

COMMISSION ON ACCREDITATION FOR CORRECTIONS
STANDARDS COMPLIANCE REACCREDITATION AUDIT

Polk County Sheriff's Office
Polk County Jail
Des Moines, Iowa

May 21 - 22, 2018

VISITING COMMITTEE MEMBERS

Cheryl Turner, Chairperson
ACA Auditor

Tony D'Cunha
ACA Auditor

A. Introduction

The audit of the Polk County Sheriff’s Office, Polk County Jail, 1985 N.E. 51st Place, Des Moines, Iowa, was conducted on May 1-22, 2018, by the following team: Cheryl Turner, Chairperson, Tony D’Cunha, Member. The Core Jail Standards, 1st Edition and 2016 Supplemental book was utilized.

B. Facility Demographics

Rated Capacity: 1,120
Actual Population: 987 as of 5/21/18
Average Daily Population for the last 12 months: 1,005
Average Length of Stay: 19 days
Security/Custody Level: Maximum, Medium, Minimum
Age Range of Offenders: 18-74
Gender: Male & Female
Full-Time Staff: **311**
24- Administrative, 48- Support, 22- Program, 210- Security, 25-Medical, 28-Part-time, 1-Part-time Seasonal help

C. Facility Description



The Polk County Sheriff’s Office Jail is a brick and concrete structure located North of Des Moines, Iowa, at 1985 NE 51st Place, Des Moines, Iowa. The Sheriff’s Office consists of the Polk County Jail (Audited Area), Patrol Headquarters, Civil Division and Court Staging, and the Civil, Office of Professional Standards, Administration. On November 1, 2018, the Polk County Jail will mark ten years of operation in the facility which is located just north of Des Moines. The 325,00 square-foot, \$68 million facility sits on 40

acres of land. The jail is able to house up to 1,520 inmates, with the expansion capability of an additional 1,000 beds. The jail was constructed to handle the expected growing inmate population of Polk County for the next twenty years. The opening of the facility has allowed the Sheriff's office to house all inmates in Polk County under one roof. In the past inmates were held in other facilities as far as Missouri.

As the jail continues to grow and improve, a new look was added to the lobby in December 2011. This was done for added security and efficiency for both the staff and the public. Major improvements included a new vending system for staff and a new cooker in the kitchen.

The Polk County Jail is under the direct supervision of the Polk County Sheriff. The jail confines all pre-trial arrestees within and for the County of Polk as well as inmates for the State of Iowa, the U. S. Marshall Service, and ICE detainees.

The physical plant consists of administrative offices, staff shower and locker rooms, staff work out room, dorms, pods, multiple an single cell, central control center, booking section, court area, medical and dental departments, property room with washer and dryer, library, enclosed recreation areas, lobby with video visitation areas, kitchen, boiler room, mechanical/computer rooms, laundry, program/multipurpose rooms, law enforcement entrance area, and vehicular sally port.

It is the objective of the jail to classify all inmates arriving at the jail to ensure the highest safety possible for staff and the inmate population by housing like inmates together. Staff use objective means of identifying and categorizing various inmates' traits, characteristics, and potential risk so as to house inmates in a safe and humane manner. Newly admitted inmates are separated from the general population during the admission process and are assigned to initial holding setting according to their immediate security needs, physical and mental condition, and other considerations.

Court is conducted seven days a week for various court appearances for those being held at the jail. There is a judge assigned to the jail who is on a six-month rotation. When court is in session there are two detention officers assigned to jail court to ensure safety and security. In the courtroom you will find the County Attorney, Public Defender, Jail Diversion, Probation Officer, VA representatives and Pretrial Release.

The mission of the Polk County Sheriff's Office is to preserve the integrity of the law through proactive community involvement, impartial enforcement, and secure custody of inmates. The office will utilize advances in technology to detect and solve crimes and enhance public safety communications and will effectively use all available resources to protect and serve the public.

D. Pre-Audit Meeting

The team met on May 21, 2018 in Ankeny, Iowa, to discuss the information provided by the ACA staff and the officials from the Polk County Jail. The team also had a meet and

greet dinner on Sunday, May 20, 2018 at the Big Steer with staff from the Polk County Jail.

The chairperson divided standards into the following groups:

Standards # CJ-1A-01 to 3A-01, Cheryl Truer, Chairperson
Standards # CJ-4A-01 to 7E-01, Tony D’Cunha, Member

E. The Audit Process

1. Transportation Greg Rehor Lieutenant, Sergeant and Steve Courtney, Lieutenant and Will Arends, Sergeant.

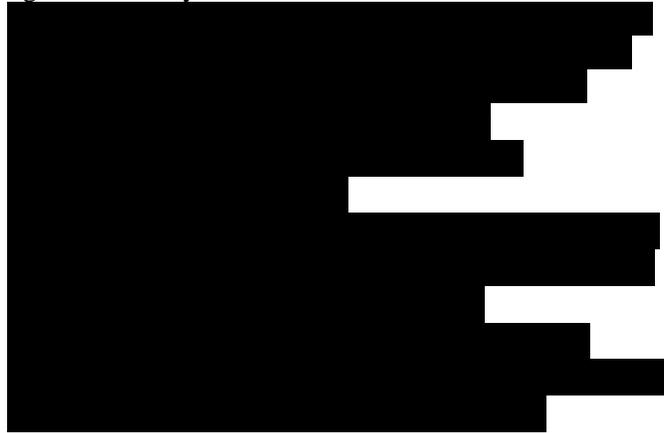
The team was escorted to the facility by Greg Rehor, Lieutenant and Steve Courtney, Lieutenant.

2. Entrance Interview

The audit team proceeded to the office of Conference Room by, Greg Rehor, Lieutenant. The team expressed the appreciation of the Association for the opportunity to be involved with Polk County Jail in the accreditation process.

The following persons were in attendance:

- Maj. Cory Williams – Assistant Chief
- Lt. Craig Rehor – 2nd Watch Commander
- Lt. Ferenc Reznik – Support Services Lieutenant
- Lt. Steven Courtney – 1st Watch Commander
- Sgt. Will Arends – Administration Sergeant
- Sgt. Jeff Caskey – PREA/INTEL



It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional

systems throughout the United States. The audit schedule was also discussed at this time.

3. Facility Tour

The team toured the entire facility from 8:40a.m. to 12:00 noon and 1:00 p.m. to 2:30 p.m. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

List names and titles of individuals participating in the tour.

Cory Williams- Major
FERENCEE REANIK-Lieutenant
Will Arends-Sergeant
[REDACTED]

Facility notices were posted throughout the facility.

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the conditions of confinement at the facility. The following narrative description of the relevant programmatic services and functional areas summarizes the findings regarding the quality of life.

Security

Polk County Jail is a medium/maximum direct supervision facility that houses inmates with classification designations ranging from maximum to low. The Polk County Jail has an objective classification system in place that includes an initial classification process as well as an ongoing evaluation of each individual's classification status. Polk County Jail gives the inmate population every opportunity to be housed with the general population. Inmates found to be unable to cohabitate with the general population are reclassified appropriately. The Classification system is used to identify levels of custody, appropriate housing assignments, and inmates' eligibility for available programs. This model consists of 9 classification levels ranging from 'High' to 'Very low'. This model also takes into account an individual's PREA status, as determined by a screening questionnaire. There are safeguards in place to ensure those identified as 'predators' or 'possible predators' are kept separate from 'victims' and 'possible victims.' Staff members at the facility utilize a combination of inter-personal communication skills, many different management techniques, officer presence, and the physical attributes of the facility itself to maintain institutional security.

The facility rests on a 40-acre plot of land located in Polk County, IA. The property boundaries are clearly marked with fencing and signage. Law enforcement vehicles transporting inmates to the facility must pass through a

secured entrance gate once they are granted access by master control. They enter into a secured vehicle sally port to ensure multiple measures are in place to deter an individual contemplating escape. As vehicles depart the facility, they must be cleared yet again by officers working in master control, who will then open the exit gate.

Perimeter security includes a fence enclosure: 12'0" fence [REDACTED] 30" diameter razor wire is mounted [REDACTED] atop the fence for an overall height approaching 14'0". Officers manning master control periodically and sporadically monitor the perimeter of the grounds and facility by way of closed circuit television (CCTV). Physical perimeter checks are completed daily by members of the utility response team to verify that the integrity of the perimeter has not been compromised.

A wide area outside of the perimeter fence is open and free of obstructions to the view. The entire perimeter is illuminated at night with high intensity discharge lighting situated approximately 225 feet apart from the next and atop 50' poles. These lighting fixtures are angled [REDACTED] toward the ground for maximum beam utilization. Roadway type luminaires mounted on a 30' pole is used for supplement security lighting. Exterior pole mounting lighting fixtures are equipped with surge suppressors designed for such applications. Lighting of all parking lots is provided, and the entire parking lot is monitored with CCTV. The facility also utilizes lighting affixed to the physical structure of the building's exterior, approximately 20' from ground level.

The primary entry point into the facility is through the jail's public lobby. All visitors entering the secured portion of the facility are subject to search of their persons and their personal effects. Signage at the facility's entrance clearly communicates that anyone seeking admittance into the facility may be searched. A belt fed x-ray machine screens all briefcases, purses, handbags, computer cases and the like. All persons entering the facility must present a current and valid means of identification. Security staff manning posts in the lobby have at their disposal a walk thru metal detector as well as a hand-held wand metal detector. All visitors seeking access to the secure side of the facility such as attorneys and their assistants, law enforcement personnel and other professional visitors are required to have on their person an ID badge provided by the lobby personnel which must be displayed in a conspicuous manner at all times. Visitors on the secure side of the jail may be stopped and searched at any time by any custody staff. Contracted and volunteer personnel (with the exception of medical staff) are required to enter through the lobby entrance and are processed into the facility in the same manner as the general public.

Custody staff, support staff, and medical personnel are granted access to the facility through the employee entrance. The majority of these individuals have designated uniforms to wear when they are on the secure side of the jail

conducting official business. They are also provided with detailed identification cards with their photo and full name and title. These are to be displayed conspicuously on their person whenever they are on the secured side of the facility. Admission to the secured portion of the jail requires an individual to pass through a double locked sally port where officers manning master control shall visually confirm their identity and purpose of visit.

All operations throughout the facility are remotely monitored from master control. Additionally, all housing units are monitored from an area control immediately outside of the unit. Each area control operates the mechanical sally ports leading into the housing areas. The housing units with closed cell capabilities are primarily operated from within the housing unit by the officer on post. Area control stations and master control can take control of the operation of these doors whenever it may be necessary. Master control personnel have the capability of operating all of the doors in the facility whenever necessary. Conversely, in a scenario when master control temporarily loses access to certain doors, the officers operating the area controls can take control of door access. Back-up generators are on site to ensure prompt recovery of any loss of door control that may affect master control. In the extremely rare case there is an extended power outage throughout the facility, all doors can be opened and closed manually by members of the utility response team. The master keys are kept secure [REDACTED] and separate from the facility's emergency keys, all of which are inventoried and accounted for each shift with a key log.

Officers that have completed their basic jail school training carry OC canisters while on post. These canisters are issued by the administrative sergeant, periodically checked for proper functionality and replaced as needed. Officers are also mandated to have on their person wrist restraints at all times on the secure side of the facility. Those officers who've completed their taser training during basic training or annual in-service training are mandated to wear tasers that are provided for certain duty assignments. Officers are not allowed to introduce tasers into housing units unless of when an emergency situation necessitates it.

All sets of officer keys in circulation throughout the jail have a tamper proof seal to prevent any unauthorized removal of the keys. Housing officers must account for all of the keys that they were entrusted with upon the relief of the previous officer; and annotate as much within the 'pass on logs' in each housing unit. Lost or misplaced badges or keys may be temporarily replaced with the authorization of a supervisor. Arresting/transporting officers must check all of their issued firearms and control devices (with the exception of restraints) into a gun locker that is provided for this sole purpose. All non-sworn personnel must check their personal firearms upon entrance into the facility.

Impact weapons, riot gear and surplus chemical agents are secured in the facility's armory on the unsecured side of the jail, away from housing areas. The armory is accessible via a locked door and entry is controlled and monitored by personnel

manning master control.

Facility staff uses proper storage procedures and inventory controls for caustic and toxic materials. These items are kept secured in a locked portion of the facility that does not allow inmate access. Cleaning products are also stored in bulk within a secure area of the facility. A pre-established local inventory is maintained in each area and replenished from the bulk inventory on an as-needed basis. Chemical products are stored in labeled containers and MSDS information is readily available both online and in hard copy. Hard copies of the MSDS information can be found in the compliance office, medical clinic and master control.

Environmental Conditions

The Polk County Jail is extremely well maintained, the facility was comfortable throughout the visit. The facility was found to be compliance with all standards relating to physical plant. There is a maintenance crew assigned who take care of all repairs in the facility. Most of the repairs are accomplished within 24 hours. The noise levels were in acceptable ranges. Living areas all had acceptable levels of lighting and ventilation. There are over 800 toilets in the jail.

Sanitation

Generally, the entire facility was found to be extremely clean and free of vermin. No noticeable smells which are often associate4d with the number of inmates being housed within the facility. The amount of personal belongings and commissary didn't exceed the amount of storage available to the inmate population invites clutter and the opportunity for infestation. The team recommended that the jail should implement periodical sanitation of inmate mattresses.

Fire Safety

The Polk County Jail adheres to all fire safety codes. The facility conducts fire drills as required and has up to date fire extinguishers placed in strategic points. The Fire Safety Officer oversees the weekly and monthly inspections of the facility with up to date inspection tag attached to each. Fire protection is provided for with the means of sprinkler system, smoke detectors, fire hoses and fire extinguishers. There are evacuation routes posted throughout the facility. The Saylor Township Fire Department is the first responder for emergencies at the facility, with a response time of five minutes.

The facility fire alarm system is a Notifier, with one Main Panel and eight Remote Panels located throughout the facility. The Fire emergencies are automatic electronic notification to 911, and the facility notifies 911 if there is a false alarm.

Food Service

The jail was originally built with the future in mind. The jail's kitchen is an area that was built with the capability of expanding should the inmate population grow in the future. Should additional dishwashers be needed, more ovens added or even more fryers there is plenty of room. There are currently seven cooks on staff with two working per shift. All of the cooks are ServSafe certified in sanitation. There is also a Jail Services Supervisor and he is a Certified Dietary Manager and Certified Food Protection Professional by the Association of Nutrition and Food service Professionals. The kitchen is operational from 1:00 a.m. to 8:00 p.m.

In addition to the full-time staff there are thirty inmate workers that work in the kitchen during all three meals. The inmate workers are supervised by the cooks and have the possibility of getting good time for days that they work along with not paying their room/board bill. The inmate's workers are hand selected and have gone through an extensive selection process. Each worker is also seen by medical and given a physical to ensure they are healthy and capable to work in the kitchen. All the jail's menus are approved by a licensed dietician to make sure they meet the nutritional requirements. Some of those meals may include diabetic or renal diets and Kosher or Ramadan meals.

The kitchen prepares, on the average, 2970 inmate trays a day which is 990 inmate's trays per meal. Along with those inmate trays the kitchen also provides three meals a day for jail staff. In a typical month the jail uses 5,000 loaves, of bread, and over 13,000 sandwich buns. Every six months the jail uses over 18,000 lbs. of ground beef and 13,000 lbs. of ground turkey. Each month the jail uses more than 27,000 peanut butter packets and 27,000 jelly packets.

The kitchen was very clean, equipment, pots pans, grills over hood, rolling hot box all were well maintained and clean. The team was impressed with the entire kitchen. The menus meet the nationally recommended allowance for daily nutrition and are prepared and approved annually by a licensed dietician. Sanitation procedures were properly followed (Hair/Facial Nets properly used). All Food Service staff has successfully completed required training. Inmates work in the food service area helping prepare food, serve at meal time, and clean and maintain the kitchen. Special diets are provided for medical, religious, and ethnic reasons. Medical diets that are offered include; Diabetic, Renal, General, and Pregnancy.

The Food Service area was clean, roomy and well maintained. The facility seers the inmate in their housing unit areas, so there is no dining room for the inmate's. Meals are planned on a five-week cycle which is reviewed and approved by a certified dietitian. Meals are served in insulated thermal trays and delivered to the housing unit. Inmates are allowed to eat the meals in the table area of the units and not allowed to keep the food in their cells. Special diets are provided for the inmates. All refrigeration units were clean and temperature charts were being utilized. Dry storage areas were clean and well organized; products were dated

and utilize according to dates. All inmates were trained in all areas that they were working. Those that we had the opportunity to speak with appreciated having the chance to be outside their housing units working. This also gave them the opportunity to earn good time credits. Pans and baking dishes were observed to be free of baked on debris. Food trays were clean and drying during our tour. The team had an opportunity to eat a meal prepared by the food service department and found them to be tasty and appetizing. The team received no complaints about Food Service or the meals being served during the audit.

Temperature logs were accurate, with all temperatures taken and recorded. The team observed staff taking food temperature of the trays prior to delivery to the housing unit. The coolers were extremely organized and clean. The fire extinguisher was properly tagged and up to date. Proper Tool Control was utilized with locking tools & accounted for. The cleaning agents were properly stored & inventoried. The Food Service departments inspected regularly by the local health department, the kitchen as a whole was extremely clean, roomy and well maintained. However, the team recommended the pull pallet of dry goods and cooler/freezers, as well as items in front of the coolers and freezers in order to provide better ventilation for the goods. The team also recommended that a new system of inventorying chemicals/cleaner in storage may serve the facility's needs better.





Medical Care

The Medical Department is contracted with Correct Care Solutions (CCS). The staffing includes: one (1) Health Service Administrator, one (1) Director of Nurses (DON), one (1) Clinical Manager, one (1) Administrative Assistant, one (1) Medical Records Technician, one (1) Pharmacy Assistant, eleven (11) Registered Nurses (RN), five (5) RN – PRN (as needed), two (2) ARNP's, and eleven (11) Licensed Practical Nurses (LPN), with two (2) PRN – LPNs. The medical/mental health encompasses a large area within the jail. This area consists of examination rooms, offices conference room, employee break area, pharmacy/medication room, medical records office, four (4) suicide watch/safety cells

[REDACTED], two (2) negative pressure cells, waiting area with restroom for patient utilization, water and reading materials. An emergency area with the appropriate supplies and equipment, including but not limited to an emergency jump bag, AED, and emergency medications. Referrals are sent to [REDACTED] for OB patients.

The Medical Department does not consist of an infirmary, however does have four (4) designated wards, with four (4) beds in each ward, which is divided to have one (1) assigned for female patients and the other three (3) for male patients. During the visit, a check of counts conducted and/or reviewed for sharps, being stored in the Pharmacy/Medication Room area, with all inventories being accurate. Medications are obtained from Diamond Pharmacy with a one (1) day turnaround delivery and immediate medications not in stock are obtained from the

local Walgreens Pharmacy. A local pharmacist contracted through Diamond Pharmacy completed the last quarterly pharmacy inspection on May 3, 2018. Medication passes are completed [REDACTED] daily and at other times as outlined by the prescribing provider. Patients may be assigned KOP medications such as Tylenol, Inhaler, etc.

Supplies for universal precautions are available, which are supplied by McKesson, with no difficulties being addressed. Bio-Hazard waste disposal is contracted to Steri-Cycle, with monthly pick-ups and more frequently as required and/or needed. Bio-Hazard disposal containers for needles/sharps and other bio-hazard materials are maintained in a secure room away from other supplies and/or not easily accessible, until picked up. Security is provided 24/7 within the medical unit, by Jail Staff.

In December 2016, medical records were transitioned from paper to electronic format, through ERMA, CCS electronic medical record. In February 2018, transition was completed for the Medication Administration Records (MARs) to electronic format as well.

Sick call process for general population is handled through the kite system, via electronic submission Kiosk. Sick call request is triaged by nursing staff daily, with necessary referrals made as required. Sick call for segregation is handled during medical departments daily rounds within the unit. Request in segregation are triaged at the time of receipt. The average wait time for sick call is 24 hours. Sick call is conducted from [REDACTED].

Services provided by the department are all general medical services. The facility contracts with a variety of specialty providers in the community.

Radiology services are available at the facility, with all x-rays completed digitally. Radiology services are conducted onsite twice weekly with a radiologist over read completed within 24 hours. Emergency x-rays requirements are sent to [REDACTED], with immediate results.

Laboratory/blood draw services are conducted on site, being sent to LabCorp for processing, with a turn-around reporting between 24 to 48 hours.

Communicable diseases are tracked by the Clinical Manager and are reported to Polk County Health Department. Patients are isolated, a consultation with an outside provider is scheduled and if deemed necessary, the inmate is transported to an appropriate hospital.

All of the medical staff are CPR qualified and are recertified every two (2) years. All new arrivals to the facility are screened and evaluated by medical staff in the intake/booking area. A complete health appraisal is completed within 14 days of arrival, to determine the medical needs of each patient arriving at the facility. During the intake and health appraisal, if a patient has a chronic medical condition, patients are referred to the providers and are managed to the American

Medical Association guidelines and/or standards. If needs other than a chronic medical condition exists, these patients also referred to a provider (physician/mid-level), and an appointment is scheduled. If mental health needs are identified during either process, a referral is made to ensure the patients' needs are being addressed appropriately and timely, based on patient needs. Each new patient during the health appraisal process, are educated and provided a PPD test, with the exception of ICE Detainees, who receive the same education and PPD testing within 12 hours of arrival, as per ICE Standards.

Grievances are processed through the inmate Kiosk system through Telmate, with responses being completed by the HSA and/or DON.

The Medical Department has established goals and objectives. All goals and objectives are discussed at the monthly MAC/CQI meetings. All of the yearly goals are addressed at the medical department monthly meetings.

DENTAL

The Dental Department is staffed with one Dentist and a Dental Assistant. Dental services are offered twelve (12) hours weekly. The wait time from request for services to be seen is approximately 30 days. Time lapse between appointments is zero; this is because all procedures are completed during the original visit. Dental hygiene instructions are given to the inmates as well as a toothbrush and toothpaste. All inventories are accurate and up to date. Sterilization procedures are appropriate and completed after each use.

MENTAL HEALTH

Staffing for the department consist of one (1) Psychiatrist for eight (8) hours weekly, Psychiatric Physician Assistant for 40 hours weekly and one (1) Mental Health Coordinator and two (2) Mental Health Professionals. Patients submit request through the Telmate Kiosk system for routine request, emergent request can be submitted via any staff member and/or request from family and/or other community partners. Patients are generally seen within 72 hours for routine request and immediately for emergent referrals.

Recreation

Each housing area has an outside recreation area that is adjacent to the housing unit. Handball and walking are offered for outside recreation. There are board games and cards available in all of the housing areas. Inmates housed in segregation also have access to both inside and outside recreation. Leisure activities also include television, radio, and library carts.

Religious Programming

The Polk County Jail has one full-time Chaplain who manages the religious activities of the facility. The department has a small library with approximately over 3500 donated volumes of reading for the inmate population. These reading materials are made available to the inmate population through the use of a book carts that are taken to the housing unit. The chaplain has 30 volunteers that assist in the activities of the department. The chaplain also accommodates weddings and funerals. All religious services are available through video only. The Chaplain also provides religious materials, counseling, and studies at the jail. The Chaplain's Office also coordinates requests from the inmates for pastoral visits which are not provided through video visitation terminals. Volunteers also provide religious guidance, bible study, and prayer groups. If there are any special religious diets or materials that are needed, these requests will be made on an inmate kite to the Chaplain's Office. Donations are made to the indigent clothes closet for those inmates needing coats, shoes or clothing when they leave the jail. If the inmate needs transportation from the jail, a bus token is provided for the metro bus system.

Offender Work Programs

The Polk County Jail utilizes inmates in the normal facility work assignments, although assignments are not paying positions, inmates are able to utilize their time appropriately and learn work habits and skills that will help them once they are released.

The facility offers jobs for inmates in the areas of Housekeeping, Food Service, Warehouse, Library, Janitorial, and caring for perimeter grounds. The inmate workers at the facility are not compensated financially for their work, but they do earn good time credits, which can reduce their sentence. Inmates spoken with while in their working environment all seemed to have a sense of pride in what they were doing. Some of the jobs offer a waiver of costs for room and board.

Academic and Vocational Education

The Education program at the facility are supplied by DMACC (Des Moines Area Community College). Programs being offered include Pre-GED, GED (HiSET), English as a Second Language, Creative Writing, and General Life Skills. The department also offers individual sessions to include Shelter Information, Homeless Veteran Outreach, IA Homeless Youth Outreach (18-20 years old), VA Representative -Veterans Justice Outreach and Des Moines Public Schools-working on GED. On rotation is: Iowa Works-Introduction to IWD, Immigration-Know Your Immigration Rights, Polk County Health Department Information, Trauma Sensitive Yoga (Females Only) These programs are offered to all of the inmates that wish to participate, unless security concerns dictate otherwise. The

program staff also handles tours of the facility by members of the public, inmate marriage requests, workforce development courses, and leisure activities for the inmate population.

Social Services

Mental Health Professional managed this area. The Polk County Jail provides social service programs in the areas of; Alcoholics Anonymous, Narcotics Anonymous, Substance Abuse Education, Parenting, Cage Your Rage Gamblers Education Program (PRELUDE), Health Education Parenting Program, Listen to Your Voice. In 2017 Stress Management, Health Classes, Journaling and Understanding Grief were added to the program. The Polk County Jail has approximately over 130 volunteers to assist in Social Services Programs that the department offers.

Visitation

The Polk County Jail utilizes video visitation. This is accomplished through the use of video visitation monitors located in both the lobby and housing unit. When a visitor checks in at the front lobby the housing unit is called, and the inmates is connected to the monitor in the lobby which allows them to visually see the visitor and talk on the handset at the monitor. Inmates are allowed two 20-minute visits a week. There is not direct contact allowed with the general public.

An attorney is allowed to visit their client in a professional visitation room which is located on the secure side of the Jail. The attorney will need to go through a metal detector located in the front lobby and their legal material is also viewed through a scanner for any contraband.

Pre-scheduled off-site visitation is also available seven days a week. There are two 30-minute visits per day allowed. These visits are done through the WebVisit website.

Library Services

The Library has two full time employees. There are approximately 16000 volumes of leisure reading available to the inmate population. Inmates do not come to the library, there is a book cart that hold sufficient amounts of reading materials that are sent out to all the housing areas. The library carts consist of many donated books along with newly purchased books of all varieties. The book carts each contain a certain amount of literature from many different genres of writing. The library cart is available twice a week, so the inmate can exchange already read books for three new ones.

There is a Law Library available in each of the living areas that is available for the inmates to utilize in researching their cases. There are two sets of law books

from West Law which the inmate population can use in researching their cases. One set of the books remains in each law library area, and the other set is utilized for the inmate to check out and take back to their housing area. These Law Library areas are accessed through the kite system.

Laundry



Inmate laundry exchange is conducted twice a week under the supervision of a Service Aide. Inmate workers are stationed to ensure a smooth flow for the exchange. This area is being maintained in a clean and sanitary condition. The department has three commercial washers, and four commercial dryers with room set aside for expansion if needed. All of the items utilized in the cleaning of items are dispensed electronically, and all refilled by staff only. There are five inmate workers assigned to the laundry room during all three shifts. Over 2000 pounds of laundry is done per day. There is a Service Aide positioned in the laundry room always observing the workers.

F. Examination of Records

Following the facility tour, the team proceeded to the conference room to review the accreditation files and evaluate compliance levels of the policies and procedures. The facility has zero notices of non-compliance with local, state, or federal laws or regulations.

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Significant Incidents/Outcome Measures

The team reviewed the significant incident summary and found one area which warranted further question and explanation. The high number of escapes. The 5 escapes were in-custody inmates that were sent to an independent treatment facility and they walked away from the facility. They are technically still in the Sheriff's custody although they are being treated by another facility, they consider these as escapes. Other than the one area the significant incident reported are appropriate for this facility.

[REDACTED]

The facility had a change in medical contract effective July of 2016. With that change the new medical provider follows CDC guidelines and records anyone with a 5mm or higher reading.

[REDACTED]



3. Departmental Visits

Team members revisited the following departments to review conditions relating to departmental policy and operations:

<u>Department Visited</u>	<u>Person(s) Contacted</u>
Master Control	[Redacted]
Classification	[Redacted]
Intake	Sergeant Craig Scott
Jail Court	[Redacted]
Booking	[Redacted]
Property	[Redacted]
South Area Control 1	[Redacted]
South 6	[Redacted]
South 2	[Redacted]
South 4	[Redacted]
South 1	[Redacted]
Special Housing Unit	[Redacted]
Food Service	[Redacted]
Warehouse	[Redacted]
Medical	[Redacted]
Mental Health	[Redacted]

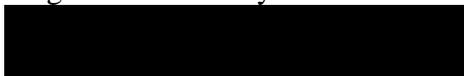
Programs



PREA/Intel

Sergeant Jeff Caskey

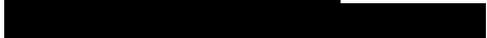
Mailroom



Chaplain



Armory

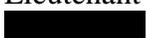


Administration

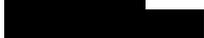
Sergeant Will Arends

Lieutenant Frank Reznik

Accounting



Dental



Pharmacy



4. Shifts

Day Shift

The team was present at the facility during the day shift from 7:50 a.m. to 3:00 p.m. The facility was found to be running efficiently with staff acting in a professional manner at all times. While interviewing the staff, we found them to be responsive and knowledgeable. Most remarkable was the demonstrated positive attitude of all members contacted. Without exception, all expressed a pleasure in their employment at the jail and the leadership team.

b. Evening Shift

The team was present at the facility during the evening shift from 3:00 p.m. to 7:00 p.m. The team was present for roll call. The team was able to observe inmates performing job tasks, medication rounds, and all normal daily operations within the facility.

c. Night Shift

The team was present at the facility during the night shift from 6:45 a.m. to 12: noon. The team observed ending roll call from the first shift 11:00 p.m. to 7:00 a.m. The team thanked the Detention Officers for the super job they are doing in keeping the public and inmates safe and for their participation the facility accreditation process.

5. Status of Previously Non-compliant Standards/Plans of Action

The team reviewed the status of standards previously found non-compliant, for which a waiver was not granted, and found the following:

(Standard #) 1CORE-1A-09, which was compliance during this audit.

G. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

A total of 30 inmates were spoken to during the course of the walk-thru. There were no complaints voiced and general comments were positive concerning their period of incarceration at the Polk County Jail. Inmates were responsive to contact with staff and auditors and they were respectful in discussions with the visiting staff. The overall demeanor of the population was positive. Those interviewed indicated they feel safe in the facility and have has positive interaction with staff.

2. Staff Interviews

The team interviewed approximately 40 staff and they all indicated they are happy in their assignments and satisfied with the administration. No significant issues were identified by staff. All were knowledgeable of their responsibilities and observed as professional in their interaction with the inmate population. It was a pleasure to discuss with each of them their role in helping to fulfil the overall mission of the agency.

H. Exit Discussion

The exit interview was held at 11:30 a.m. in the ACA conference room Sheriff's Bill McCarthy, Major Cory Williams and 17 staff in attendance.

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

AMERICAN CORRECTIONAL ASSOCIATION
AND THE
COMMISSION ON ACCREDITATION FOR CORRECTIONS

COMPLIANCE TALLY

Manual Type	Core Jail Standards, 1 st Edition	
Supplement	2016 Standards Supplement	
Facility/Program	The Polk County Sheriff's Office, Polk County Jail, Des Moines, Iowa	
Audit Dates	May 21-22, 2018	
Auditor(s)	Cheryl Turner, Chairperson, Tony D'Cunha, Member	
	MANDATORY	NON-MANDATORY
Number of Standards in Manual	48	106
Number Not Applicable	1	3
Number Applicable	47	103
Number Non-Compliance	0	0
Number in Compliance	47	103
Percentage (%) of Compliance	100%	100%
<p>! Number of Standards <i>minus</i> Number of Not Applicable <i>equals</i> Number Applicable</p> <p>! Number Applicable <i>minus</i> Number Non-Compliance <i>equals</i> Number Compliance</p> <p>! Number Compliance <i>divided by</i> Number Applicable <i>equals</i> Percentage of Compliance</p>		

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Polk County Sheriff's Office
Polk County Jail
Des Moines, Iowa

May 21-22, 2018

Visiting Committee Findings

Mandatory Standards

Not Applicable

Standard #1-CORE-4C-10

The Polk County Sheriff's Office does not have intra-system transfers.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Polk County Sheriff's Office
Polk County Jail
Des Moines, Iowa

May 21-22, 2018

Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard # 1-CORE-2A-19

The Polk County Jail does not confine/house juveniles.

Standard # 1-CORE-2A-20

The Polk County Jail does not confine/house juveniles.

Standard # 1-CORE-4C-04

The Polk County jail does not have an infirmary.

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