

## Detention Officers

### 806.1 INMATE DISCIPLINARY PROCEDURES

In compliance with North Carolina Minimum Jail Standards and with United States constitutional requirements, detention officials will provide the appropriate due process procedures to an inmate who violates a written rule or regulation that may result in that inmate being deprived of liberty or property. Under no circumstances will any inmate be subjected to arbitrary punishment or be deprived of any rights, liberty, or property without following the procedures listed below.

### 806.2 INMATE MEALS

To promote the health and well-being of persons confined in the Montgomery County Detention Center, the facility will ensure all meals served to inmates at the Montgomery County Detention Center will meet the requirements of the North Carolina Minimum Jail Standards. Food will be prepared by a contracted food service provider. Food will never be used by any employee of the Montgomery County Detention Center to reward or punish any inmate or person held in the facility.

### 806.3 MENU PLANNING

The general well-being and health of persons confined to the Montgomery County Detention Center is important. The food service provider shall carefully plan weekly menus that comply with the nutritional standards of the Recommended Dietary Allowances, as stipulated by the National Academy of Sciences. Modified diets will also be prepared if prescribed by appropriate medical or dental personnel, or if authorized by the Detention Administrator / Designee for religious reasons. All modified diets will be prepared in accordance with the Recommended Dietary Allowances of the National Academy of Sciences.

### 806.4 MASTER CONTROL / CONTROL ROOMS

To provide continuous monitoring of the facility and promote the secure confinement of inmates, the Montgomery County Detention Center has been equipped with Control Rooms strategically designed and located to provide consistent monitoring of the living units, inmates and the perimeter of the facility. The Master Control Room will be staffed seven days per week, 24-hours per day. At no time will any inmate be allowed to enter the Control Rooms.

### 806.5 KEY CONTROL

To promote safety, security and control within the facility, Montgomery County Detention Center officers will be responsible for the strict control and accountability of all keys to all doors throughout the facility. Under no circumstances will inmates or visitors be allowed access to any keys to the facility at any time.

# Montgomery County Sheriff's Office

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#### **806.6 CONTROL OF TOOLS AND HAZARDOUS MATERIALS**

To prevent the introduction/distribution of contraband or hazardous materials throughout the Detention Center, a system will be developed to maintain and account for all tools, eating utensils and cleaning supplies used by staff and or inmates. Under no circumstances will any inmate be issued any maintenance tools/equipment or be allowed to perform maintenance duties requiring the assistance of any tools/equipment. Areas where cleaning supplies, tools, or equipment are stored will be inaccessible to inmates at all times.

#### **806.7 SUPERVISION OF INMATES**

To maintain the safety, control and security of the facility, staff, visitors and inmates, Detention Officers will be required to make supervision rounds of the facility at least two (2) per hour and will be required to visually observe inmates during these rounds. If an inmate has a mental illness which warrants closer observation or has attempt or communicated a desire to commit suicide that inmate shall be supervised at least four (4) times per hour.

All supervision rounds conducted of all inmate housing areas will be documented. Under no circumstances will any Detention Officer substitute electronic monitoring (e.g., television camera) for supervision rounds or direct visual observation of inmates. More frequent visual inspections will be required of inmates who are determined to be security risks.

#### **806.8 INMATE HEADCOUNTS**

In order to account for all inmates confined to the Montgomery County Detention Center, Detention Officers will be required to conduct an official headcount of all inmates at least three times per day and prior to shift change. Detention Officers will also be responsible for making informal checks of the facility in order to account for all inmates confined to the Detention Center on a daily basis.

#### **806.9 REPORTS AND RECORDS**

The Montgomery County Detention Center will maintain accurate and complete records as required by the North Carolina Minimum Jail Standards and by State and Federal laws. All reports and records will be accurately completed, submitted and maintained in a manner consistent with applicable state and federal standards.