



Operational Service Plans

Department:	Sheriff's Office - Jail	Date:	June 3, 2021
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Proposed Service Delivery Model (includes PPE / Sanitizing Supplies)

Describe how your department functions will operate under the “new normal” (i.e. eliminating face to face meetings; prioritizing who we see and how we'll service them; considering Governor's waivers; what PPE is needed; what types of sanitizing is being done and supplies needed).

In accordance with Scott County Administration directives, the Jail Lobby is open during normal business hours and masks are not required but recommended for all unvaccinated visitors. Additionally, all employees within non-secure areas of the jail building are expected to follow the current [Scott County Organizational Covid Health and Safety Guidelines](#) located on the County Covid-19 Health and Safety site.

- **Function A: Guidance for screening employees for entry into the Scott County Jail**

Protocols:

- To gain entrance to any secure area of the Scott County Jail, employees must be wearing a face mask, and be screened for factors associated with COVID-19 infection. Masks will be kept in the key room, prior to gaining entrance to the jail.
- For the purposes of this form employees also includes any person approved for a contact visit with an inmate and contracted employees working in the Jail (i.e. food service, maintenance, construction workers).
- Employees will conduct a self-screening and temperature check prior to entering the facility at minimum once per day and may be denied entry based on the information provided during the screening.
 - The following form will be completed by each employee. The attached COVID-19 Jail Tennessee Notice has an expiration of 12 months from the date it was signed and an acknowledgment of understanding for the self-screening process.
 - The following is the screening: Do I have any of the following unexplainable symptoms?
 - Fever or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or Body Aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or Vomiting
 - Diarrhea
- If YES: to any of the questions, contact the supervisor immediately.
- If NO: to all the questions the individual is clear for purpose of this screening and may enter the facility.
- Officers should check their temperature daily to confirm it is not 100.4 or greater, sign the duty roster and call on shift. The rosters will be collected, confirmed and saved by the shift supervisors.
- Persons may be denied entry based on the information provided during the screening or refusal to wear a mask or be screened.
- Law Enforcement Officers should not cross the threshold into booking during an intake, without first having their temperatures taken and logged.

- **Function B: Guidance for new arrests made by law enforcement and transport to Scott County Jail**

Protocols:

- Guidance will be provided to served agencies regarding custodial arrest, booking, and court processing of offenders and offenses.
- Consideration will be given to identify appropriate cases to process out of custody. Law enforcement, jail personnel, and prosecutors will engage in on-call discussions to collaborate on responses to those exceptional circumstances.
- After booking and transport, law enforcement and Scott County Jail staff will work with prosecutors, Judges, court personnel, and defense counsel, in compliance with statutes and Court rules to expedite initial appearances or pre-hearing conditions of release orders.
- Direction will be given that book and release (vs. hold in custody) is temporarily unavailable; law enforcement shall not transport offenders to Scott County Jail for book and release.

- **Function C: Guidance for warrant arrests made by law enforcement and transport to Scott County Jail**

Protocols:

- Scott County will provide guidance to agencies known as the “authorized arrests list” served on complaint/arrest warrants for new offenses, pre-trial and probation violation warrants.
- If a Police Department wishes to make an arrest outside of the authorized arrest guidelines, they must get prior approval from County Attorney Ron Hocevar or Sheriff Luke Hennen.
- Arrests for warrants issued from outside Scott County:
 - The arresting officer shall contact the respective detention facility to ensure that they will expedite the transport and hold of the offender. If the detention facility will not place a hold or transport, the offender will not be accepted into the Scott County Jail.
 - Arresting Officers are encouraged to transport directly to the respective detention facility or arrange a meet if possible.
 - *For Hennepin County and Ramsey County warrants we will only accept if charges are listed in the “authorized arrests” list provided by our Sheriff. Other counties do not have this restriction.*
- If an individual either turns themselves in on a Scott County Warrant or Law Enforcement makes contact with them (meaning would typically arrest them) but it does not fall under the COVID-19 arrest guidelines provided, the arresting officer is to call the jail so that consideration can be made to serve the warrant and tell them a new court date will be mailed to them at a good address provided by that individual, instead of making an arrest.
 - Fill out a return of service form (half sheet of paper for warrants). Include court date TBD and provide an accurate address and phone number provided by the individual/law enforcement.
 - If the individual is in custody in another county – the same rules apply. Fill out a warrant return slip, serve out the warrant and be sure to provide an accurate address and phone number for the individual.
- We will accept Scott County warrants listed as “book and release” for bail. These individuals will be booked into our jail, fingerprinted, and have their mug shot taken. They can then be released.
 - During the booking, officers will fill out a warrant return slip with an updated address, phone number and email address of the individual so court can send them a new court date or possibly send them a link for a subsequent zoom hearing.
 - We will also place holds on these individuals if they are arrested in another county. If the other county is unwilling to hold them for us, we will fill out a warrant return slip and ask that they provide us with the individual’s updated address, phone number, and email address so courts can issue them a new court date or possibly send them a link for a subsequent zoom hearing.
 - If the other county is willing to fingerprint them on these book and release warrants for us, they will provide us with the fingerprint number, the individual’s address and phone number. They may then be released from custody rather than held for us to transport them to the Scott County Jail. We will fill out the warrant return slip with the above information on it.

- **Function D: Process for initial screening new inmates brought to Scott County Jail**

Protocols:

- This process will be completed on all inmates at intake.
 - Inmate's intake temperature taken and recorded
 - The following questions will be asked at intake:
 - Within the past 7 days has the inmate had the flu or flu-like symptoms?
 - Within the past 7 days has the inmate been in contact with anyone who was displaying flu-like symptoms?
 - Is the inmate complaining of, or exhibiting, flu-like symptoms? Circle symptoms that staff observe or inmate describes:
Cough Sore Throat Headache Fatigue & Weakness
Chest Discomfort Body Aches Vomiting Diarrhea
- If the inmate's temperature is equal to, or greater than 100.0 F, and they display one of the flu like symptoms above. The staff will:
 - Document date/time, temperature and symptoms.
 - Provide inmate with a surgical mask and ask them to wear it.
 - Consult with the Duty Sergeant or LIC to determine appropriate housing.
 - Officer will document all positive screened inmate names and housing locations on their Shift Report.
 - Positive Screening forms will be updated in EMR and will be forwarded to the Jail Nurse for further follow up.
- For a negative screening staff will update information in EMR and forward completed form to Medical.

- **Function E: Process for inmates who screen positive on the initial screening at intake**

Protocols:

- This process will be completed on all inmates who initially screen positive at intake (see above process).
 - The following questions will be asked and documented.
 - You indicated you have experienced a new cough within the last 14-days.
 - Please explain:
 - When did your cough start?
 - Have you ever had a cough like this before?
 - If yes, please describe your previous episode.
 - Do you take any medications that contribute to this cough? If so, what are those?
 - Do you have any conditions that could contribute to this cough?
 - You indicated you experienced a new sore throat or new shortness of breath within the last 14-days.
 - When did your new sore throat start?
 - When did your new shortness of breath start?
 - Have you ever had a sore throat like this?
 - Have you ever had shortness of breath like this before?
 - If yes, please describe your previous episode.
 - Do you take any medications that contribute to this new sore throat or new shortness of breath? If so, what are those?

- You indicated you had close contact within the last 14-days, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 minutes)
 - Describe how long the contact lasted?
 - What was the nature of the contact?
 - During the contact, were they actively coughing or sneezing?
 - Is the close contact suspected or confirmed?
 - Within the last 14-days, have you been on a cruise ship or travelled internationally?
 - Where did you travel? (Layovers? How long?)
 - When did you return?
 - What was your method of travel? (i.e. car, train, bus, etc.)
- **Function F: Process for housing Persons (inmates) Under Investigation (PUI) or confirmed virus/disease inmate**

Protocols:

- Positive screenings will result in the inmate being provided a cloth mask immediately and placed in an individual cell for 14 days. (Whenever possible this cell will be negative pressure and/or top tier.) They will not be allowed contact with any other inmates.
- All new inmates, whether showing positive symptoms or not will undergo a quarantine period of 14 days unless they have completed their COVID-19 vaccine series and cleared by medical staff to return to non-quarantine housing units.
- If they have interactions with anyone in the public, they will need to restart the quarantine period unless they have completed their COVID-19 vaccine series and cleared by medical staff to return to non-quarantine housing units.
- Inmates will undergo a 24-hour quarantine period prior to any outside medical appointments, followed by a 14-day quarantine period upon returning to jail unless they have completed their COVID-19 vaccine series and cleared by medical staff to return to non-quarantine housing units.
- Inmates returning from a pass, medical visits, court date, or jury trial will restart their 14-day quarantine period unless they have completed their COVID-19 vaccine series and cleared by medical staff to return to non-quarantine housing units.
- A mask will be worn by all inmates anytime they are outside of their individual cell.
 - **If/when the jail has confirmed virus cases in the facility, we are of the opinion that the jail will require a vastly increased supply of surgical and N95 masks for staff and the inmate population.**
- Staff working in proximity (within 6 feet) of the positive screened inmate will be required to wear PPE, to include at minimum gloves and an N95 mask but will depend on the task at hand.
- Medical will follow up with any inmate placed on medical isolation or restriction to further assess possible symptoms or complaints.
- Medical will continue to meet with these individuals once per day to screen them for any new or changing symptoms.
- Temperatures will be taken on these individuals once per day.
- All inmates housed in medical isolation and restriction will be monitored for symptom continuation and proper oral hydration and nutrition.
- Determined positive screening by medical will result in continued isolation and monitoring.
- Determined negative screening by medical will result in classification and movement based on policy.
- Prior to moving to general housing, inmates will be given a COVID-19 test on day 12 of quarantine. This test must have negative test results. If an inmate has completed the series of the COVID-19 vaccination and cleared by medical, they may move to general housing sooner than 14 days.
- Inmates will be required to wear a mask and practice good cough and cleaning etiquette.

- Officer posted to these housing areas are required to wear proper PPE- N95 and practice good cough and cleaning etiquette.
- Increased environmental cleaning of “high touch” surfaces. This includes but is not limited to disinfecting/sanitizing phones, tablets, tables, chairs etc. between each hour out group.
- Every effort available will be made to provide inmates on medical isolation and restriction the least punitive restrictions as possible.
- Inmates will be provided to the level possible within the restrictions of the facility access to reading material, entertainment and activities.

- **Function G: Process for disinfecting inmate housing units**

Protocols:

- Each shift (twice daily) must have the inmates in the housing units wipe down all the tables, chairs, phones, visiting equipment, door handles, hand rails etc. with the peroxide disinfectant spray that is provided to each housing unit.
- Educate the inmate population on pre-cautionary steps they can take; wear a mask anytime they are outside their individual cell, wash your hands frequently with soap and water, do not touch your face, nose, mouth, or eyes with your hands if they have not been washed recently, use a tissue, your arm or the crook of your elbow to cover your nose and mouth when coughing and sneezing. Informational flyers are posted in the housing units.

- **Function H: Process for the Inmate Vaccination Process**

Protocols:

- All inmates will be eligible for this vaccine, barring any personal medical advice or complications.
- This will be an on-going program and our Jail Medical Team will screen all new intakes and look for interest in signing up for this vaccine.
- If an inmate expresses an interest in the covid vaccination the Jail Medical Staff will be advised and arrange for the vaccination and issuance of the COVID-19 vaccination card.
- Inmates who are still in custody at the time of their second dose, will be administered the vaccine while in custody.
- Inmates who have been released will be reminded of their second dose upon release.

- **Function I: Process for disinfecting common and employee work areas of the facility**

Protocols:

- Each shift (three times daily) must wipe down, with disinfectant, all hallway and security door handles, all door push plates, and any area where people put their hands to open or close a door.
- Each shift (three times daily) must also wipe down, with disinfectant, their work areas, computer touch screens, keys boards, computer mice, countertops, and any common area that staff share.
- Master Control will wipe down all staff radios before and after each use.

- **Function J: Process for court appearances of all inmates in the LEC courtroom or done remotely**

Protocols:

- All inmates required to attend a court proceeding will wear a face mask unless otherwise directed by the Judge.
- Inmates will be seen at court virtually over Zoom Hearings. Jail staff will work to set-up a remote court appearance by laptop computer. This room will be disinfected between each court hearing.
- In the event the court hearing needs to be done in person (i.e. jury trial), judges will see all inmates in the LEC courtroom. This area will be disinfected between each use.
- Bail Hearings will also be done remotely.

- **Function K: Process for releasing PUI or confirmed virus/disease inmates**

Protocols:

- Local public health authority will be contacted for guidance.
- Inmate will be moved back to booking and released using proper PPE and hygiene.
- Inmate will be provided release instructions to include but not limited to basic prevention and at home care.

- **Function L: Process for the visitation of inmates in the Scott County Jail**

Protocols:

- All Professional Visitors to the facility will be required to wear a face mask upon entry of the secure perimeter. If they do not have a face mask the jail will provide one for them. All Professional Visits will be allowed in person
- Inmate public visiting hours will be:
 - Mondays 1:00 PM- 4:00 PM and 6:30 PM to 8:30 PM.
 - Tuesdays and Thursdays 9:30 AM to 11:30 AM and 1:00 PM to 4:00 PM.
 - Wednesdays (Child only visiting. One adult and one child.) 9:30 AM to 11:30 AM and 2:30 PM to 4:00 PM.
 - Fridays and Saturdays 9:30 AM to 11:30 AM.
 - No visiting hours on Sunday.
- Visitors must schedule a visit on-line or in our jail lobby 15 hours prior to the time of their visit.
- Timeframes will be filled on a first come basis.
- The Jail will allow no more than four (4) visitors into the visiting area at any time.
- Cleaning supplies will be made available and visitors are encouraged to clean the equipment before and after a visit.
- Only one (1) Visitor will be allowed per visit (except for Wednesdays). Visitor must have a valid ID and be 18+.

- **Function M: Guidance for inmate programs in the Scott County Jail**

Protocols:

- The following visiting process will be implemented, and it is subject to change.
- All Programs Volunteers to the facility will be required to wear a face mask upon entry of the secure perimeter. If they do not have a face mask the jail will provide one for them.
- All Programs may be conducted in person

- **Function N: Court Security**

Protocols:

- Court Security operation are at full capacity
- Court Security employees follow masking guidelines set by the District Court (currently not required)
- Court Security Employees follow personal hygiene guidelines provided in the Scott County Covid-19 general guidance
- Hand sanitizer is provided to Court security employee stations

- **Function O: Point of Entry**

Visitor Entry Protocols:

- Visitor Covid Health Screening questions are posted on facility entries. Visitors are advised to leave if they have any Covid-like symptoms.
- Visitors enter through POE, place loose items in gray bins just inside the entry.
- The bin is placed on the roller and sent through the viewing instrument
- The Visitor will proceed through the scanning tower.
- If the visitor is clear, they will move to the end of the rollers and retrieve their property

Deputy process

- Deputies will monitor processes and operations, and routinely wipe down gray bins when required.
- Gloves, Masks, hand sanitizer and cleaning material are available to employees at the POE station.

Hygiene and Enforcement

- Deputies will visually screen visitors for obvious illness or signs of Covid-like symptoms
- If a visitor is visibly ill the POE deputies will have a private conversation with them about their situation. If the deputy feels the visitor is too sick to enter, the supervisor will be called for further guidance.
- A supervisor must be contacted prior to any denial of services
- Personnel will wipe down all bins and high touch areas at the end of each business day.

- **Function P: Guidance for sergeants (supervisors)**

Protocols:

- All in-person roll calls are suspended.
 - Sergeants will provide necessary information to officers by email or in-person and in keeping with proper social distancing protocols.
- All in-person meetings (i.e. sergeant meetings) are suspended.
 - Sergeants will meet remotely (i.e. Skype etc.).
- All classroom and in-person training is postponed to an as of yet undetermined date.
 - Training sergeant will research and provide remote training opportunities to staff.
 - Jail Administration will consult with Employee Relations on how to communicate with candidates currently in the hiring process for corrections officer.
 - Jail Administration will consult with Employee Relations on cancelling new employee interviews schedule for June.

Level of Staff Changes and Resource Needs

Describe staff changes based on your department's functioning under the "new normal" (i.e. plan for coverage; plan for rotation of staff; monitoring staffing models; resources needed – technology, supplies).

- **Function A: PPE requirements if/when virus is in the facility**

- The need for PPE, especially masks, will increase substantially once confirmed case has entered facility.

- **Function B: Court Security/Civil Units**

- Primary functions of these work groups do not allow for work from home.
- Dependent on actions/reactions by court system in reference to adjusting.

Division Director Comments

Strategic Branch Comments

Jail staff have received a two-week waiver to suspend in-person family visitation. The ability to safely provide in-person family visits will be reassessed at 2-week intervals.

County Administrator Comments

County Administrator Signature _____ Lezlie Vermillion _____

Operational Service Plan Updates

Please include date the change goes into effect and reason for change.

“August 2020 – Updated language to reflect current County face covering requirements.”

June 2021 – Changes made to comply with anticipated full County opening to employees and visitors, and to address changing MDH, CDC guidance for public facing business and organizations.