



**RESOLUTION 2020-34**

**Resolution Adopting the Annual Review and Revisions to the Roosevelt County Detention Center Policies and Procedures Manual**

**WHEREAS**, Roosevelt County operates and maintains an Adult Detention Center;

**AND WHEREAS**, the mission of the Roosevelt County Detention Center is to insure the safety of the public by providing a safe, secure and humane environment for all detainees lawfully placed in the custody of Roosevelt County by the Courts and to provide excellent customer service to the public and all participating agencies;

**AND WHEREAS**, Roosevelt County has implemented Detention Center Policies and Procedures which are current and reflect contemporary standards adopted by the American Correctional Association Standards for Adult Local Detention Facilities (Current Edition), the New Mexico Local Government Accreditation Program and the Adult Detention Professional Standards Council (Current Edition), and the New Mexico Association of Counties Detention Accreditation Program;

**AND WHEREAS** the Adult County Detention Center Policy and Procedures Manual has implemented policies and procedures relating to administration, personnel, and staff development, security and control, safety and sanitation, detainee programs, and detainee handbook;

**AND WHEREAS**, the policy as originally adopted, shall be reviewed annually and revised as needed;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ROOSEVELT COUNTY, NEW MEXICO** that the Roosevelt County Detentions Center Policy is hereby reviewed and revised and shall be implemented effective immediately.



PASSED, ADOPTED AND APPROVED this 15th day of December, 2020.

**BODY OF COUNTY COMMISSIONERS  
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

Nath Baca  
Nath Baca, Deputy County Clerk

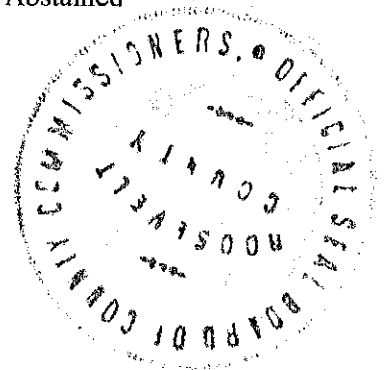
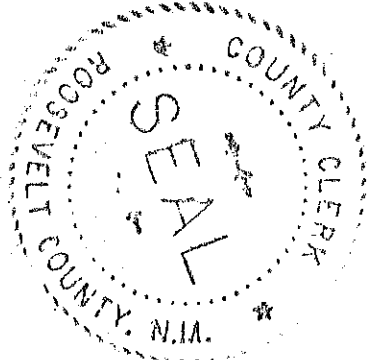
Matthew Hunton  
Matthew Hunton, Chairman – District II  
Voted:  Yes  No  Abstained

Tina Dixon  
Tina Dixon, Vice Chair – District IV  
Voted:  Yes  No  Abstained

absent  
Dennis Lopez – District I  
Voted:  Yes  No  Abstained

Lewis (Shane) Lee  
Lewis (Shane) Lee – District III  
Voted:  Yes  No  Abstained

absent  
Paul Grider – District V  
Voted:  Yes  No  Abstained



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# ROOSEVELT COUNTY DETENTION CENTER POLICY AND PROCEDURE

## CHAPTER E: SAFETY AND SANITATION

### SECTION 18: Water Outage

Adopted Dec 2020

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1. **REFERENCES:** New Mexico Local Government Accreditation Program, Adult Detention Professional Standards, Third Edition: SS-12

2. **POLICY:**

The Roosevelt County Detention Center is without water for a period of 12 hours or less

3. **PROCEDURE: A. Goal**

To provide the detainees with water with little impact to daily operations.

4. **PROCEDURE: B. Expectation**

A. The strict minimum physiological needs of an individual are estimated at 3–5 liters of drinking water per day. This minimum requirement increases if warranted by the climate and the amount of daily work and physical exercise performed. This is the equivalent of 8-12 (16oz bottles of water) in 24 hours.

B. Provide the Detainees with Non-Potable water to allow detainees to flush the toilets regularly.

C. Provide Detainees with the ability to wash/sanitize hands before and after each meal.

D. Provide Female Detainees with the ability to conduct personal hygiene as needed.

5. **PROCEDURE: C. Supplies/Operation Order**

**The Facility Staff will-issue the following items to the detainee:** .....

A. Bottled water for detainee population – for drinking and medical needs

B. Water truck – provided by Roosevelt County Roads Department – this provides non-potable water for flushing toilets

C. Hand sanitizer/ wipes – to allow detainees to wash hands before and after meals

D. Wipes - for Female population to conduct personal hygiene during time of water outage

E. Buckets/mop buckets – to be filled with non-potable water and taken to dayrooms to flush toilets



**6. PROCEDURE: D. Staff Responsibilities**

**Shift Supervisor/Shift Lieutenant**

- A. Ensure that staff provides the services outlined in the Operation Order
- B. Provides direction and guidance with situation that may arise during the water outage
- C. Ensures that daily operations continue as situation allows

**Floor Officers**

- A. Provides the services that are outlined the Operation Order
- B. Ensures that the detainees under their supervision are provided water and supplies at increments out lined in the Operation Order
- C. Supervise detainees that will be transporting the water within the facility
- D. Document any issues that arise due to water outage
- E. Notify supervisor of any concerns or needs that may arise during the water outage

**7. PROCEDURE: E. Provided Services**

- A. Every detainee will be offered at least 1 (16oz) bottle of water every 60 minutes. Water pass shall be documented as a part of the daily logs. Any refusals should be documented as well. When it is time for the next water pass, each detainee will be required to return an empty water bottle and will receive a full water bottle upon doing so.

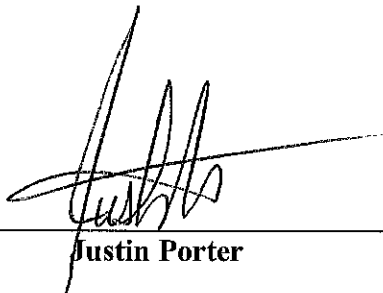
Medical will provide Supervisor with a list of detainees that my require additional water for medical concerns

- B. Buckets will be taken to dayrooms, filled with non-potable water for the flushing of toilets. The Buckets will be taken to each dayroom in intervals of 15/20 minutes. Some housing areas may require buckets of water more frequently and this will be addressed by the Shift Supervisor as needed.
- C. During Meal times – Each detainee will be provided hand sanitizer / baby wipe to wash hands before and after each meal (During water outage).

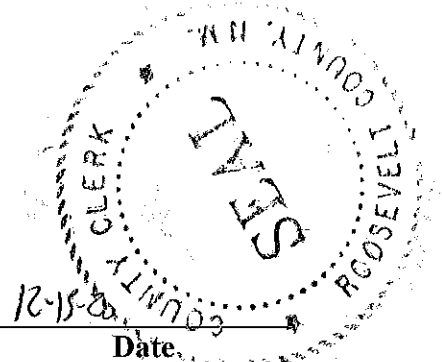
\*\*\* Arrangements with the kitchen have been made so that meals will still be prepared and served in a timely manner.

\*\*\* Medical will be provided water bottles to be used during medication pass

\*\*\* The following facility operations will be stopped until water is restored to the facility; Haircuts, laundry, uniform exchange and showers. Every attempt will be made to conduct these services as soon as water is restored to the facility.

  
Justin Porter

Detention Administrator

  
Date: 12-15-20

