

REQUIRED OPERATIONAL PLANS

ONLY the following operational plans are required to be submitted for review to the Commission on Jail Standards. Due to the number of operational plans awaiting our approval, **your SOP's/Policies and Procedures WILL NOT be reviewed and will be discarded.** **You will then be asked to resubmit only OPERATIONAL PLANS.**

1. **EMERGENCY PLAN** (see Chapter 263.40)
2. **FIRE PREVENTION PLAN** (see Chapter 263.42)
3. **CLASSIFICATION PLAN** (see Chapter 271.1, 271.3, 271.4, 271.7)
4. **HEALTH SERVICES PLAN** (see Chapter 273.2, 273.4(a))
5. **MENTAL DISABILITIES/SUICIDE PREVENTION PLAN** (see Chapter 273.5)
6. **SANITATION PLAN** (see Chapter 279.1, 279.2) (do not include food service, hygiene, bedding, etc.)
7. **DISCIPLINE PLAN** (see Chapter 283.1)
8. **GRIEVANCE PLAN** (see Chapter 283.3)
9. **RECREATION/EXERCISE PLAN** (see Chapter 285.1)
10. **EDUCATION/REHABILITATION PLAN** (see Chapter 287.1, 287.2, and 287.3)
11. **LIBRARY PLAN** (see Chapter 287.4) (recreational only; do not include law library)
12. **TELEPHONE PLAN** (see Chapter 291.1)
13. **CORRESPONDENCE PLAN** (see Chapter 291.2)
14. **COMMISSARY PLAN** (see Chapter 291.3)
15. **VISITATION PLAN** (see chapter 291.4)
16. **RELIGIOUS PRACTICES PLAN** (see Chapter 291.5)
17. **INMATE RULES** (see Chapter 283.2) (aka Inmate Handbook, Jail Rules, Rules and Regulations, etc. "...as provided to the inmate.")

Each county must have 17 separate plans on file in our office. Please make sure that **all** items listed in the referenced section are addressed.

Each plan must be submitted **separately on paper** (not mailed separately) properly titled as indicated above. This ensures that each plan has its own approval date. **DO NOT** e-mail them, submit plans on CD, in notebook form, etc.

*******If we have requested changes please resubmit a complete copy of the revised plan for approval*******

Please use the following criteria to determine if ANY of your operational plans must be resubmitted to our agency for approval: 1) operational plan was approved more than 5 years ago; 2) **you** have changed a procedure that affects one of the above listed operational plans; or, 3) **we** have made a change to minimum standards that affects one of the above listed plans.

DO NOT IMPLEMENT OPERATIONAL PLANS UNLESS YOU HAVE SUBMITTED THEM TO US AND YOU HAVE BEEN NOTIFIED THAT THEY HAVE BEEN APPROVED
