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THE GREENVILLE CITY JAIL:
An Evaluation of Management,
Constitutional and Security Issues

by

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I. INTRODUCTION

"The standards are high; attaining them will not be an easy task. But that task remains the ultimate responsibility of jail administrators as well as other public officials who are accountable to the public for the efficient and humane operation of local detention facilities."

*Anthony Travisano, Exec. Dir.
American Corrections Association*

A. PURPOSE AND SCOPE OF REPORT

This report and evaluation of the Greenville City Jail, Greenville, Mississippi pursuant to a request from Chief of Police Robert Skinner in an effort to further on-going efforts to upgrade the Greenville City Jail. The evaluation provided by Gary W. DeLand, DeLand and Associates is funded by the National Institute of Corrections (N.I.C.) Jail Center, Boulder, Colorado. The study will review matters relating to jail management, constitutional issues and security.

At the completion of this evaluation, reports will be submitted to Chief of Police Skinner, Greenville City Jail Commander, Lieutenant Charles "Chuck" James, and Paul Katsampes, N.I.C. Jail Center.

B. FORMAT

The evaluative sections of this report will be divided into three segments: "Observations," "Recommendations" and "Commentary."

The "Observation" section will include the product of the on-site inspection of the jail, those things observed, developed from interviews and discovered by reading written policy and procedure or other such directives.

Following the observations section will be "Recommendation." These recommendations will be the result of applying the observations against existing statutes, case law and standards. These recommendations will be intended to guide the decision making processes of those persons

responsible for the operational management, building and funding, and defense of law suits against the jail.

The recommendations made herein because of the limited nature of the study, the dynamic, changing state of the law and impact of emerging standards will not provide an absolute expression of jail needs, nor can they insure that there will be no future shifts or interpretations by the courts concerning the substantive rights of inmates or the minimums required in the jail management. Failure to give careful consideration to these recommendations could substantially increase the potential liabilities faced by the city of Greenville and its elected and appointed officials.

The "Commentary" section provides a discussion of the recommendations made herein. Those discussions will hopefully shed additional light on the scope, intent, authority and impact of each of the recommendations. Since this report cannot anticipate every possible civil action which might be conceived by a plaintiff or accepted by a court, its important to provide some comment concerning these recommendations to provide additional insight to aid in the utilization of the recommendations.

While the recommendations in this report will not immunize Greenville against all conceivable civil actions, it will substantially reduce the probability of success in defending against litigation. It will also provide an important protection against personal liability by the city officials.

PART II

OVERVIEW OF CIVIL LIABILITY

*"You may well be on your way to a society overrun
by hordes of lawyers, hungry as locust."*

*Warren E. Burger, Chief Justice
United States Supreme Court*

A. EVOLUTION OF INMATE REMEDIES

After the Civil War the Ku Klux Klan Act of 1871 was passed by the United States Congress to provide the newly emancipated and enfranchised black Americans protection in the form of civil rights remedies against acts of omissions of local government officials which violated, or led to violations of, the rights of these persons under the U.S. Constitution or federal statutes. That Act went into the federal statutes as 42 U.S.C. 1983. "1983," the name given to law suits in this area, though not originally intended to cover anything other than remedies for racial terrorism, expanded in importance in 1961 as a result of a Supreme Court case, Monroe v. Pape 365 U.S. 167 (1961).

In Monroe, the court ruled that 1983 could be used to sue elected or appointed officials in any case which involved a "person" violating someone's rights under color of authority. This meant, in the context of this report, that a prisoner could sue any "person" who violated his rights.

Later expansion of the doctrine in Monroe also allows the suit of persons not directly involved, if it be shown that that person (a supervisor, administrator or other person--including, for example, City Officials) had some "affirmative duty" which breeched, and where that breech was the proximate cause of some harm or violation of rights suffered by another (inmate). Some of the

theories under which vicarious liability can be established include:

1. Negligent hiring
2. Negligent assignment
3. Negligent retention
4. Negligent entrustment
5. Negligent failure to direct
6. Negligent failure to train
7. Negligent failure to supervise

Other affirmative responsibilities develop if it can be shown that elected or appointed officials failed in meeting some other duty required by statutes or the courts. Funding and operating jails consistent with lawful requirements are examples of affirmative duties which might lead to such suits.

The immunity enjoyed by cities and counties under 1983 ended in 1978, when the Supreme Court ruled under Monell v. N.Y.S.S., 98 S. Ct. 2018 (1978) that the word "person" could refer to local government units. It was in response to the opening of local government units to direct 1983 law suits that prompted Warren Burger, Chief Justice of the U.S. Supreme Court, to say:

"You may well be on your way to a society overrun by hordes of lawyers, hungry as locusts."

Also in 1978, the Supreme Court in Hutto v. Finney 437 U.S. 651 (1978) upheld the 1976 Attorney's Fees Civil Rights Act (42 U.S.C. 1988) which requires government units or personnel sued under 1983 to pay the attorney fees of

plaintiffs who are successful in their suits. That means if Greenville loses a jail suit, it would likely be required that the county pay the legal fees of the plaintiff who prevailed.

The most recent development in civil liability case occurred April 16, 1980, in Owen v. City of Independence, _____ U.S. _____ (1980). In that case, the U.S. Supreme Court struck down immunity statutes as unconstitutional and made local government liable for the unconstitutional acts of its employees, even where the employees acted in good faith.

There's additional information which could be brought to light regarding civil rights remedies but this brief description is adequate to portray where the county and its officials stand regarding this means of litigation.

B. OTHER REMEDIES

The negligent or intentional acts of jail or city employees which result in harm to another can result in a suit in state courts. This type of action known as a "tort" is simply a conventional law suit of the type more familiar to the average person. If Greenville officials are sued in a tort action the suit generally is in the state courts.

In the operation of a jail one statement in tort law has particular application:

"One under authority who takes charge of a third person whom he knows, or should know, to be likely to encounter bodily harm from others is under a duty to exercise reasonable care for the third person to prevent harm from occurring."

In a tort the plaintiff must only show that Greenville officials have an affirmative duty which is breeched, and that the breech was the proximate (direct) cause of harm to the plaintiff. A suit may spring either from negligence or a willful or intentional tort.

C. EVOLUTION OF INMATE RIGHTS

The Thirteenth Amendment created slavery status for inmates in forbidding slavery "except as punishment for crime where of the party shall have been duly convicted." In 1871, inmates were referred to the court decision as "slaves of the state." See Ruffin v. Commonwealth, 62 Va. 790 (1871).

In later years the "slavery" definition fell away and was replaced by a policy referred to as the "hands-off" doctrine. This approach stopped short of calling inmates "slaves" but severely limited the power of the courts in providing inmate remedies.

"Courts are without power to supervise prison administration or to interfere with the ordinary prison rules or regulations." Banning v. Looney, 213 F. 2d 771 (10th Cir. 1954), cert. denied 348 U.S. 859 (1954).

This doctrine clearly prevailed until about the early 1970's when the courts became extremely active in defining and expanding the rights of those incarcerated in jails and prisons. The "hands-off doctrine" has now eroded substantially and jail and prison suits have become so numerous that they now make up about 17 percent of the actions filed in the federal courts and as much as 20 percent in the federal courts of some states.

The courts have actively developed inmate rights under the First Amendment (religion, speech, including inmate communication, assembly and redress of grievances), Fourth Amendment (Search of inmate and cells), Fifth Amendment

(Due process in discipline and classification), Eighth Amendment (Cruel and Unusual Punishment and Excessive Bail) and Fourteenth Amendment (Due Process and Equal Protection clauses).

Lack of knowledge concerning the rights of inmates is dangerous because the courts will use the phrase "knew or should have known" in establishing responsibility for officials. The fact that substantive rights exist is enough to require government officials to know and protect such rights. There is no personal "good-faith" defense based on the "I-didn't-know-I-was-suppose-to" argument, and even when a "good-faith" defense is properly brought by an individual, it does not extend to the municipality. See Owen v. Independence, _____ U.S. _____ (April 16, 1980).

PART III
THE FACILITY

"...the lack of economic resources does not excuse nor lessen the obligation of the state and local governments to provide jail facilities which are constitutionally adequate."

Alberti v. Sheriff of Harris County, Texas,
460 F. Supp. 649, 669 (S.D. Tex. 1975)

A. THE FACILITY--GENERAL

Observations

The Greenville City Jail is a 20 year old facility of steel reinforced concrete construction and traditional interior design, located on the edge of the Mississippi River in West Central Mississippi near the Arkansas border. The jail, while well below suggested national standards for new construction, and even below such standards for existing facilities, can probably be run with reasonable deference to the constitutional rights of inmates with continued progress in upgrading the facilities and operations procedures.

It is reasonable to assume that ultimately, new major construction may be needed, but for now this report will concentrate on what can be done in the existing facility to increase the constitutionality, security, and living conditions.

The Greenville City Jail is inspected by John Haynes of the Health Department. These inspections having been started through the efforts of Lieutenant James. At the time of this study, the inspections occur every three months.

Lighting

Lighting in the city jail is not up to the 30 foot candles recommended by many national standards. Most cells seemed to provide enough light by which to read, but additional light is needed in most cell areas.

Heating and Ventilation

The jail temperature is controlled by a thermostat which stays within the comfort range. The source of the heat is a new boiler which was installed after the old one exploded.

Drunk Tanks

Drunk Tanks are of typical construction and layout, however, neither of the drunk tanks have toilets. In order to prevent odor, they are cleaned regularly.

Sally Ports

All areas of the jail have sally ports. The sally ports provide additional security support very much needed in light of the limited staff in the jail.

General Layout

The jail is located on the second floor and is accessed by an elevator. The booking of prisoners is done outside the jail (an area near the first floor lobby) by police (non-jail) staff, and is not a jail function. The location of the booking operation makes it less secure and adds to the independence of that process from the jail operation.

Cell Size

The size of the cells throughout the jail generally supply less square feet of space per inmate (at full capacity) than is desirable. A break down of specific space per tier was not attempted, but inadequacies appeared which are typical of jails of that vintage. Increasing inmate time for

recreation, library, and out of cell time can somewhat mitigate that problem. An example of the requirements for cell space in square feet per inmate that has been recommended or required in various national and state standards are shown below:

<u>Standard</u>	<u>Single Cell</u>	<u>Dormitory Cell</u>	<u>Day Room Size</u>
American Correctional Association	70	50	35
Justice Department	50-80	60	*
Nebraska	60	60	*
Oklahoma	60	60	35
Utah	*	*	*
Wyoming	48	25	20

*Size Not Specified

The U.S. Supreme Court in Bell v. Wolfish, ___ U.S. ___ 1979, permitted double bunking in a new modern jail with 75 sq. ft. cells, reducing cell area to 37.5 sq. ft. per inmate. It should be noted that beside being an exceptional facility in design for comfort, it also offered opportunity for more time away from the cells. The inmates were only in the "35 sq.ft." area seven and a half hours per day (sleeping), and during the other sixteen and a half hours, had access to day rooms, recreation areas, library, etc.

RECOMMENDATIONS

- (1) Increase amount of light generally throughout living areas of the jail to a level which will provide ease in reading.
- (2) Install toilets in drunk tanks, or limit there use to very short holding periods; probably no more than four hours. Written policies and procedures should provide adequate direction to assure that the tanks are used properly.

- (3) Assign prisoners to cells in a manner which will grant the greatest average area of space per prisoner. Inmates who do not have cell space of 50 to 70 sq. ft. should be given additional recreation, library and other time away from sleeping areas.

COMMENTARY

As long as the population remains sufficiently low in the jail to allow flexibility in the use of cell assignments, the jail can probably exist and function in a manner which will not be seriously challenged by the courts.

The layout of the jail is "traditional" and not entirely comfortable or adequate in size. The jail is old and will require imagination to keep it in the acceptable range. Lieutenant James has repainted the entire jail and his efforts to keep the jail well maintained and clean will certainly qualify as proper steps to make the jail acceptable. Any retreat from the progress presently being made would be fatal to the attempts to maintain a reasonably constitutional posture.

The cost effectiveness of maintaining the old jail versus building a new one will not be an issue in this report.

Cell size, while a potentially sticky issue, cannot likely be adequately remedied without spending substantial sums of money. Such expenditure may be required in the future, but for now, measures to minimize the negative impact will provide a possible short term remedy; these measures were discussed under observation. From a

purely legal point of view, the courts have ruled in a variety of ways:

21.5 sq. ft. per inmate was found to be constitutional in the Orange County Jail (CA) in Stewart v. Gates, 45 F. Supp. 583 (C.D. Cal. 1978), but in that jail they had additional room during the day, plus recreation and other time away from cells. Other cases have held unconstitutional the following examples of cell space per inmate: 40 sq. ft., Pugh v. Locke, 406 F. Supp. 318 (M.D. Ala. 1976); 44 sq. ft., Inmates of Suffolk Co. Jail v. Eisenstadt, 360 F. Supp. 676 (D. Mass. 1973); 50 sq. ft., Gates v. Collier, 390 F. Supp. 482 (N.D. Mass. 1975), aff'd 525 F. 2d 965 (5th Cir. 1976); 20 sq. ft., Moore v. Janing, 427 F. Supp. 567 (D. Neb. 1976);

If the Greenville City Jail were a newly constructed jail it would be clearly unconstitutional as anything but a short term holding facility. Jail cells with more room in them than in the Greenville City Jail have been criticized by the courts before.

Development of Mississippi state jail standards or federal court litigation in the Fifth Circuit, or Mississippi Federal Courts in the future may give more definitive standards for jail administrators, and separate existing and new facilities in such standards.

B. THE FACILITY--FUTURE PLANNING

Observations

There is presently no long range planning process in place by the city to systematically plan for the jail needs over the next 10 to 20 years. The city's approach would seem to be short range oriented. The exception to this would be the request by Chief Skinner and Lieutenant James to have a study which would aid in and become a source document for future planning. Lieutenant James has in particular, shown during interviews for this study an understanding and interest in the need for comprehensive planning.

RECOMMENDATIONS

- (1) *Greenville City officials should begin immediately to develop a corrections master plan to cover both short term and long term needs for the city.*
- (2) *The Greenville master plan should include a review of the interrelationship between the city and county jails, and should include a long range review of potential cooperative arrangements among adjacent counties.*
- (3) *Seek active involvement in the development, or closely monitor, any future development of state jail standards.*

COMMENTARY

In today's legal environment, operating on a day to day basis without careful consideration of future needs is legally suicidal. It is necessary that ongoing planning for jail needs, incremental budgeting for needed improvements, capital upgrading of the facility and staff size increases be established.

The planning can provide more cost effective future jail operations by developing a phased in system of financing the operation and upgrading of the facility. Such planning can develop mutual advantages between Greenville and the managers of other jails and add flexibility to the housing of inmates.

To enter the 1980's without comprehensive planning for the needs of the jail, guarantees problems over the next 5 to 10 years, which will greatly exceed planning costs and efforts.

PART IV

PERSONNEL MANAGEMENT

"Due to the complex and demanding nature of the correctional officer's job, orientation and training should be comparable in quality and duration to that given law enforcement officers in the same jurisdiction."

Manual of Standards for Adult Local Detention Facilities, (Discussion - Standard 5071)

A. STAFFObservations

The jail is under the overall direction of Chief of Police Robert Skinner. He was appointed September, 1975. Prior to that time Chief Skinner was Assistant Chief. Chief Skinner has demonstrated interest in upgrading the jail and has assigned Lieutenant James to the task.

Lieutenant Charles "Chuck" James, the jail commander, has 13 years with the department as a street cop, and has served one year in the jail. Lieutenant James has just under 2 years of college credit and has attended the F.B.I. Academy, Mississippi Law Enforcement Academy, Louisiana State Law Enforcement Academy, a 3 week Mississippi Jail Operations School, the Bureau of Prisons Operations course, and a one week National Institute of Corrections Jail Operations course.

Lieutenant James had taken an extraordinary interest in upgrading the jail. Not only has he taken traditional administrative and supervisory roles to accomplish his task, but he's also assumed certain line functions; including personally painting the jail, handling prisoners, making medication runs, etc.

Officer Steven Selvey, Lieutenant James' executive officer, joined the Greenville Police Department in November, 1978. He'd formerly been a police officer in Pennsylvania for 10 years. Selvey, besides police schools, has completed a 3 week jail operations school in Jackson. Selvey

seemed to have a strong interest in his job and Lieutenant James expressed a confidence and satisfaction in Selvey's role in the jail.

The jail administration works right out of the booking office and there is really no office space for either Lieutenant James or Officer Selvey to work privately. This limits the ability of both, or either, to do much writing, interviewing or other typical administrative functions. The lack of administrative space is not the only factor that limits progress in the jail. Inadequate staff size results in Lieutenant James' handling line responsibilities and limiting his opportunity to devote adequate time to administrative responsibilities. Lieutenant James has from all appearances, made maximum use of his time but has had to work many extra unpaid hours, to get painting and other jail tasks completed.

At the time of this study the jail staff size was not adequate. General security needs in the jail, plus the need to staff certain processes and programs not presently used in the Greenville Jail, requires an increase in jail staff. Presently, staff shortages are made up by filling shifts with police officers who lack adequate jail experience and training.

The staff size needs have been reduced somewhat because the booking of prisoners take place in the police station lobby, and the process is completed by police officers who then deliver the prisoners by elevator to the

jail with the booking process completed. The minimal intake effort required once inside the jail reduces some staff needs. Staff size is, however, deficient to begin or adequately continue such processes as intake screening, classification, commissary, discipline due process hearings, grievance procedures, reporting procedures, etc.

RECOMMENDATIONS

(1) The jail should be staffed to include at least one male and one female officer on each shift for basic security functions.

(2) Recommended staff size for basic security of jail:

- 1 - Day Shift
- 1 - Afternoon Shift
- 1 - Graveyard Shift
- 1 - Relief Shift

4 - Persons for each jail position

4 x 2 positions = 8 (4 men - 4 women)

(3) A review of the various existing and needed programs and procedures within the jail must be made to determine how many man hours per day are needed to complete each function. By figuring how many man hours per day are needed, it can be determined how many jail officers are needed.

(4) Man hour need reviews should include at least the time needed to do the following:

- Classification
- Recreation
- Library/Law Library
- Commissary Services
- Discipline Due Process Hearings
- Grievance Handling
- Training
- Policy and Procedure Development
- Maintenance Supervision
- Trusty Supervision
- Food Services
- Cell Shake Down Procedures
- Inmate Visitation
- Inmate Mail - Telephone

(5) The fulfillment of the needs of Recommendation four (4) above should be no less than two men; perhaps more.

(6) In this review of man power needs, overall it would appear that the minimum staff needs would be:

- 1 - Jail Commander
- 1 - Executive Officer
(Could double as night supervisor)
- 8 - Assigned to revolving shifts
- 2 - Men needed as per Recommendations
three (3) and four (4).
- 12 - Total

(7) The jail staff should be trained professionals, hired specifically as jail officers. The Greenville Police Department should avoid using street officers in the jail. Exceptions to this policy would possibly be the jail commander and executive officer.

(8) Salaries of jail officers should be on parity with street officers.

COMMENTARY

The jail staff must be adequately staffed with both male and female officers. Female officers should supervise female inmates and male officers supervise male inmates. Sexual privacy should be respected.

Staff size must be adequate to jail needs. The jail administration may develop means by which the recommended numbers may be adjusted down by perhaps one position, or two. But it should be carefully considered that the minimum numbers suggested above may be less than adequate depending on which programs and procedures develop as a result of this report, any needs perceived by the jail administration, court ordered or required changes, or the future adoption of state jail standards.

Failure to adequately staff may result in failure to adequately meet inmate needs or to adequately protect inmates. In Link v. Richmond, ____ F. Supp. ____ (E.D. Va. 1979), the Sheriff was found liable for failing to adequately staff his jail. The court found under staffing to be a contributory cause of the homosexual rape of a young inmate in the jail. Many courts have required specific staffing minimums.

Developing a professional staff of non street officers allows an extensive jail training program to be implemented without fear of losing the trained officers to the field. Officers just marking time in a jail are not as interested in what they are doing as those committed to the task.

Salaries of jail officers should be similar to those of street officers to enable the jail to attract good applicants. Some departments actually pay more to jail officers (i.e., Polk County, Des Moines, Iowa)

B. POLICY AND PROCEDURES DEVELOPMENTObservation

Lieutenant James has prepared a written manual for the jail operations. The manual he has prepared (or preparing) is very good work overall, but will need to be expanded as he continues to organize and develop the jail operations, and formalize procedural requirements. A more comprehensive manual is needed and apparently is being presently developed.

RECOMMENDATIONS

- (1) *Continue to develop and expand the existing jail manual.*
- (2) *Issue a manual to each jail officer and require a comprehensive knowledge of the contents.*
- (3) *Continue to update the manual as needed, issuing amendments to each person to whom a copy has been issued. Date each sheet of the amended handouts.*

COMMENTARY

The need for a policy and procedures manual is unquestionable. A policy and procedures Manual provides the following benefits:

- (1) The defense against negligent failure to direct "Vicarious" liability under 42 U.S.C. 1983.
- (2) Reduction of potential problems in the jail from the unnecessary exercise of discretion by jail officers and other assigned to fill-in in the jail.
- (3) Better knowledge and understanding by jail officers of their duties.

C. TRAINING

Observations

No comprehensive training programs exist for Greenville Jail Officers. There is little recruit or inservice training other than O.J.T. (on-job-training). There is a potential, a strong potential, for liability growing out of the use of untrained officers in the operation of the Greenville Jail. Even N.I.C. Jail Operations training is not sufficient since it has only been taught once and no follow up is planned.

The problem is increased because the state peace officer training academy required to train peace officers, has no jail training requirement and has no money provided by the Mississippi legislature for training jail officers.

RECOMMENDATIONS

- (1) *Require formal training for every jail officer. This can be accomplished by:*
 - a. *Developing an inhouse jail training program which deals with all phases of jail operations; including legal issues, security, operational procedures, behavioral issues, and perhaps some correctional theory.*
 - b. *Request the State Law Enforcement Academy to provide jail training for Greenville Jail officers.*
 - c. *Request training assistance from the National Institute of Corrections, P.O. Box 9130, Boulder, Colorado.*
 - d. *Each jail officer should have, besides the recruit training, an additional 40 hour per year of inservice training.*

COMMENTARY

Training of jail officers (and deputies) is not important -- it is vital!! The need is too great to delay even for a short time. The potential of problems resulting from the use of untrained officers is something which cannot be exaggerated. Immediate steps to outline a training program should be taken. The first exercises should be started as soon as possible.

D. Staff Supervision

Observations

With no promotional structure in the jail there is no supervision other than that provided by Lt. James and Officer Selvey. The size of the jail limits the extent to which the supervisory staff is justified. There is a need however to audit the performance of jail staff and document their activities while on duty.

RECOMMENDATIONS

- (1) Develop written job descriptions within a policy and procedures manual to define for each job officer his responsibilities.
- (2) Require completion of an activity log to be completed during each shift. The log would include officer's time on-off duty, prisoner activities, prisoner movement (to visits, telephone calls, recreation, etc.), times prisoners were checked each shift, etc.
- (3) Develop a means by which a jail administrator or some other designated person(s) check on members assigned to the jail to see that they know, understand and carry-out their functions and responsibilities.

COMMENTARY

Supervision and control of jail staff members is necessary to be certain intended policies and procedures are being carried out. The negligent failure to provide such supervision can, if coupled with an action by a subordinate which harms an inmate, give rise to a suit in tort or under the federal civil rights statutes. By properly supervising subordinates, and adequately documenting the supervision, the likelihood of administrator liability developing against the police chief, and Greenville city are reduced.

PART V
OPERATIONS PROCEDURES

*"Some offenders are the better for the experience,
some have at least suffered no harm, and some are
incomparably the worse.*

John P. Conrad

A. ADMISSION AND RELEASEObservations

The booking, initial search and securing of property and money from inmates take place outside the jail, in the police department lobby. This process, of course, eliminates one of the normal jail functions from the jail staff, reducing the staffing needs in the jail and shifting the responsibility for the process to police officers. The area in which this process takes place is open to public contact and is therefore not secure.

The lack of security leaves open a greater possibility of rescue or escape or other problems during the booking process. The process thus far seems to have worked for the Greenville Police Department, and it does allow combining the duties of the desk sergeant and his staff with that of booking prisoners.

The biggest weakness noted during this process was the pre-booking search by arresting (or transporting) officers. The searches that I observed were at best 50 percent effective, with inadequate attention to normal hiding areas (groin, inside foot wear, cleavage of buttocks). This deficiency was substantially remedied by a much more thorough search inside the jail. If, however, a minimal booking search resulted in weapons getting up to the second floor jail where the officers are unarmed, the potential problems are obvious. Because this type of problem is not known to have occurred previously, doesn't mean that it

cannot or will not occur in the future.

The pre-booking search includes a metal detector which increases the strength of the search, but which can also create a false sense of security if not accompanied by a good rub search, and later by a skin search (except for turn around arrests).

After booking is completed the arrestee is delivered by the officer to the jail by means of an elevator. An arrest card (yellow sheet) completed during the booking process accompanies the arrestee to the jail.

The arrestee, once in the jail receives his telephone calls. He has the opportunity to call a family member or friend, an attorney and/or a bondsman.

Showers and delousing are not automatic. The inmate after admission has showers available, but if his hygiene habits do not include body cleanliness it is entirely possible a shower may not occur. Delousing occurs only if body lice are discovered by the staff.

Inmates are issued soap, toothpaste, a toothbrush, toilet paper, towels, a mattress, a pillow, two sheets, one blanket and a pillow case. Presently, however, clothing is not issued.

Release options for inmates do not include a pretrial release program. Traditional bonding or cash deposits are the primary means of pretrial release from jail.

Ill, injured, or unconscious inmates are not admitted without medical treatment or approval.

RECOMMENDATIONS

- (1) Consider consolidating the booking process into the jail function. This does not mean that such consolidation is definitely recommended; only that a careful look at its proper location be made. Cost effectiveness of the structure of the present facility and other factors may dictate that it remains the same.

Note: In a new facility adequately designed, this would be a stronger recommendation.

- (2) Strengthen search procedures, perhaps through increased search training of arresting officers. Jail officers, whose searches were observed to be better, were still not as thorough as need be.
- (3) All inmates who are to be held and not immediately released on bond should be strip searched by a staff member (of the same sex).
 - a. Body cavity searches, if needed, should be done pursuant to a reasonable belief or some justification beyond routine examination. Such searches must be done by medical professionals.
- (4) Necessary information should be collected on a booking form including:
 - a. Identifying information. (Name, Address, DOB/age, description, etc.)
 - b. Legal information. (Charges, documents, docket or case numbers, judges, bail etc.)
 - c. Property information. (Inventory of property accounting of money).
 - d. Release information. (Time out, reason, money and property returned, etc.).
- (5) Require for all inmates being admitted to the jail a hot shower with soap. This should not be optional with the inmate. Unsanitary inmates who normally exhibit poor personal hygiene will reduce sanitation in jail if a shower requirement does not exist.

- (6) Delousing should be mandatory for those inmates who were referred to under Recommendation five.
- (7) All inmates should be dressed in jail issue clothing. Jail issue clothing should be used for purposes of identification, sanitation, and uniformity. Laundering of inmate clothing is simplified if jail issued clothing is all that is involved in laundry process.
- (8) A comprehensive written policy and procedure directive should cover each element of the admission and release process. This would require some expansion of the present jail policy and procedures document.
- (9) Release procedures should include:
 - a. Inventory and receive all jail property previously issued to the inmate.
 - b. Verify releasee's identity.
 - c. Re-issue inmate's clothing.
 - d. Re-issue inmate's property and money.
 - e. Have inmate sign release acknowledging receipt of all property and money.

COMMENTARY

The booking procedure in the Greenville Jail though in need of some revision seems overall better than average for a jail of its size. The processes, though unique in many respects, seem to generally meet the booking needs.

Additional attention must be paid, however, to security and sanitation considerations. Some aspects of the present procedures create compromise in both of these areas.

Comprehensive policy and procedure development coupled with training are necessary. See attached sample procedures.

B. CLASSIFICATION AND SPECIAL PRISONERS

Observation

The classification system at the Greenville Jail is informal in nature and generally tries to separate according to the following categories.

- Male (Various Dorms)
- Female (Dorm 8)
- Adult (Various Dorms)
- Juveniles (Dorm 9)
- Pretrial Felons (Dorms 1, 2, and 6)
- Pretrial Felons, low risk (Dorm 7)
- High Risk inmates (Dorm 10)
- Pretrial misdemeanants (Dorm 5)
- Working inmates (Dorm 4)
- Sentenced (Dorm 3)

There didn't appear to be formalized procedure to carry out the classification process, however, inmates seemed to get where they were supposed to be anyway.

Special prisoner procedures also appeared to need formalization. The manner of handling special prisoners was found to be as follows:

Suicide Risks: Cell assignments made according to subjective determination of how to best protect against self-destruction. Generally this means placement with another inmate or inmates, to add to the supervision of the suicidal inmate. Sometimes, when deemed appropriate, the inmate will be placed in the "small tank" and is isolated. Regardless of the cell assignment, frequent checks are required as part of the suicide prevention policy.

Combative Prisoners: Use of force occurs far less frequently in the Greenville Jail because combative prisoners are filtered out through the out-of-jail booking process.

Most combative or confrontive actions in jails occur during booking. Prisoners who do arrive in the jail who are confrontive or combative are isolated in the "small tank" until manageable.

Mentally Ill: Efforts are being made to develop a handling system for the mentally ill in cooperation with Delta Mental Health and Ella Tardy (in connection with general medical procedures).

Juveniles: Normally juveniles are not kept in the jail, but in a nearby detention home. When kept in the jail, however, they cannot effectively be held entirely outside of sight and sound of adults.

Women: Separate dorms and matrons are used for housing females.

RECOMMENDATION

- (1) Formalize a classification procedure that insures separation of inmates according to legal requirements and jail management needs.
- (2) Document classification decisions and method of making such decisions.
- (3) Classify and house prisoners in a manner that insures separation of prisoners of substantially different criminal experience and danger.

COMMENTARY

The Chief of Police has a duty to protect the inmates in his jail from each other. While following state law may provide some direction, there's also a need to separate inmates from each other where a danger might exist from not separating. A Southern Utah County was sued for \$162,000 because a young inmate was put in the same cell with an

hardened criminal and was subsequently homosexually raped.

The county was fortunate when the plaintiff settled out for several thousand dollars. Other similar suits have been filed in numerous states with large dollar awards resulting from the litigation. The largest national award on a classification case (failure to protect) was \$675,000 in Illinois (1978), when an inmate was housed with inmates who represented a danger to him.

C. INMATE RULES AND REGULATIONS AND ORIENTATION

Observation

No rules and regulation were observed posted in inmate cells. There also did not appear to be any type of inmate orientation program to explain the nature of expected behavior.

Note: It's possible that some means of providing rules and regulations to inmates does exist, but was missed in the process of inspection and interview. Recommendations will be made as if none exist.

RECOMMENDATIONS

- (1) Develop comprehensive rules and regulation governing the required and prohibited behavior of inmates.
- (2) Post the inmate rules and regulations in each cell area so they are available for each inmate to read.
- (3) The rules and regulation should cover but not be limited to the following information:
 - a. Prescribed behavior (Criminal and administrative)
 - b. Inmate conduct and demeanor.
 - c. Good-time.
 - d. Care and cleaning of living quarters.

- e. Care of county property.
- f. Personal appearance and cleanliness.
- g. Contraband
- h. Search policy.
- i. Inmate Discipline Procedure.
- j. Inmate grievance procedures.
- k. Inmate communication and expectations relative to privacy. (Mail, visitation and telephone).
- l. Inmate programs and services.
- m. General security regulations.

(4) Inmates who do not read English should have rules read or explained to them.

COMMENTARY

Inmates have a reasonable expectation that they will not be disciplined for conduct unless that conduct is prohibited in written rules and regulations. Rules and regulations help the inmates to know what is expected of them and can provide a good management tool for the Jail Administration.

The constitutional need for rules and regulations has been indicated in several court cases. One of the most quoted cases in Landman v. Royster, 333 F. Supp. 621 (E.D. Va. (1971))

"The evidence, however, shows that the purposes of the constitutional requirement of reasonable specificity--fair warning so that one may conform to the rules, and exactness so that arbitrary penalties or penalties for protected conduct will not be imposed --have been ill-served by rules against Virginia prisoners."

The posted written rules may be protected against destruction by inmates by imposing disciplinary sanctions.

D. INMATE COMMUNICATION

Observations

This section refers to the communications access by inmates to other persons, and involves visitation, mail and telephone contact.

Visitation in the Greenville Jail is contact. There are no adequate areas for visitation and no non-contact areas. Visiting takes place on a bench in the jail lobby. The visitation takes place Tuesday through Saturday, or by special appointment approved by Lieutenant James. Inmates are allowed one visit per week for 30 minutes per visit.

Mail procedures at the Greenville Jail require all mail to be opened in front of the inmate to whom it has been sent, and absolutely no reading of inmate mail is allowed. This procedure is not required for personal mail, but only for attorney mail. Greenville mail procedures therefore exceed constitutional minimums.

Telephone communication seems adequate. Telephone calls to attorneys or other business calls are freely allowed, and personal calls are allowed on a nearly unlimited basis during recreation. The jail logs calls which average about 8000 per year. Overall telephone policy was observed to be very liberal.

RECOMMENDATIONS

- (1) *Evaluate mail policy in light of constitutional requirements.*
- (2) *Explain in inmate rules and regulations that no expectation of privacy exists in personal mail*

(incoming or outgoing), visitation or telephone calls. Failure to indicate this lack of privacy might conceivably create an expectation of privacy that doesn't ordinarily exist as a constitutional requirement.

COMMENTARY

NONE

E. SUPERVISION OF INMATES

Observations

General observations were made regarding inmate supervision and security. No attempt will be made to list all observations. Instead specific "Recommendations" will be made to remedy deficiencies.

RECOMMENDATIONS

- (1) Develop written policies and procedures detailing supervision and security requirements.
- (2) Formalize head count procedures to be conducted at the change of each shift.
- (3) Require all security doors in the jail to be locked at all times when not in immediate use.
- (4) No jail officer should enter a cell of, or remove, a high risk inmate without a back up.
- (5) Develop a tight key and tool control policy. No inmate will be allowed to touch the keys.
- (6) Develop frequent cell search policy and procedure.
- (7) Require logs which document inmate supervision efforts.
- (8) Keep toxic, flammable, and caustic materials out of the jail unless use is absolutely necessary. In such cases, carefully control use, and remove when no longer in use.
- (9) Develop contingency plans for emergencies including but not limited to fire, escape, disturbance, and hostage situation.
- (10) Train in the emergency procedures and up date that training every six months.

- (11) Develop use of force policy and procedure.
- (12) Have one female officer on duty at all times when there are female inmates in the jail.
- (13) Reduce availability and access of electrical equipment in cells. While this electrical access increases passive recreation potential it also creates potential dangers to staff and inmates.
- (14) Check inmates every 30 to 60 minutes. Checks should be on irregular schedules so inmates cannot anticipate checks.
- (15) Reduce the amount and variety of items allowed in cells. Substantial opportunity exists for escape, injury to officers, injury to other inmates, or self injury as a result of all unnecessary accumulations of certain items now present in cells.
- (16) Do not allow inmates to supervise or control other inmates.

COMMENTARY

A general review of procedures and security measures in the jail may reveal certain changes which could be made to increase security. There is a need to keep in mind the inventive potential of inmates and to remember the jail administrations duty to protect inmates and staff and to prevent escape or criminal activity in the jail.

F. SANITATION AND SAFETY

Observations

The Greenville jail has been very well maintained by Lieutenant James. The jail has been carefully cleaned, painted and otherwise maintained. The jail is one which is of a vintage that might ordinarily not look so good. There were observed areas of clutter and dirty walkways in "cat-walk" areas behind cell blocks, where inmates threw

cigarette butts and other debris. It appeared that these situations were exceptions to the rule, however, and that they could be resolved by increasing the responsibility of the inmates to keep their own areas clean. These responsibilities could be enforced with disciplinary sanctions.

Vermin control is an important part of the jail operation. Lieutenant James started a program of spraying the jail every month. It should be noted that no bugs were observed during my inspection.

RECOMMENDATIONS

- (1) Include cleaning and sanitation requirements in policy and procedures manual and inmate rules and regulations.
- (2) Limit to necessary items that which inmates are allowed to store in cells.
- (3) Require inmates to clean cells (floors, walls, plumbing fixtures, etc.) each day. Don't allow clutter to collect. A sanitation and fire hazard can result.
- (4) Do not allow toxic, caustic or flammable cleaning materials if less dangerous substitutes can be used.
- (5) De-louse incoming inmates, and periodically spray cells to control vermin, insects and other pests.
- (6) Review jail (and cell areas in particular) for safety problems. Then take remedial action.
- (7) Enforce with disciplinary sanctions the requirement to keep inmate areas clean.

COMMENTARY

Cleanliness and sanitation are important to establishing good jail climate. The staff and inmates both are effected by the cleanliness and repair of the facility. Keeping a clean, freshly painted look can only benefit the overall operation.

A primary weakness in most jails in sanitation is the inmate involvement in the cleaning process. It is unfortunate but true that inmates rarely can be counted on to keep up their living areas without some encouragement and direction.

In the area of safety and contraband control the jail administration should re-evaluate its policy of allowing certain items to be kept by inmates. Such items include ballpoint pens (can be made into handcuff keys), afro-picks and afro combs (weapons), packages from outside (movement of contraband), personal clothing (contraband movement, sanitation problems), money (power, theft) and belts (suicide, weapons).

G. DISCIPLINE OF INMATES

Observations

At the time of this study there was no formal disciplinary policy and procedure system. A council handed out what little discipline occurred. Lieutenant James did attend a jail operations seminar in April, 1980, wherein disciplinary procedures were discussed, and at the time of this report those procedures might be in place.

RECOMMENDATIONS

(1) Strictly follow the inmate discipline requirements outlined in *Wolff v. McDonnell*, 418 U.S. 539 (1974) and *Baxter v. Palmigiano*, 425 U.S. 308 (1976). Those cases require the following due process elements for "major" disciplinary actions:

- a. Written rules and regulations.
- b. Written incident report.
- c. Written notice to the inmate 24 hours before his hearing.

- d. A hearing before an impartial board.
 - e. An opportunity to call witnesses (if the calling of witnesses does not jeopardize order or security in the jail) and present evidence--at the discretion of the boards.
 - f. Written findings and actions taken.
 - g. Appeal directly to Lieutenant James (or the police chief if Lt. James is on the discipline board).
- (2) Due process does not require a right to:
- a. Confront accusers.
 - b. Cross examine witnesses.
 - c. Have an attorney.
 - d. Be free from a combination of both criminal and administrative action--both can be taken.
 - e. Freedom from self incrimination against administrative actions.
- (3) Major violations are those in which good-time is taken, or other "Grievous Losses" occur as a punishment.
- (4) Do not permit punishments such as corporal punishment, squirting with fire hoses, or mace for disciplinary punishment.
- (5) Keep complete documentation on violations, hearings, and actions.

COMMENTARY

Discipline is a necessary aspect of good jail management. That discipline must be administered as a result of due process, however, and must not involve excessive punishments.

This process should be in the written jail policy and procedures manual.

PART VI

INMATE SERVICES

"Prisons in England and early America were used for the brief detention of those accused of crimes. They did not become the sanction itself until after the American Revolution."

Michael S. Serrill
Corrections Magazine (Sept. 1977)

A. MEDICAL SERVICES

Observations

The medical services in the Greenville Jail are presently being developed by Lieutenant James in cooperation with Ms. Ella Tardy, Mississippi State Medical Association in an effort to gain American Medical Association accreditation.

The Greenville Jail presently lacks a medical intake screening program. Incoming medical screening would occur upon request. Emergency medical needs are taken care of at the Delta Medical Center.

A strong point in the Greenville Jail's medical program is the extensive medical training of the staff. The jail staff and nearby police officers are trained in first aid, rescue and/or E.M.T. A master list is kept giving the names of all officers (jail or field), the level of their training, and whether or not they are on duty. All jail officers have either completed or are scheduled for the First Responder Course. All jail officers have completed first aid training.

RECOMMENDATIONS

- (1) *Continue work with Ella Tardy to gain AMA accreditation.*
- (2) *Develop a medical screening process for prisoners not immediately released.*

COMMENTARY

An example of the effectiveness of the first aid training in the jail is an incident that occurred January 22, 1980 when an inmate hanged himself but his life was

saved by E.M.T.'s and the jail staff using C.P.R. techniques.

Continued upgrading of this medical program will make it one of the most effective jail medical programs in the state.

More specific medical recommendations will not be made since the accreditation effort will touch the necessary basis. Discussions with Ella Tardy have made it clear that she is aggressively working with Lieutenant James toward a very viable program.

B. MENTAL HEALTH SERVICES

Observations

The Greenville Jail has very limited mental health options, particularly inhouse. Delta Mental Health won't come into the jail. They prefer to have mentally ill inmates taken out to them. This is a problem for several reasons:

1. Danger in transporting (danger to transport staff and inmate).
2. Stretching of limited personnel resources.
3. Inmates may manipulate staff by taking or exaggerating symptoms of mental illness to get outside the jail.
4. The mental health staff does not see the inmate in the environment in which he is housed. The stress and problems created by the jail itself are absent when the inmate is evaluated or observed outside the facility.

Lieutenant James feels that Delta Mental Health doesn't provide enough help. He did state, however, that Ella Tardy is trying to get them help in providing adequate mental health services.

RECOMMENDATIONS

- (1) Using whatever political or other means to persuade Delta Mental Health to provide greater assistance, or, hire inhouse assistance.
- (2) Continue efforts with Ms. Tardy to resolve this matter.
- (3) Develop comprehensive written procedures for handling suicide risks and the mentally ill.

COMMENTARY

The high incidence of mental illness, depression, suicidal tendency, personality disorder etc., in jails makes it absolutely necessary that mental health services be immediately available in jails.

C. FOOD SERVICESObservations

The inmates of the Greenville Jail are served three meals a day from a menu prepared with the cooperation of the Delta Mental Center. There are actually two menus--one for standard meals and one for bland diets. Meals are prepared by cooks and delivered to inmates by trustees. Staff and trustees are both required to have health cards.

Meals were observed to be of high quality with adequate portions.

RECOMMENDATIONS

NONE

COMMENTARY

NONE

D. RECREATION AND LIBRARY

Observations

Inmates get one hour per week in recreation room (indoor). The recreation room has a ping pong table, weight machine, foosball, cards, parlor games, T.V. and books. There are also books and T.V. in cell blocks. Five or six inmates at a time are allowed in the recreation room.

There are no outdoor recreation facilities.

RECOMMENDATIONS

- (1) Examine feasibility of developing outdoor recreation.
- (2) Increase recreation time to at least 2 one-hour periods per week.
- (3) Increase active, in-cell recreation by providing instruction on proper exercise techniques which will be adequate for space available.
- (4) If a new jail is built at anytime in the future, include recreation areas enclosed to provide recreation for all inmates.
- (5) Document recreation provided.
- (6) Develop policy and procedures to govern the receiving, providing and storing of reading materials in the jail.
- (7) Require hard bound books to be received from the "Publisher-only," or develop procedures to carefully examine incoming books with special emphasis on the hard bound variety since hard bound books are an easier means of smuggling contraband.
- (8) Expand the jail library. This can be accomplished by collecting donated books. Schools, the county library, magazine distributors, and citizens are the more productive sources of donated books.
- (9) Develop storage regulations limiting the number of books or magazines each inmate may have at one time, and requiring safe, orderly storage.
- (10) If restrictions on obscene or sexually oriented materials are desired, justification should be rationally based on some governmental interest.

COMMENTARY

Some courts have required considerably more recreation than that suggested in this report. The courts are not consistent, however, and a good-faith effort to provide passive and some active recreation opportunity should help protect the county from damages in the event of a law suit. A re-examination of Jones v. Diamond presently underway by the Fifth Circuit Court of Appeals will shed more light on this issue when that court makes its final ruling.

Libraries are not absolutely required, however, in several cases across the country individual state and federal courts have required a library. Libraries also are elements in "totality" cases (often a series of privileges none of which individually creates a constitutional issue, will, if viewed in light of other deficiencies create an overall condition which will generate court attention.)

Another reason for a library is the value as an inmate management tool. Keeping inmates occupied has a direct benefit to the jail administrator and therefore the Greenville City. Because a library can be developed with little or no financial outlay, there's no reason not to have one. The only real limit on library size and development is the availability of book storage.

Proper storage of books in cells to minimize sanitation problems, clutter and fire hazards should be required by rules and regulations. A limit on the number of books in cells is also advisable. Periodic rotation of books by jail staff (twice each week) would eliminate the need for storing

large numbers of books or magazines.

Hard bound books present a greater opportunity to smuggle contraband, requiring a "publisher-only" rule for books coming in from outside is permissible under Bell v. Wolfish ____ U.S. ____ (1979). Also having a varied library in the jail will limit the justification for inmate demands to bring in their own hard bound books.

E. COMMISSARY SERVICES

Observations

Snack foods, candy, cigarettes, and other consumables are allowed to be brought to the jail by the family and friends of inmates. This practice has a definite negative impact on security.

Any package brought in from outside potentially defeats jail security. Contraband, including weapons, coming into the jail becomes more than a possibility, it is a probability.

This practice is probably viewed as somewhat necessary due to the lack of commissary service (Jail Store) available to the inmates. That lack creates a void which presently is being filled by visitors who bring substantial amounts of these items to Greenville inmates.

RECOMMENDATIONS

- (1) Immediately stop all packages of consumables from being brought into the jail by friends and relatives of inmates.
- (2) Replace the existing means of providing these items by developing a commissary system within the jail. The system can be managed in one of two ways:

- a. Twice weekly allow inmates with funds to purchase up to \$5.00 of commissary items. These items would be purchased from an approved list of items from a local grocery or other store in Greenville City by a member of the jail staff. Money for this purpose would be subtracted from the inmates' accounts and would be documented by use of order blanks filled out by inmates and signed by them indicating receipt of the items. These receipts would remain with the inmates' jail records.
- b. Maintain a stock of commissary items in the jail for purchase by inmates. This purchase would follow the method outlined under (2) a. for subtracting from the inmates' accounts the amount charged for the goods.

Candy bars
Tobacco
Writing paper - pencils
Envelopes - stamps

Other optional items could include but not be limited to:

Other snack foods
Shampoo
Deodorant (stick)
Toothbrushes
Toothpaste
Small plastic combs

- (3) Indigent inmates should be provided free commissary each week. The free commissary would consist of at least:

2 - Packages Bull Durham-type tobacco and papers
2 - Stamped envelopes
2 - Pages of writing paper

- (4) Inmates should be provided free soap, oral hygiene supplies, toilet paper, etc.

- (5) Examples of some items which should not be in the commissary inventory include:

Rat-tail or other large combs
Ballpoint pens
Chewing gum

COMMENTARY

Consumables should never be allowed into the jail via the friends and families of inmates, such allowances invite contraband smuggling.

Development of a system to properly distribute controlled amounts of commissary is an advantage to both the jail management and to the inmates. Inmate funds accounts should be developed at the same time. The jail should provide a money accounting system rather than allowing inmates to have money or to deal in cash transactions.

F. LAUNDRY SERVICES

Observations

Inmate laundry services are provided according to a set schedule (see attachment). Procedures seemed adequate to maintain sanitation and meet inmate needs. Recommendations are made recognizing that some of the recommendations may already be in effect.

RECOMMENDATIONS

- (1) All inmates should be dressed in jail issued clothing.
- (2) Jail issued clothing should consist of a shirt (T-shirts are least expensive), pants (Levi denims wear well), socks, underwear (shorts) and shoes (Tennis shoes or slippers).
- (3) Inmates should be issued a mattress cover, 2 sheets and a blanket (2 blankets if needed during the colder months).
- (4) Laundry should be changed twice each week; once at the very least (excluding shoes).

COMMENTARY

For sanitation, security and contraband control it is highly recommended that jail issue clothing be provided.

Jail clothing should be easily identifiable as jail issued

(Similar in appearance and stamped Greenville Jail).

WASHING ASSIGNMENTS FOR
ALL CELLS IN JAIL

MONDAY DORM #4

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER MONDAY THE BLANKETS WILL BE WASHED.

TUESDAY DORM #1 and #2

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER TUESDAY THE BLANKETS WILL BE WASHED.

WEDNESDAY DORM #3

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER WEDNESDAY THE BLANKETS WILL BE WASHED.

THURSDAY DORM #5 and #10

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER THURSDAY THE BLANKETS WILL BE WASHED.

FRIDAY DORM #6 and #7

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER FRIDAY THE BLANKETS WILL BE WASHED.

SATURDAY DORM #8 and #9

SHEETS, PILLOW CASES, TOWELS, PERSONAL CLOTHING, WILL BE WASHED.
EVERY OTHER SATURDAY THE BLANKETS WILL BE WASHED.

SUNDAY ALL DORMS

NO SHEETS, PILLOW CASES, OR BLANKETS WILL BE WASHED THIS DAY.
ONLY TOWELS, AND PERSONAL CLOTHING OF THE INMATES WILL BE WASHED.