

Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Division of          Prisons</b>  <b>Offender          Management</b>	<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Page Number:</b> 1 of 8
		<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails		<b>Adopted:</b> 9-1-1995  <b>Reviewed:</b> 6-27-2008  <b>Next Review:</b> 6-27-2010

This document was approved by Pam Sonnen, chief of the Division of Prisons, on 6/27/08 (signature on file).

## BOARD OF CORRECTION IDAPA RULE NUMBER 302

[Housing Inmates in Non-department Facilities](#)

## POLICY STATEMENT NUMBER 302

[Admission and Placement of Offenders](#)

## POLICY DOCUMENT NUMBER 302

[Admission and Placement of Offenders](#)

## DEFINITIONS

[Standardized Definitions List](#)

**Health Authority:** The Department employee who is primarily responsible for overseeing or managing the Department's medical and mental health services. The health authority is commonly referred to as the health services director.

**Offender System:** A common term used for the Department's Corrections Integrated System (CIS) and Reflections, which are computer databases used for the tracking of offenders.

## PURPOSE

This standard operating procedure (SOP):

- Identifies the duties and responsibilities for the management of Idaho Department of Correction (IDOC) offenders housed in county jails, and
- Fosters communication and cooperation between the IDOC and county jails.

## SCOPE

This SOP applies to Virtual Prison staff members and all offenders who are under the jurisdiction of the IDOC that are housed in county jails.

## RESPONSIBILITY

The warden, deputy warden of security, and jail manager of the Virtual Prison Program (VPP) (or their designees) are responsible for visiting (at least once a year) each county jail

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 2 of 8
---	------------------------	--	-------------------------------

that houses IDOC offenders for the purpose of assessing the manner in which county jails are supervising IDOC offenders.

## Table of Contents

GENERAL REQUIREMENTS .....	2
1. Notification .....	2
Offenders Sentenced to IDOC Custody .....	2
Transfers to another County Jail .....	3
Parole Violators .....	3
2. IDOC Offenders Security Status .....	3
3. Conditions of Confinement .....	3
4. Property Issued/Allowed to Accompany Long-term Jail Placements .....	4
5. Medical, Dental and Psychological Care .....	4
Routine Health Care .....	4
Emergency Health Care .....	5
Hospital Security .....	5
6. Serious Incident Reporting Procedures .....	5
7. Daily Fees .....	6
Days Billed .....	6
Billing .....	6
8. Placement and Removal .....	6
9. Jail Capacity Reduction .....	7
10. IDOC Monitoring .....	7
REFERENCES.....	8

## GENERAL REQUIREMENTS

Offenders committed to the IDOC will be housed in a county jail until the IDOC authorizes the offenders' transport to an IDOC correctional facility.

County jail housing includes temporary housing for those offenders awaiting transportation to an IDOC facility. Temporary housing is often referred to as "flow through" or "awaiting transport" and "long-term placement".

### 1. Notification

#### ***Offenders Sentenced to IDOC Custody***

When an offender is sentenced to the custody of the IDOC, the sending county jail staff must send a facsimile of Appendix A, *Sentenced Offenders Awaiting Transport*, to IDOC's Central Records Unit. Appendix A must include any pending charges or detainees.

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 3 of 8
---	------------------------	--	-------------------------------

### ***Transfers to another County Jail***

If an offender sentenced to the custody of the IDOC is transferred to another county jail, the sending county jail must send a facsimile of Appendix A, *Sentenced Offenders Awaiting Transport*, to IDOC's Central Records Unit indicating the offender's transfer to another county jail.

If an offender sentenced to the custody of the IDOC needs to be transferred to another county jail, the sending county jail must first contact the VPP jail manager and explain the reasons for the transfer and then send a facsimile of Appendix A to IDOC's Central Records Unit indicating the offender's transfer to another county jail.

### ***Parole Violators***

A county jail housing an offender for a parole violation must notify IDOC's Central Records Unit by sending a facsimile of Appendix A, *Sentenced Offenders Awaiting Transport*; however, the Commission of Pardons and Parole is responsible for entering the initial status and movement information into IDOC's offender system, until the parole hearing process is completed.

## **2. IDOC Offenders Security Status**

IDOC offenders in the custody of a county must be confined within the secure perimeter of the jail until legally discharged unless the court specifies otherwise, or until he is returned to the state custody.

Male and female offenders must be unable to make physical contact with each other at any time.

## **3. Conditions of Confinement**

Offender conditions of confinement (e.g. security, classification, visitation, discipline, and offender property) may be established between the IDOC and a county jail using either a memorandum of understanding (MOU) or a contract. If neither an MOU nor contract exists between a county jail and the IDOC, the Idaho Sheriff's Association jail standards will govern offenders' conditions of confinement.

IDOC offenders awaiting transport to an IDOC facility may be assigned work assignments in the county jails. However, IDOC offenders cannot work outside the secure perimeter of the jail. IDOC offenders cannot leave the secure perimeter of a jail except for court or department-ordered transport or to receive emergency medical treatment.

Offenders transferred from a retained jurisdiction such as the North Idaho Correctional Institution (NCIC) or community work center (CWC) returning to a county jail for a retained jurisdiction review will be only allowed the property listed in this section. The offender is responsible for making arrangements for any remaining property (see SOP [320.02.01.001](#), *Property: State-issued and Offender Personal Property.*)

Personal property authorized to accompany offenders from county jails into IDOC custody is limited to:

- Two (2) cubic feet of personal papers or legal material
- 10 pictures (not larger than 5" X 8" and no Polaroid or layered photos)
- Prostheses as prescribed (dentures, artificial limbs, etc.)

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 4 of 8
---	------------------------	--	-------------------------------

- Prescription glasses
- One (1) wedding band (no gems or stones)
- One (1) religious medallion with neck chain (\$35 maximum value and no gems or stones)
- 20 United States Postal Service (USPS) embossed postage envelopes
- One (1) address book
- One (1) pair personal shoes
- One (1) pair shower shoes

**Note:** The IDOC may approve additional offender property using a contract or MOU with counties contracting with the IDOC for long-term offender housing.

#### 4. Property Issued/Allowed to Accompany Long-term Jail Placements

The IDOC will issue offenders who are in long-term county jail housing the following items:

- Socks – Three (3) pair (State issued)
- Shower shoes – One (1) pair (State issued or personal)
- T-shirts – Three (3) (State issued)
- Tennis shoes – One (1) pair (State issued or personal)
- Underwear – Three (3) pair (State issued)

**Note:** State-issued items will accompany the offender upon returning to an IDOC facility.

#### 5. Medical, Dental and Psychological Care

##### ***Routine Health Care***

The IDOC's health authority (or designee) is responsible for overseeing and determining the extent of health care provided to IDOC offenders housed in county jails. The IDOC will pay for ordinary and necessary medical and dental expenses of state offenders, except in-facility, routine sick-call procedures. Sick-call items which are the responsibility of the county jail include acetaminophen, aspirin, ibuprofen, medication for a common cold, etc.

The health authority (or designee) must approve payment for all medical services, including consultant appointments, scheduled hospitalizations, and dental care. Failure to obtain prior approval, except in an emergency, could result in the housing county being held financially responsible (see "[Emergency Health Care](#)" below).

The housing county is responsible for routine transport expenses to out-of-facility medical services, unless other arrangements are made with IDOC's Transport Unit.

When an IDOC offender is moved to an IDOC facility, the offender's medical records, or a copy of the records must accompany the offender.

All medical expenditures that the IDOC pays will be sent to the health authority (or designee).

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 5 of 8
---	------------------------	--	-------------------------------

### ***Emergency Health Care***

In the event of a medical emergency, the county jail must notify IDOC's health authority (or designee) as soon as possible but no later than 72 hours of transporting the offender to a medical facility. If the county jail fails to notify the IDOC within 72 hours, the IDOC may hold the county jail responsible for the medical costs. If an emergency requires an ambulance, the IDOC will pay the ambulance expense.

### ***Hospital Security***

If an offender is admitted to a hospital, the county jail must provide 24 hour security supervision.

**Note:** Normally, an offender who poses a medical management problem will not be housed in a county jail. If an offender requires hospitalization, restrictive medical housing, or acute mental health intervention, the county jail should contact the IDOC's health authority (or designee). The health authority (or designee) will arrange transport of the offender to an IDOC facility as soon as possible.

## **6. Serious Incident Reporting Procedures**

If any of the following serious incidents occur, the county jail must notify VPP staff by telephone within two (2) hours of the incident during regular business hours and send a written report within two (2) business days via e-mail **or** facsimile. If the county jail can not reach VPP staff **or** if the incident occurs after business hours **or** on a weekend, the county jail will call the Idaho State Correctional Institution (ISCI).

- Arrest or target of a criminal investigation by law enforcement of a staff member, visitor, volunteer, or contract provider;
- Battery of a staff member by an offender;
- Discharge of a firearm in the jail other than for training purposes;
- Disturbances, work stoppages, or other individual or group actions that threaten the orderly and secure operation of the jail;
- Escape or attempted escape;
- Fire, arson, or attempted arson at the jail;
- Incident involving an offender that causes death or life-threatening injury of an offender, staff, or citizen;
- Rape or sexual assault in the jail;
- Placement of an IDOC offender in long-term restraints;
- Alternative meal service (beginning and ending);
- Assault or battery;
- Accidental injury requiring medical attention;
- Bomb threat;
- Chemical agent use or other use of force related equipment or technology;

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 6 of 8
---	------------------------	--	-------------------------------

- Hazardous materials incident or condition which requires contact with or reporting to a regulatory agency;
- Physical plant or utility problem;
- Search, seizure, or other discovery of major contraband, such as drugs, firearms or other weapons, or any other item deemed significant or unusual in a jail;
- Sexual activity between offenders;
- Sexual assault allegations (attempted rape or other non-consensual sexual activity);
- Severe utility outage or other jail problem, for example a power outage lasting more than one hour or a utility failure in severe weather conditions;
- Suicide attempt;
- Suicide watch placement and removal from suicide watch placement;
- Unscheduled medical transport; and
- Use of force planned or reactive.

## 7. Daily Fees

The IDOC will pay counties a daily fee for offenders using the following criteria:

- Offenders sentenced to the IDOC who are awaiting transport to an IDOC facility and do not have any pending charges, warrants, or other detainers that prevent the offender from being transported to an IDOC facility.
- IDOC offenders housed at a county jail as a contract facility.
- Parole violators.

**Note:** The IDOC does not pay any fees for offenders on probation who are in the county jail pending revocation proceedings, being held on an agent's warrant, awaiting a hearing for jurisdictional review, or serving discretionary jail time.

### **Days Billed**

The daily rate for each IDOC offender housed in a county jail will be based on either state statute or contractual agreement between a county and the IDOC. The per diem will be paid for each day or partial day beginning on the date following the signing of the *Judgment of Commitment*. When offenders are transferred to a county jail from another facility, the IDOC will pay the receiving county on the day after reception of the offender.

### **Billing**

The IDOC's Fiscal Unit will determine billing for each county housing IDOC offenders using the IDOC's offender system.

## 8. Placement and Removal

County jails providing contract beds for IDOC offenders will have the opportunity to review the offender's classification and other information pertinent to completing a jail classification. Within 24 hours of notification (subject to bed availability and transport staff) that an IDOC

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 7 of 8
---	------------------------	--	-------------------------------

offender's behavior or security risk is inappropriate for a jail placement, the VPP jail manager will arrange transport to an appropriate facility.

## 9. Jail Capacity Reduction

When it becomes necessary to reduce the number of beds available to house IDOC offenders, the sheriff should provide the IDOC with notification at least 60 days before the effective date of the reduction. However, the IDOC will work with a county jail to reduce the number of IDOC offenders as necessary.

## 10. IDOC Monitoring

The VPP will develop and provide the jail assessment tool. VPP staff members must conduct a county jail assessment a minimum of once a year using the following steps:

Functional Roles and Responsibilities	Step	Tasks
VPP Jail Manager (or Designee)	1	Conduct a county jail assessment (includes, at a minimum all of the following tasks). <ul style="list-style-type: none"> <li>• Interview the jail commander;</li> <li>• Interview IDOC offenders (Note: The number of offenders interviewed will vary based on the number of IDOC offenders housed at the jail and the jail configuration, normally at least three (3) offenders will be interviewed.);</li> <li>• Review and obtain a copy of latest Idaho Sheriff's Association Jail Standards Audit; and</li> <li>• Tour of the jail.</li> </ul>
VPP Jail Manager (or Designee)	2	Within 30 days of the assessment, <ul style="list-style-type: none"> <li>• Complete the assessment form <b>and</b> forward it and a copy of the Idaho Sheriff's Association Jail Standards Audit to the assigned VPP deputy warden, and</li> <li>• File a copy of the assessment packet in the area VPP has designated.</li> </ul>
VPP Deputy Warden	3	Within five (5) business days after receiving the assessment packet, <ul style="list-style-type: none"> <li>• Review the finding,</li> <li>• Add comments, and</li> <li>• Forward the report to VPP warden.</li> </ul>
VPP Warden	4	Review the report and forward a copy to the respective sheriff. ( <b>Note:</b> If corrective action is necessary for non-compliant issues related to the IDOC/county jail contract, request a corrective action plan from the sheriff.)
VPP Warden	5	Forward the report to both the Chief of the Division of Prisons <b>and</b> director of the IDOC.

**Note:** VPP staff will make document offender contacts and other pertinent information regarding offenders under **C-notes in the Corrections Integrated System (CIS)**.

<b>Control Number:</b> 302.02.01.001	<b>Version:</b> 2.2	<b>Title:</b> Assessment and Placement of State-sentenced Offenders in County Jails	<b>Page Number:</b> 8 of 8
---	------------------------	--	-------------------------------

## REFERENCES

Appendix A, Sentenced Offenders Awaiting Transport  
Department Policy 301, Taking Offenders into Departmental Custody  
Department Policy 302, Assessment and Placement of Offenders  
Management Services Fiscal Procedures Manual

– End of Document –

COPY

IDAHO DEPARTMENT OF CORRECTION  
Sentenced Offenders Awaiting Transport

Central Records Unit Fax # (208) 327-7444

Name: \_\_\_\_\_  
Last First Middle Sex Date of Birth

SSN \_\_\_\_\_ Sentencing County \_\_\_\_\_ Date Sentenced \_\_\_\_\_

Civil Commitment? Yes \_\_\_ No \_\_\_ Timer? Yes \_\_\_ No \_\_\_

Retained Jurisdiction? Yes \_\_\_ No \_\_\_ Pending Charges? Yes \_\_\_ No \_\_\_

Parole Violation? Yes \_\_\_ No \_\_\_ Pending Charges? Yes \_\_\_ No \_\_\_  
(Agent/Commission Warrant)

**Jail Credits for Time Served on Charge:**

Case No. \_\_\_\_\_

Case No. \_\_\_\_\_

Crime: \_\_\_\_\_

Crime: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Changes in Physical Location**

Released on own recognizance? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

Release on Bond? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

Moved to: \_\_\_\_\_ Date moved: \_\_\_\_\_

Date available for transport: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_