

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 reviewed for final formatting after any amendments are addressed.

Thank you,

Captain Joseph N. King

SECTION 1. SAFETY

GOAL: Provide a safe environment for the community, staff, volunteers, contractors and inmates.

Protection from Injury and Illness

The community, staff, volunteers, contractors and inmates are protected from injury and illness in the workplace.

EXPECTED PRACTICES

MCJS 1.1: Safety/Sanitation Inspections

The facility complies with all applicable laws and regulations. The following inspections are implemented:

- weekly sanitation inspections of all facility areas by a qualified departmental staff member
- comprehensive and thorough monthly inspections by a qualified departmental staff member
- at least annual inspections by qualified persons

Comment:

- None.

Protocols:

- Written policy and procedure.
- Sanitation and safety inspection checklists.
- Laws and regulations.

Process Indicators:

- Completed inspection work orders checklists and reports.
- Documentation of corrective action.

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- Inspection reports.

MCJS 1.2: Disposal of Material

Disposal of liquid, solid, and hazardous material complies with applicable government regulations.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Written plan.
- Internal health/sanitation inspection checklists that include solid waste issues.

Process Indicators:

- Plan that has been approved by regulatory agency.
- Trash disposal plan.
- Completed inspection reports/forms, including documentation than identified
- deficiencies were corrected.
- Complete records of destruction kept by agency as submitted by bio-hazard/ waste disposal company.
- Observation.

MCJS 1.3: Vermin and Pests

Vermin and pests are controlled.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Control plan.

Process Indicators:

- Pest control contracts.
- Maintenance agreements.
- Trash disposal plan.
- Inspection reports, including documentation that identified deficiencies were corrected.

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- Invoice records kept from Pest Control Provider.
- Written documentation from Pest Control Provider with suggested measures to correct and/or prevent infestation.

MCJS 1.4: Housekeeping

The facility is clean, sanitary, and in good repair.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Written post orders indicating areas to be cleaned on a daily basis, with completion of duties checklist.
- Housekeeping plan.
- Maintenance plan.
- Inspection forms.
- Inmate handbook (describing inmate responsibilities).

Process Indicators:

- Inspection reports, completed forms, including documentation that identified deficiencies were corrected.
- Add maintenance request form to housekeeping post order to document request for correction and completion of maintenance ordered.
- Observation.

MCJS 1.5: Water Supply (Mandatory) (Ref. 4-ALDF-1A-07)

The facility's potable water source and supply, whether owned and operated by a public water department or the facility, is certified at least annually by an independent, outside source to be in compliance with jurisdictional laws and regulations. Testing of water temperature in sinks and showers to document proper temperature for human use.

Comment:

- None.

Protocols:

- Written policy and procedure.

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Process Indicators:

- Documentation of approval by outside source.
- Documentation of credentials of person/agency providing approval.

MCJS 1.6: Single Occupancy Cells

(Existing, Renovation, Addition, New Construction)

(Ref. 4ALDF-1A-09)

Single cells provide at least 35 square feet of unencumbered space. At least 70 square feet of total floor space is provided when the occupant is confined for more than ten hours per day. To the best of facility's ability.

Comment(s):

- "Unencumbered space" is usable space that is not encumbered by furnishings or fixtures.
- At least one dimension of the unencumbered space is no less than seven feet.
- In determining the unencumbered space, the total square footage is obtained and the square footage of the fixtures is subtracted.
- All fixtures must be in operational position for these calculations.

Protocols:

- Written policy and procedure.
- Facility plans/specifications as approved by Missouri Core Jail Standards.

Process Indicators:

- Measurement.
- Certificate of occupancy.
- Observation.

MCJS 1.7: Multiple Occupancy Rooms/Cells

(Existing, Revocation, Addition, New Construction)

(Ref. 4ALDF-1A-10)

Multiple-occupancy rooms/cells house between two and sixty-four occupants and provide 25 square feet of unencumbered space per occupant. When confinement exceeds ten hours per day, at least 35 square feet of unencumbered space is provided for each occupant. To the best of facility's ability.

Comment:

- "Unencumbered space" is usable space that is not encumbered by furnishings or fixtures.

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- At least one dimension of the unencumbered space is no less than seven feet.
- In determining the unencumbered space, the total square footage is obtained and the square footage of the fixtures is subtracted.
- All fixtures must be in operational position for these calculations.

Protocols:

- Written policy and procedure.
- Facility plans/specifications as approved by Missouri Jail Standards.

Process Indicators:

- Measurement.
- Certificate of occupancy.
- Observation.

MCJS 1.8: Dayrooms

(Existing, Renovation, Addition, New Construction)
(Ref. 4-ALDF-1A-12)

Dayrooms with space for varied inmate activities are situated immediately adjacent to inmate sleeping areas. Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time. No dayroom encompasses less than 100 square feet of space, exclusive of lavatories, showers, and toilets. When dayrooms are present and to the best of facility's ability.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications as approved by Missouri Core Jail Standards.

Process Indicators:

- Measurement.
- Certificate of occupancy.
- Observation. Housing and classification records/logs.
- Copy of facility blue prints, if available.

MCJS 1.9: Environmental Conditions/Lighting (Ref. 4-ALDF-1A-14, 1A-15)

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All inmate rooms/cells provide the occupants with access to natural light to the best of facility's ability. Lighting throughout the facility is sufficient for the tasks performed.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications as approved by Missouri Core Jail Standards.

Process Indicators:

- Documentation from a qualified source.
- Measurement.
- Certificate of occupancy.
- Observation.
- Maintenance and repair records.

MCJS 1.10: Ventilation

(Ref. 4-ALDF-1A-19, 1A-20)

A ventilation system supplies at least 15 cubic feet per minute of circulated air per occupant, with a minimum of five cubic feet per minute of outside air. Toilet rooms and cells with toilets have no less than four air changes per hour unless state or local codes require a different number of air changes. Air quantities are documented by a qualified independent source and are checked annually. Temperatures are mechanically raised or lowered to acceptable comfort levels. To the best of facility's ability.

Comment:

- None

Protocols:

- Written policy and procedure.
- Facility plans/specifications as approved by Missouri Core Jail Standards.

Process Indicators:

- Measurement.
- Observation.
- Facility logs and records.
- Maintenance and repair records.
- Report from independent source.

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MCJS 1.11: Smoking (Ref. 4-ALDF-1A-21)

Use of tobacco is prohibited except for Native American traditional/ceremonial and religious practices. Traditional forms of smokeless tobacco and smoking tobacco are prohibited. Use of alternative forms of tobacco may be approved by facility administration, e.g., e-cigarettes.

Comment:

- Research confirms the adverse health effects of environmental tobacco smoke (second hand smoke).
- Facilities may provide assistance and support as needed.

Protocols:

- Written policy and procedure.
- Inmate handbook, rules.

Process Indicators:

- Observation.
- Facility logs and records.

SECTION 2. Vehicle Safety

Vehicles are maintained and operated in a manner that prevents harm to the community, staff, contractors, volunteers, and inmates.

EXPECTED PRACTICES

MCJS 1.12: Vehicles/Inmate Transport (Ref. 4-ALDF-1B-03, 1B-04, 1B-06)

Transportation of inmates outside the facility, and security of facility vehicles are governed by policy and procedure. Staff involved with transportation of inmates are informed of all policy and procedures. Annual safety inspections are conducted on all vehicles used by the facility. Repairs are completed immediately. Vehicles are not used until repairs are complete. Vehicle maintenance request forms created to document need of vehicle repairs.

Comment:

- None.

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Protocols:

- Written policy/procedure.
- Vehicle log format.
- Maintenance record format.
- Staff training curriculum.

Process Indicators:

- Inspection reports.
- Work orders.
- Completed vehicle logs.
- Maintenance records and receipts.
- Reports of vehicle problems/requests for repair or maintenance.
- Documentation of completed repairs.
- Documentation of staff training and qualifications.
- Transport logs.

SECTION 3. Emergency Preparedness/Response

The number and severity of emergencies are minimized. When emergencies occur, the response minimizes the severity.

Definition: An emergency is any event that results in the suspension or disruption of normal facility operations.

EXPECTED PRACTICES

MCJS 1.13: Emergency Plan
(Mandatory)
(Ref. 4-ALDF-1C-01, 1C-05, 1C-06)

There is a plan that guides the facility response to emergencies. All facility personnel are trained annually in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten facility security. Such situations may include but are not limited to: riots/disturbances, hunger strikes, escapes, taking of hostages, and staff work stoppage.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Emergency plans.

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- Training curriculum.
- Distribution list for plan.
- Annual staff training, both written and practical with documentation of training and staff understanding and performance of procedure.

Process Indicators:

- Training records.
- Facility logs.
- Staff interviews and training records.
- Distribution records.
- Documentation of quarterly and/or annual drills/review.
- Documentation of staff receipt of, and training on, the plan.

MCJS 1.14: Evacuation Plan (Mandatory) (Ref. 4-ALDF-1C-02)

An evacuation plan is used in the event of fire or major emergency. The plan is approved by a safety officer or other independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Written facility plans/specifications.
- Written evacuation plan.

Process Indicators:

- Documentation of approval of plan.
- Documentation of annual review.
- Documentation of drills.
- Observation.

MCJS 1.15: Immediate Release of Inmates (Mandatory) (Ref. 4-ALDF-1C-03, 1C-04)

There is a means for the immediate release of inmates from locked areas in case of emergency and there are provisions for a backup system. The facility has exits that are properly positioned, are clear from obstruction, and are

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distinctly and permanently marked to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of assembly for fifty or more persons have two exits, to the best of facility's ability.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications.
- Emergency release plan.

Process Indicators:

- Observation.
- Reviewed and approved by Missouri Core Jail Standards.

MCJS 1.16: Fire Safety

Building Officials Code Administrators International (BOCA) Life Safety Code Conformance
(Mandatory)
(Ref. 4-ALDF-1C-07)

The facility conforms to applicable federal, state, and/or local fire safety codes.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications.
- Fire regulations and codes.
- Internal inspection forms.
- Detention and alarm system testing annually.

Process Indicators:

- Documentation of compliance.
- Reports/inspections from external agencies.
- Internal inspection results and reports.
- Documentation of fire alarm and detection system maintenance and testing.
- Observation.

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MCJS 1.17: Fire Prevention Regulations
(Mandatory)
(Ref. 4-ALDF-1C-08, 1C-09)

The facility's fire prevention regulations and practices ensure the safety of staff, contractors, inmates, and visitors. There is a comprehensive and thorough quarterly inspection of the facility by a qualified designee for compliance with safety and fire prevention standards. There is an annual inspection by a safety officer or other qualified independent.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Fire prevention regulations.
- Internal inspection forms.
- Facility plans/specifications.
- Training curricula.
- Equipment testing schedule.

Process Indicators:

- Maintenance and testing records.
- Observation.
- Facility logs.
- Staff training records.
- Reports describing fire events that occurred.
- Staff interviews.
- Documentation of qualifications of fire and safety officer.
- Inspection reports and documentation of action taken to address identified deficiencies.
- Inspection reports.
- Maintenance request forms available to document maintenance needs and completion.

MCJS 1.18: Facility Furnishings
(Mandatory)
(Ref. 4-ALDF-1C-10)

Facility furnishings meet fire safety performance requirements.

Comment:

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- Facility furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.
- Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber (for example, polyurethane, polystyrene) can pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release.
- Such materials should be subjected to careful fire safety evaluation before purchase or use.
- All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction.
- The fire authority should consider the flammability and toxicity characteristics of the products being evaluated.
- “Furnishings” applies to all living quarters.
- This expected practice requires that specifications be known, if available, at the time of selection.
- There are no expected practices mandating knowledge of fire performance characteristics of furnishings in the facility prior to implementation of the policy relating to this expected practice.

Protocols:

- Written policy and procedure.
- Facility plans/specifications.

Process Indicators:

- Specifications for all furnishings.
- Records of approval by external authority.

MCJS 1.19: Flammable, Toxic, and Caustic Materials

(Mandatory)

(4-ALDF-1C-11)

Flammable, toxic, and caustic materials are controlled, used safely, and properly stored.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications.
- Staff training curriculum.
- Inmate training curriculum.

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- Inmate handbook/rules.
- Internal inspection forms.
- Material Safety Data Sheets (MSDS).

Process Indicators:

- Staff training records.
- Inmate training records.
- Internal inspection results.
- Documentation of incidents that involved flammable, toxic or caustic materials.

MCJS 1.20: Emergency Power and Communication (Ref. 3-ALDF-3B-06)

Essential Lighting and Life-Sustaining Functions

The facility has the equipment necessary to maintain heating and cooling, essential lights, power, and communications in an emergency and to the best of facility's ability.

Comment:

- None.

Protocols:

- Written policy and procedure.
- Facility plans/specifications.

Process Indicators:

- Observation.
- Facility records and logs.

MCJS 1.21: Equipment is in Working Order (Ref. 4-ALDF-1C-14)

All equipment is in working order. Safety and security equipment is repaired or replaced immediately. Use of padlocks for security locks on cell or inmate housing doors is prohibited.

Comment:

- None.

Protocols:

- Written policy and procedure.

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- Job descriptions.
- Emergency repair plan.

Process Indicators:

- Facility records/logs.
- Personnel records.

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