


Idaho Department of Correction 	Standard Operating Procedure Division of Prisons Offender Management	Control Number: 302.02.01.001	Version: 2.2	Page Number: 1 of 8
		Title: Assessment and Placement of State-sentenced Offenders in County Jails		Adopted: 9-1-1995 Reviewed: 6-27-2008

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BOARD OF CORRECTION IDAPA RULE NUMBER 302

Housing inmates in Non-department Facilities

POLICY STATEMENT NUMBER 302

Admission and Placement of Offenders

POLICY DOCUMENT NUMBER 302

Admission and Placement of Offenders

DEFINITIONS

Standardized Definitions List

Health Authority: The Department employee who is primarily responsible for overseeing or managing the Department's medical and mental health services. The health authority is commonly referred to as the health services director.

Offender System: A common term used for the Department's Corrections Integrated System (CS) and Reflections, which are computer databases used for the tracking of offenders.

PURPOSE

This standard operating procedure (SOP):

- Identifies the duties and responsibilities for the management of Idaho Department of Correction (DOC) offenders housed in county jails, and
- Fosters communication and cooperation between the DOC and county jails.

SCOPE

This SOP applies to Virtual Prison staff members and all offenders who are under the jurisdiction of the DOC that are housed in county jails.

RESPONSIBILITY

The warden, deputy warden of security, and jail manager of the Virtual Prison Program

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(VPP) (or their designees) are responsible for visiting (at least once a year) each county jail that houses DOC offenders for the purpose of assessing the manner in which county jails are supervising DOC offenders.

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GENERAL REQUIREMENTS

Offenders committed to the DOC will be housed in a county jail until the DOC authorizes the offenders' transport to an DOC correctional facility.

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County jail housing includes temporary housing for those offenders awaiting transportation to an DOC facility. Temporary housing is often referred to as “flow through” or “awaiting transport” and “long-term placement”.

1. Notification

Offenders Sentenced to DOC Custody

When an offender is sentenced to the custody of the DOC, the sending county jail staff must send a facsimile of Appendix A *Sentenced Offenders Awaiting Transport*, to DOC’s Central Records Unit. Appendix A must include any pending charges or detainers.

Transfers to another County Jail

If an offender sentenced to the custody of the DOC is transferred to another county jail, the sending county jail must send a facsimile of Appendix A *Sentenced Offenders Awaiting Transport*, to DOC’s Central Records Unit indicating the offender’s transfer to another county jail.

If an offender sentenced to the custody of the DOC needs to be transferred to another county jail, the sending county jail must first contact the VPP jail manager and explain the reasons for the transfer and then send a facsimile of Appendix A to DOC’s Central Records Unit indicating the offender’s transfer to another county jail.

Parole Violators

A county jail housing an offender for a parole violation must notify DOC’s Central Records Unit by sending a facsimile of Appendix A *Sentenced Offenders Awaiting Transport*; however, the Commission of Pardons and Parole is responsible for entering the initial status and movement information into DOC’s offender system, until the parole hearing process is completed.

2. IDOC Offenders Security Status

DOC offenders in the custody of a county must be confined within the secure perimeter of the jail until legally discharged unless the court specifies otherwise, or until he is returned to the state custody.

Male and female offenders must be unable to make physical contact with each other at any time.

3. Conditions of Confinement

Offender conditions of confinement (e.g. security, classification, visitation, discipline, and offender property) may be established between the DOC and a county jail using either a memorandum of understanding (MDU) or a contract. If neither an MDU nor contract exists between a county jail and the DOC, the Idaho Sheriff’s Association jail standards will govern offenders’ conditions of confinement.

DOC offenders awaiting transport to an DOC facility may be assigned work assignments in the county jails. However, DOC offenders cannot work outside the secure perimeter of the jail. DOC offenders cannot leave the secure perimeter of a jail except for court or department-ordered transport or to receive emergency medical treatment.

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Offenders transferred from a retained jurisdiction such as the North Idaho Correctional Institution (NIC) or community work center (CWC) returning to a county jail for a retained jurisdiction review will be only allowed the property listed in this section. The offender is responsible for making arrangements for any remaining property (see SOP [320.02.01.001](#), *Property: State-issued and Inmate Personal Property.*)

Personal property authorized to accompany offenders from county jails into DOC custody is limited to:

- Two (2) cubic feet of personal papers or legal material
- 10 pictures (not larger than 5" X 8" and no Polaroid or layered photos)
- Prostheses as prescribed (dentures, artificial limbs, etc.)
- Prescription glasses
- One (1) wedding band (no gems or stones)
- One (1) religious medallion with neck chain (\$35 maximum value and no gems or stones)
- 20 United States Postal Service (USPS) embossed postage envelopes
- One (1) address book
- One (1) pair personal shoes
- One (1) pair shower shoes

Note: The DOC may approve additional offender property using a contract or MDU with counties contracting with the DOC for long-term offender housing.

4. Property Issued/Allowed to Accompany Long-term Jail Placements

The DOC will issue offenders who are in long-term county jail housing the following items:

- Socks – Three (3) pair (State issued)
- Shower shoes – One (1) pair (State issued or personal)
- T-shirts – Three (3) (State issued)
- Tennis shoes – One (1) pair (State issued or personal)
- Underwear – Three (3) pair (State issued)

Note: State-issued items will accompany the offender upon returning to an DOC facility.

5. Medical, Dental and Psychological Care

Routine Health Care

The DOC's health authority (or designee) is responsible for overseeing and determining the extent of health care provided to DOC offenders housed in county jails. The DOC will pay for ordinary and necessary medical and dental expenses of state offenders, except in-facility, routine sick-call procedures. Sick-call items which are the responsibility of the county jail include acetaminophen, aspirin, ibuprofen, medication for a common cold, etc.

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The health authority (or designee) must approve payment for all medical services, including consultant appointments, scheduled hospitalizations, and dental care. Failure to obtain prior approval, except in an emergency, could result in the housing county being held financially responsible (see "Emergency Health Care" below).

The housing county is responsible for routine transport expenses to out-of-facility medical services, unless other arrangements are made with DOC's Transport Unit.

When an DOC offender is moved to an DOC facility, the offender's medical records, or a copy of the records must accompany the offender.

All medical expenditures that the DOC pays will be sent to the health authority (or designee).

Emergency Health Care

In the event of a medical emergency, the county jail must notify DOC's health authority (or designee) as soon as possible but no later than 72 hours of transporting the offender to a medical facility. If the county jail fails to notify the DOC within 72 hours, the DOC may hold the county jail responsible for the medical costs. If an emergency requires an ambulance, the DOC will pay the ambulance expense.

Hospital Security

If an offender is admitted to a hospital, the county jail must provide 24 hour security supervision.

Note: Normally, an offender who poses a medical management problem will not be housed in a county jail. If an offender requires hospitalization, restrictive medical housing, or acute mental health intervention, the county jail should contact the DOC's health authority (or designee). The health authority (or designee) will arrange transport of the offender to an DOC facility as soon as possible.

6. Serious Incident Reporting Procedures

If any of the following serious incidents occur, the county jail must notify VPP staff by telephone within two (2) hours of the incident during regular business hours and send a written report within two (2) business days via e-mail **or** facsimile. If the county jail cannot reach VPP staff **or** if the incident occurs after business hours **or** on a weekend, the county jail will call the Idaho State Correctional Institution (SCI).

- Arrest or target of a criminal investigation by law enforcement of a staff member, visitor, volunteer, or contract provider;
- Battery of a staff member by an offender;
- Discharge of a firearm in the jail other than for training purposes;
- Disturbances, work stoppages, or other individual or group actions that threaten the orderly and secure operation of the jail;
- Escape or attempted escape;
- Fire, arson, or attempted arson at the jail;
- Incident involving an offender that causes death or life-threatening injury of an offender, staff, or citizen;

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- Rape or sexual assault in the jail;
- Placement of an DOC offender in long-term restraints ;
- Alternative meal service (beginning and ending);
- Assault or battery;
- Accidental injury requiring medical attention;
- Bomb threat;
- Chemical agent use or other use of force related equipment or technology;
- Hazardous materials incident or condition which requires contact with or reporting to a regulatory agency;
- Physical plant or utility problem ;
- Search, seizure, or other discovery of major contraband, such as drugs, firearms or other weapons , or any other item deemed significant or unusual in a jail;
- Sexual activity between offenders ;
- Sexual assault allegations (attempted rape or other non-consensual sexual activity);
- Severe utility outage or other jail problem , for example a power outage lasting more than one hour or a utility failure in severe weather conditions ;
- Suicide attempt;
- Suicide watch placement and removal from suicide watch placement;
- Unscheduled medical transport; and
- Use of force planned or reactive.

7. Daily Fees

The DOC will pay counties a daily fee for offenders using the following criteria:

- Offenders sentenced to the DOC who are awaiting transport to an DOC facility and do not have any pending charges, warrants, or other detainers that prevent the offender from being transported to an DOC facility.
- DOC offenders housed at a county jail as a contract facility.
- Parole violators.

Note : The DOC does not pay any fees for offenders on probation who are in the county jail pending revocation proceedings, being held on an agent's warrant, awaiting a hearing for jurisdictional review, or serving discretionary jail time.

Days Billed

The daily rate for each DOC offender housed in a county jail will be based on either state statute or contractual agreement between a county and the DOC. The per diem will be paid for each day or partial day beginning on the date following the signing of the *Judgment of Commitment*. When offenders are transferred to a county jail from another facility, the DOC will pay the receiving county on the day after reception of the offender.

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Billing

The DOC's Fiscal Unit will determine billing for each county housing DOC offenders using the DOC's offender system.

8. Placement and Removal

County jails providing contract beds for DOC offenders will have the opportunity to review the offender's classification and other information pertinent to completing a jail classification.

Within 24 hours of notification (subject to bed availability and transport staff) that an DOC offender's behavior or security risk is inappropriate for a jail placement, the VPP jail manager will arrange transport to an appropriate facility.

9. Jail Capacity Reduction

When it becomes necessary to reduce the number of beds available to house DOC offenders, the sheriff should provide the DOC with notification at least 60 days before the effective date of the reduction. However, the DOC will work with a county jail to reduce the number of DOC offenders as necessary.

10. IDOC Monitoring

The VPP will develop and provide the jail assessment tool. VPP staff members must conduct a county jail assessment a minimum of once a year using the following steps:

Functional Roles and Responsibilities	Step	Tasks
VPP Jail Manager (or Designee)	1	Conduct a county jail assessment (includes, at a minimum all of the following tasks). <ul style="list-style-type: none"> • Interview the jail commander; • Interview DOC offenders (Note: The number of offenders interviewed will vary based on the number of DOC offenders housed at the jail and the jail configuration, normally at least three (3) offenders will be interviewed.); • Review and obtain a copy of latest Idaho Sheriff's Association Jail Standards Audit; and • Tour of the jail.
VPP Jail Manager (or Designee)	2	Within 30 days of the assessment, <ul style="list-style-type: none"> • Complete the assessment form and forward it and a copy of the Idaho Sheriff's Association Jail Standards Audit to the assigned VPP deputy warden, and • File a copy of the assessment packet in the area VPP has designated.
VPP Deputy Warden	3	Within five (5) business days after receiving the assessment packet, <ul style="list-style-type: none"> • Review the finding, • Add comments, and • Forward the report to VPP warden.

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Functional Roles and Responsibilities	Step	Tasks
VPP Warden	4	Review the report and forward a copy to the respective sheriff. (Note: if corrective action is necessary for non-compliant issues related to the DOC/county jail contract, request a corrective action plan from the sheriff.)
VPP Warden	5	Forward the report to both the Chief of the Division of Prisons and director of the DOC.

Note: VPP staff will make document offender contacts and other pertinent information regarding offenders under **C-notes in the Corrections Integrated System (CIS)**.

REFERENCES

Appendix A, Sentenced Offenders Awaiting Transport
 Department Policy 301, Taking Offenders into Departmental Custody
 Department Policy 302, Assessment and Placement of Offenders
 Management Services Fiscal Procedures Manual

– End of Document –

IDAHO DEPARTMENT OF CORRECTION
Sentenced Offenders Awaiting Transport

Central Records Unit Fax # (208) 327-7444

Name: _____
Last First Middle Sex Date of Birth

SSN Sentencing County Date Sentenced

Civil Commitment? Yes ___ No ___ Timer? Yes ___ No ___

Retained Jurisdiction? Yes ___ No ___ Pending Charges? Yes ___ No ___

Parole Violation? Yes ___ No ___ Pending Charges? Yes ___ No ___
(Agent/Commission Warrant)

Jail Credits for Time Served on Charge :

Case No. _____

Case No. _____

Crime: _____

Crime: _____

Dates: From _____ To _____

Dates: From _____ To _____

From _____ To _____

From _____ To _____

From _____ To _____

From _____ To _____

Changes in Physical Location

Released on own recognizance? Yes ___ No ___ When? _____

Release on Bond? Yes ___ No ___ When? _____

Moved to: _____ Date moved: _____

Date available for transport: _____

Comments: _____

Signature

Date