

BOONE COUNTY JUDICIAL & LAW ENFORCEMENT TASK FORCE  
MEETING MINUTES – February 11, 2015

PERSONS PRESENT: Warren Brewer, Keith Hoskins, Janet Thompson, David Thomas, Judge Deborah Daniels, Judge Michael Bradley, Mary Epping, Kelly Wallis and Rusty Antel

The task force met on February 11, 2015 from 4:30 to 6:00 PM. The primary topic was a presentation by Warren Brewer and Keith Hoskins on a “typical” day at the Boone County Jail. The outline prepared by Warren that described the day-to-day jail operations is posted as an attachment to these minutes.

As of February 11, 2015 the in custody census was as follows:

Boone County Jail 177

Reality House 2 (paid for by Boone County at \$35/day)

Housed in other jails 7 (paid for by Boone County at an average cost of \$35/day)

Reality House trustees 2(no cost to Boone County)

Reality House work release 11(varying cost to Boone County)

Home detention 22

The presentation made it clear that the operation of the jail is a complicated matter and that while there are activities that occur every day there are also unanticipated events that occur frequently. The presentation sparked lots of questions by task force members.

The next meeting will be scheduled in May. I am working on a speaker for that meeting and I will get details and a date out as soon as possible.

Rusty Antel, Chair

## Daily Duties

### B-pod/ C-pod/ D-pod

Floor checks after lock-down 30 minutes. During daylight hours every 60 minutes except segregation checks every 30 and special and suicide every 15.

0430 Lights on

0445 Razor delivery

0445 – 0500 Inmate Physical Count

0500-0515 Razor pick up and confirmation count

0630 Medication delivery facilitation

0700 Breakfast delivery

0730-0800 Breakfast tray pick up/ create court list/  
recreation list/ medical clinic list

0800 assign trusty duties supervise cleaning of housing  
units

0830- 1045 create visitation lists log inmate movement to  
visitation/ nurse/ court/ video court/ video bond

investigations/ send to psych clinic/ perform weekly shake down of chosen housing unit.

1100-1130 Begin lunch delivery and physical count

1200 continue floor checks and key and equipment counts

1230 pull out court list for restraint and transport

1230-1245 move court inmates to transport custody adjust count sheet

1315 move video court list personnel to chapel area for video court

1330-1415 video court

1415- 1600 video bond investigation inmate movement off of list/ 1400 med delivery

1530-1600 court returns move back to housing units

1645-1700 complete inmate physical count/ address all paperwork to Apod for distribution/ action/ property requests handle/

1730-1800 prepare for shift transfer/ prepare and deliver pass a long information concerning issues or inmates that may create special attention

1745-1800 shift transfer from day shift to night shift

1830 dinner delivery starts

1900 dinner complete

1900- 2030 floor checks mail delivery

2030 medication delivery

2030- 2330 continue floor checks / respond to issues/requests/problems/ dress out and assign new arrivals/ classification.

2330 conduct physical count/ lock down/ lights out/

2400 – 0430 conduct 30 minute checks / assist with intake issue as needed/