



HOUSING OPERATIONS

POLICY

Corrections staff will house pretrial and convicted inmates in housing that meets constitutional and legal requirements for clean, safe and secure inmate living conditions. Inmates will be informed of their rights, privileges, rules and discipline, daily routine, availability of medical care and other services provided. The Corrections Captain will have staff manage inmate housing units.

PURPOSE

This policy provides guidelines for the basic management of housing units and supervision of inmates. Staff will find specific procedures on such things as conducting rounds in housing units, head counts, meal service and laundry exchange in topic-specific policies.

OREGON JAIL STANDARDS

- C-111 Gender
- C-301 Inmate Rules
- C-302 Access to Rules
- C-304 Orientation
- C-305 Non-English Speaking Inmates
- C-306 Special-Needs Inmates
- E-201 Staffing
- E-202 Inmate Monitoring
- E-203 Cross-Gender Surveillance and Supervision
- E-204 Female Inmates
- E-205 Use of CCTV

REFERENCES:

- ORS 169.076 Standards for Local Correctional Facilities
- [Policy CD-4-1, Facility Sanitation](#)
- [Policy CD-5-1, Intake and Booking](#)
- [Policy CD-6-2, Inmate Rights and Privileges](#)
- [Policy CD-6-4, Inmate Classification](#)
- [Policy CD-6-5, Supervision Levels](#)
- [Policy CD-6-6, Segregation Housing](#)
- [Policy CD-8-6, Security Checks and Rounds](#)

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DEFINITIONS.

Inmate Manual. A written handbook that includes the conduct and actions required of inmates as well as prohibited conduct and the range of sanctions which may be taken for various rule violations. In addition, the Inmate Manual will contain the inmates' rights and privileges, jail operation schedule and other information concerning the inmate's incarceration.

Supervision Level: The manner in which an inmate is supervised based on the inmate's behavior while in custody by the level of confinement, inmate association and privileges allowed.

SECTION A: GENERAL GUIDELINES

- A-1. Conditions of Living Areas.** Corrections staff should not house inmates in any area that may pose a threat to the health, safety and security of any person because of the physical condition of the area.
- A-2. Housing Inmates According to Classification and Supervision Level.** Corrections staff will house inmates in areas according to their custody classification level, as outlined in the DCAJ [Policy CD-6-4, *Inmate Classification*](#), and supervision level and special needs, as outlined in DCAJ Policies [CD-6-5, *Supervision Levels*](#), and [CD-6-6, *Segregation Housing*](#).
- A-3. Separating Male and Female Inmates.** Corrections staff will house male and female inmates in a manner that best provides sight barriers to living areas of inmates of the opposite sex. Housing design, housing operations and permitting inmate workers to come into a housing unit must be done in a manner that limits the opportunities for routine conversations between inmates of the opposite sex.
- A-4. Housekeeping and Sanitation.** Shift supervisors will develop tailored housekeeping and sanitation rules and schedules for deputies and inmates to follow to keep all areas of housing units clean and neat according to DCAJ Policy [CD-4-1, *Facility Sanitation*](#), which details specific requirements and procedures. Inmate living areas must pass a sanitation inspection before inmates are allowed access to privileges, such as television and telephones, according to DCAJ Policy [CD-6-2, *Inmate Rights and Privileges*](#). Inmates leaving their cells or bunk areas must leave their personal areas clean, orderly and ready for inspection.
- A-5. Lights On and Off.** Control Center deputies or corrections technicians will turn on area lights at 5:00 a.m. each morning. Lights off will be at 11:00 p.m.
- A-6. Beds Made.** Inmates must have their beds made by 9:00 a.m. each day. Beds must remain made throughout the day until 11:00 p.m. Inmates may lie on their "made" beds with their second blanket over them. Deputies will not allow inmates to take their

bedding out of their cell area nor may they place it on the floor or use it for any purpose other than for sleeping.

- A-7. Bed Moves.** Deputies may move inmates from one housing unit to another using procedures set forth in DCAJ Policies [CD-6-4, *Inmate Classification*](#), [CD-6-5, *Supervision Levels*](#), and [CD-6-6, *Segregation Housing*](#).

SECTION B: HOUSING UNIT AND INMATE MANAGEMENT

- B-1. Shift Supervisor Responsibilities.** The shift supervisor will assign floor deputies to manage all housing units within the jail. The shift supervisor will make sure the overall operation, custody management of inmates, sanitation and maintenance of the jail is maintained. The shift supervisor will ensure inmate rules, privileges and schedules for the specific operation of each housing unit is followed, based on the types of inmates it houses, their special needs, applicable policies and procedures and the design of the facility.
- B-2. Deputy Responsibilities.** Deputies are the first line supervisors of the inmate population. They will make the decisions that relate to all day-to-day activities and problems of inmates. Deputies are responsible for the cleanliness, safety and security and good order of the housing units. They must be active in patrolling the housing units, interacting with inmates, and be alert to unusual incidents, changes in types of inmate interaction, or other signs of unusual activity in the housing units.
- B-3. Special Management Orders.** Corrections supervisors may issue a management order for staff to follow in supervising and controlling a specific inmate or group of inmates and their living conditions.
- B-4. Inmate Management Notes.** Staff will use inmate management notes to record information on an inmate's behavior or other issues that aid staff in making decisions for managing the inmate while in custody. They will use the Jail Management System (JMS) to log such information. Staff will word the notes professionally and be consistent with all formal documentation procedures.

SECTION C: INMATE SUPERVISION

- C-1. Staffing for Supervision.** Corrections staff must provide supervision and surveillance for inmates in housing units and holding areas on a 24-hour basis. This allows staff to respond to:
- a. Safety and security of the facility.
 - b. Medical emergencies.
 - c. Injuries (resulting from fights, falls, and other accidents).
 - d. Assaults/escapes.
 - e. Suicide attempts.

- f. Fires.
 - g. Risk management issues.
 - h. Other exigencies.
- C-2. Minimum Staffing.** Minimum staffing is required 24 hours per day in order to properly respond to the safety and security needs of the jail. The Corrections Captain or designee will establish minimum staffing requirements for the number of certified deputies or corrections technicians working each shift. At a minimum, this will include no fewer than two certified deputies per post, including booking, floor, Work Center and court security. The minimum staffing in North Control will consist of either two corrections technicians or certified deputies, or a combination of the two. South Control will be staffed at the discretion of the shift supervisor. The Medical Unit will be staffed by one certified deputy when any inmate is lodged in the unit.
- C-3. Inmate Monitoring and Use of CCTV.** Floor and booking deputies will observe each inmate individually by frequent and irregular rounds, but in no case less than the Oregon statutory minimum of once each hour. Deputies will also document each round, per DCAJ policy [CD-8-6, Security Checks and Rounds](#). Deputies or corrections technicians assigned to the Control Center may provide surveillance in housing units through visual observation, intercoms and use of closed-circuit television (CCTV). However, CCTV will only supplement, not replace, personal surveillance of inmates. CCTV will be used as a means of monitoring and controlling doors, hallways, points of ingress and egress from one security zone to another, and restricted access areas.
- C-4. Supervision of Opposite-Sex Inmates.** A deputy may be assigned to a post that calls for the supervision of inmates who are of the opposite sex, provided the supervision does not result in routine, close observation of the opposite-sex inmates while undressing, showering, using the toilet or sexually private activity. Deputies may supervise inmates of the opposite sex if the view of the unclothed inmates is inadvertent, infrequent, or at a distance, and reasonable accommodation is made to reduce the scope of the intrusion. An example of reasonable accommodation is announcing a deputy from the opposite sex is entering the housing unit. Additionally:
- a. Deputies should exercise caution to make sure that any sexual privacy accommodations do not compromise vital safety or security interests, such as response to emergencies or preventing the destruction of evidence of a crime.
 - b. Supervisors and deputies will make reasonable and diligent efforts to protect female inmates from unnecessary sexual privacy intrusions. Supervisors must also balance the equal employment opportunities of female deputies with the need for the sexual privacy of male inmates.

SECTION D: INMATE ORIENTATION

- D-1. Orientation Housing Units.** For inmate orientation purposes, housing units 900 and 1100 house male inmates and housing unit 1600 female inmates. However, on rare occasions, a special need for segregation or other safety and security reason may call for housing in a different housing unit.

- D-2. Lieutenant Responsibilities for Orientation.** The shift lieutenant will make sure a standard inmate orientation program is implemented and followed. The program will explain jail operations, applicable jail-wide policies and procedures and rules for use in all housing units.
- D-3. Shift Sergeant Responsibilities for Orientation.** The shift sergeant will make sure the developed orientation program is provided to all newly lodged inmates.
- D-4. Initial Inmate Orientation.** Upon lodging of an inmate, the booking deputy will explain procedures for requesting urgent and emergency medical care and what to do if the inmate is thinking of or hears someone talking about suicide as a part of the initial cell or bunk area assignment or when placing the inmate in the cell (whichever is first). Additionally, information on sexual misconduct, sexual harassment, suicidal thoughts or feelings, inmate grievances and the disciplinary process will be provided. Documenting this briefing on an Orientation Sign-Off Sheet Form No. 435 will be part of the orientation process. The booking deputy will complete Orientation with the inmate and place a signed copy in the inmate jail file.
- D-5. Inmate Orientation.** Daily, the Classification Specialist, Corrections Technicians or deputies will conduct an inmate orientation of all newly assigned inmates in housing units 1600, 900 and 1100. Other staff may brief specific topics as needed. Corrections staff may use an orientation video to supplement, but not replace, the standard orientation.
- D-6. Court-Appointed Attorney Forms.** Deputies will have inmates fill out court-appointed attorney forms.
- D-7. Access to Rules.** The Inmate Manual includes rules, disciplinary process, sanctions, grievance information and other information for the inmates that is included in the inmate video orientation. Corrections staff will publish the Inmate Manual in English and Spanish and a large-print edition. Inmates must have access to the Inmate Manual. The Inmate Manual will be reviewed and updated every two years. Additionally:
- a. For inmates who speak a language other than English or Spanish, the Administrative Lieutenant will arrange for an interpreter to read at least the parts of the Inmate Manual that deal with prohibited conduct, disciplinary procedures and inmate grievances.
 - b. Shift supervisors will personally or arrange to have another staff member explain rules to inmates who are illiterate or lack the intellectual capacity to understand the rules on their own.
- D-8. Special Needs Inmates.** Rules will be explained to inmates who are illiterate or who lack the intellectual capacity to understand the rules without explanation.

SECTION E: JAIL AND PERSONAL PROPERTY

- E-1. Roll-Up Cell and Property Inspection.** When moving an inmate from his assigned cell, the deputy will inspect the inmate's cell or bunk area and jail-issued property before the inmate "rolls up" and leaves the housing unit for another housing unit or release. The deputy will act to correct any damage to the cell. This may range from having the inmate clean off graffiti to charging the inmate criminally. If the inmate is being released from jail and reimbursement for damage is being sought, staff will follow established procedures.
- E-2. Cleaning Cells and Bunk Areas at Roll-Up.** Prior to releasing or moving an inmate, the deputy will have the inmate clean his cell or bunk area whenever possible. If the inmate refuses, a shift supervisor may delay the inmate's release or move, unless it adversely affects the inmate legal release or disrupts a scheduled transport. In this situation, the deputy will have an inmate worker clean the cell or bunk area if the inmate does not do it for any reason.
- E-3. Jail Property on Housing Unit Moves.** Normally, inmates will take their jail-issued sheets, blankets, and towel with them when moved to another housing unit.
- E-4. Limits on Personal Property in Housing Units.** The Corrections Captain may place standard limits on how much personal property any inmate may keep. Such limits will be for safety, sanitation, security and space reasons. Specific limits are found in the rule on nuisance contraband in DCAJ Policy CD-6-3, *Rules and Discipline*.
- E-5. Access to Property.** Deputies and shift supervisors may temporarily limit access to jail-issued or personal property for safety and security reasons. Corrections staff may require an inmate to throw items away for sanitation reasons. Inmates may transfer authorized items to storage in the property room.

SECTION F: OUT-OF-CELL TIME AND LOCKDOWN

- F-1. Out-of-Cell Time.** Deputies will allow inmates the maximum time out of their cells in a housing unit dependent upon the inmates' good behavior, compliance to rules, and staff orders, based on the guidelines of the supervision levels grid, classification and staff workload and levels. Inmates in a two-person housing unit must close their cell doors when leaving their cells, or as ordered by staff to secure and close door. If the inmate wants back into their cell, they may call control on the intercom requesting access into their cell. The inmate must close their cell door behind them as they enter their cell. If the inmate still has out time and wants back out of their cell, they must request it as the floor deputy conducts their rounds.

- F-2. Cell-In Command.** Upon the command of “cell in” (or “step in”), inmates must immediately return to their cells and secure their cell doors or sit on their bed if in a dorm.
- F-3. Lockdowns.** Housing deputies may order inmates to cell-in for lock down in their cells or bunk areas during the following situations:
- a. Inmate counts.
 - b. Lights out.
 - c. Medication pass.
 - d. Facility emergencies.
 - e. Legitimate denial to privileges.
 - f. Need for safety, security, and discipline.
 - g. Meals.
 - h. Supply pass.
 - i. Clothing exchange.
 - j. Maintenance issues.
- F-4. Communication with Locked-Down Inmates.** Staff must maintain voice, intercom, or other communication with inmates in lockdown at all times.

FORMS USED:

- [Orientation Sign-Off Sheet Form No. 435](#)
- Supervision Level Grid Form No. 415
- Inmate Manual