

# BIA Adult Detention Facility Guidelines

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(Draft)

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The BIA Adult Detention Facility Guidelines are established to guide the operation and maintenance of Indian country detention facilities and other facilities contracted by the BIA to house Indian offenders. The Guidelines are based largely on the American Correctional Association Core Jail Standards, modified to reflect unique characteristics of Indian country detention. Facilities demonstrating compliance with the Guidelines may be eligible for approval by the BIA to serve as long-term (up to 9 years) incarceration facilities pursuant to Section 234(d)(1)(a) of the Tribal Law and Order Act of 2010.

# Bureau of Indian Affairs Adult Detention Facility Guidelines

## I. SAFETY

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

**PERFORMANCE STANDARD:** Protection from Injury and Illness

**1A.** The community, staff, volunteers, contractors and inmates are protected from injury and illness in the workplace.

### EXPECTED PRACTICES

#### Safety / Sanitation Inspections

**BIA ADF-1A-01 (Mandatory)**

The facility complies with all applicable laws and regulations of the governing jurisdiction. 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<sup>1</sup>: Written policy and procedure. Sanitation and safety inspection checklists. Laws and regulations.

Process Indicators<sup>2</sup>: Completed inspection work orders checklists and reports. Documentation of corrective action. Inspection reports.

#### Disposal of Material

**BIA ADF-1A-02 (Mandatory)**

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<sup>1</sup> Protocols are defined as requirements a jail facility must implement.

<sup>2</sup> Process Indicators are defined as documentation and requirements the Bureau of Indian Affairs relies upon to determine compliance with the guidelines.

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**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 that identified deficiencies were corrected. Observation.

## **Vermin and Pests**

### **BIA ADF-1A-03 (Mandatory)**

**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.

## **Housekeeping**

### **BIA ADF-1A-04**

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

Comment: None.

Protocols: Written policy and procedure. Housekeeping plan. Maintenance plan. Inspection forms. Inmate handbook (describing inmate responsibilities).

Process Indicators: Inspection reports, completed forms, including documentation that identified deficiencies were corrected. Observation.

## **Water Supply**

### **BIA ADF-1A-05 (Mandatory)**

**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.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation of approval by outside source. Documentation of credentials of person/agency providing approval.

## **Single-Occupancy Cells (Size)**

### **BIA ADF-1A-06 (Existing, Renovation, Addition, New Construction)**

**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.**

Comment: “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 BIA Safety of Risk Management.

Process Indicators: Measurement. Certificate of occupancy. Observation.

## **Multiple-Occupancy Rooms/Cells (Size)**

### **BIA ADF-1A-07 (Existing, Revocation, Addition, New Construction)**

**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.**

Comment: “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 BIA Safety of Risk Management.

Process Indicators: Measurement. Certificate of occupancy. Observation.

## **Dayrooms (Size)**

### **BIA ADF-1A-08 (Existing, Renovation, Addition, New Construction)**

**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.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications as approved by BIA Division of Safety and Risk Management.

Process Indicators: Measurement. Certificate of occupancy. Observation. Housing and classification records/logs.

## **Environmental Conditions/Lighting**

### **BIA ADF-1A-09**

**All inmate rooms/cells provide the occupants with access to natural light. Lighting throughout the facility is sufficient for the tasks performed.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications as approved by BIA Division of Safety and Risk Management.

Process Indicators: Documentation from a qualified source. Measurement. Certificate of occupancy. Observation. Maintenance and repair records.

## **Ventilation**

### **BIA ADF-1A-10**

**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**

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**documented by a qualified independent source and are checked annually. Temperatures are mechanically raised or lowered to acceptable comfort levels.**

Comment: None

Protocols: Written policy and procedure. Facility plans/specifications as approved by BIA Division of Safety and Risk Management.

Process Indicators: Measurement. Observation. Facility logs and records. Maintenance and repair records. Report from independent source.

## **Smoking**

### **BIA ADF-1A-11**

**Use of tobacco is prohibited except for Native American traditional/ceremonial and religious practices.**

Comment: Research confirms the adverse health effects of environmental tobacco smoke (second hand smoke). Facilities may provide assistance and support as needed for inmates and staff seeking to quit smoking.

Protocols: Written policy and procedure. Inmate handbook, rules.

Process Indicators: Observation. Facility logs and records.

### **PERFORMANCE STANDARD: Vehicle Safety**

**1B. Vehicles are maintained and operated in a manner that prevents harm to the community, staff, contractors, volunteers, and inmates.**

## **EXPECTED PRACTICES**

### **Vehicles/Inmate Transport**

#### **BIA ADF-1B-01**

**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.**

Comment: None.

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

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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.

## **PERFORMANCE STANDARD Emergency Preparedness/Response**

**1C. 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**

### **Emergency Plan**

#### **BIA ADF-1C-01 (Mandatory)**

**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. Training curriculum. Distribution list for plan.

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.

### **Evacuation Plan**

#### **BIA ADF-1C-02 (Mandatory)**

**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. Facility plans/specifications. Evacuation plan.

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Process Indicators: Documentation of approval of plan.. Documentation of annual review. Observation. Documentation of drills.

## **Immediate Release of Inmates**

### **BIA ADF-1C-03 (Mandatory)**

**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 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.**

Comment: None.

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

Process Indicators: Observation. Reviewed and approved by BIA Division of Safety and Risk Management. Facility records/logs.

## **Fire Safety**

### **Code Conformance**

#### **BIA ADF-1C-04 (Mandatory)**

**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 schedule.

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.

## **Fire Prevention Regulations**

### **BIA ADF-1C-05 (Mandatory)**

**The facility's fire prevention regulations and practices ensure the safety of staff, contractors, inmates, and visitors. There is a comprehensive and thorough**



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**monthly inspection of the facility by a qualified individual for compliance with safety and fire prevention standards. There is an annual inspection by a safety officer or other qualified independent persons.**

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.

## **Facility Furnishings**

### **BIA ADF-1C-06 (Mandatory)**

**Facility furnishings meet fire safety performance requirements.**

Comment: 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.

## **Flammable, Toxic, and Caustic Materials**

### **BIA ADF-1C-07 (Mandatory)**

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

Comment: None.

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

## **Emergency Power and Communication**

### **Essential Lighting and Life-Sustaining Functions**

#### **BIA ADF-1C-08**

**The facility has the equipment necessary to maintain heating and cooling, essential lights, power, and communications in an emergency.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation. Facility records and logs.

## **Equipment is in Working Order**

#### **BIA ADF-1C-09**

**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. Job descriptions. Emergency repair plan.

Process Indicators: Facility records/logs. Personnel records.

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## II. SECURITY

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**GOAL:** *Protect the community, staff, contractors, volunteers, and inmates from harm.*

**PERFORMANCE STANDARD:** Protection from Harm

**2A.** The community, staff, contractors, volunteers, and inmates are protected from harm. Events that pose risk of harm are prevented. The number and severity of events are minimized.

### EXPECTED PRACTICES

#### Control

**BIA ADF-2A-01**

The facility's security, life safety, and communications systems are monitored continuously from a secure location.

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Staff schedules.

Process Indicators: Facility records and logs. Observation. Maintenance records.

#### Correctional Officers' Posts

**BIA ADF-2A-02**

Correctional officers' posts are located in, or in close proximity, to inmate living areas to permit officers to see or hear and respond promptly to emergency situations. There are written orders for every correctional officer's post.

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Post orders. Acknowledgment form.

Process Indicators: Observation. Documentation of staff receipt of post orders. Documentation of annual review and updating.

#### Personal Contact Between Staff and Inmates

**BIA ADF-2A-03**

Personal contact and interaction between staff and inmates is required. Inmates classified as medium or maximum security risks are personally observed by an

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**officer at least every 30 minutes on an irregular schedule. Inmates classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule. The facility administrator or designee visits the facility's living and activity areas at least weekly.**

Comment: Interactions between inmates and staff are professional and appropriate at all times. See also BIA ADF-2A-23 for expected practice relating to special management inmates and newly admitted inmates requiring more frequent observation.

Protocols: Written policy and procedure. Facility plans/specifications. Schedule. Staffing plan. Log format.

Process Indicators: Observation. Facility records and logs. Documentation of well-being checks.

## **Secure Perimeter**

### **BIA ADF-2A-04**

**The facility perimeter ensures inmates are secured and that access by the general public is denied without proper authorization.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation. Facility records and logs.

## **Male and Female Staffing**

### **BIA ADF-2A-05**

**When both males and females are housed in a facility, at least one male staff member and one female staff member are on duty at all times.**

Comment: None.

Protocols: Written policy and procedure. Staffing plans.

Process Indicators: Records of staff deployment. Facility logs.

## **No Inmate Control Over Others**

### **BIA ADF-2A-06**

**No inmate or group of inmates is given control, or allowed to exert authority, over other inmates.**

Comment: None.

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Protocols: Written policy and procedure.

Process Indicators: Observation.

## **Inmate Movement under Staff Control**

### **BIA ADF-2A-07**

**All inmate movement from one area to another is controlled by staff.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Staffing plans.

Process Indicators: Observation.

## **Staff Log**

### **BIA ADF-2A-08**

**Correctional staff maintains a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents.**

Comment: Permanent logs may be recorded electronically.

Protocols: Written policy and procedure. Record keeping forms and formats.

Process Indicators: Completed logs and other records. Documentation of emergency situations and unusual incidents.

## **Staffing**

### **Sufficient Staff**

### **BIA ADF-2A-09**

**Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to staff safety and the security, custody, and supervision of inmates as needed to operate the facility in conformance with the standards.**

Comment: None.

Protocols: Written policy and procedure. Staffing analysis process and plan. Staff deployment plans and schedules.

Process Indicators: Documentation of annual review of staffing analysis and plan. Records of actual staff deployment. Facility logs.

## **Inmate Counts**

### **Inmate Population Management System**

#### **BIA ADF-2A-10**

**There is an inmate population management process that includes records on the admission, processing, and release of inmates.**

Comment: None.

Protocols: Written policy and procedure. Accounting system. Forms. Report formats.

Process Indicators: Completed forms. Reports.

## **Counts**

#### **BIA ADF-2A-11**

**The facility has a system for physically counting inmates. At least one formal count is conducted for each shift, with no less than three counts daily.**

Comment: Electronic means should not be substituted for direct staff observation.

Protocols: Written policy and procedure. Accounting system. Forms. Identification forms/formats.

Process Indicators: Completed forms. Facility records and logs. Documentation of inmate accounting activities.

## **Facility Design**

#### **BIA ADF-2A-12 (Renovation, Addition, New Construction only)**

**Physical plant design facilitates continuous personal contact and interaction between staff and inmates in housing units. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance, of cell or detention room fronts and areas such as dayrooms and recreation spaces.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation.

## **Intake/Admissions**

### **Legal Commitment and Medical Review**

#### **BIA ADF-2A-13**

**Prior to accepting custody of an inmate, staff determine that the inmate is legally committed to the facility, and that the inmate is not in need of immediate medical attention.**

Comment: None.

Protocols: Written policy and procedure. Admission forms.

Process Indicators: Completed admissions forms. Custody authorization form. Medical clearance when appropriate. Facility logs. Observation. Warrants, court orders, and detainers.

## **Admissions**

#### **BIA ADF-2A-14**

**Admission processes for a newly-admitted inmate include, but are not limited to:**

- **Search of the inmate and personal property**
- **Inventorying and providing secure storage of personal property**
- **Providing an itemized receipt of personal property**
- **Recording of basic personal data**
- **Performing a criminal history check**
- **Photographing and fingerprinting, as required**
- **Health screening**
- **Suicide screening**
- **Alcohol and drug screening**
- **Assignment to initial housing area based on their immediate needs and security.**

Comment: Admission forms may be recorded electronically.

Protocols: Written policy and procedure. Intake and admission forms. Screening forms. Staff training curriculum. Inventory form. Receipt form.

Process Indicators: Observations. Intake records/files. Intake and admission records. Completed inventory forms and receipts.

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## **Orientation**

### **BIA ADF-2A-15**

**Prior to or upon being housed, each inmate is provided with an orientation that includes facility rules, and regulations, and inmate handbook.**

Comment: Information in the inmate handbook is available upon request. Orientation can be supplemented electronically.

Protocols: Written policy and procedure. Orientation information and process. Inmate handbook.

Process Indicators: Observation. Intake records.

## **Classification and Separation**

### **Objective Classification System**

#### **BIA ADF-2A-16**

**An objective classification system is used to separate inmates into groups to reduce the probability of assault and disruptive behavior. All inmates are classified using an objective classification process that at a minimum:**

- **Identifies the appropriate level of custody for each inmate**
- **Identifies appropriate housing assignment**
- **Identifies the inmate's interest and eligibility to participate in available programs**

**There is a process for review and appeal of classification decisions.**

Comment: None.

Protocols: Written policy and procedure. Classification forms and formats. Methodology for validating process. Process for periodic review and appeal. Inmate handbook. Inmate orientation materials.

Process Indicators: Classification records. Documentation of verification of the process. Documentation of periodic review and appeal.

### **Separation in Classification**

#### **BIA ADF-2A-17**

**Inmate management and housing assignment considers age, gender, legal status, custody needs, special problems and needs, and behavior. Male and female**



**inmates are housed in separate rooms/cells. Inmates are separated according to existing laws and regulations and consistent with the facility's classification plan.**

Comment: None.

Protocols: Written policy and procedure. Housing assignment process and forms. Facility plans/specifications. Applicable statutes and regulations. Classification plan.

Process Indicators: Inmate housing records. Observation. Inmate classification records. Observation.

## **Single-Occupancy Cells**

### **BIA ADF-2A-18**

**Inmates not suitable for housing in multiple occupancy cells based on classification should be housed in single occupancy cells.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation. Housing and classification records/logs.

## **Youthful Offenders**

### **Prohibition on Youthful Offenders**

#### **BIA ADF-2A-19**

**Confinement of persons under the age of eighteen in an adult facility is prohibited.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Observation. Admission and housing.

## **Special Management Inmates**

### **Segregation for Protection**

#### **BIA ADF-2A-20**

**The facility administrator or designee can order immediate segregation when it is necessary for facility safety, security and order. The action is reviewed within 72 hours by the appropriate authority.**

Comment: None.

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Protocols: Written policy and procedure.

Process Indicators: Documentation of review within 72 hours. Facility records. Inmate records.

## **Health Care**

### **BIA ADF-2A-21 (Mandatory)**

**When an inmate is transferred to segregation for health concerns, a medical referral will be made to health care personnel for assessment and review in accordance with the protocols established by the health authority.**

Comment: Following the health assessment, the health care provider determines the appropriate setting for further medical attention or examination and may request an inmate's removal from a cell or housing area to a clinical environment.

Protocols: Written policy and procedure.

Process Indicators: Health records. Segregation logs. Duty assignment roster for health care providers. Observation.

## **Conditions of Segregation**

### **BIA ADF-2A-22**

**Segregation housing units provide living conditions that approximate those of the general inmate population. All exceptions are clearly documented. Segregation cells/rooms permit the inmates assigned to them to converse with and be observed by staff members.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation.

## **Observation of Special Management Inmates**

### **BIA ADF-2A-23**

**All special management inmates are personally observed by a correctional officer at least every 30 minutes on an irregular schedule. Inmates who are violent or mentally disordered, seriously intoxicated, or who demonstrate unusual or bizarre behavior receive more frequent observation.**

Comment: This expected practice applies to newly admitted inmates who are seriously intoxicated, under the influence, or otherwise exhibiting unusual or bizarre behavior as

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well as those who have been classified as special management inmates. More frequent observation may include more frequent observations up to, and including, constant visual observation depending on the circumstances.

Protocols: Written policy and procedure. Mental health referrals. Staffing plan. Log format.

Process Indicators: Facility records and logs. Documentation of cell checks.

## **PERFORMANCE STANDARD: Use of Physical Force**

**2B. Physical force is used in instances of self-protection, protection of the inmate or others, prevention of property damage, or prevention of escape, or preservation and restoration of facility order.**

## **EXPECTED PRACTICES**

### **Use of Force**

#### **Restrictions on Use of Force**

##### **BIA ADF-2B-01 (Mandatory)**

**The use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, prevention of escapes, to preserve and restore facility order and then only as a last resort and in accordance with appropriate statutory authority. In no event is physical force used as punishment.**

Comment: None.

Protocols: Written policy and procedure. Staff training curriculum.

Process Indicators: Facility records and logs. Incident reports. Training records.

### **Restraints**

#### **Restraint Devices**

##### **BIA ADF-2B-02**

**Restraint devices are never applied as punishment. There are defined circumstances, other than routine use, under which supervisory approval is needed prior to application.**

Comment: Restraint devices may be used if the inmate is severely combative, poses a serious threat to themselves or others, or to the safety and order of the facility. Restraints are not applied for more than two hours.

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Protocols: Written policy and procedure.

Process Indicators: Documentation of supervisory approval.

## **Use of Four/Five Point Restraints or Restraint Chair**

### **BIA ADF-2B-03 (Mandatory)**

**Four/five point restraint or a restraint chair is used when an inmate presents a threat to facility security and order and other types of restraints have proven ineffective. Advance approval is secured from the facility administrator /designee before an inmate is placed in a four/five point restraint or restraint chair. A medical assessment is conducted when an inmate is restrained in a four/five point restraint or restraint chair for more than two hours or the inmate complains of injuries. The following minimum procedures are followed:**

- **Continuous direct visual observation by staff prior to an assessment by the health authority or designee**
- **Subsequent visual observation is made at least every 15 minutes**
- **The inmate is transferred to a medical/mental health unit for emergency treatment if so indicated by the health authority following the medical assessment**
- **Documentation of all decisions and actions**

Comment: A four/five point restraint secures an inmate's arms and legs (four point) and head (five point.) The use of a restraint chair is preferable to other methods of four/five point restraint. Restraint policy guidelines include consideration of an individual's physical condition, such as body weight.

Protocols: Written policy and procedure. Forms.

Process Indicators: Observation. Facility records and logs. Documentation of approval(s) and observation.

## **Weapons**

### **Procedures for Weapons**

#### **BIA ADF-2B-04**

**Procedures govern the availability, control, inventory, storage, and use of firearms, less lethal devices, and related security devices, and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only with the authorization of the facility administrator or designee. Access to storage areas is restricted to authorized persons and the storage space is located in an area separate and apart from inmate housing or activity areas.**

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Comment: None.

Protocols: Written policy and procedure. Authorization forms. Facility plans/specifications.

Process Indicators: Facility logs and records. Completed authorization forms.

## **Written Reports**

### **BIA ADF-2B-05**

**Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur:**

- **Discharge of a firearm or other weapon**
- **Use of less lethal devices to control inmates**
- **Use of force to control inmates**
- **Inmate(s) remaining in restraints at the end of the shift**
- **Routine and emergency distribution of security equipment**

Comment: None.

Protocols: Written policy and procedure. Report format.

Process Indicators: Completed reports. Facility records and logs.

## **Use of Firearms**

### **BIA ADF-2B-06 (Mandatory)**

**The use of firearms complies with the following requirements:**

- **Weapons are subjected to stringent safety regulations and inspections.**
- **A secure weapons locker is located outside the secure perimeter of the facility**
- **Except in emergency situations, firearms and authorized weapons are permitted only in designated areas to which inmates have no access**
- **employees supervising inmates outside the facility perimeter follow procedures for the security of weapons**
- **Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened**
- **Employees on duty use only firearms or other security equipment that have been approved by the facility administrator**
- **Appropriate equipment is provided to facilitate safe unloading and loading of firearms**

Comment: None.

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Protocols: Written policy and procedure. Facility plans/specifications. Staff training curriculum.

Process Indicators: Training records. Observation.

**PERFORMANCE STANDARD: Contraband**

**2C. Contraband is minimized. It is detected when present in the facility.**

**EXPECTED PRACTICES**

**Searches**

**Procedures for Searches**

**BIA ADF-2C-01**

**Procedures guide searches of facilities and inmates to control contraband**

Comment: None.

Protocols: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs.

**Arrestee Strip Search**

**BIA ADF-2C-02**

**A strip search of an arrestee at intake is only conducted when there is reasonable belief or suspicion that he/she may be in possession of an item of contraband. The least invasive form of search is conducted.**

Comment: For arrestees, generally the least-invasive form of search should be conducted.

Protocols: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs. Documentation of reasonable belief.

**Inmate Strip Search**

**BIA ADF-2C-03**

**A strip search of a general population inmate is only conducted when there is reasonable belief that the inmate may be in possession of an item of contraband or when the inmate leaves the confines of the facility to go on an outside appointment or work detail and upon return from such outside appointment or work detail. The least invasive form of search is conducted.**

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Comment: Reasonable belief may be based on: reliable information that the inmate possesses contraband; discovery of contraband in the inmate's living space; a serious incident in which the inmate was involved or where the inmate was present; refusal to be searched; contact with the public or exposure to public areas; exposure to contact visits; or return to custody from community status.

Protocols: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs. Documentation of reasonable belief.

## **Body Cavity Search**

### **BIA ADF-2C-04**

**Manual or instrument inspection of body cavities is conducted only when there is reasonable belief that the inmate is concealing contraband and when authorized by the facility administrator or designee. Health care personnel conduct the inspection in private.**

Comment: None.

Protocols: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs. Credentials of personnel who conduct searches. Documentation of reasonable belief.

## **PERFORMANCE STANDARD: Access to Keys, Tools, Utensils**

**2D. Improper access to and use of keys, tools and utensils are minimized.**

## **EXPECTED PRACTICES**

### **Key, Tool, and Utensil Control**

#### **BIA ADF-2D-01 (Mandatory)**

**Keys, tools, culinary equipment, and medical/dental instruments and supplies (syringes, needles and other sharps) are inventoried, use is controlled, and properly stored container or area.**

Comment: Electronic forms may be utilized.

Protocols: Written policy and procedure. Key control plan. Inventory forms. Format for reports.

Process Indicators: Facility logs. Documentation of key control activities. Inventory logs and forms. Observation. Training records.

### III. ORDER

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**GOAL:** *Maintain an orderly environment with clear expectations of behavior and systems of accountability.*

**PERFORMANCE STANDARD:** Inmate Discipline

**3A.** Inmates comply with rules and regulations.

#### EXPECTED PRACTICES

##### Rules and Discipline

**BIA ADF-3A-01**

**Disciplinary procedures governing inmate rule violations address the following:**

- **Rules of inmate conduct that specify prohibited acts and appropriate sanctions for each prohibited act**
- **Minor and major violations**
- **Criminal offenses**
- **Disciplinary reports**
- **Pre-hearing actions/investigation**
- **Administrative segregation pending hearing process**
- **Placement of an inmate in disciplinary detention for a rule violation only after a hearing.**
- **Maximum sanction for a rule violation is no more than thirty days**
- **Appeal process**

Comment: Penalties should be proportionate to the importance of the rule and severity of the violation.

Protocols: Written policy and procedure. Rules. Inmate handbook. Report formats. Sanctioning schedule.

Process Indicators: Documentation of annual review. Inmate records. Disciplinary records. Documentation that sanctioning schedule has been communicated to inmates. Documentation of facility administrator review and approval.



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## IV. CARE

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**GOAL:** *Provide for the basic needs and personal care of inmates.*

**PERFORMANCE STANDARD: Food Service**

**4A. Food service provides a nutritionally balanced diet. Food service operations are hygienic and sanitary.**

### EXPECTED PRACTICES

#### Food

#### Dietary Allowances

**BIA ADF-4A-01 (Mandatory)**

**The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings.**

Comment: Copies of menu evaluations should be forwarded to the health authority.

Protocols: Written policy and procedure. Recommended dietary allowances.

Process Indicators: Annual reviews. Nutritionist or dietician qualifications. Documentation of at least annual review and quarterly menu evaluations.

#### Therapeutic or Special Diets

**BIA ADF-4A-02**

**Special diets are provided as prescribed by appropriate health care providers or when traditional, ceremonial, and spiritual beliefs require special diets.**

Comment: Special diets are prepared and served to inmates according to the orders of the treating clinician or as directed by the responsible health authority official.

Protocols: Written policy and procedures. Inmate request form.

Process Indicators: Health records. Diet records or forms. Observation. Interviews. Documentation of administrators approval. Diet manual.

## **Food Service Facilities**

### **BIA ADF-4A-03 (Mandatory)**

**There is documentation by an independent, outside source that food service facilities and equipment meet established government health and safety codes. Corrective action is taken on any deficiencies.**

Comment: None.

Protocols: Written policy and procedure. Health and safety codes.

Process Indicators: Documentation of compliance with codes. Inspection reports, completed forms, including documentation that identified deficiencies were corrected.

## **Health Protection for Food Service**

### **BIA ADF-4A-04 (Mandatory)**

**There is adequate health protection for all inmates and staff in the facility and for inmates and other persons working in food service. All persons involved in the preparation of the food receive a pre-assignment medical examination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.**

Comment: None.

Protocols: Written policy and procedure. Laws, statutes, and regulations.

Process Indicators: Inspection reports, completed forms, including documentation that identified deficiencies were corrected. Documentation of medical examinations and reexaminations. Observation. Documentation of daily monitoring for health and cleanliness.

## **Food Service Inspection**

### **BIA ADF-4A-05 (Mandatory)**

**If food services are provided by the facility, there are weekly inspections of all food services areas, including dining and food preparation areas and equipment. Water temperature is checked and recorded daily.**

Comment: None.

Protocols: Written policy and procedure. Inspection forms and formats.

Process Indicators: Observation. Measurement. Inspection reports, completed forms, including documentation that identified deficiencies were corrected.

## **Food Service Management**

### **BIA ADF-4A-06**

**Three meals, including at least two hot meals, are prepared, delivered, and served under staff supervision at regular times during each twenty-four hour period, with no more than fourteen hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.**

Comment: None.

Protocols: Written policy and procedure. Meal schedules.

Process Indicators: Observation. Records of meals served and times served. Facility records and logs.

### **PERFORMANCE STANDARD: Hygiene**

**4B. Inmates maintain acceptable personal hygiene practices.**

## **EXPECTED PRACTICES**

### **Bedding Issue**

#### **BIA ADF-4B-01**

**Inmates are issued suitable, clean bedding and linens. There is provision for linen exchange, including towels, at least weekly.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation of issue and exchange.

### **Clothing**

#### **BIA ADF-4B-02**

**Inmates are issued clothing that is properly fitted and suitable for the climate. There are provisions for inmates to exchange clothing at least twice weekly.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Observation. Documentation of cleaning and storage. Documentation of clothing issue.

## **Personal Hygiene**

### **BIA ADF-4B-03**

**Articles and services necessary for maintaining proper personal hygiene are available to all inmates including items specifically needed for females.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation that items are provided. Observation.

## **Plumbing Fixtures**

### **BIA ADF-4B-04**

**Inmates, including those in medical housing units or infirmaries, have access to showers, toilets, and washbasins with temperature controlled hot and cold running water twenty-four hours per day. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Applicable building codes and regulations. Documentation of periodic measurement of water temperature.

Process Indicators: Observation. Inmate housing records. Measurement. Inspection/Maintenance records or reports. Ratio documentation. Observation.

### **PERFORMANCE STANDARD: Continuum of Health Care Services**

**4C. Inmates maintain good health. Inmates have unimpeded access to a continuum of health care services so that their health care needs, including prevention and health education, are met in a timely and efficient manner.**

## **EXPECTED PRACTICES**

### **Access to Care/ Clinical Services**

#### **BIA ADF-4C-01 (Mandatory)**

**At the time of orientation all inmates are informed about procedures to access health services. There is a process for all inmates to access health care services on a daily basis by means of sick call, inmate request or staff referral. When the necessary medical, dental, mental health, or substance abuse care is not available at the facility, inmates are referred to and given timely access to the needed**

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**clinical services in another appropriate health care facility. Inmates may also request access to traditional healing practitioners for medicinal services.**

Comment: No member of the correctional staff will deny inmate requests for health care services. When the facility frequently has non-English speaking inmates, procedures should be explained and written in their language.

Protocols: Written policy and procedures. Inmate handbook. Grievance procedure.

Process Indicators: Documentation that inmates are informed about health care and grievance system. Inmate grievances. Financial records. Sick call request form. A health record. Clinical provider schedules. Observation.

## **Continuity of Care/Referrals**

### **BIA ADF-4C-02**

**The designated health care provider will provide for continuity of care for inmates from admission to transfer or discharge from facility.**

Comment: None.

Protocols: Written policy and procedure. Referral transfer/consult form. MOA with health care provider.

Process Indicators: Completed referral, transfer, consult forms. Health records. Facility logs. Interviews. Transportation logs.

## **Emergency Plan**

### **BIA ADF-4C-03 (Mandatory)**

**Inmates have access to twenty-four-hour emergency health care services, including on-site first aid, basic life support, and transfer to health care facilities as necessary.**

Comment: In the event that primary health services are not available, and particularly in emergency situations, back-up facilities or providers should be predetermined. The plan may include the use of an alternative hospital emergency service or a physician on-call service.

Protocols: Written policy or procedure.

Process Indicators: Designated facility. Provider lists. Transportation logs.

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## **Pregnancy Management**

### **BIA ADF-4C-04 (Mandatory)**

**Pregnant inmates have access to obstetrical services by a qualified provider, including prenatal, peripartum, and post partum care.**

Comment: None (stuff struck out)

Protocols: Written policy and procedure. Inmate handbook. Contract or agreement.

Process Indicators: Health record entries. Laboratory records. Interviews.

## **Communicable Disease and Infection Control Program**

### **BIA ADF-4C-05 (Mandatory )**

**Communicable diseases are managed in accordance with a written plan developed in consultation with, and approved by, the designated health authority. The plan includes provisions for the screening, surveillance, treatment, containment, and reporting of infectious diseases. Infection control measures include the availability of personal protective equipment for staff and hand hygiene promotion throughout the facility. The plan also provides for handling biohazardous waste and decontaminating medical and dental equipment which must comply with applicable tribal or federal regulations.**

Comment: Because of their serious nature, methods of transmission, and public sensitivity, these diseases require special attention. Plans for the management of tuberculosis may be based on incidence and prevalence of the disease within the agency's population and the surrounding community.

Protocols: Written policy and procedure, codes, and regulations and treatment guidelines.

Process Indicators: Health records. Chronic care forms and clinic visit logs. Interviews. Documentation of waste pick up and/or cleaning logs.

## **Chronic Care**

### **BIA ADF-4C-06 (Mandatory)**

**Inmates with chronic medical conditions, such as diabetes, hypertension, and mental illness receive periodic care by a qualified health care provider in accordance with individual treatment plans that include monitoring of medications and laboratory testing.**

Comment: Professionally recognized chronic care guidelines are available from disease-specific organizations and various medical and physicians' associations.

Protocols: Written policy and procedure. Chronic care protocols and forms.

Process Indicators: Health records. Chronic care logs.

## **Dental Care**

### **BIA ADF-4C-07**

**Access to Routine and emergency dental care is provided to inmates.**

Comment: None.

Protocols: Written policy and procedure. Inmate request form.

Process Indicators: Dental records. Admission logs. Referral and consultation records. Dental request forms.

## **Health Screens**

### **BIA ADF-4C-08 (Mandatory)**

**Intake physical and mental health screening commences upon the inmate's arrival at the facility unless there is documentation of a medical screening within the previous 90 days or the inmate is an intrasystem transfer. Screening is conducted by health-trained staff or by qualified health care personnel in accordance with protocols established by the health authority. The screening includes at the least the following:**

- **Current or past medical conditions, including mental health problems and communicable diseases**
- **Current medications, including psychotropics**
- **History of hospitalization, including inpatient psychiatric care**
- **Suicidal risk assessment, including suicidal ideation or history of suicidal behavior**
- **Use of alcohol and other drugs including potential need for detoxification**
- **Dental pain, swelling, or functional impairment**
- **Possibility of pregnancy**
- **Cognitive or physical impairment.**

**Observation of the following:**

- **Behavior, including state of consciousness, mental status, appearance, conduct, tremor, or sweating**
- **Body deformities and other physical abnormalities**
- **Ease of movement**

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- **Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations, recent tattoos, and needle marks or other indications of injection drug use**
- **Symptoms of psychosis, depression, anxiety and/or aggression**

**Medical disposition of the inmate:**

- **Refusal of admission until inmate is medically cleared**
- **Cleared for general population**
- **Cleared for general population with prompt referral to appropriate medical or mental health care services**
- **Referral to appropriate medical or mental health care service for emergency treatment**
- **Process for observation for high risk events, such as seizures, detoxification, head wounds, and so forth**

Comment: Health screening is a system of structured inquiry and observation to prevent newly arrived inmates who pose a health or safety threat to themselves or others from being admitted to the general population and to identify inmates who require immediate medical attention. Receiving screening can be performed at the time of admission by health care personnel or by a trained correctional officer. Examples of symptoms of serious, infectious or communicable diseases include a chronic cough, lethargy, weakness, weight loss, loss of appetite, fever, or night sweats that are suggestive of such illness.

Protocols: Written policy and procedure. Screening protocols. Mental health screening form.

Process Indicators: Health records. Completed mental health screening forms. Transfer logs.

## **Intra-System Transfer and Health Screening**

### **BIA ADF-4C-09 (Mandatory)**

**When inmates are transferred to other facilities, copies of health information maintained in the detention records are transferred with inmates to the receiving facility. At a minimum, health information may include the following:**

- **A review of the inmate's medical, dental, and mental health problems**
- **Current medications**
- **Current treatment plan**

Comment: The transfer of Health care information is necessary to identify inmates who pose a health or safety threat to themselves or others and who may require immediate health care.



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Protocols: Written policy and procedure. Screening form.

Process Indicators: Completed screening forms. Transfer logs.

## **Health Appraisal**

### **BIA ADF-4C-10 (Mandatory)**

**A health appraisal is completed for each inmate within 14 days after arrival at the facility in accordance with protocols established by the health authority, unless a health appraisal has been completed within the previous 90 days. The health appraisal includes the review of the previous receiving screening, a medical history and physical examination by a qualified health care provider, and an individual treatment plan.**

Comment: Information regarding the inmate's physical and mental status also may dictate housing and activity assignments. When appropriate, additional investigation should be conducted into alcohol and drug abuse and other related problems.

Protocols: Written policy and procedure. Health appraisal form.

Process Indicators: Health records. Completed health appraisal forms. Transfer logs.

## **Access to Mental Health & Substance Abuse Services**

### **BIA ADF-4C-11 (Mandatory)**

**Inmates have access to mental health, and chemical substance abuse services as clinically warranted in accordance with protocols established by the health authority that include:**

- **Screening for mental health problems**
- **Referral to outpatient services, including psychiatric care**
- **crisis intervention and management of acute psychiatric episodes**
- **Stabilization of the mentally ill and prevention of psychiatric deterioration in the facility**
- **Referral and admission to inpatient facilities**
- **Informed consent for treatment.**

Comment: The designated health care provider should have available an adequate-level of mental health services and substance abuse services to deal directly with inmates who have severe mental health problems and to advise/train correctional staff in managing inmates with mental health needs.

Protocols: Written policy and procedure. Screening form.

Process Indicators: Health records. Completed screening forms.

## **Suicide Prevention and Intervention**

### **BIA ADF-4C-12 (Mandatory)**

**The facility has specific procedures, developed in consultation with the health authority, for handling intake, screening, identifying, and continually supervising the suicide-prone inmate. All staff responsible for supervising suicide-prone inmates are trained annually on program expectations.**

Comment: None.

Protocols: Written policy and procedures. Training curriculum and lesson plans. Suicide-watch logs or forms.

Process Indicators: Documentation of staff training. Documentation of suicide watches and critical incident debriefings. Observations.

## **Social Detoxification**

### **BIA ADF-4C-13 (Mandatory)**

**Specific criteria are established for referring symptomatic inmates suffering from withdrawal or intoxication for more specialized care at a hospital or detoxification center. A medical clearance from a healthcare provider is required upon reentry to the facility.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Transfer records.

## **Pharmaceuticals**

### **BIA ADF-4C-14 (Mandatory)**

**Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with Tribal and federal laws and regulations. The policies require dispensing and administering prescribed medications by qualified personnel, adequate management of controlled medications, and provision of medications to inmates in special management units. Prescription medication must be prescribed and/or verified from a health care provider. Over the counter medication must be approved by the health care provider and their administration is documented.**

Comment: The formulary should include all prescription and nonprescription medications stocked in a facility or routinely procured from outside sources.

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Protocols: Written policy and procedure. Federal and Tribal laws and regulations. Format for documentation of medication, inventory, and storage of medication.

Process Indicators: Health records. Completed medication administration, inventory, and storage forms. Documentation of compliance with federal and Tribal laws.

**PERFORMANCE STANDARD: Health Services Staff**

**4D. Health services are provided in a professionally acceptable manner. Staff are qualified, adequately trained, and demonstrate competency in their assigned duties.**

**EXPECTED PRACTICES**

**Health Authority**

**BIA ADF-4D-01 (Mandatory)**

**The facility has a designated health authority with responsibility for health care services pursuant to a written agreement, contract, or job description.**

**The health authority may be a physician, health services administrator, or health agency. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician. The health authority is authorized and responsible for making decisions about the deployment of health resources and the day-to-day operations of the health services program.**

Comment: The health authority and health services administrator may be the same person. For most jurisdictions, the local Indian Health Services clinic or hospital will serve as the designated health authority. The responsibility of the health authority includes arranging for all levels of health services, assuring the quality of all health services, and assuring that inmates have access to them. Health services should ensure the physical and mental well-being of the inmate population and should include medical and dental services, mental health services, nursing care, personal hygiene, dietary services, health education, and attending to environmental conditions.

Protocols: Written policy and procedure. Sample agreement or contract requirements with health care provider or authority. Job description.

Process Indicators: Documentation of health authority designation. Contract. Billing records. Interviews. Documentation of mission statement, operational policies and procedures, scope of services and required personnel, coordination of care, and a quality management program.

## Health Care Quarterly Meetings

### BIA ADF-4D-02

**The health authority meets with the facility administrator at least quarterly.**

Comment: Minutes of the quarterly administrative meetings may be used to meet the requirements for a quarterly report.

Protocols: Written policy and procedure.

Process Indicators: Documentation of meetings. Minutes and reports.

## Provision of Treatment

### BIA ADF-4D-03 (Mandatory)

**Clinical decisions are the sole province of the responsible clinician and are not countermanded by non-clinicians.**

Comment: The provision of health care is a joint effort of administrators and health care providers and can be achieved only through mutual trust and cooperation. The health authority arranges for the availability of health care services; the responsible clinician determines what services are needed; the official responsible for the facility provides the administrative support for making the services accessible to inmates.

Protocols: Written policy and procedure.

Process Indicators: Health record entries.

## Personnel Qualifications/Credentials

### BIA ADF-4D-04 (Mandatory)

**All health care professional staff comply with applicable tribal, state and federal licensure, certification, or registration requirements. Verification of current credentials is on file at the facility. If inmates are assessed or treated by nonlicensed health care personnel, such as traditional practitioners the care is provided pursuant to traditional, spiritual and ceremonial practices.**

Comment: Standing medical orders are for the definitive treatment of identified conditions and for the on-site emergency treatment of any person having such condition. Direct orders are those written specifically for the treatment of one person's particular condition.

Protocols: Written policy and procedures. Job descriptions. Standing orders. Copies of licensure requirements.

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Process Indicators: Personnel records. Copies of credentials or licensure.  
Documentation of compliance with standing orders. Health record entries.  
Documentation of current credentials.

## **Emergency Response**

### **BIA ADF-4D-05 (Mandatory)**

**Emergency medical care, including first aid and basic life support, is provided by all health care professionals and those health-trained correctional staff specifically designated by the facility administrator. All staff responding to medical emergencies are certified in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization. The facility has policies and procedures, developed in consultation with the health authority, that ensure that emergency supplies and equipment, including automatic external defibrillators, are readily available and in working order.**

Comment: The facility administrator and the health care authority may designate those correctional officers who have responsibility for responding to health care emergencies.  
Protocols: Written policy and procedure. Lesson plans and curriculum.

Process Indicators: Verification of training. Records and certificates.

## **Notification**

### **BIA ADF-4D-06**

**Individuals designated by an inmate are notified in case of serious illness, serious injury, or death, unless security reasons dictate otherwise.**

Comment: The persons to be notified should be designated in writing as part of the facility's admissions procedures.

Protocols: Written policy and procedure.

Process Indicators: Notification records.

## **Confidentiality**

### **BIA ADF-4D-07 (Mandatory)**

**Information about an inmate's health status is confidential. Nonmedical staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, or correctional staff. The active health record is maintained separately from the confinement case record and access is controlled in accordance with Tribal and federal laws.**

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Comment: The principle of confidentiality protects inmate patients from disclosure of confidences entrusted to a health care provider during the course of treatment.

Protocols: Policy and procedure.

Process Indicators: Observation.

## **Informed Consent**

### **BIA ADF-4D-08 (Mandatory)**

**Informed consent standards of the jurisdiction are observed and documented for inmate care in a language understood by the inmate. In the case of minors, the informed consent of a parent, guardian, or a legal custodian applies, when required by law. Inmates have the right to refuse health care services.**

Comment: None.

Protocols: Written policy and procedure. Consent or authorization forms.

Process Indicators: Completed consent forms. Completed refusal forms.

## **Research**

### **BIA ADF-4D-09 (Mandatory)**

**The use of inmates in medical, pharmaceutical, or cosmetic experiments is prohibited. This expected practice does not preclude inmate access to investigational medications on a case-by-case basis for therapeutic purposes in accordance with tribal and federal regulations.**

Comment: Experimental programs include aversive conditioning, psychosurgery, and the application of cosmetic substances being tested prior to sale to the general public.

Protocols: Written policy and procedure. Laws and regulations.

Process Indicators: Health records.

## **Privacy**

### **BIA ADF-4D-10**

**Health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmates' privacy.**

Comment: None.

Protocols: Written policy and procedure. Facility floor plan.

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Process Indicators: Observation.

## **Sexual Assault**

### **BIA ADF-4D-11**

**Information is provided to inmates about sexual abuse/assault including:**

- **Prevention/intervention**
- **Self-protection**
- **Reporting sexual abuse/assault**
- **Treatment and counseling**

**The information is communicated orally and in writing, in a language clearly understood by the inmate, upon arrival at the facility.**

Comment: Provisions of the Prison Rape Elimination Act need to be reflected in facility policy and training.

Protocols: Policy and procedure

Process Indicators: Observation, inmate interviews, inmate handbook, completed receipt forms.

## **Sexual Conduct of Staff**

### **BIA ADF-4D-12**

**Sexual conduct between staff and detainees, volunteers or contract personnel and detainees, regardless of consensual status, is prohibited and subject to administrative, disciplinary and criminal sanctions.**

Comment: Pursuant to PREA.

Protocols: Written policy and procedure.

Process Indicators: Screening records. Admission logs. Classification records. Documentation of staff awareness, e.g. annual in-service training curriculum.

## **Investigation of Sexual Assault**

### **BIA ADF-4D-13**

**An investigation is conducted and documented whenever a sexual assault or threat is reported.**

Comment: The agency should report occurrences/allegations of sexual assault or threat in accordance with the laws of the jurisdiction. The investigation may be limited by what is allowed by the laws of the jurisdiction.

Protocols: Written policy and procedure.

Process Indicators: Referral records. Investigative reports.

## **Victims of Sexual Assault**

### **BIA ADF-4D-14 (Mandatory)**

**Victims of sexual assault are referred under appropriate security provisions to a health care facility for treatment and gathering of evidence. If these procedures are performed in-house, the following guidelines are used:**

- **A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes collection of evidence from the victim, using a kit approved by the appropriate authority.**
- **Provision is made for testing for sexually transmitted diseases (for example HIV, gonorrhea, hepatitis, and other diseases) and counseling, as appropriate.**
- **Prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate.**
- **Following the physical examination, there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.**
- **A report is made to the facility administrator or designee to assure separation of the victim from his or her assailant.**

Comment: None.

Protocols: Written policy and procedure. Referral documents.

Process Indicators: Completed referral forms. Medical records. Classification records.

## **Inmate Death**

### **BIA ADF-4D-15**

**Authorities having jurisdiction are immediately notified of an inmate's death. There is a protocol that describes actions to be taken in the event of an inmate.**

Comment: The medical examiner or coroner should be notified of the inmate's death immediately. A postmortem examination should be performed, according to the laws of



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the jurisdiction, if the cause of death is unknown, the death occurred under suspicious circumstances, or the inmate was not under current medical care.

Protocols: Written policies and procedure

Process Indicator: Documentation actions taken.

## **Inmate Death/Health Care Internal Review and Quality Assurance**

### **BIA ADF-4D-16 (Mandatory)**

**The health authority approves policies and procedures for identifying and evaluating major risk management events related to inmate health care, including inmate deaths, preventable adverse outcomes, and serious medication errors.**

Comment: Evaluating data should result in more effective access, improved quality of care, and better utilization of resources.

Protocols: Written policy and procedure. Record review format.

Process Indicators: Documentation of completed record review. Quality improvement committee minutes. Quarterly report.

## **Health Records**

### **BIA ADF-4D-17**

**An individual health record is maintained for all inmates in accordance with policies and procedures established in consultation by the health authority and in accordance with applicable tribal and federal regulations. The method of recording entries in the records, the form and format of the records, and the procedures for their maintenance and safekeeping are established in consultation with the health authority. The health record is made available to, and is used for documentation by all practitioners.**

Comment: The receiving screening form should become a part of the record at the time of the first health encounter. Records may be maintained electronically. Examples of health service reports include emergency department, dental, mental health, telemedicine, or other consultations.

Protocols: Policy and procedure. Health record forms.

Process Indicators: Health records. Completed forms.

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## V. PROGRAM AND ACTIVITY

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***GOAL: Help inmates to successfully return to the community and reduce the negative effects of confinement.***

**PERFORMANCE STANDARD: Inmate Opportunities for Improvement**

**5A. Inmates have opportunities to improve themselves while confined.**

### EXPECTED PRACTICES

#### Programs and Services

**BIA ADF-5A-01**

**Inmate programs, services and counseling are available. Community resources are used to supplement these programs and services.**

Comment: None.

Protocols: Written policy and procedure. Facility program and activity schedule.

Process Indicators: Activity schedules. Facility logs. Observation.

**PERFORMANCE STANDARD: Family and Community Ties**

**5B. Inmates maintain ties with their families and the community.**

### EXPECTED PRACTICES

#### Visiting

**BIA ADF-5B-01**

**The number of visitors an inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Visitors are required to identify themselves and register on entry into the facility. Conditions under which visits may be denied and visitors may be searched are defined in writing. Provisions are made for special visits.**

Comment: None.

Protocols: Written policy and procedure. Facility program, service plan and activity schedule. Staffing plan. Contracts for service.

Process Indicators: Activity schedules. Facility logs. Observation.

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Documentation of the identification and use of community resources. Review of contractual services. Program records.

## **Mail**

### **BIA ADF-5B-02**

**Inmates may send and receive mail. Indigent inmates receive a specified postage allowance. Both incoming and outgoing mail may be opened to intercept cash, checks, and money orders and inspected for contraband. Mail is read, censored, or rejected when based on legitimate facility interests of order and security. Inmates are notified in writing when incoming or outgoing letters are withheld in part or in full. Staff, in the presence of the inmate, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to inmates from this privileged class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing, or in circumstances, which may indicate contamination.**

Comment: Suspicious mail may include packages and letters unusual in appearance or which appear different from mail normally received or sent by the individual; packages and letters of a size or shape not customarily received or sent by the individual; packages and letters with a city and/or state postmark that is different from the return address; or packages and letters leaking, stained or emitting a strange or unusual odor, or which have a powdery residue.

Protocols: Written policy and procedure. Budget. Forms. Inmate handbook.

Process Indicators: Documentation of postage provided to indigent inmates. Mail logs and records. Documentation of justification for reading, censoring, or rejecting mail. Documentation that inmates are notified when mail is withheld. Observation.

## **Telephone**

### **BIA ADF-5B-03**

**Inmates are provided with access to telephones.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation. Documentation of inmate access to telephones.

## Release

### BIA ADF-5B-04

Procedures for releasing inmates from the facility include, but are not limited to, the following:

- Identification of outstanding warrants, wants, or detainers
- Verification of identity
- Verification of release papers
- Completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required
- Return of personal property
- Provision of a listing of available community resources
- Provision of medication as directed by the health authority

Comment: None.

Protocols: Written policy and procedure. Release forms and procedures.

Process Indicators: Completed release forms and documents. Facility records and logs. Inmate records. Observation.

### PERFORMANCE STANDARD: Programs

5C. The negative impact of confinement is reduced.

## EXPECTED PRACTICES

### Exercise and Recreation Access

#### BIA ADF-5C-01

**Inmates have access to exercise and recreation opportunities. When available, at least one hour daily is outside the cell or outdoors. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be made available to the inmates who desire to take advantage of their authorized exercise time.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Schedules.

Process Indicators: Observation. Measurement. Facility logs and activity records.

## Outdoor and Covered/Enclosed Recreation Area

### BIA ADF-5C-02

Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed are available for use in inclement weather. Covered/enclosed areas may be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities. The minimum space requirements for exercise areas are as follows:

- Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area – 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
- Outdoor exercise areas in facilities where less than 100 inmates have unlimited access to an individual recreation area – 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space
- Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area have 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,000 square feet of unencumbered space
- Covered/enclosed exercise areas in facilities where less than 100 inmates utilize one recreation area have 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 500 square feet of unencumbered space.

Comment: Exercise/recreation spaces are not the same as dayrooms, although dayrooms can provide added opportunities for some exercise and recreation activities. The standard establishes performance requirements for exercise spaces, offering design and operational flexibility. It allows facilities in some climates to cover and/or enclose a yard, while others will have to provide indoor space. These spaces do not have to be “indoors” but must be fully functional when the outdoor areas are not feasible for use.

Protocols: Written policy and procedure. Facility plans/specifications. Schedules.

Process Indicators: Observation. Measurement. Facility logs and activity records.

## Segregated Inmates

### BIA ADF-5C-03

Segregated inmates have access to both outdoor and covered/enclosed exercise areas. The minimum space requirements for outdoor and covered/enclosed exercise areas for segregation units are as follows:

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- **Group yard modules– 15 square feet per inmate expected to use the space at one time, but not less than 500 square feet of unencumbered space**
- **Individual yard modules– 180 square feet of unencumbered space**

**In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be made available to the inmates who desire to take advantage of their authorized exercise time.**

Comment: None.

Protocols: Written policy and procedure. Facility plans/specifications. Schedules.

Process Indicators: Observation. Measurement. Facility logs and activity records.

## **Library Services**

### **BIA ADF-5C-04**

**Library services are available to inmates.**

Comment: None.

Protocols: Written policy and procedure. Activity schedule.

Process Indicators: Observation. Qualifications of staff member.

## **Religious Programs**

### **BIA ADF-5C-05**

**Inmates have the opportunity to participate in practices of their religious faith consistent with existing tribal and federal statutes.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Documentation of inmate religious activities. Documentation of reasons for limitations. Chaplain interviews.

## **Commissary/Canteen**

### **BIA ADF-5C-06**

**An inmate commissary or canteen may be available from which inmates can purchase approved items that are not furnished by the facility. The commissary/canteen's operations are strictly controlled using standard accounting procedures.**

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Comment: None.

Protocols: Written policy and procedure. Commissary forms and formats. Fiscal procedures. Budgets.

Process Indicators: Commissary records. Budgets.

## VI. JUSTICE

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***GOAL: Treat inmates fairly and respect their legal rights. Provide services that hold inmates accountable for their actions, and encourage them to make restitution to their victims and the community.***

**PERFORMANCE STANDARD: Inmate rights**

**6A. Inmates' rights are not violated.**

### EXPECTED PRACTICES

#### Access to Courts

**BIA ADF-6A-01**

**The right of inmates to have access to courts is ensured.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Facility logs.

#### Access to Counsel

**BIA ADF-6A-02**

**Inmate access to counsel is ensured. Such contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Facility log. Observation.

#### Access to Legal Materials

**BIA ADF-6A-03**

**Inmates have access to legal materials.**

Comment: None.

Protocols: Written policy and procedure. Legal assistance/resources plan.

Process Indicators: Observation. Facility logs.



## **Communications/Telephone**

### **BIA ADF-6A-04**

**New inmates are allowed the opportunity to complete at least one telephone call during the admission process and are assisted, as needed, to notify persons of their admission to custody.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Observation. Intake records.

## **Foreign Nationals**

### **BIA ADF-6A-05**

**Facilities legally detain only members of federally recognized tribes. Foreign nationals have access to the diplomatic representative of their country of citizenship.**

Comment: None.

Protocols: Written policy and procedure.

Process Indicators:

## **Protection from Abuse**

### **BIA ADF-6A-06 (Mandatory)**

**Inmates are not subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment.**

Comment: None.

Protocols: Written policy and procedure. Training curricula.

Process Indicators: Facility logs. Incident reports. Staff training records.

## **Grooming**

### **BIA ADF-6A-07**

**Inmates are allowed freedom in personal grooming except when a valid governmental interest justifies otherwise.**

Comment: None.

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Protocols: Written policy and procedure. Grooming regulations. Inmate handbook.

Process Indicators: Documentation of instances in which personal grooming choices were denied. Observation.

## **Indigence**

### **BIA ADF-6A-08**

**An indigent inmate's access to health care, programs, and services is not precluded by inability to pay.**

Comment: None.

Protocols: Written policy and procedure. Definition of indigence.

Process Indicators: Inmate interviews. Records and logs. Inmate accounts.

### **PERFORMANCE STANDARD: Fair Treatment of Inmates**

**6B. Inmates are treated just and fairly.**

## **EXPECTED PRACTICES**

### **Grievance Procedure**

#### **BIA ADF-6B-01**

**An inmate grievance procedure is made available to all inmates and includes at least one level of appeal.**

Comment: None.

Protocols: Written policy and procedure. Grievance procedure. Inmate handbook.

Process Indicators: Grievance records.

### **Discrimination**

#### **BIA ADF-6B-02**

**There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. When both males and females are housed in the same facility, available services and programs are comparable.**

Comment: None.

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Protocols: Written policy and procedure. Program and service descriptions and eligibility requirements. Inmate handbook.

Process Indicators: Facility records. Grievances. Activity logs. Program records.

## **Disabled Inmates**

### **BIA ADF-6B-03**

**Inmates with disabilities, including temporary disabilities, are housed and managed in a manner that provides for their safety and security. Housing used by inmates with disabilities, including temporary disabilities, is designed for their use and provides for integration with other inmates. Program and service areas are accessible to inmates with disabilities.**

Comment: Temporary disabilities are conditions that can be treated with an expectation of healing. Temporary disabilities are not the result of chronic conditions, are short-term in nature and resolve over time.

Protocols: Written policy/procedure. Facility plans/specifications.

Process Indicators: Inmate records. Observation.

### **PERFORMANCE STANDARD: Due Process for inmates**

**6C. Alleged rule violations are handled in a manner that provides inmates with appropriate procedural safeguards.**

## **EXPECTED PRACTICES**

### **Inmate Discipline**

#### **Written Guidelines**

##### **BIA ADF-6C-01**

**There are written guidelines for resolving minor and major infractions. Serious/major infractions are handled consistent with the requirements for limited due process.**

Comment: None.

Protocols: Written policy and procedure. Disciplinary guidelines.

Process Indicators: None.

## **Disciplinary Report**

### **BIA ADF-6C-02**

**When rule violations require formal resolutions, a staff member prepares a disciplinary report that describes the alleged violation and forwards it to the designated supervisor.**

Comment: None.

Protocols: Written policy and procedure. Disciplinary forms.

Process Indicators: Completed disciplinary forms. Inmate records.

## **Written Statement**

### **BIA ADF-6C-03**

**An inmate charged with a rule violation receives a written statement of the charge(s), including a description of the incident and specific rules violated. The inmate is given the statement at the same time the disciplinary report is filed with the disciplinary committee but no less than 24 hours prior to the disciplinary hearing. The hearing, conducted by an impartial person or panel of persons, may only be held in less than 24 hours, with the inmate's written consent. A record of the proceedings is made and retained.**

Comment: None.

Protocols: Written policy and procedure. Disciplinary forms.

Process Indicators: Disciplinary records. Inmate records.

## **Hearing**

### **BIA ADF-6C-04**

**An inmate charged with rule violations is present at the hearing, unless the inmate waives that right in writing or through behavior. An inmate may be excluded during testimony. An inmate's absence or exclusion is documented. Inmates have an opportunity to appeal disciplinary decisions.**

Comment: None.

Protocols: Written policy and procedure. Waiver form.

Process Indicators: Disciplinary records. Inmate records. Documentation of absence.

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## VII. ADMINISTRATION AND MANAGEMENT

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**GOAL:** *Administer and manage the facility in a professional and responsible manner, consistent with legal requirements.*

**PERFORMANCE STANDARD:** Recruitment, Retention, and Promotion

**7A.** Staff, contractors, and volunteers demonstrate competency in their assigned duties.

### EXPECTED PRACTICES

#### Selection, Retention and Promotion

**BIA ADF-7A-01**

A comprehensive background investigation is conducted on all new employees. At a minimum, a criminal records check is conducted on all contractors, and volunteers. Such checks are conducted prior to their assuming duties to identify if there are criminal behavior that have a specific relationship to job performance. This record check includes comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency.

Comment: None

Protocols: Written policy and procedure.

Process Indicators: Personnel records.

#### Training and Staff Development

**BIA ADF-7A-02**

Prior to assuming duties, each employee is provided with an orientation, which includes:

- Working conditions
- Code of ethics and conduct
- Personnel policy manual
- Employees' rights and responsibilities
- Overview of tribal criminal justice system
- Tour of the facility
- Facility goals and objectives
- Facility organization

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- **Staff rules and regulations**
- **Personnel policies**
- **Program overview**

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

Protocols: Written policy and procedure. Orientation materials and schedule.

Process Indicators: Personnel records.

## **Basic Correctional Officer Training**

### **BIA ADF-7A-03**

**Within the first year of employment, all correctional officers complete basic correctional officer training at the Indian Police Academy or other BIA recognized comparable training program.**

Comments: None

Protocols: Policy and Procedure.

Process Indicator: Employee Training and curriculum files.

## **Pre-Service and Annual Training**

### **BIA ADF-7A-04**

**All professional, support, clerical, and health care employees, including contractors, receive preservice and continuing annual training, which may include:**

- **Security procedures and regulations**
- **Supervision of inmates**
- **Signs of suicide risk**
- **Suicide precautions**
- **Use-of-force regulations and tactics**
- **Report writing**
- **Inmate rules and regulations**
- **Key control**
- **Rights and responsibilities of inmates**
- **Safety procedures**
- **All emergency plans and procedures**
- **Interpersonal relations**
- **Social/cultural lifestyles of the inmate population**
- **Cultural diversity**

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- CPR/first aid
- Counseling techniques
- Sexual harassment/sexual misconduct awareness
- Purpose, goals, policies, and procedures for the facility and parent agency
- Security and contraband regulations
- Appropriate conduct with inmates
- Responsibilities and rights of employees
- Universal precautions
- Occupational exposure
- Personal protective equipment
- Bio-hazardous waste disposal
- Overview of the correctional field
- Prison Rape Elimination Act requirements

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

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

Process Indicators: Personnel records. Training records.

## **Training Prior to Assuming Duties**

### **BIA ADF-7A-05**

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

- 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
- Mission statement
- 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.

## **In-Service Training**

### **BIA ADF-7A-06**

**In each subsequent year of employment correctional staff receive a minimum of 40 hours of 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.

## **Weapons Training**

### **BIA ADF-7A-07 (Mandatory)**

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

Process Indicators: Personnel records. Training records.

## **PERFORMANCE STANDARD: Facility Administration**

**7B. The facility is administered efficiently and responsibly.**



## **EXPECTED PRACTICES**

### **Organization**

#### **BIA ADF-7B-01**

**Written policies and procedures are in place which describe all facets of facility operation, maintenance, and administration. Post orders are in place for all established posts. Policies, procedures and post orders 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.

### **Financial Practices**

#### **BIA ADF-7B-02**

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

Comment: None.

Protocols: Written policy and procedure. Budget.

Process Indicators:

### **Inmate Funds**

#### **BIA ADF-7B-03**

**Procedures govern the operation of any fund established for inmates.**

Comment: None.

Protocols: Written policy and procedure. Budgets.

Process Indicators: Inmate records. Financial records. Budgets.

## **Inmate Records**

### **BIA ADF-7B-04**

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
- Inmate requests and resolution
- All court documents
- Records of program participation
- Work assignments
- Classification records
- Visitation
- Release information

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: None. Inmate access to their records complies with applicable Federal laws (Freedom of Information Act, Privacy Laws, etc.).

Protocols: Written policy and procedure. Forms. File organization format.

Process Indicators: Inmate records and files.

### **PERFORMANCE STANDARD: Staff Treatment**

**7C. Staff are treated fairly.**

## **EXPECTED PRACTICES**

### **Facility and Equipment**

#### **BIA ADF-7C-01**

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: None.

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Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Observation.

## **Personnel Policies**

### **BIA ADF-7C-02**

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