



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

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## Memorandum

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July 19, 2022

**TO:** Members of the Legislative Oversight Committee Concerning Colorado Jail Standards

**FROM:** Elizabeth Burger, Deputy Director, 303-866-6272  
Aaron Carpenter, Fiscal Analyst, 303-866-4918  
Samantha Falco, Research Analyst, 303-866-4794

**SUBJECT:** Jail Standards Commission Oversight Committee Memo

### Summary

This memorandum provides an overview of the 2022 membership of the Legislative Oversight Committee Concerning Colorado Jail Standards (committee), the origin and charge of the committee, bill request details, and information regarding committee staff and the committee website.

### Origin and Charge of the Committee

The Legislative Oversight Committee Concerning Colorado Jail Standards was created in [House Bill 22-1063](#). The committee is responsible for overseeing the 22-member Jail Standards Commission (commission), which must recommend standards for the operation of jails in the following areas:

- reception and release;
- classification of inmates;
- security;
- housing;
- sanitation and environmental conditions;
- communication;
- visitation;
- health care mental and behavioral health care, and dental care;
- restrictive housing;
- inmate grievances;
- jail staffing; and
- inmate prerogatives.

The membership of the commission can be found in Attachment A.

## **Committee Membership**

The committee is made up of six members, three Senators and three Representatives. The President of the Senate and the Speaker of the House each appoint two members, and the minority leaders of each house appoint one member. The legislators appointed to the committee are:

- Representative Judy Amabile, Chair
- Senator James Coleman, Vice-chair
- Representative Adrienne Benavidez
- Senator Rhonda Fields
- Representative Rod Pelton
- Senator Kevin Van Winkle

## **Meeting Dates**

The committee may meet up to four times each year. As of this writing, the meeting schedule is as follows:

- Tuesday, July 19, 9 a.m., Old State Library

Additional meetings of the committee will be scheduled at regular intervals to receive updates from the commission.

## **Commission Recommendations**

The Jail Standards Commission must meet once each month from July 2022 to November 2023 before reporting its recommendations and assessment of the feasibility of jails of various sizes to implement the recommendations to the committee by November 15, 2023. More information on the commission suggested operating procedures can be found in Attachment B.

## **Committee Recommendations for Legislation**

After the commission presents its recommendations to the committee in November 2023, the committee may recommend up to three bills for introduction during the 2024 legislative session.

Bills recommended by the committee are not subject to approval by the Legislative Council and do not count against a member's five-bill limit for the regular legislative session. The Committee chair and Vice-chair must jointly establish the last date for the meeting at which the committee may approve bill requests, the last date by which committee members must finalize bill drafts or by which bill drafts will be deemed finalized for fiscal note purposes, and the last date by which the committee will consider and take final action on bill drafts. These deadlines will be established in 2023.

## Committee Staff and Website

**Committee staff contacts.** Legislative Council Staff is charged with assisting the committee in its activities. If you have any questions or would like any additional information concerning the committee, please send an e-mail to [JailStandards.ga@state.co.us](mailto:JailStandards.ga@state.co.us) or contact:

- Elizabeth Burger, Deputy Director, [elizabeth.burger@state.co.us](mailto:elizabeth.burger@state.co.us), 303-866-6272
- Samantha Falco, Research Analyst, [samantha.falco@state.co.us](mailto:samantha.falco@state.co.us), 303-866-4794

**Fiscal notes staff.** Legislative Council Staff provides fiscal notes for committee legislation and other analyses requested by the committee. To discuss the fiscal impact of legislation or to request a fiscal analysis, please contact:

- Aaron Carpenter, Senior Fiscal Analyst, [aaron.carpenter@state.co.us](mailto:aaron.carpenter@state.co.us), 303-866-4918

**Legal Services staff contacts.** Additionally, attorneys at the Office of Legislative Legal Services provide legal and bill drafting assistance to the committee. For assistance in these areas, please contact:

- Michael Dohr, Managing Senior Attorney and Team Leader, 303-866-4347, [michael.dohr@state.co.us](mailto:michael.dohr@state.co.us)
- Shelby Ross, Staff Attorney, 303-866-4510, [shelby.ross@state.co.us](mailto:shelby.ross@state.co.us)

**Website.** Documents distributed during the meetings and meeting summaries may be found on the committee website at: <https://leg.colorado.gov/committees/legislative-oversight-committee-concerning-colorado-jail-standards/2022-regular-session>

## Jail Standards Commission Members

Position	Appointee(s) and Appointee Organization(s)	
Sheriff or Senior Jail Administrator (5)	Sheriff Steve Reams	Weld County
	Sheriff Allen Cooper	Fremont County
	Sheriff Shawn Mobley	Otero County
	Undersheriff Sam Fief	Prowers County
	Sheriff Garth Crowther	Conejos County
County Commissioner (2)	Commissioner Tamara Pogue (Category I-II)	Summit County
	Commissioner Warren Brown (Category III-VI)	Archuleta County
Lived Experience Being Incarcerated, or a Family Member (3)	Candice Bailey	Lighthouse Consultants Colorado
	Taj Ashaheed	Second Chance Center Office of Community Corrections, City & County of Denver, Project Elevate
	Lindsay Saunders-Velez	
Mental Health Professional with Experience Working in a Jail (1)	Joel Watts	Mental Health Colorado
Representative for Competency Services (1)	Christina O'Neill	Office of Behavioral Health
Representative for the Behavioral Health Administration (1)	Joy Hart	Behavioral Health Administration
Representative for Police Officers (1)	Janelle Orozco	Fraternal Order of Police
Representing a LGBTQ Organization (1)	Stoney Roberts	One Colorado
Rights of People with Developmental Disabilities (1)	Meghan Baker	Disability Law Colorado
Rights of People of Color (1)	Denise Maes	Servicios de la Raza
Rights of People with Mental or Physical Disabilities (1)	Vincent Atchity	Mental Health Colorado
Non-Law Enforcement Person Working in Jail (1)	Carl Anderson	Arapahoe County
State Public Defender or Designee (1)	James Karbach	Colorado State Public Defender 3 <sup>rd</sup> Judicial District/ Colorado District Attorney's Council
Representative for District Attorneys (1)	Henry Solano	
Expertise in Jail Operations (1)	Jack Reed	Department of Public Safety

*Membership as of July 18, 2022.*

**Representative Judy Amabile**

Colorado House District 13



**Committees**

Business Affairs & Labor

Public & Behavioral Health & Human Services

State, Civic, Military, and Veterans Affairs

Treatment of Persons with Mental Health Disorders  
in the Criminal Justice System

Colorado Commission on County Jail Standards

July 14, 2022

**TO:** Colorado Jail Standards Commission

**FROM:** Representative Judy Amabile, Legislative Oversight Committee Chair

**SUBJECT:** Colorado Jail Standards Commission Suggested Operating Procedures

## **Jail Standards Commission Overview**

Pursuant to HB 22-1063, the 22-member Colorado Jail Standards Commission (commission) must recommend standards for all aspects of jail operations. See Appendix A on page 10 for the complete list of standards on which the commission must make recommendations.

The commission must report its recommendations and an assessment of the feasibility of jails of various sizes to implement the recommendations to the Colorado Legislative Oversight Committee concerning Jail Standards (oversight committee) by November 15, 2023. The commission must meet once each month from July 2022 to November 2023. This allows the commission to meet 17 times to develop the standards required by the bill.

## **Oversight Committee Chair Authority to Propose Standards for the Commission**

Pursuant to House Bill 22-1063, the oversight committee chair must establish organizational and procedural rules for the operation of the commission. This memorandum establishes the organizational and procedural rules for the commission, effective July 14, 2022. The oversight committee chair may revise these organizational and procedural rules at any time. If these organizational and procedural rules are amended, updated copies of the rules will be provided to commission members.

## **Jail Standards Commission Recommended Workplan and Meeting Logistics**

**Commission workplan and subgroups.** Due to the amount of work and the breadth of topics the commission must consider, the commission will divide into four subgroups, which will be charged with developing written recommendations on assigned topics (see Table 2 on page 5 for the topics assigned to each subgroup.)

**Rounds.** The work of each subgroup will be divided into four rounds. During each round, each of the four subgroups is responsible for preparing written recommendations for consideration at two meetings: an initial presentation of draft recommendations and commission discussion will occur at one meeting; commission amendments and final approval of recommendations will occur at the second meeting. Table 1 on page 3 shows the proposed timeline for each round.

**Schedule for commission meetings.** Commission meetings will be held on a regular day of each month, to be determined in the first Commission meeting on July 19, 2022. The first meeting of each new round will be held jointly with the Jail Standards Commission Oversight Committee to update the committee on the standards recommended in the previous round.

**Commission meeting location.** The commission may determine whether to meet in person, virtually, or hybrid. All in-person meetings must be held at the Colorado State Capitol Building.

**Quorum and attendance.** A quorum of the full commission must be in attendance for the commission to meet and take action on recommendations. A quorum is 12 members. Attendance will be taken at each commission meeting.

**Payment for per diem and expenses.** Members of the commission serve without compensation or reimbursement for expenses.

**Table 1**  
**Proposed Jail Commission Workplan**

<b>Meeting Number</b>	<b>Date</b>	<b>Topic</b>	<b>Round</b>
1	July 19, 2022	Organizational meeting Welcome Chair & Vice Chair Introduction of members and discussion Determine ongoing meeting date and times Determine virtual/in person meetings Discuss role of legislative staff Review commission workplan and calendar Discuss subgroup assignments Review recommendation procedures Presentation on Open Meetings Law Requirements and the Colorado Open Records Act	N/A
2	August 2022	Approve recommendation procedures Approve commission calendar and workplan Subgroup updates Discuss format for recommendations	N/A
3	September 2022	Presentation of Draft Recommendations by Subgroup 1 Presentation of Draft Recommendations by Subgroup 2	Round 1
4	October 2022	Presentation of Draft Recommendations by Subgroup 3 Presentation of Draft Recommendations by Subgroup 4 Final approval of Recommendations of Subgroup 1 Final approval of Recommendations of Subgroup 2	Round 1
5	November 2022	Final approval of Recommendations of Subgroup 3 Final approval of Recommendations of Subgroup 4 Review Round 1 Recommendations	Round 1 concludes
6	December 2022	Oversight Committee Update on Round 1 Presentation of Draft Recommendations by Subgroup 1 Presentation of Draft Recommendations by Subgroup 2	Round 2
7	January 2023	Presentation of Draft Recommendations by Subgroup 3 Presentation of Draft Recommendations by Subgroup 4 Final approval of Recommendations of Subgroup 1 Final approval of Recommendations of Subgroup 2	Round 2
8	February 2023	Final approval of Recommendations of Subgroup 3 Final approval of Recommendations of Subgroup 4 Review Round 2 Recommendations	Round 2
9	March 2023	Oversight Committee Update on Round 2 Presentation of Draft Recommendations by Subgroup 1 Presentation of Draft Recommendations by Subgroup 2	Round 3

Meeting Number	Date	Topic	Round
10	April 2023	Presentation of Draft Recommendations by Subgroup 3 Presentation of Draft Recommendations by Subgroup 4 Final approval of Recommendations of Subgroup 1 Final approval of Recommendations of Subgroup 2	Round 3
11	May 2023	Final approval of Recommendations of Subgroup 3 Final approval of Recommendations of Subgroup 4 Review Round 3 Recommendations	Round 3
12	June 2023	Oversight Committee Update on Round 3 Presentation of Draft Recommendations by Subgroup 1 Presentation of Draft Recommendations by Subgroup 2	Round 4
13	July 2023	Presentation of Draft Recommendations by Subgroup 3 Presentation of Draft Recommendations by Subgroup 4 Final approval of Recommendations of Subgroup 1 Final approval of Recommendations of Subgroup 2	Round 4
14	August 2023	Final approval of Recommendations of Subgroup 3 Final approval of Recommendations of Subgroup 4 Review Round 4 Recommendations	Round 4
15	September 2023	Oversight Committee Update on Round 4 Overview of Draft Report	Final
16	October 2023	Consideration of draft report	Final
17	November 2023	Final approval of report Report due by November 15, 2023 Oversight Committee meeting, draft bills requested (Note: the Oversight Committee will continue meeting into 2024 to finalize legislative recommendations)*	

## Subgroup Assignments and Meetings

**Subgroups.** As described above, the Colorado Jail Standards Commission will form four subgroups. The membership of each subgroup will be determined by the commission chair and vice-chair, in consultation with the chair of the oversight committee. The commission chair will appoint the chair of each subgroup. The membership of the subgroups should be roughly equal in number and each subgroup should contain, to the extent possible, diverse policy perspectives. The commission chair may adjust subgroup membership, timing, and workload as needed.

**Subgroups will write draft recommendations.** Each subgroup is charged with writing draft recommendations for each assigned topic in each assigned round. The topics are assigned based on the language in House Bill 22-1063. Subgroups must address each issue identified in House Bill 22-1063, but can also make recommendations on topics and other issues that are not addressed in the legislation. Assignments for each subgroup in each round can be found in Table 2, and the full list of recommendations that must be made on each topic can be found in Appendix A on page 9.



**Table 2  
Subgroup Assignments**

Subgroup	Members	Assigned Topics	Recommendation Deadlines
Subgroup 1		Round 1 - Jail Staffing	Draft: September 2022 Final: October 2022
		Round 2 – Inmate Disciplinary Procedures	Draft: December 2022 Final: January 2023
		Round 3 – Communication	Draft: March 2023 Final: April 2023
		Round 4 – Reception and Release	Draft: June 2023 Final: July 2023
Subgroup 2		Round 1 – Inmate prerogatives	Draft: September 2022 Final: October 2022
		Round 2 – Visitation	Draft: December 2022 Final: January 2023
		Round 3 - Restrictive Housing	Draft: March 2023 Final: April 2023
		Round 4 – Classification of Inmates	Draft: June 2023 Final: July 2023
Subgroup 3		Round 1 – Inmate Grievances	Draft: October 2022 Final: November 2023
		Round 2 – Security	Draft: January 2023 Final: February 2023
		Round 3 – Security Continued	Draft: April 2023 Final: May 2023
		Round 4 – Health care, mental and behavioral health care, and dental care	Draft: July 2023 Final: August 2023
Subgroup 4		Round 1 – Recreation and Programming	Draft: October 2022 Final: November 2022
		Round 2 – Food Service	Draft: January 2023 Final: February 2023
		Round 3 – Sanitation	Draft: April 2023 Final: May 2023
		Round 4 - Housing	Draft: July 2023 Final: August 2023

**Subgroup operating procedures.** Meetings of subgroups must be held virtually, and notice of, and an agenda for, each subgroup meeting must be posted on the commission’s website at least 24 hours prior to the meeting. All subgroup Zoom meetings must be recorded by a member of the subgroup.

Legislative Council Staff will create Zoom links for each subgroup, but will not operate or record the Zoom meeting. Each subgroup must designate a liaison who is responsible for creating agendas and sending information to Legislative Council Staff be posted on the commission’s website and shared with the full commission.

Subgroups will develop their own processes for scheduling and facilitating meetings and writing recommendations. Recommendations presented to the commission should be as complete as possible,

address all issues identified in House Bill 22-1063 for the designated topic, contain the actual language of the jail standard that is being proposed, and follow the recommendation format, if any, approved by the commission.

## **Commission Consideration of Recommendations**

**Commission consideration of subgroup draft recommendations.** Each subgroup will present draft recommendations to the commission at the meeting designated in Table I. Draft recommendations must be provided in writing to the full commission at least **three** working days prior to the meeting at which the draft recommendations will be reviewed and discussed.

At the meeting, the commission will discuss the draft recommendations, and may request that the subgroup modify the draft recommendations.

**Commission approval of final recommendations.** The subgroup may revise its recommendations in response to commission feedback, and must prepare a final draft of the recommendations to present at the next scheduled commission meeting. Final recommendations must be shared at least **three** working days in advance of the meeting at which the final recommendations will be considered.

**Amendments.** At the meeting at which final consideration of recommendations will occur, commissioners may propose amendments to the final recommendations. All amendments must be prepared by the members of the commission, in writing, and commissioners are encouraged to share proposed amendments in advance of the meeting. Commission staff will not prepare amendments.

In order to be approved, each amendment must be moved and seconded by a member of the commission. Amendments to which there is no objection may be recorded as having passed without objection. If there is objection to an amendment, the commission chair will ask those commissioners in opposition to raise their hands. The chair will announce the name of each commissioner who has raised their hand, and staff will record those raising their hands as “no” votes and those who do not raise their hands as “yes” votes. An amendment is adopted if it is approved by a majority of the quorum of the full commission (12 members), or a majority of those who are present and voting, whichever is greater.

**Approval of final recommendations.** After all amendments are considered, the full commission will vote to approve the final recommendations. The chair will ask those commissioners in opposition to raise their hands. The chair will announce the name of each commissioner who has raised their hand, and staff will record those raising their hands as “no” votes and those who do not raise their hands as “yes” votes. Adoption of the final recommendations requires approval by two-thirds of the commission quorum, or two-thirds of the commission members who are present and voting, whichever number is greater. Table 3 shows the required number of votes to approve commission final recommendations, based on how many commissioners are in attendance at the meeting.

**Table 3  
Required Number of Votes to Approve Commission Final Recommendations**

Number of Commissioners in Attendance*	Number of “Yes” Votes Required for Approval
12	8
13	9
14	9
15	10
16	11
17	11
18	12
19	13
20	13
21	14
22	15

*\*A quorum of at least 12 commission members must be in attendance to vote on recommendations.*

Adopted recommendations will be included in the report of commission recommendations forwarded to the oversight committee.

### **Presentations to the Oversight Committee**

After the conclusion of each round, the commission and oversight committee will meet jointly. Each subgroup is responsible for presenting their approved recommendations for that round to the oversight committee.

### **Approval of Report to the Oversight Committee**

Recommendations that are approved by the commission will be included in the final report to the oversight committee. The commission may determine if additional procedures to amend or approve the final report to the oversight committee are required.

### **Commission Staff Support**

Legislative Council Staff provides staff support to the oversight committee and commission. Contact information for the staff assigned to the oversight committee and the commission is below. All staff can be emailed at: [JailStandards.ga@state.co.us](mailto:JailStandards.ga@state.co.us)

Elizabeth Burger, Deputy Director, 303-866-6272

Samantha Falco, Research Analyst, 303-866-4791

Aaron Carpenter, Fiscal Analyst, 303-866-4918

**Staff services for commission.** Pursuant to House Bill 22-1063, the staff support for the commission is limited to providing support for full commission meetings and in accordance with these organizational and procedural rules. Legislative Council Staff will provide the following services to the commission:

- Schedule rooms, broadcast audio, and arrange for remote access (if approved by the commission) for commission meetings;
- Facilitate public notice of commission meetings by posting commission meeting agendas on the commission's website;
- Communicate with commission members about commission meetings, including sending calendar invitations, agendas, and other materials;
- Distribute recommendations prepared by the subgroups and individual commission members to the commission and post materials on the commission's website;
- Attend full commission meetings and record votes on commission action;
- Post agendas for subgroup meetings, created by the subgroup members, on the commission's website;
- Create Zoom meeting links for subgroup meetings and post them on the commission's website;
- Prepare the final report of recommendations submitted by the commission to the oversight committee. The report will include general information about the commission and subgroups and include the actual language of the recommendations approved by the full subcommittee; and
- Assist the commission chair, in conjunction with the oversight committee chair, in developing additional commission operating procedures.

Additional requests for staffing assistance or service to the full commission must be evaluated and approved by the Legislative Oversight Committee Chair.

**Research requests from commission members.** Commission members in need of policy-related research should determine if any other commissioners are able to conduct the research. If additional research is needed, commissioners may make requests to members of the Legislative Oversight Committee to request research from Legislative Council Staff. Legislative Council Staff will only conduct research requested by a member of the legislature.

**Staff services for subgroups.** In order to facilitate compliance with the Colorado Open Meetings Law, Legislative Council Staff will create and post Zoom meeting links for subgroups, and post subgroup agendas and other materials on the commission's website. Legislative Council Staff will not attend, schedule, record or broadcast, create agendas for, or take minutes of, subgroup meetings. Legislative Council Staff will not write subgroup recommendations or amendments to recommendations. Legislative Council Staff will not conduct research for subgroups.

Appendix A provides the commission with a subject matter framework. Items may be amended by the subgroups as they determine is necessary and appropriate.

<p><b>1 - Reception and Release</b></p>	<ul style="list-style-type: none"> <li>(I) Identifying the arresting, transporting, or committing officer;</li> <li>(II) Recording inmate information in a booking and identification record for every commitment;</li> <li>(III) Identifying inmates during reception by photograph, identification bracelet, or other means;</li> <li>(IV) Providing access to telephones after the reception process;</li> <li>(V) Searching, confiscating, inventorying, and securing of unauthorized items;</li> <li>(VI) Confiscation, counting, and securing of money or any form of currency;</li> <li>(VII) Securing the inmate's signature and requirements for witness signatures on a completed inventory of items and money confiscated;</li> <li>(VIII) Strip searches and body cavity searches consistent with Colorado law;</li> <li>(IX) Determining when an inmate should receive a shower;</li> <li>(X) Providing inmates with clean uniform clothing or standards for wearing personal clothing;</li> <li>(XI) The amount of time inmates are confined in the reception area;</li> <li>(XII) The possession of money by inmates, including provisions to prevent inmate gambling, theft, and extortion;</li> <li>(XIII) Providing inmates with a list of generally applicable inmate rules;</li> <li>(XIV) Assisting inmates in understanding these rules if there are literacy or language obstacles;</li> <li>(XV) Obtaining signed acknowledgment from inmates of receipt and understanding of rules;</li> <li>(XVI) Ensuring the safety of male, female, and nonbinary inmates during reception;</li> <li>(XVII) Verifying inmates' identification and release documentation;</li> <li>(XVIII) Documenting an inmate's release to another agency;</li> <li>(XIX) Obtaining a receipt from the inmate or the receiving officer, as appropriate, for all property returned at the time of release or transfer;</li> <li>(XX) Confining juveniles when permitted by court order pursuant to section 19-2.5-305;</li> <li>(XXI) Screening and assessment for physical disabilities, mental or behavioral health disorders, traumatic brain injuries, or developmental disabilities;</li> <li>(XXII) Providing accommodations for people with disabilities as required by all applicable state and federal law; and</li> <li>(XXIII) Considering age as a factor in the classification of inmates;</li> </ul>
<p><b>2 - Classification of Inmates</b></p>	<ul style="list-style-type: none"> <li>(I) A written inmate classification system that specifies the criteria and procedures for determining and changing the classification of inmates to determine the level of custody required, special needs, housing assignment, and participation in programming;</li> <li>(II) Housing male, female, and nonbinary inmates separately by sight and touch, and out of range of normal conversation with each other;</li> <li>(III) Supervising male, female, and nonbinary inmates when placed together for programming, transportation, or other similar activities;</li> <li>(IV) Housing violent and nonviolent inmates separately;</li> </ul>

<p><b>2 - Classification of Inmates (Cont.)</b></p>	<p>(V) Supervising violent and nonviolent inmates when placed together for programming, transportation, or other similar activities;          (VI) Housing juvenile and adult inmates separately;          (VII) Supervising juvenile and adult inmates when placed together for programming, dining, transportation, or other similar activities;          (VIII) Ensuring juvenile inmates have access to large-muscle exercise, education, work opportunities, and other developmentally appropriate programming;          (IX) Evaluating and selecting inmates for work while incarcerated;          (X) Housing inmates participating in work or educational release programs separately from the general population; and          (XI) Establishing the acceptable personal and hygiene items provided to inmates in the general population;</p>
<p><b>3 - Security</b></p>	<p>(I) Establishing a security perimeter;          (II) Establishing a secure booking and release area;          (III) If installed, ensuring closed-circuit televisions are operational and preclude the monitoring of shower, toilet, and clothing exchange areas;          (IV) Two-way communications between central control, staffed posts, and inmate-occupied areas;          (V) Having equipment necessary to maintain utilities, communications, security, life-saving devices, and fire protection in an emergency and schedules to test, repair, and replace equipment in a timely manner;          (VI) Procedures governing availability, control inventory, storage, and use of firearms, less-than-lethal devices, and related security devices and specifying the level of authority required for their access and use;          (VII) Use of and authorization for chemical agents and electrical disablers;          (VIII) Restrictions for access to storage areas;          (IX) Separating storage space from inmate housing or activity areas;          (X) Ensuring the safety of male, female, and nonbinary inmates during reception;          (XI) Inmate searches when inmates enter or leave the jail's security perimeter to control contraband;          (XII) Procedures and practices governing strip and body cavity searches;          (XIII) Emergency plans, including training for jail personnel in the implementation of emergency plans, and procedures to be followed in situations that threaten jail security;          (XIV) Logging routine information, emergency situations, and unusual incidents;          (XV) Counting to verify each inmate's physical presence and identification, including the number of official daily counts, reconciliation of jail counts, and recording of jail counts;          (XVI) Personal observation checks of inmates, including regular and variable timing of such checks and documentation of such checks;          (XVII) Policies for addressing the management of inmates with specialized physical and mental or behavioral health needs;(XVIII) Use of physical and mechanical restraints, including authorizing use of physical restraints and monitoring and recording the checks of inmates in restraints;</p>

<p><b>3 – Security (Cont.)</b></p>	<p>(XIX) Defining justifiable self-defense, preventing self-inflicted harm, protection of others, riot prevention, discharge of a firearm or other weapon, escape or other crime, and controlling or subduing an inmate who refuses to obey a staff command or order;</p> <p>(XX) Defining de-escalation strategies and the limits of the amount of force necessary to control a given situation, and specifying that in no circumstance is physical force to be used as punishment;</p> <p>(XXI) Specifying that an examination, treatment, and photographic documentation by qualified health-care personnel is provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention;</p> <p>(XXII) Specifying when and how an incident will be recorded and reviewed by the jail administrator or designee;</p> <p>(XXIII) Searches of jails and inmates to control contraband;</p> <p>(XXIV) Timing for inspecting inmate-accessible areas;</p> <p>(XXV) Timing for a security inspection of the jail;</p> <p>(XXVI) Notifying the jail administrator or designee of any discovered contraband or physical security deficiencies;</p> <p>(XXVII) Documenting the disposition of contraband and the remediation of physical security deficiencies;</p> <p>(XXVIII) Controlling inmate movement from one area to another;</p> <p>(XXIX) Staff supervision and searches of an inmate performing work;</p> <p>(XXX) Ensuring an inmate is not given control of or authority over any other inmate, security function, or service activity;</p> <p>(XXXI) Requiring same-gender and cross-gender supervision guidelines;</p> <p>(XXXII) Controlling and inventorying keys, tools, and culinary equipment;</p> <p>(XXXIII) Ensuring toxic, corrosive, and flammable substances and tools are secured, used only by authorized persons, used by inmates only under direct supervision, and used only in accordance with the manufacturer's instructions; and</p> <p>(XXXIV) Requirements that each jail have policies governing staff discipline, including complaints against officers, that are available for public inspection;</p>
<p><b>4 - Housing</b></p>	<p>(I) Sufficient space standards regarding square footage and maximum occupancy figures for all housing and holding areas, including holding cells, housing cells, dormitories, day rooms, and eating areas;</p> <p>(II) Sufficient seating for all holding areas, holding cells, housing cells, dormitories, day rooms, and eating areas for each inmate;</p> <p>(III) Air circulation for housing cells;</p> <p>(IV) Temperature standards and mechanical controls for acceptable comfort levels;</p> <p>(V) Access to sanitation facilities without staff assistance;</p> <p>(VI) A minimum number of toilet facilities, shower facilities, and wash basins for a specified number of occupants;</p> <p>(VII) Water temperature standards and controls;</p> <p>(VIII) Maximum noise levels measured in decibels and standards for measurements to ensure compliance;</p> <p>(IX) Natural light provided in housing units, dorms, cells, and day spaces; and</p> <p>(X) Standards for suspending and reinstating inmate access to clothing, beds, bedding, toilets, lavatories, and showers by the jail administrator or designee;</p>

<p><b>5 - Sanitation and environmental conditions</b></p>	<ul style="list-style-type: none"> <li>(I) Providing inmates with hygiene items at intake and replacement items to indigent inmates;</li> <li>(II) Safety and sanitary standards for all areas of the jail, including food service and laundry areas;</li> <li>(III) Defining staff and inmate housekeeping responsibilities, including daily cleaning of toilets, urinals, sinks, drinking facilities, and showers in areas occupied by inmates, and disposal of garbage;</li> <li>(IV) Timing and processes for inspecting for sanitation and vermin;</li> <li>(V) Maintenance and repairs;</li> <li>(VI) Inspections by local or state health authorities;</li> <li>(VII) Nighttime lighting of grounds, walkways, driveways, and parking areas;</li> <li>(VIII) Interior lighting standards;</li> <li>(IX) Bedding and mattress standards, including that the bedding and mattress are in good repair and cleaned prior to being reissued;</li> <li>(X) Timing and documentation for the exchange and laundering of bed linens, blankets, towels, clothing, and undergarments;</li> <li>(XI) Timing to clean mattresses;</li> <li>(XII) A requirement that when soiled, bedding, mattresses, towels, and clothing be exchanged or cleaned;</li> <li>(XIII) Inmate haircuts;</li> <li>(XIV) Shaving equipment and supplies and documenting issuance and retrieval of shaving equipment; and</li> <li>(XV) Timing of inspection by a certified local or state fire safety inspector applying the applicable jurisdictional and state fire code, requirements for a written fire safety plan approved by local fire officials that is reviewed annually and updated as needed, requirements for training in jail fire safety equipment, requirements for fire drills, requirements for jail furnishings to meet fire safety performance standards, and requirements for jail exits to be clear and that evacuation routes be posted or clearly marked throughout the jail</li> </ul>
<p><b>6 - Communication</b></p>	<ul style="list-style-type: none"> <li>(I) Delivering incoming or outgoing mail or correspondence via the postal service;</li> <li>(II) Opening and inspecting incoming inmate mail, correspondence, and packages to intercept nonpermitted items;</li> <li>(III) Opening and inspecting outgoing mail;</li> <li>(IV) Documenting procedures for the appropriate disposition of intercepted items;</li> <li>(V) Permitting legal mail or correspondence to be opened and inspected in the presence of the inmate to intercept contraband;</li> <li>(VI) Circumstances in which mail, correspondence, and packages are withheld or rejected, including notification to the inmate;</li> <li>(VII) Writing materials, envelopes, and postage for indigent inmates;</li> <li>(VIII) Inmate e-mail service;</li> <li>(IX) Inmate telephone service; and</li> <li>(X) Access to legal counsel;</li> </ul>
<p><b>7 - Visitation</b></p>	<ul style="list-style-type: none"> <li>(I) A secure visiting area, including standards for physically separating the inmate and visitor and capabilities for two-way conversations and nonobscured visits or video visits;</li> <li>(II) Seating in the visitation area;</li> <li>(III) Identification requirements for visitors;</li> <li>(IV) Registry requirements for visitors;</li> <li>(V) General visitation hours;</li> <li>(VI) Video visitation hours;</li> <li>(VII) Visitor security protocols to prevent contraband from entering the jail;</li> <li>(VIII) Visit restrictions based on threats to safety or security;</li> <li>(IX) Monitoring and recording visits, phone calls, and electronic communications; and</li> <li>(X) Professional visits by legal counsel or clergy, including measures to protect confidentiality;</li> </ul>



<p><b>8 - Health care, mental and behavioral health care, and dental care</b></p>	<p>(I) All levels of health care, mental and behavioral health care, and dental care that assure quality, accessibility, and timely services for inmates;</p> <p>(II) Arranging care from an appropriate outside provider when care is not available at the jail;</p> <p>(III) Requiring that medical, mental, and behavioral health decisions and actions are made only by qualified health-care and mental and behavioral health-care professionals;</p> <p>(IV) Requiring that an inmate is not denied necessary care;</p> <p>(V) Requiring that all examinations, treatments, and procedures are governed by informed consent practices applicable in the jail's jurisdiction;</p> <p>(VI) Requiring that the jail assess the health of each inmate at intake and on an ongoing basis and create a plan to provide continuity of care for inmates who are being treated for a health condition;</p> <p>(VII) Providing emergency care, sick checks, and physical health care, mental and behavioral health care, and dental care that ensures needs are:</p> <ul style="list-style-type: none"> <li>(A) Addressed in a timely manner;</li> <li>(B) Recorded and maintained on file; and</li> <li>(C) Reviewed by qualified health-care personnel with treatment or follow-up provided;</li> </ul> <p>(VIII) Dispensing and administering prescribed medications, including:</p> <ul style="list-style-type: none"> <li>(A) Requiring that health-trained personnel or professionally trained personnel dispense and administer medications;</li> <li>(B) Requiring adequate management of controlled medications;</li> <li>(C) Providing medication to inmates in special management units;</li> <li>(D) Requiring the applicable informed consent practices in the jail's jurisdiction be followed; and</li> <li>(E) Developing a standardized formulary and a process for accessing medications not listed when medically necessary;</li> </ul> <p>(IX) Reducing suicide by identifying at-risk inmates and training staff members on how to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately;</p> <p>(X) Providing infectious disease control;</p> <p>(XI) Providing care for pregnant inmates; and</p> <p>(XII) Assessing and reporting inmate deaths;</p>
<p><b>9 - Food service</b></p>	<p>(I) Nutritional standards;</p> <p>(II) Timing and frequency of meals;</p> <p>(III) Special diets; and</p> <p>(IV) Safe storage and preparation of food;</p>
<p><b>10 - Recreation and programming</b></p>	<p>I) Regular access to exercise and equipment for inmates;</p> <p>(II) Television viewing and table games;</p> <p>(III) Reading materials;</p> <p>(IV) Treatment for alcohol and drug abuse;</p> <p>(V) Academic training;</p> <p>(VI) Psychological and social services and other community services; and</p> <p>(VII) Religious practice;</p>

<b>11 - Inmate disciplinary processes</b>	<ul style="list-style-type: none"> <li>(I) Standards for restrictive housing;</li> <li>(II) Prohibited acts or conduct, degrees of violations, ranges of penalties, and disciplinary hearing procedures;</li> <li>(III) A sanction schedule for rule violations;</li> <li>(IV) Establishing fundamental rights for inmates that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator;</li> <li>(V) Banning the use of corporal punishment, discipline administered by inmates, and withholding food from inmates;</li> <li>(VI) Circumstances under which a disciplinary hearing is conducted;</li> <li>(VII) Pre-disciplinary hearing requirements;</li> <li>(VIII) Establishing a minimum period after receiving written notification of a rule violation to allow an inmate to prepare for the disciplinary hearing;</li> <li>(IX) Disciplinary hearing requirements that include ensuring due process protections are afforded; and</li> <li>(X) The opportunity to appeal disciplinary actions to the jail administrator or designee;</li> </ul>
<b>12 - Restrictive housing</b>	<ul style="list-style-type: none"> <li>(I) Written policies and procedures governing the restrictive housing of inmates from the general population;</li> <li>(II) Banning the use of restrictive housing as a penalty;</li> <li>(III) Circumstances when restrictive housing may be used to separate an inmate from the general population;</li> <li>(IV) Written notifications of restrictive housing to the inmate; and</li> <li>(V) Timing for review of restrictive housing;</li> </ul>
<b>13 - Inmate grievances</b>	<ul style="list-style-type: none"> <li>(I) Establishing a written grievance procedure for inmates with at least one level of appeal; and</li> <li>(II) Prohibiting retaliation by staff based on an inmate grievance;</li> </ul>
<b>14 - Jail staffing</b>	<ul style="list-style-type: none"> <li>(I) Qualifications for staff to supervise and control inmates;</li> <li>(II) Pre-employment background checks;</li> <li>(III) Standardized performance reviews;</li> <li>(IV) Staffing plans;</li> <li>(V) Posts and functions;</li> <li>(VI) Gender of staff;</li> <li>(VII) Review of staffing plans;</li> <li>(VIII) Requiring review of the staffing plans at least once a year by the jail administrator and revised as needed;</li> <li>(IX) Volunteer policies;</li> <li>(X) Code of ethics; and</li> <li>(XI) Staff training standards for all levels of employees; and</li> </ul>
<b>15 - Inmate prerogatives</b>	<ul style="list-style-type: none"> <li>(I) Expression and communication;</li> <li>(II) Religious practice;</li> <li>(III) Access to the courts;</li> <li>(IV) Access to legal counsel, including the ability for legal counsel to contact a client by scheduling a telephone or video meeting;</li> <li>(V) Access to legal materials and disability rights;</li> <li>(VI) Access to the media;</li> <li>(VII) Standards for when access to education is appropriate; and</li> <li>(VIII) Disciplinary action and use of force.</li> </ul>