



<b>INSPECTION CHECKLIST</b>	<b>Status</b>
Health Department Inspection	Current
Fire Department Inspection	Current
Written Policies	Current
Training Booklet	Current
Menu Approved by Licensed Dietician	Current
Annual Budget	Current

**Overview:**

**Staffing:**

The facility has both male and female staffers on duty. The facility is managed by the on-duty dispatcher / jailer and the agency's 2-3 on duty law enforcement officers. The jail administration reports that the staff level and framework is sufficient, given the current operation. On duty law enforcement officers will assist with general jail work, cell checks, and other duties. On a routine day, the jail will have all 7 jail slots staffed.

**Healthcare:**

Currently, the jail has a nurse who is usually on site at least once a day. The Review Committee urges the City to assess the current health care plan, in terms of staffing levels, on site times, and like facets.

**Inmate Status Patterns:**

On a routine day:  
 The site will house some 25 inmates, with a local misdemeanor/ low risk status.  
 The site will house some 6 inmates, with a probation / parole hold status.

**Physical Plant Updates:**

It appears that the site camera system, is in need of an update. The staff is working to update select plumbing fixtures, HVAC systems, general physical plant updates, and like features. The Jail has a new dishwasher.

**General Matters:**

The staff is working to review and update the agency food plan. The staff is working to update "booking" forms. The staff is working to update SCBA postings / protocols. The staff is working to update the inmate medicine security settings. The staff is working to update the "rights" posting. The site administrator completed the Jail Administrator Course as hosted by the Arkansas Law Enforcement Training Academy (Spring of 2022).

**Conclusion:**

The Review Committee applauds the Mayor, City Officials, and City Employees as they serve the community. The professional staff oversees a clean and orderly facility.

The Review Committee wishes the best for Mayor Wilson as she prepares to retire. She has well served the community.

All Adult Detention Facilities in Arkansas must comply with all applicable mandatory requirements. Failure to meet applicable requirements will cause the facility to be considered in non-compliance and subject to future action by this agency in compliance with 1185 of 2001.

### MINIMUM MANDATORY REQUIREMENTS

**II. ADMINISTRATION:**

	<u>In Compliance</u>	<u>Out of Compliance</u>	<u>See Overview</u>
2 - 1003: Written Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-1004: Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. PERSONEL:**

	<u>In Compliance</u>	<u>Out of Compliance</u>	<u>See Overview</u>
3-1002 A-B-C-D: Personnel File with required records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-1002 E-F-G: Have all jailers completed Jail Standards Course in the prescribed time frame?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-1002 H: Does the facility have sufficient personnel? If not, has the administrator requested such in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. RULES OF CONDUCT FOR PERSONNEL:**

4-1001-1002: Does facility policy and procedures manual provide for requirements listed in these sections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**V. RECORD SYSTEM:**

	<u>In Compliance</u>	<u>Out of Compliance</u>	<u>See Overview</u>
5-1002: Are proper papers for commitment being maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1003: Is a proper jail log or detention record being kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1004: Is confinement information being gathered for each inmate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1005: Is prisoner's personal property being handled properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1006: Are proper medical records being kept relating condition of inmate at intake?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1007: Does the facility have a written policy on strip searches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1009: Is a copy of the jail rules provided to the inmate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1011: Are disciplinary actions recorded in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1012: Is there a written record of unusual occurrences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VI. RIGHTS OF THE ACCUSED IN CUSTODY:**

	<u>In Compliance</u>	<u>Out of Compliance</u>	<u>See Overview</u>
6-1001: Are inmate rights posted and is a copy furnished them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-1002: Do inmate rights contain provisions A through G?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-1003: Does written policy for disciplinary actions provide for requirements A through D?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. PRISONER SEPERATION:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
7-1001: Does the Facility provide complete separation of females from the area where males are confined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are juveniles, charged as adults, separated from the rest of the inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are inmates under age 18, under the jurisdiction of Juvenile Court incarcerated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: If so, are they completely separated from the rest of the jail population?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are inmates being separated by class?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1002: Are work release and trustee-status inmates separated from other prisoners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. SECURITY:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
8-1001: Does the Facility have sufficient personnel on duty at all times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 A,B,K: Are proper cell checks being made and recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 C: Are female officers on duty for female inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 D: Does the policy manual have a search procedure for control of contraband?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 E: Does the policy manual have a procedure for emergency situations in case of fire, escapes, riots, smoke situations, inmate disturbances and assaults?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 G: Are officers' weapons removed before entering secure areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 I: Does the Facility have a policy for key control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 J: Does the Facility have a written policy addressing security measures for trustee-status inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IX: MEDICAL, DENTAL, AND MENTAL HEALTH CARE:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
9-1001: Does the Facility have a medical, mental and dental plan in writing and on file to ensure that medical services or practices are available to all those in custody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1002: If medical care is provided at the facility, is proper space provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1003: Does the facility have an emergency and sick- call procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1004: Are there written records of an inmate's medical and dental complaints, procedures, and results?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1005: Are records kept of medicine prescribed and administered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1005: Is medicine kept in a secure area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1009: Is there a medical training program such as CPR and first aid or a suitable alternative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1009: Is there an AED present in the facility and has Personnel been trained on its proper use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X. MAIL, COMMUNICATIONS AND VISITING:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
10-1001: Is a visitor's log kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1003: Rules for visiting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1005-1007: Is there a written policy for correspondence and incoming mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1008: Is there a written policy for the use of the phone and are inmates' calls logged where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XI. FOOD SERVICE:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
11-1001: Are meals being served as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1001: Are menus approved by a dietician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1002: Are records being kept of the food actually served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1003: Has the kitchen been inspected by the Health Department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1005: Is garbage removed from the cells immediately after eating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XIII. SAFETY:**

13-1002: Has the Facility been inspected by the local Fire Department in the past year?

In Compliance Out of Compliance

See Overview

13-1003: Does the Facility have written fire plan and are personnel familiar with it?

13-1004: Does the Facility have a written plan for all other emergencies and are evacuation procedures detailed?

13-1005: Are exits plainly marked?

13-1006: Are cleaning fluids, toxic and caustic materials stored properly?

13-1008: Does the facility have up-to-date firefighting equipment and access to a self-contained breathing apparatus (SCBA)?

**XIV. INMATE SERVICES:**

14-1002: Does the facility have a written policy to provide recreation and leisure time activities, library services, social and religious services?

In Compliance Out of Compliance

See Overview

14-1005: Is exercise outside of the cell area provided?

**XV. EXISTING FACILITIES:**

	<u>In Compliance</u>	<u>Out of Compliance</u>	<u>See Overview</u>
15-1004: Is lighting adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1004: Is temperature maintained at a proper level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1004: Is an automatic cut-in generator for emergency lighting and equipment provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1005: Are smoke and fire alarms present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1006: Is there a cell that can be used to house the disabled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1007: Are there at least two exits from each housing area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1008: Is there a proper booking area located inside the secure area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1009: Is there an alcohol unit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1010: Do the cells meet general housing requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1011-1012: Do the cells meet the footage requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1013: Is there an observation cell?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1014: Will activity rooms meet requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1015: Is there proper storage space for bedding and clothing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1016: Are indoor or outdoor exercise areas provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1017: Is there storage space for security equipment and cleaning supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1018: Is adequate space provided for administrative and staff functions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1019: Is there adequate space provided for food preparation and handling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-1020: Is there a proper visiting area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2022

Inspection Date

Signature: SI R. BLASINI (QSP)  
Committee Member

Signature: \_\_\_\_\_  
Committee Member

Signature: SI C. WILLIS (QSP)  
Committee Member

Signature: \_\_\_\_\_  
Committee Staff

Signature: SI T. HORNER (QSP)  
Committee Member

Signature: [Handwritten Signature]  
Criminal Detention Facilities Review Coordinator

Signature: SI L. KING (QSP)  
Chairperson