



LYON COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: Quarterly Jail Inspection

NUMBER: 1-7

EFFECTIVE: 04/04/2013

REVISED:

REVIEWED: 1/15/2015

REFERENCE: NRS 211.020

POLICY CUSTODIAN: County Managers Office

A. Purpose

To provide a process for the Board of County Commissioners to meet the requirements of NRS 211.020 and conduct quarterly inspections of the Lyon County Jail as well as meet the needs of the Sheriff and his personnel.

B. Procedures

1. The Board of County Commissioners has adopted the attached inspection report to document the inspection.
2. The Board of County Commissioners shall appoint a single Commissioner, in accordance with Administrative Policy and Procedure 1-3, to conduct the quarterly inspections.
3. The appointed Commissioner will schedule, with the Sheriff or his designee, an appointment to tour and inspect the Lyon County Jail on a quarterly basis.
4. The appointed Commissioner will, upon completion of the inspection, meet with the Sheriff or his designee and discuss any issues or concerns that arise from the inspection.
5. The appointed Commissioner will file his/her completed inspection report with the Board of Commissioners at the next scheduled Board of Commissioners meeting after the inspection.

DETENTION FACILITY INSPECTION REPORT

Facility Name:			
Location:			
Jail Administrator:			
Sheriff / Chief:			
Inspection Date:		Inspected By:	
Year Built:		Renovation Dates:	

Maximum Designed Jail Capacity:	Current Jail Capacity:
Average Daily Jail Capacity Past 12 Months:	

FACILITY MANAGEMENT

Does the facility have a jail operations policy and procedure manual? Yes No

1. Is the jail operations manual reviewed and updated at least annually? Yes No
2. Have the jail operations manual been reviewed by the jail's legal counsel? (e.g. DA) Yes No
3. Does the jail operations manual contain the following policy and procedures?
 - a. Medical intake Yes No
 - b. Suicide prevention Yes No
 - c. Mental illness Yes No
 - d. Strip search Yes No
4. Is jail operation manual distributed to all staff? Yes No
5. Is regular training conducted on policy and procedures? Yes No

Staffing levels:

1. Adequate personnel to provide 24 hour supervision covering all posts? Yes No

Arrestee intake & screening procedures:

1. Are intake officers trained to recognize suicidal tendencies, mentally ill, developmentally disabled, or emotionally disturbed arrestee? Yes No
2. Are intake officers trained on medical screening for medical services? Yes No
3. Are intake officers trained to identify substance abusers, drunks and addicts? Yes No
4. Are intake officers trained on use of force & restraints? Yes No
5. Are intake officers trained on searches and strip searches? Yes No
 - a. Does policy require the documentation of all strip searches, including documentation of justification? Yes No
6. Is all training adequately documented? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

JAIL SECURITY

1. Are detainees searched prior to exiting and entering the jail? Yes No
2. Does the facility have and use audio/video system 24 hours/day? Yes No
3. Are all locks, doors, bars, windows, and other security equipment frequently inspected? Yes No
4. Are all unoccupied cells and rooms kept locked at all times? Yes No
5. Is a master population record maintained? Yes No
6. Are there policy and procedures to check for contraband in the jail environment? Yes No
7. Are eating utensils accounted for after each meal? Yes No
8. Is a physical head count made and recorded? Yes No
9. Are keys not in use stored in a secure key locker?
 - a. Is a record of all keys inventoried and issued maintained? Yes No
 - b. Is there an extra set of emergency keys accessible to designated jail staff? Yes No
10. Are weapons prohibited in the secure section of the jail?
 - a. Are weapons secured outside of the security area? Yes No
 - b. Are reserve firearms, ammunition, chemical agents, etc. stored in a secure area? Yes No

COMMENTS

SAFETY

1. Does the facility have an automatic fire alarm and smoke detection system? Yes No
2. Are extinguishers readily accessible to staff but not detainees? Yes No
3. Are extinguishers examined at least once a year and tagged with dates of inspection? Yes No
4. Are all jail personnel familiar with the operation of all types of extinguishers in the jail? Yes No
5. Does the jail have a posted fire plan and evacuation procedures? Yes No
6. Are fire drills and evacuation drills held quarterly and the records of such maintained? Yes No
7. Is smoking prohibited or confined to special areas? Yes No
8. Are noncombustible containers provided for smoking materials and other combustible refuse? Yes No
9. Are all emergency exits known to jail personnel and exit keys immediately available? Yes No
10. Are there two exits from each housing area or cell block?
 - a. Are all means of egress kept clean and open? Yes No
11. Does the facility have emergency lighting, power and communications capabilities? Yes No
12. Is there a written plan for release and security of inmates from locked areas in emergencies? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

MEDICAL

1. Are medical, dental and mental health services available? Yes No
2. Are professional medical, dental or mental health services secured through agreements with local and regional providers or independent contracts? Yes No
3. Is jail staff prohibited from recommending or furnishing advice concerning medical, dental and mental health clinical judgments? Yes No
4. Do all inmates, without exception, have access to 24-hour emergency medical care? Yes No
5. Are medical services trainings provided for all staff through a qualified health authority? Yes No
6. Does medical services training include:
 - a. Recognition of signs and symptoms? Yes No
 - b. First Aid and Cardio-pulmonary resuscitation (CPR)? Yes No
 - c. Methods of obtaining assistance? Yes No
 - d. Transfer to appropriate medical facilities? Yes No

COMMENTS

HEALTH AND SANITATION

1. Do staff and other appropriate personnel conduct and document timely sanitation inspections? Yes No
2. Does the facility have adequate water supply? Yes No
3. Is drinking water accessible to all inmates? Yes No
4. Are plumbing fixtures (i.e., toilets, sinks, etc.) clean, sanitary, and properly maintained? Yes No
5. Are all floors, walls, ceilings, windows, door, etc. of the structure properly maintained, clean and free from offensive odors? Yes No
6. Is there a preventative maintenance program established? Yes No
7. Are all containers, storage areas, and surrounding premises clean and free of vermin? Yes No
8. Are there written policies and procedures for adequate disposal of liquid and solid wastes, such as chemicals, greases, oils, etc.? Yes No
9. Are cleaning supplies/facilities clean, well vented, and appropriately stored? Yes No
10. Are facility garbage, trash, and rubbish collected and removed regularly? Yes No
11. Does the facility have adequate heating and cooling? Yes No
12. Is mechanical ventilation or cooling systems clean and properly maintained? Yes No
13. Where laundry facilities are provided:
 - a. Is there adequate laundry equipment to insure ample quantities of clean clothing, bed linens, and towels? Yes No
 - b. Is the laundry well maintained and clean, with exterior ventilation for dryers? Yes No
14. Are beds, bedding and clothing in good repair, clean, and properly stored? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

FOOD SERVICES

1. Are there policy and procedures covering safe food handling? Yes No
2. Are meals of sufficient nutritional value? Yes No
3. Are meals served at reasonable intervals? Yes No
4. Are there policy and procedures covering special dietary needs? Yes No
5. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges? Yes No
6. Are refrigerators and freezers equipped with accurate thermometers? Yes No

COMMENTS

INMATE RIGHTS

1. Are inmates provided with written rules and regulations concerning conduct and behavior? Yes No
 - a. Does facility administrator acknowledge inmates rights to basic medical care? Yes No
 - b. Does management recognizes inmate's rights of protection from personal abuse, injury and disease? Yes No
 - c. Does the facility have a program to provide regular exercise for inmates? Yes No
 - d. Do reading materials include applicable law library made available to inmates? Yes No
 - e. Do inmates have formal means by which to voice complaints and grievances? Yes No
2. Are rules and regulations provided in English and Spanish? Yes No
3. Does the facility administrator review inmate's grievances? Yes No

COMMENTS
