

## **GUIDELINES FOR INITIATION OF NEW JAIL CONTRACTS**

There are four distinct phases for reviewing a jail for a possible contract with the Department of Corrections: the initial contact, informal meeting and tour, jail preparation for audit, and the initial audit. During this process the assigned host facility will inform the division manager of the result of each phase. Once the contract is awarded, the host facility will ensure continuing communication with the contract jail.

### **Initial Contact**

Upon notification to the Division of West Institutions of a jail's interest in entering into a contract with the Department of Corrections to house DOC offenders, the Division Manager will assign a host facility to make initial contact with the jail authority. In many cases this person will be the county sheriff or jail administrator. In any case, the jail authority should be in a position of responsibility and have knowledge of jail operations.

Once the host facility has verified with the jail authority that a contract is going to be pursued, the host facility will gather information concerning the number and security level of offenders the jail will be requesting and any pertinent information concerning jail operations as specified in Attachment A-1 entitled "Jail Initial Contact Information Sheet."

During the initial contact with the jail, the host facility will advise the jail authority of the internet location of the DOC jail contract and strongly advise a thorough review of the contract. The host facility will briefly discuss some of the more difficult contract requirements with the jail authority during the initial contact:

1. Mandatory 120 hours of DOC training for all officers;
2. Contact visiting for the offender population;
3. Provision of programs to the offender population; and
4. Mandatory daily outside exercise for the offender population.

The jail authority will be instructed to submit the following documentation to the Division of West Institutions once he/she has reviewed the DOC jail contract and a decision is made to pursue a contract:

1. A cover letter will be submitted by the jail authority to the Division Manager requesting a contract. The letter will include the number of, and the security level of the offenders being requested.
2. A copy of the most recent Fire Marshal inspection with corrective action.

3. A copy of the most recent Department of Health inspection with corrective action.
4. A copy of the jail's dietitian approved meal menu.

### **Informal Meeting and Tour of Jail**

The assigned host facility staff will review the documents submitted by the jail and schedule an informal meeting with the jail authority which will include a tour of the facility. During the meeting, a more in-depth discussion will take place concerning contract requirements. The "Guide for Informal Meeting and Tour of Jail" (Attachment A-2) provides a list of contract requirements that will be discussed with the jail authority.

During the tour of the jail, the host facility will note any area which would present a threat to the security and safety of the staff and/or offenders. All areas of the jail will be toured. Tour observations will be documented on the "Initial Tour of Jails Requesting DOC Contract" (Attachment A-3). Both positive and negative observations will be noted on the form.

The host facility will brief the jail authority of all issues noted during the tour.

### **Preparing for the Initial Audit**

The jail authority will be advised that a formal audit will be conducted prior to consideration of award of the contract. The jail authority will be advised that contract files will be required for review by the audit team. Contract files will include support documentation, policies, and completed reports.

It will be the host facility's responsibility to advise and assist the jail authority in understanding compilation of the contract file for each of the standards listed on the "Annual Audit" form.

The assigned host facility will periodically contact the jail authority and make scheduled, as well as unscheduled, visits to the jail in order to monitor the jail's progress in preparing for the initial audit.

It will be the jail authority's responsibility to notify the host facility when the jail is prepared for the initial DOC audit.

### **Initial Audit**

The audit team will consist of a minimum of three DOC employees; at least one member of the audit team will be assigned from the Division of West Institutions and one member will be assigned from the host facility. The assigned contract monitor from the Division of West Institutions will be responsible for chairing the audit and preparing the audit report. The audit team will utilize the DOC "Annual Jail Audit" form as the approved audit instrument.

The assigned host facility will be responsible for contacting the DOC Safety Administration Unit to schedule an inspection of the jail and environmental tests.

At the beginning of the initial audit, the audit team will review the jail's last Fire Marshal and Department of Health jail inspections and corrective actions.

The audit team will tour all areas of the facility and review applicable policies and support documentation to verify compliance with the standards listed on the audit instrument.

The jail authority will be responsible for providing a written response to the initial audit report, including corrective action for all deficiencies noted.

The assigned contract monitor/audit chairperson will be responsible for reviewing the jail's response/corrective action report. Once the audit chairperson is satisfied that the jail has appropriately responded to the audit report, a recommendation for award of contract will be forwarded to the Manager of the Division of West Institutions for review.

(R 10/16)