



State of Indiana
Indiana Department of Correction

Effective Date

08/01/2025

Page 1 of

6

Number

03-01-101

POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

JAIL SERVICES DIVISION

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-2-5(a)(13) IC 11-8-2-5(b) (1 and 2) IC 11-12-4-1, 2 and 6 IC 31-31-8-5 IC 35-34-2-11 210 IAC 3-1-1 <i>et seq.</i> 210 IAC 6-1-1 <i>et seq.</i>	00-00-101	03-03-101 (Eff Date 04-1-2024 / ED # 14-10)

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish a process for the inspection of county jails in accordance with state statutes.

II. POLICY STATEMENT:

The Department of Correction shall establish a division that shall have as one of its responsibilities the inspection of county jails and detention facilities. The division having these responsibilities is the Jail Services Division. This division shall be responsible for the annual inspections of all county jails within the state. Additionally, staff from the Division of Construction Services shall review the final construction plans of new county jails to ensure that the proposed jail will meet the minimum standards adopted by the Department for county jails. The staff from the division shall be available to all local units of government for consultation on issues related to jail operations.

Staff from the Division shall assist in the development of minimum standards for the operation of county jails and detention center facilities. These minimum standards shall govern:

- A. General physical and environmental conditions.
- B. Services and programs to be provided to confined persons; and,
- C. Procedures for the care and control of confined persons necessary to ensure the health and safety of confined persons, the security of the facility and public safety.

POLICY AND ADMINISTRATIVE PROCEDURES Indiana Department of Correction Manual of Policies and Procedures			
Number 03-01-101	Effective Date 08/01/2025	Page 2	Total Pages 6
Title Jail Services Division			

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. DIVISION DIRECTOR: The Director of the Jail Services Division.
- B. IMMEDIATE DANGER: The totality of conditions that, absent immediate corrective action, pose a danger to life, health, safety or security of a jail.
- C. INSPECTOR(S): The Department staff person(s) responsible for a specific jail inspection.
- D. JAIL: A local unit of detention for adults.
- E. JAIL STANDARDS: The rules established and promulgated by the Department, the Indiana Sheriffs, the Indiana Sheriff's Association, and the ICLU/ACLU that set minimum requirements for the operation of a jail pursuant to law.
- F. JAIL STANDARDS COMMITTEE: A committee composed of a minimum of five (5) county sheriffs as required by IC 11-12-4-1(c) appointed annually by the Commissioner to serve as the authoritative body for the review, revision and interpretation of the Jail Standards.
- F. SHERIFF: The chief executive of a jail.

IV. RESPONSIBILITY:

The Commissioner shall provide a valid system of inspection, oversight, communication, and guidance for county jails operating within the State. The Director shall serve as the Commissioner's designee and agent in the discharge of these responsibilities unless noted otherwise.

V. ORGANIZATION:

The Division Director shall report to the Deputy Commissioner of Operations Division and/or the Executive Director of Field Operations. The Division Director is responsible for:

- A. The supervision of jail inspectors.
- B. Overseeing the inspection of all jails.

POLICY AND ADMINISTRATIVE PROCEDURES			
Indiana Department of Correction Manual of Policies and Procedures			
Number 03-01-101	Effective Date 08/01/2025	Page 3	Total Pages 6
Title Jail Services Division			

- C. Ensuring reports are properly prepared and distributed; and,
- D. Providing technical assistance to counties upon request.

VI. JAIL STANDARDS DEVELOPMENT:

The Department shall adopt minimum statewide jail standards for county jails in accordance with IC 4-22-2. Standards shall be patterned after the jail standards established by the American Correctional Association where possible and shall have the force and effect of law.

Standards shall be flexible enough to allow for the development of new and improved practices, and to accommodate local needs and circumstances. All standards shall be consistent with state statute and all State Department of Health, State Fire Marshall, and other state agency rules (i.e. building code, etc.).

VII. INSPECTION PROCEDURES:

Jails shall be inspected at least once annually. The Director shall create and maintain a written and/or electronic tracking mechanism for a timely inspection schedule and jail compliance with the standards. Inspection dates shall be announced in order to prepare the necessary documentation for the inspection. ATTACHMENT I presents a flow chart of the jail inspection process.

The Inspector shall contact the sheriff or designee upon arrival at a facility and shall complete a standardized questionnaire with the assistance of the sheriff or designee.

The Inspector shall also make an extensive and thorough inspection of the jail facility.

The Director may request joint inspections with the State Fire Marshal and Department of Health as necessary to resolve significant life, health, or fire safety issues within a jail.

The Inspector shall confer with the sheriff (or designee) upon the completion of the inspection regarding the outcome and may assist the county in correcting non-compliance findings.

The Director or designee shall provide technical assistance to counties and attend county meetings concerning jail issues, upon request.

VIII. REPORTS:

The Inspector completing the inspection shall prepare a written report indicating the outcome of the inspection, providing specific information and

POLICY AND ADMINISTRATIVE PROCEDURES			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 03-01-101	Effective Date 08/01/2025	Page 4	Total Pages 6
Title Jail Services Division			

recommendations as appropriate regarding any findings of non-compliance. The Director shall maintain a copy of the report on file for a period of ten (10) years. A copy of the report shall be transmitted to the sheriff or designee electronically. The original shall then be emailed to the sheriff with instructions to provide a copy to the board of commissioners, county council, circuit court judge, auditor, prosecutor, and all judges having criminal or juvenile jurisdiction within the county within thirty days of receipt of the report.- The jail inspector's report shall serve as notice as required by IC 11-12-4-2(b).

All jail inspection reports become public record ten (10) days from the receipt of the finalized inspection report. Copies of reports will be made available to the public at a cost established by the Indiana Department of Correction to cover reproduction and mailing. County and state officials, and municipal liability insurance carriers or their representatives shall not be charged for copies of reports. There shall be no charge for copies of reports being transmitted electronically.

Indigent inmates located in a county or state facility shall not be provided free copies of reports absent a subpoena. Inmates currently incarcerated within a jail shall not be provided a copy of a jail inspection report until such time as a review of the report has been conducted by the Director, to determine if the release of the report impacts upon the safety or security of the jail.

The Director shall prepare an annual county jail report reflecting year built, rated bed capacity, total inmates on the day of inspection by category, jail deaths, escapes, services provided, and other information as specified by the Commissioner. A copy of this annual report shall be provided to the: County Sheriff; Indiana Sheriffs' Association; Association of Indiana Counties; Association of County Commissioners; Indiana Criminal Justice Institute; Indiana Judicial Center; Legislative Services Agency; National Institute of Correction; American Jail Association; US Marshal, Northern District of Indiana; and US Marshal, Southern District of Indiana.

IX. RESPONSE TO NON-COMPLIANCE:

If the Department concludes that the county is not making a "good faith" effort to address non-compliant findings after a six (6) month period following a notification of non-compliance, the Commissioner may petition the Circuit Court for an injunction prohibiting the confinement of persons in all or in a specific part of the jail, or otherwise restricting the use of the jail, as provided for in IC 11-12-4-2. This authority shall not be delegated.

As an alternative, the Commissioner may recommend a county convene a grand jury (see IC 11-12-4-2) to examine non-compliant issues and provide recommendations to the county executive and fiscal bodies, and court of competent

POLICY AND ADMINISTRATIVE PROCEDURES Indiana Department of Correction Manual of Policies and Procedures			
Number 03-01-101	Effective Date 08/01/2025	Page 5	Total Pages 6
Title Jail Services Division			

jurisdiction. This authority shall not be delegated, and such recommendation shall be delivered to the county via certified mail.

If, upon the conclusion of an inspection, the Inspector concludes an immediate danger exists within a jail, the Inspector shall immediately notify, in person, email or telephonically, the following: Commissioner, Division Director, Sheriff, Judge of the Circuit Court, and President, Board of County Commissioners. All such notifications shall be documented and made a part of the jail inspection report.

X. DEPARTMENT REVIEW OF PROPOSED NEW CONSTRUCTION AND RENOVATION OF JAILS:

The Department shall review all proposed jail construction and/or renovation per state statute. This review shall be conducted by the Director of Construction Services or designee and shall be completed within ten (10) working days of the receipt of the proposed plans. The Director of Construction Services shall forward a written report to the State Building Commission indicating whether the plans, as submitted, meet the minimum standards established by 210 IAC 3. The Department shall also provide a copy to the appropriate board of county commissioners, sheriff, and architect.

XI. DEPARTMENT SUPPORT/TECHNICAL ASSISTANCE:

The Director may provide technical assistance to county officials upon written or verbal request and shall provide a technical assistance report to the requestor documenting the assistance provided. Assistance may also include responding to public inquiries. The Director shall determine the most appropriate method of assistance and shall cooperate with other government agencies.

Inmate complaints received by the Director shall be forwarded to the appropriate sheriff for response, accompanied with those sections of the jail standards that may be applicable to the complaint. A copy of the complaint shall be maintained in the inspection file and addressed with the sheriff or designee during the next inspection of the jail concerned. The inspection schedule may be adjusted based on the seriousness or frequency of complaints received.

The Director or designee shall provide instruction on Indiana Jail Standards in all Basic Jailers Courses certified by the Indiana Law Enforcement Board.

POLICY AND ADMINISTRATIVE PROCEDURES Indiana Department of Correction Manual of Policies and Procedures			
Number 03-01-101	Effective Date 08/01/2025	Page 6	Total Pages 6
Title Jail Services Division			

XII. APPLICABILITY:

This policy and administrative procedure are applicable to staff of the Jail Services Division and all staff involved in the inspections of county jails and the development of jail standards.

_____(signature on file)_____
Lloyd Arnold
Commissioner

_____July 1, 2025_____
Date