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(Rev. 08/2022)

1.000. CUSTODY MANUAL

1.000.05. INTRODUCTION: The San Bernardino County Sheriff's Department shall strive to meet or exceed the Minimum Jail Standards set forth in Title 15 of the California Code of Regulations (hereinafter referred to as "Title 15"). It is the goal of the Department to promote and maintain the highest possible standards in all phases of operations.

Any modification of policies or procedures in this manual shall first be approved by the Detention and Corrections Bureau Deputy Chief. The Facility Commander/designee shall approve facility specific procedures. (Refer to Bureau Policy Section 1.215.00)
(Rev. 12/2021)

1.000.07. SEVERABILITY: This manual contains policies, rules, regulations, and some standard operating procedures for custody facilities within San Bernardino County. Should any conflicts arise between this manual and the San Bernardino County Sheriff's Department Manual relating to current policy, regulation, or procedure, the Department Manual shall take precedence. Furthermore, statute and evolving case law may have an impact on Title 15 regulations including policies contained in this manual. If any policy, regulation, or procedure contained in this manual is found to be unconstitutional or contrary to a statute or controlling court case, the remaining portions of the manual shall remain in full force and effect. If any portion of the manual is found to be unconstitutional or contrary to a statute or controlling court case, a supervisor shall be notified, who in turn shall notify the Administrative Support Unit (ASU).
(Rev. 02/2019)

1.000.08. APPLICATION OF STANDARDS: Standards and requirements set forth in Title 15 regulations apply to Type I, II, III, and IV facilities as outlined in Section 1010. Some regulations do not apply to all facilities and only a portion of the regulation may apply. The functions and operations of a facility determine the applicability of the regulation, however, a facility shall meet the standards for the function it performs. (Refer to Title 15, Section 1010)
(Rev. 02/2019)

1.000.09. EMERGENCY SUSPENSION OF STANDARDS: The Facility Commander/designee may temporarily suspend any standard, requirement, or policy found in Title 15 or this manual in the event of an emergency which threatens the safety of a local detention facility, its staff, inmates, or the public. Only such standard requirement, or policy affected by the emergency may be suspended, and only for the period of time necessary to restore order.

A report describing the emergency shall be written by the shift supervisor. This report shall list the standard requirement, policy, or privileges to be suspended, the approximate duration of the suspension, and the actions taken to restore order. The Facility Commander/designee shall review this report within 24 hours.

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The Facility Commander/designee shall notify the Board of State and Community Corrections (BSCC) in writing in the event that any suspension of Title 15 standards lasts beyond three days.

The letter shall be drafted on official letterhead, signed by the Facility Commander/designee, and shall:

- Include the reason for the suspension and why it affected Title 15 requirements
- Identify what is being done to fix the problem
- State whether or not the Title 15 requirement is still occurring and, if so, how is this being accomplished
- Be sent to the Field Representative at the BSCC

The Facility Commander/designee shall ensure a copy of the letter is sent to the Detention and Corrections Bureau Deputy Chief and the ASU Commander. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the BSCC for a time specified by the chairperson. (Refer to Title 15, Section 1012) (Rev. 12/2021)

1.010.00. DEFINITIONS AND TERMS: All definitions and terms used in this manual are meant to coincide with the definitions and terms of the Department Manual.

The term "arrestee" will refer to those individuals who are pending acceptance into a detention facility.

The term "inmate" shall refer to individuals who have been booked into a detention facility.

The term "inmate worker" shall refer to a sentenced inmate assigned to a duty or assignment who receives compensation from the county.

The term "staff" shall refer to individuals assigned to a specific position or duty described in this manual.

The term "professional staff" shall refer to all non-sworn staff.

The term "sworn staff" shall refer to a deputy assigned responsibility in a detention facility. The term sworn staff is synonymous with custodial personnel as defined in Title 15.

The term "shift supervisor" shall refer to the safety supervisor designated by the Facility Commander/designee. A shift supervisor has the responsibility for overall jail operation of a detention facility.

1.000. CUSTODY MANUAL

The term "Facility Commander/designee" means the detention facility commander who has been delegated the responsibility for operating a local detention facility by a facility administrator. The term Facility Commander/designee is synonymous with the facility manager defined in Title 15.

The term "Facility Administrator" means the Sheriff, or other official charged by law with the administration of a local detention facility.

The term "Qualified Healthcare Professional (QHP)" include physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.

The term "Qualified Mental Health Professionals (QMHP)" include psychiatrists, psychologists, psychiatric social workers, licensed professional counselors, psychiatric nurses, and others who by virtue of their education credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.

A "Type I facility" is described in California's Title 15 and Title 24 as a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. A Type I facility may detain persons by court order either for their own safekeeping or if they are sentenced to a city jail as an inmate worker. A Type I facility may house inmate workers sentenced to county jail, provided such placement in the detention facility is made on a voluntary basis on the part of the inmate.

A "Type II facility" is described in California's Title 15 and Title 24 as a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

A "Type III facility" is described in California's Title 15 and Title 24 as a local detention facility used only for the detention of convicted and sentenced persons.

A "Type IV facility" as described in California's Title 15 and Title 24 means a local detention facility or portion thereof is designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

"Shall" is mandatory, "May" is permissive.

As applied in this manual and the San Bernardino County Sheriff's Manual, "he" shall include the masculine and feminine gender, unless otherwise indicated.
(Rev. 12/2021)

1.100. DISTRIBUTION OF MANUAL

100.05. LOCATIONS: The Administrative Support Unit (ASU) shall maintain a printed copy of the Detention and Corrections Bureau Policy Manual.

On an annual basis, during the month of January, ASU shall provide copies of the Detention and Corrections Bureau Policy Manual to all Type II jail facilities, Civil Liabilities, County Counsel, Environmental Health, Sheriff Employee Benefit Association (SEBA), and San Bernardino Public Employees Association (SBPEA).

Copies shall be labeled with the month and year of distribution, and made in a format determined by the ASU commander.

(Rev. 02/2019)

120.00. POLICY ACCESSIBILITY: ASU shall ensure the Detention and Corrections Bureau Policy Manual is current and maintained on Starlink.

(Rev. 09/2010)

1.200. DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

200.05. NUMBERING SYSTEM: The Detentions and Corrections Bureau Policy Manual follows the same numerical system as the Department Manual. The organization consists of a main numerical section (1), a sub-numerical section (.200) and a secondary sub-numerical section (.05).

EXAMPLE: 1.200. ORGANIZATION OF MANUAL

The main numerical section and the title shall appear at the upper left corner of each page.

(Rev. 09/2010)

205.00. MANUAL ORGANIZATION: For the purposes of uniformity, all policies and procedures were written, revised or edited as of January 1997 and this date shall be presumed and not printed on each page of the manual.

“Add” shall indicate an addition; “Rev” shall indicate a revision; and either of these terms shall be followed by the date (month and year) the addition or revision was placed into the manual. This date shall be printed at the bottom left side at the end of the section and shall be the date the change became effective.

REVIEWED shall indicate the policy was reviewed to ensure the information is current and accurate. REVIEWED sections may not require revisions. REVIEWED shall be located in the footer of the page followed by the date (month and year)

(Rev. 04/2020)

207.00. REQUEST FOR POLICY REVIEW: Staff may submit a Bureau Request for Policy Review form (ASU#031201) to the Administrative Support Unit (ASU) with suggestions or recommendations for policy review.

(Rev. 02/2019)

209.00. STAFF’S RESPONSIBILITY TO REVIEW THE MANUAL: Staff shall review the Detention and Corrections Bureau Policy Manual and their Facility’s Specific Procedure Manual as a part of their initial orientation. Staff shall be responsible for maintaining familiarization with such manuals and adhering to policies and procedures.

(Rev. 04/2020)

210.00. PROCEDURE FOR POLICY REVISIONS: Policy revisions shall be accomplished in the following manner:

- ASU shall write a draft of the proposed revision for the Detention and Corrections Bureau
- Once the ASU Commander has approved the revision, it shall be uploaded onto the ASU share-point on Starlink and then reviewed by the Policy Committee (generally the Facility Commander/designee)

1.200. DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

- The Policy Committee shall be comprised of at least one representative from each Type II detention facility and members of ASU
- Once approved by the Policy Committee, the revised policy shall be submitted to the Detention and Corrections Bureau Deputy Chief for review and approval
- Policy becomes effective only after receiving approval from the Deputy Chief and the ASU Commander
- The revision is then placed onto Starlink
- Bureau policy revisions shall be distributed through ASU
- ASU shall maintain records of policy revisions for tracking purposes (Refer to Title 15 Section 1029)

(Rev. 02/2019)

212.00. PROCEDURES FOR POLICY REVIEW: ASU shall comprehensively review and update the Detention and Corrections Bureau Policy manual every two years. Non-substantive verbiage changes are not required to be approved by the Policy Committee.

The date the policy was reviewed shall be centered in the footer of the document, REVIEWED followed by the date (month and year). (Refer to Title 15 Section 1029)
(Rev. 02/2019)

215.00. FACILITY SPECIFIC PROCEDURE MANUAL: The Facility Commander/designee shall develop, maintain, and revise all Facility Specific Procedure Manuals and post orders as necessary. They shall ensure the Facility Specific Procedure Manual and post orders do not conflict with the Detentions and Corrections Policy Manual.

Facility Specific Procedure Manual, Post Orders, and any other procedure manuals such as (Food Services, Health Services, Emergency Procedures, and Transportation) shall be reviewed annually. The Facility Commander/designee shall determine how this annual review shall be accomplished and documented. Facilities shall annually provide ASU with a copy of their facility specific procedure manual by uploading it into Starlink under Department manuals. (Refer to Title 15, Section 1029)
(Rev. 04/2020)

220.00. TEMPORARY OPERATING PROCEDURES (T.O.P.): A Temporary Operating Procedure (T.O.P.) is a temporary change to policy or procedure. A T.O.P. does not amend the Detention and Corrections Bureau Policy Manual and shall expire automatically on the 90th day following the date of issuance, except where a specified length of time has been cited and approved by the Detention and Corrections Bureau Deputy Chief. A T.O.P. shall state the effect on applicable Bureau Policy, Facility Specific Procedure Manual, and POST Orders.

1.200. DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

The T.O.P. shall be routed to the Executive Officer for approval prior to being implemented. If the Executive Officer determines the proposed T.O.P. is within current bureau policy, the T.O.P. shall be routed to ASU for review and concurrence. Upon approval and concurrence, a copy of the T.O.P. shall be placed on the briefing board for notification to all staff. After the 90th, the T.O.P. shall expire and be removed from the briefing board and forwarded to an administrative file for retention in accordance with Bureau Policy 11.550.

(Rev. 04/2020)

220.10. REVIEW OF TEMPORARY OPERATING PROCEDURES: Facility Executive Officers shall be responsible for periodically reviewing current T.O.P.s.

(Rev. 09/2010)

221.00. REQUEST FOR FORMS REVIEW: Staff may submit a Bureau Request for a review of forms or add a new form using (ASU#170701) to ASU with suggestions or recommendations for forms review. Staff shall not alter any ASU form located in the Corrections Template Folder.

(Rev. 03/2020)

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

400.05. MINIMUM JAIL STANDARDS REQUIREMENTS: The Minimum Standards for Local Adult Detention Facilities adopted by the Board of State and Community Corrections calls for all facility administrator(s) or manager(s) to develop and publish a manual of policy and procedures for every facility. Title 15, Section 1029 sets forth certain areas which, at a minimum, shall be covered in these manuals. These areas are listed below with the corresponding bureau policy sections.

TITLE 15 SECTIONS	BUREAU POLICY SECTIONS
1. Table of Organization Title 15 Section 1010	1. Detention and Corrections Bureau Policy Manual – 1.200
2. Channels of Communication Title 15 Section 1045	2. Inmate Request Slips – 12.300 Inmate Grievance Procedures- 12.200
3. Inspections and Operations reviewed by facility administer/ manager Title 15 Section 1029	3. Facility Inspections 15.100
4. Policy on Use of Force Title 15 Section 1044	4. Use of Physical Force – 14.100
5. Policy of Restraint Devices Title 15 Section 1058	5. Physical Restraints – 4.501.05 Restraint Chair – 4.505.03 Hand/ankle cuffs, Mechanical – 2.200.30, 4.501 High Security Inmates- 9.904 Pregnant Inmates – 17.870.00
6. Procedure and criteria for screening newly received prisoners for release per PC 849(b) and PC 853.6 Title 15 Section 1207	6. Cite Releases per PC 853.6 10.121 Release Information - 14.900 Health Screening 8.120.04
7. Physical Count of Inmates Title 15 Section 1027,1040	7. Facility Count Procedure – 6.800
8. Search of Facility Title 15 Section 1027	8. Cell Searches – 6.900
9. Search of the Inmates Title 15 Section 1020	9. Cursory Search – 9.110 Strip Search – 9.120 Body Cavity Search – 9.150
10. Contraband Control Title 15 Section 1069	10. Items Subject to Seizure – 6.930 Contraband Items – 6.940
11. Key Control Title 15 Section 1020	11. Evacuation Keys – 6.220 Key Control -6.1000
12. Fire suppression as required by	12. Alarm Reporting - 6.100

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

Title 15 Section 1032	Evacuation Plan – 6.200 Emergency Ventilation Procedure- 6.300 Facility Emergency Procedures – 6.400 Fire Safety Officer – 15.500 Fire Suppression Equip. 4.290
13. Escapes, disturbances, and the taking of hostages Title 15 Section 1069	13. Hostages – SBSB Department Manual 1.560 Crowd/Riot Control -3.216
14. Civil Disturbances Title 15 Section 1069,1080	14. Crowd/Riot Control – 2.634, 3.624.10 EOP (Emergency Operating Manual) 6.200 & 6.400
15. Natural Disasters Title 15 Section 1020	15. EOP (Emergency Operating Procedures) –6.200, 6.400
16. Storage, issue and use of weapons, ammunition, chemical agents, and related security devices. Title 15 Section 1058	16. Weapons, Equipment and Resources 14.100
17. Suicide Prevention Title 15 Section 1219	17. Intake Process - Special Mental Disorder Assessment – 17.380.05 Suicide Cell 11.523 Evaluation of Suicidal Inmates – 11.523.10 Classification Procedures Suicidal Inmates - 9.921
18. "Segregation of Inmates" Title 15 Section 1050, 1053	18. Classification Procedures – 9.800 Housing Guidelines – 11.200

(Rev. 03/2015)

410.00. PUBLIC INFORMATION PLAN: In accordance with Title 15, Section 1045, each facility shall have available a current copy of the Minimum Standards for Local Detention Facilities. Along with these regulations, the following sections of the Detention and Corrections Bureau Policy Manual and facility specific manuals shall be made available for review to the public or inmates upon request:

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

TITLE 15	BUREAU POLICY SECTION(S)
1045 Public Information Plan	1.400
1061 Inmate Education Plan	12.2900
1062 Visiting	12.1700, 12.1800, 12.1900, 12.2000, 12.2100
1063 Correspondence	12.600, 12.700
1064 Library Service	12.100, 12.2800
1065 Exercise and Recreation	12.1300, 12.1600
1066 Books, Newspapers and Periodicals	12.600, 12.1100
1067 Access to Telephone	12.100, 12.1500
1068 Access to Courts and Counsel	12.2000
1069 Inmate Orientation	2.400
1070 Individual/Family Service Programs	12.2900
1071 Voting	12.500
1072 Religious Observance	12.2600, 12.1900,
1073 Inmate Grievance Procedure	12.200
1080 Rules for Disciplinary Penalties	2.400, 12.2300, 12.2500
1081 Plan for Inmate Discipline	9.922, 12.180, 12.2300, 12.2500,
1082 Forms of Discipline	12.2300
1083 Limitations on Discipline	12.2300
1200 Responsibility for Health Care Services	17.300-1200, 17.1400

(Refer Title 15 Section 1045; Penal Code Section 6030, and Facility Specific Policy)
(Rev. 02/2019)

410.01. PUBLIC INFORMATION PLAN AND TITLE 15, INMATE USE: All inmates are entitled to read the Board of State and Community Corrections minimum standards for local detention facilities. They may read it in a common area and shall not be allowed to take it into their cell or dorm. As with any legal guideline, or department or bureau policy, the content within Title 15 or the Public Information Plan shall not be interpreted for inmates. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.02. PUBLIC INFORMATION PLAN: REVIEW BY THE PUBLIC: Facility Commanders/designees shall establish written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. Facilities shall maintain a copy of the Public Information Plan available for the public and inmates to review. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.05. PUBLIC INFORMATION PLAN AND TITLE 15 DISTRIBUTION: Facility Commanders/designees shall ensure the locations for the Public Information Plan and Title 15 are listed in the facility specific manuals. At a minimum, one copy of the Public Information Plan shall be located in the control room of each separate housing unit, one

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

copy in the law library, where applicable, and one copy shall be available in an area accessible to the public.

The Administrative Support Unit (ASU) shall annually review the contents of the Public Information Plan. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.25. INDIVIDUAL AND FAMILY SERVICE PROGRAM: In accordance with Title 15, Section 1070, each Facility Commander/designee shall ensure social service program resources are available to inmates. Inmates shall, upon request, be allowed to review the list of programs available both in the facilities and from outside resources. The location for these resource guides shall be listed in the facility specific manuals.

These resources may be co-located in the facility Public Information Plan binder.

If an inmate desires to participate in a program he shall submit a request slip to classification. If the program is unavailable at the inmate's current housing facility, the classification deputy shall contact the Inmate Services Unit (ISU). ISU shall determine if the inmate meets the requirements for the program and if the inmate can be transferred to a facility that has the requested program. ISU shall contact the potential receiving facility's classification deputy to coordinate the inmates transfer. (Refer to Facility Specific Policy)
(Rev. 02/2019)

1.500. NOTIFICATION AND REPORTING OF SERIOUS INCIDENTS

1.500.05. FACILITY COMMANDER/DESIGNEE NOTIFICATIONS: In addition to the Department's Notification Matrix, the Facility Commander/designee shall be immediately notified in the following instances:

- Potential employee misconduct that may result in discipline
- Injury to an employee(s)
- Injury to a member of the public where hospital transportation is required
- Any Level 2 or 3 Use of Force resulting in an employee(s) or inmate(s) being transported to the hospital
- Major disturbance where three or more inmates are transported to the hospital
- Booking of any law enforcement officer, county employee, or department employee's family member
- Any media on the facility
- Inmate being hospitalized as a result of an accident or criminal act
- In-custody death
- Escape or attempted escape
- Erroneous release(s)
- Sexual assaults involving a staff member
- Off duty incident involving any employee under their command
- Any other incident that is deemed to have potential liability or concerns that the Facility Commander/designee should be made aware of

(As used in this section, immediate notification means in person or by telephonic contact. Voicemail and email shall not be considered appropriate notifications.)

(Rev. 01/2021)

1.501.00. SEXUAL ABUSE OR SEXUAL HARASSMENT REPORTING: The Department does not discriminate against inmates who identify as lesbian, gay, bisexual, transgender or intersex (LGBTI), or who are perceived to be LGBTI. The Department has zero tolerance for harassment or discrimination by staff toward LGBTI individuals, including negative comments or name calling.

The term GBTI (gay, bisexual, transgender, intersex) shall be used within policy to distinguish the use of the GBTI Committee.

The Department also has a zero tolerance for misgendering of transgender or intersex inmates by staff. All staff shall use the name and pronouns specified by an intersex or transgender inmate while addressing them. Consistent use of the incorrect name and/or pronoun shall be treated and addressed as a form of sexual harassment.

In accordance with the Prison Rape Elimination Act (PREA), all staff members shall immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment involving an inmate. All inmate allegations of sexual abuse or sexual harassment, including third-party and anonymous reports shall be

1.500. NOTIFICATION AND REPORTING OF SERIOUS INCIDENTS

reported to a shift supervisor. (Refer to Bureau Policy Sections 7.205.00 and 7.205.05 regarding supervisor responsibilities for conducting sexual assault investigations)
(Rev. 01/2021)

1.505.00. DEATH NOTIFICATIONS: When an inmate's family requests to report the death of a relative to an inmate, the information shall be documented on a Death Notification to Chaplain form (ASU#201103) and forwarded to the shift supervisor/designee. The shift supervisor/designee shall verify the information and forward to the facility chaplain/designee. The chaplain/designee will contact the inmate in-person. The original copy of the form shall be filed in the inmate's jacket and a copy given to the chaplain.

(Rev. 01/2021)

2.100. STAFF ORIENTATION

2.110.00. ORIENTATION PROCEDURES: A shift supervisor shall assign a staff member to assist in the orientation of newly assigned employees.

Areas covered shall include, but not be limited to the following:

- Facility layout
- Critical Task Workbook
- Detention and Corrections Bureau Policy Manual
- Facility Specific Procedures Manual
- Post Orders

(Rev. 01/2021)

2.112.00. STAFF TRAINING REGARDING SEXUAL ABUSE AND SEXUAL HARASSMENT: All staff members and volunteers have the responsibility to be familiar with policies and procedures regarding sexual abuse and sexual harassment; this includes prevention, detection, reporting, and response to these incidents. All staff members and volunteers having inmate contact shall be trained in the following areas prior to inmate contact:

- The Prison Rape Elimination Act (PREA)
- The Department's zero tolerance policy regarding sexual abuse and sexual harassment
- Common reactions of sexual abuse and sexual harassment victims
- Detection and response to signs of sexual abuse
- Inmates' right to be free from sexual abuse and sexual harassment
- Inmates' and staff members' right to be free from retaliation when reporting a sexual abuse or sexual harassment incident
- How to effectively and professionally communicate with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates (LGBTI)
- How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities
- Impact of discrimination against LGBTI inmates
- Classification, housing, programming, education, work opportunities and integration of LGBTI inmates in the correctional setting

All training shall reflect the principle that all male, female, gender non-conforming and LGBTI inmates have the right to be free from sexual abuse and sexual harassment.

After the initial training, every staff member shall receive refresher training every two years to ensure continued knowledge of the Department's sexual abuse and sexual harassment policies. Initial and refresher training records shall be computer generated.

(Rev. 12/2022)

2.100. STAFF ORIENTATION

2.115.00. INTRODUCTION TO CORRECTIONS-PROFESSIONAL STAFF:

Introduction to Corrections (ITC) is an introductory course offered through the Administrative Support Unit (ASU). Facility Commanders/designees shall ensure all newly assigned professional staff (Sheriff's Department personnel) such as, but not limited to, Health Services, Mental Health, Culinary, Maintenance, County Communications, Sheriff's Custody Assistant (SCA) or Sheriff's Custody Specialist (SCS) attend this one-day corrections course as soon as practical, but within 90 days of assignment.

ITC Includes but is not limited to the following:

- Prison Rape Elimination Act (PREA)
- Gender Identity
- Maintaining Security
- Emergency Procedures
- Professional Image and Conduct
- Manipulation
- Contraband
- Tactical Communication
- Title 15
- Americans with Disabilities Act (ADA)
- Classification
- Suicide Prevention
- Basic Starlink

Facility Commanders/designees shall also ensure any newly assigned non-Sheriff personnel such as, but not limited to, vendors, teachers, fire, per diem nurses and all volunteers attend the one-day volunteer/contractor ITC course offered through ASU as soon as practical, but no longer than six months of assignment. (Refer to Bureau Policy Section 3.107.00)

The course is primarily designed for newly hired professional staff. However, the course may also be used as a corrections refresher course for any department member.

Vendor ITC Includes but is not limited to the following:

- Prison Rape Elimination Act (PREA)
- Gender Identity
- Maintaining Security
- Manipulation
- Contraband
- Tactical Communication
- Americans with Disabilities Act (ADA)

2.100. STAFF ORIENTATION

- Classification
- Suicide Overview

(Rev. 12/2022)

2.125.00. PROFESSIONAL STAFF TRAINING MODULES: Professional staff training updates shall be conducted through briefing training modules. The modules will expand on information covered in ITC and will include current bureau topics and issues. Facility Commanders/designees shall be responsible for tracking and documenting the professional staff training updates.

(Rev. 01/2021)

2.140.00. CRITICAL TASK WORKBOOKS: Critical Task Workbooks (CTW) are utilized as a basic tool designed to aid in the training of new staff. The workbook is intended to assist the staff member with the various duties and responsibilities most likely encountered while working within a facility.

Facility Commanders/designees shall ensure every new Sheriff's Custody Assistant (SCA) and Sheriff's Custody Specialist (SCS) complete a CTW. Each classification of staff member has a specific CTW designed for them.

Completed CTWs shall be forwarded to ASU for archiving.

(Rev. 01/2021)

2.145.00. CORRECTIONAL TRAINING OFFICER: Correctional Training Officers (CTO's) are specially trained deputies who are utilized to aid and develop the training of new deputies. The CTO's are intended to assist the deputies with the various duties and responsibilities most likely encountered while working within a jail facility. Facility Commanders/designees shall ensure every new deputy completes the CTO program.

(Rev. 01/2021)

2.150.00. EMPLOYEE PERSONAL INFORMATION FORM: Facility Commanders/designees shall ensure Employee Personal Information forms (ASU#110222) are completed when new staff members are assigned to a facility. Information on the forms shall be updated as needed. (Refer to Bureau Policy Section 6.1010.00)

(Rev. 02/2019)

2.200. STAFF RULES AND REGULATIONS:

2.200.25. TATTOOS, BRANDS, AND BODY ART: Department Manual Sections 5.240.00 and 5.240.10 shall be followed without amendment.

(Rev. 01/2021)

2.200.30. RESTRAINTS: Safety staff shall carry handcuffs while on duty. (Refer to Department Manual Section 5.625.00)

(Rev. 01/2021)

2.200.35. AUTHORIZED GLOVES: Safety staff may wear black leather gloves while performing searches, shakedowns, and handling mail, but shall not wear them while performing regular duties. Facilities shall provide latex gloves for staff. (Refer to Department Manual Section 5.725.00 and Facility Specific Procedures Manual)

(Rev. 01/2021)

2.200.40. FIREARMS AND WEAPONS: Safety staff shall not bring firearms or any other weapon system inside the jail, unless directed to do so by the shift supervisor in response to an extraordinary event or circumstance. (Refer to Department Manual Sections 3.446.00, 3.624.15, 3.630.00, and 3.630.15)

(Rev. 02/2019)

2.200.55. FLASHLIGHTS AND BATONS: Batons shall not be routinely carried inside the secure portion of the jail. Safety staff may carry flashlights in accordance with Department policy. Staff members are encouraged to carry flashlights issued to them by the Department. (Refer to Department Manual Section 5.775.00 and Facility Specific Procedures Manual)

(Rev. 01/2021)

2.200.57. USE OF RECORDING DEVICES: Safety staff shall make every effort to use their recording devices in situations that have the potential to generate inmate complaints or criminal investigations.

However, safety staff shall always activate their belt recorders when participating in pre-planned law enforcement actions such as a cell extraction or planned contacts with disruptive, combative, hostile or uncooperative inmates.

The recordings shall be retained as supporting information for criminal and/or administrative reports, as determined by the division commander. (Refer to Department Manual Sections 3.116.00 and 3.116.10)

(Rev. 01/2021)

2.200.70. MEALS: Staff may eat one facility-provided meal per assigned shift. Shift supervisors may approve additional meals when employees are working overtime. Visitors may eat at the facility with a shift supervisor's approval.

2.200. STAFF RULES AND REGULATIONS:

Staff shall ensure they take a 30-minute break during their assigned shift. If a staff member has not been able to take their allotted break, they shall report it immediately to their shift supervisor. (Refer to Facility Specific Procedures Manual)
(Rev. 11/2019)

2.200.75. MEALTIME: Staff shall return to their assigned post without delay after finishing their meal.
(Rev. 01/2009)

2.200.80. REMOVING FOOD FROM STAFF DINING ROOMS: Staff shall not take food, and/or eating/drinking utensils from staff dining rooms without approval from a shift supervisor. (Refer to Facility Specific Procedures Manual)
(Rev. 11/2019)

2.200.85. PERSONAL VEHICLES: Staff shall not park their vehicles in spaces designated for public, visitor, or official parking. Staff may bring personal vehicles into secure parking areas with a shift supervisor's approval. (Refer to Facility Specific Procedures Manual)
(Rev. 11/2019)

2.202.00. INMATE FRATERNIZATION AND ASSOCIATION: Staff shall not become interested or involved in inmates' cases. Staff shall not offer legal advice or assistance in filling out legal paperwork.

Personal financial dealings with inmates is prohibited. (Refer to Department Manual Section 1.752.00)

Staff shall not bring into, or carry out of the facility, items for or from inmates.
(Rev. 02/2019)

2.205.00. STAFF DISCUSSIONS AROUND INMATES: Staff shall not discuss with inmates, or within the presence of inmates, any personal business, or actions of officers or law enforcement agencies.
(Rev. 01/2009)

2.206.00. STAFF AND DIGNITY AROUND INMATES: Staff of the opposite sex of inmates shall announce their presence upon entering any housing or intake area or areas where inmates may be dressing or showering. Staff shall avoid any impropriety and conduct themselves professionally when dealing with inmates of the opposite sex.
(Rev. 11/2019)

2.210.00. FAMILY MEMBERS BOOKED: Staff shall immediately notify a shift supervisor if members of their immediate family (or relationship by marriage) is

2.200. STAFF RULES AND REGULATIONS:

incarcerated or booked into custody within the San Bernardino County Sheriff's Department.

Staff shall not provide services, give special consideration, or allow privileges to family members not afforded to other inmates. Staff shall not input or delete computer data concerning family members. (Refer to Department Manual Section 1.752.15)
(Rev. 01/2021)

2.210.05. COUNTY EMPLOYEES, OFFICIALS BOOKED: Booking staff shall notify a shift supervisor when San Bernardino County employees, public officials, school employees, or police officers are booked.

Generally, staff should not contact arrestees' employers or supervisors without their consent.

Exceptions are listed in Penal Code Sections 291, 291(a), 291(b), 291.1 and 291.5.
(Rev. 11/2019)

2.210.10. DEPARTMENT EMPLOYEES BOOKED: Shift supervisors shall seize county issued equipment and identification in the possession of department employees or volunteers booked into custody. Seized property shall be forwarded to the Facility Commander/designee. Facility Commanders/designees shall notify the duty station of the booked individual. Shift supervisors shall log incidents in the supervisors pass down log.
(Rev. 02/2019)

2.210.50. ATTORNEY OR BAIL AGENTS RECOMMENDATION PROHIBITED: Staff shall not recommend attorneys or bail agents to inmates.
(Rev. 01/2009)

2.210.55. INFORMATION REGARDING INMATES' PROPERTY: Staff shall not release information regarding inmates' property except when requested by law enforcement, directed by the court, or upon inmates' request. (Refer to Bureau Policy Section 14.900.05)
(Rev. 02/2019)

2.220.00. BRINGING ITEMS INTO THE FACILITY: Items brought into the facility shall be subject to search to protect the safety and security of the facility. Shift supervisors shall search without discrimination.

Staff may bring items necessary for the performance of their job. Examples include but are not limited to:

- Blood pressure cuffs
- Stethoscopes

2.200. STAFF RULES AND REGULATIONS:

- Metal forms boxes
- Equipment bags containing helmets, vests, and department-issued items. Backpacks, purses, and items unnecessary for job performance shall not be permitted into the secure areas of the facility.

Staff may be permitted to take personal hygiene items or medication to an assigned post. Facility Commanders/designees may authorize staff to carry these items in a small bag. (Refer to Facility Specific Procedures Manual)

Staff may bring sipper-style drinking cups or plastic bottles including metal style thermal drinking tumblers (Yeti, Thermal Flask, etc.) for use during their shift. Glass or metal containers other than authorized drinking tumblers shall not be permitted into the secure areas of the facility. Staff may bring their own meals to the facility, but shall secure them in their lockers or in staff refrigerators on the facility.

Staff shall not bring portable electronics and battery-operated communication and entertainment devices into the secure areas of the facility.

(Rev. 11/2019)

2.300. STAFF GUIDELINES FOR DEALING WITH INMATES

300.15. INMATES PERFORMING UNAUTHORIZED DUTIES: Staff shall not have inmates perform work of a personal nature.
(Rev. 04/2008)

300.20. WRITTEN MATERIAL: Staff shall not leave memos or personal information where inmates will be able to read them.
(Rev. 04/2008)

300.30. INMATE MOVEMENT: Staff shall not allow inmates to leave their assigned housing areas unless they are:

- Reclassified and need a change in housing location
- Scheduled for court or transferred to another facility
- Released
- Being booked on a supplemental charge. Special classification inmates or inmates with medical disabilities may be supplemental booked in their housing units
- Requested for an official interview, officer interview or to participate in a line-up
- Receiving dental or medical services
- Attending education classes or religious services
- Reporting to work

Staff shall document on the inmate movement log when an inmate leaves and returns to their assigned housing area.

At applicable facilities, staff shall ensure inmates leaving their assigned housing area have an inmate pass anytime the inmate leaves the area. Staff shall ensure the inmate pass is completely filled out including the area the inmate is coming from and the area they are going to.

Inmate workers shall not be required to have a pass when they are walking to or from their work assignments.

Staff shall require inmates to walk with their hands clasped in front of them with their fingers intertwined.
(Rev. 04/2019)

300.75. REMOVING INMATES FROM THE FACILITY: Peace officers or other agency employees allowed to remove inmates from a facility include:

- Deputies from the department (with shift supervisor approval)
- Those with a court order
- Officers of other agencies who have Special Deputy status

2.300. STAFF GUIDELINES FOR DEALING WITH INMATES

- San Bernardino County Fire Department Fire Fighters supervising the Glen Helen Rehabilitation Center (GHRC) Inmate Fire Crew.

Jail staff shall not allow peace officers or other agency employees to remove an inmate without a completed and approved Inmate Removal by Officer form (ASU#080501). Staff shall make a photocopy of the peace officer's or other agency employee's department issued identification and attach it to the form. A shift supervisor shall be notified prior to releasing the inmate to the peace officer or other agency employee. Jail staff shall make a copy of the court order, if necessary, and place it in the inmate's booking jacket.

Shift supervisors shall make an entry in the watch commander's pass down log when inmates are taken off facility.

Procedure for an officer requesting Special Deputy status:

- The officer must be a full time paid peace officer or District Attorney Investigator of the State of California
 - An original letter from the officer's Chief of Police, Sheriff, District Attorney or their designee must be submitted to Sheriff's Executive Staff requesting Special Deputy status
 - Once approved, the officer will be contacted to complete paperwork and photograph at Sheriff's Headquarters, Employee Resources Division
 - The officer's department must immediately advise the Sheriff's Department and return the identification card if the officer is no longer in need of the Special Deputy status, resigns, retires or is terminated
 - All other Special Deputy status' will be valid for the Sheriff's term of four years
- (Rev. 04/2019)

300.80. REMOVAL OF INMATES FOR FIRE FIGHTING: Full-time fire fighters with the San Bernardino County Fire Department, may remove inmates from the Glen Helen Rehabilitation Center (GHRC) for training, brush clearance and fire fighting only after the inmate has been approved by safety staff at GHRC. For additional information, refer to GHRC's Facility Specific Policy on Inmate Fire Camp.
(Rev. 02/2019)

301.00. STAFF CONTACT WITH INMATES WITH DISABILITIES: It is incumbent on staff to use good judgment when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear or move the same way as inmates without disabilities. Staff shall take disabilities into consideration when addressing issues involving inmates. Staff shall ensure inmates with disabilities are given an equal opportunity to participate in services, programs and activities offered to other inmates of the same classification level.

2.300. STAFF GUIDELINES FOR DEALING WITH INMATES

Nothing in this policy should be construed to encourage staff to not enforce the law, facility policies or compromise the safety and security of themselves, professional staff, visitors, inmates or the facility. Inmates with disabilities must comply with facility rules and regulations. Inmates with disabilities present the same potential threat as any other inmate. If staff have any questions regarding inmates with disabilities, they may contact a supervisor, Health Services or the Administrative Support Unit (ASU). (Refer to Bureau Policy Section 18.025.00)
(Rev. 02/2019)

2.400. INMATE ORIENTATION

2.400.01. INMATE ORIENTATION: Each Facility Commander/designee shall develop facility specific written procedures designed to orient all new arrestees/inmates.

The Inmate Rules and Regulations pamphlet (ASU#060803) shall be given to all new arrestees/inmates during the receiving process, prior to being housed. The pamphlet shall include, but not be limited to:

- Correspondence, visiting and telephone usage rules
- Rules and disciplinary procedures
- Inmate grievance procedures
- Programs/activities available and method of application
- Medical services
- Classification/housing assignments
- Voting and voter registration
- Court information
- Availability of personal care items and opportunities for personal hygiene.
- Americans with Disabilities Act (ADA)
- The Department's zero tolerance policy regarding sexual abuse, harassment, Prison Rape Elimination Act (PREA), how to report incidents, suspicions of sexual abuse or sexual harassment

The aforementioned information should be posted in areas with high inmate traffic and in all inmate housing units and available in the Inmate Rules and Regulations pamphlet.

The Detention and Corrections Bureau Inmate Orientation Video shall contain information found in the Inmate Rules and Regulations pamphlet and shall be shown in all housing units at least once per day. The facilities shall not be required to maintain logs of the inmates who viewed the Inmate Orientation Video. The video shall be produced with voice over, sub-titles and in Spanish to ensure inmates with visual impairments, limited English proficiency, and hearing-impaired inmates receive the same information.

The Administrative Support Unit (ASU) shall be responsible for updating the Inmate Orientation Video and the Inmate Rules and Regulations pamphlet with current policy and procedures. (Refer to Title 15, Section 1069 and Facility Specific Procedures)
(Rev. 01/2023)

3.000. STAFF ASSIGNMENTS

000.01. STAFF ASSIGNMENTS: Facility Commanders/designees shall identify and develop a written list of staff positions that are required for the safe and efficient management of their facility.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee on duty and accessible to the female inmates. Staff shall not have any other duties that would conflict with the supervision and care of inmates in the event of an emergency.

There shall be at least one or more staff members on every shift who is trained in fire and life safety. Staff shall know the location of fire doors, evacuation procedures and be able to use fire hoses and equipment.

Many workstations are fixed-post positions. Staff shall not leave their assigned posts unless they have been properly relieved.

Staff shall stagger their breaks when assigned to a position having several staff members; they shall not leave their assigned post at the same time. (Refer to Title 15, Section 1027, Department Manual Section 1.648, and Bureau Policy Section 11.500) (Rev. 02/2019)

3.100. CITIZEN VOLUNTEERS/CONTRACTORS

3.101.00. CITIZEN VOLUNTEERS: The use of volunteers in the custody setting is essential for providing various inmate programs to the detention facilities. The inmate program volunteers are unique to the Detention and Corrections Bureau therefore; the Inmate Services Unit (ISU) shall be responsible for establishing, organizing and maintaining the citizen volunteer programs.

Volunteer programs and/or groups include, but are not limited to:

- Religious Volunteers (Refer to Bureau Policy Section 12.1900.00)
- Veteran's Affairs
- Alcoholics Anonymous
- Narcotics Anonymous
- Dual Diagnosis Support Group
- Residential Rehabilitation Centers
- Other recognized service groups

ISU staff shall be responsible for recruitment, processing applications, determining security clearance, and issuing and obtaining clearance for all Detention and Corrections Bureau citizen volunteers.

ISU staff, in conjunction with volunteer coordinators and Facility Commanders/designees, shall develop programs and procedures that use citizen volunteers appropriately and to the Bureau's advantage.

(Rev. 01/2021)

3.103.00. ELIGIBILITY REQUIREMENTS: In order to participate in the citizen volunteer program, applicants shall:

- Submit legible and complete applications to ISU staff, who shall conduct a thorough background check on all applicants
- ISU staff shall verify the applicant has no criminal record for a minimum of three years and is not currently on probation or parole

(Rev. 01/2021)

3.105.00. SECURITY CLEARANCE: All security clearances shall be made through ISU. The degree of security clearance given to any citizen volunteer is dependent on several factors, including but not limited to:

- If the volunteer is required to be escorted on facility grounds
- If the volunteer will be acting as part of a counseling group or working independently
- The type of volunteer program
- The type of inmate contact the volunteer is allowed to have

(Rev. 01/2021)

3.100. CITIZEN VOLUNTEERS/CONTRACTORS

3.106.00. TRAINING: All volunteers, contractors and commissary staff having inmate contact shall be trained regarding their responsibilities under the Department's sexual abuse and sexual harassment, prevention, detection, and response policies and procedures. This type of training shall be conducted during the one-day volunteer/contractor Introduction to Corrections (ITC) course given by the Administrative Support Unit (ASU). ISU shall be responsible for enrolling volunteers, contractors and commissary staff in the ITC course as soon as practical. All volunteers, contractors and commissary staff having inmate contact shall sign the Acknowledgement of PREA Training form (ASU#180125) upon completion of the ITC course. Such forms shall be electronically filed with ASU and any reoccurring training shall be scheduled by ISU staff.

(Rev. 01/2021)

3.107.00. VOLUNTEER/CONTRACTOR GUIDELINES: Newly assigned volunteers and contractors (non-Sheriff personnel) such as but not limited to, commissary workers, religious volunteers, intern and contract instructors, vendors, resource providers, 12-step panel volunteers, and contract mental health shall adhere to Department and Bureau policies. Volunteers and contractors shall:

- Attend a one-day volunteer/contractor Introduction to Corrections (ITC) course given by the Administrative Support Unit (ASU). Volunteers/contractors shall dress in appropriate casual business attire
- Receive instruction and/or direction only from sheriff's staff to whom they are assigned or their designee
- Not fraternize with inmates
- Immediately notify ISU as soon as practical if, at any time, they become involved in any crime or criminal investigation, both on and off-duty (this includes being involved as a witness, reporting party, victim and/or suspect). Failure to comply may result in dismissal
- Be dismissed if they engage in inappropriate behavior with inmates; such dismissals shall be documented

Any physical contact deemed inappropriate in nature shall be grounds for prohibiting the contractor or volunteer from any further contact with inmates and revocation of any privileges. If a contractor or volunteer demonstrates inappropriate behavior with an inmate(s), they may be subject to criminal prosecution. (Refer to Department Manual Sections 1.714 and 1.752.10)

(Rev. 01/2021)

4.000. WEAPONS, EQUIPMENT AND RESOURCES:

000.05. INTRODUCTION: The Sheriff's department has a wide variety of weapons, equipment and resources available for use by safety staff in emergency situations in a jail facility (Less Lethal Shotgun, Rubber Ball Grenade, Tasers, OC, Pepper Ball Launcher, 40mm etc.). Use of such specialized equipment and resources must follow established guidelines. (Refer to Bureau Policy Section 14.100)

Every effort shall be made to train and familiarize safety staff with weapons, specialized equipment and resources, in the event an emergency or special situation exists.

Safety staff members not trained and/or certified in the use of specialized weapons or equipment shall not use such equipment.

(Rev. 03/2020)

010.00. MONTHLY INVENTORY OF WEAPONS: (Refer to Facility Specific procedures)

(Rev. 03/2020)

020.00. EQUIPMENT INVENTORY: An inventory shall be conducted each shift of all equipment assigned to the jail. Any equipment missing or in need of repair shall be noted in the post or housing unit log. An inter-office memorandum detailing the missing or damaged equipment shall be submitted to the shift supervisor by the end of shift.

(Rev. 02/2019)

4.200. EQUIPMENT

210.00. PORTABLE RADIOS (HTs): Facility Commanders/designees shall develop policies and procedures for use of radios, batteries, location(s), inventory, and call signs. (Refer to Facility Specific Policy)
(Rev. 02/2019)

215.00. "SPIT NET" DISPOSABLE SPIT GUARD: The "spit net" may be used while moving an inmate when there is a reasonable expectation the inmate may attempt to spit on or bite any person in their proximity.

The disposable spit net shall be placed over the inmate's head with the solid material covering the nose and mouth of the inmate. The mask shall be secured by bringing the two end-ties located at the base of the solid material under the armpits and through the loops located on the back of the spit net and tying them in the center of the back.

The spit net shall not be fastened around the inmate's neck. The spit net is not reusable on any other inmate. The spit net is not an adequate substitute for a medical mask placed on inmates with contagious disease. The spit mask may be used in conjunction with a medical mask to prevent the inmate from dislodging the medical mask. (Refer to Facility Specific Policy)
(Rev. 02/2019)

220.00. RIOT EQUIPMENT: Facility Commanders/designees shall develop policies and procedures for use of helmets, batons, vests, shields and any other riot equipment. (Refer to Facility Specific Policy)
(Rev. 02/2019)

230.00. FACILITY EQUIPMENT: Facility Commanders/designees shall develop policies and procedures for use of flashlights, rescue knives, video cameras, and metal detectors. Refer to Bureau Policy Sections 11.545.00 and Facility Specific Policy)
(Rev. 02/2019)

240.00. X-RAY SYSTEM: (Refer to Bureau Policy Section 6.920.40)
(Add. 08/2011)

290.00. FIRE SUPPRESSION EQUIPMENT: Fire suppression equipment located throughout facilities includes various types of fire extinguishers, fire hoses and fire sprinkler systems.

Staff shall become familiar with the various types of fire equipment, their specific uses and any keys or instruments needed to access the fire equipment. (Refer to Title 15, Section 1032, Bureau Policy Sections 15.530.00 and Facility Specific Policy)
(Rev. 02/2019)

4.200. EQUIPMENT

295.00. EMERGENCY RESPONSE EQUIPMENT: Facility Commanders/designees shall ensure equipment for emergency response situations is maintained and regularly inventoried. (Refer to Facility Specific Policy)
(Rev. 02/2019)

297.00. TOOLS AND EQUIPMENT: Any maintenance, culinary, medical tools, or equipment which may cause death or injury shall be kept in locked containers and issued in accordance with a prescribed log or system. Provisions shall be made for checking tools/utensils in and out to control their use at all times.
(Rev. 02/2019)

298.00. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs): Automated External Defibrillators (AEDs) are located at various locations at each facility. Staff shall familiarize themselves with these locations. Those staff members who are trained in AED use are encouraged to make use of the AED if required.

In the event of a Code Blue, a shift supervisor shall ensure the AED is transported to the location.

Maintenance of AEDs shall be the responsibility of the facility's Health Services personnel. (Refer to Department Manual Section 2.660, Nursing Operational Procedure Manual Section 301.2, and Facility Specific Policy)
(Rev. 02/2019)

4.400. STRATEGIC RESPONSE TEAM (SRT)

4.400.00 DEFINITION: A Strategic Response Team (SRT) consists of deputies specially designated by the shift supervisor to respond as a tactical unit to an unusual incident. The SRT shall be comprised of safety employees. Professional staff may be designated to videotape the incident, when their participation does not compromise their safety.

(Rev. 12/2020)

4.400.01. PURPOSE: The purpose of the SRT is to resolve tactical incidents and maintain order using the amount of force necessary to gain compliance. These incidents may include, but are not limited to:

- Riots
- Inmates refusing to leave their cell
- Armed/barricaded inmates
- Hostage situations
- Incidents the shift supervisor determines requiring deployment

(Rev. 12/2020)

4.402.00. STANDARD OPERATING PROCEDURES: Facility Commanders/designees shall ensure guidelines and procedures for the deployment of the SRT is maintained in a manual clearly marked Strategic Response Team (SRT). This manual shall, at minimum, describe the requirements for team training, supervision, location of equipment, examples of when and where team deployment is authorized and reporting requirements for deployment. This manual shall be reviewed and updated at least annually.

The maintenance of the master copy of the SRT manual shall be the responsibility of the Executive Officer of that respective facility.

(Rev. 12/2020)

4.405.00. STRATEGIC RESPONSE TEAM (SRT) DOCUMENTATION: Activation of SRT shall be documented using the Strategic Response Team (SRT)/Activation Report form (ASU#160809). If a use of force occurs, the completed form shall be attached to the use of force report submitted in BlueTeam. If a use of force does not occur, the completed form shall be filed in the administrative file.

(Add 8/2021)

4.500. RESTRAINT EQUIPMENT:

4.501.00. RESTRAINT DEFINITION: Restraints include any devices which immobilize an inmate's extremities or prevent inmates from being ambulatory, or both. Restraints include but are not limited to handcuffs, waist restraints, leg restraints, rip hobbles, restraint chairs, and handcuff cover restraint systems (black box) with chains. (Refer to Title 15, Section 1058)
(Rev. 08/2019)

4.501.03. RESTRAINT EXCEPTIONS: The provisions of this section do not apply to the use of restraints for security reasons or during transportation. Examples include, but are not limited to, the following:

- Inmates in a holding cell waiting to go to court
- Inmates waiting in search and uncuff
- Inmates being moved within the facility

(Refer to Title 15, Section 1058)
(Rev. 03/2022)

4.501.05. RESTRAINT REQUIREMENTS: Generally, safety staff are required to remove restraints from an inmate prior to placing them in a cell. However, for the safety of inmates and staff, it may be necessary to temporarily leave an inmate in a cell while still restrained. Safety staff shall document the justification for the continued use of restraints on the Restraints Log (ASU#191207). An inmate shall be left restrained in a cell only with the approval of a shift supervisor when less restrictive alternatives would be ineffective in controlling the inmate's behavior and when one or more of the following conditions apply:

- The inmate displays behavior resulting in the destruction of property, or reveals an intent to cause physical harm to themselves or others
- The inmate's behavior prevents the removal of restraints or there is a substantial likelihood the removal of restraints would result in a use of force

Restrained inmates shall be housed alone and shall be subject to the medical and safety observation, review, and logging requirements, and the clothing, water, toileting, and exercise requirements described below. Safety staff shall conduct random direct visual observation of inmates at least twice every 30 minutes and document their behavior on a Specialty Log Continuation Page (ASU#191208).

Shift supervisors shall review the need for continued retention in restraints a minimum of every hour and document this review on the log.

A Qualified Healthcare Professional (QHP) shall be advised when inmates are left restrained. A QHP shall conduct an assessment as soon as possible, but no later than one (1) hour after the time of placement and shall check the inmate every four (4) hours thereafter.

4.500. RESTRAINT EQUIPMENT:

A Qualified Mental Health Professional (QMHP) shall conduct an assessment as soon as possible, but no later than eight (8) hours from the time of placement in a cell if the inmate has not had their restraints removed.

If the inmate cannot be safely removed from any restraints after eight (8) hours, the inmate shall be taken to a medical facility for further evaluation.

Restrained inmates shall be allowed to retain clothing, or be provided with a safety garment, unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

Water and toileting shall be offered to restrained inmates on an hourly basis and at mealtimes. Such offers shall be documented on the Specialty Log Continuation Page. A shift supervisor and QHP shall respond if restrained inmates express a need to use a toilet.

Safety staff shall attempt to remove restraints at least once an hour to allow inmates to exercise their extremities in a range of motion exercise (to prevent circulatory problems). A shift supervisor and QHP shall oversee the exercise. Safety staff shall document the activity on the Specialty Log Continuation Page. Safety staff shall document on the log if an inmate refuses to exercise their extremities and a shift supervisor shall be notified. If an inmate's extremities cannot be exercised, safety staff shall document the reason why on the log and a shift supervisor shall be notified.

Immediate medical attention shall be summoned in the event an inmate's physical or mental health is compromised or deteriorates while restrained. Automated External Defibrillators (AEDs) shall be available at each facility as required by Bureau Policy Section 4.298.00.

Restraints shall not be used as a form of discipline or as a substitute for treatment. The provisions of this section do not apply to the use of the restraint chair. (Refer to Bureau Policy Section 14.170.05)
(Rev. 03/2022)

4.502.00. RESTRAINT REQUIREMENTS DURING TRANSPORTATION:

Generally, waist restraints are to be the standard device for restraining inmates being transported from or returning to a jail facility. Only waist restraints intended for and capable of handcuffing at the side shall be used. Waist restraints shall be affixed so inmates are handcuffed with their hands at their side. No part of any waist restraint shall be affixed to leg restraints. Inmates shall not be restrained with their arms across their body. Drop restraints shall be attached back through the handcuff. Drop restraints shall not be wrapped around any other part of the body except the waist.

4.500. RESTRAINT EQUIPMENT:

Inmates being transported and waist restrained individually shall require leg restraints. In cases where multiple inmates are restrained together with waist restraints, at least one inmate shall be in leg restraints. Bureau Policy Sections 17.870.00 *Transportation and Restraint of Pregnant Inmates* and 18.062.03 *Inmates with Disabilities and Court Transportation* shall be followed without amendment.

Inmates handcuffed behind their back shall be transported in a manner and in a vehicle that allows the driver to promptly respond to complaints of pain or injury. Inmates shall not be transported in a bus while handcuffed behind their back.

The provisions of this section do not apply to the use of the handcuff cover restraint system (black box). (Refer to Bureau Policy Section 4.507.05)
(Rev. 08/2019)

4.503.00. MANNER OF USING RESTRAINT EQUIPMENT: Restraint equipment shall be used only as intended by the commercial manufacturer's recommendations and in a manner consistent with training.
(Rev. 02/2019)

4.505.00. RESTRAINT CHAIR TRAINING REQUIREMENT: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.03. RESTRAINT CHAIR REQUIREMENTS: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.04. RESTRAINT CHAIR DOCUMENTATION: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.06. RESTRAINT CHAIR HYDRATION AND SANITATION PROCEDURES: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.07. RESTRAINT CHAIR-EXERCISING THE EXTREMITIES: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.09. RESTRAINT CHAIR SECURING PROCEDURE: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.500. RESTRAINT EQUIPMENT:

4.505.11. USE OF THE RESTRAINT CHAIR TRANSPORT CARRIAGE: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.505.12. REPAIR AND CLEANING INFORMATION: (Deleted and moved to Bureau Policy Section 14.170.05)
(Del. 03/2022)

4.507.00. HANDCUFF COVER RESTRAINT SYSTEM (BLACK BOX) PURPOSE:
The device is intended to prevent inmates from accessing handcuff keyholes and is not a restraint device, unless used with the restraint chain.

The system consists of a black plastic cover and a metal clip which are placed over the locking mechanisms on a set of handcuffs. The plastic cover protects the lock and prevents tampering. Generally, the system is designed for use in the movement or transportation of High Security (HS) inmates. The handcuff cover restraint system is the name designated by the manufacturer.
(Rev. 03/2022)

4.507.05. HANDCUFF COVER RESTRAINT SYSTEM (BLACK BOX) GUIDELINES: Black boxes shall be applied with the inmate's forearms parallel to the ground and in front of the body with one arm above the other arm. The palm of the top arm shall face down and the palm of the bottom arm may face up or down. Once the black box is secure, a length of chain shall be attached through the black box and wrapped and secured around the waist of the inmate. Black boxes shall only be used when inmates are handcuffed to the front of their body and in a manner consistent with training.

Inmates restrained by handcuffs covered with black boxes shall be given reasonable opportunities to use toilet facilities, and provisions shall be made for the consumption of meals. Safety staff shall promptly respond to medical needs including complaints of pain or discomfort.
(Rev. 08/2019)

4.507.10. HANDCUFF COVER RESTRAINT SYSTEM (BLACK BOX) TRAINING:
Prior to using the black box system, safety staff shall demonstrate proficiency in its use. Administrative Support Unit (ASU) staff shall develop training on use of the black box restraint system. Facility Commanders/designees shall ensure supervisory staff trains safety staff at least annually on the proper use of the black box system.
(Rev. 02/2019)

5.100. FACILITY REPAIRS AND MAINTENANCE

110.00. REPORTING MAINTENANCE PROBLEMS: Staff shall monitor their assigned area during their shift and report any maintenance problems, regardless of the problem, through proper reporting procedures.

(Rev. 10/2010)

115.00. MAINTENANCE REQUESTS: Staff shall utilize the eWorks program when submitting maintenance requests. The program is located on Starlink under the Applications tab. Staff shall only submit one request per work order.

Staff may use Maintenance Repair slips when eWorks is inoperable.

(Rev. 10/2010)

120.00. URGENT MAINTENANCE REQUESTS: Staff shall immediately notify a shift supervisor when a problem is discovered requiring immediate repair. The shift supervisor shall determine the degree of urgency and make the proper notifications.

(Rev. 10/2010)

140.00. MAINTENANCE IN HOUSING AREAS: When maintenance staff responds to a maintenance problem in a housing unit, all inmates in that section shall be locked in their cells and a deputy shall be present. If repair is needed in dormitory housing, inmates may be removed from the housing segment or ordered to stay on their bunks for the duration of the repair. If the repair is needed inside a cell, the inmates housed in that particular cell shall be secured in another area until the repair work has been completed. It shall be the deputy's responsibility to secure that area when maintenance enters the unit for repair work, and to prevent contact between inmates and maintenance workers. (Refer to Facility Specific Policy)

(Rev. 02/2019)

6.000. FACILITY SECURITY GUIDELINES:

6.000.05. PERIMETER SECURITY: Facility Commanders/designees shall establish written procedures for perimeter security. Such procedures shall be in the form of Facility Specific Procedures Manual.

(Rev. 11/2019)

6.010.00. STAFF REPORTING TO AND LEAVING WORK: Facility Commanders/designees shall establish written procedures for staff reporting for work and leaving work. Such procedures shall be in the form of Facility Specific Procedures.

(Rev. 01/2021)

6.020.00. INMATE CONTACT/REPAIR WORKERS AND VENDORS: Individuals who are not regular employees of the Department shall not be allowed into inmate housing areas without staff escort. Staff assigned to the facility shall conduct escorts. These individuals shall be subject to visiting regulations and shall be documented in a Administrative Visitors Sign-In log. Such individuals shall display the appropriate administrative visitor pass at all times while on/in a detention facility. Staff shall not allow physical contact between inmates and workers or vendors. Safety staff shall ensure facility security is maintained. (Refer to Facility Specific Procedures Manual)

(Rev. 01/2021)

6.030.00. STAFF/VISITORS BRINGING ELECTRONIC DEVICES INTO THE FACILITY:

Cellular Telephones: Only the Facility Commander/designee may authorize staff to retain cellular telephones for short-term emergency reasons. Requests for such authorizations shall be in memo form and shall have specific time limits.

Facility Commanders/designees may authorize shift supervisors and other personnel to retain and utilize their cellular telephone/electronic device while inside the secured area of the facility. All personnel authorized to utilize a cellular telephone/electronic device inside the secured area of the facility shall read and sign the Cell Phone/Electronic Device Authorization form (ASU#201111). Cell phone/electronic device authorizations shall expire at least annually.

The Community Service & Reentry Division (CSR) Commander/designee may authorize staff, including full-time staff, contractors and volunteers to utilize and carry electronic devices inside the secured area of a facility. All authorized personnel, shall read and sign the Cell Phone/Electronic Device Authorization form (ASU#201111).

The following shall be permitted to bring their laptop computers and/or tablets into jail facilities with Facility Commander/designee approval:

6.000. FACILITY SECURITY GUIDELINES:

- Public Defenders
- District Attorneys/Investigators
- Other Law Enforcement Agencies
- County Employees
- Private Attorneys
- Court appointed Mental Health Examiners (MHE) shall be allowed to bring in their professional laptop computer into a jail facility to conduct a psychiatric evaluation on an inmate.

Authorized personnel must be on duty and acting in an official capacity. The electronic device shall only be used for playback and viewing in the performance of their duty to accomplish the purpose of the official visit.

All official visitors authorized to bring any electronic device into the facility for their visit shall read and sign the Official Visitors with Electronic Devices form (ASU#140813).

This form shall be maintained in the booking jacket of the inmate receiving the official visit.

Electronic devices shall not be used as a communication device to record audio, video, still images, telephone, video conference, email, text message, instant message or used in any other variance or capacity. Any other use is strictly prohibited.

If any official visitor is found in violation of using an electronic device in any prohibited manner, the official visit shall be immediately terminated. The facility where the violation took place shall thoroughly document the incident and provide notification of the violation and the findings to the Administrative Support Unit (ASU) as soon as possible. After review, ASU shall make notification of the violation and the findings to the Office of the Sheriff. Upon notification and confirmation from the Office of the Sheriff, ASU will make notification of the violation to the agency providing employment or direct oversight (Office of the Public Defender, Office of the District Attorney, Courts (court appointed), etc.). This notification shall be done verbally and in writing, documenting the incident, its findings and notifications made. The official visitor shall no longer be permitted or have access to future official visits at any of the facilities. Any violation shall result in revoking the official visitor's laptop/tablet privileges and could also lead to criminal prosecution under Penal Code Section 4575(a).

6.000. FACILITY SECURITY GUIDELINES:

Notary publics, religious officials, City, County, Federal or State officials, and licensed or certified process servers shall not bring in any electronic device for an official visit, all other official visitors, may be issued a facility-maintained laptop computer if one is needed during an official visit, and at the discretion of the Facility Commander/designee.

Facility issued laptops shall not have internet access, but will have CD/DVD capabilities, and external thumb drive access. Laptops will be preprogrammed with programs such as Microsoft Word for official visitors to access. Official visitors will not be able to save documents to the computer but will have the capability to save documents to an external thumb drive. Facilities shall use the Laptop Checkout log (ASU#131106) when issuing a laptop for use. (Refer to Bureau Policy Section 12.2000.00)

(Rev. 09/2022)

6.030.05. OFFICIAL VISITORS WITH ELECTRONIC DEVICES:

(Del. 11/2021)

6.040.00. STAFF IDENTIFICATION DISPLAY: Department staff visiting or working at a facility, and not in uniform, shall display the proper department issued identification card, building pass, or badge in plain view. Law enforcement personnel not employed by the Department shall wear their agency issued identification card in plain view. (Refer to Facility Specific Procedures Manual)

(Rev. 01/2021)

6.050.00. ADMINISTRATIVE VISITOR LOG: Facility Commanders/designees shall ensure an Administrative Visitors Sign In log is kept of all persons not assigned to the facility. The log shall list persons entering and exiting the secure areas of a facility for purposes other than inmate visits. The log shall include the person's printed name, type of identification and number, time they entered and exited the facility, agency, and purpose for visit.

The shift supervisor may waive this requirement in order to facilitate tours granted in accordance with Bureau Policy Section 6.055.00.

Logs shall be maintained for two (2) years at the individual facility.

(Rev. 09/2022)

6.055.00. ADMINISTRATIVE VISITORS ACCESS TO FACILITY: Administrative visitors include, but are not limited to, inspectors, Grand Juries, law enforcement personnel from other agencies, non-county contractors, vendors and tours with business other than inmate visits. Administrative visitors not assigned to the Detention and Corrections Bureau shall not be granted access to the secure areas of the facility without approval of the Facility Commander/designee. Administrative visitors requesting access

6.000. FACILITY SECURITY GUIDELINES:

shall check in at the designated location of the facility and shall sign in on the Administrative Visitors Sign In log. With the Facility Commander's/designee's approval, an administrative pass shall be issued. The upper portion of the administrative pass shall be red in color, indicating the visitor shall be "Escorted" or yellow in color indicating that the visitor may proceed in a "Non-Escort" capacity within the secure areas of the facility as determined by the Facility Commander/designee. The pass shall be laminated and contain the name of the facility. The lower portion of the pass shall designate the type of visitor and contain a color coding.

Color Code: Law Enforcement–Blue, Contractors and Vendors–Yellow, Official Visitors–Gray, Tour–Pink, Public Defender–Gold, Visiting Doctor, Physician Assistant, or Behavioral Health–Orange, Religious Visitors–Light Blue.

The visitor pass shall be worn in plain view and shall not be removed until the visitor leaves. When the administrative visitor leaves, the time of their departure shall be entered on the Administrative Visitors Sign In log. Staff shall collect the pass when the visitor checks out of the facility.

Appropriate law enforcement identification may supplement, but not be used in place of a visitor's pass. Generally, administrative visitors wearing the red "Escorted" pass shall be escorted by safety staff within the secure areas of the facility.

This policy does not apply to members of the Department's executive staff, captains, lieutenants, or correction bureau managers.
(Rev. 04/2020)

6.055.05. LABOR RELATIONS REPRESENTATIVES: In order to maintain good employee relations, it may be necessary for a labor relations representative to confer in the workplace with the staff they represent.

The safety association president or professional labor advocate, with reasonable advance notice, shall be granted access to the facilities during regular working hours to investigate and process grievances or appeals or examine working conditions.

After checking in with a shift supervisor, the association president, if employed with the Department, may travel unescorted in secure and non-secure areas of the facility. Other association labor advocates may have access to secure areas but shall be assigned an escort by a shift supervisor.

A shift supervisor may deny access or terminate the visit at any time if, in their judgment, the visit is interfering with the safety or security of facility operations. If access is denied,

6.000. FACILITY SECURITY GUIDELINES:

the shift supervisor shall establish a mutually agreeable time to access the staff or facilities.

This policy does not apply to members of the Department's executive staff, captains, lieutenants, or correction bureau managers.

(Rev. 11/2019)

6.055.10. STAFF SOCIAL VISITS: Social visits occurring in the secure portion of Detention and Corrections facilities by off-duty staff or staff from other divisions or correction facilities shall occur only with the expressed consent of a shift supervisor. Approved visits shall be logged in accordance with Bureau Policy Section 6.050.00.

(Rev. 11/2019)

6.060.00. FACILITY TOURS: Groups and organizations may request tours of jail facilities. All jail tour requests shall be directed to the Facility Commander/designee for approval. Types of groups or organizations which may enter into the secured portions of the jail facility include government agencies or their individual members, service clubs, citizen groups interested in law enforcement, businesses interested in operations, functions and design of jail facilities, students studying law enforcement, Department sponsored intervention programs, and programs promoting positive educational experiences for juveniles involved with law enforcement.

A Request for Facility Tour form (ASU#010702) shall be used when a group requests a tour. The group shall complete the form and return it prior to the date of the requested tour. The Facility Commander/designee shall review the completed form and authorize the tour when appropriate. A facility staff member who coordinates the tours shall contact the group to schedule the tour. Generally, safety staff may conduct the tour on the scheduled day. A facility staff member shall escort all tours. Completed Request for Facility Tour forms shall be maintained in an administrative file for two (2) years.

(Refer to Bureau Policy Section 11.550.00)

Shift supervisors may permit certain groups or individuals (family member or outside agency employees) to tour the facility on a case by case basis. (Refer to Facility Specific Procedures Manual)

Persons under the age of 18 shall not be permitted into the secure areas of the facility without prior permission from a shift supervisor and a completed Consent and Release form (ASU#060801). Under no circumstances shall a minor under the age of 12 be permitted into the secure portion of any jail facility. Individuals who are on probation or under any other legal mandate shall not be allowed to tour the secure portions of any jail facility.

(Rev. 09/2022)

6.000. FACILITY SECURITY GUIDELINES:

REVIEWED 09/2022

6.100. ALARM SYSTEMS

110.00. ALARM TYPES: Facilities use varieties of alarm systems, including no-dial telephones, fire, computer, door, and intercom buttons located where inmates may access them.

(Rev. 10/2007)

111.00. NO-DIAL ALARM: This is used by staff who may not have access to handheld radios (HTs) to alert staff of extreme emergencies. Examples include but are not limited to assaults and medical assistance. Systems are activated by removing (alarmed) inter-facility telephone handsets from their receiver for a designated time period without dialing a number. When a no-dial alarm is activated, safety staff shall respond to the location to investigate the cause of the alarm.

(Rev. 11/2019)

112.00. INTERCOM BUTTONS: Intercom buttons may be used to communicate with inmates. If an inmate has questions for staff, they may use the intercom button located in their unit, cell or dormitory. Inmates misusing or tampering with any intercom system may be disciplined.

If an inmate is having an emergency, staff shall determine what the emergency is and take appropriate action. Examples of emergencies are an inmate assault, flooding of a cell, or a suicidal inmate, etc. Staff shall summon medical aid if there is a medical emergency. Staff shall immediately look up the inmate's medical information located in JIMSnet's medical alert screen and provide the information to Health Services staff.

Staff shall log the results of any verified emergency in the unit log book. Intercom buttons shall not be reset until safety staff investigates the emergency.

(Rev. 11/2019)

115.00. CODES FOR SERIOUS INCIDENTS: Codes shall be used to notify staff of incidents occurring in the facility. Codes shall be announced over the intercom and HT radio. Staff shall notify a shift supervisor when it appears a serious incident could occur.

The following codes shall be used for serious incidents:

Code Red: This is used to initiate a total lock down of the facility. Code Red shall only be used in response to major events, including but not limited to inmate escapes, riots, and power outages that affect door locks. Shift supervisors shall determine if a Code Red should be announced.

During a Code Red:

- Inmate movement shall stop and inmates shall be locked down in the nearest secure area. Doors throughout the facility shall be checked and secured. Shift supervisors shall determine when it is appropriate to evacuate and secure the

6.100. ALARM SYSTEMS

public visiting, official visiting, and public lobby. Inmate count shall be conducted if an escape is suspected

- Staff shall not enter or exit the facility without authorization from shift supervisors. Staff members shall be accounted for
- Booking traffic entering and exiting the facility shall stop. New bookings shall be diverted to another booking facility

Staff shall not resume normal duties until a shift supervisor lifts the Code Red.

Code Blue: This is used to notify custody and Health Services staff of apparent inmate life-threatening emergencies. The inmate's status, incident location, and pertinent medical information located in the JIMSnet medical alert screen shall be given when a Code Blue is announced. Only the number of staff required to administer appropriate medical assistance or to secure the scene shall respond.

Man Down: This is used to alert custody the Health Services staff of serious inmate injuries or medical emergencies. Inmates' suspected injury or medical emergency, incident location, and pertinent medical information located in the JIMSnet medical alert screen shall be given when a Man Down is announced.

Injuries involving staff shall be broadcasted as "Employee Down", along with suspected injury, and incident location.

Code Red, Code Blue, Man Down, and Employee Down are the only serious incident codes authorized for use in the facilities and shall not be modified.

Information on Code Red, Code Blue, Man Down, and Employee Down procedures shall be maintained in Facility Specific Procedures Manual.

(Rev. 11/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.00. EMERGENCY OPERATIONS PLAN (EOP): Facility Commanders/designees shall establish and maintain an Emergency Operations Plan (EOP) for each facility. EOPs shall be posted on the Sheriff's Department "Starlink" website under "Emergency Operations". Hard copies of the EOP shall be maintained at key locations determined by the Facility Commander/designee.

Items included in the EOP shall be specific and unique to the facility operation, and shall include, but not be limited to:

- Emergency Notifications
- Fire Suppression Pre-Plan
- Evacuation Routes
- Stages of Evacuation
- Employee Responsibilities
- Use of Fire Extinguishers
- Earthquake Procedures
- After an Earthquake
- Utility Failures
- Bomb Threats
- Hazardous Materials
- Hostage Situations
- Mass Arrest

(Refer to Bureau Policy 15.500 and Facility Specific Policy)
(Rev. 11/2023)

400.01. ANNUAL REVIEW PROCESS: All original documents and signatures will be maintained in the facility's administration copy of the EOP.

By January 1st of each year, the facility's Executive Officer will inventory the copies of the EOP and review its content. A new signature page reflecting the date shall be prepared and submitted along with the EOP to the Facility Commander/designee. Once approved, the EOP will be submitted to the Bureau Deputy Chief.

When Deputy Chief approval has been received and all signatures are collected, the previous year's signature and revision history pages will be moved to the EOP appendix section to be kept for 5 years.

Each facility shall be responsible for maintaining current EOPs on the Sheriff's Department "Starlink" website. Each facility shall maintain and make available a hard copy of their EOP.
(Rev. 02/2019)

400.02. EMERGENCY SUPPLIES: Facilities shall include as part of their annual inspection matrix, a yearly facility inspection log of emergency supplies as outlined in the EOP to ensure those supplies are updated and rotated as needed.

6.400. FACILITY EMERGENCY PROCEDURES

(Rev. 02/2019)

401.00. FACILITY EVACUATION RESPONSIBILITIES: Each facility shall have an evacuation plan. All staff shall be familiar with the facility's exit paths and which steps to take if the facility loses power during an emergency. All staff are responsible for knowing which keys operate different types of doors and where the exit paths are out of the area.

(Rev. 02/2019)

401.20. EVACUATION KEYS: Evacuation keys shall be maintained in a location designated by the Facility Commander/designee and in accordance with the facility evacuation plan.

(Rev. 02/2012)

401.30. EMERGENCY RELEASE OF INMATES: U.S. Government Code Section 8658 allows the release of inmates without liability to the officer(s) involved, if an immediate and dangerous threat exists to the safety or live(s) of inmate(s) remaining in custody.

(Rev. 02/2012)

402.00. FACILITY VENTILATION: If smoke or other offensive substance becomes intense enough inside a facility to require evacuation or immediate ventilation of the area, the shift supervisor shall be notified of the incident, the location of the incident and the amount of contamination generated. The shift supervisor shall make the appropriate notifications and if evacuation is needed, ensure proper security and evacuation procedures are followed. (Refer to Title 15, Section 1032, Facility Specific Emergency Operations Plan and Facility Specific Policy).

(Rev. 02/2019)

6.500. DOOR SECURITY

505.00. DOOR SECURITY: Facilities are designed for maximum protection against escape attempts. This is accomplished by restricting movement throughout the facility. Inmates leaving one secured area and entering another are unable to do so without a staff member opening a door.

Security doors shall remain closed unless authorized personnel are passing through. Interlocking doors shall not be opened at the same time.

Staff shall take precautions to ensure all persons are clear for movement prior to opening or closing doors and gates.

Staff shall not open any door until the person requesting entry or exit has been identified.

(Rev. 07/2010)

510.00. CONTROL PANELS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

510.05. SALLYPORTS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

510.10. NON-CRITICAL DOORS: Facilities shall ensure all General-Purpose rooms (utility closet, restrooms) that have locking mechanisms are locked at all times. Under no circumstances shall any door be propped open to override any locking mechanism.

(Rev. 04/2019)

6.600. LOCKDOWN PROCEDURES

600.05. LOCKDOWN DEFINED: "LOCKDOWN" is defined as: the suspension of all normal jail activities; all inmates are confined in their cells and movement of any type is suspended.

- LOCKDOWN TYPES: There are two types of lockdowns: Housing Lockdown and Facility Lockdown. In both cases a supervisor shall be advised.
- WHEN TO LOCKDOWN: This procedure should be implemented when any of the following conditions exist:
 - Major disturbances
 - Inmate riots
 - Inmate escapes
 - Major earthquakes or structural damage
 - Facility fires
 - Any other situation which a supervisor deems necessary for facility security or staff/inmate safety

(Rev. 02/2019)

620.00. LOCKDOWN RESPONSIBILITY: The on-duty supervisor has the ultimate responsibility for all lockdown procedures.

(Rev. 02/2019)

640.05. STAFF ACCOUNTABILITY: (Refer to Facility Specific Policy)

(Rev. 02/2019)

645.00. LOCKDOWN PROCEDURES: (Refer to Facility Specific Policy)

(Rev. 02/2019)

6.700. BRIDGE SECURITY

720.05. INMATE WORKER I.D.: (Refer to Bureau Policy Section 13.100)
(Rev. 02/2019)

730.00. ACCESS TO BRIDGE: Authorized facility personnel and/or Sheriff's Department staff who have shift supervisor approval may gain access to the bridge area without a facility escort. Escorted personnel may include the following:

- Sheriff's Department staff
- Officers of other police agencies
- Members of the District Attorney's Office
- Grand Jury members
- Detention Review Officers (DROs), other than those assigned to the bridge
- Others with permission from a shift supervisor

(Rev. 02/2019)

740.00. WEAPONS: Weapons shall not be allowed on the bridge unless authorized by the Facility Commander/designee.

(Rev. 02/2019)

750.00. KEY CONTROL: (Refer to Bureau Policy Section 6.1000)

(Rev. 02/2019)

6.800. FACILITY COUNT PROCEDURES

800.05. INTRODUCTION: The objective of a facility count is to accurately account for all inmates in the legal custody of the Sheriff.

Facility count shall be conducted once per day at lights out. Glen Helen Rehabilitation Center (GHRC) shall conduct a second count during the AM shift. The second count should be done in conjunction with a time when inmates are already locked down (the time used to clean the segments after meals have been served).

(Rev. 11/2019)

810.00. COUNT PROCEDURES: Each facility shall have an established count procedure. Facility Commanders/designees shall establish written procedures for conducting count. The count procedures shall be in the form of Facility Specific Procedures Manual. The count procedures shall include:

- Verification of inmates that are off the facility
- Review of facility count sheets
- Procedures at the conclusion of count
- Notification of supervisor for any discrepancies in count
- Recording of discrepancies
- Locating inmates not accounted for
- Utilization of the I.D. card
- Staff responsibilities during count

Facility count should begin once the inmates are locked down.

Facility count shall not hold up the release of an inmate. The released inmate should be accounted for by the housing unit staff and/or by releasing staff.

Additional information may be found in Facility Specific Procedures Manual.

(Rev. 11/2019)

6.900. CELL SEARCHES

900.01. INTRODUCTION: Housing unit inspections, searches and shakedowns are a necessary function of custodial staff in order to maintain proper security and eliminate the accumulation of contraband by inmates. If safety staff conducts searches in a thorough and proper manner, the chance of lost or damaged inmate property is reduced to a minimum; thus reducing inmate complaints of theft and destruction by inmates and staff.

(Rev. 02/2019)

900.05. CELL INSPECTIONS: Cell inspections shall be conducted as often as possible on all shifts and shall include but not be limited to: viewing the interior of a cell from the doorway area, checking on inmate welfare and safety hazards (i.e., plumbing, lighting and integrity of the facility).

(Rev. 02/2019)

900.10. CELL SEARCHES: Cell searches shall include inspection and searching for contraband. These searches shall be conducted randomly or based on specific information obtained. Cell searches shall not be conducted after lights out unless emergency or exigent circumstances exist. In these instances, a shift supervisor shall be contacted and be present whenever possible.

(Rev. 03/2013)

900.15. HOUSING SHAKEDOWN: A housing shakedown is a simultaneous search of all cells or bunks in a housing location. A shift supervisor shall be present during the shakedown. After a shakedown has been conducted, a shakedown log shall be completed. The shift supervisor shall delegate a staff member to notate all recovered contraband on the facility's contraband log. The shift supervisor may assign a safety staff member to complete a criminal report when weapons, drugs, or fashioned ropes designed for possible escape are recovered. (Refer to Facility Specific Policy for information regarding shakedown logs, deputies assembling, housing control SCS, and inmate holding areas)

(Rev. 02/2019)

920.05. CONFIDENTIALITY PRIOR TO A SEARCH: Staff shall keep any information regarding a shakedown confidential and shall not discuss pending shakedowns around any inmates.

(Rev. 03/2013)

920.30. PROFESSIONALISM DURING A SEARCH: All searches and shakedowns shall be done in a systematic, thorough, and professional manner.

(Rev.03/2013)

920.35. METHOD OF SEARCH: An orderly search shall be conducted in a manner that is least disturbing to the inmate's personal property.

6.900. CELL SEARCHES

- The water to the cell may be shut off prior to the search (document in housing log)
- Staff shall avoid placing inmates' property where it may become mixed with other inmates' property, contraband, or trash
- If allowable property is removed during the search, it shall be returned after the search
- Staff shall not intentionally damage inmates' property
- Inmates' property should not be moved anymore than necessary to conduct a thorough search
- Inmates' games which were in progress prior to the search should not be intentionally scattered
- Cleanser and/or cleaning supplies should not be intentionally scattered
- Bedding should not be intentionally placed on the floor

(Rev. 02/2019)

920.40. X-RAY SYSTEM: Fixed or mobile x-ray inspection equipment may be used to detect contraband.

- Staff using this equipment shall adhere to the safety, operational, maintenance and service guidelines as set forth by the manufacturer
- Facilities shall ensure training and equipment information is provided to staff authorized to operate the system
- No staff member shall operate the x-ray inspection equipment unless properly trained and authorized to be an operator as established by the facility
- Staff shall not use or operate the x-ray inspection equipment without approval of the shift supervisor
- Current x-ray inspection equipment shall not be used to x-ray humans

Staff members shall not do the following when operating or in close proximity of the x-ray inspection equipment:

- X-ray any part of the body
- Operate or be in close proximity of pregnant inmates
- Eat or drink
- Wear lanyards, neck chains, or loose clothing
- Download computer programs or files onto the equipment

(Rev. 02/2019)

920.45. CLEAN UP: Staff shall supervise all inmate workers and the cleanup of all items removed from a housing unit/segment/tier after a search is completed.

- Inmate workers shall not be allowed to enter a cell or dormitory area without staff being present

6.900. CELL SEARCHES

- Staff shall place all items to be removed outside the inmate's cell or away from the inmate's bunk
- All inmates shall be ordered back into their cells (or back to their bunks) and the doors shall be secured
- If cleaning is needed in the unit, the inmates shall be advised and supplied with the appropriate cleaning items
- If the water is shut off during the search, it shall be turned back on once the search is complete

(Rev.02/2019)

930.00. CONTRABAND ITEMS: Any item issued or purchased that has been altered from its original form.

- Razor blades removed from razor
- Medications not prescribed to the inmate by Health Services
- Drug paraphernalia
- Tattoo kits/needles/pens
- Weapons of any kind
- Any type of cutting or stabbing instrument
- Fashioned ropes
- Cellular telephones and/or electronic devices
- Pruno
- Any metal, other than eyeglasses, canes, walkers, etc
- Tobacco products, matches, or lighters
- Any item not allowed at the time of booking, not sold in commissary or issued by the facility
- Money
- Excess property (the amount of commissary items an inmate may possess is outlined in the Inmate Rules and Regulations and Bureau Policy Section 12.2210.08)

(Rev. 02/2019)

940.00 ITEMS SUBJECT TO SEIZURE: All items identified as contraband shall be removed from the cell or bunk. Items subject to seizure may include, but are not limited to:

- Possession of commissary items exceeding the quantity limitations set forth in the Inmate Rules and Regulations and Bureau Policy Section 12.2210.08
- Any item stuck to any surface of the wall by use of tape, toothpaste, etc.
- Styrofoam cups (shall only be used in a single use manner during meal times)
- Medication not stored in its original packaging used contrary to prescribed recommendations
- Library books (in excess of two per inmate)
- Excess clothing or bedding

6.900. CELL SEARCHES

- Broken eyeglasses
- Canes, walkers, prosthetic devices or any other medical appliance not approved or assigned by Health Services
- Any contraband item
- Legal mail inspected for contraband (paperclips, staples, binder clips, tape, post it notes, etc.)

(Rev. 02/2019)

940.05. CONTRABAND STORAGE CONTAINER AND LOG: Every facility shall maintain a contraband storage container and the location of such containers shall be included in the Facility Specific Policy. Staff who recover contraband shall enter the item properly and document it on the Inmate Contraband Log (ASU#051001). The current month's contraband log shall be kept in a centralized location at each facility, and accessible to all staff. At the end of each month, completed Inmate Contraband Logs shall be forwarded to facility administration. (Refer to Facility Specific Policy)

(Rev. 02/2019)

980.00. DISPOSITION OF CONTRABAND ITEMS: All contraband shall be disposed of as soon as practical after discovery, excluding items seized and tagged as evidence.

(Rev.02/2006)

6.1000. FACILITY KEY CONTROL

1010.00. STAFF RESPONSIBILITY: Keys are the property of the department and shall not be duplicated. Issued keys shall be recorded on Employee Personal Information forms (ASU#110222). Other keys shall not be removed from a facility without approval from its Facility Commander/designee.

Staff shall maintain physical possession of keys while on the facility. Staff shall be familiar with keys assigned to their workstation. Staff shall not allow inmates to touch keys, or view key numbers or letters. (Refer to Department Manual Section 2.546 and Facility Specific Policy)
(Rev. 02/2019)

1011.00. GRAND MASTER KEYS: Grand master keys shall be serialized and an accounting and tracking system shall be established by each Facility Commander/designee. Grand master keys shall not be duplicated without approval from the Facility Commander/designee.
(Rev. 02/2019)

1012.00. KEY CONTROL BOXES: Staff assigned to work areas containing key control boxes shall inventory keys prior to relieving employees going off duty. Staff shall immediately report missing keys to a shift supervisor.
(Rev. 08/2008)

1020.00. KEY CONTROL LOCATIONS: Facility Commanders/designees shall designate areas where key control boxes are located. (Refer to Facility Specific Policy)
(Rev. 02/2019)

1030.00. KEY INVENTORIES: Facility Commanders/designees shall establish inventory systems for facility keys.
(Rev. 02/2019)

6.1100. ESCAPE PROCEDURES

6.1100.00. ESCAPES: Emergency escape procedures and notifications shall be made upon any reasonable suspicion of an escape. Suspected escapes shall be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody.

(Add. 03/2013)

6.1110.00. STAFF DUTY TO REPORT POSSIBLE ESCAPES: Staff should not second guess themselves if they think an escape may have occurred. Time is of the essence and staff need to act without hesitation to initiate escape procedures and an investigation.

(Rev. 02/2019)

6.1115.00. INITIAL STAFF ACTIONS: Any staff suspecting or discovering an escape shall notify a shift supervisor immediately. The discovering staff member(s) shall provide as much information as possible, such as:

- Location where the escape is occurring or occurred
- Identity and description of escapee, if known
- Number of inmates involved
- Means of escape (climbing the fence, across the roof, running to a car, etc.)
- Time frame
- Direction of travel, if known
- The staff member(s) shall secure the immediate area of the suspected escape and preserve the scene as a crime scene. The shift supervisor shall immediately assign safety staff to secure the inmate's(s') bunk or cell and property left in the housing unit.

Potential indicators of escape requiring additional investigation and immediate supervisor notification include but are not limited to:

- Missing locks
- Damaged/missing windows
- Holes in walls/ceilings
- Unsecured doors
- Information from inmates
- Clothing/blankets on fence
- Dispatch reports of inmates

(Rev. 02/2019)

6.1120.00. SUPERVISORY RESPONSIBILITIES: The shift supervisor or their designee shall initiate the following actions:

- Code Red or Facility Lockdown

6.1100. ESCAPE PROCEDURES

- Shift supervisors shall use Shift Supervisor's Escape Plan Checklist (ASU#100512) and Shift Supervisor Jail Escape Worksheet (ASU#091412). These are located on Starlink under the Detention Manual tab. The shift supervisor shall log activities pertaining to the potential escape; the time persons are notified; time and person performing a task, etc.
- A facility wide broadcast
- Conduct a staff roll-call to ensure staff safety
- A facility/perimeter check, including visiting lobby and parking lot
- Initiate a facility inmate count to determine if an escape has occurred and the number of inmates involved
- Immediate notification to:
 - Facility Commander/designee
 - The Centralized Classification Unit (CCU)

Once an escape has been confirmed:

- Notify dispatch and provide information needed for a Teletype broadcast
 - Request dispatch notify area law enforcement agencies including the agency with jurisdiction over the jail's location with BOLO information
 - Notify the on-call Criminal Intelligence Commander (INTEL/JIT) and Specialized Enforcement Division (SED) Commander. JIT shall be the primary criminal investigators for the criminal investigation upon their arrival and SED shall be the primary investigators for the apprehension of the suspect(s). Both divisions shall work in conjunction with one another.
 - Generate a printout of the inmate's CNI screen, arrest information, visiting screen, and inmate trust account. One copy shall be given to SED, Intel/JIT, one copy shall be given to the shift supervisor, and one copy shall be given to the Facility Commander/designee. Additional copies may be made as necessary.
 - Pull the inmate's property bin and hold it for investigators. SED/and or Intel/JIT may check the property bag for investigative leads without a search warrant; afterwards the property shall be placed in a secured container labeled with the inmate's name, booking number, and "ESCAPEE" written on it. Any property not seized shall be forwarded to the property room for placement on the shelf located in the bulk property area designated "Escapee Property".
 - Pull inmate's booking jacket, mark "Escape" and place the file with other escape files on the bridge
 - Update inmate housing status in JIMSnet to reflect "ESC" for escape
 - Call records to initiate input into CNI indicating "alert" status
- (Refer to Penal Code Section 4537(a), Bureau Policy Sections 6.115.00 and 6.600.05, and Facility Specific Procedures)
(Rev. 09/2022)

6.1100. ESCAPE PROCEDURES

6.1120.10. INMATE COUNT: Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and to validate the identity of the escapee(s). Safety staff shall locate and identify all inmates to account for and verify each is still in custody.

(Rev. 02/2019)

6.1120.30. DEPUTY CHIEF NOTIFICATION: Upon being advised of an escape or suspected escape, the Facility Commander/designee shall immediately notify the Duty Captain, the Deputy Chief of the Detention and Corrections Bureau, and the Duty Deputy Chief. In the event the Facility Commander/designee is unavailable, the shift supervisor shall make the Deputy Chief notification.

(Rev. 02/2019)

6.1130.00. EXTERIOR/INTERIOR SEARCH: The shift supervisor or their designee shall direct safety staff to:

- Check door and gate security
- Conduct a search of the facility's inner perimeter
- Arm themselves and search exterior facility parking lots and the exterior perimeter
- Conduct a room-by-room search of the entire secure area of the facility, including a thorough search of the roof. Any point of escape shall be secured and searched for evidence. If necessary, safety staff shall be posted at points of security breaches until repairs are completed
- Other actions as deemed necessary by the shift supervisor or Facility Specific Procedures

(Rev. 09/2022)

6.1143.00. NOTIFICATION OF ARRESTING AGENCY: In the event of a confirmed escape, the shift supervisor, or their designee, shall advise the Watch Commander of the inmate's arresting agency/station.

(Rev. 02/2019)

6.1144.00. NOTIFICATION OF AGENCY OF ESCAPEE'S RESIDENCY AND CONTACT INFORMATION: In the event of a confirmed escape, the shift supervisor, or their designee, in consultation with the SED Commander, may advise the Watch Commander of the law enforcement agency/station responsible for the inmate's last known address and of the address listed as an emergency contact.

(Rev. 02/2019)

6.1150.00. VISITING: Visiting shall immediately stop when notification of an escape has occurred. Shift supervisors shall determine when it is appropriate to evacuate and

6.1100. ESCAPE PROCEDURES

secure the public visiting, official visiting, and public lobby. (Refer to Bureau Policy Sections 6.115.00 and 6.600.05)

(Rev. 02/2019)

6.1155.00. NOTIFICATION OF PUBLIC AFFAIRS: In the event of a confirmed escape, the shift supervisor, or their designee, shall advise Public Affairs of the escape. No information shall be released without the permission of the Office of the Sheriff or Facility Commander/designee and after consultation with the SED Commander.

(Rev. 02/2019)

6.1160.00. INMATE INTERVIEWS: Interviews are normally handled by. JIT who, will be taking over the criminal investigation of any escape. If circumstances demand more immediate action, safety staff, at the direction of a shift supervisor, shall conduct recorded interviews. All interviews and other supplemental reports shall be turned in prior to the end of shift.

(Rev. 09/2022)

6.1165.00. EVIDENCE: Escape is a crime. All evidence related to an escape shall be properly documented, collected, and submitted prior to the end of shift. (Refer to Penal Code Sections 4532(a)(1) and 4532(b)(1))

(Rev. 02/2019)

6.1170.00. BOOKING A CAPTURED ESCAPEE: When booking an arrestee entered into CNI as an escapee, supplemental bookings shall be added to the inmate's original booking number. A shift supervisor shall be notified of the booking.

(Rev. 03/2013)

6.1170.50. CAPTURED ESCAPEE ADVISALS: Upon the booking of a captured escapee and as soon as practical, the shift supervisor, or their designee shall advise:

- The Facility Commander/designee
- CCU staff
- Public Affairs
- The SED supervisor, Intel/JIT
- In consultation with SED, the Watch Commander of the original arresting agency/agency of escapee's residency

The Facility Commander/designee shall be responsible for advising the Deputy Chief of the Detention and Corrections Bureau or the Duty Deputy Chief.

(Rev. 02/2019)

6.1180.00. ADMINISTRATIVE INVESTIGATIONS: Whenever an inmate escapes from a facility, two (2) separate internal investigations shall be conducted.

6.1100. ESCAPE PROCEDURES

Facility Assessment and Response Investigation: This investigation shall be conducted by a sergeant of the involved facility and shall focus solely on the issues regarding the structural deficiencies and recommended improvements, procedural deficiencies and the effectiveness of the response by all personnel. This investigation shall be the source document for the Escape Review Board.

Escape Review Board: An Escape Review Board will be convened once the administrative investigation is complete. The escape review board shall consist of the Deputy Chief, the Administrative Support Unit (ASU) Commander, Facility Commander/designee, and Executive Officer. The sergeant conducting the investigation will present the findings to the Board. The Board will render a decision as to any procedural changes which need to be made, or if the structural plant needs improvement, but will not determine any findings pertaining to possible policy violations made by staff.

Administrative Investigation: The Facility Commander/designee shall assess the possibility of potential misconduct by staff contributing to, or causing the escape, and make a determination whether to proceed with an Administrative Investigation regarding policy violation(s). If such an investigation is to be initiated, the Facility Commander/designee may either request the assistance of the Internal Affairs Division, or assign the investigation to a sergeant, independent of the sergeant conducting the Facility Assessment and Response Investigation.

(Rev. 02/2019)

6.1190.00. FACILITY SPECIFIC PROCEDURES: Facility Specific Procedures shall include the following as related to an escape:

- Escape Investigation Team
- Core Rover Responsibilities
- Duty Officer Responsibilities
- Visiting/Lobby Procedures
- Code Red Procedures
- CCU Staff Responsibilities
- Shift Supervisor Responsibilities

(Rev. 09/2022)

7.100. REPORTS:

7.110.00. CRIMINAL REPORTS: Safety staff shall complete criminal reports when facts substantiating felony or misdemeanor crimes have occurred. Shift supervisors shall enter any incidents that do not require criminal reports onto the supervisor's log.

Criminal reports shall be completed on incidents involving physical harm, serious threat of physical harm to staff, inmate or another person. Reports shall be submitted within 24 hours of the incident. (Refer to Title 15, Section 1044 and Department Manual Section 3.146)

(Rev. 09/2019)

7.110.03. CRISIS INTERVENTION REPORTS: The Crisis Intervention Team (CIT) program is a community partnership working with behavioral health consumers and family members. Crisis Intervention is defined as the assistance of law enforcement and behavioral health services personnel with individuals who are having a mental health crisis.

A Crisis Intervention Report (CIR) is used to document vital information from a crisis incident. The information in the report is voluntarily obtained from the individual and is used as a tool to help a person in a crisis. Safety staff shall complete as much information in the report as they can if the individual refuses to answer the questions. Safety staff are not required to be CIT trained to complete a CIR.

Each facility shall have an assigned CIT coordinator and alternate. The coordinator shall hold the rank of at least sergeant, the alternate may hold the rank of corporal. The coordinator and alternate shall be responsible for overseeing the CIT program at their facility.

The CIT coordinator responsibilities shall include:

- Liaison between the facility and the CIT Committee
- Liaison between the facility and the area Community Crisis Response Team (CCRT) Supervisor (resolve conflicts and identify/plan resolution measures for repeat consumers)
- Maintaining a current roster of CIT trained safety staff at the facility
- Reviewing CRISIS calls for service dispositions for accuracy
- Ensuring completed CIRs are emailed timely to the Department of Behavioral Health

There is no requirement to process federal inmates in the CIT program.

COMPLETING A CIR: CIRs are located in Inform and patrol templates. When completing the form under the living arrangements section check the box marked unknown and write in the facility name (for example WVDC).

7.100. REPORTS:

When dealing with an individual in a mental health crisis, safety staff shall:

- Complete a one-time CIR on all inmates classified as Seriously Mentally Ill (SMI) or Seriously Mentally Ill Lockdown (SMIL), this includes inmates participating in the Incompetent to Stand Trial (IST) program. Housing safety staff shall complete the initial CIR.
- Complete a CIR on individuals who attempt suicide or have a legitimate suicidal crisis, including inmates classified as SMI/SMIL or IST inmates. (Refer to Bureau Policy Section 7.127.00)
- Complete a CIR and a Welfare and Institution Code Section (WI) 5150 report on inmates being released from custody and transported to Arrowhead Regional Medical Center Behavioral Health.

INDIVIDUALS HAVING A CRISIS: Safety staff observing individuals exhibiting crisis behaviors shall complete a CIR and contact Health Services staff.

- Expresses thoughts of self-harm or suicide
- Inability to respond appropriately (disorganized speech or behavior and/or overwhelming confusion, failure to react to the environment)
- Gross inability to meet the ordinary demands of life
- Prolonged sadness or irritability
- Sharp changes in mood
- Paranoia (excessive fears or worries)
- Showing signs of delusions (erroneous beliefs/misunderstanding of experiences) or hallucinations (hearing voices perceived as distinct from the person's own thoughts)

This section excludes inmates classified as SMI/SMIL.

CRISIS CALL–Non-Criminal: When it is determined a CIR is necessary, the safety staff member shall contact dispatch and request a Deputy Report (DR) for the incident using "CRISIS" as the call type. Safety staff shall only use this call type when the incident involves no crime, no additional police reporting, and no arrest. Safety staff shall clear the incident using the disposition code, RTF (Report to Follow).

CRISIS CALL–WI 5150 Report: When a WI 5150 report is completed, safety staff shall complete a CIR and include it in the report. The call shall be cleared using the disposition code, RTF (Report to Follow).

CRISIS CALL–Criminal: When a Criminal Report and CIR are completed, safety staff shall include a CIR in the criminal report. The call shall be cleared using the disposition code, CIR (Crisis Intervention Report).

7.100. REPORTS:

CRISIS CALL–Arrest (Supplemental Bookings): When a Criminal Report and CIR are completed and the inmate is booked for a supplemental criminal charge, safety staff shall include a CIR in the criminal report. The call shall be cleared using the disposition code, CIA (Crisis Intervention Arrest).

Safety staff shall use the following disposition codes and procedures when completing the documentation listed above:

- RTF=Incidents involving only a CIR
- RTF=WI 5150 Reports
- CIR=Crisis intervention with a criminal report to follow
- CIA=Crisis intervention with a criminal report to follow, including a supplemental booking on a new charge

SUICIDAL INMATES: All suicidal inmates shall be evaluated by a Qualified Mental Health Professional (QMHP). The QMHP shall verify if the inmate had a legitimate suicidal crisis. Intake staff shall only complete a CIR when the QMHP has verified the inmate had a legitimate suicidal crisis. Intake staff shall ensure they receive written documentation from the QMHP indicating the inmate needs a CIR. Such documentation may be in the form of a Housing Assignment form (medical chrono) or notations on the Suicide Log (ASU#191201).

CRISIS INTERVENTION TRACKING: Facility Commanders/designees shall ensure policies and procedures outlined in the Department’s Crisis Intervention Team Manual located in Starlink are followed regarding CIRs and tracking. Completed CIRs shall be routed to the Department of Behavioral Health within 48 hours of the incident via email: CIT@DBH.sbcounty.gov.

(Rev. 04/2022)

7.110.05. EXTENSIVE INVESTIGATIONS: Safety staff shall immediately notify a shift supervisor of incidents requiring extensive investigations. Shift supervisors shall assign the investigation at their discretion, unless otherwise mandated in the Detention and Corrections Bureau Policy Manual.

(Rev. 09/2009)

7.110.08. EVIDENCE COLLECTION AND STORAGE: Each facility shall develop evidence collection and storage procedures based on department policy. (Refer to Facility Specific Procedures Manual)

(Rev. 09/2019)

7.110.10. RESPONSIBILITY OF ARRESTING AGENCY: Arresting officers are responsible for their arrestees until they are booked by the facility. Jail safety staff who find contraband during searches of arrestees shall give the contraband to the arresting officer for disposition.

7.100. REPORTS:

(Rev. 02/2019)

7.120.00. DEPUTY RESPONSIBILITY: (Refer to Department Manual Section 3.146)

(Rev. 09/2019)

7.120.05. APPROVAL OF REPORTS: (Refer to Department Manual Section 2.324 and Facility Specific Procedures Manual)

(Rev. 09/2019)

7.121.00. MISSING PERSON REPORT: When a staff member confirms a missing person has been located in custody, a safety staff member shall complete an incident report and a missing person located teletype. (Refer to Bridge Procedures Manual)

(Add. 06/2021)

7.122.00. INMATE SEXUAL ASSAULT REPORT: Facilities shall complete the Survey on Sexual Violence Adult Incident Forms (U.S. Department of Justice Form #SSV-IA) when inmates report sexual assaults and shall submit those forms to the Administrative Support Unit (ASU). ASU shall forward the information to the Department of Justice. (Refer to the Prison Rape Elimination Act of 2003)

(Rev. 02/2019)

7.123.00. INMATE INJURY REPORT: Staff shall document inmate injuries on an Inmate Injury Report form (ASU#021101). Inmate injury reports shall be assigned an inmate injury report number (Refer to Bureau Policy Section 7.125.00). Safety staff shall complete criminal reports on inmate injuries when they are caused by a criminal act, when unusual circumstances exist or when directed by a shift supervisor.

Shift supervisors shall notify Civil Liabilities when injured inmates are admitted into the hospital.

(Rev. 09/2019)

7.124.00. INMATE INJURY LOG: Inmate injury logs shall be maintained at each facility. Logs shall contain:

- Inmate injury report number
- Date and time of the injury
- Inmate's name and booking number
- Location where injury occurred
- Brief description of injury
- Name and employee number of staff completing inmate injury report

(Refer to Facility Specific Procedures Manual)

(Rev. 09/2019)

7.100. REPORTS:

7.125.00. INMATE INJURY REPORT NUMBER: Staff completing inmate injury reports shall obtain report numbers from inmate injury logs. This number shall be a nine-digit number consisting of the following information:

- First two (2) numbers shall be the two (2) digit numerical facility designator
- Next two (2) numbers shall be the last two (2) digits of the current year
- Next two (2) numbers shall be the two (2) digit number of the current month
- Last three (3) numbers shall be a three (3) digit sequential serial number, beginning with 001. This sequential serial number shall begin with the number 001 at the beginning of each month.

(Rev. 04/2022)

7.126.00. INMATE DISCIPLINE REPORTS: (Refer to Bureau Policy Section 12.2300.00)

(Rev. 02/2019)

7.127.00. ATTEMPTED SUICIDE REPORT: Safety staff shall complete incident reports when inmates attempt suicide while in custody. Attempted suicides include but are not limited to self-inflicted injuries requiring medical intervention. Such reports shall be written on department criminal report forms and shall be issued DR numbers. An interoffice memorandum shall not be acceptable for this purpose.

CIRs shall not be completed if the individual is returning to suicide watch after completing a court appearance. (Refer to Bureau Policy Section 7.110.03)

(Rev. 09/2019)

7.128.00. INDECENT EXPOSURE REPORT: Safety staff shall complete criminal reports when inmates willfully and lewdly expose their private parts in any place where there are persons, including staff, to be offended or annoyed. (Refer to Penal Code Section 314)

For purposes of this section private parts may include breasts, buttocks, and male/female genitalia.

(Rev. 03/2016)

7.130.05. DEPUTY REPORT (DR) LOGBOOK PROCEDURES: Facility Commanders/designees shall establish written procedures for maintaining DR logbooks. (Refer to Facility Specific Procedures Manual)

(Rev. 09/2019)

7.150.00. INCIDENTS OF GASSING: Penal Code Section 243.9 defines gassing as the intentional placing or throwing, or causing to be placed or thrown, upon the person of another, any human excrement or other bodily fluids or bodily substances or any

7.100. REPORTS:

mixture containing human excrement or other bodily fluids or bodily substances that results in actual contact with the person's skin or membranes.

Staff shall immediately report battery by gassing incidents to a shift supervisor.

Safety staff shall complete criminal reports on incidents of battery by gassing when probable cause exists to believe the crime occurred. Reports shall be submitted to the District Attorney's Office for prosecution.

(Rev. 01/2009)

7.150.05. INCIDENTS OF BATTERY BY GASSING MEDICAL TEST: The Chief Medical Officer of the facility or their designee may order inmates to receive examinations or tests for infectious diseases to protect the health of staff victimized by gassing. Tests may be conducted on a voluntary or involuntary basis, after an effort has been made to elicit the inmate's cooperation. Tests shall be performed in a medically approved manner, immediately after the exposure incident. Inmates may be required to undergo periodic examinations as deemed necessary by the Chief Medical Officer or their designee.

Test results shall remain confidential and test results shall not be used for any disciplinary action. Test results shall be provided to the staff member.

Decisions made shall be consistent with response procedures defined by the Centers for Disease Control and Prevention. (Refer to Penal Code Section 243.9, Penal Code Section 7510 and Management of Occupational Blood Exposures)

(Rev. 08/2022)

7.152.00. BLOODBORNE PATHOGEN EXPOSURE REPORT: (Refer to Penal Code Sections 243.9 and 7500-7555, Department Manual Section 4.515, SBSB Blood Borne Pathogen Exposure Control Plan located in the Civil Liabilities link contained in Starlink, and Bureau Policy Section 17.615.00)

(Rev. 09/2019)

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

7.200.05. INTRODUCTION: The Prison Rape Elimination Act (PREA) is a federal law established to address the prevention and elimination of sexual assault and rape in correctional systems. PREA applies to all in-custody inmates. These standards are federal regulations that specify procedures for all correctional systems to implement PREA.

The Department maintains a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. All allegations of sexual abuse and sexual harassment shall be investigated.

The Department maintains a zero-tolerance policy regarding the intentional misgendering of transgender and intersex inmates by staff. All staff will use the name and pronouns specified by the transgender or intersex inmate. Consistent use of the incorrect name and pronoun will be considered and handled as sexual harassment. Nothing in this section shall prohibit a Qualified Healthcare Professional (QHP) from complying with regulations or laws governing the dispensing of pharmaceuticals and the use of an inmate's legal name.

The Department strives to ensure all detention facilities protect inmates from all forms of sexual assault, including harassment by staff and other inmates. Staff shall not discourage or intimidate an inmate from reporting sexual misconduct or assault. When a staff member learns that an inmate is subject to a substantial risk of imminent sexual abuse, that staff member shall take immediate action to protect the inmate.

Staff members shall immediately report:

- Any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in the facility
- Retaliation against inmates or staff who report such incidents
- Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation

Staff shall report all allegations of sexual abuse and sexual harassment to the facility's designated PREA compliance manager.

Staff shall not reveal or discuss any information related to the sexual abuse report to anyone other than to the extent necessary, as specified in bureau policy, to make treatment, investigation, and other security and management decisions.

(Rev.03/2022)

7.201.00. DEFINITIONS:

GENDER NONCONFORMING: A person whose appearance or manner does not conform to traditional societal gender expectations.

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

LGBTI: is an abbreviated term used to refer to “lesbian, gay, bisexual, transgender and intersex” inmates.

GBTI: An umbrella term used to refer to “gay, bisexual, transgender and intersex” inmates. The GBTI category includes all transgender and intersex inmates, regardless of their sex assigned at birth, as well as gay and bisexual men (but not lesbian and bisexual cisgender women).

INTERSEX: A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

PREA COMPLIANCE MANAGER: A designated supervisor at every detention facility who will be responsible for coordinating the facility’s efforts to comply with PREA.

PREA COORDINATOR: The Department’s designated staff member who will be responsible for ensuring compliance with the PREA standards at all detention facilities.

SEXUAL ABUSE (inmate on inmate): Any of the following acts where the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

SEXUAL ABUSE (staff, contractors or volunteers on inmate): Includes any of the following acts, with or without inmate consent:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire

- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of an inmate
- Watching a person perform bodily functions (such as using the toilet); requiring an inmate to expose genitals, breasts, or buttocks; or taking images of all or part of an inmate's naked body or while performing bodily functions for reasons unrelated to official duties.

SEXUAL HARASSMENT:

- Repeated and unwelcomed sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate toward another
- Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures

TRANSGENDER: A person whose gender identity (i.e., internal sense of feeling male, female or neither) is different from the person's assigned sex at birth.

CISGENDER: A person whose gender identity is the same as the person's assigned sex at birth. In other words, a person who is not transgender.

UNFOUNDED ALLEGATION: An allegation that was investigated and determined not to have occurred.

UNSUBSTANTIATED ALLEGATION: An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

(Rev. 01/2021)

7.202.00. NON-SAFETY STAFF RESPONSIBILITIES FOR INMATES REPORTING SEXUAL ASSAULTS:

Any staff member (including Professional Staff, Culinary, Maintenance, and Chaplains) is considered a mandated reporter when an inmate reports a sexual abuse or harassment incident. When an inmate reports a sexual assault to a non-safety staff member, the staff member shall immediately contact a safety staff member. The non-safety staff member shall separate the victims and suspects if it is safe to do so. The staff member shall immediately summon assistance.

An inmate may report a sexual assault through an inmate request slip, grievance, jail crisis hotline, a third party (inmates or members of the public), anonymously, or

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through face to face contact. When a member of the public reports a sexual abuse or sexual harassment incident on behalf of an inmate, they shall be immediately forwarded to a sworn shift supervisor.

(Rev. 01/2021)

7.204.00. SAFETY STAFF RESPONSIBILITIES FOR INMATES REPORTING SEXUAL ASSAULTS: Upon learning that an inmate may have been sexually abused, safety staff shall:

- Separate the victim and the suspect
- Notify a shift supervisor (as soon as practical)
- Preserve and protect any crime scene until appropriate steps can be taken to collect evidence. If abuse occurred within 72 hours, request the victim does not engage in any actions that may destroy physical evidence (showering, drinking, eating, brushing teeth, washing clothing, etc.) and ensure the suspect does not engage in these actions
- Gather basic information about the assault:
 - When the assault occurred
 - Who perpetrated the assault?
 - The location of the assault
 - Nature of the assault (how it occurred)

If safety staff is unavailable, professional staff shall request the victim not take such actions that could destroy physical evidence.

The information gathered shall be written in a supplemental report and submitted to the safety staff member in charge of the investigation by the end of the safety staff's shift.

Safety staff shall evaluate the necessity for immediate medical attention and request a Qualified Healthcare Professional (QHP) to provide such care. Health Services shall not provide examinations related to the sexual assault. If an inmate requires examinations, the shift supervisor or their designee shall contact the Law Enforcement Medical Services (LEMS) who will notify the Sexual Assault Response Team (SART).

(Rev.03/2022)

7.205.00. SUPERVISOR RESPONSIBILITIES FOR CONDUCTING INMATE ON INMATE SEXUAL ASSAULT INVESTIGATIONS: The shift supervisor, with the rank of corporal or above, shall be responsible for evaluating the circumstances surrounding the sexual assault that occurred between inmates. The shift supervisor will make an initial determination as to the severity of the incident reported and the necessity for the involvement of the Specialized Investigations Division (SID). If SID is not needed, a qualified safety supervisor may be assigned to investigate.

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

A deputy may be designated as the investigator as long as they have received specialized training in conducting sexual abuse investigations in confinement settings.

The investigator shall conduct recorded interviews with the victim, witnesses, and suspect. The Department Manual shall be adhered to when collecting evidence and for initiating medical examinations. (Refer to Department Manual Sections 3.244; Medical Examinations for Sexual Assault Victims and 4.115; Evidence Collection, Packaging and Guidebook)

Supervisors or investigators shall complete the Sexual Abuse Checklist (ASU#181226).

Supervisors or investigators shall ensure the case file is forwarded to the District Attorney's Office for review and a copy of the report shall be forwarded to the Administrative Support Unit (ASU) for data collection and reporting purposes.
(Rev. 01/2021)

7.205.05. SUPERVISOR RESPONSIBILITIES FOR CONDUCTING SEXUAL ASSAULT INVESTIGATIONS INVOLVING STAFF AND INMATE: In the event a supervisor becomes aware of a sexual assault involving a staff member, the supervisor shall notify the Facility Commander/designee immediately. The Facility Commander/designee shall notify the Deputy Chief of the Detention and Corrections Bureau.

Sergeants shall conduct a recorded interview with the victim inmate to determine the validity of the complaint based on the circumstances and evidence. If the sergeant or their supervisor determines there is evidence that an assault may have taken place, a criminal investigation shall be conducted. The Facility Commander/designee and Deputy Chief shall be notified and the Specialized Investigations Division will take over the investigation. If it is determined the inmate may have been sexually assaulted by a staff member, the inmate shall be transferred to another facility, and the facility the inmate was transferred to shall ensure the inmate is contacted by the facility's PREA compliance manager. Once the criminal investigation is complete, supervisors shall ensure the case is forwarded to the District Attorney's Office for review and a copy of the report shall be forwarded to the Internal Affairs Division and the Administrative Support Unit (ASU).

If it is determined there is no evidence of a criminal act, the Facility Commander/designee and the Deputy Chief shall be notified and an administrative investigation may be conducted.

For the purposes of PREA, consensual sexual relationships between staff and inmates are considered sexual assaults against the inmate.
(Rev. 03/2022)

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

7.209.00. REPORTING REQUIREMENTS: Inmates may report sexual abuse or sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents to any staff member using the following methods:

- Verbally, which shall be documented by staff in an interoffice memorandum and submitted to the facility's PREA compliance manager
- Inmate request slip
- Inmate grievance form
- Automated kiosk
- Jail Crisis Hotline (We-Tip)

The Jail Crisis Hotline has been established for inmates to report sexual abuse or sexual harassment by staff or other inmates. All hotline complaints shall be investigated.

Inmates and staff shall be permitted to report such incidents to any rank or position they feel comfortable reporting to. The report may be in a language other than English.

The general public may report sexual abuse and sexual harassment on behalf of the inmate. Staff shall accept all third-party reports received through the grievance system, verbal communication in-person or on the telephone, and written communication such as a letter or email. A third-party may report an incident without disclosing their name or the name of the alleged victim or abuser. The report may be in a language other than English. Staff shall accept such reports made in writing, anonymously, and from third parties and shall promptly submit these documents to the facility's PREA compliance manager. Staff shall document any verbal reports on an interoffice memorandum and submit it to the facility's PREA compliance manager. A third-party may assist an inmate with completing and filing an incident. Staff shall respond to a third-party report in the same way they would respond to one made by a victim.

Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security for reporting purposes.

Information regarding sexual abuse and sexual assault and how to report these occurrences shall be displayed in the Public Information Plan, inmate orientation video, inmate rules and regulations pamphlets and shall be posted in areas with high inmate traffic.

Staff shall report alleged sexual abuse and sexual harassment of inmates to an on-duty supervisor.

(Rev. 01/2021)

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

7.209.05. PREA NOTIFICATION: If a call is received through the Jail Crisis Hotline (We-Tip) from an inmate housed in a San Bernardino County jail facility, or from an outside source and any of the criteria listed below is applicable:

- An in-progress inmate-on-inmate sexual assault
- A sexual assault which occurred within 120 hours of the call
- A sexual assault involving any jail staff member
- Or the inmate is reporting they need medical attention as a result of a sexual assault:

We-Tip will immediately contact the San Bernardino County Sheriff's Dispatch Supervisor. The Dispatch Supervisor will immediately notify the on-call PREA coordinator (ASU Commander/designee).

If a call is received through the Jail Crisis Hotline from an inmate housed in a San Bernardino County jail facility or from an outside source and the reported inmate-on-inmate sexual assault incident occurred 120 hours or more before the time of the call:

We-Tip will send the reported sexual assault notification to the attention of the PREA Coordinator (via fax or email).

(Rev. 03/2022)

7.209.10. PREA INMATE NOTIFICATION: Following an investigation into an inmate's allegation that they suffered sexual abuse at a facility, the Department shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

Following an inmate's allegation that a staff member has committed sexual abuse against the inmate, the Department shall subsequently inform the inmate (unless the Department has determined that the allegation is unfounded) whenever:

- The staff member is no longer posted within the inmate's housing unit
- The staff member is no longer employed at the facility
- The Department learns that the staff member has been charged with a crime related to sexual abuse within the facility
- The Department learns the staff member has been convicted on a charge related to sexual abuse within the facility

Following an inmate's allegation that they have been sexually abused by another inmate, the Department shall subsequently inform the alleged victim whenever:

- The Department learns the alleged abuser has been charged with a crime related to sexual abuse within the facility

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

- The Department learns the alleged abuser has been convicted with a crime related to sexual abuse within the facility

All such notifications shall be documented on a PREA Notification Letter (ASU#190305) and a copy given to the inmate.

(ADD. 01/2021)

7.210.00. PREA COORDINATOR: The Administrative Support Unit (ASU) Commander shall be the Department's designated PREA coordinator ensuring compliance with all facilities.

(Rev. 03/2022)

7.212.00. PREA COMPLIANCE MANAGER: Each facility shall have a PREA compliance manager designated by the Facility Commander/designee. The Facility Commander/designee shall designate an alternate PREA compliance manager in the event the primary is unavailable. The PREA compliance managers shall be responsible for coordinating the facility's efforts to comply with PREA and related department policies. The PREA Managers shall be responsible for:

- Monitoring retaliation, as described in Bureau Policy Section 7.200.05
- Completing the Survey on Sexual Violence Adult Incident Forms (U.S. Department of Justice Form #SSV-IA) when a sustained finding of sexual abuse or sexual harassment has occurred. The compliance manager shall submit such forms to Administrative Support Unit (ASU)
- Completing the PREA Notification Letter (ASU#190305)

(Rev. 03/2022)

7.212.05. OUTSIDE AGENCY NOTIFICATION: Upon receiving an allegation that an inmate was sexually abused while confined at another agency's facility, the Facility Commander/designee that received the allegation shall notify the Facility Commander/designee or appropriate office of the agency where the alleged abuse occurred. In addition, the Department shall promptly investigate any such allegation and forward a copy of the investigation to the outside agency.

(Rev. 01/2021)

7.213.00. GBTI/PREA COMMITTEE: The purpose of the Gay, Bisexual, Transgender, Intersex (GBTI)/PREA Committee is to discuss the housing, programming/educational and work options for inmates who self-identify as a GBTI inmate. Generally, the GBTI/PREA Committee will meet at least two (2) times per month, subject to modification as needed. Generally, the GBTI/PREA Committee will consist of seven (7) representatives, subject to excused absences. The GBTI/PREA Committee members are:

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

- Facility Commander/designee (Chair)
- Centralized Classification Unit (CCU) representative
- Qualified Healthcare Professional Supervisor/designee
- Qualified Mental Health Professional Supervisor/designee
- Inmate Services representative
- PREA/GBTI Compliance Manager
- County-employed social worker with knowledge of issues impacting the GBTI community. The social worker shall act as a GBTI advocate.

(Rev. 03/2022)

7.213.10. GBTI/PREA INMATES: All GBTI/PREA inmates will be reviewed by the GBTI/PREA Committee. This includes all pre-trial and sentenced GBTI/PREA inmates.

Inmates who identify as GBTI and do not wish to be housed with other GBTI inmates, will not be subject to review of the GBTI/PREA Committee unless the inmate makes a specific request to the committee.

Classification staff shall inform such inmates of their right to make a subsequent request for committee review of their housing placement and may submit such requests via the automated kiosk.

(Rev. 01/2021)

7.213.20. GBTI/PREA COMMITTEE FUNCTIONS: The GBTI/PREA Committee shall do the following:

- Review inmate initial classification and intake forms for accuracy
- Meet in-person with each GBTI inmate currently housed or entering the jail facilities
- Ensure each inmate clearly understands their housing options, including the extent of programming and jobs available in each setting, and that each housing assignment is voluntary. The GBTI/PREA Committee will formally discuss and evaluate each housing assignment. They will take into consideration any specific request from the GBTI inmate referencing a particular housing assignment to ensure their safety while in custody
- Discuss and evaluate the most appropriate housing location for transgender and intersex inmates. The assessment will be individualized, and gender identity will be taken into consideration. If requested transgender and intersex female inmates can be considered for placement in male housing.
- Discuss, evaluate and place (if applicable) GBTI inmates into available work assignments and available program/education opportunities
- Identify, evaluate and monitor any ongoing mental health or medical care issue or concerns. A Qualified Healthcare Professional (QHP) and Qualified Mental

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

Health Professional (QMHP) on the GBTI/PREA Committee shall ensure all applicable privacy issues are addressed related to the inmate's medical record

- The Facility Commander/designee will bring forward any GBTI inmate grievances that deal with housing, program or work assignments. However, the GBTI/PREA Committee shall not review or make recommendations on any grievance that alleges misconduct on behalf of staff. Those grievances shall be investigated pursuant to Bureau Policy and Facility Specific Procedures Manual
- Discuss and manage individual or systemic issues regarding searches, shower privacy, and transition-related health care
- Ensure the Department's forms and procedures for addressing GBTI issues remain effective and current

The Facility Commander/designee shall have the final authority over all decisions made by the GBTI/PREA Committee. If there is disagreement among the GBTI/PREA Committee members and/or the inmate, that information will be documented on the GBTI/PREA evaluation form.

(Rev. 03/2022)

7.214.00. DEPARTMENT'S RESPONSIBILITY TO PROTECT AGAINST RETALIATION: The Department shall be responsible for protecting all inmates and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other inmates or staff.

The PREA Compliance Manager shall utilize multiple protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims, and emotional support services for inmates or staff that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

For at least 90 days following a report of sexual abuse, the PREA compliance manager shall monitor the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation. Such monitoring shall be documented on the Retaliation Monitoring Form (ASU#130326). Areas the PREA compliance manager shall monitor include:

- Any inmate disciplinary reports
- Housing or classification changes
- Program changes
- Negative performance reviews
- Reassignments of staff

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

The PREA Compliance Manager shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need, and document the additional monitoring. In the case of inmates, such monitoring shall include periodic status checks.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the PREA compliance manager shall take appropriate measures to protect that individual against retaliation. Such measures may be transferring or monitoring the inmate.

The Department's obligation to monitor shall terminate if it is determined the allegation is unfounded.

(Rev. 01/2021)

7.215.00. SEXUAL ABUSE INCIDENT REVIEWS: Every sexual abuse incident, including allegations that have been deemed unsubstantiated, shall have an oral review board convened. Allegations determined to be unfounded shall not require a review. The review board shall conduct a thorough assessment of the conditions and circumstances surrounding the sexual abuse incident.

The Detention and Corrections Bureau PREA coordinator shall chair the board with the following members: Facility Executive Officer and the facility's PREA Compliance Manager, the Bureau's Health Services Administrator, and a Qualified Mental Health Professional.

Such reviews should occur within 30 days of the conclusion of the investigation.

The Administrative Support Unit (ASU) shall submit a report of the review board's findings to the Facility Commander/designee and PREA compliance manager. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

(Rev. 03/2022)

7.220.00. SEXUAL ABUSE DATA COLLECTION AND STORAGE: The Administrative Support Unit (ASU) shall be responsible for collecting accurate, uniform data for every allegation of sexual abuse at Type I and Type II facilities. ASU shall update the incident-based sexual abuse data at least annually.

The data collected shall include at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.

The Department shall maintain, review, and collect data as needed from all available incident-based documents, including criminal reports, investigation files, and sexual abuse incident reviews.

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

Upon request, the Department shall provide all such data from the previous calendar year to the Department of Justice no later than June 30th.

ASU shall ensure sexual abuse data is securely retained for a minimum of 10 years after the date of the collection.

(Rev. 03/2022)

7.220.05. SEXUAL ABUSE DATA REVIEW FOR CORRECTIVE ACTION: The Administrative Support Unit (ASU) shall review collected data in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by:

- Identifying problem areas
- Taking corrective action on an ongoing basis
- Provide ongoing training
- Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole
- Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse

The annual report shall be submitted to the Deputy Chief of the Detention and Corrections Bureau. Upon approval, the sexual assault statistics shall be placed on the Department's website.

(Rev. 03/2022)

7.500. FACILITY FORMS

500.05. FACILITY FORMS: All forms used in Detention and Corrections Bureau facilities will be San Bernardino County Sheriff's Department forms, Detention and Corrections Bureau forms, or Facility Specific forms. Staff shall fill out forms legibly and write their names and/or employee numbers where indicated.

The Administrative Support Unit (ASU) shall maintain the master file of all bureau forms. It shall be the responsibility of ASU to review all proposals and make recommendations about the approval of new forms or the modification of existing forms.

Staff proposing new forms and revisions shall be responsible for the design and instructions for the completion of the form. ASU shall publish and distribute guidelines to all Facility Commanders/designees for introducing new or modified forms. These guidelines shall include routing instructions and specific information required for review.

ASU shall make recommendations regarding approval and shall initiate the publication and distribution of all approved forms. ASU shall maintain all appropriate records regarding approval of each form. Bureau forms shall not be placed in the Sheriff's template folder without ASU approval.

Bureau forms shall have the control number and revision date on the bottom left corner of the form. The control number shall be "ASU#" followed by "yr/mo/-date.", ie., ASU#000401.

Each facility is responsible for developing and maintaining Facility Specific forms as needed. (Refer to Facility Specific Policy)
(Rev. 02/2019)

520.00. ORDERING FORMS: (Refer to Facility Specific Policy)
(Rev. 02/2019)

540.00. FACILITY SPECIFIC FORMS: Facilities shall be responsible for developing and maintaining their own Facility Specific forms.
(Rev. 02/2019)

8.100. INTAKE PROCEDURE

8.110.00. INTAKE PROCEDURE: All arrestees brought into a jail facility through an intake area shall be searched.

(Rev. 01/2019)

8.120.01. INTEGRATED BIOMETRIC IDENTIFICATION SYSTEM DEFINITION:

The Integrated Biometric Identification System (IBIS) is a single fingerprint comparison to the Automated Fingerprint Identification System (AFIS) database for rapid identification of an arrestee.

(Rev. 04/2020)

8.120.02. INTEGRATED BIOMETRIC IDENTIFICATION SYSTEM PROCEDURES: Properly trained safety staff shall operate the IBIS equipment and such operations shall follow procedures outlined in the IBIS user guide.

Safety staff shall obtain a thumbprint from each arrestee and submit it to CAL-ID via the IBIS prior to booking. If a thumbprint cannot be obtained staff shall obtain a fingerprint from the index finger. This shall not apply if the system is inoperable for an extended period of time or arrestee's print cannot be safely obtained.

Staff shall print information from the IBIS after arrestees have been processed. The IBIS printouts shall be given to the booking officer.

Booking staff shall compare information provided by the IBIS, to information provided on the arrestee's booking application before beginning the booking process. Staff shall file IBIS printouts in the inmate's booking jacket at the completion of the booking process. (Refer to Bureau Policy Section 8.200.05)

(Rev. 04/2020)

8.120.03. DISCREPANCIES: Custody staff shall not ask arresting officers to alter the name on the booking application to match the name on the IBIS report.

The booking officer shall book an arrestee using the name provided on the booking application and refer to the IBIS report to determine if there is an existing record in the Central Name Index (CNI). The booking officer shall search CNI and verify the record using the information available on the IBIS report (name with DOB, CAL-ID, CII and FBI #).

Once the record is determined to belong to the arrestee, the booking officer shall proceed with the booking process. If the IBIS report shows a name that is different from what is on the booking application, the booking officer shall enter the name(s) on the IBIS report as an AKA. If the IBIS name(s) already exists in CNI; there is no need to enter a duplicate AKA.

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If the IBIS report does not display any results, a custody staff member may run the arrestee's fingerprints a second time.

(Rev. 04/2020)

8.120.04. HEALTH SCREENING: Health Services shall be responsible for the screening of new arrestees at all Type I and Type II facilities. For Type II facilities, Health Services shall use the Electronic Health Screening (EHR) process to clear the arrestee for booking. For Type I facilities, staff shall use the medical video system and have a Type II facility intake nurse complete the health screen prior to booking.

If the EHR system is inoperable, it shall be the responsibility of the arresting officer to fill out questions 1a/1b on the Receiving Screening form (ASU#0107001). Intake staff shall observe arrestees and interview officers to obtain information on the arrestee to assist in completing the form. Safety staff completing the form shall notify Health Services staff when inmates respond "yes" to any questions on the receiving screen. Health Services staff shall make the determination, based on the information received from the safety staff, whether the inmate requires a consultation with Health Services staff. Safety staff shall notate on the form, the name and employee number of the Health Services staff member who verbally cleared the arrestee for booking. (Refer to Nursing Operational Procedure Manual Section 302)

Conditions that may require a pre-booking hospital exam include, but are not limited to:

- Arrestees under the influence of drugs and/or alcohol or who cannot maintain consciousness and balance and/or understand verbal instructions due to being under the influence.
- Arrestees in their third (3rd) trimester of pregnancy may be accepted without a pre-hospital jail check but shall be transported to a Type II facility as soon as possible.
- Trauma: Arrestees who have suffered a head injury with loss of consciousness in the past 72 hours, been in a traffic accident, wounds that may require stitches or any injuries or illnesses requiring emergency attention.
- Arrestees under a doctor's care and taking prescription medications or arrestees taking medication for high blood pressure.

Conditions that shall require a pre-booking exam include, but are not limited to:

- Arrestees under the influence of PCP or a hallucinogenic drug or who have ingested a large amount of drugs (balloons).
- Arrestees who Health Services staff determines may have contagious diseases such as tuberculosis, measles, and meningitis.
- Pregnant arrestees experiencing pain or bleeding, taking methadone treatments and/or under the influence of drugs or alcohol.

8.100. INTAKE PROCEDURE

- Arrestees experiencing chest pain or having difficulty walking, speaking or breathing.
- Arrestees who Health Services staff determines exhibit signs and symptoms consistent with excited delirium.

Conditions requiring Health Services staff follow up:

- Victims of sexual assault
- Perpetrators of sexual abuse

Affirmative answers to the above questions shall be offered a follow up meeting with Health Services staff within 14 days of the intake screening.

When the EHR is inoperable, original portions of the Receiving Screening form shall be placed in the arrestee's medical jacket or given to Health Services staff and copies shall be placed in the arrestee's booking jacket.

Facilities shall establish criteria for acceptance of bookings based on medical conditions or special housing needs. (Refer to Title 15, Section 1207) (Refer to Type I Facility Procedures)
(Rev. 12/2022)

8.120.05. BOOKABLE CHARGES: Booking staff shall ensure the offenses listed on booking applications are bookable. Outstanding warrants shall not be processed until the warrant or abstract is in the possession of the booking staff member.

- Only CVC sections under 40302 and 40303 are bookable.
- Ensure compliance with CVC 40304.5 (Water's Bill) if applicable.
- Consult the published bail schedule for verification on open charge bookings.

Persons arrested solely for one or more outstanding warrants shall not be processed further until the warrant or warrant abstract is in the possession of the booking staff member.

(Rev. 02/2019)

8.120.11. REMOVING ELECTRONIC MONITORS: Arrestees wearing electronic monitors shall not be housed. Staff shall determine which agency provided the arrestee an electronic monitor. Monitors from Immigration and Customs Enforcement (ICE) and Parole shall be removed from the arrestee, placed in a property bag, labeled with the arrestee's information, and given to bridge staff for safekeeping. Designated bridge staff shall seal the property bags and contact appropriate service providers to pick up the monitors. Staff shall not discard the monitors or place them in the arrestee's property.

Monitors from Glen Helen Work Release: Staff shall not remove the monitor if the arrestee is eligible for immediate release. Staff shall remove the monitor from the

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arrestee when they are not eligible for release and need to be housed. Staff shall follow the above packaging procedures and place the monitor on the bridge for Work Release staff. Bridge staff shall contact Work Release and notify them when a monitor needs to be picked up.

Facility Commanders/designees shall establish written procedures for storing collected electronic monitors and designate a staff member who will be responsible for those electronic monitors. Such procedures shall be in the form of Facility Specific Procedures. (Rev. 04/2020)

8.120.12. RELEASING MONITORS: Staff shall release electronic monitors to an authorized service provider with valid identification. Staff shall have the service provider sign an Electronic Monitor Release form (ASU#081101). Staff shall place copies of the completed form in the arrestee's jacket and in an administrative file to be retained for a period of two years. Glen Helen Work Release shall not be required to complete the forms.

(Rev. 10/2018)

8.120.15. REMOVAL OF ARTIFICIAL HAIR: Staff shall not permit arrestees to keep wigs or removable hair pieces. Safety staff shall search such items for contraband and place them in the arrestee's personal property. Staff may allow arrestees to retain artificial hair that is woven, sewn or glued into their hair after it has been searched for contraband. Staff shall determine on a case by case basis if the artificial hair could pose a threat to facility security. A shift supervisor shall evaluate the situation and determine if the arrestee shall be housed separately when artificial hair is deemed a potential hazard. Staff shall not forcibly remove artificial hair from arrestees.

Regardless of the hair length or style an inmate chooses to keep, all arrestees are subject to search at any time. Arrestees may be required to remove braids, buns, cornrows etc., to facilitate a thorough search. Arrestees who refuse may receive a discipline and/or be re-classified.

(Rev. 10/2018)

8.120.18. REMOVAL OF RELIGIOUS HEAD COVERINGS: Arrestee's shall not be permitted to retain personal religious head coverings. Safety staff shall escort arrestees requiring modesty to an area of privacy, instruct them to remove their head coverings and after reasonably ensuring the arrestees' hair is free of contraband, weapons and drugs, provide arrestees with temporary county issued head coverings. Arrestees that require a head covering for modesty shall be issued two county head covers. Arrestee's personal head coverings shall be placed on their property.

To ensure modesty when head coverings are removed, staff requesting removal shall be of the same gender as the arrestee. Only the minimum number of staff shall be present while the arrestee's head is uncovered.

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(Rev. 02/2019)

8.120.19. PHOTOGRAPHING ARRESTEES WEARING RELIGIOUS HEAD COVERINGS: When removal of head coverings is required by staff for booking photographs, staff shall:

- Ensure only the minimum amount of staff required are present
- Be of the same gender as the arrestee
- Keep arrestees out of view from other arrestees and uninvolved staff

Staff shall take two photographs of arrestees requiring head coverings, one with the arrestee wearing the head covering, and one without the arrestee wearing the head covering. The photograph with the arrestee wearing the head covering shall be used for the arrestee's identification card.

(Rev. 02/2019)

8.130.00. PROPERTY INVENTORY: An arrestee's property shall be physically inventoried in their presence. Unacceptable items shall be returned to the arresting officer.

- Arresting officers and their arrestees shall witness the inventory of the property and money and sign in the designated area on the property sheets
- Shift supervisors shall be notified immediately if arrestees complain of missing property or money
- Complaints of missing money or property shall be investigated immediately and the results documented

Property items shall be listed on the JIMSnet property screen. Extra attention shall be given when listing jewelry and other valuables in the computer. Jewelry shall never be described as gold, silver, diamond, ruby, etc. Instead, jewelry shall be described by color:

- Y/M = yellow metal
- W/M = white metal
- Clear stone, red stone, etc.

Arrestees shall receive a copy of property inventory sheets.

(Rev. 02/2019)

8.130.05. UNACCEPTABLE PROPERTY: The Department's jail facilities shall only accept property which can be stored in plastic property bags available to arresting officers in the intake areas.

Bulk property bags shall not be accepted at any Sheriff's jail facility and shall be turned over to the arresting officer. Property not accepted shall be taken by the arresting

8.100. INTAKE PROCEDURE

officer to their station/division or department and placed into safe keeping or dispositioned according to their department's policy and procedures.

Firearms, ammunition, explosives, knives, marijuana, or alcoholic beverages shall not be stored. Such items shall be turned over to the arresting officer.

All acceptable property shall be thoroughly searched, then sealed. The booking officer shall enter the items in the property section for the booking record.

The arresting officer shall be present during the search of any arrestee. Any contraband or controlled substance should be given to the arresting officer.

Whenever an arrestee is combative, or so intoxicated that they are unable to observe the inventory and recording of property, the arrestee shall be placed in the appropriate cell. Their property shall still be inventoried and countersigned by the arresting officer.

Any complaints of missing money or property should be immediately and thoroughly investigated. If not located or accounted for, a complete report should be submitted.

This policy does not generally apply to state prisoners and county jail inmates transferred from a state prison or another county and booked into the Department's jail system. (Refer to Department Policy Section 3.452.10)
(Rev. 04/2020)

8.130.10. PACKAGING PROPERTY: Property (excluding money) shall be placed in a clear plastic bag. Jewelry items shall be placed in a small coin envelope within the plastic bag. Bulk property shall not be accepted.
(Rev. 12/2007)

8.130.20. PROPERTY TAKEN AS EVIDENCE: Safety staff shall record on the intake form what clothing or property arresting officers take as evidence. Property or clothing requested by a law enforcement agency after the arrestee has been booked shall only be released upon written consent from the arrestee or a search warrant.
(Rev. 02/2019)

8.130.30. PROPERTY ARRESTEES MAY KEEP: Arrestees entering a custody facility shall be allowed to keep items including but not limited to dentures, inhalers, prescription/reading eyeglasses, contact lenses (case and solution), birth control pills, and nitroglycerine pills.

Arrestees being accepted from other custody facilities (state, county, and city jails) may be permitted to retain commissary items if they conform to Bureau Policy.
(Rev. 03/2019)

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8.130.35. REMOVAL OF JEWELRY: Jewelry that cannot be removed from arrestees shall be documented on the intake property screen. Remaining jewelry if lost or stolen, shall be the arrestee's responsibility. Generally, jewelry shall not be forcibly removed from arrestees unless it poses a danger to other inmates or staff. A shift supervisor shall be present in such circumstances.

(Rev. 10/2018)

8.130.40. REMOVAL OF BODY PIERCING: Body piercings shall not be forcibly removed from arrestees. Safety staff shall not remove, or assist, in the removal of body piercings on arrestees. In the event arrestees find it difficult to remove body piercings on their own, medical staff may assist in the removal. Arrestees refusing to remove piercings shall be subject to discipline.

Arrestees with permanent or unremovable body piercings posing potential safety and security concerns shall be housed according to facility specific guidelines. Each facility shall include within their classification policy specific procedures on housing arrestees with unremovable body piercings that may pose potential security concerns.

Staff shall notify a supervisor when arrestees with unremovable body piercings are housed.

Body piercings retained on the arrestee's body shall be documented on the property screen. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

8.140.00. MONEY INVENTORY: Money shall be counted by booking staff in the presence of arrestees. Money shall be recorded by denomination on the property screen and processes.

- Money of a souvenir or keepsake nature shall be placed in a separate coin envelope and packaged with the arrestee's property and shall be recorded in the property section of intake forms, not the money section.
- Shift supervisors shall be notified if there is any discrepancy concerning money.
- Booking staff shall notify a shift supervisor when arrestees possess \$1,000.00 or more. Shift supervisors shall be required to count the money and verify amounts for accuracy before signing the intake sheet.

(Refer to Facility Specific Procedures)

(Rev. 04/2020)

8.140.05. CONTAMINATED MONEY: Money identified or suspected of being contaminated with urine, feces, vomit, blood, drugs, or any other hazardous material shall be considered contaminated money. Staff handling contaminated money shall use universal precautions.

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Contaminated money shall be counted and placed in a separate coin envelope. The coin envelopes shall be labeled "contaminated money" in red ink and packaged with the arrestee's property. It shall be recorded in the property section of the intake form, not the money section. Booking staff shall advise inmates their contaminated money will be placed on their property not the arrestee's trust account. Arrestee's shall be allowed to release contaminated money to friends or family members through property release procedures. (Refer to Bureau Policy Section 11.1015.00)
(Rev. 02/2019)

8.140.10. CORRECTIONAL CHECKS: State correctional, San Bernardino County correctional or out of county correctional facility issued checks in the possession of arrestees shall be placed in the arrestee's trust account by booking staff. Checks received from another custodial agency via mail shall be processed by the mail clerk and then forwarded to the fiscal clerks who will place the funds in the arrestee's trust account.
(Rev. 02/2019)

8.160.00. CONTINGENCY PLAN FOR AUTOMATED BOOKING SYSTEM FAILURE NOTIFICATION: Shift supervisors shall be notified in the event the booking system is down for any period of time requiring the bookings to be completed manually.
(Rev. 12/2007)

8.160.10. PROCEDURE FOR SYSTEM FAILURE: Shift supervisors may refer arresting officers to another booking facility or shift to the manual booking system if the system is down for longer than two hours.
(Rev. 12/2007)

8.170.00. MANUAL BOOKING PROCEDURE: Preprinted booking forms shall be completed in the following order:

- Receiving Screening form: original only
- Receipt for money and personal property (one additional copy shall be placed in inmate property bags)
- Arrestee information form (booking application): original only
- Booking record: three additional copies shall be made; one stapled to the fingerprint card, one given to the inmate, and one given to a designated individual for a records check (NCIC, CNI and T-Cite)
- Original forms shall be placed in arrestee's jacket

Notations shall be made on the face of booking jackets indicating the date, time and employee number if the NCIC system is down.

The preprinted disposition update form shall be completed if arrestees are due for release during the down period.

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Preprinted booking forms for the manual booking process shall be maintained at each facility.

(Rev. 02/2019)

8.180.00. PROCEDURE FOLLOWING RESTART: When the booking system restarts:

- Bookings shall be entered into the system in the same numerical order as they were manually issued
- Prior bookings shall be entered into the system before any new bookings are entered. Released arrestees shall be entered into the booking system with the proper information
- Information on all arrestees transferred from the facility during the failure shall be entered into the system
- Automated booking paperwork shall be placed in the corresponding arrestee's booking jacket along with the manually generated forms

(Rev. 02/2019)

8.200. BOOKING PROCEDURES

8.200.05. BOOKING PROCEDURES: Staff assigned to booking are responsible for completing the booking process on all arrestees and ensuring appropriate paperwork is compiled in the arrestee's booking jacket.

(Rev. 07/2019)

8.210.00. ARRESTEE UPDATE INFORMATION: Staff shall update arrestees' information in JIMSnet.

(Rev. 07/2019)

8.210.05. BOOKING NAMES: Except for "John and Jane Doe", the name under which a person is booked shall permanently remain the name of record. If, after booking, another name is alleged to be the arrestee's true name, it shall be noted on their booking jacket and written on the dummy warrant. If there is no current CNI information denoting the AKA, the information shall be entered into the arrestee information screen in JIMSnet.

(Rev. 07/2019)

8.220.00. ORIGINAL CHARGE SCREEN: Staff shall complete the original charge screen and verify the bail. Bail amounts may be adjusted based on severity of the charges and specific circumstances in the Probable Cause Declaration. Bail amounts may be adjusted by staff based on felony bail schedules or bail enhancement guidelines.

(Rev. 09/2016)

8.230.00. JIMSNET BOOKING RECORD: Staff shall ensure all charges, warrants, and other lawful documents received at booking are entered in the arrestee's records in JIMSnet.

(Rev. 07/2019)

8.230.05. PRINTOUTS: Staff shall run the appropriate number of computer printouts necessary for every booking or supplemental charge.

(Rev. 05/2009)

8.230.10. ARRESTEE NOTIFICATION: Booking staff shall inform arrestees of their charges, corresponding bail, property inventory, and access to a telephone. Arrestees shall sign the booking records and copies shall be distributed to the booking jackets. Arrestees shall be given copies of their booking paperwork.

(Rev. 07/2019)

8.200. BOOKING PROCEDURES

8.230.12 SUICIDAL ARRESTEES: When an arrestee is brought into a jail facility on a misdemeanor charge and is eligible for citation release, and the arrestee makes suicidal statements, has obvious signs of recent suicide attempts, or displays suicidal behavior to the arresting officer; the arrestee generally will not be accepted into the jail facility. It will be the responsibility of the arresting agency to transport the arrestee to a mental health facility. When the arrestee has been cleared by a mental health facility the, arrestee may be booked into the jail.
(Add. 06/2020)

8.230.13. BOOKING ARRESTEES WITH DISABILITIES: (Refer to Bureau Policy Section 18.035.00)
(Rev. 04/2020)

8.230.14 INTERPRETERS: (Refer to Bureau Policy Section 18.041.00)
(Rev. 07/2019)

8.230.15. BOOKING COMPLETION: Staff shall attach computer-generated booking labels to assigned booking jackets, ensuring appropriate paperwork is filed in the arrestee's booking jacket.
(Rev. 04/2020)

8.230.20. REFUSAL TO SIGN DOCUMENTS: In the event an arrestee refuses to sign the appropriate booking paperwork, staff shall write "REFUSED TO SIGN" in the space designated for the arrestee's signature. (Refer to Bureau Policy Section 11.521.10)
(Rev. 07/2019)

8.250.00. TELEPHONE CALLS: Staff shall ensure arrestees are given the opportunity to make telephone calls. Telephones are provided in Intake for arrestees' use. (Refer to Bureau Policy Section 9.400.00)
(Rev. 07/2019)

8.260.00. FINGERPRINTS
(Del. 07/2021)

8.270.00. BOOKING PHOTOGRAPHS
(Del. 07/2021)

8.200. BOOKING PROCEDURES

8.275.00. REFUSING TO BE FINGERPRINTED OR PHOTOGRAPHED:

(Del. 07/2021)

8.280.00. PLACEMENT OF ARRESTEE IN A HOLDING CELL: Arrestees shall be classified and housed, or held for release once all aspects of the booking process have been completed. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

8.280.05. HOLD FOR BAIL: Arrestees who claim to be posting bail may remain in the "Hold for Bail" cell for up to two hours without shift supervisor approval. Shift supervisors may authorize up to an additional two hours.

If no bond is received during the authorized time, arrestees shall be classified, dressed, and housed. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

8.285.00 STATE HOSPITAL COMMITMENT RETURNS: When state hospitals certify defendants as mentally competent to stand trial, the Department shall accept custody of inmates for resumption of court proceedings. A commitment order shall be the basis of remanding inmates back into the Sheriff's custody.

The following procedures shall be followed for booking state hospital commitment returns:

- Upon an inmate's arrival, West Valley Detention Center (WVDC) bridge staff shall retrieve the inmate's previous booking jacket from the out of custody state hospital. If an inmate's previous booking jacket is already forwarded to records, staff shall make a new booking jacket with the same booking information to supplement all prior records. (Refer to Facility Specific Procedures)
- The WVDC duty officer shall cancel the inmate's release disposition from JIMSnet and reinstate the booking information. Inmates shall be re-issued the corresponding ID cards and be classified for housing
- If an inmate has committed a new offense while in the custody of the state hospital, the above steps shall be followed and the new charges shall be added as a supplemental booking
- Inmates returned with out-of-county detainers shall be reinstated with the detainers placed as holds

8.200. BOOKING PROCEDURES

(Refer to Penal Code Sections 1370, 1370.1, and 1372, and Bureau Policy Sections 8.450.00 and 8.520.00)

(Rev. 04/2020)

8.290.00. BOOK-AND-RELEASE: Book-and-release is the process of accepting a person into a custodial facility in order to establish the true identity of the defendant, locate any wants and warrants, and document a history of arrest for a specific charge without the defendant remaining in confinement.

Arrestees may surrender for book-and-release pursuant to a court order, or in some cases, a citation. Such arrestees shall be fingerprinted and photographed. DNA shall be collected if required. Inmates without holds or warrants shall be immediately released. Generally, staff shall complete the booking verification section on the citation or court paperwork. Citations not containing a booking verification section shall have notations handwritten on the front indicating the date and time of booking with the staff's name and employee number. These arrestees shall not be classified or dressed in jail clothing.

(Rev. 07/2019)

8.290.05. BOOKINGS REQUIRING SPECIAL PROVISIONS: The shift supervisor shall be notified of any booking that requires special provisions (enroute booking, absentee booking, etc). It shall be the responsibility of the shift supervisor to document the special provisions and forward the documentation to the Facility Commander/designee.

(Rev. 07/2019)

8.290 .07. HIGH PROFILE ARRESTEES: High profile arrestees are those who are booked (on-site or Ramey warrant) for:

- PC 187 or PC 664/187
- Any felonious assault where great bodily harm is alleged
- Felony sex violations
- Crimes for which the bail amount is over \$1,000,000
- Crimes of stalking or kidnapping
- Or other charges a shift supervisor deems high profile, based on crime or circumstances warranting such classification

Booking staff shall notify the shift supervisor of high profile bookings, or arrestees booked on charges with high profile potential.

REVIEWED 07/2021

8.200. BOOKING PROCEDURES

Shift supervisors may designate arrestees as high profile, for reasons including but not limited to:

- Special circumstances related to the seriousness of the charges or crime
- A high level of public, political or media interest generated by the arrestee's presence

Arrestees with bail enhancements of one million dollars or more shall be identified as high profile arrestees/inmates.

Staff shall require the arresting officer to provide the case agent or a contact person's name and phone number(s) on high profile arrestees. This information shall be placed on booking jackets in the remarks section and booking labels shall be stamped with the red "High Profile" stamp. Once all pertinent booking information has been entered into JIMSnet, the "Alert" status shall be activated on the JIMSnet screen. (Refer to Facility Specific Procedures)

Generally, parole and probation holds shall not support the designation of arrestees as high profile, unless additional criteria are present.

High profile arrestees/inmates shall not be released without proper authorization, proper notifications and identification verification. (Refer to Bureau Policy Section 10.120.22)

(Rev. 04/2020)

8.290.08. RELEASE OF PUBLIC INFORMATION ON CERTAIN HIGH PROFILE ARRESTEES/INMATES: If a high profile arrestee is to be booked into a San Bernardino County detention facility, and the arresting agency desires the booking information not be posted on the Department's internet website, a watch commander (or equivalent) from that agency may make a verbal request to a shift supervisor from the facility in which the inmate is housed.

Only verbal requests made prior to the arrestee's arrival at the facility shall be considered. The shift supervisor shall make their decision based on the facts presented in the request. Booking information shall not be withheld from the internet unless specifically approved by a shift supervisor.

8.200. BOOKING PROCEDURES

If the decision is made to withhold the information, shift supervisors shall complete an Authorization to Withhold Internet Booking Information form (ASU#021203) indicating the reasons for granting the request. The reasons shall be generic, and sufficient to satisfy the Government Code, which states release of certain information may be withheld if the release of the information would endanger the safety of persons involved in the investigation or inhibit successful completion of an investigation.

Once the form has been approved, booking staff shall activate the "Internet Info Withheld" field located in the arrestee information screen in JIMSnet.

Completed original Authorization to Withhold Internet Booking Information forms shall be filed in the arrestee's/inmate's booking jacket and copies shall be forwarded to the administrative office for review by the Facility Commander/designee. Copies shall be retained by the facility for 60 months after the inmates have been released.

Although the arrestee's/inmate's booking information may be withheld from the internet site, the booking information shall be provided over the telephone in accordance with existing policy.

No information regarding federal inmates shall be released over the telephone. Telephone inquiries about federal inmates shall be answered in accordance with Facility Specific Procedures.

(Rev. 04/2020)

8.290.09. CIVIL/6600: Booking staff shall book Civil/6600 commitments with W&I 6600 as their primary booking charge. The booking type shall be Commitment Pending (C/P). (Refer to Bureau Policy Section 9.916.00)

(Rev. 07/2019)

8.290.10. INTAKE CITATION RELEASE (PC 853.6): Most non-warrant misdemeanor arrests shall be issued a citation release. Staff shall inform arrestees of charges, assigned court dates and times, and court locations indicated on citations. Arrestees shall sign their citation release as promises to appear. Copies of citations shall be issued to arrestees during the release process.

Although arrestees may have other charges holding them in custody, citations shall be processed normally. Once citations have been signed-off and routed, booking

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jackets shall be noted "Cite Release" adjacent to the related charge with the citation numbers noted.

If arresting agencies do not leave citations for misdemeanor charges, shift supervisors shall be notified and may cite violators (PC 853.6) on Sheriff's Department citations.

If the arrestee refuses to sign the citation after it has been written by the arresting agency, the arrestee shall be booked on the open charge. The arresting officer shall be required to complete a Probable Cause Declaration. If at a later time the inmate is willing to sign the citation, a jail citation may be issued.

(Rev. 07/2019)

8.290.20. INFRACTION WARRANTS: VEHICLE CODE (VC) 40304.5 (WATERS BILL): Prior to transport to a booking facility, an arrestee shall be provided the opportunity to post cash bail. The arrestee shall not be booked, photographed or fingerprinted if they have two or fewer traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction.

Note: The Waters Bill is not applicable if the arrestee has additional charges that make them eligible for booking.

(Rev. 07/2019)

8.290.25. WATERS BILL: VEHICLE CODE (VC) 40304.5 CUSTODY RESPONSIBILITY: If an arrestee brought into the jail falls under the guidelines set forth in VC 40304.5, it shall be the arresting agency's responsibility to ensure compliance. The arresting officer shall be advised to remove the arrestee from the facility until VC 40304.5 compliance has been made.

It is imperative booking staff scrutinize any warrants for failure to appear on citations for parking offenses or traffic infractions to determine if VC 40304.5 applies. If questions arise, supervisors shall be consulted.

The jail shall not accept from the arrestee or the arresting officer any request to waive compliance with the Waters Bill.

(Rev. 07/2019)

8.290.35. SAW WARRANTS: Staff shall accept and book all SAW Warrants regardless of the date they were issued. Misdemeanor SAW Warrant arrests shall

8.200. BOOKING PROCEDURES

be processed according to the most current misdemeanor warrant criteria set forth by the Detention and Corrections Bureau.

Felony SAW Warrant arrests shall be processed and handled according to current procedures. The court of jurisdiction is responsible for issuing recall notices to SBCSD Warrants for all warrants regardless of the date they were issued. The recall can only be accomplished if the court is aware of the defendant's arrest by issuing a misdemeanor warrant citation or by sending the defendant to court.
(Rev. 02/2019)

8.290.40. WARRANTS FOR BAIL PURPOSES ONLY: Warrants or warrant abstracts annotated "for cite release, or bail purpose only" do not provide the basis for a lawful arrest or booking. Custodial facilities shall not accept persons arrested on these warrants.
(Rev. 02/2019)

8.290.45 IDENTITY VERIFICATION FOR WARRANTS: If an arrestee claims they are not the person listed on the warrant, intake staff shall make every effort possible to verify identity including, but not limited to:

- Contact a watch commander to assist with the verification
- Contact Sheriff's Records Division to compare the warrant to other identifying factors, such as CII # in CLETS
- Submit an IDN # and full set of prints to Cal ID
- Set-up an in-person court appearance for the next available court day

(Add. 04/2020)

8.295.00. ABSENTEE BOOKING: Absentee bookings shall only be accepted at West Valley Detention Center (WVDC).

A WVDC shift supervisor shall be notified immediately of arrestees who are likely to remain in custody and require hospitalization and absentee booking. The request for an absentee booking shall only be reviewed and approved by a WVDC shift supervisor. If an absentee booking is requested after hours, the on-duty WVDC shift supervisor shall review and approve the request.

WVDC shall assume responsibility for arrestees after they have been admitted to Arrowhead Regional Medical Center (ARMC). After arrestees have been admitted, they may be absentee booked into WVDC. Arrestees admitted to medical facilities other than ARMC shall not be accepted. An absentee booking for a misdemeanor

8.200. BOOKING PROCEDURES

warrant shall follow the procedures for misdemeanor warrant citation releases. (Refer to Bureau Policy Section 10.122.00).

CCU staff shall be immediately notified by bridge staff of the absentee booking and the arrestee shall be immediately classified accordingly. Once the arrestee's classification level is identified, CCU staff shall notify bridge staff and hospital staff of the arrestee's classification and any safety concerns associated with the arrestee's classification. Bridge staff shall notify the shift supervisor of the arrestee's classification.

The arrestee's personal property, clothing and money shall be brought to WVDC at the time of booking, and the booking shall be completed in the normal manner. Fingerprints, photographs and I.D. shall be completed when the arrestee arrives at WVDC, or at the time of release from the jail ward.

(Rev. 07/2019)

8.295.05. ABSENTEE BOOKING RELEASED FROM HOSPITAL: Safety staff shall fingerprint absentee bookings prior to release from the hospital. Staff shall notify the WVDC shift supervisor prior to releasing inmates who were absentee booked.

(Rev. 02/2019)

8.295.10. COURT APPEARANCES FOR ABSENTEE BOOKINGS: (Refer to WVDC Facility Specific Procedures)

(Rev. 04/2020)

8.296.00. RAMEY WARRANTS: Ramey warrants are obtained before a complaint has been filed as an alternative to the usual complaint/warrant procedure. Named after the California Supreme Court case that requires warrants for in-home arrests, Ramey arrest warrants are issued based on affidavits or complaints establishing probable cause. The magistrate evaluates the information in the affidavit complaint to assess whether probable cause for arrest exists. On finding probable cause, an arrest warrant is issued, even though no criminal complaint has been filed. After the suspect named in the Ramey warrant has been arrested, a criminal complaint is filed pursuant to Penal Code Section 849.

(Rev. 02/2019)

8.296.10. BOOKING OF RAMEY WARRANTS: Arrestees who have been arrested on Ramey warrants shall be booked as an on-site arrest. A Probable Cause

8.200. BOOKING PROCEDURES

Declaration is not required since the issuing magistrate has reviewed the facts of the case.

(Rev. 02/2019)

8.297.00. USE OF INTERPRETER: Staff shall not interpret, act as an interpreter, or use sign language between an inmate and any other person regarding legal matters. This includes, but is not limited to their attorney, investigator, legal runner, witness, etc.

Facilities shall attempt to make services of an interpreter available to non-English speaking inmates. Various interpreters are available for use over the telephone. Listings of the various language interpreters are available through the Valley Dispatch Center and the Desert Dispatch Center.

(Rev. 07/2019)

8.300. ENROUTE BOOKINGS

310.00. DEFINITION: Enroute bookings are the temporary housing of prisoners for law enforcement agencies during transportation from one destination to another.

Intra-State: Intra-State refers to prisoners who are being transferred from one location to another within California

Inter-State: Inter-State refers to prisoners who are being transported from one state to another. (Refer to Penal Code Section 1550.3.)
(Rev. 10/2008)

310.05. PURPOSE OF ENROUTE BOOKINGS: Enroute bookings shall be accepted only for the purpose of allowing the transporting officers time to rest. Therefore, enroute bookings shall not be accepted from private transportation companies.
(Rev. 10/2008)

315.00. RESTRICTIONS: Staff shall not allow officers to use booking facilities as staging areas or collection points for prisoner drop-off or pick-up. Enroute bookings shall not be accepted:

- If prisoners have medical conditions
- When officers cannot produce appropriate fees, or officers are unable to provide contact information
- For more than one overnight stay per inmate

(Rev. 02/2019)

320.00. PROCEDURES: Booking staff shall ensure officers complete booking applications. Officers shall write "Enroute Booking" in the code section and charges in the definition section. The court of jurisdiction shall also be entered. Generally, the officers shall include, in the section for details or special instructions:

- Enroute booking by (name of agency)
- Name of officer
- Location the officer will be, including room number, telephone number, and cellular telephone number
- Approximate time the officer will pick up prisoner(s)
- Name and telephone number of the officer's supervisor

Officers shall contact the facility, and the information on the booking application shall be updated if the above information is unavailable at the time of booking.

Booking staff shall enter the following information into JIMSnet original charge screen:

- Booking code "ENR"

8.300. ENROUTE BOOKINGS

- Arrest date and time
- Name of agency
- Name of officer

Arrestee information screen: Booking staff shall enter officers' information from the special instructions section.

Booking staff shall have officers complete an Enroute Booking form (ASU#081001). Original forms shall be filed in inmates' booking jackets after officers pick up their prisoners.

Booking staff shall not accept property or money for enroute bookings.
(Rev. 02/2019)

330.10. INTER-STATE FEES: Booking staff shall collect fees for inter-state enroute bookings. Fees charged for inter-state enroute bookings are determined for each facility by the Administrative Services Division. Acceptable types of payment are cash, traveler's checks, money orders, or cashiers checks for the correct amount. Officers' personal checks shall not be accepted. Forms of payment other than cash shall be made payable to "San Bernardino County Sheriff's Department."

Procedure for collecting fees: San Bernardino County receipt book, form #01-188A-123, shall be used to record fees paid. Original receipts shall be given to officers. Staff shall attach duplicate receipts to the payments and the Enroute Booking form (ASU# 081001), place them in an envelope, and insert the envelope into the proper fiscal box according to Facility Specific Policy. Yellow copies of the receipts shall remain in the receipt book. (Refer to Facility Specific Policy)
(Rev. 02/2019)

335.00. PROCESSING ENROUTE INMATES: Staff shall not fingerprint enroute inmates, but shall take their photographs for identification cards. "ENR" shall be embedded into the ID card's stripe.
(Add. 10/2008)

337.00. CLASSIFYING AND HOUSING ENROUTE INMATES: Staff shall classify enroute inmates and house them according to established procedures.

Enroute inmates shall be fed and given the opportunity to shower, but shall not be permitted telephone calls or visits.

Enroute inmates shall be dressed according to their classification.
(Rev. 02/2019)

8.400. BRIDGE/BOOKING CONCERNS:

410.00. FEDERAL BOOKINGS: Federal bookings are bookings of any person arrested for federal charges by a federal law enforcement officer. Federal law enforcement officers include, but are not limited to military police, National Guard (Army/Air Force), Federal Bureau of Investigation (FBI), Bureau of Land Management Rangers (BLM), US Park Service, US Marshals, Immigration and Customs Enforcement (ICE) and Drug Enforcement Agency (DEA). Types of federal bookings also include court martial commitments. (Refer to US Code Title 18, Section 203 and Penal Code Section 4005)
(Rev. 02/2019)

410.05. FEDERAL BOOKING CONTRACT: San Bernardino County has a contract with the US Marshal's Office to house federal prisoners. The following guidelines shall be used in processing federal prisoners:

- Federal prisoners shall be accepted from federal law enforcement officers upon presentation of proper credentials for violations of federal laws
- These federal bookings shall be booked as US Marshal Contract (USM). The US Marshal shall be notified as soon as possible for pick up. These federal bookings shall not be held longer than 48 hours, including weekends and holidays, without a determination of probable cause by a U.S. court. (Refer to County of Riverside v. McLaughlin, 500 U.S. 44 (1991))
- When no documentation of an affirmative determination of probable cause is provided within 48 hours, the inmate shall be released from custody. The arresting agency shall be notified prior to releasing the inmate. This notification shall be documented in accordance with procedure established for the release of high profile inmates. (Refer to Bureau Policy Section 8.290.07)
- These federal prisoners shall be released only to law enforcement agencies initially committing the prisoner to custody (i.e. DEA, ICE, etc.) or to a Deputy United States Marshal. Those prisoners remanded to the US Marshal for custody shall only be released to a Deputy US Marshal or an agent specified by the US Marshal of the Judicial District
- Federal prisoners shall not be released from a jail facility or placed in the custody of state or local officials for any reason other than a medical emergency
- If a federal prisoner is to be removed from a jail facility for an emergency medical problem, all costs associated with the hospital or health care services provided outside the facility shall be paid directly by the Federal Government
- The US Marshal shall be notified as soon as possible of all emergency medical cases requiring the removal of a prisoner from a jail facility. Whenever possible, authorization for the removal of the inmate for all medical services shall be obtained prior to moving the inmate
- Monthly billing for federal prisoners housed in San Bernardino County shall be handled by the Sheriff's Bureau of Administration. Federal prisoners shall not be allowed phone calls or visits unless authorized by the federal agency. (Refer to Penal Code Section 4006.5 and USDOJ MOU #J-E-12-M-159)

8.400. BRIDGE/BOOKING CONCERNS:

(Rev. 02/2019)

410.10. CALIFORNIA NATIONAL GUARD: Inmates shall be accepted when there is a completed and signed California National Guard Court Martial bench warrant (Form #50-1A). The following shall apply:

- All pre-booking procedures shall be completed prior to acceptance
- Fingerprints shall not be taken unless the warrant indicates otherwise
- Except for fingerprints, the inmate shall be booked and processed the same as any general population inmate
- If the guardsman is a juvenile (under 18 years), they shall not be accepted

(Rev. 02/2019)

410.15. SHIFT SUPERVISOR/WATCH COMMANDER APPROVAL: Requests from a federal or military agency to house an inmate temporarily (similar to an enroute booking) may be authorized. Only a shift supervisor or watch commander may authorize the temporary housing under such a request. If the request is granted, the inmate shall be booked and housed under the same procedures as an enroute booking.

(Rev. 08/2016)

420.00. VIOLATIONS OF PROBATION (PC 1203.2): When a probation violation order is received, either in the form of a booking application with a Probable Cause Declaration or a hold order form, it shall contain the following information:

- Original case number
- Court of jurisdiction
- Original charge
- Probation officer's name and phone number

A violation of probation shall not be accepted without this information.

(Rev. 02/2019)

420.05. VIOLATION OF PROBATION-PROCEDURE: A probation violation shall be treated as a warrant arrest. The dummy warrant shall reflect P.C. 1203.2 as the original charge. Bail shall be set at "No Bail" until the inmate goes to court. Refer to Facility Specific Policy for scheduling a court date.

(Rev. 02/2019)

440.00. BOND SURRENDER: When a person who is released from custody on a bail bond is returned to custody by the bondsman prior to the scheduled court date, that person's bond is considered surrendered.

(Rev. 09/1998)

8.400. BRIDGE/BOOKING CONCERNS:

440.05. BOND SURRENDER PROCEDURE: When Sheriff's Department staff are contacted by a bondsman wishing to surrender a subject on a bail bond, CNI shall be checked for SAW warrant information to determine if a warrant has been issued on the case.

If a warrant has been issued, the arrestee shall be booked on the warrant only. If no warrant has been issued, the arrestee shall be booked for P.C. 1301. Arraignment shall be set for the next available court date and shall be held in the original court of jurisdiction.

- The bail shall be set at "No Bail" until the court sets a different amount
- Bridge personnel shall sign the "receipt for bond surrender/in-custody letter" for a bondsman upon acceptance of the inmate into custody on the surrender
- Only a certified copy of the bond or an affidavit listing all information that would be included on a certified copy shall be accepted for bond surrender. Certified copies shall be obtained by the bondsman from the court of jurisdiction

If the subject is in custody for an unrelated charge bond surrender, P.C. 1301 shall be accepted and booked as a supplemental charge.

Bond surrenders shall be accepted for court cases in this county only. Out-of-county court cases shall be referred to that county.
(Rev. 02/2019)

450.00. HOLDS: A hold is defined as a lawful detention and shall cause the inmate to remain in custody after the expiration of his sentence or the conclusion of other actions.

All hold information shall be placed in a coin envelope and placed inside the booking jacket. Hold information shall be added to the inmate's booking screen under the hold section. When a hold is removed, the document authorizing removal shall be attached to the hold document, placed in the coin envelope and returned to the booking jacket.

The term "hold" also applies if the inmate has additional open charges in other court jurisdictions within our county. In these cases, the dummy warrant, but not the jacket, shall be stamped "hold" to prevent accidental release, unnecessary pay out or dress out.

The court officer shall verify the status of the hold prior to producing the court list.
(Rev.12/2006)

450.05. TELEPHONE HOLDS: The receipt of a telephone request to place a hold on an inmate shall not be honored unless it is reinforced with a teletype or a fax.
(Rev. 09/1998)

8.400. BRIDGE/BOOKING CONCERNS:

450.10. HOLD SENT AS WARRANTS BY MAIL: On occasion, warrants are sent by mail from other counties. The original warrant shall be sent to the Records Division after a copy is made and placed into the inmate's booking jacket.

The original copy of the hold may be used for booking, however, a notation shall be made on the copy that the original was forwarded to the Records Division.

(Rev. 12/2006)

450.20. PAROLE HOLD: Persons arrested solely on a violation of parole shall be accepted for booking. The booking officer shall not book a person on a parole hold until the hold is in the booking officer's possession. After booking, inmates booked solely on a parole hold shall be sent to West Valley Detention Center (WVDC) where they shall be set up for transportation to state prison. If an inmate has open charges in addition to a parole hold, they shall be sent to WVDC after all open charges have been adjudicated.

(Rev. 02/2019)

450.25. PAROLE HOLDS-ADDITIONAL CHARGES: Parole holds are placed as a hold until local charges have been adjudicated. If there are out-of-county charges pending, the subject shall be sent to the county agency and not scheduled to be transported back to state prison. Parole holds shall accompany out-of-county releases and parole shall be notified via teletype of transfer.

(Rev. 02/2019)

450.30. INTER-STATE PAROLE HOLDS: The State of California, under P.C. 11176, has contract agreements with several states. The contract allows for a person convicted of an offense in another state and placed on probation or parole to reside in this state. Probation or parole offices in California supervise that person.

When a person under the contract agreement is violated by California parole agents, they may be taken to a sheriff's booking facility and booked for P.C. 11177.1.

(Rev. 02/2019)

450.45. RELEASE WITH FEDERAL AND STATE PAROLE HOLDS: If an inmate being processed through local courts has both a federal hold and a California state parole hold, and the facility receives a court release which completely disposes all local action(s), the following procedure shall be followed:

- If the inmate is wanted by another California agency for prosecution, the inmate shall be released to that agency. The federal hold and the California parole hold shall be given to that agency at the time it takes custody of the inmate. The US Marshal and the parole officer shall be advised by teletype of the action
- If the inmate is not wanted by another California agency for prosecution, the inmate shall either be released to the US Marshal (preferred course of action)

8.400. BRIDGE/BOOKING CONCERNS:

and the California parole hold sent along with the inmate, or if the US Marshal requests the subject be moved to state prison, the inmate shall be moved according to parole violator procedures. The US Marshal shall be advised of the date and time of release to state prison

(Rev. 02/2019)

460.03. CONSULAR NOTIFICATION OF ARRESTED AND DETAINED FOREIGN NATIONALS: Arrestees who are determined to be foreign nationals shall be advised of their rights regarding consular notification and access at the time of booking. (Refer to the Consular Notification and Access Manual)

- All booking stations shall maintain a Consular Notification and Access Manual, which includes copies of each advisal translation. This manual shall also include the list of mandatory and non-mandatory reporting countries, and consulate phone and fax numbers. If the arrestee does not read or understand English, they shall be given the advisal in their native language. The translation services of an interpreter may be utilized to further explain the process or to answer questions from a non-English speaking arrestee
- At booking, the appropriate advisal shall be given to the arrestee. If the inmate is a citizen of a mandatory reporting country, the Consulate for that country shall be notified regardless of the arrestee's wishes without delay. If the inmate is a citizen of a non-mandatory reporting country, they shall be advised consular notification is optional. The inmate's booking number shall be written at the top of the advisal form. The advising staff member shall sign the bottom of the form, including their employee number
- During the booking process, the booking officer shall enter the appropriate place of birth on the arrestee information screen. The country code shall be listed in the "state" field
- During the booking process, the booking officer shall select the INS box in JIMSnet
- If applicable, the duty officer shall complete the Consular Notification Advisal form and fax/email it to the nearest appropriate consulate. The original form shall be placed in the inmate's booking jacket.
- If the death of a foreign national occurs in the custody of the sheriff's department, consular officials shall be notified.

(Rev. 02/2019)

460.40. CONSULAR NOTIFICATION AND ACCESS: Inmates may communicate with consular officer and may request consular access at any time (whether previously declined or not). Consular officers may have access to inmates regardless of whether the inmate requests it.

(Rev. 12/2016)

8.400. BRIDGE/BOOKING CONCERNS:

470.10. OUT-OF-COUNTY WARRANTS-BOOKINGS: Upon receipt of an out-of-county warrant, the booking officer shall enter the hold into JIMSnet and fill out a Hold-Teletype form. The inmate shall be advised that an out of county warrant has been booked.

(Rev. 02/2019)

470.15. HOLD: TELETYPE FORMS: The booking officer or duty officer shall complete and send a teletype to the agency of jurisdiction indicating the warrant has been received and placed as a hold. The Hold-Teletype form shall indicate what type of action has been taken with the arrestee (i.e. misdemeanor warrant, cite release, bail bond, etc.). The Hold-Teletype form and the teletype confirmation shall be placed in the inmate's booking jacket (using a coin envelope) until such time that they have met their commitment with this county. When that commitment is met, the Hold-Teletype form shall be re-initiated and a teletype shall be sent to the agency holding the warrant advising them of the five-day pickup time. Felony warrants issued by a jurisdiction over 400 miles away shall have five court days for pickup. When the inmate is to be transported, standard release procedures shall apply. (Refer to Penal Code Sections 821 and 822)

(Rev. 02/2019)

470.20. OUT OF COUNTY WARRANT PICK UP: (Refer to Facility Specific Policy)

(Rev. 02/2019)

470.25. BOOKING AN OUT-OF-COUNTY WARRANT AS ORIGINAL CHARGE:

If an inmate is arrested on an out-of-county warrant only, the warrant shall be booked as the original charge.

(Rev. 12/2006)

470.30. BOOKING MULTIPLE OUT-OF-COUNTY WARRANTS: If there is more than one out-of-county warrant, the inmate shall be booked on the warrant from the closest county. A Hold-Teletype form shall be sent to each agency indicating what type of action has been taken with the arrestee (i.e. misdemeanor warrant cite release, bail bond, etc.) or advising them of the last date for pick up.

When an inmate has been released on an out-of-county warrant due to bail bond, cash bail or transfer to another agency, updated information shall be sent to all out-of-county agencies that have placed holds.

(Rev. 12/2006)

470.35. OUT-OF-STATE WARRANTS/BOOKING PROCEDURE: Pending adjudication of California charges, an out-of-state warrant shall be placed as a hold.

(Rev. 12/2006)

8.400. BRIDGE/BOOKING CONCERNS:

470.40. PENAL CODE SECTION 1551.1: Penal Code Section 1551.1 (fugitive from justice) shall be the charge for booking a subject who has an active out-of-state warrant, whether the abstract is in the booking officer's or duty officer's possession or is just known to exist. There is no warrant or case number until one is assigned by the court. The number on the warrant shall not be used.

NCIC hits are not sufficient for booking. A warrant abstract shall be obtained or the existence of the warrant shall be confirmed by telephone with the issuing jurisdiction followed by that jurisdiction sending a warrant abstract as soon as possible. The original charge shall always be P.C. 1551.1 Fugitive (state of jurisdiction). Booking officers shall not book on the charge indicated on the warrant.

(Rev. 02/2019)

470.45. JURISDICTION: San Bernardino Superior Court (SBSUP) is the court of jurisdiction on all P.C. 1551.1 bookings.

(Rev. 02/2019)

480.00. FUGITIVE BAIL INFORMATION:

- A "No Bail" shall be set on the P.C. 1551.1 charge
- The bail amount shown on the out of state warrant shall not be used to set bail
- Bail shall not be accepted at local facilities on the out of state warrant
- Bail shall be posted in the originating state/jurisdiction
- The inmate shall only be released after the originating agency forwards a "Drop Hold/Notice of Release" to Central Warrants Fugitive Division and the WVDC Fugitive Officer for processing
- Bail shall be posted in the originating state/jurisdiction before the P.C. 1551.1 case is filed or the inmate has signed a waiver of extradition in order to authorize release
- Bail may be set locally once the fugitive case (P.C. 1551.1) has been filed with concurrence from the district attorney and the demanding state
- The WVDC Fugitive Officer and Central Warrants Fugitive Division shall be notified immediately regarding any court or bail release

(Rev. 02/2019)

480.05. ARRAIGNMENT TIMES: The fugitive charge shall be filed within the same time frame as any on-site arrest. For this reason, all persons booked at any booking facility other than WVDC for P.C. 1551.1 shall be transported to WVDC as soon as possible. The WVDC Fugitive Officer shall be contacted by the booking facility and advised of the arrest and the date and time the subject will arrive at WVDC. All reports regarding fugitive arrests shall be directed to the WVDC Fugitive Officer. Questions regarding a fugitive may be directed to the WVDC Fugitive Officer or the Central Warrants Fugitive Division.

(Rev. 02/2019)

8.400. BRIDGE/BOOKING CONCERNS:

480.15. TRANSPORTATION: WVDC shall not be responsible for transportation to or from the airport for out-of-state agencies. However, due to security concerns and/or existing exigent circumstances, the WVDC Fugitive Officer or a shift supervisor may approve transportation assistance.

(Rev. 02/2019)

490.00. NOTIFICATION/OTHER DIVISIONS-AGENCIES: Other divisions or agencies, such as Narcotics, US Secret Service, IRS, US Postal Inspectors, etc. may make written, verbal, teletype or telephone requests to be notified prior to an inmate's release or transfer to another detention facility.

When such requests are received, the employee shall make a note on the outside of the inmate's booking jacket. When a request specifies notification hours or days prior to release, staff shall include that information on the booking jacket as well.

Written requests shall be placed inside a coin envelope and kept inside the inmate's booking jacket. When a written request requires acknowledgment of receipt, staff shall write the date and time of acknowledgment on the outside of the coin envelope. The name of the person notified, including their division or agency, date and time shall be written at the top of the request letter/form at the time of notification.

(Rev. 02/2019)

495.00. PROBABLE CAUSE DECLARATION PROCESSING FOR WEEKENDS AND HOLIDAYS: The on-call judge may require the use of Sheriff's computer equipment for processing of Probable Cause Declarations on holidays or after normal business hours.

Procedures shall be set forth in facility post orders for handling Probable Cause Declaration forms by the duty officer or safety staff assigned to the jail at all Type II facilities. Post orders shall contain information including but not limited to:

- Folding the bottom portion of the form that contains the judge's information, to enable the judge to electronically sign the document (This keeps the document intact if an original signature is needed)
- Sending the forms via email to the on-call judge by scanning the information with current software provided
- All email generated for Probable Cause Declarations shall be maintained on the computer from which it was sent. Sheriff's Technical Services Division (TSD) is responsible for storage of the electronic records

Probable Cause Declarations may be faxed if the county network is, or will be, unavailable for an extended period of time.

8.400. BRIDGE/BOOKING CONCERNS:

The judge's access to facilities shall be allowed in a manner set forth in Facility Specific Policy. If an emergency that would prevent a judge from entering a facility exists and advance notice can be made, the duty officer shall notify the on-call judge as soon as practicable, directing the judge to respond to another location.

(Rev. 02/2019)

495.05. DETAINERS: Bridge staff shall review all new in-coming detainers placed by State Prison, State Hospital or Out-of-County detainers, for any special housing or safety concerns.

Bridge staff shall make a copy of any detainer containing such information and forward it to the Centralized Classification Unit (CCU). A notation shall be written on the detainer indicating the staff member's name, employee number and the date the copy was forwarded to CCU.

(Rev. 02/2019)

8.500. SUPPLEMENTAL BOOKING

510.00. SUPPLEMENTAL BOOKINGS: A supplemental booking is one that adds on-site charges, warrants, or holds onto an inmate's existing charges. Bridge staff shall place a supplemental booking on an inmate's existing charges as required.

When a valid warrant or hold is received for an inmate, a supplemental booking shall be completed but a Probable Cause Declaration and new booking application shall not be required.

A Probable Cause Declaration and new booking application shall be required for additional on-site charges.

The court date for the supplemental charge shall reflect the date/time of arrest on the new charge and shall be scheduled appropriately in JIMSnet.
(Rev. 02/2019)

520.00. SUPPLEMENTAL BOOKING PROCEDURE: When staff determines an inmate requires a supplemental booking, staff shall:

- Verify the supplemental booking is entered into JIMSnet correctly, and print two copies of the booking record
- After the inmate has signed the booking record, recheck the document for accuracy, and file the booking record in the inmate's booking jacket
- Give a copy of the booking record to the inmate and offer telephone calls as required by P.C. 851.5. (Refer to Bureau Policy Section 9.410.00)
- Notify the Centralized Classification Unit (CCU) of the supplemental booking charges and inmate information

Notification to CCU shall be conducted via email. Staff shall provide the inmate's name, booking number, original charge, and supplemental charge in the email.

Supplemental bookings shall be completed as soon as possible. Delays shall be brought to the shift supervisor's attention.
(Rev. 02/2019)

540.00. STAY OF EXECUTION: A stay of execution is an order by a judge that defers a convicted inmate's surrender date. Persons who surrender at court shall be booked at West Valley Detention Center (WVDC).
(Rev. 02/2019)

540.05. ACCEPTANCE OF COURT ORDERED COMMITMENTS: Generally, persons granted a stay of execution prior to serving a term in county jail, shall report to Glen Helen Rehabilitation Center (GHRC), unless otherwise specified on the court commitment paperwork.
(Rev. 02/2019)

8.500. SUPPLEMENTAL BOOKING

540.06. NON-ACCEPTANCE OF COURT ORDERED COMMITMENTS: Generally, persons who have been granted a stay of execution prior to serving a term in county jail shall not be accepted if they arrive late, are unable to be identified by any means utilizing law enforcement information systems, or if the court commitment paperwork cannot be located.

When a court ordered commitment is not accepted the Non-Acceptance of Commitment form (ASU#070401) shall be completed and submitted to the court. A copy of the Non-Acceptance of Commitment form shall be retained for two years.

(Rev. 02/2019)

540.07. COURT ORDERED COMMITMENTS WITH MEDICAL PROBLEMS: Any person who surrenders at, or is transferred to, a jail facility pursuant to a court ordered commitment shall not be refused because of a medical condition. Instead, they shall be booked and referred to Health Services staff for completion of the required Receiving Screening form (ASU#0107001). If it is determined the new inmate has a condition requiring immediate medical attention at a hospital, jail staff shall be responsible for the transport of the inmate.

Once the inmate has been evaluated at the hospital, they shall be transported back to the jail, along with all necessary hospital paperwork. Health Services staff shall determine whether the inmate can be transferred to another jail.

(Rev. 02/2019)

8.600. BOOKING JACKET WORKUP

8.610.00. BOOKING JACKET CONTENTS: The booking jacket shall, at a minimum, contain the following:

- Booking Application, Receiving Screening (unless completed via the Electronic Health Screening (EHR) process), Property/Money Inventory, Warrant Abstract or Probable Cause Declaration on all open charges
- (1) booking sheet for each bookable charge. All felony on-site arrests shall be on (1) sheet and all misdemeanor on-site arrests shall be on (1) sheet; bail to be set at the amount of the highest listed charge on each booking. Warrants are booked separately and bail set according to the warrant

Booking jackets may also contain:

- Super Name Search, Criminal History, FAST ID, Cal Photo, and Wants

Federal inmate booking jackets shall also contain the following:

- 129 form
- Federal Booking Application (for new federal bookings)

State transfer booking jackets shall also contain:

- Department of Corrections Detainer and/or Writ of Habeas Corpus Order

US Immigration and Customs Enforcement (ICE) Room and Board inmate booking jackets shall also contain:

- INS Booking Information form (ASU#020203)
(Rev 03/2022)

8.620.00. CASE INFORMATION: When adding on-site charges and/or warrants, JIMSnet automatically generates a court date for specific types of bookings. Staff shall be responsible for ensuring the dates are correct for the specific types of bookings. For on-site bookings, staff shall update the assigned court.

Update screen to "NF" in the department area and follow the chart below regarding on-site court dates. For SAW warrant arrests, the Court Update screen shall be updated to "VA" in the department area and be set for next day video court.

8.600. BOOKING JACKET WORKUP

DAY OF ARREST	TIME OF ARREST	MUST BE ARRAIGNED BY
Monday	0001-2400	1700 hours - Wednesday
Tuesday	0001-2400	1700 hours - Thursday
Wednesday	0001-2400	1700 hours - Friday
Thursday	0001-2400	1700 hours - Monday
Friday	0001-2400	1700 hours - Tuesday
Saturday	0001-2400	1700 hours - Tuesday
Sunday	0001-2400	1700 hours - Tuesday
Holidays	0001-2400	1700 hours - When a holiday occurs following the arrest, add an additional court day when computing the day and time for arraignment.

(Refer to Facility Specific Procedures)
(Rev. 03/2022)

8.630.00. ARRANGEMENT OF INMATE BOOKING JACKET CONTENTS:

- Each Probable Cause Declaration, Warrant Abstract, or court document shall be stapled to the back of the booking sheet that it refers to
- All out-of-county "holds" shall be placed inside a small coin envelope. The jacket, envelope and dummy warrant shall be stamped with the "hold" stamp
- Property/Money Inventory printout and Receiving Screening form shall be stapled to the back of the original booking application
- Citations shall be stapled to the outside of the booking jackets by staff if the inmate is eligible for release
- When a citation has been issued to an inmate who is also being booked on additional charges requiring bail or court appearance, staff shall attach the inmate copy of the citation to the booking record. The original citation and attachments shall be forwarded in the usual manner

(Rev. 02/2019)

8.635.00. STRIPPING AND SCANNING BOOKING JACKETS:

Each facility will be responsible for stripping and scanning booking jackets. Procedures for stripping and scanning are located in the Bridge Procedures Manual on Starlink. Staff shall scan (1) booking jacket at a time, not alter the scanner's setting, and not deviate from the instructions in the Bridge Procedures Manual

(ADD 03/2022)

8.600. BOOKING JACKET WORKUP

8.640.00. DUMMY WARRANT PROCEDURE: A properly completed dummy warrant shall be sent with every inmate going to court. The court information shall be verified and entered on the dummy warrant either by hand writing or by attaching a booking label. Each specific case shall have (1) dummy warrant. If hand written, the dummy warrant shall contain the following:

- The supplemental indicator is written on the top left corner
- The "case number", not the file number
- The booking number
- The court of jurisdiction
- The date and time of arrest
- The inmate's housing facility
- The arresting agency, inmate's name, charge, bail, and arraignment date

Staff shall not erase court dates from the dummy warrants. The dummy warrant shall reflect a complete record of all court appearances on a specified case. Staff shall file all completed dummy warrants in the inmate's booking jacket for tracking and scanning purposes.

(Rev. 02/2019)

8.640.10. SPECIAL HANDLING/CLASSIFICATION DUMMY WARRANTS:

Inmates requiring special handling or special housing shall have their dummy warrants identified by a red ink stamp or a red ink pen using these abbreviations:

High Security:	"HS"
Escape Risk:	"ER"
Protective Custody:	"PC"
Homosexual:	"1"
State Prisoner:	"State Prisoner"/"SP"
Seriously Mentally Ill:	"SMI"
Problem Inmate:	"PIM"
Three Strikes:	"3X"
Protective Custody Administrative Housing:	"PC-AH"
Fugitive:	"FUG"
P.C. 3056	"3056"
Inmate Worker:	"IW"
Work Release:	"WR"
Civil Commitment:	"Civil"

The following notations may be placed on the dummy warrant in red ink stamp or pen to alert court staff:

8.600. BOOKING JACKET WORKUP

- Out-of-County
- INS
- Inmate Worker
- P.C. 1275
- High Profile
- Dress for Release

(Rev. 02/2019)

8.700. ELECTRONIC CONFINEMENT PROGRAM

702.00. ELECTRONIC CONFINEMENT PROGRAM: The supervisor governing the Out-of-Custody Programming Detail shall establish written procedures for the electronic confinement program. Such procedures shall be in the form of Facility Specific Policy.

At minimum, these procedures shall address:

- Minimum requirements to participate in the program
- Program rules and standards
- Consequences for participants who violate the program
- Guidelines for retrieving monitors if participants are booked into a facility

(Refer to Bureau Policy Sections 8.120.11 and 8.120.12)

(Rev. 02/2019)

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

800.05. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) OVERVIEW: The department may allow U.S. Immigration and Customs Enforcement (ICE) personnel to conduct investigations only if doing so would not violate any federal, state, or local laws.

In 2003, ICE was created to enforce federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE merged the former U.S. Customs Service and the Immigration and Naturalization Service. There are two operational enforcement branches: Homeland Security Investigations (HSI) and Enforcement and Removal Operations (ERO).

ICE's priority is enforcing illegal immigration by identifying in-custody inmates using biometric fingerprints during the booking process.

ICE has the sole responsibility to identify and arrest undocumented individuals who pose a threat to public safety.

(Rev. 02/2019)

800.10. DEPARTMENT RESPONSIBILITY: The department is prohibited from:

- Enforcing federal immigration laws and participating in immigration enforcement programs
- Asking an inmate's immigration status for the purpose of immigration enforcement
- Using ICE as interpreters for department related duties
- Giving ICE personnel a dedicated workspace
- Booking an inmate on an ICE hold/detainer (refer the Bureau Policy Section 8.800.15)
- Providing ICE with confidential inmate information or transferring inmates to ICE unless:
 - There is an authorized judicial warrant or a judicial probable cause determination signed by a federal judge/magistrate, or
 - The inmate meets one of the requirements listed in Bureau Policy Section 8.800.25

(Rev. 02/2019)

800.15. ICE HOLDS/DETAINERS, WARRANTS, AND INTERVIEW: ICE personnel may submit an Immigration Detainer form (I 247D). This form requests the department hold an inmate up to 48 hours past his regularly scheduled release date. At no time shall the department keep an inmate in custody past their regularly scheduled release date. The department shall not honor this request. ICE holds/detainers, shall not be booked. The department shall notify the inmate that the hold will not be accepted. The department shall provide two copies of any hold/detainer, request received from ICE to the inmate. The inmate shall be notified in writing using

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

Immigration and Customs Enforcement Notification of Request form (ASU#161227), two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

Federal immigration warrants shall only be booked if they are authorized by a judicial warrant or a judicial probable cause determination signed by a federal judge or magistrate. Department personnel shall book the ICE warrant, and the inmate shall be notified. The department shall notify the inmate in writing using Immigration and Customs Enforcement Request form (ASU#161227). Two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

ICE may enter the facility to conduct investigations and interview inmates. Prior to the interview, inmates shall be informed by the department of the purpose of the interview, that the interview is voluntary, and that they may decline to be interviewed or may choose to be interviewed only with their attorney present. Inmates shall be notified of these rights by department staff in writing, by completing Consent to Immigration and Customs Enforcement (ICE) Interview form (ASU#161226).

All completed forms shall be placed in the inmate's booking jacket.
(Rev. 02/2019)

800.20. NOTIFICATIONS AND INMATE TRANSFERS TO ICE: ICE personnel may submit a Request for Notification form (I-247N). The form seeks our assistance by notifying ICE prior to the release of any inmate in our custody. The department may provide release date notification if the information is available to the public or the requirements listed in Bureau Policy Section 8.800.25 are satisfied. The department shall provide two copies of the Request for Notification to the inmate. The inmate shall be notified in writing whether the department intends to comply with the request using Immigration and Customs Enforcement Notification of Shared Information form (ASU#161228), two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

ICE shall not have a designated area to arrest inmates scheduled for release. ICE personnel are solely responsible for making immigration related arrests at the facility upon an inmate's release. The department shall not transfer an inmate to ICE personnel unless there is an arrest warrant signed by a federal judge or the inmate meets one of the requirements listed in Bureau Policy Section 8.800.25.

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

(Rev. 02/2019)

800.25 RESPONDING TO ICE REQUESTS: Department staff shall only provide information to ICE about an inmate that is not available to the public, or transfer an inmate to immigration authorities when:

- Authorized by a judicial warrant or a judicial probable cause determination from a federal judge
- The inmate has a conviction for a serious or violent felony
- The inmate has a conviction for a felony that is punishable by imprisonment in state prison
- The inmate has a conviction within the past fifteen years for any other specified felony
- The inmate has a conviction that occurred within the last five years of a misdemeanor for a specified wobbler offense
- The inmate has a conviction for an "aggravated felony" as defined under immigration law
- The inmate is facing charges for a crime that is a serious or violent felony and there is a finding of probable cause by a magistrate at a preliminary hearing
- The inmate is facing charges for a crime that is a felony punishable by imprisonment in state prison and there is a finding of probable cause by a magistrate at a preliminary hearing

Applicable serious/violent felonies are identified in Penal Code Sections 667.5 and 1192.7 as well as Government Code Section 7282.5.

Department personnel shall complete an ICE Inmate Eligibility Worksheet (ASU#161229). The completed form shall be placed in the inmate's booking jacket.
(Rev. 02/2019)

800.30 PUBLIC CONTACTS: Non-consensual contacts, detentions, and arrests shall be based on reasonable suspicion or probable cause. Safety staff shall not initiate any law enforcement action based on observations relating to immigration status.
(Rev. 02/2019)

800.35. PROGRAMMING/CLASSIFICATION: Department staff shall not restrict access to any educational or rehabilitative programming, or credit-earning opportunity on the sole basis of citizenship or immigration status, including, but not limited to, whether the inmate is in removal proceedings, or immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the inmate.

Department staff shall not consider citizenship and immigration status as a factor in determining a person's custodial classification level, including, but not limited to,

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

whether the inmate is in removal proceedings, or whether immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the inmate.

(Rev. 02/2019)

9.100. SEARCHES

9.110.00. CURSORY SEARCHES: As used in this policy section, a cursory search means a search of an arrestee/inmate by a Department staff member of the same sex as the arrestee/inmate, excluding exigent circumstances. The purpose of the search is to discover any object or substance in the possession of the arrestee/inmate that could be used to harm themselves or others, damage the jail facility, or attempt escape, and to discover any evidence of a crime, contraband, undeclared property, money, or valuables.

Staff may conduct an immediate cursory search of an arrestee/inmate of the opposite sex in an exigent circumstance, meaning temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility. Staff shall document all cross-gender (opposite sex) searches of an arrestee/inmate on a Cross Gender Inmate Search form (ASU#121712).

Safety staff may conduct cursory searches at any time, on any arrestee/inmate, in order to discover and retrieve concealed weapons and/or contraband which may be hidden under an arrestee's/inmate's clothing.

Every arrestee/inmate entering a jail facility shall be required to submit to a cursory search. Although the arresting or transporting officer may have initially conducted a cursory search, a safety staff member of a receiving facility shall also conduct a cursory search prior to processing an inmate/arrestee into the facility.

While conducting cursory searches, staff shall use their hands and fingers to examine the arrestee's/inmate's body and clothing for any non-clothing items not voluntarily declared or previously surrendered. Patting of the arrestee's/inmate's body and clothing and squeezing of the clothing, especially seams, pockets, and unexplained masses, shall be utilized to accomplish the cursory search. The searching staff member shall remove all detected objects. Staff shall be cautious of the potential presence of sharp objects, such as razor blades and hypodermic needles, while conducting cursory searches. (Refer to Department Manual Section 3.454 and Bureau Policy Sections 7.110.10, 8.130.00, and 8.130.05)
(Rev. 07/2022)

9.111.00. HEAD COVERINGS: Head coverings worn for religious reasons can be used to conceal contraband. Safety staff should search head coverings to ensure they are free from objects that could injure staff, arrestees, or inmates. Searching staff shall be of the same gender as the arrestee/inmate. The search shall be conducted in a private area, if available. Arrestee/inmates who require a head covering for modesty shall be issued two (2) county head covers. (Refer to Bureau Policy Section 12.2658.00)
(Rev. 07/2022)

9.113.00. CURSORY SEARCHES OF PERSONS VISITING AN INMATE: Visitors may be searched with probable cause or with the person's consent. Visits shall be

9.100. SEARCHES

denied to persons who do not consent to being searched. Safety staff of the same gender shall perform all cursory searches of visitors. Jail facilities shall maintain a Search Log (ASU#070902) and document cursory searches conducted on visitors. (Refer to Bureau Policy Section 11.550.00)
(Rev. 07/2022)

9.115.00. VEHICLE SEARCHES: A warrantless search of a visitor's vehicle may be conducted with the visitor's consent, when there is reasonable suspicion to believe a crime is being committed, or when it is known that the vehicle contains weapons, drugs, or items that are illegal to possess on jail property. Visits shall be denied to persons who do not consent to requested vehicle search. Staff shall document each vehicle searched on a Search Log (ASU#070902). Facility Commanders/designees shall ensure logs are maintained. (Refer to Penal Code Sections 4573 and 4574 and Bureau Policy Section 11.550.00)
(Rev. 07/2022)

9.120.00. SEARCH DEFINITIONS:

STRIP SEARCH: A search that requires an arrestee/inmate to remove or arrange some or all clothing so as to permit a visual inspection of their breasts, buttocks, or genitalia.

GENERAL POPULATION: An inmate's living or housing area and the location the inmate resides and sleeps. "General population" (as used within this section) does not mean an inmate's classification.

TRANSGENDER: An arrestee/inmate whose gender identity (internal sense of feeling male or female) is different from the arrestee's/inmate's assigned sex at birth.

INTERSEX: An arrestee/inmate whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical binary definitions of male or female. Intersex medical conditions are sometimes referred to by other names, such as "disorders of sex development" and "diverse sex development".

EXIGENT CIRCUMSTANCE: Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility. A staffing shortage does not constitute an unforeseen emergency unless it is due to a riot or natural disaster.
(Rev. 07/2022)

9.121.00. STRIP SEARCHES: Detention facilities are unique places fraught with serious security dangers. Weapons, contraband, gangs or organized crime activities, and arrestees/inmates prone to violent behavior all jeopardize the safety and security of the facility.

9.100. SEARCHES

Preventing the introduction of contraband is essential to deter or eliminate harm to arrestees, inmates, staff, and visitors, and to prevent escape.

The Department has a duty to ensure the safety and security of all staff, arrestees, inmates, and visitors. Strip searches are necessary to locate contraband and ensure safety and security.

Approved strip searches shall be conducted in the designated strip search area of each facility. Safety staff shall complete the Strip Search Authorization form (ASU#020402) for every strip search and receive shift supervisor approval prior to initiating the strip search.

The Department recognizes strip searches can be an invasive intrusion upon an arrestee's/inmate's privacy. Strip searches shall be conducted thoroughly and in a professional manner so as to cause minimal embarrassment, if any, to the arrestee/inmate. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030) (Rev. 07/2022)

9.122.00. STRIP SEARCH PROCEDURES: Strip searches shall be conducted individually and in a professional and respectful manner. Strip searches may include a shift supervisor to monitor the search. If the inmate becomes uncooperative, a shift supervisor shall respond. Safety staff shall audio record the strip search on their department-issued belt recorder.

Arrestees/inmates shall not be strip searched in the immediate presence of other arrestees/inmates or any non-authorized staff. The only exception is that a Qualified Health Professional (QHP) may be present if they are within the scope of their duties.

Strip searches shall only be conducted:

- By safety staff or authorized professional staff at the Type I jails, of the same gender, as arrestees/inmates (exception for transgender or intersex inmates) as required by their official duties
- In a private area so that persons not participating in the search cannot observe it
- By the minimum number of safety staff required for legitimate security interests
- If a shift supervisor of the opposite gender of the arrestee/inmate monitors the strip search, the supervisor shall be positioned in a manner where only the safety staff member conducting the search can be observed
- If a shift supervisor monitors a strip search, the supervisor shall conduct a recorded post-search interview of the arrestee/inmate. The shift supervisor shall summarize any statement the arrestee/inmate makes in the supervisor's comments section of the Strip Search Authorization form (ASU#020402)

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- Safety staff shall conduct the strip search in an area where the safety staff member is visible on video surveillance while the arrestee/inmate is out of view of the camera. Safety staff shall not allow any part of their body to be out of view of the camera while conducting the strip search

The arrestee/inmate shall be required to completely disrobe. Searching staff shall complete a detailed physical examination of all clothing items. The arrestee/inmate shall open the mouth, raise the arms, display the bottoms of feet, raise the breasts or testicles (when applicable), bend forward at the waist and simultaneously spread the buttocks to allow the searching staff to view the openings of the anus and vagina to ensure no protruding objects are present.

Except when necessary to restrain combative or uncooperative arrestees/inmates, protect themselves and others, or prevent loss or destruction of evidence, staff shall not touch the body of arrestees/inmates being strip searched. When an arrestee/inmate refuses to cooperate with the search and it becomes necessary to restrain the arrestee/inmate to accomplish the search, safety staff shall, as soon as possible, advise their supervisor of the circumstances and seek the supervisor's guidance prior to proceeding. Staff may initiate criminal and discipline reports if contraband is found as a result of a strip search. (Refer to Department Manual Section 3.458 and Penal Code Section 4030(j))

All original Strip Search Authorization forms shall be forwarded to the facility's administration. After review and signature, the original Strip Search Authorization form shall be filed in the inmate's booking jacket.

Staff shall update the Inmate Searches Screen located in JIMSnet and provide all necessary information upon completion of a Strip Search Authorization form, Physical Body Cavity Search Authorization form (ASU#020401) and Cross-Gender Inmate Search form (ASU#121712). The staff member completing the form shall enter all necessary information into JIMSnet prior to the release of the inmate. (Refer to Facility Specific Procedures)
(Rev. 07/2022)

9.123.00. STRIP SEARCHES OF NEW ARRESTEES BEING INTRODUCED INTO GENERAL POPULATION: At the discretion of the shift supervisor, strip searches may be permitted without reasonable suspicion just before a new arrestee enters general population with the following charges:

- Any felony
- Misdemeanor narcotics (sales or possession)
- Misdemeanor weapons possession
- Misdemeanor offenses involving violence

9.100. SEARCHES

- Administrative violations including Penal Code Sections 1203.2, 3000.08, 3056, and 3455

With prior approval of the shift supervisor, safety staff may perform strip searches on arrestees who are introduced into general population with any other misdemeanor offense only when there is reasonable suspicion based on specific articulable facts that the arrestee is concealing weapons, drugs, or contraband. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)
(Rev. 07/2022)

9.124.00. STRIP SEARCHES OF INMATES RETURNING TO GENERAL POPULATION: With prior approval of the shift supervisor, safety staff may perform strip searches on inmates who are returning to general population only when there is reasonable suspicion based on specific articulable facts that the inmate is concealing weapons, drugs, or contraband. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)

Safety staff may strip search the aforementioned inmates returning to general population from the following locations:

- Court
- Work assignments
- Infirmary
- Intake
- Visiting
- Vestibules for official visiting purposes
- Law library
- Facility transfers

Safety staff shall not strip search arrestees/inmates returning to facilities from court who have been ordered released, unless a search warrant has authorized such a search.

(Rev. 07/2022)

9.125.00. STRIP SEARCHES OF INMATES WITHIN GENERAL POPULATION: Safety staff may perform a strip search of an inmate who is being transferred from one housing unit to another within the same facility if there exists reasonable suspicion based on specific articulable facts that the inmate is concealing weapons, drugs, or contraband.

With prior approval of the shift supervisor, safety staff may perform a strip search on an inmate who is in their housing or living area when there is reasonable suspicion based

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on specific articulable facts that the inmate is concealing weapons, drugs, or contraband.

The following inmates are included in the definition of "within" the housing area:

- Inmates enroute to meal service (at facilities that require the inmate to physically leave their housing unit)
- Inmates enroute to locations that are under the direct observation of staff

Direct supervision means uninterrupted, direct visual, or video observation. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)
(Rev. 07/2022)

9.126.00. SEARCH PROCEDURES FOR TRANSGENDER AND INTERSEX ARRESTEES/INMATES: Searches of transgender and intersex arrestees/inmates shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Cursory searches of transgender or intersex arrestee/inmates shall be conducted by the gender of a staff member the arrestee/inmate specifies. The arrestee/inmate should be questioned before the cursory search begins to assist in making this determination.

After initially specifying their (own) preferred gender during the booking and classification process, transgender and intersex inmates shall advise the PREA/GBTI Committee of their preferred gender of staff who will search them. The Department shall document and honor each inmate's request, except that staff of any gender may conduct an immediate cursory search of such inmates in exigent circumstances, meaning temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility. Transgender and intersex inmates should be advised if they wish to change their preference of the gender of searching staff, they will need to proactively advise the PREA/GBTI Committee of that decision.

Safety staff shall ask the arrestee/inmate what gender they identify with. Staff shall not search or physically examine a transgender or intersex arrestee/inmate for the sole purpose of determining the arrestee's/inmate's genital status. If the arrestee's/inmate's genital status is unknown or is not disclosed, it may be determined by reviewing medical records or if necessary, by learning that information as part of a medical examination conducted in private by Health Services staff.

Staff shall document all cross-gender strip searches, and cross-gender cursory searches of a transgender or intersex individual on the Cross-Gender Inmate Search form (ASU#121712).

9.100. SEARCHES

Unless specifically requested by an individual inmate, safety staff shall not conduct "split" searches (which entail staff members of different genders searching different parts of the body).

(Rev. 07/2022)

9.126.05. ADDITIONAL PROCEDURES FOR TRANSGENDER AND INTERSEX ARRESTEES/INMATES:

SHOWER PRIVACY: Transgender and intersex inmates will be able to shower, perform bodily functions, and change clothes in private, away from the view of other inmates and of non-medical staff who do not share their gender identity. This may be accomplished through housing and classification decisions, opaque shower curtains, privacy screens, or other methods.

MEDICAL NEEDS: Health Services staff, including Qualified Mental Health Professionals, shall assess, diagnose, and establish a documented individual treatment plan for inmates including, but not limited to, those inmates eligible for the diagnosis of "gender dysphoria." Medical staff shall order treatment for transgender and intersex individuals as clinically indicated including, but not limited to, gap hormone medication.

TRANSPORTATION: Transgender and intersex inmates will not be cuffed to, restrained to, or otherwise placed in immediate proximity to inmates of a different gender identity during any transport, including but not limited to bus transport to and from court. Transgender and intersex inmates who so request will be transported in individual protective enclosures or, where that is not feasible, receive specific protective attention to ensure they are not harmed by other inmates during transport.

(Rev. 07/2022)

9.127.00. CONTRABAND FOUND DURING A SEARCH: (Refer to Bureau Policy Section 6.940.05)

(Rev. 02/2019)

9.128.00. MASS STRIP SEARCHES: Mass strip searches are searches conducted on more than one arrestee/inmate at the same time. Mass strip searches shall not be authorized or conducted.

(Rev. 07/2019)

9.129.00. REFUSAL TO REMOVE A FOREIGN OBJECT: (Refer to Department Manual Section 3.458.10)

(Rev. 02/2019)

9.130.00. BODY CAVITY SEARCHES: Physical body cavity searches are defined as physical intrusions into an arrestee's/inmate's rectum, stomach, or vagina. These

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searches shall only be conducted when probable cause exists to believe an arrestee/inmate possesses drugs, weapons, or contraband.

Such searches shall only be conducted by physicians, nurses, or nurse practitioners licensed by the State of California. Such searches shall only be conducted in locations selected or approved by the medical personnel consistent with accepted medical standards and the protection of the arrestee's/inmate's privacy and dignity. Generally, no person may be allowed to observe the examination, except the examiner and a safety staff member of the same gender as the arrestee/inmate, in order to ensure the safety of the examiner. The examiner shall determine the method of examination, which shall not violate commonly accepted medical techniques.

Safety staff shall complete a Physical Body Cavity Search Authorization form (ASU#020401), receive shift supervisor approval, and obtain a search warrant prior to the body cavity search. Original Physical Body Cavity Search Authorization forms shall be forwarded to the facility's administration. After review and signature, the original Physical Body Cavity Search Authorization form shall be filed in the inmate's booking jacket. Staff may initiate criminal reports or disciplinary proceedings if contraband is found as a result of the search. (Refer to Penal Code Section 4030)
(Rev. 07/2022)

9.300. INMATE IDENTIFICATION (ID) CARDS AND MEDICAL WRISTBANDS:

9.300.05. INTRODUCTION: All arrestees booked into Type II detention facilities, and Work Release shall be issued an identification (ID) card reflecting their information. Type I detention facilities shall utilize the bureau approved wristband, noting the inmate's name and booking number. "Medical Alert" inmate status shall be noted on a yellow wristband and may be placed in the "NEEDS" portion of the ID Card.

(Rev. 05/2021)

9.310.00. YELLOW MEDICAL ALERT WRISTBAND: If at any time an inmate advises staff of a medical condition, Health Services shall be notified. After determining the medical condition, a yellow medical alert wristband shall be applied to the inmate's left wrist by the Health Services staff or designated custody staff. The wristband shall contain the inmate's medical status printed in black ink.

Under no circumstances shall anyone other than Health Services staff or designated custody staff complete this procedure. Below is a list of medical terms that may be used on medical alert wristbands:

- Medical Status
- Diabetes
- Seizures
- Pregnant
- Cardiac, HTN
- Multiple Medical Diagnoses
- Drug Allergies
- Facility Equipment
- OK Shoes
- Special Diet

(Refer to Facility Specific Procedures)

(Rev. 05/2021)

9.310.01. IDENTIFICATION OF INMATES WITH DISABILITIES: Inmates with disabilities shall wear a colored wristband, assigned by Health Services, allowing staff to visually identify from a distance that an inmate may be, due to a physical impairment, slow or unable to respond to commands. Health Services shall write the inmate's booking number on the wristband.

The following colors shall indicate the following disabilities:

- Red: Visual impairment
- White: Hearing impairment
- Blue: Physical impairment possibly requiring a mobility device

The purpose of this is to alert staff that the inmate may need reasonable accommodation to follow directions, understand what staff is communicating or need

9.300. INMATE IDENTIFICATION (ID) CARDS AND MEDICAL WRISTBANDS:

specific types of assistance. If the bands are damaged, housing safety staff shall ensure the inmate obtains a replacement from Health Services. (Refer to Bureau Policy Section 18.030.00)

(Rev. 02/2019)

9.310.03. MEDICAL ABBREVIATIONS FOR INMATE ID CARDS: The word "NEEDS" is printed on the front of the ID card in the lower left corner. Medical information may be identified in this area utilizing standard abbreviations. If needed, the information may comprise more than one medical abbreviation. Health Services staff, utilizing the Housing Assignment form in the inmate's Electronic Health Record (EHR), shall provide the medical information to be placed on the ID card. The abbreviations may be added to the ID card by designated custody staff.

Below are the standard medical abbreviations that may be used on the inmate ID card:

- DIAB (Diabetes)
- SZ (Seizures)
- PREG (Pregnant)
- CARD (Cardiac, HTN)
- MDX (Multiple Medical Diagnosis)
- ALL (Drug Allergies)
- EQ (Facility Equipment)
- SHOES (OK Shoes)
- DIET (Special Diet)

(Refer to Facility Specific Procedures)

(Rev. 05/2021)

9.310.04. INMATE PROGRAMING WRISTBANDS: Inmates participating in the Incompetent to Stand Trial program shall be issued teal wristbands. The wristbands shall have "JBCT/ROC" printed on them.

- JBCT (Jail Based Competency Treatment)
- ROC (Restoration of Competency)

(Rev. 02/2019)

9.310.05. WRISTBAND APPLICATION: Wristbands are used for identification purposes in Type I facilities and as a "medical alert" when issued by Health Services staff in Type II facilities. All wristbands shall be placed on the inmate's left wrist and replaced when necessary.

(Rev. 02/2019)

9.310.20. ABSENTEE BOOKINGS: Inmates who are admitted to the Arrowhead Regional Medical Center (ARMC) and booked absentee do not require an ID card.

9.300. INMATE IDENTIFICATION (ID) CARDS AND MEDICAL WRISTBANDS:

When transferred to West Valley Detention Center (WVDC), an ID card shall be made per Facility Specific Procedures. (Refer to Bureau Policy Section 8.295.00)
(Rev. 05/2021)

9.310.30. REPLACEMENT OF ID CARDS: If an inmate is missing their ID card or it is damaged, torn or unreadable, it shall be replaced immediately after the inmate's identity is confirmed.
(Rev. 02/2019)

9.310.35. DISCIPLINARY PROCEDURES INVOLVING INMATE ID CARDS: Inmates shall be held responsible for maintaining their ID card. Any willful alteration or damage may result in disciplinary procedures. (Refer to Bureau Policy Section 12.2523.10)
(Rev. 02/2019)

9.320.05. OUT-OF-COUNTY/STATE PRISONER RELEASES: Inmates being released into the custody of another agency shall be sent to transportation with their inmate ID card. (Refer to Bureau Policy Section 10.110.00)
(Rev. 02/2019)

9.400. TELEPHONE CALLS

9.410.00. RIGHT OF ARRESTED PERSON TO MAKE TELEPHONE CALLS: Every arrestee shall be allowed to make at least three (3) telephone calls, no later than three (3) hours after arrest, at no expense, if the calls are completed to telephone numbers within the local calling area or at the arrestee's own expense if outside the local calling area.

Telephone calls may be made to the following:

- An attorney of the arrestee's choice
- A bail bondsman
- A relative or other person

As soon as practicable upon being arrested except where physically impossible, no later than three (3) hours after arrest, the arresting or booking officer shall inquire as to whether the arrestee is a custodial parent with responsibility for a minor child. Upon confirmation, the arrestee is entitled to, and may request to, make two (2) additional telephone calls at no expense if the telephone calls are completed to telephone numbers within the local calling area, or at the arrestee's own expense if outside the local calling area, to a relative or other person for the purpose of arranging for the care of the minor child or children in the parent's absence.

Arrestees' refusal to cooperate in the booking process shall not affect their right to make and complete telephone calls.

(Refer to Penal Code Section 851.5)

(Rev. 12/2021)

9.410.15. SUSPENDED BOOKING/SOBERING-RIGHT TO MAKE TELEPHONE CALLS: The right to make telephone calls upon being booked and/or no later than three (3) hours after arrest extends to arrestees placed in "Suspended Booking", "Sobering" or other specialty holding cells where there are no phones.

Intake staff shall offer the required telephone calls within the appropriate time frame and note such offer and frequency of contacts on observation logs. Staff shall notate on the observation logs when arrestees are unable or unwilling to complete telephone calls.

The shift supervisor shall be notified when an arrestee has not been offered or has not been able to complete the required telephone calls within the three-hour time frame.

(Rev. 12/2021)

9.420.00. BOOKING TELEPHONE CALLS PROCEDURE: Arrestees shall be allowed to make telephone calls after the initial intake phase and prior to housing. Enroute bookings and federal inmates (transported from another federal facility) shall not be permitted to make telephone calls while in intake.

9.400. TELEPHONE CALLS

When arrestees claim they have not been allowed to make telephone calls, the booking sheet shall be checked for proper documentation to confirm the arrestee was offered the telephone calls. If telephone calls were not documented, arrestees shall be allowed to use the telephones.

(Rev. 12/2021)

9.420.10. INMATE TELEPHONE CALLS: Telephones are in most housing areas. When inmates do not have access to telephones, they shall be allowed access during their scheduled tier time, or upon approval of a submitted inmate request utilizing the automated kiosk.

(Rev. 12/2021)

9.421.00. TELEPHONES IN INMATE HOUSING AREAS: Telephones are installed in each dayroom area for use by the inmate population. Inmates can make collect or prepaid calls using their individual Personal Identification Number (PIN). Three-way telephone calls are not allowed. Inmates shall be allowed use of these telephones during regular dayroom time.

(Rev. 12/2021)

9.423.00. TELEPHONE SWITCHES: Telephones may be turned off individually, by area, or by the facility at the shift supervisor's discretion using the computerized telephone system. Some facilities may have cut off switches that can be used.

(Rev. 12/2021)

9.425.00. MONITORING INMATE TELEPHONE CONVERSATIONS: All telephone calls are subject to monitoring and recording. No right to privacy is given or implied. Monitoring and recording of unprivileged inmate telephone conversations are allowed provided the following requirements are met:

- Inmates are advised in writing that conversations are monitored and recorded. This information shall be included in the Inmate Rules and Regulations pamphlet (ASU#060803) provided at time of booking
- Notices are provided again when telephone calls are placed
- Recipients are also provided notices when inmate calls are received

The monitoring of unprivileged telephone conversations does not extend to those telephone calls required during the booking process.

Staff shall not monitor telephone conversations between the inmate and their attorney, religious adviser, or licensed physician. (Refer to Penal Code Section 636)

An attorney can request their phone number be made private/privileged in the phone system, by requesting the Privileged Phone Number Form (ASU 220929). The form shall

9.400. TELEPHONE CALLS

be completed by the attorney and returned to the facility by mail, fax, email or in person. The completed form shall be forwarded to a facility inmate phone administrator.

(Rev. 12/2022)

9.425.05. INMATE REQUEST TO TELEPHONE ATTORNEY: Title 15, Section 1068 requires inmates to have access to legal counsel. Because telephones are installed in all housing sections, inmates have this access.

(Rev. 02/2019)

9.425.10. RECORDING INMATE TELEPHONE CONVERSATIONS: Recording of unprivileged telephone conversations as part of an investigation may be requested by:

- Law enforcement
- District Attorney's Office

A court order is required for:

- Defense Attorneys
- Public Defender's Office
- Private investigators

Law enforcement agencies, including San Bernardino County Sheriff's staff desiring to obtain recordings of inmate telephone conversations shall fill out the Telephone Communication Recording Request form (ASU#030801) and submit it to staff. Staff shall forward the form to a shift supervisor/designee for approval.

A shift supervisor/designee (sergeant or above) may, in certain circumstances, authorize deviation from this policy. Such deviation shall only be authorized for legitimate law enforcement purposes, and not simply for the convenience of requesting agencies. (Refer to Facility Specific Procedures)

(Rev. 12/2021)

9.430.00. TDD AND VRS TELEPHONE ACCESS FOR INMATES WHO ARE DEAF, HARD OF HEARING, OR HAVE SPEECH DISABILITIES: Staff shall provide inmates who have hearing impairments or speech disabilities access to a Telecommunications Device for the Deaf (TDD) and/or the Video Relay Services (VRS) telephone at the time of booking and while housed in a detention facility. Booking facilities not equipped with TDD or VRS telephones shall arrange transfer of inmates with hearing impairments or speech disabilities to an adequately equipped facility.

Staff shall:

- Ensure the TDD and/or VRS is activated

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- Assist the inmate in placing the telephone call if needed
- Ensure TDD and/or VRS is in proper order after use

Inmates with hearing impairments or speech disabilities shall be provided with an additional amount of time to use the TDD and/or VRS telephone to account for the fact that signed conversations take longer than spoken conversations. Inmates are allowed two (2) 30-minute VRS telephone calls per week. If the inmate needs to make more telephone calls, staff shall make arrangements to have the inmate use the TDD. (Refer to Bureau Policy Section 18.050.04, Title II of the Americans with Disabilities Act of 1990, and 42 USC, Sec. 12131)

(Rev. 12/2021)

9.430.05. TDD AND VRS TELEPHONE OPERATION: Staff shall be familiar with the Telecommunications Device for the Deaf (TDD) and Video Relay Services (VRS) telephone use and shall ensure it is operable at all times. (Refer to Facility Specific Procedures and Bureau Policy Section 18.045.02)

(Rev. 12/2021)

9.430.10. INMATES WITH DISABILITIES AND ACCESS TO TDD AND VRS TELEPHONE DEVICES: Inmates wishing to use Telecommunications Device for the Deaf (TDD) and Video Relay Services (VRS) telephones to call deaf or hearing-impaired friends or family can submit a request to staff using the automated kiosk located in the housing area. Such requests shall be accommodated as soon as practical.

(Refer to Bureau Policy 12.305.00)

(Rev. 12/2021)

9.435.00. MISUSE OR UNAUTHORIZED USE OF TELEPHONES: Misuse or unauthorized use includes, but is not limited to, the following:

- Vandalism
- Destruction of property
- Use of another inmate's PIN
- Illegal telephone calls
- "Three-way" telephone calls
- Use of a released inmate's PIN
- Misuse of telephone cards or access codes

Any misuse of the inmate telephones or any unauthorized use of the telephone system by inmates shall result in disciplinary action.

(Rev. 02/2019)

9.435.05. VRS SYSTEM MISUSE OR UNAUTHORIZED CALLS: Misuse or unauthorized use of the Video Relay Services (VRS) system by the called party (person who answers a telephone call) includes, but is not limited to, the following:

9.400. TELEPHONE CALLS

- Any sexually explicit behavior
- Gang communication
- "Three-way" telephone calls
- Video recording/telephone_recording
- Taking photographs

Any misuse of the VRS system or any unauthorized use by the called party may result in suspending the called party. If the called party is in violation of the facility rules and regulations, the called party will be suspended from the VRS for 10 days. If a second violation occurs, the called party will be suspended for 20 days. If a third violation occurs, the called party will be suspended for 30 days. If the called party continues to violate the rules and regulations after the third suspension, they can be permanently suspended from the VRS system. Violations can be reported to the facility coordinator if misuse of the VRS system is witnessed by a staff member.

(ADD. 12/2021)

9.440.00. TELEPHONE DAMAGE: Any malicious damage to telephones by an inmate shall result in the inmate being placed on discipline. Inmates housed in that area may lose telephone privileges until the damaged telephone can be repaired. A criminal report may be taken.

(Rev. 02/2019)

9.442.00. LOSS OF TELEPHONE PRIVILEGES: Loss of telephone privileges for a housing section is considered "mass punishment" and can create grievances and possible civil litigation. Due to these possible consequences, the following is a guideline:

- Justification for loss of telephone privileges shall be submitted to a shift supervisor. After reviewing the circumstances, the shift supervisor shall approve or deny the loss of privileges. If the loss of telephone privileges exceeds two (2) hours, the request shall be submitted on an inter-office memorandum addressed to the Facility Commander/designee for review
- The date and time of disconnection and reconnection shall be entered on the facility log

(Rev. 12/2021)

9.500. FINGERPRINTS AND PHOTOGRAPHS

9.510.00. FINGERPRINTING: Arrestees booked into San Bernardino County Sheriff's Department booking facilities and issued a booking number shall be fingerprinted and palm printed, except for enroute bookings in accordance with Department of Justice standards. Arrestees shall have their prints captured using an electronic scan machine. (Refer to Facility Specific Procedures)
(Rev. 07/2021)

9.510.03. ELECTRONIC SCAN FAILURE: In the event the electronic scan machines are unavailable for an extended period of time, fingerprints and palm prints shall be captured using ink and the following print cards:

- Fingerprints: Federal Bureau of Investigation Ten-Print card. The card is printed in red ink and is numbered FD-249 in the bottom left corner
- Palm Prints: California Department of Justice Palm Print Card. The card is printed in red ink and is numbered BCII 8012 in the bottom left corner

Staff shall enter all required information on the cards and cards shall be routed to CAL ID. (Refer to Facility Specific Procedures)
(Rev. 07/2021)

9.560.00. AMPUTEES: Staff shall not write "Amputated" inside the individually rolled finger boxes. Staff shall print the word "Amputated" in the block at the bottom of the card in which all four fingers of each hand are printed simultaneously. Staff shall ensure the word "Amputated" is printed below the fingerprints and does not interfere with captured fingerprints.

Staff shall follow the instructions on the screen for any amputated fingers or hands when using the electronic scan machine.
(Rev. 02/2019)

9.570.00. FINGERPRINTS TO CAL-ID: Staff shall submit an Identification Query using the procedures established by CAL ID if there is a question or discrepancy as to the true identity of the arrestee. (Refer to Facility Specific Procedures)
(Rev. 07/2021)

9.580.00. BOOKING PHOTOGRAPHS: Arrestees shall be photographed using the mug shot camera. A front and side view photograph shall be taken of arrestees. Staff shall ensure correct booking numbers are entered before taking photographs.

If the arrestee is wearing eyeglasses, front and side view photographs shall be taken both with and without the eyeglasses. Photographs with eyeglasses shall be used as primary ID card photographs.

9.500. FINGERPRINTS AND PHOTOGRAPHS

Arrestees wearing colored/decorative contact lenses worn to alter their natural eye color shall be photographed with and without the contact lenses. Photographs with the natural eye color shall be used as primary ID card photographs.

Staff shall ensure the arrestee's use of colored/decorative contact lenses is noted in their Booking and Crime Capture System ID information.

Only Centralized Classification Unit (CCU) staff may take additional photographs of any visible scars, marks or tattoos for LE Web. (Refer to Bureau Policy Sections 8.120.19 and 9.805.00)

(ADD. 07/2021)

9.590.00. REFUSING TO BE FINGERPRINTED OR PHOTOGRAPHED: Safety staff shall be authorized to use reasonable force to obtain fingerprints and booking photographs from uncooperative arrestees during the booking process. Whenever using force to secure fingerprints and photographs, a supervisor shall be present.

(ADD. 07/2021)

9.600. INMATE DRESS-IN:

610.00. INMATE DRESS-IN: Inmates shall be afforded privacy during dress-in. Staff shall ensure inmates remove personal clothing in exchange for jail issued clothing. Dress-in shall occur in an area of privacy so it cannot be observed by uninvolved staff or inmates. Receiving staff shall make every effort possible to keep inmates from viewing other inmates while they are dressing in. (Refer to Bureau Policy Section 9.120.00)
(Rev. 02/2018)

630.00. RECEIVING OFFICER RESPONSIBILITY: (Refer to Facility Specific Policy)
(Rev. 02/2019)

660.00. INMATE WORKERS IN RECEIVING: (Refer to Facility Specific Policy)
(Rev. 02/2019)

660.05. INMATE WORKERS IN CLOTHING STORAGE: (Refer to Facility Specific Policy)
(Rev. 02/2019)

670.00. ISSUANCE OF CUP AND SPOON/PLASTIC BIN AND LID:
(Refer to Facility Specific Policy)
(Rev. 02/2019)

9.700. INMATE PERSONAL PROPERTY

740.00. PROPERTY RELEASED AS EVIDENCE: Arresting or transporting officers may search and seize any of their arrestees' property before the property has been inventoried and stored by facility staff.

After inmate clothing and/or property has been inventoried and stored, it shall only be released as evidence to any law enforcement agency under the following conditions:

Upon receipt of a court order:

- The investigating agency shall furnish a written court order to hold the property for up to three (3) days pending issuance of a search warrant. If the search warrant has not been issued and served within three (3) days, the property shall be returned to the inmate or the hold will be dropped, pending release of the inmate and property.

Upon receipt of a search warrant:

- One copy of the search warrant and a receipt for the seized property shall be filed in the inmate's booking jacket and one copy of each shall be given to the inmate.

(Rev. 02/2019)

740.01. COURT ORDERED PROPERTY ACCESS: If a jail facility is served a court order granting an attorney or investigator access to an inmate's personal property (including cell phones), staff shall inform the attorney or investigator to advise the inmate to complete an Inmate Property/Money Release/Clothing Exchange Request form (ASU#000301).

Once the inmate submits the form and it is approved by the watch commander, the designated attorney or investigator may pick up the inmate's property at the jail facility. (Refer to Bureau Policy Section 11.1015.00)

(Rev. 09/2019)

740.03. FOUND INMATE PROPERTY: When property belonging to a released inmate is located, a Found Property Notification letter (ASU#030601) shall be sent to their last known address with instructions to claim their property. Abandoned inmate property shall be held for a period of 120 days from the date the letter is sent. At the end of 120 days, unclaimed property shall be disposed of in the following manner:

- Torn clothing and trash shall be disposed of at the facility
- Salvageable clothing may be placed in the indigent clothing area for use as needed; all clothing placed in indigent clothing shall first be laundered

9.700. INMATE PERSONAL PROPERTY

All other items shall be documented by completing a Deputy Report (DR) for "Found Property" and attaching all required forms.

The report may be used to inventory the property of up to nine (9) inmates. The original report shall be forwarded to Sheriff's Records/Warrants Division by the facility sending the property. (Refer to Government Code Section 26642 and Department Manual Section 4.120)
(Rev. 09/2019)

740.06. LOST INMATE PROPERTY: When an inmate reports lost property, the staff member receiving the report shall complete an Inmate Lost Property form (ASU#121612) and have the inmate sign it. All of the inmate's lost property may be listed on one form.

The staff member shall submit the form to a shift supervisor for review. The shift supervisor shall assign a staff member to look for the lost property. Staff members shall make a diligent effort to locate the lost property and return it to the owner/inmate.

If the property is not located within seven days, the assigned staff member shall document the lost property and attempts to locate it by completing a "Lost Property" DR and attaching all required forms. A teletype for property with an identifying serial number or owner applied number shall be entered and the printout shall be attached to the report. (Refer to Government Code Section 26642 and Department Manual Sections 1.616, 4.105.10, and 4.120)
(Rev. 09/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

9.800.00. INTRODUCTION: Inmate classification is defined as the evaluation and placement of inmates in housing areas with inmates of similar backgrounds and characteristics. The screening instrument utilized by classification staff will identify specific characteristics and needs of inmates booked into our custody. These characteristics and factors associated to inmates all relate to the health, safety, security, and conditions of confinement for inmates, as well as the safety and security for our staff within the jails. The instrument consists of two devices used to determine an inmate's housing location. The first is the Initial Classification Assessment and the second is the Housing Matrix which applies the factors related to the inmate.

(Rev. 08/2013)

9.801.00. CLASSIFICATION PLAN: Inmates shall be housed according to the appropriate facility classification level or according to Health Services staff's recommendations. Classification plans shall be available in the classification offices. (Refer to Title 15, Section 1050 and Facility Specific Procedures)

(Rev. 01/2021)

9.803.00. CLASSIFICATION AT BOOKING: The classification process begins at the booking counter when staff reviews the arresting officer's booking application. Exceptions may occur prior to booking when obvious classification issues exist such as when an individual has developmental disabilities or has disclosed they are transgender. Staff shall notify classification if any information on the booking application or the Receiving Screening form indicates the arrestee is in need of additional evaluation as to the most appropriate housing placement.

(Rev. 01/2021)

9.804.00. FISH LINES/TRANSFER LISTS: All fish lines/transfer lists must be forwarded to the Centralized Classification Unit/Population Management (CCU) for review. A CCU supervisor or designee (that has completed the Sheriff's Centralized Classification Unit training) will advise the facility when the list has been approved for transfer.

(Rev. 02/2019)

9.805.00. CENTRALIZED CLASSIFICATION UNIT (CCU):

CCU staff shall:

- Interview inmates prior to housing using the Inmate Classification form (ASU#000401)
- Assign inmates housing locations according to their classification level and the current facility housing plan
- Initiate and maintain files for Classification Housing Requests (ASU#090805), as needed
- Conduct classification reviews and make appropriate housing location changes as needed

9.800. INMATE CLASSIFICATION PROCEDURES

- Monitor inmates on discipline and update the JIMSnet system accordingly
- Monitor racial balance within each housing area

(Rev. 08/2019)

9.805.05. LOCATION OF CLASSIFICATION INTERVIEWS: CCU staff shall conduct classification interviews in areas away from other inmates, so information obtained is kept confidential.

(Rev. 08/2019)

9.805.10. CLASSIFICATION INSTRUMENT: CCU staff shall ensure the Inmate Classification Form (ASU#000401) is properly and thoroughly completed.

This shall include:

- Identification of the classifying facility
- Identification of the interviewer and date and time of the interview
- The inmate's identification, contact, and housing information
- Health and mobility screening information
- Arrest history
- Violence history
- Previous state, county, and/or federal commitments
- Institutional behavior
- Escape history
- Safety concerns
- Prison Rape Elimination Act (PREA) victimization and abusiveness screening
- Opportunity to identify as a GBTI inmate
- Gang association or involvement
- All related sidebar check boxes
- The inmate's signature

(Rev. 01/2021)

9.805.11. INITIAL CLASSIFICATION ASSESSMENT: The initial classification assessment is divided into five sections:

- The Health and Mobility section applies directly to the inmate's medical and mental health factors, as well as any needs ensuring compliance with the American's with Disabilities Act (ADA).
- The second section consists of the inmate's arrest history, level of violence, and previous state, county, and/or federal commitments.
- The third section applies to the inmate's institutional behavior, escape history and safety concerns.
- The fourth section relates specifically to recent updates to PREA, incorporating a separate victimization and abusiveness screening.
- The fifth section applies the inmate's gang association or involvement.

9.800. INMATE CLASSIFICATION PROCEDURES

CCU staff shall utilize information systems such as NCIC, CLETS and JIMSnet to obtain information regarding the inmate's criminal history, institutional behavior and previous classification level, when such systems are accessible, to assist in determining an inmate's classification level.

(Rev. 02/2019)

9.805.12. HOUSING MATRIX: The Housing Matrix applies the factors related to the inmate and determines their classification level and housing. The following are the classification options:

- General Population (GP) Levels 1-7
- Administrative Housing (AH)
- High Security (HS)
- Protective Custody (PC)
- Protective Custody Administrative Housing (PCAH)
- Seriously Mentally Ill (SMI)
- Seriously Mentally Ill Lockdown (SMIL)

(Rev. 02/2019)

9.805.13. CLASSIFICATION LEVELS: The stratification of general population was designed to ensure the appropriate housing of general population inmates and allow the ability to adjust an inmate's classification level during a classification review. Classification Level (GP 1-7) shall be entered into the Classification Level box of the JIMSnet Housing Update screen.

Classification levels are detailed in the classification plan, on how factors are applied to each level. Classification levels are subject to change based on facility need and inmate population levels.

(Rev. 02/2019)

9.805.15. CLASSIFICATION SPECIAL HOUSING REQUEST FORMS: CCU staff shall complete a Classification Housing Request form (ASU#090805) for inmates requiring a classification other than general population (excluding SMI and SMIL). Staff shall provide detailed justification for the request and ensure a written approval is obtained on the form by a CCU supervisor or designee (that has completed the Sheriff's Centralized Classification Unit training), prior to housing the inmate.

(Rev. 08/2019)

9.805.20. MEDICAL/MENTAL HEALTH RECOMMENDATION FOR HOUSING: Staff shall notify a Qualified Health Professional (QHP) or Qualified Mental Health Professional (QMHP) if inmates have physical or mental disabilities, or if the inmate is displaying mental illness. QHP/QMHP staff shall be responsible for completing the Housing Assignment form in the inmate's Electronic Health Record (EHR) when identifying an inmate with mental health needs and/or mental health housing

9.800. INMATE CLASSIFICATION PROCEDURES

recommendation (sheltered housing). QHP staff shall be responsible for completing the Housing Assignment form in the inmate's EHR when identifying an inmate with medical needs such as, but not limited to the following: lower bunk/lower tier, issued medical appliance(s), restraint restrictions, medical housing recommendation (sheltered housing).

QHP/QMHP staff shall ensure a copy of the Housing Assignment form is emailed and hand-delivered to Classification staff. Classification staff shall assign appropriate housing and arrange for the inmate's movement to the assigned housing location. QHP staff shall provide a copy of the Housing Assignment form to the inmate when applicable to identified medical needs and/or medical housing recommendation.

(Rev. 05/2021)

9.805.25. COMPUTER UPDATE FOR HOUSING CHANGES: CCU staff shall update inmate housing locations in JIMSnet. This ensures an accurate count and location of inmates in all housing areas.

(Rev. 08/2019)

9.805.40. CLASSIFICATION REVIEW PROCEDURES: CCU staff shall conduct a classification review of inmates who have been sentenced to reflect any changes from their original charges to their conviction charge. CCU staff shall consider the inmate's discipline history, assaultive behavior toward other inmates or staff, gang involvement, and staff observations when conducting a classification review.

A Classification Review form (ASU#001101) or Classification Housing Memorandum shall be completed when CCU staff receives:

- A notification of a supplemental booking
- A notification of an 1170 conviction
- Incident-based notification
- A request from a sentenced inmate

Inmates may request a review of their classification. Inmates who have been sentenced to more than 60 days may request a review of their classification rating no more often than 30 days from their last review.

CCU staff shall complete a Classification Review form every 30 days for:

- PIM inmates
- Inmates requiring PREA reviews

All classification reviews shall be reviewed and approved by a CCU supervisor.

(Refer to Title 15, Section 1050)

(Rev. 01/2021)

9.800. INMATE CLASSIFICATION PROCEDURES

9.805.42. PRISON RAPE ELIMINATION ACT (PREA) ASSESSMENT AND

REVIEW: All inmates identified as either potentially vulnerable or a potential predator pursuant to PREA, shall have a PREA follow-up conducted no less than 30 days from their last PREA assessment. Any inmate identified as a known victim or predator shall be reviewed by Classification staff every 30 days until they are no longer in the Department's custody. All potential victim and predator reviews may be discontinued based on information obtained by CCU staff during a PREA follow-up. Removal from continued PREA follow-ups shall require CCU supervisor approval.

Any inmate perceived or self-identified as a lesbian, gay, bi-sexual, transgender, intersex or gender non-conforming shall be considered a potential victim with PREA vulnerability. All housing options will be considered for such individuals, taking into account their PREA vulnerability.

In the event the screening does not warrant a PREA alert, though the inmate perceives himself as a potential victim, CCU staff may "OVERRIDE" the assessment and identify the inmate as a potential victim with PREA vulnerability.

CCU staff shall complete a PREA assessment for victimization and abusiveness upon any inmate's inter-bureau transfer. These assessments shall be completed by the sending facility prior to the transfer. All PREA screenings based on inter-bureau transfer and follow-ups are to be conducted using the Inmate Classification form (ASU#000401), and under the PREA assessment for victimization and abusiveness section.

For procedures regarding the identification of an inmate as a known victim or predator, or potential victim or predator (PREA inmate), refer to CCU POST Orders.
(Rev. 01/2021)

9.900. INMATE CLASSIFICATIONS

9.900.00. CLASSIFICATION OF INMATES: Inmates shall be considered general population (GP) for classification purposes, unless otherwise designated.

All inmate classifications shall receive all rights and requirements as set forth in Title 15. (Rev. 03/2010)

9.902.00. PROTECTIVE CUSTODY (PC) INMATES: PC inmates are those who require protection from other inmates. Any time an arrestee/inmate is identified as needing protective custody, they shall be protected from the general population. Such inmates shall be escorted when out of their housing unit.

Centralized Classification Unit (CCU) staff may classify an inmate as PC based on circumstances surrounding the following:

- The inmate's booking charges
- The inmate's gang affiliations or withdrawal from a gang
- The inmate is identified as an informant or a witness where these circumstances may pose a danger to the inmate
- The inmate has been identified by other inmates as prior PC or a California Department of Corrections and Rehabilitation (CDCR) "Sensitive Needs Yard (SNY) inmate" (similar to a protective custody inmate in county jail)
- Staff has confirmed threats against the inmate

CCU staff shall classify inmates with the following charges as PC Inmates:

- All sex crimes involving a minor
- PC 290 violations where the controlling charge is a sex crime involving a minor
- Probation and parole violations where the controlling charge is a sex crime involving a minor

Generally, CCU staff may classify inmates with all other crimes against a minor as PC inmates.

CCU staff may take into consideration the inmate's prior PC or SNY status, the length of time they were classified as such, and the time that has passed since their last classification.

PC inmates shall be dressed in green. Identification (ID) cards for PC inmates shall be marked with a colored stripe, with either PC-1 (red), PC-2 (orange), or PC-3 (green) identifying their security level within PC.

There are three (3) levels for PC inmates:

9.900. INMATE CLASSIFICATIONS

PC-1

Inmates may be classified as PC-1 for the following reasons:

- May have been previously classified as Administrative Housing (AH) (generally AH-1) and now require PC housing
- Have a history of escape, assaultive behavior, and/or affiliation to security threat groups

ID cards for PC-1 inmates shall be marked with a red stripe with PC-1 printed on the stripe.

PC-2

Inmates may be classified as PC-2 for the following reasons:

- Inmates who are confirmed gang dropouts with protection needs
- Inmates meeting the above criteria for PC who have a classification level of GP 1-5

ID cards for PC-2 inmates shall be marked with an orange stripe with "PC-2" printed on the stripe.

PC-3

Inmates may be classified as PC-3 for the following reasons:

- Inmates identified as requiring PC based solely on their charges, such as crimes against children
- May also be inmates meeting the above criteria for PC who have a classification level of GP 6-7

ID cards for PC-3 inmates shall be marked with a green stripe with "PC-3" printed on the stripe.

(Rev. 04/2022)

9.903.00. PROTECTIVE CUSTODY ADMINISTRATIVE HOUSING INMATES

(PC-AH) INMATES: PC-AH inmates are those who need to be protected and separated from inmates, including PC and other certain PC-AH inmates. Examples of such inmates include but are not limited to, law enforcement officers, ex-law enforcement officers, attorneys and judges. Any time an arrestee or inmate is identified as PC-AH, they shall be protected from the general population.

PC-AH inmates may be compatible with others having similar classifications or characteristics and may be housed together and/or participate in other group activities such as outside recreation or religious studies.

9.900. INMATE CLASSIFICATIONS

PC-AH inmates shall be dressed in green. ID cards for PC-AH inmates shall be marked with a green stripe with PC-AH printed on the stripe.

(Rev. 02/2019)

9.904.00. HIGH SECURITY (HS) INMATES: HS inmates are those who require a higher level of security than general population inmates. Reasons for placing an inmate on HS status include but shall not be limited to, booking charges, assaultive behavior toward inmates or staff, murder, sexual assaults, inciting a riot, extortion, robbery or special housing while in other institutions (confirmation from the other institutions justifying HS status shall be required). Staff shall not allow high security inmates to possess razors.

HS inmates shall be dressed in red. ID cards for HS inmates shall be marked with a red stripe.

(Rev. 02/2019)

9.905.00. PROBLEM INMATES (PIM): PIMs are those who have been a continued disruption to the security and tranquility of the facility. PIM is a classification and is not a disciplinary status. Justification for placing an inmate on PIM status includes, but is not limited to, assaultive to staff or other inmates, inciting a riot, making threats to staff or witnesses, destruction of facility property, multiple or continual disciplinary actions, or attempted or planned escape.

PIMs shall be dressed according to their classification. ID cards for PIMs shall have a colored stripe consistent with their classification with "PIM" printed on the stripe.

CCU staff shall review PIM classification status every 30 days. (Refer to Bureau Policy Section 9.805.40)

(Rev. 02/2019)

9.906.00. SERIOUSLY MENTALLY ILL (SMI) INMATES: SMI inmates are those who are mentally unstable. Safety staff may request a Qualified Healthcare Professional (QHP) evaluate an inmate for SMI status. Safety staff and a QHP shall coordinate on the classification and housing of SMI inmates. Staff shall not allow SMI inmates to have razors.

SMI inmates shall be dressed in yellow. ID cards for SMI inmates shall be marked with a yellow stripe with "SMI" printed on the stripe.

(Rev. 04/2022)

9.907.00. SERIOUSLY MENTALLY ILL LOCKDOWN (SMIL) INMATES: SMIL inmates are unpredictable, violent, or may pose a safety risk to others due to their mental condition.

9.900. INMATE CLASSIFICATIONS

Safety staff may request a Qualified Healthcare Professional (QHP) to evaluate an inmate for SMIL status. Safety staff and a QHP shall coordinate on the classification and housing of SMIL inmates. Staff shall not allow SMIL inmates to have razors. (Refer to Bureau Policy Section 12.915.00)

SMIL inmates shall be dressed in red pants and yellow shirts. ID cards for SMIL inmates shall be marked with a yellow stripe with "SMIL" printed on the stripe.
(Rev. 04/2022)

9.907.10. INCOMPETENT TO STAND TRIAL (IST) INMATES: Inmates who have been court ordered to participate in the Jail Based Competency Treatment (JBCT) program have been found incompetent to stand trial by the court. Inmates assigned to the JBCT program shall be housed in a housing location designed for IST inmates.
(Rev. 08/2019)

9.908.00. LESBIAN/GAY/BISEXUAL/TRANSGENDER/INTERSEX(LGBTI) INMATES: CCU staff may house LGBTI inmates in a designated area to prevent the potential for exploitation that may occur if they are housed in general population. LGBTI inmates are not compelled to accept housing in any designated area, though shall be offered this due to the potential for exploitation. Housing inside designated areas for LGBTI inmates, regardless of housing location, is completely voluntary. All LGBTI inmates shall have their classification level determined through the use of the classification plan. When these inmates are housed in general population, all efforts shall be made to place them in a housing location designated for PREA vulnerability.
(Rev. 01/2020)

9.909.00. TRANSGENDER/INTERSEX INMATES:
TRANSGENDER An arrestee/inmate whose gender identity (internal sense of feeling male or female) is different from the arrestee's/inmate's assigned sex at birth.

INTERSEX: An arrestee/inmate whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Transgender and intersex inmates shall initially be housed according to their gender, except in the event they are undergoing a gender transformation. When a transgender inmate is undergoing a transformation, he or she shall initially be housed in Protective Custody Administrative Housing (PC-AH) to ensure their safety and facility tranquility.

The facility GBTI/PREA Committee shall then review and evaluate the specific needs of the inmate. The committee shall evaluate the following:

- Housing options
- PREA vulnerability

9.900. INMATE CLASSIFICATIONS

- Potential for exploitation before, during and after surgery
- Facility tranquility
- Medical and mental health concerns
- Inmate classification score

Housing placement of transgender and intersex inmates shall be reassessed at least twice each year. The GBTI/PREA Committee or the inmate may also request a reassessment of the housing location.

A transgender or intersex inmate's own view with respect to his or her own safety shall be given serious consideration. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.
(Rev. 01/2020)

9.910.00. SPECIALTY HOUSING: Title 15, Section 1053 describes "administrative segregation" as separate and secure housing that does not involve any other deprivation of privileges than is necessary to obtain the objective of protecting inmates and staff. The Bureau defines these types of inmates as Administrative Housing (AH). These inmates shall not be deprived of any privileges, like all other inmates they are entitled to recreation, commissary, visiting, telephone calls and showers per Title 15.

Staff may restrict the number of specialty housing inmates participating in a particular service or study to prevent the comingling of inmate classifications. Restrictions may be placed to ensure sufficient numbers of staff are available to monitor participating inmates.

Specialty housing inmates may also request publications from the library regarding religious worship or education if the opportunity for group programming is unavailable.

The following are the classifications of specialty housing within the bureau: Protective Custody (PC), Protective Custody Administrative Housing (PC-AH), Administrative Housing (AH), High Security (HS), Seriously Mentally Ill (SMI), Seriously Mentally Ill Lockdown (SMIL) and Problem Inmate (PIM).

There are three (3) levels for AH inmates:

AH-1

Inmates may be classified as AH-1 for the following reasons:

- Prone to escape
- Assaultive toward staff or other inmates
- Disruptive to the operations of the jail
- Associate or member of a validated prison gang or security threat group
- Facing, or have been sentenced to, the death penalty or a life sentence

9.900. INMATE CLASSIFICATIONS

ID cards for AH-1 inmates shall be marked with a red stripe with "AH-1" printed on the stripe.

AH-2

Inmates may be classified as AH-2 for the following reasons:

- May have previously required protection, though became problematic based on continual assaults, extortions, and/or threats toward other protective custody inmates
- Returned to the gang lifestyle

These inmates still require administrative housing and must be kept away from general population, and from all other specialty housing classifications.

ID cards for AH-2 inmates shall be marked with an orange stripe with "AH-2" printed on the stripe.

AH-3

Inmates may be classified as AH-3 for the following reasons:

- May be undergoing a classification investigation to determine their appropriate housing
- Require single-man cell housing from general population based on geographical gang affiliation, these inmates may or may not have dropped out of their gang, but may require administrative housing based on potential threats from active gangs

These inmates are not to be confused with PC-AH or HS. These inmates require single-man cell housing from all classifications. AH-3 classifications are likely to change and may be integrated into general population, PC or one of the other AH levels based on the outcome of the investigation.

ID cards for AH-3 inmates shall be marked with a black stripe with AH-3 printed on the stripe.

Every inmate classified as AH shall have a Classification Special Housing Request form completed detailing the justification for CCU staff's decision. Each Classification Special Housing Request form shall be approved by a CCU supervisor and placed in the inmate's booking jacket.

AH inmates shall be dressed in orange. ID cards for AH inmates shall have AH printed on the stripe identifying each security level. (Refer to Title 15, Section 1053 and Bureau Policy Section 9.805.40)

9.900. INMATE CLASSIFICATIONS

The following specialty housing classifications require special handling and movement. Inmates classified as PC-1, PC-AH, AH 1-3, HS, SMIL, and PIM shall be:

- Housed in designated housing determined by classification needs
- Separated from all other classifications
- Given 21 hours of tier time in a seven (7) day period
- Given three (3) hours of recreation time in a seven (7) day period
- Separated from other inmates during visits
- Escorted by a minimum of one (1) safety staff member when moved
- Handcuffed through the food port and leg restrained any time they are removed from their cell

Prior to letting specialty housing inmates out of their cells, safety staff shall secure the area by locking all inmates in that section in their cells and checking the area, including inmate showers, to ensure there are no other inmates present in the area. This procedure shall be repeated each time such inmates are allowed outside their cell or when returned to their cell.

When such inmates are returned to their cell, safety staff shall physically check to ensure their cell door is secured and locked.

Transportation:

Staff shall ensure inmates with a specialty housing classification are separated from other classifications. Staff may intermix specific specialty housing classifications during transport and in transportation vehicles based on security and the needs of the transportation division.

There are various security levels within the AH, PC and PC-AH classifications:

AH	Movement	Holding	Housing	Dress
AH-1	Black-box waist restraints/leg restraints escorted with AH-1	May be placed in holding cells with other AH-1 inmates while restrained	Housed only with other AH-1 inmates	Orange clothing ID card with red stripe with AH-1 printed on it
AH-2	Black-box waist restraints/Leg restraints escorted with AH-2	May be placed in holding cells with other AH-2 inmates while restrained	Housed only with other AH-2 inmates	Orange clothing ID card with orange stripe with AH-2 printed on it
AH-3	Black-box waist restraints/leg restraints escorted /walk alone	Shall be placed in holding cells alone or with those inmates with similar characteristics	Housed alone or with those inmates with similar characteristics	Orange clothing ID card with black stripe with AH-3 printed on it

9.900. INMATE CLASSIFICATIONS

PC	Movement	Holding	Housing	Dress
PC-1	Black-box waist restraints/leg restraints	May be placed in holding cells with other PC-1 inmates	Housed only with other PC-1 inmates	Green clothing ID card with red stripe with PC-1 printed on it
PC-2	Escorted with only PC-2 inmates	May be placed in holding cells with other PC-2 inmates	Housed only with other PC-2 inmates	Green clothing ID card with orange stripe with PC-2 printed on it
PC-3	Escorted with only PC-3 inmates	Shall be placed in holding cells with other PC-3 inmates	Housed only with other PC-3 inmates	Green clothing ID card with green stripe with PC-3 printed on it
PC-AH	Black-box waist restraints/leg restraints. May be escorted with other PC-AH inmates	May be placed in holding cells with other PC-AH inmates	Housed only with other PC-AH inmates	Green clothing ID card red stripe with PC-AH printed on it

AH-1, AH-2, PC-1 and PC-AH inmates may be unrestrained when placed in a holding cell with only their cellmate.
(Rev. 04/2022)

9.913.00. ESCAPE RISK INMATES: CCU staff shall take into consideration the inmate's history of escape or attempted escape and circumstances surrounding such incidents when classifying inmates into the following categories:

- No known Escape Risk
- Moderate Escape Risk (other circumstances/walkaways)
- Escape Risk

Inmates may be classified as a Moderate Escape Risk when the inmate has:

- A history of any walk away from an institutional facility that allows the inmate to come and go freely
- A history of escaping from law enforcement while outside of a correctional institution

Classification Levels 1-3 permit the housing of inmates identified as Moderate Escape Risk.

CCU staff shall identify the inmate as an Escape Risk and classify them as AH when the inmate:

9.900. INMATE CLASSIFICATIONS

- Replies "yes" to both questions regarding the inmate's potential for escape on the Inmate Classification form
- Has a history of escape or attempted escape from a secured correctional institution (The use of force or fear is not mandatory criteria when identifying the inmate as an Escape Risk).

Staff may consult with a CCU supervisor in the event they are considering an alternative classification based on other circumstances obtained during the initial classification assessment, classification review or through any other means of gathering intelligence regarding the potential for escape.

(Rev. 08/2019)

9.915.00. CIVIL COMMITMENT INMATES: Civil commitments are a form of civil confinement ordered by the court under Penal Code Section 1331. Staff shall not subject civil commitment inmates to conditions that amount to punishment. However, staff shall confine them in a manner that ensures their presence at trial, maintains jail security and allows for the effective management of the facility.

Civil commitment inmates shall be afforded generous access to day room time, outside recreation, and telephone usage, unless safety staff determines the need to turn off such devices due to a disturbance, medical emergency or required facility operation (i.e. feeding or medical sick call). Civil commitment inmates shall be given as much time outside of their cells as reasonably possible while maintaining security of the facility. This information shall be entered on appropriate logs. For purposes of this policy generous access means above and beyond Title 15 requirements.

Civil commitment inmates shall only be disciplined for threats to facility security or for threatening the safety of staff, other civil commitments or inmates. Staff shall house civil commitment inmates in designated housing areas, grouped according to classification and separate from all other inmate classifications.

Civil commitment inmates shall be dressed according to their classification. ID cards for civil commitments shall have a colored stripe consistent with their classification with "CIVIL COMMITMENT" printed on the stripe. (Refer to Penal Code Sections 1331 and 4002 (a))

(Rev. 2/2019)

9.916.00. CIVIL/6600 INMATES: Civil/6600 inmates are civil commitment inmates who have been convicted of a sexually violent offense and who have a diagnosed mental disorder which makes them a danger to the health and safety of others, and it is likely they will engage in sexually violent criminal behavior again.

Staff shall adhere to Bureau Policy Section 9.915.00 when handling Civil/6600 commitment inmates.

9.900. INMATE CLASSIFICATIONS

CCU and a Qualified Healthcare Professional (QHP): CCU along with Health Services staff shall review Civil/6600 commitments booking jackets and all information from the facility they were transferred from. CCU staff shall document medical and safety issues on a Classification Special Housing Request form.

Civil/6600 commitment inmates shall be classified as PC-AH and shall be dressed in lime green. ID cards for Civil/6600 commitment inmates shall be marked with a green stripe with "CIVIL/6600" printed on the stripe. (Refer to Welfare and Institutions Code Section 6600)

(Rev. 04/2022)

9.917.00. CIVIL/2970 INMATES: Civil/2970 commitment inmates are inmates that have completed their criminal sentences but are held in-custody due to their level of violent tendencies based on mental health concerns.

Staff shall adhere to Bureau Policy Section 9.915.00 when handling Civil/6600 commitment inmates.

Civil/2970 inmates shall be dressed according to their classification. ID cards for Civil/2970 inmates shall have a colored stripe consistent with their classification with "CIVIL/2970" printed on the stripe. (Refer to Penal Code Section 2970)

(Rev. 03/2019)

9.920.00. DISABLED INMATES: Disabled inmates are identified as having a physical or mental impairment that substantially limits one or more major life activities. Staff shall provide disabled inmates the same services and activities as provided to general population inmates.

Staff shall be sensitive to the special needs of disabled inmates and shall be responsive to disabled inmates' requests for aid. Staff shall notify a shift supervisor if a disabled inmate's request cannot be met at staff level. (Refer to Bureau Policy Section 18.000.00)

(Rev. 03/2022)

9.921.00. SUICIDAL INMATES: Staff shall familiarize themselves with the Detention and Corrections Suicide Prevention Plan and know how to access it. A copy of the Suicide Prevention Plan shall be maintained on Starlink and at each facility in locations where it is easily accessible to staff. Safety staff shall complete eight hours of initial training and two hours of training annually regarding suicide prevention and the identification and approach to mentally ill inmates.

Staff shall have inmates immediately evaluated by a Qualified Healthcare Professional (QHP) if they become a danger to themselves or others.

(Rev. 04/2022)

9.900. INMATE CLASSIFICATIONS

9.924.00. INMATE WORKERS: For information regarding Inmate Workers, refer to Bureau Policy Section 13.100.00.
(Rev. 04/2022)

9.925.00. INMATE CLASSIFICATION CLOTHING COLORS: The following clothing colors shall be issued to inmates based on their classification:

General Population (GP)	Orange
Administrative Housing (AH)	Orange
Protective Custody (PC)	Green
Civil Commitments/6600 (only)	Lime Green
High Security (HS)	Red
Seriously Mentally Ill (SMI)	Yellow
Seriously Mentally Ill Lockdown (SMIL)	Yellow shirt/Red pants
Inmate Workers	Blue
Inmate Workers (Kitchen)	Tan
Inmate Workers (ODR)	White shirt/Charcoal pants
Federal Inmate Workers (General)	Orange shirt/Blue pants
Federal Inmate Workers (Meal servers)	Orange shirt/Tan pants

Staff shall ensure all inmates are wearing their primary classification color whenever they are housed within a jail facility.
(Rev. 08/2019)

9.925.10. INMATE PROGRAMMING CLOTHING COLORS: The following clothing colors shall be issued to inmates based on their classification:

Incompetent to Stand Trial (IST) SMI	Teal shirt and pants
Incompetent to Stand Trial (IST) SMIL	Teal shirt/Red pants

(Rev. 02/2019)

9.1000. WEEKENDER PROCESSING

9.1000.05. COURT WEEKENDER/WORK RELEASE COMMITMENTS: Court commitments are for a straight time sentence. However, the court may indicate on the commitment paperwork the sentence may be served on a "weekender/work release program."

After booked in for a court commitment, an inmate may choose to be assigned to a work crew site or complete their sentence on the electronic confinement program.
(Rev. 04/2022)

9.1030.00. WORK RELEASE PROGRAM: An inmate may enter the Work Release or Electronic Confinement Program through one of two paths:

- 1) The courts can order a person to report directly to the program.
- 2) An in-custody inmate can apply and be selected to participate in the program. Selection is based on pre-determined qualifications, completion of court ordered classes, discipline history, and/or other criteria that shall be met prior to release. This could include participation in programming while in-custody and for a period following their release.

If an inmate cannot complete their time on the Work Release Program or violates the conditions of the program rules or contract, they may have their case returned to the court or may be taken into custody to complete the remainder of their sentence.

Inmates taken into custody may be housed for up to 30 days in disciplinary housing. They may also lose up to 120 days of good/work credits granted to them per Penal Code Section 4019. Their release date may be adjusted to the full-time out date based on their original court commitment. Inmates who violate their work release agreements may not be allowed to re-enter the work release program.

An inmate currently serving time on the Work Release/Weekender program who is arrested for a new charge shall be booked under their current booking number and a supplemental booking shall be issued for the new charge or warrant.

Bridge staff shall contact the Work Release On-Call Deputy when an inmate currently in the Work Release Program is arrested for a new charge. Only Work Release staff has the ability to transfer the inmate back into custody. However, if the inmate has a booking number issued by the Work Release office (Facility 36), the inmate shall be booked under a new booking number and handled as a new arrestee.

(Rev. 04/2022)

10.100. INMATE RELEASE PROCEDURES:

10.101.00. RELEASE TIMES: Inmates being released in accordance with a court order, on their own recognizance, or whose cases were not filed, shall be released as soon as practicable but no later than midnight of the same day.

Releasing officers shall release on a court-issued "Orders to Release" document and do not need to contact the Records Division to disposition the warrant. Duty officers shall write their name, employee number, date, and time on the court order. Duty officers shall place the order inside the inmate's booking jacket.

Inmates who require special consideration for release due to mental impairment or individuals being released to a designated living arrangement, are the exception to the midnight time limit. Inmates being released per a Direction for Release of Inmate from Custody and Release of Liability form (ASU#140311) shall be released immediately. Sentenced inmates shall be released between the hours of 0600-1800 on the date their sentence is completed.

(Rev. 07/2019)

10.103.00. ADJUSTED OUT DATE: (AOD) Inmates shall be credited with the specific number of days for time served as shown by the court. Staff shall ensure commitment orders received from the court reflect the 1/2 or 1/3 Penal Code Section (P.C.) 4019 credits the inmate is eligible to receive. The formula for 1/3 P.C. 4019 credits is for every six days in confinement, inmates shall receive one day credit for good time and one day credit for work time. If conflicting commitment orders are received staff shall contact the court for clarification.

Staff shall contact the court by telephone if conflicting commitment orders are received or if the P.C. 4019 credits are not stated. Staff shall confirm the inmate's correct P.C. 4019 credits with the court. Staff shall make every effort to ensure a new commitment order is received from the court. Staff shall notify a shift supervisor if the court does not send a new commitment order.

In the event a new Commitment Order is not provided by the court, the Facility Commander/designee may notify the Court Services Commander who will attempt to resolve the issue with the presiding judge. If the issue is not resolved, the Facility Commander/designee may notify the Deputy Chief of the Detention and Corrections Bureau.

In the event staff receives a court order stating the inmate is to be sentenced under the guidelines set forth in P.C. 2933.1(a), staff shall use the formula located on the Commitment Worksheet form (ASU#100716).

10.100. INMATE RELEASE PROCEDURES:

Staff shall complete the Commitment Worksheet form when calculating adjusted out dates. A second Commitment Worksheet review shall be done by another staff member to verify the correct AOD. Once all verifications have been completed both forms shall be filed in the inmate's booking jacket.

Adjusted out dates shall be calculated using JIMSnet and verified using the Julian calendar. When there are issues with the calculations, a shift supervisor shall be consulted. If the court orders the credits suspended or withheld, without inmates waiving these credits, the order shall not be honored. Juvenile cases are not eligible for P.C. 4019 credits. (Refer to Facility Specific Procedures Manual)
(Rev. 03/2020)

10.105.00. DUTY OFFICER RESPONSIBILITIES: Facility Commander/designees shall ensure Facility Specific Procedures Manual addresses the responsibilities of duty officers.
(Rev. 01/2020)

10.110.00. RELEASING OFFICER RESPONSIBILITIES: For purposes of this section, staff refers to properly trained duty, release, or court liaison officers, or core rovers.

Staff shall:

- Review booking jackets ensuring San Bernardino County court cases have been properly dispositioned, all information is correct and matches the information contained in the booking jacket
- Verify there are no fugitive, federal, out-of-county, or in-county holds pending.
- Refer to Bureau Policy Section 7.121.00 and Bridge Procedures Manual if a missing person hit is confirmed.
- Sign all booking records and indicate why the inmate was released on each individual booking record (-, A,B, etc.)
- Date each booking record according to the date of actual physical release
- Update each booking jacket and indicate the reason for the inmate's release
- Ensure inmates sign their name and provide thumbprints on each booking record (-, A,B, etc)
- Recover all jail issued items (bedding, clothing, cups, and spoons) and identification (ID) cards prior to the inmate's release
- Enter "ultimate reason" for release in JIMSnet

(Refer to Facility Specific Procedures Manual)

(Rev. 06/2021)

10.100. INMATE RELEASE PROCEDURES:

10.120.05. INMATE DRESS OUT: Inmates approved for release shall be sent to the releasing area. Releasing staff shall give the inmate their civilian clothing for dress out and then place them in a holding cell pending release. The inmate must return facility issued clothing at the time of dress out.

Staff shall make every attempt to provide clothing to inmates who do not have appropriate clothing at the time of release.

Female inmates given county issued religious head coverings for modesty purposes shall be afforded opportunities to change into their personal head coverings in an area of privacy out of the view of men and other inmates. Facility Commanders/designees shall establish written procedures for inmates changing into their head coverings.

(Refer to Facility Specific Procedures Manual)

(Rev. 01/2020)

10.120.10. IDENTITY VERIFICATION: Releasing staff shall compare appearance and description information on the inmate's ID card and information in the booking documents. Releasing staff shall inspect ID cards to ensure they have not been altered. Releasing staff shall notify a shift supervisor if discrepancies are found in the comparison.

Releasing officers shall capture fingerprints of inmates using the Biometric Identification System (IBIS) and shall cause a comparison to be made. If this procedure fails to verify the inmate's identity, the releasing staff member shall confirm the correct CAL-ID numbers, and resubmit queries using a different fingerprint for comparison.

Release officers shall obtain a print from the same finger used during the intake process. Inmates shall sign their booking records, money, and property inventory receipts. To verify identification, signatures and fingerprints shall be compared to those taken during the intake process.

(Rev. 07/2019)

10.120.12. RELEASING PROPERTY AND MONEY: Releasing staff shall open the inmate's sealed personal property bag in the presence of the inmate. Property shall be compared to the booking property inventory sheet. Releasing staff shall note discrepancies on the inventory sheet. All missing property shall be documented on a Lost Clothing/Property Report form (ASU#121612), and a shift supervisor shall be notified. Staff shall have the inmate sign a Release Receipt at the time the monetary balance is issued.

(Rev. 01/2020)

10.120.13. NOTIFICATION OF ARRESTING AGENCIES: Officers requesting notification of an inmate's release shall be notified prior to the release. Staff notifying an

10.100. INMATE RELEASE PROCEDURES:

arresting agency of an inmate's release shall document the name of the person advised and the date and time of notification on the front of the inmate's booking jacket.
(Rev. 04/2019)

10.120.14. CLEARANCE FROM COMPUTER SYSTEM: Release dispositions shall not be entered in the computer until inmates are physically placed into the hold for release cell. Staff shall not enter "ultimate release" dispositions until inmates are ready for actual physical release from custody.
(Rev. 07/2009)

10.120.15. NOTICE OF REGISTRATION REQUIREMENT: Inmates convicted of certain crimes where registration requirements are ordered by the court or directed by statute shall be provided a Notice of Registration Requirement form.

For sex offender registration requirements, refer to P.C. 290.017 and Bureau Policy Section 17.1500.03. Generally, staff completing Notice of Registration forms should forward copies according to instructions on the forms. However, inmates shall not be provided the Notice of Registration if released to state prison.

Annually, during the month of February, the Administrative Support Unit (ASU) shall provide Facility Commander/designees, via interoffice memorandum, a list of Penal Code sections requiring Notice of Registration. ASU shall maintain a copy of this list in Starlink. (Refer to Penal Code Sections 290 and Bureau Policy Section 17.1500.00)
(Rev. 01/2020)

10.120.22. HIGH PROFILE INMATE RELEASE: When releasing high profile inmates, duty or court return officers shall:

- Personally, contact by telephone the arresting officer, case agent, on-duty shift supervisor or on-call personnel of the arresting station
- Document the notification on the inmate's booking jacket, including date, time, method of notification and person notified
- Forward the inmate's booking jacket to releases

Releasing staff shall adhere to the following steps when releasing high profile inmates:

- Notify a shift supervisor of pending releases
- Obtain a shift supervisor's authorization and notate the authorization on the inmate's booking jacket
- Notify arresting agencies, unless the inmate is being released to another law enforcement agency

10.100. INMATE RELEASE PROCEDURES:

When reasonable efforts to make notifications to arresting agencies are unsuccessful, staff shall notify the shift supervisor. The shift supervisor shall make the decision to release the inmate.

Staff shall remove the high-profile alert status during the release process.
(Rev. 02/2019)

10.120.45. RELEASE OF INMATES HAVING MEDICAL OR MENTAL HEALTH CONDITIONS: Releasing staff shall ensure instructions contained in the "Medical Alert" screen are followed prior to releasing inmates from custody. Health Services staff, in consultation with a safety shift supervisor, shall ensure these inmates, in addition to inmates unable to ambulate to public transportation, have transportation upon release. Staff shall ensure a shift supervisor is notified if there is no transportation for the inmate upon release. Shift supervisors' options include but are not limited to:

- Transport to a board and care facility by safety staff in a county vehicle
- Transport to Arrowhead Regional Medical Center Behavioral Health in a county vehicle

Transportation should be coordinated with other stations or agencies if inmates' destinations are remote. A notation shall be made in the inmate's "Out of Custody" screen, where they were transported to, and to whom they were released.

(Refer to Health Services Division Operational Procedure Manual 309)
(Rev. 03/2020)

10.120.50. DETENTION ONLY RELEASE: Inmates on whom criminal charges are not filed within 48 hours of arrest shall have open charges dispositioned as a "Detention Only." (Refer to Penal Code Sections 825 and 851.6)

Staff shall issue detention certificates to inmates whose release dispositions are "Detention Only". Releasing staff shall sign both detention only certificates generated by JIMSnet. One shall be placed into the inmate's booking jacket and one copy given to the inmate. Inmates with additional cases pending shall be given detention certificates at the time of release from custody.

In the event of power or computer failure, staff shall issue inmates a hand generated Detention Only Certificate at the time of release (ASU#030303).
(Rev. 07/2019)

10.121.00. CITATION RELEASES: Arresting officers should prepare a written citation for the release of any arrestee they book for any misdemeanor. However, should the officer fail to do so, staff should make an immediate investigation into the background of the arrested person to determine whether they should be released from custody on a

10.100. INMATE RELEASE PROCEDURES:

promise to appear in court. In making the determination to release or to retain custody of the misdemeanor inmate, staff shall carefully consider those facts set forth in Penal Code section 853.6(i) to determine if they still apply to the arrestee. Arrestees booked on under the influence charges shall be held a minimum of five hours from the time of arrest. Under the influence charges include but are not limited to P.C. 647(f), Vehicle Code Section (V.C.) 23152, and H&S 11550. (Refer to Department Manual Section 3.416.10) (Rev. 01/2020)

10.122.00. MISDEMEANOR WARRANT CITATION RELEASES: Persons arrested on misdemeanor warrants may be released with misdemeanor warrant citations. Citations shall not be issued under the following conditions:

- The misdemeanor cited in the warrant involves violence
- The misdemeanor cited in the warrant involves a firearm
- The misdemeanor cited in the warrant involves resisting arrest
- The misdemeanor cited in the warrant involves giving false information to a peace officer
- The person arrested is a danger to their self or others due to intoxication or being under the influence of drugs or narcotics
- The inmate requires medical examination medical care or is otherwise unable to care for their own safety
- The person has other ineligible charges pending against them
- There is reasonable likelihood the offenses would continue or resume, or the safety of persons or property would be immediately endangered by the release of the inmate
- The inmate refuses to sign the notice to appear
- The inmate cannot provide satisfactory evidence of personal identification
- The warrant of arrest indicates the inmate is not eligible to be released on a citation
- Fourth arrest for the same warrant with a bail amount less than \$1,000,000 (the initial open charge misdemeanor arrest does not count as one of the arrests)
- There shall be three previous arrests on the same warrant for the booking to be non-citable. (Refer to P.C. 827.1)

(Rev. 01/2020)

10.123.00. CENTRALIZED CLASSIFICATION UNIT RELEASES:

The Centralized Classification Unit (CCU) shall only release those inmates that have been sentenced and have been authorized at the direction of the Deputy Chief of the Detentions and Corrections Bureau or their designee. Such releases may only occur when the facility has reached 90% capacity. Release procedures shall be conducted in accordance with the Centralized Classification Unit Manual.

(Rev. 01/2020)

10.100. INMATE RELEASE PROCEDURES:

10.123.50. FACILITY INITIATED COURT ORDERED RELEASES: Facilities shall initiate a court ordered release when releasing early for non-population management issues. Examples for releasing early may include extreme medical conditions or exigent circumstances. The facility commander / designee shall contact the Centralized Classification Unit (CCU) / Population Management Unit (PMU) to process the court ordered release.

Procedure for obtaining a court ordered release:

- During business hours: Contact the court handling the inmate's court case and provide them with the circumstances behind the release on an affidavit and obtain a court ordered release
- During non-business hours: Contact the on-call judge and provide circumstances for release on an affidavit and obtain a court ordered release

The original affidavit and/or court order for release shall be filed in the inmate's booking jacket.

(Rev. 09/2022)

10.124.00. DRUG COURT RELEASE PROCEDURE: Inmates may be released from drug court. Facilities shall ensure the following procedures are adhered to:

- Court calendars shall identify drug court inmates
- Copies of their booking records shall be stapled to the dummy warrant
- Inmates personal property, clothing, and money shall be transported to the court
- Inmates ordered released by the court shall not be transported back to the housing facility

(Rev. 01/2020)

10.125.00. RELEASE FROM CUSTODY: When sufficient grounds for filing a criminal complaint do not exist, peace officers may submit a Direction for Release of Inmate from Custody and Release of Liability form (ASU#1400311) to release the inmate. Forms shall be submitted to bridge staff for processing. Inmates shall not be released using this form after they have appeared in court. Booking staff shall ensure the form is available to arresting officers and is completed, including the officer's signature. Faxed copies are acceptable. (Refer to P.C. 849(b)(1))

(Rev. 01/2020)

10.130.00. STATE HOSPITAL COMMITMENT RELEASES: The following procedures shall be followed when releasing an inmate to a state hospital:

10.100. INMATE RELEASE PROCEDURES:

- Inmates committed to state hospitals for mental competency are to be housed and released at West Valley Detention Center (WVDC)
- Out-of-county detainers shall be forwarded with the inmate to their designated state hospital.

When inmates are released to a state hospital, bridge staff shall send a copy of the inmate's booking jacket to the Records Division. The original booking jacket shall be kept for one year in a designated area on the WVDC bridge.

(Rev. 01/2020)

10.150.00. PRODUCE AND RETURN ORDERS: When inmates are requested in another county for trial or as a witness in a trial, an "order to produce" is issued. Only orders issued by a superior court shall be accepted. Inmates sentenced to state prison or in the Department's custody on a detainer shall not be removed. Agents taking custody of inmates shall have original court orders in their possession. When processing such orders, staff shall:

- Ensure inmates are processed as a release
- Note new location and return dates on booking jackets
- Update housing locations in JIMSnet
- Place original court orders and copies of detainers in the inmate's booking jacket
- Type a detainer or hold order, to include the date the inmate is to return for court appearances, and the adjusted outdate
- Give original detainers to the agent taking custody of the inmate

(Rev. 01/2020)

10.194.00. MANUAL RELEASES: In the event of computer or power failure, releases may continue at the shift supervisor's discretion. Staff shall:

- Verify information on booking jackets
- Verify the inmate's identity
- Compare fingerprints taken at intake to fingerprints taken at release
- Complete paperwork and booking jackets
- Locate the inmate's property tub using booking jacket information
- Issue a hand generated Detention Only Certificate if applicable
- Issue a Release Without Funds form (ASU#090201)

Staff shall store booking jackets in a storage container in numerical order until JIMSnet is restored and information is entered into JIMSnet.

(Rev. 08/2019)

10.100. INMATE RELEASE PROCEDURES:

10.194.05. CASH DRAWER CONTINGENCY PLAN: In the event of power or computer failure, inmate releases may continue. Facility Commanders/designees shall ensure policies and procedures are in place to facilitate releases during this time.

In instances when inmates cannot be issued funds from the Inmate Trust Account, staff shall provide them with a Release Without Funds form. The original form shall be placed in an administrative file and kept for 30 months and a copy shall be given to the inmate. (Refer to Facility Specific Procedures Manual)
(Rev. 01/2020)

10.200. BAIL INFORMATION:

205.00. BAIL TAKES PRECEDENCE: If bail is received while an own recognizance release is pending, but the inmate's status in JIMSnet has not been changed to DRU-OR release, bail shall take precedence.

(Rev. 03/2012)

208.00. JURISDICTIONS OUTSIDE CALIFORNIA: Bail shall not be accepted for jurisdictions outside of California.

(Rev. 03/2012)

210.00. BAIL ACCEPTANCE: Bail bond or cash bail is accepted for inmates in custody at any San Bernardino County Sheriff's booking facility. Bail shall be accepted for all bail able cases within the State of California, regardless of holds or detainers. All bail (bond and cash) shall be logged on a facility bail bond log. Penal Code Section 1269b(g) authorizes the release of a subject on bail. (Refer to Facility Specific Policy)

(Rev. 02/2019)

212.00. BAIL BONDS: Staff shall review bail bonds to ensure the information contained thereon is complete and accurate. A separate bond is needed for each booked case and/or hold. The validity of the bond is to be assessed based on the following criteria:

- The spelling of the name on the bond shall match the spelling on the booking application. Unidentified inmates (e.g. – "John or Jane Doe") are not accepted
- The booking number on the bond shall match the inmate's booking number
- The case number on the bond shall match the case number for the corresponding charge. If no case number is assigned the original Deputy Report (DR) number and the arresting agency must be listed
- The charge listed on the bond shall match the charge listed on the most current court paper work, or the booking application (if a case number has not been assigned). If the specific code subdivision is not listed, it is not necessary to return the bond to the bail agent for correction
- The court date on the bail bond shall be at least sixty days from the bond date if a case number has not been assigned. If the sixtieth day falls on a Friday or court holiday, assign the court date on the next appropriate date from the "Citing Agency Calendar" issued by the courts. When a case number has been assigned, the court date on the bond shall match the most current court paperwork, or the case dummy warrant
- The court jurisdiction listed on the bond shall match the jurisdiction of the corresponding charge, listed on the most current court paperwork
- Bail agent signatures shall be present
- A power of attorney shall be present for each bond
- The dollar amount on each bond (written and numerical) shall match the bail amount required for the corresponding charge
- The bond shall exhibit the correct date of issue

10.200. BAIL INFORMATION:

A bond shall not be accepted when it:

- Does not conform to the correct inmate bail information
- Is for more than one warrant or one open charge
- Has alterations or erasures on the bond
- Is in excess of the bond limit
- Has expired
- Is not executed by an insurer certified to transact surety insurance in this state
- Has not been notarized
- Is of doubted validity. The receiving employee shall advise a shift supervisor prior to taking any further action
- If person is identified as a "John or Jane Doe"

After verification the bond shall be processed.

Any submitted bond not meeting the above criteria shall be returned to the bail agent for corrections. Sheriff staff shall not alter, in any way, any portion of a bail bond. (Refer to Department Manual Section 3.472.10 and Facility Specific Policy)
(Rev 02/2019)

215.00. SPLIT BAIL BONDS: Bail may be in excess of the bond's maximum amount. Therefore, two or more bonds may be accepted to cover the bail, whether submitted by one or more bonding agencies.
(Rev. 02/2019)

220.00. ACCEPTABLE CASH BAIL PAYMENT: The types of payment acceptable for bail are: cash, a United States Postal money order, Western Union money order, or commercial financial institution cashier's check, in the exact amount, made payable to the San Bernardino County Trial Courts for all courts within San Bernardino County. Cashiers' checks shall have the banking institution's address printed on the checks and printed serial number that can be verified with the issuing bank. Out of county holds shall be processed once bail is posted for local charges.

Staff shall only accept commercial financial institution cashier's checks during routine banking hours of the bank issuing the check.

A shift supervisor shall verify the validity of the check with the banking institution prior to accepting it. Upon approval, staff shall make a photocopy, of the presenter's identification and file it in the inmate's booking jacket.

Any time bail is received in cash, money order, or financial institution cashier's check, the cash bail receipt shall be completed.
(Rev. 02/2019)

10.200. BAIL INFORMATION:

222.00. SELF-CASH BAIL: Inmates may self-cash bail with money in their Inmate Trust Account. The inmate shall complete and sign the Inmate Property/Money Release form (ASU#000301) requesting the release of the exact bail amount(s) and the jurisdictions(s) to which each bail shall be made payable. Self-cash bail shall be processed as a normal cash bail.

(Rev. 02/2019)

225.00. COMPLETING THE CASH BAIL RECEIPT: The cash bail receipt shall be completed as follows:

- All pending cases in JIMSnet shall be identified
- A separate cash bail receipt and a cash bail verification envelope shall be completed for each case

CHECK NO:	Leave blank
RECEIVED AT:	Name of the detention center
DATE:	Date the bail is accepted
AMOUNT RECEIVED:	Written and numeric
FOR:	An "X" is typed in the "BAIL" square
PAID BY:	Payment form
TOTAL:	Total bail required for this case
AMOUNT PAID THIS RECEIPT:	The total received
RECEIPT ISSUED BY:	Requires legible signature and employee number of the person accepting the bail
COURT FOR WHICH PAYMENT IS ACCEPTED:	The court of jurisdiction and address of the court
BAIL FORFEITED/APPEARANCE DATE:	The applicable box is checked "BAIL FORFEITED" based on information listed on the warrant. If the bail is forfeitable, no appearance date will be scheduled
APPEARANCE DATE:	Date and time the inmate is to appear in court
RECEIVED FROM:	Name and address of the person who posting the cash bail
DEFENDANT'S NAME:	The inmate's name
COURT CASE:	Warrant number, if any, otherwise this section is left blank
SHERIFF'S FILE NUMBER:	This section is left blank
JAIL NUMBER:	Inmate's booking number
DOB:	Inmate's date of birth
CHARGES:	Charges as listed on the most current paperwork

10.200. BAIL INFORMATION:

The person who paid the bail can agree to the bail being used to pay the fine by signing on the signature line. If they do NOT want the bail used for any portion of the fine, "REFUSED" shall be written on the signature line.

(Rev. 02/2019)

228.00. COMPLETING THE CASH BAIL VERIFICATION ENVELOPE: The cash bail verification envelope shall be completed as follows:

STATION NAME: Accepting facility's name
INMATE: Inmate's name
BOOKING NUMBER: Inmate's booking number
RECEIPT NUMBER: Pre-stamped cash bail receipt
DEPUTY/BAIL OFFICER: Employee name and employee number
accepting the cash

If the bail is in the form of cash, the amounts are written in. If the bail is in the form of a cashier's check or US postal money order, the check or money order printed serial number is written in and the amounts are totaled.

If the total of the bail is less than \$1,000 refer to Facility Specific Policy.

If the total bail is \$1,000 or more, a shift supervisor or fiscal clerk shall verify the amount. (Refer to Facility Specific Policy)

(Rev. 02/2019)

230.00. CASH BAIL RECEIPT DISTRIBUTION: Along with completing the below steps, staff shall make a copy of the Cash Bail Receipt for the inmate's booking jacket and give the original receipt to the person paying the bail. Staff shall place the yellow copy in the cash bail log book.

Cash Bail:

- Place the white and green copy along with any money into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the Fiscal Bail Box located in the fiscal office. For out-of-county bails, place a copy of the warrant abstract into the cash bail verification envelope

Cash Bails by Cashier's Check/Money Order:

- Place the white copy and the original cashier's check/money order into a sealed cash bail verification envelope. Place the bail verification envelope into a manila envelope and mail it to the designated court

10.200. BAIL INFORMATION:

- Staple the green copy to the copy of the cashier's check. A shift supervisor shall place the green copy and the copy of the cashier's check into the bail box located in the fiscal office

Part Cash and Part Cashier's Check/Money Order:

The check is payable to San Bernardino County Sheriff's Department (also applies to out of county cases)

- Place the white and the green copy along with the money and original cashier's check/money order into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the bail box located in the fiscal office. For out-of-county bails, place a copy of the warrant abstract into the cash bail verification envelope

It is not necessary to mail anything to the designated court. The Bureau of Administration will issue a check and mail it to the designated court.

Inmate Self-Cash Bail:

- Give the original receipt to the inmate
- Place the white and green copies along with the check into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the bail box located in the fiscal office. For out-of-county bails, place a copy of the warrant into the cash bail verification envelope

A file shall be maintained for cash bail receipt copies. The copies shall be arranged in numerical sequence. When cash bail is accepted, it is placed into a locked metal box. The box shall be delivered to the Bureau of Administration by the next business day when the amount of receipts (including cash, checks, and money orders) reaches \$1,000 or at least weekly if lesser amounts are collected.

(Rev. 02/2019)

235.00. VOIDED CASH BAIL RECEIPTS: Staff shall use the following procedures when voiding cash bail receipts:

- "VOID" shall be written across the front of the receipt
- Staff shall obtain a shift supervisor's approval prior to any bail transactions that are voided
- The staff member voiding the receipt shall sign their name, employee number, date and time under the word "void" and print their name under their signature
- Shift supervisors shall sign their name and employee number by the staff member voiding the bail receipt
- The yellow copy shall be placed in the cash bail log book

10.200. BAIL INFORMATION:

- The original, white and green copies shall be forwarded to a shift supervisor and placed into the bail box located in the fiscal office
- The receipt number, voided bail number and bail clerk name is written in the cash bail logbook. DO NOT DESTROY OR TEAR THE CASH BAIL RECEIPT

(Refer to Department Manual Section 3.472.25)

(Rev. 02/2019)

239.00 ACCEPTING BAIL FOR ANOTHER FACILITY: When bail is for an inmate housed in another facility, staff shall complete the following:

- Telephone the facility where the inmate is housed and verify the inmate is in custody on a bailable offense
- Confirm the required bail information is correct
- Forward a copy of the bond or cash receipt to the housing facility. A copy of the Bail Agent Request Form (ASU#100111) shall be forwarded to the housing facility if the bond is posted by a bail agent

(Refer to Bureau Policy Section 12.1740.15 and Facility Specific Policy)

(Rev. 02/2019 09/2016)

240.00. BAIL PROCEDURE: CALIFORNIA NATIONAL GUARD BENCH WARRANTS: Standard procedures shall be followed when dealing with California National Guard bench warrant bails with the following exceptions:

- Cash bails are not forfeitable
- "To be notified" shall be entered in the court appearance section
- The guardsman shall be told to report to his guard unit within 24 hours

(Rev. 04/2007)

265.00. BAIL AGENT ADVERTISING: Bail agents shall not give inmates any form of advertisement including business cards.

Copies of bail agent telephone lists shall be displayed in areas visible to inmates. Requests for placement on the list shall be submitted on company letterhead to West Valley Detention Center (WVDC) for review. Requests shall be routed through Support Services and lists shall be distributed to jail facilities after the bail agents have been verified. Staff shall conduct periodic verification checks of the contact information provided on the Bail Agent Request Form, specifically verifying the bail agent is employed by the named bail agency.

Violations of the law, department or facility policy shall be reported to the Facility Commander/designee and may result in the removal of the company from the bail agent telephone list.

10.200. BAIL INFORMATION:

Staff shall not recommend particular methods of bail or particular bail agents to inmates. (Refer to California Code of Regulations, Title 10, Chapter 5, Subchapter 1, Article 2, 2079 and 2079.1)

(Rev. 02/2019)

11.100. PHYSICAL HOUSING DESCRIPTIONS

120.00. RESTRICTIVE HOUSING DEFINITION: "Restrictive Housing" shall mean a placement that requires an inmate to be confined to a cell at least 22 hours per day for the safe and secure operation of the facility. (See American Correctional Association, "Restrictive Housing Performance Based Standards," (August 2016), p. 3)
(Add 04/2019)

120.05. RESTRICTIVE HOUSING CLASSIFICATIONS: All inmate classifications referred to as "Restrictive Housing" have been eliminated. Regardless of classification, any inmate not currently on discipline or Seriously Mentally Ill (SMI) shall receive twenty-one (21) hours per week of "tier time" and at least the minimum outside recreation time prescribed by Title 15, Section 1065.

Inmates may receive more tier time than the weekly allotted amounts when possible, between the completion of cleanup of the morning meal and lights out. The length of tier time may vary based on the number of inmates who will need to utilize the available showers, telephones, and automated kiosks.

In extraordinary circumstances, a supervisor may authorize less tier time than the weekly allotted amounts to ensure the safety and security of the facility, staff, and/or inmates. The scope and duration of the reduction in tier time will extend no further than necessary to address those extraordinary circumstances. When a supervisor authorizes a limitation on tier time, the authorizing supervisor shall ensure the date, time, and the reason for the limitation are recorded in the tier time log. The supervisor shall initial the log entry and notify the shift watch commander of the tier time limitation before the end of shift. The Facility Commander/designee must approve any tier time limitation which lasts longer than three (3) days.

The activities in a housing unit, such as sick calls, accu-checks, clothing exchange, commissary delivery, and disturbances, may, on occasion, interfere with the tier time schedule. Any unintentional or unplanned limitation of tier time which prevents custody staff from meeting the minimums outlined above shall be documented and reported to a supervisor. Staff and supervisors shall make reasonable efforts to ensure that the minimums are met.
(Add 04/2019)

120.10. DISCIPLINARY RESTRICTIVE HOUSING: The maximum disciplinary sanction will be 30 consecutive days of restrictive housing. Inmates receiving multiple discipline violations arising from a single incident shall be disciplined only for the most serious offense.

11.100. PHYSICAL HOUSING DESCRIPTIONS

Any inmate who is repeatedly returned to disciplinary restrictive housing, with no apparent change in behavior or substantial breaks between disciplines, will be assessed by a multi-disciplinary team which may include the facility Administrative or Operations Sergeant, a representative from the Centralized Classifications Unit (CCU), a representative from the Administrative Support Unit (ASU), and a mental health professional. This team will consider alternatives to disciplinary restrictive housing and develop an individualized plan for the inmate. This plan can include any combination of the following:

- Refer the inmate to mental health staff for evaluation, and consultation regarding possible interventions
- Refer the inmate to CCU for a classification review, and possible reclassification and relocation of the inmate to a different housing unit
- Consider imposing only non-restrictive housing disciplinary sanctions for minor violations on a temporary basis, and/or defer all restrictive housing disciplines for a period of approximately five (5) days
- Review the inmate's past grievances and requests to ensure there are no outstanding issues or patterns which may be contributing to the inmate's discipline issues
- Pursue any other individualized approach which may help to address the issue

(Add 04/2019)

120.15. RESTRICTIVE HOUSING AND INMATES WITH SERIOUS MENTAL ILLNESS: If and when mental health staff determine an inmate with a serious mental illness should be housed in some form of clinical segregation to facilitate safe and proper treatment of the inmate, staff shall accommodate that housing request, even where the requested clinical segregation would meet the definition of restrictive housing. This clinical segregation shall occur only pursuant to orders of mental health staff and shall continue only for as long as clinically indicated. A Qualified Mental Health Professional shall document an inmate is to be housed as Seriously Mentally Ill Lockdown ("SMIL") in the inmate's electronic health record, and this shall populate as a "Medical Alert" in the Jail Information Management System (JIMSnet) accessible to all staff.

(Add 04/2019)

120.20. RESTRICTIVE HOUSING CONDITIONS, PRIVILEGES, AND PROGRAMMING: Any cells used for restrictive housing shall meet the minimum standards as dictated by the Board of State and Community Corrections (BSCC).

The conditions, privileges and programming for inmates with serious mental illness who are segregated from the general population for any non-disciplinary reason shall be overseen by mental health staff.

11.100. PHYSICAL HOUSING DESCRIPTIONS

An inmate who is in restrictive housing due to discipline shall not be entitled to the same privileges and programming as other inmates during the term of the discipline.

(Add 04/2019)

130.00. MALE HOUSING UNIT DESCRIPTION: (Refer to Facility Specific Policy)

(Rev. 02/2019)

140.00. DORMITORY UNITS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

150.00. FEMALE HOUSING UNITS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

160.00. SHELTERED HOUSING: (Refer to Facility Specific Policy)

(Rev. 02/2019)

170.00. MEDICAL CLINIC HOUSING UNIT: (Refer to Facility Specific Policy)

(Rev. 02/2019)

11.105.00 ADMINISTRATIVE HOUSING: MULTI-DISCIPLINARY REVIEW COMMITTEE:

Any inmate who is repeatedly returned to Administrative Housing for either disciplinary or non-disciplinary reasons, with no apparent change in behavior or substantial breaks between disciplines, will be assessed by a multi-disciplinary team which may include the facility Administrative or Operations Sergeant, a representative from the Centralized Classification Unit (CCU), a representative from the Administrative Support Unit (ASU), and a mental health professional. This team will consider alternatives to Administrative Housing and develop an individualized plan for the inmate. This plan can include any combination of the following:

- Refer the inmate to mental health staff for evaluation and consultation regarding possible interventions.
- Refer the inmate to CCU for a classification review and possible reclassification and relocation of the inmate to a different housing unit.
- Consider imposing only non – Administrative Housing disciplinary sanctions for minor violations on a temporary basis and/or defer all Administrative Housing disciplines for a period of approximately five (5) days.
- Review the inmate's past grievances and requests to ensure no outstanding issues or patterns are contributing to the inmate's discipline issues.
- Pursue any other individualized approach which may help to address the issue, including behavioral incentives.

Additionally, the multi-disciplinary team shall:

- Examine classification reviews provided by CCU for inmates housed in Administrative Housing for non-disciplinary reasons after the first 30 days and every 30 days thereafter, with the goal of transferring them out of Administrative Housing.
- Develop a plan for rehousing inmates outside of Administrative Housing when placed there for non-disciplinary reasons, when the inmate's classification/behavior allows for rehousing.

(add 10/2023)

11.120.10. DISCIPLINARY ADMINISTRATIVE HOUSING:

The maximum disciplinary sanction will be 30 consecutive days of Administrative Housing. Inmates receiving multiple discipline violations arising from a single incident shall be disciplined only for the most serious offense. All inmates shall be provided access to material that describes general criteria as to conduct that will result in the assignment to restrictive housing.

A watch commander shall approve placing an inmate in Administrative Housing for disciplinary purposes. The watch commander shall consider the violation's severity, the institutional behavior associated with the inmate's classification, and prior discipline history before authorizing placement in Disciplinary Administrative Housing. Within 48 hours of placement in Administrative Housing, the discipline shall be reviewed by a Centralized Classification Unit (CCU) supervisor to ensure requirements are met for placement.

Disciplinary Administrative Housing shall be reserved for serious acts of violence only as outlined in the Discipline Matrix. When non-violent rule violations occur, staff shall utilize other means of discipline outside of Administrative Housing assignments (i.e., loss of commissary, television privileges, etc.). Housing units 1AH, 2AH, and FAH at the Central Detention Center shall be utilized for limited time frames of not more than 10 days only when the individual cannot be housed in any other disciplinary housing unit due to protective custody concerns and only with the approval of the facility commander.

Pre-discipline housing may be utilized in housing units identified by the Classification and Population Management Units, which must offer the same or similar amenities as the inmate's originating housing unit (access to standard privileges including out-of-cell time). Absent any objective evidence that an inmate participated in one or more of the criteria listed for Administrative Housing assignment, an inmate shall not be placed in Administrative Housing prior to discipline being implemented.

The Department shall not place inmates who are confirmed to be pregnant in disciplinary administrative housing. Inmates who have serious mental illness or a developmental or intellectual disability who are charged with a disciplinary offense that could be eligible for disciplinary administrative housing shall have their discipline considered according to Policy 12.2522.00, Mental Health Input into the Disciplinary Process for Inmates with Serious Mental Illness or Developmental or Intellectual Disability.
(add 10/2023)

11.200. HOUSING GUIDELINES

11.210.00. INMATE WORKERS: Inmate workers shall be housed separately from other inmates. (Refer to Bureau Policy Section 13.100.00)
(Rev. 02/2019)

11.215.00. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS IN HOUSING UNITS: Inmates with disabilities shall not be denied any programs, activities, or opportunities provided to other inmates based on their disabilities. Inmates with disabilities shall have the same responsibilities that other inmates have including, but not limited to, cleanliness and sanitation requirements, facility rules, and proper dress.
(Refer to Bureau Policy Section 18.066.00)
(Rev. 02/2019)

11.220.00. STAFF OF OPPOSITE GENDER ANNOUNCING PRESENCE IN INMATE HOUSING AREAS: Staff members of the opposite gender of the inmates in a housing area shall announce or have their presence announced when entering into the area.
(Add. 06/2013)

11.230.00. INMATE PRIVACY: Inmates shall have the ability to shower, use the restroom, and change clothing, without staff of the opposite gender viewing their breasts, buttocks, or genitalia. Exceptions are when accidental viewing is the result of:

- Exigent circumstances
- Safety or cell checks

(Rev. 09/2022)

11.240.00. TIER TIME: This refers to inmates that are out of their cell/bunk area and have access to a common area such as a day room, showers, telephones, kiosks or tier floor. Commissary, clothing exchange, outside recreation or meal service are not considered part of an inmate's tier time.

Staff shall allow any inmate not currently on discipline or Seriously Mentally Ill Lockdown (SMIL) to receive twenty-one (21) hours per week of "tier time".
Inmates shall not be required to participate in tier time.

Each facility shall implement a tier time program in accordance with inmate classification level and facility layout. (Refer to Facility Specific Procedures manual)
(Rev. 09/2022)

11.245.00. LIGHTS OUT: Lights out at all facilities are generally 2200 hours Sunday through Thursday nights and 2300 hours on Friday, Saturday and

11.200. HOUSING GUIDELINES

non-court nights. (Refer to Facility Specific Procedures manual)
(Rev. 09/2019)

11.250.00. DEFACING COUNTY PROPERTY: Inmates shall not write on, paste pictures on, or deface walls or windows.
(Rev. 04/2008)

11.260.00. RESTRICTED AREA: Inmate restricted areas are designated by red lines painted on the floors. Inmates shall enter and exit these areas only when instructed to do so by staff. (Refer to Facility Specific Procedures manual)
(Rev. 09/2019)

11.270.00. DRYING CLOTHING: Inmates shall not be permitted to hang items from the bunks, cell bars and/or dayroom bars as to prevent staff from observing any portion of the inmate or cell.
(Rev. 04/2008)

11.290.00. DRESS: Inmates shall be fully dressed when leaving the housing area wearing:

- Outer shirt
- Undergarments (t-shirt, briefs, brassiere)
- Pants (no rolling up higher than necessary to prevent walking on the hem/cuff, waist band at proper height)
- Shoes
- Socks (not to be worn with shower shoes)

Inmates may be allowed to enter the dayroom without wearing an outer shirt at the staff's discretion. Inmates shall only be allowed to wear shower shoes while walking to and from the shower area and while showering.
(Rev. 09/2022)

11.295.00. CLEANLINESS AND SANITATION REQUIRED: Bunks shall be kept neat. Absent exigent circumstances, inmates shall be permitted to shower at least every other day and more often if possible. If showering is not permitted, it shall be approved by the Facility Commander/designee, and the reason(s) why showering was not available shall be documented.
(Refer to Title 15, Section 1266)
(Rev. 09/2022)

11.297.00. TOILET PAPER: Staff shall ensure a sufficient supply of toilet paper is maintained at each housing unit.

11.200. HOUSING GUIDELINES

Inmates identified as "hoarding" toilet paper supplies may be subject to discipline.

Staff shall investigate complaints of inadequate supplies of toilet paper and issue additional supplies as necessary.

Shakedowns of housing units suspected of hoarding shall be conducted as authorized by a shift supervisor. Excessive toilet paper shall be removed from housing units. (Refer Bureau Policy Section 6.900.15 and Facility Specific Procedures manual)

(Rev. 09/2019)

11.299.00. FEMALE PERSONAL HYGIENE ITEMS (Female Housing Only): Staff shall ensure a sufficient supply of sanitary napkins, panty liners and tampons are maintained in the female housing units. Personal hygiene items shall be issued within the first 12 hours of the inmates housing assignment.

Staff shall not require proof if inmates need hygiene products in order to supply them. Each menstruating female inmate shall be provided with sanitary napkins, panty liners, and tampons, as requested, with no maximum allowance. Individual inmates determined to be hoarding sanitary napkins, panty liners and tampons or using the products for purposes other than personal hygiene may be subject to discipline.

(Refer to Title 15, Section 1265)

(Rev. 09/2022)

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

310.00. UNIVERSAL PRECAUTIONS: Staff shall use universal precautions when dealing with inmates. (Refer to the Bloodborne Pathogens Exposure Control Plan)
(Rev. 02/2019)

310.02. DISPOSABLE SURGICAL MASKS: Staff shall require inmates, identified by Health Services staff and suspected or known to have airborne communicable diseases, to wear surgical masks while outside their cells. Masks shall cover the mouth and nose areas. (Refer to Facility Specific Policy)
(Rev. 02/2019)

312.00. CONTAMINATED CLOTHING: Issued clothing or bedding known to be contaminated with lice or scabies shall be stored in sealed bags for a minimum of 14 days to eradicate or stop the spread of lice or scabies. After the 14 days, items shall be washed in 130° F water and heat-dried.

Inmate's personal clothing contaminated with lice or scabies shall be sealed in a bag and placed on their property. If inmates with such clothing are released prior to the 14 day time period, staff shall supply inmates with indigent clothes to change into and shall give the inmates their sealed clothing. Staff shall instruct inmates not to open bags until off the facility.

Yellow plastic bags: Staff shall ensure inmates place clothing and linens contaminated with lice, scabies, urine, vomit, or small amounts of blood, or other contaminants in yellow plastic bags. Staff shall indicate on the bags the contaminant, along with the date, and forward the bags to laundry. Laundry staff shall ensure such items are laundered as previously described.
(Rev. 02/2019)

315.00. BIOHAZARDOUS WASTE: Biohazardous waste includes but is not limited to:

- Waste requiring isolation precautions
- Items soggy, dripping, caked or flaking with blood
- Feces

Staff shall ensure disposal of biohazardous waste items that penetrate protective covers. Such items include but are not limited to mattresses and pillows.

Biohazardous waste shall be placed in red plastic biohazardous contamination bags. Bags shall be impervious to moisture and have sufficient strength to preclude ripping, tearing, or bursting under normal conditions of usage and handling and labeled biohazardous waste. Staff shall dispose of bags in biohazard waste containers. (Refer to the Department of Health and Human

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

Services Centers for Disease Control and Prevention Article 13, Section 1264,
California Medical Waste Management Act (California Health and Safety Code
Sections 117600-118360) and Facility Specific Policy)
(Rev. 02/2019)

11.500. OBSERVATION AND SPECIALTY CELL LOGS

11.501.00. SAFETY CHECKS: Facility Commanders shall ensure a sufficient number of staff are on duty to conduct at least hourly safety checks of inmates. Safety checks shall include direct visual observation at random times and complete documentation of the observations on the log. The intent of the safety checks is to account for the presence of inmates and to look for signs of observable distress or trauma. Safety staff shall conduct hourly safety checks and make direct visual observations of each cell, dorm/bunk areas, restrooms, showers and other areas where inmates could be located within their assigned housing areas. Special attention shall be paid to those areas hidden from staff's routine view. Safety checks are official documents and shall be documented accurately, including any signs of distress at the time of the safety check.

Staff may enter the room, dorm, cell or specialty cell occupied by any arrestee/inmate of the opposite sex without the company of an employee of the same sex as the arrestee/inmate if there is a medical emergency or exigent circumstance. Staff of the opposite gender shall announce their presence while entering the area in accordance with Bureau Policy Section 11.220.00.

Initiating logs: Housing cell logs shall be used to document the observation of inmates.

Safety staff: When using the computer-generated housing safety check system, safety staff shall use their assigned log-in information.

Professional staff: When using the computer-generated housing safety check system, professional staff shall use the assigned housing unit log-in information and document which safety staff member performed the safety check.

Electronic logs: Computer-generated housing safety check logs shall be saved, and a new log generated every 24 hours at 0001 hours. Staff shall ensure the required information entered on the logs is complete and accurate.

Paper observation logs: If the computer-generated housing safety check system is unavailable, staff shall ensure the required information is entered on a paper observation log. Logs are to be complete and accurate, legible and written in black ink ballpoint pen. Paper observation logs shall be replaced every 24 hours at 0001 hours and routed per the Facility Specific Procedures Manual.

Shift supervisors: Shift supervisors shall conduct visual checks of the housing units they are assigned at least once per shift.

Shift supervisors shall check the computer-generated housing safety logs for completeness daily. Shift supervisors shall audit two (2) safety checks conducted by the prior shift. Audits shall include review of the safety check and applicable

11.500. OBSERVATION AND SPECIALTY CELL LOGS

video footage to ensure the safety check was documented and completed properly. Policy or training issues shall be handled in accordance with Department Policy.

Shift supervisors shall document the safety check with their initials, employee number and time of the check when paper observation logs are used, and the electronic log system is unavailable.

(Rev. 1/2023)

11.501.10. DELAYED SAFETY CHECKS: Safety staff shall ensure no more than a 60-minute lapse between safety checks. Staff shall give advance notice to a shift supervisor when a log entry is anticipated to be delayed within the required 60 minutes. Safety staff shall document the reason for any delayed safety check either in the comment section of the computer-generated log or on the paper observation log or on an inter-office memorandum per the Facility Specific Procedures Manual. Safety staff shall include the reason for the delay as well as the date and time.

When circumstances necessitate a delay in a safety check and the log entry, safety staff shall make every reasonable effort to resume the safety checks and log entries as soon as practical.

Safety staff are encouraged to make additional safety checks and log entries whenever they are present in a monitored area throughout the course of their duties.

(Rev. 11/2019)

11.520.00 SPECIALTY CELL CHECKS: The applicable Specialty Cell Log form shall be used in specialty cell locations and shall be used to document the observation of inmates. Staff shall use the appropriate log for the cell used along with the Specialty Cell Log Continuation page (ASU#191208).

Specialty cell logs shall be collected as inmates are cleared for booking or housing. Original specialty cell logs shall be placed in the inmate's booking jacket and copies shall be routed per Facility Specific Procedures Manual.

(Refer to Title 15, Sections 1006 and 1027, and Facility Specific Procedures Manual)

(Rev. 04/2020)

11.521.00. SOBERING CELL: Sobering cells shall be used to hold only those inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Such inmates shall not be placed in the same cell with any other inmate except those who are sobering.

(Rev. 12/2010)

11.500. OBSERVATION AND SPECIALTY CELL LOGS

11.521.05. SOBERING CELL CHECKS: Safety staff shall conduct random direct visual observation of arrestees placed on sobering at least once every 30 minutes and note observations on the Sobering Cell Log (ASU#191205).
(Rev. 04/2020)

11.521.08. INTOXICATION ASSESSMENT: If an arrestee is determined to be under the influence of drugs and/or alcohol during the intake health screening and appears to be a threat to their own safety or the safety of others, they shall be further evaluated by a Qualified Healthcare Professional (QHP).

Arrestees may be placed in a sobering cell by safety staff. A QHP may also recommend an arrestee be placed in a sobering cell.

An initial medical evaluation shall be completed by a designated QHP upon placement in a sobering cell and at least every four (4) hours thereafter. In no case shall an arrestee remain in a sobering cell longer than four (4) hours without an evaluation by a QHP.
(Refer to Health Services Division Operational Procedure Manual, Section 303)
(Rev. 1/2023)

11.521.10. SOBERING CELL PLACEMENT PROCEDURES: Staff shall notify a shift supervisor when arrestees are placed in sobering cells. Staff shall inventory the arrestee's property and money and the arresting officer shall sign for it after the arrestee is placed in the sobering cell. Staff shall write "refused to sign" when arrestees refuse to sign their booking paperwork, and "unable to sign" when arrestees are unable to sign booking paperwork. Arrestees' shoes shall be removed and tagged with the arrestee's name and booking number in accordance with Facility Specific Procedures Manual. Arrestees' clothing shall be noted on the Sobering Cell Log for identification purposes.
(Rev. 07/2022)

11.521.15. SOBERING CELL: SUPERVISOR AND QUALIFIED HEALTHCARE PROFESSIONAL (QHP) REVIEW: Staff shall ensure arrestees not remain in the sobering cell longer than four (4) hours without an evaluation by a QHP.
(Rev. 1/2023)

11.521.17. SOBERING CELL DURATION: Arrestees shall be removed from the sobering cell and placed in a regular booking cell as soon as they indicate an ability to continue with the booking process. A Qualified Healthcare Professional (QHP) shall medically clear inmates prior to removal from the sobering cell.
(Refer to Health Services Division Operational Procedure Manual 303)
(Rev. 1/2023)

11.500. OBSERVATION AND SPECIALTY CELL LOGS

11.522.00. SUSPENDED BOOKING: Temporary holding cells shall be used to hold arrestees who are argumentative, unwilling, or refuse to comply with the booking process and are not in need of the protective environment of the sobering cell, or the more restrictive control of restraints or the safety cell. Such arrestees shall not be placed in the same cell with any other arrestees.

(Rev. 11/2019)

11.522.05. SUSPENDED BOOKING CELL PLACEMENT PROCEDURES: Staff shall notify a shift supervisor when arrestees are placed on suspended booking. Staff shall complete the Receiving Screening form prior to placement in a suspended booking cell. Staff shall notify a Qualified Healthcare Professional (QHP) upon placement in a suspended booking cell. Staff shall inventory the arrestee's property and money and the arresting officer shall sign for it after the arrestee is placed into the suspended booking cell. Staff shall write "refused to sign" when arrestees refuse to sign their booking paperwork.

(Rev. 07/2022)

11.522.10. SUSPENDED BOOKING CELL CHECKS: Safety staff shall conduct random direct visual observation of arrestee placed on suspended booking at least once every 60 minutes and note observations on the Suspended Booking Log (ASU#191211).

(Rev. 04/2020)

11.522.15. SUSPENDED BOOKING CELL, SUPERVISOR AND QUALIFIED HEALTHCARE PROFESSIONAL (QHP) REVIEW: Shift supervisors shall evaluate all suspended bookings every four (4) hours. Shift supervisor's observations shall be noted on the suspended booking log. Arrestees shall not remain in suspended booking longer than eight hours without an evaluation/consultation by a QHP.

(Rev. 07/2022)

11.522.17. SUSPENDED BOOKING CELL DURATION: Arrestees shall be removed from the suspended booking cell and continue with the booking process as soon as they indicate a willingness and ability to continue with the booking process. A Qualified Healthcare Professional (QHP) shall medically clear inmates prior to removal from the suspended booking cell. (Refer to Health Services Division Operational Procedure Manual 320)

(Rev. 1/2023)

11.523.00. SUICIDE OBSERVATION CELL: Suicide observation cells shall be used to house only those inmates who are a threat to their own safety or the safety of others. Inmates shall be housed on suicide watch only with approval of a Qualified Healthcare Professional (QHP) or a Qualified Mental Health Professional (QMHP) and a shift supervisor. Inmates that require suicide watch housing shall

11.500. OBSERVATION AND SPECIALTY CELL LOGS

be transferred to an approved Type II facility for evaluation and appropriate housing as soon as possible, but no later than four (4) hours.

Inmates on suicide watch shall not have access to any sharp objects such as razors or pencils or any other items that may be used in a suicidal manner (e.g., plastic bags, shoelaces, sheets, etc.).

Safety staff shall complete a Strip Search Authorization form (ASU#020402) prior to removing the inmate's clothing. Inmates shall be provided with a safety/suicide gown, safety/suicide mattress and safety/suicide blanket. During mealtimes inmates shall be provided a disposable paper utensil.

A shower shall be offered for inmates in the suicide observation cell every 24 hours. Staff shall document when an inmate accepts or refuses a shower on the specialty cell log. If the inmate displays unusual or concerning behavior, staff shall consult with a QHP, a QMHP and a shift supervisor prior to providing the shower.

Safety/suicide gowns and safety/suicide blankets shall be laundered after each use. Mattresses shall be sanitized after each use. (Refer to Facility Specific Procedures Manual)
(Rev. 1/2023)

11.523.05. SUICIDE OBSERVATION CELL CHECKS: Safety staff shall conduct random direct visual observations taking into consideration any visual obstructions such as a pony wall. Suicide observation cell checks shall be conducted at least every 15 minutes and observations shall be noted on the Suicide Watch Log (ASU#191201).
(Rev. 1/2023)

11.523.10. SUICIDE OBSERVATION CELL MENTAL HEALTH EVALUATION: Staff shall ensure a mental health evaluation is conducted within 12 hours of placement in the suicide observation cell, and every 24 hours thereafter. A Qualified Mental Health Professional (QMHP) shall be responsible for determining when inmates are medically cleared to be removed from the suicide observation cell. (Refer to Title 15, Section 1219)
(Rev. 07/2022)

11.523.15. MENTAL HEALTH OBSERVATION CELL: Mental Health observation cells shall be used to house only those inmates who are identified as a potential threat to their own safety or the safety of others. Inmates shall be housed on mental health observation only with approval of a Qualified Healthcare Professional (QHP)/Qualified Mental Health Professional (QMHP) and a shift supervisor.

11.500. OBSERVATION AND SPECIALTY CELL LOGS

Safety staff shall complete a Strip Search Authorization form (ASU#020402) prior to removing the inmate's clothing. Generally, inmates shall be provided with a safety/suicide gown, safety/suicide mattress and safety/suicide blanket unless otherwise specified by a QHP/QMHP. During mealtimes inmates shall be provided a disposable paper utensil unless otherwise specified by a QHP/QMHP.

Inmates in a mental health observation unit shall not have access to any sharp objects such as razors or pencils or any other items that may be used to engage in self-harm (e.g., plastic bags, shoelaces, sheets, etc.).

Safety staff shall conduct random direct visual observations taking into consideration any visual obstructions such as a pony wall. Mental health observation cell checks shall be conducted at least every 15 minutes and observations shall be noted on the Mental Health Observation Log (ASU#210309).

A QMHP shall ensure a mental health evaluation is conducted within 12 hours of placement in the mental health observation cell, and every 24 hours thereafter. A QMHP shall be responsible for determining when inmates are medically cleared to be removed from the mental health observation cell.

Inmates identified by a QHP/QMHP and documented and distributed to staff on a Housing Assignment form (medical chrono), may have access to specified inmate programming as designated by a QHP/QMHP.

A shower shall be offered for inmates in the mental health observation cell every 24 hours. Staff shall document when an inmate accepts or refuses a shower on the specialty cell log. If the inmate displays unusual or concerning behavior, staff shall consult with a QHP/QMHP and a shift supervisor prior to providing the shower.

Safety/suicide gowns and safety/suicide blankets shall be laundered after each use. Mattresses shall be sanitized after each use. (Refer to Facility Specific Procedures Manual)
(Rev. 1/2023)

11.524.00. SAFETY CELL: Safety cells shall be used to house only those inmates who display behavior that result in the destruction of property or reveals intent to cause physical harm to self or others. The safety cell shall not be used for punishment.
(Rev. 05/2016)

11.524.05. SAFETY CELL CHECKS: Safety staff shall conduct random direct visual observation taking into consideration any visual obstructions such as a pony wall. Safety cell checks shall be conducted at least every 15 minutes and observations shall be noted on the Safety Cell Log (ASU#191203).

11.500. OBSERVATION AND SPECIALTY CELL LOGS

(Refer to Title 15, Section 1055)
(Rev. 1/2023)

11.524.10. SAFETY CELL PROCEDURES: Water shall be offered to inmates hourly and at mealtime. Staff shall document when inmates accept or refuse food and/or fluids on the Safety Cell Log. During mealtimes, inmates shall be provided a disposable paper utensil. Inmates shall be provided with a safety/suicide gown, safety/suicide mattress and a safety/suicide blanket. Safety staff shall complete a Strip Search Authorization form prior to removing the inmate's clothing.

Inmates in a safety cell shall be offered out of cell restroom access when it is safe and not a threat to staff. Staff shall document when inmates are offered out of cell restroom access on the Safety Cell Log.

A shower shall be offered for inmates in the safety cell every 24 hours. Staff shall document when inmates accept or refuse a shower on the Safety Cell Log. If the inmate displays unusual or concerning behavior, staff shall consult with a Qualified Healthcare Professional (QHP)/Qualified Mental Health Professional (QMHP) and a shift supervisor prior to providing the shower.

The safety cell shall be cleaned daily, while in use and immediately following the removal of an inmate.

Safety/suicide gowns and safety/suicide blankets shall be laundered after each use. Safety/suicide mattresses shall be sanitized after each use. (Refer to Title 15, Section 1055 Facility Specific Procedures Manual and Health Services Division Operational Procedure Manual 300 and 300.05)
(Rev. 1/2023)

11.524.15. SAFETY CELL: SUPERVISOR AND QUALIFIED HEALTHCARE PROFESSIONAL (QHP)/QUALIFIED MENTAL HEALTH PROFESSIONAL (QMHP) REVIEW: Inmates shall be placed in a safety cell with the approval of the Facility Commander/designee or a QHP/QMHP. Collaboration for initially placing an inmate in the safety cell shall be conducted between the Facility Commander/designee and a QHP/QMHP. A shift supervisor shall review continued retention, or a QHP/QMHP, every four (4) hours. Staff shall ensure an evaluation is conducted within 12 hours of placement in the cell, and every 24 hours thereafter, by a QHP/QMHP. A QHP/QMHP shall be responsible to medically clear inmates for removal from the safety cell. (Refer to Health Services Division Operational Procedure Manual 318 and Title 15, Section 1055)
(Rev. 07/2022)

11.526.00. WATER SHUT OFF CHECKS: Shift supervisors and a Qualified Healthcare Professional (QHP) shall be advised when the water is shut off in cells for more than one hour. Safety staff shall ensure inmates are medically assessed

11.500. OBSERVATION AND SPECIALTY CELL LOGS

no later than four (4) hours from the time the water is shut off. Safety checks shall be conducted at least hourly through direct visual observation, with the exception of specialty cells. Specialty cells shall be checked at the durations stated elsewhere. Water and toilet facilities shall be offered during safety checks. Water shall not be shut off as a form of discipline. Observations shall be documented on the housing observation log and in the housing pass down log.

(Rev. 1/2023)

11.540.00. MAINTAINING AND DISPOSING OF LOGS: Facility commanders/designees shall ensure the disposal and shredding of logs, when it is decided shredding is appropriate, is done on site or at the County Record Storage and Destruction Service.

Copies of logs shall be maintained at each facility.

(Rev. 11/2019)

11.545.00. PRESERVATION OF VIDEO OR OTHER TYPES OF ELECTRONIC IMAGING SYSTEM RECORDS: The use of video cameras, or other types of electronic imaging systems shall be authorized and encouraged in situations having potential to generate inmate complaints or criminal investigations. Such situations include, but are not limited to, contact with a hostile or uncooperative inmate, placing an inmate on discipline, or an inmate providing information that may lead to a criminal investigation.

Original video or other imaging system records shall be retained in accordance with California Code of Civil Procedures Section 352.1(a), Senate Bill 688 and Bureau Policy Section 11.550.00.

(Rev. 11/2019)

11.550.00. LENGTH OF MAINTENANCE LOGS AND FORMS: Logs, forms, and recorded images shall be stored for the minimum period listed below. Logs and reports pertinent to an unresolved civil action shall be retained until the Civil Liabilities commander authorizes their destruction.

SECURITY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Administrative Housing Logs	Daily	Admin	36 months
Audit and Inspection Logs	Monthly	Admin	36 months
Back Gate Logs	End of Shift	Admin	90 days
Bar Code Exception Logs	End of Shift	Admin	36 months
Bar Code Observation Log	End of Shift	Admin	36 months
Contraband Log	Monthly	Admin	36 months
Daily Count Sheets	Daily	Admin	36 months

11.500. OBSERVATION AND SPECIALTY CELL LOGS

Discipline Reports	End of Shift	Admin	36 months
Employee Meal Log	Daily	Admin	36 months
Grievances/Grievance Appeals	End of Shift	Admin	36 months
Inmate Activity Log	Daily	Admin	6 months
Inmate Refusal to Attend Court	On Completion	Admin	36 months
Inmate Grievance Report Logs	Annual	Admin	60 months
Inmate Injury Report Logs	Annual	Admin	Indefinite
Inmate Injury Reports	End of Shift	Admin	36 months
Intake Activity Log	Monthly	Admin	90 days
Restrictive Diet Log	Weekly	Admin	36 months
Jail Discipline Report Logs (JDR)	Annual	Admin	Indefinite
Key Control Inventory	Monthly	Admin	90 days
Legal Mail Logs	Daily	Admin	36 months
Official Visiting Log	Monthly	Admin	Indefinite
Outdoor Recreation Logs	Daily	Admin	12 months
Phone Logs	Monthly	Admin	6 months
Pre-Sentence Release Agreement	On Completion	Admin	36 months
Release Cancellation Logs	Daily	Admin	90 days
Request for Facility Tour	On Completion	Admin	36 months
Safety Checks	Daily	Admin	36 months
Safety Cell Logs	Daily	Admin	36 months
Search Logs	Monthly	Admin	36 months
Segment Logs (Tier Logs)	Daily	Admin	90 days
Shakedown Logs	End of Shift	Admin	90 days
Shift Roster	End of Shift	Admin	36 months
Sobering Cell Logs	Daily	Admin	36 months
Strategic Response Team (SRT) Activation	On Completion	Admin	36 months
Strip Search Authorization	On Completion	Admin	36 months
Suicide Cell Logs	Daily	Admin	36 months
Suspended Booking Logs	Completion of Booking	Admin	36 months
Temporary Operating Procedure (TOP)	On Completion	Admin	36 months
Unit Checklist Log	Monthly	Admin	36months
Video Tapes/Other Electronic Imaging System Records (Not Retained as Evidence)	Daily	Admin	24 months
Watch Commander Logs	Daily	Admin	Indefinite

11.500. OBSERVATION AND SPECIALTY CELL LOGS

CULINARY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
4 Week Inmate Menu Cycling	On Completion	Culinary	36 months
Medical Diets (Patients)	On Completion	Culinary	36 months
Nutritional Analysis	On Completion	Culinary	36 months
Fiscal Accounting	On Completion	Culinary	7 years

TRANSPORTATION

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Pull Notice (DMV)	On Completion	Transportation	1 yr. after employee leaves
DMV Class 3 Testing Material	On Completion	Transportation	3 yr. after employee leaves
Vehicle Inspection Logs	On Completion	Transportation	90 days
Court Calendars	Court Days	Transportation	5 years
Credit Card Statements	As Received	Transportation	15 years
Daily Log	Daily	Transportation	5 years
Driver's Log	On Completion	Transportation	5 years
Duty Call Memos	On Completion	Transportation	5 years
Duty Schedules	On Completion	Transportation	5 years
Inmate Movement Manifest	On Completion	Transportation	5 years
Month/Year End Statistics	As Required	Transportation	5 years
North Run Manifest	On Completion	Transportation	5 years
Out of County Manifest	On Completion	Transportation	5 years
Produce & Return Order Logs	On Completion	Transportation	5 years
State Prison Manifest	On Completion	Transportation	5 years
Teletypes	As Received	Transportation	5 years
Vehicle Maintenance Reports	On Completion	Transportation	Life of the Vehicle

ADMINISTRATION

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Authorization to Withhold Internet Booking Information	On Completion	Admin	60 months
Consent and Release Form: Minors Touring Jail Facilities	On Completion	Admin	36 months
Inmate Hospital Billing	Daily	Admin	36 months
Medical Budget	Yearly	Admin	36 months
Facility Inspection Forms	Weekly	Admin	36 months

11.500. OBSERVATION AND SPECIALTY CELL LOGS

FISCAL

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Fiscal Trans/Records	Daily	Admin	36 months
Inmate Ledgers	Daily	Admin	36 months
Release Papers	Daily	Admin	36 months
Transaction Reports	Daily	Admin	36 months
Transfer Reports	Monthly	Admin	36 months

MEDICAL

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Controlled Substance Count	On Completion	Pharmacy	5 years
Flu Vaccine Log	On Completion	Medical	10 years
Key Control	Monthly	Admin	36 months
Medical Jacket	On Completion	Medical	7 years

MAINTENANCE/WAREHOUSE/LAUNDRY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Bus Wash Lab Reports	On Completion	Maintenance	Indefinite
Environmental Health	On Completion	Maintenance	Indefinite
Fire Inspection	On Completion	Maintenance	Indefinite
Interoffice Memos	On Completion	Maintenance	36 months
Laundry Reports	On Completion	Support Services	36 months
Maintenance Logs	On Completion	Maintenance	36 months
Maintenance Request	Daily	Maintenance	36 months
Supply Request	Daily	Supply	36 months

(Rev. 1/2023)

11.560.00. ADMINISTRATIVE HOUSING OBSERVATION LOGS:

(Refer to Facility Specific Procedures Manual)

(Rev. 11/2019)

11.570.00. ADMINISTRATIVE HOUSING LOG AUDIT:

(Refer to Facility Specific Procedures Manual)

(Rev. 11/2019)

11.700. MEAL SERVICE

11.740.00. MEAL SERVICE PROCEDURES: The Facility Commander/designee shall establish written procedures for meal service outlined in their Facility Specific Procedures Manual.

At minimum, these procedures shall address:

- Meal Service for enroute bookings, court returns, hospital returns and doctor visit returns

(Rev. 01/2020)

11.750.00. MEAL SERVICE REQUIREMENTS: Meals shall be served three times in a 24-hour period, exceptions shall be made for religious diets and disciplinary restrictive diets. At least one of these meals shall include hot food.

If more than 14-hours pass between meals, supplemental meals shall be served. Additionally, supplemental meals shall be served in less than the 14-hour period for inmates on medical diets requiring more than three meals.

Meals delivered to the housing units via chow carts, shall be served no later than 20 minutes from the time the meals have arrived. Once the food trays are delivered to the housing unit, safety staff shall prepare for the delivery of the meals. The expectation is for the meal to be delivered promptly. If this process needs to be delayed longer than 20 minutes, a supervisor shall be notified for approval.

Meals shall be served only under the immediate supervision of a staff member. (Refer to Title 15, Sections 1240 and 1246, California Retail Food Code Section 114000(a)(2) and Facility Specific Procedures Manual)
(Rev. 01/2020)

11.760.00. MEAL SERVICE GUIDELINES: The following guidelines shall be implemented in each facility's meal service procedures:

- Safety staff shall conduct a visual inspection of all inmates during meal service. Inmates who eat in cells shall stand at the door prior to meal service. Safety staff shall visually check each inmate for any medical or behavioral problems. Inmates who eat in dayrooms or chow halls shall leave their bunks and line up for meal service. Safety staff shall visually check that all inmates have left their bunks. After the inspection, an inmate who does not wish to eat may return to their bunk or cell
- Inmates shall be allowed a minimum of 15 minutes to eat
- Those inmates with physical ailments or conditions that prevent them from eating within the 15 minute guideline, shall be given additional time

11.700. MEAL SERVICE

- to finish. If necessary, they will be placed at a designated "slow eaters" table
- Inmates prescribed a medical/religious meal shall be given their meal service first
 - Inmates who refuse to eat their medical meal shall be offered a regular food tray. Safety staff supervising the meal service process shall write "refused" on the medical meal slip with the deputy's name, employee number, date and time. The medical meal slip shall be sent to Health Services
 - Health Services staff shall evaluate each inmate who refuses to eat their medical meal on a consistent basis
 - Inmates who refuse to eat their religious meal shall not be offered a regular food tray. The religious meal slip does not need to be signed by the inmate or completed by safety staff. Inmates shall remain on their religious meal until they request for removal or until they violate the religious meal agreement.
 - Safety staff supervising the meal service process shall ensure all meal service implements are returned when the meal is finished
 - Those inmates within any type of specialty cell such as Suicide or Safety cell shall be served a meal contained in a Styrofoam container to reduce the danger to themselves or others as well as be provided a disposable paper utensil.

Staff shall refer to Bureau Policy Section 12.2652.00 when inmates refuse their religious meal and consume foods not consistent with their religious meal. (Refer to Title 15, Sections 1240 and 1248 and Nursing Operational Procedure 328) (Rev. 03/2021)

11.770.00. INMATE FOOD HANDLERS: Prior to assuming their food service assignment, all kitchen inmate workers shall:

- Be examined and cleared by Health Services staff
- Within two weeks, successfully participate in and receive a Certified Food Worker Card

To comply with California Retail Food Code Sections 113953.3-113978, food handlers shall:

- Wear clean, washable outer garments which shall be changed daily
- Wash hands and arms with cleanser and warm water immediately after using toilet facilities and before commencing work and at such other times as are necessary to prevent contamination of food

11.700. MEAL SERVICE

- Wear hairnets, caps or other coverings to confine all hair. Inmate food handlers shall secure long hair back with authorized material prior to donning the hair covering
- Wear disposable gloves when preparing or serving any food items even if the meal is not going to be cooked or served immediately
- Use tongs or other implements rather than hands
- Not handle food or utensils while having open cuts or sores
- Not enter or work in the kitchen if suffering from a communicable disease
- Refrain from spitting or using tobacco in any form in any area where food is prepared, served, stored or utensils are cleaned or stored
- Not commit any act which may result in contamination or adulteration of any food, food contact surface or utensil

(Refer to Title 15, Section 1230, Bureau Food Services Manual Section 18.600 and California Retail Food Code Sections 113953.3-113978)

(Rev. 01/2020)

11.780.00. MISSING UTENSILS: If a staff member has reason to believe an inmate has kept a food utensil, safety staff shall notify a shift supervisor after all attempts to locate the missing utensil have failed.

(Rev. 07/2019)

11.790.00. HUNGER STRIKE: Safety staff shall notify Health Services when any inmate refuses to eat for more than 48 hours or states that they are on a hunger strike. (Refer to Health Services Operational Manual 328.1)

(ADD. 07/2019)

11.800. INMATE CLOTHING AND BEDDING

11.810.00. ISSUED CLOTHING AND BEDDING: (Refer to Facility Specific Procedures)
(Rev. 12/2020)

11.810.05 SMI AND SMIL BLANKETS: SMI and SMIL inmates will be issued two (2) safety blankets for their safety. SMI and SMIL inmates shall not be issued a mattress cover or sheet. Both blankets shall be exchanged once in a seven-day period.
(Rev. 12/2022)

11.815.00. ISSUED CLOTHING: All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression. Issued clothing shall include but is not limited to, socks footwear, outer-garments, and under-garments. (Refer to Title 15, Sections 1260 and 1262)
(Rev. 12/2022)

11.830.00. STANDARD CLOTHING ISSUE: Inmates shall be issued:

- One (1) shirt and one (1) pair of pants
- Male inmates receive one (1) pair of underwear
- Female inmates receive two (2) pairs of underwear, two (2) bras and a numbered laundry bag
- Transgender and intersex inmates shall be issued two (2) bras, if needed
- Transgender and intersex inmates may also be issued two (2) pairs of underwear, if requested.
- One (1) pair of socks
- One (1) pair of shoes
- One (1) undershirt
- One (1) towel
- One (1) serviceable mattress (shall be provided prior entering their assigned housing unit)
- One (1) blanket (shall be provided prior entering their assigned housing unit)
- One (1) mattress cover or one sheet (shall be provided prior entering their assigned housing unit)
- Cloth or paper mask(s)

Inmates requiring a head covering for modesty shall be issued two (2) county head covers.

Two (2) blankets may be issued in place of one (1) mattress cover or one (1) sheet. (Refer to Facility Specific Procedures)

(Rev. 08/2023)

11.800. INMATE CLOTHING AND BEDDING

11.840.00. INMATE WORKERS: Inmate workers shall be issued clothing or shoes according to their work assignment. Inmate workers may purchase Velcro tennis shoes sold through commissary. (Refer to Bureau Policy Section 11.1045.00 and 11.1055.00)
(Rev. 03/2019)

11.850.00. KITCHEN WORKERS: In addition to the initial clothing issued, facility kitchen workers shall receive:

- One (1) shirt
- One (1) pair of pants

Kitchen clothing will be blue, white, or khaki.
(Rev. 12/2022)

11.855.00. CLOTHING EXCHANGE SCHEDULE: (Refer to Facility Specific Procedures)
(Rev. 01/2021)

11.855.05. PRIVACY DURING CLOTHING EXCHANGE: Inmates shall be afforded privacy during clothing exchange by allowing them to cover their breasts, buttock, and genitals with non-exchanged items.
(Rev. 03/2012)

11.860.00. EXCHANGE OF UNDERGARMENTS (WHITE ROLL): Staff shall exchange inmates' undergarments, consisting of socks, t-shirts, and underwear twice in a seven-day period. Cloth masks should be included in the white roll exchange if feasible.

In lieu of the regular exchange, female inmates may choose to have their issued clothes washed in their unit if facilities have washers and dryers available in the female unit(s). This affords them the opportunity to retain jail-issued clothing that is comfortable and clean. Undergarments that are torn or have holes shall be replaced. Exchanges shall include one (1) clean towel. Items shall be exchanged one-for-one, unless medical needs necessitate additional undergarments as directed by Health Services staff. (Refer to Title 15, Section 1262 and Facility Specific Procedures)
(Rev. 01/2021)

11.862.00. EXCHANGE OF OUTER GARMENTS: Staff shall exchange inmates' outer garments, consisting of one (1) issued shirt and one(1) pair of issued pants once in a seven-day period. Items shall be exchanged one-for-one, unless medical needs necessitate additional outer garments as directed by Health Services staff. (Refer to Title 15, Section 1262 and Facility Specific Procedures)
(Rev. 12/2022)

11.800. INMATE CLOTHING AND BEDDING

11.865.00. INMATE WORKER CLOTHING EXCHANGE: Inmate workers shall receive clothing exchange after completion of their duties. (Refer to Facility Specific Procedures)
(Rev. 01/2021)

11.868.00. SHEET EXCHANGE: Staff shall issue one (1) mattress cover or one (1) sheet and exchange it once in a seven-day period. Sheets shall be exchanged one-for-one, unless medical needs necessitate additional sheets as directed by Health Services staff (Refer to Title 15, Section 1270 and Facility Specific Procedures)
(Rev. 12/2022)

11.869.00. BLANKET EXCHANGE: Staff shall issue one (1) blanket and exchange it monthly. Blankets shall be exchanged one-for-one, unless medical needs necessitate additional blankets as directed by Health Services staff. When two safety blankets are issued in lieu of a sheet and blanket. Both blankets shall be exchanged once in a seven-day period. (Refer to Title 15, Section 1271 and Facility Specific Procedures)
(Rev. 12/2022)

11.870.00. EXTRA ITEMS AND DISCIPLINE: Inmates shall not possess extra items of clothing or bedding beyond what is issued to them, unless approved by Health Services staff. Inmates may be disciplined if they damage or destroy clothing or bedding. (Refer to Bureau Policy Section 12.2500.00)
(Rev. 01/2021)

11.880.00. ISSUED MATTRESSES: Inmates shall be issued clean and sanitized mattresses in good condition. Staff shall inspect mattresses for holes or tears. Mattress with holes, tears, or that lack sufficient padding shall be replaced upon request. Staff shall ensure mattresses are cleaned with an approved disinfectant solution as soon as practical when they are returned. Clean mattresses shall not be stored in the same area as uncleaned mattresses. (Refer to Title 15, Section 1270)
(Rev. 12/2022)

11.1000. CLOTHING INVENTORY

11.1010.00. CLOTHING INVENTORY AT INTAKE: (Refer to Facility Specific Procedures Manual)
(Rev. 04/2020)

11.1015.00. PERSONAL PROPERTY/MONEY RELEASE: Staff may authorize the release of an inmate's personal property once the inmate completes an Inmate Property/Money Release/Clothing Exchange Request form (ASU#000301). Once the form has been approved it shall be honored regardless of the inmate's current housing facility. If the inmate was denied, the inmate may submit another form.

Staff may allow inmates to exchange or add personal clothing under the following circumstances:

- Clothing is damaged
- Clothing was seized as evidence
- Clothing is too small
- Inmate was booked without clothing

Inmate Property/Money Release/Clothing Exchange shall be available seven days a week during normal business hours of 0800 to 1600. It is the inmate's responsibility to notify the approved party when the Inmate Property/Money Release/Clothing Exchange Request form has been approved.
(Rev. 12/2022)

11.1045.00. RETENTION OF PERSONAL SHOES: Inmates shall not retain personal shoes unless they have a medical need that cannot be met by shoes sold through commissary and have authorization from Health Services staff. Shoelaces are not allowed on any purchased shoes. (Refer to Facility Specific Procedures Manual)
(Rev. 12/2022)

11.1050.00. ORANGE CANVAS SHOES: Orange canvas shoes are available for inmates to purchase through commissary.

- Staff shall inscribe the shoes with the inmate's booking number on the exterior portion of the shoe
- Staff shall not allow inmates to transfer ownership of shoes

(Rev. 02/2019)

11.1055.00. VELCRO SHOES: Velcro shoes are available through commissary. Staff shall only allow those inmates with an authorization from Health Services or if they are an inmate worker to possess Velcro shoes. Staff shall inscribe the shoes with the inmate's booking number on the exterior portion of the shoes.

11.1000. CLOTHING INVENTORY

Staff shall not allow inmates to transfer ownership of shoes. Inmates found to be in possession of another inmate's Velcro shoes or without medical recommendation is subject to discipline. The Inmate Services Unit (ISU) shall provide shoes to indigent inmates, upon request.

(Rev. 12/2022)

11.1060.00. U.S. MARSHAL INMATES-RELEASE OF CLOTHING AND PROPERTY: Staff shall ensure inmates authorize the release of personal property prior to being transported by the U.S. Marshal. Inmates shall fill out a U.S. Marshal Inmate Property Release Request Form (ASU#080503) designating a friend, family member, or attorney as the recipient of property. Property officers shall disposition the property, update the clothing and property inventory in JIMSnet, and route completed forms to the inmate's booking jacket.

(Rev. 04/2020)

12.100. PRO PER PRIVILEGES/LEGAL RESEARCH SERVICE

12.100.00. INTRODUCTION: The following types of inmates shall be granted privileges pursuant to this policy:

Criminal Pro Per Inmates: Inmates who by court order are representing themselves in their pending criminal trial. For purposes of this policy, an inmate's trial is still active while awaiting sentencing. Court approval to act in Pro Per is required for inmates representing themselves in criminal matters.

Upon the court's acceptance of the inmate's claim, the following types of inmates shall be granted access to the law library or Legal Research Associates Service:

- Inmates who are representing themselves litigating a Writ of Habeas Corpus challenging a condition of their confinement or the basis for their sentence
- Inmates who are representing themselves litigating a civil rights case with a cause of action pled pursuant to 42 USC § 1983

All inmates shall be given access to the courts to file a Writ of Habeas Corpus or to file a civil rights claim. The Bureau's definition of access to courts is: Providing inmates with legal forms, stamps and envelopes required to file such forms (if indigent) and mailing the envelopes to the courts on behalf of the inmate.

Pro Per privileges shall be at the expense of the inmate unless the court has granted the inmate indigent status. Pro Per inmate privileges shall be honored at the reasonable convenience of the facility and shall be dependent on the security of the Pro Per inmate, other inmates, staff, and the needs and security of the facility.

The Sheriff's Department shall direct a copy of all Pro Per court orders to the Pro Per liaison officer, including existing orders, new orders, and orders modifying or revoking existing orders. The Sheriff's Department liaison officers and other staff shall not be responsible for court orders not directly received from the court. Liaison officers shall be responsible for maintaining a Pro Per file consisting of all court orders involving the Pro Per status and privileges of each Pro Per inmate. Pro Per inmates having concerns regarding their Pro Per privileges may submit an inmate grievance.

(Rev. 01/2020)

12.100.05. DEFINITIONS: Authorized Legal Assistant: A licensed investigator, legal runner or other person specifically authorized by the court to assist a Pro Per inmate. All legal runners must pass a background check and be approved by the Sheriff's Department prior to admittance.

Pro Per Court Approval: Written documentation from the court granting Pro Per status to an inmate.

12.100. PRO PER PRIVILEGES/LEGAL RESEARCH SERVICE

Pro Per Court Order: Written documentation from the court granting specific privileges to a Pro Per inmate.

Hearing Officer: The Facility Commander/designee with the rank of Sergeant or higher.

Housing Considerations: Pro Per inmates shall be housed according to their classification. Pro Per inmates shall not receive privileges not granted to any other inmate, except as specifically outlined within these procedures or provided by court order.

Indigent Inmate: An inmate having a fiscal balance under \$2.00 for ten consecutive days.

Indigent Pro Per Inmate: A Pro Per inmate meeting the Pro Per definition of an indigent inmate.

Inmate Notification: Inmates granted Pro Per status through the court shall be provided a copy of these Pro Per policies and procedures. The inmate shall sign the Pro Per Policy Inmate Agreement form (ASU #201023).

Law library: An area of the jail used exclusively for inmates to review and research legal material for their case only.

Legal Research Associates Service: A contract legal research service that may be used in the place of the physical law library at any facility.

Liaison Officer: The Department shall designate one or more officers to act as liaison between the Pro Per inmate, the Department and the court. Each facility shall designate a liaison officer; they shall have the rank of at least a sergeant and shall be available Monday through Friday from 0800-1700 hours. Facilities shall forward a list of the liaison officers' contact information to the courts and the Administrative Support Unit (ASU).

Pro Per Inmates: Inmates who have court approval to act as their own legal counsel in their pending criminal action.

(Rev. 08/2021)

12.105.00. LEGAL RESEARCH ASSOCIATES SERVICE: Eligible inmates shall be provided reasonable access to legal reference materials as described in Title 15, Section 1064. To accomplish this, the Department has contracted with Legal Research Associates (LRA) to provide legal reference materials for eligible inmates housed in its detention facilities. LRA services are those of a law library and do not serve as legal counsel to inmates.

(Rev. 03/2019)

12.100. PRO PER PRIVILEGES/LEGAL RESEARCH SERVICE

12.105.05. ELIGIBLE INMATES FOR LEGAL RESEARCH ASSOCIATES SERVICE:

All eligible inmates shall be limited to one request for LRA services per week. Inmates eligible to utilize the services of LRA are those who have any of the following legal matters pending before a State or Federal court:

Pro Per Inmates:

- Conducting legal research on their case

General Inmates: Only under the following two conditions:

- Civil rights case filed under 42 U.S.C. Section 1983
- An inmate who has filed a Writ of Habeas Corpus which has been accepted by the court

An inmate may be permitted more frequent legal research requests if ordered by the court having jurisdiction over the inmate's case.

(Rev. 03/2019)

12.105.10. REQUESTING LEGAL RESEARCH MATERIALS: Eligible inmates may request Legal Research Request forms (ASU#130206) by submitting an inmate request via the automated kiosk. Staff shall forward all Legal Research Request forms to Support Services. LRA only accepts and delivers information in English.

(Rev. 01/2020)

12.105.15. SUPPORT SERVICES STAFF RESPONSIBILITIES FOR LEGAL RESEARCH ASSOCIATES SERVICE: Support Services staff shall complete the following when routing Legal Research Request forms:

- Collect the Legal Research Request forms from the Support Services/library mailbox daily
- Confirm inmate's eligibility status
- Number and time stamp each accepted Legal Research Request form for tracking purposes
- Make an entry in the Legal Research Request Log (ASU#13301), listing:
 - Name of requesting inmate, booking number, and housing location
 - Request form tracking number
 - Date the request was faxed to LRA
 - Date the materials (or other answer to the request) were received from LRA
 - Date the packet was delivered to the inmate (if no longer in custody the packet is to be logged and destroyed)
 - Staff shall make a copy of the Legal Research Request form and fax it to LRA

Staff determining an inmate has used their allotment of legal research requests shall return the request to the inmate with a notation indicating the earliest date that the inmate may re-submit the request. Staff shall enter the request in the Legal Research

12.100. PRO PER PRIVILEGES/LEGAL RESEARCH SERVICE

Request Log indicating the request was rejected because the inmate had used their allotment of requests.

Staff shall temporarily file the copies of the Legal Research Request forms. The file shall be organized by the day the request was faxed to LRA.

Support Services shall regularly confirm that LRA responses are received in a timely manner.

Support Services staff shall contact LRA and follow up on any requests that have not received a response within three (3) days of the day the request was faxed.

(Refer to Facility Specific Procedures Manual)

(Rev. 08/2021)

12.105.20. DELIVERING LEGAL RESEARCH PACKETS: Legal research packets will be returned to the facility once per day Monday thru Friday, excluding holidays.

Mailroom staff shall route incoming research packets to Support Services staff for distribution. Support Services staff shall log the date the packet was received in the Legal Research Request Log, place a copy of the original request form in the packet and attach the Legal Material Receipt form to the front of the packet and route the packet to the requesting inmate via facility mail. Staff shall not photocopy legal research materials.

(Rev. 03/2019)

12.105.25. ABUSE OF THE LEGAL RESEARCH ASSOCIATES SERVICE: Staff members who determine an inmate is abusing the LRA program shall notify the Support Services supervisor. Abuse is defined as researching issues for other inmates, making repeated, frivolous, or nonsensical requests, or using the LRA service in a manner that threatens the safety, security, or good order of the facility. The inmate's LRA access may be suspended for up to 30 or 60 days, depending on the discipline guidelines.

(Rev. 03/2019)

12.105.30. INMATE GRIEVANCES REGARDING LEGAL RESEARCH ASSOCIATES: Staff shall submit grievances regarding LRA services according to established facility procedures. Once the grievance has been logged, staff shall fax the grievance to LRA for a response.

LRA will fax a response to the inmate's grievance to Support Services for review and approval. Upon approval, the Support Services supervisor or designee shall forward a copy of the response to the inmate, place a copy of it in the inmate's booking jacket, and forward a copy to the administrative grievance file. (Refer to Bureau Policy Section 12.200.00)

(Rev. 03/2019)

12.100. PRO PER PRIVILEGES/LEGAL RESEARCH SERVICE

12.110.00. LAW LIBRARY PRIVILEGES: The Department shall provide and maintain law library access for use by inmates as described in this section (12.100.00). Law library materials may be in limited printed format, accessible by electronic means, or both. The Department shall not be responsible for providing computer instruction.

Pro Per inmates may be afforded up to four (4) hours of law library time per week. Pro Per inmates with multiple criminal cases may be afforded a maximum of eight hours per week if time is available, with appropriate court orders granting additional library access. Access will be prioritized based upon the date of issuance of the court order.

The use of the law library is restricted to legal research directly related to the inmate's case. Pro Per inmates shall not be permitted to conduct legal research for non-Pro Per cases or on the behalf of other inmates.

Inmates violating this section shall be verbally warned and may be summarily removed from the law library for the remainder of their session. The verbal warning shall be documented on the inmate's Pro Per log. Repeated violations shall result in further disciplinary action with possible loss of Pro Per privileges and/or Pro Per status, per the court's direction.

The Pro Per liaison or their designee shall designate the time and place of an inmate's law library access, and may assign inmates in groups based upon safety, security and efficient use of available facilities. Law librarians shall maintain a log which documents the time and date each inmate uses the law library. The log shall be retained for 5 years.

Law librarians shall send a law library schedule to each unit housing Pro Per inmates on a weekly basis. They shall also advise the unit when they are ready for the inmate. The Pro Per inmate shall be prepared to be either escorted or sent to the law library for their scheduled time. Delays deliberately caused by the inmate shall be documented on the Pro Per log and shall result in a verbal warning. Repeated violations may result in further disciplinary action with possible loss of Pro Per privileges and/or Pro Per status.

If during a Pro Per inmate's scheduled law library access time, they voluntarily suspend access for an interview, visit or any other reason, their law library time continues to run until the scheduled time is over (law library time cannot be suspended). However, inmates having classifications requiring deputy escort who elect to receive a visit or otherwise leave the library may not be guaranteed return to the library for any remaining time and shall be subject to the time limitations of the housing unit depending on staff resources, facility schedule, and any safety concerns. If an inmate declines their scheduled law library time, that time is forfeited and the time shall not be made up.

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Access to the law library shall not be delayed for meals. Inmates wishing to remain in their housing unit for their meal may do so, but the time shall be deducted from their designated law library time. Inmates shall not be fed in the law library. Inmates missing their meal to go to their designated law library time shall be provided with a sack lunch when they return to their unit.

The law library is not required to provide make up time when the inmate misses their scheduled time to go to court. Make up time shall not be provided if the missed time was for facility security issues. The law library is under no obligation to provide law books, legal reference materials, or copies thereof, to any inmate in their living area.

Inmates shall not remove law books, source material, or parts thereof, from the law library. Possession of any law library materials in an inmate's cell shall be considered contraband. Possession of such contraband, theft, damage or destruction of law books or source materials may result in discipline and may result in the denial of access to such materials.

Pro Per inmates who violate facility and/or law library rules shall be subject to disciplinary action which may include restriction from the law library or materials for a designated period. The courts will be notified of the restriction.

(Rev. 01/2020)

12.110.02. TELEPHONE PRIVILEGES: Telephones are provided in the law library. Telephone calls made in the law library shall only be related to the inmate's case. Non-Pro Per inmates shall not be permitted to use the telephone in the law library.

All telephone calls shall only be:

- Outgoing
- Collect or made using pre-paid telephone pin numbers purchased through commissary
- Made at the inmate's expense unless the inmate has an appropriate court order specifying the use of a telephone pin number
- Pro Per inmates must meet court-ordered indigent status prior to obtaining court-ordered telephone pin number. Indigent Pro Per inmates may contact the court and request funds for the purchase and authorization for the use of pre-paid telephone pin number
- Calls between Pro Per inmates and court-appointed investigators are privileged calls and shall not be recorded.

Indigent Pro Per inmates having the appropriate court order shall be issued, upon request, a unique telephone pin number for the use of legal purposes only. Based on the inmate's court order, five (5) 15-minute telephone calls will be issued every 30 days from the date of the first issuance as long as the inmate continues to qualify for

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indigent status for the duration of the court order or termination of Pro Per status, whichever comes first. Pro Per inmates shall not give away, loan, barter or sell their court funded telephone cards or telephone time. No inmate shall use a telephone card that has not been directly issued to them.

Court funded and court ordered telephone pin numbers shall only be used for telephone calls that directly relate to the case for which the inmate has been designated by the court as Pro Per. Such telephone pin numbers shall only be used in the law library.

Pro Per inmates violating the rules for telephone pin numbers privileges may have their issued telephone pin numbers temporarily suspended. Staff shall send a letter to the court describing the violation and request subsequent denial of telephone privilege.

Telephones in the law library shall only be used during normal law library time and made available for Pro Per inmates to contact their witnesses, investigators, runners, or other persons specifically authorized by court order (collectively authorized legal assistants).

To ensure telephone pin numbers are being used appropriately, the court may request inmate telephone logs from the facilities. Facility liaison officers shall prepare such logs as soon as possible and submit them to the court.

(Rev. 08/2021)

12.110.05. EQUIPMENT: Inmates may use computers to prepare their Pro Per case. Computers shall have limited Microsoft Word capability for the purpose of writing motions and legal letters. The computers shall have print capability but no save or file capability. Pro Per inmates may print three (3) copies of legal motions or two (2) copies of legal letters. Law librarians shall not be responsible for providing any computer instruction.

Pro Per inmates needing copies of legal reference materials shall obtain them from their authorized legal assistant.

Inmates not wishing to use the computer may legibly handwrite their materials.

Audio, video, and DVD equipment shall be maintained and provided for use by Pro Per inmates during their law library access time. Inmates having audiotapes, CDs or DVDs relating to their Pro Per case may use the equipment exclusively for their Pro Per case preparation and not for entertainment.

Staff shall check such equipment out and in after each law library access session. Audio, video, and DVD equipment necessary to review tapes and DVDs shall only be supplied by the facility. Pro Per inmates shall not have in their possession, except in the law library, CDs, DVDs, audiotapes or other electronic storage devices.

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(Refer to Bureau Policy Section 6.030.00)
(Rev. 08/2021)

12.110.10. LEGAL SUPPLIES: Pro Per inmates may possess office supplies to assist in the preparation of their Pro Per case. The supplies shall be stored in the law library and distributed to the Pro Per inmate upon request in the pre-determined allotments listed below.

Pro Per inmates shall supply their own office supplies. The supplies may be purchased from their inmate trust account or through approved court funds. Supplies may be mailed or delivered to the Pro Per inmate in care of the law library from their court-appointed investigator and/or an approved legal runner. Supplies may not be sent in by persons other than those designated as court-ordered legal assistants.

Office supplies are not cumulative, and inmates shall stay within the number of supplies listed below per week. Inmates may possess the following office supplies in their cell:

- 10"x15" important document file folders (4 max)
- Plain bond paper (20 sheets)
- 9" x 12" envelopes (10 per week)
- Peel and stick Stamps (20 per week)
- Golf size pencils (5 per week)
- File folders (4 per week)
- Legal pads (3 per week)
- Legal size (#10) envelopes (10 per week)
- Erasers, pencil cap style (5 per week)

Inmates shall not possess the following:

- Markers
- Items with metal parts
- Metal fasteners, including staples, paper clips
- Adhesive tape
- Construction paper or poster board shall only be allowed in the law library

During the law library session, Pro Per inmates may use:

- Carbon paper (3 sheets maximum)
- Liquid whiteout
- Ink pen

None of the above listed items may be removed from the law library at any time. Inmates found in possession of the above items outside the law library are subject to discipline.

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Indigent Pro Per Inmates:

For the purpose of representing themselves on their court-ordered Pro Per case, indigent inmates may be issued the below items:

- Writing tablet as often as needed
- Letter (#10) sized envelopes as often as needed
- Pencil (1)
- Eraser (1)

Indigent inmates may be issued supplies for multiple Pro Per ordered cases, up to a maximum of two (2) cases.

Pleading paper may be issued in five (5) sheet increments based upon the specific needs of the Pro Per inmate as validated by the law librarian. (Refer to Bureau Policy Sections 12.715.00, 12.2030.00 and 12.2030.02)

(Rev. 08/2021)

12.110.11. LEGAL FORMS: Legal forms may be provided for inmates to file Habeas Corpus petitions and civil rights claims regarding current conditions of confinement. Other forms not provided, may be obtained, and given to the inmate by their legal assistant.

(Rev. 01/2020)

12.115.00. COURT ORDERS: Law library staff shall verify court orders through Open Access when court order is unclear.

(Rev. 01/2020)

12.120.00. SUBPOENA PRIVILEGES: Blank subpoena forms shall be supplied to the Pro Per inmate as needed. Inmates shall be responsible for routing such forms to the trial court to which the case has been assigned for affixing the proper seal.

(Rev. 04/2011)

12.130.00. PRO PER AUTHORIZED LEGAL ASSISTANTS (LEGAL RUNNER/INVESTIGATOR): Pro Per inmates may retain the services of a legal runner or an investigator at their own expense or at the courts expense if so ordered. An investigator shall be a California Licensed Investigator.

The inmate has the responsibility to notify the court and law library staff who their legal runner or investigator will be.

The legal runner may be used to pick up or deliver one package per calendar day. Pick-ups and deliveries will be limited to the hours between 8:00a.m. and 3:00p.m. Monday through Friday.

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Lobby staff shall inspect the legal materials and supplies prior to forwarding the supplies to the law library. Staff shall ensure they are free of staples, paper clips or any metal or plastic items. Staff inspecting items that are physically brought in shall immediately inspect such items. Staff shall return the items to the legal representative if they do not comply with policy.

Only approved office supplies, discovery CDs or audio tapes, may be delivered for forwarding to the law library. Law library staff shall inventory the supplies and distribute them to the inmate as permitted by the Pro Per policies. Non-legal mail, books, periodicals, newspapers, or any other items not specifically approved, shall not be sent through a legal runner.

Items sent from the jail via a legal runner shall be prepared by the inmate and inspected by staff. Those items shall be placed into an envelope, no larger than a 10"x13", and sealed by the inmate while in the presence of staff. Staff shall write the date and time on the outside of the envelope confirming the contents were inspected. The sealed package will then be forwarded to the Property room along with a completed property release form designating the recipient. All such packages are subject to approval or restriction of the Support Services Sergeant. No items marked as Property of the District Attorney's Office, including discovery CDs, VHS tapes or audio tapes, or other electronic storage devices, will be released and shall be returned to the District Attorney's office upon completion of Pro Per status. Inmates shall supply their own envelopes.

All legal runners and investigators shall be pre-approved by the Facility Commander/designee through an application process and may be rejected for reasons such as:

- Disruptive conduct
- Security risk
- Ex-felon (P.C. 4571)
- Released from San Bernardino County jail within the past six months

The Facility Commander/designee shall have up to 10 days to approve or reject a legal runner or an investigator, and notify the inmate, applicant, and court of the results.

Abuse of the authorized legal assistant privilege may result in discipline and loss of Pro Per status or privileges. (Refer to Bureau Policy Section 12.715.00)
(Rev. 08/2021)

12.130.05. PRO PER AUTHORIZED LEGAL ASSISTANTS (LEGAL RUNNER/INVESTIGATOR) SCREENING: If the court designates a legal assistant or runner, that person shall complete and turn in the Legal Runner Application (ASU

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#021202). A record check shall be completed on the legal runner applicant. Upon completion of the record check, a shift supervisor shall interview the legal runner and advise them of P.C. 31 and P.C. 4532. The Legal Runner Authorization form (ASU#021201) shall be prepared by the supervisor who authorizes the legal runner to come to the jail for visits. The Legal Runner Authorization form shall contain the days and time of visiting. The legal runner shall be given a copy of the letter to be used as a pass for the visits.

(Rev. 08/2021)

12.130.10. LEGAL MAIL: (Refer to Bureau Policy Sections 12.712.00 and 12.714.00)
(Rev. 01/2019)

12.140.00. LEGAL VISITS FROM PRO PER'S AUTHORIZED LEGAL ASSISTANTS AND WITNESSES: Inmates granted Pro Per status shall receive visitation time to confer with their authorized legal assistants or witnesses. The court will notify the facility of the identity of any investigator, runner, or any other person the court has authorized to assist the Pro Per inmate with their case. If there has not been any notification from the court, the Facility Commander/designee has the right to refuse access to any such person.

Pro Per inmates shall be permitted one 30-minute legal visit daily in the telephone visiting area during regular official visit hours by their authorized legal assistant. It shall be the Pro Per inmate's responsibility to coordinate with their legal assistant to prevent multiple arrival times on the same day.

Access by the Pro Per inmate's authorized legal assistants may be contact (in the official visit room) or non-contact (visitor telephones) at the discretion of the Facility Commander/designee.

Pro Per inmates who need to interview witnesses shall do so via telephone or through their authorized legal assistants, except as ordered by the court. Interviews shall not be permitted without notification from the judge confirming or validating the identity of the prospective witness. The Pro Per inmate is responsible for providing the judge with the list of prospective witnesses for validation.

No visit shall be permitted by a prospective witness who is in the custody of the Department or otherwise detained by a government agency except upon court order.
(Rev. 08/2021)

12.160.00. MAILING PRIVILEGES: (Refer to Bureau Policy Section 12.605.00)
(Rev. 01/2019)

12.162.00. STORAGE OF PRO PER LEGAL MATERIALS AND CONFIDENTIAL CORRESPONDANCE: Pro Per inmates may accumulate legal materials, including

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reports, notes, court documents, confidential correspondence, law books, and other materials related to their Pro Per case. The volume of materials the Pro Per inmate may possess within their cell at one time is limited to what can be stored inside four (4) 10"x15" important document file folders.

Any other materials needed for the Pro Per case shall be stored outside the jail at a location selected by the inmate and at the inmate's expense. It shall be the Pro Per inmate's responsibility to arrange for the exchange of materials with their legal assistant. Materials may be transported in and out of the jail via the authorized legal assistant. All materials entering or leaving the jail shall be subject to search.

It shall be the responsibility of the Pro Per inmate to keep legal materials separate from their other personal property. All legal materials shall be kept in a maximum of four (4) 10"x15" important document file folders. Staff shall treat important materials stored with personal property items such as soap, shampoo, food products, and newspapers as regular inmate property.

It shall be the Pro Per inmate's responsibility to store legal materials within their living area in a safe and sanitary fashion. If the accumulated materials jeopardize the safety or security of the inmate, staff, or facility, staff shall request the inmate take immediate and appropriate remedial action. If the inmate fails to take such remedial action within a reasonable time, staff may remove the excess property, at the staff's reasonable discretion. In this instance, the excess property may be stored in the facility property room on behalf of the inmate until released to any person designated by the inmate.

(Rev. 08/2021)

12.165.00. SEARCHING PRO PER INMATE PROPERTY: Prior to the search of their housing area, the Pro Per inmate shall be instructed to gather all legal materials into their 10"x15" important document file folders. Although the Pro Per inmate need not be present during the search of their cell, it is necessary that the Pro Per inmate be present during the search of their 10"x15" important document file folders containing legal paperwork, unless there is an articulable safety or security reason for the search outside of their presence.

Anytime a Pro Per inmate's legal materials are searched outside of their presence, the search shall be approved by the Facility Commander/designee and shall be videotaped or conducted in the presence of at least two (2) safety staff members. Should any personal items be located within a 10"x15" important document file folder containing legal paperwork, the inmate may be subject to discipline.

(Rev. 08/2021)

12.167.00. SEARCHING LEGAL MAIL: (Refer to Bureau Policy Sections 12.165.00 and 12.714.00)

(Rev. 03/2019)

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12.175.00. REQUESTS FOR ADDITIONAL PRO PER PRIVILEGES: Pro Per inmates who desire additional or special privileges or different from what is provided herein shall first submit the request in writing to the liaison officer. The inmate must specifically state their request and reasons for the request, along with the duration of the special privileges. The liaison officer shall respond in writing within 10 business days to the request. The inmate may appeal any adverse decision to the Facility Commander/designee in writing with a copy of the liaison officer's decision. The Facility Commander/designee shall respond in writing to the appeal within 10 business days.

The inmate may appeal any adverse decision from the Facility Commander/designee to the court designated to review Pro Per issues, attaching a copy of all the decisions of the liaison officer and Facility Commander/designee to the appeal.

Although the court may order certain special privileges, some privileges shall not be granted, such as clothing, meals, outside church services, or special family or friend visitations.

The inmate shall exhaust all administrative procedures before petitioning the court for special privileges or appealing any adverse decision regarding Pro Per privileges. The Facility Commander/designee may request the court suspend any such matter in which the inmate has not first exhausted the established administrative procedures and remedies.

(Rev. 01/2020)

12.180.00. INMATE DISCIPLINE AND REVOCATION OF PRO PER STATUS AND PRIVILEGES: Unless the safety of the Pro Per inmate, other inmates, or jail staff would be jeopardized, an inmate's Pro Per privileges should not be revoked or modified until the court orders a modification of Pro Per privileges or Pro Per status. In emergency situations, the Facility Commander/designee may immediately suspend Pro Per privileges. If Pro Per privileges are suspended because of an emergency situation, a notice shall be immediately filed with the court designated to review Pro Per issues specifically describing the emergency action taken and the reasons therefore.

Emergency suspension of Pro Per privileges shall remain in effect for no longer than two days. The Department may, for cause, apply for an order from the court permanently modifying or revoking some or all of an inmate's Pro Per privileges or Pro Per status.

Pro Per inmates are subject to discipline for violations of jail rules and regulations in the same manner as other inmates.

Whenever jail discipline or administrative housing can reasonably be expected to impact an inmate's Pro Per privileges, the discipline or administrative housing shall not be imposed until the facility has complied with the following procedures:

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- The inmate shall be given written notice of the charges upon which the proposed discipline or administrative housing is based at least 24 hours in advance of a hearing before the hearing officer.
- The inmate shall be allowed to appear before the hearing officer who will act as an impartial decision-making body.
- The inmate shall be allowed to present witnesses and documentary evidence. The hearing officer may restrict the presentation of live witnesses if such testimony would be hazardous to institutional security or safety.
- The inmate shall be given a written statement of the evidence relied upon and the reasons for the action taken. The statement may be properly redacted to the extent necessary to preserve the safety of inmates, staff or to protect institutional security.
- As soon as practical after the hearing, but no later than two (2) court days, the hearing officer shall issue findings and decisions as to the charges and proposed disposition.
- The Department shall notify the court, before whom the defendant's case is pending, of the disposition, impacting Pro Per privileges. The Facility Commander/designee shall notify the court as soon as practical, but under no circumstances beyond the next court day. If the inmate is Pro Per on multiple cases, the notice shall list all cases in which the defendant is acting in Pro Per and will be filed in the court designated to consider the matter.
- Upon receipt of the notice, the court may direct the Facility Commander/designee to show cause why any of the suspended Pro Per privileges should not be reinstated pending a hearing on the proposed disposition. The court will independently review the administrative record and will conduct a hearing thereon within a reasonable time of receipt of the notice from the Facility Commander/designee. Both the Facility Commander/designee and the inmate will be entitled to appear and argue their respective sides. No additional evidence will be presented at the court hearing unless the court so determines upon a showing of good cause.

(Rev. 08/2021)

12.190.00. DURATION OF PRIVILEGES: An inmate's Pro Per privileges and Pro Per status as to a particular case shall terminate upon court order to that effect, or shall immediately and automatically terminate upon sentencing in that case, or upon appointment or retention of counsel in such case. Requests for Pro Per privileges after sentencing shall be made to the Presiding Judge of the Superior Court, except in civil rights and Habeas Corpus cases.

(Rev. 03/2019)

12.200. INMATE GRIEVANCES

12.210.00 INMATE GRIEVANCE POLICY: The inmate grievance system is a process through which inmates may seek formal review of issues, relating to conditions of confinement including but not limited to:

- Medical care
- Program participation
- Mail
- Telephone
- Food, clothing and bedding

Inmate grievances alleging staff misconduct may be handled by the facility's supervisory staff. Staff investigating these grievances may need to consult the Internal Affairs Division.

Grievance forms shall be available to inmates at all times either electronically by the automated kiosk located in the housing area or by staff and the Inmate Grievance form (ASU#050401) if the automated kiosk system is down for more than 24 hours.

Inmates shall not use this process to submit grievances or grievance appeals to represent another inmate or group of inmates. The process is intended to address specific concerns that are personal to the inmate making the grievance or appeal.

Inmates may obtain assistance in preparing a grievance or grievance appeal from another inmate, or outside resources such as family or an attorney. However, obtaining assistance shall not be a valid reason for exceeding the time limit for submission. (Refer to Title 15, Section 1073 and Penal Code Section 832.5)

(Rev. 09/2019)

12.215.00 STAFF REGARDING GRIEVANCES: Staff shall not destroy any grievance or dissuade or retaliate against any inmate who has filed a grievance.

(Add. 06/2017)

12.218.00 EMERGENCY GRIEVANCE REGARDING IMMINENT SEXUAL ABUSE: An inmate may file an emergency grievance alleging they are subject to a substantial risk of imminent sexual abuse. Staff receiving these grievances shall immediately forward the grievance to a shift supervisor. The shift supervisor shall provide the inmate with an initial response within 48 hours and shall notify the inmate within five calendar days electronically on the automated kiosk or by the Inmate Grievance Investigation form (ASU#050402). The investigation shall

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document whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

(Rev. 09/2019)

12.220.00 INMATE GRIEVANCE PROCEDURE: At the time of booking, inmates shall receive a copy of the Inmate Rules and Regulations pamphlet (ASU#060803) explaining grievance and grievance appeal procedures.

Inmates may file grievances relating to conditions of confinement.

Inmates desiring to file grievances shall utilize automated kiosks located in their current housing area. If automated kiosks are unavailable, inmates may request an Inmate Grievance form from staff. Bureau Policy Section 18.066.00 *Inmates with Disabilities and Grievances* shall be followed without amendment.

If an inmate grievance form is used, staff shall ensure the form is signed by the inmate. Upon receiving the grievance, staff shall enter their name, employee number, date, and time received. The inmate shall be given a copy of the grievance.

Inmates shall place a single complaint or reasonable number of closely related issues on one grievance form. Grievances containing multiple unrelated issues shall be accepted, however, supervisors may reject multiple grievances that are difficult to investigate together. Inmates shall receive an electronic response for the rejection on the automated kiosk or in writing if an Inmate Grievance form was used.

Inmates shall have 10 calendar days after the date of the incident to file a grievance. Inmates shall not have a time limit to report a grievance regarding allegations of sexual abuse or sexual harassment. (Refer to Title 15, Section 1073)

Grievances shall be completed electronically or by the Inmate Grievance form.

(Rev. 09/2019)

12.220.05 EMERGENCY INITIAL GRIEVANCE FILING: Inmates that reasonably believe their issue is of a sensitive nature, or their safety or well-being would be placed in danger if the grievance contents became known by the inmate population at large, or an inmate who alleges sexual abuse or assault shall immediately notify staff and may request to submit the grievance directly to a supervisor without delay. If using the automated kiosk, the request will automatically be forwarded to a facility supervisor.

(Rev. 09/2019)

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12.230.00 GRIEVANCES INVOLVING STAFF MISCONDUCT: If during a grievance investigation, the investigator becomes aware of misconduct by a staff member of the Department, the investigator shall immediately notify the Facility Commander/designee. The Facility Commander/designee shall ensure an administrative or criminal investigation is completed for all allegations of sexual abuse and harassment.

(Rev. 09/2019)

12.235.05 GRIEVANCES INVOLVING STAFF SEXUAL MISCONDUCT: If during a grievance investigation, the investigator becomes aware of sexual misconduct by a staff member of the department, the investigator shall immediately notify the Facility Commander/designee. Acts of sexual misconduct involving staff will generally be handled through the administrative investigation process. If the Facility Commander/designee orders an administrative investigation be initiated, the inmate shall be provided an Inmate Grievance Extension form (ASU#001001) or be notified electronically on the automated kiosk indicating in the comments area a staff investigation has been initiated. The inmate shall be informed of the disposition of that investigation once it is concluded. Following an administrative investigation that was initiated by an inmate grievance, the Internal Affairs Division shall respond to the inmate with the disposition of the investigation within 30 days of the conclusion of the administrative investigation. If during the administrative investigation, it is determined there may have been a criminal act committed, then a criminal investigation will be conducted, and the administrative investigation will be tolled until the criminal investigation is complete.

Investigations into allegations of staff sexual misconduct may require additional investigation time. The investigator shall issue a completed investigation regarding the merits of any portion of a grievance alleging sexual abuse within 90 days of the inmate's initial filing of the grievance. There may be circumstances when investigators will need more than the 90 day time frame. The investigators may have up to 70 additional days, if the normal time period is insufficient to make an appropriate decision. The investigator shall notify the inmate electronically on the automated kiosk or in writing using an Inmate Grievance Extension form anytime investigations require more than 90 days, and provide an estimated date when the investigation will be completed. (Refer to Bureau Policy Section 12.270.00)

(Rev. 09/2019)

12.240.00 SUPERVISOR/WATCH COMMANDER RESPONSIBILITIES:

(Refer to Facility Specific Procedures Manual)

(Rev. 09/2019)

12.250.00 INVESTIGATION PROCEDURE: Staff shall attempt to resolve

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grievances at the lowest possible level. All grievances are forwarded to supervisors for review.

Supervisors conducting reviews may assign an appropriate staff member from the appropriate division to investigate unresolved grievances.

Staff shall not handle grievance reviews or investigations if they are the subject of the grievance.

Staff shall ensure completed grievance investigation results are forwarded to the inmate's new housing facility if the inmate has been transferred from the facility where the grievance was initiated. (Refer to Facility Specific Procedures Manual) (Rev. 09/2019)

12.252.00 INMATE GRIEVANCE LOG: Inmate grievance logs shall be maintained at each facility. Paper grievances are not captured in JIMSnet and will need to be recorded on a separate log. Logs generated in JIMSnet should contain the following:

- Inmate grievance number
- Date grievance received
- Inmate's name and booking number
- Grievance issue

(Refer to Facility Specific Procedures Manual)
(Rev. 05/2020)

12.254.00 GRIEVANCE REPORT NUMBER: Every inmate grievance shall be assigned a number for tracking and reporting purposes. An electronic grievance submitted on an automated kiosk is automatically assigned a grievance report number via JIMSnet.

If an Inmate Grievance form is issued to an inmate, the grievance report number shall consist of the following information:

- The first number shall be "G" which indicates the number as a grievance report
- The second and third numbers shall be the two-digit numerical facility designator.
- The fourth and fifth numbers shall be the last two-digits of the current year
- The sixth and seventh numbers shall be the two-digit number of the current month

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- The last numbers shall be sequential serial numbers.
(Rev. 05/2020)

12.260.00 DISPOSITION: Completed grievance investigations shall be answered in a professional manner and contain one of the following determinations:

UNFOUNDED:	The investigation clearly established the allegation is not true.
EXONERATED:	The investigation clearly established the actions that formed the basis for the grievance are not a violation of law or department policy.
SUSTAINED:	The investigation established the allegation is true.
NOT SUSTAINED:	The investigation established insufficient evidence to prove or disprove the allegation.
FRIVOLOUS:	The investigation established the complaint is totally and completely without merit or offered for the sole purpose of harassing the employee.
REJECTED:	Grievances shall only be rejected when they are not in compliance of the grievance process, not within the grievance time frames, include multiple issues on one grievance, or not a complaint about a condition of confinement (general requests, complaints about activity outside the jail, illogical grievances, etc.). Generally, a rejected grievance should not need investigation.

(Rev. 09/2019)

12.260.01 ELECTRONIC GRIEVANCE INVESTIGATION RESPONSES:

Inmates shall receive a completed grievance investigation response electronically if the grievance was submitted on the automated kiosk. If an inmate selects the "ACKNOWLEDGE" box on the automated kiosk, the grievance process shall be considered complete.

An inmate may refuse the grievance investigation electronically by selecting the "APPEAL" button on the automated kiosk screen which would be considered an appeal. The appeal will automatically go back into the queue for follow-up review.

Grievances submitted electronically will be available for the inmate to review in the automated kiosk. Inmates may request only one paper copy of a grievance they submitted during their current booking by "using the request paper copy of a grievance" option via the automated kiosk. Inmates will be charged 10¢ per page for copies of their grievance; only one copy will be provided, which will be

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deducted from their inmate trust account.
(Rev.05/2020)

12.260.02 WRITTEN GRIEVANCE INVESTIGATION RESPONSES: If a grievance was submitted in writing on an Inmate Grievance form, inmates shall receive the disposition of their grievance on an Inmate Grievance Investigation form (ASU#050402). When returning an Inmate Grievance Investigation form to an inmate, staff shall enter their name, employee number, the date and time the response was delivered, and have the inmate sign the form. Once the Inmate Grievance Investigation form is signed by the inmate and a copy of the form is returned to them, the grievance process shall be considered complete.

In the event the inmate refuses to sign the Inmate Grievance Investigation form, it will be considered refused. Staff shall write "REFUSED" on the inmate's signature line. A copy of the refused Inmate Grievance Investigation form shall be given to the inmate. The original Inmate Grievance Investigation form shall be placed in the inmate's booking jacket, and a copy shall be placed in an administrative grievance file (administrative copies shall be retained in accordance with Bureau Policy Section 11.550.00).

Inmates housed in a location where an automated kiosk is not available, will be provided a free paper copy of the completed grievance investigation. Inmates may request only one additional paper copy of a grievance they previously received during their current booking by submitting a request specifying the grievance number on an inmate request form. Inmates will be charged 10¢ per page for copies of their grievance; which will be deducted from their inmate trust account.

(Add. 09/2019)

12.270.00 GRIEVANCE PROCEDURE TIME LIMIT: Facilities have 20 days to complete and answer an inmate's initial grievance. The electronic grievance time period begins when the inmate submits the grievance on the automated kiosk. The electronic grievance time concludes when the inmate acknowledges or appeals the response of the completed inmate grievance investigation on the automated kiosk.

The written grievance time period begins when staff signs for acceptance of an Inmate Grievance form. The written grievance time period concludes when the inmate receives the response of the completed Inmate Grievance Investigation form.

Staff shall notify inmates by using the Inmate Grievance Extension form or electronically by the automated kiosk anytime investigations require more than 20 days. Inmate grievance investigation notifications shall have an estimated

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completion date. It shall not be routinely used unless there is a viable reason for the added time. Original copies of the inmate grievance investigation notification shall be attached to the original inmate grievance. Inmates shall be provided a copy upon request. (Refer to Title 15, Section 1073)
(Rev. 05/2020)

12.280.00 GRIEVANCE APPEALS: Inmates dissatisfied with the outcome of the initial grievance may file a grievance appeal.

The first level of a grievance appeal shall be assigned to a shift supervisor or designee.

Grievance appeals not resolved at the first level may be appealed to the Facility Commander/designee. The Facility Commander/designee shall be the final authority for the disposition of grievances.

Each level of appeal shall be completed in accordance with Bureau Policy Section 12.270.00 and a written response shall be required at each level. Appeals shall not be given a new grievance number; the original assigned number shall be used.

Grievance appeals shall be retained in accordance with Bureau Policy Section 11.550.00.

Grievance appeals shall be filed within 10 calendar days from date of the inmate's receipt of their grievance investigation. Subsequent appeals shall also be filed within ten calendar days from the date the previous appeals were made available to the inmate.
(Rev. 05/2020)

12.280.05 GRIEVANCE PROCESS ABUSE: To prevent abuse of the grievance process with frivolous grievance submittals, generally, each inmate, may file a maximum of four independent grievances regarding separate issues within any calendar week (Monday through Sunday), provided the grievances are filed within the 10-day limit.

It shall be considered an abuse of the grievance process for inmates to continually submit grievances regarding an issue that has already been resolved. Supervisors may return repetitive submittals having similar issues. Frivolous/rejected grievances and grievance appeals may be subject to disciplinary action.

Inmates may be disciplined for filing a grievance related to an alleged sexual abuse only when the investigation determines the allegation was unfounded or

12.200. INMATE GRIEVANCES

frivolous and the inmate filed the grievance with malicious intent. (Refer to Inmate Rules and Regulations pamphlet and Bureau Policy Section 12.280.08)

(Rev. 09/2019)

12.280.08 REJECTIONS: Grievances or grievance appeals written in a manner that is obscene, abusive, or does not meet any other requirement of the grievance process may be rejected by the supervisor. Inmates shall be informed as to the reasons why their grievances have been rejected.

(Rev. 06/2017)

12.290.00 GRIEVANCES FROM OUT-OF-CUSTODY INMATES: Grievances received by inmates that are out of custody shall be subject to the same procedures as if the inmates were still in custody.

(Add. 06/2017)

12.290.50 AMERICANS WITH DISABILITIES ACT (ADA) RELATED GRIEVANCES: (Refer to Bureau Policy Section 18.066.00)

(Rev. 09/2019)

12.300. INMATE REQUEST SLIPS

300.00. REQUEST SLIPS: Inmate request slips are available using the automated kiosk or will be provided by staff to be used by inmates when they have requests for service or information.

(Rev. 03/2019)

305.00. INMATE REQUEST SLIPS: In order to process requests timely and efficiently, staff shall require inmates to use the automated kiosk located in the housing area. If the automated kiosk is unavailable, inmates may complete the Inmate Request Slip form (ASU#080401). Staff shall review and answer completed requests whenever possible. Completed request slips shall be answered in a professional manner. Staff shall forward request slips they are unable to answer to the appropriate location or supervisor. Staff shall respond to request slips using JIMSnet. Staff shall sign and date any request slip once answered if using an Inmate Request Slip form. Inmates shall be advised of the outcome of their request electronically on the automated kiosk. Completed request slips using an Inmate Request Slip form shall be placed in the inmate's booking jacket.

(Rev. 03/2019)

310.00. RELIGIOUS REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the automated kiosk is unavailable, inmates may complete the Religious Request Slip form (ASU#080402) for religious requests. Facility chaplains shall review and answer completed requests whenever possible. Chaplains shall respond electronically to request slips using JIMSnet. Chaplains shall sign and date request slips after requests are answered if using an Religious Request Slip form. Chaplains shall forward request slips they are unable to answer to the appropriate location or supervisor. Inmates shall be advised of the outcome of their request electronically on the automated kiosk.

(Rev. 03/2019)

320.00. LIBRARY REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the automated kiosk is unavailable, inmates may complete the Library Request Slip form (ASU#080403) for requests. Staff shall give inmates the requested literature as soon as it is available. Library staff shall coordinate with the Inmate Services Unit (ISU) for requests regarding religious holy books. Staff shall allow inmates to retain up to three holy books. Library staff shall respond to request slips using JIMSnet. Library staff shall sign and date request slips if using a Library Request Slip form and they shall be kept until literature are returned by inmates. (Refer to Bureau Policy Section 12.2815.00)

(Rev. 03/2019)

325.00. MEDICAL REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the automated kiosk is unavailable, inmates may complete the Health Services Request Slip form (ASU#020501) for medical

12.300. INMATE REQUEST SLIPS

needs. Health Services shall respond to medical request slips using JIMSnet. Forms shall be forwarded to Health Service staff if a Health Services Request Slip form was used.

(Rev. 03/2019)

330.00. SUPERVISOR/WATCH COMMANDER RESPONSIBILITIES: (Refer to Facility Specific Policy)

(Rev. 03/2019)

12.400. INMATE WRITS

400.00. PENAL CODE SECTION 1381 REQUEST FOR SPEEDY TRIAL: (Rev. 03/2019)

400.01. PENAL CODE SECTION 1381 DEFINITION: Pursuant to Penal Code Section (P.C.) 1381, any inmate sentenced to 90 days or more may request to appear before the court within any jurisdiction in the State of California, where the inmate has criminal matters which have not been adjudicated.
(Rev. 03/2019)

400.02. PENAL CODE SECTION 1381 REQUEST PROCESS: Staff shall give the inmate a P.C. 1381 Request Form (ASU#140428) and instruct the inmate to complete the form. The inmate shall supply the following:

- Court and jurisdiction of the criminal matter
- Warrant or case number
- Charges
- Any aliases they may have used during the arrest for specified cases
- Two self addressed stamped envelopes with the return address indicating the inmate's name, facility, housing location, and booking number

Inmates deemed indigent shall be provided envelopes and postage.
(Rev. 03/2019)

400.03. ROUTING AND HANDLING OF PENAL CODE SECTION 1381 REQUEST: Completed P.C. 1381 Request Forms, along with envelopes shall be forwarded to bridge staff for processing. Staff shall verify if the inmate qualifies for P.C. 1381 filing, complete the lower half of the form, and endorse the form by signing and dating it. Once the form is endorsed, bridge staff shall mail the completed form to the office of the District Attorney and the court of the county of jurisdiction.

A copy of the completed P.C. 1381 Request Form shall be filed in an administrative file and retained for 30 months at the facility, and a copy shall be filed in the inmate's booking jacket.
(Rev. 03/2019)

405.00. PENAL CODE SECTION 1389 INTERSTATE AGREEMENT ON DETAINEES (IAD):
(Rev. 03/2019)

405.01. INTERSTATE AGREEMENT ON DETAINEES DEFINITION: P.C. 1389 provides the temporary transfer of sentenced inmates in the Department's custody to another state pursuant to the Interstate Agreement on Detainers compact. This process allows a sentenced inmate to face any untried criminal

12.400. INMATE WRITS

indictments, informations, or complaints in another state's jurisdiction and then for the inmate to be returned to the Department's custody at the resolution of the out-of-state case or cases.

- Sending State: The state in which the inmate is currently incarcerated
- Receiving State: The state in which the warrant with untried criminal charges is pending
- Anti-Shuttling: The provision of the Interstate Agreement on Detainers forbidding a secondary transfer of custody to the receiving state because the trial on the same warrant was not held or completed during the first transfer

(Rev. 03/2019)

405.02. PENAL CODE SECTION 1389 INTERSTATE AGREEMENT ON DETAINERS REQUEST PROCESS: An inmate who has been sentenced on all cases within San Bernardino County jurisdiction, and has been sentenced under P.C. 1170(h) to 180 days or more, is eligible to request a P.C. 1389 Form I (ASU#181001) and P.C. 1389 Form II (ASU #181002) in compliance with the Interstate Agreement on Detainers. Staff shall supply the form(s) for the inmate and place the date/time and inmate information into a P.C. 1389 log.

The inmate will supply the signed forms with four (4) envelopes in order to process the request. Inmates deemed indigent shall be provided envelopes and postage in order to process the request.

(Rev. 03/2019)

405.03. PENAL CODE SECTION 1389 INTERSTATE AGREEMENT ON DETAINERS ROUTING AND HANDLING: The completed form(s) and four (4) envelopes shall be forwarded to the bridge of the facility in which the P.C. 1389 request was originated from. The form(s) will be forwarded to the Facility Commander/designee for final approval. Once the form(s) are completed, staff shall mail the form(s) to the following:

- The Agreement Administrator of the sending state
- The Agreement Administrator of the receiving state
- The prosecuting official for the warrant's jurisdiction as certified or registered mail, with return receipt requested
- The clerk of the court with jurisdiction over the warrant as certified or registered mail, with return receipt requested
- Any other agency within the receiving state which has lodged a detainer

Each facility shall develop and update a P.C. 1389 Log to reflect the date/time the form(s) were mailed.

(Rev. 03/2019)

12.400. INMATE WRITS

410.00. REQUEST FOR PETITION FOR WRIT OF HABEAS CORPUS:

Inmates may request a Petition for Writ of Habeas Corpus form. A habeas corpus petition is a petition filed with a court by a person who objects to their own or another's detention or imprisonment.

Staff shall ensure:

- Inmates use an automated kiosk to request a writ
- The request slip has the inmate's name, booking number, housing location and date of request
- The inmate receives a blank Petition for Writ of Habeas Corpus
- The Petition for Writ of Habeas Corpus form is located in the Templates folder, Corrections tab, Petition for Writ of Habeas Corpus
- The date and time the writ was given to the inmate is noted on the request slip
- The request slip is routed to the bridge for filing in the inmate's booking jacket
- At no time shall an employee assist the inmate in filling out the form or offer advice

(Rev. 03/2019)

420.00. ROUTING A COMPLETED PETITION FOR WRIT OF HABEAS

CORPUS: Staff shall accept the completed Petition for Writ of Habeas Corpus from the inmate and fill out a Writ Routing Form (ASU #090901), completing steps 1 and 2 on the routing form.

(Rev. 03/2019)

450.00. DELIVERING A LOCAL WRIT: The Facility Commander's designee shall deliver the Petition for Writ of Habeas Corpus and the Writ Routing Form (ASU #090901) to the court of jurisdiction on the next available court date. The Facility Commander's designee shall complete Step 3 and 4 (local court) on the Writ Routing Form.

(Rev. 03/2019)

460.00. DELIVERING A NON-LOCAL WRIT: Writs for non-local courts (Appellate Court or US District Court) shall be mailed by the Facility Commander's designee. The Facility Commander's designee shall complete Step 3 and 4 (non-local court) on the Writ Routing Form (ASU #090901).

(Rev. 03/2019)

12.500. INMATE VOTING

12.510.00. INMATE VOTING ELIGIBILITY REQUIREMENTS: Any incarcerated inmate may vote in local, state, and federal elections if they are:

- A citizen of the United States, a resident of California, and a resident of San Bernardino County
- At least 18 years old on election day
- **NOT** serving time in state or federal prison or in county jail serving a state or federal prison sentence
- **NOT** currently found mentally incompetent to vote by a court

(Rev. 08/2021)

12.510.10. INMATE VOTING: Any incarcerated inmate may register and vote if they are:

- In a San Bernardino County jail and serving a misdemeanor or felony jail sentence
- Because jail time is a condition of probation (misdemeanor or felony)
- Serving a felony jail sentence
- Awaiting trial
- On parole
- On probation
- On mandatory supervision
- On post-release community supervision
- On federal supervised release
- A person with a juvenile wardship adjudication

Inmates that are currently serving a state prison or federal felony sentence in a county jail or who are currently in county jail awaiting transfer to a state or federal prison for a felony conviction may not register and vote.

Inmate educational voting pamphlets are available using the automated kiosk. Facilities may post educational voting pamphlets in housing units/segments and in other locations of high inmate traffic to ensure inmates are informed of their right to vote.

(Rev. 08/2021)

12.515.00. REGISTRATION PROCEDURE: Inmates not registered to vote who reside in San Bernardino County may request a voter registration card from the Registrar of Voters. If an inmate requests to vote, but is a resident of another county, the inmate shall be directed to write the Registrar of Voters in that county requesting that a voter registration form be mailed to them.

(Rev. 03/2019)

12.500. INMATE VOTING

12.520.00. VOTING PROCEDURE: Inmates who vote may request an absentee ballot application from the Registrar of Voters. The inmate shall submit the form in pencil. Inmates are responsible for mailing the completed forms through regular mail channels to the address provided on the form. Staff shall not assist any inmate in completing a ballot, nor verify the completeness of any document as inmates have the right to cast a secret ballot free from intimidation. Ballots submitted to the Registrar of Voters by law are secret and confidential and shall be considered legal mail.

(Rev. 03/2019)

12.530.00. ACCEPTANCE OF SAMPLE BALLOTS: Staff shall accept sample ballots or absentee ballots addressed to inmates, and ensure the inmates receive them without delay. Completed absentee ballots shall be mailed by the inmates through regular mail to the Registrar of Voters.

(Rev. 03/2019)

12.540.00. VOTING AFTER RELEASE: Inmates who have requested to vote by absentee ballot but have since been released before they received their ballot may vote by going to any polling place in the county where they are registered and vote with a provisional ballot.

(Rev. 03/2019)

12.550.00. VOTING MATERIALS: Voter registration cards and other voting materials for inmates are available in English and Spanish. The Registrar of Voters may be able to provide some translated sample ballots in Chinese, Korean, Tagalog and Vietnamese for certain precincts.

(Rev. 03/2019)

12.600. INMATE MAIL

12.600.00. DEFINITION: Inmate mail is incoming and outgoing correspondence. The words "mail," "correspondence," "packages," "boxes" and "parcels" are used interchangeably in this policy.
(Rev. 08/2023)

12.605.00. INMATE MAIL: Inmates may send and receive unlimited volumes of mail, however, shall only be able to retain the allowable amount of letters and photographs in accordance with Bureau Policy Section 12.680.10. Inmate mail shall be scanned and inspected for contraband and may be read outside the presence of the inmate to ensure facility safety and security. Outgoing mail shall have a complete return address indicating inmate's name, booking number and facility address. Staff shall return outgoing inmate mail not containing correct return address information.

Outgoing correspondence is not U.S. mail until it has been deposited in an official mail receptacle belonging to the U.S. Postal Service or handed to a mail carrier. Until such time, correspondence is merely personal property of the inmate, subject to jail rules and regulations.
(Rev. 12/2019)

12.620.00. INDIGENT INMATE PERSONAL MAIL SUPPLIES: Indigent inmates are defined as inmates who are without funds. Indigent inmates shall be supplied with four (4) postage-paid envelopes and eight (8) sheets of paper each week for personal mail. Indigent inmates shall obtain postage-paid envelopes from care bags when ordered as a commissary item. Indigent inmates missing commissary deliveries shall complete a request via the automated kiosk. Staff shall provide indigent inmates with care bags and debit their accounts. (Refer to Title 15, Section 1063 and Bureau Policy Section 12.2200.00) (Rev 11/2023)

12.640.00. PROCESSING INCOMING INMATE MAIL: Staff shall check JIMSnet to obtain inmate booking numbers and housing locations when not provided. Staff shall make every effort to verify inmates are in-custody prior to opening mail. Staff shall return mail to the original sender if inmates are not in custody. Staff may accept mail with postage due, as long as the facility is not billed for the postage. Staff shall accept incoming mail without a return address and deliver such mail to inmates. (Refer to Bureau Policy Section 12.670.00)
(Rev. 03/2019)

12.640.10. DEAD MAIL DEFINITION: When mail cannot be delivered or returned, it shall be considered dead mail. Publications shall not be considered for dead mail disposition. (Refer to Bureau Policy Section 12.670.00)
(Rev. 03/2019)

12.600. INMATE MAIL

12.640.20. DISPOSITION OF DEAD MAIL: Dead mail shall be forwarded to the Dead Letter Branch of the U.S. Postal Service. Staff shall document the names, booking numbers, and dates the mail was sent to the U.S. Post Office on the U.S. Mail Dead Letter Log (ASU#090501). These logs shall be retained in an administrative file at the facility for three years.

Mail Recovery Center Atlanta, GA 30378-2400

(Rev. 8/2023)

12.645.00. UNAUTHORIZED ITEMS: Certain items contained in letters or on envelopes may be deemed contraband and shall not be accepted. Unacceptable items include, but are not limited to, writing paper, envelopes, stamps, lipstick, perfume, cologne, powder, kissed impressions, white-out, white-out tape, crayon, marker, paint, glue, tape, glitter, stickers, gang-related letters/symbols, stained or dirty letters or envelopes, metal or plastic, hard cover books, food items, gum, or any other contraband.

Cardstock paper, greeting cards, construction paper, and manila envelopes shall not be accepted. Only mail that is on lined paper (college-ruled, narrow-lined, legal ruled, etc.), or postcards which are not cardstock thickness may be accepted. For incoming legal mail contained in a manila envelope, refer to Bureau Policy Section 12.714.00.

Photographs and illustrations from any Security Threat Group (STG) containing gang-related or sexual acts shall not be accepted.

Newspaper, magazine, and periodical publications shall not be delivered if they contain material that could incite a riot, murder, arson, violent racism, encourage violence toward law enforcement blackmail/extortion or encourage retaliation or intimidation toward victims of crime, or any other forms of violence, descriptions for making weapons, explosives, poisons or destructive devices, blueprints, drawings or similar descriptions of a facility; or information depicting, encouraging or describing methods of escape from a facility, procedures for the brewing of alcoholic beverages, or the manufacturing of controlled substances; sexually explicit material including but not limited to pictorial depictions of nudity of any gender including the fully exposed female/transgender female/male, breast(s)exposing nipples or areola, and/or the genitalia or anus of any gender or material showing actual sexual acts. Any catalogs, advertisements, brochures, or material whose primary purpose is to sell a product(s) or service(s) and when taken as a whole, lacks serious literary, artistic, political, educational, or scientific value. Illustrations, explanations, and/or descriptions of how to sabotage and/or disrupt computers, communications, or electronics.

Staff shall complete an Unauthorized Items Form (ASU#061201) upon receiving contraband or unauthorized items. Copies of completed forms shall be filed in the inmate's booking jacket and a copy forwarded to the inmate.

12.600. INMATE MAIL

Staff shall return unopened unacceptable mail to the sender when return addresses are provided. Staff shall place opened mail discovered to contain unacceptable materials or contraband on the inmate's property. Criminal investigations shall be conducted on mail containing contraband of a criminal nature.

Packages, boxes, or parcels containing any kind of perishable items (foods, liquids, etc.) shall no longer be mailed back to the sender. The mail room staff shall send the "Notice of Perishable Items" letter (ASU#220726) to the return address on the package, box, or parcel informing the sender they have thirty days to retrieve the item(s) from the facility. If the item(s) are not retrieved within the thirty- day time limit, mail room staff shall dispose of the item(s). Staff shall refer to Facility Specific Procedure for storage.

(ADD 08/2023)

Packages, boxes, or parcels containing any kind of perishable items (foods, liquids, etc.) shall no longer be mailed back to the sender. The mail room staff shall send the "Notice of Perishable Items" letter (ASU#220726) to the return address on the package, box, or parcel informing the sender they have thirty days to retrieve the item(s) from the facility. If the item(s) are not retrieved within the thirty- day time limit, mail room staff shall dispose of the item(s). Staff shall refer to Facility Specific Procedure for storage.

(ADD 08/2023)

12.650.00. DELIVERY/STORAGE OF INMATE MAIL: Only staff shall handle inmate mail. Staff shall not direct inmates to collect or hand out inmate mail. Mail shall be delivered to inmates without unnecessary delay. Staff shall hold inmate's mail when inmates are out to court or an appointment and deliver as soon as practicable upon their return to the housing unit. Inmates transferred to another facility shall have their mail or publications forwarded to them. Staff shall deliver mail for inmates housed in the hospital jail ward. Mail for inmates no longer in-custody shall be returned to the mailroom for disposition. (Refer to Bureau Policy Sections 12.690.10 and 17.1340.00)
(Rev. 03/2019)

12.670.00. RETURNING INMATE MAIL TO SENDER: Mail addressed to inmates not in custody, which has been opened, shall not be resealed. Staff shall enclose the mail in a Sheriff's Department envelope and mail it back to the sender when a return address is provided. Staff shall mark original envelopes "Not in Custody". Staff shall forward publications addressed to inmates no longer in custody to the facility's library. Such publications shall be distributed to inmates who request them. (Refer to Title 15, Section 1066 and Bureau Policy Section 12.640.10)
(Rev. 03/2019)

12.670.05. BAIL AGENT MAIL: Staff shall not accept mail addressed to inmates containing business cards or any advertisement soliciting services for bail. Staff shall place the mail in Sheriff's Department envelopes, and return them to sender. (Refer to California Code of Regulations Title 10, Section 2079: Soliciting of Bail.)
(Rev. 03/2019)

12.680.10. LETTERS, PHOTOGRAPHS, AND GREETING CARDS: Inmates shall be allowed to retain up to twenty (20) letters and fifty(50) photographs at any given time. Letters and photographs shall not be accepted if larger than 8½"x11". When daily incoming mail or materials exceed what inmates are allowed to keep in their possession, staff shall place the excessive new mail on the inmate's property and complete an Unauthorized Items Form. (ASU#61201) A copy of the form shall be given to the inmate and the original filed in the inmate's booking jacket. Inmates shall be allowed to exchange old mail for new mail with property staff. Safety staff shall ensure inmates comply and keep only the allowed amount of mail. Excess mail shall be seized as contraband and placed in the inmate's property. (Refer to Bureau Policy Section 12.2200.00 and Inmate Rules and Regulations Pamphlet (ASU#060803))
(Rev. 08/2023)

12.600. INMATE MAIL

12.690.10.PUBLICATIONS: Publications are defined as newspapers, magazines, and periodicals.

UNSUBSCRIBED PUBLICATIONS: Bulk publications or publications appearing to be mass mailed to all or a significant portion of the jail population, including those addressed to the individual, shall not be delivered directly to the inmate. Publishers shall only be permitted to provide the facilities with one publication for every 100 inmates. Such publications shall be retained in the facility's library. Inmates may check out such publications by submitting a Library Request Slip via the automated kiosk. Publications shall be retained in the library for a maximum of three (3) months.

UNSOLICITED PUBLICATIONS: Unsolicited publications mailed directly to inmates shall not be delivered and shall be discarded. Unsolicited publications include, but are not limited to:

- Materials for which the apparent primary purpose is to solicit a commercial transaction, or to promote products and/or services for the purpose of entering into a commercial transaction
- Materials labeled as advertising, including advertisements for bail agent and legal services
- Catalogues, credit card applications, real estate brochures, periodical subscription cards, and other mail soliciting the sale of goods or services and based on the promise to pay upon receipt

Publications shall be opened and inspected for contraband and shall be free from staples or metal fastening devices. Publications containing materials which inmates are not authorized to possess shall be discarded.

Inmates may be denied the privilege of receiving or retaining publications if the materials are used to deface walls, cover windows, bars, light fixtures, or for any purpose other than reading. Mail privileges may also be denied based on contents as described in Bureau Policy Section 12.645.00.

Inmates may keep in their possession, no more than six (6) items of reading material. Reading material may include magazines, newspapers, paperback books or periodicals. In addition to the above limit, inmates may be permitted to retain up to three (3) religious books of any faith.

Excess reading materials shall be placed on the inmate's property. (Refer to Bureau Policy Sections 12.645.00, 12.680.10, 12.690.10 and Inmate Rules and Regulations Pamphlet)
(Rev. 8/2023)

12.600. INMATE MAIL

12.690.15. BOOKS: Staff shall only accept paperback books mailed directly from the publisher or originate from a verifiable and reputable internet/mail order company or bookstore via their internet or mail order facilities. (For courier drop offs refer to Facility Specific Procedures Manual)

Staff shall inspect all incoming books for contraband. (Refer to Bureau Policy Section 12.645.00)
(Rev. 12/2019)

12.690.25. UNAUTHORIZED BOOKS, PUBLICATIONS AND MATERIALS IN LIBRARIES: Unauthorized books, publications and materials that are on the unauthorized materials list shall no longer be kept in the libraries, storage areas or any other location within any San Bernardino County jail facility. Any books, publications or materials that are on the unauthorized materials list shall be immediately removed and sent to County Surplus.
(ADD 08/2023)

12.690.30. UNAUTHORIZED BOOKS, PUBLICATIONS, AND MATERIALS IN INMATES' POSSESSION: Any books, publications or materials that are on the Unauthorized Materials list and that are already in the possession of the inmate shall be confiscated. If the item(s) are county owned, they shall be sent to County Surplus. If the item(s) have been purchased by the inmate, they shall be placed on the inmate's property. Staff shall fill out the Unauthorized Item(s) Form
(ASU#220725) and attach the form to the inmate's property and give a copy to the inmate.
(ADD 08/2023)

12.690.35. UNAUTHORIZED BOOKS, PUBLICATIONS AND MATERIALS NOT ON THE UNAUTHORIZED MATERIALS LIST: Any staff member who identifies or receives a questionable book, publication, periodical, etc. not already on the Unauthorized Materials list, should contact the Mail Room Committee through Microsoft Teams with the title of the item(s) and the author's name.

A Mail Room Committee member will research the item(s) in question and reply in a timely manner to the staff member with a final determination as to the disposition of the questionable item(s). Until the staff member receives a reply, the item(s) should be confiscated and not delivered to the inmate. If the item(s) in question does not fall into any of the listed criteria contained in 12.645.00, it shall be promptly delivered to the inmate. If the item(s) in question does fall within the criteria, staff shall fill out the Unauthorized Item(s) Form
(ASU#220725), attach the form to the item(s), place both the item and the form on the inmate's property and give a copy of the form to the inmate. The item(s) in question shall be added to the Unauthorized Materials list by the Mail Room Committee member.
(ADD 08/2023)

12.700. LEGAL MAIL

710.00. LEGAL MAIL: Official, privileged, legal, or confidential mail is considered legal mail. Legal mail may be sent confidentially to or from state or federal courts, members of the State Bar, holders of public office, and the Corrections Standards Authority.

Inmates may correspond confidentially with the Facility Commander/designee or media, although this is not considered legal mail. (Refer to Title 15, Chapter 1063, Section C)
(Rev. 12/2019)

712.00. OUTGOING LEGAL MAIL: Inmates sending legal mail shall hand it to safety staff. Safety staff shall inspect the mail for contraband and have the inmate seal the mail in their presence. Safety staff shall place their initials and employee number over the sealed portion and place the mail with the outgoing mail.
(Rev. 07/2010)

714.00. INCOMING LEGAL MAIL: Staff shall open legal mail only in the presence of the addressed inmate and inspect it for contraband.

Incoming legal mail contained within a manila envelope shall only be opened in the presence of the addressed inmate. Staff shall inspect the envelope for contraband, and retain the envelope since it is an unauthorized item. An inmate shall be allowed to copy the sender's address if requested. (Refer to Bureau Policy Sections 6.940.00 and 12.645.00)
(Rev. 12/2019)

715.00. LEGAL MATERIALS AND SUPPLIES: Facilities shall accept legal materials and supplies that are physically brought or mailed into the facility by the inmate's attorney of record, public defender, or legal representative.

Legal materials and supplies may include writing tablets, legal writing pads, court paperwork, court orders, court forms, reports, or photographs pertaining to the case. All legal material or supplies shall be individually marked with the inmate's name and case number.

Facilities shall accept postage paid envelopes (similar to ones sold in inmate commissary) stamped with the return address of the legal representative. Staff shall not accept such letters for outgoing inmate legal mail if they have been altered in any way. Altered envelopes and mail shall be returned to the inmate.

Staff shall inspect legal materials and supplies prior to distributing them to the inmate and ensure they are free of staples, paper clips or any metal or plastic items. Items which are physically brought into the facility shall immediately be

12.700. LEGAL MAIL

inspected by staff. Staff shall return items to the legal representative if they do not comply with policy. Facilities shall not accept materials or supplies if they are accompanied by personal letters, personal photographs, any other form of personal property, or items other than described as legal supplies or materials.

Legal materials or supplies mailed into a facility shall be returned to the sender if they do not comply with the provisions outlined in the policy.

Legal reference books shall only be accepted from a publisher or book distributor. (Refer to Bureau Policy Sections 12.645.00, 12.690.10, 12.690.15, and 12.2030.00)

(Rev. 12/2019)

720.00. INDIGENT INMATES' LEGAL MAIL: Indigent inmates shall be supplied with writing paper and envelopes for legal mail as often as needed. Indigent inmates shall fill out request slips via the automated kiosks for supplies. Staff shall verify inmates have less than \$2.00 in their account and had no more than that amount in their account for ten consecutive days. After verification, staff shall deliver appropriate envelopes and writing paper to indigent inmates.

Staff shall ensure outgoing letters are marked "Legal Mail" and placed in an interoffice envelope. Staff shall mark the interoffice envelope "Indigent Inmate Legal Mail" and forward it to the Inmate Services Unit (ISU). ISU shall provide postage stamps via a postage metering machine and send the inmate's mail to the Post Office.

Facilities in need of mail supplies for indigent inmates shall obtain unstamped envelopes and writing paper from ISU. (Refer to Title 15, Section 1063 and Bureau Policy Section 12.710.00)

(Rev. 12/2019)

750.01. MISREPRESENTATION OF MAIL AS LEGAL: Facility Commanders/designees may deny the ability to exchange legal mail with inmates. Acts which may warrant denial include but are not limited to:

- False representation of the sender's identity or qualifications
- Attempts or acts to introduce contraband into the facility
- Attempts to commit, or the actual commission of an act of violence within a facility
- Encouraging inmates to violate the law, or department, bureau, or facility policy

Attorneys may appeal their denial of correspondence, in writing, to Facility Commanders/designees. Inmates may appeal by submitting a grievance.

12.700. LEGAL MAIL

(Rev. 12/2019)

12.900. INMATE GROOMING

900.00. HAIR REQUIREMENTS/GENERAL POPULATION INMATE: To promote cleanliness, health, and facility security, staff shall require inmates to keep their hair clean and well-groomed.

Inmates who fail to keep their hair clean may be disciplined and/or re-classified.

Regardless of the hair length or style an inmate chooses to keep, all inmates are subject to search at any time. Inmates may be required to remove braids, buns, cornrows etc., to facilitate a thorough search. Inmates who refuse may receive a discipline and/or be re-classified.

Inmates working around food shall be required to wear appropriate hair coverings.

(Rev. 10/2018)

905.00. HAIR RESTRICTIONS: Inmates shall not cut names, numbers, or other designs into their hair.

(Rev. 03/2019)

906.00. HAIR REQUIREMENTS/INMATE WORKERS: In order for inmates to remain on work status and retain their Penal Code Section (P.C.) 4019 work credits, inmates must keep their hair clean, groomed and worn according to the rules set forth in the Inmate Worker Standards Agreement form (ASU#100415).

An inmate who fails to comply with these grooming standards may be deemed unacceptable for certain work assignments and may be disciplined and/or re-classified as deemed necessary by staff.

Inmates assigned to inmate worker status must sign an Inmate Worker Standards Agreement form (ASU#100415).

(Rev. 03/2019)

906.05. HAIR REQUIREMENTS/INMATE WORKERS (FIRE CAMP): Inmate workers assigned to the Glen Helen Rehabilitation Center (GHRC) Fire Camp shall comply with the same standards outlined in the San Bernardino County Fire Department Operations Directive manual:

- Hair shall be neat, clean, trimmed, and present a well-groomed appearance
- Extreme hairstyles or ponytails are not permitted
- Hair may be any color that naturally occurs in human hair
- Hair shall be worn so that it does not extend below the top of the uniform shirt collar standing with the head erect

12.900. INMATE GROOMING

- Hair may be combed over the ears, but shall not extend below the bottom of the ear or more than two inches in front of the ear
- Hair that is styled or combed forward shall not extend below the eyebrows
- The maximum depth from the scalp shall not exceed one and one-half inches. Hair shall meet the specified grooming standards without having to be mechanically restrained
- In no event shall the length of hair or the style preclude the proper wearing of the helmet, self-contained breathing apparatus, or medical mask as required

(Refer to San Bernardino County Fire Department Operations Directive Manual, Section 2410)

(Rev. 03/2019)

912.00. HAIR CARE PROCEDURES: Facilities shall establish written procedures for inmate hair care. Such procedures shall include schedules for hair care and allowances for missed hair care. (Refer to Facility Specific Policy)

(Rev. 03/2019)

913.00. HAIR CARE: Generally, staff should allow inmates to receive hair care at least once a month. However, staff may suspend such services when inmates are a danger to themselves or others, or jeopardize the safety or security of the facility. (Refer to Title 15, Section 1267)

(Rev. 08/2019)

915.00. FACIAL HAIR/GENERAL POPULATION INMATE: Staff shall allow inmates to shave daily.

Staff may deny inmates access to razors if they are a danger to themselves or others, jeopardize the safety or security of the facility, or may not shave for reasons of identification in court. (Refer to Title 15, Section 1267)

(Rev. 03/2019)

915.01. FACIAL HAIR/INMATE WORKERS: An inmate who is assigned to work in food preparation, processing or serving areas, and/or around machinery, or in fire hazard areas, may be required, for safety and sanitation reasons, to further limit their grooming in order to properly wear certain health and safety equipment as is deemed necessary by staff, including but not limited to, hair nets, beard nets, safety head coverings, etc.

An inmate that fails to comply with these grooming standards may be deemed unacceptable for certain work assignments and may be disciplined and/or re-classified as deemed necessary by staff.

12.900. INMATE GROOMING

Inmates assigned to inmate worker status must sign an Inmate Worker Standards Agreement form (ASU#100415). (Refer to Health and Safety Code Section 113969)

(Rev. 03/2019)

915.05. FACIAL HAIR/INMATE WORKERS (FIRE CAMP): Inmate workers assigned to GHRC Fire Camp shall comply with the same standards outlined in the San Bernardino County Fire Department Operations Directive manual:

- Inmates shall be clean-shaven when reporting to duty
- Sideburns must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must not extend below the bottom of the ear lobe, must be even width (not flared) and must end with a clean shaven horizontal line
- Moustaches must be trimmed and not interfere with the wearing of self-contained breathing apparatus mask. Moustaches may not exceed below the jaw-line
- Beards and goatees of any type are specifically prohibited

(Refer to San Bernardino County Fire Department Operations Directive Manual, Section 2410)

(Rev. 03/2019)

920.00. NAILS: Staff shall allow inmates to cut their nails.

Staff may direct inmates to cut their nails when they are of such a length they may endanger the safety of other inmates or staff. Staff shall notify a shift supervisor when inmates refuse to follow such direction. Shift supervisors shall consider the inmate's length of stay and past history before taking disciplinary action.

Staff shall require inmate workers' nails to be clean and trimmed and shall not be of a length that interferes with their assigned duties.

(Rev. 01/2009)

12.900. INMATE GROOMING

925.00. GROOMING EQUIPMENT: Staff shall inventory and inspect grooming equipment prior to distributing it to inmates. Staff shall ensure returned equipment is not damaged or missing parts. Disposable razors should not be shared by inmates.

Grooming equipment shall be disinfected before and after each use by methods approved by the State Board of Barbering and Cosmetology. Disinfectant shall be approved by the Environmental Protection Agency (EPA) and authorized for use by the Chief Medical Officer.

Cleaning equipment:

- Remove any foreign matter
- Grooming equipment shall be sprayed with the disinfectant and left on for a minimum of one minute before being wiped clean.
- Grooming equipment shall not be immersed in any disinfectant solution
- Store cleaned equipment, excluding curling irons and hot combs, in clean covered containers labeled as such

Approved disinfectant solution shall only be used to clean grooming equipment. Disinfectant solution shall be stored in containers with labeled instructions for use, a caution statement, and the EPA registration number. Containers shall be covered.

The Administrative Support Unit (ASU) shall advise Facility Commanders/designees in an interoffice memorandum when the approved disinfecting solution has changed. (Refer to Title 15, Section 1267 and California Code of Regulations Barbering and Cosmetology Title 16, Article 12, Section 979) (Rev. 11/2023)

12.1000. COURT ORDERS FOR INMATES TO ATTEND FUNERALS, BIRTHDAYS, HOSPITAL VISITS, OR ANY OTHER SPECIAL EVENT

1010.00. COURT ORDERS FOR INMATES TO ATTEND FUNERALS, BIRTHDAYS, HOSPITAL VISITS, OR ANY OTHER SPECIAL EVENT:

Inmates shall only be permitted to attend a funeral, hospital visit, birthday celebration or any other special event (family or non-family member) when a valid court order is issued temporarily releasing the inmate from the custody of the Sheriff. The San Bernardino County Sheriff's Department does not escort or transport inmates to outside events. When the facility receives a court order it shall follow policy 12.1020.00.

(Rev. 03/2019)

1020.00. TEMPORARY RELEASE OF INMATE: Facility Commanders/designees shall review court orders for temporary release to determine their legality and validity.

(Rev. 03/2019)

12.1100. NEWSPAPERS

1110.00. NEWSPAPERS: Inmates housed in a Type II facility shall be permitted to purchase and receive any newspaper subscription as long as it is mailed directly from the publisher or originate from a verifiable and reputable company or bookstore.

The facility administrator of a Type I facility shall develop and implement a written plan to make available upon request a daily newspaper in general circulation, including a non-English language publication (if requested), to assure reasonable access to interested inmates.

Staff shall inspect all incoming newspapers for contraband.
(Refer to Bureau Policy Section 12.645.00)
(Rev. 03/2019)

12/1200. HOBBYCRAFT RELEASE

1210.00. HOBBYCRAFT RELEASE:

(Del. 03/2010)

1220.00. PROCEDURE:

(Del. 03/2010)

1230.00. COMPLETED RELEASE FORMS:

(Del. 03/2010)

12.1300. TELEVISION/MOVIES

1310.00. REVOCATION OF PRIVILEGES: Televisions and movies are an inmate privilege that may be revoked by the shift supervisor.
(Rev. 05/2011)

1320.00. TELEVISION HOURS:

- Sunday through Thursday (court nights). Generally, staff shall turn televisions off in housing areas at 2200 hours. The shift supervisor has the discretion of extending this time to 2300 hours.
- Friday, Saturday and Holidays (non-court nights). Generally, staff shall turn televisions off at 2300 hours. Televisions in inmate worker areas may be left on one hour longer than those in general population.

(Rev. 03/2019)

1330.00. MOVIES: The Federal Copyright Act (USC Title 17) prohibits unauthorized use of certain videotaped, digital or other electronically recorded movies (videos). The act mandates such videos (including VHS or DVDs) that have been purchased, donated, or brought in by staff have a public performance video license and therefore shall not be shown to inmates except for educational purposes.

(Rev. 03/2019)

1330.05. UNAUTHORIZED MOVIES: Movies likely to incite violence, promote racist themes or unrest, or are pornographic shall not be shown.

(Rev. 05/2011)

1340.00. CLOSED CAPTIONED TELEVISIONS: Facility housing unit televisions should have the "Closed Captioning" feature turned on at all times.

(Refer to Bureau Policy Section 18.068.00)

(Rev. 03/2019)

12.1600. OUTSIDE RECREATION

1610.00. MINIMUM REQUIREMENTS FOR OUTSIDE RECREATION:

Inmates shall be allowed a minimum of three hours of exercise distributed over a period of seven days. (Refer to Facility Specific Policy)

(Rev. 03/2019)

1630.00. HOUSING SAFETY STAFF RESPONSIBILITIES:

Facility Commanders/designees shall establish written procedures for housing safety staff's responsibilities. Such procedures shall be in the form of facility specific policy. (Refer to Facility Specific Policy and Post Orders)

(Rev. 03/2019)

1640.00. RECREATION LOG: Recreation logs and computerized housing lists shall be retained for one year. Recreation logs shall contain:

- Date and time of recreation period
- Housing segment designation
- Numbers of inmates attending
- Number of inmates returning
- Incidents occurring during the recreation period (if any)
- Name and employee number of staff supervising recreation

(Rev. 03/2019)

1650.00. TYPES OF ACTIVITIES:

Activities shall consist of sports and exercise which allow for exertion of large muscle groups. Facility Commanders/designees may restrict items inmates possess during outside recreation. (Refer to Title 15, Section 1065 and Facility Specific Policy)

(Rev. 03/2019)

1660.00. TIME PERIODS:

Time periods shall generally start at the conclusion of breakfast and may continue until lights out. Recreation shall not be offered during feeding and count. Inmate workers shall be allowed recreation as their work schedule permits.

Facility Commanders/designees shall establish written procedures for recreation time periods. Such procedures shall be in the form of Facility Specific Policy.

(Refer to Facility Specific Policy)

(Rev. 03/2019)

1680.00. INMATE CLOTHING:

Staff may allow inmates to remove their shirts during warm weather. Female inmates shall wear T-shirts at minimum.

(Rev. 03/2019)

1690.00. LOSS OF RECREATION PRIVILEGES:

Facility Commanders/designees shall have sole authority to cancel scheduled recreation.

12.1600. OUTSIDE RECREATION

Loss of recreation privileges shall be noted on recreation logs. Reasons for cancelling recreation may include, but are not limited to, inclement weather, facility emergencies, major disturbances, possible escape attempts, and possible threats against staff.

(Rev. 03/2019)

1690.10. INCLEMENT WEATHER: Staff shall not allow outside recreation during serious smog alerts, rain, or during periods of extreme heat or cold.

(Rev. 11/2008)

12.1700. INMATE VISITING

12.1710.00. MINIMUM REQUIREMENTS FOR VISITING: Facility Commanders/designees shall ensure inmates receive no less than the minimum requirements for visiting outlined in Title 15. Inmates shall be allowed at least two visits totaling no less than one hour per inmate each week. (Refer to Title 15, Section 1062, Bureau Policy Section 12.1810.10, and Facility Specific Procedures)

(Rev. 11/2022)

12.1720.00. VISITING LOCATIONS: Visits shall occur in designated visiting locations. (Refer to Facility Specific Procedures)

(Rev. 11/2022)

12.1730.00. RESTRICTED VISITORS: The following persons are restricted from visiting:

- Persons attempting to enter the facility as a visitor who have been released from the Department's custody within the last 30 days are ineligible to visit. However, the shift supervisor may approve visits between blood relatives (mother, father, siblings, or children) or a spouse even though the visitor was released from the Department's custody within the last 30 days
- Visitors on formal probation may be required to provide written permission to visit from their probation officer
- Visitors who are convicted felons who have served time in any California state prison or county jail, shall not be allowed on jail grounds without the permission of the Facility Commander/designees. Such persons may be arrested and prosecuted if they refuse to leave jail grounds.

(Refer to Penal Code Section 4571)

(Rev. 03/2019)

12.1730.05. REQUESTING A VISIT UNDER PENAL CODE SECTION 4571: Convicted felons may request permission to be allowed on jail grounds to visit inmates. Requestors shall complete the Request for a Convicted Felon to Visit an Inmate form (ASU#070901). Requestors may either submit the form to a visiting deputy, who shall route it to the Facility Commander/designee, or mail the form to the facility, addressed to the Facility Commander/designee. Facility Commanders/designees shall review requests and determine whether requestors may visit. A copy of the completed form shall be mailed to the requestor after the determination is complete. Original forms shall be placed in the inmate's booking jacket.

(Rev. 11/2022)

12.1740.10. PRO PER INMATES: Inmates granted Pro Per status may, if required, and upon approval of a shift supervisor, receive extended visitation to

12.1700. INMATE VISITING

confer with legal runners and witnesses. Violations of visiting policy may result in loss of extended visiting privileges. Pro Per visits are considered official visits for scheduling purposes. Pro Per visits shall not be used to refuse a regularly scheduled visit that occurs on the same date. Inmates shall be allowed to receive Pro Per visits and regularly scheduled visits on the same day.

Legal runners: Legal runners may confer with Pro Per inmates in the public visiting area any day of the week. Legal runners wishing to distribute legal materials or supplies to inmates shall adhere to the procedures in Bureau Policy Section 12.715.00.

Witnesses: Pro Per inmates shall submit a list of prospective material witnesses to the Facility Commander/designee for approval. Inmates may be permitted to interview prospective witnesses in the public visiting area during normal visiting times if the visit does not conflict with regular visits. Time allotted for witness interviews shall not be combined with time periods allotted for legal runner visits.

Interviews with material witnesses in the custody of the Sheriff's Department or other government agencies shall be permitted only by specific court order.

Investigator visits: Pro Per inmates may retain the services of a state licensed investigator to assist in the preparation of their cases. Pro Per inmates shall be permitted to confer with licensed investigators during normal hours of visiting. Visits may, upon approval by a shift supervisor, occur in the official visiting room. (Refer to Facility Specific Procedures)
(Rev. 11/2022)

12.1740.14. NEWS MEDIA VISITS: News media visits are considered public visits. These visits shall be conducted during regular visiting hours in the visiting area and shall not be considered official visits. Photographic or recording devices shall not be permitted inside the secure part of the facility. Media may use them during public visits only with permission from Facility Commanders/designees. (Refer to Department Manual Section 1.808.30 and Bureau Policy Section 12.1770.00)
(Rev. 03/2019)

12.1740.15. BAIL AGENT VISITS: Bail agents may request a visit with an inmate. Bail agents shall be allowed to visit when bail services have been requested by the arrestee, arrestee's attorney, an adult member of the arrestee's immediate family or such other person who is in possession of the inmate's written approval. (Refer to California Code of Regulations Title 10, Sections 2077-2082)

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Staff shall ensure bail agents complete the Bail Agent Request Form (ASU# 100111) prior to visiting an inmate, approval of an inmate visit or bond drop off. The completed form shall be placed in the inmate's booking jacket.

Bail agents shall not be allowed to visit to solicit business. Staff shall verify these conditions are met before granting the visit. Bail agents shall not be allowed to place money on an inmate's trust account.

Bail agents shall be allowed to visit only one inmate at a time. Bail agents who wish to visit multiple inmates shall exit the visiting area after each visit and make new requests before the next visit shall be permitted.

Bail agents may be allowed to visit inmates in the official visiting area if inmates need to sign necessary documents. Staff shall verify the documents requiring the inmate's signature and the bail agent is a notary public before granting access to the official visiting area.

(Rev. 03/2019)

12.1750.05. VISITING SCHEDULE: (Refer to Facility Specific Procedures)

A schedule of the visiting hours is to be posted for public viewing. Visiting hours should be made available on weekends, evenings, or holidays.

Visiting days and hours will be Wednesday through Sunday from 0900-2100 hours, with the last visit scheduled at 2030 hours. Each visit is scheduled for 30 minutes. Inmates may only have one visit per day. A maximum of two visitors shall be permitted for each inmate.

In addition to the Online Visiting Scheduling System, the visiting phone line at each facility will be available from 0900-1500 hours Tuesday through Saturday. All staff are encouraged to direct visitors to use the online scheduling system.

When scheduling a visit via the phone line, staff shall obtain the following information from each visitor:

- Name
- Birthdate
- Address
- Phone number
- Relationship to inmate
- Identification and expiration date

(Rev. 11/2022)

12.1700. INMATE VISITING

12.1770.00. UNAUTHORIZED DEVICES IN VISITING AREA: Visitors shall not bring cellular telephones, wireless Internet devices of any kind, or photographic or recording devices into the facility. (Refer to Penal Code Section 4575)

Law enforcement employees may be allowed to retain possession of portable electronic devices during visits for investigative purposes. Such an allowance shall be on an individual basis and only with the expressed consent of the shift supervisor. (Refer to Bureau Policy Section 12.2070.00)
(Rev. 11/2022)

12.1790.00. VISITORS' PERSONAL PROPERTY IN VISITING AREA: To ensure contraband is not hidden in visitors' property and to ensure facility cleanliness, visitors shall not be permitted to retain the following items in the inmate visiting area:

- Purses or briefcases
- Backpacks or diaper bags
- Strollers
- Food or drink
- Cellular telephones or other electronic devices

Visiting staff shall advise the visitors to leave these items in their personal vehicles. (Refer to Facility Specific Procedures)
(Rev. 11/2022)

12.1800. VISITING PROCEDURES

12.1810.00. VISITING PROCEDURES: Facility Commanders/designees shall establish written procedures for inmate visiting. (Refer to Facility Specific Procedures)

(Rev. 11/2022)

12.1810.10. VISITING APPOINTMENTS: Visiting appointments shall be made one day prior to the requested visit. Visiting records shall be maintained by the scheduling facility for two years.

(Rev. 10/2007)

12.1810.15. VISITOR IDENTIFICATION: Staff shall require visitors to show current and valid identification with a photograph, issued by municipal, state, or federal agencies, or the consulate of another country, in order to visit. Examples include, but are not limited to:

- Driver's license
- DMV identification card
- Department of Defense identification card
- U.S. Citizenship and Immigration Services identification card
- Consulate identification card
- Passport

(Refer to Bureau Policy Section 12.2030.00)

(Rev. 03/2019)

12.1810.20. VISITOR SIGN-IN SHEETS: Staff shall require all visitors to completely fill out the Visitor Sign-In form (ASU#180906) prior to any visit. Staff shall compare the visitor's valid identification to the name that appears on the visitor list and sign-in form. Sign-in forms shall be collected and forwarded to facility staff. Each facility shall ensure visitor information is updated into JIMSnet.

(Rev. 03/2019)

12.1850.05. VISITOR DRESS CODE: Staff shall deny or terminate visits if visitors are wearing prohibited attire.

Prohibited attire:

- Gang attire
- Hats
- Clothing or accessories displaying obscene or offensive language or pictures
- Sheer or transparent garments
- Tank tops, halter tops, strapless or spaghetti strap tops
- Clothing exposing the breast/chest, midriff area, genital area, or buttocks
- Shorts, skirts, and dresses shorter than mid-thigh

12.1800. VISITING PROCEDURES

- Clothing revealing underwear

Shoes shall be worn.

(Rev. 03/2019)

12.1852.00. MONITORING VISITS: Staff are expected to maintain facility security by observing inmates during visits.

Staff shall not listen to conversations between an inmate and their attorney, religious advisor, or licensed physician (privileged). Staff may listen to any non-privileged conversation of an inmate. (Refer to People v. Loyd, Penal Code Section 636, and Bureau Policy Section 9.420.10)

(Rev. 03/2019)

12.1885.00. TERMINATION OF VISIT: Staff observing violations of law or facility rules by visitors or inmates may terminate those visits, and, if appropriate, place the inmate on discipline.

(Rev. 03/2019)

12.1885.05. DENIAL OF VISITS: Shift supervisors with the rank of sergeant and above may deny or cancel any public or official visit if a legitimate operational or safety and security concern arises compromising facility security or the safety of staff and inmates.

All denied or cancelled visits must be documented. Facility Commanders/designees shall regularly review denied or cancelled visits and document such review.

(Rev. 11/2022)

12.1885.10. TEMPORARY SUSPENSION OF VISITING PRIVILEGES: Staff shall temporarily suspend inmates' visiting privileges if Health Services supervisors determine a medical condition could endanger inmates or staff.

Additionally, staff may temporarily suspend visiting privileges in accordance with discipline policies. (Refer to Bureau Policy Section 12.2300.30 and Facility Specific Procedures)

Shift supervisors with the rank of sergeant and above shall approve any request to suspend/terminate a visit. Requestors shall complete the Suspension of Visitor's Privileges form (ASU#222510) and submit the form to TSD (Technical Support Division) & ASU (Administrative Supportive Unit) at the discretion of the Facility Commander/designee.

12.1800. VISITING PROCEDURES

If a visitor commits a violation at ANY jail facility, the visitor will be suspended from visits to all facilities. The first violation results in a 30-day suspension. A second violation within a year's time results in a 60-day suspension. A third violation (and every violation thereafter) results in 90-day suspension.

Violations include but are not limited to the following:

- Bringing prohibited items/contraband into the facility
- Taking items to or from an inmate
- Disrobing in front of an inmate or wearing clothing that reveals the breast/chest, midriff area, buttocks, or genitalia in front of an inmate
- Smoking or drinking
- Disruptive conduct

Violations prior to a visit, such as inappropriate clothing, would not warrant a suspension. A shift supervisor with the rank of sergeant and above must approve any requests by staff to terminate a scheduled inmate visit. All suspensions shall be maintained in a visitor suspension log by ASU.

(Rev. 11/2022)

12.1886.00. MINOR VISITS: Generally, visitors under 18 shall be escorted by a responsible adult.

EXCEPTIONS: Staff shall permit minor children age 12 and over to visit inmate parents unaccompanied by an adult. Inmates' minor spouses who can provide a marriage certificate and photo identification shall be permitted to visit. (Refer to Haas v. Board of Supervisors of San Bernardino County)

(Rev. 03/2019)

12.1888.00. CHILDREN IN THE FACILITY: Staff shall require visitors to keep their children within arm's reach. Staff may terminate visits when parents fail to maintain control of their children. Children shall not be left unattended for any reason.

(Rev. 12/2016)

12.1890.00. INMATES IN INTAKE: Inmates in intake shall not be allowed public or social visits. Other visits (official visitors or bail agents) shall be allowed. Facility Commanders/designees shall establish written procedures and Facility Specific Policy to address how these visits shall occur. (Refer to Bureau Policy Section 12.1740.15)

(Rev. 03/2019)

12.1800. VISITING PROCEDURES

12.1896.00. INMATES' RIGHT TO REFUSE VISITS: Inmates have the right to refuse visits.

(Rev. 03/2019)

12.1897.00. VISITORS WITH SERVICE ANIMALS: A service animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. A service animal is not required to be specially licensed as a service animal, or certified as such by a state or local government. Service animals are not pets. A miniature horse is approximately 24" to 34" from the floor to the shoulder and 70 to 100 pounds. (Refer to ADA Title II, Regulation 28 CFR, Section 35.104, California Civil Code Sections 54-55.3, Penal Code Sections 365.5-365.7, and Bureau Policy Section 18.005.00)

Visitors entering a facility accompanied by a dog or a miniature horse the visitor claims is a service animal shall generally be admitted. A visitor claiming the need for the service animal shall not be asked about their disability nor be required to provide proof of disability. The visitor shall not be required to verify the animal's capability as a service animal.

When a visitor with an animal attempts to enter a facility, staff should:

- Ask if the animal is required because of a disability and what work or task the animal has been trained to perform
- If the visitor states the animal is a pet, the animal shall be denied entrance into the facility
- If the animal growls, or otherwise acts in a manner that poses a direct threat to the health and safety of others, it shall not be allowed into the facility

Barking alone is not a reason to direct the visitor and service animal to leave the facility. Some service dogs are trained to bark to alert its owner of an onset of a medical condition such as a seizure. Staff should speak to the visitor and summon medical assistance if necessary.

A service animal shall have a harness, leash, or other tether, unless either the visitor is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the visitor's control (voice control, signals, or other effective means).

12.1800. VISITING PROCEDURES

Visitors with disabilities shall be permitted to be accompanied by their service animals in all areas of a facility where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Facilities shall not ask or require a visitor with a disability to pay a surcharge or to comply with other requirements generally not applicable to visitor without service animals. (Refer to ADA Title II, Regulation 28, CFR Part 35 and Bureau Policy Section 18.050.01)

Animals with harnesses, packs, or any other coverings are subject to search. Any visitor who refuses to allow an animal to be searched for any reason shall not be provided access to the facility. (Refer to Bureau Policy Section 18.050.02)

If staff are called to a disturbance involving an animal that initially appeared to be passive and under control of the visitor, but subsequently begins displaying aggressive behavior, the visitor shall be ordered to remove the animal from the facility due to its aggressive behavior.

If the visitor is ordered to remove the animal from the facility, the visitor shall be allowed to return to the facility and complete their visit without the service animal. (Refer to ADA Title II, Regulation 28, CFR Section 35.136 and Bureau Policy Section 18.050.03)

When staff denies entry to a visitor bringing an animal into a facility, or if the visitor is ordered to remove the animal after having been admitted, staff shall immediately notify the shift supervisor and prepare an interoffice memorandum for the shift supervisor. The memorandum shall include the following information:

- The name, date of birth, address, telephone number, and any other identifying visitor information of the visitor with the animal
- A description of the involved animal
- A description of the specific behavior on which staff based their decision to exclude, or order the removal of, an animal from the facility
- A description of the steps staff took to accommodate the disabled visitor and the visitor's response to those steps.

(Refer to Bureau Policy 18.050.04)

Staff shall not accept responsibility for watching, feeding, watering, or otherwise caring for any service animal. In the event the visitor is arrested or otherwise unable to care for the animal, staff shall ask the visitor who the animal should be released to and attempt to contact that person. If nobody can be located or pick

12.1800. VISITING PROCEDURES

up the animal in a reasonable amount of time, staff shall contact the local animal control service. (Refer to Bureau Policy Section 18.050.05)

Nothing in this policy shall discourage staff from taking appropriate steps to ensure the safety and security of the facilities, other staff, visitors, and inmates. Allergies and fear of animals are not valid reasons for denying or refusing service animals entrance onto a facility. (Refer to Bureau Policy Section 18.050.06)
(Rev. 03/2019)

12.1898.00. VISITOR INJURIES: In the event of a visitor emergency, Health Services staff shall respond and provide emergency treatment.

Staff shall advise the injured visitor to proceed as they would for an injury in their own residence, calling their preferred doctor or hospital.

If the injured visitor has no preferred doctor or hospital, or cannot respond and must be taken to a hospital or emergency clinic staff shall:

- Immediately notify the shift supervisor
- Call 911 and request medical aid for the injured person. Give detailed instruction on how to reach the injured person. Send staff to wait for the ambulance and guide them to the injured person, staff shall not leave the injured visitor until the ambulance arrives
- Not make any comment concerning the injury or county responsibility or liability
- Write a detailed interoffice memorandum to the Facility Commander/designee about the incident

(Rev. 03/2019)

12.1900. RELIGIOUS VISITORS/VOLUNTEERS

12.1910.00. VISITS FOR RELIGIOUS PURPOSES: Generally, religious visits shall be considered official visits and shall be conducted in official visiting areas. Time allotments shall be discretionary based on specific activities and circumstances that affect facility security. Facility Commanders/designees may approve, deny, or assign such visits to alternate locations.

IDENTIFICATION: Official religious visitors shall present the appropriate identification and have an approved Security Clearance Application (ASU#100714) to conduct an official visit. Official Religious visitors shall provide proof of their identity and official religious capacity. A license, certificate of ordination, or letter from a church official (on church letterhead) shall be sufficient proof of a visitor's official religious capacity. Facility Commanders/designees maintain authority to grant or deny visits for religious purposes in response to specific circumstances on an individual basis.

CLEARANCE: Official Religious visitors who are uncredentialed (i.e., unable to present a license, certificate of ordination or other proof of their religious capacity) shall be referred to the facility commander or commander designee for consideration. The Facility Commander/ designee shall consider the request to visit and determine if the visitor is allowed an official visit, a public visit or no visit. If needed, the facility commander can request the assistance of the Inmate Services Unit (ISU) staff, including the Inmate Services Manager or any ISU Chaplain, in the vetting process of uncredentialed religious visitors. Upon approval from ISU, Official Religious visitors shall be placed on an approved list. ISU shall be responsible for updating the religious visiting list. Staff shall ensure visitors are on the approved list and shall verify the visitor's identification.

Generally, uncredentialed Religious visitors shall wait until their application is approved before they can visit. However, a shift supervisor may allow a same day visit if exigent circumstances exist.

Approved applications shall be filed in an administrative file at ISU. The applications shall be valid for two years from the date of approval. Religious visitors shall reapply if they wish to continue religious visits after their approval expires.

Religious visits may be conducted on a one-on-one basis. A shift supervisor may allow a religious visitor to be accompanied by a member of the inmate's family if exigent circumstances exist. (Refer to Bureau Policy Section 12.2030.00 and Facility Specific Procedures)

(Rev. 10/2021)

12.1915.00. RELIGIOUS VOLUNTEERS: Volunteers requesting to minister within the secure areas of a jail shall complete the Religious Volunteer

12.1900. RELIGIOUS VISITORS/VOLUNTEERS

Application (ASU#000702). Religious volunteers shall be sponsored by religious organizations registered with ISU. Organization team leaders are responsible for their volunteers; ISU provides schedules.

Religious volunteers shall not conduct themselves in a manner which brings discredit to themselves, the Department, or the County. Volunteers who are a principal in an investigation of a criminal nature shall immediately notify ISU. Volunteers may be terminated or released at any time with or without cause. (Refer to Department Manual Sections 1.678.10, 1.714.00, and 1.726.00)

RULES: Religious volunteers shall not accept or give anything to inmates including messages. Safety staff shall inspect items brought into jail facilities for religious services. Religious volunteers shall immediately notify ISU when a relative is booked into custody at any San Bernardino County Sheriff's Department jail facility. Religious volunteers shall not minister to relatives or friends in custody.

IDENTIFICATION: Upon approval from ISU, religious volunteers shall be placed on an approved list. ISU shall be responsible for updating the volunteer list and calendar in Starlink. Staff shall ensure volunteers are on the approved list and shall take the volunteers' driver license in exchange for a building pass. Religious volunteers shall wear building passes in plain view at all times.

TRAINING: Religious volunteers shall be trained on their responsibilities under the Department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. This type of training shall be conducted during the one-day volunteer/contractor Introduction to Corrections (ITC) course presented by the Administrative Support Unit (ASU).

ISU shall be responsible for enrolling religious volunteers in the ITC course as soon as practical. All religious volunteers having inmate contact shall sign the Acknowledgement of PREA Training form (ASU#180125) upon completion of the ITC course. Such forms shall be electronically filed in an administrative file. (Refer to Bureau Policy Section 3.107.00)
(Rev. 01/2021)

12.2000. OFFICIAL VISITS:

12.2005.00. OFFICIAL VISITS: Facility Commanders/designees shall establish written procedures regarding official visiting. Such procedures shall include late visits, cancelling visits, officer interview rooms, probation interviews, and authorized areas for official visits. (Refer to Facility Specific Procedures)
(Rev. 06/2022)

12.2030.00. OFFICIAL VISITORS: Official visits are those conducted by the following:

- An attorney who is requested by the inmate or the inmate's family (all other attorneys shall use the regular visiting area)
- Attorney of record including private investigators and legal assistants with letters of identification from the attorney of record. This does not include legal runners
- Peace officers, parole agents, public defenders District Attorney investigators, and probation officers who are conducting an investigation
- Attorneys, investigators, and legal assistants or interviewers from the Conflict Panel
 - A current list of Conflict Panel attorneys, investigators, and legal assistants or interviewers shall be maintained by the Administrative Support Unit (ASU) in Starlink
- Notary public having paperwork requiring an inmate's signature
- Bail agents having paperwork requiring the inmate's signature (power of attorney, bail agreement, or promissory note)
- Religious officials meeting the requirements set forth in Bureau Policy Section 12.1910.00
- City, County, Tribal Government, Federal, State or Consulate officials with proper identification acting in an official capacity
- Licensed process servers
- Veteran Affairs employees (who have been cleared by the Inmate Services Unit (ISU))
- Consular officials
- Other persons acting in an official capacity who are approved by the Facility Commander/designee.

Note: Safety staff shall be present for all inmate visits with notary publics, bail agents, or licensed process servers. Safety staff shall monitor the exchange between the inmate and such persons. Unlicensed servers shall not be allowed to visit in the official visiting area or be allowed an unsupervised visit.

Facility Commanders/designees shall establish Facility Specific Procedures for photocopying identification belonging to official visitors. The procedures shall, at a minimum, specify if such copies are required and, if so, where copies are to be maintained.

12.2000. OFFICIAL VISITS:

Exception: An official visitor accompanied by a member of the inmate's family shall be granted a regular visit. (Refer to Title 15, Section 1068, Penal Code Section 825(b) and Bureau Policy Sections 12.1740.15 and 12.1810.15)
(Rev. 06/2022)

12.2030.02. PRIVATE INVESTIGATOR EMPLOYEES: Private investigators who are retained or contracted by an attorney may hire an employee to conduct interviews and investigations (Refer to Business and Professional Code 7521.5(e)). These employees work under the license of the private investigator. Employees of a private investigator may be granted an official visit provided the following criteria are met:

- The attorney of record shall submit a letter of application indicating they have hired the private investigator firm to conduct investigations involving their client
- The private investigator firm shall submit a letter of application identifying and verifying the person named is an employee working for the private investigator as their investigator and is assigned to a specific inmate
- The attorney of record/private investigator letter shall contain the employee's full name, date of birth, driver license number, date of official visit, inmate's name and booking number
- The investigator shall provide a valid photograph identification and investigator card before entering the official visit
- Each employee shall have a letter listing the requested inmate's name and booking number for the visit
- The attorney of record letter and the private investigator letter shall only be valid for the date of the visit listed within the letter

A shift supervisor shall conduct a record check and grant or deny the application within 10 days of receiving the letter of application from the private investigator's employee.

The approval shall be granted if:

- The employee has no prior felony convictions
- The employee has not been in custody within the last six (6) months
- The employee is not a drug addict or registered drug offender
- The employee has no excessive misdemeanor convictions that indicate they are a security risk

If the employee is approved for the official visit, the shift supervisor shall sign and date the letter. The original letter with the shift supervisor's signature shall be filed in the inmate's booking jacket.

12.2000. OFFICIAL VISITS:

If the private investigator's employee is not approved for an official visit, the shift supervisor shall sign the letter indicating the private investigator employee is not eligible for an official visit and the letter shall be returned to the private investigator. A copy of this letter shall be retained in the inmate's booking jacket. No private investigator's employee shall be granted an official visit without the attorney letter, the private investigator's letter, the letter of application, and the completion of a record check. (Refer to Facility Specific Procedures)
(Rev. 06/2022)

12.2030.05. AUTHORIZED HOURS FOR OFFICIAL VISITS: Official visits shall only be allowed between 0800–2200 hours. No other time shall be allowed without the approval of the shift supervisor.
(Rev. 04/2011)

12.2030.10. OFFICIAL VISIT DURING MEALTIME: If the request for an official visit occurs during an inmate's scheduled meal, it shall be the inmate's decision to either accept the visit or eat the meal. If the inmate decides to accept the official visit during the meal period, they may be provided a sack lunch upon return to the housing unit.

If the inmate has a medical diet, the inmate may be allowed to eat the meal prior to attending the official visit. Staff shall notify the official visitor that the inmate is eating a medical diet and will be available as soon as possible after eating their meal.

If the inmate elects to eat the scheduled meal and accepts the visit, the time allotted for the visit may be reduced if it interferes with another previously scheduled visit.
(Rev. 03/2019)

12.2030.25. REFUSAL BY INMATE: When an inmate refuses a visit, staff shall either:

- Document the inmate's refusal of an official visit in the housing unit log along with the inmate's name, booking number, and the reason for the refusal
- Enter the information from the yellow request into the inmate's visitor summary screen in JIMSnet. Staff shall check the inmate "refused box"

(Rev. 03/2019)

12.2070.00. POSSESSION OF CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES DURING OFFICIAL VISITS: Cellular telephones, smart phones, or other electronic communication equipment shall not be permitted into an official visit in accordance with Penal Code Section 4575(a).

12.2000. OFFICIAL VISITS:

These devices are not monitored, and an inmate in possession of such equipment could provide information or arrange situations that would jeopardize the safety and security of the facility.

(Rev. 03/2019)

12.2070.10. POSSESSION OF LAPTOPS AND TABLETS DURING OFFICIAL VISITS: Except for as provided in Bureau Policy Section 6.030.00, laptops and tablets are prohibited.

(Rev. 03/2016)

12.2100. COURT ORDERS

2110.00. CONFIDENTIAL COURT ORDERS PER PENAL CODE SECTION

987.9: Confidential court orders per Penal Code Section (P.C.) 987.9 are generated by the defense in capital cases. The contents of these orders need to be protected against deliberate or accidental discovery by the prosecution. The attorney of record or his designee shall deliver all confidential court orders to the facility in which the inmate is housed. Only valid/certified copies of court orders shall be accepted.

(Rev. 03/2019)

2110.05. PROCESSING P.C. 987.9 ORDERS: All P.C. 987.9 orders requiring confidentiality shall be delivered to a shift supervisor who shall:

- Read the court order to determine what is being requested or ordered
- Ensure the court order is valid and has a judge's signature (stamp acceptable), is dated and that the defendant named in the order is housed at the facility
- Place the name and booking number of the inmate on an envelope
- Write the name of the visitor or visitors designated in the court order on the envelope without a title or other identifying information
- Place the court order/request in the envelope and tape seal it.
- Write "DO NOT OPEN", shift supervisor's initials, and date/time on the envelope
- If the visit is designated as a one-time occurrence, place the date/time on the envelope. If the court order is a blanket court order, no date or time is necessary
- Follow the above procedure but indicate the date/time and place of appointment if the court order is for something other than a visit (hospital visit, dental visit, etc.) outside of the facility.
- Generate an interoffice memorandum for safety staff security sign-up and post the memorandum on the briefing board
- Have the envelope filed in the inmate's jacket
- Complete a Request for Special Visit form (ASU#000605) and forward it to the medical clinic for filing in the inmate's medical jacket

(Rev. 03/2019)

2120.00. COURT ORDERED CONFIDENTIAL VISIT: At the time a confidential court order for special visit is requested pursuant to a confidential court order:

- The special visit shall be handled through official visiting
- Visitors shall be required to have a copy of the court order in their possession
- Obtain the sealed envelope from the inmate's booking jacket

12.2100. COURT ORDERS

- Verify the name on the envelope with a picture identification (ID) card from the visitor
- Do NOT complete an official visit form
- Do NOT document the confidential official visit in JIMSnet
- Complete the authorized confidential visit information on the sealed envelope
- Complete the authorized confidential visit information on the Request for Special Visit form (ASU#000605)
- Have the inmate sent to the official visit area
- Document the date/time of the visit on the envelope and the Request for Special Visit form (ASU#000605)
- Initial the entry(s)
- On blanket court orders, place a dash (-) the date/time of each visit on the envelope found in the inmate's booking jacket

*Note: If the visitor requests the visit in a clinical setting, the official visiting clerk will coordinate those efforts with the facility's Health Services staff. Use of the medical clinic is on a first-come-first-serve basis. (Refer Bureau Policy 17.1020.05)
(Rev. 03/2019)

2120.05. NEW COURT ORDERS: Designated one-time-only visits are valid for one visit only; a new court order is necessary to revisit the inmate.
(Rev. 11/1999)

2130.00. SUBPOENA DUCES TECUM: Whenever a private defense attorney or the Public Defender's Office submits a request for a staff member's file in the form of a subpoena duces tecum, court order or Pitchess motion, such documents must be forwarded to the Internal Affairs Division.

Subpoenas duces tecum is not required for the release of Deputy Reports (DRs) or an inmate's jail record (except for medical records) when requested by a law enforcement agency, court or the District Attorney's Office for criminal investigative purposes. All requests should be in writing on the requesting agency's letterhead.
(Rev. 03/2019)

2130.05. PROCESSING A SUBPOENA DUCES TECUM: When the Sheriff's Department receives a request for documents in the form of a subpoena duces-tecum (whether the request is received at the facility level or at Sheriff's Headquarters), the subpoena shall be forwarded immediately to the Sheriff's Civil Liabilities Division. Once reviewed, the requested information is researched, assembled, and sent to Civil Liabilities for disbursement to the requesting party. (Refer to Department Manual Sections 2.240.00 and 2.428.00)

12.2100. COURT ORDERS

(Rev. 03/2019)

2140.00. IN-CUSTODY PATERNITY TESTING: Paternity testing is the use of genetic DNA to determine whether two individuals have a biological parent-child relationship. A paternity test establishes genetic proof that a man or woman is the biological parent of an individual.

Upon presentation of a valid administrative order from the court to the Department of Child Support Services (DCSS) or valid court minute order issued by the court to Children and Family Services (CFS) for genetic testing, an approved representative or vendor shall be allowed to collect DNA from an inmate from which the order was issued.

(Rev. 03/2019)

2140.05. COLLECTION OF DNA: A safety staff member shall be present with the representative or vendor at all times during the collection process. If the inmate refuses the DNA collection, the inmate shall be sent back to their housing area immediately. The inmate shall not be forced to submit to the collection if they refuse. The representative or vendor will notify the court that the inmate has refused the DNA collection.

The representative or vendor collecting DNA for paternity testing shall only be allowed to bring in the following when entering the facility:

- Clear plastic bag
- DNA swabs
- A valid driver license or ID card
- Employee vendor badge
- Appropriate court paperwork

No cameras shall be allowed in the facility to photograph inmates. If a photograph of the inmate is requested for identification purposes, staff may provide a copy of the inmate's photograph from JIMSnet.

(Rev. 03/2019)

2145.00 INMATE PETITION FOR NAME OR GENDER CHANGE: Inmates sentenced to the county jail have the right to petition the court to obtain a name or gender change. The sentenced inmate must file the petition with the Court, and it will be up to the Court to rule on the petition.

An inmate shall provide a copy of the petition for a name or gender change to the Department at the time the petition is filed. Petitions can be accepted by delivering it directly to a staff member or by a third party delivering it to the

12.2100. COURT ORDERS

facility in which the inmate is housed. Inmates can notify staff they have a petition to submit to the Department through the automated kiosk.

Upon receiving the court order granting the name or gender change, the Department shall use the inmate's new name or gender, and prior names shall be listed as an alias.

A copy of the requested petition shall be filed in an Administrative File and the original shall be placed in the inmate's booking jacket. Copies of the petition shall be forwarded to Cal-ID and Sheriff's Records. Staff responsible for updating the inmate's JIMS screen will need to contact Sheriff's Records to make the modification. (Refer to Code of Civil Procedure: Section 1279.5.)

(ADD. 04/2020)

12.2200. COMMISSARY AND ICARE PACKAGE

12.2210.00. COMMISSARY AND ICARE PACKAGE: Inmates housed in Type II facilities and inmate workers assigned to Type I facilities may purchase items from commissary. To prevent extortion, prostitution and other financially motivated crimes facilitated by criminal enterprises or other criminal organizations, inmates may not exceed \$200 per week on commissary purchases (this amount includes purchased telephone time).

iCare packages may be purchased for an inmate by a third party once per week. Packages will be delivered to inmates in their housing unit during commissary and iCare distribution.

Physical commissary and iCare package limitations are in place to prevent potential fire hazards, reduce clutter in living areas and minimize any sanitation and hygiene problems.

(Rev. 03/2019)

12.2210.04. COMMISSARY AND ICARE PACKAGE ITEM APPROVAL BY FACILITY COMMANDERS/DESIGNEES: The Captain of the Community Services and Reentry Division (CSR), in coordination with Facility Commanders/designee, shall determine the items available from commissary and iCare package. New items shall not be sold without approval from the Facility Commanders/designees.

(Rev. 09/2022)

12.2210.05. COMMISSARY AND ICARE PACKAGE PROCEDURE: Facility Commanders/designees shall establish written procedures for commissary and iCare package distribution. (Refer to Facility Specific Procedures)

(Rev. 09/2022)

12.2210.07. RETENTION OF RECEIPT FOR COMMISSARY AND ICARE PACKAGE PURCHASES: Inmates shall retain a receipt for all commissary and iCare package items in their possession. Commissary and iCare package items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation. Inmates who fail to maintain a receipt for all commissary and iCare items found in their possession, shall be subject to disciplinary action.

(Rev. 03/2019)

12.2210.08. ALLOWABLE INMATE PROPERTY: It is the inmate's responsibility to ensure they do not exceed the established limits of commissary and iCare package items. The following list outlines the maximum personal items an inmate is allowed; which can be obtained through commissary and iCare:

12.2200. COMMISSARY AND ICARE PACKAGE

Health Aids

- 1 Pair Velcro shoes (workers ONLY)
- 1 Pair orange deck shoes (shower shoes)
- 2 Washcloths
- 2 Disposable razors
- 2 Toothbrushes
- 2 Toothpaste
- 2 Mouthwash
- 1 Floss loop pack
- 2 Denture adhesive pack
- 10 Each 2-pack medication
- 2 Vitamins
- 2 Cough drops
- 2 Alka Seltzers
- 2 Lip balms
- 2 Hydrocortisone
- 2 Anti-fungal cream
- 2 Foot powder
- 1 Pair reading glasses
- 2 Shaving cream
- 2 Hair products
- 1 Hair tie pack
- 2 Deodorant
- 1 Soap box
- 2 Soaps
- 2 Lotions
- 1 Cotton swabs pack
- 1 Comb
- 1 Palm Brush
- 1 Plastic mug

Female

- 7 Pairs of briefs
- 2 Packs of douche (1 open, 1 unopened)
- 2 Packs of tampons

Communication

- 10 Greeting cards
- 10 Envelopes
- 5 Pencils
- 5 Erasers
- 20 Stamps
- 5 Writing pads
- 2 Manila envelopes
- 5 Stamped post cards
- 1 10" x 15" Important document file folder
- 1 Dictionary

Recreation

- 2 Activity books
- 1 Pack of colored pencils

Food

- 20 Food items
- 20 Candy items
- 20 Snack items
- 20 Chips items
- 20 Cookies and Pastry items
- 20 Condiments packets
- 20 Beverages packets
- 2 Cereal/tortillas packages
- 2 Communion pre-filled cups (grape juice and wafer: 1 opened, 1 unopened)

Discipline/PIM Inmates

- Legal paperwork
- Personal hygiene items
- Mail/ Letter writing material
- Religious items (including 3 religious books)
- (2) Non-religious paperback books

Examples of commissary and iCare package items:

- Food (chili with beans, Ramen soups, light tuna pouch, chicken breast)
- Candy (3 Musketeers, Atomic Fireballs, Sour Balls, Kit Kat, M&M Peanut)
- Snack (trail mix bar, peanuts, dill pickle, Ritz Bits)
- Chips (Cheetos, Doritos, Takis fuego, Fritos)
- Cookies and Pastries (cinnamon roll, danish apple round, Oreos)
- Cereal/Tortillas (flour tortillas, cereal bag, oatmeal variety)
- Condiments (ketchup packet, mayonnaise packet, grape jelly packet)
- Beverages (Maxwell House singles, creamer packets, fruit punch-individual)

(Rev. 09/2022)

12.2210.10. STAFF ACCEPTING COMMISSARY AND ICARE PACKAGES: Staff shall not accept or sign for inmates' commissary or iCare package without prior approval from a shift supervisor. (Refer to Facility Specific Procedures)

(Rev. 09/2022)

12.2210.15. INMATES ON SUICIDE WATCH: Inmates on suicide watch shall not purchase commissary or receive iCare packages.

(Rev. 03/2019)

12.2210.20. INMATES HOUSED AT THE HOSPITAL JAIL WARD: Staff assigned to the hospital jail ward shall distribute commissary slips to inmates as requested. Staff

12.2200. COMMISSARY AND ICARE PACKAGE

shall submit completed forms to the commissary vendor at West Valley Detention Center (WVDC). Transportation Division staff shall deliver commissary orders and/or iCare packages to the hospital jail ward.

(Rev. 03/2019)

12.2212.00. INMATES HOUSED AT A TYPE I JAIL FACILITY: The commander of a Type I jail facility shall establish Facility Specific Procedures for purchasing commissary.

(Rev. 09/2022)

12.2214.00. EXCESS ITEMS: Staff shall be responsible for placing excess non-food items on the inmate's property. Staff shall complete a Property Inventory form (ASU#080502) for confiscated personal property to be stored in the inmate's property. Staff shall provide the inmate with a copy of the form and file the original in their booking jacket.

Excess food items shall be confiscated and destroyed to prevent infestation of insects and rodents. When food items are deemed to be in excess, the inmate shall be given the choice of which property they wish to dispose of without compensation. Staff shall complete a Property Inventory form (ASU#080502) for confiscated and destroyed excess food items. Such seized food items shall be disposed of in a proper receptacle not accessible to the inmate population. (Refer to Bureau Policy Sections 12.2210.08 and 12.2210.13)

(Rev. 03/2019)

12.2220.00. CARE BAGS: Staff shall ensure inmates receive hygiene and stationery supplies sufficient to provide for short-term needs. Generally, this is accomplished by providing care bags to all inmates within 12 hours of being housed. (Refer to Bureau Policy Section 12.620.00)

Any inmate requiring additional care bags shall order them through commissary. Care bags shall contain four (4) stamped envelopes, eight (8) sheets of paper, one (1) razor, one (1) toothbrush, toothpaste, comb, two (2) bars of soap, and a pencil. Inmates classified in certain administrative housing units shall have razors removed from their care bags due to safety and security reasons. (Refer to Title 15, Section 1063)

(Rev. 11/2023)

12.2200. COMMISSARY AND ICARE PACKAGE

12.2220.02. RECEIVING RESPONSIBILITIES: Facilities shall establish procedures for care bag distribution. (Refer to Facility Specific Procedures)
(Rev. 09/2022)

12.2300. INMATE DISCIPLINE

2300.00. DISCIPLINARY STATUS: Placing an inmate on discipline shall result in the loss of commissary, iCare packages, social visits, outside recreation, telephone, television, and reading materials (other than religious literature, mail/letter writing material and 2 non-religious paperback books).
(Rev. 02/2020)

2300.15. DISCIPLINARY GUIDELINES FOR INMATES WHO COMMIT SEXUAL ABUSE: Inmates shall be subject to disciplinary sanctions pursuant to Bureau Policy Section 12.2523.00 following results from a discipline hearing determining the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.

Discipline sanctions shall take into consideration:

- Nature and circumstances of the abuse committed
- Inmate's disciplinary history
- Whether an inmate's mental disabilities or mental illness contributed to their behavior

Supervisors shall refer inmates who have committed sexual abuse on another inmate to Health Services within 60 days of learning of the abuse. Health Services shall refer these inmates to Mental Health to attempt to conduct a mental health evaluation. (Refer to Bureau Policy Section 12.2523.00)

For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

Inmates may only be disciplined for sexual contact with staff upon finding that the staff member did not consent to such contact.

Staff may discipline inmates for consensual sexual activity. However, staff shall not deem such activity to constitute sexual abuse if it is determined the activity is consensual and not coerced.
(Rev. 08/2019)

2300.30. SUSPENSION OF VISITING PRIVILEGES: In addition to the loss of privileges described in Bureau Policy Section 12.2300.00, inmates' social visits may be temporarily suspended for offenses which pose a significant threat to staff, other inmates or facility security. Such suspensions shall:

- Be considered individually based on particular offenses (no mass suspensions)

12.2300. INMATE DISCIPLINE

- Not be imposed unless considered as part of the discipline hearing described in Bureau Policy Section 12.2515.00 and only upon the approval of the Facility Commander/designee
- Not exceed 30 days from the last day of the inmate's discipline and only occur after an inmate's disciplinary time has been served and the inmate has been removed from disciplinary housing
- Not apply to visits from clergy or attorneys, or both

(Refer to Bureau Policy Sections 12.1885.10 and 12.2510.00 and Facility Specific Procedures Manual)

(Rev. 02/2020)

2300.40. DISCIPLINE LIMITATIONS AND EXCLUSIONS: Staff shall not use safety cells for disciplinary purposes.

Staff shall not withhold food, hygiene items, or access to counsel (including telephone calls with legal counsel or legal visits) or legal materials as a form or result of discipline. Staff shall ensure inmates on discipline status receive, at a minimum, 30 minutes of tier time daily for showering. (Refer to Title 15, Sections 1083(i) and 1266)

Mass discipline shall not be allowed. Disciplines shall be specific to individual inmates and specific violations of inmate rules. Staff shall not allow inmates to exercise punishment over other inmates.

Staff may withhold an inmate's bedding or clothing when destruction of such items has occurred. The decision to withhold such articles of clothing and bedding shall be reviewed by the Facility Commander/designee during each 24-hour period. Safety staff taking an inmate's clothing shall obtain approval from a shift supervisor and complete a Strip Search Authorization form (ASU#020402) prior to depriving an inmate from an article of clothing. (Refer to Bureau Policy Section 9.120.00)

Staff shall not withhold correspondence privileges except where correspondence regulations have been violated. Correspondence shall not be suspended for longer than 72 hours without the review and approval of the Facility Commander/designee.

(Rev. 08/2019)

2305.00. PROPERTY INVENTORY: Inmates placed on discipline shall be permitted to have the standard compliment of the following items:

- Bedding and mattress (Refer to Bureau Policy Section 12.2300.40 for exception)
- Legal paperwork

12.2300. INMATE DISCIPLINE

- Personal hygiene items
- Mail/Letter writing materials
- (3) Religious books
- (2) Non-religious paperback books

Staff shall remove and inventory the remainder of an inmate's personal property using a Property Inventory form (ASU#080502) and place it into a discipline property locker or secured authorized area. Opened perishable goods shall be confiscated and destroyed to prevent infestation of insects and rodents. Contraband shall be confiscated and disposed of in an approved manner. (Refer to Facility Specific Procedures Manual)

(Rev. 02/2020)

2315.00. STORAGE OF INMATE'S PROPERTY: Safety staff shall inventory an inmate's property and complete a Property Inventory form when inmates are removed from their cells and are not permitted to take their property with them. Staff shall inventory property in the inmate's presence and obtain the inmate's signature on the form. When the property cannot be inventoried in the inmate's presence, staff shall document on the form the reason. Examples include, but are not limited to, inmates being admitted to the hospital and inmates posing significant threats to staff. The original form signed by the inmate and safety staff shall be placed in the inmate's booking jacket and a copy placed inside the inmate's property bag. A copy of the signed form shall be given to the inmate.

(Rev. 02/2020)

2325.00. DISCIPLINE PROPERTY LOCKER: (Refer to Facility Specific Procedures Manual)

(Rev. 2/2020)

2335.00. RETURNING INMATE PROPERTY: Safety staff shall return an inmate's personal property and have them sign the Property Inventory form. A copy of the signed form shall be given to the inmate. The original completed form shall be filed in the inmate's booking jacket.

(Rev. 02/2020)

2345.00. INMATES OUT FOR HOSPITAL/CLINIC APPOINTMENTS:

(Refer to Facility Specific Procedures Manual)

(Rev. 02/2020)

12.2500. DISCIPLINE GUIDELINES

12.2500.00. INTRODUCTION: Inmate rules and regulations disciplinary guidelines have been established to guide inmate behavior. The Inmate Rules and Regulations pamphlet shall be given to inmates during the booking process. Disciplinary guidelines shall also be displayed in all inmate housing areas.

(Rev. 09/2019)

12.2505.00. PUBLIC INFORMATION FOR INMATES ON DISCIPLINE: (Refer to Bureau Policy Section 14.980.00)

(Rev. 9/2019)

12.2507.00. MINOR RULE VIOLATIONS: Violations of facility rules not posing a threat to facility safety or security are considered minor violations. Staff shall complete a Minor Discipline Report form (ASU#081204) and obtain a shift supervisor's approval prior to imposing minor disciplines. Minor disciplines shall not result in administrative housing, loss of good and work time (Penal Code Section 4019) and no hearing or additional due process is required. Inmates may contest Minor Discipline Reports through the grievance process. (Refer to Title 15, Section 1081)

(Rev. 12/2021)

12.2507.05 MULTIPLE MINOR RULE VIOLATIONS: Staff may charge inmates who accumulate three (3) minor rule violations within 30 consecutive days with a major rule violation documented on an Inmate Discipline Report (ASU#000402). Copies of all three (3) Minor Discipline Report forms shall be attached to the inmate's Major Discipline Report form. (Refer to Bureau Policy Section 12.2523.20, Subsection 4)

(Rev. 12/2021)

12.2510.00 MAJOR RULE VIOLATIONS: Major rule violations affect the safety, security, efficiency, or operation of the facility.

Safety staff shall document major violations on the Inmate Discipline Report form (ASU#000402) and submit the completed form to a shift supervisor for approval prior to the end of their shift, unless a delay is authorized by a supervisor. Reports shall be concise, explain the facts of the violation, why staff was led to believe the inmate committed the offense, and provide a basis of evaluation for the supervisor reviewing the report. Safety staff writing the discipline shall not request or recommend a particular discipline sentence. Reviewing supervisors shall consider aggravating and mitigating factors when recommending discipline sentences. Professional staff should complete an Inmate Discipline Supplemental Report (ASU#000403) anytime the inmate committed the offense in their presence, and safety staff has completed a discipline report for the violation. Safety staff completing the discipline report shall attach the supplemental to their original report.

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Staff shall ensure inmates receive a copy of the discipline after a shift supervisor has reviewed the report and signed the form.

Staff may, with a shift supervisor's approval, move inmates to a different housing location, to maintain the safety and security of the facility pending discipline hearings. Staff shall not deny inmates their personal property or privileges prior to the discipline hearing. (Refer to Bureau Policy Section 12.2300.00)
(Rev. 12/2021)

12.2510.05. MULTIPLE DISCIPLINE VIOLATIONS: Inmates receiving multiple discipline violations occurring during a single discipline incident shall be disciplined only for the most serious offense.
(Add. 01/2011)

12.2512.00. JAIL DISCIPLINE REPORT NUMBER AND JAIL DISCIPLINE LOG: Facilities shall maintain a Jail Discipline Report (JDR) log. Inmate discipline reports shall be recorded on the facility's JDR log and issued a JDR number for tracking purposes. Reporting staff shall ensure the JDR number is entered on each page of the discipline report. (Refer Penal Code Section 4019.5 and Facility Specific Procedures Manual)
(Rev. 12/2019)

12.2512.05. INMATES TRANSFERRING WITH PENDING DISCIPLINES: Staff shall ensure inmates being transferred within the bureau are sent with a copy of their disciplines. Staff receiving the discipline forms shall ensure they are routed to the proper locations. The accepting facility shall conduct the pending disciplinary hearing within a reasonable amount of time. (Refer to Facility Specific Procedures Manual)
(Rev. 12/2019)

12.2515.00. DISCIPLINE HEARING: Discipline hearings are non-judicial proceedings to determine if evidence exists to find if inmates violated facility rules.

Inmates have a right to a disciplinary hearing no sooner than 24 hours and no later than 72 hours after they are notified in writing they are subject to discipline. Written notification will consist of a preliminary copy of the initial discipline report. Verbal notification of the pending discipline will not be considered official notification as it pertains to the start of the 24-hour period. The 24 hours following written notification will allow inmates time to prepare a defense for the discipline hearing. Inmates may waive their right and have the hearing before the 24-hour period. If inmates waive their hearing rights before 24 hours, the hearing supervisor shall conduct the hearing and mark the "waived 24-hour" review on the discipline report.

12.2500. DISCIPLINE GUIDELINES

Inmates are entitled to make a statement, present evidence, and call witnesses on their behalf. Inmates requesting to call witnesses shall submit a written list of person(s) requested to testify and the questions to be posed to each witness. This list shall be submitted prior to the disciplinary hearing and shall not be considered as a request for the postponement of the hearing. Inmates shall be provided with appropriate assistance if requested.

Inmates who may be illiterate or have issues that are complex shall have access to staff or another inmate if assistance is requested.

Inmates shall be provided in writing any evidence relied on and the reasons for the discipline.

Inmates have the right to be present for their discipline hearings unless facility security is jeopardized, or they refuse the hearing. Any inmate absence shall be documented on the Inmate Discipline Report form (ASU#000402).

Discipline hearings shall be conducted by a discipline hearing officer, who shall be the person designated by the Facility Commander/designee, with the rank of corporal or above. In order to ensure impartiality, discipline hearing officers shall not be the reporting or investigating officer or a witness to the incident.

Discipline hearing officers shall interview the inmates and record relevant information on the Inmate Discipline Report form. Certain facts specific to the discipline may not become known until the hearing; these facts shall be considered as part of the final disposition.

At the conclusion of the hearing, the discipline hearing officers shall inform inmates of their discipline sanctions and notify them that their discipline sentence has begun.

Hearing officers shall inform inmates of time limits for discipline appeals and they may only appeal the decision through the grievance procedure.

Decisions of the hearing officer are subject to an administrative review by the Facility Commander/designee to ensure conformity with the provisions of this policy. (Refer to Title 15, Section 1081)
(Rev. 12/2021)

12.2517.00. DISCIPLINE REPORT: Discipline hearing officers shall forward original Inmate Discipline Reports to the Facility Commander/designee for administrative review upon completion of the discipline hearing. The administrative review is conducted to ensure forms were filled out completely and discipline guidelines were followed.

12.2500. DISCIPLINE GUIDELINES

Copies of the Inmate Discipline Report form shall be given to the inmate and copies shall be filed in the inmate's booking jacket upon completion of the administrative review. If an inmate is housed in an area identified as Administrative Housing as a result of receiving a discipline, staff shall immediately distribute a copy of the discipline report to the Mental Health Unit. Completed Inmate Discipline Report forms shall be retained in an administrative file at each facility. (Refer to Penal Code Section 4019.5., Bureau Policy Sections 11.550.00 and 12.200.00, and Facility Specific Procedures Manual)
(Rev. 07/2021)

12.2519.00. EARNING BACK GOOD AND WORK TIME: Loss of good and work time shall not be applied as a universal discipline to inmates for violating facility rules. Good and work time may be taken only from sentenced inmates at the time of the discipline.

Inmates losing good and work time as a result of disciplinary actions may only earn back work time originally credited under Penal Code Section 4019. Good time may not be worked back except under special circumstances. Authority to restore good time shall be delegated to Facility Commanders/designees. This decision shall not be delegated lower than a lieutenant.

Inmates shall be only permitted to earn back work time in accordance with Bureau Policy Section 12.2523.00. Time earned back shall be credited in full day increments. One day of work time shall be returned for each eight (8) hours inmates work, in addition to their assigned work.

Eligible inmates wishing to earn back work time shall submit Request for Return of Lost Work Time form (ASU#050301). Staff providing forms shall confirm inmates are eligible to work back time and calculate the maximum number of days inmates may work back and enter them on the form prior to giving it to inmates. Staff shall complete appropriate sections each time inmates work back time. Completed forms shall be forwarded to shift supervisors for approval. Shift supervisors shall forward approved forms to duty officers to adjust outdates accordingly.

Completed Request for Return of Lost Work Time forms shall be filed in the inmate's booking jacket. (Refer to Facility Specific Procedures Manual)
(Rev. 12/2021)

12.2521.00. DISCIPLINARY RESTRICTIVE DIET:
Section Deleted 11/2022

12.2521.05. APPROVAL FOR DISCIPLINARY RESTRICTIVE DIET:
Section Deleted 11/2022

12.2500. DISCIPLINE GUIDELINES

12.2522.00. DISCIPLINES FOR INMATES CLASSIFIED AS SERIOUSLY MENTALLY ILL (SMI), SERIOUSLY MENTALLY ILL LOCKDOWN (SMIL) OR INMATES WITH INTELLECTUAL DISABILITIES: Safety staff writing a discipline for a Seriously Mentally Ill (SMI), Seriously Mentally Ill Lockdown (SMIL) inmate or an inmate with an intellectual disability shall submit the discipline to the appropriate shift supervisor for review.

A copy of the discipline will be forwarded to the appropriate Qualified Mental Health Professional (QMHP), Correctional Mental Health Services (CMHS) or Jail Based Competency Treatment (JBCT) staff, for a mental health review.

A QMHP will review and return a Mental Health Disciplinary Review form containing their recommendation. The recommendation will state if the discipline is appropriate, or if the inmate's actions were due to a mental health behavior modification or an intellectual disability issue. If the discipline is determined to be a mental health or an intellectual disability issue it may be voided.

A copy of the discipline will be served to the inmate if it is deemed appropriate. The 72-hour review timeline will begin when the inmate is served their copy.
(Rev. 07/2021)

12.2523.00. DISCIPLINARY GUIDELINES TABLE: The following guidelines shall be used as a reference when disciplines are imposed. The times listed are maximum time limits allowable for the specified offense(s) and shall not be exceeded.

	2523.05. OFFENSES AGAINST PERSONS	Maximum Discipline Housing	Maximum Loss of Good & Work Time Credits	Eligible to Earn Back Work Time
1.	Assault with a Deadly Weapon	30	120	No
2.	Assault with Great Bodily Injury	30	120	No
3.	Battery on Staff	30	120	No
4.	Forced Sexual Penetration	30	120	No
5.	Gassing/Attempted Gassing	30	120	No
6.	Indecent Exposure (P.C. 314)	30	120	No
7.	Murder/Attempted Murder	30	120	No
8.	Sexual Assault	30	120	No
9.	Take a Hostage	30	120	No
10.	Battery on Fellow Inmate	20	120	No
11.	Robbery/Extortion	20	120	No

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12.	Mutual Combat	20	10	No
13.	Sexual Harassment toward staff and other inmates	20	10	No

	2523.10. OFFENSES AGAINST INSTITUTIONAL TRANQUILITY	Maximum Discipline Housing	Maximum Loss of Good & Work Time Credits	Eligible to Earn Back Work Time
1.	Escape, Attempted Escape, Possession and/or Fashioning Escape Tools	30	120	No
2.	Inciting a Riot/Rioting	30	120	No
3.	Major Disturbance: Disrupting facility operations (ERT, Multiple staff response, facility/unit lockdown)	30	120	No
4.	Challenge to Fight Staff	20	20	No
5.	Involved in any Felony Not Previously Addressed	20	120	No
6.	Possession of Narcotics/ Marijuana	20	30	No
7.	Consenting Mutual Sexual Behavior	15	20	No
8.	Directly Cursing at Staff	15	20	No
9.	Intentionally Interfering with Gates/Doors	15	20	Yes
10.	Involved in any Misdemeanor not Previously Addressed	15	20	Yes
11.	Manufacture and/or Possession of Home Brew or Any Alcoholic Beverage	15	20	No
12.	Refusing to Obey a Direct Order (Face to Face, Intercom, and PA system)	15	20	No
13.	Under the Influence of Drugs or Alcohol	15	20	No
14.	False Emergency Calls	10	20	No
15.	Gambling	10	20	Yes
16.	Other Drug Related Activity	10	20	No
17.	Telephone, TDD, and_VRS Violations: (Sexual behavior, 3-Way calls, Gang Affiliation, Fraudulent, or Unauthorized Use)	10	40	Yes
18.	Using Offensive Gestures Toward Staff	10	10	No
19.	Horseplay (Rough or Boisterous Play)	5	10	No
20.	Minor Disturbance (Isolated incident, interruption, commotion, interference)	5	10	No
21.	Unauthorized Communications	5	10	No

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	2523.15. OFFENSES AGAINST PROPERTY	Maximum Discipline Housing	Maximum Loss of Good & Work Time Credits	Eligible to Earn Back Work Time
1.	Arson	30	120	No
2.	Breakage: Glass, etc.	30	120	No
3.	Destruction of County Property (Major Destruction in excess of \$950)	30	120	No
4.	Facility Door(s)/ Equipment Sabotage (Popping Doors)	30	120	No
5.	Food Adulteration (deliberate contamination of food/beverage products with intent to cause harm)	30	120	No
6.	Kiosk Equipment Sabotage	30	120	No
7.	Possession of an Electronic Device	30	120	No
8.	Destruction of Clothing, Bedding, and Mattress	15	10	No
9.	Destruction of County Property (Minor Destruction under \$950)	15	10	No
10.	Flooding (toilet, sink, shower, sprinkler, fire hose)	15	20	No
11.	Contraband: Medication, Manipulation/Unauthorized Medical Device	10	20	No
12.	Food Tampering (unauthorized handling of food/beverages)	10	20	No
13.	Petty Theft (other than food)	10	20	No
14.	Possession of Matches or Lighters	10	15	No
15.	Possession/Smuggling of Tobacco, Smoking	10	20	No
16.	Smuggling	10	20	No
17.	Theft of Food	10	20	Yes
18.	Altering ID Card, Cup or Spoon	5	10	No
19.	Covering windows, lights, vents and wall postings	5	10	Yes
20.	Housing Cleanliness, affixing objects to walls	5	10	Yes
21.	Possession of Pets (rodents, snakes, spiders, scorpions, lizards, birds, insects, etc.)	5	10	Yes
22.	Violation of Property Privileges, Possession of any item that has been altered from its original purpose (razors, soap, toothbrush, etc.), Possession of Money, Facility Equipment	5	10	Yes

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	2523.20. ADMINISTRATIVE OFFENSES:	Maximum Discipline Housing	Maximum Loss of Good & Work Time Credits	Eligible to Earn Back Work Time
1.	Accumulation of Three (3) Major Violations in Sixty (60) Days	30	120	No
2.	Work Release Failure	30	120	No
3.	Lying to Staff, False Reporting and/or False Allegations	15	20	No
4.	Accumulation of Three (3) Minor Violations in Thirty (30) Days	10	20	Yes
5.	Grievance System Abuse (Excessive Grievances)	10	20	Yes
6.	Inmate Worker Violation: Refusing to Work or Comply with Inmate Worker Standards Agreement	10	60	No
7.	Business Dealings Between Inmates	5	10	No
8.	Cell/ Bunk/Tank Jumping	5	10	Yes
9.	Inmate Worker Violation: AWOL from Work	5	10	Yes
10.	Inmate Worker Violation: Poor Work Habits	5	10	No
11.	Loss of ID Card, Cup or Spoon	5	10	Yes
12.	Ordering Commissary for Other Inmates	5	10	No
13.	Ordering/Possessing Items in Violation of Religious Agreement	5	10	No
14.	Tattooing, Tattoo Kits (Giving and Receiving)	5	10	No

	2523.25. SECURITY VIOLATIONS:	Maximum Discipline Housing	Maximum Loss of Good & Work Time Credits	Eligible to Earn Back Work Time
1.	Weapons Fashioning/Possession	30	120	No
2.	Loss of Checked Out Tool(s)	10	20	No
3.	Rifling Through Desks or Documents	10	30	No
4.	Outside Assigned Area without Authorization/Roaming	5	10	No

(Rev.11/2022)

12.2515.00. DISCIPLINE HEARING:

Discipline hearings are non-judicial proceedings to determine if evidence exists to find if inmates violated facility rules and to determine appropriate disciplinary sanctions. Inmates have a right to a disciplinary hearing no sooner than 24 hours and no later than 72 hours after they are notified in writing that they are subject to discipline. Written notification will consist of a preliminary copy of the initial discipline report.

Verbal notification of the pending discipline will not be considered official notification regarding the start of the 24-hour period. The 24 hours following written notification will allow inmates time to prepare a defense for the discipline hearing. Inmates may waive their right and have the hearing before the 24-hour period. If inmates waive their hearing rights before 24 hours, the hearing supervisor shall conduct the hearing and mark the "waived 24-hour" review on the discipline report.

At the hearing, the inmate has the right to present a defense, offer mitigating evidence relevant to sanctions, and review all evidence against them, subject to any confidentiality concerns.

Inmates who disagree with the discipline findings at a hearing may appeal via the established grievance process. Initial appeals will be heard by a supervisor other than the initial reviewing supervisor. All final appeals will be heard by the Centralized Classification Unit (CCU) lieutenant. The inmate will be advised of all findings in writing, with reasoning as to each decision (see the multi-disciplinary review flowchart).
(add 10/2023)

12.2515.05 NON-DISCIPLINARY ADMINISTRATIVE HOUSING:

Administrative housing for non-disciplinary reasons shall be used only when an inmate exhibits real threats of violence based on behavior and conduct, and the risk of violence is imminent and ongoing. It shall not be used in response to merely antisocial, disrespectful, or behaviorally challenging conduct toward staff or others.

Only the CCU can assign an inmate to non-disciplinary administrative housing. Non-disciplinary administrative housing may be used only when:

- Objective evidence indicates that an inmate participated in a recent assault and the assaultive behavior involved an assault on staff or visitors, serious injury, use of a weapon, or multiple inmate assaults.
- The inmate has failed to integrate into a less restrictive housing setting because of repeated and recent history of assaultive behavior or current threats of violence associated with being in a less restrictive setting.
- The inmate poses an extraordinary safety risk such that protective custody is necessary and no other housing unit is sufficient to protect the inmate from harm. The inmate's own sense of their safety should be evaluated; involuntary protective custody in administrative housing should be a last resort and only used when there is clear evidence that no less restrictive setting (including protective custody in a regular housing unit) would keep the inmate safe.

Inmates who are confirmed to be pregnant or who have serious mental illness or a developmental or intellectual disability shall not be placed in non-disciplinary administrative housing.

If exceptional circumstances arise that require the Department to use an Administrative Housing unit temporarily for any circumstance other than serious acts or threats of violence, such use shall be authorized by the CCU lieutenant and shall last no more than 24 hours. If use beyond 24 hours is required by exceptional circumstances, it must be authorized by the facility Captain and must be justified in writing in the inmate's classification file. Such exceptional circumstances may include, for example, security or medical emergencies; this provision shall not be understood to authorize Administrative Housing as a disciplinary sanction for non-violent rule violations.

(add 10/2023)

12.2515.10 NOTICE, DOCUMENTATION, AND REVIEW OF NON-DISCIPLINARY ADMINISTRATIVE HOUSING DESIGNATIONS:

The CCU shall document the rationale for designating an inmate for non-disciplinary administrative housing in the classification file using objective evidence. For inmates younger than 21, the CCU shall consider the inmate's age as a mitigating factor when assigning the inmate to non-disciplinary administrative housing.

The Department shall provide inmates in non-disciplinary administrative housing with a written notice within 72 hours of the inmate's initial placement in non-disciplinary administrative housing, explaining the reasons for the inmate's administrative housing designation and how the inmate may progress to a lesser restrictive housing setting. In a reasonably private setting, classification staff shall attempt to have a face-to-face meeting with an inmate initially designated for non-disciplinary administrative housing, within 7 days and every 30 days thereafter, for the purpose of determining whether non-disciplinary administrative housing is still necessary. Inmates shall have the opportunity to make a statement at these meetings, including presenting an argument for why they believe administrative housing is not necessary, which shall be included in the classification file.

The Department shall document the reasons an inmate is retained in non-disciplinary administrative housing. The inmate will be given a written notice of the reasons the inmate is being retained in administrative housing and what conduct the inmate is required to exhibit to progress to a lesser restrictive housing setting. Inmates may appeal their placement in administrative housing via the established grievance process. Classification staff shall attempt to down-class inmates to a lesser restrictive housing setting at the earliest possible opportunity, consistent with safety and security.

The CCU lieutenant will review and approve the decision to designate an inmate for non-disciplinary administrative housing for longer than 15 days. The facility Commander or higher-ranked officer must approve the continued retention of an inmate in non-disciplinary administrative housing for longer than 90 days, and the facility Commander or higher-ranked officer must reauthorize such placement at least every 90 days thereafter. Additionally, inmates placed in non-disciplinary administrative housing shall be reviewed by the Multi-Disciplinary Review Committee every 30 days as described in Policy 11.100.

(add 10/2023)

12.2515.15: CONDITIONS IN NON-DISCIPLINARY ADMINISTRATIVE HOUSING:

Except for sanctions imposed as a consequence of discipline (i.e., the loss of visiting or commissary access), the Department shall provide inmates with the following services while in administrative housing: (a) visiting; (b) mail; (c) reading materials; (d) religious services; (e) telephone; (f) hygiene materials and clothing exchange; and (g) commissary.

Inmates placed in non-disciplinary administrative housing shall retain access to as many programs and privileges as possible consistent with security needs. This may include but is not limited to access to correspondence courses and television, with modifications as required by security needs.

Inmates in non-disciplinary administrative housing shall be offered 21 hours per week of out-of-cell time. Inmates shall be offered the opportunity to conduct tier time and outdoor recreation in a larger space whenever possible, including but not limited to a general housing unit tier space.
(add 10/2023)

12.2515.20: NON-DISCIPLINARY ADMINISTRATIVE HOUSING PHASES:

Inmates in non-disciplinary administrative housing shall be assigned Administrative Housing Phase I or II.

Phase I is the most restrictive designation for inmates in non-disciplinary administrative housing. For inmates in Phase I, at least five of the 21 hours out-of-cell offered per week shall include the opportunity for Out-of-Cell Activities. Out-of-Cell Activities means any opportunity to engage in out-of-cell leisure, recreation, entertainment, programming, learning, or physical exercise that is different than in-cell activities. The activities may be self-directed, or organization facilitated. The following is a non-exhaustive list of out-of-cell activities that qualify as Out-of-Cell Activities: recreation yard, cards, art, games, individual or group programming, and/or educational opportunities.

Inmates shall not remain in Phase I for longer than 15 days unless the inmate engages in new conduct warranting retention in Administrative Housing as specified in [cross-reference criteria above].

For inmates in Phase II, at least 10 of the 21 hours out-of-cell offered per week shall include the opportunity for Out-of-Cell Activities. Inmates in Phase II shall be offered the opportunity to program in groups of two to four inmates, unless pairing with another inmate is not possible for safety or security reasons, and those reasons are documented by CCU. Inmates who demonstrate good behavior shall be offered low-cost incentives (e.g., opportunity to use a radio or watch a movie, extra snack.)

Inmates shall not remain in Phase II for longer than 30 days unless the inmate commits a serious behavioral violation while in Administrative Housing: fighting; threatening staff or other inmates; resisting or delaying an order from staff that impedes Jail operations (e.g., failure to lock down); refusing to submit to a search of person or property; destroying or damaging Jail property (excluding property issued to an inmate and/or minor defacing of property or destruction of low-value property) or facilities; possessing contraband that implicates safety or security (e.g., weapons, razors, unauthorized medication, but not extra clothing, commissary items, or food); cell flooding; tampering with cell locking mechanisms or other security features (e.g., cameras); and/or sexual activity/harassment. In the event an inmate engages in a serious behavioral violation, the conduct will be referred to the CCU lieutenant or higher-ranking officer, who shall have the discretion to extend the inmate's Phase II time by 15 days, and shall develop an individual behavioral management plan, if one does not yet exist, for the inmate, in conjunction with the Multi-Disciplinary Review Committee as appropriate.

(add 10/2023)

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12.2610.00. SERVICES AND STUDIES: The Department shall not promote one religion over another and shall not persuade inmates to accept one set of religious beliefs over another. Inmates shall be afforded reasonable opportunities to practice their religion. Inmates shall have the opportunity to participate in religious services and to receive religious counseling. (Refer to Penal Code Section 4027 and the *Religious Land Use and Institutionalized Persons Act of 2000, 42USC 2000cc*)

The commander of the Inmate Services Unit (ISU), in consultation with Facility Commanders/designees, shall ensure organized religious services and studies are provided to interested inmates.

Requests for religious services or studies may be denied when:

- The number of inmates requesting such is insufficient to justify use of staff resources
- Such services would require a significant change in established schedules of required programs, activities or room usage

Staff may restrict the number of inmates participating in a particular service or study to prevent the comingling of inmate classifications. Restrictions may be placed to ensure sufficient numbers of staff are available to monitor participating inmates.

Individuals housed in the GBTI Unit will have opportunities to participate in religious services. Generally, space outside the GBTI Unit dayroom (recreation yard, multi-purpose room, etc.) will be made available, unless situations arise where such areas are not available.

Staff shall not require inmates to participate in religious services.

Religious services shall be scheduled by ISU, in consultation with the facility where the services will be provided. Written schedules indicating times and types of religious services/studies shall be posted in all housing locations. Religious studies shall be scheduled by facility chaplains or ISU.

The commander of ISU, in consultation with Facility Commanders/designees shall pre-approve religious items distributed to inmates.

Sacramental wine may be brought into the jails for use in specific rites and ceremonies. However, such wine may only be used by approved religious leaders whose faith doctrines mandate the use of wine in specific rites and whose doctrines refuse any nonalcoholic substitutions.

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Sacramental wine brought into the facility shall be:

- Restricted to the amount needed to conduct the activities for which it is required (typically one to two ounces)
- Kept in a clear small plastic bottle
- Transported through normal security procedures and routes by the religious leader who will use it
- In the possession of the religious leader at all times
- Used exclusively by the approved religious leader. At no time shall the wine be given or administered to inmates, staff or volunteers

Prohibited items: Services, studies, and materials promoting violence, racism or criminal behavior shall not be allowed. Inmates shall not be allowed to consume/handle alcoholic beverages, controlled substances or items containing alcohol or controlled substances. (Refer to Penal Code Section 4573.5)

(Rev. 01/2021)

12.2615.00 CATHOLIC MASS AND COMMUNION SERVICES: The Roman Catholic Diocese or other such congregations may hold services specific to the catholic faith.

The Host (wafers) shall be brought into the facility within a Pyx (small container). The Pyx shall be inspected by staff before entering the facility. The Pyx containing the Host can be opened, however, staff shall not remove the wafers from the Pyx. Only a Catholic Priest or Deacon as approved by the commander of the Inmate Services Unit (ISU) and designated by the Church shall be allowed to administer the Host to the inmates during Communion.

The Catholic Priest may also bring a Mass kit into the facility. The Mass kit may include a small cup, a cloth, a small plastic crucifix with stand, and plastic Jesus, two battery powered candles, and two clear vials; one containing water and one containing Sacramental Wine. The Mass kit shall be inspected each time it enters the facility. These items shall only be handled by the Priest. Staff shall monitor the Mass Services to ensure the safety and security of the facility is being maintained. The Pyx and the Mass kit shall be subject to inspection prior to leaving the facility.

(Add. 07/2019)

12.2630.00. REQUESTS FOR SPECIFIC RELIGIOUS SERVICES AND PRACTICES: Inmates shall submit religious requests via the automated kiosks to request specific religious rituals or to participate in services not regularly scheduled or commonly requested. Facility chaplains shall interview inmates to ascertain the details of the request. Chaplains shall fill out appropriate sections of Religious Request forms (ASU#080902); such forms shall be submitted to the

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Facility Commander/designee for completion. Facility Commanders/designees shall ensure inmates are permitted to practice their religion while maintaining safety and security of the facility. When it is necessary to limit inmates' religious practices or participation in services, such limitations shall be imposed in the least restrictive manner. Such requests shall be reviewed on a case-by-case basis. Original forms shall be filed in an administrative file for 30 months. Copies of forms shall be given to inmates and placed in their booking jacket.

(Rev. 07/2019)

12.2642.00. RELIGIOUS REQUEST SLIPS: (Refer to Bureau Policy Section 12.310.00)

(Rev. 03/2019)

12.2643.00. RELIGIOUS LITERATURE AND RELIGIOUS BOOKS: Religious literature and religious books shall be distributed to inmates, at no cost, upon request from the inmate library. Staff shall allow inmates to possess up to three religious books.

Library staff shall coordinate with ISU to maintain a sufficient supply of religious books and for requests regarding religious books that are not normally retained in the library. Library staff shall not require inmates to return religious books within the allotted time afforded other library items; inmates may retain religious books for as long as they desire. Staff shall permit inmates to retain religious books upon release from custody. (Refer to Bureau Policy Section 12.690.10)

(Rev. 07/2019)

12.2645.00. RELIGIOUS OBJECTS AND ARTIFACTS: Religious objects and artifacts shall only be allowed in written or photocopy form.

(Rev. 11/2008)

12.2650.00. INMATE MARRIAGES: (Refer to Bureau Policy Section 12.3000.00)

(Rev. 03/2019)

12.2652.00. DIETS: Each facility shall designate a staff member to review inmate requests for religious diets. Chaplains will no longer review religious diet requests.

Inmates wishing to receive religious diets shall submit their request via the automated kiosk. No tests of religious knowledge or sincerity shall be administered. The facility designee shall review the request and complete the appropriate sections of Religious Request forms (ASU#080902). The designee shall complete and have the inmate sign the Religious Diet Agreement form (ASU#160413). Original forms shall be filed in an administrative file for 30

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months. Copies of forms shall be given to inmates and placed in their booking jacket.

Shift supervisors shall fill out the appropriate sections of the Religious Request forms to initiate the diet when the designee is unavailable. The designee shall complete the form process as soon as practicable.

Religious Request forms shall be forwarded to Health Services staff to determine if a medical reason exists to prevent the inmate from receiving the diet. Completed forms shall be forwarded to the Facility Commander/designee for final review and disposition.

Religious Request forms shall be submitted to the Facility Commander/designee for completion. Original forms shall be maintained in an administrative file for 30 months. Copies of forms shall be given to inmates, placed in their booking jacket and forwarded to Food Services and Health Services.

Inmates receiving a religious diet shall be fed first, with inmates prescribed a special diet. Inmates who refuse to eat their religious diet shall not be offered a regular food tray. The religious diet slip does not need to be signed by the inmate or completed by staff. Inmates shall remain on their religious diet until they request removal or until they violate the Religious Diet Agreement. (Refer to Bureau Policy Section 11.760.00)

Staff shall complete the staff section of the Warning of Non-Compliance with Religious Diet form (ASU#100428) if they determine the inmate consumes foods not consistent with their religious diet. Staff shall forward such forms to the facility designee for completion. The designee shall interview the inmate and complete the form. The completed form shall be forwarded to the Facility Commander/designee for review. Original forms shall be filed in an administrative file for 30 months. Copies of forms shall be forwarded to the designee, the inmate, and placed in the inmate's booking jacket.

The designee shall complete the Notice of Removal from the Religious Diet form (ASU#100427) if an inmate receives more than one Warning of Non-Compliance with Religious Diet form. Such forms shall be forwarded to the Facility Commander/designee for review. Original forms shall be filed in an administrative file for 30 months. Copies of forms shall be forwarded to the designee, Food Services, the inmate and placed in the inmate's booking jacket. (Rev. 01/2021)

12.2658.00. HEAD COVERINGS: The Department recognizes modesty is a key component of some religious practices. Therefore, when inmates profess a religion requiring such modesty, staff shall ensure the inmate's privacy is

12.2600. RELIGION

maintained. When removal of head coverings are required by staff for legitimate security interest without exigent or emergency circumstances, staff shall:

- Keep the inmate out of view from other inmates and uninvolved staff
- Be of the same gender as the inmate
- Have the inmate remove the head covering in an area of privacy

Inmates shall be permitted to wear head coverings that are a verified requirement of their faith (Yamaka, hijab, and kufi). Such head coverings shall be permitted to be worn at all times. Inmates that require a head covering for modesty shall be issued two county head covers.

Inmates wearing head coverings not required for modesty or a requirement of their faith shall be permitted to wear them only during prayer or religious services. Such head coverings shall not be worn while in the dayroom or outside the housing unit. Staff shall permit inmates to carry head coverings with them while enroute to religious services. Head coverings being carried are explicitly subject to search for security reasons.

Inmates wishing to receive head coverings for religious purposes and who did not have them during booking shall submit requests to facility chaplains.

Chaplains shall fill out appropriate sections of Religious Request forms (ASU#080902). Such forms shall be submitted to the Facility Commander/designee for completion. Original forms shall be filed in an administrative file for 30 months. Copies of forms shall be given to inmates and placed in their booking jacket. (Refer to Bureau Policy Sections 8.120.18, 8.120.19 and 9.111.00)

(Rev. 07/2019)

12.2800. LIBRARY SERVICES

2800.05. LIBRARY FUNCTIONS: Staff assigned to the library shall maintain the library rotation schedule, assist Pro Per inmates during law library time, coordinate with the Inmate Services Unit (ISU) to maintain a sufficient supply of holy books, and coordinate library book donations. Library staff shall inspect donated books for contraband prior to placing them in the library book rotation.

To maintain order in the facility and to prevent staff, visitors and other inmates from viewing potentially offensive material publications given to inmates shall not contain:

- Information which could incite disturbances, destruction of property, violence of any kind, racism, or any material that encourages retaliation or intimidation towards victims or witnesses of crime
- Instructions for the manufacturing of weapons, explosives, poisons or destructive devices
- Blueprints, drawings or similar descriptions of a facility; or information depicting, encouraging or describing methods of escape from a facility
- Information depicting or describing procedures for the brewing of alcoholic beverages, or the manufacturing of controlled substances
- Sexually explicit matter including but not limited to pictorial depictions of nudity showing genitalia, unclothed buttocks, or female breasts exposing nipples or areola, or material showing actual or simulated sexual acts

(Rev. 03/2019)

2810.00. HOLY BOOKS: All holy books shall be requested and distributed like any other library book in the facility. Library staff shall coordinate with ISU for requests regarding holy books that are not normally kept in the library. Staff shall allow each inmate to retain up to three holy books; this is in addition to the six reading materials allotted to inmates. Library staff shall not require inmates to return holy books within the allotted time afforded other library items; inmates may retain holy books for as long as they desire. Staff shall permit inmates to retain holy books upon release.

(Rev. 03/2019)

2815.00. LIBRARY REQUEST SLIPS: Inmates shall complete the Library Request Slip form (ASU#080403) for library requests. Staff shall give inmates the requested literature as soon as it is available. Library requests regarding religious holy books shall be processed through the library. Library staff shall sign and date request slips and they shall be kept until literature is returned by inmates.

(Rev. 03/2019)

2820.00. LIBRARY BOOK DISTRIBUTION: (Refer to Facility Specific Policy)

(Rev. 03/2019)

12.2901.00. INMATE EDUCATION PLAN: The Community Service Reentry Division (CSRD), working in conjunction with educational institutions, government agencies, community groups and faith-based organizations is responsible for the implementation of educational programs designed to rehabilitate inmates housed in all jail facilities. CSRD'S mission is to reduce the rate of recidivism by providing programs and services to inmates. This is accomplished by providing inmates with academic, vocational and crisis intervention classes or services. The term, "education program" includes all academic, rehabilitation, and vocational programs or classes.

CSRD shall work with Type II facilities to ensure inmates have access to a variety of educational programs and services. The educational programs and services may be offered in-person, online or through independent journaling. The programs and services will be available to all Type II facilities based on instructor availability and class size restrictions.

(Rev. 7/2022)

12.2902.00. INMATE EDUCATION PROGRAMS: Facility Commanders/ designees shall establish written procedures for inmate education programs. Such procedures shall be in the form of Facility Specific Procedures.

(Rev. 01/2021)

12.2903.00. INMATE SERVICES PROGRAM COORDINATOR: Generally, all inmate education programs will be established, delivered and maintained through the Inmate Services Manager at Community Service Reentry Division.

(Rev. 7/2022)

12.2930.40. PARTICIPATION IN EDUCATION PROGRAMS: Unless court-ordered, inmates must request information about educational programs or services. The request shall be submitted using the automated kiosk or Inmate Request Slip directed to the Support Services Unit at each Type II facility. Support Services staff shall do the following:

- Review each request and provide information requested
- If the inmate is requesting to participate in an educational program or service, Support Services staff shall determine if the inmate is eligible for the program or service based on housing and classification provided by the Centralized Classification Unit (CCU)
- If the program or service is unavailable at the facility the inmate is currently housed, Support Services shall make an effort to match the inmate with the program at another facility

(Rev. 01/2021)

12.2930.50. ELIGIBILITY FOR EDUCATION PROGRAMS AND SERVICES: Inmates who request to participate in an educational program or service shall be evaluated by the Community Service Reentry Division and the facility Support Services staff for eligibility with the overall goal of providing educational programs and services to all inmates.

Security classifications may prevent some inmates from participating in group or classroom settings. In those classes, journaling or independent study educational programs may be offered to the inmate.

Support Services and Centralized Classification Unit staff shall review:

- Security classification
- Conduct and behavior
- Disciplinary record

CSR staff shall review:

- Type of incarceration (sentenced or pre-trial)
- Willingness to participate in an educational program or service

Inmates must meet any one of the specific pre-requisites for each course.

Sexual orientation, race, disability, gender, gender identity, or HIV status shall not be a factor when determining eligibility for any educational program or service.

Eligible inmates shall be enrolled or placed into educational programs or services based in the following order:

- Pursuant to the court order
- Sentenced inmate
- Pre-trial inmate

Waitlists shall be created (and maintained by Support Services or CSR) for all educational programs or services.

(Rev 7/2022)

12.2930.60. INMATE USE OF THE INTERNET FOR SERVICES OR PROGRAMS:

With the approval of the Community Service & Reentry Division (CSRSD) Commander/designee, inmates should be permitted to use the internet via an electronic device when required to participate or enroll in programs or services meant to assist with successful reentry.

These services include, but are not limited to, registration in Department of Veteran's Affairs programs, registration on the Workforce Development CalJobs website and enrollment into a medical insurance program such as MediCal. Requests to allow inmates to use internet services would be considered on a case-by-case basis by the CSRSD Commander/designee.

A CSRSD staff member shall be present and maintain direct supervision of inmates throughout their use of the internet for any purpose and shall only provide periods of privacy as required by law when protected health information or other protected information that must be inputted.

(Add. 7/2022)

12.3000. INMATE MARRIAGE

3000.00. INTRODUCTION: Inmates may be permitted to marry while in-custody. Staff shall not aide the inmate or become involved in this process.

San Bernardino County inmates shall not marry one another while in-custody.

Only marriages recognized by the State of California shall occur within the facility.

(Add. 04/2011)

3000.02. VISITS FOR THE PURPOSE OF MARRIAGE: Inmates wishing to have a visit for the purpose of marriage may have their partner schedule a regular inmate visit.

The marriage officiate shall follow the necessary steps required to have an official visit in order to obtain the inmate's signature.

The Sheriff's Department shall have the right to refuse any visit for the purpose of marriage that may compromise the safety or security of the facility, inmates, or staff.

(Add. 04/2011)

3005.00. INMATE'S RESPONSIBILITY: The inmate shall be responsible for the following:

- Making arrangements to obtain a marriage license
- Contacting the County Recorder-Clerk's Office for instructions on obtaining a confidential marriage license. A confidential marriage is a marriage ceremony that is not open to the public and does not require any witnesses
- Making arrangements for any fees related to obtaining the marriage license

(Rev. 03/2019)

3007.00. INMATE MARRIAGE: In addition to Bureau Policy Section 12.1800, the following rules shall be observed during the visit for the purpose of marriage:

- Flowers shall not be permitted
- No contact shall be involved and all marriages shall be conducted through inmate visiting
- Exchanging of rings or other symbolic exchanges shall not be permitted
- Cameras, audio, or video recordings shall not be permitted
- Only jail issued inmate clothing shall be allowed

12.3000. INMATE MARRIAGE

- Violations of law or facility rules during the visit may be cause for immediate termination of the ceremony

In the event of an emergency, the visit may be canceled or postponed by the facility without prior notice. (Refer to Bureau Policy Sections 12.1740.14, 12.1850.05, 12.1885.00, and 12.2070.00)

(Rev. 03/2019)

3009.00. MARRIAGE OFFICIATES: A marriage officiate is a clergyperson or authorized individual as defined in Family Code Section 400. Marriage officiates shall only be allowed to bring the paperwork necessary to complete the inmate marriage (marriage license, notary book, pen, etc.). Staff shall not allow the inmate's partner to accompany the officiate during the official visit.

Marriages shall not be performed by jail chaplains, department affiliated religious volunteers, or members of the department.

(Rev. 03/2019)

13.100. INMATE WORKERS

13.100.00 INMATE WORKERS: Inmate workers are pre-sentenced and sentenced county inmates assigned to various job duties. Inmate workers shall be identified by their identification (ID) cards and designated color of inmate clothing. (Refer to Bureau Policy Section 9.925.00)
(Rev. 09/2021)

13.105.00. INMATE WORKERS PROCEDURES: Facility Commanders/designees shall establish written procedures for inmate workers. Such procedures shall be in the form of Facility Specific Procedures.

Facility Specific Procedures may include but are not limited to:

- Supervision of inmate workers
- Staff responsibilities
- Reporting for work
- Job assignments
- Inmate worker rules and regulations
- Loss of work privileges
- Sleep periods
- Housing assignments
- Work schedules
- Searching of inmate worker's person, workplace, and/or housing location

(Rev. 09/2021)

13.105.05. INMATE WORKER ELIGIBILITY: Inmate worker candidates shall meet the following requirements:

- County inmates sentenced to county or county prison time shall only have a General Population (GP) Level of 4, 5, 6, or 7.
- County inmates who are pre-sentenced shall only have a General Population (GP) Level of 5, 6, or 7.
- Inmates who are pre-sentenced shall be in custody for a minimum of 30 days prior to be assigned as an inmate worker.
- Once a pre-sentenced worker is sentenced, they shall be reevaluated for inmate worker eligibility.
- Disciplines shall be minor and infrequent based on the totality of an inmate's record.

Disqualifying factors include, but are not limited to, the following:

- Excessive, felonious, or violent discipline records
- Any arrest for PC187, PC261, or similar crimes
- Prior arrests for the following crimes and any subsections shall be considered on a case-by-case basis and approved by the Support Services

13.100. INMATE WORKERS

and/or Administrative Sergeant: PC241, PC242, PC243, PC244, PC245, PC246, PC247, PC248 and any other violent crimes

- Current GP Level 1, 2, 3, AH, PC, PCAH, SMI, and SMIL inmates shall not be considered for inmate worker positions (Past bookings in this class may be considered)
- The totality of circumstances of any inmate's arrest and/or criminal history may be deemed disqualifying with the approval of the Support Services and/or Administrative Sergeant
- The totality of circumstances of any inmate's institutional behavior in this or any other facility, including in-county, out-of-county, state prison, out-of-state, federal, foreign, or private facility, may be deemed disqualifying with the approval of the Support Services and/or Administrative Sergeant

(ADD 09/2021)

13.105.10. INMATE WORKER'S CRITERIA FOR JOB ASSIGNMENT: Staff shall determine the acceptance of a potential inmate worker and the inmate worker's assignment based on criteria including, but not limited to, the following:

- Security classification
- Classification of crime
- Criminal history
- Conduct and behavior
- Disciplinary record
- Gang affiliation
- Length of sentence
- Prior classification
- Health
- Pending holds
- Language barriers
- Current address
- Education level
- Prior inmate worker history
- Special training or skills
- Willingness to work
- Ability to work with others

Staff may consider an inmate worker's work experience but will generally fill vacant positions first.

(ADD 09/2021)

13.105.15. INMATE WORKER'S CRITERIA FOR OFF FACILITY ASSIGNMENT: Staff shall determine the acceptance of a potential off facility inmate worker based on criteria including, but not limited to, the following:

13.100. INMATE WORKERS

- Security classification
- Classification of crime
- Criminal history
- Conduct and behavior
- Disciplinary record
- Gang affiliation
- Length of sentence
- Prior classification
- Health
- Language barriers
- Current address
- Education level
- Prior inmate worker history
- Special training or skills
- Willingness to work
- Ability to work with others

Inmate workers who have holds, High Profile inmates, pre-sentenced inmates, prior walk away or escape charges, and inmates with a General Population (GP) Level of 4 shall not be assigned for off facility assignments.

(ADD 09/2021)

13.105.20. INMATE WORKER SELECTION: Upon being identified as an eligible worker, the inmate shall successfully complete the following process:

- The inmate shall be cleared by Health Services staff
- The inmate shall be interviewed by staff

Inmate workers shall comply with all bureau and facility rules and the Inmate Worker Standards Agreement (ASU#100415). Inmate workers shall not receive special privileges.

(ADD 09/2021)

13.106.00. INMATE WORKER STANDARDS AGREEMENT FORM: Inmates assigned to inmate worker status must sign an Inmate Worker Standards Agreement form (ASU#100415) and comply with the rules therein. Inmates who are assigned to work and refuse to sign or follow the rules of the agreement form may be subject to discipline, loss of P.C. 4019 work time credits, and removal from worker status.

Staff shall complete and sign the Inmate Worker Standards Agreement form when assigning an inmate to be an inmate worker. Inmate workers shall not report to a work assignment until the Inmate Worker Standards Agreement is

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signed. Staff shall give the inmate a copy, and place the original in the inmate's booking jacket.

(Rev. 09/2021)

13.107.00. JOB TASKS PROHIBITED TO INMATE WORKERS: Inmate workers shall not be assigned job tasks allowing them access to sensitive information, supervision of other inmates, or weapons. The following are examples of tasks inmate workers shall not be assigned:

- Copying inmate booking jackets
- Distributing medication to inmates
- Filing medical records
- Fingerprinting
- Packaging inmate property
- Position of authority over other inmates

(ADD 09/2021)

13/200. SUPPORT SERVICES RESPONSIBILITIES

Entire Section Deleted. (02/2010)
Moved to Section 13.100 Inmate Workers.

14.100. USE OF FORCE

14.100.00. INTRODUCTION: Staff are expected to treat inmates with respect, maintain professionalism, and prevent the use of force, when possible, through constructive interactions and effective communication with inmates. The Department expects that safety staff will be able to manage most challenging situations without the need for physical force.

The Sheriff's Department has a responsibility to provide a safe working environment for staff, a safe custody environment for inmates, and to provide for community safety. The use of force will sometimes be necessary to accomplish these goals. The use of force is only authorized as specified by this policy. Any use of force must be objectively reasonable given the totality of the circumstances known by the safety staff member at the time the force was used. Safety staff shall fully document every use of force, including their perceptions at the time the force was used, and the extent of any injuries, as well as any efforts made to avoid or limit the amount of the force used. The Department shall review every use of force and hold staff accountable when the force used was objectively unreasonable given the totality of the circumstances. Unreasonable force includes any force used for an improper purpose, and any force which would be considered excessive or unnecessary from the perspective of a reasonable safety staff member in the same circumstances. A violation of any provision of this policy may be grounds for discipline, up to and including termination.

(Rev. 08/2022)

14.100.05. SCOPE OF POLICY: This policy applies specifically to staff:

- Working inside any jail facility
- Transporting inmates
- Supervising work release inmates at a jail facility
- Working at the jail ward or guarding inmates at a hospital

(Rev. 08/2022)

14.105.00. REASONABLE FORCE: The use of force must be objectively reasonable given the totality of the circumstances at the time the force is used. Safety staff may use force only when it is a necessary response to a particular situation, and even when force is justified, safety staff must use only the amount of force that is appropriate under the circumstances.

When reasonable alternatives, other than the use of force, are either impractical, unavailable, or were unsuccessfully attempted, a reasonable amount of force may be used to:

- Prevent injury, death, escape, or the commission of a crime

14.100. USE OF FORCE

- Compel compliance with jail regulations or a lawful and reasonable order after the inmate has demonstrated a refusal to comply voluntarily and non-compliance would clearly threaten safety, security, or seriously impact the orderly operation of the jail
- Assist a Qualified Healthcare Professional (QHP) with the lawful administration of involuntary anti-psychotic medication
- Enforce a lawful court order

Even in the situations listed above, if a use of force would be objectively unreasonable, then a safety staff member shall not use force.

There must be a relationship between the need for the use of force and the amount of force used. Safety staff may only use a level of force that they reasonably believe is proportionate to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance.

(Rev. 08/2022)

14.105.05. SELF-DEFENSE OR DEFENSE OF OTHERS: Safety staff may always use reasonable force to protect themselves or others from bodily injury or death. If a safety staff member reasonably believes that an inmate poses a threat of death or serious bodily injury and conventional force options are impractical, unavailable, or were unsuccessfully attempted, the safety staff member may use force or techniques that would otherwise be prohibited, so long as the force used is objectively reasonable.

(Rev. 08/2022)

14.105.07. LEVEL OF FORCE: Level of force is determined by considering both the type and the amount of force used. A lower-level use of force can be used to reduce the need for greater force, but safety staff is not required to attempt a lower-level use of force before resorting to greater force, so long as the force ultimately used is objectively reasonable.

(Rev. 08/2022)

14.105.10. PROHIBITED FORCE: Safety staff may not use force (1) when there is no legitimate need for force, (2) in an amount or in a manner that is excessive, or (3) after force is no longer necessary to control the inmate. It is never acceptable for safety staff to use force for retaliation, intimidation, or punishment. Unless an inmate has made clear, immediate, unconditional, or specific verbal threats and poses an immediate physical threat to safety staff or others, it would be a violation of this policy

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for safety staff to use force solely in response to an inmate's swearing at, yelling at, or otherwise verbally provoking safety staff.

Except when safety staff reasonably believes an inmate poses an imminent threat of serious bodily injury or death and other types of force are impractical, unavailable, or have been tried and were unsuccessful, safety staff shall not:

- Direct punches, knee strikes or kicks to the head, face, neck, spine or groin
- Intentionally strike an inmate's head or face against a wall, floor, or other hard fixed object
- Use force that restricts the inmate's ability to breathe
- Use a carotid restraint or other chokehold
- Use an unconventional or unauthorized weapon against an inmate
- Use an authorized weapon against an inmate in an unauthorized manner
- Use an authorized weapon or technique for which the safety staff member has not been trained

(Rev. 08/2022)

14.110.00. EFFORTS MADE TO AVOID OR TEMPER THE SEVERITY OF A FORCEFUL RESPONSE: Safety staff shall not unnecessarily provoke or worsen a volatile situation by antagonizing an inmate or inmates. Safety staff shall not:

- Intentionally incite inmate-on-inmate, inmate-on-staff, or staff-on-inmate violence
- Intentionally degrade, taunt, or antagonize an inmate
- Engage in conduct involving prejudice or discrimination, including that based on race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military/veteran status. For example, direct racial, ethnic, homophobic, or other slurs at an inmate
- Continue to interact with an inmate when such interaction is unnecessary and is antagonizing to the inmate (For example, following a use of force or serious verbal confrontation between safety staff and an inmate, it is preferable to have uninvolved safety staff escort the inmate to medical, holding, or segregation, should staffing levels permit)

Safety staff should make reasonable efforts to avoid a use of force or to minimize the force that is needed by using techniques that involve some combination of communication, time and distance in an attempt to gain voluntary compliance. For

14.100. USE OF FORCE

example, when dealing with an actively agitated, aggressive, or threatening inmate, safety staff should use the following techniques when safe and practicable to do so:

- Give the inmate time to calm down and be less agitated
- Create a tactical advantage by creating distance between safety staff and the inmate
- Attempt to de-escalate or defuse the situation by utilizing effective communication with the inmate, listening to the inmate about possible causes of the inmate's behavior, as opposed to only giving orders
- Give clear and direct orders to inmates, with a reasonable amount of time to comply
- Consult with a Qualified Mental Health Professional (QMHP) about possible causes of an inmate's behavior, and allow the QMHP to privately counsel the inmate
- Use a lower level of force, such as Oleoresin Capsicum (OC)

In any situation where a use of force has occurred or can reasonably be anticipated, staff shall call a supervisor to the scene as soon as it is safe and practicable to do so.

(Rev. 08/2022)

14.110.05. SPECIAL CONSIDERATIONS WITH USE OF FORCE AND SERIOUSLY MENTALLY ILL OR SELF-HARMING INMATES:

A Qualified Mental Health Professional (QMHP) can classify an inmate as Seriously Mentally Ill (SMI) when appropriate. When faced with a potential use of force situation involving an SMI inmate, staff should attempt to use their Crisis Intervention Training (CIT) to gain voluntary compliance. If CIT is unsuccessful, a QMHP should be called to the scene. The QMHP shall consult with staff and attempt to talk the inmate into compliance if practicable and safe to do so. If the inmate is the subject of a behavior plan, the QMHP should follow the plan. When appropriate, a QMHP shall recommend giving the SMI inmate time to calm down and become less agitated. A QMHP shall determine what amount of time is appropriate given the circumstances and the particular inmate's diagnosis and level of agitation. Staff shall follow the recommendations of a QMHP when safe to do so. If the SMI inmate is secured in a cell, nonessential staff should withdraw from the immediate area if safe to do so. If a QMHP tells safety staff that the SMI inmate lacks either the ability to understand or comply with commands, safety staff should not use force techniques solely designed to gain voluntary compliance.

14.100. USE OF FORCE

A self-harming inmate who is actively trying to cause self-harm can cause serious and permanent injury at any moment. In those situations, staff are authorized to use force immediately after an initial attempt to gain voluntary compliance fails.

(Rev. 08/2022)

14.110.07. PREGNANT INMATES: Pregnant inmates shall not be tased, pepper sprayed, or exposed to other chemical weapons, such as Oleoresin Capsicum (OC). An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg or waist restraints or handcuffed behind the body. Use of the restraint chair on an inmate known to be pregnant, or in recovery after delivery, is prohibited except in exigent circumstances. In any such case when a restraint chair is used on an inmate known to be pregnant or in recovery after delivery, the waist restraint shall not be used.

A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. In all cases where such restraint is necessary, the watch commander shall be advised as soon as possible. Whenever safe to do so, staff should seek approval from a watch commander prior to applying restraints to a pregnant inmate in labor, during delivery, or in recovery after delivery. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

A pregnant inmate in labor and delivery shall be given the maximum level of privacy possible during the labor and delivery process. If a safety staff member is present, they shall be stationed outside the room rather than in the room, absent extraordinary circumstances. If a safety staff member must be present in the room, they shall stand in a place that grants as much privacy as possible during labor and delivery. The safety staff member shall be removed from the room if a medical professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of the safety staff is medically necessary.

(Rev. 08/2022)

14.110.10. STAFF RESPONSIBILITY TO AVOID, PREVENT, AND REPORT EXCESSIVE FORCE: Any staff who become aware of possible excessive force by another staff member of the Department, shall immediately notify a supervisor (Refer

14.100. USE OF FORCE

to Department Manual Section 1.678.15). Inmate verbal requests to speak to a supervisor about an allegation of excessive force shall be conveyed to a supervisor immediately.

Safety staff have a duty to prevent each other from using excessive force. Safety staff are required to intercede when present and observing another safety staff member using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances. Appropriate action may include, but is not limited to:

- Physically stopping the excessive use of force
- Recording the excessive force and documenting efforts to intervene
- Efforts to deescalate the offending safety staff member's excessive use of force
- Confronting the offending safety staff member about the excessive force during the use of force
- If the safety staff member continues using force that is clearly beyond that which is necessary, immediately reporting to the watch commander

A safety staff member's failure to intercede can result in discipline up to and including in the same manner as the safety staff member that committed the excessive force. No department member that reports a suspected violation of a law or regulation of another member to a supervisor or other person of the law enforcement agency who has the authority to investigate the violation shall be retaliated against.

Retaliation includes demotion, failure to promote to a higher position when warranted by merit, denial of access to training and professional development opportunities, denial of access to resources necessary for an officer to properly perform their duties, or intimidation, harassment, or the threat of injury while on duty or off duty.

Any reports of possible excessive force shall be documented and investigated.

When a complaint of excessive force is submitted as an inmate grievance, the standard grievance process may be used to document, investigate, and make a final determination related to the complaint. However, if the supervisor reviewing the grievance determines at any point that there is a reasonable likelihood that a violation of policy occurred or the incident requires substantial investigation, beyond which is normally required for a grievance response, the supervisor shall notify the Facility Commander/designee.

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If a supervisor conducting a use of force investigation receives a complaint of excessive force arising out of the incident under investigation, the supervisor shall document and investigate the complaint as part of the use of force investigation. However, if the supervisor conducting the use of force investigation determines that there is a reasonable likelihood that a violation of policy occurred, or that the incident requires substantial investigation, beyond that which is normally required for a use of force investigation, the supervisor shall notify the Facility Commander/designee.

The Facility Commander/designee shall ensure the allegation of excessive force is documented and conduct an administrative investigation at the facility or request that the Internal Affairs Division conduct the investigation. Except in extraordinary circumstances, excessive force investigations at the facility level shall not be conducted by a supervisor who participated in or witnessed the use of force.

If a complaint of excessive force was not referred to the Facility Commander/designee at the outset, or during the course, of the investigation, the Facility Commander/designee shall review the completed investigation and decide whether the incident requires further administrative action.

(Rev. 08/2022)

14.115.00. MEDICAL TREATMENT: Staff shall ensure a Qualified Healthcare Professional (QHP) is notified after any Level II or III use of force (defined below). A QHP shall assess the condition of every inmate involved in any Level II or Level III use of force incident, as soon as practicable following the incident.

An inmate who refuses medical assessment or treatment must make the refusal to a QHP. An inmate's statement of intention to refuse medical treatment to safety staff will not justify safety staff's failure to notify a QHP. A QHP shall document an inmate's refusal of assessment or treatment in the inmate's medical record.

If a use of force is first reported by an inmate to a QHP, the member shall document the claim in the inmate's medical record and notify a watch commander.

(Rev. 08/2022)

14.115.05. COMPRESSIONAL ASPHYXIA: The Department does not authorize techniques or transport methods that involve a substantial risk of asphyxia. This includes, without limitation, the use of any physical restraint that causes an inmate's respiratory airway to be compressed or impairs the inmate's breathing or respiratory capacity, including any action in which pressure or body weight is unreasonably applied

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against a restrained inmate's neck, torso, or back, or positioning a restrained inmate without reasonable monitoring for signs of asphyxia.

If safety staff places their weight on the inmate's upper back or torso in order to apply restraints, once the inmate is secured and compliant, staff shall place the inmate in a recovery position. In any use of force, but particularly in those instances in which staff may have placed weight on the inmate's back or torso, staff shall look for signs that the inmate is having difficulty breathing. If an inmate has difficulty breathing, or says that they can't breathe, medical assistance shall be called immediately.

(Rev. 03/2022)

14.120.00. PLANNED ENCOUNTERS: There are situations where safety staff have some opportunity to plan and strategize for an encounter that is reasonably expected to lead to a use of force, such as a cell extraction. When possible and safe to do so, safety staff should use such opportunities to formulate an approach aimed at resolving the situation without the need for force. The watch commander (or other supervisor) shall be present to direct safety staff in any planned encounter. Unless circumstances dictate otherwise, the following should occur in a planned encounter:

- Reasonable attempts to gain compliance with verbal communication, utilizing time and distance techniques
- Video recording of the encounter, including any de-escalation attempts, orders or warnings
- Consultation with a Qualified Healthcare Professional (QHP) to determine if the inmate has a pre-existing medical condition which may increase the risk or severity of a force option
- A QHP on-scene or stand-by during the encounter
- Use of CIT and/or consultation with a Qualified Mental Health Professional (QMHP)
- When dealing with a Seriously Mentally Ill (SMI) inmate, participation of a QMHP in trying to get compliance through consultation with any unnecessary staff removed from the cell front or immediate area
- Giving an inmate a reasonable amount of time to calm down and become less agitated, with any unnecessary staff removed from the cell front or immediate area (while what constitutes a "reasonable" amount of time may vary under the circumstances, waiting at least 10 minutes is presumed to be reasonable; when dealing with an SMI inmate, refer to Bureau Policy Section 14.110.05)
- The use of Oleoresin Capsicum (OC) first
- Waiting a reasonable amount of time between applications of OC to evaluate

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whether the application was effective (while what constitutes a “reasonable” amount of time may vary under the circumstances, waiting at least two (2) minutes is presumed to be reasonable; if it is immediately clear that an application of OC was not effective, it may be reasonable to deploy OC again before waiting two (2) minutes)

- Consideration of whether or not the purpose of the encounter is important enough to justify a potential use of force (for example, minor medical appointments or court appearances might be able to be rescheduled or delayed, potentially avoiding the need for a cell extraction) (Refer to Bureau Policy Section 15.310.03, Refusal by Inmate to Attend Court)
- Use of appropriate protective equipment

Except in an emergency, a cell extraction should not be conducted until at least 10 minutes after the inmate’s initial refusal to comply. (Refer to Facility Specific Strategic Response Team (SRT) Manual)
(Rev. 08/2022)

14.130.00. USE OF FORCE REPORTING: The reporting responsibilities for each level of reportable use of force is as follows (note: a supervisor may change the level of a reportable use of force based on updated medical information).

Any use of force that is greater than what is necessary to guide, direct, or assist an inmate is a reportable use of force. The use of the restraint chair, takedowns, control holds/pressure points, OC, pepper ball launcher, Taser, 40mm, less-lethal shotgun, or any firearm or other weapon are always reportable. A reportable use of force can be Level I, Level II, or Level III. All Level I, II and III uses of force shall be announced over the air, when it is safe and reasonable to do so.

LEVEL I USE OF FORCE: A Level I use of force includes a takedown that does not result in injury or complaint of persistent pain, and any other reportable use of force that does not result in injury or complaint of persistent pain and does not involve the use of a less-lethal or non-lethal device (OC, Pepper Ball launcher, Taser, 40mm, or less-lethal shotgun). Every Level I use of force shall be reported to the watch commander via BlueTeam by the primary safety staff member who engaged in the use of force using the Level I Use of Force form.

The BlueTeam report shall be completed prior to going off shift, unless a delay is approved by the watch commander. A sergeant shall review all Level I use of force reports prior to the end of their shift. The sergeant will conduct an analysis of the

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incident and forward all Level I use of force incidents to a Lieutenant for review. The Lieutenant shall complete an analysis of the incident and any accompanying documentation within five (5) calendar days of the Use of Force to determine if further action or investigation is warranted. If no further action or investigation is necessary, the Lieutenant shall approve the BlueTeam Use of Force Report and forward it to "Level I—Show of Force Approval."

LEVEL II USE OF FORCE: A Level II use of force includes any use of force that results in a complaint of persistent pain or any injury other than serious bodily injury or death, any takedown that results in injury or complaint of persistent pain, any punch or kick, and any use of OC, pepper ball launcher, Taser, 40mm, or less-lethal shotgun that does not result in serious bodily injury or death. Any safety staff engaging in, or witnessing, a Level II use of force shall submit a detailed written account of the incident on a crime report prior to going off shift, unless a supervisor orders otherwise. A sergeant shall respond (without unnecessary delay) to any incident involving a Level II use of force and shall be present when any inmate upon whom force was used is interviewed. Any such interview shall be conducted by an uninvolved deputy, and the sergeant shall ensure the interview of the suspect is audio recorded in its entirety.

LEVEL III USE OF FORCE: A Level III use of force includes any use of force that results in serious bodily injury or death. Serious bodily injury means any injury causing serious impairment of physical condition and includes, but is not limited to loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and permanent disfigurement. Any safety staff engaging in, or witnessing, a use of force the safety staff member knows or reasonably believes to be a Level III use of force shall submit a detailed written account of the incident on a crime report prior to going off shift, unless a supervisor orders otherwise. In all Level III use of force incidents, sergeants shall be responsible for interviewing any inmate upon whom force was used.

In any instance in which a supervisor has ordered or authorized safety staff to refrain from submitting a written report of a use of force, the authorization and the reason for the authorization shall be documented in the electronic use of force report in BlueTeam. (Rev. 08/2022)

14.130.02. GUIDELINES FOR DOCUMENTING A USE OF FORCE: The crime report must accurately document, to the best of the safety staff member's ability, and to the extent applicable:

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- Time, date and location of the incident
- Identity of all participants and witnesses known to the safety staff member
- The threat perceived by the safety staff member
- The specific type(s) and amount of force used and a detailed justification of why that level of force was chosen
- The inmate's specific actions and statements before and during the incident which created the need for force, and/or changed the level of force required
- The force used by other safety staff to the extent known
- Any efforts made to avoid or temper the severity of the forceful response
- The extent of any obvious injuries and/or complaints of pain
- Whether medical care was offered, and what medical care, if any, was provided
- Whether any photos, videos, audio recordings or other evidence related to the incident exist and are preserved
- Any other factors or information that have a bearing on the incident

When explaining the justifications for a use of force, safety staff must only rely on the information the safety staff member knew at the time the force was used. Safety staff shall not use any information learned after a use of force to justify their actions. For example, if the safety staff member did not believe an inmate was armed at the time the safety staff member used force on the inmate, but the safety staff member later learned that the inmate had a weapon at the time, it would be a violation of this policy for the safety staff member to state that force was used because the inmate was armed. It is never acceptable for one safety staff member to dictate to another what the justification for a use of force was, or for a safety staff member to allow another safety staff member to influence how a use of force is reported. Safety staff shall not plagiarize or copy language from another safety staff member's report, but instead must describe the incident in their own words from their own perspective. Safety staff can and should document relevant information they learn after a use of force, but the safety staff member must clearly describe how and when that information was learned. For example, "While reviewing the video after the use of force, I saw...." Submitting an intentionally false or misleading report is grounds for discipline, up to and including termination.

The Facility Commander/designee shall complete a review of the BlueTeam Use of Force Reporting Form and any accompanying documentation within 30 calendar days of the incident to determine if further action or investigation is warranted. If no further action or investigation is necessary, the Facility Commander/designee shall approve the BlueTeam Use of Force Report. Upon approval, the report shall be forwarded to IA PRO

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by a designee from ASU. (Refer to Department Manual Section 3.610. Reporting the Use of Force)

(Rev. 08/2022)

14.130.03. INJURY NOTIFICATION: Any time an inmate or safety staff is injured as a result of a use of force, the watch commander shall notify the Facility Commander/designee. In the absence of the Facility Commander/designee, the executive officer shall be notified. The Facility Commander/designee shall notify the Deputy Chief of the Detention and Corrections Bureau whenever a use of force has resulted in the transportation of an inmate or staff to the hospital due to injuries. (Refer to the Department's Duty Captain's Matrix Notification Response)

(Rev. 04/2019)

14.130.05. USE OF FORCE REVIEW PROCESS: All Level I use of force reports shall be reviewed by a supervisor who holds a rank of sergeant or above prior to the end of shift. Any Level I use of force report shall also be reviewed by a lieutenant. All Level II and Level III use of force reports shall be reviewed by a sergeant, a Correctional Force Investigation Team (CFIT) sergeant, a lieutenant, and the Facility Commander/designee. All Level III use of force reports, and a sample of Level II use of force reports, will also be reviewed by the Use of Force Review Committee. Every use of force will be reviewed to determine if the force used was objectively reasonable and within policy. This review will be:

- Based on the totality of the facts and circumstances known to safety staff at the time the force was used
- From the perspective of reasonable safety staff on the scene
- Without the benefit of 20/20 vision of hindsight
- Allowing for the fact that safety staff are often forced to make split-second decisions about the amount of force that is necessary in circumstances that are tense, uncertain, and rapidly evolving

In evaluating whether the force used was objectively reasonable, the following additional factors will be considered:

- The relationship between the need for the use of force and the amount of force
- Any efforts safety staff made to temper or limit the amount of force
- The extent of any injuries to inmates or staff
- The severity of the security problem at issue

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- Whether the inmate was actively resisting or assaultive
- The legitimate governmental interest in managing the facility in which the inmate is detained, and the necessity of maintaining order and institutional security.

If at any stage of review the reviewing supervisor identifies possible criminal conduct or policy violations, the Facility Commander/designee shall be consulted. Depending on the circumstances, criminal and/or administrative investigations may be conducted.

Even when a use of force is objectively reasonable there may still be some potential for improvement by an individual safety staff member or the Department as a whole. Sometimes, in retrospect, new and better approaches can be identified. Even when a use of force is determined to be within policy, the use of force, and the events leading up to it, should be closely scrutinized. Based on this assessment, supervisors and command staff should develop recommendations for new or revised training, changes or additions to policy, modifications to the facility, or other bureau-wide improvements. The Administrative Support Unit (ASU) and the Deputy Chief of the Detention and Corrections Bureau will review and implement these recommendations whenever appropriate. Any training issues or deficiencies identified during the review process shall be addressed with the involved staff and any corrective action and/or remedial training documented in accordance with Department policy.

The reporting and review process is depicted in the flow chart.
(Rev. 08/2022)

14.130.15. USE OF FORCE REVIEW COMMITTEE: The Use of Force Review Committee (UFRC) shall be comprised of the Deputy Chief of the Corrections Bureau who shall serve as chair the UFRC, and at least two (2) captains, one (1) lieutenant and a representative from County Counsel, all appointed by the Sheriff. In order to provide a department-wide balance of representation based on training and experience, the Sheriff may appoint additional members to the committee, as necessary. The Sheriff shall further appoint two (2) alternates to serve as members of the UFRC to address any temporary absence of a current member. No safety staff member who directed or participated in a use of force incident under review may participate as a member of a UFRC regarding that incident.

The UFRC shall meet at least once each quarter and review all Detention and Corrections related Level III use of force incidents and a random sampling from each facility totaling approximately 10% of Detention and Corrections-related Level II use of force incidents. The random sampling shall be collected by the Civil Liabilities Division

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and should include use of force incidents which occurred in the preceding three (3) months.

The UFRC shall thoroughly review the facts and circumstances of each use of force incident, including any audio and/or video recording of the incident, and make recommendations to the appropriate deputy chief. In the event that the use of force incident is the subject of an administrative and/or criminal investigation, the UFRC may defer its review and action pending completion of the other investigation(s).

Recommendations may include but are not limited to the following:

- Use of force was within policy
- Use of force was within policy, but it identified training, supervision, policy or equipment issues
- Use of force was out of policy

In any instance in which the UFRC identifies policy, supervision, or training issues, or determines a use of force was inconsistent with policy, the Department shall take appropriate disciplinary action directed at individual employees and/or bureau-wide corrective action such as developing new or revised training, changes or additions to policy, or modifications to the facility.

(Rev. 08/2022)

14.160.00. POLICIES PERTAINING TO SPECIFIC METHODS OF FORCE: All of the foregoing policies apply to every use of force. The following additional rules apply to the specific methods of force addressed.

(Rev. 08/2022)

14.160.05. LESS-LETHAL SHOTGUN: Only department-issued shotgun(s) identified by a yellow stock and fore end shall be used with less-lethal rounds. Only qualified safety staff who have received and successfully passed department approved training on the use of the less-lethal round shall use the less-lethal shotgun.

The expended round shall be collected and submitted with the Level II and/or Level III use of force report.

Use of the less-lethal shotgun shall always be reported, whether or not there is contact, and will be documented as a Level II or Level III use of force. If a safety staff member intentionally targets a prohibited area (head, neck, spine, groin, or chest), or if

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deployment of less-lethal munitions results in death, the incident shall be investigated as a lethal force encounter. (Refer to Department Policy Sections 3.628.; Less Lethal Force, 3.628.10; Less Lethal Weapon Systems: Preparation for Use and 3.628.15; Less Lethal Weapon Systems: Restriction in Use; 3.640. Lethal Force Encounters (LFE): Defined)

(Rev. 08/2022)

14.160.10. RUBBER BALL GRENADE USE: The Stinger Rubber Ball grenade, or "Sting Ball," is available for use by all trained safety staff within the Department. Use of the rubber ball grenade shall always be reported, whether or not there is contact, and will be documented as a Level II or Level III use of force.

In the event of a failure to detonate, the Department's Arson/Bomb Detail shall be notified for removal. If necessary, the device may be contained in accordance with current procedures prescribed through training.

(Rev. 08/2022)

14.160.15. OLEORESIN CAPSICUM (OC): OC is available for use by all trained safety staff within the Department. OC can be used to reduce the physical force needed to effectively control combative or violent inmates and to minimize or prevent physical injuries to inmates and safety staff. OC should not be used as a replacement for de-escalation techniques.

Generally, safety staff shall:

- Give a verbal warning before using OC
- Limit the number of applications of OC to manufacturer's recommendations; after three (3) effective applications, safety staff shall consider transitioning to another force option
- Wait a reasonable amount of time between applications of OC evaluate whether the application was effective (while what constitutes a "reasonable" amount of time may vary under the circumstances, waiting at least two (2) minutes is presumed to be reasonable; if it is immediately clear that an application of OC was not effective, it may be reasonable to deploy OC again before waiting two (2) minutes)
- Not deploy when the inmate is obviously, or known to be, pregnant

No verbal announcement is required prior to application of OC if making such an announcement would endanger safety staff or others, or if an announcement is otherwise impractical.

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Safety staff shall follow the manufacturer's guidelines related to safe usage. As soon as it is safe to do so, any inmate exposed to OC will be offered clean clothing and an opportunity to wash/decontaminate exposed areas.

Use of the OC shall always be reported, whether or not there is contact, and be documented as a Level II or Level III use of force.

(Rev. 03/2022)

14.160.20. PEPPER BALL USE: The pepper ball launcher shall be used only by qualified staff specifically trained in the equipment's use. Because the pepper ball launcher can be used as either a chemical agent delivery system or as an impact weapon, its manner of use will be a factor in determining the objective reasonableness of its use.

Due to the potential for projectiles to inflict injury to the head, neck, and groin, safety staff should avoid intentionally striking those body areas.

Use of the pepper ball launcher shall always be reported, whether or not there is contact, and will be documented as a Level II or Level III use of force.

(Rev. 08/2022)

14.160.25. THE TASER: The term "Taser," as used in this manual, refers to a class of electronic control devices which discharge probes and deliver an electronic charge to an individual for the purpose of controlling violent or potentially violent subjects who pose an immediate threat to Department staff, inmates, or other members of the public.

Appropriate use of the Taser is intended to help reduce the risk of injury to inmates, Department staff, and members of the public. The Taser shall not be used as a means or method of punishment.

A Taser may only be deployed when objective facts indicate that the suspect poses an immediate threat. Safety staff should apply the Taser for one (1) standard cycle and then evaluate the effectiveness before additional cycles. If the device appears ineffective in gaining control of an inmate, safety staff should consider certain factors before additional applications. These factors include:

- Whether the probes are making proper contact

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- Whether the inmate has the ability and has been given a reasonable opportunity to comply
- Whether verbal commands or other options and tactics may be more effective

Generally, safety staff should not intentionally apply more than one (1) Taser device at a time against one (1) individual inmate.

Generally, the Taser should not be deployed:

- To overcome passive resistance
- Outside the manufacturer's recommendations
- Without a verbal announcement of the intended use of the Taser
- To cause multiple applications or continuous cycling resulting in an exposure longer than 15 seconds (whether continuous or cumulative)
- Without allowing time between applications for the inmate to comply
- When the inmate is no longer actively resisting
- When the subject is likely to fall from a precarious position, such as at the top of a staircase, or from a ledge
- When the subject is obviously, or known to be, pregnant
- With direct and intentional application of the probes or drive stun function to the face, head, neck, and groin
- When the subject is visibly debilitated due to advanced age or illness
- When subjects are handcuffed or otherwise restrained, absent overtly assaultive behavior that cannot be reasonably overcome by any other less intrusive manner

Safety staff members who have successfully completed a department-approved Taser course and have been issued a Taser shall carry the Taser while on duty, unless otherwise dictated by assignment. Possession of Tasers in jail facilities by any other personnel shall not be permitted.

No verbal announcement is required prior to application of the Taser if making such an announcement would endanger safety staff or others, or if an announcement is otherwise impractical.

Generally, probes imbedded in a subject's skin shall be removed as soon as practicable, by either trained Department staff or by licensed medical personnel. If a probe is embedded in a sensitive area of the body (eye, lip, neck, breast, or genital area), licensed medical personnel should accomplish the removal, if practicable. In the event of a serious injury, immediate medical aid shall be sought.

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Use of the Taser shall always be reported, whether or not there is contact, and will be documented as a Level II or Level III use of force.

(Rev. 08/2022)

14.165.00. 40mm LESS-LETHAL LAUNCHER: Only qualified safety staff who have received and successfully passed department-approved training on the use of the less-lethal 40mm launcher shall use it.

The expended round shall be collected and submitted with the appropriate use of force report. Depending on the manner of use and/or the nature of any injuries sustained, the deployment of less-lethal munitions may be investigated as a lethal force encounter. Use of the less-lethal 40mm launcher shall always be reported, whether or not there is contact, and will be documented as a Level II or Level III use of force. (Refer to Department Policy Sections 3.628.; Less Lethal Force, 3.628.10; Less Lethal Weapon Systems: Preparation for Use and 3.628.15; Less Lethal Weapon Systems: Restriction in Use)

(Rev. 08/2022)

14.166.00. SHOW OF FORCE: (Refer to Department Manual Section 3.610.30)

(Add. 08/2022)

14.170.00. USE OF RESTRAINTS: Restraint equipment shall be used only as intended by commercial manufacturers and in a manner consistent with training. Restraints shall not be used as a form of discipline, or as a substitute for treatment.

(Add. 12/2018)

14.170.05. RESTRAINT CHAIR: The restraint chair shall be used only by properly trained staff. Proper training shall, at a minimum, include viewing a video and participating in a training exercise, and demonstration.

Restraint chairs shall be used only with the approval of a watch commander to:

- Temporarily restrain an inmate who has demonstrated a present intent to cause physical harm to self or others and only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.
- Move an inmate who has a high risk of violence or who is a high security risk

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Safety staff shall document the justification for the restraint chair on the Restraint Chair Log (ASU#191209). A watch commander shall also review and approve the justification on the form.

Use of the restraint chair on an inmate known to be pregnant, or in recovery after delivery, is prohibited except in exigent circumstances. In any such case when a restraint chair is used on an inmate known to be pregnant or in recovery after delivery, the waist restraint shall not be used.

The restraint chair shall only be used to restrain an inmate for a reasonable amount of time. An inmate shall not be placed in the restraint chair for a determinate length of time but rather must be released by a shift supervisor as soon as the inmate has established they are able to maintain control. This can be determined by observing one or more of the following behaviors:

- Calmness – The inmate is no longer agitated, yelling, or struggling against the restraints and displays normal tone of voice and volume.
- Cooperation – The inmate interacts appropriately with staff and is able to show that they will not continue to be danger to themselves or others if released.
- Insight – The inmate recognizes the reason they were placed in restraints and/or can communicate alternative ways of handling the original situation which would not result in restraints.

Safety staff shall immediately notify a shift supervisor if it appears that the inmate can safely be removed from the restraint chair. The watch commander must reauthorize any continued use of the restraint chair and must re-examine a continued use at least once every hour. If an inmate has not established an ability to maintain control after two (2) hours in a restraint chair, then a Qualified Mental Health Professional (QMHP) shall be consulted and shall be responsible for directing safety staff to transition the inmate to another setting for the protection of the inmate and staff (for example, a safety cell or clinical restraints).

Inmates shall only be secured into restraint chairs using the manufacturer's instructions and approved techniques. All restraining straps shall be pulled tight. Safety staff shall control inmates being placed in a restraint chair in a manner that prevents kicking, head-butting, spitting, and biting. Staff shall double-lock handcuffs if applicable. Restraint chairs shall be kept away from walls and other obstructions.

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Inmates restrained in a restraint chair shall never be housed in a closed or locked cell unless under constant face-to-face supervision. Inmates shall not be left unattended when the wheels are engaged. The restraint chair shall face the window to allow staff a clear unobstructed view of the inmate in the restraint chair.

A video recording device and/or video surveillance camera shall be used to record the placement of the inmate into the restraint chair and to continuously record the inmate in the restraint chair until the inmate is released from the chair.

A Qualified Healthcare Professional (QHP) shall assess the condition of an inmate, preferably before placement in the restraint chair, but in all cases within 30 minutes of such placement. Continuous direct visual observation of the inmate shall be maintained until a medical opinion can be obtained from a QHP. Thereafter, a QHP shall check the inmate's vital signs at least once each hour.

Safety staff shall conduct random direct visual observations of an inmate in a restraint chair at least every 15 minutes and document the inmate's behavior, demeanor, and/or appearance on the log. A QHP and watch commander shall be present when an inmate is removed for hydration and sanitation reasons. Safety staff shall attempt to remove restraints at least once an hour to allow inmates to exercise their arms, hands, and legs in a range of motion exercise (to prevent circulatory problems). A watch commander and a QHP shall oversee the exercise. All procedures undertaken to allow for inmate exercise shall be documented on the observation log. Safety staff shall explain on the observation log why the range of motion exercise could not be accomplished, including if the inmate refused participation.

Water and toileting shall be offered to restrained inmates on an hourly basis and at mealtimes. Such offers shall be documented on the log. A watch commander and QHP shall respond if restrained inmates express a need to use a toilet. Safety staff of the same gender as the inmate shall maintain visual observation of the inmate while the toilet is being used. If an inmate demonstrates an ability to maintain control while removed from the restraint chair for toileting, a shift supervisor will be notified, and the inmate shall not be placed back into the chair unless the shift supervisor determines it is necessary.

Immediate appropriate medical attention shall be summoned in the event an inmate's physical or mental health is compromised or deteriorates and if the inmate complains of difficulty in breathing while restrained. Custody staff shall refer/contact the on-site QHP for patients with any identified or observable medical distress. While under

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observation, if any decline in mental or physical condition is discovered, custody staff shall alert the QHP immediately. Examples may include, but are not limited to: changes in circulation, respiration, or mental status. The QHP shall proceed to the scene immediately and determine the best-coordinated response. Automated External Defibrillators (AEDs) shall be available at each facility. (Refer to Bureau Policy Section 4.298.00)

All events and information related to the placement of an inmate in a restraint chair shall be documented in a Level I Use of Force Report. The report shall include at a minimum: video and audio recordings of placement in the restraint chair, names of staff involved in the placement of the inmate in the restraint chair, and the Restraint Chair Log.

Restraint chairs shall be cleaned according to the manufacturer's recommendations. Support Services shall be notified (in writing) when a restraint chair needs repair.
(Rev. 02/2023)

14.170.10. SPIT MASK: The "spit mask" may be used on an inmate when there is a reasonable expectation the inmate may attempt to spit on or bite any person in their proximity.

The disposable spit mask shall be placed over the inmate's head with the solid material covering the nose and mouth of the inmate. The mask shall be secured according to manufacturer's directions for use. Staff shall read and become familiar with the manufacturer's direction for use prior to applying the spit mask.

The spit mask shall not be tied or fastened around the inmate's neck. The spit mask is not reusable on any other inmate and is not an adequate substitute for the medical mask placed on inmates with a contagious disease. The spit mask may, however, be used in conjunction with a medical mask to prevent the inmate from dislodging the medical mask. (Refer to Facility Specific Procedures)
(Rev. 03/2021)

14.170.20. OTHER RESTRAINTS: Refer to Bureau Policy Section 4.501.05.
(Rev. 03/2022)

14.180.00. TRAINING ON USE OF FORCE POLICY: The current version of this policy shall be available to every safety staff member within the Detention and Corrections Bureau. Safety staff members in the Detention and Corrections Bureau shall

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receive at least six (6) hours of initial training on this policy. After the initial training, every safety staff member shall receive refresher training every two (2) years to ensure continued knowledge of the Detention and Correction Bureau's use of force policies. Such training shall be documented using the Acknowledgment of Use of Force Training form.

Every safety staff member with the rank of deputy, returning to the Detention and Corrections Bureau after an absence of six (6) months or longer, shall immediately complete the use of force policy update and attend a meeting with a member of the Corrections Force Investigation Team (CFIT).

Every safety staff member returning to the Detention and Corrections Bureau after a one (1) year or longer absence shall immediately complete the use of force policy update, attend the next available 6-hour use of force policy training and attend a meeting with a member of CFIT.

Every safety staff member with the rank of deputy, returning to the Detention and Corrections Bureau after a two (2) year or longer absence, shall immediately complete the use of force policy update, attend the next available Adult Corrections Officer Supplemental Core Course (Jail Operations), and attend a meeting with a member of CFIT.

(Rev. 08/2022)

14.200. INMATE DEATH INVESTIGATIONS

210.00. IN-CUSTODY DEATHS (ICD): When an inmate who is in the custody of this Department dies, regardless of the circumstances or apparent cause of death, the scene shall be secured and protected and the death shall be investigated by the Homicide Detail of the Specialized Investigations Division. The following notifications shall be made immediately:

- Watch Commander and Facility Commander/designee
- Homicide Detail, Specialized Investigations Division
- Civil Liabilities Division

(Rev. 03/2019)

210.10. PRESERVATION OF THE SCENE: The scene is considered a crime scene regardless of the circumstances of the death and will be preserved by the housing safety staff member or the safety staff member who discovered the death. While maintaining the scene, the crime scene safety staff member shall keep notes on staff who enter the scene, the location of items in the scene, and a list of any witnesses.

The area shall be preserved and protected as a potential homicide crime scene.

All other inmates in the same area as the death or suicide shall be isolated for further interviews by the investigating safety staff member.

(Rev. 03/2019)

210.15. EMERGENCY ANNOUNCEMENT: When safety staff is made aware of a possible death, they shall immediately notify the supervisor and other staff.

(Rev. 03/2019)

220.00. HOUSING SAFETY STAFF'S RESPONSIBILITIES: Housing safety staff will ensure all inmates in the section where the incident has occurred are locked down prior to opening the victim's cell door. Safety staff will then open necessary doors for staff.

(Rev. 03/2019)

230.00. SUPERVISOR'S RESPONSIBILITIES: In the event of any in-custody death, the shift supervisor shall:

- Respond to all ICD incidents
- Notify the Homicide Detail for investigation
- Advise the Facility Commander/designee
- Notify Health Services staff and have the inmate's medical file pulled and copied for homicide investigators

Notify bridge personnel and have the following items pulled and copied for homicide investigators:

- Copy of the contents and copy of the outside of the inmate's booking jacket

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- CNI print out
- CII (Rap Sheet) print out
- Housing history (JIMSnet)
- Visitors log (JIMSnet)
- Telephone logs

(Rev. 03/2019)

230.10. FACILITY COMMANDER/DESIGNEE AND DEPUTY CHIEF RESPONSIBILITIES: The Homicide Detail supervisor shall keep the affected Bureau Deputy Chief and Facility Commander/designee informed of the significant developments of the investigation. Once the Bureau Deputy Chief has been briefed by the Homicide Detail supervisor, they are responsible for disseminating the information to the Office of the Sheriff.

The Homicide Detail shall, after completing its investigation, prepare a detailed In-Custody Death Memorandum and a criminal report. The commander of the Homicide Detail shall ensure both documents are forwarded to the Deputy Chief of the Special Operations Bureau for their review, generally within 8 to 10 weeks of the ICD incident.

Once approved, the Homicide Detail supervisor shall provide a copy of the ICD Memorandum and criminal report to the commander of the Administrative Support Unit (ASU), Health Services Administrator (HSA) and to the Facility Commander/designee.

The affected Facility Commander/designee shall complete an ICD Facility Commander's Review and Findings Memorandum using the information contained in the Homicide Detail's criminal report and ICD Memorandum from the Homicide Detail, HSA and ASU. The Facility Commander's memorandum should express their opinion on whether the ICD is complete and approved for presentation to the Board of Deputy Chiefs for convening an ICD Review Board. It also should express their opinion on whether they agree or disagree with the Homicide Detail's criminal report, Investigative Summary Memorandum as well as the ASU commander's and HSA's Findings and Recommendations Memorandum.

The Facility Commander/designee should complete and forward the ICD Memorandum to the affected Deputy Chief generally within 20 days after the receipt of the HSA and ASU's ICD Memorandum. The ICD Memorandum can be found on the Department's Starlink Intranet page and in the Templates folder. The Facility Commander/designee shall be prepared to present a detailed explanation to the ICD Review Board of the Facility Commander/designee's review and findings concerning the ICD incident.

Upon completion and receipt of the Homicide Detail's criminal report, and the ICD Memorandum from the Homicide Detail, ASU, HSA and Facility Commander/designee, the affected Bureau Deputy Chief shall request the Board of Deputy Chiefs to convene and review the ICD incident.

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Only the approved ICD Memorandum found on the Department's Starlink Intranet page and in the Templates folder shall be used. All headings within the ICD Memorandum shall remain intact and only revised under the direction of the Board of Deputy Chiefs.

(Rev. 03/2019)

230.30. ADMINISTRATIVE SUPPORT UNIT RESPONSIBILITIES: After the Homicide Detail's criminal report and ICD Memorandum are complete and approved by the Special Operations Bureau Deputy Chief, the Homicide Detail will give a copy of the report and memorandum to the commander of ASU. The ASU commander or their designee shall review the report for any training related issues to be addressed.

ASU will write an ICD Analysis, Findings and Recommendations Memorandum generally within 60 days of the receipt of the Homicide Detail's criminal report and summary memorandum. The ASU commander's ICD Memorandum can be found on the Department's Starlink Intranet page and in the Templates folder.

When the ICD Memorandum is complete, it shall be sent to the affected Bureau Chief. The ASU commander, or their designee, shall be prepared to present a detailed explanation to the ICD Review Board of ASU's analysis, findings and recommendations concerning the ICD incident.

After the ICD Review Board makes its ruling, any training related issues identified during the ICD Review Board process, shall be sent to the ASU commander on an ICD Review Board Pre-Litigation Directive Memorandum. The memorandum can be found on the Department's Starlink Intranet page and in the Templates folder.

Generally, within 4 weeks, ASU will schedule a Pre-Litigation Critique and Debriefing with all involved staff, the HSA and County Counsel. After the briefing is conducted, the ASU commander will send the Pre-Litigation and Debriefing Memorandum to the affected Deputy Chief, generally within 7 days. This memorandum can be found on Department's Starlink Intranet page and in the Templates folder.

(Rev. 03/2019)

230.40. HEALTH SERVICES ADMINISTRATOR RESPONSIBILITIES: After the Homicide Detail's criminal report and ICD Memorandum are complete and approved by the Special Operations Bureau Deputy Chief, the Homicide Detail will give a copy of the report and memorandum to the HSA. The HSA shall prepare an ICD Review and Findings Memorandum for the affected Deputy Chief generally within 60 days of the receipt of the Homicide Detail's criminal report and summary memorandum. The memorandum shall contain a summary of the incident along with a detailed chronological account of the inmate's medical history while in custody. The memorandum can be found on the Department's Starlink Intranet page and in the Templates folder.

14.200. INMATE DEATH INVESTIGATIONS

The HSA, or their designee, shall be prepared to present a detailed explanation to the ICD Review Board of the HSA's analysis, findings and recommendations concerning the ICD incident.

(Rev. 03/2019)

240.00. COUNTY COUNSEL AND ATTORNEY-CLIENT COMMUNICATIONS: The ICD review process is conducted in anticipation of future litigation. The Department's attorney(s) must be informed of all the relevant circumstances related to an ICD incident in order to fully advise the Department.

All communications mandated by the ICD process, including all of the ICD Memorandums, are to be directed to the Deputy County Counsel(s) responsible for advising the Department. All electronic communications about ICD's shall be addressed to County Counsel as the primary recipient and others Memorandums shall be addressed to County Counsel along with the other person(s) involved with the ICD Memorandums.

It is the expectation and intent of the Department that these will be privileged attorney-client communications. This confidentiality is necessary to ensure open and frank communication between the agents of the Department and the Department's attorney(s).

In order to ensure the integrity of this process, an employee who, by virtue of their assignment, is responsible for drafting a communication mandated by the ICD review process, shall take steps to ensure that the content of the communication is not disseminated outside of the group of individuals involved in the ICD review process.

(Rev. 03/2019)

250.00. IN-CUSTODY DEATH REVIEW BOARD: The ICD Review Board shall be chaired by an Assistant Sheriff and, minimally, consist of four Deputy Chiefs, including the affected Bureau Deputy Chief and the Special Operations Bureau Deputy Chief. Additionally, County Counsel and the Civil Liabilities commander (or designee) shall be present during the ICD Review Board meeting.

The ICD Review Board shall convene and review circumstances related to all ICD incidents. Prior to the ICD Review Board meeting, board members will individually receive and review a complete package containing copies of the ICD Memorandums prepared by the Specialized Investigations Division commander, the Facility Commander/designee, the ASU commander and the HSA.

The ICD Review Board should thoroughly evaluate, in a fact-finding manner, the following aspects of the ICD incident:

- The facts contained in the Homicide Detail's criminal investigation report and ICD Summary Memorandum
- Any policy issues or concerns identified as a result of the ICD investigative process

14.200. INMATE DEATH INVESTIGATIONS

- Any training considerations or concerns identified by the Facility Commander/designee and/or ASU commander
- Any medical related issues or concerns identified by the HSA
- Any possible liability issues identified by the Civil Liabilities commander and/or County Counsel

During the ICD Review Board meeting, the Homicide Detail will begin the process by making a detailed presentation outlining the results of the criminal investigation. After the presentation, the Homicide Detail staff will be dismissed from the room. The HSA will make a detailed presentation of any medical related issues or concerns. After the presentation, the HSA will be dismissed. ASU will make a detailed presentation of any training related findings and recommendations based upon its comprehensive analysis of the ICD incident. After ASU is finished and dismissed, the commander of Civil Liabilities and County Counsel will address any potential civil liability issues that were identified during the investigation. Finally, the Facility Commander/designee, who will be present during the previous commander presentations, will discuss their review of the ICD incident.

After considering all the facts and information presented, the ICD Review Board will decide whether there are any policy issues associated with the ICD incident and/or identify any training issues needing to be addressed by ASU.

The Bureau Deputy Chief responsible for the staff involved in the ICD incident will notify the ASU commander of the ICD Review Board's findings and recommendations by sending an ICD Review Board Pre-Litigation Directive Memorandum. The memorandum can be found on the Department's Starlink Intranet page and in the Templates folder.

After ASU has completed its debriefing with the involved staff and sent their ICD Pre-Litigation Critique and Debriefing Memorandum, the ICD Review Board will develop findings and make recommendations to the Sheriff in the following areas:

- The cause of death as determined by the investigation
- Whether all training and/or policy issues have been addressed appropriately

This information shall be documented and sent to the Sheriff, generally within 10 days, on a ICD Review Board's Findings and Recommendations Memorandum from the affected Bureau Deputy Chief. This serves as a cover memorandum that will be attached to a complete package of information containing the following ICD Memorandums:

- The Homicide Detail commander's ICD Investigation Summary
- The ASU commander's ICD Analysis, Findings and Recommendations
- The HSA's ICD Review and Findings
- The Facility Commander/designee's ICD Review and Findings
- The ICD Review Board Pre-Litigation Directive
- The ASU commander's ICD Pre-Litigation Critique and Debriefing

14.200. INMATE DEATH INVESTIGATIONS

Upon review and approval of the Sheriff, the entire ICD package will be sent to the Civil Liabilities Division for filing.

In those instances where additional remedial training is assigned, but not completed until a later date, the Facility Commander/designee shall prepare an ICD Final Disposition Memorandum to the affected Bureau Deputy Chief. After review and approval by the affected Bureau Deputy Chief, the memorandum shall be given to the Civil Liabilities Division to be filed with the entire ICD Memorandum package.

(Rev. 03/2019)

260.00. NOTIFICATION OF POLICY VIOLATIONS AND/OR MISCONDUCT: If at any time during the ICD investigation, review or decision-making process, staff misconduct and/or policy violations are discovered, the affected Bureau Deputy Chief, Special Operations Bureau Deputy Chief and the Office of the Sheriff shall be notified immediately.

(Rev. 03/2019)

260.10. RESPONSE TO A HANGING VICTIM: Surgical scissors, or rescue knives are available for use in cutting down hanging victims. These items are located throughout the facilities (Refer to Facility Specific Policy). The inmate shall immediately be cut down from the hanging position. The material used to support the inmate is cut first; half way between the knot on their neck and the other knot tied to the support. The inmate is placed on their back. If the material around their neck is so tight that they cannot breathe, the material on the opposite side of the knot shall be cut.

(Rev. 03/2019)

260.15. EMERGENCY MEDICAL AID: Any staff member who becomes aware an inmate has a potential medical emergency, is attempting suicide or has committed suicide shall immediately summon medical aid. Until the arrival of trained medical personnel, staff should provide appropriate first aid, whether the inmate is conscious or unconscious.

(Rev. 03/2019)

270.00. PERSONAL PROPERTY: Per Government Code Section 27491.3, all personal property belonging to a deceased inmate, including personal items in their housing unit, shall be collected. These items shall be inventoried and a property inventory receipt prepared for the Deputy Coroner to sign. The Deputy Coroner shall take possession of the property from the investigating safety staff member.

(Rev. 03/2019)

14.500. POLYGRAPH EXAMINATIONS

500.05. COURT ORDERED POLYGRAPH EXAMINATIONS: Polygraph examinations shall be conducted for inmates housed at facilities when ordered by a judge, and the facility has received a copy of the court order.
(Rev. 01/2011)

510.00. POLYGRAPH EXAMINATION SCHEDULING: Polygraph examinations shall be scheduled and approved by the Facility Commander/designee. Polygraph examinations shall not be scheduled during inmate sleep or eating periods. Polygraph examinations may be cancelled and rescheduled for good cause by the Facility Commander/designee.
(Rev. 03/2019)

515.00. POLYGRAPH EXAMINER CHECK IN/OUT: Polygraph examiners shall check in to and out of the facility as an official visitor in accordance with official visiting policy.
(Add. 01/2011)

520.00. POLYGRAPH EXAMINATION LOCATION: Polygraph examination location shall be determined by the Facility Commander/designee.
(Rev. 03/2019)

14.600. MORRISSEY HEARINGS

605.00. MORRISSEY HEARING: Morrissey Hearings are held at the Rancho Cucamonga Superior Courthouse (Refer to Facility Specific Procedures)
(Rev. 01/2020)

14.700. BLOOD ALCOHOL DROP BOX

710.00. LOCATION: Drop boxes for the collection of kits listed below are located at West Valley Detention Center and Central Detention Center. Each Facility Commander/designee shall determine the location(s) of the drop boxes and shall publish the location(s) in Facility Specific Policy (Additional information may be found in Facility Specific Policy):

- Blood alcohol kits
- Urine alcohol kits
- Marijuana evidence kits
- Sex kits

The Crime Laboratory will maintain drop boxes.

14.800. MINORS

810.00. MINORS: Title 15, Section 1100, prohibit minors from being housed in a Type II jail. Type II jails are not authorized to book or permanently house minors.

Staff shall not allow minor arrestees to enter into any Type II jail. (Refer to Department Manual Section 3.484)
(Rev. 04/2019)

14.900. RELEASE OF INFORMATION

14.900.05. RELEASE OF INFORMATION: Government Code Section 6254(f)(1) addresses the criteria for the release of information. (Refer to Department Manual Section 2.412)
(Rev. 04/2019)

14.910.03. RELEASE OF HIGH PROFILE INMATES: (Refer to Bureau Policy Section 8.290.07)
(Rev. 04/2019)

14.920.00. COURT APPEARANCE DATES: Staff should provide an arrestee/inmate's court dates to any interested party unless the information is withheld from the Departments website.

An arrestee's/inmate's charge and court information will only be withheld from the website if the request is made in writing by the arresting agency. (Refer to Bureau Policy Section 8.290.08)

Staff shall not release court information regarding any federal inmate. (Refer to Bureau Policy Section 8.290.08)
(Rev. 12/2021)

14.930.00. INMATE TRANSFER INFORMATION: Staff shall not release inmate transfer information (state prison run, out-of-county pickup, fishline, etc.) to any persons outside the criminal justice system. For those within the system, information shall be given out only on a need-to-know basis.
(Rev. 07/2011)

14.940.00. REFERRAL TO ARRESTING AGENCIES: If information is requested beyond what is authorized for disclosure by Government Code Section 6254(f) the person shall be advised to contact the appropriate division or agency. For example, inquiries into the circumstances leading to an inmate's arrest shall be directed to the arresting agency.
(Rev. 07/2003)

14.950.00. VERIFICATION LETTERS: Staff shall not complete requests for verification letters verifying an inmate is in custody. Such requests shall be directed to the Records/Warrants Division.
(Rev. 07/2011)

14.980.00. INMATES ON DISCIPLINE: Information regarding an inmate on discipline shall not be made public, except for advisement of the discipline status and the date the inmate is eligible for visits. Staff shall not disclose any additional information, such as the reason an inmate is on discipline or where they are being housed while on discipline.

14.900. RELEASE OF INFORMATION

(Rev. 04/2019)

14.1000. FOOD REQUESTS

1005.00. SACK LUNCHES/HOT FOOD: Authorization for requesting sack lunches or hot food from West Valley Detention Center (WVDC) for an organized search and rescue operation shall come from the Deputy Chief (or Duty Captain on weekends) in charge of the incident.

The Deputy Chief (or Duty Captain on weekends) shall contact Volunteer Forces on-call staff to initiate resources. Search and Rescue Volunteers shall contact the Food Services Director or Manager for food service support.

(Rev. 04/2019)

1005.05. COUNTY FIRE DEPARTMENT FOOD SERVICE SUPPORT: The Sheriff's Department has agreed, under contract, to support the County Fire Department requests for food service support.

The Sheriff's Food Service Division will respond to the County Fire Department's request for food service support. The County Fire Department is equipped with MREs to handle fire fighting up to 24 hours. If the fire lasts for more than 24 hours and there are more than 50 fire fighters on scene, they may call for support.

The commander of the fire department will instruct the fire dispatcher to contact Sheriff's Dispatch to initiate a food services response. Sheriff's dispatch will obtain the information as outlined in Bureau Policy Section 14.1010.00 from the fire dispatcher and contact the Food Services Director or Manager.

(Rev. 04/2019)

1010.00. INFORMATION NEEDED AT THE TIME OF REQUEST: The following information should be obtained at the time of the request:

- Name of caller
- Name of the coordinator at the scene of the search
- The phone number and radio unit number of the coordinator
- The search or scene location (cooks making delivery will need detailed instructions on how to find the location-Refer Thomas Brothers Map)
- The type and amount of food required (Breakfast, Sack Lunch, or Dinner)
- How many of each meal
- Is it a pick-up or an onsite feeding
- What time is the food needed
- How long of a duration is expected
- Any special requests (bottled water, etc.)

1020.00. TIME REQUIREMENTS FOR FOOD REQUESTS: Sack lunches with drinks (serving up to 100) require one and one-half hour preparation, plus driving time. Hot food served from a mobile kitchen (serving up to 250) requires

14.1000. FOOD REQUESTS

two and one-half hours preparation, plus driving time. (Refer to Department Manual Section 2.172)
(Rev. 04/2019)

14.1200. LINEUP PROCEDURES

1210.00. LINEUPS: All formal lineups shall only be conducted in the lineup room at West Valley Detention Center (WVDC). WVDC's Facility Specific Policy shall, at minimum, address the following aspects of a lineup:

- Admonition given to suspects
- Numbered positions
- Admonition given to witnesses
- Witness advisement at the conclusion of the lineup
- Preparing for a lineup
- Photographs of lineup
- Camera

(Rev. 04/2019)

1280.00. COURT ORDERED LINEUP: Courts may order a defendant into temporary custody of the Sheriff for the purpose of a lineup. Court ordered lineups of this nature require special procedures as outlined below:

The court of jurisdiction must issue a written order with the following information:

OUT OF CUSTODY

- The defendant is committed to the custody of the Sheriff for the purpose of being the subject of a live lineup. The defendant is ordered to be released following the completion of the lineup
- The lineup is to be conducted within 15 days from the date of the order, provided the Sheriff receives an original or certified copy of the order at least ten days prior to the expiration date
- The defendant is ordered to:
 - Report to WVDC, 9500 Etiwanda Avenue, Rancho Cucamonga, no later than 0800 hours on the scheduled day of the lineup
 - Obey all rules, regulations and lawful orders while in the custody of the Sheriff
 - Submit to the booking process
 - Not bring any cash or articles of personal property when reporting to the jail

IN CUSTODY

- The District Attorney's Office is ordered to contact the investigating police agency and provide for assignment of an investigating officer to coordinate and schedule the lineup with WVDC for inmates housed at the facility. The District Attorney's Office is further ordered to notify the defendant and counsel of the scheduled day of the lineup

14.1200. LINEUP PROCEDURES

(Refer to Facility Specific Policy)
(Rev. 04/2019)

14.1400. VIDEO ARRAIGNMENT

14.1410. VIDEO ARRAIGNMENT: The Facility Commander/designee shall establish written procedures for conducting video arraignments. Such procedures shall be in the form of Facility Specific Policy.

The procedure shall include:

- Video court calendar
- Safety staff responsibilities
- Video room security
- Court paperwork
- Notification to court officer
- Video of introductory rights
- Advisement to video arraignment inmates
- Video arraignment process

(Rev. 04/2019)

14.1600. SMOKING POLICY

1605.00. SMOKING PROHIBITED: All facilities shall be smoke free. These guidelines apply to inmates, staff, and visitors, and shall be strictly enforced throughout the facility.

Tobacco products are defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, or any other preparation of tobacco. An activated electronic cigarette or other similar electronic device, whether or not such electronic device delivers nicotine. (Refer to County Code Section 31.0302)

Visitors caught smoking inside the facility may have their scheduled visit terminated.

Per County Code Section 31.0309, persons smoking inside the facility are subject to citation.

No person shall smoke inside the facility, or in an outdoor area within 20 feet of any main exit, entrance, operable window or ventilation duct of a County building.

Designated smoking areas for staff are provided at each facility. Designated areas shall be 20 feet away from any main exit, entrance, operable window or ventilation duct. Staff shall attempt to remain out of inmate view while smoking. (Refer to Government Code Sections 7596-7598 and County Code Section 31.0304)

(Rev. 04/2019)

1620.05. DISPOSAL OF TOBACCO WASTE: Staff shall be required to dispose of cigarettes, cigars, pipe tobacco or any other preparation of tobacco and the waste from such products in the receptacles provided in the designated smoking areas. Staff shall dispose of snuff, chewing tobacco, and dipping tobacco in staff restrooms in the sink or toilet. Such waste shall be disposed of in a manner that will not contribute to inmates' access to contraband tobacco items. (Refer to County Code Section 31.0306)

(Rev. 04/2019)

15.100. FACILITY INSPECTIONS

15.100.05. FACILITY INSPECTIONS: Facility Commanders/designees shall establish written procedures regarding facility inspections. Such plans shall provide for regular schedules of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. These inspections shall be conducted at least once a month.

Inspection Areas: At a minimum, the following areas and any other areas determined by the Facility Commander/designee shall be inspected by the Facility Commander/designee:

- Safety
- Security
- Storage and inventory of supplies
- Cleanliness and appearance
- Maintenance
- Records and logs

These inspections shall be documented on a facility specific inspection form. Facilities shall forward inspection forms to the Administrative Support Unit (ASU) prior to initial use, for review and concurrence. Facilities shall retain completed forms for two years. (Refer to Title 15, Section 1280 and Facility Specific Procedures)
(Rev. 08/2021)

15.102.00. NEWLY APPOINTED FACILITY COMMANDERS/DESIGNEES: Within 60 days of taking command of a Detention and Corrections facility, the Facility Commander/designee shall complete (or have completed) a facility security inspection. In addition to a security inspection, the Facility Commander/designee shall review past inspections and relevant incidents (escapes, in-custody deaths, sexual assaults, Grand Jury reports, etc.) that occurred within the last five years. If a security inspection was completed in the 90 days prior to the Facility Commander/designee assuming command, the 60 day security inspection may be disregarded.

Archived previous inspections and reports can be found via Starlink under the Detention and Corrections/Administrative Support Unit tab.
(Rev. 08/2021)

15.103.00. ANNUAL SECURITY REVIEW: Security reviews are the evaluation of internal and external security measures of the facility to ensure the safety of staff, inmates, and the community by preventing escapes and other incidents. Facility Commanders/designees shall, at least annually, review, identify and

15.100. FACILITY INSPECTIONS

evaluate security needs, and make a written record of actions taken to improve facility security.

Inspected areas: Items included in the security review shall be specific and unique to the facility operation, and shall include, but not be limited to:

- Contraband
- Physical counts of inmates
- Searches
- Staffing
- Perimeter security (including fencing and lighting)
- Vehicle security
- Key control
- Equipment training
- Firearms control
- Ammunition
- Alarm systems
- Chemical agents
- Mechanical restraint devices

Facilities shall maintain such reviews for two years. (Refer to Title 15, Section 1029)

(Rev. 04/2019)

15.200. COURT CALENDAR

210.00. COURT CALENDAR: Each court day, a court calendar shall be generated indicating those inmates scheduled to appear in court on that day. Each Facility Commander/designee shall have written procedures in place regarding:

- Court calendar distribution to housing units
- Copies for the Transportation Division
- Copies for Fiscal Services
- Copies for Food Services
- Copies for Health Services

(Refer to Facility Specific Policy)

(Rev. 04/2019)

220.05. ADDITIONAL COPIES: Court Clerks, Court Holding, the Transportation Division and others requesting additional copies of the court calendar shall be responsible for making their own court calendar copies.

(Rev. 04/2019)

15.300. COURT PULLS

15.310.00. COURT PULL GUIDELINES: (Refer to Facility Specific Procedures)
(Rev. 08/2021)

15.310.01. ACCEPTABLE ITEMS INMATES MAY BRING TO COURT: Unless otherwise approved by the Facility Commander/designee, inmates are not allowed to bring any property to court except:

- Legal paperwork (limited to what an inmate can carry in transit without assistance)
- Eyeglasses
- Medical chronos
- Medicine or medical devices prescribed or approved by Qualified Healthcare Professional (QHP)

(Rev. 09/2021)

15.310.03. REFUSAL BY INMATE TO ATTEND COURT: Inmates with an order to appear at court will be transported the day of appearance.

The only exceptions will be a no transportation order provided by a Qualified Healthcare Professional (QHP) or from an outside hospital in the following cases:

- Inmates with a medical condition which precludes them from attending court. Written documentation from a QHP at the jail or hospital shall be given to the court
- Any Serious Mentally Ill/Serious Mentally Ill Lockdown (SMI/SMIL) classified inmate will be transported for their appearance except when there is written documentation by a Qualified Mental Health Professional (QMHP) or QHP at the West Valley Detention Center (WVDC), indicating the inmate is not clinically stable to transport.
- To reduce unneeded scheduling of court appearances, an estimate of when the inmate will likely become available to appear in court should be included in the order.
- Inmates on suicide watch, quarantine, isolation or are hospitalized.

A QHP shall complete an Inmate Refusal to Attend Court (Medical) form (ASU#212907) in the above exceptions only. A copy of the form will be attached to the dummy warrant, or in cases when the dummy warrant has already been sent to the court, a copy shall be sent to the affected Court Services area commander/designee, as soon as practicable. A copy of the form shall be filed in an Administration file and the original placed in the inmate's booking jacket.

Any inmate who refuses to attend court, other than the medical exceptions above, shall have a shift supervisor and a QHP respond. The shift supervisor should attempt crisis

15.300. COURT PULLS

intervention and de-escalation techniques to get the inmate to voluntarily attend their court appearance.

If the inmate still refuses to attend court, the shift supervisor shall complete the Inmate Refusal to Attend Court (Custody) form (ASU#181010). A copy of the form will be attached to the dummy warrant, or in cases when the dummy warrant has already been sent to the court, a copy shall be sent to the affected Court Services area commander/designee as soon as practicable. A copy of the form shall be filed in an Administration file and the original placed in the inmate's booking jacket.

If the facility receives a court order or an Inmate Refusal to Attend Court (Custody) form (ASU#181010), the facility shall follow the same procedures. Staff will be required to use pre-planned use of force protocols when re-contacting the inmate for the mandated court appearance.

These procedures shall apply only to inmates scheduled for appearance in San Bernardino County courts. They shall not apply to any inmate housed under federal contract.
(Rev. 11/2022)

15.312.00. REFUSAL TO DRESS FOR COURT: Inmates refusing to fully dress in county issued classification appropriate clothing for court, shall be offered a cloth safety gown.

Inmates will not be forced to wear county issued classification appropriate clothing to appear in court, however, to reduce potential safety concerns and to properly identify the classification of the inmate, the inmate will be dressed in a cloth safety gown. This alternative clothing is only for court appearances. Once the inmate returns from court, the cloth safety gown shall be retrieved from the inmate and the appropriate county issued classification clothing shall be worn by the inmate.

Although the inmate is in alternative clothing, the inmate shall be subject to disciplinary action, (refusing to obey a direct order) for not wearing the appropriate clothing and shall be advised of this rule violation before any issuance of the gown. (Refer to Bureau Policy Sections 11.290.00 and 12.2523.10)
(Rev. 11/2022)

15.500. FIRE SAFETY OFFICER

510.00. FIRE SAFETY OFFICER DESIGNATION: Each Facility Commander/designee shall appoint, in writing, a Fire Safety Officer (FSO). The FSO shall be a safety officer responsible for scheduling regular inspections, testing, and review of fire/safety equipment and procedures.

A copy of the designation letter shall be forwarded to the Administrative Support Unit (ASU) for filing.

(Rev. 04/2019)

520.00. RESPONSIBILITY: Staff becoming aware of any fire/safety equipment violations, shall file a maintenance request using the E-works system and notify the FSO. It shall be the FSO's responsibility to thoroughly investigate all reported deficiencies on a timely basis. The FSO shall report in writing to the Facility Commander/designee who shall ensure corrective action is initiated. This shall include maintenance, repair, or replacement as necessary.

The FSO shall ensure alarms are tested quarterly so all systems are in continuous proper operating condition.

The FSO shall ensure that a biennial inspection of the facility by fire officials is conducted. Upon completion of the biennial fire inspection and review by the Facility Commander/designee, the FSO shall forward a copy of the inspection form to ASU for filing.

The FSO shall ensure the availability of fire hoses or extinguishers at appropriate locations throughout each facility.

All inspections and testing of fire safety equipment along with any corrective actions shall be documented on an inter-office memorandum and retained at the facility for two years.

The FSO along with the responsible fire authority shall annually review the facility fire suppression pre-plan and document this review. The Facility Commander/designee shall sign and date the annual review page located in front of the fire suppression pre-plan folder, and forward a complete copy of the fire suppression pre-plan to ASU. (Refer to Bureau Policy Section 5.115.00)

(Rev. 04/2019)

530.00. TRAINING: Staff shall be familiar with the facility fire/safety and firefighting equipment. All required POST/STC training shall be coordinated by ASU. A training record shall be maintained by the correctional training unit indicating who received the training and the date the training was received.

(Rev. 08/2012)

15.500. FIRE SAFETY OFFICER

540.00. MONTHLY INSPECTION: The FSO shall perform a monthly fire and life safety inspection of the facility for compliance with safety and fire prevention standards. The monthly inspection shall be documented on a monthly fire and life safety inspection report form. This facility specific form shall be created by each facility and approved by ASU. Any changes to the form shall be approved by ASU. Any problems or potential hazards shall be documented on this form and forwarded to the Facility Commander/designee for review. This documentation shall be filed and retained in accordance with Bureau Policy Section 11.550.

(Rev. 04/2019)

15.600. INMATE WELFARE FUND

605.00. INMATE WELFARE FUND: Proceeds from commissary and inmate telephone call commissions are placed in a trust account and used for projects that benefit inmates.

(Rev. 04/2019)

610.00. INMATE WELFARE FUNDING REQUESTS: Requests for funding shall be sent to the commander of the Inmate Services Unit (ISU) at Glen Helen Rehabilitation Center (GHRC). The approving authority, with advisement of County Counsel, is the Inmate Welfare Fund Committee, which meets six times per year. For placement on the agenda, all requests shall be submitted no less than three weeks prior to the scheduled Inmate Welfare Fund Committee meeting, on the appropriate department form, and have attached supporting documentation, including: three bids or sole source information.

Urgent and emergency funding requests totaling more than \$5,000 may be submitted at any time. At the discretion of the Deputy Chief of the Detention and Corrections Bureau, a telephone poll of the Inmate Welfare Fund Committee members may be conducted to obtain approval of such requests, or the funding request may be placed on the next meeting's agenda. Requests totaling less than \$5,000 may be submitted at any time and are approved or denied at the discretion of the commander of ISU guidelines set by County Counsel.

The commander of ISU shall be responsible for providing each of the Inmate Welfare Fund Committee members with copies and supporting documentation of all funding requests. (Refer to Penal Code Section 4025)

(Rev. 04/2019)

16.100. INMATE TRUST ACCOUNTS

100.00. INMATE TRUST ACCOUNTS: To prevent money laundering, extortion, prostitution and other financially motivated crimes facilitated by criminal enterprises or criminal organizations, inmate trust accounts shall not exceed \$500.

Inmates will be allowed to exceed the \$500 maximum limit in their trust account only when they are booked in with more than \$500 in their possession at the time of their arrest.

Inmate trust account expenditures may include, but are not limited to: commissary, medical co-pays, self-cash bail, and third-party withdrawals. Inmates may withdraw their entire balance in the event they choose to post self-cash bail.

The maximum amount an inmate may withdraw for commissary and telephone time is \$200 a week.

(Rev. 04/2019)

104.00. ACCEPTABLE DEPOSITS: Staff shall only accept the following for deposit in an inmate's trust account:

- United States Postal Service (USPS) money order (mailed to the facility where the inmate is housed)
- Commercial financial institution cashier's check (mailed to the facility where the inmate is housed)
- Staff shall direct outside persons depositing money into any inmate trust account to the TouchPay kiosk located in the visiting lobby, www.TouchPayDirect.com website or telephone number 1(866)232-1899

Inmates with more than \$500 in their inmate trust account shall not be allowed to receive deposits until their account balance is below the \$500 limit. Funds received through the mail that would increase the inmates trust account balance over the \$500 limit shall be refused and mailed back to the sender. It is the responsibility of the staff member accepting the funds to confirm the inmate's trust account balance does not exceed the \$500 limit.

(Rev. 04/2019)

110.00. RELEASE OF FUNDS FROM INMATE TRUST ACCOUNT: Inmates may release funds from their trust account for the purposes of a self-cash bail, or third-party withdrawal.

Funds released for the purposes of self-cash bail shall be approved by a supervisor and processed by using the Inmate Property/Money Release/Clothing

16.100. INMATE TRUST ACCOUNTS

Exchange form (ASU#000301). Inmates may release all funds (including the mandated \$10.00 balance) when their confirmed purpose of the release is to post self-cash bail.

Inmates may be eligible to release the entire balance of their inmate trust account (minus \$10.00 which shall remain on the account at all times) to a third party once every 6 months. Inmates shall release the entire balance in their inmate trust account, or their request will be denied. Such requests shall be approved by a supervisor and processed by using the Inmate Property/Money Release/Clothing Exchange form (ASU# 000301). It is the responsibility of the processing staff member to verify a release of funds has not taken place within the last 6 months.

Funds released at the Fiscal window shall require a valid government issued identification card, with a photograph. A photo copy of the identification shall be attached to the Property/Money Release/Clothing Exchange form (ASU# 000301).

(Rev. 04/2019)

130.00. INMATE MONEY RECEIVED THROUGH INCOMING MAIL: Mail room staff shall route United States Postal Service money orders and commercial financial institution cashier's checks found in inmate mail to fiscal staff to be placed in the inmate's trust account once it has been determined the funds will not increase the inmate's trust account over the \$500 limit. Funds received through the mail that would increase the inmates trust account balance over the \$500 limit shall be refused and mailed back to the sender.

(Rev. 04/2019)

16.300. FISCAL RESPONSIBILITIES

305.00. FISCAL RESPONSIBILITY: Each Facility Commander/designee shall have the ultimate responsibility for the fiscal operation of the facility. The Inmate Services Unit (ISU) fiscal staff shall reconcile and maintain the inmate trust fund accounts for all facilities. In order to provide communication and efficiency in bureau fiscal operations, there shall be a regularly scheduled meeting to include fiscal supervision from each facility as well as ISU.

(Rev. 04/2019)

350.00. INMATE MONEY RELEASE: Each Facility Commander/designee shall establish and implement a policy separating incompatible duties, including the preparation, signing and recording of checks. (Refer to Bureau Policy Section 16.110.00 and Facility Specific Policy)

(Rev. 04/2019)

350.10. SIGNATURE STAMP AND BLANK CHECKS: In some incidents inmates being released will be issued a check. The check being issued will require the use of a signature stamp. The signature stamp shall be secured separately from the blank checks. A key shall be required to access the signature stamp and blank checks. Key access shall be restricted to authorized staff. (Refer to Facility Specific Policy)

(Add. 12/2016)

375.00. CONTAMINATED MONEY: Staff shall not accept money identified or suspected of being contaminated with urine, feces, vomit, blood, drugs or any other hazardous material from the public. (Refer to Bureau Policy Section 8.140.05)

(Rev. 04/2019)

380.00. INMATE WORKER PAYROLL: Inmate worker payroll is automated through JIMSnet.

(Rev. 04/2019)

390.00. ABANDONED FUNDS TRUST ACCOUNT: The Abandoned Funds Trust Account is a banking account set up to deposit and pay inmates who have been released without being paid all money owed to them. The Abandoned Funds Trust Account shall consist of all monies owed to inmates released without receiving money, money mail, and/or trust receipts accepted but not previously credited to the inmate's account and all commissary funds.

(Rev. 04/2019)

390.05. PAYMENT FROM ABANDONED FUNDS ACCOUNT: When the inmate is paid from the Abandoned Funds Trust Account, the transaction shall be signed off in the Abandoned Funds Computer Program. When the inmate is paid through the US Mail, or in person, they shall be paid by a check.

16.300. FISCAL RESPONSIBILITIES

Fiscal staff shall notate in the memo section of the Abandoned Funds Computer Program when funds are dispensed from this account.

(Rev. 04/2019)

390.10. UNCLAIMED INMATE FUNDS: Inmates who are released from custody with a balance owed shall be sent a letter advising of the option to receive the check in person or have it mailed to them. In the case of an inmate death, the notice shall be sent to the inmate's last known next of kin. If the notification letter is returned to sender, the letter shall be placed in an unclaimed inmate fund file at the facility. No letters or notifications shall be sent to persons when the cost of the letter exceeds the amount of money left on the account.

A fiscal clerk supervisor shall review the Abandoned Funds Computer Program 120 days after the notice has been sent to the inmates last known address for the unclaimed funds. All inmates who did not receive their funds shall be listed on a department memorandum. The total amount from all of the inmate's trust accounts shall be totaled and a check with the total sum shall be issued to the Bureau of Administration for distribution to the General Fund. (Refer to California Government Code 26642)

(Rev. 04/2019)

17.100. MEDICAL RECORDS

100.00. MEDICAL RECORDS: For the purposes of this section, "Medical Records" is defined as the written account of inmates' medical, dental, and mental health history, diagnoses, therapies, prescriptions, and status when seen by health care professionals. The Health Services staff shall maintain individual, complete, and dated health records. (Refer to Title 15, Sections 1205 and 1216 and Health Services Division Nursing Operation Procedure Manual)
(Rev. 04/2019)

101.00. MEDICAL RECORDS PROCEDURES: (Refer to Facility Specific Policy)
(Rev. 04/2019)

102.00. MEDICAL RECORDS AND TYPE I FACILITIES: Type I facilities shall not maintain inmate medical records.
(Rev. 04/2019)

103.00. MEDICAL RECORD CONFIDENTIALITY: The physician/patient confidentiality privilege applies to medical records. Access to the medical record shall be controlled by Health Services staff.

Inmate workers shall not be used for medical record keeping.

Health Services shall ensure the confidentiality of each inmate's medical record file and such files shall be maintained separately from, and in no way, be part of the inmate's other jail records.

The responsible physician or designee shall communicate information obtained in the course of medical screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order. (Refer to Title 15, Section 1205)
(Rev. 04/2019)

104.00. MEDICAL RECORD RELEASE: Written authorization by the inmate is necessary for transfer of medical record information unless otherwise provided by law or administrative regulations having the force and effect of law. (Refer to Title 15, Section 1205)
(Rev. 04/2019)

17.200. SICK CALL SCHEDULE

200.05. SICK CALL POLICY: (Refer to Facility Specific Policy)
(Rev. 04/2019)

210.00. NURSE SICK CALL: (Refer to Facility Specific Policy)
(Rev. 04/2019)

220.00. FACILITY MEDICAL DOCTOR: (Refer to Facility Specific Policy)
(Rev. 04/2019)

230.00. FACILITY PSYCHIATRIST: (Refer to Facility Specific Policy)
(Rev. 04/2019)

240.00. FACILITY PSYCHOLOGIST: (Refer to Facility Specific Policy)
(Rev. 04/2019)

250.00. FACILITY DENTIST: (Refer to Facility Specific Policy)
(Rev. 04/2019)

260.00. "WALK-IN" INMATES TO SICK CALL: Safety staff shall notify Health Services anytime they have an inmate who appears to be suffering from an injury or illness. Health Services shall determine the severity of the condition and whether the inmate should be treated immediately or at the next sick call.
(Rev. 06/2019)

270.00. INMATE REFUSAL OF MEDICAL TREATMENT: Inmates refusing medical or dental treatment, or refusing to be transported outside the facility for such treatment must sign a Medical Treatment Refusal Form. The procedure is as follows:

- Staff shall immediately notify Health Services of the inmate's refusal
- Health Services shall review the inmate's medical jacket to determine whether the inmate must be examined by a medical professional, and the necessity to be transported to a medical facility. Health Services shall determine if the inmate's medical condition is life threatening or non-life threatening before accepting the inmate's refusal. If the inmate has been transported to a medical facility and refuses treatment after consultation with the doctor/dentist, the refusal form shall be provided, signed by the inmate and forwarded to jail Health Services
- If Health Services has determined the inmate's refusal shall be accepted prior to transportation for treatment, the inmate shall sign the Medical Treatment Refusal Form. Health Services staff shall ensure the form is signed by the inmate and witnessed properly

17.200. SICK CALL SCHEDULE

- Once the refusal form has been signed by the inmate and properly witnessed, the completed form shall be maintained in the inmate's medical record

(Rev. 04/2019)

17.300. MEDICAL PROCEDURES

310.07. FIRST AID KITS: First aid kits shall be available in all facilities. The kit's contents, number, location, and procedure for periodic inspection shall be approved by the Detention and Corrections Bureau Chief Medical Officer. First aid kits shall be replenished by Health Services staff as necessary.
(Rev. 04/2019)

320.00. SICK CALL/MEDICATION DELIVERY: A safety staff member and a professional staff member shall be present in the housing unit during sick call and delivery of medication to general population, protective custody inmates, and inmate workers. Safety staff shall accompany Health Services staff for medication delivery to all other classifications of inmates. (Refer to the Health Services Division Operational Procedure Manual and Facility Specific Procedures Manual)
(Rev. 04/2020)

330.00. HOSPITAL REFERRAL: (Refer to the Health Services Division Procedure Manual and Facility Specific Procedures)
(Rev. 04/2020)

330.03. SURGICAL TREATMENT: All surgical procedures shall be performed at Arrowhead Regional Medical Center (ARMC) unless otherwise approved by a Detention and Corrections Bureau physician through the West Valley Detention Center (WVDC) medical clinic. (Refer to the Health Services Division Procedure Manual)
(Rev. 04/2020)

330.05. AMBULANCE TRANSPORT: Shift supervisors shall ensure inmates are supervised when transported by ambulance to the hospital. A chase car shall be provided if necessary. (Refer to Facility Specific Procedures)
(Rev. 04/2020)

330.10. TRANSPORT OF INMATES TO AND FROM THE HOSPITAL: Transporting safety staff shall notify hospital staff immediately upon arrival. Safety staff shall ensure inmates are secure and shall remain with them until examinations are complete. Safety staff shall request copies of treatment paperwork and return inmates to the appropriate facility when cleared from the hospital. Transporting safety staff shall deliver any paperwork, prescriptions, and medications the hospital provides for the inmate to Health Services staff. (Refer to Bureau Policy Section 17.1100, the Health Services Division Procedure Manual, and Facility Specific Procedures)
(Rev. 04/2020)

330.15. INFORMED CONSENT OF TREATMENT: The inmate shall sign an Informed Consent for Treatment form, authorizing the examination, treatment,

17.300. MEDICAL PROCEDURES

or procedure prior to receiving any type of invasive procedure or treatment beyond that of venipuncture. In addition to the health care provider, a member of Health Services shall sign this form as witness to the consent. The completed form shall be filed in the inmate's health record. Safety staff shall make every effort to have the inmate sign the Consent for Treatment form while handcuffed. In cases where it poses an unreasonable security risk (High Security Inmate, Black Box, Seriously Mentally Ill Lockdown, Problem Inmate) to release one arm from handcuffs in order for the inmate to sign the consent form, a verbal consent will be documented on the form by two Health Services staff members and the reason for no signature from the inmate. If an inmate refuses to sign the Informed Consent of Treatment form, Health Services staff shall write "inmate refuses to sign". The form shall be signed by the Health Services staff member and another staff witness.

(Rev. 04/2019)

330.25. PROCEDURES FOR TRANSFERRING AND RETURNING INMATES TO ARROWHEAD REGIONAL MEDICAL CENTER: (Refer to Facility Specific Procedures)

(Rev. 04/2020)

330.45. FAMILY NOTIFICATION OF A SERIOUSLY ILL INMATE: Health Services staff shall provide a shift supervisor with information on inmates with life threatening illnesses. A shift supervisor shall, as soon as practical, contact a member of the inmate's immediate family or a responsible party listed in the arrestee information section of JIMSnet. This may be accomplished by a telephone call or by requesting a local law enforcement agency to make contact. Information provided to the family should include the nature of the illness, location of the inmate, and a telephone number where a responsible party may call for medical information.

(Rev. 04/2019)

340.00. INMATES ADMITTED TO AND RELEASED FROM PATTON STATE HOSPITAL: (Refer to the Health Services Division Operational Procedure Manual and Facility Specific Procedures)

(Rev. 04/2020)

350.00. ADMISSIONS TO THE BEHAVIORAL HEALTH UNIT: When inmates need to be admitted to the Behavioral Health Unit (BHU) at ARMC, Health Services staff shall contact ARMC's BHU prior to transferring the inmate and provide a brief statement of reasons for referral. The safety staff member shall:

- Give the Welfare and Institutions Code (W&I) 5150 application to BHU (completed by a safety staff member, a psychiatrist, or other certified mental health professional)

17.300. MEDICAL PROCEDURES

- Sign the hold (can be signed at the BHU)

Transporting safety staff shall advise a shift supervisor when inmates are admitted to the BHU. Injured inmates may be referred and transported to ARMC's Emergency Room before the BHU.

(Rev. 04/2019)

350.05. RETURN FROM THE BEHAVIORAL HEALTH UNIT: The psychiatrist may send the inmate back to the facility with medication and/or instructions for Health Services staff. Transporting safety staff shall obtain a copy of the treatment record and discharge summary prior to returning to the facility. Documents shall be given to Health Services staff upon return to the facility.

(Rev. 04/2019)

360.00. COURT ORDERS: (Refer to Facility Specific Procedures)

(Rev. 04/2020)

370.00. SPECIFIC MEDICAL PROBLEMS: (Refer to the Health Services Division Procedure Manual and Facility Specific Procedures)

(Rev. 04/2020)

370.15. PRIVATE PHYSICIANS: Private physicians may treat inmates at the inmate's request or upon court order. Facility Commanders/designees shall review all requests and court orders for private physicians. Private physicians may enter the facility to treat the inmate with the approval of the Facility Commander/designee in consultation with Health Services staff. Inmates being treated by a physician away from the facility shall be charged for the cost of transportation. Payments are made through the Administrative Services Division. Health Services staff may liaison with families to coordinate the arrangements.

(Rev. 04/2019)

370.20. SPECIAL DIETS: (Refer to the Health Services Division Procedure Manual)

(Rev. 04/2020)

380.05. INTAKE PROCESS: POST PREGNANCY ASSESSMENT: Additional psychiatric health screenings shall be performed on arrestees/inmates who have given birth within the last year and are charged with murder or attempted murder of their newborn infants. The screening shall be performed at intake and if the assessment indicates postpartum psychosis, a referral for further evaluation shall be made. (Refer Title 15, Section 1207.5)

(Rev. 04/2019)

17.300. MEDICAL PROCEDURES

380.10. WIRE-FRAMED EYEGLASSES: Inmates who require eyeglasses with a wire frame shall be allowed to retain them for their personal use.
(Rev. 04/2019)

380.20. PROCEDURE FOR ACCEPTING AND EXCHANGING PRESCRIPTION EYEGLASSES: Facilities shall accept and exchange prescription eyeglasses. (Refer to Facility Specific Procedures)
(Rev. 04/2020)

380.25. PROCEDURE FOR PURCHASING EYEGLASSES: Inmates may purchase non-prescription eyeglasses through commissary. Indigent inmates may receive eyeglasses upon referral from Health Services. Prescription eyeglasses will be provided by Health Services.
(Rev. 04/2020)

390.00. FORENSIC MEDICAL SERVICE: Forensic medical services including drawing blood alcohol samples, body cavity searches and other functions for the purpose of prosecution shall not be performed by Sheriff's Health Services Division.
(Rev. 4/2020)

390.05. MEDICAL CLINIC SECURITY: (Refer to Facility Specific Procedures)
(Rev. 04/2020)

390.50. NON-CONSENSUAL BLOOD DRAWS: It is sometimes necessary to draw blood forcibly from arrestees who have refused chemical tests authorized by law. Sheriff's Health Services staff shall not perform any blood withdrawal for evidence or entry into the State of California DNA database.

PRE-BOOKING

Non-consensual blood withdrawals shall be made in the BA room at WVDC whenever reasonable and practical.

Outside agencies should provide a supervisor and sufficient manpower to complete a non-consensual blood withdrawal prior to the procedure. Sheriff's Detention and Corrections staff shall not assist outside agencies with non-consensual blood withdrawals. Sheriff's Detention and Corrections staff may assist in non-consensual blood withdrawals only from persons arrested by the Sheriff's Department.

17.300. MEDICAL PROCEDURES

Non-consensual blood withdrawals for the State of California DNA database shall not be made until the arrestee has been booked.

POST- BOOKING

Once the arrestee has been medically cleared for booking:

Non-consensual blood withdrawals for the State of California DNA database may be completed. This procedure shall be completed only by approved contract medical services.

Blood shall be drawn for evidentiary purposes only by court order.

Sheriff's Detention and Corrections staff may assist in non-consensual blood withdrawal procedures. A shift supervisor shall be present if sheriff's custody staff assists in any procedure.

(Rev. 04/2020)

390.51. PROHIBITION ON CERTAIN NON-CONSENSUAL BLOOD DRAWS: Blood samples shall not be taken from persons who are known to be hemophiliacs or have a heart condition and are using prescription anticoagulants.

(Refer to Department Manual Section 3.634)

(Rev. 04/2019)

395.00. INTER-BUREAU TRANSFERS: The Core Rover/bridge staff shall ensure facility housing units are promptly notified of inmates being inter-bureau transferred. Inmates should be moved to transportation right away.

(Rev. 04/2019)

396.00. HEALTH SERVICES STAFF CLEARANCE: Health Services staff conducting the initial assessment shall identify the jail facilities that could house the inmate. This will be notated on the "Inmate Status" medical notes screen. If later an inmate's medical situation changes and precludes the inmate from transferring to another facility, Health Services staff shall make the changes in the "Inmate Status" medical notes section.

(Rev. 11/2016)

17.500. METHADONE USAGE:

500.05. METHADONE USAGE: Inmates who are patients in a methadone maintenance program shall be able to receive methadone while in custody. All arrestees and inmates claiming to be patients in a methadone maintenance program shall be referred to a Health Services staff member. (Refer to Nursing Operational Procedure Manual Section 401.11)

(Rev. 04/2019)

510.00. ADMINISTRATION OF METHADONE: Inmates requesting methadone shall be advised they may make arrangements for methadone delivery from their own clinic. Methadone deliveries shall only be accepted from licensed clinics or contract delivery services. The methadone shall be delivered on a daily basis by a clinic employee, or an employee of a delivery service contracted by the clinic, and the delivery person shall provide the dose to the inmate at a location to be determined by the Facility Commander/designee. A safety staff member or Health Services staff member shall observe the delivery and the ingestion of the methadone dose by the inmate. No staff member shall accept any methadone delivery nor shall any staff member accept methadone doses for future administration to an inmate. Facility Commanders/designees shall publish a delivery schedule for their facility. (Refer to Facility Specific Policy)

(Rev. 04/2019)

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

610.00. COMMUNICABLE DISEASE CONFIDENTIALITY: Staff shall not disclose to a third party (not a staff member) test results relating to a person's blood being tested for AIDS antibodies. The only exception is disclosure which may be necessary to obtain medical or psychological care.

The results of all blood tests are confidential and not open to public inspection. The results of a blood test shall not be used as admissible evidence in any inmate discipline report. (Refer to Penal Code Sections 7530 and 7531 and Health and Safety Code Sections 121070 and 120990)
(Rev. 04/2019)

615.00. STAFF COMMUNICABLE DISEASE CONTACT: Any staff (during the performance of their duties) who has contact, or suspected contact, with any potentially infectious material identified in the SBSB Bloodborne Pathogens Exposure Control Plan, shall report it immediately to a supervisor. The current reporting form contained in the SBSB Bloodborne Pathogen Exposure Control Plan shall be used to report the incident. The form shall be completed as soon as practicable following the exposure but shall be turned in to a shift supervisor no later than end of shift. (Refer to Penal Code Section 7510, Title 15, Section 1206.5, Department Manual Section 4.515, Bureau Policy Section 7.100, and SBSB Bloodborne Pathogen Exposure Control Plan)
(Rev. 04/2019)

620.00. PROCEDURE FOR HANDLING AIDS-INFECTED INMATES: If, at any time, an arrestee or inmate states they have or may have AIDS, Health Services staff shall be notified and shall schedule the inmate for a medical appointment. Inmates suspected of having HIV/AIDS shall not be processed or housed separately unless otherwise indicated by Health Services.

Transportation of inmates for court appearances shall be consistent with bureau policy and procedure regarding handling, reporting and confidentiality of inmates known to be infected with a communicable disease. (Refer to the Nursing Operational Procedures Manual and Transportation Manual)
(Rev. 04/2019)

630.00. FORCED AIDS TESTING: When a staff member has come into direct contact with blood or other potentially infectious material of an inmate, and where there is reason to believe a transfer of blood or other bodily fluids have penetrated the staff member's skin or membranes, forced blood testing is Constitutional if the nondisclosure provisions of the statute are strictly enforced. (Refer to Penal Code Sections 7510-7519)
(Rev. 04/2019)

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

630.05. HEARING FOR NON-CONSENSUAL BLOOD DRAW: If consent is not obtained from the inmate, a non-consensual blood draw shall only be performed under the authority of a search warrant and in compliance with the Non-Consensual Blood Draw Policy.

Testing shall be accomplished in a medically approved manner and the test results shall be confidential.

Petitions for blood testing are subjected to a civil standard. The burden of proof, therefore, is preponderance of the evidence rather than beyond a reasonable doubt as in a criminal law standard.

The inmate or other person who is the subject of a report pursuant to Penal Code Section 7510 may be tested in circumstances where transfer of HIV is theoretically possible.

The Facility Commander/designee shall provide the results of the blood test to all staff, contract staff, and volunteers providing services who may have had direct contact with the body fluids of the inmate in question.

The Facility Commander/designee and all staff notified that an inmate has tested positive for HIV/AIDS shall maintain the confidentiality of all affected staff and the inmate.

The results of the test shall not be a consideration in any discipline procedure.
(Refer to Penal Code Section 7530)
(Rev. 04/2019)

640.00. INVOLUNTARY HIV TESTING OF INMATES: The Penal Code (Refer to Penal Code Section 7501) provides a mechanism for requesting involuntary testing of inmates. Upon receipt of the proper forms, the County Health Officer and Civil Liabilities will decide whether or not to require HIV testing of the inmate based on the following:

- Whether, according to the latest guidelines and standards established by the Federal Centers for Disease Control and the State Department of Health Service, an exchange of bodily fluids occurred which could have resulted in AIDS infection
- Whether the inmate exhibits medical conditions or clinical findings categorizing them as a possible AIDS victim
- Documentation of the exposure including witness statements and a synopsis if the incident shall be provided within 48 hours of exposure on an inter-office memorandum with an attached copy of the current

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

Bloodborne Pathogen Exposure Report contained in the SBCSD Bloodborne Pathogens Exposure Control Plan.

It is the County Health Officer's responsibility to see that counseling is provided to all involved parties regarding their decision. (Refer SBCSD Bloodborne Pathogen Exposure Control Plan)
(Rev. 04/2019)

640.05. STAFF RESPONSIBILITIES: Upon exposure to body fluids, staff shall:

- Perform immediate field decontamination procedures
- Report the exposure incident to a supervisor as soon as possible after the incident
- Attempt to obtain voluntary submission from the inmate for a blood test
- Complete an inter-office memorandum describing the incident that led to the exposure
- Submit both the Bloodborne Pathogen Exposure Report and the inter-office memorandum to a shift supervisor prior to the end of shift
- Report to selected Health Services staff for medical evaluation/follow-up as referred by shift a supervisor. (Refer to Bloodborne Pathogen Program Approved Medical Facilities)
- Attend initial and annual training as required

It is the responsibility of the staff member to follow-up any medical evaluations as recommended by a physician.
(Rev. 04/2019)

640.10. SHIFT SUPERVISOR RESPONSIBILITIES: The shift supervisor shall make two copies of the inter-office memorandum to be distributed as follows:

- The original shall be forwarded to the Medical Provider
- The second copy shall be sent to Civil Liabilities, in a sealed envelope which is marked confidential to the County Risk Control Officer

The shift supervisor shall:

- Provide the staff member authorization for the Hepatitis B vaccine series, upon request from the staff member
- Ensure the Bloodborne Pathogen Exposure Report is correctly completed and copies are distributed in accordance with instructions on the form
- Upon a staff member's report of an exposure incident, complete "Evaluation/Follow-up Treatment Authorization" portion of the Bloodborne

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

Pathogen Exposure Report and refer the staff member to a specific medical provider selected from the list provided by Risk Management (the staff member cannot be referred to their personal physician unless the physician is included on the list, or the staff member has prior written notification of the name of their personal physician on file with Risk Management)

(Refer to Penal Code Section 7522 and SBSB Bloodborne Pathogen Exposure Plan)

(Rev. 04/2019)

640.15. APPEALS PROCESS: All parties of the decision to test or not test for HIV have the right to appeal. (Refer to Penal Code Section 7515)

(Rev. 04/2019)

650.00. COURT ORDERED AIDS TESTING: Penal Code Section 1202.6 mandates AIDS testing upon conviction for certain offenses relating to prostitution. The court will order such testing to be completed by the San Bernardino County Department of Public Health. When such an order is made, the court routes a copy of the order to the facility housing the inmate. The Public Health Department will contact the Detention and Corrections Bureau Health Services Division to arrange for the specimen collection. (Refer to the Nursing Operational Procedures Manual and Facility Specific Policy)

(Rev. 04/2019)

17.700. USE OF NALOXONE (NARCAN)/FENTANYL EXPOSURE

17.710.00. NALOXONE HYDROCHLORIDE (Narcan): Naloxone, also known as Narcan, is a prescription medication used for the treatment of a possible opioid or suspected opioid overdose or an exposure to Fentanyl. An opioid overdose is an acute, life threatening, medical condition caused by excessive intake of opiates, such as Heroin, Morphine, and Oxycodone.

Trained staff may administer Naloxone to a person at risk of an opioid-related overdose. (Refer to Senate Bill 1438)
(Rev. 07/2020)

17.715.00. STAFF CONTACT: Any staff (during the performance of their duties) who has had contact, or suspected contact, with any potential opioid-related drug, shall report it immediately to a supervisor.
(Add. 02/2020)

17.720.00. PROCEDURE FOR HANDLING ARRESTEES/INMATES: If, at any time, an arrestee/inmate appears to be suffering from any opiate overdose, A Qualified Health Professional (QHP) from Health Services shall be notified immediately.
(Rev. 07/2020)

17.725.00. ADMINISTERING NALOXONE: Naloxone shall only be administered by trained staff using the intra-nasal method as approved by Health Services.

A single dose of Narcan Nasal Spray (4mg) is to be administered into one nostril of the nose.

If after three minutes the person has not responded to the first dose of Naloxone, a second dose may be administered into the opposite nostril of the nose from the first dose if a Qualified Health Professional (QHP) from Health Services has not arrived on scene.

A Qualified Health Professional (QHP) from Health Services shall be notified anytime Naloxone has been administered, so further medical assessments can be made.
(Rev. 07/2020)

17.730.00. NALOXONE TRAINING: Staff shall be required to attend training that consists of recognizing signs and symptoms of overdose, such as sleepiness, reduced level of consciousness, unresponsive to outside verbal or physical stimulus, awake but unable to speak, slow or shallow breathing to

17.700. USE OF NALOXONE (NARCAN)/FENTANYL EXPOSURE

absent breathing, slow heartbeat and/or low blood pressure, lips and/or fingernails turning blue/purple, and/or pinpoint(constricted) pupils.

Refresher training shall occur every two years.
(Rev. 07/2020)

17.740.00. NALOXONE REPORTING: Upon administering Naloxone and notifying a shift supervisor and a Qualified Health Professional (QHP) from Health Services, staff shall complete the Naloxone Use Report form (ASU # 190627).

- Documentation shall include any witnesses or any additional victims and shall include a detailed narrative describing symptoms observed and any evidence of drug use observed at the scene.

(Rev. 07/2020)

17.740.05. NALOXONE KITS: Only authorized personnel who have completed prescribed training in the use and application of Naloxone will be authorized to administer Naloxone.

Naloxone kits shall be stored in a container labeled "First Responder Narcan Kit" and contain the following items:

- Two doses of Naloxone
- CPR mask
- Nitrile Gloves

Naloxone kits should be stored in a secured location that can be easily accessed and utilized when needed. Examples of storage locations may include but not be limited to, the following:

- Intake
- Inmate housing control stations
- Medical/exam rooms
- Mailroom

Naloxone must be stored in a climate controlled area within the manufacturer's temperature specifications. Staff shall conduct a pre-shift inspection of the Naloxone kit to ensure it is not damaged or has expired. If for any reason the Naloxone is damaged or has expired, staff shall notify a Qualified Health Professional (QHP) from Health Services.

17.700. USE OF NALOXONE (NARCAN)/FENTANYL EXPOSURE

Any kit in need of repair or missing items should be noted in the housing unit log. An inter-office memorandum detailing the missing or damaged equipment shall be submitted to the supervisor by the end of shift.

(Rev. 07/2020)

17.800. PREGNANT INMATES

17.810.05. FACILITY NURSE RESPONSIBILITIES: (Refer to Health Services Policy Manual)
(Rev. 07/2021)

17.820.00. PROBLEM PREGNANCY: Inmates claiming medical problems from pregnancy shall be evaluated by a Qualified Healthcare Professional (QHP) as soon as possible.
as soon as possible.
(Rev. 07/2021)

17.830.00. MEDICAL WRISTBAND: Pregnant inmates shall be identified with a yellow medical wristband marked "Pregnant".
(Rev. 04/2007)

17.840.00. SPECIAL MEALS/DIET: Pregnant inmates shall be evaluated and receive a special diet as ordered by a Qualified Healthcare Professional (QHP).
(Rev. 04/2019)
(Rev. 07/2021)

17.840.02. MILK WITH MEALS: Pregnant inmates shall receive milk with every meal.
(Rev. 03/2008)

17.840.05. EVENING SNACKS: Pregnant inmates shall be given milk and a snack at approximately 2200 hours, unless otherwise directed by a Qualified Healthcare Professional (QHP).
(Rev. 07/2021)

17.850.00. PREGNANT INMATE HOUSING: Pregnant inmates shall be housed at West Valley Detention Center (WVDC) if the inmate is high risk or in their third trimester. Pregnant inmates shall be assigned to a lower tier, bottom bunk. (Refer to Facility Specific Procedures)
(Rev. 07/2021)

17.860.00. FAMILY PLANNING: a Qualified Healthcare Professional (QHP) shall provide inmates information on family planning, including, but not limited to abortions, prenatal health care and adoption. Counseling shall be furnished by a Qualified Healthcare Professional (QHP) or counselor who has been provided with training in reproductive health care and shall be nondirective, unbiased, and noncoercive. Staff shall not urge, force, or otherwise influence a pregnant inmate's decision. Inmates' have the right to a physician and surgeon of their choice (at their own expense), and family planning services. Facilities shall also post the information in the intake area to ensure inmates are informed of these

17.800. PREGNANT INMATES

services. (Refer to Penal Code Sections 3405, 3406, 3409, 4023.6, 4028 and Bureau Policy Section 12.2930.40)
(Rev. 07/2021)

17.860.05. NOTIFICATION OF RIGHTS: Upon identification or positive results of a pregnancy test, such inmates shall be advised of their rights by A Qualified Healthcare Professional (QHP). A Qualified Healthcare Professional (QHP) shall allow the inmate to read or have read to them the Rights Advisal for Pregnant, Laboring, and Postpartum Inmates form (ASU#122012). The advisal form shall be signed by the inmate and the original placed in their medical jacket.
(Rev. 07/2021)

17.860.10. REQUESTS FOR INFORMATION ON ABORTION: Inmates have the right to obtain legal abortions while in custody. Pregnant inmates requesting information on abortions shall be instructed to submit a Health Services Request form. (Refer to Health Services Policy Manual Section 314)
(Rev. 07/2021)

17.860.15. REQUEST FOR PREGNANCY TESTING: Inmates requesting pregnancy tests shall submit a Health Services Request form. (Refer to Nursing Operational Procedure Manual Section 314)
(Rev. 04/2019)

17.860.20. RIGHT TO CONTINUE BIRTH CONTROL MEASURES: Qualified Healthcare Professional (QHP) shall check birth control medication in the possession of inmates at the time of intake and, if appropriate, return it to the inmates.

Inmates shall, at their request, be continued on birth control measures as prescribed by their physician. Inmates wanting to continue with their prescribed birth control medication shall submit a Health Services Request form. (Refer to Penal Code Sections 3409 and 4023.5, Bureau Policy Section 8.130.30, and Health Services Policy Manual Section 314.4)
(Rev. 07/2021)

17.865.00. WORK ASSIGNMENTS: Pregnant inmates may be assigned to work details only when medically cleared by a Qualified Healthcare Professional (QHP). Qualified Healthcare Professional (QHP) shall determine which work assignments are appropriate for pregnant inmates

Pregnant inmates who are medically unable to be assigned to work details shall earn good and work time.
(Rev. 07/2021)

17.800. PREGNANT INMATES

17.870.00. TRANSPORT AND RESTRAINT OF PREGNANT INMATES:

Handcuffs shall be the only restraints used on pregnant inmates. Handcuffs shall be secured with the inmate's arms in front of the inmate's body. Inmates being transported to a hospital for the purpose of childbirth shall be transported in the least restrictive way possible. Inmates known to be pregnant or in recovery after delivery shall not be restrained with leg restraints, waist restraints, or handcuffed behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, staff, or the public. Such approval shall be made by a shift supervisor

(Rev. 07/2021)

17.873.00. LABOR, RECOVERY, AND AFTER DELIVERY DEFINED:

Labor: Being in "active" labor as determined by a Qualified Healthcare Professional (QHP).

After Delivery: The duration after an inmate has delivered their child until the time the inmate is released from the hospital.

Recovery: The amount of time for a postpartum inmate to recover from childbirth as determined by a Qualified Healthcare Professional (QHP) physician.

(Rev. 07/2021)

17.875.00. INMATES IN LABOR, RECOVERY AND AFTER DELIVERY:

A pregnant inmate may elect to have a support person present during labor, childbirth and during postpartum recovery while hospitalized. The support person may be an approved visitor or safety staff designated to assist with prenatal care, labor, childbirth, lactation and postpartum care. (Refer to Health Services Policy Manual Section 314)

(Rev. 07/2021)

17.880.00. DOCUMENTING THE RESTRAINT OF INMATES IN LABOR, RECOVERY OR AFTER DELIVERY: Supervisor approval and circumstances necessitating the use of restraints shall be documented using the Restraint of Laboring/Postpartum Inmate Authorization form (ASU#121912). Completed forms shall be filed in the inmate's booking jacket.

The shift supervisor shall make their determination based on the specific circumstances of each inmate. (Refer to Penal Code Sections 5007.7 and 6030)

(Rev. 04/2019)

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17.890.05. POSTPARTUM EXAMINATIONS: (Refer to Health Services Policy Manual Section 314)
(Rev. 07/2021)

17.890.10. LACTATION PROGRAM: (Refer to Health Services Policy Manual Section 314)
(ADD. 07/2021)

17.900. INMATE MEDICATIONS:

17.910.00. POSSESSING MEDICATION: Generally, personal medications brought into a facility by incoming arrestees/inmates shall be inventoried and placed in a property bag as with any other personal property. Prior to placement in the property bag, the Health Services Registered Nurse (RN) shall review each medication with the arrestee/inmate during the medical screening process. These medications shall be returned to the inmate when released.

Inmates requiring nitroglycerin shall be allowed to keep it in their possession with the approval of Health Services staff.

If an arrestee is eligible for release, the facility nurse or shift supervisor may authorize the arrestee to keep an appropriate amount of the arrestee's personal medication in their possession. (Refer to Bureau Policy Section 8.130.30)
(Rev. 04/2020)

17.950.05. MEDICATION EVALUATION (TYPE II FACILITIES): Incoming inmates claiming a need (not critical or immediate) for medications on their person, shall be advised of the normal sick call procedure. If they choose to utilize the sick call process, the facility physician or nurse shall evaluate their medication requirements. During those shifts when a facility nurse is on duty, the shift supervisor may elect to have the nurse interview the inmate at that time rather than wait until the next regular sick call.
(Rev. 08/2011)

17.960.00. MEDICATION DISBURSEMENT: All prescription medications for inmates being transported to Type I jails shall be individually ordered and/or prepared by Health Services staff according to the Health Services Division Operational Procedure Manual.

Inmates scheduled for court appearances shall have prescription medications issued to the inmate by Health Services staff or delivered to the Type I jail housing either by transportation or a local contract pharmacy. All medications carried by the inmate shall be packaged with the name of the medication, dosage, name of doctor who prescribed the medication and directions. Inmates carrying medications issued by Health Services staff may keep medications with them. Medications delivered to the Type I jails by transportation or a pharmacy shall be kept in a locked medication cabinet or drawer.

Court custody staff may distribute a single dose of medication for the inmate to self-administer. Health Services shall pre-package the medication prior to transporting to the court facility. Court custody staff shall not be responsible to verify the correctness of the medication dosage.
(Rev. 04/2020)

17.900. INMATE MEDICATIONS:

Generally, non-Health Services staff shall not dispense over-the-counter medications (aspirin, etc.) to inmates. All inmates who request medical care shall be required to fill out a Health Services Request form, except in emergencies. Inmates who choose to self-treat can purchase over-the-counter medications through commissary. (Refer to Title 15, Section 1216 and Facility Specific Procedures)

Generally, custody staff shall not deliver prescription medications unless extreme circumstances occur or in emergency situations. The custody staff shall follow the instructions of the Health Services staff assigned to the facility.

(Rev. 04/2020)

17.960.10. SPECIAL CONSIDERATIONS WITH MEDICATION AND THE SERIOUSLY MENTALLY ILL (SMIL): Safety staff may enter an inmate's cell and remove them for involuntary administration of anti-psychotic medication when:

- Health Services has determined that an emergency exists due to a sudden change in the inmate's mental condition where immediate action is necessary for the prevention of serious bodily harm or death to the inmate or others;
- A court has determined the inmate is gravely disabled and lacks the capacity to consent to or refuse medication or is a danger to self or others, if not medicated, and the court has ordered the involuntary administration of medication on a long term, non-emergency basis.

Depending on the circumstances, reasonable force may be justified to ensure the inmate receives necessary medication and safety and security is preserved.

The following procedure should be followed:

- Video recording of the encounter, including any de-escalation attempts, orders or warnings;
- Medical staff on-scene or on stand-by during the encounter;
- Consultation with medical staff to determine if a particular use of force is not medically advisable;
- Reasonable attempts to gain compliance with verbal communication;
- Use of Crisis Intervention Training;
- Participation of a mental health professional attempting to gain compliance, unless impractical;

17.900. INMATE MEDICATIONS:

- Giving an inmate a reasonable amount of time to calm down and become less agitated (a "reasonable" amount of time may vary under the circumstances, waiting at least 10 minutes is presumed to be reasonable);
- The supervisor will use their discretion to minimize the amount of force required to remove the inmate from their cell.

When faced with a potential use of force situation involving an (SMIL) inmate, the supervisor may direct deputies to enter the cell and use a firm grip or control hold to gain compliance, and immediately handcuff the inmate. If the inmate is displaying signs of being combative or any threat to staff, the supervisor should opt to use other levels of force.

Staff shall only use reasonable force to assist medical staff with the lawful administration of involuntary anti-psychotic medication.

(Refer to Penal Code Section 2603, Bureau Policy Section 14.105.00, 14.120.00 and Facility Specific Procedures)

(ADD. 04/2020)

17.1000. COURT ORDERED DOCTOR VISITS:

1010.00. PROCEDURE FOR IN-HOUSE DOCTOR VISIT: When a doctor arrives for a court ordered inmate visit, they will present the court paperwork. Staff shall obtain proper identification from the doctor and determine whether the visiting doctor has made prior arrangements with the medical clinic to view the inmate's records, or determine if the attorney/official visit booth can be utilized.
(Rev. 04/2019)

1020.00. IN-CUSTODY PSYCHIATRIC EXAMS: Upon presentation of a proper court order, a court ordered psychotherapist shall be allowed to examine or interview an inmate.

The prime elements of such an order are:

- The court has appointed a doctor to examine a specific inmate
- The specific inmate is currently in the custody of the San Bernardino County Sheriff's Department

Generally, court appointed Mental Health Examiners (MHE) shall conduct visits in official visiting booths, or other secured locations within the facility where the MHE and the inmate are separated by a barrier. When the court or an MHE requests to evaluate an inmate for competency/eligibility (face-to-face) and the evaluation cannot be conducted in an official visitation room, the facility shall allow face-to-face (no barrier) visits with the following restrictions:

- The appointment/examination shall be conducted at West Valley Detention Center (WVDC) and scheduled in advance by contacting the administrative sergeant/designee of the facility
- MHEs may be left alone with an inmate inside of a secured room (interview, vista room, etc.) provided they sign the Assumption of Risk and Release of Liability form (ASU#141212) before the visit is authorized. A safety staff member shall supervise the visit from a position which allows them to observe the interaction between the examiner and the inmate without overhearing private medical information
- If the MHE refuses to sign the Assumption of Risk and Release of Liability form, the MHE may have a face-to-face (no barrier) visit with the inmate. The inmate shall be secured with waist restraints or handcuffs and a safety staff member shall be present inside the room. The inmate may be unhandcuffed to sign documents or to complete an assessment test.

The Facility Commander/designee shall develop Facility Specific Policy that addresses the aforementioned visit options and restrictions.
(Rev. 04/2019)

17.1000. COURT ORDERED DOCTOR VISITS:

1020.05. COURT ORDERED PSYCHIATRIC EVALUATION OF AN INMATE'S MEDICAL FILE: Court ordered psychotherapists that need to review an inmate's medical file shall make arrangements with that facility. (Refer to Bureau Policy Section 17.1020.00 and Facility Specific Policy)
(Rev. 04/2019)

1020.15. ATTORNEY/OFFICIAL VISIT ROOMS: If the psychotherapist does not need to review the inmate's medical files or have a contact visit, the attorney/official visit rooms can be utilized for the visit. These visits shall be conducted during regular visiting hours.
(Rev. 04/2019)

17.1100. HOSPITAL POLICIES

1100.10. GENERAL: Inmates admitted to Arrowhead Regional Medical Center (ARMC) are subject to the same general rules and regulations that apply to inmates at other San Bernardino County detention facilities.

(Rev. 04/2019)

1110.00. MEDICAL APPOINTMENTS: Referrals to specialty clinics at ARMC shall only be made after a referral form has been completed by the referring physician and approved by the Chief Medical Officer.

(Rev. 04/2019)

1120.05. EMERGENCY DEPARTMENT TREATMENT: Whenever possible, the emergency department shall be contacted prior to transporting an inmate for treatment.

(Rev. 12/2006)

1120.15. HOSPITAL ARRIVAL: Upon arrival at ARMC, the inmate shall be detained in the emergency department lockup area and safety staff shall contact the ancillary registration section.

(Rev. 04/2019)

1130.00. TRANSPORTATION OF JAIL INMATES TO ARROWHEAD REGIONAL MEDICAL CENTER (ARMC): Inmates who have been scheduled for appointments at ARMC shall be transported by a safety staff member.

(Rev. 04/2019)

1130.05. HOSPITAL TRANSPORTATION SAFETY STAFF RESPONSIBILITIES: The hospital transportation safety staff member shall:

- Transport inmates to ARMC (or other hospitals at the direction of emergency personnel) for emergency runs or take inmates to ARMC's Behavior Health Unit (BHU)
- Report the time and mileage to dispatch at the beginning and end of transport if the inmate being transported is of the opposite gender of the hospital transportation safety staff member
- Be armed and wear a Class A uniform with Sam/Sally brown belt and vest
- Verify inmate's charges and classification before transport for security purposes. If a security concern exists, the shift supervisor shall be notified before transport
- Inspect the assigned marked Sheriff's vehicle designated for hospital transportation. They shall ensure all equipment is operable and complete a vehicle checkout sheet prior to leaving the facility

When transporting an inmate to the hospital, the hospital transportation safety staff member shall obtain the hospital paperwork from the facility nurse. The

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hospital transportation safety staff member shall maintain custody of the inmate at all times unless one of the following circumstances exists:

- The inmate is released from custody while at the hospital
- The inmate is admitted into ARMC and the jail ward deputy has taken over custody
- Removal of the safety staff member is approved per Penal Code Section (P.C) 4011.09. (Refer to Bureau Policy Section 17.1150.55)

If an inmate is released from custody while at the hospital, the hospital transportation safety staff member shall take the inmate's property and the appropriate paperwork to the hospital. The safety staff member shall verify and confirm the identification of the inmate using jail records, photograph, and thumbprint comparison. The safety staff member shall ensure the inmate signs their property receipt and release paperwork.

Inmates taken to the BHU shall be transported using the same procedure as inmates being transported to the hospital. The hospital transportation safety staff member shall ensure the Welfare and Institutions Code (W&I) 5150 application is complete before transporting the inmate.

(Rev. 04/2019)

1140.05. SPECIAL CIRCUMSTANCES: ARMC is capable of securing inmates in the lockup area if needed during treatment. In the event an inmate is admitted a hospital other than ARMC, every effort shall be made to have the inmate transferred to ARMC. If the inmate is admitted a hospital other than ARMC, special arrangements for security shall be made at that hospital. Security concerns are warranted for the safety and protection of hospital staff, other patients and visitors.

(Rev. 12/2006)

1140.10. JAIL CLOTHING: Jail ward safety staff shall maintain jail clothing issued to inmates admitted to ARMC. Inmates shall wear only jail and/or hospital issued clothing.

(Rev. 04/2019)

1150.30. INMATE MOVEMENT WITHIN ANY HOSPITAL: Safety staff shall not allow hospital security guards to move any inmate.

(Rev. 04/2019)

1150.35. RESTRAINTS: One inmate at a time shall be removed from lockup and taken to the emergency department for treatment. The inmate shall be placed in waist restraints or handcuffed and shall be placed in leg restraints when being moved from the lockup cell. Restraints shall always be

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double-locked. Restraints shall remain on the inmate until they are secured back into the lockup cell. When medical treatment directs the removing of a restraint, that restraint shall only be removed during the treatment, then placed back on the inmate before they are moved from the emergency department.

Note: An exception shall be made for female inmates who are pregnant. (Refer to Bureau Policy Section 17.870.00)
(Rev. 04/2019)

1150.40. OBSERVATION: Safety staff shall stay with an inmate at all times when they are removed from lockup. Safety staff shall be in the same room as the inmate and be in constant direct observation of the inmate. Safety staff supervising inmates of the opposite sex shall be cognizant of privacy issues during medical exams and shall be in close proximity of the inmate.
(Rev. 04/2019)

1150.45. INMATE TRANSPORTATION TO AND FROM ANY MEDICAL FACILITY: Inmates being transported to and from any medical facility shall be placed in waist restraints or handcuffed and shall be placed in leg restraints. All restraints shall be double-locked and shall stay on the inmate at all times while being transported.

Note: An exception shall be made for female inmates who are pregnant. (Refer to Bureau Policy Section 17.870.00)
(Rev. 04/2019)

1150.50. CONTROL OF THE INMATE: Safety staff shall maintain control of the inmate when being transferred to and from the transporting vehicle. All inmates shall wear seat belts (if applicable) when being transported.
(Rev. 04/2019)

1150.55. REMOVAL OF HOSPITAL GUARDS FOR FELONS: P.C. 4011.9 states: "Notwithstanding the provisions of Section 4011 and 4011.5, when it appears that the prisoner in need of medical or surgical treatment necessitating hospitalization or in need of medical or hospital care was arrested for, charged with, or convicted of an offense constituting a felony, the court in proceedings under Section 4011 or the Sheriff or jailer in action taken under Section 4011.5 may direct that the guard be removed from the prisoner while he is in the hospital, if it reasonably appears that the prisoner is physically unable to effectuate an escape, or the prisoner does not constitute a danger to life or property."
(Rev. 04/2019)

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1150.60. AUTHORITY FOR GUARD REMOVAL: The authority to make the decision to remove a guard from a felon shall rest with the Facility Commander/designee or shift supervisor from the facility in which the inmate is assigned to. (Refer to Bureau Policy Section 17.1150.55)
(Rev. 04/2019)

1160.00. HOSPITAL VISITING PROCEDURE: Inmates housed at the ARMC jail ward shall be allowed visits Wednesday-Sunday during specific, scheduled visiting times determined by the visiting center. An exception to the normal visiting schedule may be made by a shift supervisor from the facility in which the inmate was housed if it is determined the inmate is in grave condition.

Inmates housed in the ARMC jail ward shall be allowed two visits per week. Visits shall be no more than 30 minutes in duration. Only one inmate at a time shall be allowed a visit.

Persons who wish to schedule a visit with an inmate in the ARMC jail ward shall contact the visiting center at Glen Helen Rehabilitation Center (GHRC) to make an appointment. All visitor information shall be entered into JIMSnet to track the visits. No more than two persons at a time shall be allowed to visit the inmate.

When a visit is scheduled with an inmate housed at the ARMC jail ward, visiting staff shall notify ARMC jail ward safety staff of the scheduled visit and all visitor information. At the time of the visit, ARMC jail ward safety staff shall check the visitor's identification.
(Rev. 04/2019)

1160.06. CONTRABAND: Safety staff shall search visitors (the type of search shall be determined by safety staff based on specific circumstances) for contraband. No purses or bags shall be allowed in the visiting room. Safety staff shall conduct a thorough search of the inmate's room after the visit.
(Rev. 04/2019)

1160.10. SECURITY DURING THE VISIT: Safety staff shall stay in the office/visiting room during the visit to ensure:

- No contraband is passed
- The visit is conducted without physical contact
- No more than two visitors per inmate shall be allowed at one time unless authorized by a shift supervisor from the facility in which the inmate is housed

(Rev. 04/2019)

17.1100. HOSPITAL POLICIES

1160.15. VISITS TO INMATES NOT HOUSED IN JAIL WARD: Inmates who are admitted into any hospital other than ARMC shall not receive visits without prior approval from the Facility Commander/designee of the facility in which the inmate was originally housed. Local hospitals are non-secure facilities, therefore visits are discouraged due to safety concerns for the hospital staff and other patients.

(Rev. 04/2019)

1160.20. LEAVING PERSONAL ITEMS: Safety staff shall not allow any visitor to leave personal items for inmates housed at the hospital.

(Rev. 04/2019)

1330.00. COMMISSARY AND ICARE PACKAGE: Inmates shall only be allowed items purchased through commissary. Commissary slips shall be distributed to inmates as requested. Inmates shall only be allowed to complete one commissary slip per week. Jail ward safety staff shall submit the completed forms to the commissary vendor at West Valley Detention Center (WVDC). ICare packages may be purchased for an inmate by a third party once per week. (Refer to Bureau Policy Section 12.2210.20)

Commissary shall bag the purchase, update JIMSnet and give the bagged commissary and/or iCare Package to the Transportation Division for their next run to the hospital.

(Rev. 04/2019)

1340.00. MAIL: All outgoing mail shall be given to jail ward safety staff and mailed from the hospital. All incoming mail for inmates shall be addressed to West Valley Detention Center (WVDC) and processed through the facility. Inmates shall not receive letters that are mailed to them at ARMC or any other medical facility. Mail received at WVDC for inmates admitted to ARMC shall be forwarded to jail ward safety staff by the Transportation Division. (Refer to Bureau Policy Section 12.650.00)

(Rev. 04/2019)

17.1200. HOSPITAL SECURITY

1210.00. LOCKUP AREA: Inmates transported to Arrowhead Regional Medical Center (ARMC) shall be secured in a hospital lockup cell. Inmates who cannot be placed in a lockup cell due to classification or other reasons shall be secured in the security office located in the lockup area. Inmates placed in the security office shall be placed in waist restraints or handcuffed and shall be placed in leg restraints. Safety staff shall remain with the inmate at all times.
(Rev. 04/2019)

1220.00. INMATE MOVEMENT: Inmates moved within the hospital shall be handcuffed or placed in waist restraints and placed in leg restraints except in cases where an inmate has an identified medical condition that waist or leg restraints would potentially worsen their medical condition as written by Health Services staff. Inmates requiring treatment in the emergency room shall be secured to a hospital bed or wheel chair using waist and leg restraints. Inmates being moved or taken to another part of the hospital for treatment shall be escorted by safety staff at all times.
(Rev. 04/2019)

1230.00. USE OF LAVATORIES: Inmates shall be allowed to use hospital lavatories when necessary. Proper security measures shall be maintained, and the inmate shall remain in leg restraints, except when circumstances prohibit such action.
(Rev. 04/2019)

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

1500.03. NOTIFICATION: Sex offenders shall be notified of their duty to register prior to release. Inmates with prior sex offenses shall be notified of the duty to re-register regardless of their current charge. Notice of Registration SS-8047 forms shall be used to notify inmates of registration requirements. Releasing staff shall only be required to have the inmate complete the Notice of Registration form when the inmate has been in custody for over 30 days. Copies shall be distributed in accordance with instructions on the SS-8047 form.

Releasing staff shall complete the following sections, where applicable, on the Notice of Registration SS-8047 form:

- Personal History Information
- Conviction Information
- Release Information
- Statement of Notifying Officer

Releasing staff shall have the inmate complete the following sections:

- Statement of Persons Notified: Sign and date where indicated and provide a rolled thumbprint in the box
- Registration Requirements: Initial all the areas

Releasing staff shall notate the name and booking number of the aforementioned inmates when they are released on a 290 Notification form (ASU#120514) and email the list to the Records Division at the end of the day. Notice of Registration forms shall not be completed for sex offenders released to the custody of state prison. (Refer to Penal Code Sections 290.016 and 290.017 and Facility Specific Policy)

(Rev. 04/2019)

1500.05. CHARGES REQUIRING PENAL CODE SECTION 290 REGISTRATION: Penal Code sections requiring pre-registration shall be identified by the Administrative Support Unit (ASU) and updated on Starlink no later than January 1st, each year.

(Rev. 04/2019)

1510.00. CALIFORNIA PENAL CODE SECTION 296 DNA COLLECTION DESCRIPTION: Staff shall check inmates' criminal histories and complete the Prop 69 Compliance Routing Slip (ASU#090602) for inmates meeting collection criteria. DNA samples shall be obtained from those arrested for felonies listed in Penal Code Section (P.C.) 296.

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

Staff shall collect samples as soon as practical after booking, conviction or adjudication. Collection shall occur prior to release on bail, pre-trial release, or any physical release or transfer from custody.

Staff shall not collect DNA samples from inmates who have previously given a sample. Prior collection information may be found on an inmate's criminal history. (Refer to Penal Code Section 296)
(Rev. 04/2019)

1520.00. COLLECTION METHODS FOR PENAL CODE SECTIONS 290 and 296 COMPLIANCE: Samples shall be collected using California Department of Justice (DOJ) approved collection kits and in accordance with DOJ instructions.

Staff may collect buccal swab samples if properly trained. Buccal swabs shall be the primary DNA collection instrument. Inmates shall be given the opportunity to submit to this procedure.
(Rev. 04/2019)

1520.01. DNA LIVE SCAN SYSTEMS: Only properly trained jail staff shall be authorized to operate the DNA Live Scan equipment. Such operations shall follow the procedures outlined in the DNA Live Scan User Guide provided by ASU.

If the DNA Live Scan system is inoperable for any reason, the sample shall be collected manually, using the manual buccal swab and inmate information card.
(Rev. 04/2019)

1520.05. REFUSAL TO PROVIDE A BUCCAL SWAB SAMPLE: Staff shall draw blood samples if inmates refuse to provide buccal swab samples (Refer to Penal Code Section 298.1). Blood samples shall be drawn in a medically approved manner as non-consensual blood draws. The current contracted forensic company, not corrections Health Services staff, shall perform blood draws. Forms contained in the CAL DNA blood kits shall be discarded. Specimen Information Cards from the buccal swab kit shall be used as a replacement.

The shift supervisor shall respond and read the Admonishment/Data Collection Form (ASU#050603) to inmates and direct them to provide samples and sign the form. Staff shall write "Refused" in the inmate signature section if the inmate refuses to sign the form. Safety staff members shall sign as a witness. Shift supervisors shall determine the best method to secure inmates (cell extraction, restraint chair, etc.) and determine locations for specimen collections. Non-consensual blood draws shall be videotaped, including audio.

Force shall not be used without the prior written authorization of the shift supervisor. The authorization shall include information that reflects the fact that

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

the inmate was asked to provide the requisite specimen, sample, or impression and refused (ASU#050603).

Safety staff shall complete Admonishment/Data Collection forms after specimen collections. Original forms shall be sent to ASU, and copies shall be placed in inmates' booking jackets. Audio/video recordings shall be placed in a manila envelope. Envelopes shall be kept at the facility and processed as evidence if a criminal report is written. Staff shall send envelopes to ASU if criminal charges are not being filed.

Criminal reports may be written and inmates may be booked on the supplemental charge, P.C. 298.1. Crime reports shall be forwarded to the District Attorney's Office for review. (Refer to Title 15, Section 1059, Penal Code Section 298.1, Department Manual Section 3.634, and Bureau Policy Sections 17.390.50 and 17.1520.00)
(Rev. 04/2019)

1520.15. SHIPPING DNA SAMPLES: Once the DNA sample is collected, a portion of the DNA routing slip is to be completed by safety staff. The sample shall be forwarded to the duty officer. The duty officer shall complete the remaining portion of the routing slip.

The duty officer shall place the samples immediately into a centrally located secure lock box. The lock box shall only be accessible by the facility evidence officer and/or the shift supervisor. The evidence officer shall collect and assume custody of the DNA samples and log the DNA kit information onto the DNA Collection Log (ASU#120830).

The facility evidence officer shall package the kits and ship them via United States Postal Service to the Department of Justice Laboratory. The California Department of Justice mandates the completed DNA kits be packaged and shipped to the DNA Data Bank Program within seven days of DNA collection. Facilities shall maintain the DNA Collection Log in electronic format. The log shall be stored for a minimum of 30 months. A copy of the completed DNA Collection Log shall be emailed to ASU after each shipment.
(Rev. 04/2019)

1525.00. OUT-OF-CUSTODY PROBATIONERS: Out-of-custody probationers shall not be accepted at San Bernardino County detention facilities for the sole purpose of having DNA samples taken without written consent from the Facility Commander/designee. (Refer to Facility Specific Policy)
(Rev. 04/2019)

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

1530.00. COURT RETURN OFFICER'S RESPONSIBILITIES: Court return officers shall identify court documents and charges which require inmates to preregister in accordance with P.C. 290 and/or submit samples per P.C. 296. Court return officers shall notify duty officers of inmates who need to provide DNA samples. (Refer to Facility Specific Policy)
(Rev. 04/2019)

1535.00. DUTY OFFICER: Duty officers shall ensure required DNA samples have been taken from P.C. 290 or P.C. 296 registrants prior to forwarding inmates' booking jackets to releases. (Refer to Facility Specific Policy)
(Rev. 04/2019)

1545.00. RELEASE OFFICER/SUPERVISOR'S RESPONSIBILITY: Release officers shall verify inmates have completed the P.C. 290 and/or P.C. 296 requirements.
(Rev. 04/2019)

1550.00. NOTIFICATIONS: Inmates' booking jackets shall have the following information stamped in red ink: DNA sample taken: _____. The date the sample was taken shall be entered into the lined space.
(Rev. 04/2019)

1555.00. REJECTED SAMPLES: The California Department of Justice will notify ASU when samples are rejected by the laboratory along with the reason for rejection. ASU staff shall determine if qualifying offenders are still in custody or if samples were taken at a station as a part of a P.C. 290 or P.C. 296 registration. ASU staff shall immediately notify the appropriate facility or station of those who need samples retaken.
(Rev. 04/2019)

17.1700. METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

1700.00. DEFINITION: Methicillin Resistant Staphylococcus Aureus (MRSA) is a strain of staphylococcus (staph) that is resistant to Methicillin and other common antibiotics used to treat staph infections. These bacteria can survive on an object for up to 90 days. Transmission of MRSA may occur from skin to skin contact with infected persons or touching objects that have been in contact with infected persons.

(Rev. 04/2019)

1703.00. INDICATIONS: Signs of a MRSA infection may include:

- Red, warm or swollen skin
- Pain or tenderness
- Rash
- Pimples or boils
- Pus
- Open wounds

(Rev. 04/2019)

1706.00. INTAKE PROCEDURES: Staff shall inquire further about abscesses or spider bites when arrestees answer "yes" on the Receiving Screening form (ASU#0107001). Inmates identified to have an abscess or spider bite shall be referred to Health Services. (Refer to Bureau Policy Section 8.120.04)

(Rev. 04/2019)

1710.00. SUSPECTED MRSA/HEALTH SERVICES NOTIFICATION: When an inmate advises any staff member of a suspected spider bite or any open wound that staff member shall immediately refer the inmate to Health Services. Health Services staff shall treat the spider bite or wound according to the San Bernardino Sheriff's Department and Health Services Division standardized procedures.

(Rev. 04/2019)

1715.00. INMATE HOUSING: After being medically treated, all MRSA infected inmates shall be housed according to normal classification guidelines unless otherwise directed by Health Services staff.

(Rev. 04/2019)

1717.00. INMATE CLOTHING/BEDDING: Unless otherwise directed by Health Services staff, MRSA infected inmates shall have their clothing and bedding exchanged per Title 15, Bureau Policy, and Facility Specific Policy requirements. (Refer to Bureau Policy Section 11.800.00)

(Rev. 04/2019)

17.1700. METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

1720.00. HAIR/NAIL CLIPPERS AND ELECTRIC SHAVERS: MRSA infected inmates shall have the same opportunity to cut their hair, clip their nails and use electric shavers. (Refer to Bureau Policy Section 12.925.00)
(Rev. 04/2019)

1723.00. DISINFECTION OF INMATE RESTRAINTS: All restraints used on MRSA infected inmates shall be disinfected as soon as possible after use, and before being used on any other inmate. The types of restraints shall include, but are not limited to:

- Handcuffs
- Waist restraints
- Leg restraints
- Safety chairs

Only approved disinfectants/cleansers shall be used at all times.
(Rev. 04/2019)

18.000. THE AMERICANS WITH DISABILITIES ACT

18.000.01. INTRODUCTION TO THE AMERICANS WITH DISABILITIES ACT

(ADA): Broadly defined, the federal Americans with Disabilities Act (ADA) protects the civil rights of people with disabilities. More specifically, Title II of the ADA ensures qualified individuals with a disability an equal opportunity to participate in or benefit from the services, programs, and activities of State and local governments. The ADA applies to jail facilities, inmates and visitors with disabilities. Any deliberate violations of the ADA policy may result in civil litigation and discipline. (Refer to 42 U.S.C. §12132, 28 Code of Federal Regulations Part 35, 2010 ADA Standards for Accessible Design, California Civil Code Sections 54 – 55.57 and County Policy 06-13 Standard Practice)

The intent of this policy is to ensure the Department, Bureau, staff and facilities comply with the ADA, and that inmates with disabilities are not discriminated against and have reasonable accommodations, consistent with their classification level, for the same access to jail facility programs, activities, and services as non-disabled inmates. Staff shall ensure inmates with disabilities are afforded equal opportunity to participate in activities, programs, and services provided by the jail facilities. Staff with questions regarding this policy may contact their Facility ADA Coordinator or the Administrative Support Unit (ASU).

(Rev. 04/2019)

18.005.00. DEFINITIONS:

Disability: A physical or mental impairment that substantially limits one or more major life activities; being perceived as having a disability; or having a history of a disability. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity. Additionally, disability includes a physical or mental impairment that would inhibit a person's ability to meet the rules and regulations of the facility.

Major Life Activities: Activities which include, but are not limited to, caring for oneself, performing manual tasks such as walking, seeing, hearing, speaking, breathing, learning, and working.

Effective Communication: Written, spoken, or other means of communication that is clear and understandable for those with or without a disability.

Intellectual Disability: Is characterized by significant limitations and intellectual functioning (such as learning, reasoning, and problem-solving) and in adaptive behavior (conceptual skills such as language, literacy, money, time, and self-direction; social and interpersonal skills; and practical skills such as personal care and schedules/routines). This includes people for whom the onset of the disability occurs before age 18

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(developmentally disabilities) and people for whom events later in life resulted in some of the limitations (for example: head injury, stroke, or dementia).

Physical Impairment: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

Sign Language Interpreter: A qualified sign language interpreter is an individual, available on-site or through a video remote interpreting service, who is adept at American Sign Language (ASL) and has passed a test and qualified in one of the categories established by the National Association for the Deaf (NAD) or one of the categories established by the Registry of Interpreters for the Deaf (RID). (Refer to 28 CFR Sections 35.104 and 35.150, California Civil Code Sections 54 to 55.3, and Penal Code Sections 365.5 to 365.7)

(Rev. 04/2019)

18.010.00. ADA AND THE CALIFORNIA CODE OF REGULATIONS, TITLE 15:

The Minimum Standards for Local Detention Facilities, California Code of Federal Regulations, Title 15, standards, and services shall apply to inmates with disabilities the same as all other inmates.

(Rev. 04/2019)

18.015.00. ADA AND THE PRISON RAPE ELIMINATION ACT (PREA):

The Prison Rape Elimination Act, 42 U.S.C. Section 1601 et seq., ("PREA"), was enacted to prevent, detect, and respond to sexual abuse in confinement settings. Each facility shall ensure inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the Department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment in the jail facilities. This information is contained in the Inmate Orientation Video, Inmate Rules and Regulations pamphlet, and Inmates with Disabilities pamphlet.

Staff shall ensure reasonable steps are taken to provide access to all aspects of the Department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment of inmates with disabilities who require reasonable accommodations to ensure effective communication. (Refer to the Prison Rape Elimination Act Section 115.16 and 28 CFR Section 35.104)

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(Rev. 04/2019)

18.020.00. ADA COMPLIANCE COORDINATORS: In order to ensure ADA compliance, the following shall be designated as ADA Coordinators:

- Health Services Administrator (HSA): Detention and Corrections Bureau
- Administrative Support Unit (ASU) Lieutenant or Sergeant: Detention and Corrections Bureau
- Facility Administrative Sergeant

The ADA Coordinators/designees shall be responsible for ensuring overall ADA policy compliance, coordinating ADA training, reviewing, and tracking ADA grievances, responding to requests for accommodation, and providing additional ADA related assistance, and support to facility staff to address any facility issues related to ADA.

The Health Services Administrator/designee shall be responsible for providing updated training to other ADA Coordinators.

(Rev. 04/2019)

18.025.00. ADA EMPLOYEE TRAINING: All new employees assigned to the Detention and Corrections Bureau shall attend Department provided training on the ADA and this policy. New employee training shall be provided during the Jail Operations course, the Introductions to Corrections course and the Corrections Supervisor Orientation. Current employees assigned to the Detention and Corrections Bureau at the time this policy goes into effect shall attend Department-provided training on the ADA and this policy. Facility Commanders shall ensure current employees attend the training. The training shall be provided by ADA instructors with appropriate training and subject matter expertise.

(Rev. 11/2022)

18.030.00. TRACKING INMATES WITH DISABILITIES: A Qualified Healthcare Professional (QHP) shall utilize special needs "Flags" to document the inmate's diagnosis, disability or other special needs in the Electronic Health Records (EHR). This information will populate the "Medical Alert" section of JIMSnet accessible to all correctional staff. It shall be consulted prior to the placement, transfer, or transportation of disabled inmates. Special needs flags shall include the assessment and the identified needs and accommodations.

(Rev. 12/2021)

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18.035.00. IDENTIFICATION OF INMATES WITH DISABILITIES: Inmates with disabilities shall be assigned a colored wrist band by a Qualified Healthcare Professional (QHP), allowing staff to visually identify from a distance that an inmate may be, due to a physical or mental impairment, slow or unable to respond to commands. A QHP shall write the inmate's booking number on the wristband.

The following colors shall indicate the following disabilities:

- Red: Visual impairment
- White: Hearing impairment
- Blue: Physical impairment possibly requiring a mobility device
- Grey: Intellectual disability
- Yellow: Medical diagnosis including: Pregnant, Seizures, Diabetes, Cardiac and other clinical considerations as listed in the "Medical Alert" section of JIMSnet accessible to all correctional staff

The purpose of this is to alert staff that the inmate may need reasonable accommodation to follow directions, understand what staff is communicating, or need specific types of assistance. If the bands are damaged the housing deputy shall ensure the inmate obtains a replacement from a QHP.

Staff can reference additional ADA information via JIMSnet under the "medical" tab.

Inmates may refuse to accept the wristband with or without listed diagnoses and/or disability. A QHP shall provide the inmate an informed refusal form and document the refusal within the inmate's health record.

If a staff member discovers an inmate who is suspected of having a disability or adaptive difficulties not indicated by a wristband, staff should refer to the "Medical" tab in JIMSnet for relevant information. If the information is not documented in JIMSnet, the staff member shall immediately refer the inmate back to a QHP for assessment. Difficulties may include adaptive functioning, intellectual or developmental disabilities, personal hygiene or self-cleanliness. Staff shall familiarize themselves with the adaptive needs as indicated on the wristband of those inmates. (Refer to Bureau Policy Section 9.310.01)

(Rev. 12/2021)

18.035.01. THE ADA INTAKE AND VERIFICATION PROCESS: A Qualified Healthcare Professional (QHP) shall make the initial assessment to identify potential

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disabilities through self-identification, documentation already present in the health records, staff observation, or the request of a third party (such as an arresting officer or family member) for an evaluation, and document the findings using the Electronic Health Record (EHR) system.

A QHP shall identify and document the preferred method of communication (Effective Communication form (ASU#190313), mobility concerns, potential adaptive issues and cognitive deficits. Any identified issue will appear on the inmate's JIMSnet screen as a "Medical Alert". If issues are identified during the intake/booking process which require additional assessment, such assessment shall take place within 14-days. A QHP or their designee shall contact the regional center for any inmate suspected or confirmed to have a developmental or intellectual disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends. A QHP shall ensure that any appropriate reasonable interim accommodation (such as a wheelchair, walker, or tapping cane) shall be provided pending further assessment. A QHP shall start the Inmates with Disability Booking Checklist form (ASU#101812) by filling in the health services' initial and secondary (if applicable) medical screening(s). Once the medical portions are filled out, the QHP will notify the shift supervisor of the ADA arrestee and hand the checklist to the escorting deputy.(Rev. 11/2023)

18.035.05. ADA BOOKING RESPONSIBILITIES: Once an inmate with a disability is identified as needing an accommodation, the inmate's booking process shall be expedited and completed as soon as possible. The booking process shall be considered complete when the inmate is either released from custody or arrives at their housing location. Exceptions to this are if computer systems are down, inmate identification is not verified, the inmate is too intoxicated to be released, the inmate is transported to a hospital, or a significant facility emergency arises.

Inmates identified as having a health condition, disability or special need shall be expedited through the booking process, as clinically indicated and with safety/security consideration. The Shift Supervisor shall assign a deputy to any inmate(s) identified as having a disability. The deputy shall assist and escort the inmate through the booking process from the time they are identified until they are handed to CCU for classification to be housed in a unit or released. The escort deputy and CCU deputy will finish completing the Inmates with Disability Booking Checklist form (ASU#101812) to ensure the inmate is aware of all available programs and services and provide the inmate with an Inmates with Disabilities Information Brochure (ASU#110612).

The deputy shall ensure through effective communication that the inmate is aware of all available programs and services and provide the inmate with an Inmates with Disabilities Information Brochure (ASU#110612). A staff member or, if reasonably

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available, an interpreter shall read and explain the pamphlet to the inmate if an inmate has difficulty reading/understanding the ADA brochure. The inmate shall sign a second copy of the pamphlet indicating it was read to them and they received a copy. The signed copy will be placed in the inmate's booking jacket. If the Effective Communication form (ASU#190313) was not filled out by a QHP, the escorting deputy shall ensure the form is filled out in intake prior to the inmate being housed in a unit or released. The Shift Supervisor shall ensure the Inmates with Disability Booking Checklist form (ASU#101812) and if applicable, the Effective Communication form (ASU#190313) is completed in intake before the inmate has been housed in a unit or released. The ADA Booking Checklist shall be placed in the inmate's booking jacket. One deputy may escort more than one inmate with a disability at a time.

(Rev. 1/2023)

18.040.00. ADA HOUSING AND CLASSIFICATION: Inmates with disabilities shall be housed based on their classification as determined by the current classification criteria. Inmates with disabilities shall not be housed in more restrictive settings based solely on the fact they are disabled.

Disability needs identified by a Qualified Healthcare Professional (QHP) including specialized housing, lower tier/lower bunk, ADA cell, no stairs or slopes in the path of travel, assistive devices, effective communication, etc. shall be documented in the inmate's Electronic Health Record (EHR) and on the designated Housing Assignment form provided to the Centralized Classification Unit (CCU) staff for implementation.

CCU staff shall reasonably accommodate the identified special needs documented on the Housing Assignment form as applicable for any placement or transfer.

During the "Voice Enrollment Guide" for the phone system, CCU staff shall assess the inmate's ability to comprehend instructions, ability to read and demonstrate their understanding of, complex sentences, and to successfully complete the phone voice enrollment. CCU staff shall document on the designated form whether the inmate demonstrated effective communication during the process or demonstrated a need for assistance. If additional assistance is identified, a written referral to a QHP shall be completed. A QHP shall schedule and evaluate all inmates with identified assistance needs and document their findings in the inmate's health record. (Refer to Bureau Policy Sections 9.800.00 and 9.900.00)

(Rev. 12/2021)

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18.040.05. ADA QUALIFIED HEALTHCARE PROFESSIONAL (QHP) AND

CUSTODY FOLLOW-UP: A Qualified Healthcare Professional (QHP) along with custody staff shall monitor inmates with an intellectual or developmental disability needing adaptive functioning support with, but not limited to, personal hygiene and cell cleanliness, and reading and writing help on a daily basis. The method and frequency of the monitoring required by this section may vary based on the circumstances but must be sufficient to ensure that the necessary adaptive functioning support is provided. A qualified health professional or qualified mental health professional may order monthly contacts with an inmate when appropriate, and these contacts will be documented in the inmate's electronic health record.

If a staff member believes an inmate has a disability or adaptive issues, not indicated by a wristband, staff should refer to the "Medical" tab in JIMSnet for relevant information. If the information is not documented in JIMSnet, the staff member shall immediately refer the inmate back to a QHP for assessment. Difficulties may include adaptive functioning, intellectual or developmental disabilities, personal hygiene or self-cleanliness.

All inmates identified as having a disability shall have a follow-up assessment conducted by Classification staff no less than 30 days from their last assessment. More frequent follow-up contact may be necessary and shall be conducted as directed by a QHP and/or an ADA Coordinator.

Staff shall conduct follow-up meetings with identified intellectually disabled inmates on a weekly basis, within a private setting, to ensure no victimization is occurring.
(Rev. 12/2021)

18.041.00. SIGN LANGUAGE INTERPRETERS: The Department shall provide a sign language interpreter to ensure effective communication during:

- Classification follow-up interviews
- Disciplinary hearings and related processes
- Clinical encounters which include the following:
 - Determination of medical history or description of ailment or injury
 - Diagnosis or prognosis
 - Medical care and medical evaluations
 - Provision of mental health evaluations, rounds, group and individual therapy, counseling and other therapeutic activities

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- Provision of the patient's rights, informed consent, or permission for treatment
- Explanation of medications, procedures, treatment, treatment options, or surgery
- Discharge instructions

(Note: this requirement does not apply to patient contacts related only to ongoing established treatments, blood sugar testing, vital signs, medication delivery, or similar.)

If the use of an interpreter is waived by the inmate such waiver shall be noted in the related document(s).

In addition, interpreters may be requested for a number of different complex communications, including, but not limited to:

- Administrative and criminal investigations
- Interviews
- Religious Services

Prior to requesting a sign language interpreter, reasonable efforts shall be made to communicate with an inmate with a disability. If a staff member determines that a sign language interpreter is necessary for effective communication, the staff member shall request an interpreter. The complexity and importance of the communication, the number of people involved, the length of the communication, and the inmate's lack of reading/writing skills and comprehension are factors to consider when deciding whether to summon an interpreter.

In cases where the use of a sign language interpreter is not possible due to a safety or security risk, or is waived by the inmate, staff shall employ the most effective form of communication available.

Lip reading will not be the sole method of effective communication utilized by staff. Staff shall not rely on inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay in obtaining a qualified interpreter could compromise the inmate's safety, the performance of first response duties or the investigation of the inmate's allegations. Qualified interpreters can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued language transliterators.

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Staff can request a sign language interpreter by submitting a Request for Translation and Interpretation Services Form found on the Department's Starlink Intranet page, under the "Detention and Corrections" tab.

The Department shall maintain a contract or service agreement with interpreter services in order to provide such services for deaf or hearing-impaired people in custody. Jail staff will be informed of the availability of contract interpreter services.

(Rev. 04/2019)

18.045.00. ACCESS TO A QUALIFIED HEALTHCARE PROFESSIONAL (QHP):

Inmates with disabilities shall not be denied access to a Qualified Healthcare Professional (QHP) based on their disability. The Department shall help inmates whose disabilities make them unable to complete necessary paperwork related to health care on their own.

(Rev. 12/2021)

18.045.01. WHEELCHAIRS AND MEDICAL APPLIANCES: Inmates using medical appliances such as a wheelchair, walker, crutches, or a cane, due to mobility impairment, shall be evaluated by a Qualified Healthcare Professional (QHP) during the intake Receiving Screening to determine the necessity of the medical appliance.

The Facility Commander/designee shall consider the opinion of a QHP, as well as the possible threat to the security of the facility, and the possible risk of bodily harm to inmates and staff, in determining if the inmate will be permitted to keep their personal wheelchair or medical appliance.

The Department should generally allow inmates to use their personal wheelchair while in custody. If the inmate is permitted to keep their personal wheelchair or mobility device, a Personal Wheelchair Waiver form (ASU #190906) shall be filled out by the inmate and a QHP during the intake process.

By signing the Personal Wheelchair Waiver form, the inmate releases and waives all liability from the Department.

If the inmate's wheelchair is used to facilitate any crime and/or violate jail rules, or if the wheelchair is tampered with or altered in any way, it shall be confiscated and placed in the inmate's bulk property storage or held for evidence. A replacement wheelchair will then be issued to the inmate. In the event of incidental wheelchair damage/wear and tear, a designee of the inmate's choice will be allowed to pick up the

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wheelchair from the inmate's property to be repaired and re-delivered in the exact configuration it was first brought into the jail facility.

The ADA Compliance Team may take photographs of the inmate's personal wheelchair or mobility device. To document its condition, all photographs will be stored in the inmate's Electronic Health Record.

An assistive device shall not be taken from the person to whom it was issued without either:

- An individualized assessment by a QHP that the device is neither medically necessary nor a reasonable accommodation for program access; or
- An individualized determination that allowing the device constitutes a risk of bodily harm or threatens the security of the facility.

If custody staff determine it is necessary to remove an assistive device (personal or jail-issued) for security reasons, the Department shall provide an alternative jail-issued device unless custody staff, with supervisory review, determine and document in the inmate's health record, based on an individualized assessment, that the alternative device constitutes a risk of bodily harm or threatens the security of the facility.

If such a determination is made, the ADA coordinator or supervisory-level designee shall document the decision and reasons for it and shall consult with a QHP to determine an appropriate alternative accommodation.

If the inmate's personally owned wheelchair or medical appliance is confiscated, it shall be placed with the inmate's property and an appropriate QHP approved wheelchair or medical appliance shall be immediately provided for the inmate.

Safety staff shall search any wheelchair or other mobility appliance prior to it being issued to the inmate or allowing the inmate to keep a personal device.

The Department will ensure that any personal device belonging to the inmate is returned to the inmate prior to his/her release from custody. Before inmates with mobility issues are released, the Department shall make appropriate arrangements to ensure that the inmates have or will have access to either medically necessary assistive devices or other appropriate assistance.

Inmates shall be allowed to use a shower chair when showering during tier time as long as the inmate has a Housing Assignment form (chrono) indicated by a Qualified

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Healthcare Professional (QHP). Staff may also verify the inmate may use a shower chair under the Medical Alert screen in JIMSnet.

No more than one shower chair shall be allowed in each segment and should be kept near the shower stall. Staff shall provide inmates with cleaning supplies to clean and disinfect the shower chair between uses. Inmates shall not use the shower chair for their own personal use (such as to talk on the telephone, to watch television, etc.) Inmates who use the shower chair other than its intended use may be subject to discipline.

(Rev. 12/2021)

18.045.02. MOBILITY DEVICE HOUSING ASSIGNMENT FORM: Inmates with disabilities must keep the Housing Assignment form for their assigned mobility device on their person. Inmates in possession of a mobility device without a copy of the Housing Assignment form are subject to discipline.

(Rev. 05/2021)

18.045.03. MOBILITY ASSISTANCE: Staff shall provide reasonable assistance to inmates with mobility and vision impairments. Examples include, but are not limited to, providing inmates extra time to move from place to place, providing a wheelchair, and escorting blind inmates to and from visiting, medical appointments or other programs. Staff shall not require another inmate to provide assistance to a disabled inmate, however a disabled inmate may request the help of other inmates if the inmate prefers and assistance from the other inmate is consistent with safety and security.

(Rev. 04/2019)

18.045.04. EMERGENCY SAFETY PROCEDURES: Staff shall ensure appropriate assistance is provided to inmates with mobility disabilities who are unable to sit or lie down during an alarm or emergency and people with hearing disabilities who may not be able to hear an alarm or orders to stop moving. Staff shall be able to access information about people in custody with disabilities that may require accommodations during an alarm or emergency. Inmates who cannot sit or lie down because of their disabilities, or who cannot hear an alarm or orders to stop moving, shall not be disciplined for failure to do so during an alarm or emergency unless they were provided the necessary help and refused to comply.

The Department shall continue to maintain visual alarms for deaf or hard of hearing people, and large print notices for emergency and fire exit routes posted in all units.

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18.050.00. EFFECTIVE COMMUNICATION WITH INMATES WITH DISABILITIES: Communication with inmates with disabilities must be as effective as communications with others. It is incumbent upon staff to use good judgment when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear, or move the same way as inmates without disabilities. Staff shall assist inmates with reading notices, inmate rules, commissary lists and other written information, upon request. Staff members shall not refuse to assist an inmate with disabilities requesting assistance.

Because the nature of any law enforcement contact may vary substantially from one situation to the next, staff members should consider all reasonably available information when determining how to communicate with an individual with a disability. Staff members should carefully balance all known factors to reasonably ensure inmates who are disabled have equal access to services, programs, and activities.

These factors may include but are not limited to:

- Staff members should not assume effective communication is being achieved. Even when an inmate appears to be nodding in agreement with staff, this does not necessarily mean they understood the message. When there is doubt, staff members should ask the inmate to communicate or demonstrate their understanding.
- The nature of the disability (e.g., deafness, blindness, hard of hearing, or low vision) shall be identified.

If a staff member has difficulty communicating with a disabled inmate during the intake process (initial intake screen nurse, intake/booking staff, secondary health assessment screening, mental health and Classification), the staff member shall consult with a Qualified Health Professional (QHP) to assist in documenting the effort and method used to communicate, including to what extent it was effective, on the ADA Effective Communication form (ASU#190313). The staff member completing the form shall file the original in the inmate's booking jacket and provide copies of the Effective Communication form (ASU#190313) to Health Services, the ADA Coordinator, and the Centralized Classification Unit.

Once an inmate is housed, if a staff member has difficulty communicating with a disabled inmate, the staff member shall refer to JIMSnet, under the "Medical Alert"

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section to identify the inmate's preferred method of communication. If the preferred method is unavailable or otherwise unsuccessful, staff can utilize other methods until such communication is effective. The effort and method used to communicate, including whether and to what extent it was effective, shall be documented on an ADA Effective Communication form (ASU#190313). The staff member completing the form shall file the original in the inmate's booking jacket and provide copies of the Effective Communication form (ASU#190313) to Health Services, the ADA Coordinator, and the Centralized Classification Unit.

The Department shall ensure that pre-approved auxiliary aids and services are provided as appropriate to ensure effective communication when simple written or oral communication is not effective. The type of auxiliary aid or service deemed necessary to ensure effective communication will vary in accordance with the method of communication used by the individual; the nature, length, and complexity of the communication involved; and the context in which the communication is taking place. Where necessary to afford individuals with disabilities the benefits of, a service, program, or activity, the Department shall give primary consideration to these requests of individuals with disabilities.

In determining what auxiliary aid service to provide, the Department shall give primary consideration to the request of person with a disability. The preferred mode of communication for people with hearing impairments shall be entered into the "Medical Alert" section in JIMSnet.

(Rev. 1/2023)

18.050.01. UNMODIFIED CELLS AND EXIGENT CIRCUMSTANCES: When deemed necessary for the safety and security of the inmate, the staff, or the public, an inmate with a disability may be placed in a cell not modified for accessibility. Any such placement shall be done for no longer than necessary to address the exigent safety concerns and only for the purpose of protecting the welfare and safety of the inmate or other persons.

Exigent circumstances may include, but are not limited to, such instances as earthquakes, fires, inmate riots, criminal investigations, etc.

If available, staff shall try to temporarily place the disabled inmate in the medical unit of the facility.

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18.050.02. FACILITY MAINTENANCE DEFICIENCIES: All jail facilities shall ensure the physical plant is in compliance with ADA requirements and shall house inmates with disabilities with appropriate accommodations.

Generally, facility maintenance requests for ADA-related repairs shall take priority over other requests. A facility maintenance request that is not for ADA-related repairs can take priority when necessary to ensure the safety and/or security of the facility or to address a significant adverse impact on jail operations.

Centralized Classification Unit (CCU) shall be immediately notified of deficiencies in ADA housing and/or inmates with disabilities requiring a housing transfer.

(Rev. 04/2019)

18.050.03. ACCESS TO RESOURCES: Inmates with disabilities shall be provided equal access to phones, visits, official visits, mail, and legal mail in accordance with Bureau Policy. Facilities and staff shall make reasonable accommodations to ensure disabled inmates have access to these programs.

The inmate rules and regulations brochure will identify and list available resources for inmates with disabilities.

(Rev. 04/2019)

18.050.04. TDD AND VRS TELEPHONE ACCESS FOR INMATES WHO ARE DEAF OR HARD OF HEARING OR HAVE SPEECH DISABILITIES: Staff shall provide inmates who have hearing impairments or speech disabilities access to a Telecommunications Device for the Deaf (TDD) telephone and/or the Video Relay Services (VRS) at the time of booking and while housed in a detention facility. Booking facilities not equipped with TDD telephones or VRS shall arrange the transfer of inmates with hearing impairments or speech disabilities to an adequately equipped facility.

Staff shall:

- Ensure the TDD and/or VRS are activated
- Assist the inmate in placing the call if needed
- Ensure TDD and/or VRS are in proper order after use

Inmates with hearing impairments or speech disabilities shall be provided with an additional amount of time to use the TDD and/or VRS to account for the fact that signed and typed conversations take longer than spoken conversations. Inmates are allowed two (2) 30-minute VRS telephone calls per week. If the inmates need to make more telephone calls, staff will make arrangements to have the inmate use the TDD.

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Inmates who are deaf, hearing-impaired, or have speech disabilities wishing to use Telecommunications Device for the Deaf (TDD) and/or the Video Relay Services (VRS) can submit a request through the Automated Request System (ARS) to staff. Such requests shall be accommodated as soon as practical. Staff shall note the date and time of the inmate's TDD and/or VRS calls on the Automated Request System. Completed requests will be electronically filed via the Automated Request System. (Refer to Bureau Policy Section 12.305.00, Title II of the Americans with Disabilities Act of 1990, and 42 USC, Section 12131)

(Rev. 11/2022)

18.050.05. TDD AND VRS OPERATION: Staff shall be familiar with the Telecommunications Device for the Deaf (TDD) and/or the Video Relay Services (VRS) system and shall ensure its operability at all times. (Refer to Facility Specific Procedures)

(Rev. 12/2021)

18.050.06. TDD ACCESS FOR INMATES WITHOUT HEARING IMPAIRMENTS OR SPEECH DISABILITIES: Inmates without hearing impairments or speech disabilities wishing to use the Telecommunications Device for the Deaf (TDD) to call deaf or hearing-impaired friends or family can submit a request to staff using the Automated Request System located in the housing area. Such requests shall be accommodated as soon as practical. Staff shall note date and time of inmate's TDD calls on the Automated Request System. Completed requests will be electronically filed via the Automated Request System. (Refer to Bureau Policy Section 12.305.00)

(Rev. 11/2022)

18.050.07. ACCESSIBLE HOUSING ASSIGNMENTS: Facilities shall identify cells for use by inmates with accessibility needs. Inmates with visual and mobility disabilities shall be assigned to a bottom tier cell and bottom bunk. Inmates with disabilities should not be assigned to a medical or mental health unit unless that inmate has a specific medical or mental health issue requiring special housing. This policy recognizes that other classification and population management factors may require special housing under certain circumstances.

The Centralized Classification Unit (CCU), in consultation with the ADA Coordinator at each facility, shall keep a list of accessible placements and periodically review to ensure that inmates with disabilities are housed accessibly in accordance with their designated accommodations.

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18.055.00. ADA ACCOMODATIONS IN HOUSING UNITS: Inmates with disabilities shall not be denied any programs, activities, or opportunities provided to other inmates solely by reason of their disabilities.

Inmates with disabilities shall have the same responsibilities that other inmates have including, but not limited to, cleanliness and sanitation requirements, facility rules, and proper dress.

(Rev. 04/2019)

18.060.00. POSTING ADA COMPLIANT INFORMATIONAL NOTICES: The Department shall develop an ADA notice. The ADA notice will be prominently posted in all housing units, in the booking/intake areas, in the medical/mental health and dental treatment areas, and at the public entrances of all jail facilities.

Information notices directed at inmates shall be posted at a level that is accessible to inmates in wheelchairs. Staff shall assist inmates with reading notices, inmate rules, commissary lists and other written information, upon request.

(Rev. 03/2018)

18.062.01. CLOSED CAPTION TELEVISIONS: Facility housing unit televisions should have the "Closed Captioning" feature turned on at all times. (Refer to Bureau Policy Section 12.1340.00)

(Rev. 04/2019)

18.062.02. INMATES WITH DISABILITIES AND PROGRAMS: (Deleted 03/2019 and moved to section 18.065.00)

18.062.03. INMATES WITH DISABILITIES AND COURT TRANSPORTATION: Inmates with disabilities scheduled for court shall be prepared and staged in their housing areas and transported directly to awaiting court transportation vehicles. They shall not be required to wait in Transportation areas. Transportation to court shall be consistent with their classification level.

Inmates shall be secured in leg restraints, waist chains or handcuffs except in cases where a Qualified Healthcare Professional (QHP) has indicated in writing that an inmate has an identified medical condition that would be potentially worsened by the use of leg restraints, waist chains or handcuffs.

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Prescribed health care appliances, assistive devices, and durable medical equipment, including canes, shall be available to disabled inmates at all times except while being transported in a vehicle.

Inmates identified by a QHP as having mobility issues and/or those assigned to a bottom tier cell and bottom bunk shall not be required to climb the steps of a transport vehicle. Use of a vehicle equipped for mobility impaired inmates, such as a wheelchair van, is an acceptable mode of transportation. A QHP shall identify these inmates by issuing a blue wristband and documenting the transport request in JIMSnet as a "Medical Alert".

Transportation lists shall indicate necessary accommodations and shall be reviewed prior to any scheduled transportation to ensure that accommodations are planned for and provided.

(Rev. 12/2021)

18.065.00. ADA INMATE SERVICES PROGRAMS AND WORK RELEASE:

Inmates with disabilities are entitled to participate in Inmate Services Programs if they meet all eligibility and participation criteria. Inmates with disabilities are bound by the same prerequisites, rules, and regulations as all other participating inmates. Inmate Services Unit (ISU) shall maintain procedures that ensure inmates with disabilities have access to programs.

Inmates with disabilities are entitled to and shall be provided an equal opportunity to participate in and benefit from the same categories of programs as all other inmates.

These categories include:

- Court ordered programs
- Educational Programs
- Substance Abuse Programs
- Tier Time and Outside Recreation
- Religious Services
- Work Assignments/ Vocational Training
- Work Release
- Re-entry Programs
- Access to library reading materials

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Inmates with disabilities shall not be denied access to a category of programs based on their disability. They shall have access in a manner consistent with their classification level.

Eligibility requirements for all educational programs shall not exclude a person because of a disability (such as reading level for a person with a learning or intellectual disability or daily schedule for a person on dialysis). Education program providers at the jails will ensure effective communication for people with disabilities participating in their programs. The Department shall provide reasonable accommodations to students who have special needs, such as those with developmental, learning, vision, hearing, and speech disabilities.

Inmates with disabilities who can perform the essential functions of a particular inmate worker job will not be excluded from that job solely because of their disability. A Qualified Healthcare Professional (QHP) shall conduct an individualized assessment to identify physical limitations to prevent improper exclusions from work opportunities. The Department will provide reasonable accommodations to enable people with disabilities to participate in work opportunities.

People with intellectual disabilities assigned to a job or educational or rehabilitation program will be provided additional supervision and help as necessary to allow them to meet the requirements of the assignment.

Qualified inmates regardless of disabilities are entitled to participate in Work Release and are bound by the same rules and regulations as all other participating inmates. Work Release shall maintain procedures that ensure inmates with disabilities have access to Work Release programs. (Refer to ADA Title II Regulation 28 CFR 35.130) (Rev. 12/2021)

18.066.00. INMATES WITH DISABILITIES AND GRIEVANCES: An inmate with a disability who believes he/she is the subject of disability discrimination or who has any other concern shall use the grievance procedure described in the Bureau Policy Section 12.200.00. Grievance forms shall be available to inmates either electronically via the Automated Request System located in the housing area or by request of an Inmate Grievance form (ASU#050401) if the kiosk system is down or unavailable. The ADA inmate can select the "ADA" button on the automated kiosk to submit their issue to the ADA Coordinator at the facility.

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The facility coordinator/designee shall be responsible for addressing disability related grievances.

Inmates with a visual impairment or intellectual disability or who are unable to read or use the grievance system independently due to a learning or other disability can receive assistance from staff to complete the forms or receive instruction on how to use the kiosk.

Staff shall make reasonable efforts to ensure all people in custody are aware of the disability grievance procedures, including the availability of accommodations (such as screen enlargement) and staff assistance to submit a grievance.

Inmates whose disabilities impact their ability to read or communicate shall be interviewed as part of the grievance process when needed to ensure meaningful access and effective communication.

The Department shall expedite a response to an identified urgent disability grievance (for example, those that involve safety or physical well-being) and provide appropriate interim accommodations pending review of the grievance.

Inmate grievance logs shall be maintained at each facility according to Bureau Policy Section 12.252.00. The log shall be distributed to the Administrative Support Unit (ASU) monthly. ASU will periodically review disability grievances and responses for quality assurance purposes by the ADA Coordinators.

Logs shall contain:

- Inmate grievance number
- Date grievance received
- Inmate's name and booking number
- Type of grievance submitted (ADA)
- Grievance issue
- Staff member grievance assigned
- Date grievance assigned
- Date completed grievance is due
- Date inmate received the answered grievance
- Involved employee

(Rev. 11/2022)

18.067.00. INMATES WITH DISABILITIES AND DISCIPLINE: Inmates with disabilities are required to follow the same rules and regulations as other inmates and

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are subject to the same disciplinary process as other inmates. Inmates with disabilities shall not be subject to discipline because of their disability.

Under no circumstances shall an inmate with disabilities be denied work time credits solely due to their disability. Sentenced inmates with a disability that prevents them from having a work assignment shall lose good and work time credits only for violations of inmate rules and regulations.

Staff shall not deny an inmate with a disability an assigned mobility device as a form of discipline. If the mobility device is seized as evidence of a crime, a replacement device shall be provided unless the device was used as a weapon. In those cases, the inmate shall be referred back to a Qualified Healthcare Professional (QHP) and CCU staff for reassessment.

Any inmate without disabilities who is found to be in possession of any mobility device, clothing, library material, or other disability related equipment or items issued to an inmate with a disability is subject to discipline for possessing contraband.

No inmate shall be disciplined based solely on the actions of another (having their cane confiscated without replacement because of its use as a weapon by another inmate).

When inmates with mental illness or intellectual disabilities are given disciplinary write-ups, mental health clinicians shall have an opportunity to provide guidance as to whether the behavior was due to or strongly influenced by the mental illness or the intellectual disability, or whether any sanctions should be mitigated by the mental illness or intellectual disability. The guidance shall be reviewed and considered by the disciplinary decision-maker.

(Rev. 12/2021)

18.068.00. INMATES WITH DISABILITIES AND VISITS: Inmates with disabilities shall not be denied religious, attorney, official or regular visits based on their disability. Inmates with disabilities shall have visiting access consistent with their classification level.

Inmates issued an assistive mobility device (wheelchair, walker, crutches, quad cane, tapping cane, prosthetics) shall be escorted to a housing unit with an elevator to accommodate their disability. Housing and lobby staff shall coordinate the visit location. Inmates and visitors shall be provided with additional visiting time to adjust for time lost during an inmate's escort to a unit with an elevator. (Refer to Bureau Policy Sections 12.1700.00, 12.1897.00, 12.1900.00 and 12.2000.00 and Facility Specific Procedures)

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(Rev. 08/2022)

18.069.00. VISITORS WITH SERVICE ANIMALS: Service Animals: Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. A service animal is not required to be specially licensed as a service animal or certified as such by a state or local government. Service animals are not pets. A miniature horse is approximately 24" to 34" from the floor to the shoulder and 70 to 100 pounds.

Visitors entering a facility accompanied by a dog or a miniature horse the visitor claims is a service animal shall be admitted. A visitor claiming the need for the service animal shall not be asked about their disability nor be required to provide proof of disability. The visitor shall not be required to verify the animal's capability as a service animal.

When a visitor with an animal attempts to enter a facility, staff should:

- Ask if the animal is required because of a disability and what work or task the animal has been trained to perform
- If the person states the animal is a pet, the animal shall be denied entrance to the facility
- If the animal growls, or otherwise acts in a manner that poses a direct threat to the health and safety of others, it shall not be allowed into the facility

Barking alone is not a reason to direct the person and service animal to leave the facility. Some service dogs are trained to bark to alert its owner of an onset of a medical condition such as a seizure. Staff should speak to the owner and summon medical assistance if necessary.

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (voice control, signals, or other effective means).

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a facility where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Facilities shall not ask or require an individual with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without service

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animals. (Refer to ADA Title II Regulation 28 CFR Part 35 and Bureau Policy Section 18.000.05)

(Rev. 04/2019)

18.075.00. SEARCHING SERVICE ANIMALS: Animals with harnesses, packs, or any other coverings are subject to search. Any person who refuses to allow an animal to be searched for any reason shall not be provided access to the facility.

(Rev. 04/2019)

18.080.00. SERVICE ANIMAL DISTURBANCES: If staff are called to a disturbance involving an animal that initially appeared to be passive and under control of the handler, but subsequently begins displaying aggressive behavior, the visitor shall be ordered to remove the animal from the facility due to its aggressive behavior.

If the visitor is ordered to remove the animal from the facility, the visitor shall be allowed to arrange proper care for the animal and return to the facility and complete their visit without the animal. (Refer to ADA Title II Regulation 28 CFR Section 35.136)

(Rev. 04/2019)

18.082.00. REMOVING A SERVICE ANIMAL FROM A FACILITY: When staff denies entry to an individual bringing an animal into a facility, or if the visitor is ordered to remove the animal after having been admitted, staff shall immediately notify the shift supervisor and prepare an interoffice memorandum for the shift supervisor. The memorandum shall include the following information:

- The name, date of birth, address, telephone number, and any other identifying visitor information of the person with the animal
- A description of the involved animal
- A description of the specific behavior on which staff based their decision to exclude, or order the removal of, an animal from the facility
- A description of the steps staff took to accommodate the disabled visitor and the visitor's response to those steps

(Rev. 04/2019)

18.085.00. SERVICE ANIMAL CARE: Staff shall not accept responsibility for watching, feeding, watering, or otherwise caring for any service animal. In the event the owner is arrested or otherwise unable to care for the animal, staff shall ask the owner who the animal should be released to and attempt to contact that person. If

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nobody can be located or pick up the animal in a reasonable amount of time, staff shall contact the local animal control service.

(Rev. 04/2019)

18.087.00. SERVICE ANIMALS AND FACILITY SECURITY AND SAFETY:

Nothing in this policy shall discourage staff from taking appropriate steps to ensure the safety and security of the facilities, other staff, visitors, and inmates. Allergies and fear of animals are not valid reasons for denying or refusing service animals entrance onto a facility. (Refer to Bureau Policy Section 12.1700.00)

(Rev. 04/2019)

18.090.00. ACCEPTING ARRESTEES' SERVICE ANIMALS: Service animals shall not be accepted from arresting agencies. Arrestees' animals are the responsibility of the arresting agency and facilities shall not take responsibility for arrestees' animals whether or not they are service animals.

(Rev. 04/2019)

18.095.00. INMATES WITH DISABILITIES AND RELEASES: Inmates with disabilities being released shall be guided through the process by a deputy if assistance is needed. The housing and/or release deputy shall provide assistance as needed for an inmate with disabilities until the inmate is beyond the secure area of the facility.

(Rev. 04/2019)