

Module 8
Inmate Services

MANDATED ACTIVITIES

8.1.0 Unit Goal: Summarize the process of overseeing inmate activities.

8.1.1 Identify mandatory inmate activities

- A. Texas Commission on Jail Standards, Chapter 285 - Recreation and Exercise
 - 1. Rule 285.1 - Physical Exercise
 - 2. Rule 285.2 - Sunlight
 - 3. Rule 285.3 - Activities
 - 4. Rule 285.4 – Volunteers
- B. Texas Commission on Jail Standards, Chapter 287 – Education and Rehabilitation Programs
 - 1. Rule 287.1 - Education and Rehabilitation Plan
 - 2. Rule 287.2 - Criteria Eligibility
 - 3. Rule 287.3 - Continuity
 - 4. Rule 287.4 - Library Plan
- C. Texas Commission on Jail Standards, Rule 291.5 - Inmate Religious Practices Plan
- D. Texas Commission on Jail Standards, Chapter 289 - Work Assignments
 - 1. Rule 289.1 - Assignment and Supervision
 - 2. Rule 289.2 - Voluntary Work
 - 3. Rule 289.3 - Maximum Hours
 - 4. Rule 289.4 - Outside Security Perimeter
 - 5. Rule 289.5 - Non-Exclusivity

8.1.2 Identify the legal requirements of maintaining current daily activity reports.

- A. Texas Commission on Jail Standards, Rule 285.1 - Physical Exercise: Documentation
- B. Code of Criminal Procedure, Art. 43.09(a) - Fine Discharged
- C. House Bill 2649 in the 82nd legislative session established requirements for diligent participation credit.
 - 1. This established the possibility of credit for completion of educational programs
 - 2. The possibility of credit for active participation in an inmate work program

8.1.3 Identify methods for issuing physical recreational equipment to inmates.

- A. Log date/time of issuance and return.
- B. Note condition of equipment at time of issuance for comparison at time of return.
- C. Write report detailing how damage occurred (if applicable).
- D. Follow departmental policy.

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8.1.4 Identify methods for supervising inmate physical recreational activity.

- A. Observe activity from a distance.
- B. Exercise caution/awareness as to possible intentional distractions.
- C. Refer to your departmental plan.

8.1.5 Identify methods for documenting physical recreational activities.

- A. Note names, date, times, type of activity, indoor/outdoor, as applicable.
- B. Document all activities of inmates participating in or refusing to participate in any activity by name.
- C. Refer to your departmental plan.

8.1.6 Identify circumstances in which segregating inmates from general population during recreational activities is recommended.

- A. Texas Commission on Jail Standards, Rule 271.1(a)(4)
 - 1. When under direct, visual supervision, inmates of different custody levels may simultaneously participate in work and program activities.
- B. Family Code, Sec. 51.12(f)
 - 1. Juveniles shall be separated by sight and sound from adults detained in the same building.
- C. Texas Commission on Jail Standards, Rule 271.1(a)(11)
 - 1. Inmates who require protection or those who require separation to protect the safety and security of the facility may be housed in administrative separation. The status of inmates placed in administrative separation shall be reviewed and documented at least every 30 days for continuance of status.
 - 2. Inmates housed in administrative separation shall retain access to services and activities, unless the continuance of the services and activities would adversely affect the safety and security of the facility.

8.1.7 Summarize the importance of searching inmates entering and leaving the recreation area.

- A. Inmates within the facility have access to a recreation area. As a result, it is an ideal spot for pickup/delivery of contraband, weapons, etc. to others housed in different areas.

8.1.8 Identify methods of supervising library operations.

- A. Accompany inmates to the jail library.
- B. Issue books and materials needed and record.

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- C. Control inmates:
 - 1. For security and safety
 - 2. To prevent riots
 - 3. To prevent noise
- D. After designated time limit:
 - 1. Clean up area
 - 2. Secure books and material and the educational area
 - 3. Search inmates:
 - a. Security
 - b. Removal of contraband
- E. Follow departmental policy for restricting inmates from the library.

8.1.9 Identify reasons for examining the credentials of persons providing religious services.

- A. Texas Commission on Jail Standards, Rule 291.5(2)
 - 1. Inmates will have access to religious leaders in addition to normal visitation, consistent with security restrictions.
- B. Security
 - 1. Detention area
 - 2. Inmate safety
 - 3. Other visitors
- C. Follow departmental policy.

8.1.10 Identify methods for supervising religious activities.

- A. Patrol:
 - 1. Catwalks, safety corridors, walk-arounds, etc.
 - 2. Monitor cameras
 - 3. Hallways
- B. Visually check on inmate and visitor
- C. Maintain security:
 - 1. Precautions should include the same methods that are used for processing regular visitors into and out of the facility.
 - 2. Be alert for contraband
 - 3. Maintain order among inmates
- D. Follow department policy.

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8.1.11 Explain the importance of reviewing an inmate's qualifications prior to work assignment.

- A. Interview of the inmate
- B. Classification
 - 1. Texas Commission on Jail Standards, Rule 289.4 - Outside the Security Perimeter
- C. Verify no restrictions for work exist
- D. Ensure positive behavior while in confinement
- E. Quality of work habits
- F. Type of work to be performed

INSTRUCTOR NOTE: Non-sentenced inmates can be required to keep living area clean but may not be required to participate in a work program (Texas Commission on Jail Standards, Rule 289.2 - Voluntary Work).

8.1.12 Identify reasons for observing inmate work activity.

- A. Keep track of inmates
- B. Make sure the work is done correctly
- C. Make sure the work is valid and productive, not just make-work (i.e., "busywork")
- D. Only inmates classified as minimum custody should be assigned to work outside the security perimeter and should be supervised by correctional officers
- E. Observe proper safety and security methods
 - 1. Texas Commission on Jail Standards, Rule 289.4 – Outside the Security Perimeter

8.1.13 Identify methods of inspecting an area to be supervised when guarding inmates outside of jail.

- A. Check the area for contraband.
- B. Check the area for weapons.
- C. Observe possible escape routes.
- D. Maintain the isolation of the inmate from the general public.

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FOOD SERVICES

8.2.0 Unit Goal: Summarize procedures related to food services.

8.2.1 Identify methods for ensuring meal-serving areas are clean and secure.

- A. Check the area for cleanliness and health hazards.
- B. Check the area for weapons and contraband.

8.2.2 Explain the importance of recording the number of meals served.

- A. Keep a record of the number of meals served.
- B. An inmate's skipping of one meal or several meals may indicate illness and should be investigated and reported to your supervisor.
- C. The total number of meals is important information for administrative use in budget justifications and planning for future meals. (Texas Commission on Jail Standards, Rule 269.2 - Fiscal)

8.2.3 Explain Texas Commission on Jail Standards requirements for meal service.

- A. Texas Commission on Jail Standards, Rule 281.1 - Frequency of Meals
- B. Texas Commission on Jail Standards, Rule 281.5 - Staff Supervision
- C. Texas Commission on Jail Standards, Rule 281.3 - Balanced Diet

8.2.4 Explain the importance of ensuring the exact amount of meals and utensils are provided.

- A. Shortages may cause disturbances.
- B. Prevents the appearance of favors by inmates (extra desserts, meal portions).

8.2.5 Explain the importance of conducting random searches of food for contraband.

- A. To keep weapons and contraband from being trafficked or transported in food.
- B. Demonstrates to inmates the existence of a tight security system.

8.2.6 Identify methods for selecting inmates to perform kitchen operations.

- A. Texas Commission on Jail Standards, Rule 289.1 – Work Assignments
- B. Special care must be taken in assigning inmates to food service and to kitchen duty. Inmates with unsanitary personal habits, such as nose picking, should not be used. Individuals identified by medical officials as unsuitable for kitchen duty will not be assigned to prepare or serve food. It may also be the correctional officer's responsibility to inspect the inmate servers and make certain they are clean. Pay particular attention to clothing, hair, and fingernails. Inmates should have a food handler's certificate (if issued by local entity).
- C. Previous employment in food service industries.

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8.2.7 Explain the importance of prohibiting physical contact between kitchen workers and general inmate population.

- A. Keeps food from being passed into the general population.
- B. Keeps weapons and contraband from being passed into the general population.

8.2.8 List examples of dangerous tools.

- A. Dangerous tools include:
 - 1. Knives
 - 2. Cleavers
 - 3. Mallets
 - 4. Ice Picks
 - 5. Other culinary tools

8.2.9 Identify the procedures for controlling dangerous tools.

- A. Maintain a Sign-Out log for “dangerous tools” by name
- B. Observe the use of tools
- C. Collect and count tools
- D. Sign in tools
- E. Secure tools
 - 1. Some facilities use metal utensils, while others use disposable ones. If the jail uses metal utensils, care must be taken to ensure that all utensils are returned after each meal. If the inventory of utensils reveals shortages, a shakedown of inmates and cells should be conducted.
 - 2. A shadow board can be developed to assist with tool identification and control.
 - 3. Eating utensils are easily shaped into dangerous weapons or implements of escape, and early recovery of missing utensils is essential to jail security and safety.
- F. Inventory utensils in and out of dining room, day room, and/or cells or tanks.

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VISITATION

8.3.0 Unit Goal: Summarize requirements involving inmate visitations.

8.3.1 Explain the requirements of a visitation plan.

- A. Texas Commission on Jail Standards, Rule 291.4 - Visitation Plan
- B. Follow departmental policy.

8.3.2 List some methods of identifying an inmate being visited.

- A. Ask for inmate by name.
- B. Visually observe inmate for identity.
- C. Check inmate's identification (i.e. wristband, ID card).
- D. Compare photographs.

8.3.3 Identify methods for establishing the identity of visitor(s) entering and leaving the facility.

- A. Request official identification:
 - 1. ID card with photo
 - 2. Driver's license
 - 3. State ID card
 - 4. Lawyer - state bar cards accompanied by valid driver's license
 - 5. Military identification
 - 6. Law enforcement agency/commission card with photograph
 - 7. Official passport
- B. Other forms of identification as set forth by departmental policy
- C. Document information
- D. Follow department procedures

8.3.4 Identify situations requiring officers to conduct pat-down searches on visitors.

- A. Tip from informant
 - 1. Narcotics
 - 2. Weapons
 - 3. Escape attempts
- B. Suspicious actions
- C. Contact visits
- D. Document according to departmental policy

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8.3.5 Identify procedures for supervising a visit.

- A. Procedures for a visit:
 - 1. Notify the inmate of the visit
 - 2. Escort the inmate to the designated area
 - 3. Maintain visual contact with the inmate
 - 4. Upon completion of visit, escort the inmate back to the housing area.
- B. Additional considerations for a contact visit:
 - 1. Search inmate prior to visit
 - 2. Officer remains outside designated area
 - 3. Upon completion, search inmate
 - 4. Refer to Departmental policy as to the type of search to be conducted.

8.3.6 Identify information necessary to document visits.

- A. Date
- B. Time
- C. Name of visitor
- D. Reason for visit

8.3.7 Identify reasons to search a visiting room.

- A. Before visit:
 - 1. Inmates may leave notes regarding:
 - a. Narcotics
 - b. Escape attempts
 - c. Other contraband
- B. During visit:
 - 1. Prevent the passing of contraband
 - 2. Prevent inappropriate contact
- C. After visit:
 - 1. Search for contraband:
 - a. Narcotics
 - b. Weapons
 - c. Instruments for escape
- D. The visitation room must be searched for contraband prior to the room being cleaned, particularly if the room is to be cleaned by another inmate.

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CORRESPONDENCE

8.4.0 Unit Goal: Summarize requirements and procedures involving inmate correspondence (mail and telephone calls).

8.4.1 Distinguish between privileged and non-privileged mail.

- A. Texas Commission on Jail Standards, Rule 291.2(2) - Privileged Correspondence
- B. Texas Commission on Jail Standards, Rule 291.2(3) - Nonprivileged Correspondence
 - 1. Personal mail - mail from family members, friends, magazines, newspapers, inmate to inmate, etc.
 - 2. Any mail that is non-privileged:
 - a. May be opened and read - Texas Commission on Jail Standards, Rule 291.2(3)(C) - provides procedures for inmates obtaining items; provides for mail to be withheld for jail infraction pertaining to inmate correspondence:
 - 1) Deprivation of correspondence privileges when the offense is unrelated to a violation of the institutional rules and regulations regarding correspondence. In no case shall privileged correspondence be suspended; and
 - 2) If held for disciplinary infraction, place mail in inmate's property.
 - 3. All incoming correspondence from the general public may be opened and read.
- C. Follow departmental policy.

Example: Many jails require that books, newspapers, and magazines come directly from authorized companies.

Example: If contraband, usually currency, is discovered in the envelope, it should be confiscated and the inmate advised of the action.

8.4.2 Identify methods for collecting, distributing and inspecting correspondence.

- A. Incoming mail:
 - 1. Identify the inmate receiving mail.
 - 2. Determine if mail is privileged or nonprivileged by examining the return address.
 - 3. Open incoming non-privileged mail to check for money and contraband. Non-privileged mail may be read.
 - 4. Open incoming privileged mail in the inmate's presence to check for money and contraband.
 - 5. If money is found, record and deposit according to policy.

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- B. Outgoing mail:
 - 1. Mail should be collected and posted according to department policy.
 - a. Non-privileged mail may be read and censored.
 - b. Privileged mail may be read only with authorization of a search warrant.
 - 2. Quantity of outgoing mail is determined by funds in inmate's account and number of stamps he has. Indigent inmates shall be furnished paper, pencils, envelopes and stamps, if requested.

8.4.3 Identify procedures and documentation required when rejecting inmate correspondence.

- A. If contraband is found:
 - 1. Handle it as evidence
 - 2. Make a report (criminal or disciplinary)
 - 3. Place it in the inmate's property
- B. Notify the inmate according to department policy.

8.4.4 Identify methods for delivering emergency messages to inmates.

- A. Texas Commission on Jail Standards, Rule 291.1(2) - Inmate Telephone Plan
- B. Determine the nature of the emergency
 - 1. Death
 - 2. Injury
 - 3. Illness of family members
- C. Verify the emergency
 - 1. Obituaries
 - 2. Contact the hospital
- D. Notify your supervisor
- E. Deliver the emergency message in accordance with departmental policy.
- F. Increase observation of that inmate, depending on the nature of the emergency
- G. Document:
 - 1. Date
 - 2. Time
 - 3. Nature of emergency
 - 4. How message was received:
 - a. Telephone
 - b. Visitor
 - c. Mail
 - 5. From whom received

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8.4.5 Identify methods of allowing inmates to make telephone calls.

- A. While in jail:
 - 1. Texas Commission on Jail Standards, Rule 291.1 - Inmate Telephone Plan
 - 2. Phones may be used on a prepaid or collect basis.
 - 3. Upon reasonable request:
 - a. Bondsmen
 - b. Attorney
 - c. Clergy
- B. Written records should reflect:
 - 1. Who the inmate called.
 - 2. Was the call complete or incomplete.
 - 3. Telephone number called.