

**MADISON COUNTY FISCAL COURT
MADISON COUNTY, KY
RESOLUTION 2025-058**

**A RESOLUTION OF THE FISCAL COURT ADOPTING THE MADISON COUNTY
DETENTION CENTER POLICY AND PROCEDURES MANUAL FOR FY 2025-2026**

WHEREAS, the Madison County Detention Center (MCDC) has developed and will maintain an organizational chart and a policy and procedures manual; and

WHEREAS, pursuant to KRS 441.055 and 501 KAR 3:020, the Madison County Fiscal Court shall adopt an organizational chart and policy and procedures manual for MCDC annually, which shall be filed with the Kentucky Department of Corrections (the "DOC");

NOW, THEREFORE, BE IT RESOLVED THAT THE FISCAL COURT DOES HEREBY APPROVE THIS RESOLUTION AND AUTHORIZES THE JUDGE/EXECUTIVE AND/OR HIS DESIGNEE TO EXECUTE THE SAME ON BEHALF OF THE COUNTY.

Motion made by Hughes, seconded by Combs.

Vote:	YES	NO	ABSTAIN
Magistrate James Brian Combs	<u>✓</u>	_____	_____
Magistrate Stephen Lochmueller	<u>✓</u>	_____	_____
Magistrate Billy Ray Hughes	<u>✓</u>	_____	_____
Magistrate Tom Botkin	<u>✓</u>	_____	_____
Judge/Executive Reagan Taylor	<u>✓</u>	_____	_____

Signed:

R-79
Reagan Taylor
Madison County Judge/Executive

6-24-2025
Date

Attested:

Kenny Barger
Kenny Barger
Madison County Clerk

6-24-2025
Date

MADISON COUNTY DETENTION CENTER POLICY & PROCEDURES MANUAL

Fiscal Year 2025-2026

Approval Signature, Jailer: Larry R. Boach Date: 6/24/2025

Approval Signature, Judge/Executive: R-79 Date: 6-24-2025

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Table of Contents

Administration & Management

- 1-1 Organization
- 1-2 Legal Assistance
- 1-3 Public Information
- 1-4 Information System

Fiscal Management

- 2-1 Budget
- 2-2 Inmate Commissary

Personnel

- 3-1 Staffing
- 3-2 Training
- 3-3 Code of Ethics
- 3-4 Duty to Disclose
- 3-5 Internal Affairs

Admission & Release

- 4-1 Admission/Legal Authority
- 4-2 Denial of Admission
- 4-3 Intake Procedures
- 4-4 Admission Information
- 4-5 Searches
- 4-6 Property
- 4-7 Inmate Orientation
- 4-8 Transfer or Release

Classification

- 5-1 Classification System
- 5-2 Housing Assignment
- 5-3 Administrative Segregation

Security & Control

- 6-1 Basic Security Rules
- 6-2 Surveillance
- 6-3 Head Counts
- 6-4 Security Procedures
- 6-5 Weapons, Chemical Agents, & Security Equipment
- 6-6 Transports
- 6-7 Restraining Devices
- 6-8 Key Control
- 6-9 Special Inmates
- 6-10 Logs & Reports

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 6-11 Use of Force
- 6-12 Firearms
- 6-13 De-escalation
- 6-14 Duty to Intervene

Safety & Emergency Procedures

- 7-1 Fire Prevention
- 7-2 Escape
- 7-3 Hostage
- 7-4 Riot
- 7-5 Medical Emergency
- 7-6 Mass Arrest
- 7-7 Natural Disaster
- 7-8 Suicide, Attempted Suicide, Death of an Inmate
- 7-9 Food Poisoning

Medical Services

- 8-1 Health Care
- 8-2 Health Appraisal Data
- 8-3 Medical Complaints & Records
- 8-4 Emergency Medical Services
- 8-5 Medications
- 8-6 Mental Health
- 8-7 Infectious Disease

Food Services

- 9-1 Food Services

Inmate Sanitation & Hygiene

- 10-1 Sanitation
- 10-2 Hygiene

Inmate Programs & Services

- 11-1 Inmate Programs
- 11-2 Meaningful Activity
- 11-3 Religious Programs
- 11-4 Recreation

Inmate Rights

- 12-1 Court Decision Review
- 12-2 Access to Courts
- 12-3 Visits
- 12-4 Mail

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 12-5 Telephone
- 12-6 Grievance
- 12-7 Disciplinary Procedure
- 12-8 Disciplinary Process

Access to Facility

- 13-1 Business Hours
- 13-2 After Hours
- 13-3 Service Entrance
- 13-4 Staff Entrance

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 1: Administration and Management

Policy 1-1: Organization

Policy:

The Madison County Detention Center has developed and will maintain an organizational chart and an operations manual. The organizational chart and operations manual are approved by the Madison County Fiscal Court and filed with the Kentucky Department of Corrections.

Procedure:

- 1) The following is an organizational chart and operations manual of the Madison County Detention Center.
- 2) A copy of the written Policy and Procedures Manual will be provided to each new employee and available in the booking area of the Detention Center. Employees are responsible for knowing the content of the Policy and Procedures Manual and performing all duties as such.
- 3) The operations manual includes the following aspects of the Detention Center's operations:
 - A) Administration & Management
 - B) Fiscal Management
 - C) Personnel
 - D) Admission and Release of Inmates
 - E) Housing Classification of Inmates
 - F) Security and Control
 - G) Safety and Emergency Procedures
 - H) Medical Services
 - I) Food Services
 - J) Sanitation and Hygiene Management
 - K) Inmate Programs & Services
 - L) Inmate Grievance Procedures
 - M) Access to Facility
- 4) The operations manual will be reviewed and updated annually by the Jailer and Designees. Copies of any changes or revisions will be forwarded to the Kentucky Department of Corrections and all sworn employees.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 1: Administration and Management

Policy 1-2: Legal Assistance

Policy:

The Jailer may be represented and advised by the Madison County Attorney.

Procedure:

- 1) The Jailer will request legal assistance from the County Attorney regarding procedures and legal action concerning the Detention Center's operations.
- 2) The Jailer shall notify the office of the Madison County Judge/Executive of any unusual incidents at the Madison County Detention Center that could result in legal action against Madison County or its officials.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 1: Administration & Management
Policy 1-3: Public Information

Policy:

There shall be a plan for the dissemination of information about the Detention Center to the public, governmental agencies, and the media. The public and inmates shall have access to the plan and specific rules that affect inmates and public information.

Procedure:

- 1) With the consent of the inmate, news media shall be permitted to interview any inmate as set forth in the Detention Center's daily schedule, except when the safety and security of the Detention Center are affected.
- 2) The Jailer or his Designee shall make all official statements to the news media relating to Detention Center matters.
- 3) Release of inmate information shall be done as follows:
 - A) All requests for information shall be addressed to the Jailer.
 - B) Governmental agencies shall be provided with information only pertinent to their specific action and with the consent of the inmate, excluding Criminal Justice and Judiciary requests.
 - C) Relatives and private citizens shall only be provided with information equivalent to information that would be released to the media.
- 4) No information about an inmate shall be released that is harmful, embarrassing, or irrelevant to the purpose of the information release.
- 5) The interview between the news media and inmates will be for a maximum period of fifteen (15) minutes. The Jailer or Designee will schedule the date and time of the interview.
- 6) News media interviews with inmates will be conducted in a secure visitation booth unless otherwise authorized by the Jailer.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 1: Administration and Management
Policy 1-4: Information System

Policy:

The Madison County Detention Center has established and will maintain an information system.

Procedure:

- 1) Detention Center information shall be retained in written form or on a computer database. All relevant inmate information and documents shall be manually entered or scanned into the Jail Management System.
- 2) Detention Center information and inmate records shall be stored in a secure manner to be protected from theft, loss, tampering, or destruction. Active inmate records shall be retained for five (5) years after an inmate's release from custody. Records will be stored in a safe Madison County storage area and purged annually.
- 3) Detention Center camera video footage will be stored for a period of twelve (12) months.
- 4) A telephonic report to the Kentucky Department of Corrections shall be made of all extraordinary or unusual incidents within twenty-four (24) hours of the occurrence, and a final written report within forty-eight (48) hours. This report shall be placed in Detention Center records.
- 5) Extraordinary or unusual incidents shall include, but are not limited to:
 - A) Death of an inmate
 - B) Attempted suicide or suicide
 - C) Serious injury whether accidental or self-inflicted
 - D) Attempted escape or escape
 - E) Fire
 - F) Riot
 - G) Assault – employee or inmate
 - H) Sexual assault
 - I) Occurrence of contagious or infectious disease or illness within the facility
- 6) Each shift shall maintain a Control Tower log and isolation logs to record activity within the facility.
- 7) The information required by Kentucky Jail Standards for admission and release shall be retained for each inmate. Other information retained in each inmate's facility record shall include, but is not limited to:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- A) Court orders
 - B) Personal property receipts
 - C) Infraction reports
 - D) Reports of disciplinary action
 - E) Work record and program involvement
 - F) Unusual incidents
 - G) Disposition of inmate's property and remains, in the case of death
- 8) Medical records shall be maintained as required by 501KAR 3:090.
- 9) The Detention Center shall maintain records on the types of, and hours of training completed by each employee. Employees shall have access to their individual training record.
- 10) The Department of Corrections monthly prisoner report form will be completed and submitted by the Jailer or Designee. A copy of the report shall be retained in Detention Center records.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 2: Fiscal Management

Policy 2-1: Budget

Policy:

The Jailer shall prepare and present a line-item budget request to the Madison County Fiscal Court using the format and forms prepared by the State Local Finance Deputy.

Procedure:

- 1) The dates for preparing and presenting the annual budget are as follows:
 - A) The Jailer will prepare the annual budget for presentation to the Madison County Fiscal Court no later than April 1st of every year for review.
 - B) The budget will be submitted to the Madison County Fiscal Court no later than May 1st of every year.
 - C) The budget will be approved by the Madison County Fiscal Court no later than June 30th and submitted to the local and State Local Finance Deputy for approval.
- 2) The fiscal records of the Jailer shall include wages, salaries, food, and operational supplies. Fiscal records shall be maintained by the Madison County Treasurer as required by KRS:441.235.
- 3) Detention Center employees shall be paid on established pay dates as outlined in Fiscal Court Administrative Code.
- 4) The Madison County Detention Center budget shall be audited in accordance with the requirements of KRS 43.070.
- 5) The Detention Center should follow all purchasing and procurement procedures as outline in the Administrative Code and Finance Manual.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 2: Fiscal Management
Policy 2-2: Inmate Commissary

Policy:

The purpose of this policy is to establish and maintain a commissary system to provide inmates with approved items that are not supplied by the Jail.

The Jailer may operate a canteen for the benefit of the prisoners. He may assign jail employees or prisoners to work in the canteen. The Jailer must maintain accounts on the receipts and disbursements of the canteen, and he must report to the county treasurer annually on the canteen account. Profits from the canteen may be used only for the benefit or recreation of the prisoners (KRS 441.135).

Procedure:

- A) No staff member shall gain personal profit, directly or indirectly, as a result of the commissary system.
- B) Postal supplies prices shall not exceed those for the same articles sold at local post offices.
- C) Commissary shall be provided on a regularly scheduled basis and not less than once weekly.
- D) Being able to make commissary purchases is a privilege, not a right, and may be revoked with just cause.
- E) Indigent prisoners shall be provided with basic hygiene products.
- F) Commissary purchases must be reflected by a debit entry on the inmate's cash account. Purchases must be initiated by the detainee, and a receipt must be issued.
- G) All profits from the commissary shall be subject to audit.
 - 1) The Commissary financial statement will be established annually and maintained in jail records with a copy provided to the Madison County Treasurer's office. Records shall include:
 - A) Cost of goods sold.
 - B) Profit from goods sold.
 - C) Sale amount of goods sold.
 - D) Exact items sold.
 - E) Purchases made with commissary profits.
 - 2) All money received from the time of intake will be placed on the inmate's account.
 - 3) Upon release from the Detention Center, inmates may receive their positive commissary balance in the Administrative Office Monday through Friday between the hours of 0800 hours and 1600 hours.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 4) Money will not be transferred between inmate accounts unless approved by the Jailer or Designee.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 3: Personnel
Policy 3-1: Staffing

Policy:

It is the policy of the County to provide Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, tobacco-smoking status, pregnancy, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Madison County Detention Center Human Resources liaison shall make all efforts and remain in compliance with the Equal Employment Opportunities Commission, the Kentucky Commission on Human Rights, the Kentucky Civil Rights Act, and the Title VI Implementation Program required by the Kentucky Transportation Cabinet.

Procedure:

- 1) The Madison County Detention Center shall provide 24-hour staff supervision for all inmates.
- 2) All employees of the Madison County Detention Center shall be subject to a thorough investigation of their background, which can include but is not limited to:
 - A) Criminal/arrest record
 - B) Pre-employment drug screening
 - C) Previous employment history
- 3) All sworn Deputies of the Madison County Detention Center shall be at least twenty-one (21) years of age and have a valid motor vehicle driver's license.
- 4) There shall be at least one female sworn deputy on duty at all times to perform duties relating to female inmates.
- 5) Compensation for employees is outlined in the classification schedule.
- 6) The Jailer shall review personnel policies and the personnel plan annually to ensure that equal opportunities for employment exist for all positions.
- 7) All personnel assignments shall be based on Detention Center needs.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 3: Personnel
Policy 3-2: Training

Policy:

It shall be the policy of the Madison County Detention Center that staff training is an on-going process.

Procedure:

- 1) The Jailer and employees shall receive credit for all completed local training efforts.
- 2) Sworn Deputies of the Madison County Detention Center shall receive a minimum of twenty-four (24) hours annual in-service training meeting the criteria established by the Kentucky Department of Corrections or any electives the Jailer or Designee deems necessary.
 - A) Jail staff shall have a minimum of four (4) hours of mental health training within the first year of service, and one (1) hour of additional mental health training each year thereafter. The initial four (4) hours of mental health training should be conducted by the service provider of mental health triage or mental health services to the jail, if possible.
 - B) All jail personnel shall have medical awareness training within the first thirty (30) days of employment. All staff shall be trained in the recognition of signs, symptoms, and knowledge of action required in situations involving a medical emergency or mental health crisis.
 - C) All staff shall be trained to recognize signs and symptoms of mental illness, retardation, suicide risk, and chemical dependency.
 - D) All staff shall receive communicable disease training.
- 3) CPR and First Aid
 - A) Staff shall have current training in standard first aid equivalent to that provided by the American Red Cross, American Heart Association, or an equivalent nationally recognized organization. New jail personnel shall receive training within their first year of employment and then annually.
- 4) The Madison County Detention Center shall maintain records on the types and hours of training completed by each sworn deputy. Each deputy shall have access to their individual record.
- 5) Sworn Deputies of the Madison County Detention Center shall not carry or use firearms or any approved intermediate weapon without training and authorization from designated training deputies.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 3: Personnel
Policy 3-3: Code of Ethics

Policy:

It shall be the policy of the Madison County Detention Center that all employees conduct themselves, in both their personal and professional lives, in a manner that does not reflect negatively on the Detention Center. This is to ensure that facility security, rights of inmates, and rights of staff are preserved and never compromised.

Procedure:

- 1) The Madison County Detention Center's Code of Ethics requires that employees shall not:
 - A) Exchange personal gifts or favors with inmates, or inmates' family, friends, or constituents.
 - B) Accept any form of bribe or unlawful inducement.
 - C) Report to duty with an odor of alcohol on their person or consume alcohol within 8 hours of duty. There is a zero-tolerance standard for alcohol while on duty.
 - D) Consume or be under the influence of illegal drugs.
 - E) Violate or disobey established rules, regulations, or lawful orders from command staff.
 - F) Discriminate against any inmate on the basis of race, religion, creed, gender, national origin, or other individual characteristics, including criminal charges.
 - G) Employ corporal punishment or unnecessary physical force.
 - H) Subject inmates to any form of unwarranted physical or mental abuse.
 - I) Intentionally demean or humiliate inmates.
 - J) Bring any type of weapon or contraband into the jail without proper authorization.
 - K) Engage in critical discussions of staff members or inmates in the presence of inmates.
 - L) Divulge confidential information without proper authorization.
 - M) Withhold information that threatens the security of the facility, staff, visitors, inmates, or the community.
 - N) Through negligence or intentionally endanger the well-being of self or another.
 - O) Engage in any form of business or profitable enterprise with inmates.
 - P) Inquire about, disclose, or discuss details of an inmate's crime other than as may be necessary in performing official duties.
 - Q) Wear the Madison County Detention Center uniform or utilize equipment in an unprofessional manner or unkempt manner.
 - R) Enter into an intimate or personal relationship with an inmate while the inmate is incarcerated by the Madison County Detention Center.
 - S) Enter into an intimate, personal relationship with a former inmate from Madison County Detention Center within twelve (12) months of the inmate's release, except for a

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

verified preexisting relationship.

- 2) The Madison County Detention Center's Code of Ethics requires that employees shall:
 - A) Comply with established rules, administrative regulations, and lawful orders from command staff.
 - B) Treat each prisoner in a fair, impartial manner.
 - C) Report all violations of the Code of Ethics to the Jailer.
- 3) All employee violations of the Code of Ethics shall be documented by the Jailer and made a part of the employee's permanent personnel file. Violations of the Code of Ethics will be grounds for termination at the discretion of the Jailer.
- 4) All employees will be issued a copy of the Code of Ethics and sign documents which reflect receipt. This document will be filed internally and with the Madison County Human Resources Office.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 3: Personnel

Policy 3-4: Duty to Disclose

Policy:

A jail and its personnel could be subject to liability in federal court for failing to disclose to a prosecutor any evidence that may be favorable to a defendant. The purpose of this policy is to ensure that personnel are in compliance with the landmark United States Supreme Court decisions of *Brady v Maryland* (1963) and *Giglio v United States* (1972) and their progeny.

It is the policy of the Madison County Detention Center to require that personnel provide all potentially exculpatory evidence to prosecutors. Furthermore, it will be the responsibility of the Internal Affairs Section or designated Jail person to review all deputies' files to determine if any deputy has a disciplinary history that would impact the deputy's credibility as a witness. This information should be made available to the prosecutor for a determination of whether said information is "Brady" material prior to the deputy's appearance.

1) Definitions:

- A) **Duty to Disclose:** The landmark decision of *Brady v Maryland* (1963) places an affirmative constitutional duty on a prosecutor to disclose exculpatory evidence to a defendant. This duty has been extended to law enforcement/correctional agencies through case law, requiring law enforcement/correctional agencies to notify the prosecutor of any potential exculpatory information.
- B) **Exculpatory Evidence/Brady Material:** Evidence in the government's possession that is favorable to the accused and that is material to either guilt or punishment, including evidence that may impact the credibility of a witness.

2) Procedure:

- A) Staff are required to document all investigative activity involved in an investigation, including exculpatory information.
- B) All official reports involving an investigation will be submitted to the prosecuting authority prior to actual prosecution of the case. The prosecutor will determine what information contained in the case file will be provided to defense counsel.
- C) The Jailer will meet with the prosecutor's office to establish a procedure whereby the intent of this policy is carried out.
- D) Each employee who is notified to appear as a witness in a criminal case has an individual obligation under this policy to notify the prosecutor on the specific case of any sustained disciplinary history that may impact credibility and qualify as "Brady" material.
- E) The Training Section will ensure that all sworn personnel are familiar with the requirements of this policy and will stress the importance of credibility as an essential requirement of being able to function as a deputy jailer.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 3: Personnel
Policy 3-5: Internal Affairs

Policy:

To establish guidelines regarding the overall maintenance of professional standards within this jail. To promote a high degree of ethical standards and behavior that is essential to the integrity of this jail.

- A) The process shall protect visitors, jail employees, prisoners, and the reputation of this agency. The internal affairs unit shall be responsible for conducting prompt and thorough investigations of complaints relating to staff conduct.
- B) Therefore, the internal affairs process is established and maintained to:
 - I. Investigate allegations of actions by staff that would constitute a violation of jail policy, local or state laws, and jail ethical codes of conduct.
 - II. Respond to incidents of prisoner death, major assaults on staff, and major disturbances within the agency, including riots, prisoner escape, natural disasters, work stoppages, and other emergency situations.

2) Procedure:

- A) Chain of command
 - I. The internal affairs investigator/unit is under the direct supervision of the Jailer or Designee.
 - II. In the event of critical incidents, the internal affairs investigator will take a role indicated by the Jailer. The role could include intelligence gathering, observation and investigating the events that led to the incident.

3) Initiation of Internal Affairs Investigations

- A) An Internal Affairs investigation shall be initiated after the Jailer has approved it.
 - I. Matters that involve allegations of misconduct by employees of the Detention Center or Contract Employees which must be referred to Internal Affairs shall be initiated by submitting an Internal Affairs Referral Form.
 - II. The form shall be completed in writing and shall include all facts known at the time and be submitted to the Internal Affairs Officer.
- B) If the Jailer determines that some, or all, of the allegations need not be referred to the Internal Affairs Unit, he shall refer those matters to the appropriate commander.
- C) If a matter is referred to the employee's supervisor for an investigation, and in the course of the investigation it appears that the matter is one that must be referred to Internal Affairs, the supervisor shall complete the Internal Affairs Referral Form.
- D) Verbal complaints may be recorded and transcribed for signing by the complainant.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- I. Transcribed, but unsigned, verbal complaints shall not be made a matter of record unless good cause exists.
- II. Anyone making verbal complaints shall be made aware of this policy.
- E) When an incident occurs that may result in an Internal Affairs investigation, the on-duty or on-call Major shall ensure that the commander compiles the appropriate reports, digital images and other evidence and the commander shall review the compiled material for completeness.
- F) The Major shall complete the Internal Affairs Referral Form.
- G) The Internal Affairs Unit shall maintain a log of all Internal Affairs investigations and inquiries. The log shall include:
 - I. The name of the complainant.
 - II. The name of the employee involved.
 - III. The date of the alleged incident.
 - IV. The nature of the allegation.
 - V. The date the investigation began.
 - VI. The date the report was forwarded to the Jailer and disposition.
- H) The Internal Affairs Unit shall complete all investigations approved by the Jailer within thirty (30) calendar days of the referral.
 - I. Reasonable extensions may be granted by the Jailer where extenuating circumstances exist.

4) Matters for Internal Affairs Investigation

Internal Affairs shall handle administrative investigations and shall investigate and submit the findings for the Jailer's approval in the following disciplinary matters:

- A) Any violation of the Kentucky Revised Statute by an employee that is likely to result in criminal prosecution, or any other matter the Jailer authorizes to investigate.
- B) If the investigation reveals probable cause to believe criminal activity has been committed, the Internal Affairs Unit shall advise the Jailer and contact law enforcement for further criminal investigation or prosecution and forward the results, in writing, to the County Attorney.
- C) If the investigation indicates that criminal activity has occurred outside the employment situation, the Internal Affairs Unit shall advise the Jailer and refer the matter to the appropriate law enforcement agency having criminal jurisdiction for further investigation.
- D) The Internal Affairs Officer shall serve as liaison with any law enforcement agency to facilitate their investigations.
- E) The Internal Affairs unit shall notify Madison County Human Resources of the

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

investigation with the approval of the Jailer. The employee shall be placed on unpaid administrative leave pending the investigation.

- F) If the matter is not referred to an outside agency for criminal investigation, or if referred and returned with an indication that no prosecution shall result, the person who is the subject of the investigation is to be advised, in writing, that:
 - a. The Internal Affairs Unit is conducting the investigation for administrative, internal purposes only and nothing obtained during the investigation may be used as part of a criminal investigation.
- I) Sexual harassment shall be immediately referred to the designated Detention Center Human Resources liaison and further investigation shall occur only at the request of the Jailer.
- J) Performing duties under the influence of intoxicants or consuming intoxicants while on duty shall be immediately referred to the designated Detention Center Human Resources liaison.

5) Internal Affairs Procedures

- A) The Internal Affairs Officer shall be trained in investigative techniques and shall be well versed in facility personnel practices as it relates to investigations or allegations of misconduct.
- B) For tracking purposes all new requests for investigations shall be assigned a case number and a case file shall be opened.
- C) The format utilized for referrals where an investigation is initiated shall be IA-(YY) #### (starting with 0001).
- D) Start dates shall be 0001 hours on the 1st of January and end at 2400 hours on the 31st of December of each calendar year.
- E) All cases shall be stored under lock and key in the Internal Affairs Office.
- F) Access to these files shall come from the Jailer.
- G) The Internal Affairs Officer shall have access to all documents they feel are necessary for the investigation.
- H) All staff shall be required to cooperate with the investigations conducted by the Internal Affairs Officer.
- I) Any written or oral report made by the person who is the subject of the investigation is made at the direct order of lawful supervisors.
- J) A refusal to obey an order to provide a written or oral report becomes special circumstances that invoke enhanced penalties.
- K) The person who is the subject of the investigation is permitted to state that any report is made only pursuant to such orders and the potential discipline that can result in failure to obey such an order.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- L) An interview with the subject of the investigation, other than at the initial stage of the investigation, shall be conducted at a reasonable time, preferably at the workplace while the employee is on duty or at another appropriate location.
- M) Prior to the interview the employee shall be advised of the nature of the complaint and the identity of the person in charge of the investigation, the person conducting the interview, and any person present in the interview.
- N) When a formal statement is being taken, all questions directed at the interviewee shall be asked by and through one interviewer.
- O) The employee shall not be permitted legal representation during administrative investigation by the Internal Affairs Officer.
- P) The employee shall be read or given an "Admonition of Rights for Internal Administrative Investigations" to provide for advisement of rights and warning of possible consequences for failing to answer questions or answering questions in an untruthful manner.
- Q) All formal interviews shall be recorded.
- P) An employee providing a written or oral statement as a witness in an investigation shall be provided, prior to questioning, with a copy of any statement he may have previously written.
- R) The interviewer shall limit questions to the specific allegations under investigation, unless the employee expresses a voluntary willingness to discuss other subjects.
- S) During the interview, breaks shall be taken so that the interviewee may attend to personal needs.

6) Investigation Results

- A) The Internal Affairs Officer shall prepare written reports of investigations that shall be of a fact-finding nature. The reports shall not contain conjecture, speculation, innuendo, or opinion; nor offer recommendations; nor shall the investigator have the ability to impose discipline or take administrative action.
- B) Report conclusions shall use the following disposition categories to complete an investigation:
 - I. Unfounded – The alleged incident did not occur.
 - II. Exonerated – The alleged incident did occur, but the actions of the deputy were justified, legal, and proper.
 - III. Founded – The investigation disclosed sufficient evidence to prove the allegation and may merit further action.
 - IV. Unsubstantiated – The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
- C) The Internal Affairs Officer shall furnish a copy of the outcome of all investigations to the Jailer.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- D) If an investigation is completed and determined to be “founded,” the Jailer, or other supervisor as they deem appropriate, shall immediately determine a recommendation of disciplinary action. The investigating officer shall not serve on the professional standards review board.
- E) If an investigation is completed and determined to be “Unfounded,” “Unsubstantiated,” or “Exonerated,” the Jailer, or other supervisor as he deems appropriate, shall immediately notify the employee of the outcome.
- D) The Internal Affairs Officer shall be expected to testify, if required, at any legal proceeding.

7) Confidentiality

- A) Confidentiality is required to preserve the rights of individuals of this agency.
- B) The complaint, including all information, documents, and evidence pertinent to the complaint, will be handled with sensitivity and confidentiality by all personnel involved in the investigation.
- C) Information regarding an investigation may only reveal or divulge on a need-to-know basis, or in an agency defense of disciplinary or legal action.
- D) Closed investigation documents and reports shall not be copied or disclosed to the complainant, accused, witnesses, or other interested parties. Requests for such reports shall be referred to the agency's legal representative for consideration.
- E) Complaints against internal affairs investigator(s): In cases where allegations are made against an internal affairs investigator(s), the Jailer shall assign another investigator to investigate the complaint. This assigned investigator will report directly to the Jailer for purposes of the complaint being investigated.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 4: Admission & Release

Policy 4-1: Admission/ Legal Authority

Policy:

The purpose of this policy is to instruct staff members on the procedures for admitting and booking prisoners. The policy is to establish procedures for safely and legally admitting and booking prisoners into the jail which shall include: verifying arrest and custody requirements, providing a thorough Intake physical and mental health screening by either a licensed medical provider or deputy jailer, determining initial classification and cell assignment, receiving, receipting and safe custody of property funds, identification of arrestee, unclothed search (if applicable), and issuance of necessary clothing, linens, and personal hygiene items.

Definitions:

- A) Intake/Receiving Screening: a process of structured inquiry and observation intended to identify potential emergency situations among new arrivals and to ensure that those persons with known illnesses and those on medications are identified for further assessment and continued treatment.
- B) Booking: An official procedure for the admission of a person charged with or convicted of an offense which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property.
- C) Immediate Medical Attention: A condition(s) that requires an examination from a licensed physician (either on-site or at the emergency room) to determine an individual's capacity to safely survive confinement.
- D) Booking Deputy: Person(s) who has been trained in accordance with protocols established by the health authority who are responsible for collecting and documenting all admission documents prior to placement in prisoner living area.
- E) Medical Authority: The person(s) licensed in the delivery of health care who are responsible for the provisions of health care services at the jail.
- F) Medical Clearance: A documented clinical assessment of medical, dental, and mental status performed by a licensed physician before an individual is admitted into the facility. The medical clearance may come from an on-site health staff or may require sending the individual to the hospital emergency room.
- G) Classification: The process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and the existing resources. This is the most important phase of the booking process.
- H) Committing Agency: The agency responsible for placing a person in jail.
- I) Commitment Papers: The written court order confining a person to jail or prison, usually referred to as a mittimus.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- J) Detainer: A warrant placed against a person in a federal, state, or local correctional facility that notifies the holding authority of the intention of another authority to take custody of that individual when they are released.
- K) Unclothed Search: means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.
- L) Hygienic Shower: A sanitary shower required of the arrestee before being placed into general population.

Procedures: Commitment Authority

- 1) Prior to accepting custody of an inmate, jail staff will ensure that each prisoner is committed under proper legal authority by a duly authorized officer.
 - A) Jail staff will ensure arrestees and prisoners are being committed under legal authority by a duly sworn, authorized law enforcement or another authorized officer.
 - B) Documents required to authorize admission include one or more of the following:
 - I. Citation.
 - II. Warrant.
 - III. Court order.
 - IV. Commitment order.
 - V. Parole violation, detainers and/or contracts with other agencies.
- 2) If the escorting officer is not known by jail staff, the escorting officer may be required to produce a badge and photo I.D. identifying his/her unit number and signature of agency head, and/or other such identification as the jail staff member and/or shift supervisor deems necessary to establish positive identification.

Immediate Medical Attention:

- 1) Prior to accepting custody of an arrestee, jail staff and/or medical staff shall carefully observe the physical conditions and behaviors of the person being presented for admission in order to determine if they need immediate medical attention. Conditions that may require medical clearance prior to admittance include, but are not limited to, the following:
 - A) Exhibiting signs/symptoms of a serious injury or illness (e.g. infectious or communicable diseases, high fever, excessive sweating, difficulty breathing, or excessive bleeding),
 - B) Mentally unstable, to include suicidal ideation,
 - C) Extreme/severe intoxication (breathalyzer (BA) results of .30 or higher),
 - D) Is unconscious or semiconscious,

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- E) Has obvious broken bones or head wounds,
 - F) Woman in labor,
 - G) Pregnant female that admits to using illegal drugs,
 - H) Exhibiting symptoms of alcohol or drug withdrawal. Symptoms may include:
 - I. Physical withdrawal symptoms
 - II. Severe headaches, dizziness
 - III. Chest: Chest tightness, difficulty breathing
 - IV. Heart: Racing heart, skipped beats, palpitations
 - V. GI: severe vomiting, diarrhea, stomach aches
 - VI. Muscles: twitches, tremors, shakes
 - VII. Skin: Sweating, tingling
 - I) If a shift supervisor reasonably believes that the arrestee suffers from a medical condition which requires immediate medical attention.
- 2) If it is determined that an arrestee requires immediate medical attention jail staff or medical staff shall refuse acceptance of custody and recommend that the escorting/arresting officer seek medical attention for the arrestee. The on-duty supervisor or his/her Designee will advise the arresting/transporting officer that a written medical clearance from a licensed physician is needed indicating the arrestee has received medical treatment and is cleared for confinement.
- 3) *A denial of admission form* must be completed listing the reason(s) for denial and signed by the on-duty supervisor or his/her Designee and/or the medical personnel responsible for the denial. A copy of the completed denial of admissions form will be provided to the arresting/transporting agency with the original being placed in the inmate's file.
- 4) If the injury appears minor in nature, the Detention Center deputy will make note of the injury in the medical questionnaire during intake screening.

PROCESSING PROCEDURES:

- 1) **Once acceptance has been established, jail staff will:**
- A) Conduct a thorough search and confiscate personal property. Detainees are then escorted to booking for processing.
 - B) Detention Center staff will complete the Intake Triage assessment form. Medical staff shall assess all persons upon arrival and complete corresponding paperwork.
 - C) Inmates who are admitted into the Madison County Detention Center shall be placed in the passive booking area until booking procedures have been conducted.
 - D) All inmates upon initial entry for booking will be secured in a restraint belt and

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

handcuffed in front unless there is a known medical issue which would reasonably justify the forfeiture of restraints.

- E) After being booked, inmates are to have their personal clothes taken, be given a hygienic shower, issued a jumpsuit and placed in holding.
- F) Intake/Receiving Screening: This screening shall be conducted each and every time an inmate is booked into the facility and should take place as soon as possible upon acceptance into custody. The deputy jailer or medical personnel conducting the intake screening will complete and document their findings on the "Inmate Booking Screening Questions."
- G) Medical/Mental Health screening shall be performed by deputy jailer or medical personnel on all prisoners upon their admission to the jail and before their placement in prisoner living areas. The findings of this screening shall be recorded in the Jail Management System.

2) **The screening inquiry includes at least the following:**

- A) Current or past illnesses, health conditions, or special health requirements (e.g. hearing impairment, visual impairment, wheelchair, walker, and sleep apnea machine).
- B) Past infectious diseases.
- C) Recent communicable illness symptoms (e.g. chronic cough, coughing up blood, lethargy, weakness, weight loss, loss of appetite, fever, and night sweats).
- D) Past or current mental illness, including hospitalizations.
- E) History of or current suicidal ideation.
- F) Dental problems (decay, gum disease, abscess).
- G) Allergies.
- H) Dietary needs.
- I) Prescription medications, including psychotropics (including type, amount, and time of last use).
- J) Legal and illegal drug use (including type, amount, and time of last use).
- K) If a woman reports current opiate use, she is immediately offered a test for pregnancy to avoid opiate withdrawal risks to fetus.
- L) Current or prior withdrawal symptoms.
- M) Possible, current, or recent pregnancy. If a woman is pregnant, she is immediately offered a urine drug test to determine opiate or other drug use.
- N) History of hospitalization, including inpatient psychiatric care.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

3) **Observation of the following:**

Reception personnel will record their observations of the inmate during this process. Observations will include, but are not limited to:

- i. Behavior, including state of consciousness, mental status, appearance, conduct, tremor, or sweating.
- ii. Body deformities and other physical abnormalities.
- iii. Ease of movement.
- iv. Condition of the skin, including trauma markings (i.e. scars/cuts from previous suicide attempts), bruises, lesions, jaundice, rashes, infestations, recent tattoos, and needle marks or other indications of injection drug use.
- v. Symptoms of psychosis, depression, anxiety and/or aggression.
- vi. All observations shall be noted in the Jail Management System.

4) **Disposition of the inmate:**

Based on the finding of the disposition of the inmate (e.g. immediate referral to an appropriate health care service, placement in general population, placement on suicide watch, medical watch, and detox watch) is appropriate to the findings of the receiving screening and is indicated on the receiving screening form.

- A) DETOXIFICATION: Prisoners approved for admittance that are in an extremely intoxicated state shall be confined in one of the detox cells. If the intoxicated prisoner is or becomes violent, has a contagious disease, or has other factors preventing them from being housed with others, he/she will be confined to a single detox cell, otherwise intoxicated inmates should not be housed alone.
- B) Receiving screening forms are dated and timed immediately on completion and include the name and signature of the deputy completing the forms.
- C) A newly admitted prisoner shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of his/her choice, or to a family member, as soon as practical, generally within one (1) hour after arrival, until one (1) call has been completed. Staff will document when a completed call is made and who was contacted by the inmate. When phone calls are not completed the processing deputy shall document the reason.
- D) After completion of the initial receiving screening, staff will prepare the detainee for dress out while completing the following: All arrestees will complete a change out within three (3) hours of being booked into the facility and will not remain in holding for longer than twenty-four (24) hours excluding exigent circumstance [emergency], which shall be documented in an incident report. Staff will carry out the following tasks within three (3) hours of being booked into the facility:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 1) Issue an inmate orientation handbook and have the receipt signed.
- 2) File the handbook receipt in the prisoner's record.
- 3) Ensure the prisoner has been fingerprinted.
- 4) Ensure the prisoner has had a phone call.
- 5) Ensure the prisoner has been photographed.
- 6) Conduct a second review of your work to ensure all information is documented and accurate.
- 7) If you have not done so, allow prisoners to make phone calls on the free phone located in the booking area on the wall.
- 8) Every prisoner shall be informed verbally and in writing at the time of admission of the methods of gaining access to medical care in the jail.
- 9) Secure the inmate's money confiscated by the searching deputy after the inmate is processed by the booking deputy.
- 10) Any offender refusing a hygienic shower must first be accessed by medical before being cleared for general population housing.

5) **Medical/Mental Health Referral Procedures:**

If it is determined that a prompt referral to medical or mental health services is needed, the deputy jailer or medical personnel conducting the intake screening will cause the inmate to receive such care.

- A) Where the triage system indicates levels of behavioral risks, Detention Center staff will implement the recommended protocols for housing, supervision, and care delivery that match the level of risk; (i.e., suicide watch, medical/mental health watch).
- B) Where the intake screening system identifies an inmate of having withdrawals or the potential to have withdrawals from substance abuse, Detention Center staff shall ensure that the inmate is provided with appropriate treatment, housing, and medical supervision consistent with the medical authority's recommendation. Detention Center staff shall generate an incident report on the issue and forward to the medical authority for prompt review.
- C) **Documentation:** The staff member responsible for completing the intake process shall generate an incident report documenting a "Referral to Medical/Mental Health." Examples of when a "Referral to Medical/Mental Health" form is to be completed may include, but is not limited to, the following:
 - I. Inmates showing signs of recent trauma (loss of consciousness or head injuries within the past (72) hours).
 - II. Inmates reporting current drug and alcohol use and/or long-term drug

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

use/abuse.

- III. Inmates reporting previously experiencing withdrawal symptoms.
 - IV. Inmates answering "yes" to previous suicide attempts.
 - V. Inmates answering "yes" to currently thinking of suicide.
 - VI. Inmates reporting the recent loss of a loved one.
 - VII. Inmates that hold a prominent position in the community.
 - VIII. Inmates that are intoxicated at the time of admission.
 - IX. Inmates reporting special needs (e.g. diabetics, special dietary needs, etc.).
 - X. Inmates exhibiting signs of mental illness (e.g. garbled speech, erratic behavior, delusions, hallucinations, history of suicide attempts, history of psychiatric hospitalizations/treatment, depression, disoriented to time/place).
 - XI. Inmates that have been charged with a heinous crime (e.g. murder, sexual offenses, or crimes against children or animals).
- 6) Staff shall generate an incident report each time a "Referral to Medical/Mental Health" form is completed & forwarded to the medical authority. The report should contain at a minimum:
- A) Date and time of referral.
 - B) Name/Title of staff member making the referral.
 - C) First & last name of inmate.
 - D) Reason for referral (e.g. mental health issue, suicide risk, withdrawal/detoxification, head wounds, seizures, or diabetic).

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 4: Admission & Release
Policy 4-2: Admission Information

Policy:

Accurate and complete records shall be made and maintained for all newly admitted inmates.

Procedure:

- 1) The proper intake forms shall be completed in a manual handwritten fashion, or in the Madison County Detention Center computer database utilizing the proper application. The following items will be completed on intake forms:
 - A) Time and date of incarceration;
 - B) Name, aliases, nicknames, and maiden name, if applicable;
 - C) Official charging citation number with six (6) digit KRS number, or UOR number;
 - D) Authority ordering incarceration;
 - E) Governmental agency being billed;
 - F) Name and agency of arresting or committing officer;
 - G) Date of birth;
 - H) Race;
 - I) Sex;
 - J) Height and weight;
 - K) Current or last known address;
 - L) Telephone number;
 - M) Marital status;
 - N) Spouse or next of kin;
 - O) Emergency contact;
 - P) Employer;
 - Q) Social security number;
 - R) Mental health history;
 - S) Medical and mental health screen;
 - T) The name of any known person(s) within the Madison County Detention Center that may be a threat to the inmate.
- 1) Religious preference – the inmate may change the preference after three (3) months of being incarcerated.
- 2) The Intake forms shall be a permanent part of the inmate's records maintained by the Madison County Detention Center.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 4: Admission & Release
Policy 4-3: Searches

Policy:

The purpose of this policy is to outline the mandates of this jail with respect to the searches of arrestees and inmates within the jail facility both at intake and throughout their incarceration. It is the policy of this jail to balance the safety and security of the facility with the Constitutional Rights of persons who are placed in a holding cell or held within the general population of the jail.

1) DEFINITIONS:

- A) Unclothed Search: A re-arrangement of clothing which allows for the visual observation of genitals, buttocks, or breasts of a woman.
- B) Pat or Frisk: Means a manual search of a clothed person and includes a visual inspection of the open mouth.
- C) Cross-gender unclothed search: The unclothed search of a person by a member of the opposite gender.
- D) Arrestee: Any newly arrested person who, prior to the moment of arrest, was unaware that they would be placed in a holding facility or jail.
- E) Contraband: Any item which is prohibited from possession in the jail irrespective of whether the item would be considered illegal for possession in a public environment, i.e. cigarettes, lighter, matches, etc.
- F) Change-out Process: The process by which an arrestee changes from their clothing to a uniform provided by the jail.
- G) Reasonable suspicion: Facts and circumstances based upon observations or information, short of probable cause, but, based on articulable facts that would lead a reasonable person to believe that the person to be searched was concealing contraband and that an unclothed search would reveal that item.
- H) Exigent Circumstance: An emergency condition which if not immediately attended may jeopardize the health and safety of people in the facility including arrestees, inmates, and staff.
- I) Body-Cavity Search: Means a manual or instrument search of a person's oral, anal, vaginal, or other body cavities, performed by medical personnel.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

2) **PROCEDURE:**

Arrestees shall only be subjected to an unclothed search when there is reasonable suspicion to believe that they are concealing contraband or weapons that would be revealed by conducting an unclothed search. Reasonable suspicion must be based upon the existence of objective information that may predict the likelihood of the presence of a weapon, drugs, or other items of contraband concealed on the particular prisoner.

A) Prior to an unclothed search being completed, reasonable suspicion must exist. Noted below are guidelines to follow.

B) Reasonable Suspicion may be supported by one or more of the following:

- I. Current offense for which they have been brought in on.
- II. Arrest for a drug related charge.
- III. Crime for which they are arrested generally involves weapons or contraband.
- IV. Fugitive status when the charge for which the prisoner is a fugitive supports reasonable suspicion, i.e. drug charge or where there has been a transfer of custody supporting an unclothed search.
- V. Felony violence.
- VI. History of particular arrestee known that supports subject being in possession of contraband, i.e. recent arrests for weapons or drugs.
- VII. Institutional behavior, reliable information or history that indicates possession or manufacturing of contraband, the refusal to submit to a clothed pat-down search, or the clothed pat-down search revealed the possession of contraband.
- VIII. Conduct of individual that would indicate they are concealing something.
- IX. Items felt during pat-down or indicated during electronic detection (i.e. metal detector) search.
- X. Information from a reliable source.

3) **Manner of All Searches:** Unclothed search, as all searches, must be conducted in a professional manner.

- A) Cross-gender unclothed searches are prohibited unless exigent circumstances exist which would not allow the delay of the search until a deputy/employee of the same gender arrives.
- B) All unclothed searches are to be conducted in a discrete manner which provides for the privacy of the individual being searched.
- C) Arrestees shall not be unclothed searched in groups; arrestees shall be unclothed searched one at a time in an area which is not exposed to the view of other arrestees.
- D) Only personnel that are necessary to perform the search shall be present while the search is taking place.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- E) All searches shall take place in a pre-designated area, which meets sanitary conditions.
 - F) At no time shall personnel touch an inmate during the unclothed search unless exigent circumstances exist.
- 4) **Documentation:** All unclothed searches of arrestees shall be properly documented in an incident report. The documentation shall include the following:
- A) Facts and circumstances that led to the reasonable suspicion that justified the search.
 - B) The charge for which the person is to be held.
 - C) The place where the search was conducted.
 - D) The persons present during the search.
 - E) The deputy jailer/employee who conducted the search.
 - F) The time the search began and the time the search concluded.
 - G) A detailed description of items recovered during the search.
- 5) **Unclothed Searches** of inmates who have had exposure to the public with knowledge that they will return to the facility, i.e. work-release inmates, weekenders, court returns, and self-reporters.
- A) Where a returning prisoner has had outside contact (area of public access) with knowledge that they will be returning to the jail, that inmate may be unclothed searched upon return to prevent the smuggling of contraband into the general population of the jail.
 - B) Prisoners may be unclothed searched in cases where the court has ordered commitment to custody after arraignment, conviction, sentencing or other court appearance, and the prisoner was *not* in custody prior to the court appearance. Note, prisoners returning from court shall not be unclothed searched if they are returning to be processed out of the jail by order of the court.
 - C) Unclothed searches of prisoners may be conducted where the prisoner has had contact with the public by a contact visit, court appearance that takes place in an area to which the public may have access, or after transport from or through an area to which the public may have access.
- 6) **Body Cavity searches:**
- A) Body cavity searches shall be done pursuant to probable cause and with the authorization of the Jailer.
 - B) Body cavity searches shall not be conducted without a search warrant unless there are exigent circumstances.
 - C) Body cavity searches shall only be conducted by medical personnel in a sanitary environment.
- 7) A prisoner shall be searched in accordance with this policy if entering or leaving the security perimeter.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 4: Admission & Release

Policy 4-4: Property

Policy:

The personal property of inmates shall be respected by all Madison County Detention Center staff and shall be handled with care to prevent loss or damage.

Procedure:

- 1) The Booking Deputy shall inspect all personal property of the newly admitted inmate during the search, including:
 - A) Money.
 - B) All clothing items.
 - C) All contents of inmate's pockets.
 - D) Other items not part of the inmate's clothing such as: purses, backpacks, keychains, jewelry, wallets, etc.
 - E) Any form of contraband.
- 2) Any cash or personal property taken from an inmate upon admission shall be listed and completely described in the inmate personal property in JMS.
- 3) All property items shall be placed into a labeled property tote and logged into the computer database. Large items or excess property will be stored in a secured facility storage area.
- 4) All inmate property in the custody of the Madison County Detention Center shall be stored in the designated personal property room, or in an excess facility storage area, which shall be secured and inaccessible to unauthorized persons.
- 5) Personal Property released to a third party must have the approving signature of the inmate, signature of the third party, and the signature of the Deputy who performed the transaction. The third party must have a valid form of identification. Personal property releases are not to include any form of clothing items that would be necessary for the inmate to wear upon release from the facility.
- 6) The Madison County Detention Center requires the confiscation of all items that could be considered contraband or is not on the permitted items list.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 4: Admission & Release
Policy 4-5: Transfer or Release

Policy:

No inmate of the Madison County Detention Center will be released or transferred unless the legality of the action is clearly established, and the identity of the inmate is certain. Inmates will be released within twenty-four (24) hours of the receipt of appropriate documentation.

Procedure:

- 1) All documents providing for the release of an inmate shall be forwarded immediately to the respective circuit clerk.
- 2) Before the releasing deputy begins the formal release process, the deputy must verify the legality of the action. If the releasing deputy processing the release forms has reason to question the validity of the documents, they are to notify the Shift Commander, the Jailer, or Designee.
- 3) The releasing deputy will make certain that no detainers, holders, or warrants are pending which might prevent the release or transfer by checking the inmate's file.
 - I. If on a transfer, additional detainers, holders, or warrants are discovered and there is no indication of priority, the Jailer or Designee will be notified. If any detainers, holders, or warrants are discovered, the releasing deputy will notify the agency from which it was issued, by the most rapid means possible.
- 4) If all records are in order, the releasing deputy shall inform the inmate that they will be released as soon as possible.
- 5) Prior to an inmate's release, the releasing deputy should positively verify the identity of the inmate, having the inmate state their date of birth, the last four (4) digits of their social security number, and address on file.
- 6) If the inmate is being transferred, the receiving authority shall be identified and required to sign an authorized body receipt form.
- 7) The inmate will be told to gather their personal belongings and all jail issued property from the cell and escorted to the booking/releasing area.
- 8) The releasing deputy will begin the release process. During this process, the deputy will:
 - A) Check the inmate's bedding and linens. Any damaged or lost items will be billed to the inmate and an incident report written.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- B) All accounted for bedding and linens will be turned over to laundry trustees for cleaning.
- 9) All inmates being released shall be issued their personal property in the following manner:
 - A) The releasing deputy will secure the inmate's property tote and any other personal property and inventory the items.
 - B) The inmate will sign the property release sheet to acknowledge receipt of all property.
 - C) The inmate will be advised to return on the next business day to the Administrative Office to receive any money remaining in their commissary account.
- 10) In the event that an inmate refuses to sign the property release sheet, the releasing deputy will have another deputy witness and sign the return of the listed items.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 5: Classification

Policy 5-1: Classification System

Policy:

To preserve the security and safety of the Madison County Detention Center, its staff, and inmates, a classification system is in place and will be utilized for all general population inmates. Every inmate will be classified upon relocation to the general population. There shall be no discrimination such as race, color, creed, or national origin.

Procedure:

- 1) The Classifying Deputy shall review the admissions records and any existing facility records concerning the inmate for the following information:
 - A) Current violent felony
 - B) Violent felony convictions
 - C) History of escape
 - D) History of institutional violence
 - E) History of institutional disruptive behavior
 - F) Current holder or detainer from another jurisdiction
 - G) Special needs
- 2) The Classifying Deputy shall use the approved Objective Jail Classification (OJC) Instrument to classify the inmate with the information collected by the review of facility records and current admission records. Only factual information will be used to achieve OJC. All bias from personal feelings about the inmate will be omitted from the process. Any deputy who is found to have altered an inmate's OJC from the provable facts will have their classification privileges revoked and may be subject to administrative action.
- 3) The Jailer or Designee shall base selection of inmates for trustee status on the following criteria:
 - A) The nature of the inmate's offense(s)
 - B) Previous escape attempts
 - C) The inmate's daily behavior

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 5: Classification

Policy 5-2: Housing Assignment

Policy:

Housing of inmates in the Madison County Detention Center shall conform to the established classification system for reasons of consistency, fairness, security, and safety.

Procedure:

- 1) The inmate classification system shall provide for the separation of the following categories of inmates.
 - A) Male and female inmates
 - B) Protective custody inmates
 - C) Mentally ill inmates
- 2) Prior to assigning an inmate to a cell, the deputy shall check to determine which cells are currently available within the classification category of the inmate.
- 3) The Jailer or Designee shall review housing assignments to ensure that classification categories and housing assignments comply with the Kentucky Jail Standards.
- 4) Once the inmate has been booked and a determination made that they will be housed in the general population at the Madison County Detention Center, Deputies shall:
 - A) Issue inmate clothing, linens, and hygienic supplies.
 - B) Place all personal property in a labeled property storage tote.
 - C) Place property storage tote in the property storage area.
- 5) Inmates will be housed according to their Objective Jail Classification. A housing plan in accordance with the OJC system will be available to Deputies. The Classification Coordinator will monitor this housing plan.
- 6) The Jailer or Designee will monitor this housing plan.
- 7) Assignment areas may change based on the number of inmates per classification.
- 8) Inmates that are considered special needs because of medical or mental health issues will be housed in isolation until the appropriate medical or mental health authority clears them.
- 9) Inmates that are considered special needs due to the nature of their charge, or cooperation with law enforcement, will be housed in a special needs housing cell.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 5: Classification

Policy 5-3: Administrative Segregation

Policy:

Administrative segregation shall be used to separate those inmates who need to be isolated from the general population inmates. Inmates placed in administrative segregation shall receive all privileges granted to inmates in the general population. Exceptions to this would be certain materials or activities that may be a threat to the inmate's safety or the safety and security of the Madison County Detention Center.

Procedure:

- 1) Administrative segregation may be employed to separate inmates from the general population when they:
 - A) Cannot adjust to the general population environment.
 - B) Pose a serious threat to themselves, other inmates, or the security of the Madison County Detention Center.
 - C) Present a valid need for protection from other inmates as determined by Deputies with the approval of the Shift Commander.
 - D) Inmates charged with an infamous crime.
 - E) Have a communicable disease.
 - F) Require witness protection.
- 2) The decision to place an inmate in administrative segregation shall be made by Deputies based on the following:
 - A) A request to be placed in segregation by the inmate. Such requests may be made verbally or in writing by the inmate.
 - B) Observations or reports from Deputies of persistent disruptive behavior, potentially disruptive behavior, or abnormal behavior that requires removal of the inmate from the general population.
 - C) A report of issues from the general population inmates that is verified by Deputies.
 - D) An apparent need for protection.
 - E) Recommendation of judges, attorneys, or the arresting agency.
- 3) All surveillance checks shall be recorded on the appropriate logs. Checks shall be conducted at a minimum of once per hour.
- 4) If an inmate in administrative segregation, by request, decides they no longer want to be segregated, they shall submit a written request to be removed. This request must be signed and dated by the inmate. The final decision to remove the inmate from segregation will be made by the Jailer or Designee.
- 5) Once a written request is received, deputies shall reassign the inmate to a regular

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

housing unit appropriate with their classification. The deputy performing the transfer shall complete an incident report.

- 6) When an inmate is assigned to administrative segregation the Jailer or Designee will review their status every (72) hours. The Jailer or Designee shall consider the following factors in the review:
 - A) Whether or not the conditions or circumstances that led to the segregation still exist.
 - B) The deputy's observations of the inmate's behavior, attitude, and physical condition during segregation.
 - C) Any change in the risk presented to the inmate by placement in the general population.
 - D) The presence or absence of continued risk to the general population if the inmate is removed from segregation.
- 7) Each time a review is conducted, the process and results of that review shall be recorded.
- 8) Cells to be used for isolation purposes are: 034, 035, 036, 037, 040, 041, 049, 050, 059, 071, and 072. Inmates assigned to isolation cells are to be released from their assigned cell to shower once daily. The isolation area has its own shower facility in room 052. Room 052 is not to be used as a permanent housing cell. Under no circumstances shall inmates assigned to isolation be taken to another area for showering.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security and Control

Policy: 6-1 Basic Security Rules

Policy:

No correctional program can be successfully implemented without effective security or adherence to safety requirements. All jail staff must be continuously attentive to safety and security measures and guard against complacency, temporary lapse of caution, and ignoring procedures.

Enforcement of security and safety procedures shall be a priority of the staff at the Jail. Security and safety rules shall be enforced in an unobtrusive and professional manner in order to minimize disruptions or interference with the jail activities.

1) Discussion:

In carrying out their duties, the Deputies will be continually tested by inmates. A group of inmates, perhaps more than any other group, is remarkably adept at taking advantage of any dissatisfaction among staff by playing one deputy against the other and creating diversions to keep the deputy from completing their duties. The attitude of an inmate population is usually one of passive resistance or concealed resentment against authority. The deputy must understand the group of people for whom they are responsible and not let their attitude distract the deputy from completing those duties which are necessary for maintaining security and adherence to safety requirements within the Jail.

Deputies must follow proven security procedures with a minimum of disruption or interference with jail activities in order to maintain continuity and order. Security objectives are more easily accomplished when each deputy's work is coordinated with the work of other personnel. Working in concert with each other, staff will develop trust and confidence together and will have a more positive effect on the environment of the Jail.

2) TRAINING:

- A) Deputies and contracted personnel assigned to work with inmates will be trained in security and safety procedures and the handling of special incidents such as assaults, disturbances, fires, medical emergencies, major emergencies, and natural disasters.

3) BASIC SECURITY RULES:

- A) Although mechanical locking devices and other equipment are an important part of the Jail's security system, the deputy has final responsibility for maintaining the security of the Jail. All security doors will be closed and locked when a deputy or other authorized person is not entering or exiting.
- B) Inmates who have valid court orders for leaving and returning to the Jail at a specified time will be issued street clothes for release. Street clothes will be thoroughly searched before being given to the inmate. The inmate will wait for release in the holding cell or isolation cells. Upon returning to the Jail, the inmate and their clothing will be thoroughly searched before being dressed-out and returned to their assigned cell. If the returning inmate appears to be under the influence of any drug or alcoholic beverage, the Admitting Officer should conduct breath and/or urine screenings to determine if the

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

returning inmate is under the influence of drugs or alcohol. If the Shift Supervisor thinks emergency medical attention is needed because of the extent of the inmates BAC or other factors indicating that they could be in danger because of the extent of their intoxication, they will take appropriate action. The receiving deputy will check the sentence papers to see if the inmate has violated any of his work release conditions. All Deputies involved with the inmate will write reports of the incident. These reports will go to the Jailer or Designee for review.

- C) Trustees are subject to an unclothed search with cause, or a pat frisk without notice and at any time.
- D) Deputies will familiarize themselves with all locking devices in the jail. All jail locks and doors will be inspected every day on a regular basis by Deputies on each shift to ensure the locks and doors are in proper working condition and to detect any escape efforts. If any door or equipment needs to be repaired, a repair order will be filed with the maintenance department. If an emergency repair is needed, the Deputies and/or Shift Supervisor will take immediate action. During lockdown and/or headcount, Deputies will pull on the cell doors of each cellblock to check the security of the locking device. All security doors will be locked unless a deputy or other authorized person is entering or exiting.
- E) All cell block doors, sally port doors, and recreation area doors will be kept locked except when necessary to permit entry or exit.
- F) Unoccupied cells, cell blocks, storage rooms, and program areas will be locked at all times.
- G) Any damaged or non-functional security equipment will be promptly reported and repaired. If damaged, the Shift Supervisor will conduct an investigation and report the findings to the administration staff.
- H) Deputies are responsible for ensuring cells maintain a high level of sanitation and that offenders within the cell blocks have adequate sanitation supplies.
- I) Only Deputies and control room operators will exercise central security measures. Inmates or trustees will never be allowed to assist with security measures.
- J) Deputies will conduct scheduled and unscheduled inspections of all inmate living areas and all other areas of the jail. If any living area needs cleaning, Deputies will take immediate action to see that the area is cleaned.
- K) Tools and equipment will be accounted for after every use and returned to their proper storage place by the deputy responsible. Examples include nail clippers, cleaning supplies, etc.
- L) Deputies will count all trays going into the cell block and all will be accounted for after each meal and returned to the kitchen.
- M) While on duty, deputies will carry keys on a key clasp or in pockets when not in use.
- N) No inmate or trustee will be allowed to handle, use, or have access to any jail keys.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- O) An inventory of all the keys available to deputies will be made at the beginning and end of each shift by the Shift Supervisor.
- P) No inmate will be assigned work that requires access to personal records of people currently or previously incarcerated in the Jail nor to staff personnel records or jail administrative records.
- Q) No person, including law enforcement personnel, will be permitted to enter any section of the Jail with a gun, knife or ammunition on their person. Weapons will be securely stored in the gun lockers outside the security area.
 - I. Weapons which do not fit the gun lockers will be locked in a designated device in the car or locked in the trunk of the car.
 - II. Weapons will not be permitted to be left in unattended, unlocked private or jail-owned vehicles in the parking lot.
- R) When used in the jail, all tools will be inventoried before and after repair personnel enter or exit the secure area of the jail. When not in use, all tools will be locked up or put in the maintenance building.
- S) All personnel, except staff, must be properly identified and escorted in the security area.
- T) Deputies are to be alert to possible escape attempts or attacks on their person when opening and closing cell doors.
- U) Trustees will be carefully supervised by deputies and will not be permitted unrestricted movement.
- V) The inmate daily roster will always be maintained to reflect an accurate record of all inmates in custody at the jail. Any error will be fixed or accounted for before the end of shift.
- W) Staff will submit written reports of any incident involving force or threat of force. Reports of extraordinary or unusual occurrence will be filed by Shift Supervisor as needed.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security and Control

Policy: 6-2: Surveillance

Policy:

It is the duty of every deputy on duty to maintain regular surveillance of the inmates and their activities to ensure the safety and security of the facility, staff members, and inmates.

Procedure:

- 1) Regular Surveillance – general population, administrative, or disciplinary segregation. Deputies on duty will conduct a visual inspection of each area where inmates are present, checking each inmate at a minimum of once every hour on an irregular schedule.
- 2) Special Surveillance - Mentally or emotionally unstable inmates, inmates identified as escape risks, inmates identified as suicide risks, detoxification/holding cells, shall be observed at a minimum of once every (20) minutes.
- 3) Observation - During surveillance rounds, Deputies shall observe inmates' behavior and appearance for unusual or questionable situations and events such as:
 - A) Bruising, cuts, or other bodily injury
 - B) Inmates expressing discontent or hostility
 - C) Signs of depression or malnutrition
 - D) Inmates not in their proper housing unit
- 4) Records - Deputies shall record all significant or unusual events that occur during their shift and the time when each surveillance round is conducted.
- 5) Change of Shift - When the relieving shift reports for duty, the Shift Commander being relieved shall direct the attention of the relieving commander to any significant or unusual events that have occurred during the shift.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security and Control

Policy: 6-3: Head Counts

Policy:

To prevent escapes and ensure inmates are accounted for at all times, Deputies must make frequent and accurate head counts.

Procedure:

- 1) Before an inmate can be regarded as present, the deputy conducting the head count must observe physical presence in addition to movement or speech of the inmate.
- 2) The head count shall be recorded.
- 3) If the physical head count does not agree with the headcount in the Jail Management System, the conducting deputy shall immediately conduct a recount. If the count continues to not match, the on duty Shift Commander shall immediately be notified and the process of evaluating the issue shall be a top priority. All movement inside the facility shall stop until the headcount is rectified or reconciled.
- 4) All admissions to and removals from each housing area will be documented in writing on the control tower log sheet and documented in the Jail Management System.
- 5) There shall be at least three (3) documented inmate headcounts every twenty-four (24) hours.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security and Control
Policy 6-4: Security Procedures

Policy:

All Deputies on shift shall be constantly alert to the need for safety and security and shall use all necessary means for maintaining safety and security.

Procedure:

1) Cell searches

A) Deputies shall conduct special searches at any time to help aid with the prevention of contraband being introduced into the area.

B) Security staff will conduct routine cell searches when time and security permits or as scheduled by administration.

- I. Before initiating a cell search, the inmates should first be removed from the cell as they have no right to be present.
- II. The Deputies who search the cell shall make every effort to leave the cell as neat and orderly as it was prior to the search being conducted.
- III. Remove all linens from the beds and inspect them carefully. After being inspected the items are to be set aside.
- IV. Closely and carefully examine mattresses, all furniture, sink and toilet, ventilation grills, faucets, all drains, and any openings in cell door tracks, light sockets, books, personal letters and papers, all containers, and small personal articles.
- V. Examine all locking mechanisms to determine if they have or could be jammed.
- VI. Examine all panels and protective screens of the security lights to determine if they have been loosened in preparation for removal or removed.
- VII. Following the cell search, no cell shall be left unlocked by Deputies.

C) If contraband is located by deputies during searches, the Shift Commander will be notified, and an incident report will be completed. The Jailer or Designee will also be notified.

2) The Jailer or Designee shall inspect the security and safety equipment on a monthly basis. This inspection may include, but is not limited to:

- A) All locking mechanisms
- B) All cell doors, cell areas, and the perimeter of the facility
- C) All video and audio monitoring devices

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- D) First aid kits
 - E) Fire extinguishers
 - F) Smoke detectors and fire alarms
 - G) Window casings and plates
 - H) Emergency communication equipment
 - I) Emergency electrical and generator systems
- 3) All hazardous or potentially dangerous materials, substances, tools, and supplies shall be used by inmates only under the direct supervision and authorization of deputies.
- 4) All hazardous or potentially dangerous materials, substances, tools, and supplies shall be stored and secured in a location outside the Madison County Detention Center.
- 5) All inmates shall undergo an unclothed search when reentering the secure area of the facility.
- 6) Inmates shall never be permitted to perform or assist in any security related duties, nor shall any inmate be assigned to a position of authority over any other inmate. No inmate shall be given the responsibility of providing inmate services.
- 7) If any irregularities in safety and security are discovered during any cell searches, surveillance rounds, or security inspections, they are to be noted in the appropriate log sheet, a maintenance request form is to be completed, if necessary, and an incident report completed and turned into the Jailer or Designee. The deputy in charge shall record dates and times of searches and inspections on the appropriate log.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control

Policy 6-5: Weapons, Chemical Agents, & Security Equipment

Policy:

To ensure the safety and security of the Madison County Detention Center staff and inmates, no firearms shall be worn or carried in the confines of the facility, except for the administrative office and sallyport. Deputies who have been certified and authorized by the Jailer may carry chemical agents and electronic control devices in the facility.

Procedure:

- 1) Firearms are never to enter the confines of the Madison County Detention Center unless under emergency conditions and approved by the Jailer.
- 2) All facility staff shall secure firearms and any ammunition in the designated weapons lockers outside of the secure area of the Madison County Detention Center.
- 3) Deputies supervising entry into the Madison County Detention Center will require outside agencies wishing to enter the secure area to remove and secure firearms in the designated weapons lockers.
- 4) All chemical agents and electronic control devices assigned to, or in the custody of the Madison County Detention Center, shall be stored in a secure location that is inaccessible to all unauthorized personnel.
- 5) All chemical agents and electronic devices inside the secured area shall be inventoried each day and any irregularities shall be reported to the Jailer or Designee, as soon as possible. The issuance of agents and devices shall be maintained on a written log.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control
Policy 6-6: Transports

Policy:

The purpose of this policy is to direct operations dealing with the transport of prisoners to and from the jail. It shall be the policy of this jail to have established procedures for transporting inmates outside the jail and into the jail which are designed to prevent escapes, provide safety for the staff, and to maintain control with the minimum amount of necessary force. Special Transports for medical reasons should be coordinated with medical staff when possible.

- 1) **Procedure:** Any time an inmate is transported outside this jail, or into this jail by staff, the following procedures shall be adhered to:

A) TRANSPORTATION OPERATIONS:

- I. **VEHICLE INSPECTION:** Prior to placing a prisoner in a vehicle for transport, the jail staff shall inspect the interior for weapons and contraband and the vehicle to determine that all safety devices are in working order and that the interior is free of weapons and contraband.
- II. An additional inspection shall be conducted after the prisoner has been delivered to the detention facility or other destination.

B) RESTRAINING DEVICES:

- I. Jail staff shall use only those restraining devices for which they have been trained.
- II. With few exceptions, all prisoners shall be handcuffed with transport belt and leg shackles. Restraints shall be double locked and checked for proper application.
- III. Transport personnel shall document, in their report that "subject was handcuffed, checked for fit, and double-locked."
- IV. Transport personnel may, with the preapproval of the on-duty Shift Commander, use discretion in restraining persons or using other restraining devices in specific cases such as:
 - a) Prisoners have a physical handicap.
 - b) Prisoners have injuries that could be aggravated by standard handcuffing procedures.
 - c) Elderly prisoners.
- V. All prisoners shall be secured with seatbelts. No prisoner shall be handcuffed to any part of the vehicle. If deputies are unable to securely fasten with a seatbelt, alternate means of transportation should be utilized (example: ambulance). This section would not preclude the transport of prisoners on a bus that is not equipped with seatbelts.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- VI. Leg irons, hobbles or flex-cuffs may be applied to the ankles of a prisoner for transport.
- VII. At no time shall a pregnant offender be placed in leg shackles or a transport belt. Pregnant offenders shall be handcuffed in front during transports.
- VIII. Pregnant offenders being transported for childbirth shall not be placed into any restraints until such time the delivery of child has occurred, and restraints will not interfere with medical treatment.

C) TRANSPORT:

- I. All transports will be conducted by jail staff that are properly trained in both transports and restraints by means of preservice training.
- II. Prior to transport, all prisoners shall be thoroughly searched for any weapons, tools of escape, or contraband. This may warrant an unclothed search.
- III. When possible and practical, the transporting personnel shall be of the same sex as the prisoner(s).
- IV. Any unclothed search shall be documented by the transporting personnel.
- V. Prior to transporting a prisoner, the transport deputy shall notify, via radio, the main control center and document in a separate log the following:
 - 1. Identity of the prisoner.
 - 2. Destination.
 - 3. Vehicle odometer mileage and Vehicle odometer mileage at time of arrival at the intended destination.

D) Prisoners shall be transported in the following manner:

- I. Transported in a vehicle equipped with a security screen and a two-way radio.
- II. A single prisoner shall be placed in the rear, right-side seat. The transporting personnel shall be positioned in the front seat.
- III. If two (2) prisoners are being transported, the prisoners shall be placed in the rear seat. The transporting personnel shall be positioned in the front seat.
- IV. Up to three (3) prisoners may be transported in the rear seat of a facility cruiser.
- V. All prisoners being transported shall wear properly fastened seat belts.
- VI. Prisoners shall not be transported in a reclined position.
- VII. Any wheelchairs, crutches, prosthetic devices, and medication shall be transported with, but not in the possession, of the prisoner.
- VIII. Prisoners shall not be left unattended while being transported.
- IX. Unless approved by a supervisor, no stops will be made while transporting a prisoner.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- X. Prisoners of the opposite sex shall not be transported in the same vehicle without an installed divider or unless extraordinary circumstances exist, and only when approved by a supervisor.
- XI. If a prisoner is to be transported to another secure facility and the prisoner is believed to be a security risk, the transporting personnel shall inform the receiving agency in order that they may prepare to accept custody of the prisoner.
- XII. Under all other circumstances, jail personnel will remain with the prisoners as primary security personnel.

E) SPECIAL TRANSPORT SITUATION

- I. If possible, all medical transports will be coordinated with medical staff.
- II. If a prisoner is sick or injured, the transporting deputies, when possible, shall summon emergency medical support to examine the prisoner prior to transport.
- III. If emergency hospital treatment is necessary, the prisoner and at least one transport deputy shall be transported by the EMS unit to the hospital. The transport deputy shall remain with the prisoner (unless prevented by emergency circumstances or treatment needs) until hospital personnel releases the prisoner or until appropriate security can be arranged.
- IV. Prisoners with physical handicaps may be transported in agency vehicles. All reasonable precautions shall be taken by the transport deputy to ensure the security and reasonable comfort of the prisoner, without compromising the safety of the transport personnel.
- V. Appropriate measures for the security and control of prisoners in medical facilities shall be taken. Whenever a prisoner is transported to a medical facility, the transport personnel shall:
 - 1. Maintain a constant view of the prisoner.
 - 2. Ensure that proper restraints are applied to the prisoner until the medical staff needs them removed for medical treatment. In this situation, the on-duty Shift Commander shall be immediately notified. Once treatment is completed, proper restraints shall be reapplied.
 - 3. Prevent any injury to the prisoner and all medical staff.
 - 4. If required to supervise the prisoner, and when possible, rotate hospital duty assignments at regular intervals to avoid complacency.
 - 5. Ensure that the prisoner does not have contact with visitors or have access to a phone.
 - 6. If the prisoner is admitted to the medical facility the Shift Commander must be notified to arrange for 24-hour hospital coverage.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

7. Upon the prisoner's release from the medical facility, and prior to transport, the prisoner shall be thoroughly searched.
 8. Upon the prisoner's release from the medical facility, the transporting deputy shall ensure that all medical records and instructions for future treatment are in the prisoner's possession and are provided to the detention facility.
- VI. Whenever a prisoner is to be transported and has been involved in the following incidents, special safety considerations shall be adhered to:
- (a) When the prisoner:
 - (i) Was involved in a violent struggle during apprehension.
 - (ii) Was subjected to the use of a chemical agent, taser, neck restraint hold, multiple body weight control, or impact strikes to the body.
 - (iii) Is highly intoxicated on either alcohol, drugs, or a combination of both.
 - (iv) Is secured by maximal restraints, restraint chair, or WRAP restraint.
 - (v) Shows evidence of difficulty in breathing, the transporting deputy shall:
 1. Ensure that the prisoner remains in a seated, upright position.
 2. If there is any indication that the prisoner is in medical distress, the deputy(s) shall administer emergency medical attention consistent with his/her level of training and shall immediately summon emergency medical support.
 3. Shall advise the detention staff accepting the prisoner of all the above circumstances.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control
Policy 6-7: Restraining Devices

Policy:

To establish specific guidelines for the use of restraining devices by staff. It is the policy of the jail to utilize restraints for the protection of the prisoner, the staff, and overall security of the jail.

1) Procedure:

A) Restraints are never used:

- I. As punishment.
- II. Around the head or neck.
- III. In a way which causes undue physical pain or bodily injury.
- IV. In a manner as to restrict blood circulation or breathing.
- V. To replace good supervision.
- VI. Beyond two (2) hours without authorization from the Jailer or Designee with approval from medical staff.

B) Restraints may be applied to a prisoner when necessary to:

- I. Prevent an escape.
 - II. Prevent damage to property.
 - III. Prevent self-injurious behavior or injury to others.
 - IV. Prevent or quell a disturbance or riot.
- C) Other than handcuffs, no privately owned restraining devices are authorized.
- D) Privately owned handcuffs must be authorized by administration.
- E) Prisoners in restraints must be constantly supervised.
- F) Restraints are only used when necessary and in a manner that is secure, safe, and humane.
- G) Restraints will only be applied by personnel trained in their use.
- H) When time permits to do so safely, offenders who are restrained shall have a medical assessment when placed into restraints and when released.

2) Definitions:

- I. **Emergency restraints:** A chair or body wrap specifically designed to restrain a prisoner's arms, legs, shoulders, and chest while in a seated position.

3) Application:

- I. General Procedures:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- A) Restraints are applied as humanely as possible.
 - B) The type of restraint should be reduced to the least restrictive level required as soon as the prisoner is cooperative.
 - C) Staff will attempt to gain control of the offender by less restrictive interventions prior to considering application of restraints. Actions may include but are not limited to:
 - I. Talking to prisoners in a calm manner to de-escalate the situation.
 - II. Placing a prisoner in a seclusion cell.
 - D) Restraints should not exceed two (2) hours without a face-to-face evaluation by a licensed medical provider. Vital signs will be taken and recorded by a medical provider. Range of motion exercises should be performed every two (2) hours by healthcare staff unless the inmate is too agitated or assaultive to remove the restraints. Restraints shall be removed from one extremity at a time. Performance of range of motion exercises shall be clearly documented, as well as the patient's behavior, respiration, and responsiveness.
 - E) Potentially harmful objects, which might interfere with restraints, are removed from prisoner(s) (e.g. watches and rings).
 - F) Staff will encourage prisoner compliance during the application of the restraints by:
 - i. Calmly explaining the restraint procedure.
 - ii. Reasons for the decision to restrain.
 - iii. Behavior required for terminating the use of restraints.
 - G) The prisoners in restraints shall be under constant observation from security staff.
 - H) Jail and or medical staff will observe the inmate for signs of circulatory, respiratory, or other dysfunction, abrasion, irritation, or injury. Vital signs will be taken and recorded by medical staff.
 - I) The prisoners will be provided bathroom privileges, hygiene requirements, and exercise of limbs sufficient to ensure adequate circulation as long as the inmate poses no security threat to staff members.
 - J) In consultation with medical staff, restrained inmates will be provided adequate nutrition and hydration.
- II. **Training:**
- A) Security staff will be trained in the proper application of restraint devices.
- III. **Documentation and Review:**
- A) Reports shall be provided to administrative staff.
 - B) Documentation shall be completed, including but not limited to:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- i. The type of restraint.
- ii. Prisoner behavior immediately prior to the decision to use restraints.
- iii. Justification for the use of restraints rather than less restrictive interventions.
- iv. Listing of interventions attempted by staff prior to the decision to restrain.
- v. Notation of medical staff involved and medical assessment.
- vi. Type of restraints ordered.
- vii. Prisoner behavior during the application of restraints.

IV. Types of Restraints:

A) Handcuffs:

- i. Application and Use:
 - (a) An employee should never handcuff a prisoner to themselves.
 - (b) Whenever possible, prisoners should be handcuffed in back.
 - (c) Wrists should be back-to-back with palms facing out.

B) Flex-Cuffs:

- i. Application and Use:
 - (a) Staff apply flex-cuffs, so they circle both of the inmate's wrists and/or ankles and pull up snugly.
 - (b) Flex-cuffs must be cut with wire cutters to remove them.
 - (c) Staff shall continually monitor the inmate for circulation.

C) Belly leather transport belt:

- i. Application and Use:
 - (a) The belt secured snugly around the prisoner's waist.
 - (b) The prisoner's wrists are placed in cuffs.

D) Leg Irons:

- i. Application and Use:
 - (a) Jail staff shall apply upper-body restraints (handcuffs, belly chains) first.

E) Restraint Chair or Wrap:

- i. Application and Use:
 - (a) The emergency restraints will not be used for punishment, harassment, or to intentionally inflict pain on any offender.
 - (b) May be used for the following reasons:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- (i) Control of a disruptive offender.
 - (ii) Prevention of bodily harm to other people.
 - (iii) Prevention of property damage.
 - (iv) Medical procedure, as allowed by policy or court order.
 - (v) Transportation of a disruptive prisoner, or prevention of self-injury.
- (c) Use of the emergency restraints will be limited to the minimum amount of time necessary to ensure control of a prisoner, but no longer than two (2) hours at any one time. The time limit was established to allow for the detainee to calm down or sober up, and if needed, it allows the jail to seek medical or psychological help for the detainee. This two-hour time limit may be extended, but only under the direct supervision of the medical authority. This extended period may not exceed eight (8) hours, and the range of motion exercises must be performed regularly. In no case shall the inmate be left in the restraint chair for a period to exceed ten (10) hours.
- (d) When an inmate has been placed in emergency restraints for any reason, the inmate will be under continuous direct visual observation by a staff member.

F) Restraint of Pregnant Females:

- A) Pregnant inmates present special concerns for both the correctional administrator and health authority. Pregnancy is a medically fragile time where neither the expectant mother nor fetus should be exposed to unnecessary risks of falls or injury, particularly when security restraints are applied. Of course, pregnant inmates should receive medically appropriate prenatal, intrapartum, and postpartum care and treatment, including special diets, and these issues are addressed in this agency's medical and nutrition policies.
- B) Restraint is potentially harmful to the expectant mother and fetus, especially in the third trimester as well as during labor and delivery. Restraint of pregnant inmates during labor and delivery should not be used. The application of restraints during all other pre-and postpartum periods should be restricted as much as possible and, when used, done so with consultation from medical staff. For the most successful outcome of a pregnancy, cooperation among jail staff, medical staff, and the pregnant inmate is required.

G) Pre-partum – Pre-Birth:

- A) Restraint should be done by the least restrictive means necessary and in a way that mitigates adverse clinical consequences.
- B) Abdominal restraints that directly constrict the area of pregnancy should not be used.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- C) Wrist restraints, if used, should be applied in such a way that the pregnant inmate may be able to protect herself and the fetus in the event of a forward fall.
- D) Pregnant inmates should not be placed in a facedown position.
- E) Leg and ankle restraints that restrain the legs close together should not be used because they increase the risk of a forward fall.

H) Partum – During Birth:

- A) Restraints during transport to the hospital or during labor should not be used, except where necessary due to serious threat of harm to self, staff, or others.
- B) When an inmate poses such direct threat to staff or self that restraints are to be considered, the Jailer or Designee and medical staff at the jail along with the medical facility that will perform the delivery will consult prior to the delivery date for purposes of implementing a plan for the safe delivery of the child, safety of the pregnant inmate during and following delivery, and safety of the medical staff.

I) Postpartum – Following Birth:

- A) Restraints should be avoided if possible during this period, because labor and delivery can result in exhaustion, dehydration, difficulty in urination or defecation, and complications such as hemorrhage. Necessary bed rest and rapid response to medical emergencies should also be taken into account, particularly for cesarean section (also known as c-section) births.
- B) If restraints are required, they should allow for the mother's safe handling of her infant and mother-infant bonding, which is beneficial and very strong during the postpartum period.

J) Supervisory Responsibility:

- A) It shall be the responsibility of the Jailer or Designee to remain informed through the medical authority at the jail the identity of all inmates who are pregnant during their incarceration at this jail.
- B) The Jailer or Designee shall ensure that all supervisors and deputies are aware of the identity of female inmates under their direct supervision who are pregnant.
- C) The Jailer or Designee along with the medical authority at the jail will develop a plan for the movement and medical care of the pregnant inmate that provides for the safety of the jail staff, pregnant mother, and fetus.
- D) When a pregnant inmate is subjected to restraint such as being placed in a restraint, the medical authority and supervisor will be notified immediately.

K) Hospital restraints admitted status:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- A) Deputies take two (2) sets of handcuffs and two (2) sets of shackles.
- B) Restraints shall always be properly applied, one (1) finger spaced and double locked.
- C) Upon relieving a deputy from hospital duty, the on-coming deputy shall inspect the inmates' applied restraints, ensure they are properly applied and double locked. Staff shall further inspect the inmates' person as to ensure there are no concealed items which may harm the inmate or others. Staff shall also inspect the area in close proximity to the inmate for items that may pose a safety or security issue.
- D) Upon relieving a deputy for a break at the hospital, staff shall inspect the inmate's restraints to ensure they are properly applied.
- E) Once staff returns from a break, the restraints shall be checked again by the deputy assuming custody of the inmate.
- F) Restraints shall not be removed without authorization from command staff, unless there is an immediate need relating to endangerment of life.
- G) Requests from medical staff to remove restraints are to be documented in the shift report, identifying the name of the requesting party, and reasons for removal. Any inmate, regardless of the reason, not secured in restraints shall be reviewed for an upgraded escort status.
- H) Prior to an inmate being brought up from the hospital bed for any purpose, the inmates' hands and legs shall be secured in restraints prior to the two-point restraints being removed. This process ensures the inmate is never free from restraints. There will be a moment that the inmate is cuffed and shackled as well as handcuffed and shackled to the bed. Once the inmate returns to the bed, the inmate shall be secured in two-point restraints method prior to the handcuffs and shackles being removed.
- I) Prior to the inmate utilizing the bathroom, staff shall inspect the area for items that may pose a safety or security issue. Upon entering the bathroom, prior to removing the inmate's handcuffs, staff shall handcuff and secure one (1) hand of the inmate to the handicap rail located next to the toilet. This process allows the inmate to have one (1) hand free to use during the bathroom break. There will be a moment when the inmate is handcuffed with two (2) sets of cuffs, one (1) set securing his hands, one (1) set securing one (1) wrist to the handicap rail. Once the inmate completes use of the restroom, shall staff secure his hands in cuffs prior to releasing the handcuffs from the rail.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control

Policy 6-8: Key Control

Policy:

The purpose of the policy is to maintain strict security and accountability to keys and locking systems of the jail. To ensure a deputy can quickly enter the confinement area during an emergency and to prevent the escape of a prisoner, the officials of the jail shall maintain all security locks and keys in good working order.

1) Procedures:

- A) A key control center shall be secure and inaccessible to an unauthorized person at all times.
- B) Jail keys shall be stored in a secure area when not in use. A set of duplicate keys shall be maintained in a separate, secure place. The Jailer or Designee will identify those persons who may have access to keys.
- C) The Jailer or Designee will periodically, at no less than one-month intervals, inspect all doors and locking devices. The jail keys will be inspected at this time.
- D) There shall be a procedure for immediate reporting and repairing of a broken or malfunctioning key or lock. Anytime a broken or malfunctioning key is found, it will be reported to the shift supervisor who will take the broken key and will cause it to be replaced with a new one.
- E) Anytime a broken or malfunctioning locking device is found, it will be immediately reported to the shift supervisor. The shift supervisor will see that the locksmith is notified as soon as practical to come to the jail and repair the lock. The shift supervisor will forward a written report to the Jailer or Designee.
- F) In addition, the key control system shall include but not be limited to the following provisions:
 - i. A prisoner shall not be permitted to handle any facility key.
 - ii. At no time, except in an emergency situation when the jail is occupied by a prisoner, will keys to the perimeter locks be allowed into the confinement area or processing area.
 - iii. The security perimeter doors to the confinement area and processing area will be kept locked at all times regardless of whether the jail is occupied or not. A key operating a lock to an outside door shall not be permitted in the security area.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- iv. A lock to an outside exit shall be keyed differently from an interior lock.
 - v. The lock to the control room shall be keyed differently from all other locks.
- G) The key control policy and procedures will be reviewed annually by the Jailer or Designee and the shift supervisor.
- H) When the key control policy and procedures are placed into operation and after any revisions, the shift supervisors will make sure the jail staff are aware of and understand fully the contents of the policy, procedures, and operation of the system.
- I) There shall be an accounting procedure for issuing and returning keys. Immediately upon discovering, lost or missing keys will be reported to the shift supervisor. A systematic search will be conducted and a complete facility shakedown if necessary. If the key is not located and unauthorized access to the respective area would be a risk to facility security, the shift supervisor will secure all inmates in the immediate area, deploy a deputy as security at the door and contact the Jailer or Designee. As soon as possible, the reporting deputy will complete an incident report.
- J) In the event the key is not found, the Jailer or Designee shall cause the lock to be changed to the affected area and a new set of keys will be manufactured. The Jailer or Designee shall conduct an investigation into the circumstances of the missing key.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control

Policy 6-9: Work release, Inmate Workers

Policy:

The Madison County Detention Center will maintain practices to ensure the safe, secure, and controlled management of special inmates including work release, community service, and trustee.

Procedure:

- 1) All work release and community service inmates shall be unclothed searched upon re-entering the Madison County Detention Center. The deputy completing outside supervision of the inmate shall not complete the search.
- 2) All working inmates will be housed separately from the general population.
- 3) Any inmate who is permitted outside the Madison County Detention Center without direct deputy supervision shall be logged out and back in on the control tower log sheet.
- 4) No working inmate shall have access to, or control of any form of weapon.
- 5) At no time shall an unsupervised trustee be permitted in an area occupied by the opposite sex.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control
Policy 6-10: Logs & Reports

Policy:

The Jailer shall require and maintain specific reports and logs to ensure consistency of daily operations and to document in writing those activities concerning inmate security, rights, duties, and safety.

Procedure:

- 1) Deputies involved in, or witness to the following occurrences, shall provide a written report to the Jailer or Designee as soon as security permits:
 - A) Use of force
 - B) Fire
 - C) Disciplinary action
 - D) Assault
 - E) Emergency medical treatment
 - F) Suicide, attempted suicide, or notification of suicidal intent
 - G) Escape or attempted escape
 - H) Inmate vandalism
 - I) Any other unusual incidents
- 2) The Jailer will ensure that the daily shift activity logs are maintained and document in detail the activities within the facility. Relief Commanders will review and initial the log upon assuming duties at the change of shift. The following activities shall be routinely noted in the logs:
 - A) Security and safety inspections
 - B) Inmate counts
 - C) Movement of inmates inside and outside of the facility
 - D) Medical treatment
 - E) Mental health treatment
 - F) Meal schedule and meals served
 - G) Special notices
 - H) Staff roster for each shift
- 3) A telephonic report to the Kentucky Department of Corrections shall be made of all extraordinary or unusual occurrences within twenty-four (24) hours of the occurrence, and a final written report within forty-eight (48) hours. This report shall be placed in the Madison County Detention Center records. Extraordinary or unusual occurrences shall include, but are not limited to:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- A) Death of an inmate.
 - B) Attempted suicide or suicide.
 - C) Serious injury, whether accidental, self-inflicted, or third party inflicted.
 - D) Attempted escape or escape.
 - E) Fire.
 - F) Riot.
 - G) Assault, whether by staff or inmate.
 - H) Sexual assaults.
 - I) Occurrence of a contagious or infectious disease, or illness within the facility.
- 4) Deputies shall record the date, time, party, and number called each time an inmate uses the telephone. Exceptions to this are where in-cell telephone services are provided. A log will be maintained for each inmate.
- 5) Before visitors are admitted for inmate visits, each visitor shall register with the receptionist or deputy, who shall record the visitor's name, address, date of visit, and relationship to the inmate. The receptionist or deputy shall then notify the Shift Commander that the inmate has a visitor. The Shift Commander will then notify the inmate and appropriate deputy to coordinate the visit.
- 6) Monthly fire drills on every shift will be documented in writing. Any unusual occurrences during fire drills will be documented in an incident report to the Jailer or Designee.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control

Policy 6-11: Use of Force

Policy:

To use objectively reasonable force when necessary to maintain the order and security of the jail; provide for the protection of the staff, visitors, and the community; while at the same time providing for the safety and security of the inmates.

1) Definitions:

Deadly Force: Force that creates a substantial likelihood of serious bodily harm or death.

Active Resistance: Any affirmative step taken by an inmate to defeat the deputy jailer's ability to establish custody or control.

Non-deadly Force: A use of force that does not create a substantially likelihood of serious bodily harm or death.

Chokehold: The application of any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.

Neck Restraint: A method of rendering a person unconscious by restricting the flow of blood to the brain by compressing the sides of the neck where the carotid arteries are located.

Intervene: To come between, whether verbally or physically, to prevent or alter a result or course of events.

De-escalation: Force can often be avoided using de-escalation techniques and other non-dynamic tools such as an officer presence, containment, and communication. When feasible, deputies will use de-escalation and other techniques to reduce the immediacy of threats to the safety of others and stabilize incidents. Whenever possible, deputies will seek to slow things down. Not every situation or inmate can be de-escalated. Conversely, deputies' behavior can escalate a situation. Deputies should not intentionally escalate situations unnecessarily.

Duty of Care: Deputies have an affirmative duty to care for people in their custody. Deputies and supervisors are responsible for providing or obtaining appropriate medical attention to any person in their custody who is injured or complains of injury. This pertains to whether injuries preceded custody or were sustained during custody.

Positional Asphyxia: Deputies restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.

Active Aggression: Behavior that creates an imminent risk of physical injury to a subject, officer, or third party, but would not lead a reasonable officer to perceive a risk of death or serious bodily injury. Examples include but are not limited to, an attack on an officer

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

consisting of strikes, wrestling, undirected strikes with injury potential, kicks, shoves, or punches. Examples may also include words or behavior such as pre-assault cues that clearly indicate that such an attack or actions are imminent.

Passive Resistance: An inmate's behavior that takes no affirmative action to defeat the deputy's ability to control the inmate, but who does not respond to verbal commands and presents a refusal to move by sitting down or acting as dead weight.

Active Resistance: An inmate actively resists when they take affirmative action to defeat a member's ability to control the inmate.

Excessive Force: Is force that is not objectively reasonable from the perspective of a reasonable person in the same circumstances. Excessive force will not be tolerated.

Force Options: The assorted options of force available to jail staff to control a prisoner are:

- 1) Command presence
- 2) Verbal commands
- 3) Soft-empty hand control
- 4) Hard-hand control tactics
- 5) Pepper Spray/Oleoresin Capsicum (OC), Electronic Control Weapons, Chemical munitions, Pepperball Launcher or Sound Shield
- 6) Chokehold & Neck Restraints
- 7) Firearms

2) Procedure:

- A. When force becomes necessary, a deputy jailer shall use force which is objectively reasonable under the circumstance they face. The force option chosen shall turn on the facts and circumstances of each case and from the perspective of a reasonable person at the scene based on what the deputy knew at the time and without 20/20 hindsight. In determining whether a particular force option is reasonable, the jail staff will consider:
 - i. The need for the use of force.
 - ii. Whether the inmate was actively resisting.
 - iii. The level or amount of force to be used.
 - iv. Whether the need justifies the level of force being considered.
 - v. The seriousness of the threat is reasonably believed to exist.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- vi. In all cases, jail staff should take steps to temper their force; such steps will include assistance to involved inmates once the situation has stabilized. Force shall never be disproportionate to the need or the threat.

3) **Duty to Intervene: Use of Force:** In accordance with the agency's **Duty to Intervene** policy, staff of this agency have an affirmative duty to intervene if they witness a use of force that is clearly unreasonable. Any deputy present and observing another deputy using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. Any deputy who observes another employee's use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

3) **Force Justifications:**

- A. The deputy shall consider the relationship between the need for the use of force and the amount of force used. Use of force is authorized to accomplish any of the following objectives but shall not be used for punishment.
- B. Protection of the public.
- C. Protection of self or others.
- D. Protection of jail property from damage or destruction.
- E. Prevention of an escape or riot.
- F. Recapture of an escapee.
- G. Prevention of a criminal act in the jail.
- H. Self-defense.
- I. To physically move an offender who is noncompliant.
- J. Affect compliance with rules and regulations when other methods of control are ineffective, insufficient, or based on the circumstances would be unlikely to accomplish the objectives.
- K. Protect the prisoner from self-inflicted harm.
- L. In any other circumstance where it is reasonable and necessary to maintain order, safety, or security in the jail.
- M. All firearms and weapons available to the jail shall be maintained in a secure area (arsenal, vault, or other locked room) when not in use. No employee shall be issued or allowed to carry any weapon until they have been adequately trained in the use of force procedures and demonstrate proficiency in the weapons use.

4) **Chokeholds & Neck Restraints:** A deputy shall not use a chokehold or neck restraint in the performance of his or her duties unless **deadly force is justified**.

- A. In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies shall not use a chokehold,

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

neck restraint, or any lesser contact with the throat or neck area of another to prevent the destruction of evidence by ingestion.

- 5) **Render Medical Aid:** Deputies restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.

As soon as the subject stops resisting and is handcuffed and/or under control, monitor the person's vital signs closely. Take the following steps:

- Roll the person onto his or her side, or into a sitting position
 - Monitor breathing
 - Check the pulse at the wrist
 - Check the person's facial skin color (a gray or blue tint is a sign of severe medical distress)
 - Determine if the person is functionally conscious (e.g. the person can exhibit voluntary movement, can converse, is aware of place/date/time)
 - If the person has difficulty breathing, is not at a functional level of consciousness, exhibits symptoms of medical distress, or if you have any doubt regarding the person's medical condition, request an emergency medical response and administer appropriate first aid.
- 6) **Medical Evaluation:** The supervisor shall immediately notify medical staff that a use of force has occurred and direct them to conduct a medical assessment of the inmate. If medical staff are unable to respond, the supervisor will seek emergency medical care where necessary.
- a. All prisoners involved in the use of force will be immediately visually inspected and questioned regarding injuries that may have occurred.
 - b. If the inmate has an obvious injury or shows signs of physical distress, a medical assessment will be conducted immediately.
 - c. If the inmate complains of an injury or physical distress, a medical assessment will be conducted immediately.
 - d. Medical authorities will provide the appropriate treatment for an inmate involved in a use of force or direct the inmate to receive treatment from ambulance or hospital personnel.
 - e. Where a prisoner has been subjected to OC, the prisoner shall be de-contaminated immediately once control is gained. If the prisoner shows any signs of physical distress or does not recover in a reasonable amount of time, jail staff shall

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

immediately direct an emergency medical response and render first-aid to the degree for which they are trained.

7) Reporting Uses of Force

A. Every use of force, beyond command presence or verbal command, shall be documented and reported on the provided jail form, including:

- I. An accounting of the events leading to the use of force.
- II. An accurate and precise description of the incident, force used, and reasons for employing force.
- III. A description of the law enforcement tool, if any, and the way it was used.
- IV. A description of the injuries suffered, if any, and the treatment given and/or received.
- V. A list of all participants and witnesses to the incident.
- VI. Photographs of the inmate following the use of force incident that involves the use of hard empty hand control or higher, or placement against a hard surface such as a wall, floor, or metal furniture. Photographs shall be taken regardless of perceived injuries.
- VII. All videos that capture the use of force incidents shall be preserved and documented as evidence.
- VIII. Any staff member who uses physical force, beyond command presence or verbal command, is required to report such action to the shift supervisor as soon as possible.

8) The shift supervisor is required to ensure that all necessary written reports are completed for reporting the incident to the Jailer or Designee, or other appropriate staff as directed prior to the end of shift.

9) **Use of Force Review:** It is recognized that once a prisoner is sentenced, use of force is judged by the 8th Amendment's Standards on Cruel and Unusual Punishment. Due to the nature of jail and the inability to determine a particular prisoner's status during quickly evolving circumstances, the application of force shall be under an objective reasonable standard. Any review of use of force on a sentenced prisoner shall be conducted utilizing the 8th Amendment's subjective standard, which includes:

- A. Did the deputy act in good faith, or in the alternative did the deputy act sadistically and maliciously?
- B. Was the amount of force used proportional to the need for use of force?

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- C. Were there less force options available?
- D. Was the inmate injured, and what was the extent of the injury?
- E. Did the deputy attempt to temper (diminish) the force outcome?
- F. Was there an institutional need to use force?
- G. All use of force incidents required to be reported under this policy shall be reviewed by the Jailer or Designee.
- H. The Jailer may request an outside investigation of any use of force incident where the Jailer determines that it will be in the best interest of the jail.
- I. Any deputy who uses force not in compliance with this policy shall immediately be relieved of all duties by the Shift Commander and be required to exit the facility. The Shift Commander will then send all materials and reports to the Jailer or Designee for an internal investigation. Shift Commanders who do not follow this policy will also be subject to administrative action.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control
Policy 6-12: Firearms

Policy:

The Madison County Detention Center deputies may carry firearms once they have completed the minimum training required by the Kentucky Department of Corrections and are certified by the Jailer or Designee. Deputies will be permitted to carry a personal firearm that shall be in a clean, working order at all times, free from defect and approved by the Jailer or Designee. The approved firearm is a 9mm safe action semi-auto manufactured by Glock. Personal firearms used as duty weapons shall be a full-size duty weapon with a minimum 4-inch barrel. Compact or subcompact firearms with less than a 4-inch barrel will not be authorized as a duty weapon and may not be used during official range qualification or official on-duty carry. Deputies may only carry jacketed hollow-point ammunition for both on and off duty carry.

Procedure:

Madison County deputy jailers who wish to carry a firearm will be required to pass the firearms training course and qualification prior to being permitted to carry a firearm on or off duty. Each staff member will be required to qualify annually. Pass or fail training will be part of the employee's training file. Any deputy that fails the initial qualification or annual qualification will not be permitted to carry a firearm on or off duty until they have passed the qualification test.

Permitted Firearms and Ammunition:

- 1) Staff members are expected to provide their own firearm if they wish to carry on or off duty.
- 2) Duty carry ammunition will be jacketed hollow point that is produced by a reputable manufacturer. Full metal jacket, lead, compressed copper, zinc, and reloaded ammunition is permitted for practice only, and shall not be carried on or off duty.

Carrying Firearms On and Off Duty:

- 1) Security staff who choose to carry while on duty will use a minimum of a level two (2) holster. All retention holsters shall be preapproved by the Jailer or Designee. Deputies will never carry the firearm in a careless or negligent manner and will only draw or brandish the weapon for law-enforcement purposes.
- 2) Deputies shall not discharge a firearm for the purpose of firing "warning shots."
- 3) Any deputy involved in drawing or discharging a firearm, other than during training or a sporting/recreational manner, shall immediately report the incident to the on-duty Shift Commander and complete an incident report as soon as possible. The Shift Commander will notify the Jailer of any use of firearms by deputies as soon as possible. The written report will include, but is not limited to:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- A) Names and addresses of witnesses
 - B) Extent of any injuries, if applicable
 - C) Hospital and doctor providing treatment
 - D) Number of shots fired
 - E) Distance
 - F) Lighting conditions
 - G) Time of day
 - H) Serial number, make, and model of firearm used
 - I) Circumstances requiring the use of a firearm
- 4) While in the state of Kentucky, deputies carrying a firearm in civilian clothing must have a Madison County Detention Center County government issued identification card in their possession. If carrying off duty, deputies shall follow state law.

Training:

Each deputy who wishes to carry a firearm on or off duty will complete the training course designed by the head firearms instructor and approved by the Jailer. Only the firearms instructor present for the qualification course will be permitted to sign the completion form for deputies.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control

Policy 6-13: De-escalation

Policy:

De-escalation may take the form of scene management, team tactics, and/or individual engagement. De-escalation techniques including scene management and team tactics such as additional personnel, coordination, communication, and time should be used unless doing so would create an undue risk of harm to any person due to the exigency/threat of a situation.

Definition:

De-escalation: Force can often be avoided through the use of de-escalation techniques and other non-dynamic tools such as an officer presence, containment, and communication. When feasible, deputies will use de-escalation and other techniques to reduce the immediacy of threats to inmate and staff safety and stabilize incidents. Whenever possible, deputies will seek to slow things down. Not every situation or inmate can be de-escalated. Conversely, staff behavior can escalate a situation. Deputies should not intentionally escalate situations unnecessarily.

Procedures:

De-escalation tactics and techniques are actions used by staff, when safe and feasible without compromising safety and security of the jail, that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of voluntary compliance.

- 1) When safe and feasible under the totality of the circumstances, staff shall attempt to slow down or stabilize the situation so that more time, options, and resources are available for incident resolution. The overall goal of this policy is to promote thoughtful resolutions to situations, and to reduce the likelihood of harm to all persons involved.
- 2) When safe, feasible, and without compromising the safety and security of the jail, staff, and inmates, deputies will use de-escalation tactics in order to reduce the need for use of force.
- 3) Deputies shall conduct a threat assessment so as not to cause an unnecessary, unreasonable, or disproportionate use of force by placing themselves or others in undue jeopardy.
- 4) Team approaches to de-escalation are encouraged and should consider staff training and skill level, number of staff present, and whether any deputy has successfully established rapport with the inmate.
- 5) Selection of de-escalation options should be guided by the totality of the circumstances with the goal of attaining voluntary compliance; considerations include:
 - A) **Communication:** Using communication intended to gain voluntary compliance, such as:

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- i. Verbal persuasion
 - ii. Use of clear instructions
 - iii. Using verbal techniques to calm an agitated inmate and promote rational decision making
 - iv. Avoiding language, such as taunting or insults, that could escalate the incident
 - v. Considering whether any lack of compliance is a deliberate attempt to resist rather than an inability to comply based on factors including, but not limited to:
 - 1. Medical conditions
 - 2. Mental impairment
 - 3. Developmental disability
 - 4. Physical limitation
 - 5. Language barrier
 - 6. Drug interaction
 - 7. Behavioral crisis
 - 8. Fear or anxiety
- B) **Time:** Attempt to slow down or stabilize the situation so that more time, options, and resources are available for incident resolution. History has shown that the longer an encounter is allowed to occur, the better the chance for a successful and safe resolution.
- i. Increasing the time of the encounter and using defusing techniques allows the subject to reflect upon his/her predicament.
 - ii. Creating time also allows staff to be supported by the deployment of additional personnel, specialized equipment, and medical support personnel.
 - iii. Time encourages the ability to communicate and create a relationship between the inmate and the primary communicating deputy.
 - iv. Medical staff and mental health workers can play a critical role in peacefully resolving situations.
- C) **Coordination:** This is essential for controlling the encounter and is the foundation for the development of an effective plan and use of personnel and resources:
- i. One deputy at the scene shall be designated or assume the position of being the lead deputy.
 - ii. One deputy should be designated as the primary communicator and other deputies should refrain from becoming verbally involved.
 - iii. The lead officer is responsible for determining what resources should be requested including additional police personnel, specialized weapons, professional resources, and staged medical personnel.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 6: Security & Control
Policy 6-14: Duty to Intervene

Policy:

It is the purpose of this policy to explain the legal and moral obligation staff has regarding their duty to intervene. This duty is embodied in the law enforcement officer's code of ethics, and in the law. Jail staff shall have a clear understanding of the jail's expectations pertaining to conduct and activities while on and off duty.

A deputy has an affirmative duty to intervene on behalf of an inmate whose constitutional rights are being violated in their presence by other deputies.

Deputies of this jail also have a duty to intervene when they observe or hear conduct by a fellow staff member that is unethical, clearly violates the law, or violates jail policy.

Protection: The Jailer is committed to protecting deputies who act on their duty to intervene to prevent or minimize misconduct by another staff member.

DEFINITIONS:

- A. Intervene** — To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

1) DUTY TO INTERVENE

- A) Use of Force:** Deputies of this jail have an affirmative duty to intervene if they witness a use of force that is clearly unreasonable. Any deputy present and observing another deputy using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. A deputy who observes another deputy's use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.
- B)** Deputies of this jail must recognize and act upon the duty to intervene to prevent or stop any member from conducting any act that is unethical, or that violates the law or a jail policy (e.g. excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical. Failure to intervene may subject a deputy to disciplinary and/or legal action.

2) REQUIRED ACTION

- A)** Deputies should take a **preventive approach toward misconduct**. When a deputy observes behavior that suggests another deputy is about to conduct illegal, unethical, or inappropriate behavior, the deputy should intervene verbally or physically, depending on the circumstances.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- B) If verbal interventions are not sufficient to stop the act, the deputy shall come between the offending deputy and the other individual involved.
 - C) **EXAMPLE:** You observe a deputy using a prohibited chokehold while restraining an inmate. Based on your training and jail policy this use of force is unreasonable. You tell the deputy to "get off his neck," but the deputy continues to apply the hold. When it is safe to do so, you should intervene by pulling the deputy's arm away from the neck area and assist in the handcuffing. The inmate should then be placed in a recovery position that facilitates breathing (i.e. sitting, standing or on the side).
 - D) Notify a supervisor after conducting any type of intervention, when safe to do so.
 - E) When a physical intervention was performed, document the incident in writing.
- 3) **Render Aid:** If any person is injured and requires medical attention, deputies will render aid in accordance with their training and request medical assistance when necessary.

Supervisor's Responsibilities:

- A) Once learning of an incident involving a deputy intervening with another deputy, separate all deputies involved in the incident.
- B) Conduct a preliminary investigation to gather any pertinent information or evidence that would coincide with the reason for the intervention.
- C) Ensure all parties involved in the incident complete a report detailing the circumstances that led to the intervention and what, if anything, occurred once the member intervened.
- D) Determine whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct and create a report.
- E) If appropriate, consider making a recommendation that the member who intervened receives recognition for his/her actions.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-1: Fire Prevention

- I. Purpose:** It is the purpose of this jail to provide specific guidelines for the protection of inmates, employees, visitors, volunteers, interns, contractors, and the public from fire and smoke emergencies in the facility by following specific evacuation procedures. Designated evacuation routes will be used during a fire emergency as well as other major emergencies.
- A.** To prevent and/or minimize injuries or damage resulting from fire, bomb threats, or hazardous materials.
 - B.** To establish an effective evacuation procedure.
- II. Policy:** This jail will maintain a well-developed policy and procedure regarding fire prevention and protection as well as planning and training operations.
- A. Fire Detection and Suppression:** This component requires providing for early detection of fire through the use of a smoke detector; the use of a fire alarm system which notifies occupants of a fire; the provision of automatic suppression (automatic sprinklers), and provisions for manual suppression, which includes fire extinguishers, fire hydrants, and hoses.
- B. Planning and Training Operations:** This component requires staff education and training; emergency procedure plans; and fire drills.
- III. Procedure:**
- A. Fuel Control**
 - a.** Tobacco, cigarette lighters, and matches are prohibited.
 - b.** The jail may impose restrictions on the quantity of newspapers, books, letters, furniture, or other flammable items that an inmate may possess.
 - c.** The jail shall purchase and use only mattresses which have a cover and batting that meets current ACA Standard 4-4213, Federal Standard-DOC-FF-4-72 as amended.
 - d.** Furniture which has foam-type padding shall have a fire-resistant covering.
 - e.** Furniture shall be of non-flammable construction.
 - f.** Arrangement and Storage of Fuels:
 - i.** A flammable item or flammable liquid like petroleum, oil-based paint, lacquer thinners, and dyes, mattresses, pillows, and other items that pose particular fire hazards shall be stored in a building away from living and sleeping areas.
 - ii.** A flammable and combustible liquid shall not be stored in a stairway, exit, or passageway.
 - iii.** An approved container shall be used for storage and handling of flammable and combustible liquids.
 - iv.** An inside storage room shall meet the required fire resistive rating.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- v. A flammable and combustible liquid storage room shall be labeled "Flammable – Keep Fire Away".
- vi. Fire protection for the flammable and combustible liquid storage room shall include a sprinkler, water spray, carbon dioxide, or other system approved by a nationally recognized testing laboratory for this purpose and at least one (1) portable fire extinguisher.
- vii. Electrical wiring and equipment located in the storage room shall be approved.

B. Occupant Protection

- a. The jail shall have an evacuation plan for its buildings. A copy of the fire evacuation plan for each building shall be posted at normal exits, stairways, and other points, as necessary, to ensure that every occupant, including visitors, has an opportunity to learn the evacuation routes. Precautions shall be taken to ensure that all fire exits, and crash gates shall be opened within a very short period. Staff with the ability to unlock living areas shall remain in the immediate vicinity of all living areas after lockup. Each exit shall be marked with signs required by the National Fire Protection Association Life Safety Code.
- b. Detection and Suppression Activities: To prevent fires and save lives daily inspections should take place. All areas of the jail should be surveyed daily, and written reports should be submitted on missing cover plates, bare wires, defective plugs, switches, sockets, etc.
- c. The jail shall post fire contingency plans. These plans shall be posted near all normal exits, fire extinguishers, and telephones. The fire plans shall instruct personnel in what to do in a fire and shall include:
 - i. A requirement to alert all occupants of the building.
 - ii. Who is to be notified, and how notification shall be made.
 - iii. Evacuation instructions/plans.
 - iv. Whether fires shall be fought by on-site personnel.
 - v. Extinguishers shall be readily available to the staff but not the detainees.

C. Planning and Training in accordance with 501 KAR 3:070:

- i. A fire emergency planning session for jail employees at least quarterly.
- ii. Maintaining written documentation of the fire planning session including evacuation, fire drills, and other procedures covered during the session.
- iii. A fire safety inspection by the department at least once per year.
- iv. Inspection and testing of fire protection equipment by a qualified person at least annually with visual inspections by jail employees monthly.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- v. Fire safety training shall be provided for all staff. This training shall include the use of firefighting equipment, evacuation procedures, and reporting procedures. Day and evening shifts must conduct actual fire drills in which staff respond as if there is an actual fire at least quarterly.
- vi. The Jailer should appoint a fire safety deputy. This staff member, under appropriate supervision, will have primary responsibility for all fire related activities.
- vii. Staff shall receive refresher training on an annual basis.
- viii. The jail shall coordinate with the local fire department for fire protection and in its fire safety program.
- ix. Schedule the following services with appropriate vendors:
 - a) Sprinkler systems inspection and test (quarterly)
 - b) Fire alarm test (quarterly)
 - c) Kitchen hood suppression inspection (semi-annually)
 - d) Kitchen hood cleaning (semi-annually)
 - e) Fire extinguisher inspection (annually)

D. Extinguishing a Small Fire: Before fighting a fire, be sure:

- i. Someone sounded the alarm and called the fire department.
- ii. Everyone has left, or is leaving the area.
- iii. The fire is small, confined, and not spreading.
- iv. No highly flammable materials are near the fire site.
- v. You know what is burning, and your extinguisher is right for the fire.
- vi. You know how to properly use the extinguisher.
- vii. Keep your back to a clear exit.
- viii. Stand 6-8 feet away from the fire.
- ix. When an employee discovers a fire that is small enough for them to extinguish, they will do so utilizing the nearest fire extinguisher.
- x. After they extinguish the fire the employee will notify the on-duty supervisor of the incident.
- xi. The on-duty supervisor will respond to the location of the fire and verify that no further threat exists.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- xii. The fire department may be notified of the incident and the circumstances at the discretion of the on-duty supervisor. It will be their decision to respond or not.
- xiii. The on-duty supervisor will notify medical and/or maintenance to respond to the area, if needed.
- xiv. The employee will ensure that the area is cleaned up and returned to normal operating conditions.
- xv. The on-duty supervisor will ensure that the employee who found the fire completes an Incident Report and, if necessary, a criminal complaint.

E. Emergency Procedure for Larger Fires

- i. When an employee detects fire or smoke, they will notify Master Control and give the following information:
 - 1. The exact location of the fire or smoke.
 - 2. A description of the fire size.
 - 3. The amount of smoke in the area.
- ii. Master Control will call 911 to request a fire department response.
- iii. Incident Command will be established, an Incident Commander identified, and the incident named. The Incident Commander will direct that all jail employees be advised of the fire. Incident Command will be equipped with a jail radio and at least one (1) telephone. The Incident Commander will designate a scribe to officially record all events as they occur.
- iv. All employees with inmates under their control will obtain a count, secure their areas, and notify Master Control when they have completed these tasks.
- v. The on-duty supervisor or Designee will evacuate all visitors from the facility. Reception personnel will help with evacuating visitors from the building and verify that non-sworn staff have left the facility.
- vi. Employees on the scene will determine whether it is safe to begin fighting the fire with an extinguisher. If it is safe, they may do so. If the fire is too large or dangerous, they will wait for the fire department. The employees will communicate this decision to Incident Command.
- vii. Incident Command will select the appropriate entrance for the fire department to enter the jail. An employee will be designated to meet them and to escort them to the fire/smoke location.
- viii. The Incident Commander will consult with the fire department and determine if we have evacuated the appropriate areas, or if more areas need to be cleared.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-2: Escape

I. Purpose:

- A. To establish procedures to be used whenever an escape occurs from the facility.
- B. To protect the public by ensuring that facility personnel and law enforcement respond immediately to an escape.

II. Policy:

- A. Provide staff with clear procedures to assist them in the event of an escape.
- B. The Jailer reviews the facility's procedures yearly and makes appropriate revisions.

III. Definitions:

- A. **Pursuit:** Continued pursuit, off grounds, by jail professionals who have visual contact with an escaping offender for as long as visual contact is maintained.

IV. Procedure:

- A. Prevention: Jail professionals take measures each day to prevent any escape or escape attempt by:
 - a. Performing regularly scheduled counts and informal counts.
 - i. There shall be no less than three (3) documented prisoner counts per twenty-four (24) hour periods with at least one (1) on each shift.
 - ii. Staff members conducting counts will establish each prisoner's physical presence by show of skin or by movement.
 - b. Patrolling perimeters, checking doors and windows.
- B. In the event of an escape, the goals of the facility are to:
 - a. Ensure public safety.
 - b. Apprehend the escapee.
 - c. Discover the method of escape and secure it.
 - d. Report events.
 - e. Report corrective procedures.
- C. The on-duty supervisor ensures that all involved staff are giving their full cooperation to both the criminal and administrative investigation.
- D. It is critical that the escape (crime) scene be secured and access controlled. The scene will be searched by authorized personnel only.
 - a. No other personnel are allowed to enter the crime scene or touch any objects in the crime scene.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

E. Duties of the Facility:

- a. Upon suspicion or discovery of an escape, the discovering employee contacts the on-duty supervisor.
- b. The on-duty supervisor will then:
 - i. Establish a command post.
 - ii. Initiate a response requesting resources from assisting agencies to resolve the incident.
 - iii. Assign a staff member to record all events.
 - iv. Lock the facility down.
 - v. Disable all inmate telephones.
 - vi. Account for all keys, radios, and security equipment including all assigned vehicles.
 - vii. Take an emergency count using current cell assignment sheets to verify the identity (ies) of the escapee(s); and
 - (a) A second emergency count is taken by a different staff member to verify the results of the first count.
 - viii. Verify all uniformed and civilian staff are accounted for to ensure no hostages have been taken or that the escapee(s) is not disguised as an employee.

F. Upon verification of an escape:

- i. The on-duty supervisor will then:
 - (a) Notify the Jailer or Designee, law enforcement, including but not limit local and state agencies.
 - (b) Designate a staff member to assemble an escape package. The escape package includes, but is not limited to:
 - (i) Current inmate photo(s).
 - (ii) Inmate's(s') last known address(es).
 - (iii) List of known associates, if known by facility staff.
 - (iv) No contact order(s)
 - (c) Designate a staff member to secure the suspected point of escape and the escapee's cell(s) as crime scenes and limit access to said scene.
 - (d) The staff member should wear gloves at all times and not make contact with the escapee's clothing or other property in an effort to preserve the crime scene and for possible scents if K-9s are used.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- (e) Ensure the facility's perimeter is secured by designated responding staff with the assistance of outside agencies, if necessary.
- (f) Ensure the facility is searched systematically at the furthest point within the perimeter of the facility.
- (g) Ensure all movement is frozen in the facility until positive identifications are made of the persons released by the Jailer or Designee who are leaving the facility.
- (h) Ensure all privately owned vehicles are accounted for.
- (i) Plan for all other operations in the facility.
- (j) Enter the escapee information into the Victim Information Notification Everyday (VINE Line) 1-800-511-1670 to inform persons registered in the system of the escape.
- (k) Notify victims and/or individuals with no-contact orders of the escape.

G. General Information:

- a. The following procedures should be adhered to at all times during incidents of escape/ attempted escape:
 - i. All inquiries from the news media shall be referred to the Jailer or Designee.
 - ii. It is critical that any unusual or prominent, identifiable characteristics related to the escapee (unusual haircut, physical abnormalities, clothing, etc.) be provided to personnel to aid them in the search process.
 - iii. The use of privately owned vehicles in a search is not allowed because of lack of communication, risk of accidents, and jurisdiction.
 - iv. Personnel assigned to search details must be in uniform and must carry identification - photo I.D. card, badge, or both.
 - v. Personnel do not have the authority to establish roadblocks, nor do they have the authority to trespass over private property unless in pursuit.
 - vi. Apprehended escapees will be photographed and seen by health care services staff upon return to custody.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-3: Hostage

I. Purpose: It is the purpose of this policy of this jail to establish procedures for hostage situations. This procedure will clearly delineate the notification process, emergency response, and procedures that will help prevent the possibility of injury or death in the event of a hostage situation.

II. Policy: It is the policy of this jail to bring hostage situations to a safe conclusion by protecting hostage(s), staff, and inmates using established emergency procedures.

III. Definitions:

A. Hostage: Any staff member, private citizen (visitor), or inmate that is taken by force against his/her will.

IV. Procedure:

A. In the unlikely event of a hostage scenario, the following notification process will be to make immediate notification of the Shift Supervisor, Jailer, and deputy jailers. If applicable, any emergency support agencies, i.e. medical staff, certified emergency response team, hostage negotiators, Sheriff's department, and State Police.

B. All hostages are considered under duress and have no authority to bargain during the crisis regardless of rank.

C. Staff members will not surrender keys or any other security device or codes.

D. All movement in the facility ceases. All unaffected parts of the facility will be locked down.

E. An emergency head count will be conducted on both staff members and inmates immediately after the unaffected parts of the facility are locked down.

F. The Jailer, or Designee, must decide on a course of action for the safe and peaceful resolution of the crisis.

G. The jail, or local and state response teams, including hostage negotiators, will be notified and assistance requested, if needed.

H. Hostage negotiations should be engaged by trained negotiators.

I. At the resolution of the situation, render medical attention to all hostages/hostage takers as well as having mental health workers evaluate all directly involved individuals.

J. A thorough debriefing of all employees involved will be conducted.

K. At the conclusion of the crisis a thorough and complete investigation shall be conducted. All findings shall be turned over to the Jailer for his review.

L. The Jailer will make recommendations of his findings, if any, and disseminate those recommendations through the chain of command.

M. The Jailer should finalize the incident with an after-action report and plan.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-4: Riot

- I. Purpose:** The purpose of this policy is to direct jail operations during a disturbance or a riot.
- II. Policy:** This jail will use only the force necessary to restore jail operations to normal in the event of a riot or disturbance. The safety and security of all staff and inmates shall be paramount in these operations.

III. Procedure:

A. Prevention:

- a. Jail staff should be alert to any signs of an impending riot and should report these observations to the Shift Commander immediately.
- b. Examples of indicators:
 - i. Prisoners gathering in larger groups than usual
 - ii. Prisoners gathering in unusual places
 - iii. Prisoners having shorter conversations followed by rapid movement away from one another
 - iv. Staging of mock arguments or fights as diversion
 - v. Restlessness among inmates
 - vi. Quiet or subdued actions of inmate groups
 - vii. Avoidance of visual or verbal contact with staff
 - viii. Increase in commissary purchases, i.e. stockpiling
 - ix. Increase in number of requests for changes in work or housing assignments
 - x. Unusual inmate gatherings
 - xi. Increase in the number of incident reports
 - xii. Appearance of inflammatory written material
 - xiii. Absence of inmates at popular functions
 - xiv. Increase in the number of complaints
 - xv. Disturbances at other institutions
 - xvi. Assault upon an individual of another race or group
- c. The Shift Commander shall attempt to resolve the situation before a riot occurs.

B. Training:

- a. Training should be conducted with staff annually on the indicators of a potential riot in the planning and responsibilities during an active riot.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

C. In the event of a riot:

- a. The jail shall establish an Incident Command center to control, execute, and monitor the proper and timely implementation of detailed plans of action to cope with a riot or other major disturbance.
- b. Jail staff shall:
 - i. Call for assistance and attempt to contain the disturbance through lockdown procedures.
 - ii. Cease all inmate movement within the facility.
 - iii. Assess the situation and take appropriate steps to minimize any injuries or damage to the facility.
 - iv. Request assistance from other available departments.
 - v. Establish an exterior perimeter if the jail facility has been breached.
 - vi. Maintain a line of communication with the rioting inmates, if possible.
- c. The Jailer or Designee shall:
 - i. Request emergency medical services, fire department, or other emergency personnel as needed.
 - ii. Coordinate with other staff to determine the appropriate course of action and determine if an Emergency Response Team is necessary.
 - iii. Attempt to gain control of the affected area through the following use of force options:
 - (a) Negotiations
 - (b) Show of force
 - (c) Tactical Operation
 - (d) Special Weapons

D. Minor Disturbances:

- a. Jail staff discovering a minor disturbance will notify the on-duty supervisor and inform him or her of the situation and request additional help if they need it.
- b. The supervisor will respond to the scene and may request additional personnel and order a lockdown of the remainder of the facility based on their appraisal of the situation.
- c. If the supervisor orders a lockdown, they will instruct employees not directly involved in the incident to escort any visitors out of the facility.
- d. Deputies involved in the disturbance will complete an Incident Report and/or criminal complaint.

E. Major Disturbances/Riots:

- a. An employee discovering a possible riot or major disturbance will notify the on-duty supervisor and inform him or her of the situation and request additional help if they need it.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- b. The on-duty supervisor will respond to the scene. If the on-duty supervisor decides that a riot or major disturbance is underway, he or she will establish Incident Command, contact the Jailer or Designee.
- c. The Jailer or Designee will instruct employees not directly involved in the incident to lock down the uninvolved inmates and to escort any visitors out of the building.
- d. The Jailer or Designee will assess the situation to determine if they need further assistance from outside the jail to restore order.
- e. When terminating the incident, the Jailer or Designee will direct jail employees to conduct an inmate count to confirm that all inmates are accounted for. If the count is correct, normal operations will resume.
- f. Employees involved in the disturbance will complete an Incident Report and/or criminal complaint.
- g. The Jailer or Designee will conduct a debriefing of jail personnel involved in the incident once all reports have been completed and reviewed.

F. After control is established, the jail staff shall:

- a. Administer appropriate medical attention.
- b. Verify proper number of inmates through head count.
- c. Segregate ring leaders and agitators.
- d. The Jailer or Designee shall require an investigation in an effort to identify and prosecute all instigators in any riot.
- e. The Jailer or Designee shall review reports and procedures and recommend any revisions.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures
Policy 7-5: Medical Emergency

Policy:

In the event of mass illness among the inmates, the Jailer shall ensure that all inmates are examined and treated medically and that every effort is being made to discover the source of the mass illness and that measures be taken to prevent the mass illness.

Procedure:

- 1) All affected inmates shall be examined and treated by the medical personnel.
- 2) All contaminated material shall be preserved for analysis by the Madison County Health Department.
- 3) The Jailer or Designee shall ensure that the Madison County Health Department is notified of the incident and supplied with all information pertinent to the outbreak.
- 4) All staff will comply with all local and state health and sanitation regulations.
- 5) The Jailer will ensure that any conditions or procedures which would prevent future occurrences are made and followed.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-6: Mass Arrest

Policy:

When the number of persons requiring detention as the result of a major civil disturbance resulting in mass arrests exceeds the maximum capacity of the facility, the secure housing of inmates shall be the primary objective.

Procedure:

- 1) The Jailer shall, upon notification of a civil disturbance resulting in the arrest of such a number of persons that would cause the capacity of the facility to be exceeded, provide for additional housing.
- 2) The Jailer shall obtain additional personnel which he considers necessary to provide:
 - A) Security for the increased number of inmates.
 - B) Admission, bailing, and release processing.
 - C) Support services.
 - D) Request the District Court Judge to set up court proceedings in the arraignment room.
- 3) The Jailer shall determine what additional equipment, and supplies will be necessary to adequately accommodate the increased number of inmates. This will include, but is not limited to:
 - A) Beds and bedding
 - B) Personal hygiene items
 - C) Food supplies

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures
Policy 7-7: Natural Disaster

Policy:

The Jailer shall implement a procedure which will affect an orderly and secure evacuation of visitors, inmates, and staff, and to protect and safeguard lives in the event of a natural disaster such as floods, earthquakes, tornadoes, or toxic agent release.

Procedure:

- 1) The decision to evacuate shall be made by the Jailer. In the event of an inability to contact the Jailer after multiple attempts and there is imminent danger to the facility, a shift supervisor or the Jailer's Designee can decide to evacuate all persons from the facility.
- 2) As soon as the decision is made to evacuate, deputies will notify inmates that an emergency evacuation is in progress.
- 3) All inmates shall be assembled safely outside of the area threatened by the natural disaster. Inmates will be counted at this point, and count checked against the last head count.
- 4) Visitors will leave through the nearest safe exit.
- 5) At the time all inmates have been assembled, security requirements such as additional manpower and equipment shall be ordered by the Jailer.
- 6) At the point when all inmates have been evacuated and secured, the deputies, if not exposed to hazards or danger, shall remove the Madison County Detention Center's records, weapons, and valuable inmate property from the facility.
- 7) The Jailer shall inspect the facility following a natural disaster and obtain professional consultation in an effort to return the facility to an operable state.
- 8) The Jailer shall determine in advance, as a part of the natural disaster plan, which facility/facilities shall be utilized for confinement of inmates.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-8: Suicide, Attempted Suicide, Death of an Inmate

- I. Purpose:** The purpose of this policy is to direct the screening and care of prisoners who, after proper screening, are determined to need care for mental health, suicide, and acquired brain injury afflictions.
- II. Policy:** It is the policy of this jail to provide adequate mental health care for those persons incarcerated in the jail.

III. Definitions:

- A. Intake Screening:** The collection of information related to physical and mental health during the intake process for purposes of identifying prisoners who have immediate physical or mental health needs, or who will require specialized housing due to their condition under the jail classification policy.
- B. Booking Deputy:** The person responsible for collecting and documenting all admission documents prior to placing the prisoner in lock-up.
- C. Suicide Watch:** Means any level of supervision, observation, or other measure directed at preventing self-harm.
- D. Medical Authority:** Medically licensed and certified physicians and nurses employed by or contracted by the jail to direct and provide medical/mental health services to the jail.
- E. Mental Health Professional:** A licensed mental health professional employed or contracted by the jail to supervise and provide mental health evaluation and care to prisoners at the jail.

IV. Procedure:

- A. Intake Screening:** The Booking Deputy shall conduct a suicide screening of all persons who are being booked into the jail.
 - 1. Every prisoner, upon admittance to detention shall be screened for mental health risk issues, including mental illness, suicide, mental retardation, and acquired brain injury, by the personnel of the facility in which the prisoner is to be detained.
 - 2. The Booking Deputy will determine if the prisoner has had prior admittance to the jail and shall then access the prisoner's records and specifically search for documentation regarding prior suicidal tendencies or suicidal attempts. This information shall be considered during the suicide screening and prisoner evaluation.
 - 3. Complete a medical health screening form which has been approved by the medical authority.
 - 4. Jail Triage Process
 - i. The Booking/Screening Deputy shall ensure that a "Jail Intake Assessment" form has been completed.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- ii. The Booking/Screening Deputy shall complete and document the "Inmate Booking Screening Questions" form.
 - iii. Where the triage system indicates levels of behavioral risks, the jail shall implement the recommended protocols for housing, supervision, and care delivery that match the level of risk.
5. In any case where it is indicated that the prisoner needs immediate medical or psychological care, the jail shall cause the prisoner to receive immediate treatment consistent with the medical or psychological need.
6. In an emergency, emergency medical services shall be notified for immediate response.
- A. A prisoner who is identified as a suicide risk shall be evaluated by a mental health professional as soon as practical.
 - B. Where clothing may be an instrument of a suicide attempt, the prisoner shall be changed into an anti-suicide smock.
 - C. All personal belongings shall be removed from the prisoner and from the cell he/or she is detained in.
 - D. Jail personnel shall conduct and document direct in-person surveillance, on an irregular schedule at least every twenty (20) minutes on suicidal prisoners. (501 KAR. 3:060)
 - E. Modification to suicide or mental health protocols shall be made with consultation with a mental health professional and the Jailer.
 - F. A prisoner who is placed on suicide watch shall not be taken off suicide watch except in the direction of a mental health professional that has completed a suicide risk evaluation.

V. Training: All facility staff that have prisoner contact shall receive training as follows:

- A. The warning signs and symptoms of prisoners at risk of suicide.
- B. Why jail environments are conducive to suicidal behavior.
- C. High-risk suicide periods.
- D. Potential pre-disposing factors to suicide.
- E. Procedure and methods for responding to prisoners who exhibit pre-disposition to suicide.
- F. Observation techniques.
- G. Searches of prisoners who are placed on suicide watch.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- H. Emergency procedures for responding to a suicide attempt.
 - I. Location and use of cut-down tools and other emergency response supplies.
 - J. Signs, symptoms, and response to mental illness.
 - K. How to refer a prisoner with mental health needs for appropriate care.
- VI. Reporting:** Jails housing state prisoners must report serious suicide attempts and suicides to the Department of Corrections. (See: Extraordinary Occurrence Form)
- VII. Death in Custody:** Staff who first witnesses or discovers an inmate who appears dead shall:
- A. Use emergency medical procedures.
 - B. Deputies will remove all inmates and seal off the scene in order to preserve it.
 - C. Notify the Jailer.
- VIII. Upon verification of death by the medical personnel, the Jailer or Designee will:**
- A. Notify the Madison County Coroner's Office if EMS has not already done so.
 - B. Notify the Kentucky State Police.
- IX. The Jailer will assign staff to complete the following tasks:**
- A. If the deceased was a federal, immigration, or military inmate, notify the appropriate agency immediately to advise of the death.
 - B. If the deceased was being held on a warrant from another jurisdiction, notify that jurisdiction.
 - C. Obtain the name, address, and telephone number of the emergency contact shown in the inmate's file.
 - D. Notify the court(s) to which the inmate's case(s) is/are assigned.
 - E. Implement routine "book-out" procedures in order to complete facility records.
 - F. Collect all property of the deceased.
 - G. Deputies involved shall promptly file incident reports.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 7: Emergency Procedures

Policy 7-9: Food Poisoning

Policy:

In the event of food poisoning, the following shall be followed to ensure containment and isolation of tainted food and medical care for inmates.

Procedure:

- A.** When Medical staff determines to a reasonable medical probability that an outbreak of food poisoning has occurred, they shall notify the Shift Commander.
- B.** The Shift Commander shall advise Master Control to make notifications and shall secure the possibly tainted food for testing.
- C.** The Shift Commander shall notify the Madison County Health Department and the Jailer or Designee.
- D.** If there is any food from the suspect meal that is still available, the Food Services staff shall secure the food under refrigeration in the original cooking or serving containers, or evidence tray.
- E.** Once secured, the Shift Commander shall contact the Madison County Health Department regarding the disposition of possibly tainted food and await instructions.
- F.** Medical staff shall assess, treat, and/or transfer deputies and/or inmates who are suffering negative effects from ingesting the food in question and shall contact the Madison County Health Department regarding collection and distribution of any specimens, cultures, swabs, or other evidence that may be necessary and await instructions.
- G.** The Shift Commander shall determine if off-duty deputies are necessary to staff the facility, and if so, shall begin to call back the proper number of deputies.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services

Policy 8-1: Health Care

Policy:

All Madison County Detention Center inmates shall be entitled to health care comparable to that available to citizens and the surrounding community. Medical care at the facility shall be delivered under the direction of licensed medical staff. No deputy or other employee shall ever summarily or arbitrarily deny an inmate request for medical services.

Procedure:

1) Staff:

- A) Medical staff are responsible for the medical services at the facility. This authority is supported by a written agreement between Madison County Fiscal Court and the licensed medical staff.
- B) The medical staff shall deliver services as ordered by the attending physician and shall not be restricted by the Jailer in their performance except to adhere to the security requirements of the facility.
- C) Emergency treatment is available through the local hospital.
- D) In some cases, deputies can perform health related duties as described in their job descriptions and scope of training.
- E) Inmates shall not perform any medical functions within the jail.
- F) All medical procedures shall be performed according to written and standing orders issued by the responsible medical authority.
- G) Medical research shall not be permitted on any inmate in the jail.

2) Training:

The Madison County Detention Center staff shall be trained and certified and cardio-pulmonary resuscitation (CPR). All deputies shall be trained in basic first aid, as defined by the American Red Cross.

3) Log:

A daily medical log shall be maintained documenting specific medical treatment in the jail. This log shall be kept current to the proceeding hour by medical staff.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services

Policy 8-2: Health Appraisal Data

Policy:

Health appraisal data and medical screening for each inmate shall be collected to ensure proper classification, raise awareness of their medical conditions, and maintain comprehensive records of their health status for ongoing monitoring and response. The facility medical provider will store these records.

Procedure:

1) Preliminary Health Screening

- A) The Booking Deputy shall conduct the initial health screening at booking.
- B) This screening shall occur before the inmate is placed in the living area.

2) Form

The medical screening shall be recorded on a printed medical screening form that is approved by the medical staff and shall include, but is not limited to:

- A) Current illness and health problems.
- B) Medications taken and special health requirements.
- C) Screening of other health problems designated by the medical staff.
- D) Behavioral observations, state of consciousness, and mental status.
- E) Notation of body deformities, markings, bruises, lesions, jaundice, ease of movement, and other distinguishing characteristics.
- F) Condition of skin and body orifices, including rashes and infestations.
- G) Disposition and referral of inmates to qualified medical personnel on an emergency basis.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services

Policy 8-3: Medical Complaints and Records

Policy:

The Madison County Detention Center's inmates can make medical complaints daily for review by qualified contracted medical staff to ensure appropriate medical attention. Medical records access shall be controlled by the Jailer.

Procedure:

1) Notification:

At the time of admission, the Booking Deputy shall inform inmates both verbally and in writing of the procedures for obtaining medical care. The information may be included in the medical screening form, which is signed by the inmate upon admission.

2) Sick Call:

The medical staff shall examine those inmates who require their attention. The medical staff on duty shall prepare the list of inmates requiring medical attention. Sick call conducted by the medical staff should be available to each inmate as follows:

- A) Minimum of three (3) times per week.
- B) Attending physician will perform sick call a minimum of one (1) time per week.

3) Requests:

Inmate requests for medical care shall be documented on a request slip. The slips shall be provided by the deputies and medical staff upon request and shall be collected daily by medical staff.

4) Notification of Complaint:

The deputy shall immediately forward these complaints, whether written or verbal, to the medical staff. Cases shall be referred to according to the medical staff's instructions as follows:

- A) To the medical staff's office for treatment.
- B) To the appropriate Hospital Emergency Room for immediate examination/treatment.
- C) To the regularly scheduled sick call visit by the medical staff.

5) Records:

The medical staff shall record all examinations, treatments, etc. in the inmate's medical file. The medical staff shall file all medical complaint slips and shall note the inmate's sick call visit.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

6) Orders:

Any order(s) given by the medical staff for an inmate shall be attached to the inmate's medical file. Each shift shall be responsible for checking the log and following all medical staff orders as noted.

7) Access:

The medical staff and the Jailer shall control access to the inmate's medical file. The medical staff-patient privilege applies to the medical record. The medical record is separate from custody and other administrative records of the Madison County Detention Center.

8) Informed Consent:

All examinations, treatments, and procedures affected by informed consent standards in the community shall be observed for inmate care.

9) Delousing:

Upon admission, all inmates shall be required to use the hygienic shower to aid in the prevention of body lice and shall be referred to the medical staff as needed.

10) Alternative Sources of Treatment:

An inmate who has been prescribed treatment by a recognized medical authority and cannot receive that treatment in the Madison County Detention Center shall be moved to another confinement facility or hospital that can provide the treatment.

11) Inmates will be given foot fungus treatment when necessary.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services

Policy 8-4: Emergency Medical Services

Policy:

Emergency medical services are available twenty-four (24) hours a day to inmates (with approval of the Shift Commander) to ensure prompt emergency medical attention. All deputies are trained to respond to medical emergencies, since an inmate's life may depend on appropriate firstaid. Emergency medical, dental, and psychiatric care shall be available to all inmates if the level of such care is available to the community.

Procedure:

1) Emergency Definition:

Any of the following occurrences shall constitute an emergency, and their presence will initiate the medical emergency care plan:

- A) Severe bleeding
- B) Unconsciousness or multiple/prolonged seizure
- C) Serious breathing difficulties
- D) Head injury
- E) Severe burns
- F) Severe pain
- G) Suicide attempt
- H) Sudden onset of bizarre behavior
- I) Life-threatening situations
- J) Drug or alcohol withdrawal

2) Notification:

Deputies confronted with a medical emergency will:

- A) Immediately administer first-aid.
- B) Call the medical staff in accordance with the medical emergency care plan and relay the emergency information. All numbers for the medical staff and other medical emergency personnel are posted in the control tower and booking areas.

3) Isolation:

When necessary and/or possible, deputies shall move the inmate to a holding cell or remove the other inmates from the scene.

4) First Aid Equipment:

The first-aid box will be located in the booking area.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

5) Records:

The deputy shall contact the supervisor and advise them of the problem. The deputy shall file an incident report as soon as possible after the incident has ended.

6) Emergency Instructions:

The deputy shall comply with the medical staff's instructions.

7) Transport:

A) Emergency

If the inmate is transported to a hospital, transportation will be provided by an emergency medical services unit, with an accompanying Madison County Detention Center deputy.

B) Non-emergency

Transportation will be provided by a Madison County Detention Center deputy.

8) Medical Emergency Care Plan:

A) Be aware that an emergency can occur at any time.

B) Be ready to observe or be notified of an emergency.

C) First-aid must be given immediately.

D) Telephone the emergency transport unit.

E) Call for assistance from other deputies/law enforcement.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services
Policy 8-5: Medications

Policy:

To ensure the inmates receive the proper medications prescribed by the medical staff and that the medications be stored and administered in accordance with medical standards.

Procedure:

1) Storage:

All medications (both prescription and non-prescription) and all needles/syringes are to be stored in a locked cabinet in the medical room, to exclude the glucose monitoring kit in booking.

2) Receiving medication:

- A) The medical staff, in accordance with the orders of the physician shall set up medication.
- B) Inmates arriving with medication in their possession should have the medication inventoried, verified, counted, and labeled with identification before being securely stored in the medical safe.
- C) Only in an emergency situation, and at the direction of jail medical staff, will deputies distribute non-regularly prescribed medication to an inmate.

3) Refusal:

If an inmate refuses medication the monitoring deputy shall complete an incident report documenting the refusal.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services
Policy 8-6: Mental Health

Policy:

Many persons committed into a facility bring with them serious mental issues while others begin to experience such issues after being confined in a facility. This necessitates close observation and appropriate referral and treatment.

Procedure:

1) Referrals:

If a deputy observes an inmate exhibiting signs of emotional instability or psychological distress, the inmate shall be placed in isolation for observation and the medical staff shall be notified immediately.

2) Orders:

The medical staff shall determine the appropriate medical action(s) to be taken, and the Shift Commander shall determine what security precautions must be followed.

3) Suicide Prevention:

Any inmate who is under observation due to suicidal tendencies shall have the following items removed from his cell:

- A) Items with which they could harm themselves.
- B) All sharp objects.

4) Deputies shall routinely observe all inmates, especially those newly admitted or just sentenced, for abnormal behavior indicative of potential suicide, such as:

- A) Depression
- B) Sleeping difficulties
- C) Withdrawal from others
- D) Apathy, despondency
- E) Slow walking
- F) Slumped sitting
- G) Frequent crying
- H) Easily fatigued
- I) Weight loss
- J) Loss of appetite
- K) Talks of suicide
- L) Sudden mood changes
- M) Agitation
- N) Overt psychosis

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 5) Deputies shall inform the Shift Commander and their Relief Commander during the change of shift of any such observations. If it is suspected that an inmate may be suicidal, the inmate shall be placed in an area where they can be constantly observed, and mental health triage personnel will be contacted.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 8: Medical Services
Policy 8-7: Infectious Disease

Policy:

If, during initial booking or when an inmate is in permanent housing, the inmate is identified as having an infectious disease or if there is cause to believe an inmate could have an infectious disease, the following procedure will be followed.

Procedure:

- 1) Inmate shall be thoroughly interviewed by the deputy receiving information to determine validity of infectious disease. The deputy shall use all available information to verify any prior positive diagnosis and contact any medical personnel or other persons that could be of assistance in verifying the inmate's disease and treatment.
- 2) Inmate shall be placed in an isolation cell.
- 3) The inmate will be examined by the medical staff as soon as possible. If further testing is required, the inmate will be transported to the Madison County Health Department or local hospital.
- 4) Positive results of any test for infectious disease will be followed by adequate treatment as recommended and approved by the medical staff.
- 5) Test results of an inmate are to be confidential and made available to only the Jailer and deputies of the Detention Center.
- 6) Inmate will remain in isolation until treatment is completed or medical staff determines that they are not contagious.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 9: Food Services

Policy 9-1: Food Services

Policy:

To maintain the health of inmates, food served in the facility shall be of the highest quality and greatest variety possible within the budgetary constraints. Food will not be withheld as punishment.

Procedure:

- 1) The facility shall provide at least 2,400 calories per day. Meals will be palatable, served as soon as possible after preparation, and served at the appropriate temperature. Food flavor, texture, and appearance will be considered during meal preparation and service.
- 2) Inmates shall receive three (3) meals per day, one (1) of which shall be hot. Not more than fourteen (14) hours shall elapse between any two (2) meals. The facility inmates, including those in disciplinary isolation and administrative segregation, shall be served meals at times designated by the Jailer.
- 3) Therapeutic and/or special diets are provided as prescribed by appropriate clinicians or when religious beliefs require adherence to religious dietary laws.
- 4) The kitchen staff shall maintain accurate records of all meals served. Such records should set forth the menu and the number of meals served, to include special diet and non-menu diet meals.
- 5) Food shall not be used for disciplinary purposes.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 10: Sanitation and Hygiene

Policy 10-1: Sanitation

Policy:

The purpose of this Sanitation Policy is to ensure a safe, clean, and healthy environment for all individuals housed within the facility, including inmates, staff, and visitors. Maintaining high standards of sanitation will help prevent the spread of diseases, enhance the safety of operations, and promote a dignified living environment.

Procedure:

- 1) The facility shall provide for the control of vermin and pests. Upon notification that any area of the facility is infested with vermin or pests, the Jailer and maintenance personnel shall take action to eradicate such infestation.
- 2) The Jailer shall ensure that sanitary measures to dispose of liquid and solid waste are available and utilized.
- 3) The Jailer shall have a written preventative plan for the inspection and maintenance of mechanical equipment within the facility.
- 4) To ensure systematic sanitation of the facility, the Jailer shall create a schedule indicating areas within the facility to be cleaned, and the frequency of cleaning the areas. At a minimum the shower areas, floors, toilets, and sinks shall be cleaned daily.
- 5) Trash and garbage will be removed from the facility daily.
- 6) The Jailer or Designee will inspect the facility weekly, monthly, and annually, or as needed.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 10: Sanitation and Hygiene

Policy 10-2: Hygiene

Policy:

All inmates of the facility shall maintain their personal hygiene and shall be provided with all necessary opportunities and supplies to do so.

Procedure:

- 1) Except in holding cells, the Madison County Detention Center shall furnish clean and sanitized bedding to each inmate, including but not limited to:
 - A) One (1) mattress
 - B) One (1) blanket, if conditions require
 - C) Two (2) sheets
 - D) One (1) pillow, if not part of the mattress
 - E) One (1) pillowcase, if applicable
- 2) Inmate bedding shall be cleaned and re-issued at least weekly and cleaned prior to reissue.
- 3) Each inmate shall be issued a clean towel and washcloth upon admission to an inmate living area.
- 4) Towels and washcloths will be clean and re-issued at least weekly.
- 5) Blankets shall be laundered upon reissue or quarterly, whichever is sooner.
- 6) Each inmate shall be issued undergarments upon admission.
- 7) Inmates shall be permitted to bathe or shower daily. All inmates in the jail shall be provided with hot and cold running water for bathing and showering.
- 8) All inmates shall be permitted to shave two (2) times a week. No inmate shall be forced to shave except for trustee requirements. Haircutting services will be provided to inmates for a fee.
- 9) All inmates assigned to inmate living area shall be issued and permitted to obtain the following hygienic items necessary for maintaining proper personal hygiene:
 - a. Soap
 - b. Toothbrush
 - c. Toothpaste
 - d. Toilet paper
 - e. Female sanitary supplies
- 10) All inmates are issued clothing that is properly fitted and suitable for the climate that will be changed at least twice weekly.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 11: Inmate Programs and Services

Policy 11-1: Inmate Programs

Policy:

The facility shall provide programs and services to inmates to meet the individual, physical, social, educational, religious, and recreational needs of each inmate.

Procedure:

- 1) The Jailer or Designee shall review monthly, inmate programs if applicable, and services to ensure compliance with Kentucky Jail Standards D.O.C.
- 2) The Jailer or Designee shall coordinate with community resources, when possible, to provide inmate programs and services.
- 3) The Jailer shall ensure equal access to programs and services for all inmates provided the security and order of the Jail is not jeopardized.
- 4) The Jailer shall ensure that inmates are informed of program availability, times, and days on which they are scheduled.
- 5) The Jailer shall ensure that programs and services include, but are not limited to:
 - A) Social services
 - B) Religious services
 - C) Recreational and leisure time activities
 - D) Library services
 - E) Educational programs

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 11: Inmate Programs and Services
Policy 11-2: Meaningful Activities

Policy:

To reduce idleness, vandalism, and to encourage individual responsibility, inmates in the facility shall be provided with every opportunity to engage in meaningful activity.

Procedure:

- 1) All inmates are expected to keep their own quarters in clean and sanitary order. Each day, deputies shall visually inspect the inmate living areas for personal housekeeping, to ensure that:
 - A) Floors have been swept.
 - B) Doorways and windows are clear of blankets, paper, or other material.
 - C) Plumbing fixtures are clean.
 - D) Personal articles are properly stored.
 - E) Bedding is properly placed on bunks.
 - F) Nothing is hanging on the walls.
 - G) No clotheslines.
 - H) Light fixtures are not covered.
 - I) Vents are not covered.
- 2) Whenever daily inspections indicate noncompliance of personal housekeeping, the deputy shall first issue a specific verbal request to correct any problems and note same in the appropriate log. If after the verbal warning, the inmate(s) of a cell has not complied, the deputy shall make an incident report and submit it to the Jailer.
- 3) Inmates shall not be required to work, except to do personal housekeeping.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 11: Inmate Programs and Services

Policy 11-3: Religious Programs

Policy:

A reasonable attempt shall be made by the facility to facilitate the free exercise of religious beliefs by inmates. The exercise of religious beliefs shall be limited only by legitimate security and operational considerations.

Procedure:

- 1) Regular services
 - A) Arrangements shall be made with local clergy to conduct regular ecumenical services each week.
 - B) Once the representative of the clergy has been escorted to the designated area, a deputy shall go to each housing unit and announce the service will be held. The services will be held in a multi-purpose room.
 - C) At the completion of the service, the deputy will return inmates to the housing area.
- 2) If an inmate wishes to meet with their own pastor, or with a representative of a religion for purpose of confession, pastoral counseling, or worship, the deputy who received the request shall relay the request to the Jailer or Designee. The Jailer or Designee will then make the necessary arrangements.
- 3) Inmates shall not be required to attend or participate in religious services or discussions.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 11: Inmate Programs and Services
Policy 11-4: Recreation

Policy:

Because idleness produces stress and unrest among inmates, and since physical exercise is essential to the maintenance of health, the facility shall provide every opportunity for inmates to engage in recreational activities to the extent that its facilities and personnel will allow.

Procedure:

- 1) Inmates shall have the opportunity to participate in an average of at least three (3) exercise periods per week outside the cell where the security and safety of the jail and the weather permits.
- 2) Leisure time and recreation programs shall be scheduled to permit inmates to participate in, but not be limited to:
 - A) Television
 - B) Card games
 - C) Basketball
- 3) During the recreation periods, the Control Tower Operator will monitor the inmates via camera monitors.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights

Policy 12-1: Court Decision Review

Policy:

Federal and State courts have made numerous decisions affirming the constitutional rights of inmates. These decisions have consistently shown that detention facilities are civilly liable for practices, which deny or contradict the constitutional rights of inmates in their custody. The Jailer shall be responsible for familiarity with pertinent court decisions and/or communicating them to the staff of the facility.

Procedure:

1) Review

The Jailer shall review recent court cases when available and detention facility standards to ensure that the facility and its practices comply with current requirements.

2) Written statement

A written statement of inmate rights, which shall include, but not limited to:

- A) Access to courts
- B) Access to attorney
- C) Mail
- D) Telephone
- E) Grievance
- F) Search and seizure
- G) Disciplinary procedure
- H) Racial segregation
- I) Medical care
- J) Mental health care
- K) Religion

3) The statement of inmate rights shall be posted in a conspicuous place in the booking area of the jail, or a copy shall be made available to the inmate.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-2: Access to Courts

Policy:

The right of access to the courts is a fundamental right to all United States citizens. The facility shall take no action which interferes with this right or discourages any inmate from exercising this right, except such limitations as are necessary for legitimate security and operational considerations.

Procedure:

1) Inmates represented by attorney

- A) The facility has established procedures designed to provide inmates ample access to attorneys through visitation and mail. Any inmate who is represented by counsel shall make requests, verbal and written, for any legal reference material directly to their attorney.
- B) If any attorney brings or mails to the facility any legal reference material, the deputies shall be responsible for inspecting such material for contraband in the presence of the inmate within twenty-four (24) hours of its receipt, and having it delivered to the inmate.
- C) No staff member of the facility shall be allowed to refuse the delivery of legal reference material from counsel to an inmate. If a deputy reports that the legal reference in an inmate's cell is accumulating to an unsafe level, or the amount of material is making cell inspections difficult, the deputy shall notify the Shift Commander who will notify the Jailer.
- D) The Jailer shall then consult with the inmate's attorney to determine the most equitable solution. Should the situation become unmanageable for the facility, the Jailer will consult with the judge of the appropriate court and attempt to resolve the matter.

2) Inmate not represented by attorney

- A) Inmates not represented by an attorney may make written requests (on a plain sheet of paper) to any deputy for legal reference material. The request shall include:
 - 1. The inmate's name;
 - 2. The date of the request;
 - 3. A specific description of the requested material.
- B) The deputy who receives the request for legal reference materials shall:
 - 1. Return the request to seek clarification from the inmate if needed. If this occurs, the Jailer shall discuss or designate someone to discuss with the inmate the nature of the request. If it is evident that the inmate is unwilling or unable to be more specific, the Jailer or Designee shall advise the inmate that the facility cannot act as a legal researcher and that the inmate may express a grievance, if the inmate desires.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

2. Use discretion in interpreting the request.
 3. Fill the request as stated or as interpreted by making photocopies of the appropriate materials and transmitting them for the inmate.
- C) Inmates not represented by an attorney shall be permitted to make no more than one (1) request per week for legal reference material.
- D) The Jailer shall ensure the communication between the court and inmate is permitted. Regular telephone privileges shall be allowed for inmate/court communications.
- E) The Jailer shall ensure the right of inmates to confidential access to their attorney and their authorized representative.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-3: Visits

Policy:

It is the policy of the Jailer to enable and encourage inmates to maintain contact with family and friends through regular visits.

Procedure:

- 1) Families, friends, and relatives of inmates may visit Monday-Sunday at any time of the day using our GTL software system.
- 2) All visitations are conducted by video visitation using a smartphone, computer, or any other webcam device.
- 3) All inmates receive a free 30-minute visit voucher per week. Once this time has exceeded, then the cost will increase to the current contract price allowed by law.
- 4) All friends and family must create a personal account that is linked to their personal information through the app or website (www.gettingout.com).
- 5) All videos, photos, and messages are subject to review and approval. Inappropriate content will be blocked and is nonrefundable.
- 6) Attorneys, clergy, and medical personnel shall be permitted to visit inmates at 0700hours until 2300hours.
- 7) All visitors are subject to search of their person and/or property. Any visitor refusing to consent to search may be denied access to the facility.
- 8) All visitors may be asked to present a valid government ID in order to gain access to the facility.
- 9) Inmates shall not be restricted in regard to whom they may have as a visitor unless the Jailer or Designee determines that a visitor should be excluded due to the existence of one or more of the following conditions:
 - A) The visitor represents a clear and present danger to security.
 - B) The visitor has a past history of disruptive conduct at the jail.
 - C) The visitor is under the influence of alcohol or drugs.
 - D) The visitor refused to submit to search or show proper identification.
 - E) The inmate refuses the visit.
 - F) The visitor is under no contact by orders of the court.
- 10) The Jailer shall not listen to the visitor's conversations but may observe the visit for security reasons.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

11) All video visitations may be monitored.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-4: Mail

Policy:

It is the policy of the facility to ensure the ability of an inmate to communicate with persons outside the facility, except where such restrictions are clearly necessary to maintain the order and security of the facility.

Procedure:

- 1) Any inmate may correspond with anyone outside the detention facility, so long as each letter or parcel bears the proper postage, except when the letter or parcel poses a threat to the security of the facility (i.e. escape plans).
- 2) If an inmate without funds wishes to send mail, the inmate can request postage and writing materials from the commissary fund. The commissary deputy will supply the inmate with the following items:
 - A) Two (2) postage envelopes
 - B) Five (5) sheets of paper
 - C) One (1) pencil
- 3) Letters addressed to inmates, except those from attorneys, the courts, facility staff, or other public officials may be opened and inspected by a deputy for contraband and materials that threaten the security of a facility. A letter is a sealed document delivered by Postal Service or another legitimate service. This does not include non-postal types of communication.
 - A) Letters from attorneys, the court, or other public officials shall be opened by deputies in the inmate's presence during the routine mail delivery.
 - B) Letters from attorneys, courts, or other public officials may be scanned and inspected.
- 4) Parcels shall be opened by deputies and inspected for contraband.
- 5) If a letter, parcel, or other incoming mail is discovered to contain contraband, the inmate will be verbally informed that items of contraband were found.
- 6) If money is found in an envelope or parcel, the inmate will be given a receipt, and the amount of the deposit will be recorded on the inmate's account.
- 7) If any incoming mail is undeliverable (e.g. the inmate to whom it is addressed is no longer in custody), the mail will be returned to the sender.
- 8) The Jailer shall ensure that inmate's rights in accordance with court decision regarding correspondence are protected.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- 9) Censorship guidelines: The following items will not be permitted:
- A) Photographs or explicit drawings of nude persons whose sexual organs are fully exposed.
 - B) Illustrations and/or text which show or describe the manufacture or fabrication of weapons such as firearms, bombs, and incendiary devices.
 - C) Other items which can categorically be expected to encourage violent or disruptive behavior by the particular inmate or among the inmates generally.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-5: Telephone

Policy:

Each inmate shall have equal and adequate access to a telephone to maintain community ties and contacts with attorneys. Unless disciplinary action is deemed otherwise, telephone calls will be permitted.

Procedure:

- 1) Inmates will be allowed a telephone call to maintain contact with community ties.
- 2) Newly admitted inmates shall be permitted a reasonable number of local or collect long-distance telephone calls to an attorney of their choice or to a family member, as soon as practical, generally within one (1) hour after arrival, until one call has been completed.
- 3) Any expenses incurred for calls shall be borne by the inmate or the party called.
- 4) In-cell telephone service is available to all permanent housing units except isolation. Once each week, inmates in isolation will be taken to a telephone for a five (5) minute telephone call.
- 5) Telephone calls shall be routinely monitored, and the inmate be notified of such.
- 6) The Shift Commander shall maintain a log of all telephone calls made by an inmate during the admission period or while confined in isolation. After the call has been completed, the time, number, and party called shall be noted by the deputies on the telephone log. This applies to all calls, even if the party was not reached or the party refused to accept the reversed charges for a toll call.
- 7) Telephone privileges may be suspended for a designated period of time if telephone rules are violated.
- 8) Designated telephone period for inmates in isolation: Once weekly upon request and at least one (1) per week after initial call.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-6: Grievance

Policy:

Any inmate shall be allowed to file a grievance at such time as the inmate believes they have been subject to abuse, harassment, abridgment of civil rights, or were denied privileges specified in the posted rules (grievances must be restricted to incidents which occur while the inmate is in custody of the facility). No inmate shall fear reprisal for initiating the grievance procedure in an attempt to resolve legitimate complaints.

Procedure:

- 1) A grievance shall be made in the form of a written statement by the inmate within ten (10) days following the incident. The grievance shall be forwarded to the Chief Deputy Jailer or Designee without interference.
- 2) The grievance shall state fully the time, date, and names of those deputies and/or staff members involved, and pertinent details of the incident including the names of any witnesses.
- 3) Upon receipt of a grievance by the Chief Deputy Jailer or their Designee, the grievance shall be reviewed and determined whether it constitutes:
 - A) A prohibited act by a deputy or staff member.
 - B) A violation of the inmate's civil rights.
 - C) A criminal act.
 - D) An abridgement of inmate privilege as cited in the posted rules.
- 4) If the grievance constitutes a prohibited act by a deputy or staff member, a criminal act, or a violation of the inmate's civil rights, the Jailer shall order a prompt investigation. If the grievance constitutes an abridgment of the inmate's privileges, the Jailer may appoint an impartial member of the staff to investigate the grievance and make a report of findings and recommendations.
- 5) Any deputy or staff member who subjects an inmate to harassment, curtailment of privileges, or any type of punishment because of a grievance, or attempts to prevent or interfere with the reporting of a grievance, shall be subject to disciplinary action.
- 6) Any inmate who submits a grievance to the Chief Deputy Jailer or their Designee will receive a response within ten (10) days.
- 7) If the inmate is not satisfied with the disposition of the grievance by the Chief Deputy Jailer or their Designee they shall, in writing, set forth their grievance and their objection to the disposition of the grievance. The inmate's appeal letter will then be forwarded to the Jailer for review.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights
Policy 12-7: Disciplinary Procedure

Policy:

Every inmate of the facility has the right to know what behavior is expected and the penalties for misbehavior. The disciplinary process must be fair and systematic so that no person, staff, or inmate may plead ignorance of the rules or bias in the procedure. Hasty, arbitrary, and/or corporal punishment shall not be allowed.

Procedure:

- 1) An inmate shall only be subject to discipline for those violations described in the posted rules, or those which have been, or may be, prescribed by state law. If the offense committed constitutes a crime, the deputy shall consult the Shift Commander to decide whether the deputy will charge the inmate by filing a complaint with the Madison County Attorney's Office. Whether or not the offense constitutes a crime, the inmate may be subject to disciplinary action.
- 2) Violations shall be classified as minor, major, or serious according to the following descriptions:
 - A) Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility; its staff, inmates, visitors, or the inmates who committed the violation. Such violations may include:
 1. Failure to comply with a deputy's lawful orders.
 2. Profanity, derogatory remarks, or gestures to any member of the staff, visitors, or fellow inmates.
 3. Unnecessary noise such as arguing, shouting, whistling, or pounding on doors and/or windows.
 4. Loud talking or unnecessary noise after lights out.
 5. Communicating (talking, signing, passing notes) through windows and doors to person(s) on the exterior of the Jail.
 6. Failure to perform routine duties such as cleaning housing areas and making a bed during prescribed hours.
 7. Horseplaying, teasing, or verbally harassing another inmate.
 - B) Major offenses shall include persistent minor rule infractions, cases where a determination is made that the remedy for a minor violation serves no deterrent effect, and rule violations which cannot be considered minor but do not constitute a present or immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the offense. Such violations may include:
 1. Repeated minor violations.
 2. Disobeying a deputy.
 3. Lying to a deputy.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

4. Fighting, molesting.
 5. Minor damage to the facility (property value less than \$50.00).
 6. Abusing commissary, visitation, and telephone privileges.
 7. Attempting to control the behavior of other inmates through coercion, force or threat, or assigning work to other inmates.
 8. Abusing food service.
 9. Disrupting religious, medical, or food services or any other facility activity or program.
 10. Stoppage by placement of foreign matters into toilets or sinks.
 11. Retention of any medication issued at this facility or from any other source.
 12. Writing on the walls or furniture.
 13. Possession of anything not on the list of permitted items or authorized by the facility staff.
- C) Serious violations shall include acts that constitute violations of statutory law and/or present an immediate threat to the security of the facility; its staff, inmates' visitors or the inmate committing the violation. Such acts include, but not limited to the following:
1. Repeated major violations.
 2. Assault on another inmate, staff member, or visitor.
 3. Escape, attempted escape, or aiding another in escape.
 4. Possession of alcoholic beverages or unauthorized drugs.
 5. Theft.
 6. Damage of facility property (in excess of \$50.00).
 7. Interfering with security operations of the facility.
 8. Arson.
 9. Possession of a weapon, chemical agent, or any object that has been modified so that it may be used as a weapon.
 10. Creating or inciting a riot.
 11. Malicious destruction, altercation, or misuse of property.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 12: Inmate Rights

Policy 12-8: Disciplinary Process

Policy:

Due process procedures are initiated to ensure that observable behavior, which has an adverse effect on another person, or the order of the facility, is corrected in a way that prevents the arbitrary application of discipline. An inmate's right to due process is guaranteed by the Fourth and Fifth Amendments to the Constitution of the United States. At no time will an inmate be punished, harassed, neglected, or ignored in their pursuit of the right to due process during disciplinary proceedings.

Procedure:

- 1) When a deputy witnesses a violation of rules by an inmate, or when a violation of rules is reported by an inmate or staff member, the deputy shall initiate the following procedures:
 - A) If the offending inmate is violent, there is immediate and reasonable cause to believe the inmate offender is violent, there is immediate and reasonable cause to believe the inmate will continue to inflict injury on another person or themselves, or facility property, the inmate shall be promptly confined in an isolation cell. When such action is necessary, the Shift Commander shall be notified immediately for approval. Placement in isolation should not exceed seventy-two (72) hours without a hearing.
 - B) The deputy shall make a preliminary determination as to the nature of the violation: minor, major, or serious.
 - C) Minor Violations: If the violation appears minor in nature, the deputy shall both verbally reprimand the inmate and inform them that continuing to violate facility rules may result in loss of privileges, or their actions can be reported to the Shift Commander and noted in an incident report.
 - D) Major or Serious Violations: If the violation appears major or serious, the deputy promptly prepares the incident report stating fully and accurately all facts pertaining to the rule(s) violated. The deputy shall include all information specified in an incident report. The report shall be delivered to the Shift Commander or Jailer immediately upon its completion.
 - E) Informing the Inmate(s):
 1. If the Jailer or Shift Commander classifies the violation as minor, they shall assess the appropriate penalty and inform the deputy of their decision. The deputy will inform the inmate of the penalties, record actions taken in an incident report, and notify the relieving shift of the inmate's status.
 2. If the Jailer or Shift Commander classifies the violation as major or serious, they shall provide the inmate with written notification of the charges on the appropriate form and inform the inmate of their right to request a hearing within a specific period of time.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

- F) **Hearing Request:** If an inmate accused of a major or serious violation requests a disciplinary hearing, the Jailer shall review the request and determine if a hearing is warranted.
1. If the Jailer determines a hearing is warranted, they shall follow the hearing procedures as described.
 2. If the Jailer determines that a hearing is not warranted, they shall:
 - i. Assess the appropriate penalty.
 - ii. Inform the inmate in writing of the reason they were not granted a hearing, the penalty imposed, and the facts relied upon.
 - iii. Inform the deputy who will note it in their incident report.
 - iv. Inform other deputies of changes in the inmate's status and take appropriate action.
- G) **Waiver:** Inmates accused of major or serious violations shall be informed that they may waive their right to a disciplinary hearing. Such a waiver shall be secured using the form labeled "waiver of rule violation hearing." Upon an inmate's waiving of rights for a hearing, the Jailer shall follow the steps outlined above in F-2.
- H) **Investigation and Hearing Deputy:** If the violation warrants a hearing, the Jailer shall appoint an impartial deputy to investigate the incident and designate an impartial Hearing Deputy. The Jailer may designate themselves if they were neither a witness, nor a charging deputy.
- I) **Investigation Report:** The investigating deputy shall make a complete investigation within forty-eight (48) hours of the accusation, including interviewing witnesses and parties involved. This deputy shall prepare a complete report and submit it to the designated Hearing Deputy.
- J) **Notice of Charges and Rights:** After the investigation is completed, the investigating deputy shall inform the inmate in writing of the specific rule(s) broken, the accuser, the time, date, place of the violation, and the facts upon which the charge is based. The inmate shall also be informed of their rights at the hearing. The cited facts must be presented to the inmate no later than twenty-four (24) hours following the conclusion of the investigation and at least twenty-four (24) hours before the hearing.
- K) **Schedule and Notice:** The designated Hearing Deputy shall schedule a hearing and notify the inmate of the date and time of such hearing.
- L) **Assistance:** If the inmate requests assistance in preparing the case, the Hearing Deputy shall interview the inmate to determine the inmate's ability to understand the hearing process. If the Hearing Deputy determines that the inmate needs assistance, they shall appoint a neutral staff member to provide assistance.
- M) **Hearing Instructions:** The Hearing Deputy shall provide the following information to the inmate and the accusing deputy or staff member.
1. The inmate has the right to be given written notice of the charges against them.
 2. The inmate may request assistance in preparing the hearing.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

3. The inmate has the right to testify or remain silent regarding the alleged violations.
4. Each side has the right to present any documents and to examine or review any and all documents introduced as evidence.

N) Hearing Procedures; the Hearing Deputy shall:

1. Ask the inmate if they understand the purpose of the hearing and if they have any questions.
2. Determine if a neutral investigation of the incident was conducted within forty-eight (48) hours.
3. Determine if the inmate was placed in isolation prior to receiving written notice of charges or before the hearing took place.
4. Examine written notice of charges; the notice shall include:
 - i. Name of the deputy or staff member who observed and reported the violation.
 - ii. Specified rule broken.
 - iii. Time, date, and place of violation.
 - iv. Description of the conduct constituting the violation.
5. Read violation charges; each violation is to be pursued separately.
6. Call witnesses to testify separately to include:
 - i. Deputy reporting the violation(s).
 - ii. Deputy's witnesses, documents, and evidence.
 - iii. Cross examination.
 - iv. Inmate's statements.
 - v. Inmate's witnesses, documents, or evidence (reasons for any limitations placed on testimony or witnesses shall be stated in writing by the Hearing Deputy).
 - vi. Cross examination.
 - vii. Continue this procedure for each violation and until all evidence and witnesses have been concluded.
 - viii. The Hearing Deputy may summarize what they believe the evidence has shown.

O) Conclusion:

1. The Hearing Deputy shall find either probable cause or no probable cause of each charge and shall announce the decision at the conclusion of the hearing. Substantial evidence of guilt must be found before assessing penalties.
2. Imposition of penalties:
 - i. Specific disciplinary action to be taken.
 - ii. See the list of penalties which may be imposed.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

3. Provide inmate with a written statement of facts relied upon and reasons for action; also include the specific disciplinary action to be taken and the time limit on the penalty.
 4. Inform the inmate that they may appeal this decision by submitting a written statement to the Jailer requesting a review of the hearing findings within twenty-four (24) hours.
- P) Penalties: Penalties assessed for violations shall be limited to placement in isolation and/or denial of privileges. Placement in isolation or denial of privileges shall be for a specified length of time in hours or days.
1. A maximum time limit for which penalties may be imposed for each classification of offenses are as follows:
 - i. Minor offenses - denial of privileges up to ninety-six (96) hours
 - ii. Major offenses - denial of privileges and/or isolation up to thirty (30) days
 - iii. Serious offenses - denial of privileges and/or isolation up to sixty (60) days
 2. Privileges which may be denied:
 - i. Entertainment such as: radio, television, games, and movies
 - ii. Commissary, excluding necessary hygiene items
 - iii. Visits by friends
 3. Rights which may not be denied:
 - i. Visits by attorney
 - ii. Visits by clergy
 - iii. Telephone calls to attorney or clergy
 - iv. Minimum of one (1) visit per week by family
 - v. Two (2) hours of exercise per week
 - vi. Adequate food
 - vii. Adequate light, ventilation, temperature control, and sanitation
 - viii. Medical care
 - ix. Proper clothing, bed and bedding, use of toilets, sinks, and showers
- Q) Records: All records from the disciplinary hearing shall be stapled together and placed in the inmate's file. If the inmate is found not guilty of the violation charged, the records of such hearing shall not be used against them in any future disciplinary action.
- R) Appeal: If the inmate desires to appeal the decision, they shall be furnished with pencil, paper, and an envelope to file a written appeal. The appeal shall be addressed

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

to the Jailer or Designee and must be filed within twenty-four (24) hours of the close of the hearing. The Hearing Deputy shall transmit the request for an appeal hearing to the Jailer immediately.

1. Upon receipt of a request for an appeal hearing, the Jailer shall set a date and time for the hearing, conduct such an additional investigation as they deem necessary, review the record of the previous hearing, and conduct an appeal hearing. If the Jailer was a witness to the incident, a party to the previous hearing, or involved in the original investigation, they shall not serve as the appeal Hearing Deputy but shall appoint another impartial person to serve.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 13: Access to Facility
Policy 13-1: Business Hours

Policy:

The general public will have access to the public lobby and receptionist during normal business hours, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. Eastern Standard Time.

Procedure:

- 1) Business will be conducted during the posted business hours at the administrative area in the front office of the facility.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 13: Access to Facility

Policy 13-2: After Hours

Policy:

The general public will have limited access to the facility after the posted business hours.
The general public will report at entrance door 068.

Procedure:

- 1) General public will have access for purposes such as: bonding of inmates, delivery of materials, and property releases.
- 2) The general public shall report to door 068 to communicate with the Control Tower Operator or window clerk, if available.
- 3) Attorneys and clergy shall report to door 068 to communicate with the Control Tower Operator, or window clerk, if available.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 13: Access to Facility
Policy 13-3: Service Entrance

Policy:

The service entrance will be used to deliver all food, mechanical, electrical, and laundry supplies and equipment.

Procedure:

- 1) Service vendors will be admitted to the service entrance at door 001. Vendors shall activate the intercom to communicate with the Control Tower Operator.
- 2) A deputy and kitchen staff, if available, will supervise all vendor supplies being brought into door 001. At no time will vendors be allowed outside of the service area and into the secured area unless escorted by a deputy.

Madison County Detention Center
Policy & Procedures Manual
FY 2025-2026

Chapter 13: Access to Facility
Policy 13-4: Staff Entrance

Policy:

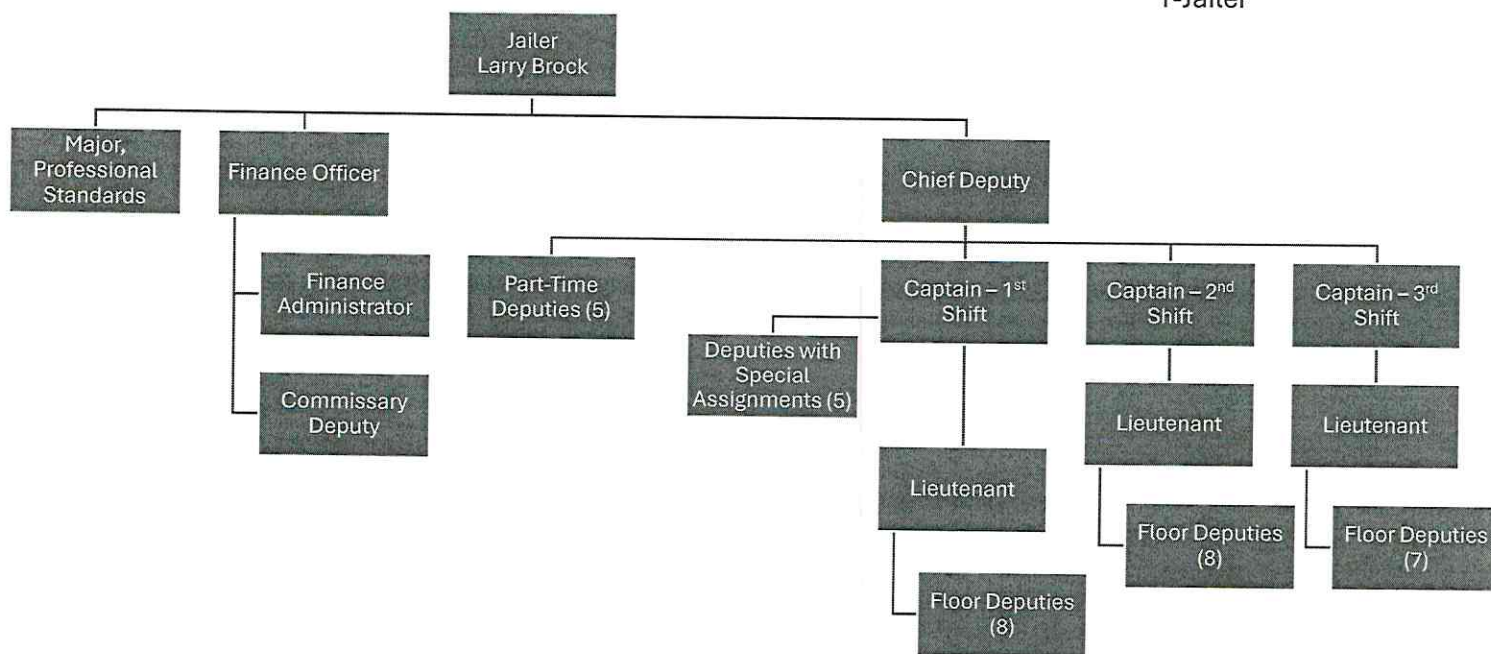
The staff of the facility shall use the designated staff entrance doors unless unusual circumstances occur.

Procedure:

- 1) The staff of the facility shall use the staff entrance doors 055, 054, and 54A.
- 2) The staff shall report to doors 055, 054, and 54A and communicate with the Control Tower Operator for entrance into the facility. If the Control Tower Operator has any reason to question the identity of persons at these doors, a deputy will be sent to determine the identity of the persons in question.

Madison County Detention Center
Organization Chart

39-Full time
5-Part-time
1-Jailer



6/20/2025