TITLE 81 - JAIL STANDARDS BOARD

CHAPTER 2 - STANDARDS FOR JAIL FACILITIES - PERSONNEL

**001 Training**. It is the policy of the State of Nebraska that the facility administrators and facility employees conform to minimum standards of training, staffing, and demeanor as established herein.

**002 Training Coordinator**. The facility shall have an organized training program that is planned and coordinated by a designated employee. Training shall be based on, and consistent with the facility's written policies and procedures and these Standards.

**003** All newly appointed facility administrators and facility employees who work in an excess of two hundred (200) hours annually and are responsible for the security or supervision of inmates shall meet the following training requirements:

**003.01 Facility Orientation Training**. All new employees shall be provided orientation training on the facility's policies and procedures, organization, structure, programs and services, and task orientation to their particular job assignments, shift duties and equipment used. Orientation training shall be successfully completed within 3 months of employment. Orientation training shall include training in the following areas that are appropriate for the employee's job assignments:

**003.01A** Inmate supervision, inmate security, inmate management, and inmate rules, regulations and enforcement procedures;

**003.01B** Emergency procedures including fire evacuation;

**003.01C** Inmate admission, orientation, classification, and release procedures;

**003.01D** Inmate mail, telephone, visiting, exercise, recreation, and library services;

**003.01E** Food service, inmate hygiene and laundry, facility sanitation and maintenance;

**003.01F** Inmate work release, educational release, religious services and counseling programs;

**003.01G** Inmate medical and mental health services;

**003.02 Initial Training.** Satisfactory completion of a minimum of eighty (80) hours of initial training provided by the Nebraska Law Enforcement Training Center or an equivalent curriculum approved by the Board, is required. Such training shall cover, at a minimum, the following areas:

**003.02A** Correctional legal issues, inmate rights, officer rights and liability;

**003.02B** Interpersonal communications, human relations, crisis intervention, inmate supervision and inmate discipline;

**003.02C** Medical and mental health screening, medical problems, suicide prevention, psychological and behavioral aspects of incarceration, substance abuse and abnormal behavior;

**003.02D** Use of force and self defense;

**003.02E** Responding to jail escapes, fires, fights, riots and hostage situations;

**003.02F** Report writing;

**003.02G** Jail security and inmate classification.

**003.03** The facility administrator and facility employees shall be considered to have satisfactorily completed the initial training if all academic and attendance requirements established by the Nebraska Law Enforcement Training Center or the certified training provider have been met and a certificate has been issued to the trainee.

**003.04** After the effective date of these Standards, newly appointed facility administrators and facility employees shall receive the initial training as soon as possible, and it must be completed within the first year of employment.

**003.05** The initial training requirements for the facility administrator and facility employees may be waived by the Board upon proof of comparable training. In order to evaluate the waiver request, the facility administrator will make the

following information available to the Board upon request:

**003.05A** Course title, outline, and objectives;

**003.05B** Time(s) and date(s) of course;

**003.05C** Name of instructor(s) and qualifications

**003.05D** Examinations/student evaluation procedure;

**003.05E** Class roster and attendance records;

**003.05F** Copies of certificates issued, if any.

**003.06** Any facility administrator or employee who has not been employed in a corrections or detention setting for more than two years shall have their prior initial training completion honored, but they must complete a refresher course approved by the Board. Any facility administrator or employee who has not been employed in a corrections or detention setting for more than ten years shall complete the initial training requirements anew.

~~003.06~~ **003.07** After the first year of employment, a minimum of eighteen (18) hours of relevant yearly in-service training is required for facility administrators and facility employees of all jail facilities.

~~003.07~~ **003.08** The yearly in-service training shall not be waived. College courses, university courses, seminars, correspondence courses, or other training programs may fulfill the in-service training requirement if they are of a nature that will increase the employee's value to his/her facility.

~~003.08~~ **003.09** All facility employees shall successfully complete basic Red Cross First-Aid training or its equivalent and training in cardio-pulmonary resuscitation techniques during the first 12 months of employment. Certification or training in these areas shall be kept current.

~~003.09~~ **003.10** All facility employees authorized to use firearms shall receive training and be qualified in their use on at least an annual basis.

~~003.10~~ **003.11** All facility employees authorized to use chemical agents, other weapons, or mechanical restraints shall receive training in their handling and use.

~~003.11~~ **003.12** All facility employees shall receive training in the performance of the facility's written emergency plans and in the use of emergency equipment on at least an annual basis.

~~003.12~~ **003.13** The facility shall maintain a complete and current record of all training received for each facility employee. Copies of any certificates issued shall also be maintained.

**004 Staffing**

**004.01** After the effective date of these Standards, applicants for positions with responsibility for the security or supervision of inmates must meet the following minimum requirements to be considered for employment:

**004.01A** Citizen of the United States;

**004.01B** At least nineteen (19) years of age or older;

**004.01C** Be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more from which a pardon has not been received. At the time of employment, new employees shall be fingerprinted and their fingerprint cards shall be promptly submitted to the Nebraska State Patrol for a criminal history search; and

**004.01D** Have graduated from high school or possess a certificate which certifies an educational development of at least a high school graduation level.

**004.02** All jail facilities shall maintain around-the-clock supervision of inmates by trained facility employees.

**004.02A** Female employees shall provide around-the-clock supervision of all female inmates housed in a jail facility.

**004.02B** The facility administrator shall insure that inmates are viewed personally by facility employees often enough to maintain their safekeeping, but in no event less than one time per hour and document it.

**004.02C** Where audio or visual electronic surveillance is used, it should be located primarily in hallways, elevators, corridors, or at entrance and exit points of the security perimeter. Electronic surveillance shall not substitute for periodic personal observations by facility employees, as required in paragraph 004.02B.

**004.02D** Where electronic surveillance does not provide adequate continuous coverage, facility employees shall be stationed adjacent to the inmate housing areas to respond promptly to emergencies.

**005 Demeanor**. All facility employees shall maintain a professional demeanor in their contacts with inmates and the public.

**005.01** Facility employees shall not use their official positions to secure privileges for themselves and shall not engage in behavior which conflicts with the interests of the jail facility.

**005.02** Conversations and counseling with inmates as well as maintaining order and security shall be carried out in a positive and constructive manner.

**005.03** Except as authorized by the facility administrator, no facility employee shall knowingly:

**005.03A** Deliver, aid, enable, or permit the delivery of any message, correspondence, literature, contraband, or anything else not necessary or proper to the discharge of their duties to or from any inmate.

**005.03B** Give or extend to any inmate any favors, including privileges of diet or clothing not common to all.

**005.04** Every facility employee within the scope of their duties, shall exercise utmost vigilance to detect any violation, infraction, or evasion of these Standards.

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EFFECTIVE DATE: August 8, 1980

REVISED DATE: February 9, 1983

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REVISED DATE: November 14, 1992

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