TITLE 81 - JAIL STANDARDS BOARD

CHAPTER 3 - STANDARDS FOR JAIL FACILITIES - RECORDS AND STATISTICS

001 It is the policy of the State of Nebraska that each jail facility, shall utilize a computerized Jail Management System,~~except those facilities which have in-house automated management information systems, shall utilize a standardized procedure~~ for record keeping. In addition, each facility administrator of a jail facility shall respond to all reasonable requests for statistical information made by the Jail Standards Board for the State of Nebraska.

002 Records and Statistics. All jail facilities shall maintain accurate and up-to-date records and statistics. The maintenance of the following records is required:

002.01 Admission/Release Form. Admission and ~~An admission/~~ release documentation~~form~~ containing the necessary descriptive information shall be completed for each inmate. This computerized documentation ~~The standardized form promulgated by the Board~~ shall be submitted~~utilized and copies forwarded~~ to ~~the Office of~~ Jail Standards according to Crime Commission specifications.~~as indicated. The form is attached under Appendix (A).~~

002.02 Inventory List. Upon admission, an itemized list of all property and money of each inmate shall be completed and verified in accordance with Chapter 4, paragraph 002.04. An accurate record of each inmate's expenditures or receipts of money shall also be maintained.

002.02A An itemized account of every debit and credit for every inmate shall be kept.

002.02B Every person depositing money in an inmate's account shall sign for and receive a receipt for such deposits.~~ However, when the depositor's signature is not obtained, the identity of the person signing for the deposit, together with an explanation for such action shall be shown on the inmate's account form.~~

002.02C The inmate's signature shall be required for all withdrawals of money from his/her account. However, when the inmate's signature can~~is~~ not obtained, the identity of the person making the withdrawal together with an explanation for such action shall be shown on the inmate's account form.

002.03 Medical/Mental Health Screening Form. Upon admission, a medical/mental health screening~~ survey~~ shall be completed for each inmate. Accurate records of further health appraisals,~~ data,~~ if gathered, and all medical attention received shall also be kept.

002.04 Record of Disciplinary Actions, Grievance Decisions or Other Incidents. Accurate records of all minor and major disciplinary infractions, disciplinary action taken in accordance with Chapter 13, paragraph 003, or grievance decisions made in accordance with Chapter 13, paragraph 004, shall be maintained for each inmate. A record shall be kept of all unusual or significant incidents, such as suicide or attempted suicide, homicide or attempted homicide, natural death, escapes or attempted escapes, assaults by inmates,~~ or staff,~~ other crimes or~~ serious~~ misconduct committed by inmates or staff in the facility, serious injury or illness of inmates or staff, any alleged serious infractions of the facility rules, fire or riot.

002.05 Telephone Calls. For the record keeping requirements, refer to Chapter 4, paragraph 002.05.

002.06 Visitor's Register. A visitor's register containing the date, the name of each visitor, and –name of each inmate to be visited shall be maintained.

002.07 Food Records. In accordance with Chapter 11, paragraph 002, accurate summary records shall be maintained of all food service.

002.08 Classification Records. In type III facilities~~If gathered, any~~ diagnostic, criminal history or other information used in the determination of classification for assignment to programs, activities, or housing shall be kept for each inmate.

003 Access to Inmate Records. Inmates, except for those committed to the Department of Correctional Services, shall have access to accurate summary information kept in their~~his~~ personal jail records. All jail~~inmate~~ records shall be safeguarded against unauthorized and improper disclosure. Guidelines for this disclosure~~,~~ shall be in accordance with the Nebraska Security, Privacy, and Dissemination of Criminal History Information Act of 1978.

004 Official Correspondence. Each facility administrator shall keep official correspondence between the facility and personnel of the Board for a period of at least one (1) year. The Board shall keep all official correspondence for a period of at least five (5) years.

005 Records Maintenance. All records, forms, itemizations, registers, or inventories which are to be maintained pursuant to this Standard must be kept by the facility administrator for a period of at least five (5) years.

EFFECTIVE DATE: August 9, 1980

REVISED DATE: October 14, 2011