

March 8, 2022

# Jail Administrator Training

**Barry Edwards | Program Manager**

Detention Program – Jail Inspections

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**OKLAHOMA**  
State Department of Health



## Jail Administrator Training

March 8, 2022

- **Type of Inspections**
  - [Annual](#)
  - [Follow-up/Revisit](#)
  - Investigations (Complaints & Incidents)
  
- **Inspection Process**
  - Entrance Meeting (Complete Facility Contact and Data Form, Request Documents for Review)
  - Facility Tour (All Areas, Inmate Living, Food Service, Medical, Laundry, Recreation, Booking, Mechanical Rooms, Control Center, Etc.)
  - Exit Meeting (Administrator's Opportunity to discuss findings, provide explanations, and provide supporting documentation prior to conclusion of the inspection)
  
- **Documenting Deficiencies**
  - Observation
  - Record Review
  - Interview
  
- **Deficiency Frequency**
  
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  - **Fire Drills (Quarterly)**
  - **Sample Fire Drill Form**
  - **Fire Watch**
  
- **Incident Reporting to OSDH**
  
- **Questions?**

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# Type of Inspections

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- Annual

- Follow-up/Revisit

- Investigations (Complaints & Incidents)



# Inspection Process

- **Inspection Process**

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JAIL DATA & CONTACT FORM

Site Visit Purpose: [ ] Annual Inspection [ ] Investigation [ ] Follow-up Inspection

Facility Type (check two): [ ] City [ ] County [ ] Lock-Up [ ] Detention

Facility: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Sheriff/Chief: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Jail Admin: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Escorting Staff: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Commissioners/Trust E-Mails: \_\_\_\_\_

Staffing: Day Shift (M) \_\_\_\_\_ (F) \_\_\_\_\_ Evening Shift (M) \_\_\_\_\_ (F) \_\_\_\_\_ Night Shift (M) \_\_\_\_\_ (F) \_\_\_\_\_

Rated Capacity: \_\_\_\_\_

Population Today: \_\_\_\_\_ DOC J&S \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Juvenile Male: \_\_\_\_\_ Juvenile Female: \_\_\_\_\_

Total Beds: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Juvenile Male: \_\_\_\_\_ Juvenile Female: \_\_\_\_\_

Medical Authority: \_\_\_\_\_

Food Service Operations By: \_\_\_\_\_

Automatic Fire & Smoke Alarm System: [ ] Yes [ ] No

Automatic Fire Sprinkler System: [ ] Yes [ ] No

Inspector/Investigator: [ ] Scott Kennedy [ ] David Boydston [ ] Barry Edwards

Date: \_\_\_\_\_

## DOCUMENTS FOR REVIEW

### **Admission/Release Records**

- Booking Records
- Medical/Mental Health questionnaire
- Classification
- Admission and Release Log (outside hospital)

### **Security and Control**

- Inmate roster (24 hours) (show housing, sentenced and un-sentenced, male, female, juveniles)
- Sight Check Logs (24 hours/all areas)
- Count Logs (24 hours)
- Suicide/Observation (24 hours)
- Post Orders
- Weekly security inspection
- Backup Generator/Battery Log
- Emergency equipment inspection

### **Supervision**

- Staff Roster (24 hours)
- Posted name/number of Attorney/Bonds Person

### **Rules/Discipline/Grievance**

- Inmate Rule Book (issued at booking)
- Written rules, specify offense/sanction
- Staff Incident Reports
- Investigative Reports
- Grievance policy/procedure
- Written grievance denials/each level
- Grievance Log
- Staff grievance response

### **Safety, Sanitary/Hygiene**

- Housekeeping plan
- Cleaning supply issue log
- Cleaning Safety Data Sheet
- Maintenance Records/Work Orders
- Pest Control Schedule/Log
- Pest Control Safety Data Sheets
- Clothing/Bedding issuance schedule
- Clothing/Bedding issuance log
- Laundry schedule
- Laundry exchange log
- Shower log
- Razor policy
- Razor issuance log
- Fire Protection/Inspection & Testing Documentation (Fire panel/Sprinkler/Hood Vent)
- Fire & Evacuation Plan approved by Local Fire Chief
- Fire Drills

### **Food services/requirements**

- Kitchen Supervisor
- Dietician approved Menu
- Special diet
- Meal record/log for last month
- Refusal to eat log
- Sanitation schedule
- Food Service OSDH Inspection
- Food Service Provider Contract

### **Medical**

- Intake screening upon admission/prior to placement in housing
- Medications at Booking
- Emergency plans (24hr care)
- Inmate request to staff for medical attention/prescription
- Staff response to inmate requesting medical attention/prescription
- Sick call log
- Medical Administration Report (MAR) for last 30 days
- Non Prescription issuance policy/procedure

### **Training**

- Approved Training Curriculum
- New Employee Orientation training log
- Initial training log (24Hrs first year)
- Annual training log

### **Provide the following documents for each detainee/inmate listed below:**

- Sight/Suicide/Observation Checks
- Admission/Booking Records
- Medical/Mental Health Screening
- Classification
- Medication Administration Report (MAR)
- Medical File/Records
- Requests for medical treatment
- Staff Incident Reports
- Investigative reports

1. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
5. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
6. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
7. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
8. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
9. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



- **Inspection Process**

- Entrance Meeting (Complete Facility Contact and Data Form, Request Documents for Review)
- Facility Tour (All Areas, Inmate Living, Food Service, Medical, Laundry, Recreation, Booking, Mechanical Rooms, Control Center, Etc.)
- Exit Meeting (Administrator's Opportunity to discuss findings, provide explanations, and provide supporting documentation prior to conclusion of the inspection)



# Documenting Deficiencies

- Documenting Deficiencies
  - Observation
  - Record Review
  - Interview



# Deficiency Frequency

## ASPEN: Tag Summary Report (TAG1)

from 01/01/2021 thru 12/31/2021

## ST - G7E6 - P - Detention Facility (1)

Tag	Cite Frequency	Average Severity	Average Scope
5623 - Detention Facilities-Safety Fire Prevention	56	0.00	0.00
5202 - Detention Facilities-Hourly Sight Checks	27	0.00	0.00
6218 - Detention Facilities-Bunks/Storage by Sq Foot	21	0.00	0.00
5601 - Detention Facilities-Kept Clean Condition	20	0.00	0.00
6101 - Detention Facilities-Double Cell Min 60sq ft	14	0.00	0.00
6103 - Detention Facilities-Light MIN 20 Ft Candles	13	0.00	0.00
5604 - Detention Facilities-Routine Cleaning Supply	12	0.00	0.00
5201 - Detention Facilities-Count At Start of Shift	11	0.00	0.00
5603 - Detention Facilities-Floors Clean/Dry/Clear	11	0.00	0.00
5302 - Detention Facilities-Staff Respond PHYS/CCTV	10	0.00	0.00
5626 - Detention Facilities-Material Fire Compliance	10	0.00	0.00
6216 - Detention Facilities-First 40sq; Second 20sq	10	0.00	0.00
5620 - Detention Facilities-Water Standards;Hot/Cold	8	0.00	0.00
6001 - Detention Facilities-New Staff Orientation	8	0.00	0.00
5802 - Detention Facilities-Prescription Possession	7	0.00	0.00
6012 - Detention Facilities-Annual Required Training	7	0.00	0.00
3021 - Lockup Facilities-MIN Fire Safety:Smoke/SPLR	6	0.00	0.00
5608 - Detention Facilities-Issue Cleanable Mattress	6	0.00	0.00
6011 - Detention Facilities-Requirements	6	0.00	0.00
1505 - Policy and Procedures - Signature & Dates	5	0.00	0.00
5102 - Detention Facilities-A&R MED/Mental Screening	5	0.00	0.00
5501 - Detention Facilities-Opposite Sex Housing REQ	5	0.00	0.00
5606 - Detention Facilities-ADMIN Hygiene Issue	5	0.00	0.00
5708 - Detention Facilities-Menus Approved Dietician	5	0.00	0.00
5800 - Detention Facilities-Develop Health Care Plan	5	0.00	0.00



# Required Policies & Procedures

## **310:670 City and County Detention Facility Standards, (POLICY AND PROCEDURES)**

### **310:670-1-3. Implementation and inspection**

- A local facility administrator shall develop and implement written policies and procedures pertaining to the daily management and operation of the facility. Each facility shall develop and maintain an operations manual sufficient to demonstrate compliance with the standards in Section 1 of Subchapter 3 of this Chapter, or Section 1 of Subchapter 5 of this Chapter.



## Lockup Facilities:

- **310:670-3-1** Basic Standards. Written policy and procedures for the operation of a lockup facility.





## Detention Facilities:

- **310:670-5-1.** Written policies and procedures for **admission, release, and records** of inmates.
- **310:670-5-2.** Written policies and procedures for the **safety, security and control** of staff, inmates and visitors.
- **310:670-5-3.** Written policies and procedures for **supervision** of inmates.
- **310:670-5-4.** Written policies and procedures for Inmate **rules, discipline and grievances**.
- **310:670-5-5.** Written policies and procedures for **classification and segregation** of inmates.
- **310:670-5-6.** Written policies and procedures for the **safety, sanitary and hygiene**.
- **310:670-5-7.** Written policies and procedures for **Food Services** and **dietary requirements**.
- **310:670-5-8.** Written policies and procedures for **Medical care and health services**.
- **310:670-5-9.** Written policies and procedures for **Mail and visitation**
- **310:670-5-10.** Written policies and procedures for **Training and staff development**
- **310:670-5-11.(a) Existing facilities.** Written policies and procedures for **existing physical plant**
- **310:670-5-11.(b) New facilities and substantial remodeling(after January 1, 1992).** Written policies and procedures for **physical plant of new facilities and remodeling**.





## **310:670 City and County Detention Facility Standards, (POLICY AND PROCEDURES)**

### **310:670-1-3. Implementation and inspection**

- A local facility administrator shall develop and implement written policies and procedures pertaining to the daily management and operation of the facility. Each facility shall develop and maintain an operations manual sufficient to demonstrate compliance with the standards in Section 1 of Subchapter 3 of this Chapter, or Section 1 of Subchapter 5 of this Chapter.

#### **Lockup Facilities:**

- **310:670-3-1** Basic Standards. Written policy and procedures for the operation of a lockup facility.

#### **Detention Facilities:**

- **310:670-5-1.** Written policies and procedures for **admission, release, and records** of inmates.
- **310:670-5-2.** Written policies and procedures for the **safety, security and control** of staff, inmates and visitors.
- **310:670-5-2-(17)** A **post order** shall be prepared for each post or duty assignment to be performed, and it shall specify the procedure to be followed for completing the assignment
- **310:670-5-3.** Written policies and procedures for **supervision** of inmates.
- **310:670-5-4.** Written policies and procedures for Inmate **rules, discipline and grievances**.
- **310:670-5-5.** Written policies and procedures for **classification and segregation** of inmates.
- **310:670-5-6.** Written policies and procedures for the **safety, sanitary and hygiene**.
- **310:670-5-7.** Written policies and procedures for **Food Services** and **dietary requirements**.
- **310:670-5-8.** Written policies and procedures for **Medical care and health services**.
- **310:670-5-9.** Written policies and procedures for **Mail and visitation**
- **310:670-5-10.** Written policies and procedures for **Training and staff development**
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- **310:670-5-11.(b) New facilities and substantial remodeling(after January 1, 1992).** Written policies and procedures for **physical plant of new facilities and remodeling**.

#### **Juvenile Offenders:**

- **310:670-7-1.** Standards for detention facilities holding juvenile offenders.
- **310:670-7-2.** Certification of detention facilities holding juvenile offenders.
- **310:670-7-3.** Recording and reporting the use of detention facilities to hold juvenile offenders.

#### **Barry Edwards | Program Manager**

Oklahoma State Department of Health | Detention Program

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# Post Orders

TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH

CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS

SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES

**Post Orders**

**310:670-5-2. Security and control** The facility administrator shall develop and implement written policies and procedures for the safety, security and control of staff, inmates and visitors. Policies and procedures shall address at least the following:

(17) A post order shall be prepared for each post or duty assignment to be performed, and it shall specify the procedure to be followed for completing the assignment.



# Staff Training and Documentation

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH  
CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS**

**SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES**

**Training and Documentation**

**310:670-5-10.** Training and staff development (a) Training policies. The administrator shall develop policies and procedures for staff orientation and training. The training program shall be supervised by a designated employee. A facility with more than one hundred (100) employees shall employ a full-time person for staff orientation and training. (b) Training and testing requirements. Policies and procedures shall include at least the following requirements for training:

- (1) New employee orientation (Prior to job assignment)
- (2) New employee training 24 hours (during 1<sup>st</sup> year)
- (3) Annual Training 8 hours



(4) A documentation log shall be maintained by the Administrator to record the courses completed by each employee for their initial and annual training and include [test results](#).



# Sight Checks



# **TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS**

## **310:670-1-2. Definitions**

**"Sight check"** means when a Detention Officer physically observes an inmate.



## **SUBCHAPTER 3. STANDARDS FOR LOCKUP FACILITIES**

### **310:670-3-1. Basic standards**

(10) Hourly visual sight checks shall be conducted and documented.



## **SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES**

### **310:670-5-2. Security and control**

(3) There shall be at least one (1) visual sight check every hour which shall include all areas of each cell, and such sight checks shall be documented.



## SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES

### 310:670-5-8. Medical care and health services

(2) Intake screening shall be performed on all inmates immediately upon admission to the facility and before being placed in the general population or housing area. An inmate whose screening indicates a significant medical or psychiatric problem, or who may be a suicide risk, *shall be observed frequently by the staff consistent with the facility's policy* and the identified need until the appropriate medical evaluation has been completed. After medical evaluation, these inmates may be assigned to housing consistent with the medical evaluation.



# Fire Safety Prevention

## SUBCHAPTER 3. STANDARDS FOR LOCKUP FACILITIES

### 310:670-3-1. Basic standards

(12) The facility shall comply with applicable building and fire safety codes of the *State Fire Marshall* as provided in Title 74 O.S. § 317 et seq.

(14) Minimum Fire Safety Requirements:

(A) **Automatic smoke detection.** The facility shall be equipped with a smoke detection system and a sprinkler system that is approved by the *Fire Marshal*.

(B) **Bedding.** Polyurethane foam mattresses, pads and pillows are prohibited. Mattresses that are in compliance with the requirements of the *State Fire Marshall* shall be used.

(C) **Emergency lighting.** Each facility shall have emergency lighting that meets the minimum standards of the *State Fire Marshall*.

(D) Supervision of inmates. Detention Officer posts shall be located and staffed close enough to the lockup area to permit Detention Officers to hear and respond promptly to calls for assistance, and provide immediate response to emergencies.

(E) Exits. There shall be designated and marked emergency evacuation exits that comply with the requirements of the *State Fire Marshall*.



## **SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES**

### **310:670-5-6. Safety, sanitary and hygiene standards**

(21) The facility's fire prevention policies and procedures shall ensure the safety of staff, inmates and visitors and shall conform to the requirements of the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq. These shall include, but not be limited to an adequate fire protection service; a system of fire inspection and testing of equipment and documentation on a weekly basis; and the availability of fire hoses or extinguishers at appropriate locations throughout the facility. The facility shall have an automatic fire alarm and heat and smoke detection system approved by the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq.

(22) The facility shall have a written evacuation plan in the event of fire or major emergency. Inmates shall be instructed on emergency procedures.

(23) There shall be a reliable means to permit prompt release of inmates from locked areas in case of emergency. The route of evacuation shall be posted in conspicuous locations throughout the facility.

(24) Facility furnishings, walls, ceilings and floors shall be constructed of material that meets the code requirements of the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq.



- **Fire Safety Prevention**
  - **Fire and Evacuation Plan Approval**
  - **Fire Drills (Quarterly)**
  - **Sample Fire Drill Form**
  - **Fire Watch**





## IFC (International Fire Code 2015)

### **403.7.1.4 Emergency drills.**

Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

### **405.5 Record keeping.**

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Employees on duty and participating.
5. Number of occupants evacuated. **(this is simulated)**
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.



## FIRE DRILL EVALUATION

Date	Time	Department	Shift Morning Day Evening
Location			
How was fire reported	Phone _____	Radio _____	Alarm _____
1. Time drill began:			
2. Time exit doors unlocked:			
3. Time area evacuated:			
4. Total Time to evacuate (Time #3-Time #1):			
5. Time emergency keys drawn from drill site:			
6. Time emergency keys arrived at the drill site:			
7. Total time for emergency key response (Time #6-Time #5):			
Custody staff responding (Names)		Assigned staff assisting (names)	
Was Fire Drill Simulated?		Yes _____	No _____
Were all exit doors unlocked?		Yes _____	No _____
Staff opening exit doors			
Did all locks and doors function properly		Yes _____	No _____
How many inmates were evacuated		To what location?	
Staff directing evacuation			
Were all fire exits clearly marked?		Yes _____	No _____
Were fire exits and aisles clear?		Yes _____	No _____
Did control center simulating calling the local fire department?		Yes _____	No _____
Were emergency keys issued?		Yes _____	No _____
Comments:			
Supervisor's Signature			

Oklahoma State Fire Marshal's Office  
Official Interpretation and Code Directive 2013-3

Fire Watch Requirements

Effective June 1, 2013 (Revised 2-12-2018)

This directive is to provide clarification and guidance in the usage of an approved fire watch.

The Oklahoma Uniform Building Code Commission (OUBCC) adopted the International Fire Code (IFC). The adopted IFC, section 901 states that “Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service”.

“Where utilized, fire watches shall be provided with at least one approved means for notification to the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires”

To provide clarification:

- 1) Fire watch personnel shall patrol the building, floor or site to observe the environment for fire hazards. Fire watch personnel shall have no other assigned duties.
- 2) Fire watch personnel shall have a reliable means to notify the fire department in the event of an emergency. The means of communication may be site dependent and a conversation with the local fire department may be necessary to establish a preferred method. The means of communication shall be specifically addressed in the required Fire Safety Plans per International Fire Code Section 404.

This directive is in compliance with Title 74 O.S., § 324.8 “Uniform Force and Effect – Authority of Cities, Towns and Counties” in that nothing in this directive shall prevent or take away from any city, town or county, the authority to enact and enforce rules containing higher standards and requirements than those provided herein .

Robert Doke  
State Fire Marshal



# Incident Reporting

## SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES

**310:670-5-2. Security and control** The facility administrator shall develop and implement written policies and procedures for the safety, security and control of staff, inmates and visitors. Policies and procedures shall address at least the following:

### **Incident Reporting**

- (27) . The Department shall be notified no later than the next working day if any of the following incidents occur:
- (A) Extensive damage to detention facility property;
  - (B) Serious injury to staff or inmate defined as life threatening or requiring transfer to outside medical facility;
  - (C) Escape;
  - (D) Serious suicide attempt, defined as life threatening or requiring transfer to outside medical facility; and
  - (E) Death.



March 8, 2022

# QUESTIONS?

Please submit questions thru the chat function of TEAMS or you can send questions to: [jails@health.ok.gov](mailto:jails@health.ok.gov)

