# MANDATED ACTIVITIES

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

## **8.1.1 Learning Objective:** Identify mandatory inmate activities

A. Recreation and Exercise - TCJS 285

1. Physical Exercise - 285.1:

a. Each facility shall have and implement a written plan, approved by the Commission, for inmate physical exercise and physical recreation.

b. Documentation of physical exercise and physical recreation shall be maintained for Commission review.

c. Each inmate shall be allowed one hour of supervised physical exercise or physical recreation at least three days per week.

2. Sunlight - 285.2: Inmates confined longer than ten days shall be allowed access to sunlight no less than one hour weekly.

3. Activities - 285.3:

a. Activities such as arts, crafts, cards, dominoes, checkers, chess, and similar diversions should be considered as possible nonphysical recreational activities.

b. A television and radio may be available for day room viewing and listening.

4. Volunteers - 285.4: Volunteers may be utilized in conjunction with recreational and exercise activities.

B. Education and Rehabilitation Programs - TCJS 287

1. Education and Rehabilitation Plan 287.1:

a. Each facility shall have and implement a written plan, approved by the Commission, for inmate rehabilitation and education.

b. The plan shall make maximum use of the resources available in and to the community in which the facility is located.

c. The plan should include programs for voluntary participation by inmates such as:

1) Testing and counseling in connection with:

a) Alcohol or other drug abuse problems

b) Vocational rehabilitation

c) Academic and vocational aptitudes and goals

d) Job placement

e) Family problems

f) Personal psychological or psychiatric problems

2) Participating in an academic, reading, and/or training program where feasible and where community resources are available.

2. Criteria Eligibility - 287.2: Reasonable criteria for eligibility shall be established.

3. Continuity - 287.3: If possible, the plan established should be devised so that an inmate may continue the program upon release from the facility or when transferred to the Texas Department of Criminal Justice.

4. Library Plan - 287.4: Each facility shall have and implement a written plan approved by the Commission for providing recreational library services to inmates.

C. Inmate Religious Practices Plan - TCJS 291.5

1. Each facility shall have and implement a written plan, approved by the Commission, governing religious practices.
2. The plan shall include the following provisions:

a. Removal of inmates not wishing to participate where group services are held.

b. Volunteer programs and access to religious leaders in addition to normal visitation, consistent with security restrictions.

c. Review of inmate requests regarding religious practices by the sheriff/operator or his designee.

d. Procedures for determining whether a request can be accommodated through the least restrictive means without presenting an undue burden or endangering the safety and security of the facility.

1) Documentation of the reason for denial if the request cannot be accommodated.

2) Utilization of the established grievance procedure when the inmate contends the denial is unjust.

D. Work Assignments - TCJS 289

1. Assignment and Supervision - 289.1:

a. Inmate work shall be assigned by staff with consideration for an inmate’s condition, including pregnancy.

b. Inmates’ activities shall not be supervised by other inmates.

c. Inmates shall not have access to inmate records, nor handle inmate monies or commissary accounts.

d. Maintenance of locking systems and other security detention devices shall not be performed by inmates.

2. Voluntary Work - 289.2:

a. Pretrial detainees and inmates awaiting transfer to the Texas Department of Criminal Justice following conviction or revocation of probation, parole, or mandatory supervision may volunteer to participate in any work program operated by the sheriff that uses the labor of convicted misdemeanants.

b. Inmates who have not been convicted shall not be required to participate in a work program.

c. All inmates may be required to keep their immediate living area clean.

3. Maximum Hours - 289.3: Inmates should not be required to work more than 48 hours per week, except in an emergency (such as a natural disaster).

4. Outside Security Perimeter - 289.4: Only inmates classified as minimum custody should be assigned to work outside the security perimeter, and should be supervised by jailers.

1. Non-Exclusivity - 289.5: This provision is not intended to limit in any way the utilization of work release, work furlough, or other programs affording inmates work or employment opportunities outside the facility.

## **8.1.2 Learning Objective:** Identify the legal requirements of maintaining current daily activity reports.

1. TCJS 285.1 - Physical Exercise: Documentation of physical exercise and physical recreation shall be maintained for Commission review.
2. CCP Article 43.09(a.) – A defendant who performs labor under this article during a day which he is confined is entitled to both the credit for confinement and the credit for labor provided by this article.
3. 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 Learning Objective:** 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.

## **8.1.4 Learning Objective:** 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 Learning Objective:** 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** **Learning Objective:** Identify circumstances in which segregating inmates from general population during recreational activities is recommended.

A. According to TCJS 271.1(a)(4), “…When under direct, visual supervision, inmates of different custody levels may simultaneously participate in work and program activities.”

1. Juveniles shall be separated by sight and sound from adults in accordance with the Family Code §51.12.
2. 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.
3. 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 Learning Objective:** Summarize the importance of searching inmates entering and leaving the recreation area.

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

## **8.1.8 Learning Objective:** Identify methods of supervising library operations.

A. Accompany inmates to the jail library.

B. Issue books and materials needed and record.

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 Learning Objective:** Identify reasons for examining the credentials of persons providing religious services.

A. Volunteers TCJS 291.5(2) – 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 Learning Objective:** Identify methods for supervising religious activities.

A. Patrol:

1. Catwalks, safety corridor, 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

## **8.1.11 Learning Objective:** Explain the importance of reviewing an inmate’s qualifications prior to work assignment.

1. Interview of the inmate
2. Classification (TCJS 289.4 – Outside Security Perimeter) – Only inmates classified as minimum custody should be assigned to work outside the security perimeter and should be supervised by jailers or persons designated by the sheriff.
3. Verify no restrictions for work exist
4. Ensure positive behavior while in confinement

E. Quality of work habits

F. Type of work to be performed

Note: Non-sentenced inmates can be required to keep living area clean, but may not be required to participate in a work program (TCJS 289.2 -Voluntary Work).

## **8.1.12 Learning Objective:** 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 corrections officers

E. Observe proper safety and security methods (TCJS 289.4 - Outside Security Perimeter)

## **8.1.13 Learning Objective:** 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.

# FOOD SERVICES

## **8.2.0 Unit Goal:** Summarize procedures related to food services.

## **8.2.1 Learning Objective:** Identify methods for ensuring meal-serving areas are clean and secure.

1. Check the area for cleanliness and health hazards.
2. Check the area for weapons and contraband.

## **8.2.2 Learning Objective:** Explain the importance of recording the number of meals served.

1. Keep a record of the number of meals served.
2. An inmate’s skipping of one meal or several meals may indicate illness and should be investigated and reported to your supervisor.
3. The total number of meals is important information for administrative use in budget justifications and planning for future meals. (TCJS 269.2)

## **8.2.3 Learning Objective:** Explain the TCJS requirements for meal service.

1. TCJS 281.1 – Frequency of Meals: Food shall be served three times in any 24-hour period. No more than 14 hours shall pass between meals without supplemental food being served.
2. TCJS 281.5 – Staff Supervision: Food shall be prepared under the supervision of a staff member or contract employee and shall be served only under the immediate supervision of a staff member. Care shall be taken that hot foods are served reasonably warm and that cold foods are served reasonably cold.
3. TCJS 281.3 – Balanced Diet: Except in emergency situations, meals shall be served in accordance with a written menu approved and reviewed annually for compliance with nationally recognized allowances for basic nutrition. This approval and review shall be documented and should be approved by a licensed or provisional licensed dietician.

## **8.2.4 Learning Objective:** Explain the importance of ensuring the exact amount of meals and utensils are provided.

1. Shortages may cause disturbances.
2. Prevents the appearance of favors by inmates (extra desserts, meal portions).

## **8.2.5 Learning Objective:** Explain the importance of conducting random searches of food for contraband.

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

## **8.2.6 Learning Objective:** Identify methods for selecting inmates to perform kitchen operations.

1. TCJS 289.1 – Work Assignments: Inmate work shall be assigned by staff. Inmates’ activities shall not be supervised by other inmates. Inmates shall not have access to inmate records, nor handle inmate monies or commissary accounts. Maintenance of locking systems and other security detention devices shall not be performed by inmates.
2. 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 jailer’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).
3. Previous employment in food service industries.

## **8.2.7 Learning Objective:** Explain the importance of prohibiting physical contact between kitchen workers and general inmate population.

1. Keeps food from being passed into the general population.
2. Keeps weapons and contraband from being passed into the general population.

## **8.2.8 Learning Objective:** List examples of dangerous tools.

Dangerous tools include:

1. Knives
2. Cleavers
3. Mallets
4. Ice Picks
5. Other Culinary tools

## **8.2.9 Learning Objective:** Identify the procedures for controlling dangerous tools.

1. Maintain a Sign-Out log for “dangerous tools” by name
2. Observe the use of tools
3. Collect and count tools
4. Sign in tools
5. 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.
6. Inventory utensils in and out of dining room, day room, and/or cells or tanks.

# VISITATION

## **8.3.0** **Unit Goal:** Summarize requirements involving inmate visitations.

## **8.3.1 Learning Objective:** Explain the requirements of a visitation plan.

A. TCJS 291.4

1. Indicate frequency of visitation periods; each inmate shall be allowed a minimum of two non-contact visitation periods per week of at least 20 minutes duration each.

2. Provide that at least one visitation period be allowed during evenings or weekends.

3. Provide for reasonable attorney/client visitation.

4. Provide methods for the selection of visitors, including inmates’ minor children. Accompaniment by parent, guardian, or legal counsel may be required.

5. Define methods of where contact visitation is permitted.

6. Contain methods for emergency visitation.

B. Follow departmental policy.

## **8.3.2 Learning Objective:** 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 Learning Objective:** 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

1. Other forms of identification as set forth by departmental policy
2. Document information
3. Follow department procedures

## **8.3.4 Learning Objective:** 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

1. Document according to departmental policy

## **8.3.5 Learning Objective:** 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 of the inmate; and

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; and

4. Refer to Departmental policy as to the type of search to be conducted.

## **8.3.6 Learning Objective:** Identify information necessary to document visits.

1. Date
2. Time
3. Name of visitor
4. Reason for visit

## **8.3.7 Learning Objective:** Identify reasons to search a visiting room.

A. Before visit:

1. Inmates may leave notes regarding:

1. Narcotics
2. Escape attempts
3. Other contraband

B. During visit:

1. Prevent the passing of contraband

2. Prevent inappropriate contact

C. After visit:

1. Search for contraband:

1. Narcotics
2. Weapons
3. 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 a another inmate.

# CORRESPONDENCE

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

## **8.4.1 Learning Objective:** Distinguish between privileged and non-privileged mail.

A. Privileged mail (TCJS 291.2 (A))

1. Includes mail addressed to or received from the following persons or organizations:
2. Officials of the federal, state and local courts
3. All federal officials and officers, including the President of the United States
4. State officials and officers, including the Governor
5. Bona fide news media
6. The inmate’s attorney(s)
7. Outgoing privileged mail to the persons listed above shall not be opened or interfered with unless a search warrant is obtained. (TCJS 291.2 (B)).
8. Incoming Privileged Mail (TCJS 291.2 (C)) - mail from correspondents identified above may be opened only in the presence of the inmate with inspection limited to locating contraband. Whenever jail officials have probable cause to suspect that the incoming letter is part of an attempt to formulate, devise or otherwise effectuate a plan to escape from the jail, or to violate state or federal laws, officials shall obtain a search warrant prior to opening and reading the mail of the individual involved.

B. Non-privileged mail.

1. Personal mail - mail from family members, friends, magazines, newspapers, inmate to inmate, etc.



2. Any mail that is not privileged:

May be opened and read - TCJS 291.2(3)(C) - provides procedures for inmates obtaining items; provides for mail to be withheld for jail infraction pertaining to inmate correspondence:

a. 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

b. 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 Learning Objective:** Identify methods for collecting, distributing and inspecting correspondence.

A. Incoming mail:

1. Identify the inmate receiving mail;

2. Determine if mail is privileged or non-privileged 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; and

5. If money is found, record and deposit according to policy.

B. Outgoing mail:

1. Mail should be collected and posted according to department policy.

1. Non-privileged mail may be read and censored.
2. 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 Learning Objective:** Identify procedures and documentation required when rejecting inmate correspondence.

If contraband is found, handle it as evidence, make a report (criminal or disciplinary), and/or place it in the inmate’s property. Notify the inmate according to department policy.

## **8.4.4 Learning Objective:** Identify methods for delivering emergency messages to inmates.

A. TCJS 291.1(2) - Each facility shall provide for reasonable access, both local and long distance, between an inmate and his/her attorney, family, and friends. This may be on a prepaid or collect basis. The plan shall contain procedures for the handling of emergency calls.

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:
5. Telephone
6. Visitor
7. Mail

5. From whom received

## **8.4.5 Learning Objective:** Identify methods of allowing inmates to make telephone calls.

A. While in jail:

1. TCJS 291.1 – Plan: Immediately after booking, but in no case later than four (4) hours after arrival, a person shall be permitted to make at least two (2) completed telephone calls. Toll calls should be made on a prepaid or collect basis. A free telephone shall be available for local calls for those inmates who otherwise would be unable to complete the two required calls. Facilities may have a special line reserved for inmate use.

2. Phones may be used on a prepaid or collect basis.

3. Upon reasonable request:

1. Bondsmen
2. Attorney
3. Clergy

B. Written records should reflect:

1. Who the inmate called;

2. Was the call complete or incomplete; and

3. Telephone number called.