



## STATE OF ARKANSAS

Department of Finance  
and AdministrationCriminal Detention Facilities Review  
Committees

## COORDINATOR'S OFFICE

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Facility Name: Pope County Detention Center	District: 4th
Date of Inspection: 12/10/2019	
Mailing Address: 3 Emergency Lane Russellville, AR 72082	
Physical Address (if different):	
Facility Phone Number: 479-968-2558	Facility Fax Number: 479-968-7432
Sheriff/Chief of Police: Shane Jones	Sheriff/ Chief of Police Email Address: <a href="mailto:sjones@popecoso.net">sjones@popecoso.net</a>
Facility Supervisor: Rowdy Sweet	Facility Supervisor's Email: <a href="mailto:rsweet@popecoso.net">rsweet@popecoso.net</a>
County Judge/Mayor: Ben Cross	County Judge/Mayor's Email: <a href="mailto:pcjudge@suddenlinkmail.com">pcjudge@suddenlinkmail.com</a>
County/City Clerk: Pam Ennis	County/City Clerk's Email: <a href="mailto:clerk@popecountyar.org">clerk@popecountyar.org</a>
Facility Construction Date: 1982	Latest Remodel Date: 2001 (Expansion)
Type of Facility: <input type="checkbox"/> Book In Facility <input type="checkbox"/> 24 Hour Facility <input type="checkbox"/> Short-term Facility <input checked="" type="checkbox"/> Long-term Facility	
<input type="checkbox"/> Juvenile Status: _____	

## AVERAGE DAILY POPULATION AND STAFFING INFORMATION

Detainee Population Information			
	Male	Female	Total
Facility Capacity	146	26	172 (Including 309s)
Average Daily Population	163	37	200
Today's Population	118	32	150
Facility Staffing Information			
	Male	Female	Total
Administrator	1		1
Detention Officer	36	11	47
Medical Personnel			Medical Contract
Jailer/Dispatch			
Other			

INSPECTION CHECKLIST	Status
Health Department Inspection	Current
Fire Department Inspection	Current
Written Policies	Current
Training Booklet	Current
Menu Approved by Licensed Dietician	Current
Annual Budget	Current

**Population / Space:**

The Sheriff's work, duty, and operations have outpaced the facility.

In recent years, the jail's inmate population has been at or above the site's rated capacity.

In 2016, 2017, 2018, and 2019, the Review Committee found that "The Sheriff's work, duty, and operations" were and are "outpacing the facility."

In 2019, for some 5 days or so, the jail's population reached 205.

The Pope County Detention Center has housing capacity of 172; the site's operational capacity is about 137 (+/-) depending on housing trends and related aspects.

In 2019, the jail population on date of Review was 150 with an average daily population of 200.  
 In 2018, the jail population on date of Review was 185 with an average daily population of 185.  
 In 2017, the jail population on date of Review was 197 with an average daily population of 185.  
 In 2016, the jail population on date of Review was 161 with an average daily population of 187.  
 In 2015, the jail population on date of Review was 178 with an average daily population of 190.  
 In 2014, the jail population on date of Review was 171. (Prior to 2015, averages rates were not noted).  
 In 2013, the jail population on date of Review was 161.  
 In 2012, the jail population on date of Review was 161.  
 In 2011, the jail population on date of Review was 164.  
 In 2010, the jail population on date of Review was 168.  
 In 2009, the jail population on date of Review was 174 -182. (Notation that average population was 190)  
 In 2008, the jail population on date of Review was 162.

Due to lack of space, the facility does not have the space to typically house misdemeanor inmates.

Due to lack of space, on a typical day, a number of housing areas will be overpopulated with inmates.

Due to lack of space, the female housing area is almost always overpopulated.

Due to lack of space and the growing inmate population, the site often struggles with inmate housing goals, classification goals, and like aspects.

Due to lack of space, trustee status inmates are often housed in the site's multipurpose room area.

Due to lack of space, the site is in need of additional housing areas for inmates with disabilities and inmates with special needs.

Due to lack of space, the jail needs additional room / housing areas for booking and inmate processing purposes.

Due to lack of space with regard to the growing inmate population, the site needs additional room for inmate programming purposes.

Typically, some 65-70 percent of the inmate population consists of pre-trial felon inmates.

The growing inmate population further strains and ages the cell fixtures and facility components.

Currently, Pope County has and is working to early- release inmates as to address space issues. Despite these commendable and appreciated efforts, the jail stays overpopulated.

### **Physical Plant:**

With the passage of time, a number of jail fixtures are aging and subject to ongoing and costly repairs.  
With the passage of time, the site's heating / cooling system is in need of updates.  
With the passage of time, a number of plumbing fixtures are now obsolete in terms of replacement / updates.  
With the passage of time, a number of inner cell door fixtures are in need of updates.  
With the passage of time, it appears that the camera system may be in need of an update.  
With the passage of time, some power cords are now exposed.  
With the passage of time, a number of ventilation issues / concerns have emerged within the facility. As such, a number of work / housing areas struggle with respect to air circulation and climate control – management.  
With the passage of time, at least one work / storage area has aged out of service.  
The site now has a new boiler.

### **General Review of 2019:**

The health plan provides for an on-site nurse 12 hours per day. In addition, the plan provides for a visiting nurse practitioner. In addition to other benefits, the plan allows for both inmates and staff to stay within the secure site with regard to health care services.

The Review Committee commends the staff with regard to inmate programming. The staff, in partnership with Pope County Adult Education, offers a number of services and programs. The partnership provides for 2 educational professionals on site who provide services. The GED, as well as WAGE certificates, can promote inmate and community success.

The site does not house inmates under the age of 18. Typically, the facility houses some 35-40 Pope County – ADC-bound inmates.

Jail officers typically secure some 20 hours of continuing education per year. The agency training log is current and impressive. The agency provides a variety of training programs to staffers. The facility typically has 8 to 9 jail officers on duty. All new jail officers secure some 3 weeks of Field Training. The site administrator is a full-time certified / commissioned law enforcement officer.

The staff has an electronic inmate / staff activity documentation platform. The site is now host to video / on-site courtroom access / hearings.

The professional and knowledgeable staff oversees a clean facility.

The jail staff is doing a great job, despite the structural / physical plant limitations.

### **Conclusion:**

In 2018 the Review Committee Stated,

*"In reference to the ongoing matters, with regard to the lack of space, the growing inmate population, and jail components that are aged and / or obsolete:*

*The Review Committee encourages Pope County to again consider the creation of a Local Criminal Justice Coordinating Committee or like mechanism. A LCJCC or like approach can assist the community, agency, and facility in terms of jail population numbers, housing plans, long-term physical plant planning, and like aspects. A private and / or public consultant can assist the County in crafting a plan that is long-term, efficient, economical, and effective."*

In 2019, Pope County launched a Jail Committee. The Committee has and is working in terms of solutions, options, ideas and like features. The Review Committee commends the County as the community prepares for the future.

Continued:

**Request:**

The jail's population trends, the jail's lack of space, the jail's aged and obsolete fittings and more are a major and growing public safety issue.

The current site has a number of safety concerns with respect to lack of space given the inmate population patterns.

The work of the agency has outgrown the current jail.

The overpopulated jail has a direct impact on county employee safety, inmate safety, agency goals, and community success.

The Review Committee requests that the Pope County Sheriff's Office organize and craft an Improvement Plan with respect to jail operations.

The Improvement Plan is due in December of 2020, the plan will include a prompt action start date as well as a budget / funding framework.

All Adult Detention Facilities in Arkansas must comply with all applicable mandatory requirements. Failure to meet applicable requirements will cause the facility to be considered in non-compliance and subject to future action by this agency in compliance with 1185 of 2001.

### **MINIMUM MANDATORY REQUIREMENTS**

#### **II. ADMINISTRATION:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
2 - 1003: Written Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-1004: Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **III. PERSONEL:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
3-1002 A-B-C-D: Personnel File with required records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-1002 E-F-G: Have all jailers completed Jail Standards Course in the prescribed time frame?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-1002 H: Does the facility have sufficient personnel? If not, has the administrator requested such in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **IV. RULES OF CONDUCT FOR PERSONNEL:**

4-1001-1002: Does facility policy and procedures manual provide for requirements listed in these sections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### **V. RECORD SYSTEM:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
5-1002: Are proper papers for commitment being maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1003: Is a proper jail log or detention record being kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1004: Is confinement information being gathered for each inmate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1005: Is prisoner's personal property being handled properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1006: Are proper medical records being kept relating condition of inmate at intake?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1007: Does the facility have a written policy on strip searches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1009: Is a copy of the jail rules provided to the inmate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1011: Are disciplinary actions recorded in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-1012: Is there a written record of unusual occurrences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **VI. RIGHTS OF THE ACCUSED IN CUSTODY:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
6-1001: Are inmate rights posted and is a copy furnished them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-1002: Do inmate rights contain provisions A through G?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-1003: Does written policy for disciplinary actions provide for requirements A through D?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. PRISONER SEPERATION:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
7-1001: Does the Facility provide complete separation of females from the area where males are confined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are juveniles, charged as adults, separated from the rest of the inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are inmates under age 18, under the jurisdiction of Juvenile Court incarcerated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: If so, are they completely separated from the rest of the jail population?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-1001: Are inmates being separated by class?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7-1002: Are work release and trustee-status inmates separated from other prisoners?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**VIII. SECURITY:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
8-1001: Does the Facility have sufficient personnel on duty at all times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 A,B,K: Are proper cell checks being made and recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 C: Are female officers on duty for females inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 D: Does the policy manual have a search procedure for control of contraband?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 E: Does the policy manual have a procedure for emergency situations in case of fire, escapes, riots, smoke situations, inmate disturbances and assaults?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 G: Are officers' weapons removed before entering secure areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 I: Does the Facility have a policy for key control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-1001 J: Does the Facility have a written policy addressing security measures for trustee-status inmates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>IX: MEDICAL, DENTAL, AND MENTAL HEALTH CARE:</u></b>	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
9-1001: Does the Facility have a medical, mental and dental plan in writing and on file to insure that medical services or practices are available to all those in custody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1002: If medical care is provided at the facility, is proper space provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1003: Does the facility have an emergency and sick- call procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1004: Are there written records of an inmate's medical and dental complaints, procedures, and results?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1005: Are records kept of medicine prescribed and administered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1005: Is medicine kept in a secure area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1009: Is there a medical training program such as CPR and first aid or a suitable alternative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-1009: Is there an AED present in the facility and has Personnel been trained on its proper use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>X. MAIL, COMMUNICATIONS AND VISITING:</u></b>	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
10-1001: Is a visitor's log kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1003: Rules for visiting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1005-1007: Is there a written policy for correspondence and incoming mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-1008: Is there a written policy for the use of the phone and are inmates' calls logged where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>XI. FOOD SERVICE:</u></b>	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
11-1001: Are meals being served as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1001: Are menus approved by a dietician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1002: Are records being kept of the food actually served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1003: Has the kitchen been inspected by the Health Department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-1005: Is garbage removed from the cells immediately after eating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XIII. SAFETY:**

13-1002: Has the Facility been inspected by the local Fire Department in the past year?

**In Compliance** **Out of Compliance**

**See Overview**

☒☐☐

13-1003: Does the Facility have written fire plan and are personnel familiar with it?

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13-1004: Does the Facility have a written plan for all other emergencies and are evacuation procedures detailed?

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13-1005: Are exits plainly marked?

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13-1006: Are cleaning fluids, toxic and caustic materials stored properly?

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13-1008: Does the facility have up-to-date firefighting equipment and access to a self-contained breathing apparatus (SCBA)?

☒☐☐**XIV. INMATE SERVICES:**

**In Compliance** **Out of Compliance**

**See Overview**

14-1002: Does the facility have a written policy to provide recreation and leisure time activities, library services, social and religious services?

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14-1005: Is exercise outside of the cell area provided?

☒☐☐




**XV. EXISTING FACILITIES:**

	<b><u>In Compliance</u></b>	<b><u>Out of Compliance</u></b>	<b><u>See Overview</u></b>
15–1004: Is lighting adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1004: Is temperature maintained at a proper level?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1004: Is an automatic cut-in generator for emergency lighting and equipment provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1005: Are smoke and fire alarms present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1006: Is there a cell that can be used to house the disabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15–1007: Are there at least two exits from each housing area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1008: Is there a proper booking area located inside the secure area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15–1009: Is there an alcohol unit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1010: Do the cells meet general housing requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1011-1012: Do the cells meet the footage requirement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1013: Is there an observation cell?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1014: Will activity rooms meet requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1015: Is there proper storage space for bedding and clothing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1016: Are indoor or outdoor exercise areas provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1017: Is there storage space for security equipment and cleaning supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1018: Is adequate space provided for administrative and staff functions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15–1019: Is there adequate space provided for food preparation and handling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15–1020: Is there a proper visiting area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12/2019  
Inspection Date

Signature: \_\_\_\_\_  
Committee Member

Signature: ISI G. Watkins   
Committee Member

Signature: ISI P. Lea   
Committee Member

Signature: ISI J. Bullock   
Chairperson

Signature: \_\_\_\_\_  
Committee Member

Signature: ISI L. Thornborough   
Committee Member

Signature: ISI L. Davis   
Committee Member

Signature: QSP   
Criminal Detention Facilities Review Coordinator