

Board of Corrections

Compliance Documentation for Lockups

6VAC15-40-1210. Responsibility – The chief of police or the sheriff shall be responsible for ensuring the lockup is operated in full conformity with this chapter.

Compliance Documentation:

- Interview staff
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6VAC15-40-1220. Coverage – When the lockup is occupied, at least one employee shall be present at all times. **LHS**

Compliance Documentation:

- Interview staff
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6VAC15-40-1230. Search Requirements – The facility shall comply with the search requirements included in §19.2-59.1 of the Code of Virginia.

Compliance Documentation:

- Interview staff
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6VAC15-40-1240. Inspection Requirements – Weekly inspections shall be conducted and documented of bars, locks, and all security devices. **LHS**

Compliance Documentation:

- Review documentation of weekly inspections
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6VAC15-40-1250. Commitment and Release – A written record shall be maintained of all detainees confined in the lockup. The written record shall include name, date, and times of commitment and release.

Compliance Documentation:

- Review written records
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6VAC15-40-1260. Property and Funds – Written policy, procedure, and practice shall govern the inventory and control of detainee property and funds. The detainee shall sign for all property and funds taken upon admission and returned upon his release. If the detainee refuses to sign, this shall be witnessed and documented.

Compliance Documentation:

- Review written records
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6VAC15-40-1270. Telephone Calls During the Admissions Process – Written policy, procedure, and practice shall specify that newly admitted detainees who are physically capable are permitted to complete at least two local or long distance telephone calls during the admissions process. Reasonable accommodations shall be made for non-English speaking detainees as well as hearing and visually impaired detainees.

Compliance Documentation:

- Review written policy and procedures
 - Review phone logs
 - Observation
 - Interview staff
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6VAC15-40-1280. Juvenile Detention – A lockup shall detain juveniles in strict compliance with §16.1-249, Code of Virginia, and shall include continuous, direct supervision. **LHS**

Compliance Documentation (if applicable):

- Review Board of Corrections certificate
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6VAC15-40-1290. Separate Housing – Males, females and juveniles shall be housed separately. **LHS**

Compliance Documentation:

- Observation
 - Interview staff
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6VAC15-40-1300. Protection of Detainees – Written policy shall ensure the protection of detainees appearing to be vulnerable to physical or sexual attack. **LHS**

Compliance Documentation:

- Review written policy
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6VAC15-40-1310. Emergency Medical and Mental Health Care – Written policy and procedures shall provide 24-hour emergency medical and mental health care availability. **LHS**

Compliance Documentation:

- Review written policy and procedures

- Review incident reports (if applicable)
 - Interview staff
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6VAC15-40-1315. Supervision of Detainees – All detainee housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the bars or windows that would prevent the ability of staff to view detainees or the entire housing area. **LHS**

Compliance Documentation:

- Review documentation of random checks
 - Observation of housing areas
 - Interview staff
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6VAC15-40-1330. Attorney Visits – Written policy and procedures shall ensure that attorneys are permitted to have confidential visits with detainees.

Compliance Documentation:

- Review written policy and procedures
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6VAC15-40-1340. Detainee Control – Written policy and procedures shall ensure that punishment is not utilized as a means of control or discipline in lockups. Chemical agents shall not be used as punishment and may only be used to control detainees when there is an imminent threat of physical injury or property damage. **LHS**

Compliance Documentation:

- Review written policy and procedures
 - Interview staff
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6VAC15-40-1350. Serious Incident Report – A report setting forth, in detail, the pertinent facts of deaths, discharging of firearms, erroneous releases, escapes, fires requiring evacuation of detainees, hostage situations, and recapture of escapees shall be reported to the local facilities supervisor of the Compliance and Accreditation Unit, Department of Corrections, or designee. The initial report shall be made within 24 hours and a full report submitted at the end of the investigation.

Compliance Documentation:

- Review serious incident reports
 - Review documentation verifying initial report made within 24 hours to the local facilities supervisor
 - Interview staff or local facilities supervisor
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6VAC15-40-1360. Detainee Cleanliness – A detainee shall have access to a washbasin and toilet facility. **LHS**

Compliance Documentation:

- Observation
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6VAC15-40-1370. Facility Cleanliness – The detention area shall be maintained in a clean, dry, hazard free manner. **LHS**

Compliance Documentation:

- Observation
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6VAC15-40-1380. Fire Safety Inspection - The facility shall have a state or local fire safety inspection conducted every 12 months. Localities that do not enforce the Virginia Statewide Fire Prevention Code shall have the inspection performed by the State Fire Marshal's Office. Written reports of the fire safety inspection shall be on file with the facility administrator. **LHS**

Compliance Documentation:

- Review fire safety inspection reports
- Review plan of action for all violations and documentation of approval by the State Fire Marshal's Office or local approved fire marshal
- Interview staff