

Germantown Police Department

Policies and Procedures

Number: 12-1
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Subject: Germantown City Jail Procedures
Previous Revisions:

I. PURPOSE

The purpose of this policy is to provide for the efficient and effective administration and management of the Germantown Police Department/City Jail, while ensuring personnel and prisoner safety and maintaining prisoner's rights under the law.

II. POLICY

It is the policy of the Germantown Police Department that all Public Safety Dispatcher/Jailers adhere to the procedures established and maintained by law concerning the operation of the jail and the incarceration of prisoners.

III. DEFINITIONS

- A. Public Safety Dispatcher/Jailer: A non-commissioned civilian Police employee who receives and books inmates, oversees security, issues inmate supplies, assigns housing and handles property control. Responsible for supervision and surveillance of inmates in the jail.
- B. Public Safety Dispatcher/Jailer Supervisor: A non-commissioned civilian Police employee under the direction of the Jail Administrator, besides functioning as a dispatcher/jailer, performs supervisory functions such as: supervising subordinates, maintaining records, scheduling, training, maintenance, supplies, quality assurance, weekly/monthly/quarterly reports and background checks.
- C. Jail Administrator: A commissioned Police Captain responsible for the overall administration and management of the jail.

IV. JAIL TRAINING:

The Jail Administrator will provide all new Dispatcher/Jailers an orientation program designed to familiarize each person with the function and mission of the facility. This orientation will include, but will not be limited to, the following jail policies and procedures:

Emergency Procedures
Inmate Rights
Admission/Release Procedures
Booking Procedures
Record Keeping

Food Services
Court procedures
Facility sanitation
Inmate hygiene
Key identification and control
Jail Security
Visitation
Use of force/Searches
Facility Tour
Introduction to Staff
Health/Medical Services
Prisoner Property
Supervision of Inmates
Juvenile Procedures

A. **Basic Training:**

All Dispatcher/Jailers of the Germantown City Jail will be required to complete a basic training program designed to instruct individuals on the general operational procedures of a jail. The program will be structured and instructed by employees of the Tennessee Corrections Institute.

B. **Jail In-Service Training:**

All Dispatcher/Jailers of the Germantown City Jail will be required to attend an annual in-service training program designed to instruct individuals on the general operational procedures of a jail on general law enforcement topics.

C. **Chemical Agent Training**

All Public Safety Dispatcher/Jailers are authorized to use chemical agents and will receive basic and ongoing in-service training in the use of these agents. All such training will be recorded with the dates completed, and kept in the officer's personnel file. Dispatcher/Jailers are not authorized to use firearms.

D. Training Records:

The Jail Administrator will maintain records on the types and hours of training completed by each Dispatcher/Jailer. A training officer may be appointed for this task.

V. THE GERMANTOWN CITY JAIL

The Germantown City Jail is a Type II jail (72 hours temporary holding facility). The jail is divided into three (3) areas. All areas will be secure areas.

Area I is the processing area. This area is used to complete all booking and releasing procedures.

Area II - Adult Male Cell Block consists of three cells and a dayroom. Normal capacity is six male prisoners. The dayroom can be used to house prisoners.

Area III - Female Cell Block consists of three cells and a dayroom. Only two cells with a capacity for four females are available for normal use. The third cell is a problem cell for violent and uncooperative prisoners.

Showers are located behind the cell block areas. Doors are situated to limit access from the male or female cell block areas.

A. Jail Environment:

The physical environment of the holding facility/city jail shall provide at least the following:

1. Lighting of at least 20 foot candles measured 3 feet off the floor
2. Circulation of fresh or purified air
3. Access to a toilet, wash basin, drinking fountain, and a shower when necessary
4. A mattress for each detainee who will be held overnight. The mattress shall be clean, sanitary, and fire retardant.
5. The temperature of the housing areas will be maintained between 65 and 80 degrees Fahrenheit.
6. Emergency Power - To activate at times of power failures, to operate evacuation electrical equipment, and to provide minimum lighting within the jail and its perimeter.

VI. JAIL SECURITY:

A. Prisoner Searches:

The transporting or arresting officer is responsible for searching a prisoner before transporting or entry into the secured area. As part of the processing procedure,

another search will be conducted before the prisoner is admitted to the cell block area. The search will be documented as part of the booking process to ensure all property has been received and entered into the prisoner possessions.

1. Any time a prisoner is released from the cell block or readmitted to the cell block, a search will be conducted.
2. Frisk Search: Frisk search of the inmate (prisoner) in the booking area is to determine if any contraband articles are concealed on the inmate.
3. Conduct: The frisk search will be performed in accordance with established procedures and with the greatest degree of dignity possible for the inmate. Under no circumstances will an officer or Dispatcher/Jailer direct any personal remark to the inmate being frisk searched concerning his person, attire, or physical attributes.
4. Any contraband found will be removed from prisoners and a record made.
5. The search (and any contraband found (will be recorded on the arrest report and placed in the evidence room.

Frisk, strip, and orifice searches may be conducted as outlined below:

1. Frisk Search: A frisk search will be performed on all incoming and outgoing inmates prior to admittance to or release from the secure area of the facility. The frisk search will be performed in the following manner:
 - a. The Dispatcher/Jailer or Transporting Officer will instruct the inmate to face the wall, to place his hands on the wall at approximately head level, extend his arms, and back away from the wall until his weight is equally supported by both his hands and feet.
 - b. The Dispatcher/Jailer or Transporting Officer will then conduct the search of the inmate in the following sequence:
 1. Head - removing hat or head covering - checking hair, ears, mouth, and nose
 2. Upper body area - frisking collars, pockets, arms, underarms, hands, fingers, and torso
 3. Lower body area - frisking belt, waist line, crotch, pockets, cuffs, legs, pants, socks, and shoes
 - c. A frisk search will be performed by Dispatcher/Jailers or Police Officers of the same sex, except in situations which constitute an emergency. Any search conducted by an officer of the opposite sex

will be thoroughly documented, including the reasons why the officer believed an emergency existed at the time of the search.

2. **Strip Search:** A strip search may be administered to prisoners when there is reasonable suspicion that the prisoner has evidence, contraband, or other unauthorized items secreted in his or her clothing.
 - a. Inmates will surrender all clothing items to an officer or Dispatcher/Jailer of the same sex in the designated search and shower area, affording the inmate maximum privacy.
 - b. The officer or Dispatcher/Jailer will make a visual inspection of the inmate for contraband. No unnecessary or demeaning comments will be made by jail personnel, and only those personnel of the same sex necessary to perform the search will be in attendance. Each strip search will be thoroughly documented in writing.
3. **Orifice Search:** A search warrant signed by an impartial magistrate should be obtained before conducting an orifice search.
 - a. An orifice search will be conducted by certified medical personnel only, and in conditions of total privacy. Only under exigent circumstances, where probable cause exists that a prisoner has secreted evidence, contraband, or potentially harmful items in an orifice, and that an emergency situation exists where there is not enough time to obtain a warrant may an officer have an orifice search conducted without a search warrant.
 - b. Then it must be done by certified medical personnel in total privacy and thoroughly documented in writing.

B. Key Control:

1. In order to maximize security regarding access to facility keys, a key control system will be maintained in order to track the movement and location of all keys in the jail, to provide centralized control of all security keys through the Dispatcher/Jailer, and to provide a secure storage location for all keys.
2. All keys to lock areas where prisoners may be detained, including all exterior doors, cell block doors, cell doors, holding cells, etc., will be stored in the Communications Center.
3. A second set of keys will be kept in the Jail Administrator's office. All keys to locks outside the secure area or to storage areas will be maintained in the Communications Center.

4. A list of keys within Communications will be maintained to determine who has the keys in use. All Dispatcher/Jailers and Police Officers will have access to the keys.
5. Those keys assigned to jail personnel will be kept in their possession while in use, or in the Communications Center when not on their person. Only authorized employees will be allowed to possess or otherwise use any facility key.
6. The necessary emergency keys to the facility will be divided on three key rings according to pre-designated fire zones. The key rings will include the following keys, which will be notched and in order:

<u>Key Ring #1:</u>	M1/M2/M3	Men's dayroom and shower area doors
	M4/M5/M6	Men's cell doors (3)
	F1/F2/F3	Women's dayroom and shower area
	F4/F5	Female cell doors
	F6	Drunk tank
	D	Entry to Communications Room
	H1/H2	Access doors from north hallway (2)
	PD/G2/C	Door to east exit, door to sallyport, and door to the court holding/prisoner visitation area
	JS	Jail storage
	*Holding Area	Entry to courtroom
	AA-12	Jail kitchen

*Exception: Extra key to the Holding Area is maintained in the equipment room in the small key box. This key is used by the Court Officer.

Key Ring #2: (Same keys as Ring #1)

Key Ring #3: (Same keys as Ring #1)

Note: Only on direct orders from the Police Shift Commander or Command Staff Officer will an officer enter the jail area armed.

C. Storage of Dangerous Supplies:

In order to prevent the introduction of potentially harmful or dangerous substances to the inmate population, all tools, toxic, corrosive, and flammable substances, and any other potentially dangerous supplies and equipment will be stored in locked areas which are secure and located outside the security perimeter of the confinement area.

D. Corporal Punishment Prohibited:

Corporal punishment is not permitted under any circumstances.

E. Use of Force – When Allowed – Procedures:

1. Force may be used to:
 - a. overcome resistance
 - b. repel aggression
 - c. protect life
 - d. retake prisoner or property
2. Only that amount of physical force necessary to maintain or regain control of an inmate will be used by the staff of the Germantown City Jail. Physical force may be used only when an attack by an inmate(s) on a facility employee(s), visitor(s), or other inmate(s) is actually occurring, is clearly imminent, or when other lesser means have failed to achieve a legitimate and necessary objective. Physical punishment of an inmate will not be permitted under any circumstances.
3. In the event there is any physical injury to the prisoner or the officer involved, medical examinations to determine the extent of the injuries will be made. Such examinations and treatment will be thoroughly documented.
4. In order to give an inmate every opportunity to cease his/her disruptive or assaultive activity and cooperate with the officer, the following steps will be followed whenever possible in sequence:
 - a. Uncooperative Inmate: The officer who encounters an uncooperative inmate (e.g., refuses to enter cell, refuses frisk search, refuses to be removed from cell) will take the following action in compliance with the Use of Force Continuum outlined in the Policy and Procedures Manual:
 1. Verbal Persuasion: Attempt to verbally convince the inmate to cooperate
 2. Verbal Warnings: If verbal persuasion fails, warn the inmate of the consequences of non-cooperation (use of force, disciplinary sanctions)
 3. Chemical Agents: For additional information, refer to Germantown Police Department Policy and Procedures Manual

4. Hands-On Control: Refer to Germantown Police Department Policy and Procedures Manual
 5. Impact Weapons - Refer to Germantown Police Department Policy and Procedures Manual
5. After every incident in which an officer(s) or Dispatcher/Jailer has used physical force, the officer(s) or Dispatcher/Jailer(s) involved will each immediately file a full report of the incident, citing the reasons for the degree of force used and the results of its use. This report will be forwarded and maintained with the Arrest Report.

F. Emergencies in the Jail:

1. Escape: Whenever jail personnel detect or discover an escape, proper procedures will be implemented to safeguard the community, apprehend the escapee(s), and prevent further escapes.
 - a. It is the duty of the Dispatcher/Jailer, upon discovering an escape, to secure all other prisoners to prevent further escapes. He/she will conduct a head count to identify any and all prisoners who have escaped. When an escape has been confirmed, the Dispatcher/Jailer will have the name, description, dates, status (misdemeanor or felony), and a method of travel if known, broadcast to all patrol cars and stations. The Police Shift Commander and Jail Administrator will be notified at this time.
 - b. After the escape is broadcast and as soon after discovering the escape as possible, the Police Shift Commander and other Police Department personnel shall conduct a thorough search of the building and grounds for the escaped prisoner(s). Steps should be taken to evaluate security procedures to prevent occurrences of this nature from happening.
2. Prisoner Disturbances: Whenever a disturbance situation develops within the jail facility, procedures will be implemented to bring the rioting or inmates causing the disturbance under control, minimize injuries to inmates, staff, and visitors, and reduce the amount of property damage.
 - a. It is the duty of the Dispatcher/Jailer(s), upon detecting a disturbance situation, to secure the disturbance area to contain the disturbance in as small an area as possible and prevent the taking of hostages or further hostages. The Dispatcher/Jailer should secure the area without placing himself/herself or other staff in danger. The Dispatcher/Jailer should then notify the Police Shift Commander and all other officers on duty of the situation.

- b. When assistance arrives, they shall disarm themselves outside the security jail area and assist the Dispatcher/Jailer in a systematic lockup of all inmates not involved in the disturbance.
- c. If hostages have been taken, hostage procedures will be implemented. The Police Shift Commander will be responsible for seeing that the Uniform Patrol Commander and Command Staff Members are notified immediately.
- d. If inmates cannot be persuaded to cease peacefully, a Command Staff Officer should select a qualified tactical force. Only the Police Shift Commander or a Command Staff Officer will allow arms to be carried into the jail, and then only the tactical force will be armed. The Command Officer will decide a course of action, and what type of weapons will be used.
- e. The Dispatcher Supervisor will notify medical, rescue, and fire units of the situation and have them available for assistance, when necessary.
- f. The tactical force will be instructed by the Command Staff Officer and will act as a unit to control the disturbance. Only the tactical force will act against the inmates; other personnel will be deployed as support personnel and will act only as directed by the Command Officer.

When the disturbance has been brought under control, all prisoners and staff will be afforded necessary medical attention. All inmates will be thoroughly searched for weapons and contraband. The disturbance area will be searched for weapons and secure housing.

Criminal charges will be placed against the inmate(s) who caused the disturbance.

- 3. Assault on Employees: In the event an assault has occurred on an employee of the Police Department, procedures will be implemented to bring the disturbance under control.

If inmate(s) cannot be persuaded to cease peacefully, the Command Staff Officer will act in accordance with procedures for prisoner disturbance. An offense report will be filed, with a copy forwarded to the Facility Administrator.

The criminal charges to be added will be determined by the Command Staff Officer in charge at the scene. The criminal charges will be based on Germantown City Ordinances and State Statutes.

4. Hostages: Whenever a staff member, visitor, or other inmate is taken hostage in the jail, proper procedures will be implemented to protect the hostage(s), prevent escape of the abductor(s), and minimize the use of deadly force.
 - a. In the event of a hostage situation, the Dispatcher/Jailer or Police Officer is responsible for isolating the hostage area, securing the other inmates, and notifying the Police Shift Commander, other personnel on duty, the Chief, SWAT Team Commander, SWAT Team, Hostage Team Negotiator and Jail Administrator.
 - b. Hostage negotiation procedures will be followed as described in Policy and Procedures Manual.

5. Fire Emergency: In case of a fire emergency, the Dispatcher/Jailer will immediately notify the Fire Department as well as the Police Shift Commander.
 - a. If smoke or flame is visible on the Dispatcher/Jailer's video monitors, he/she will immediately trip all electric door locks and raise door G-1 (unless the fire is in the garage), inform the Police Shift Commander of the situation, and give all cars a Signal J at the Jail.
 - b. The Dispatcher/Jailer will advise the Police Shift Commander that he/she is going into the jail area for the purpose of evacuating prisoners. The Dispatcher/Jailer will enter the jail area through jail door "D" outside the Communications Center and lock this door after entering the jail. The Dispatcher/Jailer will take with him/her all jail keys, a portable radio, flashlight and a list of all the prisoners and their cell locations.
 - c. If possible, the Dispatcher/Jailer will escort the prisoners out door "G-2" and keep them in the garage. If this area is blocked, the Dispatcher/Jailer will escort the prisoners out door "PD" and maintain their security in the parking lot area adjacent to the garage. Should both these areas be blocked, he/she will use doors "H-1" and "H-2" and exit east out of the building to the parking lot area. Only as a last resort in an immediately life threatening situation will the Dispatcher/Jailer allow prisoners to evacuate through the Communications Center.
 - d. The Dispatcher/Jailer will direct the Fire Department as to which entrance in the jail they should use. Prior to the Police Shift Commander's arrival, the Dispatcher/Jailer will prepare all items needed should an evacuation be necessary.

- e. The Police Shift Commander will assign an officer (unarmed) to stay in the jail area until the extent of the emergency is determined. If, in the opinion of the Police Shift Commander, all officers on the shift are not needed at the jail, he will direct which officer(s) should return to patrol.
 - f. The Dispatcher/Jailer Supervisor will not leave the Communications Center during the period of the emergency, except to evacuate the jail or in case his/her own life is in jeopardy.
 - g. Should the Dispatcher/Jailer Supervisor be forced to evacuate the Communications Center, he/she will attempt to remove as many vital records as possible.
6. Medical Emergency: In case of a medical emergency in the jail, the Dispatcher/Jailer will notify the Public Safety Dispatcher/Jailer Supervisor and Police Shift Commander. The Dispatcher/Jailer will escort the medical personnel into the jail area. The Dispatcher/Jailer Supervisor should keep the number of medical personnel to a minimum.
- a. The officer or Dispatcher/Jailer will remain with the medical personnel until they have finished with their treatment or evaluation.
 - b. Should transportation to a hospital be necessary, the Police Shift Commander will assign an officer to escort the prisoner to the ambulance and maintain custody.
 - c. The Dispatcher/Jailer will note on the Jail Ledger and the jail computer system what time the prisoner is removed from the cell.
 - d. If the prisoner(s) is taken to a hospital, the officer remains in as close proximity to the prisoner(s) as possible to maintain custody but yet maintain the confidentiality between doctor and patient. Upon the prisoner's return to the jail, he/she will be searched before being introduced back into the jail.
 - e. The Dispatcher/Jailer Supervisor will be responsible for determining the immediate seriousness of the emergency and whether to notify the Fire Department or ambulance prior to the arrival at headquarters of any police officer.
 - f. The Dispatcher/Jailer Supervisor will keep the Police Shift Commander and other units in the field advised of the emergency situation in the jail and will not leave the Communications Center

during the period of the emergency, except to evacuate the jail or in case his/her own life is in jeopardy.

- g. The Dispatcher/Jailer Supervisor will also notify the Jail Administrator on any emergency within a reasonable time.
- h. Jail Administrator will also receive a copy of all reports concerning any emergency in the jail, and the original will be given to the Jail Administrator and forwarded to the Division Commander.

G. Staff Fire Drill:

It shall be the policy of the Germantown City Jail that staff fire drills will be rehearsed and documented at least four times a year:

Procedure:

1. The Public Safety Dispatcher/Jailer Supervisor shall place a fire drill into effect either verbally or by sounding a smoke alarm.
2. All personnel on premises shall respond immediately.
3. All prisoners are to be evacuated immediately to a safe area or evacuated from the facility, according to the fire evacuation diagrams posted in the facility.
4. The Dispatcher/Jailer would request back-up assistance, if necessary.

Written documentation of drills shall be maintained and attested to by the signature of the Jail Administrator.

H. Materials in Cell Areas:

1. Only materials approved by the Facility Administrator will be allowed in the secure area of the Germantown City Jail. Items needing approval will include, but not be limited to, flammable materials, personal clothing, and any other items not issued to the inmates by the facility.
2. Prisoners incarcerated in the Germantown City Jail will be allowed reading material in their cell area subject to the following guidelines.
3. Reading material for the purpose of this policy is defined as a book, hardbound or paperback, and does not include newspapers, magazines, unbound or loose papers, etc.

4. Prisoners are allowed one book in their cell area.
5. Books are not allowed that are of an adult matter.
6. Prior to admission into the jail, all books will be thoroughly searched for contraband by the admitting Dispatcher/Jailer. Each book will also be listed on the prisoner's personal property inventory.

I. Evacuation Plan Posted:

The Germantown City Jail will have the written and graphic evacuation plan posted in the living area of the facility, as well as other specified locations.

VII. SANITATION – MAINTENANCE

A. Sanitation - Maintenance

The Germantown City Jail has a plan for the regularly scheduled maintenance and cleaning. This plan includes the following:

1. Floors/walls/toilets/kitchen
2. Cell areas
3. Daily inspections recorded
4. Removal of trash
5. Regular pest control

B. Sanitation and Safety Inspections:

Dispatcher/Jailers have been assigned each shift to make daily sanitation and safety inspections of the jail. Daily inspections are made by the on-duty Public Safety Dispatcher/Jailer. Dates of inspections are recorded and noted on the Jail Daily Ledger and a supervisor's Jail Inspection Sheet.

C. Pest Control:

In cases where illness may occur due to pest control, prisoners are removed from the treatment area to other secure locations.

D. Cleanliness of Jail Facility:

Within the Germantown City Jail, walls are kept clean and free of pictures or other objects which provide hiding places for vermin or create a fire hazard. It shall be the responsibility of a Dispatcher/Jailer on each shift to ensure that all waste and trash is removed from the jail area. This is to include removal of all trash and waste from individual cells, as well as trash containers located in the prisoner processing area.

VIII. FOOD SERVICE

A. Supervision of Food Preparation:

All meals will be prepared (except when catered) and served under direct supervision of staff to ensure that favoritism, careless serving, and waste are avoided.

B. Records Maintained of Food Prepared:

Accurate records are maintained on the number of meals served per day, as well as the actual food served and a meal schedule.

C. Food Used as Rewards Prohibited:

The use of food as a reward or disciplinary measure is prohibited.

D. Provision for Modified Diets:

Modified diets will be prepared for prisoners when requested by medical staff or by a physician's order. All reasonable efforts will be made to accommodate dietary needs due to religious beliefs.

E. Refrigeration and Storage of Food:

Refrigerators and freezers for the storage of perishable food items are provided. Refrigerators and freezers will be cleaned regularly, or as needed, with soap (or appropriate cleaning fluid), and warm water, with particular case being taken to ensure that food items contained therein do not become contaminated. The refrigerator and freezers will be equipped with thermometers.

IX. VISITATION

A. Visitation Times:

Families and friends of inmates may visit during regular visitation hours. Regular visitation hours will be 9:30 a.m. until 10:30 a.m., and 7:30 p.m. to 8:30 p.m., daily (except court nights). Each visitation will be limited to 30 minutes. Regardless of how many people visit, the visitation time will last only 30 minutes. Legal counsel and clergy will not have any restrictions on the times or duration of visits.

B. Children Visitors:

No person under 18 years of age may visit an inmate, unless accompanied by a relative of the inmate who is over 18 years of age.

C. Identification of Visitors:

The Dispatcher/Jailer, when screening visitors, will:

1. obtain identification from the visitors(s)
2. using the inmate activity of the booking record, note the visitor's name, relationship to the inmate, name of the inmate, date, and time. The visitor will also be documented in the Known Associates section of the inmate's jacket file.
3. All visitors will be checked for warrants (local and N.C.I.C.).

D. Denial of Visits:

The Dispatcher/Jailer will deny a visit if:

1. the visitor is disruptive or dangerous
2. the visitor has a recent history of disruptive behavior at the facility
3. the visitor is under the influence of alcohol or drugs
4. the visitor refuses to show identification, or
5. the inmate refuses the visit.

Any such denial will be documented by the Dispatcher/Jailer with the filing of a memo and a notation in the daily log.

E. Visitation Area:

1. If staffing and safety concerns have been considered, the Dispatcher/Jailer Supervisor can direct a Dispatcher/Jailer to remove the prisoner from a cell and direct the prisoner to the visitation area.
2. At the same time, an officer will meet the visitor and escort him/her to the visitation area. The officer will monitor this visitation by positioning himself/herself in the hallway outside the court office. The officer will be able to monitor the activities of the prisoner and his/her visitor(s).
3. When the prisoner is in the visitation/holding area, the Dispatcher/Jailer will maintain close vigilance through the monitor. At the conclusion of the visitation, the officer will notify the Dispatcher/Jailer that the prisoner is

ready to return to the cell block. Before the officer leaves headquarters, the officer might be required to perform a frisk search on this prisoner.

Any time a prisoner(s) is removed from the secure area of the jail, a frisk search, at least, will be conducted on his return to the jail. This control will keep any contraband from being introduced into the jail area.

G. Official Visits:

1. Official visits will be granted for particular persons, at times other than regular visiting hours, as specified below:
2. Officials and Attorneys: Upon presentation of valid identification, judges of court within the county, probation officers, members of the Grand Jury, the District Attorney or his staff of the Tennessee Department of Offender Rehabilitation, peace officers from Tennessee law enforcement agencies, and the attorney on record will be allowed to visit with an inmate at any reasonable time during daytime and evening hours.

H. Special Visits:

Family, relatives, and friends of inmates may be allowed to visit at times other than regular visiting hours if procedures set forth below are observed:

I. Circumstances for Special Visits:

The following circumstances will be taken into account in deciding whether to grant a visit at times other than the regularly scheduled visiting times:

1. The visitors have traveled a significant distance and were unaware of or legitimately unable to comply with the regular visiting schedule.
2. An event of personal significance has occurred for the inmate (i.e., death of a spouse, sibling, or parent) and the visit may help to reduce the ill effects of the event on the inmate.
3. Other such circumstances which have prevented or will prevent a visit from taking place in the regular schedule.

J. Recording of Visits:

A record of all inmate visits will be recorded using the booking record and jacket of the inmate.

X. INMATE RIGHTS

During a defendant's incarceration in the Germantown city Jail, his or her safety and welfare is the concern of the City of Germantown. The Dispatcher/Jailer shall maintain the jail in a manner to ensure the well being and health of all prisoners.

A. Legal Rights of Inmates.

1. Prisoner(s) shall be treated humanely and provided proper food, shelter and, if required, medical treatment.
2. Prisoner(s) shall have the right to at least one phone call.
3. Prisoner's rights to make bail shall not be impeded.
4. Prisoner(s), except in imminent danger of escape, will be allowed to consult with any Tennessee licensed attorney, in private, at the place of custody, for a reasonable length of time.
5. Prisoner(s) shall be afforded every right assuring them access to the courts for arraignment in a timely manner.
6. Non-departmental persons shall not be allowed access to the Booking/Detention area without the approval of detention supervisor, and then only at times which do not violate prisoner privacy, impede facility operation, obstruct investigations or jeopardize security. Everyone, other than police department personnel on official business, are expressly forbidden from the cell blocks without authorization.
7. Prisoner(s) shall not be subjected to discrimination based on race, national origin, color, creed, sex, economic status or political/religious belief.

B. Right to Legal Counsel: The right to access to the courts and legal counsel is a fundamental right of all United States citizens. The Germantown City Jail will take no action which interferes with this right, except such limitations as are necessary for legitimate security and operational considerations.

XI. ADMISSIONS, RECORDS, AND RELEASE

A. Admissions - Booking Information:

1. In order for the booking personnel to obtain as much current personal data on each incoming inmate as possible during the booking and admittance process, the jacket file, booking report, Bureau of Identification numbers, arrest report, and the Germantown Police Department intake questionnaire will be completed for every person admitted to the facility. All records related to the Germantown City Jail facility will be considered totally confidential.

2. Procedures:
 - a. The Jail Log, B of I number, arrest report, and intake questionnaire will be completed on all incoming inmates by the Dispatcher/Jailer. Information provided by the inmate should be verified whenever possible by documents such as driver's license, Social Security cards, credit cards, check stubs, name tag, etc., which may be in the inmate's possession at the time of arrest.
 - b. In the event an incoming prisoner is unable to answer all questions contained on these forms, the Dispatcher/Jailer should attempt to verify the responses by other means if possible, such as checking with relatives, arresting officers, N.C.I.C. inquiries, dead files. etc.
 - c. If a prisoner is too intoxicated or uncooperative to answer the questions during the booking process, the prisoner may be booked at a later time when the jail staff determines the prisoner is sober, or when the prisoner decides to cooperate.
 - d. An uncooperative prisoner, or a prisoner who is unable to present any form of identification may be kept until such time as the normal booking procedures may be followed. If identification is in question, every attempt should be made to verify the prisoner's stated identification so that normal classification procedures may be instituted. The detective division or Shelby County Records and Identifications may be requested to aid the jail staff in determining the true identify of any prisoner when there exists doubt concerning the validity of the information provided by the prisoner.
 - e. A new entry into the Jail Log, arrest report, and intake questionnaire will be completed on each incoming inmate who is being admitted on new charges, regardless if they have ever been admitted to the facility before.
 - f. Each prisoner brought into the Germantown City Jail will be photographed and fingerprinted so as to comply with existing departmental directives. A copy of the fingerprints will be attached

to the arrest report and the original will be stored in the Jail Records Section.

- g. Each prisoner will be assigned a permanent Bureau of Identification aka RNI number. During the booking process and throughout an inmate's stay at the facility, the staff will make every effort to keep the inmate's file current and accurate, making corrections and additions to the inmate's file as needed.

B. Commitment of Inmates Only on Legal Authority:

No person will be accepted into the custody of the Germantown City Jail without clear and documented legal authority. The Dispatcher/Jailer Supervisor or Police Shift Commander will ensure that each prisoner received has been committed under legal authority.

Procedure:

1. Request: Immediately following the review of the escorting officer's identification, the Dispatcher/Jailer Supervisor or Police Shift Commander will assure himself that each prisoner received has been committed under legal authority.
2. Review of Documents: The Dispatcher/Jailer Supervisor or Police Shift Commander will review the documents for proper execution. Such documents will include at least one or more of the following:
 - a. Writ or order issued by the court for execution of sentence
 - b. Court orders or orders from the Attorney General of Tennessee specifying the detention of state witnesses
 - c. Mittimus to jail before trial, or after trial, from any court
 - d. Transfer orders or hold orders from the Federal Bureau of Prisons or the Tennessee Department of Corrections
 - e. Bond forfeiture papers approved by the Clerk of the Court
 - f. Warrants signed by the arresting officer or teletype message indicating outstanding warrant. This message will include warrant number.
 - g. Arrest reports
 - h. Holding a prisoner for another agency or Attorney General's office

C. Telephone Usage by Inmates:

Upon entry into the Germantown City Jail facility, each prisoner shall have the opportunity to use the telephone within one (1) hour. This call will be documented on the printed booking card with date, time, and inmate signature.

Staff members of the Germantown City Jail will afford reasonable opportunity to newly admitted inmates to contact persons to secure release, seek legal counsel, and provide identification to family or friends.

Procedure:

1. Access: The newly admitted inmate will be allowed access to the telephone and the directory located in the booking area. The Dispatcher/Jailer or Transporting Officer will dial the phone numbers for all inmates.
2. Call: The inmate a reasonable length of time for telephone conversation, depending on the workload of officers and number of others desiring use of telephones.
3. No Contact: If after several attempts, the inmate fails to reach any of the called parties, the inmate will be allowed to repeat telephoning periodically during the remainder of the admissions process until the called parties are reached or the admissions process is completed, whichever comes first. No inmate who is the subject of an ongoing investigation will be allowed to use the phone, after completing the initial phone call, without permission from the investigating officer.
4. Long Distance: The Dispatcher/Jailer will allow long distance calls by the inmate but will obtain the names and numbers of the persons to be called and will place collect calls for the inmate.
5. Subsequent Calls: If, after the completion of the admissions process, the inmate is unable to contact parties via telephone, the inmate will be allowed to place additional calls as soon as practicable after being placed in a regular cell. Additional phone calls will be given at a convenient time and based on staffing.
6. In regards to a person serving time, we will give them a phone call if they need to check family, etc., at a convenient time and based on staffing.
7. Recording: All calls made by the inmate will be recorded in the Inmate Needs of the booking record, listing the phone number called, time, date, who called and length of call.

All calls will be noted as successful or not successful.

D. Jail Booking Process (Booking Record):

1. Jail booking process will include the jacket file being created or updated. The jacket file will include name, address, sex, race, date of birth,

height/weight, hair color, other physical describers, driver's license number, Social Security number, and B of I number. There are additional screens to cover scars, marks, and other information.

2. The booking record will include the phone call, all charges and bond information, medical intake, initial classification questions, housing, and possessions/property.
3. Prisoner possessions list will be as thorough as possible. Concerning currency and coins, the following procedure will be followed. When taking money from a prisoner, all currency will be placed in a regular envelope. The individual currency will be listed on the envelope as follows (see example). The envelope will be sealed in the presence of the inmate and placed in the property envelope with the prisoner's other property. In the case of a female prisoner with a purse, the envelope will be placed inside the purse. The total amount of money will be entered into the computer under possessions, as has been done in the past. The envelope containing the prisoner's money will only be opened in the presence of the prisoner.
4. Any amount of cash over \$50.00 will be counted by the Dispatcher/Jailer and witnessed by the arresting officer. Both the officer and the Dispatcher/Jailer will initial by the amount listed on the property sheets. Any possession found on the prisoner or in his/her property that is seized as evidence will be taken by the arresting officer and secured in the Evidence Room. This action will be noted in the jail log and in the Arrest Report. The items will be noted on the officer's property receipt as seized in the jail.
5. All property will be placed in the property cabinet located in the jail.

The keys to the property cabinet are located on both sets of jail keys. Additional keys are located in the supervisor's desk.
6. Booking card will include phone call information. After inmate, officer, and Dispatcher/Jailer sign, release this form to the officer. (Booking cards do not have to be printed on a serving time prisoner). Booking card will be given to the arresting officer so it can be kept with the arrest report.
7. While the prisoner is in custody, he/she may have other needs which will be handled through Inmate Activity by choosing Option 9 or F9 depending on which screen you are on:

The Dispatcher/Jailer will book and release serving time prisoners without assistance from patrol, unless there is a safety or security concern.

G. Handling of Misdemeanor Citation:

1. The Germantown Police Department Policy and Procedures Manual, Chapter II, Section 17 is the section concerning on scene misdemeanor citations. The following procedures will be followed to process a defendant when the defendant chooses to return at a later date:
2. The hard copy of the misdemeanor citation will be forwarded to the Communications Division by the data clerks in investigations. File folders will be used to file misdemeanor citations that have not been entered into the jail booking system. The other file folders will be set up for future court dates.
3. The 2200-0600 "A" shift will be responsible for entering the misdemeanor citations into the jail booking system and filing the misdemeanor citations in the appropriate court night file. The A shift dispatcher will list his/her IBM# as Booking ID #1, put the arresting officer as Booking ID #2. Whoever does the actual fingerprinting and photo will put their IBM # in the appropriate blocks on that screen.
4. The 0600-1400 "B" shift on Tuesdays will supply the Court Clerk with the names of people that didn't show for processing two days before their court date. Communications will maintain the names of people that didn't show for processing in the court night files. When the person is processed, it will be noted on the list in the court night files. The Court Clerk's office will be notified of anyone processed after their scheduled processing date.

Processing Misdemeanor Citation:

1. Receive misdemeanor citations from records.
2. Midnight shift enter misdemeanor citation: If person has never been booked through the Germantown Police Department booking system, create the jacket. If the person has been here before, select the proper jacket and create a new booking number for the individual concerning this misdemeanor citation.
3. a. Prisoner type will be MICT (misdemeanor citation processing)
b. Incarceration will be MICT
4. Booking date and time will be the same as the date and time on misdemeanor citation.
5. Release time will be 30 minutes after the booking date and time.
6. Write the booking number on the top of the form and file in appropriate court file.

Processing the Defendant:

1. When the recipient of a Misdemeanor Citation arrives at the Communications Center, ask him/her for his/her court night and retrieve the form from the court night file. If he/she doesn't know the court date, do a Geo name search through CAD to obtain booking number.
2. Give him/her a property envelope and have him/her empty his/her pockets into the envelope. Meet him/her at H-2. Have him/her open the envelope so you can do a visual inspection. Take the Garrett Super Scanner and perform a weapons/contraband search. If everything checks okay, allow him/her to enter the jail with you. If the defendant is a female and she is carrying a purse, she will open it to allow you a visual check. Then use the Garrett Super Scanner to scan the purse. The defendant will be allowed to keep his/her property in his/her presence while in the jail in the envelope or the purse. Do not inventory this property since they should be processed and released in 15 minutes.
3. Retrieve the booking record. If you are working with bookings, choose option 9 - Inmate Activity. Choose MICT and enter the current date and time so we can have a record of when the defendant arrived for processing. Then choose option 24 on the booking to add a document and take the photo. Fingerprint the person and let him/her take his/her property and leave if negative results on warrant checks.
4. The final step with the misdemeanor citation will be to stamp the back of the form. This stamp gives you a place to indicate processed by, date, and time. Then put the misdemeanor citation in the Administration file so it can be returned to the records clerk (data entry).

Cease making entries into the Jail Book concerning any misdemeanor citation.

If the defendant chooses to come immediately to be processed, the defendant will be given his copy (pink) and the original and hard copy will be returned to the officer when you have obtained all the information needed for processing, fingerprint cards, and have stamped the back indicating date and time processed. The officer will leave the defendant with you if everything is normal. If the defendant is agitated, the officer will notify a supervisor of the situation, and the officer will standby in the jail during processing.

F. **Prisoner – Wanted by Another Agency:**

1. If a prisoner is wanted by another agency, one of the charges on the booking record should be Hold for Another Agency. However, you must also enter the Hold for ORI on the same screen that is used to show bond type and bond amount. This prisoner cannot be released from Germantown Police Department system until the override password is entered.

2. When an officer stops an individual and determines that there is an outstanding warrant for that person and the outstanding warrant charges are the only charges to be placed against the individual, the officer will do one of the following:
 - a. Have the dispatcher contact the issuing agency to determine if a car from that agency can meet on the scene to take the prisoner into custody. In the case of the Memphis Police Department and the Shelby County Sheriff's Department, this will usually be the Fugitive Squad.
 - b. Have the dispatcher contact the issuing agency to determine if a car from that agency can meet at a predetermined location (ex: city limited or halfway point between jurisdictions).
 - c. Transport the prisoner to the issuing law enforcement agency and turn the prisoner over to an officer of that agency. This does not mean that the Germantown Police Department officer shall book the prisoner into another jail.
 - d. Transport the prisoner to the Germantown Jail if none of the previous three conditions can be met.

3. **Whenever such an arrest is made, officers will complete an Arrest Report and obtain CAD number from Communications.**
 - a. The prisoner shall be held in the Germantown Jail no longer than 12 hours for a local law enforcement **agency** within a 50 mile radius.
 - b. The prisoner shall be held in the Germantown Jail no longer than 72 hours for all other state of Tennessee law enforcement agencies.
 - c. Out of state law enforcement agencies must complete extradition procedures and take custody of the prisoner within 6 days. Time requirements begin upon the prisoner's being eligible for release from the Germantown Jail on any Germantown charges (bond posted, etc.).
 - d. In the event the time requirements are not met, the prisoner is subject to being released unless deemed a danger to the public.

And all normal processing will be followed except fingerprints will not be taken.

I. Housing Individuals for Another Agency:

1. Germantown City Jail will house a subject for another agency overnight. This will also include assisting an out of state agency traveling through the area. The on-duty Dispatcher/Jailer Supervisor will house this prisoner if there is adequate space in the jail.

2. Prisoners will proceed through the regular booking procedure. The charge will be "Hold for Another Agency." We will photograph the individual

and assign a B of I number to this subject. The only exception will be that we will not complete fingerprint cards on this individual. All printouts generated by the jail system will be given to the responsible agency. In case of an emergency, we must have an officer's name and phone number from the appropriate agency. At the end of booking, be sure that clarification is received if this individual is to be given any phone calls.

3. Any requests from another agency or the Attorney General's office to house a subject in the Germantown City Jail for an extended period of time must be approved by the Facility Administrator, Command Staff member, or Chief of Police.

J. Mittimus (72 Hour Hold) and a Writ of Habeas Corpus:

1. The Germantown Police Department Jail is a 72 hour holding facility. We have been transporting prisoners on a regular basis to 201 Poplar to be housed for the Germantown Police Department. Usually these prisoners will stay until we take the Writ of Habeas Corpus Ad Prosequendum to 201 Poplar to return the prisoner for a court appearance.
2. A copy of the Writ of Habeas Corpus with the Mittimus to hold the prisoner at 201 Poplar is kept in the Communications Center. The second paragraph of the writ is very clear:

You are hereby commanded to receive _____ into your custody, detain him/her until such time as he/she properly executes an appearance bond with security in the amount \$_____ payable to the Germantown City Court or return to the Municipal Court pursuant to orders of the Germantown municipal judge.

3. Therefore, if someone wants to bond out a prisoner being held at 201 Poplar for the Germantown Police Department, accept the bond and send an officer to transport that prisoner from 201 Poplar back to the Germantown Police Department to sign the written undertaking. If the bondsman or family is waiting on the prisoner, there is no need to reprocess this prisoner back into our jail facility. A short narrative can be added to the jacket stating that on the appropriate date and time he/she was returned to Germantown and released on bond.
4. Another possibility is while a prisoner is being held at 201 Poplar for Germantown Police Department, he/she is served with a warrant by the fugitive squad. If this occurs, we will not be able to bring the individual back to sign the written undertaking. If it is a cash bond, take the bond and call to release the hold on this prisoner for Germantown Police Department. The written undertaking can then be signed when the person appears in

court. The receipt, of course, will be presented to whomever posted the cash bond. If it is a surety bond, it is up to the bonding company if they want to leave the written undertaking with us unsigned and call to release our hold.

5. In either scenario, enclose Communication's copy of the Mittimus and Writ of Habeas Corpus with the bond so that the Court Clerk will realize the status of this individual.
6. An Individual Being Returned to GPD Jail for Court Appearance: On Wednesday, usually, an individual might be returned to this Department after spending a few days at 201 Poplar. This individual has already been arrested, and we have gone down to 201 Poplar with a Writ of Habeas Corpus Ad Prosequendum. When this individual has been returned to the Germantown Jail, the person will be booked using the correct date and time of this "booking date and time." Prisoner "type" will be either misdemeanor or felony. However, in the area for "incarceration," it will not be #1 for arrest. It will be #14 "court, return from other agency." There is no need to fingerprint or mug shot this individual. You will list the charges the individual is waiting court, reinventory the personal belongings and put the individual in the housing area of the booking system.

K. Mittimus - Court Order:

Besides the mittimus used to hold a prisoner at 201 Poplar, mittimus is used to transfer a prisoner to the Shelby County Correctional Center (Penal Farm). Usually the Court Clerk will furnish this mittimus the morning after court. The Penal Farm has to be contacted and ready to accept the prisoner.

L. Mittimus - Bind Over:

Mittimus used to transfer a prisoner to 201 Poplar binding that prisoner over to face charges to be presented to Shelby County Grand Jury, therefore, making this prisoner a state prisoner.

M. Mittimus to Serve Time:

Any person sentenced to serve time at the Germantown City Jail will have a mittimus on file in the Communications Center.

N. Orders of Protection and Orders Ex Parte:

Copies of these orders will be maintained in the Communications Center for quick reference. A copy of the mittimus for 72 hour hold will be maintained in the same area.

O. Processing Uncooperative Prisoners:

For a variety of reasons, some prisoners refuse or are unable to be processed. Any uncooperative prisoners that are not thoroughly booked will be booked as soon as possible. If it is impossible for the same shift to do so, the next shift should accomplish the task. If the task cannot be accomplished, a notation should be placed in the Jail Booking Record of this individual.

P. Jail Book:

The Jail Book is a log maintained manually as a backup to the computer system, plus can be a valuable resource if an evacuation of the jail is required.

The Jail Book contains the name of the prisoner, sex, race, date of birth, charges, arrest date and time, arresting officer, release date and time, releasing official, Dispatcher/Jailer on duty, cell, court date, and bond. All cash bonds will be marked in red. All entries are to be printed legibly. No cursive writing is to be used.

In the Jail Book, the charge section is extremely important with regard to warrant arrests.

These entries will be made for example:

FTA - Speeding GS 95-969
Contempt of Court - GS 94-456

Q. Prisoner Release Process

1. When a prisoner is released, the envelope is to be opened. The money is to be counted in front of the prisoner in the processing area. The prisoner will initial on the computer printout of the property that he/she has received his/her money. The envelope that contained the money will be stapled to the prisoner's property receipt and forwarded to the Records Division. Purses that are too large to go into the normal prisoner property envelopes will be placed in a bag and will be stapled shut with the prisoner's property receipt stapled to the outside of the bag. The Dispatcher/Jailer will staple the property envelopes closed before putting them into the property cabinet.
2. For security and safety concerns, Dispatcher/ Jailers have to be cognizant of prisoner's identification and be aware if there is a cell partner or if that individual has been unruly, obnoxious, etc. If there is a safety or security concern, an officer will be called to assist in that release.
3. Dispatcher/Jailers are also responsible for ensuring that all prisoner personal property, trash, mattresses and other items are removed from the cell. If the

releasing Dispatcher/Jailer leaves any of the above in the cell, it is the responsibility of the next Dispatcher/Jailer who assumes control over the jail to have this situation corrected.

4. Prisoners being released will have a seat in the processing area and the Dispatcher/Jailer will inventory the contents of the property envelope/bag with the prisoner. The prisoner will initial on the property receipt next to the money indicating his/her approval. The prisoner will then be asked to sign the property receipt, and then the Dispatcher/Jailer will sign this receipt also, indicating the time and date. Once the prisoner has gathered all his/her possessions, then the prisoner will be allowed to leave the secured (processing) area. The receipt and currency envelope will be forwarded to the Records Division.
5. When an individual is released from the jail during normal work days (8 a.m. to 5 p.m., Monday through Friday), that individual is to be escorted to the Court Clerk's office to sign various documents. If there are three Dispatcher/Jailers on duty, one will escort the individual to the Court Clerk's office. If there are only two Dispatcher/Jailers on duty, you will not escort that individual, but you may direct that individual to the Court Clerk or have an officer escort if deemed necessary.
6. Subjects with a "Hold" on them from another agency will be released directly to the transporting officer. Have the deputy or officer secure his/her weapon in a lockbox and have that deputy/officer enter the processing area to escort the prisoner in the jail area.
7. When the prisoner is to be released, the Dispatcher/Jailer will have to release the prisoner and his/her possessions from the booking records and release the prisoner from the system with the appropriate reason for release. All prisoners will be thoroughly checked through N.C.I.C., TIES and JMS before being released.
8. Any cash bonds, the receipt will be written out. The cash and receipt will be verified by a second Dispatcher/Jailer and the verifying Dispatcher/Jailer will initial on the receipt under the signature of the Dispatcher/Jailer who has signed the receipt. The cash and receipt will be placed in an envelope and dropped in the safe. The written undertaking will then be taken to the inmate to be signed, and then placed in a separate envelope and dropped in the safe.

XII. HEALTH AND MEDICAL SERVICES

A. Preliminary Screening of Incoming Inmates:

Each newly admitted inmate will undergo a preliminary health questionnaire by the Booking Officer. Such screening is designed to identify those inmates whose condition may represent a threat to the health of the facility staff and inmates or a threat to the health of the new inmate.

Procedure:

1. Interview: The Booking Officer will interview the inmate concerning the inmate's medical history and current condition during the initial booking process.
2. Recording: The inmate's answers to the questions will be recorded on the intake questionnaire.
3. Observation: The Booking Officer will observe the inmate and answer questions on the intake questionnaire.
4. Referral: If, after the screening, there is any reason to suspect that the inmate suffers from any communicable disease or condition which may require further examination, the Booking Officer will:
 - a. Place the inmate in an isolation cell.
 - b. Immediately arrange for examination by a doctor.
5. Records: The completed intake questionnaire will be placed in the inmate's file after his/her release.
6. Medical Records: Any medical records received by the Booking Officer will be placed in the inmate's file.

B. Unconscious, Injured, or Intoxicated Persons:

No person will be admitted to the Germantown City Jail in an unconscious state or with any evidence of serious illness or injury.

Procedure:

1. Observation: The Dispatcher/Jailer will carefully observe the physical condition and behavior of the inmate being admitted.
2. Serious Injury: If the injury, illness, or emotional state of the inmate appears serious, the Dispatcher/Jailer Supervisor will:

- a. Refuse acceptance of custody and recommend that the arresting officer seek medical attention for the inmate, and notify the Police Shift Commander.
 - b. Not accept custody until the arresting officer provides documentation of the inmate's medical treatment.
3. Intoxication: If the inmate's behavior appears to be affected by the use of drugs or alcohol, the Dispatcher/ Jailer will place the inmate in the drunk tank and make periodic observations during the shift; however, if the inmate has registered .30% BAC on a Breath or Blood Alcohol Test, he/she shall be transported to the hospital and shall not be admitted to the jail until released from the hospital. Any abnormal behavior indicative of suicide will be noted on the Daily Log and the ranking officer will be informed. If it is decided that an inmate may be suicidal, the inmate shall be taken to a hospital for psychiatric evaluation.
4. Minor Injury: If the inmate's injury appears to be minor in nature:
 - a. The Dispatcher/Jailer will make note of the injury on the intake questionnaire form.
 - b. The Dispatcher/Jailer will carefully observe an inmate's visible injury(s) or complaint of injury. Any visible injury(s) or complaint of injury to the head, chest pain, difficulty breathing, bleeding, swelling, discoloration or deformation of any body part shall be examined by a paramedic. The paramedic will determine whether the inmate needs to be taken to a physician or whether the inmate can be medically cleared for placement in the jail.
5. Decontamination: Suspected or admitted carriers of lice or other contaminants will be issued a personal insecticide and given a shower. Items used by the individual such as towels or blankets will be sealed and cleaned as soon as possible. The cell will be sprayed and scrubbed down by Building Maintenance personnel or jail staff before putting an individual back into a cell, and the cell again treated when the individual is released. The jail will be fumigated once a month if the jail population is such to make it possible.

C. Control and Storage of Medications:

1. At the time of admission to the Germantown City Jail, all medications in possession of a prisoner will be taken, along with all other personal property, and the identification of and need for such medication will be verified, if possible, by a physician before it is administered. All such medication will be recorded on a property receipt.

2. Medications and medical supplies will be administered and stored so as to minimize the possibility of their misuse or abuse.
3. There will be a strict control of medications to be issued to prisoners. All medications will be given only upon a doctor's written orders, and they will be kept in a secure place within the Communications office in the facility. A Dispatcher/Jailer is responsible to see that the medicine is taken as directed. Dispatcher/Jailer will fill out a prisoner medication dosing schedule and place a copy in the pass on book and in the medication basket. The dosing schedule will be turned in with all the prisoner's paperwork when he/she is released.

D. Disbursement of Medication:

1. All medications shall be distributed according to the doctor's instructions. Medicine will be listed as a possession on the property receipt. Medication must be in appropriate prescription bottles (containers) or the medication must be verified by the prescribing doctor or an associate from that office/clinic. The following information will be entered into the system:

Under possession	medicine
Under description	the name of the medication, the strength of the dosage, such as 25 milligrams, how often to take the medication, and the prescription number
Location	will be the medicine cabinet
Container	other

2. A pass-on form will be completed to indicate the prisoner(s) with medication.
3. When it is time to dispense the medication, the Dispatcher/Jailer will take the organizer from the cabinet and carry it into the cell to dispense medication. Once the medication has been dispensed, complete and appropriate entry into the prisoner's jail booking record in the "inmate activity." The following information will be included: activity type, activity date, activity time, inmate need, program - yes or no, referred by (this will be the dispatcher's IBM number which will equate to a name), description will be how much medication and the name of the medication (do not type in medicine given). The prescription number will not be needed if properly documented in the possession area. If the activity is unsuccessful, a narrative in F24 (documents) will be expected.
4. When a prisoner is released from the jail, the medication will be released to that prisoner unless the Dispatcher/Jailer is informed otherwise. Medication

left behind will be disposed of by a supervisor after the owner is contacted and given two business days to pick up medication. Disposal will be documented and witnessed by two Public Safety Dispatcher/Jailers.

5. All prescriptions for Germantown Jail inmates will be purchased from the Walgreens Drug Store at 6310 Poplar Avenue, Memphis, TN. Police Department has a charge account for this purpose.
6. Only five (5) days of medication will be purchased for an inmate.

E. Prisoner Medical Treatment:

1. Germantown Methodist Hospital will bill the City of Germantown for inmate medical services. Prior to transportation to the hospital, the Dispatcher/Jailer will have the prisoner sign the "Request for Medical Treatment" form acknowledging his/her request for medical treatment and the responsibility for the charges. Under no circumstances will a prisoner be denied medical treatment for refusing to sign this form.
2. Each officer is expected to ensure that the hospital personnel are not exposed to any hazards or danger from a prisoner during the hospital visit. The security of the prisoner and the welfare of the hospital personnel treating the prisoner are the responsibility of the officer transporting the prisoner to the hospital. The visit shall be accomplished and the prisoner returned to the jail as quickly as possible.
3. Leg restraints are available for the officer to use when transporting to the hospital. In many instances, handcuffs will have to be removed during the medical examination.
4. Any time a prisoner(s) is removed from the secure area of the jail, a frisk search, at least, will be conducted on his/her return to the jail. This control will keep any contraband from being introduced into the jail area.

F. Prisoner Initial Medical and Classification Questionnaire

1. The Initial Medical and Classification Questionnaire consists of a total of 27 questions. A copy of the jail intake questionnaire is maintained in the jail while this prisoner is housed at the Germantown City Jail. When the prisoner is released, the form is admitted to the Records Section and is attached to his/her arrest report.
2. Information received from this questionnaire should be passed on to the Dispatcher/Jailer Supervisor. This information will be evaluated by the

Dispatcher/Jailer Supervisor for the safety of the inmate, jailers, and officers that have been and might be in contact with this inmate.

3. Based on this evaluation, the Dispatcher/Jailer Supervisor will inform the Police Shift Supervisor of the situation. The Police Shift Supervisor will make the final determination regarding the prisoner and contact one of the City of Germantown judges to request a R.O.R. bond and a Dispatcher/Jailer Supervisor will complete the proper documents.
4. If the judge needs additional information, the Police Shift Supervisor will obtain the requested information. The Police Supervisor may use the Arrest Report or any other pertinent records to furnish the additional information to the judge.
5. If an R.O.R. bond is not possible, it will be the responsibility of the Police Shift Supervisor to have this inmate transferred to 201 Poplar, Shelby County Sheriff's Department, where there are medical units for the inmate to be monitored by a Certified Medical Unit personnel. If the inmate has a bond set in Germantown while this inmate is at 201 Poplar, the Police Shift Supervisor will be responsible to dispatch an officer to 201 Poplar to retrieve this inmate to be released at the Germantown Jail.

XIII. HYGIENE

A. Issuance of Clothing:

The standard clothing issue for anyone detained longer than 48 hours for both males and females will be jumpsuits (medical type) or scrubs, when they are requested or necessary. Clean prisoner's personal clothing (if available) may be substituted for institutional clothing at the discretion of the Facility Administrator or Dispatcher/Jailer Supervisor.

B. Issuance of Personal Hygiene Items:

1. Provisions will be made so that prisoners can regularly obtain the following minimum hygiene items for those who are detained overnight:
 - a. soap
 - b. toothbrush
 - c. toothpaste or toothpowder
 - d. comb
 - e. toilet paper
 - f. towel for basin bath
 - g. hygiene materials for women

2. Once the prisoner has used a toothbrush, toothpaste, comb, and towel, it will be removed from the jail cell.
3. These items or services will be provided by the facility free of charge to prisoners.

C. Issuance of Mattress and Linen:

1. In order to standardize those items which are designed to provide basic comfort and hygiene for inmates at the facility, and to ensure cleanliness and safety of those items issued each prisoner upon admittance, the following standard issue will be provided each prisoner who is detained overnight in any cell area other than the drunk tank:
 - a. One clean, fire retardant mattress
 - b. One clean blanket
 - c. One clean bath size towel when showers are given
 - d. Toilet paper

D. Miscellaneous Items in Cells

Miscellaneous items allowed in the cells will be hard cover books and paperback books that are furnished by this Department. An individual may bring in a book, but it will be searched prior to being admitted into the cell. **Pocket calculators, writing instruments, briefcases, etc., will not be allowed in the jail cells.**

XIV. SUPERVISION OF INMATES

A. Work by Inmates Prohibited - Exception:

No prisoner is to perform work while in custody of the facility except to clean his or her cell.

B. Jail Regulations:

Each prisoner processed into the jail, including inmates serving time, will be given a copy of the Jail Rules. The Jail Administrator will be notified of any violation of the Jail Regulations. If additional charges are necessary, the appropriate course of action will be taken. Also, a notation of the violation and what charge or charges were placed against the prisoner will be entered into the Jail Daily Ledger.

C. Surveillance of Inmates:

1. It is the duty of every Dispatcher/Jailer on duty to maintain regular surveillance of the inmates and their activities to ensure the safety and

security of the facility, staff, and inmates on a 24 hour continuous basis, and to document each check of the inmates in writing, listing the date, time, and who made the check, and any unusual circumstances.

2. **Surveillance by Electronic Audio/Visual Equipment:** Where audio or visual electronic surveillance is used, it will be used to monitor activity primarily in the recreation area, corridors, or at points on the security perimeter, such as entrances and exits. Electronic surveillance devices, such as television cameras, will not be used to invade the personal privacy of inmates. Cell doors and the day area outside the cells will be monitored.
3. **Supervision by Inmates:** The facility's policy and procedures prohibit the practice of allowing inmates to supervise, control, or assume or exert authority over other inmates.
4. **Procedures:**
 - a. **Regular Surveillance:** The Dispatcher/Jailer on duty will conduct a visual inspection of each cell area (or other areas where inmates are present) checking each inmate once every 30 minutes on an irregular schedule. Dispatcher/Jailers or Police Officers will not enter the cell of inmates of the opposite sex, except in a life threatening situation, which will be reported to the Dispatcher/Jailer Supervisor immediately and thoroughly documented in writing. In the case of a prisoner being released, a Dispatcher/Jailer shall enter the cell block to unlock the cell door to release a prisoner.
 - b. **Special Surveillance:** Mentally or emotionally disturbed inmates, inmates identified as escape risks, inmates identified as suicide risks, and all inmates housed in disciplinary isolation will be observed more frequently.
 - c. **Observation:** During a surveillance tour, the Dispatcher/Jailer will observe inmate's behavior and appearance for unusual or questionable situations and events (i.e., bruises or cuts on an inmate's face or arms, an inmate expressing hostility, showing signs of depression, not eating, not talking to other inmates, or an inmate not in his/her proper cell).
 - d. **Records:** The Dispatcher/Jailer will note in the Jail Daily Ledger any and all significant or unusual events occurring during the shift. The times when each surveillance tour is conducted and the area(s) checked will be noted in the Jail Daily Ledger. All entries will be printed and not in cursive.

- e. Change of Shift: When the relieving Dispatcher/Jailers report for duty, the Dispatcher/Jailers being relieved will direct the attention of the relief Dispatcher/Jailers to any significant entries in the log during the shift change briefing.
- f. In the event of a fight, attempted suicide and/or vandalism of City property, inmate disturbance and/or violation of jail rules and regulations, the Dispatcher/Jailer will notify the Dispatcher/Jailer Supervisor. The Dispatcher/Jailer Supervisor will notify the Jail Administrator.

D. Inmate Counts:

To prevent escapes and to ensure that inmates are accounted for at all times, the Dispatcher/Jailers on duty must make frequent and accurate counts on an eight hour basis. The facility has a system to physically count prisoners and record the results on an eight hour basis.

Procedure:

1. Inmate Count: Before an inmate can be regarded as present, the Dispatcher/Jailer conducting the count must see the inmate.
2. Schedule: At the shift change the Dispatcher/Jailers will verify the number of inmates present in each housing unit. Counts will also be verified during the service of meals by the Dispatcher/Jailer on duty.
3. Recording: The count will be recorded on the Jail Daily Ledger and the inmate accounting form, and signed by the Dispatcher/Jailer.
4. Recount: If the count does not agree with the previous shift's count and any subsequent recorded movement of inmates, the Dispatcher/Jailer on duty will order a lock-down and recount. (Also see procedure on escape).
5. Upkeep of Records: All admissions to and removals from the housing area will be recording in the Jail Log by the Dispatcher/Jailer.

E. Report of Unusual Occurrences:

Any unusual occurrences that endangers the lives or welfare of department personnel or prisoners shall be reported as soon as possible to the Dispatcher/Jailer Supervisor or the Patrol Shift Commander. The Dispatcher/Jailer will, in addition, prepare a detailed written report before completing the shift.

This report will be submitted to the Dispatcher/Jailer Supervisor and Communications/Jail Administrator.

Unusual occurrences include the following:

1. Death
2. Attempted suicide
3. Serious injury
4. Attempted escape
5. Fire
6. Riot
7. Assault of a staff member by prisoner
8. Assault of prisoner by staff member
9. Assault of prisoner by another prisoner
10. Sexual assault
11. Occurrences of serious infection, communicable disease or illness
12. Escape

XV. CLASSIFICATION OF PRISONERS

A. Juveniles:

It shall be the policy of the Germantown City Jail that no juvenile (anyone under the age of 18) will be incarcerated in the Germantown City Jail, or allowed to be brought inside the jail facility if under arrest for any reason. The exception will be a juvenile that has been charged and the case has been transferred from Juvenile Court for trial as an adult. Pursuant to state law, the juvenile should be dealt with as an adult on this and any subsequent charge or charges.

Juvenile Court will provide us with a copy of charges and the date this juvenile had a charge or charges transferred from Juvenile Court for trial as an adult. A copy of the information will be forwarded to arresting officers so it can be maintained with the arrest report.

Whenever we have a juvenile in our jail due to state law, that juvenile will not be in a cell with someone over the age of 18 years.

B. Female Inmates:

Female inmates will be housed separately from male inmates until the time of release.

Procedure:

1. Separation: In the event that female and male inmates are brought to the detention facility at the same time, the male inmate will be placed in a holding cell while the female inmate is processed.
2. Search: At no time will a male Dispatcher/Jailer or male Police Officer conduct a frisk search, pat down, or view a strip search of a female inmate unless the officer feels that an emergency situations exists. And then even, he may conduct a frisk search only, which will be documented.

C. Classification and Housing by Charges:

Germantown Jail attempts to keep like prisoners in the same cell. Misdemeanors, Failure to Appear, Contempt of Court, Violation of Probation, and Serving Time can be housed together in the same cell. An effort should be made to keep felons, especially violent felons, from being housed in the same cell as the above charges.

Use all six bunks all the time until we have to use the dayroom. Open a cell and house in the dayroom as a last resort.

If there are no female prisoners, additional male prisoners may be housed on the female side.

XVI. MISCELLANEOUS

A. Jail Ledger:

1. The Jail Daily Ledger is a diary for actions/incidents that occur in the Jail that do not pertain to the regular booking process of the jail. All entries will be printed and not written in cursive.
2. The following are examples of types of entries that will be printed into the Jail Daily Ledger:

Jail was cleaned
Jail was inspected by Police Supervisor
How many prisoners were fed
Fire drill
Prisoner is moved from cell to see an attorney or family
Prisoner requires medical attention and what actions taken
Prisoner given medication
Every prisoner check will be logged into this Daily Ledger

B. Fingerprinting of Citizens:

1. The Dispatcher/Jailers will fingerprint citizens in the prisoner processing area of the jail, even when prisoners are present in the jail. No citizen will be taken into the jail while a prisoner is out of the cell nor will any prisoner be brought into the jail while a citizen is being fingerprinted.
2. This service will only be offered from 8 a.m. to 5 p.m., Monday through Friday. Only citizens of Germantown or individuals working in Germantown will be fingerprinted, unless approved by the Court Clerk or Jail Administrator. This person must have with them fingerprint cards and receipt from the Court Clerk of Germantown indicating that they have paid the appropriate fee.

C. Court Room Appearance:

1. The prisoner(s) for a special hearing will be directed to the visitation/holding area. An officer will either take the prisoner(s) into the Court Room and monitor the prisoner(s) until returned to the jail or remain in the Court Room to assist the Court.
2. Scheduled Court: The officer will take the prisoner(s) to the holding area. The officer will advise the Court Officer that the prisoner(s) are in the holding area and will remain if the Court Officer needs assistance. An officer will return the prisoner(s) to the jail once all prisoners have had their court appearance.
3. All prisoners will be appropriately clothed and groomed prior to appearing in court and will be visually inspected before being sent to the holding area.
4. If staffing and safety concerns have been considered for special hearing or scheduled court, the Dispatcher/Jailer will direct a prisoner(s) to the visitation/holding area. An officer will be given the second set of jail keys so that the prisoner(s) can be escorted into the courtroom and monitored. The officer will return the prisoner(s) to the holding area, and the Dispatcher/Jailer will be notified to return the prisoner(s) to the cell block. (Ref. Jail Booking Process 9.4E).
5. Any time a prisoner(s) is removed from the secure area of the jail, a frisk search, at least, will be conducted on this return to the jail. This control will keep any contraband from being introduced into the jail area. (Ref. Prisoner Searches 4.2C).
6. When the prisoner(s) is in the visitation/holding area, the Dispatcher/Jailer will maintain close vigilance through the monitor.

D. Movement of Prisoners by Investigators

1. The door labeled PD at the east end of the Jail Processing area will be used only by Investigators when bringing a subject down for booking and processing or when taking a prisoner up to the Investigation area for questioning. The Investigator will secure his/her weapon before entering the Jail area. The PD door will not be open until the Investigator has called Communications via the radio and the door will be open for immediate entrance into the Jail for the Investigator. The Jailer will check to ensure that the PD door is secure after it has been used by the Investigator or other officers.
2. If booking is in progress, personnel will be informed in the booking area before PD is opened.
3. The PD door will not be a normal entrance into the Jail from the Police Administration. PD door may be used in a case of an emergency such as prisoner disturbance, assault on an employee, hostage, fire emergencies, and medical emergencies.

XVII. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, canceled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.