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# Municipal Jail Assessment

for



by

Kirk Sanfilippo  
CIS Law Enforcement Risk Mgt. Consultant



# Jail & Correctional Facility Risk Management Plan

Fiscal Year: 2020-2021

**Entity Name:** City of Springfield

**Mailing Address:** 230 Fourth Street

**Physical Address:** 230 Fourth Street

**City / State / Zip:** Springfield, OR 97477

**Phone:** 541-726-3714

**Fax:** 541-726-2363

**Website:** <https://www.springfield-or.gov/city/police-department/>

**Developed:** 8/6/2020

**Modified:** 9/10/2020

**Next Review:** 7/17/2022

**Risk Management Consultant:**

Kirk Sanfilippo  
Dave Nelson

**Employee Count:** 123.00 Volunteer Count: 6.00

Policy Information			
Line of Coverage	Premium	Agency	Agent
<b>Property/Liability Coverage</b>			
Auto Liability	\$44,814.21	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Auto Physical Damage	\$62,565.10	Brown & Brown Northwest Insurance-Portland	Ron Cutter
General Liability	\$455,636.16	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Property	\$115,179.89	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Workers' Compensation	\$314,046.40	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Excess Crime	\$2,280.60		
Excess Earthquake	\$13,500.00		
Excess Flood	\$2,250.00		
Excess Cyber Liability	\$12,479.61		
<b>Benefits Coverage</b>			
Medical	Not Purchased		
Dental	Not Purchased		
Life	Not Purchased		

Note: Premium totals reflect applicable credit(s).

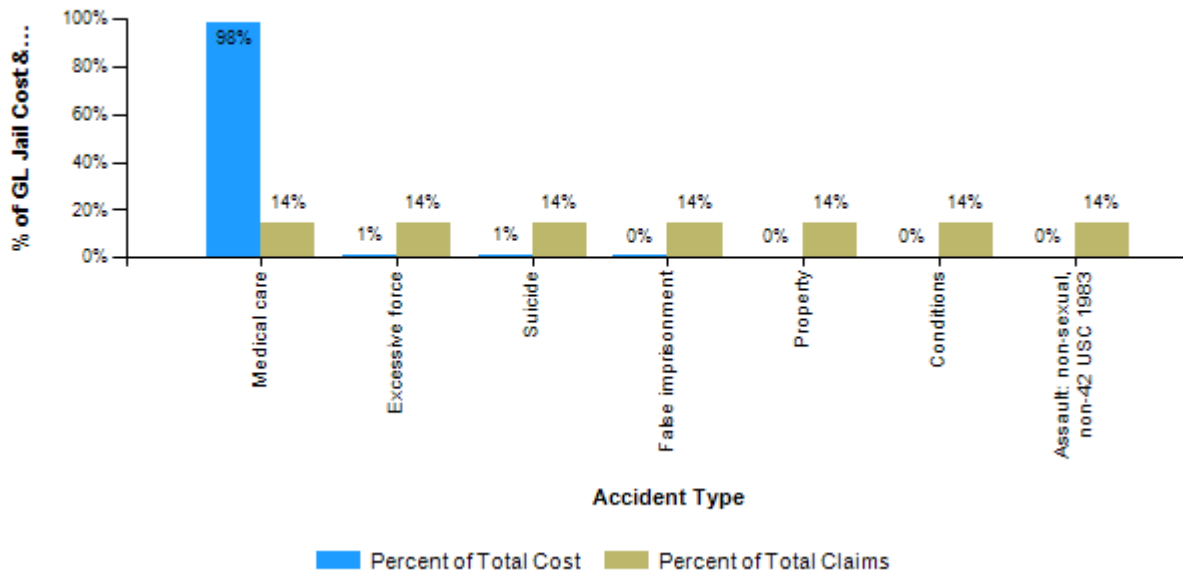
## Jail Claims Information

The following table contains six years (5 + current) of jail claims history by coverage year from 2015-2016 through 2020-2021, as of 7/31/2020.

### Jail Claim Totals by Coverage Years

Coverage Year	Jail Claims	Non-Jail Claims	% Jail Claims	Jail Claim Costs	Non-Jail Claim Costs	% Jail Claim Costs	Avg. Jail Claim Cost
2015-2016	2	104	2%	\$2,111,114	\$374,143	85%	\$1,055,557
2016-2017	1	77	1%	\$0	\$766,951	0%	\$0
2017-2018	3	89	3%	\$0	\$905,937	0%	\$0
2018-2019	2	90	2%	\$20,700	\$5,740,187	0%	\$10,350
2019-2020	1	79	1%	\$11,000	\$725,889	1%	\$11,000
2020-2021	0	7	0%	\$0	\$15,375	0%	\$0
<b>Totals:</b>	<b>9</b>	<b>446</b>	<b>2%</b>	<b>\$2,142,814</b>	<b>\$8,528,483</b>	<b>20%</b>	<b>\$238,090</b>

### % of GL Jail Cost & Claims by Accident Type (Top 7)



## Best Practices Review

### Springfield Police Department Updated Jail/Correctional Facility Risk Management Assessment

Updated July 16, 2020  
Original Assessment - June 6, 2018

**NOTE:** *This work product is not for public distribution due to security-related issues.*

#### **Springfield Police Department website:**

<https://www.springfield-or.gov/city/police-department/>

<https://www.springfield-or.gov/city/police-department/municipal-jail/>

#### **Mission Statement:**

To serve with honor, uphold the law and protect the community.

#### VALUES

We, as individuals and as an organization, use these values as guiding principles in our service to the community.

#### PROFESSIONALISM

Committed to excellence in the performance of our duty.

#### INTEGRITY

Consistent ethical behavior through honesty, accountability, and high moral beliefs.

#### COURAGE

Physical and mental strength to overcome all challenges.

#### HONOR

Respect the noble tradition of Law Enforcement.

"We protect lives and property by enforcing laws and preventing crimes."

## **Municipal Jail**

The Springfield Municipal Jail began accepting inmates on Jan. 29, 2010. The 98-bed facility is the largest municipal jail in the State of Oregon. The bond measure to build the facility was passed in November 2004 *by the citizens of Springfield.*

The purpose of the Springfield Jail is to create a safer community and provide secure incarceration and detention for misdemeanor offenders, pre and post-trial.

The goals of the jail for the City of Springfield are:

- Hold offenders accountable for their criminal behavior.
- Reduce crime in the City of Springfield.
- Reduce “Failure to Appear” instances in the Municipal Court (reducing the costs associated with each instance of Failure to Appear by criminal defendants)
- Increase revenue associated with fines that go unpaid in Municipal Court
- Reduce the police officer transport time required to lodge criminal offenders in the Lane County Jail.
- Reduce booking time for police officers.
- Increase police officers’ time spent patrolling Springfield neighborhoods.

## **Introduction**

CIS (Citycounty Insurance Services) staff conducted the original onsite review of the City’s Municipal Jail/Correctional Facility on June 6, 2018. An assessment update took place with Chief Rick Lewis on July 16, 2020.

Chief Rick Lewis served as acting Chief of Police from July 2016 until he was selected to serve as Springfield’s Police Chief effective April 24, 2017.

The Springfield Police Department and Municipal Jail, located at 230 Fourth St., opened on Jan. 29, 2010. The jail currently operates with a maximum design capacity of 98 budgeted beds for adults in custody.

This report reflects the views of the CIS Public Safety Risk Management Team.

- *Kirk Sanfilippo, CIS Law Enforcement Risk Management Consultant*

## Summary

This report focuses on general risk management; jail facility safety; jail facility security; personnel supervision and management; detention officer equipment; special operations; personnel and employment liability; personnel and workplace substance abuse, policies and procedures; emergency procedures; inter-agency relations; inmate labor; the audit process; jail issues in general operations and administration.

*The purpose of this best practice consultation is to assist and support the Springfield Police Department in providing a healthy and safe contemporary jail/correctional facility environment for staff; reducing the jail's liability; and enhancing the quality of life for those who work or are confined at the Springfield Municipal Jail/Correctional facility. The goal of CIS' jail risk management plan assessment program is to reduce and eliminate jail deaths and serious injuries in the jail/correctional/detention facilities throughout the State of Oregon for our member agencies.*

The City of Springfield, located in Lane County, has approximately 62,353 residents as of 2018. The City is approximately 15.75 square miles, including both land and waterways, and is the 9th largest city in Oregon.

The Springfield Police Department manages a total jail bed design capacity of 98 beds, with an Average Daily Population (ADP) of 51 beds in 2019 and 32 occupied beds in 2020 (due to Covid-19 protocols). This jail/correctional facility has an annual (2020) jail budget of \$3,567,485.

Overall, we were impressed with the onsite assessment. Since June 2017, the CIS team has completed thirty jail/correctional facility best practice assessments and are now doing re-assessments. We found this facility to be in excellent hands with good leadership and oversight. The jail is well run and maintains contemporary standards. Chief Lewis and Lt./Jail Commander Neiwert are interested, engaged, and provide excellent administration of the jail/correctional facility based on our observations and overall involvement.

CIS has collaborated and partnered with the Oregon State Sheriffs' Association (OSSA) and requested that the OSSA share their resources with municipal jails. OSSA has generously allowed municipal jails to participate with the Oregon State Sheriffs Jail Command Council for jail inspections and has provided access to the Oregon Jail Standards, training, policy framework, and a variety of other resources. The City of Springfield Police Department is the only municipal jail that opted to sign an agreement and participate in this "Contract for Municipal Jail Affiliate Membership." CIS also provided a one-time grant of \$750 to support this

innovative membership agreement. We hope that this affiliate membership program will enhance the safety and security of the Springfield Municipal Jail staff and the adults in custody.

We found this jail/correctional facility to be exceptionally clean, free of clutter, well maintained, and the behavior of the adults in custody was good compared to other facilities we have visited.

Chief Rick Lewis and Lt./Jail Commander Neiwert accompanied us during the assessment. Both were well versed and prepared to answer questions about the Jail/Correctional Facility. Over the years, there have been positive changes with personnel, equipment, infrastructure upgrades, and improvements. The organizational structure, training, staffing, processes, and systems are impressive. The staff appeared and generally acted happy and satisfied with their work environment, were courteous and respectful, and engaging to speak with about their duties and work environment.

Chief Lewis and his command staff are skilled, capable, engaged, and aware of the importance of their leadership positions within the Springfield Police Department. We want to highlight how impressed we have been with Chief Lewis & Lt. Neiwert (and the previous Lt./Jail Commander Tom Rappe) throughout our interactions with them over the last three years. Lt. Neiwert has been and remains available, responsive, professional, engaged, and interested in the jail/correctional facility. These are the leadership attributes needed to reduce risk exposure, claims, liability, litigation, and prevent serious injuries, including death in this facility. Our compliments and thanks to Chief Lewis and Lt. Neiwert.

### **Mentioned**

Springfield Police Department Chief Rick Lewis

Springfield Police Department Lt./Jail Commander Matt Neiwert

CIS Deputy Property/Casualty Trust Director Dave Nelson

CIS Telemedicine Project Consultant Andy Long

CIS Law Enforcement Risk Management Consultant Kirk Sanfilippo

## **General Overview**

On Thursday, July 16, 2020, at 9:00 a.m., we (Andy Long, Dave Nelson, and myself, Kirk Sanfilippo) met with Springfield Police Department (SPD) command staff Chief Rick Lewis and Lt. Matt Neiwert. The purpose of our visit was to conduct a reassessment of the jail/correctional facility and to update the Risk Management Plan.

Based on the information provided, the agency's website, and local media reports, Chief Lewis and his command staff have impressive histories and resumes.

Chief Rick Lewis was selected to serve as Springfield's Police Chief after an intensive recruitment process in January 2017. Lewis has lived in the Springfield area for more than 30 years. He graduated from Sherwood High School and received an associate degree in Criminal Justice from Lane Community College. He went on to earn his bachelor's degree in Human Resource Management from George Fox University (previously George Fox College). In 2008 he graduated from the FBI National Academy. He has been a member of the Springfield Police Department since 1982, starting as a reserve police officer before gaining full-time employment in 1983.

During his career, Chief Lewis worked as a patrol officer, detective, and had various other assignments, including working in narcotics and on the Special Weapons and Tactics (SWAT) team. He was promoted to a sergeant in 1999 and captain in 2000. Lewis was the Acting Interim Chief of Police for the City of Springfield from July of 2016 to his appointment date in January 2017.

The Police Chief oversees a department with 123 positions and a total operating budget in FY 2020-21 of \$23,593,826 million. The Springfield Police Department also operates the largest municipal jail in the state, which has reduced misdemeanor and property crime within Springfield.

Lt./Jail Commander Matt Neiwert started his law enforcement career as a Lane County Sheriff's Office Deputy in 1997, assigned to the Corrections Division at the Lane County Jail. He left Lane County to accept a Police Officer position at Springfield Police Department (SPD) in May 1999. During his time with SPD he has held various assignments such as detective, school resource officer, bicycle patrol, field training officer, SWAT team member, and emergency vehicle operations course instructor. In May 2018, he was promoted to sergeant and served as the Patrol Watch Commander. He was recently promoted to Lieutenant/Jail Commander in June 2020, overseeing the Municipal Jail.



We highly recommend the Springfield Police Department continues to maintain their Professional Standards/Internal Affairs Administrative Investigation process that includes attendance at a certified Internal Affairs/Administrative Investigations course and updates. Although the agency has an internal administrative investigation process currently in place, internal investigations should be conducted on all potential jail claims, including severe injury and death incidents in the jail environment. In today's 21<sup>st</sup>-century professional criminal justice environment, a trained professional standards internal administrative investigator on staff is commonplace and common practice. It is necessary based on personnel performance accountability standards and the complexity around labor laws and peace officers' rights in the State of Oregon.

This role and function are critical to building trust and integrity with the public in a professional criminal justice environment. It's common for a supervisor or manager to be cross-trained and conduct these professional standards investigations as a collateral assignment. SPD is a relatively large agency, and a full-time staff position is funded for this purpose to oversee both corrections and law enforcement, depending on the volume of complaints and claims. Again, professional standards investigations must occur for all major use of force/injury, claims, and death incidents in the city and the jail/correctional facility.

### **Operational Overview**

The Springfield Police Department and Municipal Jail are located at 230 Fourth St., Springfield.

### **Sworn & Civilian Personnel**

The agency comprises approximately 123 full-time equivalent (FTEs) employees broken down (approximately) as follows: 68 sworn/certified police & detention staff, 12 dispatchers, and 43 additional civilian support staff positions.

### **Jail/Correctional Facility:**

There are 19 total detention staff members: one Lieutenant/Jail Commander, four Detention Sergeants, 13 Detention Officers, and one Civilian Records Clerk. Four Detention Officers are on duty per shift, with one required to be a Supervisor. Detention Officers work 12-hour shifts (6:30 a.m. to 6:30 p.m. and 6 p.m. to 6 a.m.) and the Records Clerk and Lieutenant work eight-hour days, Monday through Friday. There are two female and eleven male Detention Officers currently on staff.

The jail opened in 2010 and has a design capacity of 98 beds. Juveniles are not held at this facility. The inmate gender breakdown is approximately 85% males and 15% females.

In 2019 the facility had 3,248 bookings; 2,420 were male and 828 were female. The average daily population (ADP) for the facility is usually 51 adults, decreased to 32 ADP in 2020 due to Covid-19 protocols. There have been no suicides; however, there were eight attempts. There have been no escapes or escape attempts. There were six assaults in this jail – four inmate-to-inmate (hand to hand fighting/shoving/pushing/kicking/spitting) and two inmate altercations with staff (hand to hand fighting/shoving/pushing/kicking/spitting). There have been no sexual assaults or sexual misconducts.

The Springfield Municipal Jail/Detention facility has a fully integrated jail management [Executive Information Services \(EIS\) software system](#). This technology solution software system manually tracks all activity that occurs by officers involving the management, administration, and operations of the jail/detention facility. All data is stored and backed-up per best practice and is fully retrievable given the need. The facility does not have an automated system that tracks all inmate movement and jail checks.

Chief Lewis and Lt. Neiwert provided us with a copy of the "Inmate Informational Manual Rules and Regulations," revised date of June 24, 2020. This manual is available in both English and Spanish. They also shared a copy of the 2018 "Springfield Municipal Jail Policy Manual." We recommend revising/updating this manual every two years. As an OSSA affiliate member, the Springfield Police Department has access to new OSSA custody policy framework documents. Incorporation and/or consideration should be given to these policies once published in December 2020.

### **Jail Contracts for Services**

The City of Springfield has the following contracts in place for jail services:

- First Amendment to City of Springfield Sales, Service and License Agreement with Executive Information Service, Inc. Contract #879, dated March 28, 2019 with no expiration date listed. This system serves and the primary [Jail Management System \(JMS\)](#) for the facility.
- Intergovernmental Agreement City Contract #2629 Jail Management System Support, Maintenance, Cost and Hosting Agreement with [Lane County](#) for July 1, 2020 through June 30, 2021. This agreement is for the primary hosting services and support for the City's JMS software (EIS).
- First Amendment to City of Springfield Independent Contractor Agreement between the City of Springfield and [NCIC](#) Inmate Phone Service Contract #C1688, for July 1, 2019 through June 30, 2020. This system serves as the primary Jail Phone System for the facility.

- Third Amendment to City of Springfield Independent Contractor Agreement between the City of Springfield and [Keefe Group Contract #C2020](#), for July 1, 2020 through June 30, 2022. This serves as the primary Jail Commissary Service for the facility.
- Second Amendment to City of Springfield Intergovernmental Agreement between the City of Springfield and [Washington State Department of Corrections](#), Correctional Industries Contract #2091, for July 1, 2020 through June 30, 2021. This serves as the primary Jail Daily Meal(s) Service for the facility.
- City of Springfield Independent Contractor Agreement for Professional Services with [Idemia Identity & Security](#) from Jan. 1, 2020 to Dec. 31, 2020. This is the primary maintenance and support agreement for existing equipment (Livescan) at the Jail facility.

### **Intergovernmental Agreements with Municipal Police Agencies for Jail Beds**

The City of Springfield has the following intergovernmental agreements in place for jail beds:

- Second Amendment to City of Springfield Intergovernmental Agreement (IGA) with the City of Oakridge, Contract #1468 for July 1, 2018 through June 30, 2020. This IGA serves as the agreement to provide jail bed space for the in-custody Oakridge Municipal Court offenders. The number of beds may fluctuate.
- Second Amendment to City of Springfield Intergovernmental Agreement (IGA) with the Junction City, Contract #1469 for July 1, 2018 through June 30, 2020. This IGA serves as the agreement to provide jail bed space for the in-custody Junction City Municipal Court offenders. The number of beds may fluctuate.
- Second Amendment to City of Springfield Intergovernmental Agreement (IGA) with the City of Coburg, Contract #1467 for July 1, 2018 through June 30, 2020. This IGA serves as the agreement to provide jail bed space for the in-custody City of Coburg Municipal Court offenders. The number of beds may fluctuate.
- Second Amendment to City of Springfield Intergovernmental Agreement (IGA) with the City of Eugene, Contract 2020-02902 and Contract C2366, for August 1, 2019 through 30, 2021. This IGA is to provide 10 jail beds daily

beginning July 1, 2020 for in-custody City of Eugene Municipal Court offenders. The total per year cost to the City of Eugene is \$365,000.

- City of Springfield Intergovernmental Agreement (IGA) with the U.S. Department of Justice United States Marshals Service from September 1, 2020 and remains in effect unless inactivated in writing by either party. This IGA is to provide 10 jail beds daily.

### **Oregon Department of Corrections (DOC), Community Corrections Division Inspection Report**

The most recent Oregon DOC Inspection Report is dated **Dec. 20, 2019**.

The Springfield Municipal Jail was inspected for compliance with ORS 169.076 and found to be in full compliance with all DOC Standards.

Copies of each inspection document will be included with this report.

The remainder of the inspection report was very favorable and positive.

### **Medical & Mental Health Overview**

Medical Negligence Claims have shown to be the number one risk area for jail/correctional facilities, and the Springfield Police Department has proactively begun to address this high-risk area/issue.

Chief Lewis and Lt. Neiwert provided us with a copy of the original 2018 contract, "City of Springfield Independent Contractor Agreement" valid through Sept. 30, 2021. This agreement is between the City of Springfield and [Correctional Health Partners, LLC](#) (CHP). In this agreement, the CHP services fee structure was listed as:

- Year 1 (10/2018 to 09/2019) not to exceed \$485,117 annually, or \$40,426.42 monthly
- Year 2 (10/2019 to 09/2020) not to exceed \$499,671 annually, or \$41,639.23 monthly
- Year 3 (10/2020 to 09/2021) not to exceed \$541,661 annually, or \$42,888.39 monthly.

The contract includes medical, urgent dental and mental health services and related administrative services for adults in custody. See CHP's statement of work on pg. 16 of the contract.

The "Springfield Proposed Staffing" of the CHP contract shows that there is a Health Services Administrator or an RN on staff Monday through Thursday (4 days

per week, every week of the year) on day shift (pg. 21 of contract). The total number of hours of coverage for an RN is 30 hours per week. An LPN is on duty Sunday – Wednesday, and again Friday – Saturday for 12 hours per day.

A Second Amendment to the Agreement, dated October 1, 2019 and continuing through September 30, 2020 indicates a change in the annual costs, and the staffing (see contract). The RN or Health Services Administrator is on duty 40 hours per week, with an LPN on duty 45 hours per week. This staffing matrix does not meet the minimum CIS recommended coverage noted below (attachment 1, pg. 5). There is also a PA-C on duty two days per week, 6 hours each day and a physician is assigned as needed and on-call.

***Note: CIS has imposed a \$10,000 deductible on jail/correctional facility claims where adults in custody are held for more than eight hours and a qualified doctor or nurse was not available to respond to an inmate's medical issues. This readily "available" standard means a trained medical professional who can diagnose, prescribe and treat (MD or DO) or with MD orders can diagnose, prescribe and treat (RN), is onsite a minimum of 4 hours per day, 7 days per week, 365 days per year. And, an on-call agreement where the medical professional shall have a response time of 20 minutes or less (onsite from time of call) when requested.***

**Based on the above standard, the City of Springfield DOES NOT meet the above standards and would experience a \$10,000 deductible in the event a medical claim is filed. This is because the RN(s) is not onsite a minimum of 4 hours per day, seven days per week as is recommended.**

There is a tele-medicine and tele-mental health service available.

Attachment 1 – Statement of Work for the CHP Agreement states that *“Correctional Health Partners (CHP) will provide health care services, including medical, urgent dental and mental health services and related administrative services for arrestees and adults in custody incarcerated at the Springfield Municipal Jail.”*

In the Second Amendment to the agreement the staffing matrix indicates that there is a Licensed Clinical Social Worker provided 32 hours per week at the jail facility (Attachment 1, pg. 5).

“Indemnification” language is included in the medical contract and a copy has been sent to CIS Underwriting.

Narcan is currently available for Jail Detention Officer to administer. This is also handled by medical staff. Since medical staff is only on site 136 hours per week,

it is commendable that the Springfield Detention Officers are trained to dispense Narcan given the medical need.

On Aug. 27, 2020 Dave Nelson and I, Kirk Sanfilippo, presented a "Leadership and Managing Risk in Your Organization" course to the entire Springfield Police Leadership team at the invitation of Chief Lewis.

Again, it has been a pleasure to work and interact with Chief Lewis and Lt. Neiwert throughout this process.

### **Additional Recommendations to Consider (if not currently in place):**

#### Administration, Investigations, and Professional Standards

- Have a Professional Standards Internal Administrative Investigation (internal affairs) process/system within the agency (with certified training provided if not already done). Have all jail incidents involving claims, severe injuries, and deaths thoroughly investigated for both criminal culpability (Major Crimes Team Investigation/Death Investigation per ORS 146.090) as well as administrative performance accountability, training, equipment and policy review (Professional Standard Internal Administrative Investigation).
- Keep policy and procedures compliant with Transparent Policing and Use of Force Reform via Police Accountability Legislation 2020 (OSSA & OACP updates regularly).
- Encourage jail commanders and/or supervisors to watch/review the following videos and/or webinars in the [CIS Learning Center](#) (member access to the CIS system can be obtained by emailing [learn@cisoregon.org](mailto:learn@cisoregon.org) for a login and password):
  - [Internal Affairs Investigations: Striking the Right Balance](#)
  - [Administrative Investigations for In Custody Deaths](#)
  - [Internal Affairs Investigations: Criminal v. Administrative Investigations.](#)
- Have jail commanders, supervisors and corrections staff watch/review the following videos and/or webinars in the CIS Learning Center (member access to the CIS system can be obtained by emailing [learn@cisoregon.org](mailto:learn@cisoregon.org) for a login and password):
  - [Law Enforcement Personnel and Implicit Bias During Interactions with Citizens and Suspects](#)
  - [Unconscious Bias](#)
  - [Duty to Intercede: Conceptual, Cultural and Legal Aspects](#)

- [Valuing Diversity](#).
- Provide CIS with copies of the Major Crimes Team/Death Investigation Report as well as the Administrative Internal Professional Standards Investigation once completed, when applicable.
- Require the highest level of professional standards, conduct and behaviors from all Springfield Police Department employees, including all contract services employees and vendors. Additionally, continue to develop and maintain a culture where the compassionate treatment of all adults in custody is a goal and a value.
- Develop and implement mission and goals for the jail. This provides the chief and jail commander/administrator a means of measuring current performance and provides a basis for future planning.

#### Practice Proactive Tools to Instill a Well-Disciplined Organization

- Provide appropriate policies, appropriate assignments, and close supervision.
- Implement interpersonal skills tests/evaluations and add a “Human Relations: Interpersonal Communication, De-Escalation and Non-Escalation” policy at the agency (provided framework document published by Randy Means & Associates, LLC).
- Conduct a random audit of all recording devices (camera systems and vehicle systems) to ensure professional standards.
- Implement “management audits/reviews.”
- Maintain records of all random audits.
- Conduct regular employee inspections.
- Use data to ensure “early warning” systems are in place.  
Implement: Cognitive tests for all training provided
- Implement:
  - Cognitive tests for all training provided;
  - Physical fitness tests;
  - Tactical proficiency tests;
  - A mentorship program;
  - Agency leadership attending briefings regularly;
  - A community survey program annually; and

- Random “quality control” follow up phone calls to ensure a high quality of service is provided.

Remember positive feedback and appropriate recognition is the number one driver of human performance. Be generous with commendations.

#### Medical and Mental Health Services:

- Improve the medical and mental health coverage that currently exists.
- Modify and adjust jail operations and management to proactively address and reduce the risks and liability associated with the Covid-19 pandemic.
- Look for medical health services, mental health services, and associated suicide prevention programs that are designed, resourced and staffed in compliance with the National Commission on Correctional Healthcare (NCCHC) standards.
  - Ensure that “Detoxification from Drug and Alcohol Program” services are provided in accordance with the NCCHC standards.
- Make Naloxone (Narcan) available for correctional deputies and medical staff to dispense given the need. This is a proactive and contemporary professional public safety standard.
- Proactively address and classify high risk inmate medical issues, including known or suspected withdrawal from drugs and/or alcohol and mental health issues. Place the individual(s) in the appropriate "safety," "observation," or "high risk" cell.
- Utilize an automated alerting system like the JMS System to identify adults in custody who have previously threatened or attempted suicide in the facility.
- Participate, as applicable, in the Bureau of Justice Statistics (BJS) Mortality in Correctional Institutions (MCI). Refer to “Death in Custody Reporting Act (DCRA) of 2000.”
- Keep aware the importance of good medical services and mental health services in jail/correctional facilities (according to BJS MCI 2000-2014). Natural causes (illness related) account for the majority (51%) of jail deaths. Suicides are the second leading cause (31%, primary mechanism being by hanging), followed by drug/alcohol intoxication (withdrawal complications) related deaths, and then accidents. All staff should be good risk managers with proactive and contemporary practices are in place.



- Have jail commanders, supervisors, and correctional staff watch the following videos and participate in these courses in the CIS Learning Center (member access to the CIS system can be obtained by emailing [learn@cisoregon.org](mailto:learn@cisoregon.org) for a login and password)
  - [Suicide Awareness in Jails and Prisons](#)
  - [Preventing Jail Suicides: Best Practices & Policy Considerations](#)
- Focus on suicide prevention in the jail/correctional facility to include:
  - Increase observation for intoxicated adults in custody
  - Refer all mentally ill inmate to a Qualified Mental Health Professional (QMHP)
  - Perform timely & unpredictable safety checks
  - REMEMBER: just placing on “suicide watch” is insufficient
  - Have a contemporary and appropriately strong Suicide Prevention Program in place (i.e., identification, referral & assessment; communication; housing, levels of observation, intervention, reporting & notification, mortality/incident reviews and investigations, staff training).
- Make sure medical staff work within their abilities and scope of license and certifications and license(s) are kept up to date.
- Establish medical and mental health staff follow the National Commission on Correctional Healthcare (NCCHC) standards.
- Ensure drug and alcohol withdrawal is done safely via established medical protocol and “Detoxification from Drug and Alcohol Program” is in accordance with the NCCHC standards.
- Don’t assume that all “change in behavior” is mental illness (statistics indicate it could be a valid medical issues).
- Use good and appropriate discretion and err on the side of safety if “medical says their okay” and the medical plan shouldn’t be challenged.
- Handle all medical “refusals” appropriately with good on-going follow up.
- See that high-quality segregation welfare checks are conducted by medical staff (appropriate personal interaction and follow up on adult in custody requests for medical services).
- Demonstrate appropriate leadership if in charge of the jail (to include challenging medical and/or mental health concerns/services).

- Provide appropriate copies of the agency's Americans with Disabilities Act policies and procedure, to ensure the compliance and that the coordinating manager has decision making ability with appropriate documentation completed.
- Arrange for jail commander participation by the in the Medical Mortality Review process (if applicable).
- Confirm the jail commander and medical staff/medical director (including contracted services) are familiar with the [NCCHC 2018 Standards for Health Services in Jails](#).
- Make certain the jail commander and mental health staff (contract) are familiar with the [NCCHC 2018 Standards for Health Services in Jails](#) and the [NCCHC National Response Plan for Suicide Prevention and Intervention](#).
- Confirm correctional deputies who are distributing medications (not recommended) are properly trained (refer to NCCHC standards, Oregon Board of Pharmacy, Oregon Jail Standards and Department of Corrections, Health Services – Management of Pharmaceuticals).
- Have a consultant pharmacist on staff/contract. Also, ensure the consultant pharmacist of the correctional facility completes the required annual inspection and form per OAR 855-043-0600.
- Have the facility's health and correctional administrators coordinate the health care delivery system through joint monitoring, planning, and problem resolution. This can be accomplished by meeting quarterly.
- Have the responsible health authority/health services administrator (RHA/HSA) ensure that health care policies and procedures are developed, documented, updated, and readily available to all staff.
- Have the responsible health authority/health services administrator (RHA/HSA) be part of all in custody death reviews to improve care and prevent further deaths.

#### **OSSA and OJS Standards and Inspections:**

- Maintain all standards as listed in the OSSA OJS to stay current. Remember to forward a copy of the facility's next OSSA OJS Inspection Report to CIS once received.

- Confirm the Inmate Mail policy and practice is aligned with the OSSA OJS. Some jails across the United States have practiced “post card-only” as a mail policy, which has been found to be unconstitutional.
- Review and update facility's food services menus on at least an annual basis to ensure they are adequate. These menus must be evaluated by a certified dietician and be based on the Recommended Dietary Allowances of the National Academy of Sciences or equivalent authority. Currently this is done via a contract with the Oregon Department of Corrections.

### **Use of Force and Random Auditing:**

- Document all use of force incidents to include energy devices (CED-TASERS), OC/Pepper Spray, and the WRAP (as applicable) on a "use of force" report. Five random use of force reports were requested.
- Conduct annual reviews of all use of force reports to look at trends.
- Conduct random audits of facility and/or body camera footage (if applicable) as described (recommended five per month per supervisor with documentation). Ensure appropriate notice to associated labor group(s) based on the CBA.
- Perform random audits of other critical administrative and operational areas of the jail (i.e., inmate safety checks, mental health and medical intake paperwork completion, mail logs, telephone recordings, etc.)
- Prohibit the use or deployment of “Patrol Apprehension K-9s” (bite dogs) in a controlled jail/correctional facility environment for use in cell extractions. CIS does not endorse, encourage or approve of the above use of K-9's and is excluded from coverage for members as of July 1, 2019. This should not limit or discourage the use of Narcotic, Contraband or Explosive Detection K-9 Teams.

### **Safety and Security of Staff & Facility:**

- Utilize a jail inmate/deputy automated tracking system.
- Deploy body cameras to all jail correctional deputies to capture incidents occurring in the jail/correctional facility. This is highly recommended.
- Equip correctional deputies with ballistic vests to include stab and shock resistant. Note: at the time of the assessment facility management was not sure if vests were shock and/or stab resistant.

- Keep staff trained on the Civil Rights of Institutionalized Persons Act (CRIPA).
- Maintain secure storage of “Electronically Stored Information” (ESI) for all critical interactions/incidents (anticipate litigation, death cases, injuries, statements of intent to sue, use of force, etc.).
- Refer to the U.S. Department of Justice National Institute of Corrections “Managing Risks in Jails” (April 2008); “Resource Guide for Jail Administrators” (December 2004); and, “Sheriff’s Guide to Effective Jail Operations” (January 2007).
- Consider including the jail/correctional facility in the agency Mission, Vision, Value Statement and post this publicly (including on the website).

### **Training and Professional Development of Staff:**

- Continue to meet or exceed training standards as set forth by DPSST and the OSSA OJS.
- Register all corrections staff with the [CIS Learning Center](#) where there are a variety of free online courses for law enforcement and corrections. Access can be granted by emailing [learn@cisoregon.org](mailto:learn@cisoregon.org) to enroll employees.

### **Leadership and Culture:**

Encourage all employees to be leaders and “risk managers” who are in the “people business.” All correctional officers are in the “inmate welfare” business, and this includes “medical care” and “mental health care.” If an inmate raises a medical care or mental health care issue, especially a potentially serious medical or mental health issue, be proactive and report this to a supervisor and the on-duty medical staff. Correctional staff should be “thinking about the worst-case scenario” and always err on the side of caution. Ensure that the steps taken are well documented.

Have jail commanders, supervisors and correctional staff watch/review the following videos and/or webinars in the CIS Learning Center (member access to the CIS system can be obtained by emailing [learn@cisoregon.org](mailto:learn@cisoregon.org) for a login and password):

- [Risk Management for Law Enforcement](#)
- [The PREA Imperative](#)

- [PREA and Inmate Rights](#)
- [Don't Cross the Line! Resisting the Inmate Manipulator](#)
- [Critical Stress in Corrections](#)
- [Jail Video Footage: Risk & Opportunities](#)
- [De-Escalation: When & How to Make it Work](#)
- [Priority of Life: A Model for Improving Officer Safety and Reducing Risk](#)
- [Preventing Discrimination and Harassment for Employees](#)
- [A Deeper Look at the ADA: An Advanced Workshop](#)
- [Excited Delirium: 8 Key Law Enforcement Takeaways](#)
- [10 Ways to Lose Police Lawsuits](#)
- [Harassment Claims are Here and Still Coming: Are You Prepared?](#)

Policies and Procedures	By Whom	By When
1) <b>Goal:</b> Directive outlining code of conduct that requires compliance with laws, constitution, ethical standards and department regulations.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is required to have a policy outlining a code of conduct. This code of conduct will need to address the conduct of all staff within the organization. The code itself will address the expectations of the staff as it relates to the policy, laws, and ethical behavior and conduct. The code of conduct should also relate to the mission, values, and goals of the organization. Quite often the code of conduct will also be listed as a performance measurement in all evaluations.</i>		
<b>Response:</b> Yes		
Policies and Procedures	By Whom	By When
2) <b>Goal:</b> Directive covering transporting of prisoners; practice complies with directive.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>There needs to be a policy on the way all staff drives and operates their vehicles. This will include operations under normal driving conditions and driving while transporting prisoners. These driving practices need to specifically identify the expectations of the driver and clearly spell out the dangers of operating a vehicle while transporting prisoners.</i>		
<b>Response:</b> Yes		
Policies and Procedures	By Whom	By When
3) <b>Goal:</b> Use of force directive with annual training	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Part of the annual training needs to include a review of the use of force policy. It is recommended that there be a written test</i>		

component for the use of force policy, to test the knowledge and understanding of the policy.

**Response:** Yes

Policies and Procedures	By Whom	By When
4) <b>Goal:</b> Hearing Conservation Program in place (OAR 437-002-0120 and 29 CFR 1910.333 and 1910.95).	Chief Lewis	January 2021

**Recommendation:** The jail/correctional facility needs to have a policy/program regarding hearing conservation. This policy/program will address proper hearing protection when officers are at the firing range. Additionally, the hearing program needs include annual hearing testing of all officers to determine a base line hearing measurement and any hearing loss over the year due to firing range activities.

**Response:** No. The Jail Detention Officers are not armed and do not attend range training.

**Comments:** The jail environment should be assessed for noise levels that could be harmful to detention officers' hearing (i.e., cell doors shutting, etc.).

Policies and Procedures	By Whom	By When
5) <b>Goal:</b> Department directives are distributed to all personnel impacted by the directives.	Chief Lewis	On-Going

**Recommendation:** A distribution policy/process to communicate and discuss policies to all jail/correctional facility staff. This may be completed by reviewing policy in shift briefings, monthly meetings, or in-service training. This needs to include both sworn and non-sworn (civilian) personnel.

**Response:** Yes

Policies and Procedures	By Whom	By When
6) <b>Goal:</b> Electronic media directive addressing e-mail and internet use, confidentiality, viruses, harassment, installing unauthorized software, copyright infringement, and non-work-related use.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility needs to have a policy that addresses the use of all electronic media. The policy needs to be specific about use of electronic media for personal use. When/if it is approved and the rules when using electronic media for personal use.

**Response:** Yes

Policies and Procedures	By Whom	By When
7) <b>Goal:</b> Agency directives are reviewed annually; directives in need of updating are re-written in a timely manner.	Chief Lewis	On-Going

**Recommendation:** Having accurate and updated policies is critical for all law enforcement agencies. There needs to be a process in place for the updating all policies. For Lexipol members, updates are completed by Lexipol. If the jail/correctional facility is not a jail/corrections member another process must be put in place to ensure all policies are compliant with changes in state and federal law.

**Response:** Yes

Policies and Procedures	By Whom	By When
8) <b>Goal:</b> Citizen complaint procedure directive that includes documenting ALL complaints.	Chief Lewis	On-Going

**Recommendation:** There needs to be a policy in place stating that all citizens complaints will be documented and addressed. These complaints need to be summarized on an annual basis. The summary should include the basis of the complaint, the officer(s) involved, the complainant and the outcome of the investigation.

**Response:** Yes

Policies and Procedures	By Whom	By When
9) <b>Goal:</b> Directive that requires notifying whenever a use of force situation results in an injury that requires medical treatment beyond first aid	Chief Lewis	On-Going

**Recommendation:** CIS needs to be notified in cases where jail/correctional facility employees are involved in use of force and the individual(s) involved need medical treatment beyond first aid. Early notification will allow CIS to determine if defense counsel is needed right away or if we can wait until notification of legal action from the involved individual.

**Response:** Yes

Policies and Procedures	By Whom	By When
10) <b>Goal:</b> Agency personnel are regularly trained on the contents, intention, and application of the directives.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility will need to update the contents and intent of policy to all members of the jail/corrections agency. These updates need to be done on an annual basis.

**Response:** Yes

Policies and Procedures	By Whom	By When
11) <b>Goal:</b> Provide enforcement guidelines to all personnel (appropriate use of discretion).	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility needs a policy on when/how a jail/correctional officer may use their discretion. The purpose of this policy is to avoid the officer from compromising their integrity or ethics.

**Response:** Yes

**Employee Data**

12) **Question:** Number of Certified/Sworn Staff

**Response:**

**Comments:** 18 Sworn/Certified: 1 Lt. (on 8-hr shift, M-F), 4 Sgts., 13 Detention Officers (DO). Sgts & DO's On 12-hour shifts.

**Employee Data**

13) **Question:** Number of Sworn Staff not yet Certified by DPSST

**Response:**

**Comments:** 1 Detention Officer

**Employee Data**

14) **Question:** Have waivers been filed with DPSST?

**Response:** N/A

**Employee Data**

15) **Question:** Number of Civilian Staff

**Response:**

**Comments:** 1 Records Clerk (on 8-hr shift, M-F)

**Employee Data**

16) **Question:** Contract Medical (CIS is to be provided copy of this Contract for review and a copy of certificates of Insurance)

**Response:**

**Comments:** Correctional Health Partners. See Narrative - <https://www.chpdelivers.com/> .

**Employee Data**

17) **Question:** Contract Mental Health (CIS is to be provided a copy of this contract for review)

**Response:**

**Comments:** Correctional Health Partners. See Narrative - <https://www.chpdelivers.com/> .

**Employee Data**

18) **Question:** Other Contracts for Services Provided (CIS is to be provided a copy of these contracts for review)

**Response:** Yes



**Comments:** See Narrative. Copies provided.

**Employee Data**

19) **Question:** Number of Reserves

**Response:**

**Comments:** No Reserve Detention Officers

**Employee Data**

20) **Question:** Number of Volunteers

**Response:**

**Comments:** No, not in the jail other than programs.

**Employee Data**

21) **Question:** Average Daily Population for Corrections Facility

**Response:**

**Comments:** 2020 due to Covid-19 = 32. In 2019 = 51

**Employee Data**

22) **Question:** Number of forced releases conducted last calendar year.

**Response:**

**Comments:** None

**Employee Data**

23) **Question:** Are juveniles held at this facility?

**Response:**

**Comments:** No

**Employee Data**

24) **Question:** If yes, how many juveniles are held?

**Response:**

**Comments:** N/A

**Employee Data**

25) **Question:** Number of males?

**Response:**

**Comments:** Approximately 85%

**Employee Data**

26) **Question:** Number of females?

**Response:**

**Comments:** Approximately 15%

**Employee Data**

27) <b>Question:</b> Lexipol Member		
<b>Response:</b> Jail has a City produced policy manual. See narrative.		
<b>Comments:</b> Not a Lexipol member.		
<b>Employee Data</b>		
28) <b>Question:</b> Date of Lexipol Policy Development		
<b>Response:</b> Agency developed manual. Last updated May 2018		
<b>Comments:</b> N/A		
<b>Employee Data</b>		
29) <b>Question:</b> Corrections/Custody Lexipol Policy Manger Name/Title		
<b>Response:</b> N/A		
<b>Comments:</b> Lt. Matt Neiwert for Agency developed manual.		
<b>Employee Data</b>		
30) <b>Question:</b> Risk Manager Name		
<b>Response:</b>		
<b>Comments:</b> Lt. Matt Neiwert for the Jail.		
<b>Employee Data</b>		
31) <b>Question:</b> Date of last Oregon State Sheriffs Association Jail Standards Inspection by OSSA OJS (Required every 2 years & Copy to be provided to CIS) and/or DOC Inspection Report		
<b>Response:</b> See narrative.		
<b>Comments:</b> DOC Inspection Only - Most recent December 20, 2019		
<b>General Risk Management</b>	<b>By Whom</b>	<b>By When</b>
32) <b>Goal:</b> A timely response to prior loss control/risk management control measures.	Chief Lewis	On-Going
<b>Recommendation:</b> Having timely response to previous risk management control measures is key to reducing future losses and claims.		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>General Risk Management</b>	<b>By Whom</b>	<b>By When</b>
33) <b>Goal:</b> A designated individual is responsible at the agency for risk management and safety compliance functions.	Chief Lewis	On-Going
<b>Recommendation:</b> Having individuals assigned to risk management and safety functions is important when dealing with claims.		
<b>Response:</b>		

**Comments:** Yes

General Risk Management	By Whom	By When
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34) <b>Goal:</b> An agency representative has responsibility for internal claims investigation at agency and sending claims to CIS for reporting.	Chief Lewis	On-Going
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**Recommendation:** CIS would like to know who the primary contact is for internal claims investigation allowing for better processing of claims.

**Response:**

**Comments:** Yes

General Risk Management	By Whom	By When
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35) <b>Goal:</b> Managers are held accountable for risk/safety related prevention and mitigation in their performance evaluations.	Chief Lewis	On-Going
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**Recommendation:** Having managers and supervisors held accountable for risk management and safety prevention is critical in reducing external and internal claims. Having this item as part of a performance review is recommended.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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36) <b>Goal:</b> Fire Alarm (OAR 437-002-0041)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that fire alarm(s) are located within public buildings.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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37) <b>Goal:</b> Fire Extinguishers (OAR 437-002-0180)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that fire extinguishers are located throughout public buildings. These fire extinguishers need to be checked quarterly.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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38) <b>Goal:</b> Exit markings (OAR 437-002-0041)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that each exit is clearly marked and that these exit signs will illuminate if power to the building is lost.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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39) <b>Goal:</b> First aid kits available (OAR 437-002-0161)	Chief Lewis	On-Going
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**Recommendation:** Having a first aid kit in the building is required by Oregon OSHA

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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40) <b>Goal:</b> Bio-hazard kit and disposal available (OAR 437-002-0360)	Chief Lewis	On-Going
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**Recommendation:** Having a bio-hazard kit is required in the building per Oregon OSHA.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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41) <b>Goal:</b> SDS sheets posted (OAR 437-002-0360)	Chief Lewis	On-Going
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**Recommendation:** Safety Data Sheets (SDS) are required for any hazardous material within the building or vehicles operated by employees. The SDS information needs to be in a location that any employee can obtain 24/7.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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42) <b>Goal:</b> Proper storage of hazardous materials (OAR 437-002-0360)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that hazardous materials are properly stored. Preferably, they will not be stored within the building. If they are stored in the building, they need to be in a fireproof metal cabinet.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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43) <b>Goal:</b> Building evacuation plans posted (OAR 437-002-0042)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that building evacuation plans are posted throughout the building. These plans need to indicate where you are in the building and the closest exit in the event of an emergency.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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44) <b>Goal:</b> Eye wash stations where required (OAR 437-002-0161)	Chief Lewis	On-Going
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**Recommendation:** Eye wash stations are required in buildings where there could be fluids or particles being lodged in the eye(s). Such examples would include the use of fluid chemicals, or projectiles such as metal or sand. The eye wash stations need to be plumbed in the water system of the building and tested at least monthly by running water through the eye wash station. In some cases, portable eye wash solutions can meet this requirement.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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45) <b>Goal:</b> Emergency Action Plan (> 10 employees) (OAR 437-002-0042)	Chief Lewis	On-Going
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**Recommendation:** Oregon OSHA requires that any employer with 10 or more employees are required to have an emergency action plan that spells out how the staff will respond in the event of an emergency. The is typically referred to as an emergency management plan.

**Response:**

**Comments:** Yes

Safety for Secured Correction Facility	By Whom	By When
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46) <b>Goal:</b> Continuity of services plan for continuation of business in situations impacting the facility or other critical functions (e.g. communications) is in place.	Chief Lewis	January 2021
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**Recommendation:** This component is a piece of the emergency action plan and will identify how the organization will operate and continue business operations.

**Response:**

**Comments:** No

Safety for Secured Correction Facility	By Whom	By When
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47) <b>Goal:</b> Sprinkler system installed in building	Chief Lewis	On-Going
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**Recommendation:** Current building codes require need or remodeled buildings to include a sprinkler system.

**Response:**

**Comments:** Yes

Security for Secured Correction Facility	By Whom	By When
48) <b>Goal:</b> Access to LEDS and NCIC data restricted (OAR 257-015-0060 and 0070)	Chief Lewis	On-Going
<b>Recommendation:</b> To maintain LEDS and NCIC data systems it is required to restrict anyone without CJIS clearance not to see or have access to any confidential/sensitive information.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Security for Secured Correction Facility	By Whom	By When
49) <b>Goal:</b> Sensitive or confidential information not available to unauthorized viewing (257-015-0070)	Chief Lewis	On-Going
<b>Recommendation:</b> This information must be protected to ensure its integrity and accuracy, legal and efficient storage, dissemination and use. It is incumbent upon an agency operating a LEDS terminal, or a terminal on another system which has access to the LEDS network, to implement the procedures necessary to make the terminal secure from any unauthorized use.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Security for Secured Correction Facility	By Whom	By When
50) <b>Goal:</b> Visitors do not pass through critical workspace when entering facility.	Chief Lewis	On-Going
<b>Recommendation:</b> To meet the CJIS standards visitors cannot walk through work areas where there is confidential or sensitive data.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Security for Secured Correction Facility	By Whom	By When
51) <b>Goal:</b> Non-law enforcement visitors have escorts only.	Chief Lewis	On-Going
<b>Recommendation:</b> Any visitor within the jail/correctional facility must always have an escort.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Security for Secured Correction Facility	By Whom	By When
52) <b>Goal:</b> Facility has secure storage for department owned weapons and ammunition.	Chief Lewis	On-Going

**Recommendation:** Having a secure storage for agency owned weapons and ammunition is critical for safety and security. There needs to be a log out system to identify who has which weapon(s). This logging system should include handguns, rifles, shot-guns, less-than-lethal, and Conducted Energy Devices.

**Response:**

**Comments:** Yes

Security for Secured Correction Facility	By Whom	By When
53) <b>Goal:</b> Adequate perimeter security for the correctional facility.	Chief Lewis	On-Going

**Recommendation:** Having a secure parking area for department owned vehicles is not a requirement; however, it is strongly recommended to prevent damage (vandalism). Secondly, having a secure parking area for employees is preferred to prevent threats to employees.

**Response:**

**Comments:** Yes

Security for Secured Correction Facility	By Whom	By When
54) <b>Goal:</b> Facilities space is wholly dedicated to correctional function and other agency employees cannot enter unless authorized.	Chief Lewis	On-Going

**Recommendation:** This is not a requirement. If the jail/correctional facility shares a building with others, then there needs to be a separation between the jail/correctional facility and other government services. This is to meet and address the areas relating to CJIS standards.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
55) <b>Goal:</b> The jail is inspected every 2 years and meets the minimum requirements of the OSSA OJS Inspection.	Chief Lewis	Dec. 2021

**Recommendation:** Based on OSSA, OJS OJI and DOC Local Correctional Facilities are to be inspected every two years (ORS 169.040 & 169.076-078 - Standards for Local Correctional Facilities. The correctional facility's agency will send/provide CIS a copy of the most recent jail inspection report to make sure the jail is meeting the minimum standards as outlined by the listed authorities. The inspection (every two years) is a requirement and needs to be sent to CIS to assist with underwriting.

**Response:**

**Comments:** By DOC on 12/20/2019 and Effective starting 6/16/2020 (OSSA Affiliate Membership Contract) Oregon Jail Inspection.

Jail	By Whom	By When
56) <b>Goal:</b> Adults in custody have access to the law library (i.e., actual library, library lookup services or services such as Westlaw, Lexus Nexus, etc.).	Chief Lewis	On-Going

**Recommendation:** The State of Oregon requires that jail/correctional facilities allow adults in custody to have access to the law library (ORS 169.076 - Standards for Local Correctional Facilities & OAR 291-139 Legal Affairs - Inmate). This standard is required, and a log of inmate use of the law library should be kept and maintained.

**Response:** Yes

**Comments:** On-Line

Jail	By Whom	By When
57) <b>Goal:</b> Adequate and timely medical and mental health services are provided.	Chief Lewis	See Narrative

**Recommendation:** Providing adequate medical and mental health services to adults in custody is required (ORS 169.076 - Standards for Local Correctional Facilities). These services may be staff positions or provided by contract. Recording adults in custody medical and mental health services can aid in defending claims made by adults in custody. This includes the issuance of medications. Note: CIS has imposed a \$10,000 deductible on claims involving jail/correctional facilities where adults in custody are held for more than eight hours and a qualified doctor or nurse was not available to respond to the inmate's medical issues. This readily "available" standard means a trained medical professional who can diagnose, prescribe and treat (MD) or with MD orders can diagnose, prescribe and treat (RN), who is on-site a minimum of 4 hours per day, 7 days per week, 365 days per year. If on-call, the medical professional shall have a response time of 20 minutes or less (on-site from time of call) when requested.

**Response:** The CIS telemedicine project was discussed and follow up will occur to look more closely at this option.

**Comments:** See Narrative.

Jail	By Whom	By When
58) <b>Goal:</b> Appropriate inmate and cell search procedures are in place (personal inspection/safety/welfare checks once per hour).	Chief Lewis	On-Going

**Recommendation:** Inmate and cell searches are required for safety of all staff and the adults in custody who are in the care and custody of the jail/correctional facility (ORS 169.076 - Standards for Local Correctional



Facilities). Inmate searches anytime the inmate is coming into the jail facility or being moved from one location to another location within the jail. Cell searches need to be conducted as outlined by the jail/correctional facility policy and the Oregon Jail Managers Association. Cell searches also include physically checking on the adults in custody at least every hour, every 15 minutes if the inmate is on suicide watch.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
59) <b>Goal:</b> Provisions in the event of exceeding capacity are in place (population emergency release plan - forced releases).	Chief Lewis	On-Going

**Recommendation:** The correctional facility needs to have a system in place in the event maximum capacity is reached (ORS Chapter 169.042, 044 & 046 - Notice of County Jail Population Emergency). This system could include moving adults in custody to another jail, matrix the inmate, or cite and release the inmate. This system needs to be addressed in policy and the policy needs to be followed.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
60) <b>Goal:</b> Appropriate inmate classification policy and/or procedures exist.	Chief Lewis	On-Going

**Recommendation:** Appropriate inmate classification is required and critical for staff and inmate safety (OAR 291.104 Classification - Inmate, 28 CFR 115.42 PREA Standards). A policy needs to be in place to address the classification process and the policy needs to be followed.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
61) <b>Goal:</b> Appropriate inmate grievance procedure, record keeping, and tracking are in place.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility agency needs to have a policy in place to process inmate grievances (Prison Litigation Reform Act - 42 U.S.C. 1997e & 28 CFR 115.52). Included in the policy needs to be an acknowledgement of the grievance to the inmate within 10 days indicating that the grievance has been received and is being addressed. This grievance procedure must include the appropriate appeals process along with all other requirements.

**Response:** Yes, this is currently done on a shared electronic network and hard copies are placed in the adult in custody file.

**Comments:** The facility will be attempting to maintain and track this in the EIS system.

Jail	By Whom	By When
62) <b>Goal:</b> Emergency policy/procedures for fire, riot, hostage taking, environmental contamination, and earthquakes exists.	Chief Lewis	Yes

**Recommendation:** The jail/correctional facility agency needs to have an emergency management plan in place to address the issues related in the recommendation (ORS 169.076 - Standards for Local Correctional Facilities). This plan should outline the immediate response, continuity of operations, and long-term recovery plans. This plan should be reviewed and updated annually and should include a training component. At a minimum tabletop exercises should be conducted, ideally a full-scale drill annually.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
63) <b>Goal:</b> If juveniles are ever brought or held in the facility OJJDP guidelines are followed.	N/A	N/A

**Recommendation:** The jail/correctional facility agency needs to have a policy in place to process and address juveniles housed in the facility (28 CFR 115.14, ORS 419C.005 & ORS 137.705). Requirements set forth in the Juvenile Justice and Delinquency Prevention Act 1973 (JJCPA) & Office of Juvenile Justice and Delinquency Prevention (OJJDP) Guidelines.

**Response:**

**Comments:** N/A

Jail	By Whom	By When
64) <b>Goal:</b> There are safety/special checks conducted and/or criteria established for "high risk" adults in custody (checks every 15 minutes).	Chief Lewis	Critical & On-Going

**Recommendation:** "High Risk" adults in custody pose a substantial risk and liability to the jail/correctional facility. I.e., medical issues, suicidal ideations, alcohol/drug dependent and potential withdrawal complications, mental illness suspected, to name a few. A policy shall be in place to address inmate safety checks for "high risk" adults in custody. This should include annual training/review conducted.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
65) <b>Goal:</b> "Medical Screening Intake Questions" are asked and documented (specific form) on every inmate.	Chief Lewis	Critical & On-Going
<p><b>Recommendation:</b> Medical negligence claims are a high risk and liability exposure area in jail/correctional facilities (ORS 169.076 - Standards for Local Correctional Facilities). An appropriate screening at intake provides a means to reduce this exposure while the form is a retrievable method to refer to if needed. The training on completion of this form should be provided to staff by a physician or medically trained designee. This screening form serves four purposes: 1) Identify and meet any urgent health needs of those being admitted; 2) Identify and meet any known or urgent health needs of those that require medical intervention; 3) Identify and isolate adults in custody who appear potentially contagious; 4) Appropriately obtain a medical clearance when necessary. These forms should be reviewed/ revised every three years.</p>		
<b>Response:</b>		
<b>Comments:</b> Yes		
Jail	By Whom	By When
66) <b>Goal:</b> "Mental Health Intake Screening Questions" are asked and documented (specific form) on every inmate.	Chief Lewis	Critical & On-Going
<p><b>Recommendation:</b> Mental health/medical negligence claims have shown to be a high risk and liability exposure area in jail/correctional facilities (ORS 169.076 - Standards for Local Correctional Facilities). An appropriate screening at intake provides a means to reduce this exposure while the form is a retrievable method to refer to if needed. The training on completion of this form should be provided to staff by a physician, medically trained, or mental health professional or designee. This screening form serves four purposes: 1) Identify and meet any urgent mental health needs of those being admitted; 2) Identify and meet any known or urgent mental health needs of those that require medical intervention; 3) Identify and isolate adults in custody who appear potentially suicidal; 4) Appropriately obtain a medical/mental health clearance when necessary. These forms should be reviewed/ revised every three years.</p>		
<b>Response:</b> Mental Health staff on-site 32 hours per week.		
<b>Comments:</b> Yes		
Jail	By Whom	By When

67) <b>Goal:</b> "Emergency Room or Hospital Clearance" forms are checked before acceptance.	Chief Lewis	Critical and On-Going
<b>Recommendation:</b> Treatment at a medical facility (when applicable) prior to accepting a prisoner is critical to providing appropriate medical attention, while reducing the risk and liability (ORS 169.076 - Standards for Local Correctional Facilities). A hospital/ER medical clearance form is required and shall be checked when needed prior to accepting a prisoner into the jail/correctional facility. An appropriate policy should be in place providing this guidance to correctional facility staff.		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Jail</b>	<b>By Whom</b>	<b>By When</b>
68) <b>Goal:</b> There is a specific (or comparable), "Arresting Officer Questionnaire" form completed on every inmate.	Chief Lewis	On-Going
<b>Recommendation:</b> The arresting officer questionnaire should be completed prior to admitting the arrestee (ORS 169.076 - Standards for Local Correctional Facilities). This questionnaire can help intake staff identify at the time of arrest whether the prisoner was assaultive, violent, consuming alcoholic beverage or drugs, injured, threatening suicide, etc. This is a high liability and high-risk area for jail/correctional facilities.		
<b>Response:</b>		
<b>Comments:</b> Detention officers ask these questions and document the answers electronically.		
<b>Jail</b>	<b>By Whom</b>	<b>By When</b>
69) <b>Goal:</b> Healthcare training for correctional officers is provided annually.	Chief Lewis	Critical & On-Going
<b>Recommendation:</b> Providing appropriate and necessary medical care is a state requirement (ORS 169.076 - Standards for Local Correctional Facilities). This is a high risk and high liability area for jail/correctional facilities. Annual healthcare training/review is essential to providing this necessary and essential requirement. This should be done by a medical professional.		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Jail</b>	<b>By Whom</b>	<b>By When</b>
70) <b>Goal:</b> There is a policy section on "Who Should Not be Booked" (or similar) in the agency policy manual.	Chief Lewis	Critical & On-Going

**Recommendation:** Who should not be booked should be clearly articulated within the jail/correctional facility policy manual (ORS 169.076 - Standards for Local Correctional Facilities). In Lexipol this is found under "Adults in custody Not Accepted into the Facility." Those that should NOT be booked would include unconscious or semiconscious individuals, those with obvious broken bones and head wounds, severely intoxicated/under the influence individuals, women in labor, mentally unstable, or those in alcohol or drug withdrawal, to name a few.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
71) <b>Goal:</b> The agency has a "Denial of Admission" form (or comparable) that is completed when intake is denied.	Chief Lewis	Critical & On-Going

**Recommendation:** A person in need of emergency medical attention shall not be admitted to the jail/correctional facility until a medical examination is conducted by a licensed medical provider (ORS 169.076 - Standards for Local Correctional Facilities). A Denial of Admission document shall be completed, listing the reason for denial. The document should be signed by the highest-ranking jail/corrections supervisor on duty at the time of denial.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
72) <b>Goal:</b> Correctional officers are trained annually on the appropriate "Use of Force" (to include Restraint Chair, TASER and Pepper Spray Use).	Chief Lewis	On-Going

**Recommendation:** Use of force claims have shown to be a high risk and liability exposure area in jail/correctional facilities (ORS 161.205 - Use of Physical Force Generally). Training on the use of force should occur annually, and include the manufacturers warning for the restraint chair, conducted energy device, and the use of pepper spray.

**Response:** Restraint Chair – Yes; TASER (CED) – Yes; Pepper Spray – Yes; No WRAP Device in facility.

**Comments:** Yes

Jail	By Whom	By When
73) <b>Goal:</b> Agency houses ICE Detainees for criminal offenses, criminal warrants, or based on a judicial hold only.	N/A	N/A

**Recommendation:** If the jail/correctional facility detains Immigration and Customs Enforcement adults in custody a contractual agreement should exist, and CIS should be sent a copy of this contract for review. A Policy should exist for this purpose.

**Response:**

**Comments:** No

Jail	By Whom	By When
74) <b>Goal:</b> Retention periods for recorded facility cameras, on-body cameras, or TASER cams are set for a minimum of 6 months.	Chief Lewis	January 2021 On-Going

**Recommendation:** Oregon Government Tort Claims Notice-Under Oregon law, if a person ever wants to file a tort lawsuit against a public entity, the plaintiff must have first given notice to that entity within 180 days of the incident causing (with certain exceptions). Camera footage should be saved for evidentiary purposes for at least 6 months or longer (ideally 2 years due to Federal Civil Rights Violations Statute of Limitations).

**Response:**

**Comments:** Facility cameras are saved on the city server for 60 days. Incident specific, footage is downloaded and saved until case reaches a final disposition.

Jail	By Whom	By When
75) <b>Goal:</b> Prison Rape Elimination Act of 2003 (PREA) training and policy is current and up to date.	Chief Lewis	On-Going

**Recommendation:** PREA guidelines are set forth in 28 C.F.R. Part 115. Training, education, investigation, policy and custody protocols must be followed.

**Response:**

**Comments:** Yes

Jail	By Whom	By When
76) <b>Goal:</b> Random audits of camera footage from facility, body cams or TASER cams is/are conducted monthly.	Chief Lewis	On-Going

**Recommendation:** Contemporary and best practice recommends that each supervisor randomly review 5 camera incidents (either body cam, facility or vehicle) per month. Take appropriate action to praise officers for conducting themselves in a professional manner or take performance accountability measures if misconduct is discovered.

**Response:** Yes

**Comments:** Yes, these random checks are done using the facility cameras.

Jail	By Whom	By When
77) <b>Goal:</b> There is an automated or manual "alert" system for adults in custody who have previously attempted suicide while in custody.	Chief Lewis	Critical & On-Going
<b>Recommendation:</b> Contemporary and best practice recommends an automated alert system in jail/correctional facilities to identify adults in custody that have previously attempted suicide or threatened suicide while in custody on prior occasions.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Jail	By Whom	By When
78) <b>Goal:</b> Suicidal adults in custody are "flagged" for following shifts, so communication of this risk is clearly known to corrections officers.	Chief Lewis	Critical & On-Going
<b>Recommendation:</b> Contemporary and best practice recommends a system be in place in jail/correctional facilities to alert oncoming staff of an inmate who has attempted or threatened suicide.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Jail	By Whom	By When
79) <b>Goal:</b> The facility is compliant and can accommodate Adults in custody with disabilities - Americans with Disabilities Act.	Chief Lewis	On-Going
<b>Recommendation:</b> Contemporary and best practice recommends conducting a needs assessment, if necessary, to comply with ADA Act of 1973, 29 U.S.C. 794(a), and Title II of the ADA Act, 42 U.S.C. 12131, The Rehabilitation Act. CIS recommends a needs assessment as a first step. Additional informational resources and guidance are available given the need.		
<b>Response:</b>		
<b>Comments:</b> Yes		
Employment Liability	By Whom	By When
80) <b>Goal:</b> Job descriptions match current positions and functions held within the organization, and they include physical requirements.	Chief Lewis	On-Going
<b>Recommendation:</b> It is critical that the job descriptions are updated at least every three years and that the job description accurately reflects the specific job tasks. The individuals performing the specific job should review		

the job description each year to determine if there are any changes or updates needed. This review normally occurs during the annual performance evaluation.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
81) <b>Goal:</b> Workplace harassment/discrimination policy and regular training for all personnel occurs.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility needs to have annual or at least semi-annual training in workplace discriminatory harassment, sexual harassment, etc. This is for all staff within the organization.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
82) <b>Goal:</b> New employee orientation includes safe work practices.	Chief Lewis	On-Going

**Recommendation:** There needs to be a review of safe work practices during new employee orientation. This can be completed by human resources and/or staff from the jail/correctional facility. This training needs to be documented in the employee's personnel file (covering PPE, SDS, Claims and accident/injury reporting, safety expectations).

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
83) <b>Goal:</b> Supervisory training is provided on an ongoing basis (Contract administration, ADA, FMLA, OFLA, etc.).	Chief Lewis	On-Going

**Recommendation:** Supervisors within the jail/correctional facility need to have training in ADA, OFLA, FMLA, collective bargaining administration. This training should occur every three to five years.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
84) <b>Goal:</b> Agency has an internal investigation & progressive discipline policy, and it is consistently followed.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility needs to have a progressive discipline policy. This may be outlined in the collective bargaining



agreement, the jail/correctional facility's policy, or governing agency policy and procedures.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
85) <b>Goal:</b> Agency has a grievance procedure in place for all employees.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility should have a grievance policy/procedure in place. This could be in the collective bargaining agreement(s), department or governing agency policy and procedures.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
86) <b>Goal:</b> Agency staff is aware of the CIS law enforcement and jail/correctional facility risk management program.	Chief Lewis	On-Going

**Recommendation:** CIS has provided an overview of the public safety risk management program and the services that are offered to CIS members.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
87) <b>Goal:</b> Agency staff is aware of and uses CIS' Pre-Loss Legal Services.	Chief Lewis	On-Going

**Recommendation:** CIS has made the member aware of the Pre-Loss program and the consequences of not using the Pre-Loss program.

**Response:**

**Comments:** Yes

Employment Liability	By Whom	By When
88) <b>Goal:</b> Reviews are conducted on the use of force. This includes use of the restraint chair, TASER (CED) and pepper spray.	Chief Lewis	On-Going

**Recommendation:** Use of force claims have shown to be a high risk and liability exposure area in jail/correctional facilities. Training on the use of force should occur annually, and include the manufacturers warning for the restraint chair, conducted energy device, and the use of pepper spray. A policy should be in place for the "Use of Force Review."

**Response:**

**Comments:** Yes

<b>Employment Liability</b>	<b>By Whom</b>	<b>By When</b>
89) <b>Goal:</b> Internal administrative investigations are conducted on substantial injuries or deaths that occur while in the correctional facility.	Chief Lewis	Critical & On-Going

**Recommendation:** The jail/correctional facility shall have an internal administrative investigations process (ORS 236.350-370 Disciplinary Actions for Public Safety Officers). This could be in the collective bargaining agreement(s), department or governing agency policy and procedures.

**Response:**

**Comments:** Yes

<b>Employment Liability</b>	<b>By Whom</b>	<b>By When</b>
90) <b>Goal:</b> Documented and relevant training occurs annually per OSSA OJS.	Chief Lewis	On-Going

**Recommendation:** The jail must have a written annual training plan outlining requirements for all staff. Training is required per the Oregon State Sheriffs Association (OSSA) and the Oregon Jail Standards (OJS) A-401 for certified jail/correctional facility staff. This training occurs and the required hours meet or exceed certification requirements. At a minimum training shall include: first aid and CPR training; use of force, defensive tactics, and firearms; legal updates; inmate suicide prevention; harassment and sexual harassment; Prison Rape Elimination Act (PREA); ethical decision making; and Americans with Disabilities Act (ADA). For non-certified staff, the plan must include inmate suicide prevention; harassment and sexual harassment; Prison Rape Elimination Act (PREA); first aid and CPR training; ethical decision making; and, legal consequences of introducing contraband or having sexual relations with an inmate.

**Response:** Yes

**Comments:** Critical to comply with DPSST standards as well.

<b>Workplace Substance Abuse</b>	<b>By Whom</b>	<b>By When</b>
91) <b>Goal:</b> Agency has a written policy on substance abuse.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility has a written policy on substance abuse. This can be from the city or county and/or the agency's policy. In some cases, this language will also be found in the collective bargaining agreement.

**Response:**

**Comments:** Yes

<b>Workplace Substance Abuse</b>	<b>By Whom</b>	<b>By When</b>
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92) <b>Goal:</b> Employee assistance program in place and used.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The governing agency should have an employee assistance program in place to provide confidential counseling services to the employees and their families. These services typically include five free visits per event per family member.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Workplace Substance Abuse</b>	<b>By Whom</b>	<b>By When</b>
93) <b>Goal:</b> Agency directive establishes post-accident/incident testing, based on reasonable suspicion standard.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The jail/correctional facility needs to have a policy/procedure in place to test post-accident/incident when an employee is involved in an incident. The procedure needs to be based on reasonable suspicion.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Workplace Substance Abuse</b>	<b>By Whom</b>	<b>By When</b>
94) <b>Goal:</b> Training on policy and implementation is provided to supervisors and employees.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The supervisors need to be trained in the policy, and how to follow the procedure if they need to test an employee for drugs and/or alcohol under the reasonable suspicion standard.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
95) <b>Goal:</b> Safety Committee is established (if 11 or more employees in jurisdiction). (OAR 437-001-0765)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is a requirement that any employer with 11 or more employees have a safety committee. The safety committee needs to have a representative from each department within the organization, and there needs to be equal management and labor on the committee or more labor than management.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>

96) <b>Goal:</b> Management's commitment to provide a safe workplace is visible and communicated to employees. (OAR 437-001-0760)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is the responsibility of the management to provide a safe workplace for all employees. This message needs to be communicated to all employees by having visible posters throughout the worksites. Having supervisors being held accountable to safe workplaces practices. Having performance measures for all employees regarding safe workplaces.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
97) <b>Goal:</b> Safety Committee Meetings are held monthly with written agendas. (OAR 437-001-0765)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>OSHA requires that there are regular monthly safety committee meetings with written agendas for all employees in the organization to see and comment on through their department representative.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
98) <b>Goal:</b> Safety Committee meeting minutes are recorded and posted (OAR 437-001-0765)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>OSHA requires that safety committee meetings are recorded, and the minutes of the meetings are posted so all employees have an opportunity to read the minutes of the meeting.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
99) <b>Goal:</b> Current Safety Committee members are trained (hazard identification, accident investigation, general operations) (OAR 437-001-0765).	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is required that all safety committee members be trained on their role and responsibility as a safety committee member, including how to properly conduct investigations.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>

100) <b>Goal:</b> Safety Committee members include an equal number of labor and management representatives (OAR 437-001-0765).	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The safety committee needs to have an equal number of labor and management, or more labor than management.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
101) <b>Goal:</b> Quarterly worksite inspections are completed and documented. Corrective actions are documented. (OAR 437-001-0765)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Each quarter there needs to be quarterly worksite inspections of each work site. These inspections need to be documented and note any corrective action that is needed. Follow upon on the corrective action is required based on the severity of the corrective action.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
102) <b>Goal:</b> Accident/incident reports are reviewed by the Safety Committee and recommendations made to management on preventing future accidents/incidents.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>One of the roles that the safety committee plays is reviewing accident and incident reports, this should include "near misses" if this data is captured. The reports should not list employees' names, nor should this review be used as punishment. This review process is to determine if there are safety concerns that the organization needs to address, or if there is specific policy or training needs that the organization needs to change or update.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Safety Committee and Policy</b>	<b>By Whom</b>	<b>By When</b>
103) <b>Goal:</b> Ergonomic evaluations completed for workstations and other jobs/tasks.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Another role for the safety committee is to provide ergonomic evaluations for the employees of the organization.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		

Safety Committee and Policy	By Whom	By When
104) <b>Goal:</b> Agency staff (patrol, corrections, and civilian staff) have representation on safety committee.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>This is highly recommended and a best practice for agencies.</i>		
<b>Response:</b>		
Employee Safety	By Whom	By When
105) <b>Goal:</b> Employees are aware of safe workplace rules in their own section. (437-001-0760)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is a requirement that the employees are aware of their safety responsibilities within their own section or division. The employees have a responsibility to report any safety concerns to management or their safety committee representative.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
Employee Safety	By Whom	By When
106) <b>Goal:</b> Knowledge of and compliance with required OR-OSHA training and written programs. (437-001-0760)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The employees have knowledge and are in compliance with all training programs provided by OSHA.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
Employee Safety	By Whom	By When
107) <b>Goal:</b> PPE Assessments for each job classification has been conducted and findings documented. (OAR 437-002-0120 and 29 CFR 1910.132-139)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is required to conduct a personal protective equipment (PPE) assessment for each position within the organization. This assessment will look at what job duties are included in the job description, what safety equipment is needed so safely conduct the functions of the job, and then the management needs to provide the safety listed safety equipment.</i>		
<b>Response:</b> Yes		
<b>Comments:</b> <i>This is addressed in the job duties and the safety committee is involved.</i>		
Employee Safety	By Whom	By When

108) <b>Goal:</b> Personal protective equipment certification and training completed and documented. (29 CFR 1910.132)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Once the PPE is completed it is the responsibility of management to make sure that all employees are trained on the proper use of the safety equipment issued to them.</i>		
<b>Response:</b>		
<b>Comments:</b> <i>Not certain</i>		
<b>Employee Safety</b>	<b>By Whom</b>	<b>By When</b>
109) <b>Goal:</b> Radio "dead spots" are identified and made known to staff.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>There needs to be a process in place for an employee, sworn or non-sworn, to report any radio dead spots. This is a critical safety issue for all personnel.</i>		
<b>Response:</b>		
<b>Comments:</b> <i>There are dead spots and they are known.</i>		
<b>Employee Safety</b>	<b>By Whom</b>	<b>By When</b>
110) <b>Goal:</b> Supervisors or persons in charge are held accountable for workplace safety and injury prevention. (OAR 437-001-0760)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Supervisors are held responsible for workplace safety and prevention of any injury to their staff. This can be managed by having a performance objective in the annual performance review of each supervisor.</i>		
<b>Response:</b>		
<b>Comments:</b> <i>Yes</i>		
<b>Return-to-Work Program</b>	<b>By Whom</b>	<b>By When</b>
111) <b>Goal:</b> Agency has written return to work policy.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>It is critical that the jail/correctional facility, and the overall organization, has a written return to work policy that address work related and non-work-related injuries.</i>		
<b>Response:</b>		
<b>Comments:</b> <i>Yes</i>		
<b>Return-to-Work Program</b>	<b>By Whom</b>	<b>By When</b>
112) <b>Goal:</b> Policy includes both work and non-work-related injuries/illnesses.	Chief Lewis	On-Going

**Recommendation:** It is important to include both direct work-related injuries and non-work injuries.

**Response:**

**Comments:** Yes

Return-to-Work Program	By Whom	By When
113) <b>Goal:</b> Aware of programs in the workers' compensation program that provide reimbursement of light duty wages, etc. ( <a href="#">Employer-at-Injury Program.</a> )	Chief Lewis	On-Going

**Recommendation:** The member is aware of the return to work opportunities and the compensation available through these programs. CIS has a return to work specialist that can aid Workers' Compensation members who have a return to work opportunity.

**Response:**

**Comments:** Yes

Volunteers	By Whom	By When
114) <b>Goal:</b> Adopt resolution declaring volunteers will be covered under workers' compensation.	Chief Lewis	On-Going

**Recommendation:** It is required to have the governing body adopt a resolution covering volunteers under workers' compensation. CIS has an example of such a resolution if needed.

**Response:**

**Comments:** Yes

Volunteers	By Whom	By When
115) <b>Goal:</b> Job descriptions completed and class codes for wage reporting verified.	Chief Lewis	On-Going

**Recommendation:** When volunteers work it is important that their hours and type of work is properly recorded for reporting purposes. If their hours and type of work is not recorded it is possible that their claim may be denied if they are injured while volunteering.

**Response:**

**Comments:** Yes

Volunteers	By Whom	By When
116) <b>Goal:</b> Safe work rules and physical requirements established for volunteers and volunteers are trained on the requirements. (OAR 437-001-0760)	Chief Lewis	On-Going



**Recommendation:** It is critical to have volunteers trained on the specific jobs/tasks that they are going to perform and train the volunteer how to perform the task. If there are specific safety issues or equipment, then the volunteer needs to be trained on the correct operation of the equipment.

**Response:**

**Comments:** Yes

Volunteers	By Whom	By When
117) <b>Goal:</b> Jail/correctional facility volunteers meet training requirements and/or certification standards commensurate with authorities or responsibilities granted.	Chief Lewis	On-Going

**Recommendation:** If the jail/correctional facility has volunteers who are reserve officers, these officers need to meet the certification requirements outlined by DPSST, or the law enforcement agency.

**Response:**

**Comments:** Yes

Volunteers	By Whom	By When
118) <b>Goal:</b> Identified volunteer coordinator.	Chief Lewis	On-Going

**Recommendation:** There should be an individual, who is full-time, that is identified as the volunteer coordinator who tracks the hours worked, and the specific jobs conducted by the volunteers. This individual is also the liaison between the full-time staff and the volunteers and is a contact for CIS in the event we have a question about the hours worked by the volunteer.

**Response:**

**Comments:** Yes. Volunteers are involved with PD - fleet, graffiti, radar trailer movement, cadet program.

Accident Reporting Procedures	By Whom	By When
119) <b>Goal:</b> Key contacts and numbers known for CIS claims reporting.	Chief Lewis	On-Going

**Recommendation:** The member has been made aware of the contact numbers for CIS and how to file a claim if necessary.

**Response:**

**Comments:** Yes

Accident Reporting Procedures	By Whom	By When
120) <b>Goal:</b> Employee involved accident/incident procedures are documented, including reporting of an incident that does not require reporting criteria, and medical injuries meeting OR-OSHA general	Chief Lewis	On-Going

treatment, documentation of processing documentation within the agency (OAR 437-001-0700)		
<b>Recommendation:</b> All accidents or incidents are documented, even if no medical treatment is needed. It is recommended that "near misses" are also documented and reviewed to determine if there are any procedures, policies, or training that needs to occur to address the near miss. In the event medical treatment is needed the employee and the agency is aware of the correct forms and reporting times required to process the claim properly and efficiently.		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Accident Reporting Procedures</b>	<b>By Whom</b>	<b>By When</b>
121) <b>Goal:</b> Immediately following a workplace injury, employee calls the <a href="#">CIS 24/7 Rapid Care Hotline</a> at 855-959-2741 to report the injury and receive immediate care instructions.	Chief Lewis	On-Going
<b>Recommendation:</b> At the time of the workplace incident, CIS-member employees call and immediately speak with a registered nurse. This nurse specializes in occupational injuries and instantly evaluates the nature of the incident or injury to determine the type of care needed. They'll also gather all the 801 information about the injury and document it (including claim facts) in the same call, eliminating the need for employees to complete the 801 themselves. CIS is required by ORS to respond and file the injury to the state within 72 hours and if the initial report is late to CIS we are fined by the state of Oregon.		
<b>Response:</b>		
<b>Comments:</b> Yes - Rapid Care Program discussed.		
<b>Accident Reporting Procedures</b>	<b>By Whom</b>	<b>By When</b>
122) <b>Goal:</b> Accident investigation report completed and submitted within five (5) workdays (OAR 437-001-0760).	Chief Lewis	On-Going
<b>Recommendation:</b> If accident/incident needs to be investigated by the agency within five (5) workdays. The exception to this is if the accident/incident site is a crime scene. Then the delay will be justified.		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Accident Reporting Procedures</b>	<b>By Whom</b>	<b>By When</b>

123) <b>Goal:</b> The Safety Committee has established procedures for investigating all safety related incidents (OAR 437-001-0765)	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The organization must have a policy and procedure in place to investigate all safety related incidents. This procedure should outline who oversees the investigation, who will be the investigators. When the investigation is complete the complete investigation will be reviewed by the safety committee.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Accident Reporting Procedures</b>	<b>By Whom</b>	<b>By When</b>
124) <b>Goal:</b> Aware of <a href="#">OR-OSHA reporting requirements</a> (overnight or longer hospitalization within 24 hours; fatality within 8 hours) (OAR 437-001-0700(21)).	Chief Lewis	On-Going
<b>Recommendation:</b> <i>If an employee is hospitalized overnight, or longer than 24 hours, or if there is more than one employee admitted to the hospital OSHA needs to be notified within 24 hours. In the event of a fatality, OSHA needs to be notified within eight hours.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Accident Reporting Procedures</b>	<b>By Whom</b>	<b>By When</b>
125) <b>Goal:</b> The agency has a directive covering the reporting of, and appropriate response to, exposures to blood borne pathogens or hazardous substances (OAR 437-002-0360 and 29 CFR 1910.1030).	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The jail/correctional facility needs to have a policy/procedure in place to address blood borne pathogens exposures and/or hazardous substance/material exposure. In the event of these exposures reporting to the appropriate state agency may be needed, to include OSHA and or DEQ.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Emergency Procedures</b>	<b>By Whom</b>	<b>By When</b>
126) <b>Goal:</b> Emergency Operations Plan is in place.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The jail/correctional facility needs to have an emergency operation plan in place for themselves, their local government, and for the community. The emergency operations plan must also address the process of declaring an emergency.</i>		

<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Emergency Procedures</b>	<b>By Whom</b>	<b>By When</b>
127) <b>Goal:</b> Computer and data systems are backed up.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>The jail/correctional facility and the local government need to have a process in place to back up all computer data daily. Having a redundant system is a valuable resource.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Emergency Procedures</b>	<b>By Whom</b>	<b>By When</b>
128) <b>Goal:</b> Emergency call back plan in place.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>There needs to be a policy in place on how and when staff will be called back to work in the event of an emergency. This policy should also indicate what modified shifts the department will go to for staffing the emergency.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Audit</b>	<b>By Whom</b>	<b>By When</b>
129) <b>Goal:</b> Process established and followed for the review of critical incidents/accidents.	Chief Lewis	On-Going
<b>Recommendation:</b> <i>Recommendation: The jail/correctional facility must have a process in place that requires the review of all critical incidents/accidents to determine if there are performance accountability concerns that need to be addressed a safety violation, breach of policy, or if there is a need for remedial training.</i>		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>Audit</b>	<b>By Whom</b>	<b>By When</b>
130) <b>Goal:</b> The jail/correctional facility must have a policy in place that requires every officer to write a use of force report whether they were directly involved in the use of force or were simply a witness to the use of force. This policy is not only specific to use of force involving the law enforcement officer's own agency, but officers of any agency that witnesses the use of force incident.	Chief Lewis	On-Going

**Recommendation:** The jail/correctional facility must have a policy in place that requires every officer to write a use of force report whether they were directly involved in the use of force or were simply a witness to the use of force. This policy is not specific only to use of force from members of the involved law enforcement officer's own agency, but officers of any agency that witnesses the use of force incident.

**Response:**

**Comments:** Yes

Audit	By Whom	By When
131) <b>Goal:</b> Agency conducts an annual analysis of all use of force incidents.	Chief Lewis	On-Going

**Recommendation:** There needs to be at least an annual review of all use of force reports to determine which officer(s) are using force, the type of force that is being used, and whether the use of force was appropriate and justified. The audit should look at any patterns of force used and determine if there are any violations of policy or if there is a need for new or remedial training.

**Response:**

**Comments:** Yes

General Questions	By Whom	By When
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132) **Question:** What year was the jail built? Has it been remodeled?

**Response:**

**Comments:** 2010

General Questions	By Whom	By When
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133) **Question:** What is the average daily jail population (ADP)?

**Response:**

**Comments:** 2019 - 51; 2020 due to Covid-19 - 32

General Questions	By Whom	By When
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134) **Question:** the jail operates with how many correctional deputies? How many additional support staff (civilians)?

**Response:**

**Comments:** Per shift 4 on-duty; minimum staffing is 3 on-duty; supervisor is mandatory.

General Questions	By Whom	By When
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135) **Question:** What is the jail shift schedule (minimum staffing by rank)?

**Response:**

**Comments:** Lt., Sgt, Detention Officers; 12-hour shifts - 6:30 a.m. to 6:30 p.m. with a 3 on 4 off schedule. The Records Clerk is on M-F as well as the Lieutenant.

General Questions	By Whom	By When
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136) **Question:** What is the number of sworn positions not filled to date?

**Response:**

**Comments:** 1 Detention Officer vacancy

General Questions	By Whom	By When
-------------------	---------	---------

137) **Question:** How many medical calls are there a day where adults in custody can meet with medical staff?

**Response:**

**Comments:** 3 med calls per day, every day.

General Questions	By Whom	By When
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138) **Question:** If prescriptions are to be dispensed when medical is not on duty, who prepares the prescriptions?

**Response:**

**Comments:** Medical Staff only prepares meds.

General Questions	By Whom	By When
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139) **Question:** Are they prepared by medical staff and delivered by correctional deputies?

**Response:** No

**Comments:** Medical staff prepares and delivers medications. Detention officers oversee this for the safety and security of the medical staff and the facility.

General Questions	By Whom	By When
-------------------	---------	---------

140) **Question:** What security exists for the medical staff/unit?

**Response:**

**Comments:** Detention Officer present nearby.

General Questions	By Whom	By When
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141) **Question:** Are there always deputies present during medical call?

**Response:**

**Comments:** Yes

General Questions	By Whom	By When
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142) **Question:** Are there always deputies present during medical call?

**Response:**

<b>Comments:</b> Yes		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
143) <b>Question:</b> Is there also telephone phone care (tele-psych via electronic medium) provided by a psychiatrist/behavioral health specialist per month?		
<b>Response:</b>		
<b>Comments:</b> Yes, Telemedicine and Tele-Mental Health		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
144) <b>Question:</b> Is Narcan available and accessible by the jail/corrections deputies? If so, how many doses?		
<b>Response:</b>		
<b>Comments:</b> Yes, in control, Lieutenant's Office and Medical.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
145) <b>Question:</b> What is the frequency per year of the use of force involving a CED (Taser)?		
<b>Response:</b>		
<b>Comments:</b> 2019 – one use; 2020 – none to date.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
146) <b>Question:</b> What is the frequency per year of the use of force involving OC/Chemical Spray?		
<b>Response:</b>		
<b>Comments:</b> 2019 – none; 2020 – none to date.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
147) <b>Question:</b> What is the frequency per year of the use of force involving the Restraint Chair?		
<b>Response:</b>		
<b>Comments:</b> 1 to 2 times per year		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
148) <b>Question:</b> What is the frequency per year of the use of force involving the WRAP Device?		
<b>Response:</b>		
<b>Comments:</b> No WRAP Device in facility		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
149) <b>Question:</b> Is there a policy in place for this use and is the K-9 training in the facility a documented use of force?		
<b>Response:</b>		

<b>Comments:</b> No		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
150) <b>Question:</b> How often do assaults against staff occur?		
<b>Response:</b>		
<b>Comments:</b> 2019 - 2 times		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
151) <b>Question:</b> What type of assault is most common?		
<b>Response:</b>		
<b>Comments:</b> Spitting, Hitting, Kicking		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
152) <b>Question:</b> PREA - searches and gender identification? Explain process.		
<b>Response:</b> Yes		
<b>Comments:</b> Searches conducted by the same gender.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
153) <b>Question:</b> Unclothed searches are completed by the same gender?		
<b>Response:</b> Yes		
<b>Comments:</b>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
154) <b>Question:</b> Is there Wi-Fi in the jail? Is it reliable for system use?		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
155) <b>Question:</b> What phone system is used for adults in custody?		
<b>Response:</b>		
<b>Comments:</b> NCIC - See narrative		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
156) <b>Question:</b> How is food service provided?		
<b>Response:</b>		
<b>Comments:</b> Washington State Department of Corrections - See narrative.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
157) <b>Question:</b> Are dietary and religious meals provided upon request?		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>



158) <b>Question:</b> Are religious services provided in the facility?		
<b>Response:</b>		
<b>Comments:</b> Yes, on request		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
159) <b>Question:</b> Are there separate services/rooms for gender/classification/PREA concerns?		
<b>Response:</b>		
<b>Comments:</b> Yes, on request		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
160) <b>Question:</b> How is inmate property stored upon intake? Is it cleaned and bagged if needed waiting for the release date?		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
161) <b>Question:</b> Is there a camera system monitoring the property inventory process?		
<b>Response:</b>		
<b>Comments:</b> Yes		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
162) <b>Question:</b> Are there facility cameras throughout the facility? If so, how many total? Where? Infrared, low light capable?		
<b>Response:</b> Yes		
<b>Comments:</b> Yes. 32 inside, 8 outside (2 in padded cells). Some PTZ, some infrared with low light capability.		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
163) <b>Question:</b> Is the camera system on a capital replacement program? If so, for how many years?		
<b>Response:</b>		
<b>Comments:</b> No		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
164) <b>Question:</b> Is there a contract or IGA with another LE Agency (ies)? If so, for how many beds? (obtain copy of contract)		
<b>Response:</b>		
<b>Comments:</b> City of Eugene, City of Coburg, Junction City, City of Oakridge and U.S. Department of Justice, United States Marshals Service – See narrative for detail.		

<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
165) <b>Question:</b> <i>Is there an exercise room and/or outdoor exercise area?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>Yes</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
166) <b>Question:</b> <i>How often are they provided exercise time?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>1 time per week.</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
167) <b>Question:</b> <i>How is electronically stored evidence retained? For how long?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>Most for 60 days. Downloaded if critical incident.</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
168) <b>Question:</b> <i>Are appropriate inmate grievance procedure, record keeping &amp; tracking in place?</i>		
<b>Response:</b> <i>Yes</i>		
<b>Comments:</b> <i>Currently the Sergeants maintain an electronic file on a shared network and a hard copy is placed in the adult in custody file. Attempts will be made to maintain and track this in EIS under the adult in custody file.</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
169) <b>Question:</b> <i>The average number of grievances per year?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>2019 – none; 2020 – one to date.</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
170) <b>Question:</b> <i>The number of grievances found in favor of the inmate per year?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>2019 – none; 2020 – none to date.</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
171) <b>Question:</b> <i>Does the agency have on-body cameras? If so, what is the manufacturer?</i>		
<b>Response:</b>		
<b>Comments:</b> <i>No</i>		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>

172) <b>Question:</b> How is the on-body camera evidence retained? For how long?		
<b>Response:</b>		
<b>Comments:</b> N/A		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
173) <b>Question:</b> What is the jail management system (JMS-Company name)?		
<b>Response:</b>		
<b>Comments:</b> EIS		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
174) <b>Question:</b> Is there also a jail (JMS) inmate tracking system (automated)?		
<b>Response:</b>		
<b>Comments:</b> No		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
175) <b>Question:</b> Is there also a jail (JMS) deputy tracking system (automated)?		
<b>Response:</b>		
<b>Comments:</b> No		
<b>General Questions</b>	<b>By Whom</b>	<b>By When</b>
176) <b>Question:</b> Are the Corrections Deputies provided with ballistic vests? Are they stab resistant? Are they shock resistant?		
<b>Response:</b>		
<b>Comments:</b> Yes, protection for both but used when transporting only.		



OREGON DEPARTMENT OF CORRECTIONS

Community Corrections Division

2575 Center St. NE
Salem, OR 97301
Phone: (503) 945-9050 Fax: (503) 373-7810

- Local Correctional Facility
Lockup
Temp Holding
Juvenile Detention

Facility Inspection Summary Report

Inspector: TED NELSON Date of Inspection: 12/20/2019

General Information

Name of Facility: SPRINGFIELD MUNICIPAL JAIL County: LANE
Address: 344 A ST. SPRINGFIELD OR 97477
Phone: 541 726-2329 Fax:
Facility Manager: LT. TOM RAPPE Manager Phone: 541 726-2329
Email:

Facility Information

Are there plans for new construction or major remodel in the next 12 months? Yes No

Total Design Capacity: 98 Current ADP: 57

Population Data

% Male: 85 % Female: 15 Juveniles? Yes No\*\*If yes, how many?

Approximate Number of Juveniles Housed per Year:

Incidence of Suicide or Attempted Suicide in the last year? Yes No If yes, how many? 3 ATTEMPT

Housing occupants for other jurisdictions: Yes No If yes, who? US MARSHAL, CITY OF EUGENE

Other Inspections

State Fire Marshal (Annual)

Violations noted?
Have violations been abated?

Last Inspection Date: MAY 2018
Yes No NEXT DOE 1-2020
Yes No

Fire Alarm System Check (Approximately every 6 mos.)

Violations noted?
Have violations been abated?

Last Inspection Date: 12/18/2019
Yes No
Yes No

Health Department (Annual)

Violations noted?
Have violations been abated?

Last Inspection Date: N/A-
Yes No
Yes No

Grand Jury (county facilities)

County Commissioners (county facilities)

City Council (city facilities)

Last Inspection Date: JUNE 2019
Last Inspection Date:
Last Inspection Date:



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Local Correctional Facility Inspection Report (ORS 169.076)

Each local correctional facility shall:

YES NO

(1) Provide sufficient staff to perform all audio and visual functions involving security, control, custody and supervision of all confined detainees and prisoners, with personal inspection at least once each hour. Such supervision may include the use of electronic monitoring equipment when approved by the Department of Corrections and the governing body of the area in which the facility is located.

Number of staff: 19 FTE Number of Offenders: 57

Comments: - 1 violation at this time

YES NO

Column of checkboxes for items 2-7, mostly checked.

(2) Have a comprehensive written policy with respect to:

- (a) Legal confinement authority
(b) Denial of admission
(c) Telephone calls
(d) Admission and release medical procedures
(e) Medication and prescriptions
(f) Personal property accountability which complies with ORS 133.455
(g) Vermin and communicable disease control
(h) Release process to include authority identification and return of personal property
(i) Rules of the facility governing correspondence and visitation

(3) Formulate and publish plans to meet emergencies involving escape, riots, assaults, fire, rebellion, and other types of emergencies

(4) Not administer any physical punishment to any prisoner at any time

(5) Provide for emergency medical and dental health, having written policies for:

- (a) Licensed physician review of facility medical and dental plans
(b) Security of medical supplies
(c) Medical and dental record system to include request for medical and dental attention, treatment prescribed, prescriptions, special diets and other services provided
(d) First aid supplies and staff first aid training

(6) Prohibit firearms from the secure area of the facility except in times of emergency as determined by the administrator of the facility.

(7) Ensure confined detainees and prisoners:

- (a) Are fed daily at least 3 meals served at regular times, with no more than 14 hours between meals except when routinely absent from the facility for work or other such purposes.
(b) Are fed nutritionally adequate meals in accordance with a plan reviewed by a registered dietician or the Health Division
(c) Are provided special diets as prescribed by the designated facility physician.
(d) Have food procured, stored, prepared, distributed and served under sanitary conditions, as defined by Health Division rules as authorized by ORS 624.100

(8) Ensure the facility is clean and provide each confined detainee or prisoner with:

- (a) Materials to maintain personal hygiene

- (b) Clean clothing twice weekly
- (c) Mattresses and blankets that are clean and fire retardant.
- (9) Require each detainee and prisoner to shower at least twice weekly.
- (10) Forward, without examination or censorship, each detainee and prisoner's outgoing written communication to the Governor, jail administrator, Attorney General, Department of Corrections or personal attorney.
- (11) Keep facility safe and secure in accordance with the State Of Oregon Specialty Code and Fire and Life Safety Code.
- (12) Have and provide each detainee and prisoner with written rules for inmate conduct and disciplinary procedures. If detainee and prisoner cannot read or is unable to understand the written rules, the information shall be conveyed orally.
- (13) Not restrict the free exercise of religion unless failure to impose the restrictions will cause a threat facility or order.
- (14) Safeguard and ensure that detainee and prisoners' legal rights to access to legal materials are protected.

**Findings/Recommendations:**

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Inspector: *Tom Nelson* Date: 12/20/2019