

Boaz Correctional Facility Standard Operating Procedures

(S. O. P.)



Updated as of June, 2023; Adopted by Boaz City Council on _____

Table of Contents

Introduction	3
Mission Statement	3
Jail Rules	3-5
Handling of Juveniles.....	5
Trustee Rules and Regulations	6,7
Jail Security	7,8, 9
Inmate Property Storage	9
Medication	9
Visitation	10, 11
Isolation	11
Mentally Ill Inmates/Physical Health Problems.....	11, 12
Sanitation	12
Medical Intake/Injuries.....	12,13
Inmates Due Process Rights	13, 14
Violations and Discipline	14
Use of Force within the Jail	14-16
Daily Jail Log	16
Policy Against Sexual Harassment	17

BOAZ CORRECTIONAL FACILITY INTRODUCTION:

Purpose of Manual: This manual promulgates department rules and duties to assist in their application in a uniform and orderly manner. This manual is a living document. It should be updated periodically and is in a constant state of change or betterment. No set policies, procedures or regulations can cover all circumstances which might arise. This manual shall serve as a guide post which, when used with common sense, sound judgment, and reasonable discretion, will aid in fulfilling the department's obligations to the Citizens of Boaz.

BOAZ CORRECTIONAL FACILITY MISSION STATEMENT:

The Boaz Correctional Facility is a minimum-security holding facility located within the City Limits of Boaz, Alabama. The Mission of the facility is to provide those inmates or detainees who become incarcerated here, whether these persons are awaiting court hearings or have been sentenced to serve time by a court of law, with a safe, clean, and sanitary housing area.

The mission will also consist of providing sufficient staff to perform visual as well as electronic monitoring of all inmates and detainees and facility itself.

The mission of this Facility and Department, as well as the purpose of this document is to have in place policies with respect to:

1. Confinement authority
2. Denial of admission due to medical reasons
3. Telephone calls
4. Correspondences
5. Visitation
6. Medication and prescription procedures
7. Inmate property handling and acceptance or release
8. A published plan to meet emergencies such as assaults, fires, rebellion, escape or any other type of emergency which could arise against the facility
9. Strict no-tolerance for any form of sexual harassment within the facility

BOAZ CORRECTIONAL FACILITY POLICY ON JAIL RULES

Policy: The following policy will be established to ensure that the rules and regulations which are to be in place with regard to monitoring the safety and wellbeing of the inmates who become incarcerated here will be strictly enforced. This policy will also ensure that the Jail staff will be afforded a safe and effective workplace.

All incoming inmates will be strip-searched prior to placement in the general population. This is to deter weapons, contraband or any other illegal items from entering the main

population. New inmates will be strip searched in a discrete manner before entering the jail area. This will be done in a professional manner. The strip search of male inmates will be done by male corrections officers and female inmates will be searched by female corrections officers or a female member of the police department. If the same gender officer is not available to do the search of the inmate, that inmate needs to be placed in isolation until they can be searched by an officer of the same gender. Also, inmates coming back from an outside work detail where they have not been under constant observation by a member of the police department will be strip-searched as well. Newly arriving inmates will be given a copy of jail rules and a list of items which an inmate is allowed to have.

All incoming inmates and detainees will be sent through the shower area. They will be provided the following jail-issued clothing:

1. Newly arriving inmates will be issued orange/white or black/white pants
2. Inmates with no holds will be given a green shirt
3. Inmates charged or convicted of misdemeanors only will be issued a yellow shirt
4. Inmates with felony holds will be issued a red shirt

Inmates will be issued bedding items prior to being placed in any pod or cell. Inmates will be issued a mat. Exception: When the inmate exhibits behavior that would lead a staff member to believe that the inmate may harm themselves, bedding items to include certain clothing items can be withheld by order of shift supervisor. This shall not be done to humiliate or embarrass the inmate and shall only be done as an extreme measure to prevent the inmate from harming themselves.

All inmates will shower daily.

Inmates must change their underwear/underclothing daily after shower time. Inmates will be given fresh clean clothing on the following days: Tuesdays, Thursdays and Saturdays.

Linens will be exchanged on a one for one basis on Tuesdays and Saturdays. Linens are to be placed on bunks in an orderly fashion. All inmates will make and keep their bunks made up during the day. This is to be done immediately after wake-up call. Inmates will keep the area around their bunks clean and free of debris. Inmates may be asked to assist in cleaning the pods daily.

No inmate will be allowed to deface walls, tables, or any property under the control of the City of Boaz Police Department and Correctional Facility. Inmates who do deface any property under the control of the Boaz Police Department and Correctional Facility will be charged accordingly. Inmates will not be allowed to attach, post, or otherwise display pictures, art work or anything else on any part of the facility, including walls.

Lights out will be at 2200 hours. At that time the television will be turned off and all inmates are to be in their bunks. After lights out call, there will be no moving around, loud noises, or playing any type of games.

All inmates are to be told that free time, television time, and visitation will not commence until the jail is clean and inspected to the satisfaction of the Jail Staff and that each of these are a privilege that can be taken away for violation of jail rules.

Inmates are to treat the jail staff with respect. Jail staff or any member of the police department will be referred to by Sir, Mr. or Miss, Missus or Ma'am; or by the rank, if known, and last name.

Inmates will not use loud or offensive language toward the jail staff or other inmates. No horse play, pushing, shoving, grappling, etc. will be allowed.

Additional facility rules include:

1. Meals are to be provided by the Correctional Facility. Allowances for outside meals will be allowed when a church or civic group provides them during Holidays or other circumstances approved by the on-duty shift supervisor, Chief of Police, or Assistant Chief of Police.
2. No obscene materials are allowed within the Facility.
3. All incoming and outgoing mail will be checked for contraband or indecent material.
4. All jewelry will be removed from the inmate or detainee prior to admission into the inmate population.
5. All food serving trays, utensils, and trash will be removed from the housing area after each meal.

Failure of an inmate to follow these rules could result in disciplinary action, loss of privileges, separation, and other or additional charges being brought against said inmate in court. These posted rules are not all-inclusive. Inmates who have questions about these rules or any others should ask the correctional officers on shift to explain them to him or her. **Inmates should not demand anything.**

BOAZ CORRECTIONAL FACILITY POLICY ON THE HANDLING OF JUVENILES:

The Boaz City Jail **shall not** house any juvenile.

Corrections officers and booking officers shall follow the Boaz Police Department Standard Operating Procedures manual in the handling of all juvenile arrests and detainments.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING TRUSTEE RULES AND REGULATIONS:

Policy: The following rules are in addition to those for all inmates. Each trustee should remember that his/her status is a privilege and can be terminated at any time by either the Chief of Police, Assistant Chief of Police, shift supervisor, the on duty correctional officer, or, if applicable the jail supervisor/administrator. Complaining about or refusing to do a task assigned to said trustee, the inability to perform a set task, or the violation of any one rule or regulation within this policy, for any reason, will be grounds for lock down and loss of inmate/trustee privileges.

1. Trustees will be awakened at 0430 hrs. And will rise on first call.
2. Trustee cell will be cleaned, swept and mopped.
3. All trash will be removed from Trustees' area. Trustees will also begin daily cleaning duties of the Police Department, as well as the city jail. These duties will consist of sweeping, mopping, and emptying of all trash. This will ensure the necessary cleanliness, sanitation, and overall upkeep of the city property.
4. Trustees will present a neat and clean appearance at all times. Trustees will shower daily. Any trustee failing to present a clean appearance and has to be corrected more than two times in a seven day period will be subject to losing his or her trustee status.
5. Trustees will wear approved clothing all times while out of the cell area. Trustees will not disturb any employee of the Boaz Police Department at any time unless there is an emergency.
6. Trustees will not enter any office, which is unattended without the express permission of the office personnel for cleaning purposes.
7. Trustees will not be allowed access to any keys or other security devices.
8. Trustees will remove all related materials and tools from the worksite, upon completion of an assigned task.
9. Trustees who are assigned kitchen duties will be responsible for checking with the on-duty correctional staff for proper headcount. Duties will include the preparation of breakfast, lunch, and dinner meals. Trustees are to be aware that all inmates receive only one meal per serving. Trustees who are found to be in violation of this policy will lose their trustee status. Trustees who are assigned kitchen duties will also be

- responsible for removing all used meal trays from the cell area, as well as the cleaning and sanitizing of the cell area and the kitchen area.
10. Trustees who are assigned to the laundry detail will have the duties of collecting all soiled linen, including blankets, towels, wash cloths and uniforms, all items mentioned will be separated and washed together as one load. Trustees will also be tasked with collecting other inmates' underclothing and checking that is marked with proper identification using a permanent marker supplied by the correctional facility.
 11. Trustees who are assigned to outside work details, washing police cars, mowing, litter detail, etc. will not be permitted to have any contact with civilian personnel without the correctional officer's approval. All family contact and/or visitation for an inmate on an outside work detail shall be the same as any other inmate.
 12. Trustees will not carry anything into the jail cell area without the approval of the jail staff; any violation of this will result in the loss of trustee status and possible charges being filed.
 13. Trustees may be called upon at any time to assist correctional officers and/or patrol officers in the cleanup of an area where other inmates have been sick, spilled things, or in the event that an officer has a flat tire for which needs to be changed after hours. Trustees may also be called upon as needed to help remove debris from the roadway or any other related duties.
 14. Trustees are given credit as per court order, or at the recommendation of jail staff or other Police Department employees, and upon approval of court.
 15. Trustees can use tobacco products to include cigarettes, but will not smoke in front of inmates that are currently locked down.

BOAZ CORRECTIONAL FACILITY POLICY ON JAIL SECURITY:

Policy: This correctional facility is intended to be a secure facility at all times. Every effort should be made by jail staff members to ensure this goal is achieved. If any Police Department employee is aware of any problem with the security of the facility, they are obligated to correct it and/or, if necessary, bring it to the attention of the jail supervisor or a higher authority as soon as possible.

Roll Call Procedure: Morning and Afternoon Roll Call should be done at the beginning and end of each shift. The officer on duty and officer coming on shift will take an updated inmate roster and enter each pod (male and female) and have each inmate stand at attention. The Officer will call out the inmates' first and last name; the inmate will answer "here." The Officer will also count the number of inmates and compare it to the roster on the board and in jail management.

Doors and Gates

All entrance/exit doors should be closed and locked at all times. The front gate is to remain closed always and opened only for entrance/exit.

Correctional officers will check entrance/exit doors at the beginning of their shift to ensure all doors are closed and locked. Doors will frequently be checked by the on-duty correctional officer throughout their shift to ensure security and each check will then be recorded in the Jail Log.

The Jail Administrator will do a monthly inspection of the facility for security breaches and needed maintenance work. He or she shall log each instance uncovered during this inspection and pass it on to the Assistant Chief.

Movement of inmates: No currently incarcerated prisoners or trustees will be allowed in the booking room area while a prisoner is being processed. The correctional officer and/or patrol officer doing the processing may require a trustee to deliver jail issued clothing and may enter the area for that purpose. When the inmate is dressed out in jail clothing the inmate will be escorted down the hallway by a corrections officer or patrol officer and placed in the appropriate holding area.

When the inmates are led from the jail area to the courtroom, each inmate will be shackled and/or handcuffed.

Searching of the Inmates:

When an inmate that is incarcerated in the Boaz correctional facility goes outside the jail to a work detail, upon return the inmate **will be searched upon reentry to the facility.**

Under no circumstances will a member of the Boaz Police Department perform a cavity search. If this need arises the inmate will be taken to MCSO to have a full body scan, or Marshall South if necessary.

Severe Weather or Other Disasters

In the event of severe weather or any other form of disaster, inmate security and confinement will be assessed accordingly.

The Chief of Police, Assistant Chief of Police, or on-duty supervisor will determine inmate relocation, additional staffing needs, and all other related matters.

Escape

In the event of an escape of an inmate, the corrections officer will remain in the facility and do the following:

1. Advise dispatch and supervisor that an escape has occurred.
2. Give the name of the inmate, the inmate's physical stats as well as a possible direction and mode of travel if known
3. Lock down all other inmates, including trustees
4. Conduct a physical headcount using the current inmate data
5. Instruct all inmates to return to their assigned bunks until further notice
6. Disable all phones and televisions. Phones and television should remain off until the shift supervisor approves for them to be turned back on.

BOAZ CORRECTIONAL FACILITY POLICY ON INMATE PROPERTY STORAGE:

Policy: It will be the responsibility of the booking officer to remove and store all property belonging to the inmate being booked into the Boaz correctional facility. The property will be placed in a designated bag.

Inmates' money/cash shall be counted in front of the inmate, sealed in an envelope with his/her initials and booking officials initials. It then will be placed into the safe, located in the booking room. The envelope label will include the inmate's name and amount of money in the envelope.

Inmates with Large Amounts of Clothing and/or Other Items

If an inmate is brought into our Facility with a large amount of clothing and/or other items he/she will be instructed to call a friend or family member to obtain any items that he/she will not need.

Any time that an inmate's property leaves the Boaz City Jail, the property must be signed for before it is released. The name, address and telephone number of the individual receiving the property of the inmate will be obtained by the releasing officer and placed in the inmate's arrest file. The inmate must sign a property release form before the property can be released.

BOAZ CORRECTIONAL FACILITY POLICY ON STORAGE AND HANDLING OF MEDICATIONS:

All medications will be placed in the correction officer's office in a safe locked at all times. Any medication that has to be dispensed must be in a blister pack or in bubble wrap packing before it can be given to an inmate.

Over-the-counter medication should only be given as directed on the label on the particular medication being given.

All medications that are brought into the Boaz correctional facility shall be logged into the inmate's medical log and, when dispensed, it will also be entered into the inmate's medical log.

BOAZ CORRECTIONAL FACILITY VISITATION POLICY AND PROCEDURES:

Visitation Times Are as Follows:

- Male Inmates: Sundays from 9 AM to 10:45 AM
- Female Inmates: Sundays from 7 PM to 8:45 PM

Inmates are advised to call family members and have them call the police department no less than 24 hours in advance of visitation to schedule a visitation appointment.

Visitors will be required to present a photo ID when visiting an inmate. The on-duty corrections officer will run a warrant check on each visitor.

Visitation will not be allowed for visitors that are dressed inappropriately. This will include, but is not limited to, short skirts, short shirts, low cut/halter tops, see-through clothing, and bathing suits. Skirts and shorts may not be any shorter than slightly above the knee.

Special Visitors: Attorneys may speak with an inmate outside of these limited visitation times via the visitation monitors.

Inmate Poses Danger to Him/Herself

If an inmate poses a danger to him/herself or others due to intoxication by alcohol or other drugs, the inmate will be locked down in an isolation cell. As soon as the correctional officer deems the inmate no longer poses a danger to him/herself or others he/she can be placed into the main/general population area.

If an inmate is so intoxicated and/or violent that it is not safe or practical to do a thorough booking process, the inmate will be thoroughly searched and placed in an isolation cell. After the corrections officer has determined that the inmate can be safely booked, he/she can then book the inmate into the facility. After the inmate has left the isolation cell a correctional officer will inspect the isolation cell to ensure no contraband was left behind.

Communicable Disease

If it is found that an inmate has a communicable disease at the time of booking or intake, he or she can be placed in the isolation cell until an earlier release can take place. If it is determined by a qualified medical person that it is safe to release the inmate back into the main/general population, he or she will then be taken out of the isolation cell.

Behavior

If an inmate's behavior in general population becomes disruptive, violent, destructive and/or if the inmate has failed to follow the directions of the staff, the inmate will be placed in isolation until it can be determined he/she no longer poses a threat. Necessary criminal charges may be filed.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING USE OF ISOLATION AS A FORM OF PUNISHMENT:

The use of the isolation cell as punishment is discouraged.

An inmate write-up form will be filled out for documentation when an inmate is put into the isolation cell due to his/her behavior. This form will be put into the inmate's arrest file.

If an inmate is held more than 72 hours in isolation he/she will have a disciplinary hearing by the Jail Administrator to determine further action.

If it is determined that the inmate should be held more than 72 hours, then the inmate can appeal to the Assistant Chief of Police.

These policies and procedures are in addition to those policies and procedures that are articulated in the Boaz Police Department Standard Operating Procedure.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING THE TREATMENT AND HANDLING OF INMATES WITH PHYSICAL OR MENTAL ILLNESS, DISEASE, OR DEFECT:

Mentally Ill inmates

If an inmate appears to be having mental health issues, it will be up to the Jail Administrator or shift supervisor to contact a Mental Health Officer.

Physical Health Problems

If an inmate is brought to the correctional facility and it is apparent that he/she needs medical attention, the correctional officer has the responsibility to contact the shift supervisor. The shift supervisor will make the determination if, when, and how that inmate needs to be taken to a medical facility.

If the inmate is returned from the hospital and has to recover from a physical injury he/she will be monitored closely and placed in isolation if needed. The treating physician will be asked to complete a medical release form to allow for the inmate to be housed in/return to the Boaz City Jail.

If an inmate is physically handicapped to the extent he/she should be placed in isolation, the corrections officer may use the isolation cell for this purpose. This shall not be intended as a punishment and the officer should coordinate with the facility supervisor to ensure that it does not become one.

BOAZ CORRECTIONAL FACILITY SANITATION POLICY:

Policy: It is the policy of the Boaz correctional facility to maintain a clean and orderly institution. Inspections will ensure maintenance of clean and healthful conditions in the institution.

Rules and Procedures: To ensure clean and sanitary conditions in the Jail, the Boaz correctional facility has adopted the following rules and procedures:

1. All inmates are responsible for making his/her bed. This will be done immediately after wake-up call.
2. When asked, all inmates will assist in the cleaning of the dorm area in which they reside. Cleaning the dorm consists of the following: floor swept and mopped, toilets and showers must be scrubbed and cleaned, mirrors must be wiped and cleaned, benches and tables must be wiped and cleaned.
3. Inmates are not allowed to place or hang pictures, art work or anything else on any fixtures or facility walls.
4. A daily inspection of the facility will be conducted by the on-duty correctional officer. The jail staff reserves the right to conduct inspections anytime.
5. Upon completion of an inmate's sentence, he or she is to clean the area around his or her bunk.
6. A pest control company's service will be utilized for the prevention of insect and pest in and around the facility.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING INTAKE OF ILL OR INJURED PERSONS:

Medical Intake and/or Injuries

Policy: It is the policy of this agency to provide for the medical needs of inmates in the custody of the Boaz Correctional Facility.

Medical Screening Upon Intake.

It will be the responsibility of the booking officer to complete a medical questionnaire of/with regard to each inmate via RMS. If the booking officer finds a condition that may require medical attention, he/she will notify the shift supervisor to have arrangements made for transport to the appropriate medical facility. The transportation officer will take a medical release form as provided by the department and have the attending physician

indicate on the form whether or not the inmate is in acceptable condition to return to the jail.

Injuries: When an Injury/Sickness occurs. The correctional officer will advise the sergeant or captain on duty of the situation. The sergeant or captain will then advise the correctional officer what should be done and how the situation may be handled.

If an ambulance is needed, the correctional officer will notify the dispatcher to call 911 and have them dispatch the ambulance, depending on the severity of the injury/illness.

When an inmate goes to the hospital for any reason, the officer will carry the Inmate Medical Clearance Report for the doctor or other licensed medical provider that will be treating the inmate to fill out. This report will determine if the inmate is in acceptable condition to be released back into the correctional facility.

Once the inmate is back at the facility the medical treatment will be logged in the inmate's profile in the jail management system.

A first aid box will be available in the correctional officer's office and in dispatch for minor injuries.

If there is no medical treatment needed or the inmate chooses to refuse medical treatment, the correctional officer will still need to document this entry under the current inmate incident report and the inmate must sign a refusal form.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING INMATE DUE PROCESS RIGHTS AND APPEALS PROCESS:

All current inmates who are serving time or who are being housed for minor offenses who violate any one of the Boaz correctional facility rules and/or regulations will be subject to report. Notice of a violation by an inmate will be given to the inmate within three business days of the occurrence, excluding weekends and holidays. Penalties for the violation will be addressed and included in the notice. A violation notice may be appealed by an inmate by presenting a petition to the on-duty correctional officer and Jail Administrator, then forwarded to the Assistant Chief and Chief of police for review. The appeal must be returned or presented within three working days from the date the initial notice is received by the inmate.

Any inmate who has a grievance or who is being grieved against may file a written report of said grievance with the correctional staff. The correctional officer will make a grievance form available upon request. The grievance will then be handled at the duty officer's level, if possible. Any inmate who files a grievance may do so without fear of retaliation, regardless of the outcome. The correctional facility staff will not accept any grievances filed as a group, or grievances filed for one inmate by another. Grievances

filed by inmates against a staff member in relation to personal dislikes or disputes of jail procedures enforced by jail staff members are not considered grounds for a grievance. Most grievances should be handled at the correctional officer level; however, this will not prevent the grievance from being passed on to a higher level, if necessary. An inmate should not attempt to contact the staff members, jail supervisor, the deputy chief, or the chief of police to attempt to bypass the correctional officers in order to get a grievance filed at a higher level.

A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare, or services of the facility, which are within the power of the correctional staff and administration to correct.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING VIOLATIONS AND DISCIPLINE:

- **Minor Violations:** (A minor violation of jail rules) A minor violation is an infraction committed by an inmate. This type of violation can be resolved without a formal hearing. Minor violations include acts which do not constitute or present an immediate threat to the security of the facility, the staff, any visitor or inmate who committed the violation. These types of violations may lead to disciplinary action following the filing of a report by any staff member.

First offense: up to one day of disciplinary action.

Second offense: up to three days disciplinary action.

Penalties: Penalties include but are not limited to loss of telephone privileges, loss of television, loss of visitation privileges and possibly lock down.

Major Violations:

- Major violations include repeated violations of minor offenses, where a determination is made that the penalties enforced have shown to be no deterrent to the inmate for continuous rule violations. In addition, major rule violations include instances where the inmate presents an immediate threat to security of the facility, the staff, or other persons who could be present at any given time. Such violations will result in formal and informal disciplinary action being taken. Major violations will result in lock down for the inmate, pending filing of formal charges, not to exceed 72 hours in lock down without a hearing.

BOAZ CORRECTIONAL FACILITY USE OF FORCE POLICY:

Policy: The use of force is authorized only after all reasonable efforts have been utilized to resolve or gain control of the situation within the confines or on the grounds of the Boaz correctional facility. The correctional officer shall use only force necessary to gain

control of the detainees/inmates, or to protect and ensure the safety of all other detainees/inmates and/or the correctional staff. It is also intended to prevent any injuries or damage and to ensure the safe and orderly operation of the facility. The use of physical restraints to gain control of a detainee/inmate will be used under guidelines set forth within this policy and as articulated in the Boaz Police Standard Operating Procedure.

Types of Use of Force: When a detainee/inmate appears to be inciting violent actions, the Boaz correctional staff shall use reasonable force and/or restraints that prevent him/her from harming themselves or others and to prevent destruction of city property.

Immediate Use of Force: A situation which has been created by a detainee/inmate's behavior, which constitutes a serious and immediate threat to self, the staff, or other inmates or serious property damage or disruption in the safe and orderly operation of the facility. In a situation of this manner, a staff member may use force necessary to regain control of the inmate.

Calculated and/or Delayed Use of Force: A situation where a detainee/inmate has been placed in lockdown and where there is no immediate threat to the detainees/inmate, other inmate or the jail staff. The correctional officer shall take time to determine if the situation can be resolved without resorting to the immediate use of force.

Note: The Boaz correctional facility shall require that all use of force incidents are fully or adequately documented and forwarded to the appropriate command staff for review.

Guidelines Governing the Use of Force and Application of Restraints:

Under no circumstances shall force be used to punish a detainee/inmate.

A staff member shall use only the force necessary to regain control of the detainees/inmate.

Additional restraints may be applied to the detainee if the detainee or inmate is continuing to resist. If a detainee refuses to move or is not able to move due to the restraints, staff members may lift and carry the detainee/inmate to the appropriate destination, however the restraints will not be used to lift or carry the detainee/inmate.

The staff member will not remove the restraints until the detainee/inmate has shown compliance.

Approved Restraint Equipment

1. Handcuffs
2. Leg irons/shackles
3. Waist or belly chain
4. Handcuff covers

5. Plastic disposable wrist cuffs
6. Portable restraint chair
7. Hobble restraint
8. Spit Mask/Guard

Authorized Non-Lethal/Intermediate Weapons:

1. Oleoresin capsicum
2. Collapsible baton
3. Taser

Note: Each member of the jail staff and each member of the Police Department will be trained and certified before carrying any of the above nonlethal weapons.

Prohibited Non-deadly Acts and Techniques:

1. Choke hold and other neck restraint control holds

Special Circumstances Use of Force:

Pregnant detainee/inmate: A consultation with a medical professional should be sought seeking advice in the manner in which a pregnant detainee/inmate will be restrained.

Training:

All Boaz correctional facility staff will be required to attend the approved jail management school when staffing permits.

BOAZ CORRECTIONAL FACILITY POLICY REGARDING USE AND MAINTENANCE OF A DAILY JAIL LOG:

Booking officers and correctional staff will utilize a daily jail log to log all activity in connection with the Boaz city jail. This information will be maintained in the jail's records management system. Entries will include but not limited to the following:

1. dispensing of medication
2. feeding of meals
3. cleaning of the facility
4. when the inmates are picked up for work detail
5. when the inmates are brought back from a work detail
6. any disciplinary action taken against an inmate, the time disciplinary action was taken and the duration of disciplinary action
7. any other action that is taken that the jail staff deemed necessary to log

BOAZ CORRECTIONAL FACILITY POLICY AGAINST SEXUAL HARASSMENT:

The Boaz Police Department and Boaz Correctional Facility are committed to providing an environment which is free of discrimination and unlawful harassment. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Actions, words, jokes, or any other comments, indications, or gestures relating to an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Under no conditions should officers engage in any activity which involves sexual harassment or harassment of any kind toward any person, including inmates or other members/officers/staff.

If an inmate believes he or she has been the victim of harassment, or has personally observed another inmate being the victim of harassment, he or she should report this incident verbally to a corrections officer that he or she feels comfortable with and in writing, via a grievance form as soon as possible. Inmates can raise concerns and make reports without fear of reprisal. Any supervisor or corrections officer who becomes aware of possible harassment should promptly advise their supervisor, the Chief of Police, the Assistant Chief of Police, and/or the Jail Administrator who will handle the matter in a timely and confidential manner. If an officer observes any instance of harassment of any kind, the officer should promptly advise their supervisor, the Chief of Police, the Assistant Chief of Police and/or the Jail Administrator of what he or she has observed, in writing.