



Office of Criminal
Detention
Facilities Review
Coordinator

MINIMUM STANDARDS FOR
ADULT CRIMINAL
DETENTION FACILITIES
STANDARDS
2014-Revised: 2022

Office of Criminal Detention Facilities Review Coordinator
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Chapter 1

Statutory Authority

The standards contained in this document are authorized pursuant to Arkansas Code Annotated Title 12, Chapter 26 (A.C.A. §§ 12-26-101 et. seq.). The Office of Criminal Detention Facilities Review Coordinator and the Criminal Detention Facilities Review Committees shall operate as directed by Arkansas law and the Secretary of the Arkansas Department of Corrections. The Office and Review Committees shall adhere to all applicable laws and regulations regarding record keeping, public meetings, the Arkansas Freedom of Information Act, and other state agency guidelines.

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Chapter 2

DEFINITIONS

Throughout the Standards set forth herein, the following definitions shall apply:

- A. Book-In Facility:** A facility used to hold Detainees for a maximum of four (4) hours for processing purposes only. Book-In Facilities are subject to the exceptions provided in Chapter 18, Section 18-1002 but shall otherwise abide by the Criminal Detention Facility Standards.
- A-B. Chief Executive:** The elected or appointed person in whom rests the ultimate authority and responsibility for the administration and operation of the Criminal Detention Facility Standards, and for the care and confinement of detainees confined-held therein, and for all facility personnel, and for determining the method of adherence to the Standards discussed herein unless specifically addressed otherwise.
- B-C. Criminal Detention Facility:** as defined in Act 822 of 1983 any Any institution in which inmates may be held operated by a political subdivision or a combination of political subdivisions for any length the care, keeping, or rehabilitative needs of time whatsoever adult criminal offenders, including county-city jails, regional jails, county jails, municipal jails, and/or any type of temporary holding units. facility. "Criminal Detention Facility," "the facility," and "jail" are used herein interchangeably.
- C-D. Detainee means any:** Any person confined for any length of time within a Criminal Detention Facility. "Inmate" and "detainee" are used interchangeably herein and refer "Detainee" refers to both including, but not limited to, those persons charged with criminal violations who are awaiting trial and those persons being confined after conviction.
- E. Full-Service Facility:** A Criminal Detention Facility in which detainees may be held for more than twenty-four (24) hours.
- F. Governing Body:** Governing body" means the The: (A) City council, or board of directors, or comparable body for a city; (B) Town council, or board of directors, or comparable body for a town; (C) Quorum court for a county; and (D) the governing state agency (i.e., Department of Corrections, Department of Human Services).
- G. Health Authority means:** A licensed physician or other licensed health care professional, health administrator or agency. When this authority is other than a licensed physician, final medical judgment rests with a single responsible physician who is licensed in Arkansas and who has been so designated by the Chief Executive.
- D-H. Holding Cell:** A facility used only for the temporary confinement of persons who are awaiting appearance in judicial proceedings or who are awaiting transfer to another criminal detention facility. Holding cells are subject only to the requirements set forth within Chapter 18, Section 18-1003.
- I. Licensed Dietician:** A person licensed by the Arkansas Dietetics Licensing Board.
- J. Personnel:** Includes any employee person(s) with the primary responsibility for supervision, keeping, and custody of charged with custody and/or care of a Detainees. For the or as defined in specific Criminal Detention Facility policy purpose of these standards, Personnel does not include administrative staff who do not supervise Detainees. Any personnel not covered by this definition will comply with local facility policy.
- K. Twenty-four Hour/Overnight Facility:** Use of the terms "he" and "him" within these standards shall also mean "she" and "her.": Any facility operated by a political subdivision or a combination of political subdivisions in which Detainees may be incarcerated from time of intake up to twenty-four (24) hours. Twenty-four Hour/Overnight Facilities are subject to the exceptions provided in Chapter 18, Section 18-1001 but shall otherwise abide by the Criminal Detention Facility Standards.
- E-L.** Use of the terms "he" and "him" within these standards shall also mean "she" and "her."

~~F.M.~~ Use of the word "shall" within these standards connotes a mandatory standard.

~~G.N.~~ Use of the word "should" within these standards connotes a recommended standard.

~~H. Intermediate/Long-term Facility means a criminal detention institution in which inmates may be held from time of intake through a one-year period.~~

~~I. Short-term Facility means any institution operated by a local unit of government in which persons may be incarcerated from time of intake up to sixty (60) days.~~

~~J. means any institution operated by a local government in which persons may be incarcerated from time of intake up to twenty-four hours.~~

~~Book In Facility Only means a two (2) to six (6) hour holding facility that must follow Jail Standards. This can be recommended by the Judicial Committee Members.~~

~~K. A Licensed Dietician means a person licensed by the Arkansas Dietetics Licensing Board.~~

Chapter #3

ADMINISTRATION

SECTION 3-1001. ADMINISTRATOR

The Chief Executive of ~~a each~~ Criminal Detention Facility shall designate an Administrator to oversee the operation of the facility or shall assume that position himself. A person so designated shall be vested with the authority to control the operation of the facility and ~~with the authority~~ over all personnel employed by the facility ~~or confined therein.~~ The Administrator ~~reports~~shall report directly to the Chief Executive ~~in~~regarding their duties overseeing the facility. The Administrator may take any action necessary to implement the Standards included herein if authorized to do so by the Chief Executive. ~~This Standard shall not apply in those cases where a Civil Service Commission retains the authority of appointing a Criminal Detention Facility Administrator.~~

SECTION 3-1002. INVOLVEMENT OF CHIEF EXECUTIVE OFFICER

The Chief Executive shall ~~at all times~~ be fully informed on all aspects of the Criminal Detention Facility. ~~He at all times~~ and shall be ~~familiar with~~knowledgeable of staff management ~~procedure~~procedures and ~~inmate~~detainee safety, ~~security~~security, and welfare.

SECTION 3-1003. WRITTEN POLICIES

The Chief Executive shall prepare a written policy for all areas ~~that required by~~ applicable Criminal Detention Facility Standards. ~~require a policy which that fully describes the facility routine to include, including the philosophy under which the facility will be operated.~~ This policy ~~These policies and guideline should~~guidelines shall be made available to ~~the~~all staff. Provisions should be made ~~in the document~~ for two-way communication between all members of the staff, ~~inmates~~detainees, and members of the public to the extent deemed advisable by the Chief Executive taking into consideration the necessity of preserving discipline among the ~~inmates~~detainees.

SECTION 3-1004. FISCAL MANAGEMENT

The Chief Executive, or his designated Administrator, shall be responsible for total fiscal management ~~with~~of the funds so provided by the governing body. This responsibility ~~of necessity~~ includes budgeting for needed equipment, supplies, ~~manpower~~personnel, and related expense necessary for complete jail management ~~which that~~ conforms in every respect

with ~~Arkansas State law, these standards, as well as applicable local laws, state, and these Standards, federal law.~~ The Chief Executive shall be held responsible for submission of an all-encompassing budget, to the appropriate governing body. ~~appropriate approving authorities, and.~~ The Chief Executive shall not be held responsible for failure of that approving authority to provide for sufficient personnel, equipment, supplies, and other necessary operating expenses.

Chapter III 4

PERSONNEL STANDARDS

SECTION 4-1001. APPLICABILITY

These Standards are applicable to all personnel employed in a Criminal Detention Facility.

SECTION 4-1002. MINIMUM STANDARDS FOR PERSONNEL

- A. When personnel are being hired, special inquiry shall be ~~made into the character, morals and standing in the community of each applicant~~ completed, giving special attention to the details provided in the application, background investigation, and verbal responses to questioning of the applicant. The background investigation form required by the Commission on Law Enforcement Minimum Standards and Training or its equivalent shall be used and kept on file in the facility. A high school education or equivalent shall be required of all new employees. The attributes of physical fitness, experience, demonstrated aptitude, and previous training ~~and experience~~ should be the prevailing factors in the hiring process. ~~Personnel shall not have entered a plea of guilty, or been convicted of, a felony at any time. Personnel shall be free of a felony conviction at the time of hire shall be free of a felony record, including those whose felony has been sealed, expunged or pardoned. Any record that has been sealed, expunged, or pardoned shall not be considered. Personnel shall be free of a felony record.~~
- B. Criminal Detention Facility personnel shall be at least ~~eighteen (18)~~ years of age on the date of hiring.
- C. All new Criminal Detention Facility personnel whose duties bring them into contact with inmates/detainees shall be required to meet ~~the any~~ medical and psychological standards required by the Commission on Law Enforcement Minimum Standards and Evidence Training. Evidence of each employee's ability to meet ~~the medical and psychological~~ such standards shall be kept on file in the facility, subject to any applicable restrictions under state or federal law.

- D. Health examinations which meet the requirements of the Arkansas Department of Health and local policy shall include, at a minimum, an examination for communicable disease, shall be required of all Criminal Detention Facility personnel at the time of hiring, ~~and should shall be required on at least an annual basis. Evidence of the examination shall be kept on file in the facility subject to applicable restrictions under state or federal law.~~
- E. All ~~criminal~~Criminal Detention Facility personnel whose duties include the care and control of detainees shall successfully complete training equivalent to the basic jail course which is offered or approved by the Arkansas Law Enforcement Training Academy or the ~~Department~~Division of Correction (for counties or cities participating in the Act 309 Program) within nine ~~(9)~~ months of being hired. The Chief Executive shall document in writing the attempts made to complete training if training cannot be completed within nine months from the date of hire. Personnel may be granted ~~a three-month~~ extensions by the Chief Executive, of no more than three months at a time, in order within which to complete the training. Certified law enforcement officers are exempt as long as the Chief Executive certifies that the officer is knowledgeable of these Standards. If training cannot be completed within nine months (with a three-month extension) from the date of hire, the Chief Executive shall document in writing the attempts made to complete training. Grounds for extensions shall be documented in the employee's training records. In no case shall training be deferred beyond two years. Each new Certified law enforcement officers and correctional officers within the Department of Corrections are exempt from the training requirement as long as the Chief Executive certifies that the officer is knowledgeable of these Standards. The Chief Executive shall establish a written policy that provides that each employee shall work on a probationary status for a minimum of one year from the date of hire.
- F. The Chief Executive shall require all employees to complete 16 hours of continuing education per year. This continuing education must may include at minimum, annual training in the following:
- A. Suicide Prevention,
 - B. Sexual Abuse/Assault (PREA),
 - C. CPR/AED/First Aid (in accordance with Detention Facility Policy),
 - D. Use of Force and duty to intervene (in accordance with applicable law), and
 - E. General Personnel Policy, or
 - F. Any training approved by the Commission on Law Enforcement Standards and Training.
- G. A personnel file shall be maintained for each employee by the Chief Executive or the Administration Administrator of each Criminal Detention Facility and the file shall include all data relative to regarding the training and job qualifications of each person.
- H. The Chief Executive shall be responsible for budgeting for sufficient personnel. The governing body shall be held responsible for sufficient funding to carry out in total all of the requirements contained in Chapter 9, Section 9-1001, subsections A-C. ~~These three standards shall be met.~~ A lack of funds shall not be considered in mitigation because the safety and security of the facility and personnel therein rests to a great degree on these standards.
- I. The Chief Executive ~~shall~~ or Administrator shall request, in writing, the assistance from the governing body of the county or municipality in order to address budgetary issues which prevent compliance with the personnel standards contained herein. , when necessary to correct any personnel issues which prevent implementation of these standards, shall request, in writing, prompt intervention and assistance from the governing body of the county or municipality and, if the request is denied, the Chief Executive or Administrator shall promptly request notify, in writing, the necessary intervention and assistance from the Criminal Detention Facility Review Committee.

Chapter IV5

RULES OF CONDUCT FOR PERSONNEL

SECTION 5-1001. PERSONNEL ORIENTATION

The Chief Executive ~~and~~/or the Administrator shall be responsible for ~~seeing~~ensuring that ~~each employee~~any employee charged with custody of ~~the Facility~~a detainee is briefed on the care, treatment, custody, and control of ~~inmates~~detainees. Prior to assuming duties that require care and control of ~~the inmates~~detainees, the employee ~~must~~shall be familiarized with the facility's written rules of conduct ~~that are~~as published in ~~the~~the manual provided to all employees ~~and~~. Personnel shall acknowledge ~~as received~~receipt of the manual.

SECTION 5-1002. RULES OF CONDUCT

Basic rules of employee conduct and discipline shall be in writing and provided to each employee. The Chief Executive is responsible for the content of the rules of conduct, but at a minimum those rules shall cover ~~at least~~ the topics listed below:

- A. Each employee shall be responsible for knowing and complying with ~~these~~all rules of conduct.
- B. There shall be clear grooming and attire standards for facility personnel. These standards shall ensure that employees present a neat, clean, professional appearance while on duty,; establish procedures for the issuance and maintenance of uniforms, as applicable,; and promote safety for personnel and detainees. The personnel shall orient their personal conduct toward professionalism. When on duty, they should be properly groomed, neat and clean, mentally alert, and at all times should strive to present a high level of physical fitness. When off-duty, personnel are required to maintain a professional image.
- C. All personnel must perform their duties in a polite and professional manner ~~when interacting with inmates. They, Personnel shall~~should not use profane ~~and/or~~ abusive language, nor ~~shall they~~abuse a detainee in any manner ~~abuse an inmate~~.
- D. All personnel who are qualified to use ~~defensive~~emergency equipment shall know the location of all such equipment and shall be fully trained and certified on the procedures ~~and justification~~ for its use ~~against an inmate~~.
- E. If an emergency squad~~response team~~ has been established within the facility by the Chief Executive, all personnel assigned to that squad will be fully trained for the prescribed duties within that squad and shall be expected to be fully familiar with all aspects of the operation.
- F. Personnel shall be constantly ~~alert~~for~~mindful of~~ unusual conduct or incidents among ~~the inmates~~detainees, visitors, contractors, or other personnel, such as attempts to escape or smuggle contraband or other prohibited items into the facility.
- G. For security purposes, personnel shall not discuss management and operations of the facility with anyone except co-workers and superiors, ~~and then~~. Such discussions shall be conducted in a discrete manner, ~~and outside of the presence of detainees and other unauthorized individuals~~.
- H. Personnel shall not buy ~~from~~, sell ~~to~~, barter, or trade in any manner with ~~inmates~~detainees, family or friends of ~~an inmate~~a detainee, or a representative of any of these persons. Personnel shall not accept gifts of any kind, regardless of value, from ~~an inmate or his a detainee, family or friends of a detainee, or a representative, family members or friends, of any of these persons~~. The Chief Executive may allow an exception for Act 309 ~~inmates~~Inmates in accordance with the Arkansas Department~~Division~~ of Corrections 309 Policy.
- I. ~~Personnel shall not engage in distracting activities while on duty.~~
- K.I. ~~Personnel shall~~ Personnel shall remain neutral and not recommend a specific bondsman ~~or~~, attorney, or other services of this nature ~~to an inmate~~. Personnel shall have approved material from which ~~an inmate~~a

~~detainee~~ may seek services, and that material shall be made available to ~~inmates~~detainees and/or their ~~counselors~~attorneys on request.

~~L.J.~~ Personnel shall use physical force against a detainee or inmate only as authorized by written agency policy. Personnel may use physical force against a detainee ~~or inmate~~ only to the extent that it is necessary in self-defense, to prevent injury or death to himself or another person; to quell an inmate who might grievously harm or injure himself, to end a disturbance or to prevent a ~~riot or escape~~riot, escape, or unauthorized entry; to prevent destruction of public property; and to enforce a lawful command to which an inmate is reacting with physical resistance. Employees shall use the minimum a reasonable amount of force necessary to control the situation. ~~Force shall never be used as a means of punishment.~~

~~M.K.~~ ~~In the event of~~Immediately~~Pursuant to the Criminal Detention Center's written policy,~~ following an incident involving the use of force, ~~as in paragraph K. above, the all~~ involved personnel ~~will make an immediate~~shall provide a written report of all details to their ~~immediate~~direct supervisor who will disseminate and retain the report in accordance with the ~~department's established administrative~~Criminal Detention Facility's written policies and any applicable state law.

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Chapter 6

RECORDS, COMMITMENTS, AND COMMITMENT RECEIVING PROCEDURES

SECTION 6-1001. RECEIVING OF INMATE/DETAINEE

The Chief Executive shall establish a written procedure used for booking an inmate into the facility should be professional, smooth, fast and courteous; the acceptance of detainees into the Criminal Detention Facility.

SECTION 6-1002. VERIFICATION OF DETAINMENT

Proper legal authority shall be the basis of committing a person to confinement in the Criminal Detention Facility. The Chief Executive shall establish written procedures to ensure that all warrants, court orders of commitment, arrest reports, etc. or other legal bases for confinement are checked for completeness to include an authorized signature, and to identify the detainee as the subject in question as fully as circumstances permit.

SECTION 6-1003. JAIL LOG

A "jail log" or other detention record, which would provide that provides accurate facility intake and population records, shall be kept, in which and shall include all pertinent information on every detainee is recorded. This log should contain relevant characteristic and demographic data on the detainee, time and /date of arrest, time and /date of confinement, time and /date of release, cause/reason of confinement, classification of offense (felony or misdemeanor), arresting or /confining officers, warrant or commitment data, and all other data common to such action. These records shall be retained by the facility for a period of time in accordance with state law. Fingerprints should be obtained, DNA samples, and furnished to the Arkansas State Police, or photographs shall be taken and forwarded as required by applicable state and federal law, including, without limitation, A.C.A. § 12-12-104, law, on subjects who meet the criteria established by Arkansas law and who have not previously undergone that procedure by the arresting agency.

SECTION 6-1004. INMATE/DETAINEE INFORMATION

In all cases where a person is being confined within the Criminal Detention Facility At intake, the following information shall be obtained and maintained within the facility except that. However, this information need not be obtained by the same facility more than once in those cases where the person being confined has been confined in the Detention Facility within the previous 30 days, then requirements A, B, C, E, and F are optional any thirty (30) day period:

- A. Previous criminal record
- ~~B.~~ Known habitat and habits of the subject;
- B. Known domicile(s), residence(s), and/or other frequented locations
- ~~D-C.~~ Names and other identifying data of person(s) to be contacted in the event of an emergency-
- E-D. Known or stated illnesses to include name of medication or special diet, if any, and allergies, including lists of prescribed; medications or dietary restrictions, as applicable
- F-E. Names and identifying data of person(s) expected to visit or correspond with the inmate/detainee, including attorney(s), clergy, or other professionals if the inmate/detainee freely provides that data, or such data is otherwise available
- G-F. Social security and/or driver's license numbers and car/vehicle license number, if obtained available, and
- H-G. Detailed descriptions of bruises, cuts, needle any identifying characteristics, such as scars, marks and/or apparent deformities of any type. _____, or tattoos:

SECTION 6-1005. PERSONAL PROPERTY OF INMATE/DETAINEE

All personal property ~~from an inmate belonging to a detainee~~ shall be properly accounted for on a written receipt, ~~and~~ placed in an envelope or other container which clearly identifies by appropriate markings that the ~~inmate/detainee~~ is the owner of that particular property. The ~~inmate/detainee~~ shall be given a copy of the receipt and the property will be held ~~under tight security in a locked and secured location~~. If property of an evidentiary nature is seized at the receiving/booking station, ~~or at any point while detained~~, it should not be listed with the property that will be returned to the ~~inmate/detainee~~ when he is released on bond or otherwise. Such evidentiary property should be handled under the procedure established for evidence handling, ~~and, in such cases, the evidence seized shall be documented and the inmate/detainee shall be given a copy of the evidence receipt.~~

SECTION 6-1006. SEARCH DURING RECEIVING OF INMATE/DETAINEE

At the time ~~an inmate a detainee~~ is being searched, he should be checked for ~~vermin/lice or other pests~~, cuts, bruises, needle marks, ~~or any other bodily injury/injuries~~ and all findings shall be entered in the ~~inmate's/detainee's~~ personal record. Any claims of illness or injury ~~should~~ shall be entered ~~on into~~ the record and checked by professional medical personnel for accuracy, ~~if warranted~~. If ~~an inmate a detainee~~ appears to be ill, ~~or is under the influence of drugs or alcohol, or comatose/unconscious or in a stupor~~, a ~~medical doctor/qualified medical professional~~ shall determine the condition of confinement. A ~~vermin/lice-infested inmate should/detainee shall~~ be deloused by methods ~~that/which~~ have been recommended by ~~the~~ Arkansas Department of Health.

SECTION 6-1007. STRIP SEARCHES

Strip searches shall be conducted in private by a person of the same ~~gender/biological sex~~ as the ~~inmate/detainee~~ being searched except when circumstances make the presence of additional personnel necessary. The Chief Executive shall have a written strip search policy ~~which provides for strip searches to be conducted, at a minimum, during intake.~~

SECTION 6-1008. OPPORTUNITY TO ~~CALL BONDING COMPANY~~ARRANGE BOND

After the booking procedure is completed, the ~~inmate/detainee~~ shall be allowed to call, without expense, an Arkansas licensed bonding company ~~or an individual of their choosing for the purpose of arranging bond payment.~~ ~~—A telephone/communication device shall be made available for detainee usage to notify family and attorney(s) at time of detention.~~

SECTION 6-1009. INMATE/DETAINEE ORIENTATION TO FACILITY RULES

~~The inmate should be oriented to~~ In Full-Service Facilities, the rules of Chief Executive shall establish a written policy ~~requiring the provision of facility by permitting him rules to read plainly printed Facility Rules/detainees during or by furnishing immediately following the inmate a copy of same/booking procedure.~~

SECTION 6-1010. ASSIGNMENT TO QUARTERS

At the conclusion of the ~~admittance/booking~~ procedure, the ~~inmate/detainee~~ shall be assigned suitable quarters, clean and adequate bedding, ~~and other items necessary for sanitation and proper hygiene.~~

Pursuant to A.C.A. § 12-32-103, every detention facility shall establish a written policy for providing, at no cost to the detainee, the following items:

- (1) "Necessary prenatal vitamins and nutrition for pregnant detainees,
- (2) A necessary number of hygiene products for female detainees,
- (3) A necessary number of undergarments for female detainees,
- (4) A lower bunk for pregnant detainees, and
- (5) Unless otherwise provided for by the detention facility, access for a pregnant detainee to nonprofit educational programming, such as a prenatal care, pregnancy-specific hygiene, and parenting classes."

SECTION 6-1011. DISCIPLINARY ACTIONS

Disciplinary actions taken against ~~an inmate~~ a detainee for any cause shall be ~~reported~~ documented in writing. The Chief Executive shall have a written policy requiring that a full and ~~kept in the inmate's complete record~~ of the disciplinary process be maintained in the detainee's record.

SECTION 6-1012. UNUSUAL CRITICAL OR SIGNIFICANT OCCURRENCES DOCUMENTED IN WRITING

A ~~written~~ full and complete record of any unusual critical or significant occurrence including, but not limited to, incidents shall be documented in writing in the file of the detainee(s) concerned. Unusual critical or significant occurrences include without limitation:

- A. Incidents of violence, force
- B. Force used against an inmate, injury a detainee
- C. Injury to self or another person by the inmate, medical detainee
- D. Medical and/or dental treatment to include (including the result of such medical/dental treatment, disciplinary,)
- E. Disciplinary action any
- F. Any other critical incident or occurrence not specified herein, as determined by facility policy
- ~~— Any other incident not named but of such importance that questions could later arise, shall be recorded in the private record file of the inmate concerned.~~

SECTION 6-1013. RECORDS RETENTION POLICY

Each facility shall establish a records retention policy which conforms in all respects to applicable local, state, and federal laws. This policy shall include, without limitation, those standards and procedures set forth by Arkansas Code Title 13, Chapter 4, Subchapter 4, (A.C.A. § 13-4-401 et. seq.). When training or inspection is required by these standards or applicable law, detention facilities shall document and retain records of such training or inspection as outlined by the applicable section of these standards or by applicable law.

Chapter VII

INMATE/DETAINEE RIGHTS AND DISCIPLINARY PROCEDURES

SECTION 7-1001. WRITTEN DISCIPLINARY POLICY

The Chief Executive shall publish inmate/detainee rights and rules of conduct specifying disciplinary action(s) and penalties which may result from infractions. This ~~will~~ shall be made available to all ~~inmates/detainees through posting, having the inmate read from a copy or by giving each inmate/detainee a personal copy of the same.~~ Provisions shall be made for those inmates/detainees who cannot read, or have limited ability to understand English. ~~and in every instance, there~~ Reasonable efforts should be made to provide detainees with a clear ~~a clear~~ understanding of the rights and rules. The receipt of this information shall be noted in writing by the inmate/detainee, or if refused, by the officer providing the information.

SECTION 7-1002. WRITTEN INMATE/DETAINEE RIGHTS

Published inmate/detainee rights shall include, without limitation, the following provisions:

- A. All inmates/detainees of a Criminal Detention Facility shall have reasonable access to the courts through counsel/self-representation or through an attorney, whether appointed or retained, ~~and in the event counsel.~~ If an attorney has not been retained or appointed, the ~~inmate should/detainee shall~~ should have reasonable access to current law library materials.
- B. All inmates/detainees have a right to have confidential access to their attorney. Legal consultation(s) shall be permitted in private, shall be unmonitored, and shall occur at the place of detention on a reasonable basis.
- C. Inmates/Detainees shall not be segregated solely because of federally protected classes.
- D. Inmates/Detainees shall be permitted to worship or meditate at a reasonable time, and consistent with the established security protocols of the facility, as prescribed by their faith; to have access to clergy of their faith, if available, and to adhere to the dietary laws of their faith where possible.
- E. All inmates/detainees have a right to humane treatment/housing which provides for nourishing/nutritious food, access to medical and dental care when indicated, clean living quarters, and a healthy, safe, and secure environment. Under no circumstances shall denial of medical care or regular meal ~~services~~ services be used as a disciplinary measure.
- F. Inmates/Detainees have a right to be secure from self-incrimination and shall not be subjected to unlawful attempts to obtain statements and/or confessions while they are incarcerated.
- G. ~~At the time of intake, the inmate~~ Detainees shall be afforded an/the opportunity to make a reasonable number of unmonitored phone calls, at the inmate's/detainee's expense, in which he may contact an attorney of choice, and a member of his family accordance with a written telephone usage policy.

SECTION 7-1003. WRITTEN DISCIPLINARY PROCEDURES

The Chief Executive shall establish a written policy regarding inmate/detainee disciplinary procedures ~~which~~ that shall include, at a minimum, the following:

- A. A definition of minor inmate/detainee infractions and the appropriate disciplinary action.
- B. A definition of major inmate/detainee infractions and the appropriate disciplinary action.
- C. A procedure for written documentation of all disciplinary actions taken including the filing of criminal charges where appropriate.
- D. A procedure for the handling of due process ~~handling of~~ disciplinary actions which may include a hearing to be held within a reasonable time before a person designated by the Chief Executive.

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Chapter VIII

INMATE SEPARATION/DETAINEE CLASSIFICATION

SECTION 8-1001. SEPARATION BY TYPE/CLASSIFICATION SYSTEM REQUIRED

- ~~_____ Criminal Detention Facility shall provide for the separation by sight and sound, to the greatest extent possible, sound, of the following categories of inmates:~~
 - ~~_____ Female and male inmates;~~
 - ~~_____ Juveniles not under the protection of the Juvenile and Delinquency Prevention Act of the Arkansas Juvenile Code; and witnesses and civil inmates.~~
- ~~_____ The Criminal Detention Facility shall provide for physical separation of the following categories of inmates to the greatest extent possible:~~
 - ~~_____ Inmates with special problems (alcoholics, narcotic addicts, mentally disturbed persons, physically ill or disabled persons, persons with communicable disease);~~
 - ~~_____ Inmates requiring administration segregation;~~
 - ~~_____ Pre-trial detainees and post-trial detainees; and~~
 - ~~_____ Misdemeanants and felons.~~

The Chief Executive shall establish a policy providing for a classification system to be used to separate detainees into groups to enhance safety of detainees and personnel and reduce the probability of disruptive behavior. The classification process, at a minimum, shall identify the appropriate level of custody and the appropriate housing assignment for each detainee. Detainees shall be classified, at a minimum, considering the following characteristics: according to applicable laws and regulations and considering the following characteristics:

- A. Age;
- B. gender/Sex;
- C. Current offense or conviction;
- D. Custody needs;
- E. Special problems and needs, and
- F. Behavior.

Facility classification policies shall comply with the following rules:

- A. Classification shall consider federally protected classes absent a compelling security interest. ~~criteria shall not include race, ethnicity, or religious preference.~~
- B. Custody levels and special housing needs shall be assessed to include differing custody levels and the placement and release of detainees to and from special units including protective custody, administrative segregation, disciplinary separation, and mental and medical health housing including detainees known to be pregnant.
- A-C. Female detainees shall be ~~separated~~ housed separately by sight and sound from male detainees to the greatest extent possible.
- D. An Assessment Instrument may be used to assess the needs and qualifications of detainees for participation in vocational, educational, mental health, substance abuse, and other treatment or work programs.
- E. Restrictive housing of a female detainee who is pregnant, breastfeeding, has delivered a child within the previous ~~thirty (30)~~ days and is not currently breastfeeding, or is under a physician's care for postpartum depression or other medically verifiable postpartum condition shall be applied in conformity with A.C.A. § 12-32-104, when applicable.
- F. The plan shall provide that all staff whose duties include classification, shall undergo training on the principles, procedures and instruments for classification assessments, housing assignments, reassessments, and inmate needs.

SECTION 8-1002. WORK RELEASE AND TRUSTEE INMATES/DETAINEES

Work release ~~and trustee inmates should work detail detainees and trustee detainees shall~~ be separated from other ~~inmates detainees~~ to the greatest extent possible. Act 309 detainees shall be housed according to the cooperative agreement executed between the political subdivision and the Arkansas Department of Corrections- Division of Correction, as well as any applicable state law(s).

SECTION 8-1003. JUVENILE DETAINEES

Juveniles shall only be housed in adult detention facilities under certain circumstances established by applicable state and federal laws. If juveniles are committed to an adult detention facility, the Chief Executive shall establish a policy to provide for the following:

- A. Supervision, ~~and programming, and services necessary to ensure the safety, security, treatment, and educational needs of the juvenile.~~
- B. Classification and housing plans to include, without limitation, a requirement that juveniles be separated by sight and sound from adults, ~~and~~
- C. ~~Appropriately trained staff~~ Dedicated staff, appropriately trained to manage juveniles, ~~and~~
- A.D. Compliance with Arkansas Juvenile Detention Standards as it relates to housing of a juvenile detainee in an adult detention facility.

Chapter 9 SECURITY

SECTION 9-1001. SECURITY REQUIREMENTS AND GUIDELINES

Every Criminal Detention Facility shall, have sufficient personnel to ensure that the facility is never, left unattended while a person is confined therein.

- A. There must be personnel on duty twenty-four (24) hours per day who are awake, alert, and responsive to all situations that might arise. Staffing patterns must be approved annually by the Criminal Detention Facility Review Committee to ensure that an adequate number of personnel are on duty at all times. Unless exigent circumstances have been documented, if both male and female ~~inmates detainees~~ are confined, both male and female jail personnel shall be on duty.
- B. Personnel must ~~have audio contact with~~ be able to hear all ~~inmates detainees~~, either in person or by means of electronic monitoring devices, at all times. ~~Personnel shall visually check at~~ At no more than sixty-minute (60) intervals and on an irregular basis, personnel shall visually check all security features of the cell area, ~~make and account of the inmates, watching for all detainees. Personnel shall watch for any unusual factors, or circumstances and the results of this check shall be recorded, logged in writing by the person making the check. In existing facilities where the jailer performs a dual function such as booking officer and dispatcher, the Criminal Detention Facility Review Committee shall assess whether the physical structure of the facility permits him to adequately perform both functions.~~
- C. ~~A female officer shall be on duty full time when females are confined, and she shall be required to make all the checks of the cells with female inmates as described in paragraph A above. Outside of an emergency situation, no male officer will enter the cell where female inmates are being held unless accompanied by a female officer. Outside of an emergency situation, no female officer will enter the cell where male inmates are being held unless accompanied by a male officer.~~

- E. ~~The Chief Executive shall publish a search procedure policy for control of contraband. The responsibility for the proper execution of that search procedure policy shall rest upon the Administrator or the senior officer present.~~
- G. ~~The Chief Executive shall publish a policy to include guidance for all detention personnel in emergency situations. The plan shall establish a procedure to be followed in the event of escapes, riots, fire or smoke situations within the facility, inmate disturbances, assaults against officers or inmates, and should include any other circumstance that the Chief Executive believes to be of a threatening nature. All personnel shall familiarize themselves with the emergency plan and have a very clear understanding of their response and contribution to successfully implementing the plan.~~
- I. ~~No inmate shall exercise any authority over other inmates, be given access to records of other inmates, nor be permitted to have access to, or use of, keys that control facility security.~~
- K. ~~No person shall be permitted to enter the secure area of the Criminal Detention Facility while armed, except in the event of an emergency.~~
- M. ~~The Chief Executive shall establish a written policy to govern the control and use of fire arms/ammunition, chemical agents and any other security devices. Emergency equipment shall be kept on hand and all detention personnel will be trained in the use of such equipment with the training noted in their personnel file before being permitted access to, or use of, those items.~~
- O. ~~The Chief Executive shall establish a written policy to govern key control in the Detention Facility.~~
- Q. ~~The Chief Executive shall establish a written policy addressing security measures for trusty-status inmates.~~
- S. ~~In existing facilities where the jailer performs a dual function, such as booking officer and dispatcher, the Criminal Detention Facility Review Committee shall assess whether the physical structure of the facility permits him to adequately perform both functions.~~
- U.C. ~~For those inmates/detainees who are under the age of 18, suicidal, or have demonstrated behavior/behavioral problems, detention personnel shall check at no more than thirty-minute intervals and the check shall be documented as in paragraph B above in writing by the person making the check.~~
- D. ~~No detainee shall exercise any authority over any other detainee, be given access to records of other detainees, or be permitted to have access to or use of keys that control facility security. However, this section does not preclude the use of peer counselors or mentors in rehabilitative programs.~~
- ~~Emergency equipment shall be kept on hand and all detention personnel shall be trained in the use of such equipment with such training noted in their personnel file before permitted to access or use those items.~~

SECTION 9-1002. WRITTEN POLICIES REQUIRED

The Chief Executive shall establish, in writing, the following policies regarding facility security:

- A. A procedure for the cross-gender supervision of female detainees by male staff and the supervision of male detainees by female staff. This procedure shall take into consideration the privacy and needs of all detainees. All reports of inappropriate sexual conduct by staff shall be investigated in accordance with applicable law, and a copy of the investigation must be provided to the county prosecutor upon completion.
- B. A policy including guidance for all detention personnel in emergency situations. The plan shall establish a procedure to be followed in the event of escapes, riots, fire or smoke situations, detainee disturbances, assaults against officers or detainees, medical emergencies, outbreaks of communicable disease, and any other circumstances deemed to be of a threatening or critical nature. All personnel shall familiarize themselves with the emergency plan and have a clear understanding of their responsibilities for and contributions to successfully implementing the plan.

- C. A policy to govern the control and use of firearms, ammunition, chemical agents, and any other security devices. No person shall be permitted to enter the secure area of the Criminal Detention Facility while possessing a firearmmed except in the event of an emergency.-
- D. A search procedure policy for the control of contraband. The responsibility for the proper execution of that search procedure policy shall rest upon the Administrator or the most senior officer present during the search.-
- E. A policy to govern key control in the Criminal Detention Facility.
- ~~—A policy addressing security measures for work release and work detail detainees.-~~
- ~~—~~
- ~~—~~
- F.

Chapter IX10

MEDICAL, DENTAL, AND MENTAL HEALTH CARE SERVICES

SECTION 10-1001. WRITTEN PLAN REQUIRED

The Chief Executive shall establish a written ~~plan~~policy for making all medical, dental, and mental health services available for ~~inmates~~detainees. The ~~Plan~~policy shall include the designation of a ~~health authority~~Health Authority.

SECTION 10-1002. HEALTH CARE DELIVERY REQUIREMENTS

For health care delivered in the facility, adequate space, equipment, supplies and materials shall be provided as designated by the ~~health authority~~Health Authority. A private examination room shall be provided, except for in intermediate term facilitiesBook-In and Twenty-Four-Hour Facilities.

SECTION 10-1003. EMERGENCY AND SICK CALL PROCEDURES REQUIRED

The Chief Executive shall ~~insure that an emergency and establish a~~ sick call procedure ~~is instituted~~ which ~~extends~~extend medical, ~~dental, and mental, and dental health~~ services to all ~~inmates~~detainees. The Chief Executive shall establish an emergency healthcare procedure which provides that mental health services necessary to prevent self-injurious behavior and emergency medical services are available. must be available seven (7) days per week.

SECTION 10-1004. RECORDS REQUIRED

A written or electronic record shall be made and retained in the Criminal Detention Facility's file of all ~~inmate~~detainee medical and dental complaints and the prescribed medication or treatment. Place, date, time, and nature of the health ~~encounter~~services provided shall be documented. No inmatedetainee shall have access to the medical record of any other ~~inmate~~detainee.

SECTION 10-1005. ADMINISTRATION OF MEDICATION ADMINISTRATION

All medication prescribed for ~~an inmate~~a detainee shall be administered in accordance with the instructions of the designated ~~health authority~~Health Authority. A complete record shall be retained in the ~~inmate's~~detainee's file of all medication prescribed. A complete record of all medications administered to ~~inmates~~detainees shall be kept, and where possible, the ~~inmate~~detainee shall acknowledge the receipt of medication by signature or initial. All medication shall be kept in a locked storage area. The ~~administration of M~~medication ~~administration~~ will be the responsibility of the Chief Executive or his designee. No ~~inmate~~detainee shall be allowed to administer medications to another ~~inmate~~detainee.

SECTION 10-1006. EMERGENCY NOTIFICATION POLICY

~~Written~~A written policy established by the Chief Executive shall specify the process by which those individual(s), so designated by the ~~inmate~~detainee, are notified in case of serious illness or injury.

SECTION 10-1007. TRANSFER OF INMATEDETAINEE RECORDS TO OTHER FACILITIES

In accordance with HIPAA state and federal law, copies of the medical record maintained by the Criminal Detention Facility shall be routinely sent to any facility to which an inmate a detainee may be transferred.

SECTION 10-1008. PSYCHIATRIC EVALUATION

Inmates Detainees who exhibit strange signs or abnormal behavior should symptoms of an altered mental state that is not of a self-injurious nature shall be referred for psychiatric or psychological mental health evaluation by a licensed provider as soon as possible. Behavior which is self-injurious shall be managed according to Section 10-1003. Full records of these referrals should be retained, in accordance with HIPAA state and federal law.

SECTION 10-1009. EMERGENCY AND LIFE SAVING TECHNIQUES AND EQUIPMENT REQUIRED

A first aid kit and an automatic external defibrillator (AED) shall be available in a secure, but easily accessible, location within the Criminal Detention Facility. A medical training program or suitable alternative shall be established for Criminal Detention Facility personnel, such as. At a minimum, the program shall include training in first aid, CPR or AED, and any other available programs courses that will aid in personnel in developing the skills necessary for the recognition of signs and symptoms of and knowledge of action required in potential emergency situations. treatment response to of medical emergencies. All custody personnel shall maintain certification for life saving techniques and devices.

Emergency equipment shall be kept on hand and designated personnel shall be trained in the use of such equipment with such training noted in their personnel file before permitted to access or use those items.

SECTION 10-1010. INMATE/DETAINEE TESTING PROHIBITED

The Chief Executive shall establish a written policy which that prohibits the use of inmates detainees for medical, pharmaceutical, or cosmetic experiments. The policy does should not preclude individual individualized treatment of an inmate a detainee based on his/her needs for a specific medical procedure which is not generally available, nor does should it prohibit testing of detainees for communicable or contagious disease or illness. This policy does should not prohibit the administration of treatments or drugs with a federal emergency use authorization (EUA).

SECTION 10-1011. REQUIREMENTS FOR USE OF RESTRAINTS IN MEDICAL OR PSYCHIATRIC SITUATIONS

The Chief Executive shall establish a written policy providing for the appropriate use of restraints upon inmates detainees who demonstrate the need for restraints because of medical or psychiatric conditions. The policy should, at a minimum, require written documentation of the use of restraints for such inmates and the detainees. The documentation shall be retained in the inmate's detainee's medical record.

The Chief Executive shall establish a written policy regarding the use of restraints on pregnant detainees which conforms in all respect with applicable state and federal law including, without limitation, A.C.A. § 12-32-102.

SECTION 10-1012. DETOXIFICATION PROCEDURES

Criminal Detention Facility personnel shall not engage in a detoxification process of an inmate, a detainee except to the extent authorized in writing by the designated health authority Health Authority. The Chief Executive shall establish, with the help advice of the designated health authority Health Authority, a detoxification plan. This policy does not prohibit the administration of treatments or drugs to reverse a suspected opioid overdose (such as the use of naloxone nasal spray).

SECTION 10-1013. WRITTEN DELOUSING PROCEDURES REQUIRED

The Chief Executive shall establish a written procedure for the delousing inmates of detainees and the facility, as appropriate. This procedure shall be established in accordance with the recommendations from the Arkansas Department of Health.

SECTION 10-1014. TUBERCULOSIS SCREENING REQUIRED

~~All Detention Facility personnel and all inmates/detainees shall receive tuberculosis screening and tuberculosis prevention, in accordance with Arkansas Department of Health rules pertaining to the control of tuberculosis.~~

SECTION 10-10151014. RECORDS COMPLIANCE WITH HIPAA REQUIRED

All medical, dental, and mental health ~~services records~~ shall be ~~provided~~ maintained in accordance ~~with HIPAA~~ with state and federal law.

SECTION 10-10171015. CONSULTATION WITH PUBLIC HEALTH OFFICIALS

The Chief Executive shall establish a policy providing for consultation with public health officials during a declared public health emergency. Criminal detention facilities are encouraged to follow applicable guidance when doing so will not compromise facility operations. Consistent with applicable law, facilities will follow directives or orders from public health officials.

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Chapter ~~X~~11

MAIL, COMMUNICATION, AND VISITATION

SECTION 11-1001. VISITOR'S LOG

A visitor's log shall be maintained ~~at all times~~. The Chief Executive shall determine what data information should be gathered ~~on~~about visitors and may deny visitation if said data is not provided.

SECTION 11-1002. VISITATION PRIVILEGE

Visitation ~~is a privilege that can~~privileges may be revoked by the Chief Executive when ~~he~~it is ~~believes~~believed ~~it is to be~~ in the best interest of the security and safety of the Criminal Detention Facility. Visitation may be in person or via electronic means.

SECTION 11-1003. RULES REQUIRED FOR SEARCHES IN VISITATION AREAS

The Chief Executive ~~should~~shall formulate rules for searching visitors, ~~inmates~~detainees, and visitation areas.

SECTION 11-1004. WRITTEN POLICY REQUIRED FOR INCOMING AND OUTGOING CORRESPONDENCE

The Chief Executive shall establish a written policy governing correspondence by ~~inmates~~detainees. Indigent ~~inmates~~detainees should be provided a minimum of two ~~(2)~~ envelopes and first-class stamps per week, in addition to paper and a writing utensil.

SECTION 11-1005. WRITTEN POLICY REQUIRED FOR PRIVILEGED DETAINEE CORRESPONDENCE

The Chief Executive shall establish a written policy to provide for detainees to send and receive sealed letters to and from courts, officials of the confining authority, attorneys, government officials, and parole or probation authorities. Letters to and from such persons or agencies are privileged and may be opened for contraband inspection only. Privileged letters shall not be read or censored. Any inspection for contraband must occur in the presence of the detainee to whom the letter is addressed.

SECTION 11-1006. WRITTEN POLICY REQUIRED FOR INSPECTION OF MAIL

The Chief Executive shall establish a written policy for the inspection of incoming and outgoing mail and packages, in order to intercept ~~cash, checks, money orders and other~~ contraband and other prohibited items. ~~Items seized shall be properly receipted and copy of same furnished to the inmate. The policy should include a provision that states that mail will not be held for more than 24 hours, excluding holidays and weekends.~~ Non-privileged

~~SECTION 10-1006. WRITTEN POLICY REQUIRED FOR OUTGOING INMATE CORRESPONDENCE~~

~~The Chief Executive shall establish a written policy to provide for an inmate to send sealed letters to courts, officials of the confining authority, counsel, government officials, administrators of grievance organizations and parole or probation authorities. Letters to and from such cited persons or agencies may be opened for contraband inspection but only in the presence of the inmate.~~

~~SECTION 10-1007. INSPECTION GUIDELINES~~

~~Letters or packages to or from inmates shall be opened and inspected for contraband but may not be censored. Letters may be may be read if there is reasonable suspicion that there is of a threat to the order and security, of the facility or that the letter or package is being used to further illegal activity. Non-privileged mail may be inspected by facility staff provided that prior notice has been made available to the detainee. - If a letter or package is rejected for delivery, the ~~inmate~~detainee should be so notified in writing unless notification would ~~infringe on~~undermine the security ~~or of the facility~~ or interfere with a law enforcement ~~activity~~investigation. Items seized shall be properly documented and a copy shall be furnished to the detainee. The policy shall include a provision that stating that approved mail will be delivered within twenty-four (24) hours, excluding holidays and weekends.~~

~~SECTION 11-1008-1007~~ TELEPHONE COMMUNICATION DEVICE USAGE POLICY REQUIRED

~~A telephone shall be made available for inmate usage to notify family and legal counsel at time of incarceration. The Chief Executive shall establish policy for other telephone usage.~~

~~The Chief Executive shall establish a policy for telephone communication device usage. Any fees charged for detainee telephone use of a communication device calls must be in accordance with the maximum rates established under state or federal law. Detainee telephone conversations communication may be subjected to monitoring and recording. Detainees shall be notified that the communication may be monitored or recorded. A notice stating that telephone calls may be monitored or recorded shall be posted by each telephone and placed in the facility rule book. The Chief Executive shall establish a written policy providing for confidential communication via telephone between a detainee and his or her attorney.~~

SECTION 10-1009. COMMISSARY

~~If commissary items are provided, they shall be made available at locally established retail prices.~~

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Chapter ~~XI~~12

FOOD SERVICE

SECTION 12-1001. GENERAL GUIDELINES

~~Inmates shall be offered three meals daily, two of which should be hot meals. The menus for these meals will be~~ Chief Executive shall ensure that the facility's dietary allowances are reviewed ~~once or more~~ at least annually by a Registered or Certified Dietician using both the licensed dietician in conjunction with the Health Authority to ensure that they meet the nationally recommended dietary allowances and the ~~for~~ basic four food nutrition for appropriate age groups for guidance. The minimum daily calorie level offered for sedentary inmates shall be 2300 calories, and the minimum calories for active inmates shall be 2700 calories. ~~Detainees shall be offered three meals daily.~~ Meals should be served at specific planned times, with a designated person responsible for service. Food should be served promptly after it is prepared to ensure that hot food is served hot and cold food is served cold. ~~Coffee~~ Water, coffee, tea or, milk, or a suitable substitute, ~~as well as the appropriate condiments,~~ will be served with each meal. ~~Food shall not be used for disciplinary purposes,~~ except that an alternative meal may be provided to detainees housed in disciplinary segregation area.

SECTION 12-1002. FOOD SERVICE RECORDS

Records of the food actually served in the Criminal Detention Facility ~~should~~ shall be ~~preserved~~ maintained for at least ~~twelve (12)~~ months, and shall be checked by a ~~Registered or Certified Dietician once or more~~ licensed dietician at least annually to ~~insure~~ ensure that the food actually served ~~makes~~ meets the calories basic health and other nutrients (protein, iron, vitamins A and C) available to inmates. ~~nutrition needs of detainees.~~

SECTION 12-1003. CONFORMANCE TO DEPARTMENT OF HEALTH RULES AND REGULATIONS

~~When provided, kitchen facilities and/or any other entity providing food service to the facility~~ Food service operations, whether contractual or on-site, shall conform to the Arkansas Department of Health rules and regulations pertaining to food service establishments. Food handlers must meet current requirements of the Arkansas Department of Health. ~~The two (2) most recent Arkansas Department of Health inspection reports shall be retained for review by the Criminal Detention Facilities Review Office or Committee.~~

SECTION 12-1004. SPECIAL DIETARY NEEDS FOOD SERVICE POLICY

~~Special or therapeutic diets as recommended by the Facility's Health Authority shall be provided for inmates. Special diets are provided for inmates whose religious beliefs require the adherence to religious dietary laws. The Chief Executive shall establish a written policy regarding the procedures to be followed for the provision of special, therapeutic, and religious diets. The policy shall include guidance related to delays due to transportation, court hearings, or other unusual circumstances.~~

SECTION 12-1005. DINING AREAS

Food may be ~~fed~~ served to inmates ~~detainees~~ in their cells, a day room, ~~corridors,~~ or in a dining room, ~~but wherever.~~ Areas in which food is served, ~~the area~~ shall be cleaned ~~immediately as soon as practicable afterwards~~ afterward and all trash shall be removed to an outside dumpster or a garbage collection area.

SECTION 12-1006. TWENTY-FOUR HOUR /AND/ OVERNIGHT AND BOOK-IN FACILITIES

~~As noted in Chapter 17,~~ Twenty-Four Hour/Overnight and Book-In Facilities are exempt from sections 12-1001, 12-1002 and 12-1003, ~~However, such facilities but they~~ shall provide three meals per day at regular intervals and maintain records of the foods actually served for at least ~~least twelve (12)~~ months.

SECTION 12-1007. FOOD SERVICE INSPECTION RECORDS

~~Records of food service related inspections from any and all city, state, or federal agencies shall be kept for two years.~~

SECTION 11-1008. OUTSIDE FOOD

The Chief Executive shall not permit any food to be brought into the Facility for consumption by inmates except that which is furnished by the Facility, or purchased through the canteen commissary. Only the Chief Executive can make an exception to this rule and he, in doing so, shall exercise rigid controls to insure that the Facility remains secure and does not become infested-of, unsanitary, or otherwise unsafe.

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Chapter XIII

INMATE/DETAINEE WORK RULES

SECTION 13-1001. PRE-TRIAL DETAINEES

Pretrial detainees may volunteer for work assignments within a facility but shall not be required to work except to the extent necessary to maintain their living quarters in a safe and sanitary condition. If such detainees volunteer to perform other tasks, it must be documented in writing, they shall be supervised closely, and utilized only for tasks commensurate with the trust that the Chief Executive deems appropriate to the individual concerned.

~~detainees are required to work, but only to the extent that they must keep their living quarters clean. If they volunteer to perform other tasks, they shall be supervised closely and utilized on only for tasks commensurate with the trust that the Chief Executive deems appropriate to the individual concerned.~~

SECTION 13-1002. SENTENCED INMATES/DETAINEES

Sentenced ~~inmates~~ detainees may be assigned to work programs that the Chief Executive deems appropriate.

SECTION 13-1003. WORK-RELEASE PROGRAMS

~~The Under A.C.A. § 12-42-116, the Chief Executive Officer is given broad discretion with respect to the operation of work-release programs. These work-release programs shall have written rules which conform to current law. These rules shall be made available to detainees, the Criminal Detention Facilities Review Coordinator, and the Criminal Detention Facilities Review Committees.~~

~~A. "Chief Executive Officer" with respect to the operation of work-release programs. These work-release programs shall mean the Sheriff of the County if the criminal detention facility is owned or operated by a county of this State, or the Chief of Police if the criminal detention facility is owned or operated by a municipality of this State.~~

~~B. "Legislative Body" means the quorum court of the county in have written rules which the county-owned or operated criminal detention facility is located, or if the criminal detention facility is owned or operated by a municipality, it conform to current law. These rules shall then mean whatever body is authorized to adopt ordinances for that jurisdiction.~~

~~C. "Work-Release" shall mean programs under which inmates selected to participate in such programs may be gainfully employed or attend schools outside of a jail.~~

~~D. Any person who may be convicted of a misdemeanor by any court in this State be made available to detainees, the Criminal Detention Facilities Review Coordinator, and who shall be committed to a jail to serve a sentence imposed by any court of competent jurisdiction and/or in default of the payment of the fine and costs adjudged against him, may be released for the purpose of participation in Work-Release programs under the conditions and procedures contained in Section E, below the Criminal Detention Facilities Review Committees.~~

~~E. The Chief Executive may allow inmates described in Section D, above, to participate in "Work-Release" programs in accordance with rules, regulations, and procedures adopted by the Chief Executive. Under any "Work-Release" program, earnings by the inmate shall be paid directly to the Chief Executive and applied as follows:~~

~~(1) The Chief Executive shall retain an amount to be established by the Legislative Body which will reasonably compensate the Chief Executive for the cost of feeding and housing such inmate.~~

~~(2) The Chief Executive shall determine if the inmate has persons depending upon him for their support and may remit to such persons that portion of the earnings which the Commissioner considers reasonable.~~

~~(3) The Chief Executive shall determine if the inmate has created victims of his criminal conduct who are entitled to restitution or reparations for physical injury or loss or damage to property, and may remit to such victims that portion of the earnings which the Chief Executive considers reasonable; provided, however, that in no case shall the portion of earnings remitted for restitution be in excess of twenty-five percent (25%) of the inmate's income remaining after deductions for the cost of care and custody and family support in Subsections (1) and (2). The names and addresses of the victims and the~~

~~amount of restitution to be paid shall be provided to the Chief Executive Officer by certificate of the trial court in which the defendant was confined.~~

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Chapter XIII-14

SAFETY

SECTION 14-1001. GENERAL PROVISIONS

While the following sections deal with specific fire and safety measures, this chapter is not intended to be all-inclusive ~~in~~with regard to the safety and welfare of the individual ~~inmate~~detainee. Because potential hazards are too numerous to detail, it is the responsibility of the Chief Executive to establish policies and inspection procedures for the facility ~~in accordance with the Arkansas Fire Code~~ to ensure, ~~to the greatest degree possible~~, the health, safety, and well-being of ~~the inmate~~all detainees to the greatest degree possible.

SECTION 14-1002. ANNUAL ~~FIRE~~ INSPECTION REQUIRED

Pursuant to the ~~fire code~~Arkansas Fire Prevention Code, the Chief Executive shall have the Criminal Detention Facility inspected at least annually by the state or local fire marshal for fire prevention and safety measures, ~~and a~~. A record of ~~such~~the two ~~(2)~~ most recent inspections ~~will~~shall be kept on file within the ~~Facility~~facility. ~~A copy of the most recent inspection shall available and ready for onsite viewing by the Coordinator's Criminal Detention Facilities Review Office.~~ The fire sprinkler system and fire safety equipment shall be inspected annually; ~~v~~vent hoods shall be inspected ~~on a biannual basis~~every six ~~(6)~~ months.

SECTION 14-1003. WRITTEN FIRE PLAN REQUIRED

A written fire ~~safety~~ plan concerning fire prevention ~~and response~~ shall be ~~maintained~~established to ~~insure~~ensure the safety of ~~the inmates~~detainees, staff, and visitors. The plan ~~should~~shall detail staff responsibilities, ~~and cover all~~ evacuation procedures, ~~and~~. The fire plan shall visually depict, through a posted map or drawing ~~show~~, the locations of exits, breathing apparatuses, fire hoses, ~~and/or fire~~ extinguishers, evacuation routes, and any other features pertinent to fire safety. ~~All~~Designated personnel will be briefed as to the location and use of emergency keys. ~~Annual fire drills~~ This briefing shall be conducted ~~and shall be included~~acknowledged by personnel and documented in the writing. ~~The~~ written fire plan shall require that fire drills and inspections be conducted in accordance with applicable fire code.

SECTION 14-1004. WRITTEN EMERGENCY PLAN REQUIRED

A written emergency plan ~~which~~that covers emergencies other than fire shall be ~~maintained~~established and all personnel shall be trained and knowledgeable of their duties ~~should in the event of an emergency occur~~. Evacuation. ~~This training shall be acknowledged by personnel and documented in writing.~~

The written emergency plan shall include at minimum provisions regarding:

- A. Detailed evacuation procedures ~~shall be detailed and~~ duties,
- B. Duties assigned to ~~all personnel~~each post, ~~and shall include the location~~
- C. The locations of keys to emergency exits and instructions for ~~their~~ usage.

SECTION 14-1005. EXIT SIGNS

Facility exits must be ~~plainly~~clearly and permanently marked. All corridors and walkways leading to or from an exit shall be kept free of refuse, litter, and obstacles of ~~all types~~any kind which might cause problems ~~with evacuation~~ under emergency conditions. Emergency exits signs shall be illuminated at all times either internally or externally.

SECTION 14-1006. REQUIREMENTS FOR STORAGE OF FLAMMABLE AND TOXIC MATERIALS

Storage of flammable, toxic, and caustic materials must conform to local, state, and ~~national~~ federal laws ~~or~~and regulations. ~~House cleaning~~ Cleaning supplies shall be kept in a secure and uncluttered closet ~~or~~, locker, ~~or room~~ provided for those materials and shall not be permitted in ~~cell~~housing areas or hallways except when being used.

SECTION 14-1007. INMATE/DETAINEE USE OF TOOLS

When ~~an inmate~~ detainee is permitted to use any tool, all safety rules ~~shall~~ must be observed, and any recommended safety equipment ~~recommended,~~ such as goggles ~~and,~~ guards for machines, etc. shall be ~~available and~~ used.

SECTION 14-1008. FIREFIGHTING EQUIPMENT

Basic firefighting equipment, to include at least chemical and dry type fire extinguishers, ~~plus~~ and emergency compressed air breathing apparatus, or comparable device, shall be maintained in a secure but readily accessible storage area. All personnel shall be trained on the proper use of all equipment. This training shall be acknowledged and documented in writing.

SECTION 14-1009. RECORDS OF PERSONNEL SAFETY TRAINING

Personnel safety training shall be documented in writing in accordance with this Chapter. Written records shall be kept regarding training on the following topics:

- A. Written Fire Plan,
- B. Written Emergency Plan, ~~and~~
- C. Firefighting Equipment.

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Chapter XIV Chapter 15

INMATE DETAINEE SERVICES AND PROGRAMS

SECTION 15-1001. APPLICABILITY

This Chapter applies only to all Full-Service Facilities, holding inmates in excess of fourteen days.

SECTION 15-1002. WRITTEN POLICY REQUIRED

The Chief Executive shall establish a written policy to provide recreation, to the extent possible, the following services and programs:

- A. Recreation and leisure time activities, library services, social and religious,
- B. Library services,
- C. Educational programming,
- D. Counseling and rehabilitative services (e.g., substance abuse classes), and
- E. Religious services.

SECTION 15-1003. INMATE DETAINEE PARTICIPATION OPTIONAL

The policy shall provide an option for inmates/detainees to decline to participate in the activities/services and programs without prejudicial results or disciplinary action.

SECTION 14-1004. COUNSELING SERVICES

The policy should provide for counseling services, such as substance abuse, if required.

SECTION 15-1004.5. INMATE DETAINEE EXERCISE

Exercise outside the cell/immediate housing area shall be made available to all inmates on a/detainees daily basis for one (1) hour, provided the inmate(s) elect to participate. This standard is subject to the discretion of the Chief Executive and may be limited in situations where security may be jeopardized, inclement or extreme weather, or when sufficient staffing is unavailable.

SECTION 15-1005. COMMISSARY

If a commissary is provided, the Chief Executive shall establish a written policy for its operation including, without limitation, the use of standard accounting procedures. Items provided shall be made available at locally established retail prices.

Chapter XV16

EXISTING FACILITIES

SECTION 16-1001. DEFINITION

For the purposes of this chapter, existing facilities shall be Chapter, an "Existing Facility" is defined as a facility which was in operation or a facility which had its design plans approved by a Criminal Detention Facilities Review Committee prior to the date of this standard's adoption January 4, 2015.

SECTION 16-1002. INSPECTIONS

Onsite inspections of detention facilities shall be the duty of the Criminal Detention Facilities Review Committee with the assistance of or the Criminal Detention Facilities Review Coordinator and the. The Committee or Coordinator shall use these Criminal Detention Facility Standards along with the official forms provided by the Coordinator's Office official forms to inspect Criminal Detention Facilities criminal detention facilities.

SECTION 16-1003. DOCUMENTATION

Copies of all reports and documents pertaining to detention facilities shall be sent to the office of the Criminal Detention Facilities Review Coordinator. A master file of inspection reports on each facility shall be maintained provided by the Criminal Detention Facility Review Committee at to the County Clerk's Office in the county in which the facility is located within thirty (30) days following an inspection, a. A written report of each inspection shall be made sent to the chief circuit judge Chief Circuit Judge for the judicial district within in which the facility is located. A copy of the report should shall also be sent to the Chief Executive, county judge, and or the governing body of the political subdivision whose facility is the subject of the report.

SECTION 16-1004. ENVIRONMENTAL SYSTEMS, GENERALLY

Lighting will be appropriate to the activity levels shall be suitable for the activities conducted within the area in question. Air circulation, ventilation, and heating shall be provided, and the temperature shall be maintained between 65° and 85° Fahrenheit. (exceptions may be made in extreme conditions and emergencies). All mechanical, plumbing, electrical, life safety, and security control equipment and systems shall be secure from unsupervised inmate detainee access. An automatic cut-in generator shall be provided with the capacity to operate electrical equipment and minimum provide necessary illumination inside and around the facility.

SECTION 16-1005. FIRE DETECTION

Fire Equipment for the detection of fire, smoke, and products of other combustion detection equipment by products shall be provided in accordance with the latest adopted state fire code current Arkansas Fire Prevention Code. Said equipment will shall be battery powered or part of the emergency power system. All battery powered equipment shall be checked at least once per month.

SECTION 16-1006. DISABLED ACCESSIBILITY DETAINEES

There shall be facilities housing and service areas in each Detention Facility available in which to house and care for disabled inmates detainees in compliance with state and federal law. Readily available facilities which would be a suitable alternative solution are acceptable in meeting facilities may be used to meet this requirement.

SECTION 16-1007. EXITS

There shall be at least two identifiable exits from each housing area to permit the prompt evacuation of inmates and staff under emergency conditions. Required exits should lead directly to a hazard-free area where adequate supervision can be provided. The two exits must be as remote from each other as possible.

Emergency exits shall be provided as required by the Arkansas Fire Prevention Code and any other applicable local, state, or federal laws or regulations. Emergency exits shall be clearly marked and continuously illuminated. Required exits should lead directly to a hazard-free area where adequate supervision and security can be maintained.

SECTION 16-1008. INTAKE, BOOKING, AND RELEASE AREAS

The intake, booking, and release area should be located inside the security perimeter and have the following components:

- A. Booking area.
- B. Access to drinking water.
- C. Access to shower facilities, ~~(24-Hour/Overnight Facilities are exempt.)~~;
- D. Secure storage for inmates' detainees' personal property.
- E. Temporary holding area with seating, and
- F. Operable toilets and wash basins.

Provisions should shall be made to insure ensure the safety of inmates detainees and personnel and security of the facility. The intake area may also be used to process inmates detainees for release.

SECTION 16-1009. ALCOHOL UNIT

Alcohol units shall be designed for detention of intoxicated persons during the sobering process ~~ONLY, and these inmates only. These detainees~~ shall be moved to cells or other areas as soon as they can properly care for themselves. Alcohol units shall be equipped with the following:

- A. Seating.
- B. A detention facility type toilet.
- C. A wash basin.

SECTION 16-1010. GENERAL HOUSING REQUIREMENTS

This section shall apply to all housing areas within a facility. All ~~rooms or cells~~ housing areas shall have, at a minimum, access to the following facilities:

- A. A toilet above floor level, a wash basin, and drinking water, available without staff assistance.
- B. Shower facilities, ~~(24-Hour/Overnight Facilities are exempt.)~~;
- C. Hot and cold running water, and,
- D. A bed above floor level, and
- E. ~~Lighting sufficient for reading and writing.~~

SECTION 16-1011. SINGLE CELLS HOUSING AREAS

In addition to the requirements outlined by Section 16-1010, single cells shall comply with the following standards:

- A. The minimum square foot area of single cells will be 50-square feet per inmate detainee.
- B. If cell confinement exceeds 16 hours per day, 70-square feet per cell will be provided. ~~(24-Hour/Overnight Facilities are exempt.)~~
- C. Cell space is measured from interior wall to interior wall, less the space occupied by plumbing chases and columns, and.
- D. Cell space includes the space occupied by bed, plumbing fixtures, entrances, and exits.

~~D.~~

SECTION 16-1012. MULTIPLE OCCUPANCY HOUSING AREAS

In addition to the requirements outlined by Section 16-1010 above, when used, multiple occupancy housing areas shall comply with the following standards: These areas shall provide:

~~A. Where~~When used, multiple-occupancy sleeping rooms shall house no more than 50 inmates/detainees,

~~C.A.~~ The ability for observation by staff shall exist.

~~D.B.~~ A minimum floor area of 35-square feet per inmate/detainee shall be provided in a sleeping area, and

~~E.C.~~ There must be Bbeds above floor level.

SECTION 16-1013. SPECIAL HOUSING AREAS

There shall be at least one cell or room for detainees who are ill, mentally disoriented/exhibiting an altered mental state, injured, non-ambulatory, or assigned to administrative segregation inmates which provides for appropriate staff observation. Special housing rooms shall comply with the requirements outlined by Section 16-1010 above. Readily available alternative facilities may be used to meet this requirement.

SECTION 16-1014. ACTIVITY ROOMS

If activity rooms exist, Activity rooms in the facility/the room or rooms must have sufficient air circulation and temperature and lighting for the activities being performed and access therein. Access to toilets and wash basins within the proximate area shall be provided. These areas may include multi-purpose rooms, recreation areas, or program areas for inmates/detainees and/or work areas for staff. Where practical, activity rooms should have natural light provided by skylight or windows. ~~;(24-Hour/Overnight Facilities are exempt.);~~

SECTION 16-1015. LINEN STORAGE

Space shall be provided to issue and store and issue facility clothing and bedding, and to provide for the exchange of personal and facility clothing on a scheduled basis determined by the facility and when inmates/detainees are to appear in court or are to be released. Storage space for clean bedding and facility clothing shall be convenient to inmate/detainee housing areas. ~~;(24-Hour/Overnight Facilities are exempt from clothing storage.);~~

SECTION 16-1016. EXERCISE SPACES

Inmates incarcerated/Detainees held in excess of 14 consecutive days Full-Service Facilities shall have access to outdoor or indoor exercise areas. Indoor exercise programs shall be conducted in spaces in which lighting, temperature, and ventilation are appropriate for the activity to be conducted. Hallway areas or bullpen areas in front of cells or rooms will not be considered exercise space. Facilities that provide outdoor exercise areas shall have an inclement weather policy in place.

SECTION 16-1017. SECURE STORAGE

The Chief Executive shall designate secured and controlled storage area for items that are accessible to authorized personnel only. Items to be stored in the secured and controlled storage area include, but are not limited to, chemical agents, restraining devices, and security equipment. Separate and secure space will be provided for the storage of evidence and contraband. Space shall be provided for the secure storage of chemical agents, restraining devices, and related security equipment. Cleaning Agents, devices, and equipment shall be stored in a supervised, controlled area. The equipment shall be located in an area which is accessible to authorized personnel only. Separate and secure space will

~~be provided for the storage of evidence and contraband. Cleaning equipment and supplies shall be stored in a supervised area.~~

SECTION 16-1018. ADMINISTRATIVE SPACE

~~Adequate s~~Space will be provided for general administrative and staff functions.

SECTION 16-1019. FOOD PREPARATION AREA

~~Adequate space~~Space and equipment ~~will~~shall be provided for food preparation and/or handling. in accordance with Arkansas Department of Health guidelines.

SECTION 16-1020. VISITATION AND CONSULTATION AREA

~~The~~Any area designated for visiting-in-person visitation by the public shall be outside the security perimeter, while the visiting area for the inmate/detainee shall be inside the security perimeter. The visiting area shall be acoustically treated to reduce noise. and allow for audible communication between visitors and detainees. Reasonable accommodations shall be made for disabled visitors and detainees. -These areas may also be used as private consultation rooms for law enforcement officers, attorneys, clergy, etc.- No-contact or electronic visitation spaces may be provided.

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Chapter XVI-17

NEW CONSTRUCTION

SECTION 17-1001. DEFINITION

For the purposes of this chapter "~~new construction~~", "New Construction" shall be defined as: ~~any new Facility; any~~

- ~~A. Any new facility built, or which had its design plans approved by a Criminal Detention Facilities Review Committee, after January 4, 2015;~~
- ~~B. Any area of construction added beyond the outside walls and/or roof of an existing facility~~Existing Facility; ~~and any~~
- ~~C. Any area of construction within an existing facility~~Existing Facility affecting more than 50% of the ~~existing Facility's~~Existing Facility's floor area; ~~and~~ ~~(~~
- ~~D. Any instance of remodeling within an Existing Facility;~~
 - a. For purposes of this chapter, "remodeling" is defined as construction within the ~~existing facility's~~Existing Facility's structure affecting 50% or less of the ~~existing facility's~~Existing Facility's floor area.) ~~The intention.~~

It is the intent of this Chapter to ~~have~~ensure that all new areas of construction or remodeling, either inside or outside, ~~of an existing facility~~Existing Facility meet the ~~specifically~~specific applicable section ~~or sections as(s)~~ outlined ~~in this chapter.~~herein.

For example, if plans are made to add a visitation or consultation area to an ~~existing facility~~Existing Facility, the construction must be ~~done~~performed in compliance with Section 17-1027. Likewise, if plans are made to convert existing ~~spaces~~spaces into a cell area, the new cell construction must meet the requirements of this ~~chapter.~~Chapter applicable to requisite cell space.

SECTION 17-1002. PLAN REVIEW

All design plans shall be ~~reviewed for compliance with applicable standards according to this section.~~ Design plans shall be presented in person to the Criminal Detention Facilities Review Coordinator by the facility's architect or the architect's representative. The design plans shall also be accompanied by a written narrative explaining detailed compliance with these standards. The Coordinator will make himself available shall provide technical assistance to assist the requesting facility with during the review of plans for standard conformity, process and the Coordinator can suggest changes may offer suggestions, advice, and guidance, but the Coordinator has no does not have official approval capacity authority.

SECTION 17-1003. PLAN APPROVAL

The Criminal Detention Facility Review Committee ~~of the district in which the facility is located~~ shall have final ~~approving~~approval authority of all design plans. ~~The committee will~~ Once it is found by the Committee that the design plans comply with all applicable standards, the Committee shall issue a letter notifying the facility of final written approval. This finding of compliance shall be based upon the satisfactory incorporation of all requested changes requested by the Coordinator ~~Coordinator~~ and/or the Committee. The Criminal Detention Facilities Review Office shall retain documents regarding the approval process.

SECTION 17-1004. DOCUMENTATION

Copies of all reports and documents pertaining to detention facilities shall be sent to and maintained by the office of the Criminal Detention Facilities Review Coordinator. A master file of inspection reports on each facility shall be provided by the Criminal Detention Facility Review Committee to the County Clerk's Office in the county in which the facility is located. Within thirty (30) days following an inspection, a written report of each inspection shall be sent to the Chief Circuit Judge for the judicial district in which the facility is located, and to the Chief Executive, county judge, and or the governing body of the political subdivision whose criminal detention facility or juvenile detention facility is the subject of the written report. All reporting requirements shall be as set forth by applicable state law, including without limitation A.C.A. § 12-26-101 et seq.

Copies of all reports and documents pertaining to detention facilities shall be sent to the ~~office of the Criminal Detention Facilities Review~~ Coordinator. A master file of inspection reports on each facility shall be ~~maintained~~provided by the Criminal Detention Facility Review Committee ~~at~~to the County Clerk's office in the county in which the facility is located.

SECTION 17-1005. BUILDING CODES

All new construction, in addition to these standards, will be designed and constructed in accordance with the codes and standards adopted by the Arkansas Fire Marshal, Arkansas Department of Health, ~~State Division of Building Services Authority~~, and others as required, ~~and by law or regulation, as well as~~ the latest edition of the Life Safety Code. If an addition increases the existing square footage by more than 50%, the entire Facility shall be made to conform to the entire Code.

SECTION ~~2717~~-1006. ENVIRONMENTAL SYSTEMS, GENERALLY

Lighting ~~will be appropriate to the activity levels~~ shall be suitable for the activities conducted within the area in question. Air circulation shall be ~~provided~~provided, and the temperature shall be maintained between 65° and 85° Fahrenheit (exceptions ~~can~~may be made in extreme conditions and emergencies). All mechanical, plumbing, electrical, life safety, and security control equipment and systems shall be secured from unsupervised ~~inmate~~detainee access. Automatic cut-in generators shall be provided of adequate capacity to operate electrical equipment and to provide minimum illumination within and around the facility.

SECTION 17-1007. FIRE DETECTION

~~Fire~~Equipment for the detection of fire, smoke, and ~~products of other~~ combustion ~~detection equipment by products~~ shall be provided ~~according to~~in accordance with the latest ~~adopted state fire code~~version of the Arkansas Fire Prevention Code. Said equipment will be battery-powered or part of the emergency power system.

SECTION 17-1008. DISABLED ACCESSIBILITY

There shall be housing and service areas in each Detention Facility available in which to house and care for disabled detainees in compliance with state and federal law. ~~There shall be facilities available in which to house and care for handicapped inmates~~ All areas of the facility shall be accessible to and usable by disabled persons.

SECTION 17-1009. EXITS

~~There shall be at least two identified exits from each housing area to permit the prompt evacuation of inmates and staff under emergency conditions. Required exits should lead directly to a hazard-free area where adequate supervision can be provided. The two exits must be as remote from each other as possible.~~ Emergency exits shall be provided as required by the Arkansas Fire Prevention Code and any other applicable local, state, or federal laws or regulations. Emergency exits shall be clearly marked and continuously illuminated. Required exits should lead directly to a hazard-free area where adequate supervision and security can be maintained.

SECTION 17-1010. FLOOR DRAINS

Floor drains shall be designed, in accordance with the latest Arkansas plumbing code, to serve all housing and other areas where necessary to facilitate cleaning and prevent ~~inmate~~detainee flooding of the facility. Floor drains shall be located outside the cell space to reduce the incident of tampering and flooding. Floor drain systems cannot drain into any sanitary sewer line within any area in which ~~inmates~~detainees are housed or detained.

SECTION 17-1011. NATURAL LIGHT

Natural light ~~will~~shall be provided ~~directly~~ to all cell areas ~~and if either directly or from an adjacent location~~. If possible, natural light should be provided to activity rooms and day rooms, via skylight or windows, ~~both~~. All apertures allowing for

the passage of which are natural light shall be designed to minimize introduction of contraband ~~or~~ and the risk of escape, as appropriate. ~~(24-Hour/Overnight Facilities are exempt.)~~

SECTION 17-1012. CONTROLLED ACCESS

All pedestrian and vehicular entrances and exits to the facility shall be via sally port. ~~Automatic doors, if used, The electric doors should~~ shall be ~~visible-monitored~~ physically or electronically and be operated from the control center. The vehicular sally ports should be located adjacent to the intake area for transportation of ~~inmates~~ ~~detainees~~ in and out of the facility. Interior sally ports should be located at points between ~~inmate~~ ~~detainee~~ housing and ~~for~~ public areas.

SECTION 17-1013. INTAKE, BOOKING, AND RELEASE AREAS

Intake, ~~and~~ booking, and release areas shall be located inside the security perimeter and have the following components:

- A. Booking area.
- B. Sally port ~~vehicular and/or personnel.~~
- C. Access to drinking water.
- D. Access to shower facilities. ~~(24-Hour/Overnight Facilities are exempt.)~~
- E. Secure storage for ~~inmate's~~ ~~detainee's~~ personal property.
- F. Telephone facilities.
- G. Private interview space ~~or spaces.~~ ~~(s).~~
- H. Temporary holding area with seating, ~~and~~
- I. Operable toilets and wash basins.

~~This Intake, booking, and release areas~~ shall be designed so that newly admitted ~~inmates~~ ~~detainees~~ may be processed in a thorough, humane, and orderly manner. Provisions should be made to ~~insure~~ ~~ensure~~ the safety of ~~inmates and~~ ~~detainees~~, personnel, and ~~visitors as well as the~~ security of the facility. ~~The intake area~~ ~~These areas~~ may also be used to process ~~inmates~~ ~~detainees~~ for release.

SECTION 17-1014. ALCOHOL UNITS

Alcohol units shall be designed for detention of intoxicated persons during the sobering process ~~ONLY,~~ ~~only~~ and these ~~inmates~~ ~~detainees~~ shall be moved to cells or other ~~appropriate~~ areas as soon as they can properly care for themselves. Alcohol units shall be equipped with the following:

- A. Seating.
- B. A detention facility type toilet.
- C. A wash basin.
- D. A flush action floor drain, ~~and~~

- E. A minimum of 15-square feet of floor space shall be provided for each inmate/detainee. The unit shall be constructed with view panels to allow unhampered visual supervision and should be located near the intake area.

SECTION 17-1015. INMATE/DETAINEE SEPARATION

The facility shall be designed and constructed so ~~those inmates that detainees~~ can be separated according to existing laws and regulations, ~~or according as well as~~ to the facility's classification plan. The facility shall have a sufficient number of cell blocks or ~~dusters~~clusters of detention rooms in an appropriate configuration so that the various categories of ~~inmates/detainees~~ can be housed separately.

SECTION 17-1016. GENERAL HOUSING REQUIREMENTS

This section shall apply to all housing areas within a facility. ~~Activity rooms or cells~~All housing areas shall have, at a minimum, access to the following facilities:

- A. A toilet above floor level, a wash basin, and drinking water, available without staff assistance,
- B. Shower facilities, ~~(24-Hour/Overnight Facilities are exempt.)~~;
- C. Hot and cold running water, ~~and~~
- D. A bed above floor level, ~~and~~
- E. Desk Lighting sufficient for reading and writing.

SECTION 17-1017. SINGLE CELLS HOUSING AREAS

All single cells shall have a minimum 60-square ~~foot~~feet of floor space ~~providing inmates/provided detainees~~ spend no more than 16 hours per day locked in cells. If cell confinement exceeds 16 hours per day, 70-square feet per cell will be provided.

Cell space is measured from interior wall to interior wall, less the space occupied by plumbing chases and columns. Cell space does include the space occupied by bed, desk, plumbing fixtures, and entrances and exits. A minimal horizontal room dimension of 6' 8" and a clear ceiling height of 8'0" is required. In addition to the foregoing requirements, single cells shall also adhere to all requirements contained in Section 17-1016.

SECTION 17-1018. MULTIPLE OCCUPANCY HOUSING AREAS

Where used, multiple occupancy sleeping rooms ~~may house no more than 50 inmates/detainees.~~ These areas will provide:

- A. The ability for observation by staff,
- B. A minimum floor area of 35-square feet per inmate/detainee in the sleeping area,
- C. Minimum clear floor-to-ceiling height of: 8'0" where room contains 10 or fewer ~~inmates/detainees~~ and 9'0" where room contains 11 or more ~~inmates/detainees~~, and
- D. Beds above floor level.

In addition to the foregoing requirements, multiple occupancy housing areas shall also adhere to all requirements contained in Section 17-1016.

SECTION 17-1019. SPECIAL HOUSING AREAS

There shall be at least one cell or room for detainees who are ill, mentally disoriented exhibiting an altered mental state, injured, non-ambulatory, or assigned administrative segregation inmates which provides for appropriate staff observation. Special housing areas shall comply with all requirements contained in Section 17-1016. –Deviations in use of cells or rooms may be approved in writing by the Chief Executive, for detainees on suicide watch or other treatment precautions.

SECTION 17-1020. DAYROOMS

There shall be a dayroom for each cell block or detention room cluster dormitory style housing area. The room shall have a minimum of 35-square feet of unincumbered floor space per inmate/detainee served independent from the separate and distinct adjacent sleeping area. In housing areas utilizing cells housing two inmates/detainees each, dayroom areas may be sized at 17 1/2' square feet per inmate providing/detainee provided that scheduling of dayroom use insures/ensures that actual occupancy does not exceed 35-square feet per inmate/detainee. Square footage is to be calculated exclusive of a 3-foot-wide circulation space directly in front of the cell doors. Inmates incarcerated/Detainees held in excess of 14 consecutive days-Full-Service Facilities shall have access to the dayrooms, dayroom. (24-Hour/Overnight Facilities are exempt.)

SECTION 17-1021. ACTIVITY ROOMS

Activity rooms in the facility must have sufficient air circulation and, temperature, and lighting for the activities being performed, therein and access to toilets and wash basins within the proximate area. These areas include multi-purpose rooms, recreation areas, or program areas for inmates/detainees, and or work areas for staff. (24-Hour/Overnight Facilities are exempt.)

SECTION 17-1022. LINEN STORAGE AND LAUNDRY SERVICES

Space shall be provided to store and issue facility clothing and bedding, and to provide for the exchange of personal and facility clothing on a scheduled basis and when detainees are to appear in court or be released. Unless outside laundry services are utilized, space and equipment will be provided for scheduled laundry services. (24-Hour/Overnight Facilities are exempt.)

SECTION 17-1023. EXERCISE SPACES

Inmates/Detainees shall have access to both indoor and outdoor exercise areas. Indoor exercise programs may shall be in spaces which lighting, temperature, and ventilation are appropriate for the activities to be conducted therein. Hallway areas in front of cells or rooms will shall not be considered exercise space, FShould facilities have outdoor exercise areas, they shall have an inclement weather policy with respect to outdoor exercise areas. (24-Hour/Overnight Facilities are exempt.)

SECTION 17-1024. SECURE STORAGE

Space shall be provided for the secure storage of chemical agents, restraining devices, and related security equipment. Agents, devices, and Equipment shall be stored in a supervised, controlled area which is accessible to authorized personnel only. Separate and secure space will be provided for evidence and contraband. Cleaning equipment and supplies shall be stored in a supervised area. The Chief Executive shall designate secured and controlled storage area for items that are accessible to authorized personnel only. Items to be stored in the secured storage area include, but are not limited to, chemical agents, restraining devices, and security equipment. Separate and secure space will be provided for the storage of evidence and contraband.

SECTION 17-1025. ADMINISTRATIVE SPACE

Adequate space/Space will be provided for general administrative and staff functions.

SECTION 17-1026. FOOD SERVICE SPACE

~~Adequate space~~Space and equipment will be provided for food preparation and ~~or~~ handling in accordance with Arkansas Department of Health guidelines. ~~(24 hour/Overnight Facilities are exempt)~~

SECTION 17-1027. VISITATION AND CONSULTATION AREA

The area for in person visitation by the public shall be outside the security perimeter, while the visiting area for the ~~inmate~~detainee shall be inside the security perimeter. The visiting area shall be acoustically treated to reduce noise. Reasonable accommodations shall be made for disabled visitors and detainees. These areas may also be used as private consultation rooms for law enforcement officers, attorneys, clergy, etc. No-contact or electronic visitation spaces may be provided.

SECTION 17-1028. HEALTH ROOM

New facilities must contain a health room that can be used as a private examination room for the ~~purpose of~~ deliveryprovision of health care services, as described in Section 10-1002.

SECTION 16-1029. LAUNDRY

~~Adequate space and equipment will be provided for~~ laundry. ~~(24 hour/Overnight Facilities are exempt)~~

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Chapter 18

TEMPORARY HOLDING UNITS

SECTION 18-1001. TWENTY-FOUR HOUR OR OVERNIGHT FACILITY

Twenty-Four Hour or Overnight Facilities are not required to conform to the following standards. All standards not specifically listed within this section shall apply to Twenty-Four Hour or Overnight Facilities:

- SECTION 12-1001. GENERAL GUIDELINES
- SECTION 12-1002. FOOD SERVICE RECORDS
- SECTION 12-1003. CONFORMANCE TO DEPARTMENT OF HEALTH RULES AND REGULATIONS
- SECTION 16-1008(C) INTAKE, BOOKING AND RELEASE AREAS, Access to shower facilities
- SECTION 16-1010(B) GENERAL HOUSING REQUIREMENTS, Shower facilities
- SECTION 16-1011 SINGLE CELLS
- SECTION 16-1014 ACTIVITY ROOMS
- SECTION 16-1015 LINEN STORAGE
- SECTION 17-1011 NATURAL LIGHTING
- SECTION 17-1013 (D) INTAKE, BOOKING, AND RELEASE AREAS, Access to shower facilities
- SECTION 17-1016 GENERAL HOUSING REQUIREMENTS
- SECTION 17-1020 DAYROOMS
- SECTION 17-1021 ACTIVITY ROOMS
- SECTION 17-1022 LINEN STORAGE AND LAUNDRY SERVICES
- SECTION 17-1023 RECREATION SPACES
- SECTION 17-1026 FOOD AND SERVICE SPACE

SECTION 18-1002. BOOK-IN FACILITIES

Book-In Facilities as defined herein are not required to conform to the following standards. All standards not specifically listed within this section shall apply to Book-In Facilities:

- SECTION 12-1001. GENERAL GUIDELINES
- SECTION 12-1002. FOOD SERVICE RECORDS
- SECTION 12-1003. CONFORMANCE TO DEPARTMENT OF HEALTH RULES AND REGULATIONS
- SECTION 16-1008 (C) INTAKE, BOOKING AND RELEASE AREAS, Access to shower facilities
- SECTION 16-1010 (B) GENERAL HOUSING REQUIREMENTS, Shower facilities
- SECTION 16-1011 SINGLE CELLS
- SECTION 16-1014 ACTIVITY ROOMS
- SECTION 16-1015 LINEN STORAGE
- SECTION 17-1011 NATURAL LIGHTING
- SECTION 17-1013 (D) INTAKE, BOOKING, AND RELEASE AREAS, Access to shower facilities
- SECTION 17-1016 GENERAL HOUSING REQUIREMENTS
- SECTION 17-1020 DAYROOMS
- SECTION 17-1021 ACTIVITY ROOMS
- SECTION 17-1022 LINEN STORAGE AND LAUNDRY SERVICES
- SECTION 17-1023 RECREATION SPACES
- SECTION 17-1026 FOOD AND SERVICE SPACE

SECTION 18-1003. HOLDING CELLS

Holding cells as defined herein are not required to conform to the standards set forth within the Criminal Detention Facility Standards, except that a holding cell shall be required to have:

- Reasonable access to toilet facilities,
- The ability for observation by staff, and
- Access to food and water if a detainee is held for more than four (4) hours.