

Missouri Core Jail Standards

Please note that the all sections will remain in draft format until accepted and approved by the membership of the Missouri Sheriffs' Association. The working documents will be review for final formatting after any amendments are addressed.

Thank you,

Captain Joseph N. King

SECTION 7. ADMINISTRATION AND MANAGEMENT

GOAL: To administer and manage the facility in a professional and responsible manner, also to be consistent with legal requirements.

EXPECTED PRACTICES

MCJS 7.1: Selection, Retention and Promotion

A thorough background investigation is conducted on all new employees. At a minimum, a criminal records check is conducted on all contractors and volunteers prior to the new employee or contractor assuming their duties.

Comment:

This background check includes comprehensive identifier information to be collected and run against law enforcement indices. If any suspicious information is returned on a desirable applicant, it is to be deciphered and documented if it leads to the applicant not being eligible for employment.

Protocols:

Written policy and procedure.

Process Indicators:

Personnel records.

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MCJS 7.2: Training and Staff Development

Prior to assuming duties, each new employee is provided with an orientation, and job training manual. The training manual shall include the following: working conditions, code of ethics and conduct, personnel policy manual, employees' rights and responsibilities, overview of the criminal justice system, tour of the facility, facility goals and objectives, facility organization, staff rules and regulations, personnel policies, and the training program overview.

Comment:

Orientation is distinct from training because it acquaints personnel with the environment in which they will be working. It does not necessarily address the knowledge, skills, and abilities needed to implement assigned duties.

Protocols:

Written policy and procedure.

List of orientation materials and schedule.

Process Indicators:

Personnel records.

MCJS 7.3: Basic Correctional Officer Training

Within the first year of employment, all correctional officers shall complete 40 hours training provided by the Missouri Sheriff's Association Online Program training program or equivalent 80 hours of training. In conjunction with 40 hours of practical application training to be determined by agency and documented by agency with training certificates and course work.

These classes can be for example: Livescan and/or ABIS system usage, arrest and control techniques, restraint device usage, medical procedure trainings, etc....Specialty License shall be required for agencies wishing their officers to carry a less lethal option such as OC spray, Baton's, or Taser. This training hours would be considered in the agency 40 hours of development within the first year of employment.

Continuing Education of correctional staff shall include 32 hours of training every 3 years to run in the same reporting cycle as Certified Law Enforcement Officers. The breakdown shall be as follows:

- 24 hours of Core Studies (Interpersonal, Technical, Skill Development, and Legal Studies)

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- 8 hours of weapon/ Less Lethal (if applicable, if not you must revert to core studies for qualifying hours.)

Comments:

Needs to be certifiable course material from a reputable teaching source if not utilizing the Missouri Sheriff's Association On-Line Training.

Protocols:

Policy and Procedure.

Process Indicator:

Employee Training and curriculum files.

Certificates of completion of course

MCJS 7.4: Pre-Service and Annual Training
(Ref. 4-ALDF-7B-08)

All professional, support, clerical, and health care employees, including contractors, shall receive pre-service and continuing annual training in the areas defined by their job description, which may include:

Security procedures,
rights and responsibilities of inmates,
supervision of inmates,
suicide precautions/procedures,
use-of-force regulations,
interpersonal relations tactics,
report writing,
social/cultural lifestyles of the inmate population,
inmate rules and regulations,
key control ,
CPR/first aid,
counseling techniques,
sexual harassment/ misconduct awareness,
purpose,
goals,
policies and procedures for the facility,
security and contraband,
regulations,
appropriate conduct with inmates,
responsibilities and rights of employees,
universal precautions/bio-hazardous waste disposal,

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occupational exposure,
personal protective equipment,
overview of the correctional field.

Comment:

Training may be tailored to reflect the requirements of various job classifications.

Protocols:

Written policy and procedure.
Job descriptions.
Training curriculum.
Training record forms and formats.

Process Indicators:

Personnel records.
Training records.

MCJS 7.5: Training Prior to Assuming Duties
(Ref. 4-ALDF-7B-10)

Prior to assuming duties, all correctional officers receive training in the facility under the supervision of a qualified officer. Training may include:

- mission statement
- facility policies and procedures and post orders
- suicide prevention
- use of force
- report writing
- inmate rules and regulations
- key control
- emergency plans and procedures
- cultural diversity
- interpersonal communication skills
- cardiopulmonary resuscitation (CPR)/first aid
- sexual misconduct
- inmate management style (indirect/direct supervision)
- inmate behavior management
- code of ethics and conduct

Comment:

These training requirements apply to all correctional officers, whether they are full-time or part-time.

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Protocols:

Written policy and procedure.

Job descriptions.

Training curriculum.

Training record forms and formats.

Process Indicators:

Personnel records.

Training records.

MCJS 7.6: In-Service Training
(Ref. 4-ALDF-7B-10-1)

In each subsequent year of employment, correctional staff receive a minimum of 11 hours of blended documented job related in-service training.

Comment:

This training will enable employees to sharpen skills, maintain certification and keep abreast of changes in policies, procedures, and legislation, judicial, or executive sessions.

Protocols:

Written policy and procedure.

Job descriptions.

Training curriculum.

Training record forms and formats.

Process Indicators:

Personnel records.

Training records.

MCJS 7.7: Weapons Training
(Mandatory)
(Ref. 4-ALDF-7B-15)

All personnel authorized to use firearms and less-lethal weapons must demonstrate competency in their use at least annually. Training includes decontamination procedures for individuals exposed to chemical agents.

Comment:

None

Protocols:

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Written policy and procedure.
Job descriptions.
Training curriculum.
Training record forms and formats.

Process Indicators:
Personnel records.
Training records.

PERFORMANCE STANDARD: Facility Administration
The facility is administered efficiently and responsibly.

MCJS 7.8: Organization
(Ref. 4-ALDF-7D-06, 7D-08)

Written policies and procedures are in place describing all facets of facility operation, maintenance, and administration. Post orders are in place for all established posts. Policies, procedures and post orders are reviewed annually and updated as needed. New or revised policies and procedures and post orders are disseminated to staff, and, where appropriate, to contractors, volunteers, and inmates, training is provided prior to implementation.

Comment:
None.

Protocols:
Written policy and procedure.
Policy and procedure manual.
Distribution lists.
Dissemination plan.

Process Indicators:
Documentation of annual review.
Documentation of timely dissemination.

MCJS 7.9: Financial Practices
(Ref. 4-ALDF-7D-10)

The facility administrator prepares and submits an annual budget that requests necessary resources for facility operations and programs.

Comment:
None.

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Protocols:

Written policy and procedure.

Budget.

Process Indicators:

Documentation of Budget Requests and Submittals.

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MCJS 7.10: Inmate Funds
RsMO 221.102
(Ref. 4-ALDF-7D-16)

Comment:

The sheriff of any county may establish and operate a canteen or commissary in the county jail for the use and benefit of the inmates, prisoners, and detainees.

Each county jail shall keep revenues received from its canteen or commissary in a separate account. The acquisition cost of goods sold and other expenses shall be paid from this account. A minimum amount of money necessary to meet cash flow needs and current operating expenses may be kept in this account. The remaining funds from sales of each canteen or commissary shall be deposited into the "Inmate Prisoner Detainee Security Fund" and shall be expended for the purposes provided in subsection 3 of RSMo [488.5026](#). The provisions of RSMo [33.080](#) to the contrary notwithstanding, the money in the inmate prisoner detainee security fund shall be retained for the purposes specified in RSMo [488.5026](#) and shall not revert or be transferred to general revenue.

Protocols:

Written policy and procedure.
Budgets.

Process Indicators:

Inmate records.
Financial records.
Budgets.

MCJS 7.11: Inmate Records
(Ref. 4-ALDF-7D-20)
Sheriff's Records Retention Schedule – Missouri Secretary of State

The facility maintains custody records on all inmates committed or assigned to the facility which include, but are not limited to, the following:

- intake/booking information
- initial health and suicide screening
- court-generated background information
- cash and property receipts
- reports of disciplinary actions, grievances, incidents, or crime(s) committed while in custody

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- inmate requests and resolution
- all court documents
- records of program participation
- work assignments
- classification records
- visitation
- release information
- General Log of Jail Activities
- Medical care given
- Telephone calls
- Mail sent/received
- Prisoners Delivered to Department of Corrections

Inmates have reasonable access to information in their records. Access is only limited due to safety or security concerns for the inmate, other inmates, or the facility. The contents of inmate records are identified and separated according to a format approved by the facility administrator.

Comment:

Inmate access to their records complies with applicable Federal laws (Freedom of Information Act, Privacy Laws, etc.) and RSMo Chapter 610.

Protocols:

Written policy and procedure.

Forms.

File organization format.

Process Indicators:

Inmate records and files.

MCJS 7.12: Staff Treatment

Staff are treated fairly.

**MCJS 7.13: Facility and Equipment
(Ref. 4-ALDF-7E-05)**

Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

Comment:

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Reasonable accessibility includes alternate points of entry and exit, routes through an area, or access with the assistance of others designated by the faculty.

Protocols:

Written policy and procedure.
Facility plans/specifications.

Process Indicators:

Observation.

MCJS 7.13: Personnel Policies

There is a personnel policy manual that is available to each employee and is explained at employee orientation. The manual is reviewed annually and revised as needed. The manual includes, at minimum:

- an affirmative action program
- an equal employment opportunity program
- a policy for selection, retention, and promotion of all personnel on the basis
- of merit and specified qualifications.
- A code of ethics
- rules for probationary employment
- a compensation and benefit plan
- provisions of the Americans with Disability Act (ADA)
- sexual harassment/sexual misconduct policy
- grievance and appeal procedures
- infection control plan
- employee disciplinary procedures
- uniform and grooming policy
- leave policy
- Employee Assistant Programs (EAP)

Comment:

None.

Protocols:

Written policy and procedure.
Personnel manual.

Process Indicators:

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Staff interviews.
Observation (of availability of manuals).
Documentation of annual review and revision.

MCJS 7.14: **Sheriff Records Retention Schedule**

[Missouri Revised Statutes Chapter 109](#) (Public and Business Records) Section 255 authorizes the [Local Records Board](#) to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Comment:

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

Protocols:

Follow the rules set forth by the Missouri Secretary of State at the following web site.

<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/Sheriff.pdf>

Process Indicators:

Personnel records.
Training records.