

INMATE SUPERVISION

STANDARD NO(S):

NYSSA # 38

DATE:

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REFER TO:

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I. OBJECTIVE:

To ensure the proper supervision of all inmates is maintained.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure the proper safety and security of each inmate committed to the facility by maintaining twenty-four (24) hour supervision and visual surveillance of all inmates by trained officers.

III. DEFINITIONS:

- A.** Supervisory Visit – A personal visual observation of each individual inmate by facility staff responsible for the care and custody of such inmates to monitor their presence and proper conduct. Such visit will include a personal visual inspection of each occupied individual inmate housing unit and the area immediately surrounding such housing unit by facility staff responsible for the care and custody of inmates to ensure the safety, security and good order of the facility.
- B.** General Supervision - The availability to inmates of facility staff responsible for the care and custody of such inmates which will include supervisory visits conducted at thirty (30) minute intervals.
- C.** Active Supervision - The immediate availability to inmates of facility staff responsible for the care and custody of such inmates, which will include:
 - 1.** The uninterrupted ability to communicate orally with and respond to each inmate unaided by any electronic or other artificial amplifying device.
 - 2.** The conducting of supervisory visits at thirty (30) minute intervals.
 - 3.** The ability of officers to immediately respond to emergency situations.
- D.** Constant Supervision - The uninterrupted personal visual observation of inmates by facility staff responsible for the care and custody of such inmates without the

- E.** Administrative Segregation - When an inmate is confined to a specific housing unit or cell for medical reasons, protective custody, deviant behavior in accordance with admission procedures, or because the inmate poses an immediate threat to the safety, security or good order of the facility.
- F.** Punitive Segregation - When an inmate is confined to a cell for a specific period of time as a sanction for violation of the facility handbook's rules and regulations.

IV. DETAILS:

- A.** When inmates are locked in their cells, General Supervision will be maintained. Mechanical or electronical time recording devices will be used to record the performance of supervisory visits during these times. Records resulting from the use of the time recording devices will be retained within the facility and reviewed periodically by the Chief Administrative Officer.
- B.** When inmates are in their dayrooms, but not confined to their cells, active supervision will be maintained.
- C.** When inmates leave the housing unit to participate in activities or programs, active supervision will be maintained. Such supervision may be conducted by designated support staff in charge of such programs or activities.

V. ADMINISTRATIVE/PUNITIVE SEGREGATION

- A.** Inmates under segregation will have access to programs and services and will be afforded the same opportunities as the general population consistent with their classification and the safety, security and good order of the facility, including the following:
 - 1. Issuance, exchanging and cleaning of clothing and linens
 - 2. Showering and shaving – May be limited to three (3) times per week
 - 3. Haircuts
 - 4. Correspondence
 - 5. Access to legal material
 - 6. Legal and emergency telephone calls
 - 7. Exercise
 - 8. Religious programs
 - 9. Mental health

10. Visitation

B. Inmates under administrative/punitive segregation or who are on 24 hour lock-in status may not be eligible for the following activities.

1. Personal telephone calls
2. Educational services
3. Library services
4. Commissary
5. Visitation
6. Bible study

Those inmates in punitive segregation are eligible if such is specified in their disciplinary hearing results.

NOTE: Inmates under punitive segregation may lose one (1) hour of visitation. Inmates sanctioned to lose their commissary privilege as a result of a disciplinary hearing will be able to order from a limited list consisting of personal hygiene items, stationary and postage. Inmates under 24 hour lock-in who have not been found guilty of an offense in the “Inmate Handbook” will be eligible to receive commissary as long as their order form was received in accordance with the Commissary Officer’s schedule.

C. Inmates placed under administrative segregation may have personal and facility issued items confiscated. If an inmate’s property is confiscated, they will be allowed to keep the following items, unless the safety of the inmate or the security of the facility dictates otherwise:

Two (2) uniforms	One (1) blanket
Two (2) underwear	One (1) bar of soap
Two (2) tee shirts	One (1) toothbrush
Two (2) pair of socks	One (1) toothpaste
One (1) pair of footwear	One (1) drinking cup
One (1) towel	One (1) roll toilet paper
One (1) sheet	One (1) inmate handbook
One (1) mattress cover	Two (2) sheets of stationary
One (1) mattress	Two (2) envelopes and stamps

NOTE: One (1) flex pen may be issued upon request by the inmate for writing out-going correspondence. Ensure the pen is returned after use.

VI. GENERAL SUPERVISION OF INMATES IN THE HOUSING UNIT

A. Housing Unit Officers will be responsible for the inspection and supervision of their assigned unit. Such inspections and supervision will be accomplished through proper utilization of the following equipment and procedures:

1. Thirty (30) minute supervisory visits.
 2. Every officer assigned to a housing unit will conduct a physical and visual inspection of every area in the unit at a maximum of thirty (30) minute intervals. Officers should be mindful to stagger such supervisory visits to avoid developing a pattern which inmates may become aware of.
 3. A computerized log entry (or a written log book entry, when applicable) will be made detailing any and all findings from such supervisory visits. At a minimum, such entry will include the current inmate headcount.
- B.** Closed Circuit Television – Officers assigned to Central Control will monitor the daily activity of inmate movement throughout the facility, including the housing units, using closed circuit television.
- C.** Card Readers and Proximity Cards – Every officer will be issued a proximity card for use within the facility. Such cards will be used for the following reasons:
1. To aid in staff movement throughout specific areas of the facility.
 2. To provide security and documentation of such access.
 3. To perform supervisory visits and security checks of the facility at inspection stations located throughout the facility.
- D.** Formal and Informal Counts – Refer to the policy entitled [“Inmate Counts”](#).
- E.** Officer/Inmate Relations – Officer awareness and reaction is the key to effective control of the housing unit. Problems and potential problems can be avoided through officer observance, interaction and effective communication with the inmates.

VII. MANDATORY LOCK-IN/LOCK-OUT

- A.** Inmates will be locked into their assigned cell for shift change/formal count at the following times:
1. 0645 hours
 2. 1445 hours

The Shift Supervisor may require other lock-in times as necessary.

- B.** Inmates not under any type of segregation order will be locked-out of their assigned cells at the following times:
1. 0615-0645 hours (Breakfast)
 2. 0900-1200 hours (Exercise/Lunch)
 3. 1645-1730 hours (Dinner)

VIII. HOUSING UNIT PROCEDURES

- A. All inmates will enter and remain locked-in their assigned cells from the hours of 2200 hours to 0600 hours. All inmates will be allowed to exit their cells at 0600 hours, except for those inmates in any type of administrative segregation. Status 1 inmate food service workers will be unlocked at 0530 hours so they may report to their assigned work area.
- B. At 0800 hours, all inmates not under any type of segregation will be instructed to exit their cells for the passing of razors and laundry exchange. All beds will be made before commencing with laundry and razors.
- C. At 0900 hours, all inmates not under any type of segregation will be instructed to exit their cells. At this time, all cells will be secured. Cell doors are to be closed at all times, the only exception will be when an inmate is entering or exiting their cell.
- D. Inmates that refuse to exit their cell will be subject to disciplinary action.
- E. During lock-out times, inmates may be permitted to enter their assigned cell for the purpose of retrieving or returning items at Housing Unit Officer discretion.
- F. Upon each lock-in and lock-out, the Housing Unit Officer will inspect each cell door to ensure its security by attempting to open it by hand.

IX. LIGHTING

- A. All facility lighting will remain on and in good working order.
- B. At 2230 hours, housing unit lighting will be turned to “night light” status.
- C. At 0600 hours, housing unit lighting will return to full illumination.

NOTE: Full illumination will mean that all cell, segregation and shower lights are on. Main dayroom lights will be illuminated on a 2:1 ratio, at a minimum. (2 rows on – 1 row off)

X. SUPERVISION OF AT RISK INMATES

- A. The Chief Administrative Officer will ensure that active supervision is provided to all inmates identified as having mental health issues.
- B. The Chief Administrative Officer will determine whether an inmate’s condition, illness or injury requires additional supervision. Additional supervision may include:
 - 1. More frequent supervisory visits
 - 2. Constant supervision

Such determination will be in writing and state the specific reasons underlying such determination.

C. The Chief Administrative Officer will ensure that supervision is consistent with the New York State Commission of Correction [Minimum Standards](#) and County Laws, which state that at least one (1) officer providing supervision must be of the same sex as the inmate(s) supervised.

D. The facility physician or nurse will have the authority to determine whether additional supervision is required for inmates whose condition, illness or injury requires such supervision.

E. Shift Supervisor responsibilities will include:

1. Ensuring active supervision is provided for all inmates who are under the influence of drugs or alcohol but do not appear to be a threat to themselves or others.
2. Ensuring active or constant supervision is provided for all inmates with mental health issues as determined by the Chief Administrative Officer, facility physician, nurse, or mental health staff.
3. Ensuring that inmates identified as having mental health issues are properly classified and housed.
4. Ensuring that inmates who are unconscious or in a semiconscious state are immediately transported to an appropriate health care facility.
5. Ensuring constant supervision is provided for all suicidal inmates.
6. When an inmate is placed on constant watch for medical (drug or alcohol withdrawal) or mental health (suicide attempt) an entry will be made in the log book detailing the underlying reason for the watch. This will be completed by the Shift Supervisor/Sergeant that implemented the watch.

F. Housing Unit Officer responsibilities while providing active or constant supervision for inmates identified with mental health issues will include:

1. Reviewing appropriate supervisory log entries.
2. Discussing the inmate's status with the off-going officer.
3. Accurately recording supervisory log entries throughout the assigned shift including the date and time supervision is initiated and the date and time it ends. Log entries in the constant supervision bound ledger will be recorded once every fifteen (15) minutes.
4. Recording of the following information when the Chief Administrative Officer and/or the facility nurse determine an inmate requires additional supervision pursuant to section A or B. above:
 - a. The reasons underlying such determination.
 - b. Orders made requiring such additional supervision, including the dates and times when the supervision is to be initiated and ended.
 - c. The name(s) of the individual(s) making such determination and/or ordering the supervision.

- d. The dates and times when supervision was initiated and ended.
 - e. The name(s) of facility staff conducting the supervision.
 - f. Periodic facility staff observations of the inmate's condition or behavior.
 - g. Any significant events and activities occurring during the supervision.
5. Signing each entry recorded in a bound ledger by the staff member making the entry, when entry. Alterations made by facility staff to any entries contained within a bound ledger will be accomplished by facility staff drawing a single line through the entry to be changed which does not prevent the original entry from being read, and dating and signing the alteration with the reason(s) noted why the record was altered. Entries made on the computerized log will not be erased. Alterations to computerized entries will be made by making an additional entry.
 6. Following any special instructions as directed by the Chief Administrative Officer or mental health staff.
 7. Searching such inmates each time they exit and re-enter their cell.
 8. Ensuring that sleeping inmates are breathing and do not require medical attention.
 9. Communicating with mental health services about the inmate's behavior to be better prepared to treat the inmate under their supervision.
 10. Encouraging the inmate to participate in available facility programs.
 11. Conducting the required supervisory visits as designated by the Chief Administrative Officer or Shift Supervisor.

G. Inmates Under Constant Supervision:

1. Will not be allowed to have any items within their cell that may be used for self harm or as a weapon against others.
2. May be issued suicide clothing rather than standard issuance.
3. Will be served meals on paper or Styrofoam plates/bowls if necessary, which will be collected immediately at the completion of each meal.
4. Will be allowed two (2) telephone calls per week from their assigned housing unit or holding cell. All telephone calls will be documented by the officer assigned to the unit or area.
5. May be restricted to non-contact visits consistent with their assigned housing unit schedule. Visitation may be denied or revoked by the Chief Administrative Officer when it is deemed that such visitation constitutes a threat to the safety, security and good order of the facility. Any determination to deny or revoke such visitation will be made in writing and a copy of same forwarded to the inmate.
6. Will be allowed to participate in daily exercise with their assigned housing unit. Such exercise may be restricted, revoked or denied by the Chief Administrative Officer when it is deemed that such exercise constitutes a threat to the safety, security and good order of the facility. Any determination to restrict, revoke or deny such exercise will be made in writing and a copy of same forwarded to the inmate.

7. Will be allowed access to a hot shower three (3) times per week. The officer assigned to the inmate will document such activity.
8. Commissary privileges may be revoked until such time as the inmate is cleared from constant supervision by the appropriate mental health staff.