

2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual that is electronically available to staff and relevant regulatory authorities and defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters:

- A. correctional standards required under this chapter;
- B. administration and organization;
- C. fiscal management;
- D. personnel;
- E. training;
- F. inmate records;
- G. safety and emergency;
- H. security and control;
- I. sanitation and hygiene;
- J. food service;
- K. medical and health care services;
- L. inmate rules and discipline;
- M. communication, mail, and visiting;
- N. admissions, orientation, classification, property control, and release;
- O. inmate activities, programs, and services; and
- P. a written suicide prevention and intervention plan.

The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

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