

IOWA DEPARTMENT OF CORRECTIONS

JAIL INSPECTION REPORT

of the
Guthrie
County Jail

Address:(Street) 200 N. 5th St

(City) Guthrie Center (zip) 50115 Date: June 18, 2109

Sheriff: Marty Arganbright Phone: 641-747-2214

Jail Administrator: Jeremy Bennett Phone: 641-747-2214

Jail Inspector: Delbert Longley Phone: 515-725-5731

Chairperson-Supervisor: Jack Lloyd Phone: 641-747-3765

Inspections are based upon information provided by the temporary holding facility staff and the personal observation of the jail inspector. The below signed agrees that the statements made to the jail inspector are true to the best of his/her knowledge.

Signature

Title

Variances issued:

Standard	Date	Time Frame

Use of Verification Code

Numbers and Lettering

Verification numbers and letters will be used to indicate two facts regarding the inspection process. The **number** will designate either compliance or noncompliance. The **letter** corresponds to the way in which the numbered response was selected.

Code:

1. Compliance

- Policy statement reviewed
- Observed
- Verbal assurance of practice
- Documentation reviewed
- Documentation verbally assured
- Measure
- Detainee rules

2. Non-compliance

50.2 (5) Equal Opportunity 1a

50.2 (6) Nondiscriminatory treatment..... 1a

50.4 (2) Physical Plant inspection(s) needed:

50.4 (3) Heating and ventilation

- a) Reasonable heated and ventilated..... 1b
- b) Fresh air supply..... 1b
- c) Fans/Cold liquids available over 85°..... 1b

50.4 (4) Maximum-security cells

- a) Tamper resistant bunks..... 1b
- b) Table/seat 1b
- c) Toilet/wash basin 1b
- d) Adequate hot and cold water supply..... 1b

50.4 (5) Lighting

- a) Housing areas - 20 ft. candlepower 1b
- b) Exits-Independent lighting source..... 1b

50.4 (6) Screens NA

50.4 (7) Electrical Facilities

- a) No drop cords 1b
- b) Emergency power 1b
- c) Test log of emergency power 1d

50.4 (8) Storage

- a) Storage in detention area 1a
- b) Inmate storage secure identified-receipted 1a
- c) Janitor supplies storage 1b
- d) Chemical storage 1b

50.4 (9) Mirrors tamper resistant 1b

50.4 (10) Firearm locker 1b

50.4 (11) Noise level

Policy and Prisoners advised 1ag

50.9 (2) Fire Inspection-Date: 10/25/18

a) State b) Local c) Approved 1d

50.9 (3) Emergency Evacuation

Evacuation plan 1a
Evacuation routes posted 1bd
Annual fire drill training documented, Date: 5/1/19..... 1d

50.9 (4) Release of prisoners

a) Prompt release in emergency 1a
b) Two full sets of jail keys 1e

50.9 (5) Fire extinguishers, Date: 1/19..... 1d

50.9 (6) Emergency lighting

Corridors, passages, exits 1b

50.9 (7) Required exits	
Two exits each floor/exits clear/keys available	<u>1b</u>
50.9 (8) Fire alarms tested and documented as required	
Prisoner inaccessible	<u>1b</u>
Battery type tested monthly	<u>1d</u>
Electronic type tested yearly, Date _____	<u>NA</u>
50.9 (9) No heating appliances along path of exit	<u>1b</u>
50.9 (10) Doors to swing with traffic	<u>1b</u>
50.9 (11) Pillows and mattresses approved	<u>1b</u>
50.9 (12) Sprinkler Heads, inaccessible, suicide resistant	<u>NA</u>
50.10 (1) Requirements for employment	<u>1a</u>
50.10 (2) Minimum standard for retention	<u>1a</u>
50.10 (3) Conflict of interest policy	<u>1a</u>
Business transactions with prisoners	<u>1a</u>
50.11 (1) Training	
a) Staff knowledgeable of jail standards	<u>1a</u>
b) Staff knowledgeable of policy/procedures manual	<u>1a</u>
c) Employee orientation regarding inmate rights	<u>1e</u>
d) Weapons training if used in jail	<u>1e</u>
e) Administrative log of training.....	<u>1d</u>
f) Fire equipment training documented, Date: <u>5/1/19</u>	<u>1d</u>
g) Medication management	<u>1b</u>
50.11 (2), 50.11 (3) Basic Training	
1) First aid certified, Date <u>10/20/20</u>	<u>1d</u>
2) CPR certified, Date <u>10/20/20</u>	<u>1d</u>
3) 40 hour basic	<u>1d</u>
4) 20 hour recertification, Date <u>1/10/19</u>	<u>1d</u>
50.12 Standard operating procedures manual	<u>1b</u>
50.13 (1) Admission/Classification	
a) Appropriate order/confinement and release	<u>1a</u>
b) Inmate architectural separation	
1) Juveniles (Ia. Code 356.3)	<u>1a</u>
2) Males/females (Iowa Code 356.4)	<u>1a</u>
c) Separation when possible	
1) Felons/misdemeanants	<u>1a</u>
2) Pretrial/sentenced	<u>1a</u>
3) Witnesses	<u>1a</u>
d) Physical separation required	
1) Violent prisoners	<u>1a</u>
2) Prisoners who may be a health risk	<u>1a</u>
3) Sexual deviant prisoners	<u>1a</u>
4) Prisoners likely to be exploited or victimized	<u>1a</u>
e) Juveniles (Iowa Code 232.22)	
1) Fourteen (14) years or older	<u>1a</u>
2) Committed listed crime	<u>1a</u>
3) Six (6) hours/less	<u>1a</u>
4) Court order over six (6) hours	<u>1a</u>
f) Suicide prevention	
Booking personnel trained	<u>1a</u>
Documentation of suicidal determination	<u>1d</u>
g) Housing for prisoners with disabilities	<u>1a</u>
h) Veterans notification.....	<u>1a</u>

50.13 (2) Security and Control Procedures

a) Supervision of prisoners	
1) Staff on premises at all times	<u>1a</u>
Emergency calling device	<u>1b</u>
Emergency response staff available in reasonable time	<u>1a</u>
2) Supervision - documented	
Hourly checks	<u>1a</u>
30 minute checks	<u>1a</u>
CCTV/audio clear-distinct	<u>1b</u>
Observation, showers and restrooms optional	<u>1b</u>
3) •Entering housing of opposite sex	<u>1a</u>
4) Female staff on duty	<u>1a</u>
5) •Required observation of juveniles	<u>1a</u>
b) Prohibited weapons	<u>1a</u>
c) Prisoner searches (IC 804.30)(Strip search)	<u>1a</u>
1) Prisoners/property, upon entry/leaving	<u>1a</u>
2) All persons entering the jail searched	<u>1a</u>
3) Search notice posted	<u>1bd</u>
4) Prisoner rules contain items permitted	<u>1g</u>
5) Cell search policy	<u>1a</u>
d) Key control policy	<u>1a</u>
e) Facility security policy	
1) All areas clear of viewing obstructions	<u>1g</u>
2) Security inspection of equipment/fixtures	<u>1a</u>
3) Policy on prisoner movement	<u>1a</u>
4) Policy on incidents that threaten security	<u>1a</u>
Riots/Disturbances	<u>1a</u>
Hunger strikes	<u>1a</u>
Hostage situations	<u>1a</u>
Escape attempts	<u>1a</u>
Medical emergencies	<u>1a</u>
Natural disasters	<u>1a</u>
Staff shortage	<u>1a</u>
Bomb Threats.....	<u>1a</u>
f) Policy and documentation on the use of restraints	<u>1a</u>

50.14 (1) Housekeeping

a) Jail clean and sanitary	<u>1b</u>
1) Cleaning equipment provided.....	<u>1g</u>
2) Jail to be maintained pest free	<u>1b</u>
Dept of Ag approved, Name <u>Paul's AAA Pest Control</u>	<u>1d</u>
b) Sharps/hazardous material container	<u>1b</u>

50.14 (2) Clothing, bedding and hygiene items

Items provided after 24 hours: bedding-linen	<u>1a</u>
a) Toilet articles	<u>1a</u>
b) Clothing issued	<u>1a</u>
c) Clothing provided after 24 hours	<u>1a</u>
d) Laundry schedule weekly	<u>1a</u>

50.14 (3) Personal hygiene

a) Prisoners maintain personal cleanliness	<u>1a</u>
b) Shower/bath (if held over 24 hours)	<u>1a</u>
c) Hair sanitation	<u>1a</u>
d) Hair procedures	<u>1a</u>
e) Sharing razor/toothbrush prohibited	<u>1a</u>

50.15 Written medical services procedures 1a

50.15 (1) Medical resources designated 1e

50.15 (3) Prisoners not involved in medical delivery 1e

50.15 (4) First aid kit-approved 1b

50.15 (5) Prisoners affected by chemical agents to be offered appropriate treatment.....	1a
50.15 (6) Prisoner Admission	
a) Injured prisoner examined before admission	1a
b) Suspected communicable disease inmate isolated	1a
c) Medical history form	1a
•Suicide screening at intake	1a
•Written suicide prevention plan	1a
•Annual suicide prevention training Date:1/10/19.....	1d
d) Mentally ill admissions policy and procedures	1a
e) Prisoner informed how to obtain medical attention	1g
50.15 (7) Medication procedures	
a) Written policy/procedure on providing medication	1a
b) Medication inventory and storage	1a
c) Provided medication documented	1a
d) Prescription followed	1a
50.15 (8) Medical records maintained	1a
50.15 (9) Medication storage	
a) Medication stored at proper temperature	1a
b) Medication not administered beyond expiration date	1a
c) Documented drug destruction-witness included	1a
d) Policies and procedures direct return of drugs to pharmacy/documentation of disposal	1a
50.16 Food service	
a) Meal provided if detained over meal period	1a
b) Three meals for each 24 hours served at reasonable intervals; at least one (1) hot meal. Hot meals hot, cold meals cold	1a
c) Meal served at approximately same time daily	1a
d) Food service documentation/Date: 5/22/19	1ad
e) Medical diets prescribed approved	1a
f) Religious diets approved	1a
g) Food not used as punishment	1a
h) Outside providers inspected	1bd
i) Food transferred under sanitary conditions	1a
50.17 In-house food service	
Health inspection-date: 11/6/18	
a) Food preparation areas clean/sanitary	NA
b) Food storage	NA
c) Food service equipment sanitized after use	NA
d) Staff to serve or supervise food service	1e
50.18 (1) Exercise	
a) Two/one hour sessions per week/documented	1a
b) Exercise restriction	1a
c) Exercise area	1b
d) Suspension of outdoor exercise/appropriate clothing	1a
50.18 (2) Religious opportunities	1ag
50.18 (3) Reading material available/policy	1ag
50.18(4) Activities available for disabled	1a
50.19 (1) Prisoner mail	
a) Writing materials provided	1ag
b) Prisoners (without funds) provided postage to communicate with court plus two letters per week for personal communication.....	1ag
c) Opening of general correspondence	1ag
d) Privileged communications not opened outside presence of prisoner	1ag

- 1) Attorney 1a
- 2) Judge 1a
- 3) Governor 1a
- 4) Citizen's Aid Office 1a
- 5) State/Federal Legislature 1a
- e) Mail distribution policy/documentation 1a

50.19 (2) Telephone

- a) Telephone calls upon arrest (804.20) 1a
- b) Prisoner telephone policy 1g

50.19 (3) Visitation/Attorney 1ag
Visitation/Minister 1ag

50.19 (4) General visitation

- a) Normal status visitation 1a
- b) Rules 1ag
- c) Registration 1a
- d) Denial 1a

50.19(5) Non-US citizen notification policy 1a

50.20 Access to the courts

- a) Postage provided to indigent prisoners 1ag
- b) Access to law library material or be represented by counsel in civil actions 1ag
- c) Prisoner copy arrangements 1ag
- d) Writing supplies available 1ag
- e) Prisoner notified of facility procedures regarding access to courts 1ag

50.21 Discipline and grievance procedures

- a) No prisoner authority over another prisoner 1a
- b) Use of physical force 1a
- c) Information provided prisoners:
 - 1) Facility rules 1g
 - 2) Available services 1g
 - 3) Grievances procedures 1a
- d) Due process procedures:
 - 1) Written notice charges and hearing 1a
 - 2) Description of hearing process 1a

Procedures required:

- 1) Resolving minor infractions 1a
- 2) Referring criminal violations 1g
- 3) Staff prepares a disciplinary report 1a
- 4) Impartial investigation of the incident 1a
- 5) Pre-hearing detention 1a
- 6) Written notice to prisoner 24 hrs prior to hearing 1a
- 7) Prisoner allowed to be present 1a
- 8) Hearing conducted within 7 days of violation 1a
- 9) Postponement procedure and documentation 1a
- 10) Impartial hearing/ record maintained for 2 years 1a
- 11) Prisoner allowed to make statement, present evidence 1a
- 12) Denial is documented 1a
- 13) Staff member assist at hearing if requested/needed 1a
- 14) Decisions based on information obtained at hearing 1a
- 15) Written decision and reasons given to prisoner/placed in prisoners file. 1a
- 16) Jail Administrator reviews dispositions 1a
- 17) Explanation of appeal process with time frames..... 1a
- 18) Clothing, bedding, or hygienic supplies may be with held only for prisoner self-protection 1a

50.22 Records

- 1) Jail calendar (356.6) 1a
- 2) Visitor registration as required by 50.19(4) c 1a
- 3) Persons performing facility inspections
 - a) Fire Marshal or designee b) _____c)_____ 1a
- 4) Medical intake screening as required by 50.15(6)c 1a

- 5) Medical care as required by:
 - 50.15(7)c medication 1a
 - 50.15(8) med records 1a
 - 50.16(5) med diet 1a
- 6) Separate injury file or log(5 yrs.) 1a
- 7) Disciplinary records required by 50.21 1a
- 8) Property receipt as required by 50.3(2)e 1a
- 9) Menu records 1a
- 10) Fire and disaster plans & Required fire drills 1a
- 11) Records of staff training 1a
- 12) Disposition of medication required by 50.15(9)c 1a
- 13) Documentation of supervisory checks as required by: 50.13(2)a3 & 50.13(2)a4 1a
- 14) Incident reports
 - a) Use of force as require by 50.21(2) 1a
 - b) Suicide/suicide attempts/self injury 1a
 - c) Inmate/inmate or Inmate/staff assaults 1a
 - d) Escapes/Fires/unusual incidents 1a
 - e) Jail inspector notified within 24 hours 1a
- 15) Exercise documentation 1a

50.24 Non-secure holds for juveniles (Policy) 1a

50.25 Direct supervision jails.

- 2)a. Central control staff NA
- 2)b. Direct supervision staff NA
- 2)c. Backup for supervision staff NA
- 7) Staff training documented NA
- 8) Classification system procedures NA
- 13) Policy and procedures NA

JAIL CAPACITY:

General Population	<u>10</u>
Temporary Holding	<u>0</u>
TOTAL	<u>10</u>

TODAY:

General Population	<u>4</u>
Temporary Holding	<u>0</u>
TOTAL	<u>4</u>

Juveniles	<u>0</u>
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COMMENTS AND RECOMMENDATIONS

Facility Name: Guthrie County Jail

Date: June 18, 2019

50.13(1) There are times when one only staff is on duty at a time. This creates a serious liability concern for Guthrie County when the dispatcher/jailer/911 operator are performing multiple functions.

Admission and classification is nearly impossible due to the architectural design of the facility. The facility is outdated, is a health concern, and a safety and security concern.

Guthrie County Jail is clean, well-managed, and well-maintained facility. Staff is doing a very good job with a facility that does not meet the needs of the public, staff, or prisoners.

Major improvements include a new medication cart and blister packs for medication.

Guthrie County is scheduled to have a bond referendum for a new facility in November 2019. Guthrie County is commended for these efforts and are encourage to continue to move forward.

It is a pleasure to work with the professional staff of the Guthrie County Jail and Sheriff's Office.

I wish to express my appreciation to Sheriff Marty Arganbright, Chief Deputy Jeremy Bennett, Deputy Mike Herbert and the entire staff of the Guthrie County Sheriff's Office for their assistance and cooperation during the inspection.

50.5 Existing Facilities (prior to 07/84)

- 50.6(1) Forty (40) square feet for single cell used less than 16 hours 1b
- 50.6(2) **Single cells** – fifty (50) square feet floor space for inmates held more than 16 hours 1b
- 50.6(3) **Multiple Occupancy Cells** - Forty (40) square feet floor space for first inmate, 20 square feet for each additional held less than 16 hours 1b
- 50.6(4) **Multiple occupancy cells** - Fifty (50) square feet for first inmate. Thirty square feet additional space per inmate in multiple occupancy cells held over 16 hours 1b
- 50.6(5) **Designed capacity not exceeded** 1b
- 50.6(6) **Dormitory** - Sixty (60) square feet for each inmate NA
- 50.6(7) a) Seven (7) feet of ceiling height 1b
b) Bunk of adequate size 1b
c) Access to functional toilet 1b
d) Access to lavatory 1b
e) Sufficient tables and seats for rated capacity 1b
f) Functional shower 1b
- 50.6(8) Thirty (30) square feet for dayroom facilities; fifteen (15) square feet for each additional inmate 1b

50.6 New Construction (after 07/84)

- a) seventy (70) square feet for each single cell NA
- b) fifty (50) square feet for each additional inmate NA
- c) designed capacity not exceeded NA
- d) sixty (60) square feet for each inmate in a dormitory unit NA

50.7(2) Non-Maximum

- a) seven (7) feet of ceiling height NA
- b) adequate size bunk and seats for capacity of each unit NA
- c) Desks/tables-chairs/seats to accommodate capacity NA
- d) Dayroom – thirty (30) square feet for first inmate. Fifteen (15) for each additional inmate NA
- e) Functional shower NA
- f) Lavatory for each 9 inmates NA
- g) Toilet for each 9 inmates NA

50.7(3) **Maximum** Security type toilet/lavatory NA

50.7(4) **Holding area** – twenty (20) square feet per inmate not to exceed eight inmates NA

50.7(5) Natural lighting when practical NA

50.7(6) Ability to segregate according to law NA

50.7(7) No unit is to exceed rated capacity NA

50.7 New Construction (after 09/01)

50.8 (1)

- Single cell 70 sq. ft. NA
- Multiple occupancy 35 unencumbered sq. ft. per inmate NA
- Dormitory 60 sq. ft. per inmate NA

50.8 (2)

- a) Seven(7) feet of ceiling height NA
- b) Adequate size bunk for each inmate NA
- c) Desks/tables-chairs/seats for each inmate NA
- d) Dayroom of 30 square feet for first inmate, 15 sq. ft for each additional inmate NA
- e) Shower for each group of 12 inmates NA
- f) Lavatory for each group of 9 inmates NA
- g) Toilet for each group of (9) inmates NA

50.8 (3) Toilet/lavatory accessible at all times NA

50.8 (4) Holding cells – twenty (20) square feet per inmate, not to exceed eight (8) inmates NA

50.8 (5) Adequate exercise area. Minimum fifteen (15) square feet per inmate expected to use	NA
50.8 (6) Natural lighting where practical	NA
50.8 (7) Segregation according to law/regulations	NA
50.8 (8) No unit to exceed rated capacity.....	NA
50.8 New Construction (after 12/28/05)	
Single cell 35 sq. ft. unencumbered	NA
Single cell more than 10 hrs. per day 70 sq. ft.	NA
Multiple occupancy. 25 sq. ft. unencumbered per occupant	NA
Multiple occupancy. More than 10 hrs. per day 35 sq. ft unencumbered per occupant	NA
Dormitory cell 35 sq. ft unencumbered per occupant	NA
Housing units provide:	
a) seven (7) ft. of ceiling height	NA
b) bunk for each occupant 12 in. off floor	NA
c) Desk/table/seats/chairs for each occupant	NA
d) Dayroom 35 sq. ft. unencumbered per occupant. No less than 100 sq. ft. exclusive of showers and toilets. Seating and writing surfaces. (Dormitories excluded.)	NA
e) Shower for each 12 occupants	NA
f) Lavatory for each 9 occupants	NA
g) Toilet for each 9 occupants.(Urinals may be substituted for 1/3 of toilets in male housing	NA
Maximum security-Has security type fixtures	NA
Holding cells-20 sq. ft. of floor space. Place for setting. Maximum capacity of 8 prisoners	NA
Special needs cells-40 sq. ft. floor space	NA
Exercise area-15 sq. ft. per person using the area. Not less than 500 sq. ft.	NA
Natural Lighting	NA
Ability to segregate according to existing laws	NA
Capacity is not exceeded	NA
All door swing with exit traffic	NA
Recreation area ceiling height 18ft. (New and renovations as of July 1, 2008 and after)	NA
Does the jail utilize direct supervision	NA

Above requirements verified by measurement previously and there have been no significant changes.

IOWA DEPARTMENT OF CORRECTIONS - JUVENILE DETENTION MONITORING REPORT

Facility Name: Guthrie County Jail Facility Date: June 18, 2019

Administrator: Chief Deputy Jeremy Bennett Phone: 641-747-2214

A. This facility can adequately separate juvenile prisoners from adult prisoners when both are held in custody by placing only juveniles in cells, (**identified in the statement of facts**), which are separated from other cells or areas by solid doors and walls or are of sufficient distance to prohibit all but haphazard/incidental conversational and visual contact with adult prisoners or juveniles are under staff supervision. Pursuant to I.C. 356 and IAC 201-50.13, or IAC 201-51.11 this facility is found to be in substantial compliance with the above codes and is therefore certified to hold juveniles waived to the adult court.

B. This facility is not in compliance with I.C. 356 and IAC 201-50.13 and therefore may not hold juveniles.

Note to what extent separation of juvenile and adult offenders exists in the areas listed below.

	1	2	3	4	5	6 Y or N (Comments)
Intake	X					
Housing					X	
Dining					X	
Recreation					X	
Education					X	
Vocation/Work	X					
Visiting	X					
Transportation	X					
Medical/Dental	X					
Designated Non-secure Hold Area						Office

Use the following code in describing the extent of separation:

1. Adult prisoners and juveniles can have physical contact with each other (no separation).
2. Adult prisoners and juveniles can see or hear each other (physical separation).
3. Conversation is possible although they cannot see each other (sight separation).
4. Adult prisoners and juveniles can see each other but no conversation is possible (sound separation).
5. Adult prisoners and juveniles cannot see or talk to each other (sight and sound separation).
6. Policy and procedures ensure compliance with the above code sections. (Yes or No) (Comment)

STATEMENT OF FACTS

Guthrie County can house juveniles and maintain the required sight and sound separation by utilizing and entire cellblock.

Delbert G. Longley, Jail Inspector

Guthrie County Jail Inspection Information

Sheriff: Marty Arganbright
Address: 200 N. 5th St.
Guthrie Center, Iowa 50115
Phone: 641-747-2214
Email: gcs0391@netins.net

Jail Administrator: CD Jeremy Bennett Deputy Mike Herbert
Address: 200 N. 5th St.
Guthrie Center, Iowa 50115
Phone: 641-747-2214
Email: gcs0392@netins.net gcs0396@guthriecounty.org

Jail address: _____

Chairperson BOS: Jack Lloyd

Phone: 641-747-3691
Email: mlmcclellan@guthriecounty.org

County Attorney: Brenna Bird
Address: _____

Phone: 641-747-3765
Email: bbird@guthriecounty.us

Type of jail staff: _____ **Jailer/Dispatchers**
 Place number of _____ **Combination Civilian/Deputy**
 each type of staff _____ **Fulltime Deputy**
 on the line 5 **Fulltime Civilian**
2 **Part time Civilian**
 _____ **Part time Deputy**

Staff Schedules:	<u>0800-1600</u>	Number of staff:	<u>1</u>
Place shift hours on the lines	<u>1600-2400</u>	Enter number of staff	<u>1</u>
	<u>2400-0800</u>	working on each shift	<u>1</u>
	_____		_____
	_____		_____

Date facility constructed 1963
Renovation dates: _____

Permanent beds or general population capacity: 10
Temporary holding cells: 0
Total capacity: 10

The jail charges a daily rate of: \$50 Room/Board fees from sentenced prisoners.
\$NA Work accommodated fees from sentenced prisoners. \$50 Other Counties.