

**REQUEST FOR PROPOSAL 17-020
FOR
GUARD SERVICE FOR OUTPATIENT CLINIC VISITS
AND HOSPITALIZED STATE PRISONERS
OF THE MISSISSIPPI DEPARTMENT OF CORRECTIONS**

The Mississippi Department of Corrections, hereinafter referred to as the Department, is soliciting proposals for Guard Service for Outpatient Clinic Visits and Hospitalized State Prisoners.

To obtain a copy of the RFP, submit a written request to:

Dell Lemley, Director of Fiscal Affairs
Mississippi Department of Corrections
633 North State Street
Jackson, Mississippi 39202

or call (601) 359-5625

Complete proposals, including a signed original, three (3) copies and one electronic copy (CD) must be submitted no later than February 7, 2017 at 10:00 a.m. to the Purchasing Department at the above location. The proposals should be submitted in sealed envelopes or containers and labeled in such a manner as to identify it as a proposal. All proposals received after 10:01 a.m., February 7, 2017 will be returned to the proposer unopened. Completed proposals must contain the following information: the name of the Offeror, the location of the Offeror's principal place of business and, if different, the place of performance of the proposed contract, the age of the Offeror's business and average number of employees over a 3 year period, the abilities, qualifications, and experience of all persons who would be assigned to provide the required management of services and a plan giving as much detail as is practical explaining how the services will be performed.

All Vendors desiring to submit a proposal in response to the RFP are encouraged to attend a Vendor's Conference on January 25, 2017 at 10:00 a.m. in the Mississippi Department of Corrections Central Office, 5th Floor Conference Room, 633 North State Street, Jackson, MS 39202. The intent of this conference is to assist Vendors in preparing their response to this RFP by providing additional clarifications necessary to understand the scope of this project. Vendors should familiarize themselves with this RFP prior to attending the Vendor's Conference and should come prepared to ask questions.

The Mississippi Department of Corrections reserves the right to accept or reject, in whole or in part, all proposals submitted and/or cancel this announcement. All contracts awarded shall be based upon the proposal (s) most advantageous to the Mississippi Department of Corrections, price and other factors considered. Award may be made on the basis of initial offers without negotiation. The contract may be awarded without discussions, but the possibility of discussions

may become an option. All contracts are subject to the availability of funds. (See Section II, General Information, Availability of Funds, Page 9)

Background:

Within the state of Mississippi, the Department currently operates three (3) state-run institutions, sixteen Community Work Centers for male inmates, three Restitution Centers for male offenders and one Community Work Center and Restitution Center for females. There are three privately operated prisons and fifteen county regional facilities housing state inmates. [See Exhibit A]

In addition, MDOC houses state inmates in approved county jails. Under certain circumstances, it may become the Vendor's responsibility to provide security for a state inmate housed in a county jail that is hospitalized while incarcerated in the county jail.

The Department's state-run institutions are:

- (1) Mississippi State Penitentiary (MSP) located at Parchman, Sunflower County, current population 3,358.
- (2) Central Mississippi Correctional Facility (CMCF) located at Pearl, Rankin County. CMCF is the reception and classification center for the Department. The current population for CMCF is 3,500 inmates.
- (3) South Mississippi Correctional Institution (SMCI) located at Leakesville, Greene County. The current population at SMCI is 3,049 inmates.

I. GUARD SERVICE:

Services to be Provided – Each item in Sections I and II must be either acknowledged and agreed to or an exception must be noted – All acknowledgements or exceptions must be in writing.

The Vendor will provide necessary Security Officers to guard prisoners being hospitalized or those receiving outpatient services at hospitals or clinics within the state of Mississippi. (See Exhibit E for a historical list of hospital admissions. Exhibit E will also serve as the means for respondents to price their services.)

Qualifications and Requirements of the Vendor

This proposal shall only be awarded to responsive and responsible firms qualified to perform the services specified. All Vendors are required to submit the following information with its RFP response. **Failure to submit the required information with the RFP response will result in the rejection of the proposal.**

Provide the history of the firm, including the number of years in business, number of security guards, scope of any and all in-service training offered to security guard

personnel, and average length of security personnel employment.

Include an organizational chart for providing services to MDOC with the availability and location of supervisory staff and security guards.

Provide resumes and qualifications of management and executive personnel, including all supervisory personnel that the vendor plans to use in managing the contract.

Provide a plan for MDOC detailing the Vendor's proposal to fulfill this contract with emphasis on the firm's ability to ensure that areas of the state are properly staffed and contingency plans are in place to provide replacement/additional staff when required.

Provide a list of similar work experiences demonstrating expertise in providing the required services, scope and dates of that service, name of the organization, contact names, address and telephone numbers.

Provide a list of any contracts of similar nature that were lost within the last two years

List any pending litigation filed against your company.

Vendors Responsibilities

Assure prisoner security as follows:

Follow applicable MDOC Policies and Procedures. (See Exhibit B)

While in the custody of the Vendor, the prisoner will be secured with appropriate restraining devices as approved by the Department. For state and county/regional facilities, these restraint devices will be provided by said facilities. The private prisons will supply the restraint devices. For state inmate housed in a county jail that become the responsibility of MDOC, the Vendor will be responsible for supplying the restraints.

These devices are handcuffs, waist chains and leg irons to restrain the prisoner. These restraining devices are to be employed in keeping with the Department and Hospital policy.

All Vendor employees used to provide services to MDOC must receive two hours of training annually on the proper use of restraints for hospitalized offenders.

The Vendor is responsible for returning any restraints to the appropriate facility unless the facility assuming custody of the offender takes the restraints. The transfer of restraints shall be noted on the transfer of custody form. If the facility takes restraints belonging to the Vendor, the facility will be responsible for returning these restraints to the Vendor.

Provide armed guards unless the Hospital policy prohibits armed guards.

Male and female prisoners shall be separated. Vendor shall provide duly qualified female agents for the supervision of female prisoners. Under no circumstance can female prisoners be guarded by male officers.

An orientation and training program for all Vendor employees shall be submitted to MDOC for approval. The orientation and training program for the Vendor's employees shall be submitted with the RFP.

While on any duty post, all guards shall be in a uniform of the Vendor, clearly marked as that of the Vendor. The uniform shall be one that is agreed upon by the Department and the Vendor. The uniform is to be neat, clean, pressed and in good condition. Identifying name badges and security firm logos shall be clearly visible.

Staff terminated from employment by the Department may not be employed by Vendor for services under this contract without prior written approval from the Commissioner.

Notification Requirements

The contractor shall agree to provide services upon verbal request from the institution. Requests for services are subject to being initiated at any time of day or night. As much notice as possible will be given, and whenever possible, will be at least 24 hours in advance. However, it is anticipated that a considerable portion of requests for guard service may be during an emergency. When an emergency situation exists, the contractor shall respond within two (2) hours of notifications.

The contractor shall be notified of any special instructions. If the inmate is allowed to have visitors, the contract guard shall screen all visitors to prevent unauthorized individuals and introduction of contraband. Contract guards shall require all approved visitors to produce photographic identification (e.g., driver's license, state identification card, etc.) before they are allowed to visit. This identification shall be matched with the information the institution provided to verify a visitor's identity.

Security Operations

Contractor's personnel shall not permit visits to inmates unless prior authorization is received from the Warden or his/her designee.

Contractor's personnel shall not permit inmates to make or receive telephone calls without prior authorization from the Warden or his/her designee.

Contractor's personnel shall not permit inmates to send or receive correspondence or packages unless authorized by the Warden or his/her designee. Any such items received at the medical facility shall be turned over to the institution personnel for disposition.

The contractor shall provide a duty roster for all assigned employees. The roster shall be used to record the signature of each employee reporting for duty and all activities occurring during that employee's tour of duty. The duty rosters shall be made available to institution staff for inspection, upon request, and must be maintained for at least 10 years.

The contractor shall provide adequate supervisory personnel to insure frequent and random security checks to employees. These security checks, at a minimum, shall be once each shift and be reflected in the logs security personnel assigned to the detail maintain.

Any information, either oral or written, shall be considered strictly confidential and shall not be divulged to anyone except institution staff.

The contractor shall provide and maintain a current list of all employees who are to be used in maintaining custody of MDOC inmates. This list shall be furnished to institution staff and kept current for verification of employment.

The contractor must provide employees providing guard service with photo identification cards. These must be shown to institution personnel before the inmate's custody is transferred to the contractor's employee and upon request at any time from MDOC staff during security visits. Institution staff shall relinquish custody to the contract guard by completing a Transfer or Release of Offender form (16-06-02-F1). The releasing institution staff member shall retain a copy of this receipt.

Contractor's Guard Responsibilities

The contractor's personnel shall not represent themselves to be employees of the State of Mississippi, the Mississippi Department of Corrections, or the institution.

Contractor's personnel are responsible for maintaining good relations with hospital employees. The contractor must report any conflict or difficulty involving contract personnel and hospital employees or others in the community to the Warden or designee immediately.

Security personnel must have had at least seven hours off-duty time prior to commencing a new tour of duty. A continuous tour of duty may not exceed 12 hours duration and at least seven hours off-duty time must be provided between tours of duty. The Warden or designee may grant exceptions at the contractor's request during emergency situations.

No contract guard shall be permitted to supervise a MDOC inmate if there is any detection of alcohol or medication that may impair mental or physical performance. Guards and supervisors shall refrain from consuming alcoholic beverages for at least eight (8) hours prior to reporting for duty. No alcoholic beverages shall be consumed while on duty.

The contractor's personnel may not be permitted to smoke anywhere at any time during the tour of duty.

The MDOC will not be responsible for the cost of meals or any other expenses incurred by contractor personnel while engaged in performance of this agreement. Also, contractor's personnel are prohibited from accepting food or anything else of value from the institution's contract medical facilities.

At the beginning of each shift, the contractor's oncoming guard shall be required to make sure the area housing the prisoner is secure and free of contraband.

Termination of Contractor's Supervision Requirements

Upon an inmate's release from the hospital, the contractor's guard supervision of the inmate is no longer needed. The contractor's supervising guard shall contact the institution Captain or Operations Lieutenant. Institution staff shall be dispatched to take custody of the inmate.

Upon arrival, MDOC staff shall take custody of the inmate, adhering to the following guidelines:

- a. MDOC staff shall furnish appropriate official photo identification to the contractor's guard prior to assuming custody of the inmate
- b. The inmate shall be thoroughly searched
- c. Appropriate restraints shall be applied to the inmate
- d. The contractor's personnel shall relinquish custody to MDOC staff by completing a Transfer or Release of Offender form (16-06-02-F1). The contractor's releasing guard retains one copy of this receipt.
- e. The inmate shall be transported to the institution or other location, in accordance with procedures as outlined in MDOC Policy on Escorted Trips.

Qualifications and Training of Security Guards

Qualifications of Security Guards

The contractor shall provide either documented evidence or assurance certification that each employee used as a guard meets all the following requirements:

All security guards utilized for this service shall be subjected to thorough background

checks. The Vendor shall certify to the Department that background checks have been completed on all security guards utilized and that these employees meet the requirements promulgated by MDOC and by the Vendor. Additionally, all guards utilized for this service must be able to speak, read and write in English, have a completed 1-9 (Proof of U.S. Citizenship) on file with the Vendor, and be physically and mentally qualified to perform the requirements of this service.

The contractor shall vouch potential employees through reference and employment checks. All prospective employees will be tested for use of illegal drugs prior to employment.

The contractor shall require all proposed employees to provide complete details of any conviction record. The contractor shall complete the following:

- contact the National Crime Information Center/National Law Enforcement Telecommunication System (NCIC/NLETS)
- take fingerprints
- check criminal records
- make other appropriate background checks to verify employment applications

Prospective employees may not begin working as a guard for the Vendor supervising MDOC inmates prior to the NCIC/NLETS clearance.

The Vendor shall not employ any person as a guard supervising MDOC inmates who is under supervision or jurisdiction of any parole, probation, or court/correctional authority.

Due to the increased number of Hispanics and Asians being incarcerated by MDOC, the Department would be interested to know if the Vendor has guards available fluent in Spanish and/or any Asian language (Vietnamese). Please state the number of staff fluent in another language and the availability of these staff to provide security.

Training of Security Guards:

The Vendor shall train each employee in:

- proper MDOC techniques for guarding inmates
- use and application of restraints
- integrity, and
- use of force

This training shall be documented and the documentation submitted to the institution.

The Vendor shall be responsible for orientation and indoctrination of contract guards. This orientation must be sufficient to ensure that all guards comply with all contract-established rules and procedures.

The institution has the option of attending these training sessions to provide technical assistance and to ensure the training is consistent with MDOC techniques.

During contract agreement performance, additional classes will be scheduled on an as needed basis at the mutual agreement of the contractor and the State of Mississippi.

The institution shall provide all of the necessary handouts associated with this training. The training shall be documented and such documentation shall be retained by the institution in the contractor employees' security background files.

All Security Guards and Supervisors must complete a program approved by MDOC prior to commencing duties as a security guard for MDOC offenders. The Orientation Training will be in addition to the appropriate firearms training and certification required by the Vendor and the Department. The curriculum shall be provided to the MDOC Training Director and Commissioner for approval prior to implementation of Orientation Training.

Each Security Guard and Supervisor must complete additional training each year of the contract, in addition to the appropriate and mandatory firearms training and qualification. The curriculum shall be provided to the MDOC Training Director and the Commissioner for approval prior to implementation of such training.

Training must include, but is not be limited to:

- Emergency procedures
- Restraining Techniques - mandatory every year
- Firearms - mandatory as required
- First Aid - mandatory as required
- CPR - mandatory every year

All security guards that the Vendor purposes to use in an armed-guard post shall have firearms training and be fully qualified with the weapons they use. All security guards shall undergo firearms qualifications at least twice a year at the Vendor's firing range.

Vendor must furnish proof that all staff used as a part of this contract have completed the appropriate orientation training, and required annual refresher training. In addition, before assuming any security guard or supervisory post, staff must have completed appropriate firearms qualification. Each month thereafter, Vendor must furnish same proof for any new employee hired for this contract.

The Department will not be responsible for the training or cost of training for security guards and supervisors to perform this contract.

Penalties will be imposed by the Department for failure to meet any of the above required security background checks and training requirements.

The Department reserves the right to deny and/or have replaced any security guard, who,

in the opinion of the Department, is not properly uniformed for duty or does not meet the standards of the MDOC as established by MDOC policy & procedures.

Training for Security Guards Required by Hospitals

The Vendor will be responsible for ensuring that its employees assigned to hospitals attend any orientation program required by said hospital. This program shall be mandatory and will be at the expense of the Vendor. Any annual training requirements required by the hospitals must be a part of the Vendor's training program. Documentation of this training shall be provided to MDOC.

Performance

All Security Guards utilized for this service shall perform their duties in a professional manner and shall avoid using force, except when reasonably necessary to protect hospital personnel and/or hospital property. In instances where use of force is required, the Vendor's employee shall follow the MDOC Security Guard Post Orders regarding notification and reporting of a Use of Force incident. (See Exhibit D MDOC Security Guard Post Orders)

Vendor will be required to reimburse MDOC the overtime rate of a Correctional Officer IV in the event the Vendor is unable to provide security staff for an assignment. All Security Guards utilized for this service shall remain at their duty area until they have been properly relieved. Under no circumstances shall any assigned duty area be abandoned. Penalties will be imposed for abandonment of a post.

Sleeping on duty will not be tolerated. Penalties will be imposed, and the security officer who has been observed sleeping on the job will not be allowed to provide services to the Department. MDOC Security Staff from each institution and other designated MDOC staff will provide periodic audits of security guards performing their duties.

The Vendor shall insure that all security guards have a method of communicating with their supervisor. Communication may be in the form of two-way radios and/or cellular phones. All communication devices must have the approval for use from the hospital administration. Alternate methods of communication must be established for security guards in areas where two-way radios and/or cellular phones are not allowed.

Security Guards are required to remain in the room where the inmate can be seen at all times by the Security Guard. The only exception is when the inmate is in a medical area where no one but the patient and medical staff are allowed to enter (i.e. surgery, recovery or intensive care). The Security Guard will remain outside the entrance to the above area or in a location designated by the Healthcare Facility and approved by MDOC.

The Vendor must provide a 24/7 phone number that MDOC will call when security is required at any hospital within the state of Mississippi. MDOC expects the Vendor to have a Security Guard available within 2 hours after the Vendor receives notification that a Security Guard is required. The Vendor should state if there are any areas of the state

to which they could not provide services within two hours and the length of time needed to provide services to these areas.

The maximum length of time a Security Guard may occupy a post is sixteen hours within a 24 hour time period. Penalties will be imposed if the Vendor does not meet the required availability time or if a Security Guard exceeds the maximum time on post within a 24 hour time period.

All Security Guards will indicate on the Security Log each time they are relieved by the relief officer (both shall sign) and the pass-off to the next shift or to MDOC security officers who are picking up an inmate to return to the facility. When the offender is released from the hospital, the security guard will turn the security log, restraints (unless the offender is wearing the restraints), medical packet and the signed transfer of custody form over to the MDOC facility officers. The Security Guard will submit the copy of the transfer of custody and other appropriate documentation to the shift Supervisor.

Transfer of Custody

MDOC will provide a form which will be signed by both the MDOC Facility Security Staff and the Vendor's Security Guard, noting transfer of custody, restraint equipment and medical packet of the offender from the MDOC facility to the Vendor and from the Vendor to the MDOC Facility. (See Exhibit C) This form will be attached to the Security Log to be completed by each officer while on a Security Post. The other copy will be returned to the MDOC transportation officer.

The MDOC Facility Security Staff picking up the inmate will bring another transfer of custody form, restraint equipment and medical packet when picking up the inmate for return to the MDOC Facility. Both copies will be signed. The Security Guard will submit one copy with the Security Log to the shift Supervisor. The other copy will be returned to the designated Facility Supervisor with the offender.

Death of an Offender while under Guard Security

The MDOC Security Guard Post Orders will detail the procedures to follow if the offender dies while hospitalized. The transfer of Custody goes to the Coroner in the county where the hospital is located. The Coroner is the only person allowed to receive custody of the body. The signed Transfer of Custody form, restraints and all security guards will be given to MDOC according to Post Orders.

Security Guards Providing Short Term Services

The Department will notify the Vendor the day before the scheduled doctor's visits and/or outpatient services and provide the Vendor with the following:

- Name, MDOC number and sex of the inmate
- Name & address of physician or location of outpatient service

Expected time of arrival (The Security Guard should be present at the designated site 15 - 30 minutes prior to expected arrival time)
Estimated length of time required for visit or service

The Vendor will schedule the appropriate Security Guards to meet and accept custody of the MDOC offender. The Security Guard will remain with the inmate at all times unless the health care provider requires the Security Guard to remain outside for medical reasons (i.e. radiation, same-day surgery or minor surgical procedure). The Security Guard will remain outside the door or in a specific area designated by the health care provider and approved by MDOC.

The Department Security Staff will provide the Vendor's Security Guard with a form, signed by both the Department Security Staff and the Vendor's Security Guard, stating time of transfer of custody. Both officers will retain a copy of the transfer. This same form will be signed and dated with time of transfer back to MDOC custody. The MDOC Security Staff will complete the form at the end of the trip and turn the form into the designated transportation officer. The Vendor must submit a copy of this form with the bi-weekly billing to the Department.

Transfer of Medical Records

The Security Officers will leave the facility with a sealed medical record for each offender transported. The sealed medical record is to be transferred with inmate and noted on the Transfer of Custody form. The Security Guard is responsible for giving the record to the appropriate medical personnel and obtaining a sealed medical record back from the medical provider to be returned with the inmate when the inmate is transferred back to the facility Security Officer.

Reports Required from the Security Guards

The Vendor shall supply a Security Shift Report to the Department as required by the MDOC Security Guard Post Orders. A copy of the Security Log with appropriate attachments will be submitted with the Vendors' billing to the Department.

For Security Guards Providing Short Term Services

A copy of the Security Guard's Transfer of Custody Form, Security Log and Return to MDOC Custody will be submitted to MDOC with each bi-weekly billing submitted by the Vendor. If multiple offenders are housed in a security tank and/or approved waiting area, the Vendor shall follow MDOC's policy on the ratio of security officers to inmates.

For Security Guards Providing Hospital Services

A copy of the Security Guard's Transfer of Custody Form, Security Log and Transfer of Custody Form and other information detailed in the MDOC Security Guard Post Orders will be submitted to MDOC when the offender is released from the hospital. This

completed form will become a part of the offender's medical record.

Pricing:

The Vendors are required to submit a flat, hourly rate for each security staff to meet the requirements of the RFP. Hourly rate billed per officer shall not exceed specified supervision requirements for offenders of MDOC. The Vendor may request a pay differential for a Security Guard who can speak a foreign language, if this service is requested by MDOC. The Department will not pay for any overtime, or premium rates for shift differential, nights, weekends, holidays or travel time.

II. GENERAL INFORMATION

Availability of Funds

It is expressly understood and agreed that the obligation of the MDOC to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at anytime, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the MDOC , the MDOC shall have the right upon ten (10) working days written notice to the contractor, to terminate this agreement without damage, penalty, cost or expense to the MDOC of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

Terms of Contract

Upon acceptance of a proposal by the Department of Corrections, and receipt of a signed contract, the successful Vendor shall be obligated to deliver the stated services in accordance with these specifications listed in the RFP. The contract shall be for twenty-four (24) months beginning on the 1st day of April 2017, and shall have the option for renewal for two (2) additional twelve (12) month periods, however, any contract extension shall be at no increase in price.

It shall be the responsibility of the Vendor to thoroughly familiarize themselves with the provisions within the RFP. If the Vendor wishes clarification of an issue in the RFP, the Vendor should submit the questions in writing (e-mail, Fax or letter) to:

Dell Lemley, Director of Fiscal Affairs
e-mail: dlemley@mdoc.state.ms.us
Fax: (601) 359-5377

Address: MS Department of Corrections
633 North State Street
Jackson, MS 39202

All questions must be received prior to January 31, 2017, to allow MDOC to respond to the questions. A copy of all questions and responses will be sent to all Vendors receiving a copy of the RFP. MDOC will not answer any questions verbally.

The Vendor agrees to abide by the rules and regulations as prescribed herein and as prescribed by the Department or any item changed in writing by mutual agreement of both parties.

No proposal will be accepted from or contract awarded to, any person, firm or corporation that has defaulted upon any obligation to the Department by failing to perform satisfactorily on any previous agreement or contract [within the past five (5) years.]

Type of Contract

Compensation for services will be in the form of a firm fixed price agreement.

Written Proposals

All proposals shall be in writing.

Penalties

The following penalties may be imposed by the MDOC:

Abandonment of Post	\$ 2,000
Failure to Meet the Required Arrival Time	\$10 per 15 minute delay
Sleeping on Job	\$ 2,000
Staff not meeting the required training and/or Certification of staff eligibility required in this RFP and the contract	\$ 2,000
Escape of an offender through Security Guard Negligence	Cost of capture and extraditions of the offender
Non-Staffing of Assignment	Overtime Rate of a Correctional Officer IV

Termination

In the event that the Vendor shall fail to perform, keep or observe any of the terms, covenants and conditions of the contract to be performed, the Department shall give the Vendor written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the Department within thirty (30) days from date of the written notification, the Vendor may be declared in default and all of the rights hereunder shall terminate at the discretion of the Department. The Vendor shall have no right to further performance or payment under the contract.

The Department reserves the absolute right to terminate this contract, in whole or in part, for the convenience of the Department and at its sole discretion on ninety (90) days

written notice to the Vendor.

Refusal by either party to exercise an option to renew the contract after the two year period shall require the contract to expire on the original or a mutually agreed expiration date. If either party elects not to renew the contract at the end of the two year contract period and not exercise the additional options described in this RFP, written notice must be sent 180 days prior to the contract expiration date. The total period of this contract, including all extensions, may not exceed forty-eight (48) months.

If to the Department of Corrections:

Commissioner of Corrections
Mississippi Department of Corrections
633 North State Street
Jackson, Mississippi 39202
With a copy to:

The Special Assistant Attorney General
Mississippi Department of Corrections
633 North State Street
Jackson, Mississippi 39202
If to the Vendor:

The name and address of the person listed as signing the Contract for the Vendor

Errors or Omissions

The Vendor will not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the Vendor shall promptly notify the Department in writing of such errors or omissions it discovers. To be considered, any significant errors, omissions or inconsistencies in the specifications are to be reported no later than ten (10) days before time for the RFP response is to be submitted.

Indemnification

Vendor shall indemnify, defend and save harmless the State and/or any of its agents, officials and employees, from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including any attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of Vendor, Vendor's employees, agents, representatives, or sub-Vendors, their employees, agents or

representatives in connection with or incident to the performance of this Contract, or arising out of Workers' Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of Vendor and/or its sub-Vendors or claims under similar such laws or obligations. Vendor's obligation under this Section shall not extend to any liability caused by the sole negligence of the State, or its employees. This provision is not applicable to a Vendor which is a governmental agency, instrumentality or subdivision thereof.

Insurance

- (A) Without limiting any liabilities or other obligations of Vendor, the Vendor shall provide and maintain insurance coverage with forms and insurers acceptable to the state, until all obligations under the Contract are satisfied, as follows:
- (1) Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of its employees engaged in the performance of the services, and Employers' Liability insurance with a minimum limit of one hundred thousand dollars (\$100,000.00). Evidence of qualified self-insured status shall also suffice for this section.
 - (2) Commercial general liability insurance with a minimum combined single limit of one million dollars (\$1,000,000.00) each occurrence. The policy shall include coverage for bodily injury, broad form property damage, blanket contractual, contractual, Vendor's protective and products and completed operations.
 - (3) Comprehensive automobile liability insurance with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00 each occurrence with respect to Vendor vehicles (whether owned, hired, non-owned), assigned to or utilized in the performance of this Contract.
 - (4) Professional liability insurance with limits of one million dollars (\$1,000,000.00) each claim.
- (B) The policies required by section A (2), (3) and/or (4) shall name the State of Mississippi, its agents, officials and employees as additional insured and shall specify that the insurance afforded Vendor shall be primary insurance and that any insurance coverage earned by the state, the Department or its employees shall be excess coverage except as provided by state law, and not contributory insurance to that provided by the Vendor.
- (C) Failure on the part of the Vendor to procure and maintain the required liability insurance and provide proof thereof to the Department shall constitute a material breach of the contract upon which the Department may immediately terminate this contract. Fifteen days prior to the commencement of a new contract, the new Vendor shall furnish the Department with all appropriately executed certificate of insurance.

Such certificate shall identify this contract and contain provisions that coverage afforded under the policies shall not be canceled, terminated or materially altered without at least thirty (30) days written notice to the Department. This written notification shall be addressed to:

Deputy Commissioner Administration & Finance
Mississippi Department of Corrections
633 North State Street
Jackson, Mississippi 39202

With a copy to:

The Special Assistant Attorney General
Mississippi Department of Corrections
633 North State Street
Jackson, Mississippi 39202

Books and Records

Vendor shall retain and shall require all of its sub-Vendors to retain for inspections and audits by the state all books, accounts, reports, files and other records relating to the bidding and performance of this contract for a period of five (5) years after its completion.

Upon request by the Department, a legible copy of all such records shall be produced by the Vendor at the Administrative Office of the Department or at the office of the State Auditor. The original of all such records shall also be available and produced for inspection and audit when requested by the State Auditor or the Department to verify the authenticity of copy.

Detailed records as discussed in the RFP and exhibits listed as a part of this RFP are to be submitted with each invoice.

Financial Audit

At any time during the term of this Contract, the Vendor's or any sub Vendor's books and records are subject to audit by the Department and by any other appropriate agent of the state and federal government, to the extent that books and records relate to the performance of the contract or subcontract.

Reports

Records which relate to disputes, litigations or the settlement of claims arising out of the performance of this contract, or to cost and expenses of this contract as to which exception has been taken by the Commissioner or his designee, shall be retained by the Vendor until such appeals, litigations, claims or exceptions have been finally resolved.

Prospective Vendor's Representation Regarding Contingent Fees

The prospective Contractor represents as a part of such Contractor's proposal that such Contractor has/has not (proposer must circle applicable word or words) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Representation Regarding Contingent Fees

Contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's proposal.

Representation Regarding Gratuities

Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Rules and Regulations*.

Acknowledgment of Amendments

Vendor shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment sheet with the bid, identifying the amendment number and date in the space provided for this purpose on the amendment sheet. This acknowledgment must be a part of the bid package.

Certification of Independent Price Determination

The Vendor certifies that the prices submitted in response to the solicitation have been arrived at independently and without - for the purpose of restricting competition - any consultation, communication, or agreement with any other Vendor or competitor relating to those prices, the intention to submit a RFP, or the methods or factors used to calculate the prices bid.

Confidentiality

Records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information shall not be subject to inspection, examination, copying or reproduction until notice to said third parties has been given, but such records shall be released within a reasonable period of time unless the said third parties shall have obtained a court order protecting such records as confidential. The Offerors may designate those portions of the proposals which contain trade secrets or other proprietary data which may remain confidential in accordance with section 25-61-9 and 79-23-1 of the MS CODE.

E-Verify

If Applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §71-11-1 *et seq.* The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any breach of these warranties may subject Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State of Mississippi due to contract cancellation or loss of license or permit.

E-Payment

Contractor agrees to accept all payments in United States currency via the State of Mississippi’s electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” Mississippi Code Annotated §31-7-301, which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice.

Paymode

Payments by state agencies using the State’s accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor’s choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any given time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency

Stop Work Order

(1) **Order to Stop Work:** The procurement officer, may, by written order to the contractor at any time, and without notice to any surety, require the contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to the contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the procurement officer shall either:

(a) cancel the stop work order; or,

(b) terminate the work covered by such order as provided in the Termination for Default Clause or the Termination for Convenience Clause of this contract.

(2) **Cancellation or Expiration of the Order:** If a stop work order issued under this clause is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contractor price, or both, and the contract shall be modified in writing accordingly, if:

(a) the stop work order results in an increase in the time required for, or in the contractor's properly allocable to, the performance of any part of this contract; and,

(b) the contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

(3) **Termination of Stopped Work:** If a stop work order is not cancelled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

Termination Upon Bankruptcy

This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

Trade Secrets, Commercial and Financial Information

It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

Transparency

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration’s independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

Procurement Regulations

The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules and Regulations*, a copy of which is available at 210 East Capital Street, Suite 800 Jackson, MS 39201, for inspection, or downloadable at <http://www.mspb.ms.gov>.

Compliance with Laws

The contractor understands that the [State] is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, State, or local laws. All such discrimination is unlawful and the contractor agrees during the term of the agreement that the contractor will strictly adhere to this policy in its employment practices and provision of services. The contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

Applicable Law

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. The contractor shall comply with applicable federal, state and local laws and regulations.

Plan of Operation

Explain fully your plan of operation to include, but not be limited to, recruitment, in-service training, preparation, inmate relations, sanitation, transition plan, facility planning, contingency plans and relief labor.

Legal Actions

The Mississippi Department of Corrections will be responsible for all legal actions filed which name the Department as a Defendant, when the Department personnel are involved or when applicable the Department rules and regulations are at issue. Responsibility for defense of legal actions against the vendor will be that of the vendor.

Contact Person for Vendor's Organization

On the proposal cover sheet, the Vendor must provide the Department with the name, title, and telephone number of the person, who will be responsible for answering any questions regarding proposals.

Oral Presentation

The Department reserves the right to require vendors to provide an oral presentation of their proposal to the evaluation committee, if deemed necessary.

Price Changes During Award or Renewal Period

A price increase will not be accepted during the award period or the renewal period, unless stipulated in the contract. However, the Department will always take advantage of price decreases.

Evaluation and Award

Rejection. The Department reserves the right to reject any proposal that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other proposals, if such action would be in the best interest of the Department.

Award Criteria. The award will be made to the best proposal. Factors to be considered

in determining the best proposal include:

- Total Cost **(60%)**
- The personnel, equipment, and facilities to perform the services currently available or to be made available at the time of contracting. **(10%)**
- Proposed Plan for providing Guard Security Services **(10%)**
- Proposer's ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). **(10%)**
- Record of past performance of similar work (references). **(10%)**

III. ATTACHMENTS to the RFP

Exhibit A - List of MDOC Facilities and Sheriffs

Exhibit B - Applicable MDOC Policies & Procedures

Exhibit C - Transfer of Custody Form

Exhibit D - Post Orders

Exhibit E – Historical List of Hospital Admissions/Pricing Matrix

IV. SUBMITTAL REQUIREMENTS

Bid Submittal

Acknowledgement of Addendums

List of References

Proposed Plan for providing Services

List and resumes of key staff and supervisory personnel

Organizational Chart

- MSP Mississippi State Penitentiary (Earnest Lee, Superintendent)
P.O. Box 1057
Parchman, MS 38738
662-745-6611 (O); 745-8912 (F); 8160-2011 (operator)
Francis Trice-Ext. 2305
- CMCF Central Mississippi Correctional Facility (James Holman, Sr., Superintendent)
3794HWY 468
Pearl, MS 39208
601-932-2880 (O); 932-6202 (F), 601-664-0782 (Outside Fax); 8160-6100 (operator)
Lakhia Mayers-Ext. 6201
- SMCI South Mississippi Correctional Institution (Ronald King, Superintendent)
P.O. Box 1419
Leakesville, MS 39451
601-394-5600 (O); 394-1272 (F); 8160-1650 (operator)
Becky Reeves – Ext. 1200

MDOC ASSOCIATES

- MPIC Mississippi Prison Industries Corporation (John Miller, CEO)
633 North State Street
Jackson, MS 39202
601-969-5750 (O); 969-5757 (F)
Janice Franklin, Administrative Assistant- Ext. 3004

PRIVATE FACILITIES

- ACCC- Adams County Correctional Center-FEDERAL (Vance Laughlin, Warden)
20 Hobo Fork Road, Natchez, MS 39120
Mailing Address: P.O. Box 850, Washington, MS 39190
(Email: Vance.Lauglin@cca.com)
- EMCF- East Mississippi Correctional Facility (Frank Shaw, Warden)
10641 HWY 80 W, Meridian, MS 39307, 601.485.5255 (O); 485-5944 (F)
MDOC Compliance Officer: Tyeasa Evans (769)218-7492 (C)
(Email: frank.shaw@mpctrains.com)
- MCCF- Marshall County Correctional Facility (Timothy Outlaw, Warden)
833 West Street Holly Springs, MS 38635, (662)252-7111 (O); 252-7121 (F)
MDOC Compliance Officer: Danny Jackson (662)266-0144
(Email tim.outlaw@mtctrains.com)
- TCCF- Tallahatchie County Correctional Facility (Fred Figueroa, Warden)
415 U.S. 49 N, Tutwiler, MS 38963, (662)345-6567 ext. 2202 (O); 345-8527 (F)
MDOC Compliance Officer: Vacant
{Email: Fred.Figueroa@cca.com}
- WGSF- Walnut Grove Correctional Facility (Neil Turner, Warden)
P.O. Box 389, Walnut Grove, MS 39189, (601)253-2348 (O); 253-2751 (F)
MDOC Compliance Officer: Alftedia Dodd (601)573-6172
(Email: neil.turner@mtctrains.com)
- WCCF- Wilkinson County Correctional Facility (Raymond Byrd, Warden)
P.O. Box 1079, Woodville, MS 39669, (601)888-3199 (O); 888-3235 (F)
MDOC Compliance Officer: Larry Lee (601)888-3199 ext. 2203 (601)888-0176
(Email: Raymond.Byrd@cca.com)

REGIONAL FACILITIES

- ACRCF-Aicorn County Regional Correctional Facility (Doug Mullins, Warden)
2839 South Harper Road, Corinth, MS 38834, (662)286-7085 (O); 286-7765 (F)
MDOC Compliance Officer: Robert Scott (661)-745-6611 ext 4033
(Email: alcorn03@comcast.net)
- BCCF- Bolivar County Correctional Facility (James Moore, Warden)
2792 HWY 8 W, Cleveland, MS 38732, (662)843-7478 or 5378 (O); 846.2957 (F); (662)719-7353 (C)
MDOC Compliance Officer: Ora Starks Ext: 8160-4047
(Email: jmoore@co.bolivar.ms.us)
- CMRCF-Carroii/Montgomery County Regional Correctional Facility (Arthur Smith, Warden)
33714 HWY 35, Vaiden, MS 39176, (662)464-5440 (O); 464-0444 (F)
MDOC Compliance Officer: Trendia Hudson (662)299-7021 (C)
(Email: alsmithWlduckwood.net)
- CRCF- Chickasaw County Regional Correctional Facility (Brand Huffman, Warden)
120 Lancaster Circle, Houston, MS 38851, (662)456-3319 (O); 456-4490 (F)
MDOC Compliance Officer: Robert Scott (661)-745-6611 ext 4033
(Email: Chickasawjail@gmail.com)
- GCCF- George/Greene County Correctional Facility (Preston Goff, Warden)
154 Industrial Park Road, Lucedale, MS 39452, (601)947-9399 (O); 947-9438 (F)
MDOC Compliance Officer: Willie Edwards (601)932-2880 ext. 6284(0); (601)573-5433 (C)
(Email: wardeng@l-55.com)
- HCCF- Holmes/Humphreys County Correctional Facility (Rayford Horton, Warden)
23234 HWY 12 E, Lexington, MS 39095, (662)834-5016 ext.4047 (O); 834-5020 (F)
MDOC Compliance Officer: Ora Starks (662) 719-7353(C)
(Email: rhorton@dixie-net.com)
- ICCF- Issaquena County Correctional Facility (Robert Taylor, Warden)
P:O. Box 220, Mayersville, MS 39113, (662)873-2153 (O); 873-2956 (F)
MDOC Compliance Officer: Sylvia Kelly (601)932-2880 ext. 6803 (O); (662)588-0482 (C)
(Email: wardentaylor@gmail.com)
- JCCF- Jefferson/Franklin County Correctional Facility (Samuel Winchester, Warden)
P.O. Box 218, Fayette, MS 39069, (601)786-2284 (O); 786-3986 (F)
MDOC Compliance Officer: Sylvia Kelly (601)932-2880 ext. 6803 (O); (662)588-0482 (C)
(Email: s.a.winchester8034@att.net)
- KCCF- Kemper/Neshoba County Correctional Facility (Johnny Crockett, Warden)
374 Stennis Industrial Park, DeKalb, MS 39328, (601)743-5767 (O); 743-5134 (F)
MDOC Compliance Officer: Sylvia Kelly (601)932-2880 ext. 6803 (O); (662)588-0482 (C)
(Email: jrockett@knrcf.us)
- LCCF- Leake County Correctional Facility (McQua Jones, Warden)
399 C.O. Brooks Street, Carthage, MS 39051, (601)298-9003 (O); 298-9006 (F)
MDOC Compliance Officer: Trendia Hudson (662)299-7021 (C)
(Email: warden@co.leake.ms.us)
- MWCF-Marion/Walthall County Correctional Facility (Derek Mingo, Intern Warden)
503 South main Street, Columbia, MS 39429, (601)736-3621 (O); 736-4473 (F)
MDOC Compliance Officer: Willie Edwards (601)932-2880 ext. 6284(0); (601)573-5433 (C)
(Email: majormingo@bellsouth.net)
- SCCF- Stone County Correctional Facility (Dwain Brewer, Warden)
1420 Industrial Park Road, Wiggins, MS 39577, (601)928-7042 (O) 928-6455 (F)
MDOC Compliance Officer: Willie Edwards (601)932-2880 ext. 6284(0); (601)573-5433 (C)
(Email: wardenfdbrewer@stonecountvms.gov)

WCRCF-Washington County Regional Correctional Facility (Mary Pippins, Warden)
60 Stokes King Road, Greenville, MS 38701, (662)537-2000 (O);537-2014 (F);
MDOC Compliance Officer: Ora Starks (662) 719-7353(C)
(Email: mpippins@tecbb.net)

WCCRCF-Winston/Choctaw Regional Correctional Facility (Tim Palmer, Warden)
P.O. Box 1437, Louisville, MS 39339, (662)773-2528 (O);773-4989 (F)
MDOC Compliance Officer: Trendia Hudson ((662)299-7021 (C)
(Email: tpalmen@winstoncountv.org)

YCRCF-Yazoo County Regional Correctional Facility (Diane Riley, Warden)
154 Roosevelt Hudson Drive, Yazoo City, MS 39194, (662)751-8484 (O); 746-7489 (F)
MDOC Compliance Officer: Robert Scott (662)-745-6611 ext 4033
(Email: yrcfwarden@cableonc.net)

RESTITUTION CENTERS

Flowood Restitution Center (Kevin Jackson, Deputy Warden)
1632 HWY 80 E, Flowood, MS 39232, (601)936-7213 (O);936-7216 (F)

Greenwood County Restitution Center (Allen Langdon, Correctional Commander)
308 HWY 7 N Rear, Greenwood, MS 38930, (662)453-5134 (O);453-0243 (F)

Hinds County Restitution Center (Josephine Woods, Lieutenant)
429 South Gallatin Street, Jackson, MS 39203, (601)354-0062 (O);354-0606 (F)

Pascagoula Restitution Center (Judy Clawson, Correctional Commander)
P.O. Box 427, Pascagoula, MS 39568, (228)762-1331 (O);762-0291 (F)

COMMUNITY WORK CENTERS (CWC)

Forrest County CWC (Sherry Hearn, Correctional Commander)
112 Alcorn Avenue, Hattiesburg, MS 39401, (601)544-5030 (O); 584-4064 (F)

George County CWC (Angela Wiley, Correctional Commander)
156 Industrial Park Drive, Lucedale, MS, (601)947-7581 (O); 947-1237 (F)

Harrison County CWC (Marcus Norman, Correctional Commander)
3820 8th Avenue, Gulfport, MS 39501, (228)865-0020 (O); 868-0767 (F)

Leflore County CWC (Barbara Allen, Correctional Commander)
3400 Baldwin County Road, Greenwood, MS 38930, (662)453-9720 (O); 459-9762 (F)

Madison County CWC (Valerie Buie, Correctional Commander)
140 Corrections Drive, Madison, MS 39046, (601)859-7711 (O); 859-5360 (F)

Noxubee County CWC (Frank Stockett, Correctional Commander)
110 Industrial Park Road, Macon, MS 39341, (662)726-2375 (O); 726-2374 (F)

Pike County CWC (Otis Bailey, Correctional Commander)
2015 Jesse Hall Road, Magnolia, MS 39652, (601)783-5514 (O); 783-3995 (F)

Quitman County CWC (Reginald Stewart, Correctional Commander)
201 Camp B Road, Lambert, MS 38643, (662)326-2133 (O); 326-6298 (F)

Simpson County CWC (Arthur Smith, Correctional Commander)
714 Wood Road, Magee, MS 39111, (601)849-3281 (O); 849-4448 (F)

Washington County CWC (Everett Matheney, Correctional Commander)
1398 N. Beauchamp Ext. Greenville, MS 38703, (662)332-6358 (O); 335-4901 (F)

Wilkinson County CWC (Barbara Tyler, Correctional Commander)
84 Prison Lane, Woodville, MS 39669, (601)888-4378 (O); 888-4355 (F)

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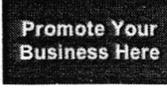
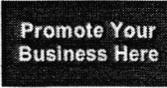
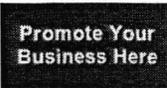


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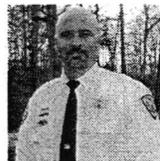
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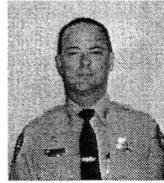
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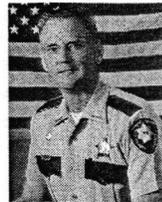


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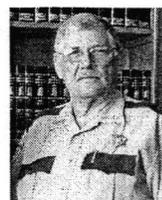


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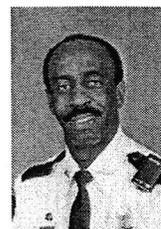


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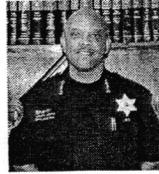
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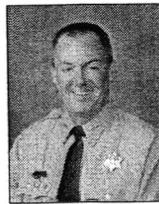


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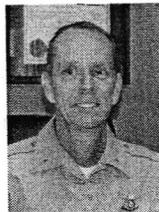


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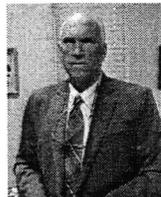
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	MISSISSIPPI DEPARTMENT OF CORRECTIONS	POLICY NUMBER 16-01
		AGENCY WIDE
SECURITY MANUAL		INITIAL DATE 12-15-1997
ACA STANDARDS: 2-CO-3A-01, 4-4171, 4-4172, 4-4174		EFFECTIVE DATE 06-01-2012
STATUTES:	RESTRICTED	PAGE 1 of 3

1 **POLICY:**

2
3 It is the policy of the Mississippi Department of Corrections (MDOC) that each facility has a
4 security manual.

5
6 **DEFINITIONS:**

7
8 None

9
10 **PRECEPTS:**

11
12 *Adult Correctional Institutions:* There is a manual containing all procedures for institutional
13 security and control, with detailed instructions for implementing these procedures. The
14 manual is available to all staff [4-4174].

15
16 *Administration of Correctional Agencies (Central Office):* There are written agency policies
17 that cover, at a minimum, the following:

- 18
19 • security
20 • correctional officer assignments
21 • patrol and inspection
22 • use of restraints
23 • security equipment
24 • control center operation
25 • permanent log maintenance
26 • count procedures
27 • contraband control [2-CO-3A-01]

28
29 The Commissioner or designee will ensure that each facility will use Chapter 16 of the MDOC
30 Policy Manual as the security manual. This chapter of the MDOC manual addresses and
31 contains the normal day to day procedures for facility operations, security, and control.

32
33 All procedures within Chapter 16 will be signed at a minimum by a Deputy Commissioner. The
34 manual will be available to all staff and will be reviewed annually and updated if necessary.

35
36 *Adult Correctional Institutions:* The institution's perimeter is controlled by appropriate
37 means to provide that inmates remain within the perimeter and to prevent access by the
38 general public without proper authorization [4-4171].

39
40 *Adult Correctional Institutions:* Pedestrians and vehicles enter and leave at designated
41 points in the perimeter. Safety vestibules and sally ports constitute the only breaches in
42 the perimeter of maximum security institutions [4-4172].

TITLE: SECURITY MANUAL		POLICY NUMBER 16-01
EFFECTIVE DATE: 06-01-2012	RESTRICTED	PAGE 2 of 3

43 Access and Egress to MDOC Property

- 44
- 45 1. ID cards will be visible while on MDOC facility grounds. As a security measure, all
- 46 personnel, regardless of uniform, will be required to display their ID for control point
- 47 officers. Control point officers will review and verify each ID card upon entry and exit of
- 48 MDOC property.
- 49 2. MDOC employees must:
- 50 a. Produce and wear MDOC-issued ID cards.
- 51 b. Be signed in on the appropriate log(s) to include:
- 52 • Name
- 53 • Facility or department representation
- 54 • Purpose of entry
- 55 • Destination
- 56 • Time in and time out
- 57 c. If any MDOC employee from another facility/department wishes to visit an area
- 58 other than the one indicated, he/she will contact and receive proper permission.

59

60 Access and Egress to MDOC Property by Persons without an MDOC- Issued ID card

- 61
- 62 1. All persons without a MDOC issued ID card will:
- 63 a. Produce a picture ID (e.g., driver's license, Mississippi ID, or passport), which will be
- 64 exchanged for a temporary ID card, in accordance with facility
- 65 guidelines. The Facility's Controlling Authority or designee will determine which
- 66 temporary ID card will be issued.
- 67 b. Receive verification from the designated access point officer that they are
- 68 approved to enter.
- 69 c. Be signed in on the appropriate log(s) indicating:
- 70 • Name.
- 71 • Organization represented.
- 72 • Purpose of entry.
- 73 • Destination.
- 74 • Time in and time out.

75

76 MDOC-issued ID cards or temporary ID cards must be visible when entering buildings on the

77 grounds of an MDOC facility. Control point officers will review and verify each ID card upon entry

78 and exit.

79

80 Requests for changes or clarification should be sent through the chain of command to the

81 appropriate Deputy Commissioner.

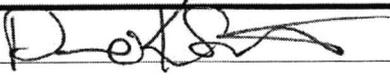
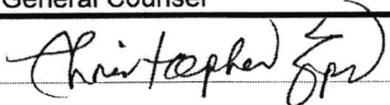
82

83 **DOCUMENTS REQUIRED:**

84

85 As required by this policy and through the chain of command.

TITLE: SECURITY MANUAL		POLICY NUMBER 16-01
EFFECTIVE DATE: 06-01-2012	RESTRICTED	PAGE 3 of 3

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.		
Reviewed and Approved for Issuance		5/24/2012
	General Counsel	Date
Reviewed and Approved for Issuance		05/28/12
	Commissioner	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	POLICY NUMBER 16-02
		AGENCY WIDE
SECURITY CONTROL CENTER		INITIAL DATE 12-01-1997
ACA STANDARDS: 2-CO-3A-01, 4-4175		EFFECTIVE DATE 12-01-2009
STATUTES:	RESTRICTED	PAGE 1 of 2

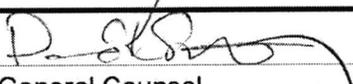
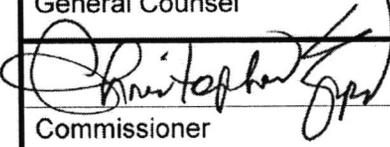
- 1 **POLICY:**
2
3 It is the policy of the Mississippi Department of Corrections (MDOC) to maintain a control
4 center.
5
6 **DEFINITIONS:**
7
8 **Control Center** - A post that will be staffed 24 hours a day, 7 days a week and will monitor and
9 be responsible for maintaining the offender count and coordination of internal and perimeter
10 security. This area should serve as the facilities communication center and be equipped with a
11 computer capable of accessing Offendertrak.
12
13 **PRECEPTS:**
14
15 *Administration of Correctional Agencies (Central Office):* **There are written agency policies**
16 **that cover, at a minimum, the following:**
17
18 • **security**
19 • **correctional officer assignments**
20 • **patrol and inspection**
21 • **use of restraints**
22 • **security equipment**
23 • **control center operation**
24 • **permanent log maintenance**
25 • **count procedures**
26 • **contraband control [2-CO-3A-01].**
27
28 ***Adult Correctional Institutions:* Space is provided for a 24-hour continuously staffed secure**
29 **control center for monitoring and coordinating the institution's security, life, safety, and**
30 **communications systems. Staff assigned to a control center have access to a toilet and**
31 **washbasin. There is a communication system between the control center and inmate**
32 **living areas [4-4175...Added: 2008 Standards Supplement].**
33
34 The Deputy Commissioner of Institutions or designee will establish procedures to ensure that
35 each institution maintains a security control center.
36
37 The Deputy Commissioner of Institutions or designee will establish procedure to ensure facilities
38 have a communication system between the control center and the inmate living areas.

TITLE: SECURITY CONTROL CENTER		POLICY NUMBER 16-02
EFFECTIVE DATE: 12-01-2009	NON-RESTRICTED	PAGE 2 of 2

39 **DOCUMENTS REQUIRED:**

40

41 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions.		
Reviewed and Approved for Issuance	 General Counsel	11-16-2009 Date
	 Commissioner	11/12/09 Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS		SOP NUMBER 16-03-01
			AGENCY WIDE INSTITUTIONS
CORRECTIONAL OFFICER ASSIGNMENTS			INITIAL DATE 10-01-2004
ACA STANDARDS: 4-4177, 4-4180 thru 4-4182			EFFECTIVE DATE 04-01-2007
STATUTES:	RESTRICTED		Page 1 of 2

1 **APPLICABILITY:**

2
3 This procedure applies to all institutions employees of the Mississippi Department of Corrections
4 (MDOC).

5
6 **POLICY STATEMENT:**

7
8 It is the policy of the Mississippi Department of Corrections (MDOC) to properly assign
9 correctional officers.

10
11 **DEFINITIONS:**

12
13 (None)

14
15 **PROCEDURES:**

16
17 The needs of the institution will be used to determine correctional officer assignments. A staff
18 analysis will be developed for each area within the institution to determine staffing needs. The
19 staff analysis will include shift, scheduled days off and normal post assignments.

20
21 Correctional Officer Assignment

- 22
- 23 • The Area Shift Supervisor may temporarily assign Correctional Officers to other posts, as
24 necessary to fulfill requirements utilizing available staff.
 - 25
 - 26 • No Area Shift Supervisor will authorize any excess staff to leave the grounds until the entire
27 institution is adequately staffed.
 - 28
 - 29 • If the Area Shift Supervisor is unable to assign sufficient staff to comply with the stated policy
30 requirement for full surveillance of offenders, the Institutional Duty Officer or designee will be
31 notified and assistance will be requested from other Area Shift Supervisors.
 - 32
 - 33 • Sufficient staff will be determined in accordance with the most recent post analysis available
34 and critical staffing requirements.
 - 35
 - 36 • At no time will any unit be operated below established critical coverage without approval of
37 the Superintendent and/or Duty Superintendent for state prisons and Warden and/or Duty
38 Warden for Private and Regional Facilities. Operating below critical staff coverage is
39 reserved for emergencies only.

TITLE: CORRECTIONAL OFFICER ASSIGNMENTS		SOP NUMBER 16-03-01
EFFECTIVE DATE: 04-01-2007	RESTRICTED	Page 2 of 2

- 40 • Correctional Officers will be posted in positions to provide twenty-four (24) hour care and
41 supervision to offenders as well as administrative and support services personnel for the
42 overall operation of the institution.
- 43
- 44 • **Correctional officer posts are located in or immediately adjacent to inmate living areas**
45 **to permit officers to hear and respond promptly to emergency situations [4-4177].**
- 46
- 47 • **Written policy, procedure, and practice facilitate personal contact and interaction**
48 **between staff and inmates [4-4180].** These posts will ensure that personal contact and
49 interaction between staff and offenders is established.
- 50
- 51 • Supervisors and administrative staff will make periodic and unannounced tours in the
52 offender living, work, and program areas to facilitate communication and interaction between
53 staff and offenders.
- 54
- 55 • **Written policy, procedure, and practice provide that no inmate or group of inmates is**
56 **given control or authority over other inmates [4-4182].**
- 57

58 Institutional Staffing

59

60 **Written policy, procedure, and practice require that when both males and females are**
61 **housed in the facility, at least one male and one female staff member are on duty at all**
62 **times [4-4181].**

63

64 Should the occasion arise wherein a female offender is housed at the Mississippi State
65 Penitentiary, the Area Shift Supervisor, in concert with the ranking officer in the unit, will ensure
66 that a female Correctional Officer is assigned to one of the posts responsible for the female
67 offender.

68

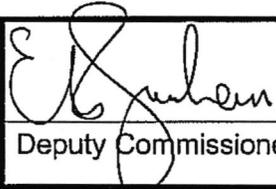
69 As Central Mississippi Correctional Facility houses both male and female offenders, the
70 Superintendent or designee will ensure that staffing patterns allow for at least one male and one
71 female staff member to be on duty at all times.

72

73 **DOCUMENTS REQUIRED:**

74

75 As required by this procedure and through the chain of command

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	 4/1/07
	Deputy Commissioner of Institutions Date



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
16-04-02**

AGENCY WIDE

**SECURITY LOGS & RECORDS – REPORTING OF
EXTRAORDINARY OCCURRENCES**

**INITIAL DATE
06-18-1983**

ACA STANDARDS: 4-4183

**EFFECTIVE DATE
07-01-2014**

STATUTES:

RESTRICTED

PAGE 1 of 3

APPLICABILITY:

This procedure applies to all employees of the Mississippi Department of Corrections (MDOC).

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain permanent security logs.

DEFINITIONS:

Extraordinary Occurrence Report – A report that documents observations of incidents and actions which are beyond the usual, ordinary or established events.

Senior Supervisor – Superintendent, Warden (at all Private Prisons and County Regional facilities), CWC Director or Community Corrections Director.

PROCEDURES:

Adult Correctional Institutions: **Written policy, procedure, and practice require that correctional staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents [4-4183].**

All extraordinary occurrences will immediately be reported to the Senior Supervisor.

The Superintendent (CMCF, MSP, SMCI), Warden (Privates & Regionals) and Commander (CWCs) or the staff person in charge will notify the Commissioner and the following individual as it applies to their facility:

- the Commissioner (all facilities)
- the Deputy Commissioner of Institutions (State Institutions, Privates & Regionals)
- the Director of Privates & Regional Prisons (Privates & Regionals)
- the Deputy Commissioner of Community Corrections (CWCs & Restitution Centers)
- the Community Corrections Directors (applicable CWCs & Restitution Centers)
- the Duty Commissioner (weekend/holiday)

The notification is to be via their state issued cell phones when an incident from the following "Extraordinary Occurrence" categories occurs:

- | | |
|---|--|
| Category 1: Escape | Category 2: Assault Requiring Medical or First Aid |
| Category 3: Death | Category 6: Medical Incidents |
| Category 4: Miscellaneous (only RIOT OR DISTURBANCE, FIRE, HOSTAGE SITUATION) | |

TITLE: SECURITY LOGS & RECORDS – REPORTING OF EXTRAORDINARY OCCURENCES		SOP NUMBER 16-04-02
EFFECTIVE DATE: 07-01-2014	RESTRICTED	PAGE 2 OF 3

43 The applicable incidents for each of these categories are listed on the MDOC Extraordinary
44 Occurrence Report (EOR) form 16-04-02-F1.

45
46 During normal working hours, the Shift Supervisor will verbally advise the Superintendent or
47 designees of all major extraordinary occurrences.

48
49 During non-normal working hours, all major extraordinary occurrences will be reported to the
50 Senior Supervisor.

51
52 The Senior Supervisor will notify the appropriate personnel within his Chain of Command.

53
54 As soon as possible, but no later than the end of the shift, the Shift Supervisor or Department
55 Head will complete an Extraordinary Occurrence Report (EOR) and submit it to the Senior
56 Supervisor.

57
58 The Senior Supervisor will review the report to ensure all pertinent information is included.

59
60 The Senior Supervisor will attach all Incident Reports completed by staff involved in or
61 witnessing the extraordinary incident and other documentation.

62
63 Preparation and Distribution of the EOR Reports

64
65 Staff in state, private, and regional facilities will generate all Extraordinary Occurrence Reports
66 on Offendertrak and forward through the chain of command.

67
68 All EORs will be entered in Offendertrak using the following number system:

- 69
70 • Year – Chronological Number Facility Acronym
71 • Example: 10 – 0001MSP

72
73 Reports will be prepared and electronically submitted in accordance with the following protocol:

- 74
75 • Commissioner, Director of Corrections Investigation Division and Communications Director
76 will receive all reports.
77
78 • Deputy Commissioner of Institutions and the Deputy Commissioner of Community
79 Corrections will receive all reports from their respective divisions.
80
81 • Chief Investigator of Corrections Investigation Division, Superintendent, Warden,
82 Community Corrections Director, Warden of Private Facilities and Regional Facilities will
83 receive reports from their assigned facilities.
84
85 • The Senior Supervisor will then document the information in the Watch Commander's Log,
86 on the pre-numbered Extraordinary Occurrence Report and in the Extraordinary Occurrence
87 Report Log.

TITLE: SECURITY LOGS & RECORDS – REPORTING OF EXTRAORDINARY OCCURENCES		SOP NUMBER 16-04-02
EFFECTIVE DATE: 07-01-2014	RESTRICTED	PAGE 3 OF 3

88 • A copy of the report will remain on file in the designated office.

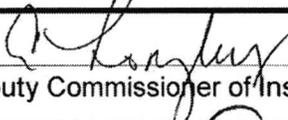
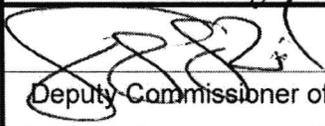
89
90 Review of the EOR Reports

91
92 **The Extraordinary Occurrence Reports are to be reviewed daily, and is to be an initial**
93 **task.** This task is to be performed by the following individuals:
94

Days	State Institutions	Private & Regionals	Community Work Centers (CWC)	Restitution Centers (RC)
Monday thru Friday	Superintendent	Warden	CWC Director	RC Director
Weekends & Holidays	Duty Superintendent	Duty Warden	Designee	Designee

95
96 **DOCUMENTS REQUIRED:**

97
98 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	 Deputy Commissioner of Institutions 6/24/14 Date
	 Deputy Commissioner of Community Corrections 6/24/14 Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS		SOP NUMBER 16-05-01
			AGENCYWIDE Institutions
SECURITY PATROLS & INSPECTIONS			INITIAL DATE 02-01-1983
ACA STANDARDS: 4-4184 thru 4-4186			EFFECTIVE DATE 04-01-2007
STATUTES:		RESTRICTED	Page 1 of 5

1 **APPLICABILITY:**

2
3 This procedure applies to all employees of the Mississippi Department of Corrections (MDOC)
4 who are involved in conducting security inspections and patrols.

5
6 **POLICY STATEMENT:**

7
8 It is the policy of the Mississippi Department of Corrections (MDOC) that security inspections
9 will be conducted both on a routine basis and conversely on an unscheduled and unannounced
10 intermittent basis for the expressed purpose of disrupting offender timetables in regards to
11 imminent threats to a facility's security.

12
13 **DEFINITIONS:**

14
15 Security Patrols - The predetermined action of moving about in a specified correctional area for
16 the expressed purpose of enforcing security protocols, detecting aberrant offender behavior and
17 preventing events that are a threat to the safety and security of a facility, its staff and its offender
18 population.

19
20 Inspections - The physical examination of a correctional environment in order to detect
21 discrepancies in structural integrity, fire and safety hazards, sanitary protocols, allowable
22 offender property and the unlawful existence of staff and/or offender contraband.

23
24 **PROCEDURES:**

25
26 **General**

27
28 Security staff will at least weekly monitor each unit's operations with on-site visits and
29 inspections of the physical plant. Inspections will include but not be limited to the following
30 security items:

- 31
- 32 • Doors
 - 33 • Locking devices
 - 34 • Windows
 - 35 • Fire alarm system
 - 36 • Perimeter fencing
 - 37 • Lighting
 - 38 • Communication equipment
 - 39 • Security equipment
 - 40 • Cleanliness and sanitation
 - 41 • Emergency evacuation floor plans

TITLE: SECURITY PATROLS & INSPECTIONS		SOP NUMBER 16-05-01
EFFECTIVE DATE: 04-01-2007	RESTRICTED	Page 2 of 5

42 The facility key control procedure, tool control procedure, logs and registers will be inspected for
43 compliance.

44
45 On site corrections will be made when applicable.

46
47 All discrepancies will be reported in writing and corrective actions made within **five (5)** days
48 where resources under the area disposition are available.

49
50 **Critical deficiencies will be corrected immediately.**

51
52 MANDATORY FACILITY INSPECTIONS

53
54 Security Patrol/ Inspection

55
56 Maximum security housing staff will conduct security inspections/patrols at a minimum of every
57 **thirty (30)** minutes on an irregular basis (more frequent inspections may be required by the Unit
58 Warden if deemed necessary).

59
60 Medium and minimum security housing staff will conduct security inspections/patrols every
61 **thirty (30)** minutes on an irregular basis.

62
63 When conducting security inspections staff will:

- 64
65 • Observe each offender (live breathing flesh)
66 • Check all windows and bars
67 • Monitor noise level for disturbances
68 • Perimeter fence inspections will be made every shift
69 • Security doors, security equipment and all locking devices will be checked on each shift

70
71 **Written policy, procedure, and practice provide that supervisory staff conduct a daily**
72 **patrol, including holidays and weekends, of all areas occupied by inmates and submit a**
73 **daily written report to their supervisor. Unoccupied areas are to be inspected weekly [4-**
74 **4184].**

75
76 Supervisory staff will conduct a daily patrol, including holidays and weekends, of all area
77 occupied by offenders and submit a Security Inspection and Patrol Daily Inspection form.

78
79 Shift Supervisor/Correctional Supervisor Inspections

80
81 Security inspections of all areas occupied by inmates will be completed on each watch.

82
83 Assigned Security Shift Supervisors will conduct daily inspections of their assigned areas of
84 responsibility.

TITLE: SECURITY PATROLS & INSPECTIONS		SOP NUMBER 16-05-01
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85 Results of the security inspection will be documented in the Unit Register and will reflect the
86 following:

87

- 88 • Time of inspection
- 89 • Name of person making the inspection
- 90 • Any noted discrepancies

91

92 Area control center will be notified after the completion of all inspections.

93

94 The designated shift supervisor(s) and Area Warden will be notified immediately of any
95 discrepancy that is considered life threatening or a serious security breach.

96

97 The Shift Supervisor will reflect the name of the person making the inspection and the result of
98 the inspections in the area Watch Commander Log.

99

100 Maintenance Staff Inspections

101

102 **Written policy, procedure, and practice require that the chief security officer or qualified**
103 **designee conduct at least weekly inspections of all security devices needing repair or**
104 **maintenance and report the results of the inspections in writing [4-4186].**

105

106 The Area Maintenance Supervisor or designee will conduct monthly inspections of all security
107 devices to include, but not be limited to:

108

- 109 • Bars
- 110 • Locks
- 111 • Windows
- 112 • Alarms
- 113 • Doors
- 114 • Security panels

115

116 The Key Control Supervisor or designee will check emergency keys quarterly to ensure that
117 they are in working order.

118

119 The results of the inspections will be documented on an Incident Report and will be forwarded to
120 the Area Warden for a proper disposition.

121

122 Management Staff Inspections

123

124 **Written policy, procedure, and practice require that the warden/superintendent or**
125 **designee, assistant warden/superintendent(s), and designated department heads visit**
126 **the institution's living and activity areas at least weekly to encourage informal contact**
127 **with staff and inmates and to informally observe living and working conditions [4-4185].**

128

129 Each Area Warden, Deputy Warden, Associate Warden, Correctional Administrator,
130 Correctional Commander will be required to make weekly inspections of their assigned area
131 utilizing the **Weekly Security Patrols and Inspections** form.

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132 Concurrently, management staff will comply with the following **monthly** inspection schedules.

133

134 • **Eight (8)** hour shift on the 1st and 3rd watch – conducting security inspections and inspecting
135 muster

136

137 • **One (1)** weekend (Saturday and Sunday) – conducting security inspections and inspecting
138 muster

139

140 In the event of extended absence by management staff, a designee(s) will be appointed to
141 insure an uninterrupted continuation of required inspections.

142

143 The assignment of said designee will be implemented via the documentation of an Incident
144 Report.

145

146 Security Search and Inspection Checklist

147

148 At a minimum, each Area Warden or designee will ensure that all areas of responsibility will be
149 subject to monthly inspections and searches as verified by the following documentation:

150

- 151 • Location search
- 152 • Date and time
- 153 • Name of staff member who supervised the search
- 154 • Contraband discovered
- 155 • Any other pertinent information

156

157 Concurrent MDOC Policy and Procedures That Interface With This Document

158

- 159 16-04 Security Logs & Records
- 160 16-07 Control of Contraband/Body Searches – Offenders
- 161 16-08 Key Control
- 162 16-09 Tool Control
- 163 16-18 Control of Contraband/Body Searches – Staff
- 164 17-01 Fire Safety: Prevention – Inspection – Notification
- 165 17-02 Flammable, Toxic and Caustic Materials
- 166 24-01 Facility Sanitation

167

168 **DOCUMENTS REQUIRED:**

169

- 170 Incident Reports
- 171 Area Supervisor Log
- 172 Unit Register
- 173 Daily Inspection Form
- 174 Weekly Inspection Form
- 175 Area Security Search – Tracking Form
- 176 As required by this procedure and through the chain of command.

TITLE: SECURITY PATROLS & INSPECTIONS		SOP NUMBER 16-05-01
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ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance	<i>E. S. Johnson</i> 4/1/07	
	Deputy Commissioner of Institutions	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS		SOP NUMBER 16-06-01
			AGENCY WIDE INSTITUTIONS
OFFENDER COUNT		INITIAL DATE 05-01-2004	
ACA STANDARDS: 4-4187 thru 4-4189		EFFECTIVE DATE 01-01-2009	
STATUTES: 47-5-111, 47-5-116	RESTRICTED	Page 1 of 7	

1 **APPLICABILITY:**

2
3 This procedure applies to all Mississippi Department of Corrections employees in Institutions,
4 County Regional Facilities and Private Prisons.

5
6 **POLICY STATEMENT:**

7
8 It is the policy of the Mississippi Department of Corrections (MDOC) to maintain an accurate
9 count and monitor/supervise all internal and external offender movement.

10
11 **DEFINITIONS:**

12
13 Certified Counts – Counts conducted at shift change and other specified times of the day and
14 night that are verified in writing by two or more staff members on a certified count slip.

15
16 Formal Counts – Scheduled institutional counts that are logged in Unit Registers for forwarding
17 to the Area Control Centers.

18
19 Informal Counts – Unscheduled counts that are taken between formal and certified counts to
20 ensure offender accountability and disrupt patterns which would enable offenders to time
21 escapes.

22
23 Emergency Counts – A certified count requested by the designated Shift Supervisor during
24 which all offenders are returned to their respective housing units and the institution is placed on
25 lockdown status.

26
27 Out Count – A certified, formal or informal count taken outside the facility or away from the
28 assigned housing unit.

29
30 Primary Worksite – A worksite inside a secure perimeter.

31
32 Designated Work Detail – Work details that are outside of a secure perimeter.

33
34 Unit Register – A log used to document routine information and all events that occur within the
35 housing unit or primary worksite on a continuous 24-hour basis.

36
37 Worksite Count Roster – A roster used at primary worksites to document counts and times
38 thereof.

TITLE: OFFENDER COUNT		SOP NUMBER 16-06-01
EFFECTIVE DATE: 01-01-2009	RESTRICTED	Page 2 of 7

39 **PROCEDURES:**

40
41 *Adult Correctional Institutions:* The institution has a system for physically counting
42 inmates. The system includes strict accountability for inmates assigned to work and
43 educational release, furloughs, and approved temporary absences [4-4187].
44

45 *Adult Correctional Institutions:* Written policy, procedure, and practice provide that staff
46 regulate inmate movement [4-4188].
47

48 *Adult Correctional Institutions:* Written policy and procedure govern the transportation of
49 inmates outside the institution and from one jurisdiction to another [4-4189].
50

51 **Count Schedules**

52
53 The 2400-Hour certified count will require all offenders to be present in their unit and in their
54 respective bunks.
55

56 The only exceptions to this rule will be:

- 57
58 • Emergency situations with the designated Shift Supervisor or designee's authorization
59 • Documentation of official transfers
60 • Offenders who are working in authorized support functions at the facility
61

62 **Certified Counts**

63
64 At every shift change
65

66 **Formal Counts**

- 67
68 0100 hours
69 0200 hours
70 0300 hours
71 0400 hours
72 0500 hours
73 0600 hours
74 1000 hours
75 1200 hours
76 1400 hours
77 1800 hours
78 2000 hours
79 2200 hours
80 2300 hours
81

82 **Informal Counts**

83
84 Informal counts will be unscheduled and will be conducted periodically.

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85 Out Counts

86
87 Out counts will be conducted by work supervisors at worksites in accordance with
88 institution/facility formal or certified schedules.

89
90 General Protocol

91
92 Staff – All count documents (i.e., count sheets, worksites count roster) will be prepared by staff
93 and verified by the designated Supervisor's signature in conjunction with appropriate dates and
94 times before being utilized in the count process.

95
96 Offender movement and talking will be terminated during the count procedure.

97
98 Simultaneous Count – All institutional offenders will be counted at the same time regardless of
99 their location.

100
101 Emergency Situation – Nothing short of a critical event/emergency will be allowed to interfere
102 with or disrupt an institutional count.

103
104 Offender Prohibition – Under no circumstances will an offender ever be permitted to conduct
105 any part of an institutional count.

106
107 Body Count – Staff will ensure that a living, breathing, human body is being counted; not hair,
108 clothing, shoes or a dummy substitute.

109
110 Night Counts – When appropriate, flashlights will be used during night counts to ensure that a
111 dummy is not being counted.

112
113 Recount – When a doubt exists concerning count validity, staff will automatically recount. A roll
114 call will never substitute for a recount.

115
116 Recount Reporting – All recounts will be reported to the designated Shift Supervisor
117 immediately. In and Out Counts will be required to equalize and confirm total unit counts.

118
119 Housing Unit Count – A minimum of two (2) staff members will be required to conduct a valid
120 count in a closed unit (i.e., housing unit).

121
122 • While using a count roster, one (1) staff member will conduct an initial count while the
123 second (2nd) officer observes the process and ensures there is no offender movement.

124
125 • The officers will then exchange responsibilities and positions and repeat the same process.
126 After the second count cycle is complete, the officers will compare counts to confirm the
127 count is correct.

128
129 Work Details - One (1) staff member may count offenders assigned to designated work details
130 except during Certified Counts (i.e., offenders on a tractor, cutting grass outside of a perimeter,
131 or on a maintenance detail away from the compound).

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132 Primary Worksites Counts (i.e., Maintenance, Canteen, Warehouse, Inmate Construction,
133 Laundry, or Auto Shop) will never be made by one (1) officer or staff member.

134

- 135 • This includes Minimum custody offenders.
- 136 • Staff conducting counts at primary worksites will require offenders to be placed in a double
- 137 line.
- 138 • No offender movement or talking will be permitted.
- 139 • At least two (2) staff members will then conduct the count as previously specified.
- 140 • A worksite count roster will be used to document these counts and times thereof.
- 141 • These counts will be called into the designated Control Center and documented in the
- 142 worksite's Unit Register.

143

144 An up-to-date register will be maintained at all primary worksites. This register will include the
145 documentation of all previous counts, offender movement and all other pertinent information
146 regarding worksite operations.

147

148 Maximum Security or Single Cell Units – All offenders will be counted in their cells during the
149 first and third watch. During the second watch, it will not be necessary for all offenders to be in
150 their cells during formal/informal counts. However, all movement will stop until the count has
151 cleared. Again, two (2) officers will be required to count and their count totals must match.

152

153 Open Bays – Offenders will be required to be on their own assigned bunks.

154

155 Personnel at designated Control Centers will be responsible for the following count tasks:

156

- 157 • Receiving counts
- 158
- 159 • Regulating counts
- 160
- 161 • Verifying counts
- 162
- 163 • Maintaining count documentation files
- 164
- 165 • Ensuring around-the-clock accountability of all offenders within the given area
- 166
- 167 • Tabulating in counts and out counts as they pertain to one unit so as to ensure that the in
- 168 count and out count equals the total unit count
- 169
- 170 • Clarifying counts and population checks and providing the institution with a system to
- 171 physically count offenders. This process will include those offenders assigned to furloughs,
- 172 out counts and other temporary absences from the institution.

173

174 Count Chain of Command

175

176 Each facility's controlling authority or designee will ensure that each area or unit has a count
177 supervisory chain of command as specified in written post orders.

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178 Post orders will establish:

179

180 • The minimum rank of officers (Shift Supervisors) required to be present during the
181 conducting and clearing of each area/unit's count Monday through Friday

182

183 • Supervisory count staff (Shift Supervisors) for weekends and holidays

184

185 • Control identification of the supervisory count staff (Shift Supervisors) when calling in
186 certified counts

187

188 • Control documentation of supervisory count staff (Shift Supervisors) on the count sheet

189

190 • Shift Supervisor verification and signing of the count sheet for their respective area

191

192 • Shift Supervisors will participate in a minimum of one (1) housing unit count per shift

193

194 • Shift Supervisors will rotate housing units each shift to ensure all housing unit counts are
195 periodically monitored

196

197 • An Incident Report will be required specifying any circumstances that prevent a Shift
198 Supervisor from completing this duty assignment

199

200 • Facility Shift Supervisor or designee verification and signing of each respective count
201 document

202

203 • Immediate count discrepancy resolution between designated Shift Supervisors

204

205 • Subsequent notification of all involved staff

206

207 Count Destinations

208

209 All locations will be directed to call in their counts to a designated central location

210

211 Each facility's controlling authority or designee will ensure a count destination is specified in
212 written post orders.

213

214 Certified Count Processing

215

216 • There will be no offender movement during a certified count.

217

218 • After calling in certified counts, staff members will immediately prepare and distribute the
219 certified count slips.

220

221 • The designated Shift Supervisor will verify and ensure that the Certified Count sheet and
222 certified slips are correct.

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- 223 • The designated Control Center(s) will forward count slips and count sheets within one and
224 one half (1½) hours to the facility's specified designation.
225
226 • Count slips will serve as written documentation of the telephone count.
227
228 • The facility's security designees will provide a report of each count to the designated Shift
229 Supervisor
230
231 • The designated Shift Supervisor will be responsible for verifying the correctness of the
232 institutional count (i.e., all offenders are present or accounted for).
233
234 • Upon verification that the institutional count is correct and clear, the Shift Supervisor will
235 have all Control Centers or units notified accordingly.
236
237 • Designated Control Centers will notify the units in their area that the count is clear.
238
239 • Normal offender movement will resume only after the count is officially cleared by a facility's
240 designated security authority.
241

242 Out Count Procedures

243
244 The designated Housing Unit Officer will use the Unit Register to keep a running total of the
245 offenders in the building. Through use of offender ID cards and roster, the officer will account
246 for offender movement. Examples of areas where an offender would be considered on an out
247 count are as follows:
248

- 249 • Infirmary
250 • Vocational
251 • Educational
252 • Work details
253

254 The Unit Register will reflect the following information for inmate out count procedures:
255

- 256 • Name
257 • Number
258 • Destination
259 • Type of activity or reason for out count
260 • Requesting staff member
261 • Time of departure
262 • Time of return
263

264 Off grounds Work Crew/Site Supervisors will conduct an out count of all offenders under their
265 supervision in accordance with procedures for formal and certified count schedules. This out
266 count will be reported to the designated Control Center.
267

268 Out counts for other than routine daily running of the institution will be approved by the Warden
269 or designee.

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270 Staff Accountability

271
272 Any employee who fails to comply with count procedures will be subject to disciplinary action.
273

274 Offender Accountability

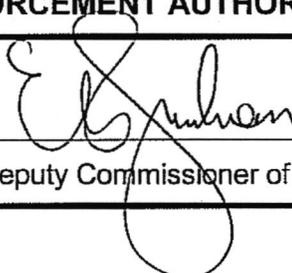
- 275
- 276 • Offenders who disrupt counts will be issued a Rule Violation Report
 - 277 • If an offender is in the wrong count area, he will be escorted to the correct count area
 - 278 • The officer in that area will count again and recall the count.
 - 279 • The offender will be issued a Rule Violation Report for violations of count procedures.

280

281 DOCUMENTS REQUIRED:

282

283 As required by this procedure and through the chain of command

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		12/12/08
	Deputy Commissioner of Institutions	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	SOP NUMBER 16-07-01
		INSTITUTIONS
CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		INITIAL DATE 12-01-2006
ACA STANDARDS: 4-4192 thru 4-4194		EFFECTIVE DATE 02-01-2016
STATUTES: 47-5-193	RESTRICTED	PAGE 1 of 10

1 **APPLICABILITY:**
2

3 This procedure applies to all employees of Mississippi Department of Corrections (MDOC) that
4 transport, supervise or otherwise come in contact with offenders.
5

6 **POLICY STATEMENT:**
7

8 It is the policy of the Mississippi Department of Corrections to control contraband.
9

10 **DEFINITIONS:**
11

12 Contraband – Any items(s) that is not authorized by MDOC.
13

14 Body/Personal/Pat/Frisk Searches – Hands on tactile search of a clothed offender (minus
15 pocket contents, shoes and outer garments) for the purpose of discovering and confiscating
16 contraband.
17

18 Body Imaging Scanner – Screening equipment for persons that generates a front and back scan
19 simultaneously eliminating the need for repositioning and accurately reveals both metallic and
20 non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed
21 currency and weapons.
22

23 Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of
24 a body image scan.
25

26 Strip Search – A visual search/examination of a disrobed offender by a minimum of two (2) staff
27 members in a location restricted from the visual observation of non-involved MDOC staff and/or
28 other persons.
29

30 Visual Offender Body Cavity Search with Genital Examination – A visual search/examination of
31 a disrobed offender by a minimum of two (2) staff members in a location restricted from the
32 visual observation of non-involved MDOC staff and/or other persons that requires offenders to
33 bend over, turn, raise arms, lift genitals, spread the buttocks, run hands through their hair, and
34 open mouth.
35

36 Body Cavity Search – A contraband search involving the insertion of a probe into an offender's
37 body cavity that is conducted exclusively by qualified medical personnel in private.
38

39 General Search – A group search of offenders (i.e., unit zone) which can include personal
40 property, living areas and/or persons

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41 Reasonable Suspicion – The detection of suspect facts, circumstances and/or behavior that
42 may prompt an officer to believe that an offender may be concealing contraband in or on their
43 person and/or MDOC property.

44
45 Narcotic Canine Searches – Offender body, property and living area searches conducted by
46 narcotic detection dogs under the supervision of trained MDOC Canine (K-9) staff.

47
48 Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia
49 maritime), blue lotus (nymphaea carulea & nymphaea alba), lion's tail (Leonotis leonurus),
50 Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia
51 latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and
52 honey, that produces some of the same effects as marijuana.

53
54 JHW-108 Synthetic Marijuana –A man-made chemical/THC variant that produces similar affects
55 as THC except is four (4) times stronger.

56
57 Non-Intrusive Search – Search of the clothed body by technical means; manual or technical
58 search of personal possessions the person may be carrying and any possession the person
59 may be asked to remove, and swiping personal items, including purses, coats, identification
60 cards or other items in a person's possession.

61
62 Threshold level – A numerical value that is recorded and, once exceeded, may be grounds for action
63 (i.e., refusing or restricting a visit or proceeding with inmate discipline).

64
65 Positive Reading – A positive indication of trace drug or explosive substance ions on an item, beyond
66 the pre-set threshold value. This reading would indicate recent or current contact with a drug or
67 explosive substance.

68
69 Qualified Personnel – A correctional staff member who has been trained and qualified to use the
70 ion scanner.

71
72 Swiping – Rubbing an approved cotton cloth (swab) over an item.

73
74 **PROCEDURES:**

75
76 *Adult Correctional Institutions:* **Written policy, procedure, and practice provide for searches**
77 **of facilities and inmates to control contraband and provide for its disposition. These**
78 **policies are made available to staff and inmates [4-4192].**

79
80 The function of MDOC facility searches are to:

- 81
82 • Locate contraband
83 • Prevent escapes
84 • Maintain security and control
85 • Evaluate fire and safety hazards
86 • Protect staff and offenders
87 • Maintain sanitary and housekeeping conditions
88 • Prevent altercations

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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89 **General Search Rules**

90

91 When possible, an offender should be given an order outside the presence of other offenders.

92

93 Once an offender has refused to follow an order by staff, the officer should not confront the
94 offender without informed assistance.

95

96 The officer(s) asked to assist in carrying out an order should be aware the offender's earlier
97 refusal to comply.

98

99 Whenever possible, an offender should be isolated from a group of offenders before attempting
100 to enforce an order.

101

102 For example, an offender should be called into the hallway to turn over contraband rather than
103 confronted in the housing unit with other offenders.

104

105 Additionally, orders should be given to the offender when carrying out the process of retrieving
106 the contraband.

107

108 If an officer knows contraband will be retrieved, do not give the offender time to plan his/her
109 response/attack unnecessarily by giving the offender a warning that you are going to come and
110 take the contraband.

111

112 General search rules include:

113

114 • All searches will be reasonable and related to the legitimate security needs and/or
115 obligations of the institution

116

117 • Unannounced and unscheduled searches will be conducted of MDOC offenders, to include
118 their persons, property, living and work areas.

119

120 • Unannounced and unscheduled searches of the CMCF Youthful Offender Unit (YOU) will be
121 periodically conducted by CMCF K-9/ERT staff. During these times, youthful offenders will
122 not be present on the housing unit. The entire search will be video recorded. In the event
123 that contraband is found in a youthful offender's assigned bunk area, the confiscation will be
124 video recorded and documented. The accused youthful offender will then be questioned
125 regarding the contraband by appropriate staff assigned to the Youthful Offender Unit in
126 private.

127

128 • All staff conducting searches will be trained in effective search techniques that provide
129 protection from bodily harm for both staff and offenders.

130

131 • All vacant cells and living areas will be searched prior to offender occupancy.

132

133 • All staff involved in the conduct of searches will avoid whenever possible the use of
134 unnecessary force, and the provocation of undue offender embarrassment and/or indignity.
135 Whenever feasible, staff will use non-intensive sensors or alternate techniques.

136

137 • MDOC staff will respect offender's personal property during searches of offender personal

16-07-01 (j)

Forms

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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- 138 effects.
- 139
- 140 • Staff use of approved mechanical devices will occur only when necessitated by security and
- 141 safety considerations.
- 142
- 143 • Property, pat/frisk and general searches may be conducted at any time.
- 144

145 **General Area Searches**

146

- 147 • Searches will be coordinated through the Shift Supervisor of higher authority.
- 148
- 149 • Searches will target housing units, work areas, classrooms, storage warehouse areas and
- 150 all other MDOC property.
- 151
- 152 • When possible, the supervisor of an area being searched will be present during the search.
- 153
- 154 • Search areas will be left in an orderly manner.
- 155
- 156 • Reports will be generated that include all pertinent information specific to detected
- 157 contraband and/or search circumstances.
- 158

159 ***Adult Correctional Institutions: Written policy, procedure, and practice provide that, except***

160 ***in emergency situations, visual inspections of inmate body cavities are conducted by***

161 ***officers of the same sex, in private, and based on reasonable belief that the inmate is***

162 ***carrying contraband or other prohibited material. Reasonable belief is not required when***

163 ***inmates return from contact with the general public or from outside the institution. In all***

164 ***cases, this inspection is conducted by trained personnel [4-4194].***

165

166 **Visual Body Cavity Search With Genital Examination Searches** as defined will be conducted

167 routinely as offenders are entering or leaving their housing units and/or institution/facility for or

168 after appointments, appearances, emergency transfers, and physical contacts with visitors or

169 attorney's and/or for probable cause.

170

171 ***Adult Correctional Institutions: Written policy, procedure, and practice provide that manual***

172 ***or instrument inspection of body cavities is conducted only when there is reason to do***

173 ***so and when authorized by the warden/superintendent or designee. The inspection is***

174 ***conducted in private by health care personnel or correctional personnel trained by health***

175 ***care personnel [4-4193].***

176

177 **Body Cavity Searches** as defined will be conducted when there is reasonable suspicion or

178 evidence that an offender is concealing contraband within a body cavity. Offenders will be

179 searched in a sanitary manner and in a sanitized and approved location exclusively by offsite

180 medical personnel.

181

182 **Reasonable Suspicion Searches** will be initiated at the discretion of employees who supervise

183 or otherwise come in contact with offenders. When there is reasonable suspicion that an

184 offender has contraband, is planning an escape, and is involved in an illegal activity or assault

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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185 and/or any other rules violation, MDOC employees will conduct or request the appropriate
186 search.

187
188 **Narcotic Canine Searches** will be implemented during general searches whenever information,
189 evidence or suspicion indicates the probability of contraband drugs/paraphernalia. All requests
190 for narcotic detection dogs will be approved by the Warden or official acting in capacity of the
191 Warden and the Administrator of the K-9 Unit. The staff requestor will be responsible for
192 processing reports and all other search documentation.

193
194 **Strip Search**

- 195
196 • A Lieutenant or higher authority or designee will approve all strip searches for contraband
197 detection/confiscation.
198
199 • Staff will exercise a proper attitude and follow professional search techniques when
200 conducting body/personal searches.
201
202 • Offenders will be informed of body/personal searches.
203
204 • Offenders will be subjected to the least amount of touching as possible without jeopardizing
205 security considerations.
206
207 • Offenders will be strip-searched during the out-processing for transfer to another
208 correctional facility and during intake upon arrival at another correctional facility.
209
210 • Offenders may be strip-searched when there is reasonable suspicion, return from visitation,
211 reclassification from administrative detention, escapee return or after participation in a
212 disturbance. A Correctional Supervisor or Commander, of the like gender of the offender,
213 will be required to observe strip searches following offender visitation.
214
215 • Incident Reports will document circumstances and search results.

216
217 **Frisk/Pat Search Usage**

218
219 A frisk/pat search consists of:

- 220
221 • the removal of outer protective clothing
222 • the emptying of pockets
223 • the physical search of an offender
224 • screening by any device that does not require disrobing
225 • the inspection of papers, bags, books, or other items being carried
226

227 Frisk/Pat searches of male offenders may be conducted by staff of either sex; female offenders
228 will only be frisk/pat searched by female staff. These searches may be utilized in the following
229 instances:

- 230
231 • Whenever staff feels they are warranted
232 • When offenders enter or exit their unit for any reason

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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- 233 • After visitation
234 • When offenders are being transported from one location to another
235 • For probable cause
236

237 **Ion Spectrometry Analyzer (Ion Scanner) Procedures for Offenders**

238
239 The ion scanner may be used to:

- 240
241 • Scan the clothing or possessions of inmates at a correctional facility;
242 • Scan inmate property within a correctional facility;
243 • Scan the possessions, correspondence or the person of an inmate in a correctional facility; and/or
244 • Analyze a substance or samples taken from an article or surface obtained by a
245 correctional officer in the performance of his or her duties.
246

247 Samples for ion spectrometry are obtained through non-invasive search techniques.
248

249 The Warden will ensure staff is trained to operate the equipment according to the manufacturer's
250 specifications.
251

252 The staff will ensure that the equipment for the ion scanner is operated and maintained per
253 safety guidelines and the manufacturer's guidelines. The manufacturer provides warm-up and
254 verification procedures to ensure that the device functions accurately.
255

256 **Response to Positive Readings**

257
258 A positive reading on the ion scanner is evidence of contraband drugs or explosive substance,
259 or contact with contraband drugs or explosive substance.
260

261 It may be used to support proceedings under MDOC policy regarding any decision to
262 restriction/suspend an inmate's visiting privileges.
263

264 **Body Image Scanners**

265
266 The Body Image Scanner accurately reveals both metallic and non-metallic objects including
267 liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.
268

269 The Body Image Scanner is a Single Pose system that generates a front and back body scan
270 simultaneously.
271

272 Body Image Scanner Operators will be thoroughly trained in the use of equipment and training
273 will be documented and in the employee's training record.
274

275 Body Image Scanner Equipment will only be operated by trained employees.
276

277 The Body Image Scanner will be operated with the following privacy protocols:
278

- 279 • Remote Image Operator location allowing no visual contact with the person
280 • Privacy walls

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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- 281 • Same Gender Screeners
282 • No archiving images
283

284 **Addressing Body Image Scanner Safety Concerns**
285

286 The Body Image Scanner has an ultra low radiation classified by the radiation protection groups
287 of less than 5 uRem per scan and conform to recommendations by the National Council on
288 Radiation Protection and Measurements (NCRP and ANSI N43.17).
289

290 The Body Image Scanner is safe for all persons regardless of age, sex, or medical conditions
291 including children, pregnant women, medical radiation therapy patients and pacemaker wearers.
292

293 Operators will periodically perform inspections of the entire system's exterior to check for parts
294 that may be broken, missing, worn or distorted.
295

296 Operators will ensure all lamps and signals are installed and in proper working condition while
297 operating the scanner which includes the monitor and PC display output, Scan in Progress
298 Lamps and Power On Indicator.
299

300 Operators will ensure warning and caution labels are affixed to the exterior of the scanner
301 before operating the equipment to include the Service Access and High Voltage Warning
302 Labels.
303

304 **Operational Requirements**
305

306 The Body Image Scanner generally requires three (3) operators:
307

- 308 • **Divestiture/Control Position Roles and Responsibilities:** Educate the person being
309 searched, ensure personal belonging are relinquished and direct the person into the
310 scanner.
311
312 • **System Operator Roles and Responsibilities:** Positions the person being scanned, initiates
313 scan, and performs physical search of the person if necessary.
314
315 • **Image Operator Roles and Responsibilities:** Interprets scanned images, clears scanned
316 persons or notes areas that require further inspection and communicates decisions to
317 System Operators.
318

319 Under some circumstances, the system can be run by two (2) staff combining the Control
320 Officer and System Operator responsibilities together.
321

322 These scanner positions should be rotated periodically every 20 to 30 minutes.
323

324 The Control Officer will:

- 325
326 • Explain the meaning of full divestiture
327
328 • Instruct the person being scanned to review the Scan Procedure displayed on the monitor

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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- 329 • Ensure the person's belongings are located in their line of sight to reduce the scanned
330 person's concerns and allows the person to focus on the scan procedure
331
- 332 • Allow persons waiting to be scanned to observe others being scanned by the system to
333 facilitate education of the process
334
- 335 Positioning for Scanning Rules for the System Operator include:
336
- 337 • Only one scan per person
338
- 339 • System Operators must model the Double Salute pose for the person being scanned.
340 Double Salute Pose is recommended because it fixes the height of the elbows, fixes the
341 position of the forearms within the field of view and results in more consistency in imaging
342
- 343 • Person must be standing at the marked location on the floor mat and looking straight ahead
344
- 345 • Hands must be above the head with palms facing forward
346
- 347 • Person must be instructed to remain still for the duration of the scan
348
- 349 • System Operators should use short requests such as:
350
- 351 o Please stand on the mark
352 o Please look straight ahead
353 o Please do not move
354
- 355 • Person's heels should be lined up so that they are touching the inner edge of the footmarks
356
- 357 • When the person is in position, initiate the scan with a push of the button and the Scan in
358 Progress will turn on
359
- 360 • After the scan is completed, the System Operator will direct the scanned person to a
361 designated location and summon the next person to be scanned
362

363 **Confiscation Transfer and Disposition of Evidence**
364

365 The Corrections Investigation Division (CID) will accept evidence Monday through Friday from
366 8:00 a.m. to 5:00 p.m. (normal working hours).
367

368 An on-call CID Investigator will be contacted to receive or recommend disposition of all potential
369 criminal evidence and/or contraband seized after normal working hours.
370

371 All evidence and/or contraband seized after normal working hours that may be used in offender
372 disciplinary proceedings will be:
373

- 374 • Stored in a secure location
375 • Documented with a Rule Violation Report (RVR)
376 • Relinquished to the Disciplinary Department on the next working day

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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377 All contraband items not specifically remanded to CID custody and control will be surrendered
378 with appropriate RVR documentation to the Area Disciplinary Department.
379

380 All contraband obtained during search and seizures not resulting in Rule Violation Reports will
381 be tagged properly and surrendered to the Unit Administrator for disposition.
382

383 **Contraband Items**

384
385 The following contraband items will be remanded to the Institutional CID staff upon confiscation:
386

- 387 • Narcotics (illegal and prescription)
- 388
- 389 • Alcohol (bonded or homemade)
- 390
- 391 • Weapons and munitions (homemade shanks or free-world) to include any unassembled
- 392 parts and any weapon used in an assault
- 393
- 394 • U.S. Currency or any negotiable instrument (i.e., checks, money orders, credit cards and or
- 395 other related paraphernalia)
- 396
- 397 • Unauthorized electronic or electrical devices, recorders, televisions, tattoo guns (assembled
- 398 or in part)
- 399
- 400 • Tools (manufactured or homemade)
- 401
- 402 • Documentary evidence to include gang paraphernalia, escape plans, and items denoting
- 403 fraternization (i.e., letters, greeting cards, free-world items not available through canteen)
- 404
- 405 • Keys
- 406
- 407 • Spice/Mojo/JHW-108 synthetic marijuana
- 408
- 409 • Cell phones and cell phone related accessories confiscated from offenders housed in
- 410 Community Work Centers, Private Facilities and Regional Facilities are to be forwarded to
- 411 the Corrections Investigation Division (CID) Office located at the Central Office. Items
- 412 confiscated at the State Institutions are to be forwarded to the Institutional CID Office. The
- 413 confiscated items along with the appropriate documentation for each item are to be
- 414 forwarded immediately or after final disciplinary action. Any item needed for criminal
- 415 prosecution should be forwarded upon completion of prosecution unless otherwise directed
- 416 by the prosecutor.
- 417
- 418 • Any items not stated above that warrant a CID investigation to determine its origin, use, and
- 419 source.
- 420

421 The confiscation of personal offender property will be documented on a Non-Allowable Items
422 Receipt in conjunction with the offender's required signature. This form will accompany the
423 contraband to storage and/or disposition.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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424 Contraband will never be taken home by any employee for personal utilization. Employees who
 425 utilize contraband for personal reasons will be subject to disciplinary action and/or criminal
 426 prosecution.

427

DOCUMENTS REQUIRED:

429

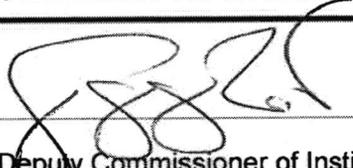
430 Incident Report

431 Rule Violation Report

432 Non-Allowable Items Receipt

433 Chain-of-Custody

434 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		
	Deputy Commissioner of Institutions	Date 02/01/16

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	SOP NUMBER 16-11-01
		AGENCY WIDE
SECURITY EQUIPMENT		INITIAL DATE 12-01-2001
ACA STANDARDS: 4-CO-3A-01, 4-4173, 4-4199 thru 4-4202		EFFECTIVE DATE 08-01-2011
STATUTES:	RESTRICTED	PAGE 1 of 5

1 **APPLICABILITY:**

2
3 This procedure applies to all employees of the Mississippi Department of Corrections (MDOC)
4 who use security equipment.

5
6 **POLICY STATEMENT:**

7
8 It is the policy of the Mississippi Department of Corrections to govern the accountability,
9 availability, control and use of security equipment.

10
11 **DEFINITIONS:**

12
13 MDOC Security Equipment – Any control-related equipment approved by the Commissioner for
14 use by MDOC staff to ensure the safety of the public, staff and offenders.

15
16 Emergency Response Team (ERT) – A team of specially trained MDOC employees capable of
17 handling situations that threaten security or the safety of staff, offenders, or the public.

18
19 Armory/ERT Supply Room – A vault-type room or building used to store firearms and other
20 security equipment that must be isolated from the offender population and protected from
21 pilferage.

22
23 Corrections Investigation Division Supply Room – A vault-type room or building used to store
24 firearms, security equipment and confiscated evidence.

25
26 Satellite Armories – Those facility posts apart from the main armory that are authorized by the
27 Facility's Controlling Authority to store and use security equipment.

28
29 Ordinance Officer – An employee assigned the responsibility for operating and controlling the
30 armories.

31
32 ERT Supply Officer – An employee assigned the responsibility for operating and controlling
33 Armory/ ERT Supply Rooms.

34
35 **PROCEDURES:**

36
37 *Administration of Correctional Agencies (Central Office):* **There are written agency policies**
38 **that cover, at a minimum, the following:**

- 39
40 • **security**
41 • **correctional officer assignments**
42 • **patrol and inspection**
43 • **use of restraints**

TITLE: SECURITY EQUIPMENT		SOP NUMBER 16-11-01
EFFECTIVE DATE: 08-01-2011	RESTRICTED	PAGE 2 of 5

- 44 • security equipment
- 45 • control center operation
- 46 • permanent log maintenance
- 47 • count procedures
- 48 • contraband control [2-CO-3A-01].

49
50 *Adult Correctional Institutions:* Written policy and procedure govern the availability,
51 control, and use of chemical agents, electrical disablers, and related security devices
52 and specify the level of authority required for their access and use. Chemical agents and
53 electrical disablers are used only with the authorization of the warden/superintendent or
54 designee [4-4199].

55
56 *Adult Correctional Institutions:* Firearms, chemical agents, and related security items are
57 stored in a secure but readily accessible depository outside of inmate housing and
58 activity areas [4-4173].

59
60 The Facility's Controlling Authority or designee will ensure:

- 61
- 62 • That firearms, chemical agents and related security devices are readily available to staff
- 63
- 64 • That the use of these devices will be authorized by the Facility's Controlling Authority or
- 65 designee and will be monitored
- 66
- 67 • That "satellite armories" are designated
- 68
- 69 • That security equipment will be used in accordance with MDOC policy and procedure, Use
- 70 of Force (16-13, 16-13-01)

71
72 The Ordinance Officer/ERT Supply Officer:

- 73
- 74 • Issue firearms, chemical agents and other related security equipment only to trained and
- 75 qualified personnel
- 76
- 77 • Inspect all equipment for suitability and serviceability
- 78
- 79 • Inventory all security equipment at least monthly to determine their condition and/or
- 80 expiration dates
- 81
- 82 • Forward a copy of all inventories to the Facility's Controlling Authority or designee at
- 83 facilities where offenders are located.

84
85 *Adult Correctional Institutions:* Written policy, procedure, and practice govern the
86 inventory, issuance and accountability of routine and emergency distributions of
87 security equipment [4-4200].

TITLE: SECURITY EQUIPMENT		SOP NUMBER 16-11-01
EFFECTIVE DATE: 08-01-2011	RESTRICTED	PAGE 3 of 5

88 The written record includes the following:

89

- 90 • Date
- 91 • Time
- 92 • Equipment issued
- 93 • Officer's name
- 94 • Date of return
- 95 • Time of return
- 96 • Issuer's name

97

98 All emergency distributions of security equipment will be reported in writing and forwarded to the
99 Facility's Controlling Authority or designees at facilities where offenders are located.

100

101 All emergency distributions of security equipment at Central Office will be reported in writing by
102 the CID Director and forwarded to the Commissioner.

103

104 Armory

105

106 **Adult Correctional Institutions: Firearms, chemical agents, and related security equipment**
107 **are inventoried at least monthly to determine their condition and expiration dates [4-**
108 **4201].**

109

110 The Facility's Ordinance Officer will be the site controlling authority of the facility's armory and
111 will be accountable for:

112

- 113 • Building security
- 114 • Ingress and egress (Facility's Controlling Authority personnel list)
- 115 • Inventory control
- 116 • Facility wide monthly inventory report to Superintendent or designee
- 117 • Inventory maintenance, repairs and modifications (factory specifications)
- 118 • Origination of security equipment requisitions
- 119 • Issuance procedures applicable to officers' security equipment
- 120 • Emergency issuance procedures (an institution's internal administrative protocol)
- 121 • Issuance of security equipment to Superintendent's "satellite armories"
- 122 • Monthly inventory of "satellite armories" forwarded to Superintendent or designee

123

124 Corrections Investigation Division (Central Office)

125

126 The Director of Corrections Investigation Division or designee will be the on-site controlling
127 authority of the Corrections Investigation Division's supply room and will be accountable for:

128

- 129 • Security of the Corrections Investigation Division Supply Room
- 130 • Ingress and egress in and out of Corrections Investigation Division Supply Room
- 131 • Inventory control
- 132 • Monthly inventory report to Commissioner or designee
- 133 • Inventory maintenance, repairs and modifications (factory specifications)

TITLE: SECURITY EQUIPMENT		SOP NUMBER 16-11-01
EFFECTIVE DATE: 08-01-2011	RESTRICTED	PAGE 4 of 5

- 134 • Origination of security equipment requisitions
135 • Issuance procedures applicable to officers' security equipment
136 • Emergency issuance procedures as they relate to the use and control of weapons and
137 ammunition

138

139 Accountability for Satellite Armories

140

141 Inventory and security control of security equipment assigned to each satellite armory will be the
142 concurrent responsibility of that Area's Warden and Deputy Warden.

143

144 Each respective Warden and Deputy Warden will develop written internal management
145 procedures and controls specific to the unique circumstances that are applicable to that post.

146

147 A copy of these internal procedures will be forwarded to the facility's Ordinance Officer and
148 copied to the Facility's Controlling Authority or designee.

149

150 The Ordinance Officer will create a facility file consisting of all satellite armory procedures.

151

152 Acquisition Guidelines

153

154 In order to prevent unnecessary duplication specific to purchases, the Ordinance Officer will
155 originate all requisitions for firearms and security response/control equipment and supplies.

156

157 Department Heads seeking to purchase equipment will submit to the Ordinance Officer written
158 documentation justifying their request.

159

160 The Ordinance Officer will research all requests and will ascertain the necessity and the
161 advisability of the purchase based upon their knowledge and training.

162

163 When purchases are deemed necessary and approved, the Ordinance Officer will requisition the
164 equipment.

165

166 Requisitions will be submitted to the Facility's Controlling Authority for signature.

167

168 Upon receipt, security equipment will be placed on the Armory's inventory and issued in
169 accordance with this procedure and purchasing guidelines.

170

171 Firearms Discharge

172

173 **Adult Correctional Institutions: Written policy, procedure, and practice provide that written**
174 **reports are submitted to the warden/superintendent or designee no later than the**
175 **conclusion of the tour of duty when any of the following occur:**

176

- 177 • discharge of a firearm or other weapon
178 • use of chemical agents to control inmates
179 • use of force to control inmates
180 • inmate(s) remain in restraints at the end of the shift [4-4202].

TITLE: SECURITY EQUIPMENT		SOP NUMBER 16-11-01
EFFECTIVE DATE: 08-01-2011	RESTRICTED	PAGE 5 of 5

181 In accordance with MDOC Policy and applicable procedures, when a firearm is discharged, a
 182 written report will be submitted through the chain of command no later than at the conclusion of
 183 the tour of duty. This will include:

- 184
- 185 • Shots fired in the line of duty
 - 186 • Accidental discharges
 - 187 • Unauthorized discharge of a firearm
 - 188 • Any other incident of a weapon being fired

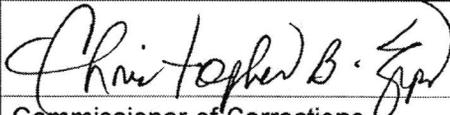
189
 190 Other pertinent documents (i.e., Rule Violation Report, Use of Force Report, Detention Notice,
 191 and MDOC Extraordinary Occurrence Report) will accompany the report.

192
 193 Weaponry Usage (Other)

194
 195 Anytime chemical agents or any other forms of weaponry/restraints are used to control an
 196 offender(s), all applicable reports specified within this procedure will be submitted to the
 197 Facility's Controlling Authority or designee no later than at the conclusion of the tour of duty.

198
 199 **DOCUMENTS REQUIRED:**

200
 201 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		07/21/11
	Commissioner of Corrections	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	SOP NUMBER 16-15-01
		AGENCY WIDE
USE OF RESTRAINTS		INITIAL DATE 06-13-1983
ACA STANDARDS: 4-4190, 4-4190-1, 4-4191		EFFECTIVE DATE 06-01-2013
STATUTES:	RESTRICTED	PAGE 1 of 9

1 **APPLICABILITY:**

2
3 This procedure applies to all Mississippi Department of Corrections (MDOC) employees whose
4 duties require the utilization of physical restraints to maintain control and security of offenders.
5

6 **POLICY STATEMENT:**

7
8 It is the policy of the Mississippi Department of Corrections to ensure restraints are never
9 applied as punishment and are only used as a precaution against escape during transfer, for
10 medical reasons, to prevent self-injury, to prevent injury to others or to prevent property
11 damage.
12

13 **DEFINITIONS:**

14
15 Four/Five-Point Restraints – A method by which both arms, head and legs are secured.
16

17 Restraints – A device used to physically limit the movement of the wearer.
18

19 Restraint Chair – A security-restraining device that utilizes a combination of handcuffs, leg irons,
20 and restraining straps in a specially designed contoured chair. This chair is designed to provide
21 effective containment of an offender exhibiting violent and/or uncontrollable behavior. Proper
22 application provides minimal potential for injury to the offender.
23

24 **PROCEDURES:**

25
26 General

27
28 *Adult Correctional Institutions:* **Written policy, procedure, and practice provide that**
29 **instruments of restraint, such as handcuffs, irons, and straight jackets, are never applied**
30 **as punishment and are applied only with the approval of the warden/superintendent or**
31 **designee [4-4190].**
32

33 *Adult Correctional Institutions:* **Written policy, procedure and practice, in general, prohibit**
34 **the use of restraints on female offenders during active labor and the delivery of a child.**
35 **Any deviation from the prohibition requires approval by, and guidance on, methodology**
36 **from the medical authority and is based on documented serious security risks. The**
37 **medical authority provides guidance on the use of restrains on pregnant offenders prior**
38 **to active labor and delivery [4-4190-1].**
39

40 All correctional staff will be trained in the application and use of instruments of restraint.

TITLE: USE OF RESTRAINTS		SOP NUMBER 16-15-01
EFFECTIVE DATE: 06-01-2013	RESTRICTED	PAGE 2 of 9

41 The Superintendent, Community Corrections Director, Warden, or designee will approve all non-
42 routine utilization of restraints. The Shift Commander may approve the emergency utilization of
43 restraints; however, the Superintendent, Community Corrections Director, Warden, or designee
44 will be immediately notified.

45

46 Use of Restraints

47

48 Instruments of restraint will be applied and utilized for the following reasons:

49

- 50 • Precaution against escape during transfer and/or transport
- 51 • Medical reasons, only upon the direction of a medical authority
- 52 • Prevent self-injury
- 53 • Prevent injury to others
- 54 • Prevent property damage

55

56 Instruments of restraint will never be utilized in the following ways:

57

- 58 • As a method of punishment
- 59 • In a manner that causes undue physical discomfort, inflicts physical pain, or restricts the
60 blood circulation or breathing of the offender
- 61 • Shackling an offender to a stationary object while inside a moving vehicle

62

63 The technique of placing an offender in a facedown position following the application of
64 restraints is strictly prohibited.

65

66 Restraints will be used no longer than is absolutely necessary. Due consideration must be
67 given to the comfort and welfare of the offender, commensurate with an adequate degree of
68 safety and restraint.

69

70 Restraints are apparatus that should be utilized as a temporary measure. An offender under
71 restraint is still potentially dangerous and will be kept under constant observation.

72

73 Appropriate restraints must be used as soon as possible when it appears an offender may
74 become violent or disruptive. The use of such restraints must be terminated as soon as the risk
75 subsides or the offender is confined.

76

77 Access to meals will not be withheld from an offender who is placed in any type of restraints.
78 Restroom access will be granted on an as needed basis.

79

80 Handcuffs

81

82 Handcuffs will be placed on an offender with care. Each handcuff will be tightened to a secure
83 fit on the wrist, with enough space left between the wrist and the handcuff to ensure proper
84 blood circulation.

TITLE: USE OF RESTRAINTS		SOP NUMBER 16-15-01
EFFECTIVE DATE: 06-01-2013	RESTRICTED	PAGE 3 of 9

85 Handcuffs will be applied behind the offender's back. Immediately after placing the handcuffs
86 on the offender, the officer will double-lock the handcuffs.

87
88 Handcuffs will be examined prior to use for defects in chain links, for malfunction of the double-
89 locking device, and for foreign objects in the locking and keyhole slots.

90
91 Handcuffs will never be removed while in transit unless there is a vehicle accident or collision.
92 The officer will consider the welfare of the offender and protection of the officer and community
93 before removal of the handcuffs.

94
95 Offenders housed in maximum security units will be restrained with handcuffs or waist chains
96 prior to exiting their cells, and escorting to and from the shower and yard call.

97

98 Chains

99

100 Chains used to restrain offenders will be approximately four feet in length, of single link
101 construction with an enlarged link at one end.

102

103 Chains will be applied in the following manner:

104

- 105 • Circle the offender's waist threading the chain through the belt loops
- 106 • Pull the waist chain firm
- 107 • Place the large end link through a link of the waist chain
- 108 • Insert the open handcuffs through the large link ensuring one cuff is on both sides of the
- 109 waist chain
- 110 • Proceed to cuff the offender

111

112 Black Box

113

114 The Black Box will be applied in the following manner:

115

- 116 • Pull the securing lid off
- 117 • Open the box
- 118 • Apply the handcuffs
- 119 • Place the box on handcuffs
- 120 • Reapply the securing slide
- 121 • Put the large chain link through the slot in the box
- 122 • Lock in place with a padlock

123

124 Leg Irons for Community Work Center Offenders

125

126 Community Work Center offenders will be placed in restraints only when being transported to a
127 major facility for disciplinary actions, court appearances or outside hospital for medical
128 appointments.

TITLE: USE OF RESTRAINTS		SOP NUMBER 16-15-01
EFFECTIVE DATE: 06-01-2013	RESTRICTED	PAGE 4 of 9

129 Leg Irons for All Other Offenders

130

131 When offenders are transported by car, van, or bus, leg irons will be applied. Prior to the
132 application of leg irons, the officer will ensure the offender is properly handcuffed and wearing a
133 waist chain.

134

135 Leg irons will be examined prior to being placed on the offender. Leg irons may be utilized over
136 socks or pant legs and pulled to a firm fit, leaving enough room for circulation, and double-
137 locked with the keyhole placed on the lower side.

138

139 The officer will place the leg irons on the offender while positioned directly behind the offender.
140 The officer will be alert to immediately respond if the offender attempts to kick.

141

142 One pair of leg irons will be applied to each offender unless emergency transportation needs
143 exist.

144

145 Leg irons will never be removed while in transit unless there is a vehicle accident or collision.
146 The officer will consider the welfare of the offender and protection of the officer and the
147 community before removal of the leg irons.

148

149 Maximum security offenders who are being escorted to and from appointments (i.e., Case
150 Manager appointment, disciplinary hearing, medical appointment) will be restrained with waist
151 chains and leg irons.

152

153 All offenders who are being escorted to and from appointments off institutional grounds (i.e.,
154 medical appointments, court appearances) will be restrained with waist chains and leg irons.

155

156 Removal of Restraint Gear for Medical Procedures

157

158 Restraint gear may be taken off an offender upon the request of an on-site or off-site medical
159 provider for the performance of medical procedures such as x-rays, whole body scans, and
160 surgery.

161

162 If possible, only the restraint gear that hinders the medical procedure is to be removed. Upon
163 completion of the medical procedure, the offender is to be frisk searched and placed back into
164 full restraint gear.

165

166 If the medical provider requests an extended removal of restraint gear, the Warden or designee
167 is to be contacted immediately.

168

169 Permanent or Temporary Suspension of Restraint Gear

170

171 Only MDOC site medical directors are allowed to approve temporary or permanent suspension
172 of restraint gear.

173

174 The request must be reviewed and authorized by the Warden or designee.

TITLE: USE OF RESTRAINTS		SOP NUMBER 16-15-01
EFFECTIVE DATE: 06-01-2013	RESTRICTED	PAGE 5 of 9

175 Medical Records personnel will ensure that the suspension approval is logged in the offender's
176 medical records as well as ensure that an alert status is noted in Offendertrak.

177

178 Use of Restraints to Restrict Mobility of an Inmate

179

180 Hand and leg restraints attached to a stationary object may be applied for the following reasons
181 and only after all lesser types of restraint methods have failed:

182

- 183 • Precaution against escape during transfer and/or transport
- 184 • Medical reasons, only upon the direction of a medical authority
- 185 • Prevent self-injury
- 186 • Prevent injury to others
- 187 • Prevent property damage

188

189 When this restraint procedure is utilized, the following is required:

190

- 191 • Direct visual observation by staff must be continuous prior to obtaining approval from the
192 Warden or designee and clearance by medical staff.
- 193
- 194 • Subsequent visual observation will be made periodically.
- 195
- 196 • Restraints will be used no longer than absolutely necessary.
- 197
- 198 • Restricted mobility restraints will only be applied initially for a period no longer than three
199 hours. Continued utilization beyond three hours must be authorized by the Warden or
200 designee and approved by the health authority.
- 201
- 202 • Restraints will not prevent the offender from rising from the bed, utilizing the toilet facilities or
203 eating.
- 204
- 205 • Restricted Mobility Restraints form will be completed.

206

207 Use of Four/ Five-Point Restraints and Restraint Mattress

208

209 Restraints which prevent an offender from rising from his bed, utilizing toilet facilities, or eating
210 will not be placed on any offender in a locked room except in extreme circumstances. These
211 circumstances will include, but are not limited to the following:

212

- 213 • Offender threatens suicide
- 214 • Experiences a violent episode of mental instability
- 215 • Needs to be completely subdued for a very short period of time after behaving violently
216 towards another person

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217 *Adult Correctional Institutions:* **(MANDATORY) Four/five point restraints are used only in**
218 **extreme instances and only when other types of restraints have proven ineffective or the**
219 **safety of the inmate is in jeopardy. Advance approval is secured from the facility**
220 **administrator/designee before an inmate is placed in a four/five point restraint.**
221 **Subsequently, the health authority or designee must be notified to access the inmate's**
222 **medical and mental health condition, and to advise whether, on the basis of serious**
223 **danger to self or others, the inmate should be in a medical/mental health unit for**
224 **emergency involuntary treatment with sedation and/or other medical management, as**
225 **appropriate. If the inmate is not transferred to a medical/mental health unit and is**
226 **restrained in a four/five point position, the following minimum procedures are followed:**
227

- 228 **1. Direct visual observation by staff is continuous prior to obtaining approval from the**
229 **health authority or designee;**
- 230 **2. Subsequent visual observation is made at least every fifteen minutes**
- 231 **3. Restraint procedures are in accordance with guidelines endorsed by the designated**
232 **health authority**
- 233 **4. All decisions and actions are documented [4-4191].**
234

235 When an offender is placed in four/five-point restraints (arms, head, and legs secured), advance
236 approval must be obtained from the Superintendent, Community Corrections Director, Warden,
237 or designee.
238

239 The Institutional Medical Director or designee must be notified in order to assess the offender's
240 medical and mental health condition, and to advise, on the premise of serious danger to self or
241 others, whether the offender should be placed in a medical or mental health unit for involuntary
242 emergency treatment with sedation and/or other medical management as appropriate.
243

244 Four/Five-point restraints should only be used in extreme instances and only when other types
245 of restraints have proven to be ineffective. Due consideration must be given to an individual's
246 physical condition, such as body weight.
247

248 When an offender is restrained in a four/five-point position, the following minimum procedures
249 will be followed:
250

- 251 • Direct visual observation by staff must be continuous prior to obtaining approval from the
252 Institutional Medical Director or designee.
253
- 254 • Subsequent visual observation must be made at least every 15 minutes.
255
- 256 • Restraint procedures are in accordance with guidelines approved by the Institutional Medical
257 Director.
258

259 Offenders secured in four/five-point restraints will be clothed in underwear only. This provision
260 may be modified if deemed necessary by the appropriate supervisor and approved by the
261 Superintendent, Community Corrections Director, Warden, or designee.

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262 Upon determination that the application of four/five-point restraints is necessary, a staff member
 263 will be assigned to maintain direct, continual observation of the offender until approval has been
 264 obtained from the Institutional Medical Director or designee.
 265

266 Offenders placed in four/five-point restraints will be examined by medical staff as soon as
 267 possible to evaluate any injuries and ensure the restraints have been applied in a way that
 268 normal breathing and circulation are permitted.
 269

270 Correctional personnel will monitor offenders in restraints at least every 15 minutes and
 271 document this in the appropriate log.
 272

273 Four/Five-point restraints will only be applied for a period no longer than three hours on the
 274 order of the Superintendent, Community Corrections Director, Warden, or designee.
 275

276 A physician will approve any continued utilization of restraints beyond the three-hour period,
 277 either personally or by telephone, within this three-hour period. This extension will be for no
 278 longer than three additional hours.
 279

280 Authorization for continued utilization of restraints beyond an initial extension could be given
 281 only by a physician based on a personal examination of the offender and only for reasonable
 282 periods not to exceed eight hours.
 283

284 The offender will not be in restraints beyond the authorized eight-hour period without further
 285 personal examination and authorization by a physician.
 286

287 The offender will be released or placed in lesser restraints unless the physician finds the
 288 behavior mandates otherwise.
 289

290 Restraint Chair
 291

292 When an offender is placed in the restraint chair, advance approval must be obtained from the
 293 Superintendent, Community Corrections Director, Warden, or designee.
 294

295 The following procedure will apply when placing an offender in the restraint chair:
 296

- 297 • The Warden or designee and the Shift Commander will be present and directly supervise
 298 the placement of an offender into the restraint chair.
 299
- 300 • Only staff members trained in the use of the restraint chair can administer restraint by these
 301 means.
 302
- 303 • To facilitate placement in the restraint chair, the offender will be placed in a prone position
 304 (facedown) on the floor.
 305
- 306 • The offender will place his hands behind his back and handcuffs will be applied; leg irons
 307 will be placed around the offender's ankles.

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- 308 • The offender will be stood upright immediately in front of the chair and will be instructed to
309 seat himself in the chair. If the offender refuses to comply, the attending staff members will
310 seat the offender.
- 311
- 312 • One staff member will be positioned behind the chair to control the offender's head and
313 prevent injury, and one staff member will be positioned in front of the offender to control leg
314 movement if necessary.
- 315
- 316 • Once the offender is seated, one staff member will secure the chair's lap belt across the
317 offender's abdomen. The other staff member will secure the leg strap across the offender's
318 legs and pull until snug.
- 319
- 320 • Two staff members will then secure the shoulder straps and alternate pulling the straps
321 securely across the offender's chest.
- 322

323 Offenders placed in the restraint chair will be kept isolated from other offenders.

324

325 An offender will be removed from the restraint chair only under the direction of the
326 Superintendent, Community Corrections Director, Warden, or designee. The Warden or
327 designee and the Shift Commander, in conjunction with medical staff, will monitor the current
328 condition and behavior of the offender in order to determine when it is appropriate to remove the
329 offender from the restraint chair.

330

331 Correctional personnel will maintain direct observation of the restrained offender. A written 15
332 minute observation log will be maintained for all offenders placed in the restraint chair.

333

334 Restraints will be checked for excessive tightness a minimum of once every 30 minutes and
335 noted in the observation log. If loss of circulation is detected, adjustment will be made as
336 necessary. If an offender complains of pain caused by restraints, the observing staff member
337 will request an examination of the offender from the medical staff.

338

339 The Shift Commander will review the status and need for continued restraint of the offender a
340 minimum of once every two hours and will document the review on the observation log. Medical
341 staff will examine the offender a minimum of once every three hours; however, staff members
342 may request that medical staff examine the offender at any time.

343

344 Any offender who urinates or has a bowel movement while in the restraint chair or the four/five-
345 point restraints, will be removed from the restraint for cleaning as soon as possible.

346

347 Restraint Logging and Reporting Procedures

348

349 All non-routine utilization of restraints will be fully documented and appropriate information
350 reports completed and forwarded to the Superintendent, Community Corrections Director or
351 designee for review.

352

353 An observation log will be maintained indicating the following:

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- 354 • Name of the restrained offender
- 355 • Reason for the restraint
- 356 • Type of restraints utilized
- 357 • Time of initial restraint
- 358 • Time of authorization
- 359 • Name of the physician
- 360 • Time monitored
- 361 • Name of the person monitoring
- 362 • Time of release

363
364 The Warden or designee and the Shift Commander are responsible for ensuring that the
365 appropriate Incident Reports, Extraordinary Occurrence Reports, and Observation Logs are
366 completed and forwarded to the Superintendent, Community Corrections Director or designee.
367 The reports must include, at a minimum, the following:

- 368
- 369 • Description of the specific incident requiring the use of restraints
- 370 • Time and place restrained
- 371 • Any additional altercations occurring during or when the offender is released from restraint
- 372 • Time restraints are removed
- 373 • Copy of the observation log

374
375 Post Restraint Procedures

376
377 Upon removal of an offender from the restraint chair or four/five-point restraints, medical staff
378 will immediately examine the offender and note the offender's condition in the medical file.

379
380 Following each use of restraints, all devices will be cleaned and checked for any damage
381 according to the recommendations of the manufacturer. The restraints will then be returned to
382 the appropriate ready position.

383
384 DOCUMENTS REQUIRED:

385
386 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		05/31/13 Date
		05/31/13 Date

Hospital	City	Number of Admissions		Armed Hours	Un-Armed Hours	Estimated Hours	Charge per Man Hour- Unarmed	Charge per Man Hour- Armed	Total Armed Cost	Total Un-Armed Cost	Total Cost
Alliance Health Center		3	0.39%	262	320	581	0	0	-	-	-
AMG Specialty (Greenwood LTAC)	Greenwood	19	2.45%	1,657	2,025	3,682	0	0	-	-	-
Anderson Hospital	Meridian	33	4.26%	2,878	3,517	6,395	0	0	-	-	-
Baptist Memorial Hospital	Oxford, Desoto, East	7	0.90%	610	746	1,357	0	0	-	-	-
Bolivar Medical Center		6	0.78%	523	640	1,163	0	0	-	-	-
Merit Health Central (CMMC)	Jackson	269	34.75%	23,459	28,672	52,132	0	0	-	-	-
Merit Health River Oaks	Jackson	22	2.84%	1,919	2,345	4,264	0	0	-	-	-
Delta Regional Medical Center		6	0.78%	523	640	1,163	0	0	-	-	-
Field Memorial		3	0.39%	262	320	581	0	0	-	-	-
Forrest General Hospital	Hattiesburg	77	9.95%	6,715	8,207	14,922	0	0	-	-	-
George County Hospital		1	0.13%	87	107	194	0	0	-	-	-
Mississippi Baptist Hospital	Jackson	2	0.26%	174	213	388	0	0	-	-	-
Greenwood Leflore Hospital	Greenwood	23	2.97%	2,006	2,452	4,457	0	0	-	-	-
Jefferson County Hospital		0	0.00%	-	-	-	0	0	-	-	-
Magnolia Regional Hospital		9	1.16%	785	959	1,744	0	0	-	-	-
Natchez Community Hospital		0	0.00%	-	-	-	0	0	-	-	-
North MS Medical Center		12	1.55%	1,047	1,279	2,326	0	0	-	-	-
Northwest MS Regional Hospital		52	6.72%	4,535	5,543	10,078	0	0	-	-	-
Methodist Healthcare Hospital	Memphis	4	0.52%	349	426	775	0	0	-	-	-
Gulfport Memorial Hospital		2	0.26%	174	213	388	0	0	-	-	-
Merit Health Crossgates	Jackson	3	0.39%	262	320	581	0	0	-	-	-
River Region Hospital	Vicksburg	36	4.65%	3,140	3,837	6,977	0	0	-	-	-
Rush Foundation Hospital	Meridian	27	3.49%	2,355	2,878	5,233	0	0	-	-	-
Select Specialty Hospital	Jackson	1	0.13%	87	107	194	0	0	-	-	-
South Central Regional Hospital		1	0.13%	87	107	194	0	0	-	-	-
St Dominic Hospital	Jackson	2	0.26%	174	213	388	0	0	-	-	-
Southwest Regional Hospital		19	2.45%	1,657	2,025	3,682	0	0	-	-	-

Hospital	City	Number of Admissions		Armed Hours	Un-Armed Hours	Estimated Hours	Charge per Man Hour- Unarmed	Charge per Man Hour- Armed	Total Armed Cost	Total Un-Armed Cost	Total Cost
UMC	Jackson	95	12.27%	8,285	10,126	18,411	0	0	-	-	-
Stone County Hospital		4	0.52%	349	426	775	0	0	-	-	-
Promise Hospital	Vicksburg	27	3.49%	2,355	2,878	5,233	0	0	-	-	-
Ochsner Medical Center	New Orleans	2	0.26%	174	213	388	0	0	-	-	-
Wesley Medical Center	Hattiesburg	7	0.90%	610	746	1,357	0	0	-	-	-
Total Admissions		774	100%	67,500	82,500	150,000			-	-	-

The above information represents the estimated numbers of hours at each of the hospitals for the period beginning January 1, 2016 to December 31, 2016. It is the intention of MDOC to receive pricing based on an hourly rate for armed and unarmed guard service. MDOC estimated that approximately 90% of required guard services will occur in five cities; Jackson, Vicksburg, Meridian, Greenwood and Hattiesburg. Since the hospitals in these cities represent the majority of hours, MDOC will require backup/supervisory personnel at these locations. MDOC understand services provided outside these five cities will require mileage and overnight stay in some cases. As a result proposers are encouraged to build these costs into the hourly rate for locations outside the five cities highlighted. MDOC will use the above matrix to objectively score each respondents cost component.