

RULES FOR PRISONERS INCARCERATED IN THE SCOTT COUNTY JAIL

1. Upon incarceration in this jail, all prisoners will surrender all personal property, to be held in safekeeping until the prisoner's release or transfer. Up to \$5.00 may be retained by the prisoner, with one withdrawal from this fund of personal property allowed during the week.
2. Prisoners may have only one pair of shoes and two sets of clothing in their possession. All other property will be shipped to the prisoner's home at his expense.
3. Publications or other paper products will not be allowed to accumulate to a point that would be a hazard.
4. Gambling in any form will not be tolerated.
5. Upon incarceration, prisoners will be given the opportunity to sign a mail inspection authorization form. Refusal to sign the form to authorize inspection of incoming and outgoing mail will result in suspension of the mail privilege, in the interest of jail security.
6. Prisoners will be given the opportunity to make one telephone call, at their expense, at the time of incarceration. The only other calls that will be allowed will be to obtain a lawyer or to post bond, then only one call for each.
7. Prisoners will be served three meals a day. Additional snacks may be purchased by trustees for other prisoners at vending machines, located at the jail, at meal times, and at 10:00 a.m., 2p.m. and 7 p.m. Trustees will not be available to serve prisoners at any other times, except as directed by jail personnel.
8. Prisoners will be assigned to cells in a cell block, and will maintain those assignments until changed by a jail official. Those assigned to each cell are responsible for keeping it clean and sweeping and mopping it daily. Community areas will also be swept and mopped daily, with the prisoners in the cell block rotating the work among themselves. Jail personnel will supervise to see that the work is done properly. Refusal to keep cells and community areas clean will result in revocation of out-of-cell mobility and trustee services.
9. Prisoners will shower no less than three times each week, during winter months, and daily during warm weather, except for those in the hole, which showers will be provided at the jailers' order.

10. Outdoor recreation will be allowed, weather permitting, at the direction of the Sheriff or jail personnel.

11. Visiting hours will be held from 6 to 7 p.m. on Tuesday, and 11 a.m. to 1 p.m. on Saturday, and will be held in the visiting room at the jail. Visits will be restricted to blood relatives of the prisoners, with no one under 18 admitted without a parent present. Prisoners will be allowed one visit, of sufficient duration to allow all prisoners an opportunity to see visitors, on each visiting day, unless prior arrangements are made with the sheriff.

12. No food or other items will be transferred to prisoners from visitors, except for money, books or clothing to replace worn or damaged clothing in the prisoner's possession. Transfers will be made through the jail office.

13. Battery operated radios only will be allowed in the cells, provided they are operated in such a manner so as not to disturb other prisoners. They will be turned off completely IMMEDIATELY on the order of the jailer. Failure to do so will be considered an attempt to disrupt jail routine and security and will result in the revocation of the radio privilege-radios will be taken and shipped to the prisoner's home at his expense.

14. Physical abuse of fellow prisoners will not be tolerated, and is punishable under law. There will be no fighting, scuffling, or horsing around under any circumstances. Any attempt to hide in the cell block and jump or grab a member of the jail staff will be considered an attempt to escape and will be dealt with as such.

15. Prisoners will be given the opportunity to have religious instruction once week, by ordained members of the area clergy.

16. Prisoners will be allowed only medication prescribed by a physician, and will receive it in compliance with prescription instructions. Prisoners will take medication when it is dispensed and will sign the medication log. Anyone found having or selling medication will be considered not in need of it, and it will be discontinued.

17. One store call a week will be held to purchase toilet articles at

prisoners expense.

18. Prisoners will IMMEDIATELY obey all orders issued by the Sheriff, Deputies and other members of the jail staff. Failure to do so will result in controlled confinement in a more restricted manner, and cancellation of all privileges.

19. When a prisoner is incarcerated in the Scott County Jail a County mattress, blanket and cup will be issued to each prisoner. This material will be logged in the prisoners folder and must be turned in to the releasing officers before a prisoner will be released.

20. Destruction of any jail property, including, but not restricted to light-bulbs, fixtures, mattresses, bedding, electronic devices, and the jail structure may result in additional prosecution, restricted confinement and revocation of all privileges.

21. Upon incarceration, prisoners will be photographed and fingerprinted.

22. Any blanket hanging over the doors as to block the view into the cell will be considered as making plans to escape and the officer discovering the violation will remove the blanket from the cell immediately.

Sheriff Bill Ferrell
Sheriff Scott County

DH:Sept.81

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3. Publications or other paper products will not be allowed to accumulate to cut down on fire hazard.

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7. Prisoners will be served three meals a day. Additional snacks may be purchased by trustees for other prisoners at vending machines, located at the jail, at meal times, and at 10:00 a.m., 2 p.m. and 7 p.m. Trustees will not be available to serve prisoners at any other times, except as directed by jail personnel.

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17. One store call a week will be held to purchase toilet articles and writing materials for prisoners at their expense.

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JOFF COUNTY SHERIFF'S DEPARTMENT
INMATE'S LIST OF VISITORS

Prisoner's Name _____ DATE _____

Prisoner's Signature authorizing these visitors _____

List of four (4) visitors requested by the above inmate

	Name	Address of visitor	Relationship to Inmate
1			
2			
3			
4			

If a person's name is not listed by the inmate as a requested visitor that person shall not be permitted to visit.

- 1) THIS CARD TO BE PLACED IN PRISONER'S FILE AFTER THE PRISONER IS RELEASED
- 2) ONLY ONE CARD (4 VISITORS) PER PRISONER

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PRISONERS REQUEST FOR VIST TO DOCTOR OR DENTIST

NAME _____ DATE _____ TIME _____

ADDRESS _____

EXPLAIN IN YOUR OWN WORDS WHAT YOU NEED TO SEE A DOCTOR OR DENTIST ABOUT:

PRISONERS SIGNATURE _____

RECEIVING OFFICERS

APPROVING OFFICER

DATE _____ TIME _____

DATE _____ TIME _____

REQUEST: DENIED _____ APPROVED _____

Receiving Screening Form

NAME _____ SEX _____ D.O.B. _____ DATE _____
INMATE NO. _____ OFFICER OR PHYSICIAN _____

Booking Officers Visual Opinion

- | | | |
|---|-----|----|
| 1. Is the inmate conscious? | YES | NO |
| 2. Does the new inmate have obvious pain or bleeding or other symptoms suggesting need for Emergency Service? | YES | NO |
| 3. Are there visible signs of trauma or illness requiring immediate Emergency or Doctor's care? | YES | NO |
| 4. Is there obvious fever, swollen lymph nodes, jaundice or other evidence of infection which might spread through the jail? | YES | NO |
| 5. Is the skin in good condition and free of vermin? | YES | NO |
| 6. Does the inmate appear to be under the influence of alcohol? | YES | NO |
| 7. Does the inmate appear to be under the influence of barbiturates, heroin or any other drugs? | YES | NO |
| 8. Are there any visible signs of Alcohol/Drug withdrawal symptoms? | YES | NO |
| 9. Does the inmate's behavior suggest the risk of suicide? | YES | NO |
| 10. Does the inmate's behavior suggest the risk of assault to staff or other inmates? | YES | NO |
| 11. Is the inmate carrying medication or does the inmate report being on medication which should be continuously administered or available? | YES | NO |

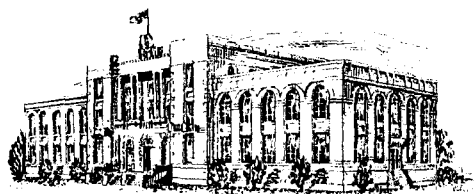
Officer-Inmate Questionnaire

- | | | |
|---|-----|----|
| 12. Are you presently taking medication for diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure, or psychiatric disorder? Circle Condition. | YES | NO |
| 13. Do you have a special diet prescribed by a physician?
Type _____ | YES | NO |
| 14. Do you have history of venereal disease or abnormal discharge? | YES | NO |
| 15. Have you recently been hospitalized or recently seen a medical or psychiatric doctor for any illness? | YES | NO |
| 16. Are you allergic to any medication? | YES | NO |
| 17. Have you fainted recently or had a recent head injury? | YES | NO |
| 18. Do you have epilepsy? | YES | NO |
| 19. Do you have a history of tuberculosis? | YES | NO |
| 20. Do you have diabetes? | YES | NO |
| 21. Do you have hepatitis? | YES | NO |
| 22. If female, are you pregnant? | YES | NO |
| 23. Are you currently on birth control pills? | YES | NO |
| 24. Have you recently delivered? | YES | NO |
| 25. Do you have a painful dental condition? | YES | NO |
| 26. Do you have any other medical problem we should know about? | YES | NO |

REMARKS:

1. _____
2. _____
3. _____
4. _____

(A copy of this form is included in the inmate's medical record)



Wm. F. "Bill" Ferrell

SHERIFF OF SCOTT COUNTY

BENTON, MISSOURI 63736

SCOTT COUNTY SHERIFF'S DEPARTMENT
SCOTT COUNTY, MISSOURI

INTER-OFFICE MEMORANDUM

TO: ALL PERSONNEL

FROM: WM. F. "BILL" FERRELL, SHERIFF
Scott County
Benton, Missouri

SUBJECT: DEPARTMENTAL RULES AND REGULATIONS

You are being furnished a copy of the DEPARTMENTAL RULES
and REGULATIONS.

WM. F. "BILL" FERRELL, Sheriff
Scott County
Benton, Missouri

DEPARTMENT REGULATIONS

Sheriff's Office

Scott County

SECTION ONE

ORGANIZATION OF DEPARTMENT

I. The Department shall be organized as follows:

1. Sheriff elected by the people.
2. All personnel appointed by the Sheriff must be approved by the Circuit Court Judge.

II. Vacations and Scheduled Days Off:

1. One week vacation after one year of service.
2. Two weeks vacation after two years of service.
3. Three weeks vacation after ten full years of service.
4. Any member of this department who fails to report to work on a scheduled work day, and fails to notify the Sheriff, will be disciplined.

III. Promotions and Rank and Probationary Period:

1. All Deputies will be on probation for one year.
2. During the probationary period, any such personnel may be discharged by the Sheriff for failure either to efficiently perform assigned duties or to comply with the conditions prescribed in these regulations.

3. Any mis-statement of fact in taking the Oath of Office, in any application form, or in an oral interview for employment or promotion shall be cause for dismissal.
4. No employee of the Department will be permitted to engage in any other employment unless the Sheriff gives approval.
5. When approval is granted, no employee engaged in outside employment shall work in excess of four hours on regular working days. This limitation shall not apply on days off or vacation time.
6. All Deputies will be subject to call on duty 24 hours a day. All Deputies will maintain a telephone. Vacation days can be cancelled by the Sheriff in case of an emergency.
7. All Deputies are to have false arrest insurance and a copy of the policy and name of insurance company will be kept by the Sheriff. Failure to do this will be cause for suspension from duty.

SECTION TWO

CODE OF DISCIPLINE AND ETHICS

I. Offenses against the Code of Discipline and Ethics.

Any member of the Sheriff's Department commits an offense against the Code of Discipline and Ethics, if he is guilty of:

1. Discreditable Conduct, that is to say, if he acts in a manner prejudicial to discipline or tending to bring discredit on the reputation of this Department.
2. Insubordinate or Oppressive Conduct, that is to say, if he:

- A. Is insubordinate by word, act or demeanor.
 - B. Is guilty of oppressive or tyrannical conduct toward another member of the Department.
 - C. Uses obscene or abusive or insulting language to any other member of the Department.
 - D. Willfully or negligently make any false complaint or statement against any other member of the Department.
 - E. Assaults any member of the Department.
 - F. Withholds information which should have been officially reported.
 - G. Intimidates or threatens any member of the Department by withholding information which should have been reported.
3. Disobedience to Orders, that is to say, if he disobeys or without good and sufficient cause omits or neglects to carry out any lawful order, written or otherwise.
4. Neglect of Duty, that is to say, if he:
- A. Neglects or without sufficient cause omits promptly and diligently to attend, or to carry out anything which is his duty as a member of this Department.
 - B. Idles or gossips while on duty.
 - C. Fails to work his assignment in accordance with orders or leaves his assignment point, or other place of duty to which he has been ordered without proper permission or sufficient cause.
 - D. By carelessness or neglect permits a prisoner to escape.

- E. Fails, when knowing where an offender is to be found, to report the same, or to make reasonable efforts to apprehend him.
 - F. Fails to report immediately any neglect of duty, violation of these regulations, or conduct prejudicial to the best interests of the Department.
 - G. Fails to report anything which he knows concerning a criminal charge, or fails to disclose any evidence which he, or any person within his knowledge, can give for or against any prisoner or defendant to a criminal charge.
 - H. Omits to make any necessary entry in any official documents or book.
 - I. Neglects, or without sufficient cause omits, to carry out any instruction of a physician selected by the Department; or while absent from duty, on account of sickness, is guilty of any act or conduct calculated to retard his return to duty.
5. Falsehood or prevarication, that is to say, if he:
- A. Knowingly makes or signs any false statements in any official document or book.
 - B. Willfully or negligently makes any official false, misleading or inaccurate statement.
 - C. Destroys or mutilates any official document or record, or destroys any entry therein.
6. Breach of Confidence, that is to say, if he:
- A. Divulges any matter which it is his duty to keep confidential.
 - B. Gives notice directly or indirectly to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons.

- C. Without proper authority shows to any person outside the Department any book or written or printed document which is the property of the Department.
 - D. Without proper authority communicates to any unauthorized person any matter connected with the Department.
 - E. CONTACTS ANY OFFICIAL OF THE STATE, COUNTY, OR PUBLIC WITH REGARD TO ANY MATTER CONCERNING THE INTERNAL ADMINISTRATION OF THE DEPARTMENT WITHOUT AUTHORITY FROM THE SHERIFF.
 - F. Signs or circulates, or encourages the signing or circulating of any petition or statement with regard to any matter concerning the Department, except through the proper channels of correspondence to the Sheriff.
7. Corrupt Practice, that is to say, if he:
- A. Receives any bribe.
 - B. Fails to account for, or to make a prompt and true return of any money or property received by him in his official capacity.
 - C. Directly or indirectly solicits, or receives any gratuity, present, subscription or testimonial, without the consent of the Sheriff.
 - D. Places himself under obligation, pecuniarily or otherwise, to any person who operates an establishment at which intoxicating beverages are sold, to any person who holds a license concerning the granting or renewal of which the Department may have to report or give evidence, or to any person engaged in any illegal or immoral activity.

- E. Improperly uses his authority and position as a member of the Department for his personal advantage.
 - F. In his capacity as a member of the Department, writes, signs, or gives, without approval of the Sheriff, any testimonial or other recommendation with the object of obtaining employment for any person or of supporting an application for the granting of a license of any kind.
 - G. Without the approval of the Sheriff, supports an application for the granting of a license of any kind.
 - H. Places himself under obligation, pecuniarily or otherwise, to any lawyer, bondsman, or any other person who represents persons charged with criminal offenses. Recommends the name of any lawyer or any bondsman, to any person charged with a criminal offense.
 - I. Aids or assists, directly or indirectly, any lawyer to obtain employment from any person, except members of his immediate family, in any civil or criminal matter.
 - J. Connives at or is knowingly an accessory to any offense against discipline or ethics under this Code.
8. Unlawful or oppressive Exercise of Authority, that is to say, if he:
- A. Without good and sufficient cause makes an unlawful arrest;

- B. Uses unnecessary violence to any prisoner or other person with whom he may be brought into contact in the execution of his duty.
 - C. Is guilty of oppressive or tyrannical conduct towards any member of the public.
 - D. Uses obscene, abusive, or insulting language towards any member of the public.
9. Malingering, that is to say, if he:
- A. Feigns or exaggerates any sickness or injury with a view toward evading duty.
10. Absence without leave or being late for duty, that is to say, if he:
- A. Without reasonable excuse is absent without leave from, or is late for roll call, or any other duty.
11. Uncleanliness, that is to say, if he:
- A. While on duty, or while off duty in uniform in a public place, is improperly dressed or is dirty or untidy in his person, clothing or accouterments.
12. Damage to County Police Cars or other articles supplied, that is to say, if he:
- A. Willfully or carelessly causes any waste, loss, or damage to any book, document, equipment, or other property of the Department of the County issued to him, or used by him or entrusted to his care.
13. Unauthorized Use of Department Property, that is to say, if he:
- A. Takes any Department equipment, office supplies, gasoline, or other property and puts it to his own personal use.

14. Drunkenness and Misuse of Drugs, that is to say, if he:
 - A. While on duty, is unfit for duty by reason of the use of liquor, or beer, or by misuse of drugs.
 - B. While off duty and not in uniform is unfit for duty by reason of the use of intoxicating liquor or beer, or misuse of drugs.
15. Drinking on Duty or Soliciting Drink or Drugs, that is to say, if he:
 - A. Drinks or receives from any person any intoxicating liquor, beer, or drugs, while he is on duty or in uniform.
 - B. Demands or endeavors to persuade any person to give him or to purchase or obtain for him, any intoxicating liquor, beer, or drugs while he is on duty.
16. Creating or Failing to meet certain Financial Obligations, that is to say, if he:
 - A. Contracts bills which are not promptly paid.
 - B. Endorses the notes of obligation of others with no intention or expectation of paying the same if he is legally called upon to do so.
17. Gratuities, that is to say, if he:
 - A. Solicits, accepts or otherwise receives, in the form of money, or otherwise, any compensation or gratuity for an act or omission of an act in the course of his public work.
18. Department Employees Charged With Criminal Offenses:

- A. The Sheriff shall suspend without pay, any employee who has been formally charged with the commission of a felony or misdemeanor (if considered infamous) under the laws of this State, the United States, or any State.
- B. In the event the criminal offense charged against any such employee shall be adjudicated by a Court in favor of any such employee, the Sheriff shall decide whether the employee shall be restored to duty.
- C. An employee convicted of a felony or a misdemeanor shall be discharged: Provided, however, an employee convicted of a misdemeanor not considered infamous, may be disciplined as otherwise provided by this Code.

19. Enforcement of the Code of Ethics and Discipline.

An offense against this Code may be punished by discharge or such lesser punishment as deemed appropriate by the Sheriff as hereinafter set forth:

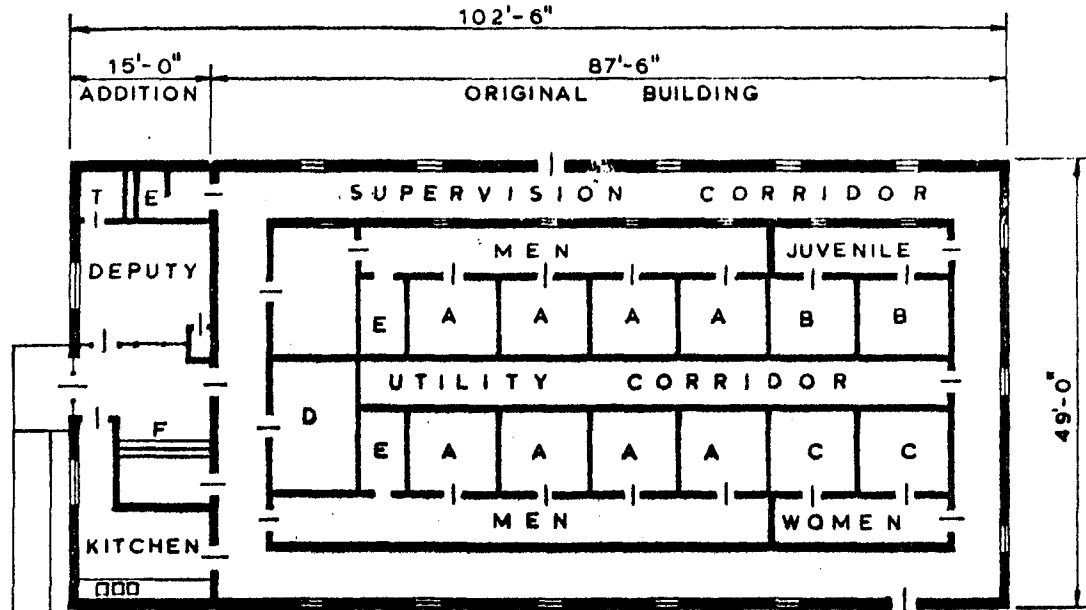
- A. Reduction in rank and pay;
- B. Suspension without pay;
- C. Reprimand;
- D. Admonishment.

20. These regulations are subject to revision, modification, and amendment at the discretion of the Sheriff.

These Rules and Regulations have been adopted and approved by
Wm. F. "Bill" Ferrell, Sheriff of Scott County, Benton, Missouri.

WM. F. "BILL" FERRELL, SHERIFF
Scott County
Benton, Missouri

SCOTT COUNTY JAIL
BENTON, MISSOURI



- A MENS CELL-4 PERSONS
- B JUVENILE CELL-4 PERSONS
- C WOMENS CELL-4 PERSONS
- D TRUSTEE CELL
- E SHOWER
- F VISITORS BOOTHS-4

BUCHMUELLER, WHITWORTH & FOUST, INC.
ARCHITECTS ENGINEERS





Wm. F. "Bill" Ferrell

January 10, 1977

SHERIFF OF SCOTT COUNTY

BENTON, MISSOURI 63736

TO::: ALL SCOTT COUNTY DEPUTIES

SUBJECT::: PROTECTION OF THE PROPERTY OF ARRESTEES

In order to insure the protection of the property of persons arrested by the Scott County Sheriff's Department, the following procedures will be observed:

1. Property taken from an individual will be placed in a bag or envelope, stapled closed and marked with the individual's name, date, arresting officer, offense and amount of money enclosed.

2. Any vehicle taken into custody or held until the arrestee's release shall be inventoried in the following manner:

A. All items contained in the vehicle shall be listed on a sheet of paper with a notation as to where the item was located (i.e. floorboard, left front; passenger compartment: 1 knife, 1 8-track tape box with 6 tapes... etc.);

B. Two officers should be present during the inventory;

C. A copy of the inventory will be placed with the arrest report;

D. The inventory sheet shall be signed by the officer conducting the inventory and witnessed by the accompanying officer;

E. In the absence of a second officer, it shall be permissible for the inventory to be made by a single officer, usually the arresting officer, or with the aid of an officer from another law enforcement agency.

3. Any articles taken from an opened dwelling or business for safekeeping shall be duly logged and a copy provided to the resident or employee, if any.

It should be remembered that even though a person is detained, or under arrest, the person is still a citizen, and as such, is entitled to the protection of his or her property.

WM. F. "BILL" FERRELL, Sheriff
Scott County, Missouri

Gray v. Ferrell



JC-MO-013-008