

JULY 2016 JAIL ACCREDITATION STANDARDS



Contents

Preface to Accreditation Standards Manual	3
SECTION I—ADMINISTRATIVE STANDARDS	4
Chapter 1—Goals and Objectives.....	4
Chapter 2—Role and Authority	4
Chapter 3—Use of Force	4
Chapter 4—Management, Staffing, Organization, and Utilization of Personnel	5
Chapter 5—Records Management.....	6
Chapter 6—Information Technology.....	7
Chapter 7—Health and Safety.....	8
Chapter 8—Fiscal Management	8
Chapter 9—Recruitment and Selection.....	9
Chapter 10—Training	9
Chapter 11—Performance Evaluation.....	11
Chapter 12—Code of Conduct	11
Chapter 13—Internal Affairs	12
Chapter 14—Agency Facilities.....	12
SECTION II—OPERATIONAL STANDARDS	12
Chapter 15—Admission and Release	12
Chapter 16—Inmate Management	14
Chapter 17—Inmate Communication	15
Chapter 18—Security and Control	17
Chapter 19—Inmate Services.....	19
Chapter 20—Inmate Health Care	19
Chapter 21—Sanitation and Maintenance.....	20
Chapter 22—Inmate Programs and Activities	20
Chapter 23—Gender Identity.....	21

Chapter 24—Americans with Disabilities Act.....	22
Chapter 25—Prisoner Security.....	22
Chapter 26—Emergency Response	22
Chapter 27—Prison Rape Elimination Act (PREA)	23

Preface to Accreditation Standards Manual

This Standards Manual is the cornerstone publication of the Washington Association of Sheriffs and Police Chiefs law enforcement accreditation program. The standards are dynamic, that is they are constantly being reviewed, updated, added to, or deleted as necessary to ensure contemporary standards and practices.

It is the intent of the Washington Association of Sheriffs and Police Chiefs that the standards in this manual speak to the “what” should be done and leaves the “how” to be done to the agencies as they prepare for accreditation. The manual consists of standards that are designed to provide flexibility to all law enforcement agencies, regardless of type, size or structure.

Other publications are under development that will outline the accreditation process, provide information on how to successfully negotiate the self-assessment phase, and outline the roles and responsibilities of accreditation assessors. Additional information on law enforcement accreditation in Washington State can be accessed on the web site for the Washington Association of Sheriffs and Police Chiefs at www.waspc.org.

Washington Association of Sheriffs and Police Chiefs
3060 Willamette Drive N.E., Suite 200
Lacey, WA 98516

Phone: 360-486-2380
Fax: 360-486-2381

SECTION I—ADMINISTRATIVE STANDARDS

Chapter 1—Goals and Objectives

- 1.1 The agency has written vision and mission statements that defines the agency's role.
- 1.2 The agency has written goals and objectives that are reviewed and updated at least annually and are available to all personnel.

Chapter 2—Role and Authority

- 2.1 The agency requires all Corrections personnel to take and abide by an Oath of Office to support, obey and defend the Constitution of the United States and the Washington Constitution and the laws of Washington and the governmental subdivisions.

***Purpose:** To ensure that all sworn Corrections personnel take an oath of office and that a part of the oath includes either the IACP adopted Canons of Ethics or Law Enforcement Code of Ethics, or NSA adopted Code of Ethics of the Office of Sheriff.*

- 2.2 Statutory authorization for the agency to perform correctional services is identified by the laws of the state of Washington and/or local ordinance.
- 2.3 The agency has policies specifying legal requirements and procedures for any physical arrest completed with or without an authorized warrant.

***Purpose:** To ensure arrests are made in compliance with all statutory and constitutional requirements.*

- 2.4 The agency has policies assuring compliance with all applicable state and federal constitutional requirements for in-custody interviews or interrogations including:
 - Interviews and interrogations
 - Access to counsel

Chapter 3—Use of Force

- 3.1 The agency has a policy directing personnel to only utilize that force necessary to effect lawful objectives and authorizing use of force options and their appropriate application. The policy outlines that the use of restraint devices beyond compliant cuffing is a use of force. (RCW 9A.16)

- 3.2 The agency has a policy governing the use of warning shots.
- 3.3 The agency has a policy governing the use of non-lethal weapons.
- 3.4 The agency has a policy requiring the request for appropriate medical aid after the use of force by personnel when an injury is known, suspected, or is alleged.
- 3.5 The agency has a policy requiring personnel to submit a use of force report to the agency chief executive officer or designee, whenever personnel use any use of force as defined by the agency.
- 3.6 The agency has an officer involved/deadly force response policy that includes steps for first responders and includes a comprehensive investigation **and** review of the incident.

***Purpose:** To ensure the agency has in place a formal response, review and investigative process for officer involved use of force incidents that result in injury or loss of life.*

- 3.7 The agency has policy that addresses authorized weapons and ammunition which shall be carried and used on-duty. The requirement includes non-lethal weapons.

***Purpose:** To ensure the agency establishes rules for the possession and storage of non-lethal weapons, firearms and ammunition.*

Chapter 4—Management, Staffing, Organization, and Utilization of Personnel

- 4.1 The agency has procedures for situations including the following:
- Absence of the chief executive officer
 - Exceptional situations involving personnel of different units/functions engaged in a joint operation
 - Routine, day-to-day operations.
- 4.2 The agency has a policy that requires personnel to obey any lawful order of a superior officer and also addresses conflicting or unlawful orders.
- 4.3 The agency has a policy that requires an annual analysis and management review of the following. These reviews must be signed by the facility's chief executive officer:
- Use of force events
 - Internal investigations
 - PREA allegations and investigation

Purpose: *It is the intent that agencies require administrative review of these incidents. Additionally, an annual overall review and analysis of all incidents shall be conducted and can be used as an early warning system. Agencies should address policy, procedure, training and/or personnel issues that are identified. Final reports will be reviewed and approved by the agency's chief executive officer.*

- 4.4 The agency has a system of written directives that includes procedures for developing, approving and disseminating directives to all personnel. The system will include:
- Methods for tracking changes and archiving prior versions of policies
 - A process that confirms receipt of directives by affected personnel

Purpose: *To ensure the agency has a consistent and current policy and procedures manual that provides clear employee performance expectation and constraints. A system of written directives provides command direction to the agency and its personnel relating to their duties and responsibilities. That system should allow for quick access and retrieval of agency policies, procedures, rules, and regulations.*

Chapter 5—Records Management

- 5.1 The agency has a standardized jail records management system.

Purpose: *This standard requires a uniform records management system for the corrections agency. This will ensure that the agency has a consistent process to record corrections incidents and activities such as report writing, property management, and inmate tracking.*

- 5.2 The agency has policies governing its compliance with all rules for ACCESS participation, to include:
- The agency must show 100% compliance and/or has made corrections to comply with any ACCESS/CJIS findings from the previous triennial audit.
- 5.3 The agency physically protects the privacy and security of agency records in a manner that assures that only authorized personnel with the appropriate need and right to know can access those records.
- 5.4 The agency complies with Washington State law governing dissemination of records.

Purpose: *To ensure that the agency is in compliance with the Washington State Public Records Act, RCW 42.56. Policy governing compliance as well as common practice should be demonstrated.*

- 5.5 The agency complies with Washington State law governing preservation and destruction of records.

Purpose: *To ensure that the agency is in compliance the Preservation and Destruction of Public Records Act, RCW 40.14. Policy governing compliance as well as common practice should be demonstrated.*

- 5.6 The agency has guidelines to address the release of public information. Should this be just public information – not just media?

Purpose: *Agencies should clearly identify who is authorized to release public information and what type of information the agency is comfortable with releasing through a public information officer or other means.*

Chapter 6—Information Technology

- 6.1 Access to the agency's computer system is secure with restricted access to those who are authorized and have passed a background investigation.

- 6.2 The agency can show 100% compliance or that it has made corrections to comply with any ACCESS/CJIS findings from the previous technical triennial audit and/or FBI audit.

Purpose: *To show that the agency is complying with requirements to provide a safe and secure environment for the transmission of ACCESS data.*

- 6.3 The agency has policies governing appropriate use of agency technology.

Purpose: *Agencies need policies to address appropriate use of technology to define what acceptable practice for that agency is.*

- 6.4 Each fixed or mobile workstation has an up-to-date copy of agency-approved, security software installed and running while the equipment is in use.

- 6.5 Electronic information is routinely backed-up at least once per week and that back-up data is kept in secure storage and is completely destroyed when no longer needed.

Purpose: Agencies should protect their data. Backing up a system on a regular basis is recommended. Proper data destruction so that it doesn't become available to unauthorized users is required.

Chapter 7—Health and Safety

- 7.1 The agency has written guidelines that inform employees of the threats and hazards associated with airborne and blood borne pathogens and other communicable diseases (RCW 70.48.480).
- 7.2 The agency provides personal protective equipment to minimize exposure to potentially infectious material including sharps.
- 7.3 The agency provides soft body armor and requires its use while assigned to field duties or high risk situations.
- 7.4 The agency provides reflective clothing and requires its use while assigned to field duties.

Purpose: The agency provides OSHA approved reflective vests to increase the visibility of employees while exposed to traffic hazards.

- 7.5 The agency has procedures for disposal and decontamination when there is an event or contact involving biohazard material including blood or bodily fluids.
- 7.6 The agency has procedures for post-exposure reporting and follow-up after suspected or actual exposure to infectious diseases.
- 7.7 The agency requires all personnel to use safety restraint/seat belts while operating all agency vehicles.

Chapter 8—Fiscal Management

- 8.1 The Chief executive officer has authority to spend funds in the approved budget for day-to-day operation of the agency.
 - The Chief Executive Officer makes regular reviews of the agency budget.
 - The agency has a system for review and approval of expenditures.
- 8.2 The agency has a policy which governs the conduct of payroll activities, to include:
 - Requiring supervisory approval of all overtime.

- Requiring non-exempt employees to complete a timesheet listing the number of hours worked during the pay period.
 - Requiring timesheets to be approved by a supervisor prior to payment.
- 8.3 The agency has a system to document and record the use of cash funds that include receipts, supervisory approval, and periodic audit.
- 8.4 The agency has a policy covering the financial method of maintenance, disbursement, and transfer of inmate trust funds for applicable transactions.

Chapter 9—Recruitment and Selection

- 9.1 The agency has written standards and hiring criteria for sworn and non-sworn employees and, if applicable, reserve, part-time, and limited commission personnel.
- 9.2 The agency requires that background investigations be conducted on each candidate prior to appointment.
- 9.3 The agency has a policy that requires a medical examination, including drug screening, be performed by licensed medical personnel for each candidate prior to appointment.
- 9.4 The agency requires that a licensed psychologist or psychiatrist shall conduct a psychological fitness examination for each candidate prior to appointment.
- 9.5 The agency requires a truth verification examination (polygraph or computerized voice stress analysis) be administered by qualified examiner for each candidate prior to appointment.
- 9.6 Applicant files are secured and available only to those who are authorized to participate in the selection process.
- 9.7 Employee personnel files are kept separate and secure from other files. Hiring files that include sensitive documents such as medical test results, psychological evaluations and polygraph results are kept separate from personnel files in secure locations.

Chapter 10—Training

- 10.1 The agency has a policy which requires all full-time and part time corrections officers to successfully complete the Washington State Criminal Justice Training Commission Corrections Officers' Academy

and requires that they begin attending the academy within six months from their date of hire.

- 10.2 The agency has a policy establishing a formal on-the-job or field training program for all newly appointed officers that includes:
- Field training officers who are specially trained for that purpose;
 - Regular documentation of the progress of the student officer; and
 - Requiring the student officer to successfully complete the training program prior to assuming corrections duties.
- 10.3 The agency maintains and updates training records for all employees.
- 10.4 The agency has a policy requiring the documentation of all formal training it conducts, to include:
- Course content/lesson plans
 - Performance of the attendees, if measured
 - Credentials of the presenter or instructor
- 10.5 The agency has a policy that requires all members to successfully complete annual in-service training as required by the Agency and/or the Washington State Criminal Justice Training Commission.
- Purpose:** To ensure the agency is providing necessary and required training to all personnel in accordance with best practices..*
- 10.6 Personnel are required to demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.
- Purpose:** Corrections officers who carry and use agency-authorized weapons shall be required to demonstrate proficiency with the weapons.*
- 10.7 The agency has a policy requiring staff members who are designated as full-time supervisors or managers have earned the appropriate certification by the Washington State Criminal Justice Training Commission. (RCW 43.101.350)
- 10.8 The agency has a policy requiring that all personnel receive in-service training on the agency's use of force and deadly force policies at least annually.
- Purpose:** All agency personnel who are authorized to carry weapons shall receive in-service training on the agency use of force and deadly force policies annually.*

- 10.9 In-service training for less-than lethal weapons shall occur at least once every two years.

Purpose: *Biennial in-service training is required for personnel who are authorized to carry and use non-lethal weapons.*

Chapter 11—Performance Evaluation

- 11.1 The agency has a policy that requires formal written review of the work performance of each employee and is conducted at least annually.

Purpose: *To ensure that regular evaluations of employee performance take place that includes identification of levels of performance, supervisory responsibility, and disposition of completed evaluations.*

- 11.2 The agency has a policy that requires the evaluation the performance of all probationary employees periodically through their probationary period.

Chapter 12—Code of Conduct

- 12.1 The agency has a code of conduct that provides clear expectations for all employees and includes guidelines for speech, expression and social networking.

- 12.2 The agency has a policy prohibiting sexual and any other forms of unlawful or improper harassment or discrimination in the workplace. The policy provides guidelines for:

- Reporting unlawful or improper conduct, including how to report if the offending party is in the complainant’s chain of command.
- The policy includes “whistleblower” protection.

Purpose: *To prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964.*

- 12.3 The agency has written policy and procedure for responding to and investigating allegations of domestic violence involving employees.

Purpose: *To establish clear procedures, protocols and actions for reporting and responding to domestic violence involving agency employees and to thereby discourage and reduce acts of domestic violence by personnel. (RCW 10.99.090)*

Chapter 13—Internal Affairs

- 13.1 The agency has a policy that requires the documentation and investigation of all complaints of misconduct or illegal behavior against the agency or its members.

Purpose: To ensure procedures for the reporting, investigation, and disposition of complaints received against the agency or any employee of the agency.

- 13.2 The agency has a policy that identifies which complaints supervisors investigate and which types are investigated by an internal affairs function.
- 13.3 The agency has a policy and procedures for relieving a member from duty during an internal investigation.
- 13.4 The agency has a policy that requires documentation of complainant notification concerning the disposition of their complaint.
- 13.5 The agency maintains records of complaints and dispositions in accordance with Washington State Retention Guidelines.

To ensure the agency retains complaint/disposition records for at least the minimum retention period appropriate for any particular complaint category.

Chapter 14—Agency Facilities

- 14.1 The agency has a published telephone number that is answered by a trained employee during regular business hours.
- 14.2 In reception areas, employees are physically separated from the public by a physical barrier.
- 14.3 The agency has written policies for the use of authorized vehicles.

SECTION II—OPERATIONAL STANDARDS

Chapter 15—Admission and Release

- 15.1 The agency shall have written policies and procedures which address the requirements of the admission process, which are communicated to law enforcement agencies that commonly bring arrestees to the jail for booking and include:
- Medical, dental and mental health/suicide screening
 - Identification of those with developmental disabilities and/or traumatic brain injuries.

15.2 The agency shall have written policies and procedures requiring that inmates brought to the jail should be properly restrained.

15.3 The agency shall have written policies and procedures requiring all officers to remove and secure all firearms and other dangerous weapons before entering the jail.

15.4 The agency shall have a policy that states, before accepting custody of an inmate brought to the jail for booking, a reasonable attempt to determine that the inmate is being lawfully committed to the jail shall be made.

***Purpose:** Compliance with this standard is required to protect against liability for accepting custody of an inmate who cannot lawfully be committed or admitted to the jail.*

15.5 The agency shall have a policy that Juveniles shall not be confined in jails except in accordance with the provisions of RCW 13.04.116 and federal guidelines.

15.6 Persons brought to the jail who are urgently in need of medical attention shall not be admitted to the jail until given medical clearance for admission to the jail by a physician or other qualified medical professional.

15.7 A jail file shall be maintained for each inmate booked into the jail for the purpose of storing all official documents concerning the inmate

15.8 The agency shall have a policy that provides an arrestee access to a telephone, as soon as possible after arrival at the jail.

***Purpose:** This guideline is necessary to comply with Superior Court Criminal Rules 3.1 (c) and the arrestee's constitutional right to counsel in criminal proceedings.*

15.9 The agency shall maintain a jail register, open to the public, consistent with the requirements of RCW 70.48.100.

- 15.10 The agency should have a policy addressing the segregation of inmates who pose a threat to themselves or others (either health related or assaultive behavior) or may be vulnerable if housed with others.
- 15.11 The agency shall have written policies and procedures for the release of inmates covering bail/security release, preparation for release, the release process, processing prison commitments, and transfer to other correctional facilities.
- Verification of identity
 - Identification of outstanding warrants, wants, or detainers
 - Verification of release documents and release arrangements
- 15.12 The agency has policies and procedures concerning the arrest or detention of foreign nationals.
- Purpose:** To ensure compliance with Article 36 the Vienna Convention on Consular Relations that provides certain rights to foreign nationals when arrested, including access to the diplomatic representative of their country of citizenship..*
- 15.13 The agency has written guidelines for proper inventory and storage of inmate property.

Chapter 16—Inmate Management

- 16.1 The agency has policies and procedures for providing inmates the jail rules and regulations, including access to medical care. Access to these written rules and regulations are available during the inmate's confinement. Any written materials are translated into those languages spoken by a significant number of inmates.
- Purpose:** Inmates cannot be expected to act appropriately and avoid misconduct if they are not provided a means of understanding which actions are required and which is prohibited. The rules should outline the inmate's rights, how to file grievances and make appeals. .*
- 16.2 The agency has policies and procedures which provide for an objective inmate classification system, which identifies the:
- Appropriate level of custody and housing assignment
 - Inmate's interest and eligibility to participate in available programs
 - Process for review and appeal of classification decisions

- 16.3 The agency has designated staff who are trained and responsible for all aspects of the prisoner classification process.

Purpose: *Designating staff member(s) to administer the classification system is necessary to ensure that the classification process operates in a consistent and uniform manner and makes it difficult for inmates to manipulate the system.*

- 16.4 The agency has policies and procedures establishing an inmate grievance system with at least one level of appeal. .

Purpose: *The Prisoner Litigation Reform Act requires that an inmate exhaust all administrative remedies before filing a lawsuit regarding their incarceration in that facility. Grievance mechanisms may address inmate concerns which might otherwise be aired through an inmate damage suit or class action challenge to jail conditions. Properly operated, the grievance system can also provide information from which the jail administration can evaluate the operational climate of the jail, and documentation generated by the grievance system provides.*

- 16.5 The agency has policies and procedures which establish an inmate disciplinary process, which govern inmate behavior. These policies and procedures identify the degrees or levels of discipline, along with the approved sanctions and provide for a mechanism resolving major violations of administrative rules and regulations, and includes the following.

- Major and minor rule violations
- Criminal Offenses
- Due Process
- Sanctions

- 16.6 The facility has written guidelines for the proper handling of evidence.

Chapter 17—Inmate Communication

- 17.1 The agency has a written policy and procedures regulating the inmate personal mail system, which include:

- Inmates are allowed to send and receive personal mail.
- Rejected and non-approved personal mail.
- Handling and disposition of contraband discovered in inmate mail.
- Inmate to inmate correspondence within the jail or between jails/prisons.

***Purpose:** Mail restriction may only be used as a disciplinary sanction for violations of the mail policy.*

- 17.2 The agency has a policy detailing how packages for inmates are sent or received.
- 17.3 The agency has a policy allowing publications within the following parameters:
- Safety, security, treatment goals, and space limitations may be legitimate reasons to limit the receipt of publications.
 - Restricted publications include those publications of a sexually explicit, inflammatory, or other nature contrary to the safe operation of the facility.
- 17.4 The agency has a policy which provides inmates with an opportunity to purchase or procure writing supplies, to include stationery and postage and includes the following considerations:
- Procedures for handling the receipt of funds through the mail and the disbursement of inmate funds for the purchase of postage and related supplies.
 - Procedures for the allowance of postage supplies for inmates who are indigent which include postage and supply limits, standards for indigence, preventing misuse of indigent supplies and any limits to the indigent mail system do not apply to the inmate's ability to send legitimate privileged mail.
- 17.5 The agency has a policy regulating the inmate privileged mail system.
- Inmates shall be allowed to send and receive privileged mail without restriction.
 - Inmates shall be notified of what constitutes privileged mail as opposed to personal mail.
 - If mail restriction is used as a disciplinary sanction, privileged mail shall not be restricted.
- 17.6 The agency has a policy outlining the handling and notification of inmates regarding rejected and non-approved privileged mail.
- 17.7 The agency has a policy allowing inmates to receive publications necessary to meet the due process rights of the inmate to include the operation of a law library or other means to satisfy due process requirements.
- 17.8 The agency has a policy regulating the inmate social visitation system, which includes:

- Scheduling
- Screening of visitors
- Record keeping

Purpose: *Social visitation is an important means to facilitate an inmate's emotional stability, as well as to maintain their ties to family and the community. Visitation is also a critical issue related to facility security.*

- 17.9 The agency has policies addressing contact visits, escorted furlough visits, and other visiting issues having elevated security concerns.
- 17.10 The agency has a written policy covering professional visitors, which should include, but are not limited to, attorneys, clergy, counselors, educators and evaluators,
- Purpose:** *Professional visitors are highly utilized by jails to provide services not inherent to the facility staffing plan. Some of these professionals, such as attorneys, educators, and evaluators are mandated to have access to their clients by law. Since they are not trained security or support staff, it is important to maintain a consistent professional visitation policy which promotes safety and security while facilitating the needs of the inmates and the criminal justice system.*
- 17.11 The agency has a written policy regulating the inmate use of telephones, which includes a notification to both the inmate and the person receiving that calls can be monitored and/or recorded.
- 17.12 The agency has a written policy stating inmate calls to attorneys and calls from attorneys to their clients are privileged and attorney client calls may not be monitored or recorded.

Chapter 18—Security and Control

- 18.1 The agency has written policies and procedures covering facility security and control systems.
- 18.2 The jail shall have perimeter lighting which illuminates the area surrounding the facility.
- 18.3 Access into the non-public areas of the jail shall be restricted and controlled to prevent unauthorized persons from entering into the secure areas of the jail.
- 18.4 All security doors should remain closed and locked when not in use.
- 18.5 All firearms, shields, chemical agents designed for mass application, less lethal weapons, and other weapons shall be stored in a secure location, except

when signed out to an officer for authorized use. The agency may permit approved chemical agent canisters worn on uniform belts.

18.6 The agency has a policy covering the use of any Chemical Agents.

18.7 The agency has a written key control plan.

Purpose: Key control plans should include, but not limited to, storage of keys, procedures for repair and maintenance of keys and locks, procedures for key inventory and state that inmates shall never be permitted to use, control, possess, or have access to jail or vehicle keys.

18.8 A set of emergency keys which can be quickly retrieved and made available in the event of an emergency shall be available and stored in a secure location.

18.9 The agency has a written tool and material control plan. Tools and material include maintenance tools, kitchen tools, cleaning compounds, flammable materials; and other items which in the possession of inmates are potentially hazardous.

18.10 The agency has written policies and procedures governing the surveillance and supervision of inmates. The surveillance and supervision policies and procedures shall include, but not be limited to:

- The jail shall be staffed 24 hours per day.
- Observation on a frequent and irregular basis, at least once every 60 minute period.
- Provisions to cover cross gender supervision.

18.11 The agency shall have written policies and procedures governing searches of:

- Cells and other living areas.
- Visitors entering a secure area.

18.12 The agency has policies for conducting strip and/or body cavity searches in accordance with RCW 10.79.

18.13 The agency has a plan for the control, discovery, and removal of contraband from the jail.

18.14 The agency shall provide notice to persons entering the facility that certain items are prohibited inside the jail and that they are subject to search.

18.15 The agency has a policy requiring searches of vehicles before and after transporting inmates.

- 18.16 The agency has a policy outlining actions in response to criminal acts committed in the jail, identifying which agency will handle criminal investigations and procedures regarding the protection of crime scenes and the preservation of evidence.

Chapter 19—Inmate Services

- 19.1 The agency has a policy which outlines how inmate access to :

- Communicate with counsel.
- Access and communicate with the courts.
- File legal proceedings.

***Purpose:** Inmates in disciplinary or administrative segregation shall be allowed to communicate with the courts in a manner consistent with that available to other inmates.*

- 19.2 The agency has a policy covering the inmate use of paper, envelopes, postage, and pencils to ensure adequate access to courts and counsel.

- 19.3 The agency shall adopt a policy and procedures to provide inmates access to legal materials and includes provision for those inmates unable to use them.

***Purpose:** The agency/facility must provide legal materials and provide accommodations for those not able to effectively use them due to limitations with literacy, inability to speak or read English and mental limitations.*

- 19.4 The agency shall have a policy regarding food services for inmates, which addresses:

- Providing a nutritionally balanced diet, annually reviewed by a qualified nutritionist or dietician;
- Required sanitation standards; and
- Special, religious and therapeutic diets

- 19.5 The agency has a written policy and procedures regarding the operation of a commissary for inmates.

- 19.6 The agency has written policies and procedures regarding laundry services for inmates.

Chapter 20—Inmate Health Care

- 20.1 The agency has policies which govern health care for inmates (including dental and mental healthcare). Policies shall include the following:

- Access to care
- Health records, maintenance, confidentiality and transfer
- Medical care authority and qualifications
- Co-pays, if utilized by the agency.
- Informed consent
- Treatment Plans, including follow up care.
- Availability of first aid kits and AEDs.

20.2 The agency has a policy to resolve conflicts between custody and medical staff to be sure they do not impact health care delivery.

Purpose: *Medical decisions should be made by licensed medical personnel and should never be overridden by non-medical or custody staff.*

Chapter 21—Sanitation and Maintenance

21.1 The agency provides inmates with soap, toilet paper, toothbrush and cleaning agent, comb and for women, sanitary hygiene items.

21.2 The agency provides inmates the opportunity to shower a minimum of three times per week, including those inmates in segregation, except for inmates whose movement would result in risk to staff or self.

21.3 The agency has policy or written procedures governing pest control.

21.4 All living areas are equipped with toilets, sinks, showers and potable water.

21.5 The agency has policies or written procedures for handling and disposal of bio-hazardous waste materials and conducts staff training related to bio-hazardous materials, which conform to state law.

21.6 The agency has a policy outlining the control and the use of volatile, toxic and caustic materials which complies with state and federal law.

Chapter 22—Inmate Programs and Activities

22.1 The agency has written policies and procedures which provide the reasonable opportunity for inmates exercise and recreation at least one hour daily..

Purpose: The jail provides opportunity for inmate passive recreation which may include such things as library services, card and/or board games, and television and/or radio.

22.2 The agency has policies and procedures that cover:

- Procedures for the local educational district to provide for the educational services to inmates under the age of 18 or as required by state and federal law and include those with special needs. (RCW 28A.194)
 - Procedures for any educational programs that may be made available to inmates generally.
- 22.3 The agency has written policies and procedures for rehabilitation treatment programs for inmates.
- 22.4 The agency has written policies and procedures regarding work programs for inmates, which include:
- Eligibility
 - Facility work assignments
 - Discretionary work programs in and out of jail, as authorized.
- Purpose:** Pretrial detainees may be permitted to work in the jail, but may not be required to work beyond performing routine housekeeping, such as cleaning their living area. The work environment for inmates must meet all safe workplace requirements in compliance with state law.*
- 22.5 The agency has a policy governing partial confinement programs in accordance with state law.
- Purpose:** Work release is authorized for jail inmates by RCW 70.48.210 Electronic home monitoring is authorized by RCW 9.94A.731 and 9.94A.734.*
- 22.6 The agency has a policy providing access to religious activities for inmates and the opportunity for the exercise of their faith.
- Inmate access to clergy, religious services/worship opportunities, and religious reading materials.
 - Hair length and grooming guidelines.
 - Clothing and religious diets.
- 22.7 The agency has a policy addressing the use of volunteers and community resources.

Chapter 23—Gender Identity

- 23.1 The agency has a policy establishing guidelines that make reasonable efforts to minimize privacy intrusions that may occur as a result of cross gender supervision.

- 23.2 The agency has policies that address the housing, supervision, and management of lesbian, gay, bi-sexual, transgender, intersexed, and questioning (LGBTIQ) inmates.

Chapter 24—Americans with Disabilities Act

- 24.1 The agency has a policy concerning implementing the requirements of the Americans with Disabilities Act (ADA) and for evaluating ADA claims, which requires legal counsel review.
- A public entity (city or county) which employs 50 or more persons shall designate at least one staff member to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA.
 - Provide for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II of the ADA.

Chapter 25—Prisoner Security

- 25.1 The agency has written policies and procedures for officers transporting prisoners.
- 25.2 The agency has written policies and procedures governing the purpose, function, and use of restraints, to include:
- The agency provides training in the use of restraints. Restraint devices include any device used to secure or control the hands, arms, feet, legs, head, or torso of an inmate. Restraints devices shall be authorized by the agency.
 - The use of restraints on pregnant inmates, in accordance with RCW 70.48.500, 70.48.501, 70.48.502, and 70.48.800.
 - Monitoring requirements for inmates in restraints.

Chapter 26—Emergency Response

- 26.1 The agency has written policies and procedures for response to emergency and non-emergency calls that occur within the Jail and include:
- Evacuation plans consistent with city/county Department of Emergency Management plans;
 - Man-made situations, including fires, inmate disturbances, hostage situations, escapes and attempts; and Civil or natural disasters, such as floods, earthquakes, chemical spills, weather

related emergencies, and disruption of utilities or communications systems.

- 26.2 The agency provides 24-hour communications between the facility and local emergency services.
- 26.3 The agency has a policy for requesting and responding to requests for mutual aid.
- 26.4 The agency has a policy authorizing the use of firearms and other emergency response weapons.
- 26.5 Agency policy outlines steps to control access in/out of the facility during and following an emergency. These steps:
 - Have limited dissemination and are restricted to those with a need to know.
 - Include staff training on role/responsibilities during an emergency.

Chapter 27—Prison Rape Elimination Act (PREA)

- 27.1 The agency has a policy clearly prohibiting and setting a zero tolerance for the following:
 - Sexual harassment by staff or inmates (WAC 392-190-056).
 - Sexual contact by staff or inmates (RCW 9A.44.010)
- 27.2 The agency has policies which implement the Prison Rape Elimination Act.

***Purpose:** Given the emerging nature and requirements of PREA for Jails/Correction facilities, accrediting agencies are not required to complete a PREA audit to comply with this standard. However, they are expected to have required policies and practices in place to successfully navigate an audit if/when that time arrives.*