10A NCAC 14J .0203 is readopted with changes as published in 32:14 NCR 1371-1387 as follows:

**10A NCAC 14J .0203 CONTENTS OF OPERATIONS MANUAL**

(a) The operations manual shall include written policies and procedures that address the following areas:

1. administration and management, management of inmates;
2. admissions, transportation, and release;
3. classification, classification for the placement and housing of inmates, as set forth in Rule .0301(a) of this Subchapter;
4. security and supervision;
5. inmate rules and discipline;
6. management of special inmates;
7. legal rights of inmates;
8. health, mental health, mental retardation, developmental disability, intellectual disability, and substance abuse services;
9. food services;
10. program services;
11. work release;
12. opportunities for exercise;
13. access to legal assistance or legal materials;
14. grievance procedures;
15. visitation and mail policies;
16. religious activities;
17. sanitation, sanitation procedures that comply with Rule .0701 of this Subchapter;
18. emergency plans, plans for a fire or an emergency situation that includes rioting, bomb threats, escapes, and the taking of hostages;
19. a disaster plan as required by Rule .0403(d) of this Subchapter;
20. a suicide prevention program that includes identifying suicidal inmates, supervising suicidal inmates, and reviewing procedures and debriefing officers after an inmate suicide;
21. waiving any medical fees for indigent inmates, as required by G.S. 153A-225;
22. use of force; and
23. use of restraints.

(b) The most recent editions of the following references are available as guides for developing policies and procedures:

1. Appalachian State University, Model Policies and Procedures Manual for North Carolina Jails;
2. American Correctional Association, Standards for Adult Local Detention Facilities;
3. American Correctional Association, Standards for Small Jails;
These references shall be available for inspection or loan from the Section. Consultation and technical assistance shall be available from the Section. The Section can also provide information regarding outside agencies with additional resources for developing policies and procedures. In compliance with G.S. 153A-220(1), the Construction Section shall provide consultation and technical assistance to a jail upon request.

History Note: Authority G.S. 153A-221;
Eff. June 1, 1990;