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(Rev. 05/2020)

1.100. DISTRIBUTION OF MANUAL

100.05. LOCATIONS: A current copy of the Type I Facility Manual shall be maintained electronically and is therefore available on Starlink to all staff.
(Rev. 05/2019)

1.200. TYPE I POLICY MANUAL

200.05. NUMBERING SYSTEM: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

215.00. MANUAL REVIEW AND UPDATE: Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years.

(Rev. 05/2019)

220.05. ROUTING: Any change to Type I facility policy must first be proposed to and approved by representatives from each Type I facility, then submitted to the Administrative Support Unit (ASU) for review. A Temporary Operating Procedure (TOP) developed by a Type I facility shall not remain in effect longer than 60 days. If, during the time span of the TOP, the policy is determined to be needed permanently, the policy shall be proposed and routed as described above.

(Rev. 05/2019)

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

400.05. MINIMUM JAIL STANDARDS REQUIREMENTS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

410.00. PUBLIC INFORMATION PLAN: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

410.01. PUBLIC INFORMATION PLAN AND TITLE 15: INMATE USE POLICY: An inmate may request to review the facility's Public Information Plan and/or Title 15 at any time. Staff shall make every effort to accommodate the inmate's request at the time made. The inmate's access to the Public Information Plan and/or Title 15 may be delayed, if the inmate's request conflicts with a critical jail functions (such as inmate feeding, transportation marshalling, intake/booking procedures, etc.).
(Rev. 05/2019)

410.02. PUBLIC INFORMATION PLAN: REVIEW BY THE PUBLIC: A member of the public may request to review the facility's Public Information Plan at any time during normal business hours of the station/division.
(Rev. 05/2019)

Staff shall make every effort to accommodate the request at the time made. If the request cannot be granted within a reasonable time period, arrangements shall be made to reschedule the viewing at a mutually agreed date/time.
(Rev. 05/2019)

1.500. SEXUAL ABUSE OR SEXUAL HARRASSMENT REPORTING

501.00. SEXUAL ABUSE OR SEXUAL HARRASSMENT REPORTING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2.100. STAFF ORIENTATION

110.00. ORIENTATION PROCEDURES: A Type I facility staff member shall be assigned to assist in the orientation of newly assigned staff. Areas covered include, but shall not be limited to, the following:

- Introduction to the station/division staff
- Staff locker and station/division keys
- Explanation of work schedule, vacation schedule and time sheets
- A tour of the station and jail
- Food services procedures, deliveries and storage facilities
- Kitchen area
- Public lobby
- Exterior and interior security systems/features
- Facility maintenance request procedures
- Location of facility manuals
- Facility forms

(Rev. 05/2019)

2.200. STAFF RULES AND REGULATIONS

200.35. AUTHORIZED GLOVES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

200.70. MEALS: The Detention and Corrections Bureau policy limits staff to one meal per shift, this policy shall not apply at the Type I facilities. Type I facility staff shall eat their meals and snacks out of public view. Visitors may eat at the Type I facilities with permission from the watch commander and shall not be required to sign a log.
(Rev. 05/2019)

200.80. REMOVING FOOD FROM STAFF DINING ROOMS: Type I facilities do not have dedicated staff dining rooms. (Refer to Type I Policy Manual Section 2.200.70)
(Rev. 05/2019)

200.85. PERSONAL VEHICLES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

210.00. FAMILY MEMBERS BOOKED: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

210.05. COUNTY EMPLOYEE/OFFICIALS BOOKED: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. BRINGING ITEMS INTO THE FACILITY: Type I facility staff are authorized to bring the following items/equipment into the jail:

- Handcuffs/handcuff case and key
- Small flashlight and holder
- O.C. and O.C. holder
- Digital recorder and holder
- Locker key
- Wristwatch
- Handkerchief, comb and/or hairbrush
- Forms/"Posse" box with papers, pens, templates, etc.
- HT holder
- Pre-prepared personal meals and snacks. Limited refrigerator space may be available for use
- Other items as specifically approved by a supervisor

All other personal property shall be secured in the staff member's vehicle or locker.
(Rev. 05/2019)

2.300. STAFF GUIDELINES FOR DEALING WITH INMATES

300.10. ESCORTING/UNCOOPERATIVE FEMALE INMATES: Generally, female safety staff escort female inmates when they are moved within the facility. Station officers, when on duty, shall accompany a male safety staff member when female inmates are escorted within the facility. If a female safety staff member or female station officer is unavailable, a male safety staff member may escort female inmates.

Station officers shall not be required to search or otherwise come in close contact with combative inmates. Safety staff shall manage the inmate as necessary, with the station officer remaining in a position of observation.

(Rev. 05/2019)

300.62. SUICIDE RECOGNITION/PREVENTION: If an arrestee exhibits signs and/or symptoms of being suicidal, they are not eligible for booking at a Type I facility. If an inmate begins exhibiting signs and/or symptoms of being suicidal after they have been booked/received at a Type I facility:

- The watch commander shall be notified immediately
- The inmate shall be removed from other inmates, with the corresponding observation log and regimen set in place. (Refer Detention and Corrections Bureau Policy Section 11.500)
- Arrangements shall be made as soon as possible to transport the inmate to an appropriate treatment or jail facility.

(Rev. 05/2019)

300.75. REMOVING INMATES FROM THE FACILITY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

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. Nothing in this policy should be construed to encourage staff to not enforce the law and 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 and still present the same potential threat as any other inmate. (Refer to Bureau Policy Section 18.025.00)

(Rev. 05/2019)

2.400. INMATE RULES

400.01. INMATE ORIENTATION: Inmates booked at a Type I facility shall be given an inmate orientation pamphlet at the time of booking. Additional orientation material shall be available to these inmates upon arrival at a Type II facility.
(Rev. 05/2019)

3.000. STAFF ASSIGNMENTS

00.01. STAFF ASSIGNMENTS: Whenever there is an inmate in custody, there shall be at least one staff member on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency.

Whenever a female arrestee/inmate is confined in any jail facility, there shall be an appropriately trained female safety staff member or female Sheriff's professional staff member assigned, available, and accessible for the supervision of the female arrestee/inmate.

Safety staff shall not search an arrestee/inmate of the opposite sex or enter the room, dorm or cell occupied by any arrestee/inmate of the opposite sex, except in the company of an employee of the same sex as the arrestee/inmate. At no time shall the observing female Sheriff's professional staff member search an arrestee, unless they are a Sheriff's Station Officer. Safety staff may enter the room, dorm or 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 or safety emergency. (Refer to Penal Code Section 4021 and Detentions and Type I Corrections Bureau Policy Section 9.110.00)

When a female safety staff member is present, they shall conduct the cursory search or cell entry.

Staff on duty shall not have any other duties that would conflict with the supervision and care of arrestees/inmates in the event of an emergency.

Type I facilities shall establish the following position(s) within the command to supervise jail operations:

- Jail sergeant and/or jail corporal
(Rev. 04/2020)

3.100. ADMINISTRATION

100.01. ADMINISTRATION: The supervising jail sergeant is responsible for, under the direction of the station/division lieutenant, the following:

- Establishing, maintaining, and managing the jail facility inspection matrix
- Managing/monitoring maintenance and repair issues within the jail facility
- Managing/monitoring the status of security procedures/protocol
- Managing/monitoring the jail facility work and vacation schedule
- Managing/monitoring the status of forms, filing, inmate processing, and office management

The supervising jail corporal is responsible for, under the direction of the supervising jail sergeant or station/division lieutenant, assisting in the following:

- Establishing, maintaining, and managing the jail facility inspection matrix
- Managing/monitoring maintenance and repair issues within the jail facility
- Managing/monitoring the status of security procedures/protocol
- Managing/monitoring the jail facility work and vacation schedule
- Managing/monitoring the status of forms, filing, inmate processing, and office management

Other staff that may be assigned to the jail facility include:

- Deputy Sheriff
- Sheriff's Custody Specialist
- Sheriff's Custody Assistant
- Sheriff's Station Officer
- Sheriff's Station Clerk

The Type I facility shall establish work assignments, job duties, and schedules based on the job classification of each class of staff member utilized within the facility.
(Rev. 05/2019)

3.200. SECURITY ADMINISTRATION

220.00. SHIFT SERGEANT: Conducts watch briefing at the beginning of each patrol shift; ensures that the relieving shift is adequately staffed; makes notification to safety staff for overtime/call-back situations and inspects the entire facility to ensure:

- Compliance with facility policy
- Compliance with department policy
- Compliance with Title 15/24 standards
- That observation logs are maintained and current

The shift sergeant is also directly responsible for demeanor, appearance, and order of subordinates assigned to their watch; for assigning investigations, reports, memorandums, etc. involving use of force issues and for completing all subordinates' progress evaluations for staff discussions.

(Rev. 05/2019)

230.00. TRAINING SERGEANT: Develops and monitors the initial orientation and training programs for all professional and safety staff assigned to the facility; develops, supervises, and evaluates continuing in-house custody-specific training exercises for all safety staff. Maintains written documentation of training in staff and station files. NOTE: The Type I Facility Commander/designee may assign these duties to a corporal.

(Rev. 05/2019)

250.00. CORRECTIONAL TRAINING OFFICER (CTO): The Type I Facility Commander/designee has the discretion to supplement jail staffing with a corporal for supervisory and/or training purposes.

(Rev. 05/2019)

3.400. BRIDGE STAFF

410.00. DUTY OFFICER (SCS): (Refer to Type I Facility Specific Policy)
(Rev. 05/2019)

420.00. COURT CALENDAR (SCS): (Refer to Type I Facility Specific Policy)
(Rev. 05/2019)

430.00. COURT LIAISON (SCS): (Refer to Type I Facility Specific Policy)
(Rev. 05/2019)

440.00. COURT RETURN (SCS): (Refer to Type I Facility Specific Policy)
(Rev. 05/2019)

450.00. COMPUTER UPDATE (SCS): (Refer to Type I Facility Specific Policy)
(Rev. 05/2019)

460.00. BRIDGE ASSIST (DEPUTY): Safety staff assigned to Type I facilities typically provide assistance to all staff assigned to the jail booking office/area; to ensure efficient and effective handling of all inmate records. On occasion, jail safety staff may have to assume the duties of the jail Sheriff's Custody Specialist, due to scheduling or other factors.
(Rev. 05/2019)

490.00. HOSPITAL TRANSPORTATION (DEPUTY): Available patrol safety staff or reserve safety staff may be used to transport inmates needing medical treatment.
(Rev. 05/2019)

3.600. HOUSING UNIT

610.00. HOUSING SAFETY STAFF: Safety staff assigned to Type I facilities are responsible for performing all duties related to the housing of inmates. These duties include, but are not limited to, the following:

- Conducting routine surveillance of inmates in housing areas
- Observing activities of visitors in the visiting area
- Maintaining security when moving inmates within the housing unit
- Checking cell doors and entrance/exit doors in housing units to ensure security
- Maintaining the proper degree of custody and control over inmates in accordance with the inmate's classification
- Searching housing areas for contraband
- Conducting inmate count
- Supervising the feeding process and maintaining security of eating utensils
- Monitoring inmate behavior and taking necessary disciplinary actions when a facility rule or regulation has been broken
- Responding to emergency situations in accordance to facility policy
- Seizing evidence when a crime has occurred within the jail facility
- Securing the area if the crime involves a major investigation
- Stocking and monitoring supplies necessary to keep the unit functioning
- Inspecting all jail areas, cells, and rooms for cleanliness, safety issues, hazards, and maintenance issues
- Conducting daily equipment checks to ensure serviceability
- Other tasks as assigned by the station/division commander

(Rev. 05/2019)

3.700. RECEIVING/PROPERTY SAFETY STAFF

705.00. RECEIVING/PROPERTY SAFETY STAFF: Staff assigned to Type I facilities are responsible for performing all duties related to receiving, inventorying, processing, and releasing inmate property. These duties include, but are not limited to, the following:

- Accurately inventorying and storing inmate/arrestee property
- Screening inmate property for contraband
- Returning personal property to the inmate upon release
- Preparing property and associated paperwork for transfer when inmate is subject to transport
- Handling the disposal of found inmate property
- Investigating lost inmate property claims

(Rev. 05/2019)

3.800. RELEASE AREA

810.00. RELEASE OFFICER: Staff at Type I facilities are responsible for performing all duties related to the release of inmates. A Sheriff's Custody Specialist or safety staff may assist in these duties, if available. The duties of Type I facility staff with respect to release include, but are not limited to, the following:

- Checking inmate paperwork (cases, holds, etc.) to verify the inmate's eligibility for release
- Completing all paperwork required for inmate release
- Confirming the inmate's identity through fingerprints, photographs, and booking information prior to release
- Returning personal property and money to the inmate prior to release
- Updating JIMSnet to reflect the release

(Rev. 05/2019)

3.1000. VISITING LOBBY

1010.00. LOBBY SECURITY: Type I facility staff shall ensure the security of the facility and the visiting process by coordinating and communicating with on-duty staff within the station/division.

(Rev. 05/2019)

4.000. WEAPONS, EQUIPMENT, AND RESOURCES

010.00. MONTHLY INVENTORY OF WEAPONS: All station/division weapons available for use within a Type I facility shall be inventoried as part of the overall station/division weapon inventory process. [REDACTED]

(Rev. 05/2019)

4.200. EQUIPMENT

210.00. PORTABLE RADIOS (HTs) INSTRUCTION: Each Type I facility utilizes portable HT sets for use by staff. The station/division commander shall determine which frequencies shall be used within the jail facility, in coordination with Sheriff's Dispatch and Court Services.

(Rev. 05/2019)

210.05. TACTICAL SITUATIONS: If a tactical situation arises at a Type I facility, the station watch commander shall determine which frequency to use, upon consultation with Sheriff's Dispatch.

(Rev. 05/2019)

210.10. RADIO CALL SIGNS: Facility Commanders/designees shall develop call signs. (Refer to Facility Specific Policy)

(Rev. 05/2019)

210.15. HT RADIO ASSIGNMENT PROCEDURES: At the beginning of each shift

(Rev. 05/2019)

210.20. RECHARGING HT BATTERIES: Staff coming on shift shall pick up a charged HT battery and exchange it with the one in the radio. Staff going off shift shall take the old battery and place it in a charger.

(Rev. 05/2019)

210.25. LOCATION OF HT RECHARGING UNITS: The station/division shall provide recharging units in areas convenient for access by staff.

(Rev. 05/2019)

210.30. RADIO INVENTORY: Staff is responsible for ensuring the radios they are using are the radios assigned to them and/or the HT numbers are recorded for reference on the jail or shift log. HT radios shall be inventoried monthly as part of the station/division inventory process.

(Rev. 05/2019)

210.35. MALFUNCTIONING/BROKEN RADIOS: Any staff discovering a broken or malfunctioning radio shall notify the jail sergeant or watch commander so it may be delivered for repair.

(Rev. 05/2019)

210.40. LOANER RADIOS: Generally, a radio assigned to the jail for use shall not be exchanged or traded for a radio assigned to patrol or investigations.

(Rev. 05/2019)

4.200. EQUIPMENT

215.00. SPIT NET DISPOSABLE SPIT GUARDS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. RIOT HELMETS: If a Type I facility does not maintain a reserve of riot helmets specifically for use in the jail, safety staff is responsible for having their personally issued helmet in an area of ready access while on duty.
(Rev. 05/2019)

220.05. RIOT BATONS: The use of riot batons is not authorized unless approved by the Facility Commander/designee, jail sergeant or watch commander.
(Rev. 05/2019)

220.10. RIOT VEST: If a Type I facility does not maintain a reserve of riot vests specifically for use in the jail, safety staff is responsible for having their personally issued vest in an area of ready access while on duty.
(Rev. 05/2019)

220.15. RIOT SHIELDS: Riot shields may only be utilized at the direction of the supervisor. Facility Commanders/designees shall develop policies and procedures for the use of shields and any other riot equipment. (Refer to Facility Specific Policy)
(Rev. 05/2019)

230.00. FACILITY FLASHLIGHTS: Each Type I facility shall install rechargeable flashlights at convenient locations within the facility. These flashlights are to remain at the assigned locations and placed into the charger after each use. The flashlights shall be inventoried as a part of the regular jail inspection process.
(Rev. 05/2019)

240.00. RESCUE KNIVES: Each Type I facility shall keep rescue knives in a secure location in the booking office. The rescue knives shall be inventoried as part of the regular jail inspection process.
(Rev. 05/2019)

250.00. VIDEO MONITORING SYSTEMS: Type I facilities are encouraged to install and utilize video monitoring equipment for the purposes of enhancing staff and inmate security, documenting events and protecting the Department from civil liability.
(Rev. 05/2019)

250.05. USAGE OF VIDEO MONITORING SYSTEMS: Any video recording equipment installed shall record the areas being monitored twenty-four (24) hours a day, and shall not be turned off, reset or adjusted unless authorized by the station/division command staff.
(Rev. 05/2019)

4.200. EQUIPMENT

250.10. PRESERVATION OF RECORDINGS: If the Type I facility video monitoring equipment supports recording, then the facility shall adhere to Detention and Corrections Bureau Policy Section 11.545.00 and the Government Code regulating the retention of data.

(Rev. 05/2019)

270.05. HANDHELD METAL DETECTORS: Type I facilities are authorized to use hand held metal detectors within the facility.

(Rev. 05/2019)

290.10. FIRE HOSES: Type I facilities, if equipped with fire hoses, shall inspect and maintain them in accordance with local fire regulations. The locations of fire hoses shall be documented in the facility's Fire Suppression Preplan and in the station/division's Emergency Operations Manual.

(Rev. 05/2019)

290.15. FIRE SPRINKLERS: Type I facilities, if equipped with a fire sprinkler system, shall inspect and maintain it in accordance with local fire regulations. These systems are typically maintained by Facilities Management and should be checked yearly for correct water/anti-freeze ratios. Specific information about the operation of the system shall be maintained in the Fire Suppression Preplan and in the station/division's Emergency Operations Manual.

(Rev. 05/2019)

297.00. TOOLS AND EQUIPMENT: Each Type I facility shall develop an inventory list of kitchen tools, which shall be posted in the kitchen area. Jail safety staff shall inventory all kitchen tools and compare the results to the inventory list. The results of the inventory shall be recorded on the Jail Information Log or a separate kitchen inventory log; each shift. If there is any discrepancy, the supervisor must be notified immediately.

(Rev. 05/2019)

4.500. RESTRAINT EQUIPMENT

501.00. RESTRAINT DEFINITIONS: 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). (Refer to Title 15, Section 1058)

(Rev. 05/2019)

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:

- 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 and Detentions and Corrections Bureau Policy Section 4.502.00)

(Rev. 05/2019)

501.05. RESTRAINT REQUIREMENTS: Inmates requiring placement in restraints due to destruction of property or harm to themselves or [REDACTED]

Restraints shall not be used as a form of discipline, or as a substitute for treatment.

(Rev. 05/2019)

502.00. RESTRAINT REQUIREMENTS DURING TRANSPORTATION:

Generally, waist restraints shall 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. Inmates' arms shall not be interlaced with another inmate.

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

The provisions of this section do not apply to the use of the handcuff cover restraint system (black box). (Refer to Detention and Corrections Bureau Policy Section 4.507.05)

(Rev. 05/2019)

5.100. FACILITY REPAIRS AND MAINTENANCE

115.00. MAINTENANCE REQUESTS: When there is a need to repair, replace or maintain a piece of equipment at a Type I facility, staff shall email Facilities Management. The subject line shall contain the facility name and a brief description of the issue. The body should contain more detail of the issue, location within the facility and name and number of the contact staff member.

(Rev. 05/2019)

6.000. GENERAL FACILITY SECURITY GUIDELINES

000.05. PERIMETER SECURITY: Type I facilities shall maintain perimeter security in accordance with and as part of the station/division's overall security plan/procedure.

During the marshaling and inmate movement process between the jail and the transportation van/bus, the jail supervisor should be present inside the jail when available. All on-duty jail staff shall maintain observation of the inmates and Transportation safety staff during the application/removal of waist/leg restraints of inmates.

(Rev. 05/2019)

010.00. STAFF REPORTING/LEAVING WORK:

Generally, staff reporting for duty or leaving work shall not enter the jail facility through the intake/booking or visiting areas of the jail.

(Rev. 05/2019)

020.00. REPAIR WORKERS

Station staff shall escort these workers within the jail facility after they have been identified and approved for entrance.

(Rev. 05/2019)

040.00. STAFF IDENTIFICATION DISPLAY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

060.00. FACILITY TOURS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

6.100. ALARM SYSTEMS

111.00. NO-DIAL ALARM PROCEDURES: These systems are in place to alert jail staff of a problem/fight within the cellblocks and/or corridors of the Type I facility.

[REDACTED]

NOTE: Not all Type I facilities have no-dial alarm systems.

The procedure for handling a no-dial alarm is as follows:

[REDACTED]

(Rev. 05/2019)

115.00. CODES 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.

[REDACTED]

6.100. ALARM SYSTEMS

Code Blue: A Code Blue procedure is to be used in the event of an inmate life-threatening situation, such as a suicide attempt. A Code Blue procedure involves the following:

- Immediately upon learning that a Code Blue situation exists, safety staff will notify the supervisor
- Request medical aid immediately
- All available safety staff shall respond to the jail
- If the inmate is hanging, immediately cut the materials that are used to support the inmate. Cut the material halfway between the knot at the neck and the other end tied to the support. Lay the inmate on their back. If the material around the inmate's neck is so tight that they cannot breathe, cut the material on the opposite side of the knot
- Separate the other inmates in the cell/housing unit for possible interviews
- Until the circumstances surrounding the emergency become clear, preserve the area as if it is a crime scene
- If medical personnel determine the inmate is deceased, leave the inmate in the cell. Notify the watch commander who will make all other necessary notifications
- Per Government Code Section 27491.3, all personal property belonging to the inmate, including personal items in their housing unit will be collected and inventoried. An appropriate receipt will be generated for the deputy coroner who will take possession of the property from the watch commander
- The watch commander will examine the inmate's medical record and prepare a written report to the Facility Commander/designee
- Copies of all reports will be retained in a special file maintained by the Facility Commander/designee

Man Down:

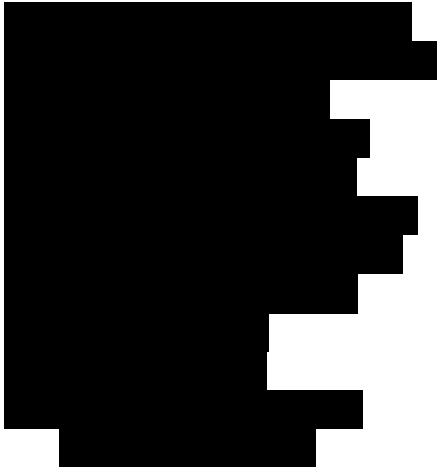
- Safety staff shall respond to the location
- A supervisor shall be notified and requested to respond immediately
- The first to arrive will evaluate the situation and advise if any further assistance is needed at the location. If not, staff on scene shall broadcast "Code 4"

It shall be the supervisor's responsibility to ensure security for inmates requiring transportation via ambulance. For example, safety staff may either accompany the inmate in the ambulance, or a chase vehicle may be assigned. Safety staff shall remain with the inmate until clearance is received. Safety staff or supervisor shall complete an Inmate Injury Report, and forward it to the Facility Commander/designee for approval. (Rev. 05/2019)

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 and [REDACTED]

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



(Refer to Detention and Corrections Bureau Policy 15.500 and Facility Specific Policy)
(Rev. 05/2019)

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 Executive Officer of each facility 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 Detention and Corrections Bureau Deputy Chief.

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

(Rev. 05/2019)

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.

(Rev. 05/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.10. FIRE SUPPRESSION PRE-PLAN: Each Type I facility shall maintain a current Fire Suppression Pre-Plan, reviewed yearly by the local fire agency, in which fire prevention, firefighting, and evacuation procedures/protocols are explained in detail.
(Rev. 05/2019)

401.00. FACILITY EVACUATION RESPONSIBILITIES: Each facility shall have an evacuation plan. Staff shall be familiar with the facility exit paths and which steps to take if the facility loses power during an emergency. Staff are responsible for knowing which keys operate different types of doors and where the exit paths are out of the area.
(Rev. 05/2019)

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. 05/2019)

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. 05/2019)

402.00. FACILITY VENTILATION: If smoke or other offensive substance becomes intense enough in 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 that evacuation procedures are followed. (Refer to Title 15, Section 1032, Emergency Operations Plan, and Facility Specific Policy)
(Rev. 05/2019)

410.00. EVACUATION ROUTES: Each Type I facility shall determine and designate evacuation routes for the jail facility, in coordination with the station/division's EOP. A diagram of evacuation routes for the jail shall be prominently posted, shall be contained within the Fire Suppression Pre-Plan, and the station/division's EOP.

Each Type I facility shall designate primary and alternate radio frequencies for use during emergency procedures.

6.400. FACILITY EMERGENCY PROCEDURES

Inmates should be evacuated into the intake yard area, if practicable. Inmates should be handcuffed, leg restrained, and/or waist restrained before being moved out of their cells. Once inside the jail yard area, inmates should be separated by gender. [REDACTED]

If the intake yard area must be used by fire equipment, or if the fire is a threat to the safety of the inmates in the intake yard, the inmates may be placed into caged Sheriff's, Police, or Highway Patrol units and transported immediately to an alternate location.

Each Type I facility shall designate an alternate evacuation site for inmates, and shall initiate an agreement allowing for its use during an emergency. This specific information shall be contained within the Fire Suppression Pre-Plan and the station/division's EOP.

(Rev. 05/2019)

410.05. STAGES OF EVACUATION: (Refer to the Type I Facility Fire Suppression Pre-Plan and the station/division's Emergency Operations Plan)

(Rev. 05/2019)

450.00. UTILITY FAILURES: (Refer to the Type I Facility Fire Suppression Pre-Plan and the station/division's Emergency Operations Plan)

(Rev. 05/2019)

6.500. ELECTRONIC/PNEUMATIC DOOR SECURITY

505.00. DOOR SECURITY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

510.00. CONTROL PANELS: Type I staff shall take necessary steps to ensure that control panels, cell door and sallyport control boxes are not operated in the direct presence of inmates. Additionally, the control and/or safety security features of door interlocking systems shall not be discussed in the presence of inmates or civilian staff.

Generally, the safety interlocking features of doors and gates shall not be overridden.

(Rev. 05/2019)

510.10. NON-CRITICAL DOORS: Type I facilities do not recognize the concept of a "non-critical" door. All doors within the secure area of the jail shall remain closed and locked when not in use. Occasionally, some doors may be left open to facilitate operations (i.e. ventilation, etc.), with specific supervisor approval.

(Rev. 05/2019)

6.600. LOCKDOWN PROCEDURES

640.05. STAFF ACCOUNTABILITY: Immediately after all inmates are secured in their cells, staff shall contact the watch commander/supervisor for the purpose of conducting an accurate staff roll call. The shift supervisor is responsible for ensuring that all on-duty staff are accounted for.
(Rev. 05/2019)

645.00. LOCKDOWN PROCEDURES

[REDACTED]

This type of action is authorized under Section 1012 of the Minimum Jail Standards in the event of an emergency, which threatens the safety of a local detention facility, or any of its staff, inmates, or the general public.
(Rev. 05/2019)

6.700. BRIDGE SECURITY

730.00. ACCESS TO BRIDGE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

740.00. WEAPONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

750.00. KEY CONTROL: Each station/division shall establish and maintain a key control system, as described in the station/division's Fire Suppression Pre-Plan and/or the Emergency Operations Plan (EOP). Jail keys shall be inventoried on (at least) a monthly basis. Staff is responsible for maintaining control of all keys issued or assigned to them.

(Rev. 05/2019)

6.800. FACILITY COUNT PROCEDURES

810.00. COUNT PROCEDURES: The Type I facility count shall be completed daily, between 1900 and 2300 hours. Count procedures at a Type I facility consist of the following:

- All inmate booking and release activity ceases while facility count is underway
- Inmate movement within the facility is suspended

When the facility count is clear, safety staff shall make note of the time and annotate "count clear" on the housing log sheet (for each housing log). Safety staff shall inform the watch commander/supervisor of the count results.

(Rev. 05/2019)

820.00. REVIEW OF COUNT SHEETS: The Inmate Housing Name list that safety staff used to clear count shall be maintained with the inmate housing observation logs for the corresponding day. The Inmate Housing Name List is subject to review by the station/division command staff.

NOTE: The station/division commander may establish a separate file for count sheets.
(Rev. 05/2019)

830.00. CONCLUSION OF COUNT: When the count is successfully completed, safety staff shall notify the shift supervisor and make an entry in the facility shift log.
(Rev. 05/2019)

850.00. LOCATING INMATES NOT ACCOUNTED FOR: In the event of a discrepancy in count, safety staff, after notifying the shift supervisor, shall conduct a second count. All inmate booking jackets and dummy warrants shall be reviewed for accuracy and information and compared to the Inmate Housing Name list. The transportation list shall be reviewed. If necessary, the Transportation Division and/or the housing facility may be contacted to check for possible discrepancies in their transportation list or facility count.
(Rev. 05/2019)

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 conduct 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. 05/2019)

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 (plumbing, lighting, and integrity of construction).
(Rev. 05/2019)

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. 05/2019)

910.00. SHAKEDOWN LOGS: Type I facilities shall complete shakedown logs whenever shakedowns are conducted. Logs shall be retained according to Detention and Corrections Bureau policy 11.550.00.
(Rev. 05/2019)

920.10. SAFETY STAFF ASSEMBLING: Prior to the beginning of a shakedown, safety staff involved should not assemble in an area open to view by the "target" housing unit.
(Rev. 05/2019)

920.25. INMATE HOLDING AREA: Inmates removed from the housing unit being inspected should be secured in an alternate housing location or holding cell which has been thoroughly checked prior to the beginning of the shakedown. Once the cell inspection/search is complete, inmates may be returned to their original housing location.
(Rev. 05/2019)

960.00. INMATE WORKERS: Inmate workers are subject to housing area searches/inspections at any time. They are allowed to possess issued clothing, books, issued hygiene items, commissary items, and hobby craft. They are also allowed to possess board games within the housing unit.

6.900. CELL SEARCHES

NOTE: The station/division commander may authorize additional items for inmate workers to possess.

(Rev. 05/2019)

970.00. CLOTHING AND BEDDING ITEMS ALLOWED: At Type I facilities, arrestees/inmates typically remain in their own clothing until they arrive at a Type II facility. If an arresting agency has taken the arrestee's clothing for evidence, a paper jumpsuit or orange jumpsuit will be provided to the inmate. The Department will retrieve any clothing items issued to the inmate at the time of release. Indigent clothing may be provided to those inmates that have no clothing at time of release.

Inmate workers shall be provided with the following items of clothing:

- Clean socks and footwear
- Clean outer-garments (blue shirt and blue pants)
- Clean undergarments (underwear and undershirt)
- Additional clothing for special work assignments or extreme weather

The standard issue of clean bedding and linen for each inmate expected to remain overnight shall include, but not be limited to, the following:

- One mattress, which meets the requirements of section 1272 of Minimum Jail Standards
- One sheet/mattress cover
- One towel
- One blanket

Inmates are not allowed to accumulate clothing and bedding items in excess of that which is standard issue.

(Rev. 05/2019)

980.05. CONTRABAND BOX: Type I facilities do not maintain contraband boxes. A Type I facility shall not accept the following items, which may be in the possession of an arrestee:

- Alcoholic beverages
- Perishable food
- Animals
- Weapons and/or ammunition
- Items of personal property constituting a threat to security

Arresting officers shall be advised if any of the property in the possession of the inmate is not acceptable. Any contraband shall be returned to the arresting officer before they leave the facility. (Refer to Department Manual Section 3.452.15)

6.900. CELL SEARCHES

(Rev. 05/2019)

6.1000. FACILITY KEY CONTROL

1010.00. STAFF RESPONSIBILITIES: Keys are the property of the Department and shall not be duplicated. Issued keys shall be recorded on New Employee Check Off Forms (ASU#080802). Other keys shall not be removed from a facility without approval from its commander.

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. 05/2019)

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. 05/2019)

1012.00. KEY CONTROL BOXES: Staff assigned to work areas containing key control boxes shall inventory keys prior to relieving staff going off duty. Staff shall immediately report missing keys to a shift supervisor.
(Rev. 05/2019)

1020.00. KEY CONTROL LOCATIONS: [REDACTED]

(Rev. 05/2019)

1030.00. KEY INVENTORIES: [REDACTED]

(Rev. 05/2019)

6.1100. ESCAPE PROCEDURES

1115.00. ESCAPE INVESTIGATION TEAM: Upon learning of an escape from a Type I facility, the supervisor shall establish a team to investigate the escape.
(Rev. 05/2019)

1120.00. SUPERVISORY RESPONSIBILITIES: The watch commander shall assign duties to members of the escape investigation team based on situational need and available resources. (Refer to Detention and Corrections Bureau Policy Section 6.1120.00)
(Rev. 05/2019)

7.100. REPORTS

120.05. APPROVAL OF REPORTS: When a crime report is completed, it shall be submitted to the supervisor for review and approval.

121.00. INMATE SEXUAL HARASSMENT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

122.00. INMATE SEXUAL ASSAULT REPORT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

123.00. INMATE INJURY REPORT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

124.00. INMATE INJURY LOG: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

127.00. ATTEMPTED SUICIDE REPORT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

130.05. DEPUTY REPORT (DR) LOG BOOK PROCEDURES: Type I facilities do not maintain a separate logbook for the facility. Reports generated in the jail are tracked as station/division crime reports.

(Rev. 05/2019)

150.00. INCIDENTS OF GASSING: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT

200.00. SEXUAL ABUSE AND SEXUAL HARRASSMENT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

7.300. GUIDELINES FOR EVIDENCE COLLECTION

310.00. EVIDENCE STORAGE: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

320.00. EVIDENCE LOCKERS: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

325.00. PLACING EVIDENCE IN EVIDENCE LOCKERS: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

330.00. REMOVING EVIDENCE FROM EVIDENCE LOCKERS: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

335.00. ENTRY INTO PETS COMPUTER: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

340.00. EVIDENCE OFFICER: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

345.00. MAINTAINING EVIDENCE/PROPERTY AT STATION: Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.
(Rev. 05/2019)

7.500. FACILITY FORMS

500.05. REPORT FORMS: The station/division commander shall approve all facility specific forms. All forms will indicate the date approved in the lower left corner, (i.e. Add. 11/2001). Maintaining a file for all forms shall be the responsibility of the station/division secretary or a designated jail staff member.
(Rev. 05/2019)

520.00. FORM ORDER SHEET: Type I facilities shall follow the Department's procedure for ordering standard jail forms.
(Rev. 05/2019)

530.00. FORMS: The Administrative Support Unit (ASU) is responsible for approving all standard jail forms used throughout the Department.
(Rev. 05/2019)

7.600. CONFIDENTIAL INVESTIGATIVE TELEPHONE CALLS

600.00. MONITORING INMATE TELEPHONE CONVERSATIONS:

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

610.00. RECORDING INMATE TELEPHONE CONVERSATIONS:

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

8.100. INTAKE PROCEDURES

110.00. SEARCHES: Safety staff shall search arrestees brought into the facility. Arrestees' shoelaces and/or shoes shall be removed along with belts and any other item which could be used to aid in suicide. These items shall be tagged with the arrestee's name and booking number in accordance with Facility Specific Procedures Manual. (Rev. 04/2020)

120.02. BIOMETRIC IDENTIFICATION SYSTEM PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment. (Rev. 05/2019)

120.04. HEALTH SCREENING: Health screenings at Type I facilities are accomplished by members of jail staff who have been trained in accordance with Title 15, Section 1207.

The threshold for requiring a pre-booking medical check at Type I facilities are considerably lower than at Type II facilities because Health Services staff are not assigned to Type I facilities. A decision to accept or not accept an arrestee for booking may often be based on when the next scheduled transport to an approved Type II booking facility is scheduled to occur. This information should be conveyed to a registered nurse at the approved Type II booking facility when calling for advice. It is helpful to put the arrestee on the telephone to answer the registered nurse's questions directly.

Type I facility staff shall use the guidelines listed below as a basis for making the decision to accept a booking, require a pre-booking medical check [REDACTED]

[REDACTED] the supervisor/watch commander shall review the decision prior to sending the officer away.

Drug Influence:

Arrestees who are under the influence of drugs shall receive a pre-booking check [REDACTED]

- The arrestee is under the influence of PCP or a hallucinogen
- The arrestee cannot maintain consciousness
- The arrestee cannot maintain balance without assistance
- The arrestee cannot follow verbal instructions
- Jail staff suspect the arrestee has ingested a large amount of drugs

Alcohol Influence:

8.100. INTAKE PROCEDURES

Arrestees who are under the influence of alcohol shall receive a pre-booking check [REDACTED]

- The arrestee cannot maintain consciousness
- The arrestee cannot maintain balance without assistance
- The arrestee does not/cannot follow verbal instructions
- The arrestee claims a history of alcohol withdrawal seizures

Signs of Trauma:

Arrestees who show signs of trauma shall receive a pre-booking check [REDACTED]

- The arrestee has seeping, open sores that appear infected
- The arrestee has wounds that appear to require stitches
- The arrestee has injuries with more than slight bleeding
- Internal injuries or fractures are suspected
- The arrestee claims a head injury with a loss of consciousness in the past 72 hours

Heart Disease:

Arrestees who show signs of heart disease shall receive a pre-booking check [REDACTED]

- The arrestee is in obvious pain
- The arrestee has difficulty walking, speaking, breathing and claims a history of cardiac disease

NOTE: A history of cardiac problems, prior heart attack, surgery, or is currently taking medications does not automatically mean that a pre-booking check is required. Call an approved Type II booking facility registered nurse for advice. Arrestees who take nitroglycerin for chest pain shall be allowed to keep this on their person for use as needed.

High Blood Pressure:

Arrestees who show signs of high blood pressure shall receive a pre-booking check [REDACTED]

- The arrestee claims a history of high blood pressure, is on medication and is experiencing pain

8.100. INTAKE PROCEDURES

NOTE: If the arrestee has a history of high blood pressure and medications are not available, call an approved Type II booking facility registered nurse for advice. [REDACTED]

Seizures:

Arrestees who show signs of high blood pressure shall receive a pre-booking and be transported to an approved Type II booking facility if:

- The arrestee claims a seizure problem and cannot supply medication for jail staff to dispense
- Call an approved Type II booking facility registered nurse for advice

Contagious disease (measles, mumps, meningitis, chickenpox, TB) or any other airborne contagious disease:

These arrestees shall not be accepted for booking at any Type I facility [REDACTED]

HIV/AIDS:

These arrestees do not normally require a pre-booking medical check or special housing unless they are experiencing physical symptoms of deteriorating health.

Common symptoms are fevers, sweats (particularly at night), swollen glands, chills, weakness, and weight loss.

Certain HIV medications will produce severe medical problems if they are not continued as prescribed. If the arrestee has their own prescription medications at the time of booking and the medications are packaged in accordance with the guidelines for accepting prescription medications (see prescription medications below), then accept the medications for continued use. Call an approved Type II booking facility registered nurse for further advice.

Pregnancy:

Most pregnant arrestees do not require a pre-booking medical check except in the following cases:

- The arrestee is experiencing pain
- The arrestee is complaining of vaginal bleeding
- The arrestee is under the influence of drugs or alcohol
- The arrestee is taking methadone treatment

8.100. INTAKE PROCEDURES

NOTE: If the arrestee is in their third trimester, an approved Type II booking facility registered nurse shall be notified.

Pregnant inmates in their third trimester may be booked, but shall not be housed overnight at a Type I facility.

Mental Health Illnesses:

Arrestees who claim to have problems with mood swings, depression, hearing voices, or who are currently under psychiatric care may require evaluation by a Mental Health staff member. If the arrestee appears calm and behaves appropriately to the situation,

Suicidal/Combative Inmates:

Suicidal or combative arrestees shall not be booked at a Type I facility. Suicidal arrestees must be transported to an approved Type II booking facility for booking.

Asthma:

If an arrestee is currently taking prescription medication or a prescription inhaler, they may be accepted and allowed to continue their medications [REDACTED]. Arrestees shall be allowed to keep their inhaler on their person for use as needed.

Physical Disabilities:

Arrestees with physical disabilities (amputations, prosthesis, etc.) do not routinely require a pre-booking medical check. Their condition may require special or restricted housing. If the housing needs are such that they cannot be provided by the Type I facility, the arrestee shall be booked at a Type II facility.

Prescription Medications:

Arrestees who arrive for booking in possession of prescription medications shall be allowed to continue use of their personal medications, as long as they are current, in original pharmacy packaging, and prescribed to the individual being booked. Medications may only be administered according to the package instructions and the dispensing of the medication shall be documented on the inmate's booking jacket.

No prescription medication shall be accepted unless it can be identified.

Accepting medication is subject to approval by the watch commander.

8.100. INTAKE PROCEDURES

The above criteria are subject to interpretation by jail staff and supervisors, based on the history of the arrestee, inmate population levels and jail staffing levels.

The watch commander/supervisor shall be notified of any arrestee who requests or demands medical attention prior to booking.

(Rev. 04/2020)

120.18. REMOVAL OF RELIGIOUS HEAD COVERINGS: Safety staff shall escort an arrestee requiring modesty to an area of privacy, instruct them to remove their head covering, and after reasonably ensuring the arrestee's hair is free of contraband, weapons and drugs, allow them to retain their personal head covering until they are transported and housed at a Type II facility.

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.

(Rev. 05/2019)

120.19. PHOTOGRAPHING INMATES WEARING RELIGIOUS HEAD COVERINGS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 04/2020)

130.15. BULK PROPERTY: Unless approved by the watch commander, bulk property will not be accepted into a Type I facility.

(Rev. 04/2020)

140.15. MONEY INVENTORY: Money collected from arrestees shall be documented on the intake report form. The arresting officer and the arrestee shall sign the form, verifying the amount collected. The money shall be placed into a small manila-style envelope and placed in the arrestee's property bag. At the time of booking, the booking officer shall verify the amount and enter the amount into JIMSnet.

(Rev. 05/2019)

8.200. BOOKING PROCEDURES

280.00. PLACEMENT OF ARRESTEES IN HOLDING CELLS: During the booking process, arrestees may be placed in holding cells to facilitate the movement of others already in the facility. Additionally, these cells may be used to separate arrestees/inmates of different genders to prevent the comingling of arrestees/inmates.

Staff shall confirm the arrestee's shoelaces and/or shoes have been removed along with belts and any other items which could be used to aid in suicide. These items shall be tagged with the inmate's name and booking number in accordance with Facility Specific Policy.

(Rev. 05/2019)

280.05. HOLD FOR BAIL: Generally, arrestees who claim they are going to post bail should not be transported to another facility for a minimum of two hours, so the arrestee has time to arrange for the posting of bail. Similarly, arrestees that claim they are going to post bail should not be housed in a Type I facility cell block prior to the two hour minimum. Deviation from these general guidelines may be justified based on jail population, inmate special housing needs, and/or the transportation schedule.

(Rev. 05/2019)

290.07. HIGH PROFILE INMATES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

290.10. INTAKE CITATION RELEASE (PC 853.6): Detention and Corrections Bureau policy shall be followed without amendment.

(Add. 05/2019)

295.05. ABSENTEE BOOKING RELEASE FROM HOSPITAL: Detention and Corrections Bureau policy shall be followed without amendment.

(Add. 05/2019)

8.400. BRIDGE/BOOKING CONCERNS

460.00. BOOKING OR DETENTION OF FOREIGN BORN INMATES:

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

470.20. OUT-OF-COUNTY WARRANT PICKUP: All arrestees that are booked for out-of-county warrants, and who cannot be released on citation or bail, shall be transferred to a Type II facility to await pickup. On rare occasions, an out-of-county agency may request a pickup from a Type I facility. In these instances, the inmate shall be held at the Type I facility no longer than 96 hours.

(Rev. 05/2019)

8.600. BOOKING JACKET WORKUP

610.00. BOOKING JACKET CONTENTS: The booking jacket will contain the following:

- Booking application, health screen, property/money inventory sheet, Probable Cause Declaration on all open charges
- One booking sheet for each bookable charge. All felony on-site arrests shall be on one sheet and all misdemeanor on-site arrests shall be on one 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.
(Rev. 05/2019)

630.00. ARRANGEMENT OF INMATE BOOKING JACKET CONTENTS:

- Each court document is folded and stapled to the back of the booking sheet that it refers to
- All out-of-county "holds" are placed inside a small manila envelope. The booking jacket, envelope and dummy warrant are stamped with the "hold" stamp
- Property inventory/money printouts and health screen paperwork is stapled to the back of the original booking application
- The court information is verified and transcribed to the dummy warrant(s). Each case has a separate dummy warrant
- Citations shall be stapled to the outside of the booking jacket by booking staff for citation releases
- When a citation has been issued to an arrestee who is also being booked on additional charges requiring bail or court appearance, booking staff shall attach the inmate copy of the citation to the booking record. The original citation and attachments will be forwarded in the usual manner
- Attach photographs to the upper left-hand corner of the original arrest/booking application

(Rev. 05/2019)

640.00. DUMMY WARRANT PROCEDURE: A properly completed dummy warrant shall be sent with each inmate going to court. 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 location

8.600. BOOKING JACKET WORKUP

- The arresting agency, inmate's name, charge, bail, and arraignment date

Court dates are not to be erased from dummy warrants. The dummy warrant should reflect a complete record of all court appearances on a specified charge.

Dummy warrants are not thrown away. They are filed in the inmate's booking jacket.

(Rev. 05/2019)

9.100. SEARCHES

9.105.00. 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: General population shall be defined as the inmates' living or housing area. This is the location the inmate resides and sleeps in. General population shall not be confused with the commonly used term of the same name for inmate 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 definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
(Add 04/2020)

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 for the purpose of discovering 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.

Cursory searches may be conducted at any time, on any arrestee/inmate, by staff 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. Such a search may initially be accomplished by the arresting or transporting officer; however, prior to processing the arrestee into a facility, the cursory search shall be repeated by a staff member at that 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 surrendered previously. 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. Detected objects shall be removed by the searching staff member. Staff shall be cautious of the potential presence of sharp objects, such as razor blades and hypodermic needles, while searching arrestees/inmates. (Refer to Department Manual Section 3.454 and Detention and Corrections Bureau Policy Sections 7.110.10, 8.130.00, and 8.130.05)

9.100. SEARCHES

Whenever a female arrestee/inmate is confined in any jail facility, there shall be an appropriately trained female safety staff member or female Sheriff's professional staff member assigned, available, and accessible for the supervision of the female arrestee/inmate.

Custody staff shall not search an arrestee/inmate of the opposite sex or enter the room, dorm or cell occupied by any arrestee/inmate of the opposite sex, except in the company of an employee of the same sex as the arrestee/inmate. At no time shall the observing female Sheriff's professional staff member search an arrestee, unless they are a Sheriff's Station Officer. Staff may enter the room, dorm or 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 or safety emergency. (Refer to Penal Code Section 4021 and Type I Corrections Bureau Policy Section 3.000.01)
(Rev. 05/2020)

9.111.00. HEAD COVERINGS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

9.113.00. CURSORY SEARCHES OF VISITORS: Although visitors shall not routinely be the subject of cursory searches, they may be searched at any time they enter a non-public area of the station/division or jail facility, based on probable cause. If the search of a visitor is conducted, the watch commander shall be notified of the circumstances as soon as possible. Staff shall refer to Detention and Corrections Bureau Policy Section 9.113.00 prior to searching visitors.
(Rev. 03/2020)

9.120.00. STRIP SEARCHES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

9.132.00. STRIP SEARCH UPDATE IN JIMSnet: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

9.150.00. BODY CAVITY SEARCHES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

9.400. TELEPHONE CALLS

420.00. BOOKING TELEPHONE CALL PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

423.00. TELEPHONE SWITCHES: Generally, inmate telephones shall remain on and operational. Telephones may be turned off to ensure or restore order within the facility.
(Rev. 05/2019)

430.50. LOCATION OF TELECOMMUNICATIONS DEVICE FOR THE DEAF OR TELETYPEWRITER (TTY) DEVICE: A teletypewriter (TTY) device shall be readily available in the jail/booking office of a Type I facility.
(Rev. 05/2019)

9.500. FINGERPRINTING

510.00. FINGERPRINTING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

510.03. ELECTRONIC SCAN FAILURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

570.00. FINGERPRINTS TO CAL-ID: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

9.600. INMATE CLOTHING

610.00. INMATE DRESS IN: Arrestees booked into a Type I facility remain in their own clothing until they are transferred to a Type II facility. If an arresting agency has taken the arrestee's clothing for evidence or if the arrestee's clothing is "un-useable" (i.e. chemical saturation, shredded tatters, etc.), a paper or cloth jumpsuit may be provided. The issued clothing should be returned at the time of release. Indigent clothing shall be provided to those inmates with no clothing at the time of release.

Inmates shall be offered a shower upon assignment to a housing unit and at least once every other day thereafter.

(Rev. 05/2019)

620.10. RETENTION OF PERSONAL SHOES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

630.00. RECEIVING OFFICER RESPONSIBILITIES: Safety staff assigned to a Type I facility shall have the responsibility of providing inmates with jail-issued clothing and bedding, when necessary.

(Rev. 05/2019)

640.00. RELEASE OFFICER RESPONSIBILITIES: Safety staff assigned to a Type I facility shall perform the functions of a release officer, as identified in Detention and Corrections Bureau Policy Section 10.100.

(Rev. 05/2019)

660.00. INMATE WORKERS IN RECEIVING: Type I facilities do not have a formal receiving area/room.

(Rev. 05/2019)

660.05. INMATE WORKERS IN CLOTHING STORAGE: Inmate workers shall be allowed in the inmate clothing/supply storage area only for cleaning and replenishing the shelves and only with permission from a staff member.

(Rev. 05/2019)

670.00. ISSUANCE OF CUP AND SPOON: Inmates at Type I facilities are not issued cups and spoons. They shall be supplied with appropriate eating utensils, cups, plates and bowls during mealtime. These items shall be retrieved after every meal.

(Rev. 05/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

803.00. CLASSIFICATION AT BOOKING: Due to the operation at Type I facilities, the classification of inmates is limited in scope. The housing areas within a Type I facility are typically used for only three inmate classification types:

- Females
- General population
- Restricted population (includes Protective Custody (PC) inmates, High Security (HS) inmates, Seriously Mentally Ill (SMI) inmates, Seriously Mentally Ill Lockdown (SMIL) inmates, GBTI inmates, Problem Inmates (PIM), inmates with medical disabilities, etc.)

At Type I facilities, the classification process primarily consists of assessing information provided on the arrest report/booking application and the receiving screening form. As a result of the information obtained from the inmate at the time of booking, combined with available information from other sources, booking safety staff will assign inmates to housing locations within the Type I facility based on their needs. Inmates transferred to Type I facilities from a Type II facility shall be housed according to their most recent classification assignment.

(Rev. 05/2019)

805.05. LOCATION OF INTERVIEWS: Inmate interviews conducted at Type I facilities shall be accomplished in a location that ensures confidentiality.

(Rev. 05/2019)

820.10. CLASSIFICATION INTERVIEWS FOR SMI/SMIL INMATES AND INMATES WITH MEDICAL: If an inmate has or is suspected of having a medical problem or if the inmate is displaying mental illness, the staff member observing such conditions shall notify a registered nurse at West Valley Detention Center (WVDC).

(Rev. 05/2019)

830.00. RECLASSIFICATION: If the circumstances or considerations surrounding the classification or housing of an inmate change, jail safety staff shall make the appropriate housing reassignment and notify the Centralized Classification Unit (CCU) at the inmate's primary housing facility.

(Rev. 05/2019)

870.00. COMPLETION OF CLASSIFICATION FORMS: Type I facilities shall not complete classification forms.

(Rev. 05/2019)

870.05. ROUTING OF INMATE CLASSIFICATION FORMS: Type I jail staff do not participate in formal classification reviews or procedures.

(Rev. 05/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

880.00. HOUSING PLAN: Staff shall update the inmate's housing screen in JIMSnet whenever an inmate is being housed or moved to another housing location within the Type I facility. Type I facilities shall not be required to update inmate housing locations when an inmate is transported solely for court purposes and the inmate is not being held overnight.

(Rev. 05/2019)

890.00. CLASSIFICATION REVIEW: Type I jail staff do not participate in formal classification reviews or procedures.

(Rev. 05/2019)

9.900. INMATE CLASSIFICATIONS

902.00. PROTECTIVE CUSTODY (PC) INMATES: Inmates requiring protective custody based on factors identified in Detention and Corrections Bureau policy shall be separated from other inmates, but shall not be dressed in different clothing. Jail staff shall notify the Centralized Classification Unit (CCU) at the inmate's primary housing facility of the inmate's need for protective custody.

(Rev. 05/2019)

903.00. PROTECTIVE CUSTODY ADMINISTRATIVE HOUSING (PC-AH) INMATES: Inmates requiring protective custody based on factors identified in Detention and Corrections Bureau policy shall be separated from other inmates, but shall not be dressed in different clothing. Jail staff shall notify CCU at the inmate's primary housing facility of the inmate's need for protective custody.

(Rev. 05/2019)

904.10. HIGH SECURITY (HS) INMATES: Arrestees or other inmates who would meet the standard for high security classification based on factors identified in Detention and Corrections Bureau policy shall be separated from other inmates, but shall not be dressed in different clothing. Jail staff shall notify CCU at the inmate's primary housing facility of the inmate's need for a higher level of security.

High security inmates transferred to a Type I facility shall be separated from the general population at all times.

(Rev. 05/2019)

910.00. INMATES WITH MEDICAL CONCERNS/DISABILITIES: (Refer to Type I Policy Section 8.120.04)

(Rev. 05/2019)

910.30. PROCESSING PREGNANT INMATES: (Refer to Type I Policy Section 8.120.04)

(Rev. 05/2019)

915.00. CIVIL COMMITMENTS: Type I facilities shall not book or otherwise house or maintain civil commitments.

(Rev. 05/2019)

921.00. SUICIDAL ARRESTEES: Arrestees who are a danger to themselves or suicidal shall not be booked at a Type I facility.

(Rev. 05/2019)

925.00. INMATE CLASSIFICATION CLOTHING COLORS: Detentions and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

10.100. INMATE RELEASE PROCEDURES

103.00. ADJUSTED OUT DATE: Sentenced inmates shall be released on their adjusted out date. Inmates with adjusted out dates which fall after the next scheduled transportation time shall be transferred to a Type II facility.
(Rev. 05/2019)

105.00. DUTY OFFICER RESPONSIBILITY: Duty officer responsibilities at Type I facilities are assumed and shared by on-duty jail staff members. In general, duty officer's responsibilities during the release are as follows:

- Review entire content of the inmate's booking jacket to ensure all bookable offenses and holds have been entered
- Ensure all bookable offenses and holds have a proper disposition
- Make appropriate entries into JIMSnet, properly documenting the release criteria for each charge or hold
- Make appropriate notations on the cover of the inmate's booking jacket, documenting the release criteria for each charge or hold
- Sign/initial the cover of the inmate's booking jacket, signifying that the inmate is eligible for release

(Rev. 05/2019)

110.00. RELEASING OFFICER RESPONSIBILITIES: It is the responsibility of the releasing officer/staff member to evaluate the legitimacy of every release. Prior to release, the following procedures shall be followed:

- Review the booking jacket to make sure all holds and/or warrants have a proper disposition, indicating that release is appropriate
- When a second jail staff member is available, all prospective releases shall be checked by that second staff member to ensure the release is legitimate
- If the second staff member is not available, safety staff shall authorize a release and physically release the inmate
- The authorizing releasing officer shall initial the booking jacket in the "authorized by" box
- Check for any discrepancies in the court case, warrant or booking numbers
- Court commitments should be checked to ensure the proper time has been served
- Sign the bottom of each booking sheet giving the reason for the release
- Indicate the date and time of release
- Retrieve the inmate's property and compare the property with the property record
- Compare the name, booking number and photograph on the inmate's wristband/identification card with the name and booking number on the inmate's booking jacket
- Verify the information on the document authorizing release

10.100. INMATE RELEASE PROCEDURES

- Utilize the Department's Biometric Identification System (BIS) to confirm the identity of the inmate
- Ask the inmate pertinent questions to further verify their identification
- Compare the inmate's physical description with the information on the booking paperwork. Compare marks, scars, and tattoos
- Obtain the inmate's right thumbprint and affix the print to the booking record. Compare the thumbprint with the thumbprint obtained at the time of booking
- Compare the inmate's signature with the one taken at the time of booking
- Prior to removing the inmate's wristband, check to see if the wristband has been tampered with in any way.
- The wristband shall be removed and placed into the inmate's booking jacket.
- Update JIMSnet to show that the inmate has been released

(Rev. 05/2019)

120.05. INMATE DRESS OUT: Generally, Type I facilities do not dress out inmates prior to release. However, if an inmate is ordered released from a Type I facility, the inmate is given their personal clothing, inmate clothing is recovered and the inmate is released in accordance with Detention and Corrections Bureau policy.

(Rev. 05/2019)

120.10. IDENTITY VERIFICATION: Upon release of an inmate, the Type I facility shall retain the inmate's identification (ID) card or wristband. These shall be placed inside the inmate's booking jacket. If the inmate has no other form of photo identification, the inmate may be allowed to retain their inmate identification card but only after the entire portion above the photograph has been cut off.

(Rev. 05/2019)

120.12. INMATE CASH PAYOUT: When an inmate is released, staff will return the inmate's money to them either in cash, check or a combination of both. Staff shall ensure the amount returned to the inmate is the correct amount: based on review of intake documents, information from JIMSnet, and other pertinent sources. Staff shall count out the remittance to the inmate and have the inmate sign for the money received. Any discrepancy noted during the release requires supervisor notification.

(Rev. 05/2019)

120.13. NOTIFICATION OF ARRESTING AGENCIES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

120.15. NOTICE OF REGISTRATION REQUIREMENT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

10.100. INMATE RELEASE PROCEDURES

120.22. HIGH PROFILE INMATE RELEASE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

121.00. CITATION RELEASES: Inmates 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 Penal Code Section 647(f), Vehicle Code Section 23152 and Health and Safety Code Section 11550. (Refer to Department Manual Section 3.416.10)
(Rev. 05/2019)

122.00. MISDEMEANOR WARRANT CITATION RELEASES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

125.00. RELEASE FROM CUSTODY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

170.00. INMATE WORKER RELEASE TIMES: Generally, Type I facilities do not release inmate workers. Inmate workers are released from West Valley Detention Center (WVDC). Typically, Inmate workers are sent from the Type I facility back to WVDC one day prior to their date of release so they may be processed for release. (Refer to Facility Specific Policy)
(Rev. 05/2019)

190.00. OWN RECOGNIZANCE INTERVIEWS: Generally, Type I facilities do not host own recognizance (OR) interviews. In rare cases an interview may be scheduled and accomplished through interaction with and approval from a supervisor.
(Rev. 05/2019)

194.00. MANUAL RELEASES: CONTINGENCY FOR COMPUTER OR POWER FAILURE: In the case of computer/JIMSnet system failure, Type I facilities shall follow manual release procedures. Only funds that are verified as belonging to the inmate shall be dispensed at the time of release.
(Rev. 05/2019)

194.05. CASH DRAWER CONTINGENCY PLAN: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

10.200. BAIL INFORMATION

210.00. PAYMENT OF BAILS AND FINES: Payment for bail is accepted at the public lobby window. Anytime bail payment is received in a form other than a bail bond, a cash bail receipt must be completed. The cash bail receipt serves as a notice to the inmate as to the appearance date or that the case has been forfeit (if warrant indicates choice). The cash bail receipt will be distributed as follows:

- Original (white) copy shall be given to the person posting the bail
- Second white copy and green copy are attached to the bail and placed in the cash bail box to be forwarded to the Bureau of Administration
- Yellow copy shall be retained in the station file

The cash bail receipts and cash bail log will be kept in a locked drawer or cabinet in the jail/booking office or other location as determined by a shift supervisor. Staff shall notify the shift supervisor of a cash bail. The shift supervisor will issue a cash bail receipt then log in the amount and receipt number given to the staff member. The staff member accepting the bail and completing the receipt shall be responsible for its safe deposit in the cash bail box.

If a mistake is made on the receipt, it must be voided. A voided receipt shall be handled as follows:

- The word "VOID" shall be printed in large letters on the receipt portion
- The staff member who voids the receipt shall sign their name, employee number, date and time under the word "VOID" and they shall type their name under the signature
- The word "VOID" shall also be printed in large letters on the check portion of the receipt. The yellow copy shall always be retained in the station file
- The remaining completed receipt shall be deposited in the cash bail box and forwarded to the Bureau of Administration
- The shift supervisor shall be notified of the voided receipt and noted on the cash bail log as voided and signed off by the staff member

Packaging: When cash is received for bail, it must be placed in a CASH BAIL VERIFICATION envelope. If the amount exceeds five hundred dollars, the amount must be verified by a shift supervisor. Both staff members verifying the amount must sign where indicated on the envelope. (Refer to Detention and Corrections Bureau Policy Section 10.200)
(Rev. 05/2019)

228.00. COMPLETING THE CASH BAIL VERIFICATION ENVELOPE: Jail staff shall ensure the cash bail verification envelope is signed by both the jail employee and the supervisor. (Refer to Detention and Corrections Bureau Policy Section 10.228.00)
(Rev. 05/2019)

11.100. PHYSICAL HOUSING DESCRIPTIONS

110.00. HOUSING: Type I facility staff shall assign housing based on inmate sex, classification, and special housing needs, along with the availability of cells and the operational needs of the facility. Consequently, no cellblock or housing cell area shall be permanently designated to accommodate any single classification of inmate.
(Rev. 05/2019)

110.05. SINGLE CELL UNITS: Single cell units in Type I facilities are typically reserved for inmates with special housing needs or for inmates who have a classification requiring administrative housing from other inmates. Single cell units may be used for housing general population inmates if necessary due to inmate population levels or other facility considerations.
(Rev. 05/2019)

110.10. HOLDING CELLS: Holding cells in Type I facilities are typically cells in the intake/booking area designated and designed to temporarily confine arrestees during the intake/booking process. Holding cells do not have bunks or showers.
(Rev. 05/2019)

130.00. TYPICAL MALE HOUSING UNIT DESCRIPTION: A floor plan diagram of the Type I facility's housing units shall be posted prominently in the jail. The information contained in this diagram shall include, but shall not be limited to, the following:

- Housing unit name (i.e. "H" block)
- Location of door/cell block control panels (if applicable)
- Location of exterior/fire doors
- Location of knock-down alarm telephones (if applicable)

A copy of this diagram shall be included in the station/division's Emergency Operations Plan (EOP).
(Rev. 05/2019)

140.00. DORMITORY UNITS: Dormitory units are large inmate housing areas. They feature a common bathroom/shower area which can be accessed by every inmate. They also generally have tables and stools and freestanding bunks. Only inmates of the same sex and classification may be housed in a dormitory unit at one time. Some Type I facilities are not equipped with dormitory housing units.
(Rev. 05/2019)

150.00. FEMALE HOUSING UNITS: A floor plan diagram of the Type I facility's housing units shall be posted prominently in the jail. The information contained in this diagram shall include, but shall not be limited to, the following:

- Housing unit name (i.e. "H" block)

11.100. PHYSICAL HOUSING DESCRIPTIONS

- Location of door/cell block control panels (if applicable)
- Location of exterior/fire doors
- Location of knock-down alarm telephones (if applicable)

A copy of this diagram shall be included in the station/division's EOP.
(Rev. 05/2019)

11.200. HOUSING GUIDELINES

210.00. INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

215.00. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS IN HOUSING UNITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. STAFF OF OPPOSITE GENDER ANNOUNCING PRESENCE IN INMATE HOUSING AREAS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.00. INMATE PRIVACY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

235.00. PREGNANT INMATES: Pregnant inmates shall not be assigned to a top bunk. Pregnant inmates in their third trimester may be booked, but shall not be housed overnight at a Type I facility. (Refer to Type I Policy Section 8.120.15)
(Rev. 05/2019)

245.00. LIGHTS OUT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

250.00. DEFACING COUNTY PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

260.00. RESTRICTED AREA: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

297.00. TOILET PAPER: Safety staff shall conduct visual checks of toilet paper supply in housing units and cells when making security checks. Safety staff shall pass out toilet paper when supplies are low. Inmates are required to store all toilet paper on or near the provided holder. To obtain toilet paper supplies for the jail facility, safety staff shall submit a supply requisition form and follow established station/division ordering procedures.
(Rev. 05/2019)

11.200. HOUSING GUIDELINES

299.00. SANITARY NAPKINS (Female Housing Only): Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

312.00. CONTAMINATED CLOTHING: Type I facilities shall follow Detention and Corrections Bureau policy, with the following addition:

- Type I facilities shall designate staff authorized to transport biohazardous waste on the station/division's Limited Quantity Hauling Exemption application.

(Rev. 05/2019)

315.00. BIOHAZARDOUS WASTE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

11.400. HIGH SECURITY (HS) INMATE MOVEMENT

430.00. HANDLING OF HIGH SECURITY (HS) INMATES: Type I facilities generally follow Detentions and Corrections Bureau policy regarding the handling of high security (HS) inmates. However, due to the limited staffing of a Type I facility and the physical layout of the facilities, deviation from policy may be necessary for security reasons.

(Rev. 05/2019)

450.00. MOVEMENT TO/FROM COURT: HS inmates shall be handcuffed or waist restrained and wear leg restraints prior to being removed from their cell. HS inmates shall be searched before movement to court, visiting, or transportation/marshalling. HS inmates shall be searched upon their return from court, visiting, or upon their arrival from transportation.

(Rev. 05/2019)

11.500. OBSERVATION LOGS

501.00. SAFETY CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.00. SOBERING CELL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.05. SOBERING CELL CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.08. INTOXICATION ASSESSMENT: Type 1 facility safety staff shall complete an Intoxication Assessment Form (ASU #110708) for all inmates who are under the influence of drugs or alcohol and housed in a sobering cell. If an inmate is placed in the sobering cell, safety staff shall complete a four hour assessment after the inmate has been in the sobering cell for four hours and consult with a registered nurse from West Valley Detention Center (WVDC) to determine if medical care is needed and/or continued retention in the sobering cell is warranted. If continued retention in the sobering cell is approved, safety staff shall reassess the inmate again in four hours and document the assessment on a new Intoxication Assessment Form. If the inmate is still intoxicated to the point they are unable to continue the booking process, a registered nurse from WVDC shall be contacted for further medical consideration or the inmate shall be transported to a hospital for examination. Original forms shall be filed in the inmate's booking jacket.
(Rev. 05/2019)

521.10. SOBERING CELL PLACEMENT PROCEDURES: If an arrestee is unable to answer questions appropriately from the Intake Health Screening form, is unable to stand or walk without assistance, is unable to sign paperwork, admits to having alcohol withdrawals, exhibits tremors, or complains of visual or auditory hallucinations, staff shall notify a shift supervisor and on-site or on-call Health Services staff immediately for recommendations or arrestee shall be transported to a local hospital for a pre-booking hospital exam by the arresting officer.

Staff shall notify a shift supervisor when arrestees are placed in sobering cells. Staff shall inventory property and money, the arresting officer shall sign for it after the inmate is placed in the sobering cell. Staff shall write "refused to sign" when inmates refuse to sign their booking paperwork, and "unable to sign" when inmates are unable to sign booking paperwork.
(Rev. 05/2019)

521.15. SOBERING CELL: SUPERVISOR AND HEALTH SERVICES REVIEW: Staff shall ensure inmates shall not remain in the sobering cell longer than four hours

11.500. OBSERVATION LOGS

without an evaluation by Health Services staff. For Type I facilities, such evaluation may occur by transporting the inmate to a medical facility or by contacting a registered nurse at WVDC. Evaluations and shift supervisor's observations shall be noted on the observation log.

(Rev. 05/2019)

521.17. SOBERING CELL DURATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.00. SUSPENDED BOOKING: Type I facilities do not have suspended booking cells.

Inmates who are combative or who actively resist completion of the booking process and who are not intoxicated, shall not be placed in the same cell with any other inmates except others who are similarly non-compliant. Sobering cells shall not be used for this purpose.

(Rev. 05/2019)

522.05. SUSPENDED BOOKING CELL PLACEMENT PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.10. SUSPENDED BOOKING CELL CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.15. SUSPENDED BOOKING CELL: SUPERVISOR AND HEALTH SERVICES REVIEW: Shift supervisors shall evaluate all suspended bookings every four hours. Shift supervisor's observations shall be noted on the housing log.

Staff shall ensure inmates restricted under suspended booking status shall not remain restricted longer than eight hours without an evaluation/consultation by Health Services staff. For the Type I facilities, such evaluation may occur by transporting the inmate to a medical facility or by contacting a registered nurse at WVDC. Evaluations shall be noted on the observation log.

(Rev. 05/2019)

522.17. SUSPENDED BOOKING CELL DURATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

540.00. MAINTAINING AND DISPOSING OF LOGS: Type I facilities shall follow established station/division report routing procedures. Observation logs shall be

11.500. OBSERVATION LOGS

reviewed by a jail supervisor/watch commander. The supervisor/watch commander shall initial each log as an indication that it has been reviewed and the log is complete. The observation logs shall then be filed in a jail or station file in chronological order.
(Rev. 05/2019)

11.700. MEAL SERVICE

740.00. MEAL SERVICE PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

750.00. MEAL SERVICE REQUIREMENTS: Facility Commanders/designees shall establish feeding times and include these in jail post orders.

Detention and Corrections Bureau policy shall otherwise be followed without amendment.
(Rev. 05/2019)

760.00. MEAL SERVICE GUIDELINES: Facility Commanders/designees shall include meal service guidelines in jail post orders. These guidelines shall be written to ensure all inmates receive a meal, that slow eaters are provided sufficient time to consume all their food and jail staff use meal times to check on the safety and security of inmates.
(Rev. 05/2019)

770.00. INMATE FOOD HANDLERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

780.00. MISSING UTENSILS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

790.00. FOOD DELIVERY: Type I facilities receive regular scheduled deliveries from Sheriff's Food Services and/or private vendors. Type I staff shall ensure food is properly stocked and stored, in compliance with Detention and Corrections Bureau policy and Environmental Health regulations.
(Rev. 05/2019)

11.800. INMATE CLOTHING AND BEDDING

810.00. CLOTHING AND BEDDING ISSUE: Generally, inmates are not issued jail clothing at Type I facilities. If the inmate is expected to stay the night, the inmate shall be issued a bedroll consisting of one sheet or mattress cover, one blanket, and one towel.

(Rev. 05/2019)

840.00. INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

855.00. CLOTHING EXCHANGE SCHEDULE: Issued clothing may be exchanged for any inmate as determined necessary by the jail staff.

(Rev. 05/2019)

865.00. INMATE WORKER CLOTHING EXCHANGE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

868.00. SHEET EXCHANGE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

869.00. BLANKET EXCHANGE: Blankets issued to inmate workers shall be laundered at least once per month. Arrestees/inmates staying the night shall be issued clean blankets. Dirty/soiled blankets are generally delivered to Glen Helen Rehabilitation Center (GHRC) for cleaning on (at a minimum) a weekly basis.

(Rev. 05/2019)

11.1000. CLOTHING INVENTORY

1010.00. CLOTHING INVENTORY AT INTAKE: Generally, arrestees booked into a Type I facility remain in their own clothing until they are transferred. Clothing that must be removed from the inmate because it is unusable (chemical saturation or tattered, etc.) shall be inventoried and secured in an area to be identified in facility post orders.

(Rev. 05/2019)

1015.00. PERSONAL PROPERTY/MONEY RELEASE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1020.10. PERSONAL CLOTHING EXCHANGE: An inmate may request to have family or friends bring personal clothing to the jail to exchange with clothing the inmate currently possesses. The watch commander may approve the inmate's request, if so, it is the responsibility of the inmate to make arrangements for delivery of replacement clothing, prior to release. Safety staff shall inspect the clothing to ensure it does not contain contraband. Once the exchange is accomplished, safety staff shall note it on the face of the inmate's booking jacket.

(Rev. 05/2019)

1030.10. PROCEDURES FOR SHOE EXCHANGE: Generally, inmates booked at Type I facilities remain in their own shoes until reaching a Type II facility. Shoes that are not acceptable (steel-toed shoes, etc.) shall be exchanged for acceptable footwear issued by jail staff. The shoes that are not acceptable shall be placed in the inmate's property and a notation shall be made on the inmate's inventory property sheet.

(Rev. 05/2019)

1060.00. U.S. MARSHAL INMATES: RELEASE OF CLOTHING AND PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.200. INMATE GRIEVANCES

210.00. INMATE GRIEVANCE POLICY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

218.00. EMERGENCY GRIEVANCE REGARDING IMMIMENT SEXUAL ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. INMATE GRIEVANCE PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.05. EMERGENCY INITIAL GRIEVANCE FILING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.00. GRIEVANCES INVOLVING STAFF MISCONDUCT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.05. GRIEVANCES INVOLVING STAFF SEXUAL MISCONDUCT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

240.00. SUPERVISOR/WATCH COMMANDER RESPONSIBILITES: Type I facilities shall accept grievances. Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

250.00. INVESTIGATION PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

252.00. INMATE GRIEVANCE LOG: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

254.00. GRIEVANCE REPORT NUMBER: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

260.00. DISPOSITION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.200. INMATE GRIEVANCES

270.00. GRIEVANCE PROCEDURE TIME LIMIT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.00. GRIEVANCE APPEALS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.05. GRIEVANCE PROCESS ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.08. REJECTIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.500. INMATE VOTING

510.00. INMATE VOTING ELIGIBILITY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

515.00. REGISTRATION PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

520.00. VOTING PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

530.00. ACCEPTANCE OF SAMPLE BALLOTS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.600. INMATE MAIL

605.00. INMATE MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

645.00. UNAUTHORIZED ITEMS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

650.00. DELIVERY/STORAGE OF INMATE MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

670.00. RETURNING INMATE MAIL TO SENDER: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

680.10. LETTERS, PHOTOGRAPHS, AND GREETING CARDS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

690.10. PUBLICATIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

690.15. BOOKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.700. LEGAL MAIL

710.00. LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

712.00. OUTGOING LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

714.00. INCOMING LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

715.00. LEGAL MATERIALS AND SUPPLIES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

720.00. INDIGENT INMATES' LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

750.01. MISREPRESENTATION OF MAIL AS LEGAL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.900. INMATE GROOMING

900.00. HAIR REQUIREMENTS/GENERAL POPULATION INMATE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

905.00. HAIR RESTRICTIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

906.00. HAIR REQUIREMENTS/INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

912.00. HAIR CARE PROCEDURES: Type I facilities do not have haircut schedules or maintain haircut logs because haircut equipment is not available to non-sentenced inmates at these facilities. Inmate workers are allowed to cut their hair upon request.
(Rev. 05/2019)

915.01. FACIAL HAIR/INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

925.00. GROOMING EQUIPMENT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.1100. NEWSPAPERS

1110.00. NEWSPAPERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.1600. OUTSIDE RECREATION

1610.00. MINIMUM REQUIREMENTS FOR OUTSIDE RECREATION: Inmate workers assigned to a Type I facility shall receive a minimum of three hours of outdoor recreation each week.

Each recreation period shall be at least one hour in duration and shall take place in the intake yard, fitness area and/or other designated area.
(Rev. 05/2019)

1650.00. TYPES OF ACTIVITIES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1660.00. TIME PERIODS: Recreation times shall be scheduled at the facility's convenience.
(Rev. 05/2019)

1690.00. LOSS OF RECREATION PRIVILEGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.1700. INMATE VISITING

1710.00. MINIMUM REQUIREMENTS FOR VISITING: The Facility Commander/designee shall develop written policies and procedures for inmate visiting. The facility shall accommodate as many visits and visitors as facility schedules, space, and number of staff will allow. Sentenced inmates in Type I facilities shall be allowed no fewer than two visits totaling at least one hour per inmate each week.

Non-sentenced arrestees/inmates in Type 1 facilities shall be afforded a visit no later than the next calendar day following arrest.

The visitation policies developed pursuant to this section shall include provisions for visitation by minor children of the inmate.

(Rev. 05/2019)

1720.00. VISITING LOCATIONS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1790.00. VISITORS' PERSONAL PROPERTY IN VISITING AREA: Visitors may bring into the visiting area only those items necessary to carry keys, identification or medications.

(Rev. 05/2019)

12.1800. VISITING PROCEDURES

1810.00. VISITING PROCEDURES: Individual visiting sessions shall be scheduled as time and staff permit. However, every effort shall be made to accommodate requested visits.

A visit request may be made at a Type I facility in two ways:

- A telephone call may be made to the jail/booking office or station/division front desk
- The person requesting the visit may come to the station/division in person to request a visit

Staff receiving the request shall contact, coordinate, and schedule the visit in cooperation with jail staff. When the visitor arrives, station staff shall check them for warrants. Type I facilities shall maintain a record of all visits, to include the identity of visitors.

Visits for non-sentenced inmates at Type I facilities shall last no longer than 30 minutes, unless prior approval has been obtained by the watch commander. Non-sentenced inmates shall be allowed no more than two visits per calendar week (Sunday through Saturday).

Inmate workers assigned to Type I facilities shall be allowed contact visits. Visits for inmate workers at Type I facilities shall last no longer than two hours, unless prior approval has been obtained by the supervisor. The scheduling protocols listed above also apply to inmate worker visiting.

(Rev. 05/2019)

1810.10. VISITING APPOINTMENTS: Visiting appointments may be required. Generally, no more than three persons may visit an inmate at one time, unless with shift supervisor approval. Generally, minors may visit an inmate only when accompanied by an adult.

(Rev. 05/2019)

1810.15. VISITOR IDENTIFICATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1897.00. VISITORS WITH SERVICE ANIMALS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.1900. RELIGIOUS VISITORS/VOLUNTEERS

1910.00. VISITS FOR RELIGIOUS PURPOSES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1915.00. RELIGIOUS VOLUNTEERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2000. OFFICIAL VISITS

2005.00. OFFICIAL VISITS: (Refer to Facility Specific Policy)
(Rev. 05/2019)

2030.00. OFFICIAL VISITORS: (Refer to Facility Specific Policy)
(Rev. 05/2019)

2030.20. AUTHORIZED AREA FOR OFFICIAL VISITS: Official visits shall occur in areas designated by the Facility Commander/designee. Visitors shall wait in the public lobby until jail staff has notified the front desk that the inmate is placed in the established visiting area.
(Rev. 05/2019)

2030.30. OFFICIAL VISITORS LATE FOR VISITS: Type I facilities shall not deny an official visit simply because the visitor is late for a visiting appointment.
(Rev. 05/2019)

2030.35. CANCELING AN OFFICIAL VISIT: Type I facilities shall make reasonable accommodations and shall work with the requesting attorney/official to ensure official visits are accomplished as requested.
(Rev. 05/2019)

2040.00. DEPOSITIONS: Type I facilities shall accommodate depositions only when they are court-ordered. A copy of the court order shall be made at the time of the deposition and placed into the inmate's booking jacket. The shift supervisor shall ensure adequate security.
(Rev. 05/2019)

2070.00. POSSESSION OF CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES DURING OFFICIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2070.10. POSSESSION OF LAPTOPS AND TABLETS DURING OFFICIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2100. COURT ORDERS

2110.00. CONFIDENTIAL COURT ORDERS PER PENAL CODE SECTION 987.9: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2110.05. PROCESSING PENAL CODE SECTION 987.9 ORDERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2120.00. COURT ORDERED CONFIDENTIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2120.05. NEW COURT ORDERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2130.00. SUBPOENA DUCES TECUM: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2130.05. PROCESSING A SUBPOENA DUCES TECUM: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2140.00. IN-CUSTODY PATERNITY TESTING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2140.05. COLLECTION OF DNA: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2200. COMMISSARY AND ICARE PACKAGES

2210.00. COMMISSARY AND ICARE PACKAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.05. COMMISSARY AND ICARE PACKAGE PROCEDURE: Commissary orders shall be placed in accordance with procedures established in consultation with the Inmate Services Unit (ISU). Commissary is generally delivered to Type I facilities by Sheriff's staff. Inmates shall examine the contents of their shipment and shall sign the order sheet upon receipt.
(Rev. 05/2019)

2210.08. ALLOWABLE INMATE PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.10. STAFF ACCEPTING COMMISSARY AND ICARE PACKAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.13. PASSING COMMISSARY: Staff shall have the discretion to allow inmates to pass commissary.
(Rev. 05/2019)

2220.00. CARE BAGS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2220.02. RECEIVING RESPONSIBILITIES: Indigent inmates who are issued care bags shall be charged a rate established by ISU. Type I facilities shall record and debit the amount for the care bag in JIMSnet. The computer will generate a receipt for the inmate to sign. If there is no money on the inmate's account, it will still be recorded and deducted later when the inmate receives money on their account.
(Rev. 05/2019)

12.2300. INMATE DISCIPLINE

2300.00. DISCIPLINARY STATUS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2300.15. DISCIPLINARY GUIDELINES FOR INMATES WHO COMMIT SEXUAL ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2300.40. DISCIPLINE LIMITATIONS AND EXCLUSIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2305.00. PROPERTY INVENTORY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2345.00. INMATES OUT FOR HOSPITAL/CLINIC APPOINTMENTS: Type I facilities generally do not schedule or accommodate inmate medical appointments. If such an appointment is necessary, staff shall secure the inmate's property until their return to the facility.
(Rev. 05/2019)

12.2500. DISCIPLINE GUIDELINES

2512.00. JAIL DISCIPLINE REPORT NUMBER AND JAIL DISCIPLINE LOG:

Jail discipline report (JDR) numbers shall be obtained from the Type II facility where the inmate is primarily housed. JDR logs are maintained at those facilities. Type I facilities shall not maintain JDR logs.

(Rev. 05/2019)

2512.05. INMATES TRANSFERRING WITH PENDING DISCIPLINES: Type I facilities have not established and do not maintain disciplinary housing units. Any inmate requiring disciplinary housing shall be transferred to a Type II facility.

(Rev. 05/2019)

2512.10. DISCIPLINE INMATES FROM OTHER FACILITIES: Type I facilities shall house inmates on discipline only when they are there for court appearances. Inmates on discipline shall be restricted from general population inmates.

(Rev. 05/2019)

2523.00. DISCIPLINARY GUIDELINES TABLE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.2600. RELIGION

2610.00. SERVICES AND STUDIES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2630.00. REQUESTS FOR SPECIFIC RELIGIOUS SERVICES AND PRACTICES: Inmates requesting specific religious services and practices shall be transferred to a Type II facility.
(Rev. 05/2019)

2643.00. RELIGIOUS LITERATURE AND HOLY BOOKS: Inmates shall be allowed to retain religious literature when they are transferred to another facility.
(Rev. 05/2019)

2645.00. RELIGIOUS OBJECTS AND ARTIFACTS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2650.00. INMATE MARRIAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2652.00. DIETS: Shift supervisors may initiate the religious request form (ASU#080902) for inmates requesting religious diets. Shift supervisors shall follow up with the Food Services Division.

If inmates are transferred to a Type II facility the shift supervisor shall follow up with the facility's chaplain.

Religious diets already in progress shall be continued.
(Rev. 05/2019)

2658.00. HEAD COVERINGS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

13.100. INMATE WORKERS

100.01. INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

105.00. INMATE WORKER POLICIES AND PROCEDURES: Type I facilities do not have a Support Services Unit. Support Services functions shall be the responsibility of jail staff.
(Rev. 05/2019)

14.100. USE OF FORCE

100.00: USE OF FORCE POLICY: Detention and Corrections Bureau policy shall be followed without amendment.
(Add. 05/2019)

14.200. INMATE DEATH INVESTIGATIONS

210.00. IN-CUSTODY DEATHS (ICD): Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

230.00. SUPERVISOR'S RESPONSIBILITIES: The shift supervisor shall ensure sufficient manpower and resources are requested. Notifications shall include, but not be limited to, the Facility Commander/designee, Sheriff's Homicide Division, appropriate medical services, and Sheriff's Civil Liabilities Division. Consult the San Bernardino Sheriff's Department Notification Matrix for further information.

(Rev. 05/2019)

14.500. POLYGRAPH EXAMINATIONS

520.00. POLYGRAPH EXAM LOCATION: Type I facilities do not host polygraph examinations. Orders for polygraph examinations shall be arranged through the inmate's primary housing facility.

(Rev. 05/2019)

14.600. MORRISSEY HEARINGS

605.00. MORRISSEY HEARING SCHEDULE: Type I facilities shall not host Morrissey Hearings.
(Rev. 05/2019)

14.700. BLOOD ALCOHOL DROP BOX

710.00. LOCATION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

14.800. MINORS

810.00. MINOR OFFENDERS/HOUSING MINORS: Type I facilities shall not book minors into custody nor house them overnight. Type I facilities may hold minors for court holding purposes.

(Rev. 05/2019)

810.05. MINORS DETAINED AT ANY STATION OR FACILITY: Minors may be temporarily held in secure detention at a Court Holding facility or Type I facility only while attending court. The following guidelines shall be followed:

- Minors in temporary custody shall be held separately from adult inmates in accordance with Welfare and Institution Code Section 208(a)
- Minors shall be held with non-public access, movement within and egress
- Movement in areas containing the same entrance/exit as adult inmates shall be scheduled in such a manner there is no opportunity for contact or communication
- At no time shall communication between minors and adult inmates be allowed
- If during movement of the minor within the facility or while in route to a court appearance, adult inmates are in the same room or area, staff shall maintain a constant, side by side presence with either the minor or adult inmate to assure there is no communication between the minor and adult inmate
- Minors shall receive adequate supervision, which at a minimum, includes:
 - Constant auditory access to staff by the minor
 - Unscheduled personnel visual supervision of the minor, no less than twice every 30 minutes, which shall be noted on a facility approved observation log
 - Male and female minors shall not be placed in the same housing unit and shall not be held in the same locked room unless under direct visual supervision by staff
- Minors in temporary secured or non-secured detention within Court Holding facilities shall have the following made available to them:
 - Access to toilets and washing facilities
 - Access to drinking water
 - Blanket and/or adequate clothing if needed
 - Minors transported to a Court Holding facility or Type I facility are provided with a snack lunch prepared by juvenile authorities in keeping with Title 15 requirements. Minors shall be allowed to maintain possession of their lunch as prepared while in the court holding of Type I facilities
- Minors shall be held in secure detention for a period not to exceed 12 consecutive hours for court purposes at any Court Holding or Type I facility

(Refer to Department Manual Sections 3.484, 3.484.10, and 3.484.15)

(Rev. 05/2019)

14.800. MINORS

815.20. MINOR CLASSIFICATION CONCERNS: Minors shall be separated in accordance with the Bureau's established classification plan (Refer to Detentions and Corrections Bureau policy section 9.900). Additionally:

- Minors shall be separated from adult inmates. Contact between a minor and adults confined in a facility is restricted in accordance with Title 15, Section 8, and the San Bernardino Sheriff's Department Manual
- Male and female minors shall be housed separately
- Specific housing/classification needs shall be documented and provided by Juvenile and/or Probation authorities should the minor represent a risk or hazard to self or others while confined at the facility
- Information obtained by Court Services staff which may affect classification concerns shall be documented and forwarded with transporting staff. (Refer to Court Services Specific Policy)

(Rev. 05/2019)

815.30. INCIDENT REPORTS INVOLVING MINORS: All incidents which result in physical harm, or serious threat of physical harm, to staff or other person(s) by the minor shall be documented. A report shall be submitted and shall include the names of persons involved, description of the incident, actions taken and date/time of occurrence. Reports shall be submitted prior to the end of shift unless otherwise approved by the watch commander. In no case shall the written report be submitted later than the end of the following workday of the incident. The report shall be made immediately available to the facility in which the minor inmate is housed.

(Rev. 05/2019)

815.40. SUICIDE RISK AND PREVENTION FOR MINORS: Type I facilities shall not receive minors known to be at risk of suicide.

However, minors already housed at a Type I facility who display suicidal behavior shall be immediately separated, placed under continuous observation, and transported to an appropriate treatment facility as soon as practical.

(Rev. 05/2019)

815.50. DISCIPLINE OF MINORS: Minors shall not be disciplined.

(Rev. 05/2019)

820.00. DEATH OF A MINOR WHILE DETAINED: In the event of a death of a minor while detained, Department Manual Section 3.484.35 shall apply. Additionally, a copy of the investigation shall be forwarded to the Corrections Standards Authority within 10 days from the date of the occurrence.

(Rev. 05/2019)

14.800. MINORS

850.00. DETENTION EXCEPTIONS: Generally, minors may not be temporarily detained for any period of time in a law enforcement facility that contains a jail with the following exceptions:

- There shall be no communication and/or contact allowed between adult inmates and minors
- Minors shall be in temporary custody and shall receive constant visual supervision only by the arresting/transporting officer while within the facility during processing. At no time shall facility staff take custody of minors for any period of time and/or allow minors to be placed in secure detention at a facility
- No minors shall be brought into a temporary holding facility who are under the influence of any alcohol or drugs if they are unable to care for themselves unless a pre-booking medical check has been obtained.

(Rev. 05/2019)

850.05. USE OF RESTRAINTS: Handcuffs may be used when transporting minors. Any other use of restraint devices shall be used only when absolutely necessary for the safety of the minor or the safety of others and only with watch commander approval.

(Rev. 05/2019)

14.900. RELEASE OF INFORMATION

900.05. RELEASE OF INFORMATION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

15.100. FACILITY INSPECTIONS

100.05. FACILITY INSPECTIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

103.00. ANNUAL SECURITY REVIEW: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

15.200. COURT CALENDAR

210.00. COURT CALENDAR: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

15.300. COURT PULLS

310.00. COURT PULL GUIDELINES: Type I facilities do not perform court pulls for transportation.
(Rev. 05/2019)

310.03. REFUSAL BY INMATE TO ATTEND COURT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

15.500. FIRE SAFETY OFFICER

510.00. FIRE SAFETY OFFICER DESIGNATION: Jail sergeants are designated as the Fire Safety Officer for Type I facilities. All safety staff receive fire suppression training in Jail Operations and in the basic academy.
(Rev. 05/2019)

16.300. FISCAL RESPONSIBILITES

305.00. FISCAL RESPONSIBILITES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

17.100. MEDICAL RECORDS

100.00. MEDICAL RECORDS: Type I facilities do not maintain formal inmate medical records. Any medical paperwork (pre-booking check paperwork, health screening printout, etc.) for inmates that will be transferred to a Type II facility shall be separated, placed in an envelope, and sent to the Type II facility intake nurse via the Transportation Division.

Type I facilities shall not maintain inmate medical records.
(Rev. 05/2019)

17.200. SICK CALL SCHEDULE

200.05. SICK CALL POLICY: Inmates indicating a medical need shall be evaluated by safety staff to determine the nature of the medical issue. Safety staff, upon consultation with the watch commander, shall take necessary steps to ensure the safety and health of the inmate.
(Rev. 05/2019)

210.00. NURSE SICK CALL: Type I facilities do not have facility nurses to conduct sick call.
(Rev. 05/2019)

220.00. FACILITY MEDICAL DOCTOR: Type I facilities shall contract with local medical facilities to provide care to inmates. Appointments shall be scheduled as needed after consultation with a West Valley Detention Center (WVDC) registered nurse.
(Rev. 05/2019)

230.00. FACILITY PSYCHIATRIST: Type I facilities do not have facility psychiatrists. Any inmate requesting or in need of a psychiatrist shall be transferred to WVDC as soon as possible.
(Rev. 05/2019)

240.00. FACILITY PSYCHOLOGIST: Type I facilities do not have facility psychologists. Any inmate requesting or in need of a psychologist shall be transferred to WVDC as soon as possible.
(Rev. 05/2019)

250.00. FACILITY DENTIST: Type I facilities do not have facility dentists. Any inmate requesting or in need of a dentist shall be transferred to WVDC as soon as possible.
(Rev. 05/2019)

260.00. "WALK-IN" INMATES TO SICK CALL: Type I facility operation does not provide for "walk-in" sick call.
(Rev. 05/2019)

17.300. MEDICAL PROCEDURES

310.00. INJURED INMATES: Generally, inmates at Type I facilities who are in need of basic health care shall be transported to West Valley Detention Center (WVDC) as soon as practicable. Inmates with immediate medical emergencies or injuries shall be assessed by jail staff to determine the nature of the medical need, and the watch commander shall be notified of the medical emergency/injury immediately. Inmates needing immediate care shall be treated by paramedics and/or transported to the local contract medical facility. All inmate injuries shall be documented via an Inmate Injury Report form (ASU#021101), which shall be reviewed by the watch commander and the station/division lieutenant prior to being filed in the inmate's booking jacket.
(Rev. 05/2019)

310.07. FIRST AID KITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019).

330.10. TRANSPORT OF INMATES TO AND FROM THE HOSPITAL: Safety staff shall accompany inmates transported from a Type I jail to a local medical facility and maintain security of the inmate until returned to the jail. Type I jail staff shall ensure a WVDC registered nurse is notified by telephone that the inmate was transported and of the medical disposition.
(Rev. 05/2019)

330.25. PROCEDURES FOR TRANSFERRING AND RETURNING INMATES TO ARROWHEAD REGIONAL MEDICAL CENTER: Generally, Type I facilities do not transfer inmates directly to Arrowhead Regional Medical Center (ARMC). Type I facilities usually transfer inmates with medical problems/issues to WVDC as soon as possible and WVDC Health Services staff makes the determination to move the inmate to ARMC.

In rare cases, an inmate from a Type I jail may be transferred to ARMC directly from the local contract medical facility. In these cases, the inmate's booking paperwork shall be sent to WVDC, the WVDC Core Rover shall be advised, and the inmate shall be updated and transferred to WVDC in JIMSnet.

A WVDC registered nurse shall be advised by telephone.

Type I facilities do not receive inmates returning from ARMC. These inmates return to WVDC.
(Rev. 05/2019)

17.300. MEDICAL PROCEDURES

330.45. FAMILY NOTIFICATION OF A SERIOUSLY ILL INMATE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

340.00. INMATES ADMITTED TO AND RELEASED FROM PATTON STATE HOSPITAL: Type I facilities do not manage inmates housed at Patton State Hospital.
(Rev. 05/2019)

350.00. ADMISSIONS TO THE BEHAVIORAL HEALTH UNIT: Type I facilities do not manage inmates housed at the Behavioral Health Unit (BHU).
(Rev. 05/2019)

350.05. RETURNS FROM THE BEHAVIORAL HEALTH UNIT: Type I facilities do not manage inmates returning from the BHU.
(Rev. 05/2019)

360.00. COURT ORDERS: Type I facilities shall consult with a WVDC registered nurse to determine a course of action regarding compliance with court orders related to inmates' medical issues.
(Rev. 05/2019)

370.00. SPECIFIC MEDICAL PROBLEMS: Type I facilities will accommodate specific medical problems through consultation with WVDC Health Services staff and/or local medical facility staff.
(Rev. 05/2019)

370.20. SPECIAL DIETS: Any special diet requirement/regimen for an inmate is to be initiated by Health Services staff at a Type II facility. Health Services staff shall forward a copy of the diet requirements to the Type I facility. Coordination with the Food Services Division may be required so specially-prepared meals are available to the inmate (if necessary). Any arrestee/new booking who requires a special diet shall be transferred to WVDC as soon as possible. If the inmate has not been booked, the arresting officer may be advised to book at WVDC after consultation with the shift supervisor.
(Rev. 05/2019)

370.25. COURT APPEARANCES AND MEDICAL PROBLEMS: Inmates shall be taken to court unless a "no-go" order has been issued by Health Services at a Type II facility.

17.300. MEDICAL PROCEDURES

(Rev. 05/2019)

380.05. INTAKE PROCESS: POST PREGNANCY ASSESSMENT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

380.10. WIRE-FRAMED EYEGLASSES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

380.20. PROCEDURE FOR ACCEPTING AND EXCHANGING PRESCRIPTION EYEGLASSES: Personal prescription eyeglasses may be accepted by jail staff for inmates provided they do not already have a pair in their possession. Eyeglasses that have been damaged may be exchanged on a one-to-one basis. This also includes contact lenses and wash.

When a member of the public brings prescription eyeglasses to a Type I facility for delivery to or exchange with an inmate, jail staff shall inspect the eyeglasses for damage. Any defect/damage shall be noted on the front of the inmate's booking jacket, and the eyeglasses shall be delivered to the inmate.

If the inmate is exchanging eyeglasses already in their possession, jail staff shall deliver the exchanged pair back to the person who brought in the replacement pair. Jail staff shall document the date, time, item exchanged, and the person involved on the "comments" field of the Property/Inventory screen in JIMSnet.

Eyewash and contact lenses will be accepted if the packaging does not show any signs of tampering.

(Rev. 05/2019)

390.00. FORENSIC MEDICAL SERVICES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

390.05. MEDICAL CLINIC SECURITY: Type I Facilities do not have medical clinics.

(Rev. 05/2019)

17.300. MEDICAL PROCEDURES

390.50. NON-CONSENSUAL BLOOD DRAWS: Outside agencies seeking to draw blood (forced blood draw) from an arrestee shall not be allowed to accomplish this task within the confines of a Type I facility, unless approved by the supervisor/watch commander. If approved, the procedure shall take place in the intake/booking area of the jail. All other arrestees/inmates shall be removed from the intake area during this process.

The outside agency is responsible for supplying adequate personnel and medical staff to accomplish the task safely. Type I facility staff shall not participate in a forced blood draw for any outside agency.

Sheriff's Department staff seeking to draw blood (forced blood draw) from an arrestee within the jail facility may do so with watch commander approval. Type I facility staff may participate as necessary to accomplish this task. The procedure shall generally take place in the intake area of the jail. All other arrestees/inmates shall be removed from the intake area during this process.

Any non-consensual blood draws taking place after booking shall require a court order.
(Rev. 05/2019)

390.51. PROHIBITION ON CERTAIN NON-CONSENSUAL BLOOD DRAWS:
Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

17.500. METHADONE USAGE

510.00. ADMINISTRATION OF METHADONE: Arrangements for methadone treatment are made privately between an inmate and a private medical service. Type I facilities shall make the inmate available as soon as practical when the private company arrives to dispense methadone.

(Rev. 05/2019)

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

650.00. COURT ORDERED AIDS TESTING: Court ordered AIDS testing shall not be accomplished at a Type I facility. The Department of Public Health shall route a copy of the court order to West Valley Detention Center (WVDC) and the testing shall occur there. If a court order is received at the Type I facility, the shift supervisor shall be immediately notified for coordination with the inmate's Type II housing facility.

(Rev. 05/2019)

17.800. PREGNANT INMATES

850.00. PREGNANT INMATE HOUSING: Pregnant inmates shall be housed according to section 11.235.00 of this manual.
(Rev. 05/2019)

870.00. TRANSPORT AND RESTRAINT OF PREGNANT INMATES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

17.900. INMATE MEDICATIONS

910.00. POSSESSING MEDICATION: Arrestees who arrive for booking in possession of prescription medications shall be allowed to continue use of their personal medications; as long as they are current, in original pharmacy packaging, and prescribed to the individual being booked. Medications may only be administered according to the package instructions and the dispensing of the medication shall be documented on the daily medication log. No prescription medication shall be accepted unless it can be identified. If there is any doubt as to the validity of the medication or its use, contact a registered nurse at West Valley Detention Center (WVDC) to verify the medication.

(Rev. 05/2019)

960.00. MEDICATION DISBURSEMENT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

17.1000. COURT ORDERED DOCTOR VISITS

1020.05. COURT ORDERED PSYCHOLOGICAL EVALUATIONS: Court ordered psychological evaluations shall not be accomplished at a Type I facility. The court shall route a copy of the court order to West Valley Detention Center (WVDC) and the evaluation shall occur there. If a court order is received at the Type I facility, the watch commander shall be immediately notified for coordination with WVDC.

(Rev. 05/2019)

17.1100. HOSPITAL POLICIES

1130.00. HOSPITAL TRANSPORTATION SAFETY STAFF RESPONSIBILITIES:

Type I facilities do not have established Hospital Transportation safety staff positions.

(Rev. 05/2019)

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

1500.03. NOTIFICATION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1500.05. CHARGES REQUIRING PENAL CODE SECTION 290 REGISTRATION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1510.00. CALIFORNIA PENAL CODE SECTION 296 DNA COLLECTION DESCRIPTION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1520.00. COLLECTION METHODS FOR PENAL CODE SECTION 290 AND 296 COMPLIANCE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1520.05. REFUSAL TO PROVIDE A BUCCAL SWAB SAMPLE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1520.15. SHIPPING DNA SAMPLES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1525.00. OUT-OF-CUSTODY PROBATIONERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1535.00. DUTY OFFICER: Contact West Valley Detention Center (WVDC) Duty Officer for current policy and procedure.
(Rev. 05/2019)

1545.00. RELEASE OFFICER/SUPERVISOR'S RESPONSIBILITIES: Contact WVDC Duty Officer for current policy and procedure.
(Rev. 05/2019)

17.1500. PENAL CODE SECTIONS 290 AND 296 COMPLIANCE

1550.00. NOTIFICATIONS: Type I Facilities do not maintain booking jackets.
(Rev. 05/2019)

1555.00. REJECTED SAMPLES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

17.1600. EXCITED DELIRIUM

1610.00. DEFINITION: Excited delirium is a condition in which a subject abruptly displays a change in mental status that may be accompanied by unusual physical behavior.

(Rev. 05/2019)

1615.00. INDICATIONS: Subjects in a state of excited delirium may exhibit extremely violent behavior. Substance abuse and mental illness often induce or exacerbate the condition. Episodes of excited delirium are often terminated by a struggle and physical restraint.

Signs of excited delirium include but are not limited to:

- Exhibiting extraordinary strength
- High pain tolerance
- Bizarre, violent and aggressive behavior
- Hyperthermia, sweating
- Intense paranoia
- Incoherent speech
- Hallucinations

(Rev. 05/2019)

1620.00. HOSPITAL CHECK: Hospital checks shall be conducted if Health Services staff determine arrestees or inmates may be in a state of excited delirium.

(Rev. 05/2019)

17.1700. METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

1700.00. DEFINITION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1703.00. INDICATIONS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1706.00. INTAKE PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1723.00. DISINFECTION OF INMATE RESTRAINTS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

18.000. THE AMERICANS WITH DISABILITIES ACT (ADA)

000.00. THE AMERICANS WITH DISABILITIES ACT (ADA) POLICY:

Detention and Corrections Bureau policy shall be followed without amendment.

(Add. 05/2019)