shall have a policy requiring quarterly fire drills to be conducted and documented by each shift. The facility shall have emergency exit routes posted in non-detention areas. (NFPA 101 Life Safety Code, IFC 405.2)

The facility shall have written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff.

The facility shall have a written fire evacuation plan for use in the event of fire or major emergency. The plan shall include routes of evacuation and provisions for housing of inmates after evacuation.

The facility administrator shall involve the local fire department in fire emergency planning and training, and drills, as appropriate.

C-04 EMERGENCY RESPONSE PLAN: COOP/EOP

The facility 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 facility 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 city/county Department of Emergency Management plans.
B. Man-made situations, including fires, inmate disturbances, hostage situations, escapes, 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 facility provides 24-hour communications between the facility and local emergency services.
D. The facility has a policy for requesting and responding to requests for mutual aid.
E. The facility has a policy authorizing the use of firearms and other emergency response weapons. The facility policy outlines steps to control access in/out of the facility during and following an emergency.
F. The facility has a policy for when to facilitate the immediate release of inmates from locked areas in case of an emergency.

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

G. The facility provides a “safe haven” for staff.
H. Written agreements are in place with emergency response with the local fire department, hospital, and ambulance services.
I. There is a predesignated command center.
J. There is a reliable method of positively accounting for the absence or presence of all staff and incarcerated people.
K. 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.

L. Emergency plans are securely stored and have restricted access.

M. During an emergency, the facility can control external communications (inmate phones) from a secure location.

FACILITY ACCESS

D-01 FACILITY ACCESS

The facility shall have a policy for challenging the identification of individuals prior to them entering the restricted areas of the facility. The secure perimeter shall ensure that access by the general public without proper authorization/identification is denied.

Listed in Policy but not limited to:

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

D-02 FACILITY DELIVERIES

The facility shall have a process for searching all delivered products prior to them entering the restricted areas of the facility:

A. Check the I.D. of the driver/passenger of the delivery truck.
B. Before unloading products, all deliveries should be confirmed.
C. No inmates shall have access to a product that has been delivered prior to staff searching and giving permission.
D. A thorough search of the vehicle is conducted prior to leaving property if inmates could have had any access to it.

FACILITY / PHYSICAL PLANT

E-01 FACILITY GENERATOR

The facility 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 (recommendation is 72 hours) in case of an emergency. The facility's generator(s) shall provide 100% power backup to critical security systems, such as:

A. Emergency lighting
B. Security access doors
C. Computers which operate as control panels.
D. Secure perimeter fencing alarms

E-02 FACILITY PERIMETER & LIGHTING

The facility shall have a policy requiring a perimeter check to be conducted and logged, a minimum of once per shift (Day & Night).

The facility shall have exterior lighting that provides a continuous light illuminating the entire exterior components of the building and enclosed yards. No shadow or obstructed lighting area within the perimeter lighting zone.

The facility shall have a policy requiring a perimeter check be conducted and logged, a minimum of once every 12-hours. The facility will provide sufficient lighting to maintain a safe and secure environment; within living/working areas, exterior recreation yards, and perimeter fencing.

Light poles and fixtures should be checked periodically for rust and other wear and tear of which may need to be fixed or replaced.

Perimeter fencing check 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 securely attached.
D. No rusted out or broken areas on the fencing.
E. Razor wire on fencing/buildings is attached, appropriately applied and installed. Inspections of the razor wire should be completed periodically to ensure the razor 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 FACILITY INSPECTIONS & MAINTENANCE

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

A. Facility cleanliness: facilities shall be clean and in good repair. Floors throughout the facility shall be kept clean, dry, and free of any hazardous materials or substance.
B. Pest/Vermin control: facility shall remove inmates from areas if there is a risk of illness.
C. Structural Integrity (both interior and exterior).
D. Interior/Exterior lighting: Inspect lighting periodically for burnt out lights.
E. Security doors & locks
F. Inmate sleeping areas
G. Dayrooms
H. Toilets
I. Washbasins
J. Showers
K. Staff Areas

TOOLS

F-01 TOOLS, EQUIPMENT AND SHARPS

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

Tool, equipment, and sharps accountability at all times. When inmates are in control of class A tools, i.e., files, knives, sawblades, ladders, ropes, extension cords, lift devices, grinders, meathooks, and other tools that present inherent safety or security risks, they shall be supervised by staff.

Process for documentation of lost, broken, damaged, and/or replaced tools, equipment, and sharps is in place and implemented.

Training documentation on the use of tools, equipment, and sharps (prior to their use)

Check in/Check out Log of tools and equipment: inmates do not work in tool cribs to check out tools to other inmates. Tool control officers check out the tools to the inmates. A checkout log is maintained for all tools issued out to the inmate as well as staff.

F-02 SECURING & STORING

A. A Master perpetual inventory of all tools is maintained, and subinventories are maintained in shop areas where there are numerous tools.
B. All tools, equipment, and sharps should be accounted for each day.
C. In the areas where tools are used on a consistent basis, a regular and thorough search should occur.
D. Reports should be generated when tools are missing or have been disposed of due to no longer being used or even no longer in possession of.
E. Shadow boards shall be kept up to date for tools (and how many) which are assigned to be on the board.

FOOD SERVICE / INSPECTIONS

G-01 FOOD SERVICES

The facility shall have a policy requiring nutritionally adequate meals to be provided to all inmates, 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 and when a kitchen area is found to be in non-compliance/violation of Utah State or County health standards/code, the area(s) will be addressed immediately to bring the area back into compliance. 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 facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure 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.

G-02 SPECIAL DIETS

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

The facility shall have a written policy and procedure that includes:

A. Special diets approved by the appropriate medical or dental personnel;
B. Special diets for inmates whose religious beliefs require adherence to religious dietary laws; and food-allergy, vegetarian or vegan, and pregnancy/postpartum.

All orders for special diets shall be furnished to food service staff in writing. The list of inmates requiring special diets shall be regularly reviewed for updates and cancellations. The facility maintains a record of all meals served to inmates and the time and date served are recorded.

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

The facility shall provide inmates at least three meals, of which at least two must be hot meals, at regular meal times during each twenty-four-hour period, with no more than fourteen hours between the evening meal and breakfast

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

G-03 ALTERNATE FOOD SERVICE “Nutri-Loaf”

The facility shall have written policies and procedures that an alternate food service may be provided to an inmate who uses food or food service equipment in a manner that is hazardous to the inmate or other persons. Alternative food service must be on an individual basis, based on health or safety considerations, meet basic nutritional requirements, and have documented approval by the correctional facility administrator and responsible Health Authority/Medical Director or Health Care Administrator. If the alternate food service extends for longer than seven days, the correctional facility administrator or designee and responsible Health Authority/Medical Director or Health Care Administrator shall review and approve the alternate food service to be continued or discontinued. During the event of an inmate being on Nutri-Loaf, the process will be reviewed every seven days until the inmate(s) Nutri-Loaf is discontinued.

Documentation shall occur while the inmate(s) are being offered/fed Nutri-Loaf. Documentation should include but not be limited to:

A. Date and time the inmate(s) was served the Nutri-Loaf.
B. If the inmate(s) accepted or rejected the Nutri-Loaf.
C. What the inmate(s) did with the Nutri-Loaf once received i.e., consumed it, threw it in the garbage etc.

G-04 WEEKLY FOOD SERVICE INSPECTIONS

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

G-05 FOOD SERVICE HEALTH INSPECTION

Food service facilities and employees shall, and equipment must, comply with all applicable health, safety, and sanitation laws and regulations. All food must be prepared in a safe manner to include 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. The facility shall maintain records of all inspections and all actions taken as a result of these inspections. When an outside entity provides food, the facility shall collect written documentation from a health inspector having jurisdiction that the provider complies with applicable requirements.

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.

The temperature that effectively kills bacteria in food generally falls *around 165°F* (74°C). At this temperature, most harmful bacteria, including Salmonella and E. coli, are destroyed.

High-temperature *dishwashers* should operate at a minimum temperature of 150ºF to 165ºF (66ºC to 74ºC) during the wash cycle and at 165ºF to 180ºF (74ºC to 82ºC) during the rinse cycle. Dishwashers that rely on chemicals to sanitize should reach a minimum of 120ºF (49ºC).

COMMISSARY

H-01 COMMISSARY

The facility shall have a policy for managing inmate commissary, with a process covering commissary restrictions, how to order, ordering frequency, item pricing, and adding/removing items from the commissary list.

The facility should have a commissary price list so inmates are able to see the cost of items purchased from the commissary.

There shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.). An area shall be provided for the secure storage of the stock for such inmate canteen items.

Commissary options may vary due to housing units, facilities, inmate classification status etc.

LAUNDRY SERVICES

I-01 LAUNDRY SERVICES

The facility shall have a policy requiring laundry services to be provided to all inmates on a regular and routine basis.

A. Clothing shall be reasonably fitted, durable, easily laundered and repaired.
B. Special Clothing: Provision shall be made to issue suitable additional clothing, essential for inmates to perform such special work assignments as food service, sanitation, mechanical, and other specified work.
C. Clothing exchange/laundered: There shall be written policies and procedures developed by the facility for the scheduled exchange of clothing. Unless work, climatic conditions, illness, necessitates more frequent exchange, outer garments, except footwear, shall be exchanged/washed at least once each week. Staff shall ensure that this takes place and that all inmates have the proper amount of clothing issued to them.
D. Clothing Supply: There shall be a quantity of clothing, bedding, and linen available for replacement needs of the inmate population.
E. Written policy and procedures shall specify handling of laundry that is known or suspected to be contaminated with infectious material.
F. Control of Vermin in Inmates' personal clothing: There shall be written policies and procedures developed by the facility administrator to control the contamination and/or spread of vermin in all inmates' personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.
G. BEDDING AND LINEN:
   Standard bedding and linen issue: The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

   - One serviceable mattress

- Towels; and, sheet(s)
- One blanket or more depending upon climatic conditions.

A. Bedding and Linen Exchange.
B. There shall be written policies and procedures developed by the facility for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed. Bedding and linen should be laundered on a weekly basis.
C. Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk Beds.
D. The facility may remove inmate clothing or bedding from an inmate's cell when they determine it is necessary for safety, security, sanitation, or orderly operation of the facility
E. Inmates should be discouraged from laundering clothing in sinks, wash basins, or showers due to health considerations.

SECURITY AND CONTROL

J-01 GENERAL SECURITY

Policy addresses systematic inspection of all equipment and areas of the facility, and there are procedures to ensure compliance with policy and documentation of inspection activities. The facility ensures the integrity of buildings, perimeter enclosure, equipment, utilities, and grounds as related to institution security and safety,

A. Drainage pipes (more than 10 inches with steel grating) which extend outside the secure perimeter are inspected during the daily perimeter checks.
B. Control doors and windows are inspected daily to ensure security. Control room windows should be uncluttered to permit clear viewing to all areas.
C. Emergency exit doors and keys are checked weekly to ensure they are in operating order.
D. Maintenance tunnels are inspected at least once per week (if applicable).
E. Periodic checks of the visitor parking areas should be conducted before and after visitation has occurred.
F. Garbage dumpsters inside the secured perimeter are secured with a hasp and lock (except when putting garbage in and emptying) so inmates cannot conceal themselves with the garbage inside the dumpster. If inmates are allowed to take the garbage outside to the dumpster, they should be supervised.
G. Video surveillance should be used to enhance security measures in assisting staff in monitoring the offenders but does not replace physical checks

J-02 KEY & LOCK CONTROL

The facility shall have a comprehensive policy (listed as restrictive) covering key & lock control, prohibiting inmates from using/handling security keys. The facility shall have a process for;

A. Routine key/lock inspections

B. Lost, damaged, repaired, or replaced key/lock (documentation)
C. Key accountability
D. Emergency key access
E. Training (care, handling, and use of keys/locks)
F. Keys, pattern keys, blanks, and locks are securely stored and inventoried. The number of copies and blanks for any given key in the storage area agrees with the documentation.
G. Keys are on a secured ring.
H. All keys are returned to the issuing location at the end of the workday or when the staff member goes home.
I. All key sets have to have an identifier.
J. No keys are issued or maintained within the institution proper that will allow complete egress from the institution.
K. Emergency keyrings shall be held in a secure area.
L. Worn, broken, or discarded locks are routinely destroyed, and records are maintained of their destruction.

A comprehensive audit of the key control program is conducted annually. There is a comprehensive documentation of the facility locking system that is sufficient to reconstruct the entire locking system.

J-03 FAIR NOTICE OF SEARCH & PROHIBITED ITEMS

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

A. Both the inmates and visitors are aware of the rules and regulations governing the visit.
B. Visitors submit an application visitation form, which states they have read, understand and shall comply with the existing rules and regulations.
C. Visitors shall not be permitted to bring electronic devices into the facility (e.g. cell phones, multipurpose watches, tablets etc.)
D. No alcoholic beverages or illegal substances may be brought onto facility property.

E. No tobacco products, matches, lighters are allowed in the facility.
F. All food items (gum, candy etc.) from outside the facility shall not be allowed.
G. If the rule violation is serious enough a search of property and person may be initiated due to the safety and security of the facility.
H. 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 facility administration.
I. Visitors may be subject to a search (e.g. property and /or vehicle search) prior to entering the facility per se. Visitation shall be denied for failure to submit to such a search request.
J. Visitors may refuse or stop a search at any time. If this occurs, the visitor shall be asked to immediately leave the facility property and shall not be allowed entrance.
K. If illegal items are found during a search, the visitor shall be referred for investigation.
L. Strip searches shall only be conducted in strict compliance with policy.
M. Visiting is a privilege and may be suspended at any time when rules are broken.
N. Both visitors and inmates shall comply with all visiting rules, policies, and procedures.
O. Any violation of rules, policies, or procedures by inmates or visitors may result in a visit being immediately terminated and a suspension, termination, or revocation of visiting privileges for both the inmate and visitor. If the rule violation is serious enough a search of property and person may be initiated due to the safety and security of the facility.

J-04 INMATE SEARCHES

The facility shall have a process informing all inmates, their person, property, clothing, and cell/housing area are subject to search at any time. The search policy must require all staff to be trained in and understand the processes for conducting pat/frisk, strip, body cavity, and cross-gender searches.

A. Strip search policies and procedures shall be written in accordance with Utah law.
B. Staff may conduct a search of an inmate at any time. All searches shall be done with-in

the parameters of facility policy.

C. The facility shall not conduct cross-gender strip searches or cross-gender visual body cavity searches except in exigent circumstances or when performed by qualified medical practitioners. These instances shall be documented.
D. Security staff shall not perform searches or physical exams of transgender or intersex inmates for the sole purpose of determining the person's genital status.
E. The facility shall have a process informing all inmates, their person, property, clothing, and cell/housing area are subject to search at any time.
F. The facility shall provide training to facility staff in how to conduct cross-gender pat-down searches and searches of transgender and intersex persons in a professional, respectful manner, and in the least intrusive manner possible, consistent with security needs. Facility staff shall not be assigned to posts or assignments that will result in routine or close observation of inmates of the opposite gender while using the toilet, taking a shower, or otherwise undressed.

J-05 FIREARMS / WEAPONS CONTROL

The facility 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 facility. The policy shall define the process for storing all firearms/weapons before entering the secure facility.

A.
B. A. Staff who are authorized to use and carry a firearm and munitions shall be current on all training, and qualifications. Documentation shall be kept on all training and qualifications of firearms and weapon control of staff who have gone through said training.
C. Firearms training and maintenance performed on all weapons shall be documented and kept up to date.

J-06 RESTRAINTS

The facility shall have a policy regarding the types of restraints approved offenders to include the process for restraining female inmates who are pregnant. Restraint devices may not be applied as punishment. All decisions and actions on the use of restraints must be documented when used in ways other than during normal procedures of the facility.

J-07 CELL INTEGRITY STANDARD

Written policy establishes inmate cell standards for safety and security of the facility as well as sanitation concerns.

A. The exterior cell windows are checked weekly.
B. Cell windows are kept uncluttered so officers can view inside the cell at any time.
C. The presence of clotheslines in cells and housing areas should be discouraged for security reasons.
D. Personal pictures shall only be hung on the wall in the designated area in the cell.
E. Nothing should be covering the cell light.
F. Personal property and facility issued property and clothing shall be with-in the property matrix of the classification of the inmate(s). The facility also may adjust the property levels due to safety and security reasons at the facility.
G. The cell floor is to be free from clutter in case emergency access is needed. Cells shall be clean and well kept.

SPECIAL MANAGEMENT INMATES

K-01 SPECIAL MANAGEMENT / ADMINISTRATIVE SEGREGATION

The facility shall have a policy defining the process for housing an inmate in special management/administrative segregation areas, for security, classification, disciplinary, administrative, protective custody or medical/mental health-related issues. Policy should also address procedures for routine and special review of inmate programs, mental health, health, and housing needs; as inmates housed in the special management area should be progressing towards different types of housing if their classification permits.. The policy shall include a process for;

A. Supervisory Notification
B. Medical/Mental staff notification
C. Review, step down, and return to general housing
D. The Officer in charge should visit the Special Management Unit at least once per shift.
E. Staff observation checks should occur, per policy.
F. Medical personnel should visit the unit at least once per day.

INTAKE / ORIENTATION AND RELEASE

L-01 INTAKE / BOOKING

The facility shall have a policy governing the intake process for all new inmates entering the facility, to include:

A. Booking/Intake process
B. Verification of the inmate - The records division shall ensure they have the proper court documentation (Judgement and commitment orders) for an inmate to be accepted into the facility.)
C. Verification of the delivering agency/officer
D. Booking/Intake area security
E. Age
F. DOB
G. Gender/Gender Identity
H. Height
I. Weight
J. Date admitted
K. Offense, for which the inmate is being held/charged for.
L. Preferred Religion
M. Any ADA or disability issues
N. Current medical and or mental health needs - forwarded to appropriate medical/mental health provider, all inmates shall be seen by a medical professional(s) (medical and dental) upon entry into the facility, or a Medical screening and health appraisal form be completed.
O. Any prescribed medications
P. Safety concerns by the inmate
Q. Updated photos shall be taken of the inmate
R. New inmates (1st incarceration) shall be issued an identification number.
S. Level of education obtained i.e., GED, High School, College etc.
T. Inmate issued clothing and bedding

U. Accepting inmate funds and depositing them into the inmate's account.

L-02 INMATE ORIENTATION

The facility shall have a policy requiring an orientation process for all new inmates being housed in the facility. The policy shall include a process for assisting inmates who have difficulty reading or understanding the orientation information. The policy shall require all inmates to have access to the orientation manual/facility rules and regulations, whether in hard copy or electronic format. Upon admission or as soon as practical, staff shall provide inmates orientation information in a language the inmate understands, including relevant information about:

A. Accessing medical care
B. Accessing mental health care
C. Facility classification process
D. Access to communication devices (telephone, kiosk, mail)
E. Legal services
F. Visiting process
G. Grievance process
H. Information for reporting sexual abuse and/or assault.
I. Reporting safety, medical, or mental health concerns
J. Items provided to the inmate (clothing, bedding, toiletries, and hygiene)
K. Facility policy access
L. Code of conduct
M. Mail
N. Contraband
O. Inmate rights and responsibilities
P. Prohibited acts and penalties that may be imposed
Q. Inmate hygiene and cell sanitation responsibilities
R. Food Services
S. Employment
T. Telephone Usage
U. Proper usage of all technology devices

Staff shall document completion of the orientation If the inmate refuses or is unable to acknowledge the completion of orientation, facility staff shall document the inmate’s refusal or inability to acknowledge completion of orientation.

L-03 INMATE RELEASE & TRANSFERS

The facility shall have a policy defining the process for releasing or transferring an inmate in/out of the facility, to include:

- Verification of the inmate
- Verification of the receiving officer/person
- Verification of release paperwork

Prior to releasing an inmate:

A. The releasing officer positively identifies the inmate to be released,
B. Verifies the authority for the release,
C. Verifies that no detainers, holds, or warrants are pending which might prevent release
D. When the inmate is released to another authority, the identity of the receiving officer is also verified.
E. The releasing officer records the time, date, authority for release, and receiving authority, if any, on the facility’s release form. The releasing officer signs the completed form.
F. Upon release, any property not legally confiscated or retained is compared against the inventory of property taken and returned to the inmate. The inmate and the releasing officer signs a receipt for all property returned. The facility has a procedure for handling inmate complaints about property returned.
G. Victim Notification: Written policy, procedure, and practice addresses a system for providing notification to the registered victim(s) of a crime prior to any release from confinement of the convicted inmate.

INMATE LIVING CONDITIONS

M-01 INMATE LIVING CONDITIONS AND SANITATION

The facility shall have a policy requiring inmates 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 - Ventilation systems shall provide adequate circulation Temperatures in the housing units 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

LEGAL

N-01 LEGAL SERVICES

The facility 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 inmate. The facility shall have a process to train all staff when handling privileged legal mail or materials.

N-02 DOUBLE JEOPARDY

The facility shall have a policy defining the ability by which an inmate may be administratively (disciplinary action) and criminally charged/prosecuted, for the same incident or offense.

N-03 GRIEVANCES

The facility shall have a policy establishing a multi-level grievance system to provide an administrative means for inmates to bring forward and address in writing complaints and concerns, which includes an appeal process. The policy shall provide a process for an inmate to request assistance in bringing a grievance if the inmate is unable to utilize the system due to a language barrier, disability, and/or mental illness. The policy shall prohibit retaliation against an inmate who uses the grievance system by staff or other inmates. 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:

A. Board of Pardons and Parole
B. Inmate Classification
C. Inmate Disciplinary
D. GRAMA-GRAMA decisions should be referred to the GRAMA appeal process

Medical Grievances:

E. Medical grievances shall be investigated and responded to by medical personnel.
F. inmates cannot file a grievance on behalf of another inmate.
G. The facility should try and resolve the grievance with-in the time frame outlined in their policy. Filing an extension should be used as a last resort.
H. The facility should resolve the grievance at the lowest appropriate staff level.

N-04 EVIDENCE

The facility shall have a policy defining the process for collecting, storing, releasing, disposing of, and tracking all evidence.

All evidence shall be stored in a way that it is non assessable until it is picked up by the evidence technician to limit or due away with the ability to tamper with the evidence.

INMATE DISCIPLINARY

O-01 INMATE DISCIPLINE

The facility shall have a policy requiring the use of an inmate disciplinary system to enforce administrative rule violations. The policy shall define procedural safeguards to protect due-process rights, including notifying the inmate in writing of the disciplinary charge a minimum of 24 hours prior to the hearing, providing the inmate with an opportunity to respond to the charge(s), present documentary evidence, and call witnesses as appropriate. The policy shall provide a process for the inmate to request assistance from a staff member at the hearing if the inmate has difficulty understanding the process due to a language barrier, disability,or mental illness. The policy shall provide for the utilization and protection of confidential informants and investigative information and address under what circumstances cross-examination of witnesses may be permitted. The policy shall require the inmate be provided with a written copy of the hearing officer’s decision, including the findings supporting the decision and notice of any sanctions to be imposed. The policy will contain a list of disciplinary infractions.

O-02 DISCIPLINARY HEARINGS

The facility shall have a policy requiring staff assigned as Hearing Officers, and receive training prior to conducting hearings. The training is to include due-process rights, the standard of proof, cognitive capacity, reporting decisions, imposing sanctions, and dismissing without prejudice process. Hearing Officers are to be impartial and fair, having no personal connection to the events leading to the disciplinary hearing. The disciplinary policy shall include an appeal process afforded to the inmate and reporting officer.

Staff disciplinary reports prepared by staff members include, but are not limited to, the following information:

A. Specific rule(s) violated
B. A formal statement of the charge

C. Any unusual inmate behavior
D. Any staff witnesses
E. Any physical evidence and its disposition
F. Any immediate action taken
G. Reporting staff member's signature and date and time of report

Disciplinary Sanctions:

H. Disciplinary sanctions shall not impose cruel or unusual punishment. Disciplinary sanctions are limited as follows:
I. Disciplinary sanctions shall not limit access to food or water below the minimum nutrition and diet requirements.
J. The privilege of purchasing additional items through the commissary may be temporarily restricted as a sanction.
K. Disciplinary sanctions may not deny clothing, bedding, or hygiene products
L. Disciplinary sanctions may not restrict lighting or ventilation or temperature
M. The facility shall not make a person unsafe as a disciplinary sanction.
N. The facility shall not restrict access to medical or mental health care as a disciplinary sanction.
O. The facility may use disciplinary housing as sanction.
P. The facility shall not restrict correspondence as a sanction except for temporarily suspending correspondence in response to a violation of rules related to correspondence.
Q. The facility shall not restrict access to exercise below the minimum requirements
R. The facility shall not restrict the ability to file grievances as disciplinary sanction
S. In no case shall any inmate be delegated authority to punish any other inmate.
T. The findings of the hearing officer is not a grievable issue, but may be appealed through the disciplinary appeal process.
U. The reporting officer may also appeal the disciplinary sanction(s) decision.

COMMUNICATION, MAIL, AND VISITATION

P-01 INMATE COMMUNICATION & CORRESPONDENCE

The facility shall have a policy regarding authorized inmate communication. The policy shall inform inmates, staff, and civilians that all non-privileged communication can and may be monitored and recorded.The facility shall also have written policy and procedure, which provides for inmate access to telephone services. The policy shall define the process for;

A. Screening incoming/outgoing mail, email, text
B. Searching mail
C. Mail delivery
D. Monitoring communication

The facility shall have a written policy and procedure governing incoming and outgoing mail, including electronic mail, and legal or official mail. In each case, when it is necessary to reject or remove any item of incoming or outgoing mail is documented and a notice is provided to the sender and recipient.

P-02 INMATE VISITING

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

A. Dress code
B. Renewal process
C. Required identification
D. Visiting times/schedule
E. ADA accommodations
F. Visitors must be approved
G. Visits may be terminated at any time at the discretion of the facility staff.
H. Both visitors and inmates shall comply with all visiting rules, policies, and procedures.

Visitors shall read and acknowledge the visitor rules and regulations document.

I. Both the inmates and visitors are aware of rules and regulations governing the visit.
J. Visiting is a privilege and may be suspended at any time when rules are broken.
K. Any violation of rules, policies, or procedures by inmates or visitors may result in a visit being immediately terminated and a suspension, termination, or revocation of visiting privileges for both the inmate and visitor.
L. If the rule violation is serious enough a search of property and person may be initiated due to the safety and security of the facility.
M. The facility shall have a written policy and procedure for inmate visitation. The facility may deny visitation or place restrictions on visitors when the facility has justification to believe visitors present a threat to the facilities safety, security, order, or inmate rehabilitation. The facility shall document the justification for restricting or denying visitation.
N. The facility has an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting opportunities of all inmates in the facility except those restricted as a result of disciplinary action or those whose behavior makes visitation unsafe for inmates or staff.
O. Visitation times and notification: the facility shall establish reasonable times for visitation. The visiting schedule must be made available in a location accessible to all inmates.
P. Visitor and property searches: the facility shall have a policy, procedure, addressing visitation and property, including visitation rules and searches of visitors, contractors, volunteers, legal counsel, and clergy. The facility shall make their visitation rules available to inmates and post them in a public location.
Q. Special visitation (meaning outside of the date the inmate normally visits) may occur when the facility deems it appropriate to accommodate.

P-03 VIDEO, TABLETS, PHOTO, & AUDIO RECORDING DEVICES

The facility shall have a policy to define what acceptable use/practice for electronic devices is for the facility.

A. Only approved communication devices shall be used.

INMATE OBSERVATION, MOVEMENT & COUNT PROCESS

Q-01 INMATE OBSERVATION

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

Violent, suicidal, mentally ill, intoxicated, and for inmates with other special problems or needs (having a medical episode) shall be observed as often and deemed necessary by policy or medical discretion . The time of all such checks shall be logged, as well as the results.

Q-02 CONTROL ROOMS

The facility shall have a policy defining those authorized to access operational control rooms, prohibiting any inmate from accessing/entering any operational control room. The control room should be kept uncluttered with the windows being free from papers restricting the view of the control room. Some of the responsibilities of the control room staff include but not limited to:

A. Written policy specifically limits access to the control room to those persons with an official need to enter.
B. Extreme care is exercised to ensure accurate identification of staff or inmates before access or exit is permitted through controlled doorways and gates.
C. The control room staff maintains effective communication with the inmate living area, security posts and all areas of the facility.
D. Control staff are conversant with initial emergency response responsibilities and often serves as a relay for proper communication during said emergencies.
E. Facility logs are maintained in the control room.
F. Key control is often maintained in a control room.

Q-03 COUNT PROCESS

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

A. Minimum of five (5) counts in a 24-hour period
B. Minimum of one (1) *Positive ID count per shift (*verification of inmate, using picture ID).
C. One count conducted before coming off the morning lockdown.
D. One count conducted after evening lock-down/lights-out.
E. Counting officers/deputies must use a physical count sheet (electronic or hard copy)
F. The officer/deputy must enter the section/housing area when conducting the count.
G. Officers are required to count only living, breathing flesh, when not a positive ID count.
H. All staff conducting counts must be trained in count procedures.
I. Officers conducting the count do not allow distractions while in the count process nor do they routinely perform any other duties during this time.
J. The Officer in Charge approves the final count before a “Count Cleared indication is given.
K. Inspections of the count documentation and process should be completed quarterly.

Q-04 INMATE MOVEMENT

The facility shall have a policy defining the process for tracking inmate movement, housing assignment changes, and off-property inmate locations.

A. There are written policies and procedures that require control of inmate movement sufficient to ascertain quickly and accurately the location of all assigned inmates at any time.
B. There is an identification system in place for inmates assigned to work crews
C. Inmate movement after dusk due to limited visibility is controlled and inmates are accounted for during such conditions.

Q-05 INMATE TRANSPORTATION

The facility shall have a policy covering the transportation of inmates on or off facility property. The facility shall have a process for documenting vehicle pre and post trip inspections, which includes a pre/post-vehicle search for contraband. Policy should address the use of firearms for inmate transports and procedures to allow staff to carry a weapon while on off property transports.

Inmates will be strip-searched prior to being transported. Cross gender searches will occur only in very extringent circumstances and are well documented.

Transportation vehicles and communications devices (personal and vehicle radio's) shall be checked prior to transport to ensure they are in good working order.

Inmates are fully restrained (handcuffs, waist chains, and leg irons) during transportation. Medical exceptions are documented and approved. Pregnant and postpartum prisoner restraint restrictions apply to transportation.

Current weapons qualification and required motor vehicle licensure of a person authorized to transport and written policy and procedure addressing all elements:

A. Designation of circumstances which warrant the use of firearms, non-lethal devices, chemical agents, and restraining equipment;
B. Protection of inmates, staff, the public, and property; and,
C. Appropriate response in the event of an accident.
D. Records of security equipment qualifications and vehicle licensure;
E. Records of inmate and vehicle searches; vehicle safety/maintenance checks, etc., if any; and, accident reports, if any.
F. Only those security personnel trained, certified and qualified in the use of firearms, first aid and CPR, chemical agents and restraining equipment, and aware of the appropriate security precautions and vehicle safety regulations shall be assigned to transportation duties.
G. The circumstances, situations, and conditions under which firearms and security

equipment can be used during transportation must be specified and clear instructions made available to all appropriate personnel.

H. Particular attention is to be given to the potential of escape and possible physical harm to staff, inmates and the public as a result of the use of a motor vehicle.
I. All drivers must be appropriately licensed to operate the transportation vehicle. All motor transportation vehicles shall be properly maintained in safe operating condition. Regular safety inspections and routine maintenance records shall be maintained on file.
J. Approved fire extinguishers and first aid kits shall be available in the case of emergency.
K. Extreme care must be taken with regard to vehicle keys. When the vehicle is not in use, ignition keys are to be removed and secured. All doors and trunks are to remain locked at all times. Seat belts are to be used as required by applicable regulations. Instructions regarding actions to be taken in case of an accident (i.e., use of CPR/first aid, abandonment of vehicle, communications with base station, etc.) shall be made available to appropriate personnel.
L. Transportation staff shall have a current photo, inmate fact sheet, and a brief description of the inmate in his/her possession during the transport.
M. Policy prohibits notification of an inmate of the date, time, route and destination of any trip in advance of the trip and the release of this information to persons not having a specific need to know.

INMATE SERVICES AND PROGRAMS

R-1 INMATE PROGRAMMING

The facility shall have a policy regarding inmate programming, to include those programs, classes, or treatments available to the inmates. All UDC-approved programs, classes, and treatments shall require an approved curriculum, a certified instructor, and a means to track the inmate's progress and completion.

A. The facility shall provide sufficient space for programming that allows attendance for inmates.
B. Programming may be accomplished through the use of video conferencing or other electronic means.

R-02 INMATE RECREATION

The facility shall have a policy regarding inmate recreation/out-of-cell time, requiring all inmates to receive a minimum of 1 hour of daily recreation/out-of-cell time. The facility must have a process to document the approval of inmates receiving less than 1 hour of daily recreation/out-of-cell time.

A. Recreation is an important part of the inmates daily routine. Efforts should be made to allow inmates the opportunity to spend time recreating each day. This is done with-in the safety and security of the institution as well with-in the bounds of the inmate’s classification parameters.
B. The facility shall have a written schedule (records and logs) for documentation of recreational activity i.e., out of cell time, outdoors.
C. Out of cell time for those inmates on lockdown shall be documented. If out of cell time is missed or cut short from the allotted time, (for any reason), it shall be logged and documented.

R-03 INMATE EMPLOYMENT

The facility shall have a policy relating to inmate employment and compensation. The policy shall define the process for:

A. Hiring & Firing
B. Application
C. Pay structure
D. Off-property work requirements (Gate-Pass)
E. Training

Employment is not a right but an opportunity for inmates to learn a new skill as well as the opportunity to earn money while incarcerated. However, the hiring process of inmates should be fair and favoritism should not be included in the hiring process.

R-04 WORK CREWS

Inmates working outside the secure perimeter shall be observed at all times by a staff member. When working in the vicinity of civilians the same standard applies.,

Crew will meet the following:

A. Hourly checks to the facility
B. Basic first aid kits
C. Means of communication to facility and emergency assistance
D. Training on equipment being used
E. HIgh visibility/ markings to identify workers

R-05 RELIGIOUS ACCESS

The facility 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. The policy should include:

A. Approved religious materials

B. Access to clergy
C. A designated area of worship
D. At no time shall a religious entity congregate if the religious entity has not met the standard of being one.
E. At no time shall a religious congregation/entity meet without a religious volunteer or if the safety and security of the facility is at risk.

CLASSIFICATION

S-03 INMATE CLASSIFICATION

The facility shall have a classification policy designed to house inmates safely. The classification system shall provide periodic reviews and include a challenge or appeal process.

S-02 INMATE SAFETY CONCERNS / KEEP SEPARATE

The facility shall have a policy addressing inmate safety concerns, with a process for;

A. Reporting
B. Interviewing
C. Housing
D. Confidentiality
E. Documenting

Upon entry into the facility, inmates should be interviewed to inquire about their housing concerns (if any) in order for the inmates to be housed safely.

Once the facility knows of inmate safety concerns, they are responsible to house the inmate accordingly for the safety of all involved.

Inmates who are found to be not telling the truth about their safety concerns in order to manipulate their housing situation, shall be disciplined.

INMATE FISCAL MANAGEMENT

T-01 INMATE FINANCIAL ACCOUNTS

The facility shall have a policy requiring the use of a system to track, collecting, dispersing, and retaining all inmate funds

T-02 INDIGENT INMATES

The facility shall have a policy addressing inmates who are indigent or on indigent status (how an inmate gets placed on indigent status and requirements to stay on indigent status), providing them with:

A. Basic hygiene items soap (suitable for the entire body and hair); toothbrush, toothpaste, soap, disposable razor, appropriate menstrual hygiene products; and inclusive items related to hair care, i.e. combs.
B. Indigent inmates receive a specified postage allowance (as per policy) to maintain community ties, and necessary postage for privileged correspondence.

INMATE PROPERTY

U-1 INMATE PROPERTY

The facility shall have a policy regarding inmate property (what they can retain in their possession), containing a process to identify items approved as personal property, based on the inmate's classification or status. The facilities shall have a designated area for storing inmate property and disposition. Property storage shall be audited and documented.

Document all confiscated property and the reason the property was confiscated. Document all property which is confiscated and placed into evidence.

MEDICAL AND HEALTH SERVICES

V-01 LIFE-SAVING EQUIPMENT

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

V-02 SECURITY FOR HEALTHCARE PROFESSIONALS

When care is being rendered to an inmate by a medical professional, i.e., in clinic, dental, Mental Health Therapy, etc. security officer(s) shall be in close proximity to where the care is being given. The classification of the inmate will determine the number of security officers in the room or in the vicinity where care is being rendered to the inmate.

Security officers will work closely with the medical professionals to ensure the best and safest way for them to render care without being hurt in any way.

At no time shall an inmate clean a medical area without having a direct escort by a security officer. When the inmate has completed his/her job responsibilities in the medical area, he/she shall be thoroughly searched (preferably strip-searched) before being returned to the housing area.

V-03 EMERGENCY MEDICAL & MENTAL HEALTH

The facility 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

A healthcare professional shall be on call 24-hours a day to triage emergency situations.

V-04 ACCESS TO HEALTHCARE

The facility shall have a policy governing inmate access to medical/dental healthcare services. The policy shall define the process for inmates requesting medical and dental services.

A. A correctional staff member should not approve or disapprove an inmate request for health care services.
B. Inmates shall be advised of the medical co-payment plan.
C. Inmates who need health care beyond the resources available in the facility, as determined by the responsible healthcare provider, are transferred under appropriate security provisions to a correctional/healthcare facility where such care can be rendered.
D. Inmate requests for medical care shall be collected daily. Inmate requests for medical care shall be reviewed by medical staff or the designated medically trained employee to determine appropriate disposition and referred directly to health care services personnel.
E. Facilities shall conduct sick calls staffed by Medical staff at least once each week at which time inmates may report non-emergency (emergency if life threatening) injuries and illnesses, and may receive appropriate treatment or referral.

V-05 MENTAL HEALTH SERVICES

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

A. referral from intake screening;
B. referral by any staff member;
C. submission of a health care request form (HCR);
D. notifying a correctional officer;
E. by notifying the medical staff at the pill line.

V-06 MEDICATION DISTRIBUTION (PILL-LINE)

The facility shall have a policy governing the distribution of inmate medication. The policy shall require medication to be distributed by qualified/trained personnel.

A. Medications shall be administered in accordance with the individuals health care plan by
licensed medical personnel or by qualified and trained facility staff members.
B. Medications issued to inmates shall be strictly controlled and shall be kept in a secure place within the administrative or medical offices in the facility.
C. The facility should try and conduct a pill line behind a barrier so inmates do not have direct access to the medication on the medication cart.
D. Security Officer(s) shall be present during the pill line process to assist the medical staff in conducting a safe and efficient pill line. Security staff will assist the medical staff to ensure inmates are taking their prescribed medication when issued at the pill line. Medication that is issued to the inmate at the pill line but is to be consumed at a later time, will be in the correct container when the inmate leaves the pill line area.

V-07 PRISON MEDICAL RECORDS ACCESS

Facilities under contract with the Utah Department of Corrections, Inmate Placement Program to house inmates, shall be granted read-only access rights to UDC inmate medical records.

The facility shall maintain/have access to an accurate health/mental health record in writing or electronic format. There should be a process for retention and reactivation of the records if an inmate returns to the facility.

V-09 AMERICANS WITH DISABILITIES ACT (ADA)

The facility 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 inmate with a disability is housed in a cell with necessary accessible elements, affording a safe and appropriate housing environment.

Upon incarceration, inmates 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 accommodation.
B. Be housed in the most integrated setting that is appropriate to meet their needs.
C. Inmates 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 individual with a disability on a case-by-case basis.

Inmates with a disability should be housed in a cell with the accessible necessary elements, affording a safe and appropriate housing environment. The facility will also provide the necessary accommodations for inmate education, programming, and work opportunities.

The facility has a policy addressing implementing the requirements of the Americans with Disabilities Act (ADA) and for evaluating ADA claims, which requires legal counsel review.

Any existing architectural barriers or inaccessible design features should be brought into compliance with ADA design guidelines for the facility as soon as practicable. The policy should also provide that no otherwise eligible inmate shall be unlawfully denied participation in available education, programming, or work opportunities based on disability. Reasonable modifications and/or auxiliary aids shall be provided to allow the participation of eligible inmates with disabilities Documentation of ADA requests, shall be kept for verifications of aids i.e., Shower chairs, TTY machines, Grab rails, wheelchairs etc.

SEXUAL ASSAULT / ABUSE

W-01 SEXUAL ASSAULT AND ABUSE

the facility shall adopt and implement written policies and procedures to report sexual assault and or abuse The facility shall post UDC PREA information where it is readily accessible to state inmates. In the event of a sexual assault / Abuse incident involving a state inmate, the facility shall notify Control One at (801) 522-7863 and email the DPO Chief/ CR-IPP.gov group within one (1) hour of the facility becoming aware of the incident.

CERT AND USE OF FORCE

X-01 USE OF FORCE & USE OF FORCE REVIEW

The facility shall have a Use of Force policy, which defines the levels of force approved inmates being housed in the facility. The policy shall require each Use of Force incident to be reviewed by a facility 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 inmate/suspect offered medical assistance

Policy requires all staff involved in a use-of-force incident to submit reports and supporting documentation.

When possible, medical staff should be on site for the use of force incident.

TRANSGENDER INMATES

Y-01 TRANSGENDER INMATES

The facility shall have written policy addressing transgender inmates and what responsibilities the facility has for their care (the same as any other inmate) while incarcerated.